



COUNCIL MEETING AGENDA

February, 5th, 2024 4:30 p.m.

Community Center – *Lower Level*

203 N. 3rd, Marion Kansas 66861

REGULAR CITY COUNCIL MEETING

1. Flag Salute – Mayor Powers
2. Call the Regular City Council meeting to order – Mayor Powers
3. Approval of Agenda - Mayor Powers
4. Public Forum (1): Those who wish to comment will only be allowed to do so after stating their name and subject they wish to address. These comments will be limited to three (3) Minutes.
5. Approval of consent agenda – Mayor Powers
 - Approval of the Minutes of the January 22, 2023 Council Meeting
 - Approval of warrants in the amount of \$171,637.40
 - Approval of payroll in the amount \$36,980.71
 - December Monthly Financial Report
 - 4th Quarter Financial Report
6. Interim City Administrator Contract – Mayor Powers
7. Executive Session – Enter into executive session to discuss personnel matters of nonelected personnel specifically the Interim City Administrator candidate to protect the privacy interests of the individuals pursuant to K.S.A. 75-4319(b)(1)
8. Conditional Use Permit for Marion County – M. Yates
9. Marion Merchants – Economic Development Plan – T. Ensey
10. KDOT Transportation Alternative Grant Discussion – Z. Collett
11. 2025 Budget Engagement Letter with Loyd Group – J Robinson
12. Lap Tops – Mayor Powers
13. Councilor, Department, & Staff Reports
14. Motion to Adjourn Council Meeting

The next regularly scheduled City Council meeting is on February 20th, 2024@ 4:30 p.m.

(It is possible that sometime between 4:30pm and 7:00pm immediately prior to this meeting, during breaks, and directly after the meeting, a majority of the Governing Body may be present in the commission chambers or lobby of City Hall. No one is excluded from these areas during those times.)

Council Meeting Procedures

- Please silence your personal electronic devices (cell phones, tablets, watches, etc.). Emergency responders are to have their radios on vibrate.
- Please stand for the invocation and Pledge of Allegiance when requested by the Mayor or Vice Mayor at the beginning of the meeting.
- The council is interested in questions, concerns and comments from the public and has established a Public Forum agenda item at the beginning and end of the meeting. This is a time for individuals or groups to address the council. Generally, there is a three (3) minute presentation time allowed. Questions by councilors, mayor or city staff are not included in the three (3) minute presentation.
- (1) Presentation is limited to three (3) minutes. City Council will not act or discuss the topic at this time. Topics are limited to City Council business. Public comment is not permitted on personnel matters or legal matters. Items introduced may become agenda items at a future date.
- Please refrain from individual conversations during the council meeting & please be courteous and respectful at all times to your elected officials, appointed officials, city staff, and fellow residents. While we all may not agree, civil discourse will lead to better understanding and brighter future for our community.

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City Council Meeting
January 22nd, 2024
Monday, 4:30 p.m.

The regular meeting of the City Council of the City of Marion, Kansas was held Monday, January 22nd, 2024 at 203 N. 3rd, Marion, Kansas in the lower level at 4:30 p.m. with Michael Powers presiding as Mayor and Council Members, Zach Collett, Kevin Burkholder, Amy Smith and Tim Baxa. Also in attendance, Janet Robinson, City Clerk, Zach Hudlin, Margo Yates, Community Enrichment Director, Kristin Wewe, Ruth Herbel, Janet Marler, Vicki Kraus, Cindy Wyatt, Missy Stubenhofer, Gene Winkler, Donald Wilson, Marion County Record reporters, Phyllis Zorn and Eric Meyer.

Call to Order: Mayor Powers called the meeting to order following the Pledge of Allegiance.

Approval of the Agenda: T. Baxa made a motion to approve the agenda, moving item 9 up to number 7; A. Smith 2nd; motion carried 5-0.

Consent Agenda: Z. Collett made a motion to approve the consent agenda; K. Burkholder 2nd, motion carried 5-0.

- Approval of the January 8th, 2024 Council meeting minutes
- Approval of warrants in the amount of \$115,797.61
- Approval of encumbrance warrants in the amount of \$164,011.31
- Approval of payroll in the amount of \$38,048.23
- Approval of the December monthly financial report
- Approval of the 4th quarter financial report

Library Proclamation: Mayor powers presented the Marion City Library with a proclamation in honor of the library and staff. Council member congratulated the library staff on the Library being recognized by the Kansas Library Association as "The Best Library in Kansas for communities under 5000!"

Airport Board Appointment: Z. Collett made a motion to approve Buck Hoyt to the Airport Board; T. Baxa 2nd; motion carried 5-0.

MIH Funds: Kristin Wewe, with Lange Real Estate, presented council members with a modified developers' agreement, that City Attorney, B. Bina made changes to from the one she had originally presented. Wewe asked council members if they agreed with the modified agreement and after discussion, Collett made a motion to approve the Lange Real Estate Exclusive Developers' Agreement; A. Smith 2nd; motion carried 5-0. Wewe thanked council members and stated she would be in contact with J. Robinson on what steps needed to be taken to move forward with the project.

Interim City Administrator Interview: Z. Collett introduced Mark McNaraney to council members, and told the council that he was possibly interested in serving as the cities Interim City Administrator. Collett told council members that McNaraney was recommended by WSU

and after talking with him, Collett stated he felt that he would be a good fit for Marion. McNaraney told council members about himself, and stated that he had retired from the City of Emporia. McNaraney told council members that he works as an interim administrator for different municipalities, until a permanent replacement could be found to keep cities running smoothly during the process. McAraney stated he really liked Marion and was possibly interested in accepting the interim position, but needed to talk to his wife more before making a definite decision. Mayor Powers asked that McAraney be put on the February 5th, 2024 agenda.

KPP Solar Panel Array: Mayor Powers told council members that after talking with KPP, the city was on track for the Solar Panel Array, and had B. Bina draft a resolution vacating certain streets and alleys to proceed with the project, with a public hearing on the issue being held on March 4th, 2024. After discussion, Mayor Powers made a motion to approve Resolution 2024-01; Burkholder 2nd; motion carried 5-0.

Council Reorganization: T. Baxa made a motion to approve Zach Collet as the Vice Mayor; K. Burkholder 2nd; motion carried 5-0.

Mayor Powers asked council members to consider moving the city council meetings to the 1st and 3rd Mondays, and also asked council members if they had a preference on the meeting time. After discussion, Mayor powers made a motion that the meeting dates be changed to the 1st and 3rd Mondays of the month, and the starting of the meetings be changed to 5:00 p.m. A. Smith 2nd; motion carried 5-0. Mayor Powers told council members that he felt that if each council member was assigned to different departments within the city, there would be more communication between staff members and the council members, and presented council members with a Council Standing Committees as follows:

Baxa -	Water plant/Distribution/Wastewater Budget and Finance
Burkholder -	Street and Alley/Building Inspection & Code Enforcement
Collett -	Electrical/Economic Development
Smith -	Quality of Life, Community Engagement and Morale/Strategic Plan
Powers -	Police and Fire/Administration

Tablets/Laptops: Mayor Powers presented a quote from Lloyd Davis for tablets to be purchased for council members in the amount of \$1,187.56 per tablet. After discussion, J. Robinson will ask for a quote on the cost of laptop computers.

Department Reports: Z. Hudlin told council members that Bryant Edwards started the 16-week police academy program on 1/22/24 in Hutchinson.

Yates reported the hearing on the conditional use permit for the Marion County Health Department would be on January 30th, 2024, and she was working on the 2025 state travel guide

listing. Mayor Powers told Yates that she did not have to provide a written report in the council packets.

J. Robinson nothing further to report.

Mayor and Councilor Reports: Mayor Powers stated that the ballroom was opened up to provide shelter during inclement weather, and he had received a positive email from Allison Tajchman about the city crew.

T. Baxa nothing further to report.

K. Burkholder nothing further to report.

Z. Collett nothing further to report.

A. Smith asked about the property at 202 Miller and if J. Masters had given a checklist to D. Wilson on what was needed to get the property up to code.

Public Forum: Ruth Herbel asked council members when a decision would be made regarding the open position for a City Administrator, and what the salary would be. Powers stated that a decision would be made at the next council meeting, and salary would be discussed in executive session.

Adjournment: Z. Collett made a motion to adjourn the meeting; A. Smith 2nd.; motion carried 5-0.

Michael Powers, Mayor

Janet Robinson, City Clerk

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST ID	GL ACCOUNT	CK TYPE	SQ
CENTRAL NATIONAL BANK									
171 AFLAC									
831957	1	2/05/24	1/25/24	FEBRUARY PREMIUM	22.70	156	01-00-2456	LIQ	1
	2			FEBRUARY PREMIUM	26.92	156	E-PAYMNT 1309316 2/05/24	LIQ	1
	3			FEBRUARY PREMIUM	60.98	256	02-00-2456	LIQ	1
	4			FEBRUARY PREMIUM	26.92	256	E-PAYMNT 1309316 2/05/24	LIQ	1
	5			FEBRUARY PREMIUM	45.32	156	01-00-2456	LIQ	1
	6			FEBRUARY PREMIUM	52.76	156	E-PAYMNT 1309316 2/05/24	LIQ	1
	7			FEBRUARY PREMIUM	26.52	156	01-00-2456	LIQ	1
				INVOICE TOTAL	262.12		E-PAYMNT 1309316 2/05/24		
				VENDOR TOTAL	262.12				
3420 ALTEC CAPITAL SERVICES, LLC									
INV# 01876835	1	2/05/24	2/05/24	LEASE RENTAL 2019 FORD F550	1,688.70	21	21-00-5450	LIQ	1
				INVOICE TOTAL	1,688.70				
				VENDOR TOTAL	1,688.70				
3062 AUNT BEE'S FLORAL, GARDEN CENT									
NEW COUNCIL RECEPTIO	1	2/05/24	1/10/24	BOUQUETS	120.00	01	01-00-5010	LIQ	1
				INVOICE TOTAL	120.00				
				VENDOR TOTAL	120.00				
522 CARLSONS' GROCERY									
COUNCIL RECEPTION	1	2/05/24	2/01/24	LOFTHOUSE COOKIES	28.45	01	01-05-5020	LIQ	1
	2			LOFTHOUSE COOKIES	4.99	01	01-05-5020	LIQ	1
	3			FULL SHEET CAKE	42.99	01	01-05-5020	LIQ	1
	4			MIXED NUTS	17.97	01	01-05-5020	LIQ	1
	5			SOLO CUP	9.98	01	01-05-5020	LIQ	1
	6			PROPANE	59.99	01	01-10-5021	LIQ	1
				INVOICE TOTAL	164.37				
				VENDOR TOTAL	164.37				
40 CASE & SON INSURANCE, INC.									
2/2024	1	2/05/24	1/29/24	2024 RAM 5500 BUCKET TRUCK	491.00	02	02-04-5065	LIQ	1
	2			AUDIT	456.00	01	01-00-5042	LIQ	1
				INVOICE TOTAL	947.00				
				VENDOR TOTAL	947.00				
3403 CDW GOVERNMENT									
INV# NZ92209	1	2/05/24	1/12/24	WIRELESS ACCESS POINTS	421.92	01	01-00-5031	LIQ	1
				INVOICE TOTAL	421.92				

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST ID	GL ACCOUNT	CK TYPE	SQ
				VENDOR TOTAL	421.92				
INV# 3911	1	2/05/24	2/01/24	3916 CITY OF HERINGTON JANUARY SERVICES-MASTERS	1,983.74	01	01-11-5278	LIQ	1
				INVOICE TOTAL	1,983.74				
				VENDOR TOTAL	1,983.74				
JANUARY1	1	2/05/24	1/30/24	1086 CITY OF MARION CEMETERY	131.63	01	01-30-5015	LIQ	1
	2			CITY HALL	574.73	01	01-05-5015	LIQ	1
	3			JIA	37.89	01	01-90-5015	LIQ	1
	4			FIRE	48.90	01	01-65-5015	LIQ	1
	5			PARK	86.52	01	01-15-5015	LIQ	1
	6			POLICE	41.89	01	01-14-5015	LIQ	1
	7			SEWER	1,052.44	02	02-03-5015	LIQ	1
	8			S&A	36.02	01	01-10-5015	LIQ	1
	9			WATER DIST	36.02	02	02-01-5015	LIQ	1
	10			ELECTRIC	231.11	02	02-04-5015	LIQ	1
	11			STREET LIGHT	1,376.28	02	02-04-5014	LIQ	1
	12			WATER PLANT	1,147.43	02	02-02-5015	LIQ	1
	13			MUSEUM	67.98	01	01-25-5015	LIQ	1
				INVOICE TOTAL	4,868.84				
				VENDOR TOTAL	4,868.84				
INV # J1-9495	1	2/05/24	1/19/24	3893 CUMMINS SALES AND SERVICE VOLTAGE CARD	529.70	02	02-03-5443	LIQ	1
	2			BLOCK HEATER	130.39	02	02-03-5443	LIQ	1
	3			LABOR	478.60	02	02-03-5443	LIQ	1
	4			TRAVEL	205.12	02	02-03-5443	LIQ	1
	5			MILEAGE	205.40	02	02-03-5443	LIQ	1
				INVOICE TOTAL	1,549.21				
				VENDOR TOTAL	1,549.21				
INV# 3472778	1	2/05/24	1/10/24	3886 EQUIPMENT SHARE CASE LEVER	24.45	01	01-10-5449	LIQ	1
	2			FREIGHT	24.21	01	01-10-5449	LIQ	1
				INVOICE TOTAL	48.66				
				VENDOR TOTAL	48.66				
INV# KSMCP297152	1	2/05/24	1/18/24	1297 FASTENAL COMPANY 6MM 1.0X12.88	3.60	01	01-10-5020	LIQ	1
	2			6MM 1.0X16.8	2.07	01	01-10-5020	LIQ	1
	3			6MM 1.0X20P	2.93	01	01-10-5020	LIQ	1
	4			M6	8.87	01	01-10-5020	LIQ	1
	5			6 MM 1.0X35.8	9.09	01	01-10-5020	LIQ	1
	6			8MM 1.25X12	4.66	01	01-10-5020	LIQ	1
	7			8MM 1.25X1.68.8	3.56	01	01-10-5020	LIQ	1
	8			8MM 1.25X208	3.86	01	01-10-5020	LIQ	1
	9			8MM 1.25X258	4.39	01	01-10-5020	LIQ	1
	10			8MM 1.25X308	5.08	01	01-10-5020	LIQ	1

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST ID	GL ACCOUNT	CK TYPE	SQ
	11			M8 1.25X358.8	5.49	01	01-10-5020	LIQ	1
	12			10MM 1.5X168.8	6.32	01	01-10-5020	LIQ	1
	13			10MM 1.5X208	6.75	01	01-10-5020	LIQ	1
	14			10MM 1.5X258.8	10.52	01	01-10-5020	LIQ	1
	15			10MM 1.5X308	7.84	01	01-10-5020	LIQ	1
	16			10MM 1.5X358	18.17	01	01-10-5020	LIQ	1
				INVOICE TOTAL	103.20				
				VENDOR TOTAL	103.20				
INV# 208720	1	2/05/24	1/24/24	1250 FRONTIER BAG CLEAR BAGS	11,200.00	02	02-06-5480	LIQ	1
				INVOICE TOTAL	11,200.00				
				VENDOR TOTAL	11,200.00				
RUN DATE 1/31/24	1	2/05/24	1/31/24	66 HOCH PUBLISHING CO INC. QUARTERLY FINANCIALS	384.00	01	01-00-5028	LIQ	1
	2			AFFIDAVIT	5.00	01	01-00-5028	LIQ	1
	3			RESOLUTION 2024-1	192.00	01	01-00-5028	LIQ	1
	4			AFFIDAVIT	5.00	01	01-00-5028	LIQ	1
				INVOICE TOTAL	586.00				
				VENDOR TOTAL	586.00				
INV# 0183103	1	2/05/24	1/23/24	3297 INDEPENDENT SALT COMPANY HIWAY/TREATED BULK	1,131.68	01	01-10-5270	LIQ	1
	2			HIWAY/TREATED BULK	1,137.60	01	01-10-5270	LIQ	1
				INVOICE TOTAL	2,269.28				
				VENDOR TOTAL	2,269.28				
INV# 200008194	1	2/05/24	1/25/24	1594 KANSAS MUNICIPAL UTILITIES KMU LEVEL 2 BOOK-CAMPBELL	150.00	02	02-04-5250	LIQ	1
				INVOICE TOTAL	150.00				
				VENDOR TOTAL	150.00				
INV#4010371	1	2/05/24	1/31/24	461 KANSAS ONE-CALL SYSTEM, INC REGULAR LOCATE FEES	7.60	02	02-01-5042	LIQ	1
	2			REGULAR LOCATE FEES	7.60	02	02-03-5042	LIQ	1
	3			REGULAR LOCATE FEES	7.60	02	02-04-5042	LIQ	1
				INVOICE TOTAL	22.80				
				VENDOR TOTAL	22.80				
KPWSLF PROJECT NUMBE	1	2/05/24	12/15/23	3348 KDHE-BUREAU OF WATER PRINCIPAL	63,640.85	02	02-01-5155	LIQ	1
	2			INTEREST	4,800.45	02	02-01-5155	LIQ	1
	3			SERVICE FEE	17,967.38	02	02-01-5155	LIQ	1
				INVOICE TOTAL	86,408.68				
				VENDOR TOTAL	86,408.68				

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST ID	GL ACCOUNT	CK TYPE	SQ
1/2024	1	2/05/24	1/30/24	189 KS DEPT OF REVENUE-ABC 2024 CMB LICENSE	125.00	01	01-00-5011	LIQ	1
				INVOICE TOTAL	125.00				
				VENDOR TOTAL	125.00				
OCT NOV DEC	1	2/05/24	1/29/24	1371 KS DEPT OF REVENUE CLEAN DRINKING WATER FEE	671.46	02	02-02-5462	LIQ	1
				INVOICE TOTAL	671.46				
				VENDOR TOTAL	671.46				
ANNUAL DUES	1	2/05/24	2/01/24	314 KS MUNICIPAL JUDGES ASSOC 2024 JUDGES' DUES	25.00	01	01-85-5251	LIQ	1
				INVOICE TOTAL	25.00				
				VENDOR TOTAL	25.00				
1/30/24	1	2/05/24	1/23/24	3682 LIBERTY NATIONAL FEBRUARY PREMIUM	32.59	0245	02-00-2445	LIQ	1
	2			FEBRUARY PREMIUM	12.00	0245	E-PAYMNT 1309317 2/05/24 02-00-2445 E-PAYMNT 1309317 2/05/24	LIQ	1
				INVOICE TOTAL	44.59				
				VENDOR TOTAL	44.59				
LIBRARY2	1	2/05/24	1/26/24	145 MARION CITY LIBRARY APPROPRIATION TO LIBRARY	51,746.13	17	17-00-5033	LIQ	1
				INVOICE TOTAL	51,746.13				
				VENDOR TOTAL	51,746.13				
2024 REGISTRATION	1	2/05/24	1/30/24	110 MARION CO. TREASURER 2019 FORD TRUCK	244.25	02	02-04-5414	LIQ	1
				INVOICE TOTAL	244.25				
				VENDOR TOTAL	244.25				
JANUARY	1	2/05/24	1/24/24	1470 MARION COUNTY IMP. DIST. NO. 2 WATER AT AIRPORT	37.74	01	01-16-5015	LIQ	1
				INVOICE TOTAL	37.74				
				VENDOR TOTAL	37.74				
INV# 16125	1	2/05/24	1/23/24	3329 MARION MANUFACTURING, INC ANGLE IRON	11.00	02	02-06-5020	LIQ	1
				INVOICE TOTAL	11.00				
				VENDOR TOTAL	11.00				
INV# 206100	1	2/05/24	1/19/24	3009 NATIONAL SIGN COMPANY INC CAUTION TAPE	88.92	02	02-01-5020	LIQ	1
	2			SHIPPING	34.48	02	02-01-5020	LIQ	1

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST ID	GL ACCOUNT	CK TYPE	SQ
				INVOICE TOTAL	123.40				
				VENDOR TOTAL	123.40				
MARCH BILLS1			3687 POSTALOCITY						
	1	2/05/24	2/01/24	MARCH BILLS	137.50	02	02-02-5020	LIQ	1
	2			MARCH BILLS	137.50	02	02-03-5020	LIQ	1
	3			MARCH BILLS	137.50	02	02-04-5020	LIQ	1
	4			MARCH BILLS	137.50	02	02-06-5020	LIQ	1
	5			MARCH BILLS	137.50	02	02-02-5016	LIQ	1
	6			MARCH BILLS	137.50	02	02-03-5016	LIQ	1
	7			MARCH BILLS	137.50	02	02-04-5016	LIQ	1
	8			MARCH BILLS	137.50	02	02-06-5016	LIQ	1
				INVOICE TOTAL	1,100.00				
				VENDOR TOTAL	1,100.00				
INV# 36887138			3069 QUILL CORPORATION						
	1	2/05/24	1/22/24	ADAPTA DESK	172.99	01	01-05-5020	LIQ	1
	2			SHIPPING	12.75	01	01-05-5020	LIQ	1
	3			STEEL BINDER CLIPS	5.67	01	01-00-5020	LIQ	1
	4			LEGAL PADS	19.79	01	01-00-5020	LIQ	1
	5			FILE FOLDER	22.59	01	01-00-5020	LIQ	1
				INVOICE TOTAL	233.79				
				VENDOR TOTAL	233.79				
FEBRUARY JUDGE FEE1			3929 ROY-BACHMAN, BRANDY						
	1	2/05/24	2/01/24	FEBRUARY JUDGE FEE	350.00	01	01-85-5001	LIQ	1
				INVOICE TOTAL	350.00				
				VENDOR TOTAL	350.00				
INV# S100258059			84 SALINA SUPPLY COMPANY						
	1	2/05/24	1/18/24	CIRCLE REPAIR CLAMP	215.05	02	02-01-5020	LIQ	1
	2			DELIVERY FEE	10.00	02	02-01-5020	LIQ	1
				INVOICE TOTAL	225.05				
				VENDOR TOTAL	225.05				
INV# 5670529			140 STANION WHOLESALE ELECTRIC CO						
	1	2/05/24	1/24/24	2 INCH SVCE C AP CLMP	165.46	02	02-04-5020	LIQ	1
	2			HUB CLOSING PLATES	56.30	02	02-04-5020	LIQ	1
	3			DELIVERY CHARGE	5.00	02	02-04-5020	LIQ	1
	4			TAX	18.29	02	02-04-5020	LIQ	1
				INVOICE TOTAL	245.05				
				VENDOR TOTAL	245.05				
DECEMBER1			343 STATE TREASURER						
	1	2/05/24	1/29/24	REINSTATEMENT FEES	81.00	01	01-00-2803	LIQ	1
	2			JBE	5.00	01	01-00-2802	LIQ	1
	3			KLETC	112.50	01	01-00-2801	LIQ	1
				INVOICE TOTAL	198.50				

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST ID	GL ACCOUNT	CK TYPE	SQ
				VENDOR TOTAL	198.50				
INV# 12317	1	2/05/24	1/16/24	680 SUFFIELD HTG. CLG. & PLBG WATER HEATER ELEMENT	56.00	01	01-65-5259	LIQ	1
	2			SERVICE CALL	412.00	01	01-65-5259	LIQ	1
				INVOICE TOTAL	468.00				
				VENDOR TOTAL	468.00				
DEC 20-JAN 19	1	2/05/24	1/19/24	1192 VERIZON WIRELESS 6202666051	29.02	01	01-00-5015	LIQ	1
	2			6202666055	24.79	01	E-PAYMNT 1309318 2/05/24 01-16-5015	LIQ	1
	3			6203810019	41.47	01	E-PAYMNT 1309318 2/05/24 01-55-5089	LIQ	1
	4			6203810212	29.02	01	E-PAYMNT 1309318 2/05/24 01-00-5015	LIQ	1
	5			6203810309	29.92	01	E-PAYMNT 1309318 2/05/24 01-00-5015	LIQ	1
	6			6203810647	29.02	01	E-PAYMNT 1309318 2/05/24 01-00-5015	LIQ	1
	7			6203810716	52.28	01	E-PAYMNT 1309318 2/05/24 01-00-5015	LIQ	1
	8			6203810928	29.92	01	E-PAYMNT 1309318 2/05/24 01-00-5015	LIQ	1
	9			6203810967	29.02	01	E-PAYMNT 1309318 2/05/24 01-00-5015	LIQ	1
	10			6203811285	41.47	01	E-PAYMNT 1309318 2/05/24 01-00-5015	LIQ	1
	11			6203813101	24.30	01	E-PAYMNT 1309318 2/05/24 01-14-5015	LIQ	1
	12			6203813240	29.02	01	E-PAYMNT 1309318 2/05/24 01-00-5015	LIQ	1
	13			6203814043	24.79	01	E-PAYMNT 1309318 2/05/24 01-75-5015	LIQ	1
	14			6203814631	40.01	01	E-PAYMNT 1309318 2/05/24 01-14-5015	LIQ	1
	15			6203814663	40.01	01	E-PAYMNT 1309318 2/05/24 01-14-5015	LIQ	1
	16			6203814706	40.01	01	E-PAYMNT 1309318 2/05/24 01-14-5015	LIQ	1
	17			6203814714	40.01	01	E-PAYMNT 1309318 2/05/24 01-14-5015	LIQ	1
	18			6203814891	40.01	01	E-PAYMNT 1309318 2/05/24 01-14-5015	LIQ	1
	19			6203822355	29.02	02	E-PAYMNT 1309318 2/05/24 02-02-5015	LIQ	1
	20			6203822442	24.79	01	E-PAYMNT 1309318 2/05/24 01-75-5015	LIQ	1
	21			6203822561	9.67	02	E-PAYMNT 1309318 2/05/24 02-04-5015	LIQ	1
	22			6203822561	9.67	02	E-PAYMNT 1309318 2/05/24 02-01-5015	LIQ	1

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST ID	GL ACCOUNT	CK TYPE	SQ
	23			6203822561	9.68	01	01-10-5015	LIQ	1
	24			6203822651	41.47	01	E-PAYMNT 1309318 2/05/24 01-14-5015	LIQ	1
	25			6203823425	30.82	01	E-PAYMNT 1309318 2/05/24 01-05-5015	LIQ	1
	26			6203823732	8.26	02	E-PAYMNT 1309318 2/05/24 02-04-5015	LIQ	1
	27			6203823732	8.26	02	E-PAYMNT 1309318 2/05/24 02-01-5015	LIQ	1
	28			6203823732	8.27	01	E-PAYMNT 1309318 2/05/24 01-10-5015	LIQ	1
	29			6203823770	9.67	02	E-PAYMNT 1309318 2/05/24 02-04-5015	LIQ	1
	30			6203823770	9.67	01	E-PAYMNT 1309318 2/05/24 01-10-5015	LIQ	1
	31			6203823770	9.68	02	E-PAYMNT 1309318 2/05/24 02-01-5015	LIQ	1
	32			6203823993	24.79	01	E-PAYMNT 1309318 2/05/24 01-00-5015	LIQ	1
	33			6203826670	41.47	02	E-PAYMNT 1309318 2/05/24 02-04-5089	LIQ	1
	34			6203826671	41.47	02	E-PAYMNT 1309318 2/05/24 02-01-5089	LIQ	1
	35			6203829134	69.34	01	E-PAYMNT 1309318 2/05/24 01-25-5015	LIQ	1
				INVOICE TOTAL	1,000.09				
				VENDOR TOTAL	1,000.09				
1213002012024				3841 VISION CARE DIRECT					
	1	2/05/24	1/25/24	FEBRUARY PREMIUM	15.90	257	02-00-2457	LIQ	1
	2			FEBRUARY PREMIUM	25.46	257	E-PAYMNT 1309319 2/05/24 02-00-2457	LIQ	1
	3			FEBRUARY PREMIUM	46.24	257	E-PAYMNT 1309319 2/05/24 02-00-2457	LIQ	1
				INVOICE TOTAL	87.60				
				VENDOR TOTAL	87.60				
INV# 193502				1383 WEIS FIRE & SAFETY EQUIP. CO.					
	1	2/05/24	1/31/24	FIREFIGHTING GLOVE	570.00	01	01-65-5060	LIQ	1
	2			FIREFIGHTING GLOVES	570.00	01	01-65-5060	LIQ	1
	3			EXTRICATION GLOVE	330.00	01	01-65-5060	LIQ	1
	4			REGULAR WHITE HOOD 80Z	319.02	01	01-65-5060	LIQ	1
				INVOICE TOTAL	1,789.02				
				VENDOR TOTAL	1,789.02				
INV# FLO-154414				844 WILLIAMS SERVICE, INC.					
	1	2/05/24	1/24/24	AIR FILTER	117.21	02	02-06-5402	LIQ	1
				INVOICE TOTAL	117.21				

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST ID	GL ACCOUNT	CK TYPE	SQ
				VENDOR TOTAL	117.21				
				CENTRAL NATIONAL BANK TOTAL	171,637.40				
				TOTAL MANUAL CHECKS	.00				
				TOTAL E-PAYMENTS	1,394.40				
				TOTAL PURCH CARDS	.00				
				TOTAL ACH PAYMENTS	.00				
				TOTAL OPEN PAYMENTS	170,243.00				
				GRAND TOTALS	171,637.40				

Marion Planning Commission
January 30, 2024

The Regular Meeting of the Marion Planning Commission was held Tuesday, January 30, 2024, with members Darvin Markley, Bruce Skiles, Mike Smith, Jerry Ewing, Russ Hake, and Brent Miles. Carol Laue was absent. Margo Yates, Interim Zoning Administrator, was present. Also present from the County was: County Commissioner Dave Crofoot; County Commissioner David Mueller; County Clerk soon to be County Administrator Tina Spencer; and Sharon Omstead, Director of Marion County Planning and Zoning.

Call to Order: Chairman Markley called the regular meeting of the planning commission to order at 6 p.m., with a quorum present.

Approval of Agenda: Miles moved to approve the agenda; Skiles seconded; motion carried 6-0.

Approval of Minutes: Hake moved to approve the minutes from the October 17, 2023, meeting; Miles seconded; motion carried 6-0.

Review Budget: Members reviewed and approved the budget.

Opened Public Hearing: Markley explained the process of opening and closing the Public Hearing, and when comments are allowed. Markley opened the Public Hearing for a Conditional Use Permit (CUP) for a new County Health Department. He asked the county to present their information. Omstead introduced herself and everyone from the county. She said the county is requesting a CUP for property located at 1220 East Main, Marion, Kansas, and the intent is to use this property for a new County Health Department. She said the existing structure that is currently on the property will be completely demolished, and this will be a brand-new building. She said the plans will meet the requirement setbacks and the building will be tied into the existing sewer and water services. Omstead explained there is an electrical connection that will be moved. She said the city will install a transformer on Main Street that will service the fitness center, and then it will run underground to the new health department. Omstead said she didn't know how detailed the board wants to get with the design plan. Markley explained the points of interest for the board's review. Omstead said she understood, and she referred members to a copy of the 30 percent design plan for the project, which they previously received. Omstead said according to the city ordinance the parking requirements will be met, explaining the property will have 5,000 square feet which requires 20 parking spaces. The project design includes 22 parking spaces, two of which will be handicap accessible parking. Omstead said the ingress and egress are indicated on the plans. She said a separate document indicates the ingress and egress coming out, and also a garage that will be a pull-through garage. Markley asked if the same existing entrances off of Main Street will be used, and Omstead said yes. She said the ingress is coming in on the entrance on the east side, and the egress is on the west. She said the attached garage will be on the west with the ability to pull through and the ability to pull out exiting to the north. Omstead said there will be an easement filed with the property owner on the north to allow for using that as an egress. We'll only use that for vaccinations so they can drive

through, Crofoot said. Markley asked the county representatives if they are for this project. Mueller said yes, for the record, they are in favor of this project. Miles asked how far back the building will sit. Probably the front of the building will be where the back of the existing building currently sits, Crofoot explained. It will be at the setback line on the rear, on the north side, Omstead added. Markley said they need a 10-foot setback on each side. Markley said there is about 11 ½ feet on both sides of the building on the east and west. The way I figure it there is about three feet left over after meeting the setbacks, he said. Next the county was asked about lighting and signage, and Omstead said there will be both. She explained the actual sign permit will be a separate application to the city. Spencer said there will be lighting on the exterior part of the building, and there will be a light on a pole in addition to the light on a pole that is currently there, now. There are three lights in the design across the front right now, Crofoot said. The county has been working hard to develop something that will be an asset to the city, Spencer said. This is a positive change for both the county and for the city because there are some issues on the property that would eventually need to be addressed and those issues will be taken care of, Omstead explained. And the location of the health department being nearby the food bank, will be a positive addition for the community and the public, as it will help our clients, Spencer said. Skiles asked about any storage, or if pretty much all the ground will be used, and Crofoot said yes, they will be using all the grounds area for this project. After asking for any final comments before closing the Public Hearing, and finding there were no further comments, Markley closed the Public Hearing and opened the floor for discussion and determination.

Yates asked Markley if he wanted her to explain the copies of various chapters that members were given for review and reference while making a determination. Markley told Yates to proceed. Yates explained members have a copy of the General Commercial District, which gives parking and setback requirements. Yates said members also have a copy of the Limited Commercial District for the list of uses that are allowed, as any use permitted in Limited Commercial is allowed in General Commercial. Yates said members also have copies of pages from the Conditional Use Section of the regulations. Yates explained the reason the county needs a CUP is because it is a county facility and this is the only way it fits in the regulations. She said it is listed under #32 of the CUP uses, stating "Public buildings erected, or land used by any agency or the city, township, county or state government." Yates referred members to their copy of 19-1.04, which is the list of factors to meet in order to recommend a CUP. Yates told members she also gave them copies of Conceptual Plans, which is under the Amendment Procedures chapter. She explained 25-3.01 asks for a composite site development plan showing the major details, including plans for drainage, location of the building, parking areas, loading areas, ingress and egress, and signage. Yates referred members to the list of factors to consider in that same chapter. She said there is not too much there that needs to be of concern, but it does mention the character of the neighborhood and the properties located nearby, and that it should be consistent with the Comprehensive Plan. Yates said she then went to the Comprehensive Plan and she gave members a copy of a list of Community Facility Policies. Yates said she did not find anything in the Comprehensive Plan that talked about a health department.

Yates did point out that the Comprehensive Plan does talk about intergovernmental cooperation between the city and the county regarding issues of future development. Markley asked members to address the findings, starting with making sure they have their setbacks. Markley asked if the building will be centered on the lot. He said it doesn't matter; they meet their setbacks. He asked members if there were any questions about the setbacks or if they agree the setbacks are okay. All agreed setbacks are okay. Next, Markley addressed the parking requirements. Markley asked how the garage area figures into the parking area requirements, and Hake said that is actually more parking. Markley asked if members agree the parking requirements are met. Hake asked about handicap accessible requirements, but we do not have specific handicap parking requirements because that is handled with federal regulations. Omstead said the architect told the county they are only required to have one handicap parking space, but they will have two such spaces. Markley asked if there will be enough room for a handicapped person to get in and out of their vehicle, and Omstead said yes. Markley asked again if members agree they meet their parking requirements, and members agreed. Skiles asked if a parking study was done because he thinks that is a lot of parking spaces. Do we need that many, is that what you are asking, Omstead asked Skiles. Omstead said between the staff and the patients we will need plenty of parking. So, there is no other employee parking, Skiles asked, and Omstead said no. Okay, that makes sense, Skiles said. Markley referred members to Section 10 of the regulations, which is Limited Commercial. I've always been taught that when there is something that is not specifically listed in the districts, if you can find something that's compatible within reason, that you can pretty much use that, because there is no way you can go through and list every type of business that's out there, he said. So, what I'm saying is under 10-2, #1 under Hospitals it's allowable in the Limited Commercial and the General Commercial Districts, Markley told members. Hake added it also lists Pharmacy, including Medical Supplies. Yes, so they are still compatible even though it is a county health department, Markley said. Markley and Hake took a few minutes to see if there was any other information in the Comprehensive Plan. Hake read Section 19, #32, under CUP's. All agreed. Yates reminded members they have a copy of 19-1.04 to review the list of factors to consider when recommending a CUP. Markley also asked to note 19-4.01 which talks about parking regulations for CUP's. All agreed it is okay. Markley also referred to 19-5 regarding height, area, and yard regulations, and again all is okay. Markley next referred to 23-3.04 regarding drainage. He asked, and Omstead said they will not be changing any of the natural drainage, but they will actually be improving it. She said everything from the parking lot and the vestibule out front will drain to the south into the gutter and the drain on Main Street, and then the drainage coming off the roof to the north will go into a pipe and then out to the drainage ditch along Thorp Street. So, we will actually be improving that situation on the north side, Omstead said. Markley said let's back up to parking. Will it be a hard surface, not gravel, Markley asked, and Omstead said yes. Next Markley referred members to 23-3.06 which talks about lighting. He mentioned being next to residential districts. He said the nearest residence is on the east side of Thorp Street, so he doesn't think lighting will ever be an issue. Just so we have the findings on that, Markley said. Markley noted the fitness center is on the east side of this property, Hett Construction is on the

west side, and the USD 408 office is on the north side. Yates said she has in the file everyone she notified within 200 feet. Markley asked and Yates said yes, all notifications were made and published in the newspaper. Next, Markley referred members to 25-3.01, and Yates said yes that is your Conceptual Plan details information. Hake said that addresses the drainage, location, parking, loading, ingress, egress, and signage. The only problem I see with the ingress and egress is at this time that north going over onto the USD 408 property is that you don't have that easement in hand yet, right, Markley asked the county. That will be obtained before any demolition is done, Omstead said. That easement will be filed, she added. The problem I have is to approve that....., Markley said. Make it part of your motion, Yates suggested. The problem is if we go ahead and approve that right now without having that in hand is to go onto the school property, basically we could almost be creating taking a property situation, he said. My suggestion is that we put that in under one of the conditions of the conditional use, Markley said. That has to be established and it has to be recorded on the deed so we're not upside-down with the school someday, he said. And possibly, if you guys agree, if they are going to come through and go through the parking lot and come out on Thorp Street, they need to make a determination whether or not there needs to be a control stop sign entering onto Thorp Street since the school uses that, he said. There is a lot of traffic there during school hours, he added. It's our job to look out for the health and welfare, etc., so I think we need to put that in there so we don't create a taking and the school don't come back and question it. I would fully expect you to expect that as a condition of the CUP, Omstead said. But I don't know about the stop sign, Yates said. That's not our deal, Yates said. That's all part of it, and that will be up to them, but to put that in there they can look at it, Markley said. I would agree if you make that stop sign part kind of loose, Yates said. But, that's up to the board, Markley said. It's also on private property, Omstead said. Yates asked the county when will they use that exit when they pull on through the garage. It would not be used on a daily basis, Omstead said. I think it would be more like when they do vaccinations, etc., she added. I'm just saying it needs to be reviewed, Markley said. Other than that, I have no problems, Markley said. We'll probably use it twice a year, Crofoot said. Markley asked members if all agree, and they did. Markley asked if there was anything else. Skiles asked when the speed limit changes from 20 to 30 along Main Street, going east out of town. If it changes before the health department, I would highly suggest you change it back to 20, Skiles said. Because there will be people pulling in and out, Skiles said. Members said they believe it changes much further west on Main Street down by the Cedar Street curve. It's a good point but I don't know what control we would have, Markley said. That would be up to the city and police officers to determine, Markley said. I can be sure they know we would like them to look at that, Yates said. Markley started to make a motion to recommend approving the CUP. He stopped and looked at the Comprehensive Plan. He asked Yates what she found in the Comprehensive Plan and she said very little and nothing that refers to a health department. Yates said she went through the entire Comprehensive Plan today. Markley referred members to Chapter 11 in the Comprehensive Plan, and specifically to Table 11.2. Yates said she did not find much in the Comprehensive Plan, and Hake agreed. Members also reviewed Chapter 5 in the Comprehensive Plan, concerning Public Facilities. Markley asked

members, and all agreed everything fits within the plan. Markley asked Yates what else, and Yates said members have the list of factors to consider when recommending a CUP. Markley moved to recommend approving a CUP for the county health department facility with all the findings that were agreed upon, and with the conditions that they shall be required to get an easement for the drive-through and it be recorded upon the deed, and to look at possibly adding some traffic control on Thorp Street, with a stop sign if needed. Hake seconded. In favor: 6; Opposed: 0; Motion carried. The county asked when it will go to the city council. Yates said it should go on their next agenda. Yates said she will confirm and let the county representatives know when it will be on the city council agenda. Markley said there is a protest period in there, too. Yes, that is 14 days after it goes to the city council, Yates said.

New Business: Markley noted the first item is the solar field north of the transfer station. Yates explained she has not been given any information about this, but the city attorney reported at the last city council meeting that the city council will handle this without involving the planning commission. Yates said she just wanted to inform the board in case they read about it in the paper and wondered how it was being handled.

Next was a sign permit application for the new business on Main Street. Members asked why they are getting this and Yates reminded them the new sign regulations have all sign permits coming to the planning commission for review. Yates explained it is not causing them extra work, it is simply a way of letting them know we have administratively handled a sign permit for downtown.

Last was a reminder that 2024 officers will be elected at their meeting in February.

Old Business: Members received new Sign Regulations. Yates said they are hole-punched and ready to install in their notebooks, and she asked members to please remove the old chapter and replace it with the new pages.

Markley reminded members we need to review and update the Comprehensive Plan.

Public Forum: No one from the public was present.

Next regular meeting date: February 27, 2024, at 6 p.m.

Adjournment: Hake moved to adjourn the meeting; Smith seconded; motion carried 6-0. Meeting adjourned at 7:45 p.m.

ATTEST:

Darvin Markley, Chairman

Margo Yates, Interim Zoning Administrator



Application for Governmental Conditional Use Permit

This is an application for a **Governmental Conditional Use Permit**. The form must be completed and filed at the office of the Zoning Administrator.

AN INCOMPLETE APPLICATION CANNOT BE ACCEPTED.

1. Name of applicant(s), owner(s) and/or their agent(s). All owners of all property requested to receive this conditional use permit must be listed on this form.

A. Applicant/Owner Marion County, Kansas
Address _____ Phone _____
Agent Marion County Clerk
Address 200 S. Third St., Suite 104, Marion, KS Phone 620-382-2185

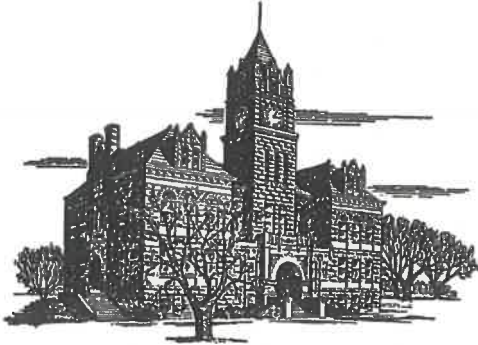
B. Applicant/Owner _____
Address _____ Phone _____
Agent _____
Address _____ Phone _____

C. Applicant/Owner _____
Address _____ Phone _____
Agent _____
Address _____ Phone _____

2. The applicant hereby requests an exception as a conditional use permit for the purpose of establishing a new County Health Department on property legally described as Lot(s) East 100' Lots 13, 14, 15 Block(s) 1 of the Brewerton & Morris Addition to the City of Marion and the west 43' of vacated Thorp St. adjacent to said lots.

Metes and Bounds Descriptions: _____

3. Development plan included? Yes (Draft) No



MARION COUNTY COURTHOUSE

MARION COUNTY, KANSAS
OFFICE OF THE COUNTY CLERK

200 S. Third St., Suite 104
MARION, KANSAS 66861
620-382-2185

TINA D. SPENCER, CLERK
COUNTY ELECTION OFFICER

COUNTY COMMISSIONERS
KENT BECKER
DAVID MUELLER
RANDY DALLKE
DAVE CROFOOT
JONAH GEHRING

December 13, 2023

Margo Yates
City of Marion
208 E. Santa Fe
Marion, KS 66861

Dear Margo,

Included in this application is a draft conceptual design for the site. The final design is still in development, but the building size and basic look are unlikely to change very much from this preliminary information.

Darin Neufeld of EBH Engineering will be coordinating utilities and other civil engineering matters. Water and sewer are within existing rights-of way. Electrical service will need to be separated and moved. It is our understanding that Mr. Neufeld is already in communication with the city regarding that matter. The gas supply line will also need to be moved.

The building site plan included with this application includes 10' setbacks. There will be a minimum of two handicap parking spaces.

Mr. Neufeld is working with USD 408 for a shared-use agreement for the garage / drive-through exit on the north side.

If you have any questions or require further information, please contact:

Tina D. Spencer, County Clerk
(620)382-2185 tspencer@marioncoks.net

Sharon Omstead, Planning/Zoning/Environmental Health Director
(620)382-2945 somstead@marioncoks.net

Krista Schneider, Health Department Administrator
(620)382-2550 kschneider@marioncoks.net

Site-related questions may also be directed to Darin Neufeld at EBH Engineering. DarinN@ebhengineering.com

Thank you for your consideration.

A handwritten signature in black ink, appearing to read 'Tina D. Spencer', written over a horizontal line.

Tina D. Spencer,
Marion County Clerk

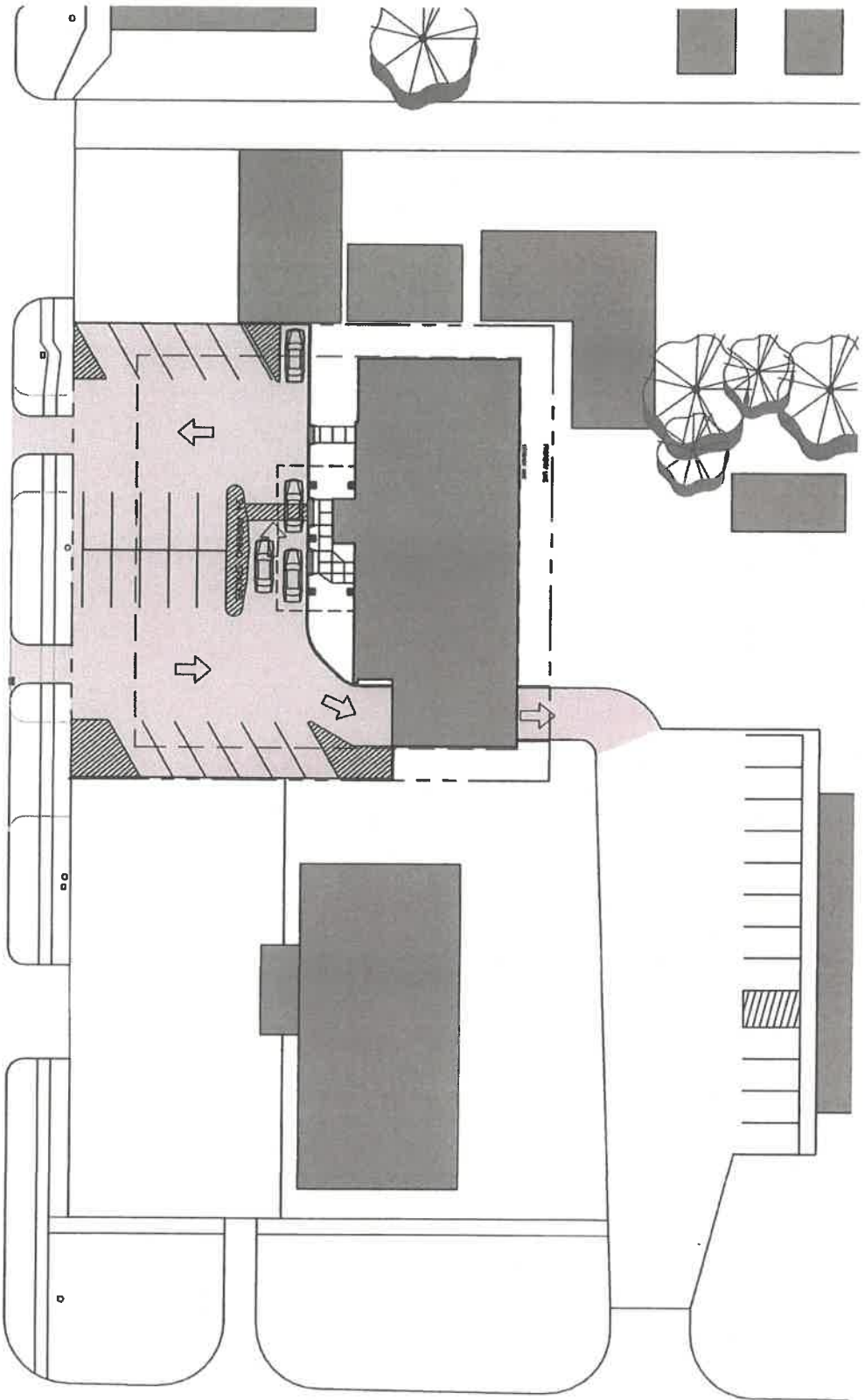


 **MARION COUNTY HEALTH DEPARTMENT**
NOVEMBER 19, 2023

5,000 TOTAL SF

Alloy
ARCHITECTURE

MAIN STREET



THORP STREET

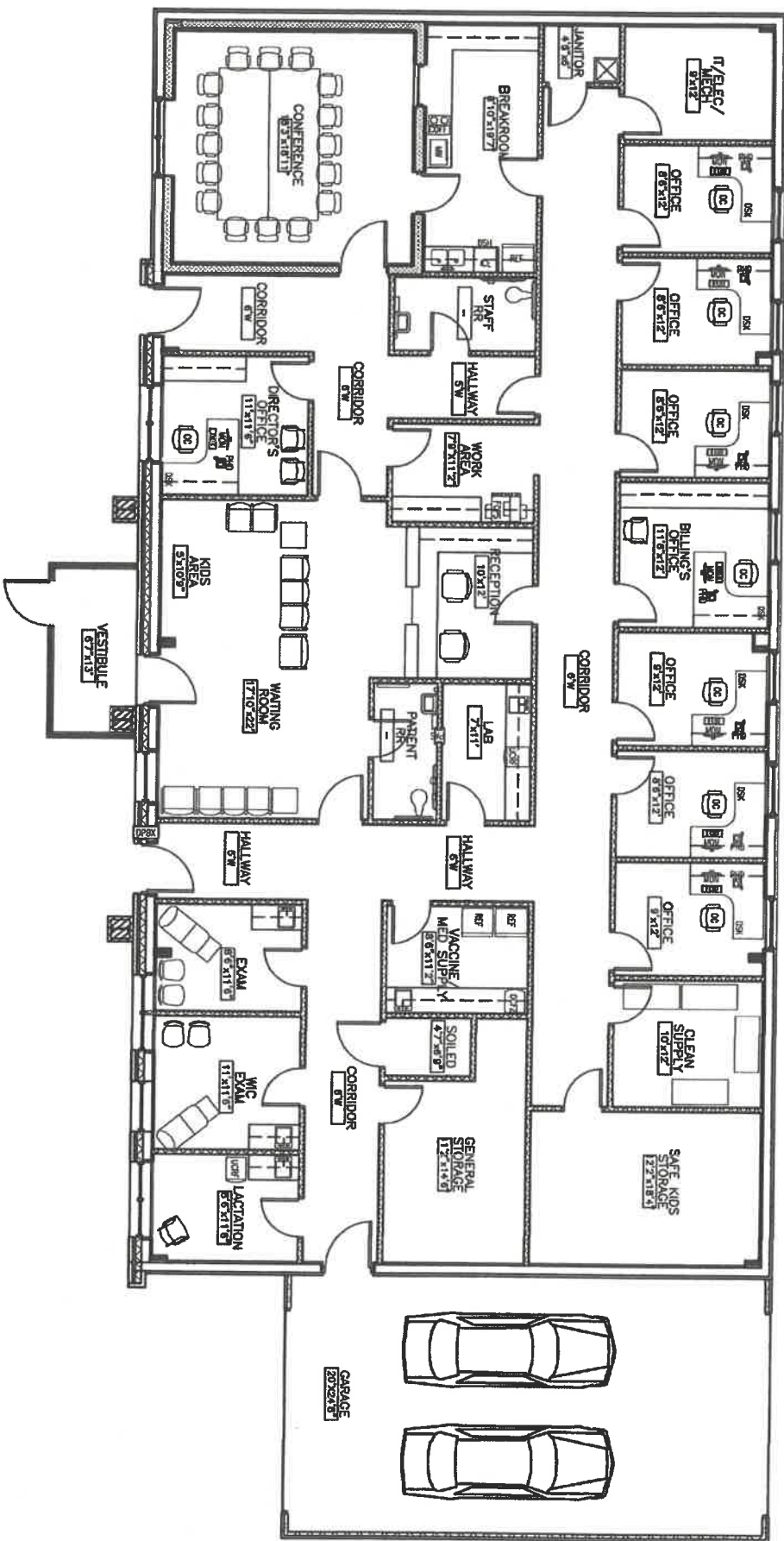


MARION COUNTY HEALTH DEPARTMENT

SCALE: 1/8" = 1'-0"

NOVEMBER 17, 2023

5,000 TOTAL SF





18

17

16

15

14

13

THORP STREET

7

8

9

10

11

12

BLOCK 2

43

100'

Marion County, Kansas

.05

.09

.05

9

18

17

16

15

14

13

BLOCK 1

5

7

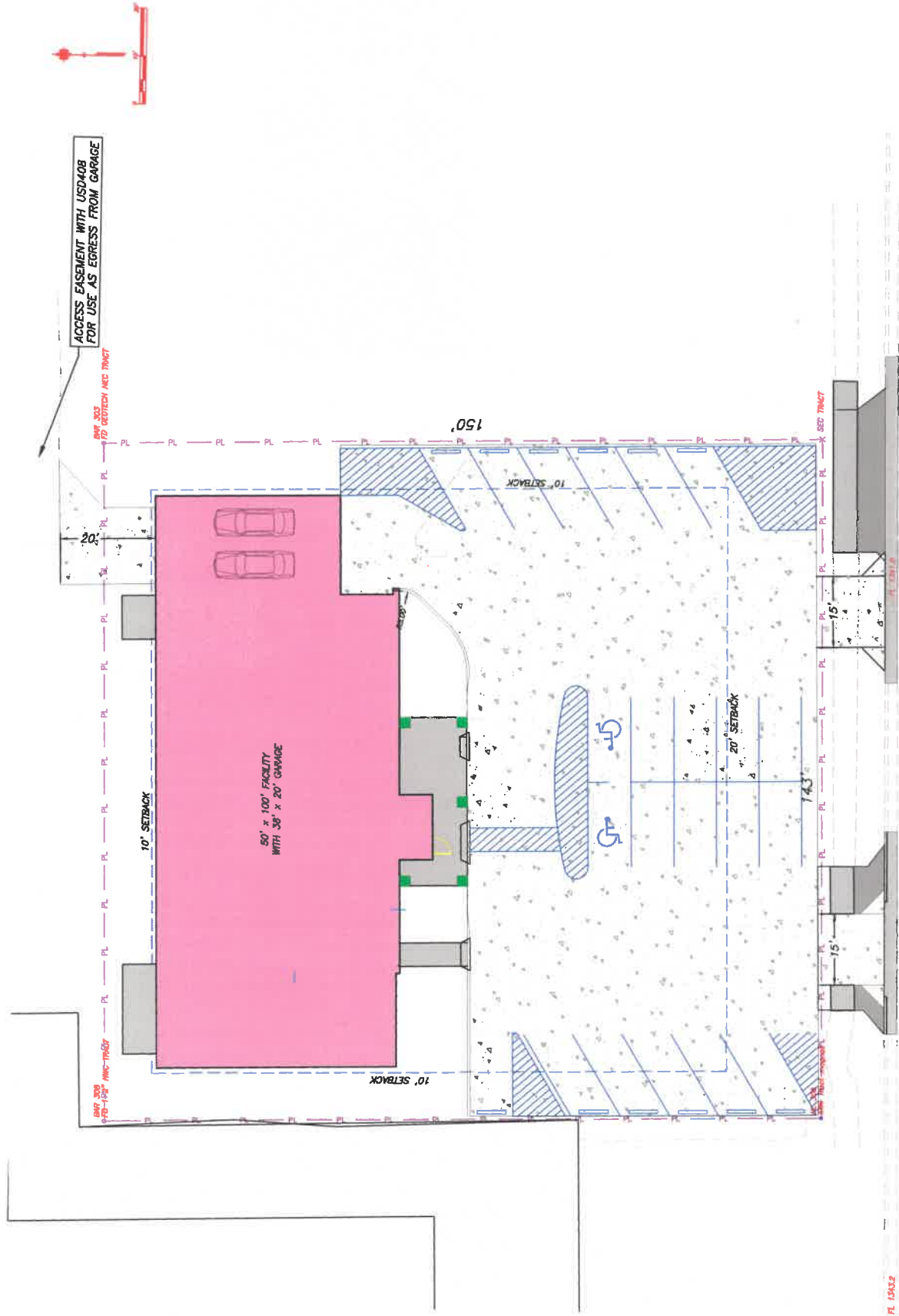
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9

10

11

12





520 S. Main Street
P.O. Box 7
Galva, KS 67443

www.loyd-group.com

January 15, 2024

Honorable Mayor and City Council
City of Marion
Marion, KS

You have requested that we prepare the financial projection of the City of Marion, which comprise the projected budgeted cash receipts and expenditures for the year ended December 31, 2025 prepared under the regulatory basis of accounting in the prescribed format required by the State of Kansas, and the related summaries of significant assumptions, and accounting policies (projection). We are pleased to confirm our acceptance and our understanding of this engagement to prepare the financial projection of City of Marion by means of this letter.

A financial projection presents, to the best of management's knowledge and belief, City of Marion's expected financial position, results of operations, and cash flows for the projection period assuming that all budgeted resources are received and expended as projected. It is based on management's assumptions reflecting conditions it expects would exist and the course of action it expects would be taken during the projection period assuming that all budgeted resources are received and expended as projected. The projection is designed to comply with the State of Kansas' budgeting laws and for computing the necessary tax levy to be levied by the County that the City of Marion resides in and might not be useful for other purposes.

Our Responsibilities

The objective of our engagement is to prepare a financial projection in accordance with guidelines for the presentation of a projection established by the American Institute of Certified Public Accountants (AICPA) based on information provided by you. We will conduct our engagement in accordance with Statements on Standards for Accounting and Review Services (SSARSS) promulgated by the Accounting and Review Services Committee of the AICPA and comply with the AICPA's Code of Professional Conduct, including the ethical principles of integrity, objectivity, professional competence, and due care.

We are not required to, and will not, verify the accuracy or completeness of the information you will provide to us for the engagement or otherwise gather evidence for the purpose of expressing an opinion or a conclusion. Accordingly, we will not express an opinion or a conclusion nor provide any assurance on the financial projection.

Our engagement cannot be relied upon to identify or disclose any misstatements in the financial projection, including those caused by fraud or error, or to identify or disclose any wrongdoing within the entity or noncompliance with laws and regulations.

Management Responsibilities

The engagement to be performed is conducted on the basis that management acknowledges and understands that our role is to prepare the projection in accordance with the guidelines for the presentation of a financial forecast established by the AICPA. Management has the following overall responsibilities that are fundamental to our undertaking the engagement to prepare your financial projection in accordance with SSARSS:

- a. The selection of the accounting principles to be applied in the preparation of the financial projection.

D. Scot Loyd, CPA, CGFM, CFE, CGMA, CNC

"Creating Maneuverability in Government"

- b. The design, implementation, and maintenance of internal control relevant to the preparation and presentation of the financial projection that is free from material misstatement, whether due to fraud or error, and the development of assumptions that reflect your plans and expectations regarding the projection period assuming that all budgeted resources are received and expended as projected.
- c. The prevention and detection of fraud.
- d. To ensure that the entity complies with the laws and regulations applicable to its activities.
- e. The accuracy and completeness of the records, documents, explanations, and other information, including significant judgments, you provide to us for the engagement to prepare the financial projection.
- f. To provide us with:
 - i. Documentation and other related information that is relevant to the preparation and presentation of the financial projection;
 - ii. Additional information that may be requested for the purpose of the preparation of the financial projection; and
 - iii. Unrestricted access to persons within City of Marion of whom we determine necessary to communicate.

The financial projection will not be accompanied by a report. However, you agree that the financial projection will clearly indicate that no assurance is provided on it.

Other Relevant Information

With regard to the electronic dissemination of financial statements, including financial statements published electronically on your Internet website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

D. Scot Loyd is the engagement partner and is responsible for supervising the engagement.

We estimate that our fees for these services will be \$2,500. You will also be billed for out-of-pocket costs such as word processing, postage, travel, etc. Additional expenses will incur if an amended budget is necessary. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation.

You agree to hold us harmless and to release, indemnify, and defend us from any liability or costs, including attorney's fees, resulting from management's knowing misrepresentations to us.

It is mutually agreed that should unusual conditions arise whereby the accountants' services are necessary beyond the extent of the work heretofore contemplated and required, such unusual conditions shall be brought to the attention of the governing body, to enable them to determine whether the accountants shall be authorized and delegated to make a detailed investigation of the matters in question. This authorization process would also include a determination of whether this work could be completed under the AICPA's Nonattest Services Interpretation (ET 1.295). This determination would be reviewed by Loyd Group, LLC's management before presenting this additional work to the governing body for consideration.

It is our understanding that your intent in engaging our professional services is that the services provided to you under this agreement is for the internal use of management, and the City. Moreover, as of the time of this engagement, we have not been notified, in writing or otherwise, that the professional accounting services rendered under this agreement will be made available to any other person, firm or corporation for any purpose not specified hereinabove.

Consequently, no other person, firm or corporation is entitled to rely upon these professional services for any purpose without our express, written agreement; and is not entitled to rely upon these services except in connection with the reasons and for the time period referenced above without our express written agreement.

This engagement embodies the entire agreement and understanding between the parties hereto and there are no promises, warranties, covenants or conditions made by any of the parties except as herein expressly contained. The

terms and conditions of this engagement shall be governed and construed in accordance with the laws of the State of Kansas and may only be modified in a writing signed by all the parties. Jurisdiction and venue of any dispute or cause of action arising out of or related to the subject matter of this agreement shall lie in the State of Kansas and any litigation arising out of or related to the professional services rendered thereunder shall be brought in the State of Kansas.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Respectfully,

Loyd Group, LLC
Loyd Group, LLC

D. Scot Loyd, CPA, CGFM, CFE, CGMA, CNC
By D. Scot Loyd, CPA, CGFM, CFE, CGMA, CNC

RESPONSE:

This letter correctly sets forth our understanding.

City of Marion

Mayor

Date



GREAT PLAINS

COMPUTERS & NETWORKING

January 30, 2024

To: Janet Robinson, City Clerk
City of Marion

From: Lloyd Davies
GPC&N LLC

Re: Council Laptops

Dear Janet,

We've been exploring tablets and laptops for the mayor and council members over the last several weeks. Brogan had looked at models too. The council tasked us with focusing on laptops and I've solicited government contract quotes. I'll attach the actual quotes but break out specs and pricing in a spreadsheet. All are Window 11 Pro. We will still need to get Microsoft Office which we can do through your Microsoft 365 subscription.

The models are listed. There are both 15.6" screens and 17" screens. 15.6" is standard and probably the easiest to be mobile with. I'd recommend the i7 processor. The i9's are out and the i5's are on the low end. The i7's hit the sweet spot for price and performance right now. 256GB hard drives are a little small and will do but the NSKQ229 quote has a 512GB hard drive at a lower price which is nice.

I'd recommend the one in bold, NSKQ229. If you want to save costs the Lenovo is the better bet but really on the low end of specs.

Let me know if you have questions.

Thanks, Lloyd

<i>Model</i>	<i>Description</i>	<i>Quote</i>	<i>Price</i>	<i>(5) Price</i>
HP 470 G10, 17"	i5 13 th gen, 256GB SSD, 16GB memory	NSGZ841	\$ 1028.61	\$5143.05
Lenovo Thinkbook, 15.6"	i5 12 th gen, 256GB SSD, 8GB memory	NSGZ811	\$ 699.54	\$3497.70
HP 250 G9, 15.6"	i5 12 th gen, 256GB SSD, 8GB memory	NSGZ795	\$ 587.30	\$2936.50
Dell Latitude 3540, 15.6"	i7 13 th gen, 256GB SSD, 8GB memory	NSKQ261	\$ 979.17	\$4895.85
HP ProBook 450 G10, 15.6"	i7 13th gen, 512GB SSD, 8GB memory	NSKQ229	\$ 934.67	\$4673.35
HP 470 G10, 17.3"	i7 13 th gen, 512GB SSD, 16GB memory	NSKQ303	\$1199.78	\$5998.90



Thank you for choosing CDW. We have received your quote.

Hardware Software Services IT Solutions Brands Research Hub

QUOTE CONFIRMATION

LLOYD DAVIES,

Thank you for considering CDW•G for your technology needs. The details of your quote are below. **If you are an eProcurement or single sign on customer, please log into your system to access the CDW site.** You can search for your quote to retrieve and transfer back into your system for processing.

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[Convert Quote to Order](#)

ACCOUNT MANAGER NOTES: 17" HP Option

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
NSGZ841	1/23/2024	NSGZ841	11681928	\$5,143.05

QUOTE DETAILS

ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
HP 470 G10 17.3" Notebook - Full HD - 1920 x 1080 - Intel Core i5 13th Gen	5	7458848	\$1,028.61	\$5,143.05
Mfg. Part#: 85F40UT#ABA Contract: Kansas HP Inc NVP Computer Equipment MNNVP-133 (MNNVP-133 40399AZ)				

These services are considered Third Party Services, and this purchase is subject to CDW's [Third Party Cloud Services Terms and Conditions](#), unless you have a written agreement with CDW covering your purchase of products and services, in which case this purchase is subject to such other written agreement.

The third-party Service Provider will provide these services directly to you pursuant to the Service Provider's standard terms and conditions or such other terms as agreed upon directly between you and the Service Provider. The Service Provider, not CDW, will be responsible to you for delivery and performance of these services. Except as otherwise set forth in the Service Provider's agreement, these services are non-cancellable, and all fees are non-refundable.

SUBTOTAL	\$5,143.05
SHIPPING	\$0.00
SALES TAX	\$0.00
GRAND TOTAL	\$5,143.05

PURCHASER BILLING INFO

Billing Address:
CITY OF MARION
ACCOUNTS PAYABLE
208 E SANTA FE ST
MARION, KS 66861-1636
Phone: (620) 382-3703
Payment Terms: Net 30 Days-Govt State/Local

DELIVER TO

Shipping Address:
GPCNN
LLOYD DAVIES
324 E MAIN ST
MARION, KS 66861-1630
Shipping Method: UPS Ground

Please remit payments to:

CDW Government
75 Remittance Drive
Suite 1515
Chicago, IL 60675-1515



Sales Contact Info

Neal Zolt | (866) 843-0749 | nealzol@cdwg.com

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ACCOUNT MANAGER NOTES: 15.6" Lenovo Option

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
NSGZ811	1/23/2024	NSGZ811	11681928	\$3,497.70

QUOTE DETAILS

ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
Lenovo ThinkBook 15 G4 IAP - 15.6" - Intel Core i5 - 1235U - 8 GB RAM - 256	5	7104274	\$699.54	\$3,497.70

Mfg. Part#: 21DJ000PUS

Contract: Southeast Kansas ESC (022-G)

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SUBTOTAL	\$3,497.70
SHIPPING	\$0.00
SALES TAX	\$0.00
GRAND TOTAL	\$3,497.70

PURCHASER BILLING INFO

Billing Address:
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ACCOUNT MANAGER NOTES: 15.6" HP Option

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
NSGZ795	1/23/2024	NSGZ795	11681928	\$2,936.50

QUOTE DETAILS

ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
HP 250 G9 15.6" Notebook - Full HD - 1920 x 1080 - Intel Core i5 12th Gen i	5	7342871	\$587.30	\$2,936.50

Mfg. Part#: 7X9D1UT#ABA

Contract: Southeast Kansas ESC (022-G)

These services are considered Third Party Services, and this purchase is subject to CDW's [Third Party Cloud Services Terms and Conditions](#), unless you have a written agreement with CDW covering your purchase of products and services, in which case this purchase is subject to such other written agreement.

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SUBTOTAL	\$2,936.50
SHIPPING	\$0.00
SALES TAX	\$0.00
GRAND TOTAL	\$2,936.50

PURCHASER BILLING INFO

Billing Address:
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ACCOUNT MANAGER NOTES: 15.6 inch Dell option

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
NSKQ261	1/26/2024	NSKQ261	11681928	\$4,895.85

QUOTE DETAILS

ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
Dell Latitude 3540 - 15.6" - Intel Core i7 - 1355U - 8 GB RAM - 256 GB SSD	5	7421941	\$979.17	\$4,895.85

Mfg. Part#: R3G2V

Contract: Southeast Kansas ESC (022-G)

SUBTOTAL	\$4,895.85
SHIPPING	\$0.00
SALES TAX	\$0.00
GRAND TOTAL	\$4,895.85

PURCHASER BILLING INFO

Billing Address:
CITY OF MARION
ACCOUNTS PAYABLE
208 E SANTA FE ST
MARION, KS 66861-1636
Phone: (620) 382-3703

Payment Terms: Net 30 Days-Govt State/Local

DELIVER TO

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ACCOUNT MANAGER NOTES: 15.6 inch option- HP

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
NSKQ229	1/26/2024	NSKQ229	11681928	\$4,673.35

QUOTE DETAILS

ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
HP ProBook 450 G10 15.6" Notebook - Full HD - 1920 x 1080 - Intel Core i7 1	5	7458757	\$934.67	\$4,673.35

Mfg. Part#: 822Q5UT#ABA

Contract: Southeast Kansas ESC (022-G)

SUBTOTAL	\$4,673.35
SHIPPING	\$0.00
SALES TAX	\$0.00
GRAND TOTAL	\$4,673.35

PURCHASER BILLING INFO

Billing Address:
CITY OF MARION
ACCOUNTS PAYABLE
208 E SANTA FE ST
MARION, KS 66861-1636
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ACCOUNT MANAGER NOTES: HP 17 inch option

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
NSKQ303	1/26/2024	NSKQ303	11681928	\$5,998.90

QUOTE DETAILS

ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
HP 470 G10 17.3" Notebook - Full HD - 1920 x 1080 - Intel Core i7 13th Gen	5	7458847	\$1,199.78	\$5,998.90
Mfg. Part#: 85F41UT#ABA Contract: Southeast Kansas ESC (022-G)				

SUBTOTAL	\$5,998.90
SHIPPING	\$0.00
SALES TAX	\$0.00
GRAND TOTAL	\$5,998.90

PURCHASER BILLING INFO

Billing Address:
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Phone: (620) 382-3703
Payment Terms: Net 30 Days-Govt State/Local

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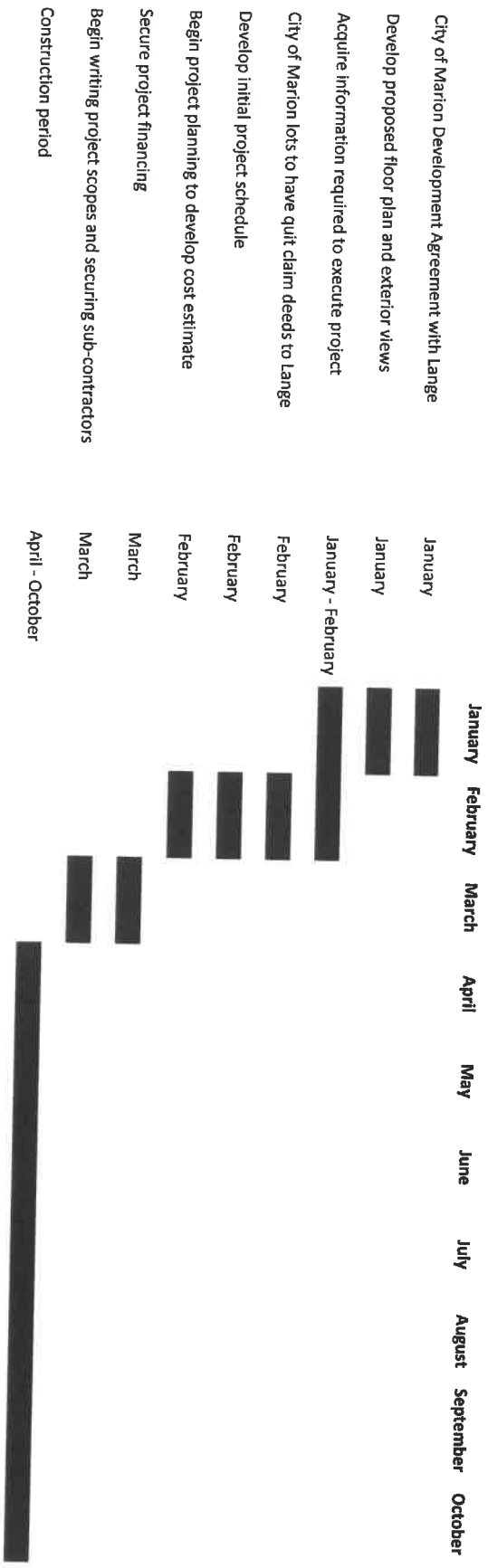
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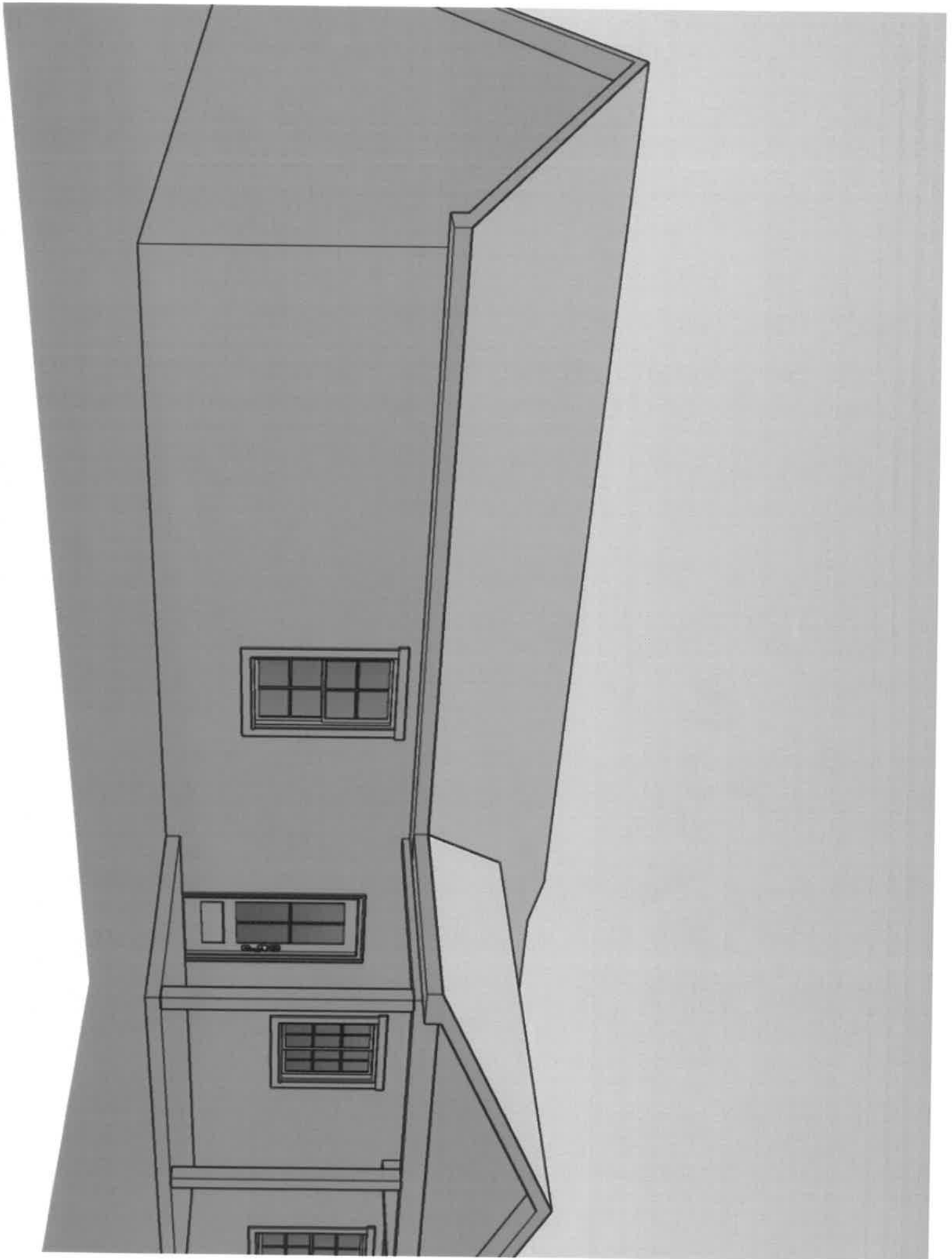
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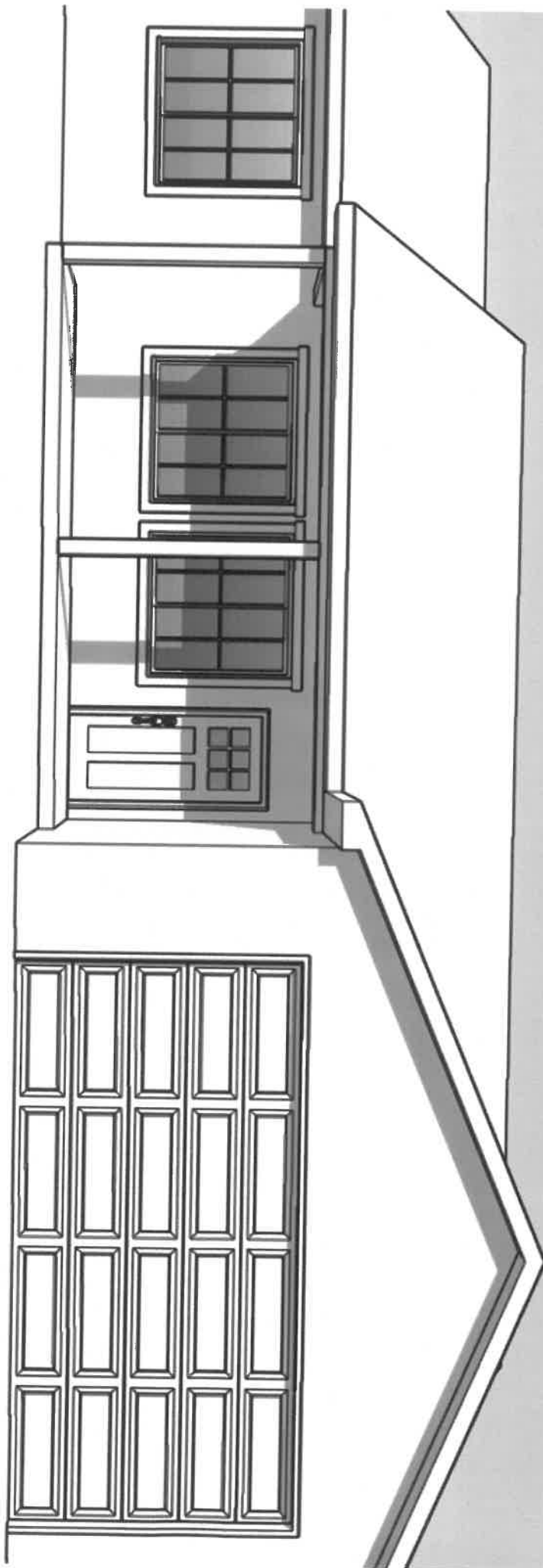
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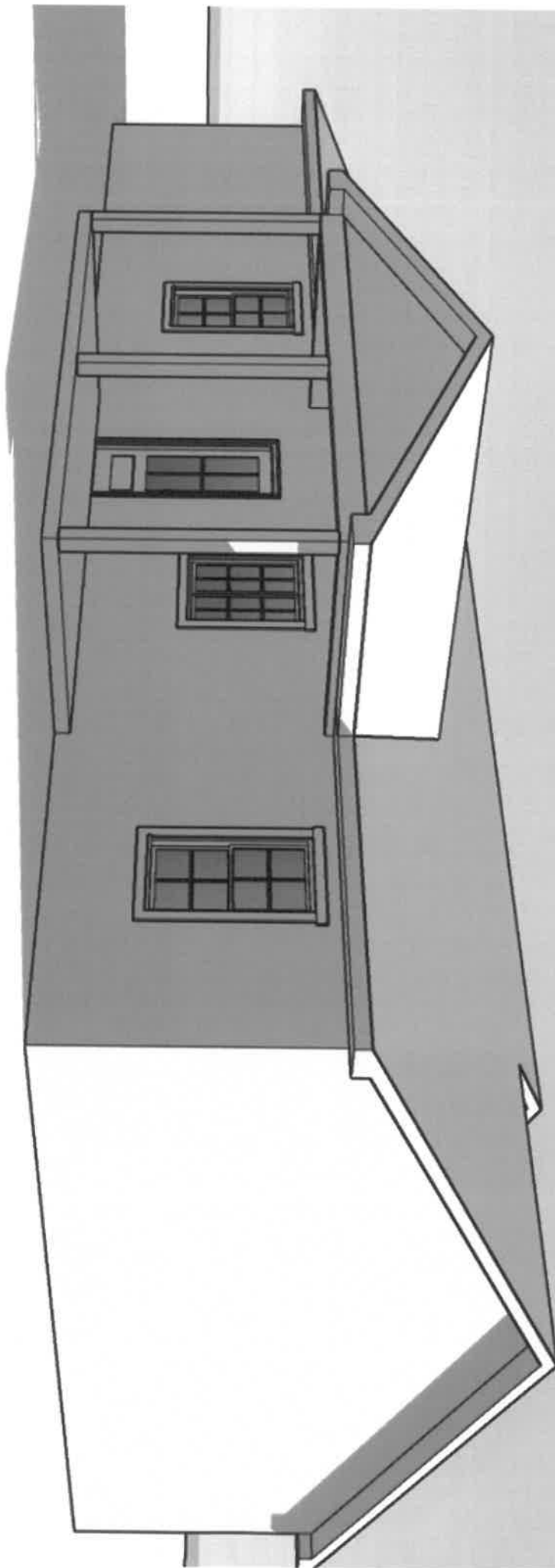
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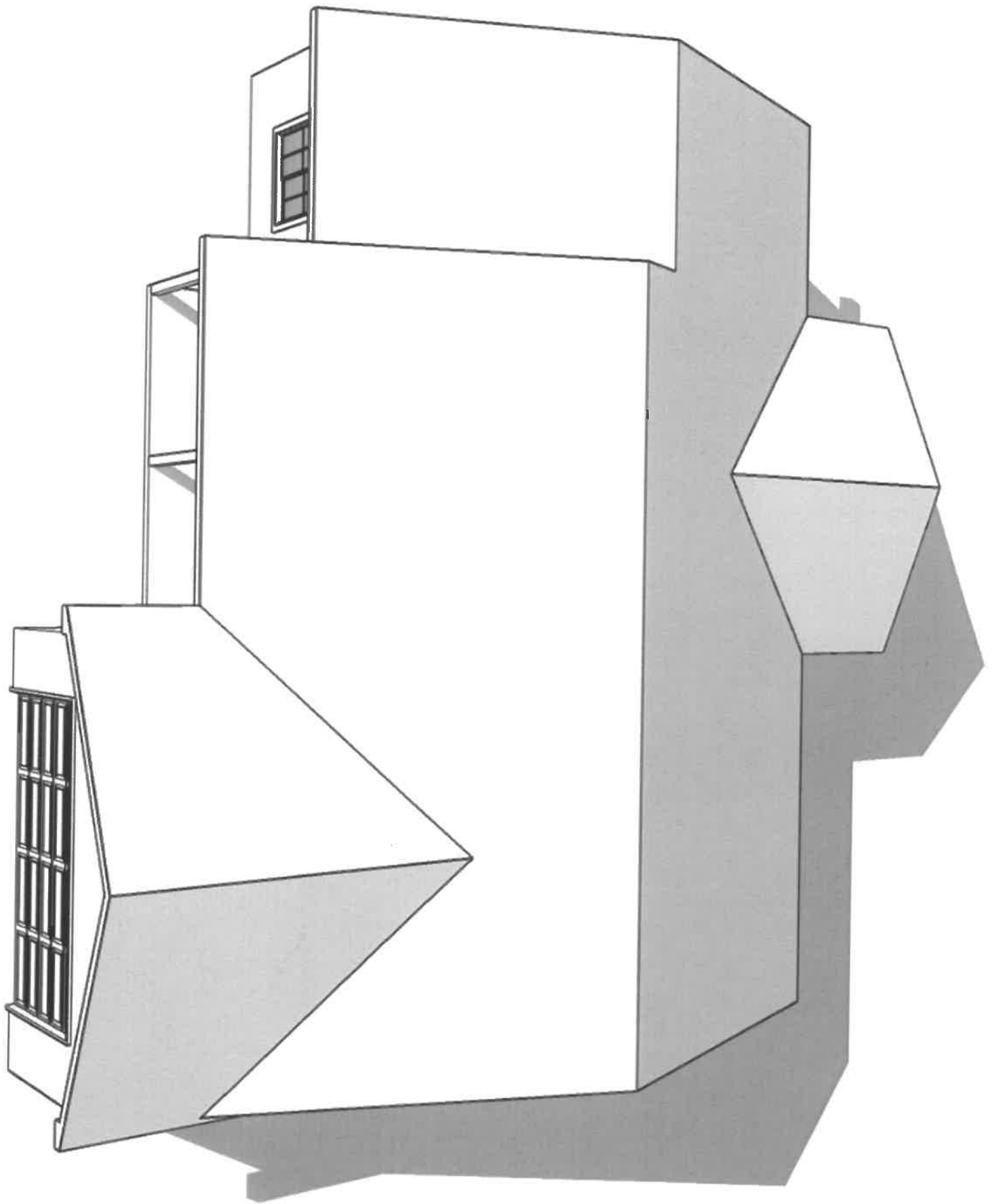
**Marion MH Homes Project
General Schedule**



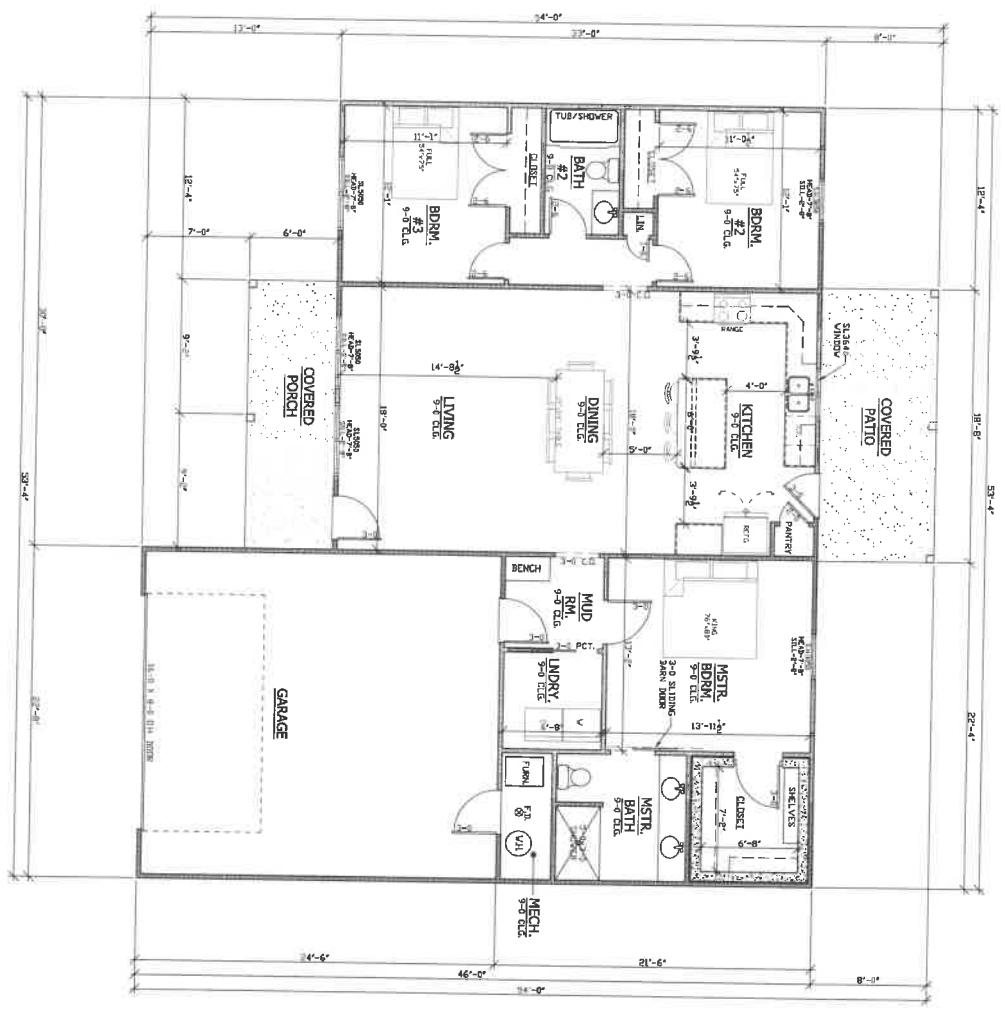








NOT FOR
CONSTRUCTION



MAIN LEVEL FLOOR PLAN RIGHT

MAIN LEVEL AREA - 1,503 SQ. FT.
GARAGE AREA - 110 SQ. FT.
COVERED PATIO AREA - 149 SQ. FT.

2x4 STUD WALL
2x6 STUD WALL

- VARIOUS NOTES & NOTES**
1. ALL WINDOW SIZES ARE HEIGHTS.
 2. ALL WINDOW SIZES ARE HEIGHTS.
 3. ALL WINDOW SIZES ARE HEIGHTS.
 4. ALL WINDOW SIZES ARE HEIGHTS.
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 6. ALL WINDOW SIZES ARE HEIGHTS.
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 8. ALL WINDOW SIZES ARE HEIGHTS.
 9. ALL WINDOW SIZES ARE HEIGHTS.
 10. ALL WINDOW SIZES ARE HEIGHTS.

Meysing
Right Option

DRAWN BY: [Name] PROJECT NO.: [Number]
SHEET TITLE: MAIN LEVEL FLOOR PLAN

PRINTS ISSUED:
DATE: [Date]
BY: [Name]

SHEET NUMBER
A1