

## AGENDA

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### Call Council Meeting to Order

### Additions to the Agenda

### Citizen Comments

1. Progress to date in replacing the grocery store and leadership role of the Council and Mayor in this Effort.

### Consent Agenda

1. Approve Minutes for Regular Meeting on 04-05-2016.
2. Approve Minutes for Special Workshop Meeting on 04-12-2016.
3. Approve Appropriation Ordinance #04-05-2016a in the amount of \$30,778.44  
*General Fund-\$14,403.75; Jubilee Fund-\$25.00; Sewer Utility Fund-\$1,048.02; Water & Light-\$15,301.67.*
4. Approve Appropriation Ordinance #04-19-2016 in the amount of: \$34,353.68.  
*General Fund-\$12,765.70; Jubilee-\$109.95;; Storm Sewer Utility-\$(0.10); Solid Waste Collection-\$16.41; Sewer Utility-\$1,796.72; Water & Light-\$17,269.41; Wt. System Capital Project-\$2,023.71; CDBG Sidewalk Grant-\$371.88.*
5. Renewal of Computer Information Concepts Annual Peopleware Agreement for \$2,875.00 through June, 2017.

### Police Department

1. Five minute executive session to discuss nonelected personnel

### Fire Department

1. Report

### Administration-City Clerk

1. 2016 Jubilee
2. Report

### Administration-Superintendent

1. 2016 Pool Season changes
2. Spring Training for drinking water system on April 21 at the Annex
3. Report

### City Attorney

1. Report

### Old Business

1. Pay Scale
2. Sales Tax increase

### New Business

1. Audit Report-Aaron Koehn with VonFeldt, Bauer, & VonFeldt, Chtd.
2. Interconnection Application and Net Meter Policy

**CALL TO ORDER**

Bobby Stimatze, Council President opened the regular meeting of the St John City Council to order on Tuesday, April 5, 2016 at 7:00 pm.  
Alex Robinson opened the meeting with prayer.

**ATTENDANCE**

Council Members Bobby Stimatze, Shari Williamson, Marshal Sanders, Mark Bryant, and Troy Hanson were present. Mayor Juliann M Owens was absent.

Staff members present were LaDona S Garcia, City Clerk; and John D Beverlin II, City Attorney.

Meeting was filmed by Carol Riegel from the Sandyland Shepherd Center and was covered by Terry Spradley with St. John News.  
Citizens present were Mary Pat Haddican, Grant and Shawn Unruh.

**ADDITIONS TO THE AGENDA**

There were five additions to the agenda which are listed below:

- A. Administration-Superintendent- Opening Sewer Pond sealed bids
- B. Administration-Superintendent- Approval to purchase a break-safe for the electrical department.
- C. Fire Department- Extended the open burn through the end of April
- D. New Business- Grant Unruh-Solid Waste Collection Update
- E. Old Business- To coincide with increasing the sales tax topic a discussion of a revue bond

***Mark Bryant moved to approve the additions to the agenda. Seconded by Shari Williamson. No Discussion. Motion Carried 5-0***

**CITIZEN COMMENT-NO COMMENTS**

**CONSENT AGENDA**

Troy Hanson moved to approve the consent agenda which included the following items:

- A. Approve Minutes for Regular Meeting on 03-14-2016.
- B. Approve Minutes for Special Meeting on 03-30-2016.
- C. Approve Appropriation Ordinance #04-05-2016 in the amount of: \$94,751.14.  
*General Fund-\$18,660.77; Jubilee-\$42.00; Library-\$921.83; Storm Sewer Utility-\$3.34; Solid Waste Collection-\$9,544.44; Sewer Utility-\$322.12; Water & Light-\$63,171.61; Wt. System Capital Project-\$2,085.03.*
- D. Renew HACH service partnership contract expiring on June 24<sup>th</sup>, 2016 for the amount of \$2,386.00.

***Seconded by Marshal Sanders. No Discussion. Motion Carried 5-0***

**POLICE DEPARTMENT-**

Chief of Police, Adam Saylor was absent due to illness, his executive session was tabled until next regular council meeting on April 19, 2016.

**FIRE DEPARTMENT-**

City Clerk LaDona Garcia requested a new open burn proclamation be issued for April 1 thru April 30<sup>th</sup>, 2016; due to windy weather the month of March.

Mark Bryant moved to approve an open burn proclamation from April 1, 2016 thru April 30, 2016, due to the limited available of burning the month of March. Seconded by Shari Williamson. No Discussion. Motion Carried 5-0

**ADMINISTRATION – CITY CLERK**

City Clerk LaDona S Garcia inquired which of the two dates of April 12<sup>th</sup> or 26<sup>th</sup>, 2016 would Council like to schedule the special meeting with Greg Wright to discuss his discoveries over different scenarios with modifying the Interconnection Standards and Net Metering Policy and Procedure. The consensus of council was to have the meeting on April 12<sup>th</sup> at 7 pm in City Council Chambers.

Garcia updated the council on the meeting with Geneie Andrews, GIS Solutions Consultant. Geneie will be presenting her proposal at the May 3<sup>rd</sup>, 2016 council meeting.

Garcia presented Resolution #2016-06 which accepts the Bylaws and allows the City to participate in the Kansas Municipal Group-Funded Pool, KMIT, for the city's workmen compensation insurances.

**BEFORE THE CITY COUNCIL OF THE CITY OF ST. JOHN, KANSAS**

**RESOLUTION NO. 2016-06**

This Resolution is made this 30th day of March, 2016, by the City Council of the City of St. John, Kansas.

**WHEREAS**, the Governing Body of the City Council of the City of St. John, has authority under the Kansas Municipal Group-Funded Pool Act, K.S.A. 12-2616, et seq., as amended, and the Interlocal Cooperation Act. K.S.A 12-2901, et seq., as amended, to participate in and form a group-funded pool for workers compensation coverage; and

**WHEREAS**, the City Council of the City of St. John has reviewed an agreement to cooperate with other municipalities to form such group-funded pool entitled Bylaws and Interlocal Cooperation Agreement of the Kansas Municipal Insurance Trust, a copy of which is attached hereto and incorporated by reference in this Resolution.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE ABOVE STATED MUNICIPALITY THAT:**

1. The Bylaws and Interlocal Cooperation Agreement for the Kansas Municipal Insurance Trust, a copy of which is attached hereto and incorporated by reference into this Resolution, is hereby approved.
2. The Mayor is hereby authorized and directed to sign the Agreement on behalf of the municipality.
3. Neither this Resolution nor the Agreement approved hereby is intended to nor does it waive, nor shall it be construed as waiving, any immunity or limitation on liability provided to the League, its offices or employees, by any law, including but not limited to any such immunity of limitation appearing in the Kansas Tort Claims Act or amendments thereto. Furthermore, neither this Resolution or the Agreement is intended to, nor does it provide for coverage in excess of the limitation on liability within the Workers Compensation Act, K.S.A. 44-501 et seq., or amendments thereto.
4. The municipality understands and further by execution of this Resolution and the Agreement agrees that it will comply with the requirements of the Workers Compensation Act and amendments thereto and further understands that in accordance with the BYLAWS AND INTERLOCAL COOPERATION AGREEMENT THAT THE INDIVIDUAL MEMEBRS OF THE COOPERATION MAY BE SUBJECT TO ASSESSMENT OF ADDITIONAL CONTRIBUTIONS UNDER THE CIRCUMSTANCES DESCRIBED IN THE AGREEMENT.

5. One copy of the signed agreement shall be mailed to the Executive Director of the League of Kansas Municipalities along with a copy of this Resolution, one copy of the signed Agreement shall be filed with the County Register of Deeds, and one copy of the signed Agreement shall be filed with the Secretary of State of the State of Kansas.

The foregoing Resolution was adopted by a majority vote of the Governing Body of the City of St John, State of Kansas, on this 30<sup>th</sup> day of March, 2016.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

***Marshal Sanders moved to approve Resolution 2016-06 to accept the Bylaws and participate in the Kansas Municipal Group-Funded Pool known as KMIT. Seconded by Mark Bryant. No Discussion. Motion Carried. 5-0***

### **ADMINISTRATION – SUPERINTENDENT**

City Superintendent Cory Tagtow was unable to attend council meeting, City Clerk, LaDona Garcia presented his report. Garcia had Council President Bobby Stimatze open the two sealed bid, for grazing at the sewer pond. One bid was from Klayton Rodermal for \$250.00 and the second was from Steve Frink for \$512.00.

***Troy Hanson moved to accept Steve Frink's bid of \$512.00 for grazing at the sewer ponds commencing on April 6, 2016 and terminating on September 15<sup>th</sup>, 2016. Seconded by Shari Williamson. No Discussion. Motion Carried 5-0.***

Garcia presented City Superintendent Tagtow's request to purchase a break-safe for the electrical department not to exceed \$2500.00.

***Marshal Sanders moved to approve the purchase of a break-safe for the electrical department not to exceed \$2500.00. Seconded by Mark Bryant. No Discussion. Motion Carried 5-0.***

### **CITY ATTORNEY-**

City Attorney, John D Beverlin II reported that the information he was going to cover will be with the sales tax under old business.

### **OLD BUSINESS-**

Garcia presented Resolution 2016-04 with the modifications council had requested.

BEFORE THE CITY COUNCIL OF THE CITY OF ST. JOHN, KANSAS

**RESOLUTION NO. 2016-04**

This Resolution is made this 5<sup>th</sup> day of April, 2016, by the City Council of the City of St. John, Kansas.

**WHEREAS**, in 1991, the governing body of the City of St. John, Kansas, adopted a city code relative to the fees for connection to the city waterworks system in the City of St. John, Kansas; and

**WHEREAS**, in 15-207 of the city code, the governing body was granted the authority to change the fees from time to time by resolution of the governing body; and

**WHEREAS**, the governing body of the City of St John, Kansas, believes it would be in the best interest of the City of St John, Kansas, to amend the fee for connection to the city waterworks system.

**NOW, THEREFORE, BE IT RESOLVED** by the governing body of the City of St John, Kansas, that effective March 16, 2016, the fees provided in the city code under 15-207 shall be changed as follows:

- A. Existing structures that desire to be connected onto the city water supply be charged a fee of \$200.00 for a ¾" tap and \$300.00 for a 1" tap including piping materials.
- B. Taps larger than 1" shall be assessed at the time of installation.
- C. New construction residence and commercial shall be exempt from the fee, with the exception of taps required to be larger than 1".
- D. Outside the city limits-The City of St. John may provide water service ~~from the closest water main and from the nearest right of way of such city limits.~~ The customer shall be responsible for the line from residence to city's meter and pay a tap/connection fee of \$550.00

**ADOPTED BY** the Council and approved by the Mayor this 5<sup>th</sup> day of April, 2016.

\_\_\_\_\_  
Juliann M Owens, Mayor

ATTEST BY:

\_\_\_\_\_  
LaDona S Garcia, City Clerk

**Troy Hanson moved to approve Resolution 2016-04 regarding connection fees for taping onto the city waterworks system with the current modification. Seconded by Marshal Sanders. No Discussion. Motion Carried 5-0.**

Garcia presented the updated Pay Plan and advised pay raises with the current figures for council to review. She also presented a proposal from Austin Peters Group, INC a HR firm for establishing a step raise scale if that is the direction the council would like to go. There was discussion. The consensus was not to go with the HR firm. The pay plan and advised raises were tabled till next regular council meeting on April 19, 2016 to review different raises possibilities and modification of the pay plan.

Council President, Bobby Stimatze opened the discussion on implementing a sales tax increase to generate revenue for the city. He also presented another option of the city obtaining a bond to help with the grocery store cost. City Attorney, John Beverlin gave his advice on both situations. Beverlin introduced a draft example of a resolution for generating a sales tax increase question for the premiere election for council

to review. He explained how this process would be implemented. There was discussion between Council and City Attorney. This issue was tabled until April 19, 2016 for further review

**NEW BUSINESS-**

Grant Unruh from Unruh Brothers Waste Collection, requested an evaluation of the service they had been providing for the last three months. There was discussion between Council and Unruh.

***With no further business Marshal Sanders moved to adjourn the meeting at 8:20pm. Seconded by Mark Bryant. No discussion. Motion carried 4-1. Troy Hanson opposed.***

Next regular council meeting will be Tuesday, April 19, 2016 at 7:00 pm.

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Juliann M Owens, Mayor

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LaDona S Garcia, City Clerk

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**Call to Order**

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Mayor Juliann M Owens opened the special workshop on Tuesday, April 12, 2016 at 7:00 pm.

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**Attendance**

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Mayor Juliann Owens, Council Members Bobby Stimatze, Shari Williamson, and Marshal Sanders. Mark Bryant and Troy Hanson were absent.

Staff members present were LaDona Garcia, City Clerk; Cory Tagtow, City Superintendent; and John D Bevelin II, City Attorney.

Greg White with EMG, Inc, and Mary Pat Haddican.

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**The Mayor stated the reason for the workshop and the procedures were followed.**

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Greg White from EMG, Inc, presented his findings after reviewing the previous year's data. The council, city attorney, and Greg had discussion over the findings.

With no further business, Mark Bryant moved to adjourn the meeting at 8:33 p.m. Seconded by Troy Hanson. No discussion. Motion carried 4-1. Troy Hanson Opposed.

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Juliann M Owens, Mayor

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LaDona S Garcia, City Clerk

# APPROPRIATION ORD.#04-05-2016A

My Report Subtitle

Thursday, April 07, 2016

Check	Vendor	Invoice ID	Invoice Description	Invoice Amount
108952	Kansas Municipal Insurance Trust	04/2016	Workers Comp. & Empl. Liability Insurance (04/01/2016-12/31/2016)	\$12,228.00
108953	Midwest Public Risk	KSPL20160401	Auto, General Liability, Property, and Utility Generation Insurance Pre	\$18,550.44
				\$30,778.44

My Application

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# APPROPRIATION ORD. #04-19-2016

My Report Subtitle

Friday, April 15, 2016

Check	Vendor	Invoice ID	Invoice Description	Invoice Amount
-850	DIR OF TAX-SALES TAX	03/2016	March 2016 Sales Tax Return - Filing pre-paid monthly (I	\$2,439.62
-849	DIR OF TAXATION-COMP. TAX	2016-1st	2016 - 1st Quarter Comp. Tax Return	\$703.08
108954	A.L.E.R.T.	010867	Radar Re-Certification	\$120.00
108955	Advance Termite & Pest Control	14411	Agreement Renewal for Witt Center	\$290.00
108955	Advance Termite & Pest Control	4023	Agreement Renewal for City Hall	\$400.00
108956	AG360 Insurance, LLC	1123	Surety Bond - Vickii	\$180.00
108957	Amber K. Pyles	04/2016	Refund Credit Balance	\$55.20
108958	Assurant Employee Benefits	04/2016	April Premium	\$90.10
108959	Cintas Corporation	5004776081	Cabinet Supplies	\$133.17
108960	City Blue Print Inc.	125263	Instrument Rental	\$95.68
108961	Davis Electrical, Inc.	0042320	PVC pipe, sweeps, couplings, sch 40, trencher - trenchin	\$613.70
108962	DOLLAR GENERAL-MSC 410526	04/2016	March/April Statement	\$53.95
108963	EMC Insurance Companies	04/2016	Work Comp. - A. Rudy & J. Williamson	\$976.70
108964	EMG	4262	Key Account and Energy Consulting Agreement, addition	\$1,849.10
108965	FISHER SERVICE CENTER	4181	2013 Ram 1500 Complete Lube & oil and filter service	\$82.51
108965	FISHER SERVICE CENTER	4233	2001 Dodge Truck Ram 2500 3/4 Ton PU - Battery Testin	\$227.25
108966	GOLDEN BELT FIRE AND SAFETY,IN	21801	Recharges , 20# pk, hydrostatic tests - Fire Dep.	\$202.00
108966	GOLDEN BELT FIRE AND SAFETY,IN	21802	Annual Inspection - City Shop	\$60.00
108966	GOLDEN BELT FIRE AND SAFETY,IN	21803	Annual Inspection - Witt Center	\$12.00
108966	GOLDEN BELT FIRE AND SAFETY,IN	21804	Annual Inspection/Recharge - Power Plant	\$132.00
108966	GOLDEN BELT FIRE AND SAFETY,IN	21805	Annual Inspection - Nitrate Plant	\$12.00
108967	GOLDEN BELT TELEPHONE ASSN.	10498526	April Internet Charges	\$127.95
108968	Great Bend Redi-Mix, Inc.	48660	1st & Main - Mix, mileage	\$986.50
108968	Great Bend Redi-Mix, Inc.	48725	Main St. & South St. - Fibermesh, Mix, Mileage	\$1,037.50
108969	Hampel Oil	90776182	Police Dept. Fuel	\$423.16
108970	Harsh International Inc.	183575	Cylinder Assembly Parts	\$984.16
108971	HARTER AUTO	03/2016	March Statement	\$3,381.88
108972	JEFF WILLIAMSON	04/2016	Meal reimbursement while at Wichita 4/5/16	\$8.91
108972	JEFF WILLIAMSON	J70509/1	Reimburse safety rope braiding tools	\$30.82
108973	Jose Ramirez	04/2016	Refund Credit Balance	\$254.48

My Application

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Check	Vendor	Invoice ID	Invoice Description	Invoice Amount
108974	KANSAS DOOR, INC.	22679	2" angle iron 25', lube, labor to cut off bad slats on rolling	\$435.25
108974	KANSAS DOOR, INC.	22750	bottom rubber	\$42.00
108975	KANSAS ONE-CALL SYSTEM, INC.,	6030469	10 locates @1.00	\$10.00
108976	KANSAS RURAL WATER ASSOC.	1313	2016 KRWA Conference Attendance	\$180.00
108977	KANZA CO-OPERATIVE ASSOCIATION	03/16	March Statement	\$51.22
108977	KANZA CO-OPERATIVE ASSOCIATION	03/2016	March Statement	\$730.97
108978	KS EMPLOYMENT SECURITY FUND	2016 1st Qtr.	2016 1st Qtr. Unemployment Tax	\$114.75
108979	LEAGUE OF KS MUNICIPALITIES	16-1157	Levying a local sales tax	\$27.45
108980	Nick Lauffer	04/2016	Meal reimbursement while at Heartland Meter Conferenc	\$20.37
108981	OFFICE PRODUCTS, INC.	704214	Protector sheets for office	\$17.79
108981	OFFICE PRODUCTS, INC.	704234	Colored paper for City Clerk	\$78.90
108982	SAFETY-KLEEN INC.	69863133	Parts Washer-Solvent	\$221.77
108983	SCHULZ CLEANING SERVICE	04/2016	Witt and City Hall Cleaning Agreements	\$500.00
108984	ST. JOHN LUMBER CO., INC.	03/2016 Elect	March Statement	\$0.76
108984	ST. JOHN LUMBER CO., INC.	03/2016 Park	March Statement	\$562.11
108984	ST. JOHN LUMBER CO., INC.	03/2016 Polic	March Statement	\$17.95
108984	ST. JOHN LUMBER CO., INC.	03/2016 Pow	March Statement	\$173.76
108984	ST. JOHN LUMBER CO., INC.	03/2016 Sho	March Statement	\$54.66
108985	STAFFORD COUNTY	04/2016	Pictometry Agreement between SF Co. and City - 2nd Ins	\$1,199.33
108986	Stafford County Clerks' Office	030316	February Utility Bill	\$75.23
108986	Stafford County Clerks' Office	040416	February Gas Bill	\$44.91
108987	STATE TREASURER	2016 1st	2016 1st Qtr. Court Fees	\$60.50
108988	Stull, Beverlin, Nicolay, & Haas, LLC	13082	March Services	\$2,556.00
108989	Triplet Enterprises	332934	40W E40 Cobb Lights, 96" 40W Clear LED Tubes	\$420.00
108989	Triplet Enterprises	332936	48" LED Tubes - Lights for fire station	\$300.00
108990	Unifirst Corporation	240 0620688	Electric Dept. Uniforms	\$40.40
108990	Unifirst Corporation	240 0621960	Laundry Supplies - Shop Rags	\$36.83
108990	Unifirst Corporation	240 0622214	Electric Dept. Uniforms	\$40.40
108990	Unifirst Corporation	240 0622221	Reuben Uniforms	\$28.00
108990	Unifirst Corporation	240 0623680	Electric Dept. Uniforms	\$40.40
108991	VAN DIEST SUPPLY COMPANY	111360	pro 32-0-5 w/90% Dur, Dim & Ace	\$1,404.00
108992	VERIZON WIRELESS	3389806184	WIFI Hotspot for Electric Dept.	\$71.65
108993	VISA	03/31/16 Car	#0687 March Statement	\$79.61
108993	VISA	03/31/16 Car	Card# 0711 March Statement	\$758.45
108993	VISA	03/31/16 Car	Card #0679 March Statement	\$582.91

Check	Vendor	Invoice ID	Invoice Description	Invoice Amount
108993	VISA	03/31/16 Car	Card# 0695 March Statement	\$652.60
108994	Vonfeldt, Bauer & Vonfeldt, Chtd.	2016 Audit	2016 Audit Expense	\$6,759.33
				\$34,353.68



2843 31st Avenue  
Greeley, CO 80631  
1-800-437-7457

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**Computer Information Concepts**

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April 7, 2016

Ms. LaDona Garcia  
City of St. John  
115 East 4<sup>th</sup>  
St. John, Kansas 67576

Dear Ms. Garcia,

Please sign both copies of our enclosed Annual Peopleware Agreement (page 6), retaining one (1) copy for your files and returning the remaining copy along with your payment in the amount of \$2,875.00 before June 1, 2016, to continue accessing Annual PEOPLEWARE via [www.cicesp.com](http://www.cicesp.com) or toll free at (800) 437-7457 –

**Twenty-Four (24) Hours/Day – Seven (7) Days/Week!!!**

**“INSTANT Response”** – Customers utilizing our **“Internet Accessible” Annual PEOPLEWARE System (APS)** to log support calls by **“Task Code” - Twenty-Four (24) Hours/Day – Seven (7) Days/Week**, may enter their specific questions and/or concerns in their own words, attach all related screen / report images for further clarification, select priority / maximum response times of **IMMEDIATE, 2, 4 or 8** working hours and receive automatic e-mail updates triggered by every support call action.

1. **APS** provides retrieval / displays CIC’s resolution documentation for a date range within the same **“Task Code”** to our staff, providing immediate resolution for a high percentage of your support calls along with excellent cross training to prevent related calls in the future.

2. Our **APS “Quick Reference”** also provides Customers instant access to our most current Web Based Documentation for your specific **“Task Code”**, saving you valuable time normally spent looking for your current copy of CIC’s manual or the applicable section, page and paragraph.

3. **APS** enables our Customers to confirm CIC’s open support call status (Internet & Telephone), reassignment, escalation and projected resolution date / time plus provide an opportunity for our Customers to add additional information to their original open call(s) at any time.

4. When requested, **APS** displays a list of current **“PeopleWires”**, which describe CIC known problems / issues communicated to our Customers. If a CIC program temporary fix (PTF) is available, our FTP location and automatic downloading instructions will be provided. Otherwise, CIC’s recommended **“temporary work around”** with instructions can be viewed and printed, along with our current estimated PTF availability.

5. Finally, using APS, Customers are provided the ability to access their Support Issues, along with all associated Actions and Resolutions, that have been closed within the past year by "Keyword", Date Range and/or Reference Number.

**"DESKTOP Response / Resolution"** – Actively participate in resolution of your support, enhancement and training issues without the wasted time and expense previously required to travel on-site. Using state of the art web conferencing technology, our technical support staff can immediately "observe" your desktop from our office, significantly reducing the time and effort required to resolve issues and provide just-in time training without the wasted time and expense our competitors still charge for traveling to your location –

**"BETTER THAN ON-SITE"!**

**"ON-DEMAND Response / Resolution"** – Access pre-recorded software demonstrations / training sessions, etc, from your standard Internet browser. Available from the right side of our home page, ON-DEMAND Response initially provides a list of all sessions currently available. After selecting the demonstration / training session of your choice and entering a password provided by CIC's Resource Development and/or PEOPLEWARE Staff, you may view the selected software demonstration or training session, including audio and video of the presenter and their related presentation materials, whiteboards, PC desktop, software applications, etc. necessary to convey their message. Session player controls including pause, rewind, and fast forward further provide you control over playback for maximum time management.

**"AT YOUR CONVENIENCE & AS MANY TIMES AS YOU LIKE!"**

Finally, our Annual Peopleware Agreement includes all regulatory, user defined and vendor enhancements identified, prioritized and approved by our Users during our "free" Annual User Symposium, or as needed during the year by your Enhancement Review Team Representatives. Although our enhancements are normally delivered annually, along with our Task Based, Internet Accessible User Manuals, the actual enhancements to be included and the date of each release is also determined by our Users. While our annual charge for enhancements is also determined and approved annually by our Users, CIC further guarantees to deliver any and all State / Federal regulatory enhancements, regardless of cost, without any additional charge to our Customers.

Guaranteed Response Time - Our PEOPLEWARE and Technical Teams guarantee a maximum of IMMEDIATE 2, 4 or 8 hour response to any questions, problems, etc. encountered during your utilization of our Automation Solutions.

CIC also assumes exclusive responsibility for communicating and coordinating with all vendors, as may be necessary, in resolving your problems. In summary, CIC's "Total Solution Plan" delivers all three (3) "Wares"; hard, soft &

**PEOPLE --- 24 HOURS / DAY - 7 DAYS / WEEK!!!**

Sincerely,



Melayna Clark-Rael  
[mclark-rael@cicesp.com](mailto:mclark-rael@cicesp.com)  
or (800) 437-7457, ext. 157

MCR:mal  
Enclosures



2843 31st Avenue  
 Greeley, CO 80631  
 1-800-437-7457

INVOICE

**Computer Information Concepts**

Invoice Number: PSI23536

Invoice Date: 04/06/16

Page: 1

Bill  
 To: City of St. John  
 115 E. 4th  
 P.O. Box 367  
 St. John, KS-67576

Ship  
 To: City of St. John  
 115 E. 4th  
 P.O. Box 367  
 St. John, KS-67576

Ship Via  
 Ship Date 06/01/16  
 Due Date 06/01/16  
 Terms Payable Upon Receipt

Customer ID 461  
 P.O. Number  
 P.O. Date 04/06/16  
 Our Order No.  
 SalesPerson

Item/Description	Unit	Order Qty	Quantity	Unit Price	Total Price
Annual Peopleware Agreement June 1, 2016 - May 31, 2017	Each	1	1	2,875.00	2,875.00

Amount Subject to  
 Sales Tax  
 0.00

Amount Exempt  
 from Sales Tax  
 2,875.00

Subtotal: 2,875.00  
 Invoice Discount: 0.00  
 Sales Tax: 0.00

Total: 2,875.00

**Can't miss it!! Don't miss it!! We won't miss it!! Spring Training for drinking water system is here!!**

It's Spring Training Time!! Each year baseball players of all ages, skill level, and at various levels of play get together in ballparks in the spring to hone the basic skills they use as players or to learn new skills they need to be successful. Even veterans work to improve the basic skills they need have a great season. The grand ol' game means a lot too many people, and brings great enjoyment and fun to all.

Running a drinking water utility requires members of its team to be skilled at what they do, and also requires them to regularly to improve their skills and knowledge to be successful. Success is measured by providing safe and reliable service, having consistent and perpetuating service, and not having a failing business. Unlike baseball, running a utility is not fun and games. It is a life, or even death, undertaking. Failure to do the job is not an option with a public drinking water system.

Your governing leaders, business staff, and operational staff is cordially invited to attend a training session called, "Management and Operations Oversight Basics for Board, Councils or Staff". The training focuses on basic but important information about managing your utility to have safe and reliable service and to use sound business practices.

The expectations on all drinking water systems, no matter what size, is the same – to provide safe, reliable and continuous service. Small and very small systems have many challenges to face in order to provide drinking water service. These challenges are exacerbated by insufficient operational and management practices. Limited leadership, planning and oversight by governing bodies cause systems to go from one crisis to the next. Systems at the start of April will be complying with the new Revised Total Coliform Rule that emphasizes keeping your system in good working order and your operator properly trained.

The purpose of this training is to provide information that you can use to equip you to be better stewards for your community. This training is targeted to the board/council and staff of medium to very small sized public drinking water systems. If possible bring all of your board members.

The Midwest Assistance Program is providing this training at no cost, and the training is funded by the USDA Rural Development. RD is dedicated to helping rural communities to improve their quality of life. The attached program outlines the topics of the training.

**Time, Date, Location:**

April 21, 2016  
St. John, KS  
8:30 AM – 4:30 PM

**At: Stafford Co. Courthouse Annex**  
209 North Broadway  
St. John, Kansas 67576  
620.549.3508

## **Training Agenda.**

8:30 – 9:00 Registration.

9:00 – Noon

Introduction/Pre-test

Management Oversight.

The awesome responsibility of being a board or council member.  
The same responsibilities no matter what size.  
The role of a board or council in system management.  
Providing safe, reliable, and continuous service – it takes work.  
Public involvement the elixir for success.

Enhancing the operations of your system.

Operator job duties.  
Operator job description.  
Planning for operator succession.  
Simple operations and maintenance plan.  
System performance evaluation procedures.  
Risk management.  
Regulatory compliance.

Noon to 1 pm Lunch

1 pm to 4 pm

The New World of RTCR. (*Revised Total Coliform Rule*)

Sampling site plans.  
Changes in routine monitoring requirements.  
What happens if you have a total positive coliform sample?  
Environmental Assessments and Corrective Actions.  
Proactive avoidance.

Planning for replacing equipment and future costly upkeep (*simple asset care management*).

Creating a sound and financially healthy business.

Maintaining and monitoring for fiscal soundness.

Budgeting for what you should be doing.  
Pricing and Setting Rates for Drinking Water  
Suggested fiscal policies and prescriptive practices.

4:00 – 4:30 Closing/Post-test/Evaluations

Please contact me if you plan to attend so I can prepare materials for you, or call if you have questions. I hope you are able to attend.

Phillip Fishburn  
Technical Assistance Specialist  
Midwest Assistance Program, Inc.  
PO Box 491  
Haven, KS 67543  
Tel: 620-465-2780  
Cell: 620-200-5547  
Email: [pfishburn@map-inc.org](mailto:pfishburn@map-inc.org)

**CITY OF ST. JOHN**  
**Personnel Classification and Pay Plan**  
**Advised Increases**

Employee	Current Salary	INCREASE SUGGESTIONS								
		3%			4%			5%		
		Raise	Wage Per Hour	Salary	Raise	Wage Per Hour	Salary	Raise	Wage Per Hour	Salary
City Superintendent/Zoning Administrator	\$25.49	\$0.76	\$26.25	\$54,609.78	\$1.02	\$26.51	\$55,139.97	\$1.27	\$26.76	\$55,670.16
City Clerk/Zoning Administrator	\$19.75	\$0.59	\$20.34	\$42,312.40	\$0.79	\$20.54	\$42,723.20	\$0.99	\$20.74	\$43,134.00
Chief of Police	\$19.62	\$0.59	\$20.21	\$42,033.89	\$0.78	\$20.40	\$42,441.98	\$0.98	\$20.60	\$42,850.08
Electric Utility Supervisor	\$23.58	\$0.71	\$24.29	\$50,517.79	\$0.94	\$24.52	\$51,008.26	\$1.18	\$24.76	\$51,498.72
Water/Wastewater Foreman	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Streets/Parks Foreman	\$18.25	\$0.55	\$18.80	\$39,098.80	\$0.73	\$18.98	\$39,478.40	\$0.91	\$19.16	\$39,858.00
Lineman	\$17.30	\$0.52	\$17.82	\$37,063.52	\$0.69	\$17.99	\$37,423.36	\$0.87	\$18.17	\$37,783.20
City Treasurer	\$15.34	\$0.46	\$15.80	\$32,864.42	\$0.61	\$15.95	\$33,183.49	\$0.77	\$16.11	\$33,502.56
Utility Billing Clerk	\$11.12	\$0.33	\$11.45	\$23,823.49	\$0.44	\$11.56	\$24,054.78	\$0.56	\$11.68	\$24,286.08
Police Sergeant	\$17.69	\$0.53	\$18.22	\$37,899.06	\$0.71	\$18.40	\$38,267.01	\$0.88	\$18.57	\$38,634.96
Police Officer II-Brown	\$15.73	\$0.47	\$16.20	\$33,699.95	\$0.63	\$16.36	\$34,027.14	\$0.79	\$16.52	\$34,354.32
Police Officer	\$14.43	\$0.43	\$14.86	\$30,914.83	\$0.58	\$15.01	\$31,214.98	\$0.72	\$15.15	\$31,515.12
Water/Wastewater Maint Worker	\$12.43	\$0.37	\$12.80	\$26,630.03	\$0.50	\$12.93	\$26,888.58	\$0.62	\$13.05	\$27,147.12
Water/Wastewater Maint Worker	\$12.25	\$0.37	\$12.62	\$26,244.40	\$0.49	\$12.74	\$26,499.20	\$0.61	\$12.86	\$26,754.00
Streets/Parks Maintenance Worker	\$18.00	\$0.54	\$18.54	\$38,563.20	\$0.72	\$18.72	\$38,937.60	\$0.90	\$18.90	\$39,312.00
Lineman Trainee	\$16.25	\$0.49	\$16.74	\$34,814.00	\$0.65	\$16.90	\$35,152.00	\$0.81	\$17.06	\$35,490.00

YEARLY TOTALS: \$535,038.40    \$7.72    \$264.95    \$551,089.55    \$10.29    \$267.52    \$556,439.94    \$12.86    \$270.09    \$561,790.32

Employee	Last Merg Raise	
	Date	Amount
City Superintendent/Zoning Administrator		
City Clerk/Zoning Administrator		
Chief of Police	9/1/2015	0.47
Electric Utility Supervisor	3/19/2016	0.91
Streets/Parks Foreman	10/15/2014	0.17
Lineman-Laufer	2/24/2016	0.17
City Treasurer	5/16/2015	0.15
Utility Billing Clerk	1/1/2016	0.25
Police Sergeant	9/29/2015	0.13
Police Officer II-Brown	3/18/2016	0.16
Police OfficeStory	2/9/2016	0.18
Water/Wastewater Maint Worker	4/5/2016	0.18
Water/Wastewater Maint Worker	4/5/2016	<i>Did not qualify for a raise</i>
Streets/Parks Maintenance Worker	<i>Part-Time employee since 4/1/2014, has not received a pay increase</i>	
Lineman Trainee		

*Did not qualify for a mert raise on 10/15/2015 evaluation*

**CITY OF ST. JOHN**  
**Personnel Classification and Pay Plan**  
**Advised Increases**

Employee	Current Salary	Final Median	85% of Final Median	Advised Increase at 85%	75% of Final Median		ANNUAL SALARIES	ANNUAL FINAL	ANNUAL 85%	ANNUAL 75%
City Superintendent/Zoning Administrator	\$25.49	\$29.23	\$24.85	\$0.00	\$21.92	2080	\$53,019.20	\$60,804.31	\$0.00	\$0.00
City Clerk/Zoning Administrator	\$19.75	\$28.65	\$24.35	\$4.60	\$21.49	2080	\$41,080.00	\$59,593.79	\$9,568.00	\$3,619.20
Chief of Police	\$19.62	\$25.83	\$21.96	\$2.34	\$19.37	2080	\$40,809.60	\$53,729.84	\$4,867.20	\$0.00
Electric Utility Supervisor	\$23.58	\$29.23	\$24.85	\$1.27	\$21.92	2080	\$49,046.40	\$60,804.31	\$2,641.60	\$0.00
Water/Wastewater Foreman	\$0.00	\$20.56	\$17.48	\$0.00	\$15.42	2080	\$0.00	\$42,772.01	\$0.00	\$0.00
Streets/Parks Foreman	\$18.25	\$20.58	\$17.50	\$0.00	\$15.44	2080	\$37,960.00	\$42,815.70	\$0.00	\$0.00
Lineman	\$17.30	\$19.83	\$16.85	\$0.00	\$14.87	2080	\$35,984.00	\$41,240.27	\$0.00	\$0.00
City Treasurer	\$15.34	\$17.07	\$14.51	\$0.00	\$12.80	2080	\$31,907.20	\$35,502.55	\$0.00	\$0.00
Utility Billing Clerk	\$11.12	\$13.53	\$11.50	\$0.38	\$10.15	2080	\$23,129.60	\$28,142.40	\$790.40	\$0.00
Police Sergeant	\$17.69	\$16.82	\$14.30	\$0.00	\$12.62	2080	\$36,795.20	\$34,994.83	\$0.00	\$0.00
Police Officer II-Brown	\$15.73	\$14.31	\$12.17	\$0.00	\$10.73	2080	\$32,718.40	\$29,770.68	\$0.00	\$0.00
Police Officer	\$14.43	\$12.48	\$10.60	\$0.00	\$9.36	2080	\$30,014.40	\$25,948.80	\$0.00	\$0.00
Water/Wastewater Maint Worker	\$12.43	\$12.28	\$10.44	\$0.00	\$9.21	2080	\$25,854.40	\$25,550.51	\$0.00	\$0.00
Water/Wastewater Maint Worker	\$12.25	\$12.28	\$10.44	\$0.00	\$9.21	2080	\$25,480.00	\$25,550.51	\$0.00	\$0.00
Streets/Parks Maintenance Worker	\$18.00	\$12.28	\$10.44	\$0.00	\$9.21	2080	\$37,440.00	\$25,550.51	\$0.00	\$0.00
Lineman Trainee	\$16.25	\$11.16	\$9.49	\$0.00	\$8.37	2080	\$33,800.00	\$23,220.56	\$0.00	\$0.00
	<b>\$535,038.40</b>	<b>\$615,991.58</b>	<b>\$251.73</b>	<b>\$8.59</b>	<b>\$222.09</b>		<b>\$535,038.40</b>	<b>\$615,991.58</b>	<b>\$17,867.20</b>	<b>\$3,619.20</b>

**Section 3: Procedure for Granting  
Merit Pay Increases**

**3.1 Position Classification and Pay Plan**

The City of Greensburg compensation is based on a salary schedule comprised of pay ranges related to the requirements of the position descriptions. The City of Greensburg salary schedule is shown in Section 4 of this Position Classification and Pay Plan. City of Greensburg employee Position Descriptions are attached as Section 5 at the end of this manual.

**3.2 Performance Evaluation Policy**

It is the intent of the City of Greensburg to fairly assess the performance of all employees and provide, within budgetary constraints, merit based salary compensation. The City shall provide information to its supervisory staff to evaluate employee performance, to provide supervisory staff with current evaluation tools and to create a system of merit based pay for employees who demonstrate quality and quantity work and a positive work ethic. The City of Greensburg Employee Performance Evaluation Form attached as Appendix A of this manual shall be used for all classified employee evaluations.

**3.3 Merit Increases Based Upon Performance (to be implemented January 1, 2013)**

Merit or performance salary increases shall be based on the results of each employee's performance evaluation. The completed performance evaluation shall be submitted to the City Administrator along with a completed Personnel Status Form (see Appendix B) recommending a pay increase. Employee evaluation and proposed merit pay increases shall be accomplished on the employee's employment anniversary date each year. All merit increases shall be budgeted. Merit pay increases shall become effective on the pay date first following the employee's anniversary date after review and submittal of the Personnel Status Form.

**3.4 Determining the Percentage of Increase (to be implemented January 1, 2013)**

The amount of a merit pay increase shall be determined by the total number of points scored in the Employee Performance Evaluation. The following scores shall merit the following increases:

<u>Merit Score</u>	<u>Salary Increase</u>
5.00 to 5.99	1.0%
6.00 to 6.99	1.5%
7.00 to 7.99	2.0%
8.00 to 8.99	2.5%
9.00 to 10.00	3.0%

The percentage determined by the Performance Evaluation shall be used as the multiple of the current salary. The amount determined by the multiple shall be added to the current salary and the result will be the employee's new salary base. The following example illustrates the method of determining the new salary base upon the merit score from the Performance Evaluation:

Example: The employee's current salary is \$15.00 per hour. Based on the merit score of the Performance Evaluation, the merit increase is 2% (could be more or less, depending on the evaluation score) which brings the salary up to \$15.30 per hour. The new pay base is \$15.30 per hour.

### **3.5 Evaluations and "Lump Sum" merit increases above the maximum salary in the Pay Range**

When an employee reaches the maximum salary in a pay range, annual Employee Performance Evaluations shall continue to determine the continuing level of performance of that employee. If it is determined an employee continues to perform at a high level in his/her position as evidenced by greater productivity, improved judgment and increased initiative, the Department Head may recommend to the City Administrator that a "Lump Sum" salary increase be granted to that employee.

To determine the amount of a "Lump Sum" merit increase, follow the example described in 3.4 above. In that example, based on a Performance Evaluation, the employee's merit increase was 2% of \$15.00, or \$ .30 to be added to the current base salary in that employee's pay range. For a "Lump Sum" merit increase multiply the \$.30 by two thousand and eighty (2080) for the lump sum increase.

$$.30 \times 2080 = \$624.00$ . The lump sum is paid to the employee in one payment. The \$15.00 per hour maximum of the pay range remains unchanged.

### **3.6 Frequency of Evaluations (to be implemented January 1, 2013)**

New employees will be evaluated at six months employment and twelve months of employment. Following the first twelve months of employment, employees will be evaluated annually on their anniversary date. Employees may receive a merit salary increase at the end of six months following initial employment based upon satisfactory performance.

Employees may be evaluated at any time for exceptional or unsatisfactory performance.

**Section 4: Pay Tables**  
**City of Greensburg Pay Ranges**  
**For Classified Employees**

<b>Grade 00:</b>	<b>\$8.30 to \$14.30</b>	Unskilled, Seasonal, Temporary, Part-Time
<b>Grade 01:</b>	<b>\$10.85 to \$15.80</b>	Billing Clerk/Receptionist Custodian
<b>Grade 02:</b>	<b>\$11.40 to \$16.60</b>	Public Utilities Maintenance Worker Public Works Maintenance Worker
<b>Grade 03:</b>	<b>\$12.00 to \$17.45</b>	
<b>Grade 04:</b>	<b>\$12.60 to \$18.35</b>	
<b>Grade 05:</b>	<b>\$13.25 to \$19.30</b>	Mechanic Police Officer
<b>Grade 06:</b>	<b>\$13.95 to \$20.40</b>	Electrical Lineman
<b>Grade 07:</b>	<b>\$14.65 to \$21.50</b>	
<b>Grade 08:</b>	<b>\$15.40 to \$22.60</b>	
<b>Grade 09:</b>	<b>\$16.20 to \$23.75</b>	Chief of Police City Clerk City Treasurer Convention and Tourism Director
<b>Grade 10:</b>	<b>\$17.00 to \$24.95</b>	Public Works Superintendent
<b>Grade 11:</b>	<b>\$17.90 to \$26.25</b>	
<b>Grade 12:</b>	<b>\$18.80 to \$27.60</b>	Public Utilities Superintendent

**City of Greensburg Pay Schedule  
for Classified Employees**

<u>Grade</u>	<u>Minimum</u>	<u>Maximum</u>
00	\$ 8.30 \$ 17,264.00	\$ 14.30 \$ 29,744.00
01	\$ 10.85 \$ 22,568.00	\$ 15.80 \$ 32,864.00
02	\$ 11.40 \$ 23,712.00	\$ 16.60 \$ 34,528.00
03	\$ 12.00 \$ 24,960.00	\$ 17.45 \$ 36,296.00
04	\$ 12.60 \$ 26,208.00	\$ 18.35 \$ 38,168.00
05	\$ 13.25 \$ 27,560.00	\$ 19.30 \$ 40,144.00
06	\$ 13.95 \$ 29,016.00	\$ 20.40 \$ 42,432.00
07	\$ 14.65 \$ 30,472.00	\$ 21.50 \$ 44,720.00
08	\$ 15.40 \$ 32,032.00	\$ 22.60 \$ 47,008.00
09	\$ 16.20 \$ 33,696.00	\$ 23.75 \$ 49,400.00
10	\$ 17.00 \$ 35,360.00	\$ 24.95 \$ 51,896.00
11	\$ 17.90 \$ 37,232.00	\$ 26.25 \$ 54,600.00
12	\$ 18.80 \$ 39,104.00	\$ 27.60 \$ 57,408.00

**Ordinance No. \_\_\_\_\_**  
**Exhibit "A"**

**City of St John, Kansas**  
**Electric Department**

**Net Metering**  
**Policy & Procedure**  
**For Customer-Owned**  
**Renewable Energy Resources**

April 14, 2016

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1. INTRODUCTION

The provisions of this Net Metering policy shall apply only to Customer Generators with Renewable Energy Resources approved by the City.

2. NET METERING GENERAL PROVISIONS:

- a. The City shall offer Net Metering to its Customers that wish to generate electricity on the Customer's side of the meter using only renewable resources for energy sources. Service under this NET METERING POLICY is limited no more than 5% of the total system load. After this amount is being served no additional customers can request service.
- b. Net Metering is intended for Customer Generators with a rated output of less than 25,000 watts (25 kW). Systems rated for more than 25 kW will be handled under a different process and may involve the local control area and regional transmission organization.
- c. The City shall make Net Metering available to eligible Customer Generators within its service area on a first-come, first-served basis. The maximum total rated capacity in kW of customer generation that will be allowed on the City's system shall be restricted to not more than 3 percent of the City's peak demand during the previous Annualized Period.
- d. Customer Generators shall be equipped with properly approved City metering equipment that can measure the flow of electricity in both directions at the same rate, typically through use of a single bi-directional meter. Necessary metering will be supplied and installed by the City.
- e. Whenever the amount of electricity delivered by an eligible Customer Generator in a billing period exceeds the electricity supplied by the City in such billing period, the City shall settle with the Customer Generator for the excess kilowatt-hours (kWh) in accordance with the billing practices described in this policy.
- f. If a Customer Generator formally terminates Net Metering, the City shall treat the end of the service period as if it were the end of the billing period and, if applicable, settle with the Customer Generator according to the appropriate billing practices.
- g. The City shall not charge a Customer Generator any fee or charge, or require additional equipment or any other requirement, unless the fee, charge, or other requirement is specifically authorized under the terms of the Interconnection Agreement, this Policy or if the fee, charge or other requirement would apply to other customers that are not Customer Generators. Any insurance coverage that may be required is specifically exempted from this paragraph, however, and is subject to the terms of the Interconnection Standards for Parallel Installation and Operation of Customer-Owned Electric Generating Facilities.

- h. Nothing in this Policy shall abrogate any Customer's obligation to comply with all applicable Federal, State, or local laws, codes, or ordinances; nor with the Standards, Service Regulations, and Policies of the City.

### 3. INTERCONNECTION STANDARDS

- a. To qualify for Net Metering, Customer Generators must comply with the City's Interconnections Standards for Parallel Installation and Operation of Customer-Owned Electric Generating Facilities.

### 4. REQUEST

- a. The Customer Generator shall make a request for Net Metering by completing the City's Application for Net Metering and the City's Application for Interconnection. The City may require additional details or clarifications as needed to properly evaluate the application.

### 5. BILLING PRACTICES

- a. **Positive Net Consumption.** Whenever the amount of electricity delivered by an eligible Customer Generator in a billing period is less than the electricity delivered by the City during such billing period, billing for the net energy supplied by the City will be made in accordance with the rate schedule applicable to the Customer's assigned rate class and all applicable riders.
- b. **Negative Net Consumption.** Whenever the amount of electricity delivered by an eligible Customer Generator in a billing period is more than the electricity supplied by the City in a billing period, the excess electric energy shall be retained by the City as a contribution to fixed costs associated with owning and maintaining the facilities required to provide electric service.
- c. Customer Generators remain responsible for all charges incurred and billed as separate line items during each billing period including, but not limited to: customer charges, facilities charges, demand charges, environmental charges, transmission charges, any late payment charges, and any requirements for deposits or special charges or fees that may be applied.
- d. Any net excess generation credit remaining in a Customer Generator's account at the end of each Monthly Billing Period shall expire.

- e.
6. **ELIGIBILITY:**  
Interconnection to the electric system shall be granted only to new or existing customers, in good standing, under the City's electric service schedules. All agreements hereunder shall be between the Customer Generator and the City and will not include third parties.
  7. **REQUEST:**  
The Customer Generator shall make a request by completing the attached documents entitled "Application for Net Metering" and "Application for Interconnection." The City may require additional information or clarifications as needed to properly evaluate the application.
  8. **SYSTEM EFFECTS:**  
The City will analyze the overall impact of the proposed generating facility on the transmission and distribution system. Such analyses will be based on Good Utility Practice to determine thermal effects, voltage ranges, power quality, system stability, etc.
  9. **SYSTEM UPGRADES:**  
As a result of the above analysis, the City will provide the Customer Generator with a cost estimate and projected timeframe for any system upgrades, to be paid for by the Customer Generator, that may be necessary to accommodate the generating facility.
  10. **CODES AND PERMITS:**
    - a. The Customer Generator shall be responsible for procuring all building, operating and environmental permits that are required by any Governmental Authority having jurisdiction for the type of generating facility and for the necessary ancillary structures to be installed.
    - b. The equipment shall meet the standards listed in the attached document entitled "National Certification Codes and Standards".
    - c. The construction and facilities shall meet all local building and electrical codes.
  11. **CERTIFICATE OF COMPLETION:**  
Upon completion of the generating facility and prior to normal operation, the Customer Generator shall provide a signed copy of the attached document entitled "Certificate of Completion" as required by the Interconnection Agreement.
  12. **NORMAL OPERATION:**  
The Customer Generator may begin normal operation of the generating facility upon completion of all documentation, inspection by, and receipt of written approval from the City.
  13. **DEFINITIONS:**  
All capitalized terms and phrases throughout this set of standards shall be defined as indicated in the attached Glossary of Terms.

## Application for Net Metering

This Application is considered complete when it provides all applicable and correct information required below. Additional information or clarification to evaluate the Application may be requested by the City.

### Customer

Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone (Day): \_\_\_\_\_ (Evening): \_\_\_\_\_

Fax: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

### Customer Signature

I agree to abide by the terms and conditions of the City's Net Metering Policy & Procedures for Customer-Owned Renewable Energy Resources.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

---

### *For Office Use Only*

#### Requirements for Approval of Net Metering

The City must verify that the following requirements are met in order for Customer Generator to qualify for Net Metering:

- Qualified Renewable Energy Resource
- Application for Interconnection
- Interconnection Agreement
- Certificate of Completion

City Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Application ID Number: \_\_\_\_\_

## Glossary of Terms

**Monthly Billing Period** – The City’s billing month ; that is approximately 30 days.

**Applicable Laws and Regulations** – All duly promulgated applicable federal, state and local laws, regulations, rules, ordinances, codes, decrees, judgments, directives, or judicial or administrative orders, permits and other duly authorized actions of any Governmental Authority.

**Customer** – Any entity interconnected to the City’s distribution system for the purpose of receiving retail electric power service from the City’s distribution system.

**Customer Generator** – The owner or operator of a net metered facility which:

- 1) is powered by a renewable energy resource;
- 2) is located on a premises owned, operated, leased or otherwise controlled by the Customer Generator;
- 3) is interconnected and operates in parallel phase and synchronization with an affected utility and is in compliance with the standards established by the affected utility;
- 4) is intended primarily to offset part or all of the Customer Generator’s own electrical energy requirements;
- 5) contains a mechanism, approved by the utility, that automatically disables the unit and interrupts the flow of electricity back onto the supplier's electricity lines in the event that service to the Customer Generator is interrupted.

**Customer-Owned Generating Facility**– The Customer's equipment for the production of electricity identified in the Interconnection Application.

**Distribution System** – The City's facilities and equipment used to transmit electricity to ultimate usage points including residential, commercial and industrial facilities directly from nearby generation points or from interchanges with higher voltage transmission networks which transport bulk power over longer distances.

**Force Majeure** – A Force Majeure event shall mean “any act of God, labor disturbance, act of the public enemy, war, insurrection, riot, fire, storm or flood, explosion, breakage or accident to machinery or equipment, any order, regulation or restriction imposed by governmental, military or lawfully established civilian authorities, or any other cause beyond a Party’s control”. A Force Majeure event does not include an act of negligence or intentional wrongdoing.

**Good Utility Practice** – Any of the practices, methods and acts engaged in or approved by a significant portion of the electric industry during the relevant time period, or any of the practices, methods and acts which, in the exercise of reasonable judgment in light of the facts known at the time the decision was made, could have been expected to accomplish the desired result at a reasonable cost consistent with good business practices, reliability, safety and expedition. Good Utility Practice is not intended to be limited to the optimum practice, method, or act to the exclusion of all others, but rather to be acceptable practices, methods, or acts generally accepted in the region.

**Governmental Authority** – Any federal, state, local or other governmental regulatory or administrative agency, court, commission, department, board, or other governmental subdivision, legislature, rulemaking board, tribunal, or other governmental authority having jurisdiction over the Parties, their respective facilities, or the respective services they provide, and exercising or entitled to exercise any administrative, executive, police, or taxing authority or power; provided, however, that such term does not include the Customer or any Affiliate thereof.

**Interconnection Application** – The Customer's request to interconnect a new Customer-Owned Generating Facility, or to increase the capacity of, or make a material modification to the operating characteristics of, an existing Customer-Owned Generating Facility that is interconnected with the City's electrical system.

**Net Metering** -A bi-directional metering process using equipment sufficient to measure the difference between the electrical energy supplied by a Customer Generator to the City's Distribution System and the electrical energy supplied by the Customer Generator to the City and over an applicable billing period.

**Reasonable Efforts** – With respect to an action required to be attempted or taken by a Party under the Interconnection Agreement, efforts that are timely and consistent with Good Utility Practice and are otherwise substantially equivalent to those a Party would use to protect its own interests.

**Renewable Energy Resource** -Electric energy produced from solar or wind resources, or other energy resources defined as renewable by Kansas statute.

**System Average Energy Cost** – The current average cost of fuel and purchased energy for the billing period as determined by the City.

**System Upgrades** – The additions, modifications, and upgrades to the City's Distribution System at or beyond the point of interconnection to facilitate interconnection of the Customer-Owned Generating Facility.

Adopted by the City Council / Board of Commissioners: \_\_\_\_\_ (date)

Revised: \_\_\_\_\_ (date)

(A copy of Ordinance No. \_\_\_\_\_ is attached)

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE ADOPTING NET METERING POLICY & PROCEDURES FOR  
CUTOMER-OWNED RENEWABLE ENERGY RESOURCES.**

WHEREAS, The Governing Body of the City of St John, Kansas, finds that there is increasing interest in customer-owned renewable energy resources;

WHEREAS, Policies and procedures are necessary for the health, safety and welfare of the citizens and city employees for the interconnection of such customer-owned renewable energy resources with the City's electric utility system; and

WHEREAS, the Governing Body of the City of St John, Kansas, desires to enact certain uniform policies and procedures for such customer-owned renewable energy electrical generation.

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF ST JOHN, KANSAS, AS FOLLOWS:

SECTION 1: There is hereby adopted the Net Metering Policy and Procedures for Customer-Owned Renewable Energy Resources

SECTION 2: Net Metering Customer Generators must meet all the applicable requirements of the City's Interconnection Standards for Parallel Installation and Operation of Customer-Owned Electric Generating Facilities in addition to the requirements of the Net Metering Policy and Procedures for Customer-Owned Renewable Energy Resources.

SECTION 3: This ordinance shall be effective upon its adoption and publication in the official city newspaper.

APPROVED AND ADOPTED by the governing body of the City of St John, Kansas, this \_\_\_\_\_ day of April, 2016.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

4-431 RESIDENTIAL USER RATE

Effective with billings to all consumers subsequent to September 4, 2007, all electric energy purchased from the City by residential users shall be billed at the following rate:

First 100 kwhs per billing month	\$0.089 per kWh
All additional kwhs	\$0.1055 per kWh
Plus applicable fuel adjustment	

MINIMIUM CHARGE is \$6.00 per meter and service charge per month as provided by section 4-436

4-432 SUPPLEMENTAL GENERATION USER RATE

Effective with billings to all consumers subsequent to May 1, 2016, all electric energy purchased from the City by commercial or residential users, who have requested and been approved, for service through the City's Interconnect Policy with supplemental generators such as wind turbines or diesel generators shall be billed at the following rate:

First 100 kwhs per billing month	\$0.089 per kWh
All additional kwhs	\$0.1055 per kWh
Plus applicable fuel adjustment	

In any billing month where the energy produced exceeds the energy consumed by customer during the billing month, City agrees to net energy produced within the current billing period with no carryover to other months in accordance with the Net Metering Policy.

MINIMIUM CHARGE is \$30.00 per meter and service charge per month as provided by section 4-436

4-436 MONTHLY METER CHARGE

Effective with billings to all residential consumers subsequent to September 4, 2007, a monthly electric meter and service charge of \$6.00 per meter used by the consumer will be charged to each monthly billing statement.

Effective with billings to all commercial consumers subsequent to September 4, 2007, a monthly electric meter and service charge of \$9.00 per meter used by the consumer will be charged to each monthly billing statement

Effective with billings to all commercial and residential consumers utilizing a bi-directional meter subsequent to, May 1, 2016 a monthly electric meter and service charge of \$30.00 per meter used by the consumer will be charged to each monthly billing statement