



AGENDA

Call Regular Council Meeting to Order

Additions to the Agenda

Citizen Comments

A resident may address the Council on subjects that are not on the Agenda. All comments are limited to a maximum of three minutes for each speaker. In accordance with the Open Meeting Act, City Council members may not discuss or take action on any item that is not on the Agenda

Consent Agenda

These items are routine and enacted by one motion. There will be no separate discussion of these items unless a Councilmember so requests. Any consent agenda item can be removed and placed on the agenda as an item of business.

1. **Approve Minutes**
 - a. Regular Council Meeting – October 4, 2016.
2. **Appropriation Ordinance**
 - a. Ordinance #10-10-2016 for \$5,035.00.
 - b. Ordinance # 10-12-2016 for \$20,724.10
 - c. Ordinance #10-18-2016 for \$32,156.08.
3. **Approval of the Mayor's Burn Proclamation for open burn beginning October 19th and running through November 30, 2016.**
4. **Approval of invoice over spending limit-Protective Equipment Testing Laboratory for annual testing of electric trucks and rubber goods.**

Sid Arpin-BQ Consultants-Contractors Final Completion Paperwork

Department Head & Committee Reports

1. **Grocery Store Task Force – Report**
2. **Grant Administrator**
 - a. **Tennis Courts**
3. **Police – Report**
4. **Fire - Report**
5. **City Clerk – Report**
 - a. **Pay Plan**
6. **Interim-City Superintendent**
 - a. **Report**
7. **City Attorney- Report**
 - a. **Annexation of Businesses**

Old Business

1. **Axman's Land Donation and Sidewalk Project**

New Business

1. **Sewer Line on Hwy 281**

October 4, 2016 7:00 pm | Meeting called to order by President Shari Williamson | Alex Robinson opened with prayer.

Attendance

Mayor Bobby Stimatze was absent.

Council members present;

☒ Kevin Davis	☒ Shari Williamson, President
☒ Mark Bryant	☒ Marshal Sanders

Resignation of Troy Hanson from City Council and President of the Landbank

Garcia presented Councilmen Hanson's resignation.

Sanders moved to accept Hanson's resignation from City Council and President of the Landbank. Seconded by Bryant. No discussion. Motion carried 3-1. Davis Opposed.

Additions to the Agenda-No Additions

Citizen Comments-No Comments

Consent Agenda

- ☒ Approve Minutes of Regular Council Meeting on 09-20-2016.
- ☒ Approve Minutes of Special Council Meeting on 09-24-2016.
- ☒ Approve Appropriation Ordinance #09-30-2016 in the amount of \$45,097.20
CDBG Sidewalk Grant -\$45,097.20.
- ☒ Approve Appropriation Ordinance #10-04-2016 in the amount of \$89,468.28.
General-\$10,667.68; Library-\$2,382.66; Solid Waste Collection-\$8,733.96; Sewer Utility-\$321.58; Water & Light-\$67,362.40.
- ☒ Approval of Planning Commission's recommendation of an amendment to Zoning Regulations and passing Ordinance #1040 about political signage and Ordinance #1041-Rezoning lots from R-1 to I-1 with a P-O
- ☒ Approval of Planning Commission's recommendation to update the current zoning fee schedule.

Davis moved to approve these items included in the consent agenda. Seconded by Bryant. Discussion. Motion carried 4-0.

Committee & Department Head Reports

Grocery Store Task Force- Tonya Sanders, President-No Report

Grant Administrator- Lisa Cornwell-No Report

Police Department-Chief Adam Saylor-No Report

Fire Department-Chief Michael Sanders-No Report

Administration-

City Clerk-La Dona Garcia

- ⌘ Garcia advised council if they intend on authorizing Nick Lauffer to approve Electrical purchases they will have to set his spending authority, discussion followed.

Sanders moved to authorize Nick Lauffer with a \$500.00 spending limit for electrical purchase. Seconded by Bryant. No discussion. Motion carried 4-0.

- ⌘ Garcia discussed creating an internal budget for the upcoming 2017 budget.
- ⌘ Consensus of Council is not to have an internal budget.
- ⌘ Garcia requested next meeting starting at 6:00 pm instead of 7:00, due to a school activity conflict.
- ⌘ Consensus of Council is for everyone to check their schedules and see if the new time will work.

City Superintendent-No Report

City Attorney-John D Beverlin II.

- ⌘ Garcia presented Beverlin's report in his absent.
 - Beverlin received positive notification from Kanza Coop and negative notification from Tony Delp regarding the annexation of their properties.
 - Beverlin will provide more information on this matter on October 18, 2016
 - Beverlin will not be able to meet Carolyn Dunn's grant deadline for the properties in the tax sale.

Old Business

- ⌘ Garcia revisited the Axman's property and sidewalk project, discussion followed.
- ⌘ Consensus of council was to collect additional information and provide it for next meeting.

New Business

- ⌘ No new Business

Executive Sessions

- ⌘ No Executive Sessions

With no further business, Sanders moved to adjourn the meeting at 7:22 pm. Seconded by Bryant. No Discussion. Motion Carried 4-0.

Next regular council meeting will be Tuesday, October 18, 2016, at 7:00 pm.

Shari Williamson, President

LaDona S Garcia, City Clerk

APPROPRIATION ORD. #10-10-2016

My Report Subtitle

Monday, October 10, 2016

Check	Vendor	Invoice ID	Invoice Description	Invoice Amount
109461	BG Consultants, Inc.	09/07/2016	CDBG Sidewalk Improvements - 15-1242H - 1st St. from	\$5,035.00
				\$5,035.00

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APPROPRIATION ORD. #10-12-2016

My Report Subtitle

Wednesday, October 12, 2016

Check	Vendor	Invoice ID	Invoice Description	Invoice Amount
109462	BG Consultants, Inc.	10/06/2016	CDBG Sidewalk Improvements - 15-1242H - 1st St. from	\$795.00
109463	MANSEL CONSTRUCTION INC.	15-1242H #4	CDBG Sidewalk Grant Project: 8/30/16 - 9/26/16	\$19,929.10
				\$20,724.10

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APPROPRIATION ORD. #10-18-2016

My Report Subtitle

Friday, October 14, 2016

Check	Vendor	Invoice ID	Invoice Description	Invoice Amount
896	DIR OF TAX-SALES TAX	09/2016	September Sales Tax Return - filing pre-paid monthly (incl	\$3,486.41
895	DIR OF TAXATION-COMP. TAX	3rd Quarter 2	3rd Quarter 2016 Comp. Tax Return	\$670.64
109464	Adam Saylor	09/28/2016	Reimburse Motel for training in Salina	\$121.79
109465	CHIEF SUPPLY CORPORATION	258521	Uniforms	\$55.67
109466	Claussen Motorsports	05/06/16	towing fee after hours and 2 hours shop use fee: black do	\$425.00
109467	Davis Electrical, Inc.	0043050	Pool Supplies	\$11.68
109468	DEPT OF HEALTH & ENVIRONMENT	09/30/2016	Annual Wastewater Permit for M-AR77-0001: November	\$185.00
109468	DEPT OF HEALTH & ENVIRONMENT	3rd Qtr. 2016	V7000 - 3rd Quarter Analysis	\$247.00
109469	DIVISION OF TAXATION-WATER	3rd Qtr. 2016	3rd Quarter 2016 Bulk Water Tax Return	\$581.05
109470	EMG	4443	Key Account & Energy Consulting Agreement, additional h	\$1,097.90
109471	GOLDEN BELT TELEPHONE ASSN.	10529125	October Internet Service	\$127.95
109472	Hampel Oil	90825713	Police Department Fuel	\$406.18
109473	HARTER AUTO	09/2016	September Statement	\$507.80
109474	IET Consulting	5925	24VDC Surge Suppressor, labor check plant for lightning pr	\$317.70
109475	International Code Council	10/2016	Governmental Membership	\$135.00
109476	Jerry's Auto Repair & Tire Sales	023643	Fire Truck Repairs	\$370.83
109477	KANS MUNICIPAL UTILITIES INC	13350	KMU Regional Training Group II - 2016 Dues - 4th Qtr.	\$1,489.00
109478	KANSAS ONE-CALL SYSTEM, INC.,	6090466	12 locates at 1.00	\$12.00
109479	KANZA CO-OPERATIVE ASSOCIATION	09/2016	September Statement	\$725.74
109480	KS EMPLOYMENT SECURITY FUND	2016 - 3rd Qtr	3rd Qtr. 2016 Unemployment Tax Return	\$152.64
109481	MANSEL CONSTRUCTION INC.	09/30/2016	1st & Monroe - as bid - addition to change to hi-early conc	\$7,550.00
109482	Midwest Public Risk	16/AL0229	Claim Deductible from when Jeff rearended another vehicl	\$1,000.00
109483	OFFICE PRODUCTS, INC.	704958	Tab dividers for City Clerk	\$48.73
109483	OFFICE PRODUCTS, INC.	G05874-01	Ink Cartridge for Utility Clerk (tri color) and City Clerk (cyn)	\$170.98
109483	OFFICE PRODUCTS, INC.	G07132	Ink Cartridge and Binders for Police Department	\$167.14
109483	OFFICE PRODUCTS, INC.	G07157	Ink Cartridges for City Clerk Printer (Blk & Yellow)	\$203.98
109484	RC Computers LLC	2016-217	Set up Dual LCD Stands for LaDona, Vickii, and Pam, wor	\$539.97

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Check	Vendor	Invoice ID	Invoice Description	Invoice Amount
109484	RC Computers LLC	2016-224	Virus Removal and Network cleanup of encrypted files on	\$691.97
109484	RC Computers LLC	2016-227	PC for Utility Clerk: Business class PC w/3yr. Warranty co	\$664.98
109484	RC Computers LLC	2016-228	PC for City Clerk: Business class PC w/ 3yr. Warranty, int	\$764.98
109484	RC Computers LLC	2016-229	Buffalo 4TB Network attached storage server w/2yr. Warr	\$349.99
109485	SALINA SUPPLY CO	S100064706.	5th Street Hydrant - Upper Stem, 5-1/4" safety flange repair	\$513.02
109486	SCHULZ CLEANING SERVICE	10/2016	City Hall & Witt Center Cleaning Agreements	\$500.00
109487	SELLERS EQUIPMENT INC	IC338693	4ft cyl. - street sweeper: hydr cyl - 1 1/2X10X17.25 nr	\$361.71
109487	SELLERS EQUIPMENT INC	IC338694	Brooms for sweeper: tube- broom blue, tuft grip 12 segme	\$801.66
109488	ST. JOHN LUMBER CO., INC.	09/30/2016 -	September Statement - Electrical	\$65.81
109488	ST. JOHN LUMBER CO., INC.	09/30/2016 -	September Statement - Parks	\$8.95
109488	ST. JOHN LUMBER CO., INC.	09/30/2016 -	September Statement - Pool	\$19.12
109489	STANION WHOLESALE ELE CO	4137312-01	aluma form brackets	\$80.51
109489	STANION WHOLESALE ELE CO	4137312-02	aluma form bracket	\$70.50
109489	STANION WHOLESALE ELE CO	4163530-00	Wire - Reel	\$1,238.40
109490	Steve Dryden	10/06/2016	Brass shell retriever for shooting range	\$44.95
109491	Stull, Beverlin, Nicolay, & Haas, LLC	13648	September Services	\$3,149.00
109492	THE ST JOHN NEWS	09/25/16 Stat	Notice of proposed amendment, official notice of rezoning,	\$160.00
109493	Unifirst Corporation	240 0647227	Reuben, Chris, Champ Uniforms	\$28.00
109493	Unifirst Corporation	240 0657273	Laundry Services	\$37.80
109493	Unifirst Corporation	240 0658953	Electric Dept. Uniforms	\$32.47
109493	Unifirst Corporation	240 0658961	Reuben, Chris, Champ Uniforms	\$29.17
109493	Unifirst Corporation	240 0660433	Electric Dept. Uniforms	\$31.47
109493	Unifirst Corporation	240 0660440	Reuben, Chris, Champ Uniforms	\$28.75
109493	Unifirst Corporation	240 0661896	Electric Dept. Uniforms	\$117.49
109494	Unruh Brothers Waste, LLC.	1936	30 yd. rolloff dumped 7/14/16	\$336.33
109495	US Postal Service (Postage By Phone)	10/2016	to refill postage machine with postage	\$500.00
109496	VERIZON WIRELESS	3470606487	WiFi Hotspot for Electric Dept.	\$71.64
109497	VISA	09/30/2016 -	Card # 0679 - September Statement - Circulator Pump an	\$129.85
109497	VISA	09/30/2016 -	Card #0687 September Statement	\$56.48
109497	VISA	09/30/2016 -	Card #0695 - September Statement	\$139.52
109497	VISA	09/30/2016 -	Card #0711 September Statement- Seek Thermal Reveal	\$323.78

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Check	Vendor	Invoice ID	Invoice Description	Invoice Amount
				\$32,156.08

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MAYOR'S PROCLAMATION

PURSUANT to provision of the Code of the City of St. John, Kansas, Section 15-509:

I HEREBY AUTHORIZE the burning of BRUSH, TREES, SHRUBS, LEAVES, and GRASS CLIPPINGS on residential properties within the City Limits of St. John, Kansas, between the dates of October 19th and November 30, 2016.

PURSUANT to provision of the Code of the City of St. John, Kansas Section 12-205, Sections C, D, and E:

SUCH BURNING shall not be started earlier than one hour after sunrise and no material shall be added to any fire later than two hours before sunset.

BURNING SHALL NOT be carried out on days when the wind exceeds 15 MPH. Water shall be available at the site of all burning and shall be continuously supervised by an adult.

BEFORE COMMENCING any such burning, the Stafford County Dispatch shall be notified at 549-3247 of the location and time of the proposed burn and of the nature of the material to be burned.

DATED THIS 18th DAY OF September, 2016.

Bobby Stimatze
Mayor

LaDona S Garcia
City Clerk

31759



PROTECTIVE EQUIPMENT TESTING LABORATORY
Full Service High Voltage Testing

A division of SALCOM, INC
919 Adams Street
Great Bend, KS 67530
620-792-1717

Invoice # 54963

Date	Due Date
9/28/2016	9/28/2016

Bill To
St. John, City of 4th & Broadway St. John, KS 67576

Ship To
PETL

Customer P.O. #	S.O. No.	Account #	Date Completed	Ship Via	Terms	Work Order #
		27	9/22/2016	On Location		1228

Item	Description	Qty	Rate	Ordered	Prev. Inv.	B/O	Amount
Blankets Tested	Blanket Tested - All classes and styles 36x36	9	16.00				144.00
Conductor Cover Tested	Conductor Cover Tested - All sizes and styles	1	15.00				15.00
Insulated Jumper Tested	Insulated Jumper: Dielectric and Resistance Test	11	28.50				313.50
Line Hose Tested	Line Hose Tested - All sizes and styles	16	16.00				256.00
Live Line Tool Tested	Live Line Tool Tested - All sizes and styles	7	20.25				141.75
Single Ground Testing	Single-Phase Protective Ground Tested	5	17.00				85.00
Level I Test (3 or more)	Level I Testing of Trucks 3 or more per location (Price per truck)	3	355.00				1,065.00

*ANNUAL TESTING GOODS
42 RES + RUBBER
3305*

1.5% late fee charged per month, minimum \$5.00	Subtotal	\$2,020.25
---	-----------------	------------

Sales Tax (7.5%)	\$0.00
Total	\$2,020.25
Payments/Credits	\$0.00
Balance Due	\$2,020.25

Credit Card payment and Electronic Check payment available by phone.

No merchandise is to be returned without prior approval from Protective Equipment Testing Laboratory. PETL issued RMA must be included with return. Once items have been inspected, credit will be granted on stocked products only purchased in the last 45 days. Items must be in re-saleable condition and transportation is to be prepaid. A 25% restocking fee will be charged. Please note special order products are subject to returnability based off manufacturer guidelines.

COMPLETION OF WORK CERTIFICATE

Owner's Project No. C.D.B.G. Project #15-PF-070 Engineer's Project No. 15-1242H

Project: 2016 Sidewalk Improvements – 1st Avenue to Monroe Street

CDBG Project No. 15-PF-070

To: City of St. John, Kansas
Owner

In compliance with the Standard General Conditions of this Project, Article 14, Paragraph 14.07, Subparagraph B, on the basis of my observations and review of the Work, final inspection, and review of the Final Payment, I am satisfied that the Work has been completed and the Contractor has fulfilled all of his obligations under the Contract Documents.

I hereby recommend that the Final Completion date of this Project be set as September 23, 2016, and that the Final Payment be approved.

Dated this 23rd day of September, 2016

BG Consultants, Inc.

Engineer

By Sid Arpin

Title Project Engineer

The Final Completion date as set in this Certificate is hereby approved.

Mansel Construction, Inc.

Contractor

By Don Mansel

Title President

Approved By Owner:

City of St. John, Kansas

Date _____

By _____

Title _____

CONTRACTOR'S AFFIDAVIT

Owner's Project No. CDBG Project No. 15-PF-070 Engineer's Project No. 15-1242H

Project 2016 Sidewalk Improvements – 1st Avenue to Monroe Street

CDBG Project No. 15-PF-070

To: CITY OF ST. JOHN, KANSAS Owner

The Contractor, represented by the undersigned, hereby declares that all indebtedness, whether incurred by me as Principal contractor, or by a subcontractor or otherwise, for supplies, materials or labor furnished, used, or consumed in connection with or in or about the construction of the above mentioned Project, including gasoline, lubricating oils, fuel oils, greases, coal and other items used or consumed in furtherance of the said improvement have been paid in full, and I further declare that the Owner has been paid in full for all loss, cost damage or expense which it has been held responsible for by reason of any negligence, defective condition, default, failure or miscarriage in the performance of said Contract, either by me as Principal Contractor or by a subcontractor, or otherwise.

Dated this 23rd day of September, 2016.

MANSEL CONSTRUCTION, INC.

Contractor

By Jon Mansel

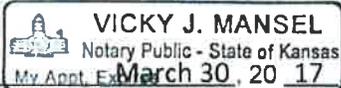
Title President

State of Kansas)
County of Stafford) ss.

On the 23rd day of September, 2016, before me personally appeared Jon Mansel known to me to represent the Contractor on the above Project, and being duly sworn, stated that the above statement is true and correct.

Vicky J. Mansel
Notary Public

My Commission Expires March 30, 2017



RELEASE OF FINAL ESTIMATE BY SURETY

In Compliance with the General Specifications of this Project,

Nationwide Mutual Insurance Company
(Name of Bonding Company)

as surety, hereby releases for payment, the final estimate on the above Project.



(Seal)

By _____
Attorney-in-Fact

Power of Attorney

KNOW ALL MEN BY THESE PRESENTS THAT:

Nationwide Mutual Insurance Company, an Ohio corporation
Farmland Mutual Insurance Company, an Iowa corporation
Nationwide Agribusiness Insurance Company, an Iowa corporation

AMCO Insurance Company, an Iowa corporation
Allied Property and Casualty Insurance Company, an Iowa corporation
Depositors Insurance Company, an Iowa corporation

hereinafter referred to severally as the "Company" and collectively as the "Companies," each does hereby make, constitute and appoint:

Michael Maller

each in their individual capacity, its true and lawful attorney-in-fact, with full power and authority to sign, seal, and execute on its behalf any and all bonds and undertakings, and other obligatory instruments of similar nature, in penalties not exceeding the sum of

Two Hundred Thousand Dollars and No/100

\$200,000.00

and to bind the Company thereby, as fully and to the same extent as if such instruments were signed by the duly authorized officers of the Company; and all acts of said Attorney pursuant to the authority given are hereby ratified and confirmed.

This power of attorney is made and executed pursuant to and by authority of the following resolution duly adopted by the board of directors of the Company:

"RESOLVED, that the president, or any vice president be, and each hereby is, authorized and empowered to appoint attorneys-in-fact of the Company, and to authorize them to execute and deliver on behalf of the Company any and all bonds, forms, applications, memorandums, undertakings, recognizances, transfers, contracts of indemnity, policies, contracts guaranteeing the fidelity of persons holding positions of public or private trust, and other writings obligatory in nature that the business of the Company may require; and to modify or revoke, with or without cause, any such appointment or authority; provided, however, that the authority granted hereby shall in no way limit the authority of other duly authorized agents to sign and countersign any of said documents on behalf of the Company."

"RESOLVED FURTHER, that such attorneys-in-fact shall have full power and authority to execute and deliver any and all such documents and to bind the Company subject to the terms and limitations of the power of attorney issued to them, and to affix the seal of the Company thereto; provided, however, that said seal shall not be necessary for the validity of any such documents."

This power of attorney is signed and sealed under and by the following bylaws duly adopted by the board of directors of the Company:

Execution of Instruments. Any vice president, any assistant secretary or any assistant treasurer shall have the power and authority to sign or attest all approved documents, instruments, contracts, or other papers in connection with the operation of the business of the company in addition to the chairman of the board, the chief executive officer, president, treasurer or secretary; provided, however, the signature of any of them may be printed, engraved, or stamped on any approved document, contract, instrument, or other papers of the Company.

IN WITNESS WHEREOF, the Company has caused this instrument to be sealed and duly attested by the signature of its officer the 13th day of February, 2014.



Terrance Williams, President and Chief Operating Officer of Nationwide Agribusiness Insurance Company and Farmland Mutual Insurance Company; and **Vice President** of Nationwide Mutual Insurance Company, AMCO Insurance Company, Allied Property and Casualty Insurance Company, and Depositors Insurance Company



ACKNOWLEDGMENT

STATE OF IOWA, COUNTY OF POLK: ss

On this 13th day of February, 2014, before me came the above-named officer for the Companies aforesaid, to me personally known to be the officer described in and who executed the preceding instrument, and he acknowledged the execution of the same, and being by me duly sworn, deposes and says, that he is the officer of the Companies aforesaid, that the seals affixed hereto are the corporate seals of said Companies, and the said corporate seals and his signature were duly affixed and subscribed to said instrument by the authority and direction of said Companies.

Sandy Alitz
Notarial Seal - Iowa
Commission Number 152785
My Commission Expires March, 24, 2017

Notary Public
My Commission Expires
March 24, 2017

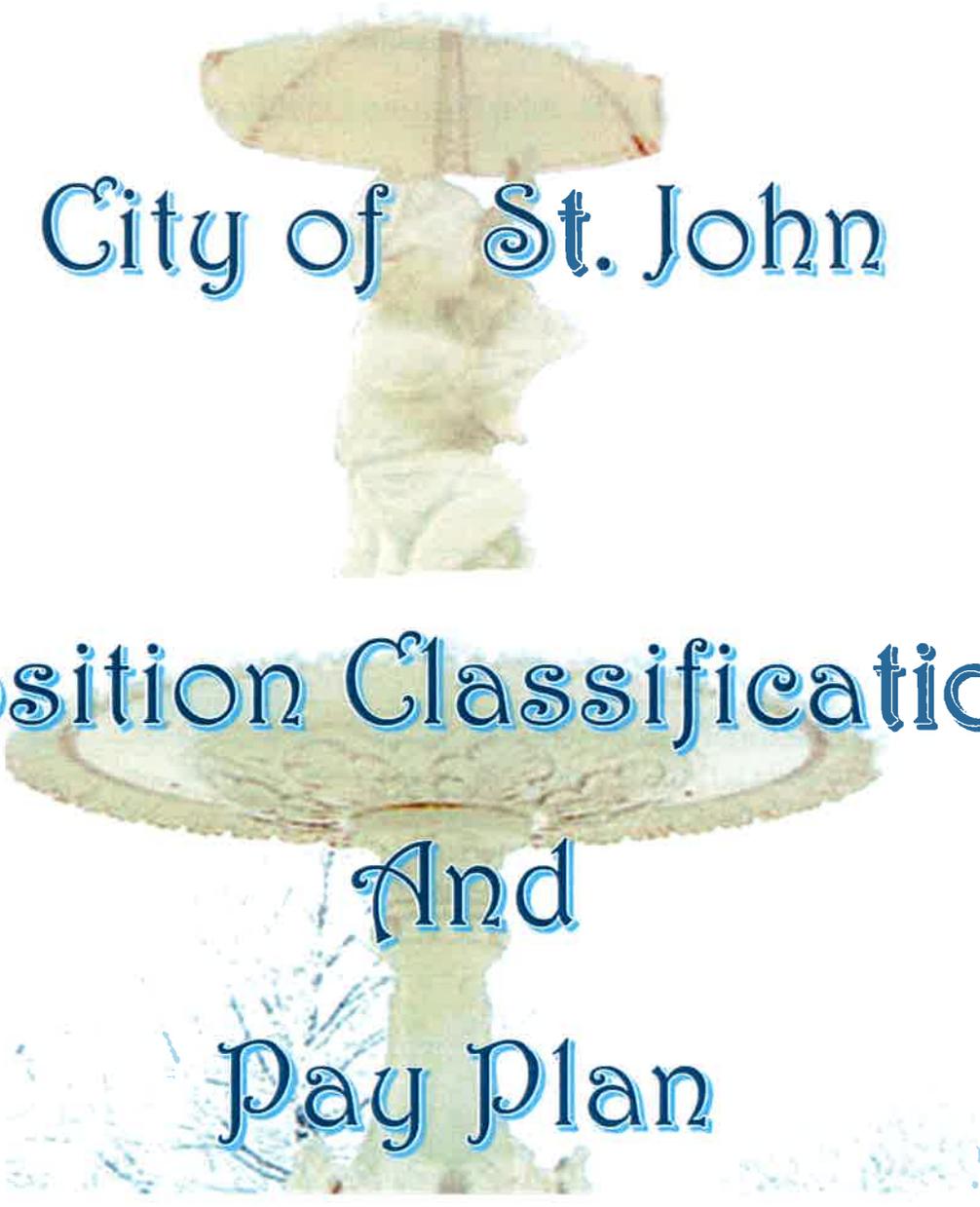
CERTIFICATE

I, Robert W Horner III, Secretary of the Companies, do hereby certify that the foregoing is a full, true and correct copy of the original power of attorney issued by the Company; that the resolution included therein is a true and correct transcript from the minutes of the meetings of the boards of directors and the same has not been revoked or amended in any manner; that said Terrance Williams was on the date of the execution of the foregoing power of attorney the duly elected officer of the Companies, and the corporate seals and his signature as officer were duly affixed and subscribed to the said instrument by the authority of said board of directors; and the foregoing power of attorney is still in full force and effect.

IN WITNESS WHEREOF, I have hereunto subscribed my name as Secretary, and affixed the corporate seals of said Companies this 28th day of September, 2016.

Secretary

This Power of Attorney Expires March 24, 2017



City of St. John

Position Classification
And
Pay Plan

Approved and Adopted by
St. John City Council

**City of St. John
Position Classification
Pay Plan**

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Resolution Adopting the City of St. John Position Classification and Pay Plan
(Still need to adopt)

City of St. John Organizational Chart

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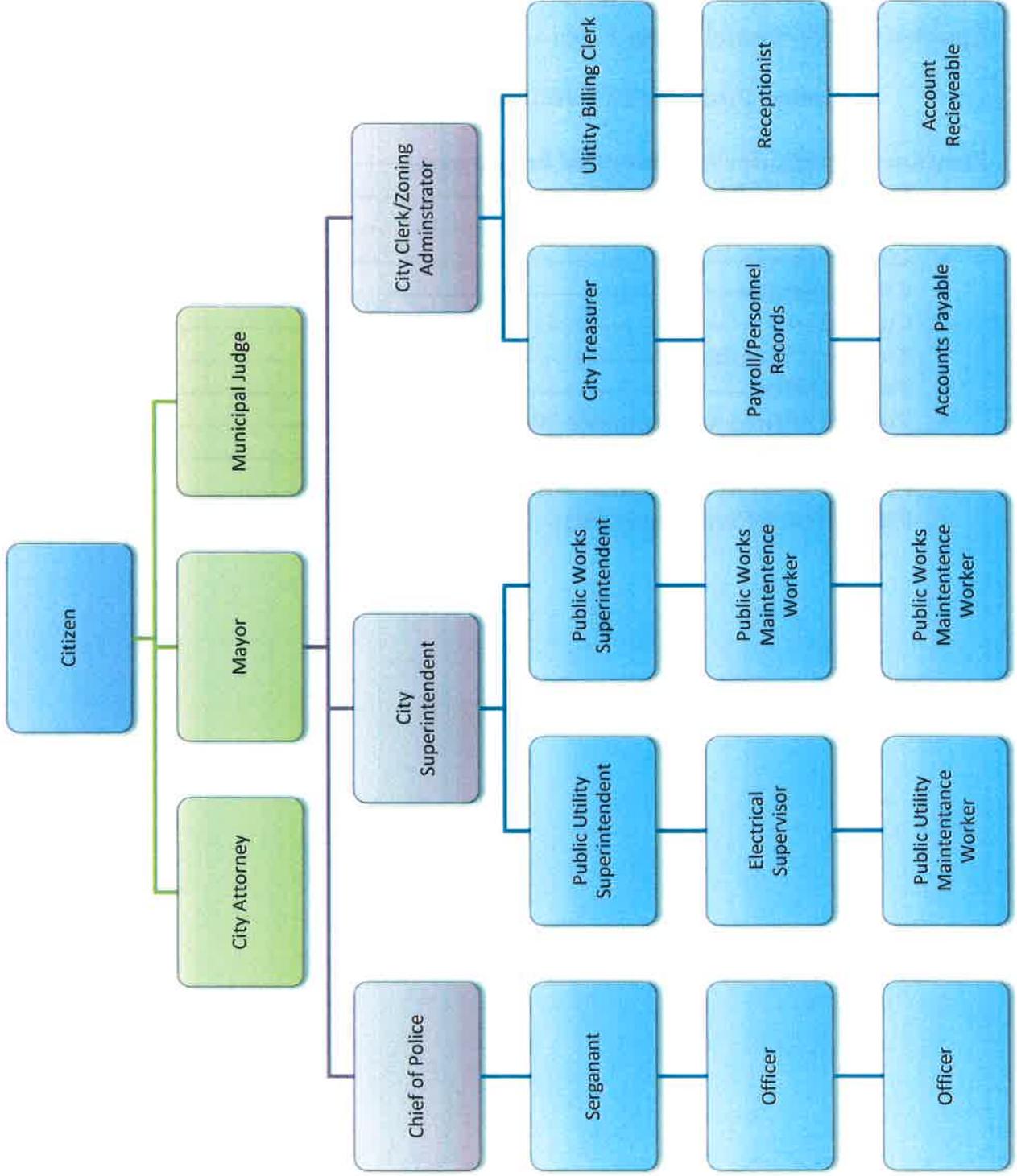
Appendix B: Personnel Status Form-----15

Section 5: Positions Descriptions *(Still Creating and is not attached)*

Position Descriptions for Classified Employees----- 16

- **Billing Clerk/Receptionist-----19**
- **Chief of Police----- 24**
- **City Clerk-----27**
- **City Treasurer-----30**
- **Custodian-----38**
- **Electrical Lineman-----41**
- **Police Officer-----50**
- **Public Utilities Maintenance Worker-----53**
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- **Public Works Superintendent-----6**

City of St. John Organizational Chart



Section 1: General Policy

1.0 The Plan

The classification portion of the Employee Classification and Pay Plan comprises a list of employee work groupings with each employee position in those groups supported by a written position description setting out the duties and responsibilities of each position and the minimum or entry qualifications necessary for employment.

1.2 Objectives

The Classification Plan shall be used in the following manner:

- a. To provide equal pay for equal work
- b. To establish qualification standards for recruiting and testing
- c. To provide appointing authorities with a means of analyzing work distribution
- d. To assist department heads and management in determining budget requirements for each employee and department
- e. To provide a means for developing standards of work performance and for evaluating performance
- f. To establish a framework for employee advancement and promotion
- g. To establish guidelines for determining training needs
- h. To provide appropriate titles for all employee positions
- i. To provide standards for equal opportunity employment
- j. To distinguish between exempt and non-exempt employment classifications for purpose of compliance with the Federal Fair Labor Standards Act.

1.3 Position Descriptions

A basic element of the classification plan is the position descriptions. The position descriptions contain the position title, a statement of distinguishing features of work required for the position, a list of examples of the work to be performed, a list of required knowledge, education, abilities and skills necessary for successful performance in the position, and a statement of desirable education, training and experience which normally provide the requirements to successfully perform the work.

The position descriptions also indicate how the various positions are allocated to the several work groupings as determined by duties and responsibilities. Employee work groupings typically include Clerical groupings, Public Safety groupings, Labor and Trade groupings, Supervisory, Professional and Technical groups, Public Health groupings and Management and Administrative groupings.

The distinguishing features of each position within a work group determines the salary range within that group.

A smaller organization, such as that of Greensburg, may not require position descriptions for all the various work groups. Some positions that may be required in a larger organization might be sought as contractual services in a smaller organization where full time employees are not required or immediate public service is not required. In that event, the process for establishing a position description can be used to determine personnel requirements when seeking contractual services.

1.4 Allocation of Pay Grades

The position descriptions are the means of determining the relative complexity and responsibilities required of the various positions. A pay plan is based on those determinations by allocating pay grades to the various positions relative to the requirement of the position descriptions. Positions of similar complexity, responsibility and knowledge are assigned to the same pay grade.

1.5 Maintaining the Classification Plan

Personnel actively involved in the Classification Plan shall be directed to the City Clerk when it becomes evident there has been a significant change in the duties, responsibilities or complexities of a position to justify an evaluation of a particular classification. A detailed explanation shall accompany all proposed actions involving request for reclassification, a new classification or proposals that do not conform to the classification plan. The City Clerk shall determine the appropriateness of any change in the classification, and if a change in the classification plan is determined to be necessary, the City Clerk shall take all proposed changes to the Classification Plan before the City Council for review and approval.

The City of St. John Department Heads shall advise and consult with the City Clerk regarding actions involving proposed personnel changes in their departments. All actions regarding changes in personnel shall be finalized by submittal of a City of St. John Personnel Status Form see Appendix B) signed by the Department Head and signed for approval by the City Clerk.

Section 2: The Pay Plan

2.1 General Policy

A Pay Plan is hereby established for all City of St. John employees in the classified service. The pay plan shall become effective upon approval of the St. John City Council. Any and all amendments to the pay plan shall become effective following approval of the City Council.

2.2 The Pay plan Defined and Described

The primary objective in the establishment of a pay plan is to create fairness and equity through the adoption of a position classification pay plan with each position grouped in an appropriate classification title as determined by duties, responsibilities and personal qualifications for a position as described in Section 1 of this Position Classification and Pay Plan.

Each position classification title has been allocated to a pay grade salary range as determined by:

- a. Wages for similar positions, when found, in the St. John, Stafford County market area**
- b. Pay rates for Kansas Cities comparable to the City of St. John as noted in the annual Kansas Municipal League Salary survey**
- c. Cost of living factors for the area as noted in the annual Kansas Municipal League Salary Survey and the U.S. Department of Labor.**
- d. Relative difficulty, responsibilities and qualifications for job classification**
- e. The financial ability of the City of St. John to be competitive in the labor market.**
- f. Any other appropriate factors relative to the area economy and the availability of qualified labor**

2.3 Pay Plan Administration

All merit pay increases shall be based upon merit and performance and no salary increases shall be made automatically based solely on the passage of time. All merit increases must be recommended by the Department Head and approved by the City Clerk, based upon an annual budget by the St. John City Council.

Merit pay increases will not be approved unless funds have been budgeted for such increase, except in unusual circumstances that are specifically authorized by the City Clerk, following consultation with the Mayor and City Council. No positions, except those budgeted in the annual city budget for and approved by the City Council, shall be employed by any city department. However, grant funded positions may be created any time during the budget year if those positions have been authorized by the City Council.

Department Heads must recommend an employee for any merit pay increase or any promotion to a higher classification and pay grade. The Department Head shall certify to the City Clerk that the employee's performance has been satisfactory and that all the qualifications and requirements for such advancement have been complied with. Recommendations and certification shall be submitted on a Personnel Status Form in conjunction with an Employee Performance Evaluation Form (see Appendix B). Promotions to a higher classification shall be based on filling an existing budgeted position and not the creation of a classification in order to promote an employee. If the Department Head feels the higher classified position could be filled by a classified position in a lesser grade, the City Clerk may approve the position of a lesser grade as if it were budgeted, so long as the funds appropriated and approved by the City Council for the higher classified position are not exceeded.

2.4 Structure of the Salary Schedule

The salary schedule identifies pay grades and pay ranges. The pay grades begin with grade G-0 and proceed through grade G-12 with various job classifications being assigned to each grade. Each pay grade is assigned a minimum and maximum salary---a range. The minimum and maximum salary ranges may be adjusted periodically by the City Council to reflect wage changes in the area labor market, or cost of living adjustments.

Persons employed by the City of St. John shall be paid at the minimum entry pay rate of the pay range to which the position is assigned by job classification unless the City Clerk and the Department Head of the employing department determine that a rate of pay above the minimum is necessary in order to recruit qualified or experienced personnel, or that a candidate for the position holds qualifications such as skill and experience which justify a pay rate above the entry rate. In such case the entry pay may be increased by the Department Head in an amount not to exceed ten percent (10%) beyond the minimum entry pay rate of the position. An entry rate exceeding ten percent (10%) beyond the minimum entry pay rate for the position must be approved by the City Council.

2.5 Reasons for Withholding Merit Increases

When an employee's performance fails to meet the measurers of competency required by the position description, lacks initiative, lacks in judgment, has poor attendance, or other reasons as described by the Department Head in the employee's Performance Evaluation, a merit increase shall not be granted. The appointing authority and his or her supervisor shall be responsible for informing the employee of his or her employment deficiencies and the expected improvements and establish a time of the next scheduled evaluation. Employees who fail to meet performance expectations within the time frame established in the prior evaluation may be released from City of St. John employment, with or without cause.

2.6 Promotion

An employee promoted to a higher classified position shall be given a minimum of a three percent (3%) pay increase but not less than the base rate for the grade in which the position is classified. The date for the employee's performance evaluation shall remain unchanged as will be the anniversary date of employment.

2.7 Demotion

A demotion is the movement of an employee to a position with a grade level lower than the employee's current grade level. It is the intent of the City of St. John to ensure effective levels of performance are maintained. Based on the availability of a vacant position for which an employee is qualified, an employee may be demoted for inadequate performance, as a means of disciplinary action, or upon voluntary written request for demotion by the employee.

Involuntary Demotion: An employee demoted to a lower pay classification for inadequate performance or as a means of disciplinary action shall be given a minimum of a three percent (3%) reduction in pay from their current salary.

Voluntary Demotion: An employee may request a voluntary demotion in writing and must follow the recruitment process.

- The Department Head shall consult with the City Council to determine the appropriate salary. The salary shall be commensurate with the grade and position. The amount authorized shall be based upon internal equity and qualifications of the applicant for the position. The salary shall not exceed the maximum pay for the appropriate grade.
- The initial employment period of the voluntarily demoted employee begins on the date of demotion and future evaluations shall be given from that anniversary date.

2.8 Report of Performance Evaluation

A completed **Employee Performance Evaluation Form** must accompany the **Personnel Status Form** when an employee is considered for a merit pay increase, being promoted, demoted or terminated.

2.9 Part-Time or Temporary Employees

a. Part-Time or Temporary employees are not classified employees and are not eligible to receive merit pay increases.

b. Pay rates for Part-Time and Temporary employees shall be equivalent to the minimum salary of the Grade "O" of the Schedule of Pay Ranges for Classified Employees, or in the case of a person serving temporarily in a classified position, at the minimum rate for that position unless otherwise approved by the City Council.

c. When deemed justified, pay for part-time employees may be increased by a percentage in the pay range of the equivalent full-time position provided the part-time employee has served efficiently and for a sufficient length of time as required by full-time classified employees based on an Employee Performance Evaluation. The department employing the part-time employee shall illustrate the ability to absorb the cost of such increases within the departmental budget.

2.10 Unclassified Employee Positions

The following positions are excluded from the classified service and the Position Classification and Pay Plan:

- **All elected City Officials**
- **City Attorney**
- **Municipal Judge**

Salaries for persons in the positions listed above shall be established by city ordinance or contract with the approval of the City Council and provided for in the annual city budget. Persons appointed to serve on non-elected boards and commissions receive no salary.

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

3.1 Position Classification and Pay Plan

The City of St. John compensation is based on a salary schedule comprised of pay ranges related to the requirements of the position descriptions. The City of St. John salary schedule is shown in Section 4 of this Position Classification and Pay Plan. City of St. John 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 St. John 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 St. John 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 _____)

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 Clerk 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 _____)

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 Clerk 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 _____)

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 St. John Pay Ranges For Classified Employees

Grade 00: \$8.30 to \$14.30
Unskilled, Seasonal, Temporary, Part-Time

Grade 01: \$10.85 to \$15.80
Billing Clerk/Receptionist

Grade 02: \$11.40 to \$16.60
Public Utilities Maintenance Worker
Public Works Maintenance Worker

Grade 03: \$12.00 to \$17.45

Grade 04: \$12.60 to \$18.35

Grade 05: \$13.25 to \$19.30
Police Officer

Grade 06: \$13.95 to \$20.40
Electrical Lineman

Grade 07: \$14.65 to \$21.50
Police Sergeant

Grade 08: \$15.40 to \$22.60

Grade 09: \$16.20 to \$23.75
Chief of Police
City Clerk
City Treasurer

Grade 10: \$17.00 to \$24.95
Public Works Superintendent
Public Utilities Superintendent
Electrical Supervisor

Grade 11: \$17.90 to \$26.25

Grade 12: \$18.80 to \$27.60
City Superintendent

**City of St. John 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

EMPLOYEE PERFORMANCE EVALUATION

CITY OF ST JOHN, KANSAS

NAME: _____ **TYPE OF REVIEW:** Annual

DEPARTMENT: _____ **REVIEW DATE:** _____

JOB TITLE: _____ **MERIT CONSIDERATION DATE:** _____

Employee performance evaluations are completed by your supervisor at least once a year. The evaluation has five categories: Work Habits/Professionalism, Technical Aptitude/Productivity, Leadership Practice/Potential, Attitude/Character, and Supervisory Skills. All employee appraisals are based on the combination of task and performance and attitude.

It is the mission of City of St. John to provide quality services to the public. Employees are expected to maintain the City's high standards of performance in order to continue employment. The City's success depends on qualified personnel meeting or exceeding expectations in service to the community. It is the City's policy to invest in employees who exhibit a high degree of professionalism, productivity, good interactions with others, and a positive attitude. The City desires to attract, retain, and reward employees who not only have the technical knowledge of their position, but also have a positive attitude.

Each question should be answered as objectively as possible by indicating a number from 1 to 10 from the rating scale, in no less than .25 point intervals. Detailed comments are required for each question or category that is below or above the "Satisfactory" range. Each question must be addressed with the exception of Supervisory Skills, which will be evaluated for those in leadership positions. The question ratings are totaled and divided by the number of questions evaluated to determine the "Overall Evaluation."

Score	Interpretation	
1 – 2.99	Unsatisfactory	Unacceptable performance that does not meet job requirements.
3 – 4.99	Marginal	Minimally acceptable performance that meets some job requirements.
5 – 6.99	Satisfactory	Acceptable performance that meets job requirements.
7 – 8.99	Exceptional	Performance that exceeds job requirements.
9 – 10	Outstanding	Performance that far exceeds job requirements.

1. Work Habits/Professionalism

A.	APPEARANCE. Properly wears authorized uniforms and other clothing and maintains clothing in proper condition.
B.	PROFESSIONALISM. Has a professional demeanor, is committed and involved, and demonstrates pride in work.
C.	INITIATIVE. Is reliable self-starter who is mentally alert and can conceive and execute new ideas. Readily seeks and assumes additional responsibility.
D.	DEPENDABILITY. Accepts direction. Understands and applies instructions. Supports decisions of supervisors.
E.	JUDGMENT. Is capable of making sound, common sense decisions.
F.	COMMITMENT. Complies with established policies. Supports the goals and objectives set forth by management.
G.	SAFETY. Actively practices safe work habits.
H.	FLEXIBILITY. Readily adapts to change.
I.	CARE OF RESOURCES. Adequately protects tools, equipment, supplies from neglect or waste.
	SUBTOTAL

2. Technical Aptitude/Productivity

A.	JOB KNOWLEDGE. Knows and understands the specific technical skills for the job. Demonstrates desire to acquire knowledge/skills for increased performance or promotion.
B.	PROBLEM ANALYSIS. Able to properly analyze technical problems and arrive at workable solutions.
C.	PHYSICAL COMPETENCE. Demonstrates the physical competence to perform position requirements.
D.	COMMUNICATION. Verbal and written communications are timely, concise, and professional.
E.	WORK QUANTITY. Performs an acceptable amount of work with acceptable speed.
F.	WORK QUALITY. Work performed meets or exceeds expected quality standards.
	SUBTOTAL

3. Leadership Practices Potential

	A.	DECISION MAKING. Makes timely and appropriate decisions.
	B.	PLANNING. Considers variables that may affect or result from his/her decision.
	C.	PRIORITIZATION. Reasonably prioritizes activity within his/her control.
	D.	EFFICIENCY. Effectively uses available resources to achieve maximum work.
	E.	ACHIEVEMENT. Takes time and effective action to achieve established goals and objectives.
	F.	FRATERNIZATION. Demonstrates ability to have positive, interpersonal interactions without inhibiting ability to perform job tasks. Contributes to group cohesiveness and morale.
	SUBTOTAL	

4. Attitude/Character

	A.	JOB ATTITUDE. Displays a positive and caring attitude about his/her job and responsibilities. Shows a high degree of job satisfaction.
	B.	CHARACTER. Demonstrates character traits such as honesty, integrity, trustworthiness, strong work ethic, loyalty to the organization and the City, and high ethical standards in decision making, judgment in risk taking, etc.
	C.	PUBLIC RELATIONS. Is courteous and respectful, and able to establish successful and effective working relationships with entities, businesses, vendors, and the public.
	D.	CO-WORKER RELATIONS. Is respectful towards co-workers and able to establish successful working relationships with employees.
	E.	STRESS. Is able to adapt and respond in a professional manner to stressful situations or those with an increased level of anxiety or conflict.
	F.	MOTIVATION. Is motivated by satisfaction in job well done, making the community a better place, resolving problems, being accurate and timely, etc., versus money, job title, publicity, prestige, or personal benefit.
	SUBTOTAL	

5. Supervisory Skills

	A.	GOAL SETTING. Develops appropriate and challenging goals and objectives for area of responsibility.
	B.	GOAL ACCOMPLISHMENT. Accomplishes goals and objectives established by self and Supervisor.
	C.	RESPONSIBILITY. Is willing to accept responsibility for decision making.
	D.	SUPERVISION. Demonstrates the capacity to direct, control, and influence others. Oversees employee's activities and makes appropriate decisions and adjustments as needed.
	E.	CREDIBILITY. Is personally respected due to skill, abilities, knowledge, leadership, integrity, and ethics.
	F.	COACHING. Displays the ability to teach/train subordinates and other employees.
	G.	BUDGET. Manages budget and uses public funds efficiently and effectively.
	SUBTOTAL	

_____ #1 Work Habits/Professionalism (9 Questions)

_____ #2 Technical Aptitude/Productivity (6 Questions)

_____ #3 Leadership Practices Potential (6 Questions)

_____ #4 Attitude/Character (6 Questions)

_____ #5 Supervisory Skills (7 Questions)

_____ **Total All Categories**

_____ Total Number of Questions Answered in Evaluation (34 maximum)

OVERALL EVALUATION (Total divided by number of questions rated)

EVALUATOR NARRATIVE

Enter the appropriate question number prior to each comment below:

1. Work Habits/Professionalism:

2. Technical Aptitude/Productivity:

3. Leadership Practices/Potential:

4. Attitude/Character:

5. Supervisory Skills:

Attach Additional Sheets as Needed

Areas of Strength Identified in this Evaluation:

Suggested Corrective Action for Areas of Weakness Identified:
--

Previous Year's Goals and Accomplishments:
1.
2.
3.
4.

Goals/Objectives Measurable for the Next Evaluation Period:
1.
2.
3.
4.

Prepared by:	Date:
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I have reviewed and discussed this Performance Evaluation with the preparer.	
Employee Signature:	Date:

Approved by:	Title	Date:
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Reviewed by:	City Clerk	Date:
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PERSONNEL STATUS FORM

CITY OF ST JOHN, KANSAS

Department: _____ Date: _____

EMPLOYEE NAME: _____

Complete this section for new employees or changes in address	ADDRESS 1:		
	ADDRESS 2:		
	City:	State:	Zip:
	Social Security No.:	Telephone No.:	

PERSONNEL ACTION REQUEST

<input type="checkbox"/> New Employee	<input type="checkbox"/> Demotion
<input type="checkbox"/> Promotion/Range Change	<input type="checkbox"/> Separation
<input type="checkbox"/> Position Reclassification	<input type="checkbox"/> Suspension/Reinstatement
<input type="checkbox"/> Reallocation	<input type="checkbox"/> Leave/Return from Leave (explanation below)
<input type="checkbox"/> Merit Increase	<input type="checkbox"/> Other:
<input type="checkbox"/> Cost of Living	

Status:

<input type="checkbox"/> Full-time	<input type="checkbox"/> Temporary/Seasonal
<input type="checkbox"/> Part-time, with Benefits	<input type="checkbox"/> Part-time, No Benefits

Category:

<input type="checkbox"/> Classified	<input type="checkbox"/> FLSA Exempt
<input type="checkbox"/> Unclassified	<input type="checkbox"/> FLSA non Exempt

DETAIL OF PROPOSED ACTION

New Hire/Before Change	After Change
Position Title:	Position Title:
Grade: Base Salary/Rate:	Grade: Base Salary/Rate:
Salary/Pay Rate:	Salary/Pay Rate:

Budget Line #	1.:	%	2.:	%	3.:	%
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Explanation/Justification: _____

Effective Date of Proposed Action: _____

Approved:

Department Head Signature	Date	Personnel: Date:
City Clerk Signature	Date	



STULL, BEVERLIN, NICOLAY & HAAS, LLC

Gordon B. Stull
John D. Beverlin II
Josh V. C. Nicolay
Julie M. Haas

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620-672-9446 FAX: 620-672-3228
www.stull-law.com lawoffice@stull-law.com

RE: St. John Annexation

Dear Council:

Attached are several documents for your review regarding the annexation of the property owned by the Kanza Cooperative Association. It's my understanding that the coop has agreed to the annexation but has not yet signed the consent. I have attached the resolution providing notice of the annexation and the plan for extension of city services. Both documents are in draft form.

In order to extend the city's boundaries to the coop, the city also needs to annex the east right-of-way of US Hwy 281, which is possible because the current city boundary is the centerline of the highway. In order for me to finalize the resolution and provide property notice, I need the east right-of-way to be surveyed so that the resolution and notice provide the correct legal description of the tract of land. If the annexation is ineffective for the right-of-way, the annexation of the coop property will also be ineffective because the coop property does not adjoin or touch a city boundary. I have attached a map for your information. The purple line is the city's east boundary. Once the survey is complete and the coop has consented in writing to the annexation, council will be in position to adopt the enclosed resolution.

Prior to the adoption of an ordinance approving the annexation of the properties, council will be required to conduct a public hearing. The public hearing must occur no earlier than 60 days but no later than 70 days after the adoption of the enclosed resolution. The city must consider the following, which by statute is considered a guide, to the advisability of the annexation: (K.S.A. 12-520a)

1. Extent to which any of the area is land devoted to agricultural use;
2. area of platted land relative to unplatted land;
3. topography, natural boundaries, storm and sanitary sewers, drainage basins, transportation links or any other physical characteristics which may be an indication of the existence or absence of common interest of the city and the area proposed to be annexed;

4. extent and age of residential development in the area to be annexed and adjacent land within the city's boundaries;
5. present population in the area to be annexed and the projected population growth during the next five years in the area proposed to be annexed;
6. extent of business, commercial and industrial development in the area;
7. present cost, methods and adequacy of governmental services and regulatory controls in the area;
8. proposed cost, extent and the necessity of governmental services to be provided by the city proposing annexation and the plan and schedule to extend such services;
9. tax impact upon property in the city and the area;
10. extent to which the residents of the area are directly or indirectly dependent upon the city for governmental services and for social, economic, employment, cultural and recreational opportunities and resources;
11. effect of the proposed annexation on the city and other adjacent areas, including, but not limited to, other cities, sewer and water districts, improvement districts, townships or industrial districts and, subject to the provisions of K.S.A. 12-521a, and amendments thereto, fire districts;
12. existing petitions for incorporation of the area as a new city or for the creation of a special district;
13. likelihood of significant growth in the area and in adjacent areas during the next five years;
14. effect of annexation upon the utilities providing services to the area and the ability of those utilities to provide those services shown in the detailed plan;
15. economic impact on the area; and
16. wasteful duplication of services.

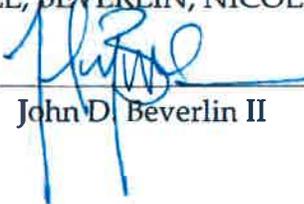
Most of the points are not applicable to this annexation and no given point should receive deference of over any other point in your consideration.

If you have any questions, please do not hesitate to call.

Very truly yours,

STULL, BEVERLIN, NICOLAY & HAAS, LLC

By: _____



John D. Beverlin II

Enclosures

RESOLUTION NO. _____

RESOLUTION OF THE GOVERNING BODY OF THE CITY OF ST. JOHN, KANSAS, GIVING NOTICE THAT IT IS CONSIDERING THE ANNEXATION INTO THE CITY OF ST. JOHN, KANSAS THE LAND DESCRIBED ON EXHIBITS "A" & "B" ATTACHED HERETO.

WHEREAS, the City of St. John, Kansas is given the authority under K.S.A. 12-520 to annex into the City boundaries any tract so situated that 2/3rds of any boundary line of such tract adjoins the City, except no tract in excess of 21 acres shall be annexed under this condition; and

WHEREAS, the City of St. John, Kansas is given the authority under K.S.A. 12-520 to annex into the City boundaries the highway right-of-way described in Exhibit "B", attached hereto, because the tract abuts property that is already within the City at the time of this Resolution and said tract is so situated that 2/3rds of one or more boundary lines of the tract described in Exhibit "B" adjoins the City of St. John, Kansas and is not in excess of 21 acres; and

WHEREAS, the City of St. John, Kansas is given the authority under K.S.A. 12-520 to annex into the City boundaries any contiguous tract adjacent to land which is so situated that 2/3rds of any boundary line of such tract adjoins the City, if the owners of said tract have filed a written petition for or consent to annexation with the City; and

WHEREAS, the tract of land described in Exhibit "A", attached hereto, is so situated that it is contiguous to the tract of land described in Exhibit "B", attached hereto, and the owners of the tract of land described in Exhibit "A" have filed a written petition for or consent to annexation with the City; and

WHEREAS, the City desired to adopt this resolution in accordance with K.S.A. 12-520a to give notice of its intent to consider the possible annexation of the tracts described on Exhibits "A" & "B".

NOW, THEREFORE, BE IT RESOLVED that the City's Governing body shall consider the annexation of the tracts of land described on Exhibits "A" & "B" attached hereto into the City of St. John, Stafford County, Kansas.

BE IT FURTHER RESOLVED that a public hearing will be held to consider the annexation of said land on **Tuesday, _____ day of _____ 2016** at _____, at the City Hall, St. John, Kansas;

The boundaries of the land proposed to be annexed are as described on Exhibit "A" & "B" attached hereto.

The plan for the City for the extension of services to the area proposed to be annexed as required under provisions of K.S.A. 12-520b is available for inspection during the regular office hours in the office of the City Clerk.

This Resolution shall be published in the official newspaper of the City not less than one week and not more than two weeks preceding the date fixed for the public hearing.

CITY OF ST. JOHN, KANSAS

BY: _____
Bobby Stimatze, Mayor

ATTEST:

LaDona Garcia, City Clerk

EXHIBIT "A"

A tract of land in the Southwest Quarter of Section 34, Township 23 South, Range 13 West of the 6th P.M., Stafford County, Kansas, more particularly described as follows:

Commencing at the Southwest corner of said Section 34 thence $N00^{\circ}34'24''E$ (assumed) a distance of 1425.37 feet along the West line of said Southwest Quarter of Section 34; thence $S89^{\circ}25'36''E$ a distance of 84.28 feet to the East line of US Highway 281 and a Point of Beginning; thence $N00^{\circ}00'00''E$ a distance of 610.00 feet along said East line of US Highway 281; thence $N90^{\circ}00'00''E$ a distance of 140.00 feet; thence $S00^{\circ}00'00''E$ a distance of 610.00 feet; thence $N90^{\circ}00'00''W$ a distance of 140.00 feet to the Point of Beginning, containing 1.961 acres, more or less and subject to an ingress/egress easement across the North 30 feet thereof.

EXHIBIT "B"

PLAN FOR EXTENSION OF SERVICES

The City of St. John, Kansas, is considering the annexation of certain property into the City of Sawyer, Kansas, more particularly described on Exhibits "A" and "B" attached hereto. The City of St. John, Kansas has adopted a Resolution to that effect and has scheduled a hearing on that proposal for Tuesday, ___ day of _____, 2016 at _____ at the City Hall. As required by K.S.A. 12-520b, the City of St. John, Kansas is required to make plans for the extension of services to the area proposed to be annexed.

Tract A

The area described in Exhibit "A" (herein Tract A), and commonly known to be owned by the Kanza Cooperative Association, considered to be annexed is already receiving the same services provided by the City of St. John to all other properties located within the boundaries of the City of St. John, Kansas including: sewer, water, and trash services. The City does not currently provide law enforcement and voluntary fire services to Tract A.

The city estimates that the extension of law enforcement and voluntary fire services to Tract A will be negligible and extension of the service can be done upon annexation with existing resources.

Further, K.S.A. 12-520b provides the preparation for extension of services is not required as a prerequisite to the annexation of tracts of land of which the owners have petitioned for or consented to annexation in writing.

Tract B

The area described in Exhibit "B" (herein Tract B), and commonly known to be the east right-of-way to U.S. Highway 281, considered to be annexed is a highway right-of-way which is abuts property already within the City and abuts property that the City is considering for annexation into the boundaries of the City in the same proceeding. Because Tract B is a highway right-of-way, no services will be provided to the tract except law enforcement and voluntary fire services as needed which can be provided upon annexation and with existing resources.

Attached hereto is a sketch clearly delineating the land proposed to be annexed. This Plan for Extension of Services was approved and adopted at a regular meeting of the City of St. John, Kansas, held on the _____ day of _____, 2016.

CITY OF ST. JOHN, KANSAS

BY: _____
Bobby Stimatze, Mayor

ATTEST:

LaDona Garcia, City Clerk

EXHIBIT "A"

A tract of land in the Southwest Quarter of Section 34, Township 23 South, Range 13 West of the 6th P.M., Stafford County, Kansas, more particularly described as follows:

Commencing at the Southwest corner of said Section 34 thence N00°34'24"E (assumed) a distance of 1425.37 feet along the West line of said Southwest Quarter of Section 34; thence S89°25'36"E a distance of 84.28 feet to the East line of US Highway 281 and a Point of Beginning; thence N00°00'00"E a distance of 610.00 feet along said East line of US Highway 281; thence N90°00'00"E a distance of 140.00 feet; thence S00°00'00"E a distance of 610.00 feet; thence N90°00'00"W a distance of 140.00 feet to the Point of Beginning, containing 1.961 acres, more or less and subject to an ingress/egress easement across the North 30 feet thereof.

EXHIBIT "B"

SKETCH

PETITION AND CONSENT FOR ANNEXATION
KANZA COOPERATIVE ASSOCIATION

TO: The Governing Body of the City of St. John, Stafford County, Kansas

The Undersigned being the owner(s) of the land described in Exhibit A, attached hereto and incorporated by reference, petitions the governing body of the City of St. John, Stafford County, Kansas to annex such land into the City pursuant to K.S.A. 12-520(a)(7) and consents to such annexation.

Such land is a contiguous tract to land adjacent to the current Corporate Limits of the City of St John, Kansas, which the City of St. John, Kansas is considering annexing.

Signed

Date

Printed Name

Title

EXHIBIT "A"

KANZA COOPERATIVE ASSOCIATION

A tract of land in the Southwest Quarter of Section 34, Township 23 South, Range 13 West of the 6th P.M., Stafford County, Kansas, more particularly described as follows:

Commencing at the Southwest corner of said Section 34 thence $N00^{\circ}34'24''E$ (assumed) a distance of 1425.37 feet along the West line of said Southwest Quarter of Section 34; thence $S89^{\circ}25'36''E$ a distance of 84.28 feet to the East line of US Highway 281 and a Point of Beginning; thence $N00^{\circ}00'00''E$ a distance of 610.00 feet along said East line of US Highway 281; thence $N90^{\circ}00'00''E$ a distance of 140.00 feet; thence $S00^{\circ}00'00''E$ a distance of 610.00 feet; thence $N90^{\circ}00'00''W$ a distance of 140.00 feet to the Point of Beginning, containing 1.961 acres, more or less and subject to an ingress/egress easement across the North 30 feet thereof.

Annexation Map



02/20/2015

