

**CITY COMMISSION MEETING
Winfield, Kansas**

DATE: Tuesday, February 20, 2024
TIME: 5:30 p.m.
PLACE: City Commission – Community Council Room – First Floor – City Building

AGENDA

CALL TO ORDER.....Mayor Brenda K. Butters
ROLL CALL.....City Clerk Tania Richardson
MINUTES OF PRECEDING MEETING.....Monday, February 05, 2024

BUSINESS FROM THE FLOOR

-Citizens to be heard

NEW BUSINESS

Ordinances & Resolutions

Bill No. 2409 – A Resolution – Authorizing and directing the City Manager and Clerk of the City of Winfield, Kansas to enter into an agreement between Versasport, LLC., Wichita, Kansas and the City of Winfield, Kansas, regarding playground improvements at Cherry Street Park.

Bill No. 2410 – A Resolution – Authorizing an Outdoor Community Event and Temporary Entertainment District Application (Island Park Productions)

Bill No. 2411 – A Resolution – Authorizing and directing the City Manager and Clerk of the City of Winfield, Kansas to execute a proposal for professional services between Southwest Electric Co., Tulsa, Oklahoma and the City of Winfield, Kansas, regarding transmission and distribution substation and switchgear maintenance and inspection.

Bill No. 2412 – A Resolution – Authorizing and directing the City Manager and Clerk of the City of Winfield, Kansas to execute a proposal for professional services between Utility Safety & Design, Inc., Kirksville, Missouri and the City of Winfield, Kansas, regarding pipeline engineering services related to the extension of natural gas pipeline serving the Kansas Power Pool Walnut Energy Center.

OTHER BUSINESS

ADJOURNMENT

-Next regular work session 4:00 p.m. Thursday February 29, 2024.
-Next regular meeting 5:30 p.m. Monday, March 04, 2024.

CITY COMMISSION MEETING MINUTES

February 5, 2024

The Board of City Commissioners met in regular session, Monday, February 05, 2024 at 5:30 p.m. in the City Commission-Community Council Meeting Room, City Hall; Mayor Brenda K. Butters presiding. Commissioners Gregory N. Thompson and Ronald E. Hutto were also present. Also in attendance were Taggart Wall, City Manager; Tania Richardson, City Clerk and William E. Muret, City Attorney. Other staff members present were Jerred Schmidt, Director of Information Systems; and Patrick Steward, Director of Public Improvements.

Mayor Butters noted all Commissioners present.

Commissioner Hutto moved that the minutes of the January 16, 2024 meeting be approved. Commissioner Thompson seconded the motion. With all Commissioners voting aye, motion carried.

BUSINESS FROM THE FLOOR

Mayor Butters noted there were no citizens present to bring business to the Commission.

NEW BUSINESS

Bill No. 2405 – A Resolution – Authorizing and directing the City Manager of the City of Winfield, Kansas to execute a facilities agreement between the City of Winfield and Aging Projects, Inc., Hutchinson, Kansas, regarding the lease of the Senior Center. City Manager Wall explains the current agreement terminated in the fall of 2023, and the proposed agreement term is effective from October 1, 2023, through September 30, 2024, and shall be renegotiated prior to the month of September 2024. Upon motion by Commissioner Thompson, seconded by Commissioner Hutto, all Commissioners voting aye, Bill No. 2405 was adopted and numbered Resolution No. 0524.

Bill No. 2406 – A Resolution – Authorizing the Mayor and City Clerk of the City of Winfield, Kansas to execute documents necessary for the purchase of real estate between The Nazarene Church of Winfield, Cowley County, Kansas, and the City of Winfield, Kansas regarding a certain tract of land near Pike Rd., Winfield, Kansas. City Manager Wall explains the City of Winfield and the Nazarene Church have negotiated the sale of property, in the amount of \$3,300 in order to add a lane to Pike Road. Upon motion by Commissioner Hutto, seconded by Commissioner Thompson, all Commissioners voting aye, Bill No. 2406 was adopted and numbered Resolution No. 0624.

Bill No. 2407 – A Resolution – Accepting and authorizing the filing of certain temporary easements necessary to construct street and drainage improvements. City Manager Wall explains the City of Winfield and the Nazarene Church have negotiated a temporary construction easement of property, in the amount of \$1500 in order to add a lane to Pike Road. Upon motion by Commissioner Thompson, seconded by Commissioner Hutto, all Commissioners voting aye, Bill No. 2407 was adopted and numbered Resolution No. 0724.

Bill No. 2408 – A Resolution – Authorizing and directing the Mayor and Clerk of the City of Winfield, Kansas, to execute CCLIP (SP) Resurfacing Project Agreement No. 31-24 for Project No. 018 U-2511-01 between the City and the Secretary of the Kansas Department of Transportation, relating to State Aid for the improvement of City connecting links on the State highway system. Director of Public Improvements Steward explains this is for a resurfacing project for Main St from 6th Ave to 11th Ave. Upon motion by Commissioner Hutto, seconded by Commissioner Thompson, all Commissioners voting aye, Bill No. 2408 was adopted and numbered Resolution No. 0824.

OTHER BUSINESS

- Authorize the City Manager to initiate a purchase order for the commencement of the project with Tyler Technologies, focusing on Municipal Justice. Director of Information Systems Schmidt explains this will replace aging Court software and improve operational efficiency. Commissioner Thompson moved to authorize the City Manager to initiate a purchase order from Tyler Technologies in the amount of \$59,567.00. Motion was seconded by Commissioner Hutto. With all Commissioners voting aye, motion carried.

- Executive session to discuss the acquisition of property. Mayor Butters made a motion that the Commission move into executive session for a period not to exceed fifteen minutes for the purpose of discussing the acquisition of property, with City Manager Wall, Director of Public Improvements Steward, and City Attorney Muret present. Motion was seconded by Commissioner Hutto. With all Commissioners voting aye, motion carried. Regular Session resumed at 5:50 p.m. Mayor Butters moved to extend the Executive Session for an additional 15 minutes. Commissioner Hutto seconded, with all Commissioners voting aye, motion carried. Regular Session resumed at 6:05 p.m.

ADJOURNMENT

Upon motion by Commissioner Thompson, seconded by Commissioner Hutto, all Commissioners voting aye, the meeting adjourned at 6:05 p.m.

Signed and sealed this 9th day of February 2024.

Signed and approved this 20th day of February 2024.

Tania Richardson, City Clerk

Brenda K. Butters, Mayor



Request for Commission Action

Date: February 14, 2024

Requestor: Taggart Wall, City Manager

Action Requested: Consider authorizing the city manager to enter into agreements regarding the removal of existing and installation of playground improvements at Cochran Park in an amount not to exceed \$140,000.

Analysis: Updates to Cherry Street Park have been planned as part of the 2020-2040 Comprehensive Plan and were considered in the 2023 budget planning process with the City opting to move forward with improvements at Cochran Park instead.

Staff have met with vendors and would recommend maintaining procurement through Versa Sport of Wichita which has helped us move all of our parks in this direction. They are supportive and responsive to City needs.

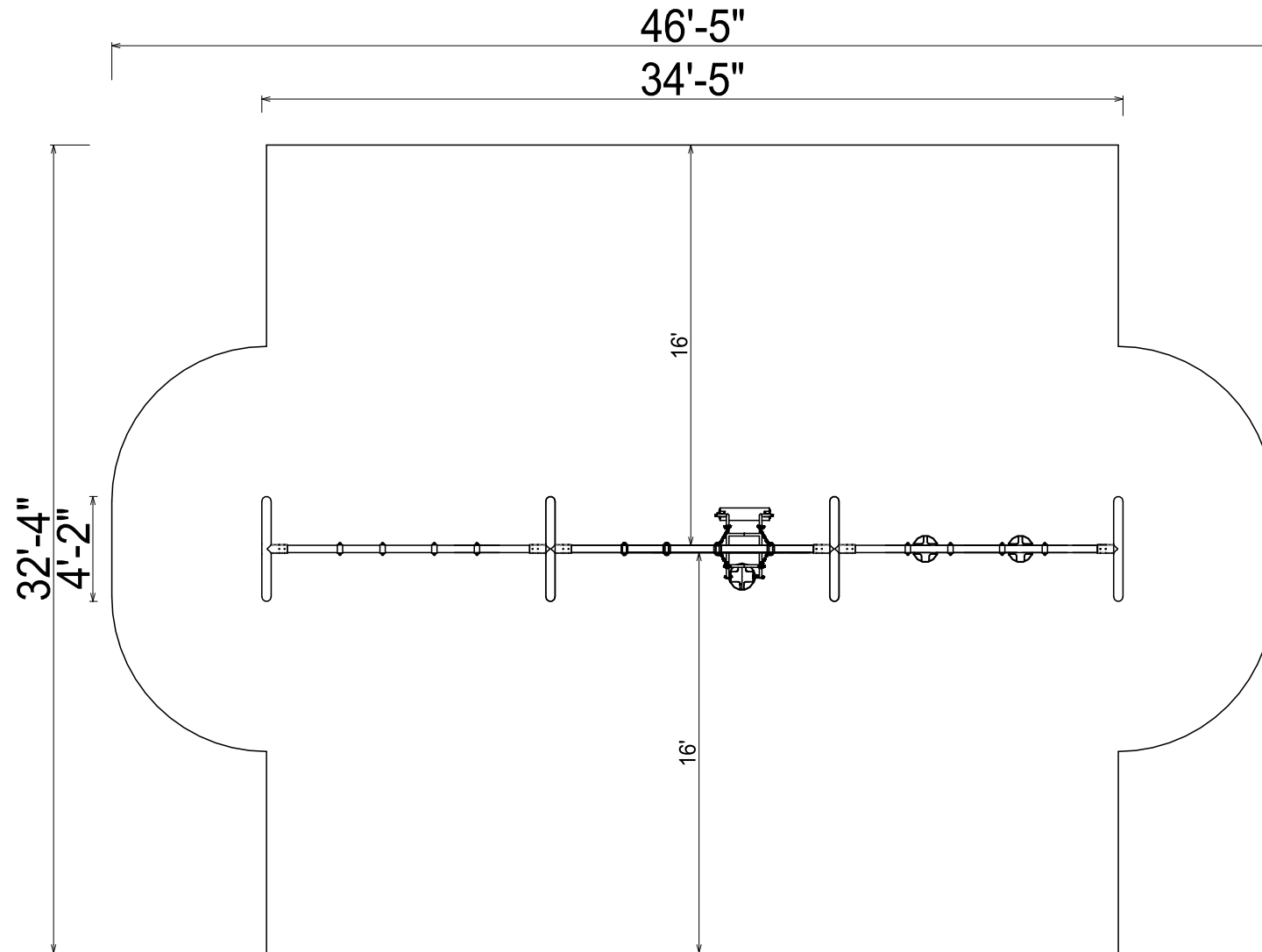
The design includes the addition of turf surfacing to the existing playground area and the addition of a replacement for the swings area including turf surfacing.

Fiscal Impact: Capital Improvement Funds will be used to fund these improvements and these include funds that are provided by sales tax to offset the use of property tax for improvements of this type.

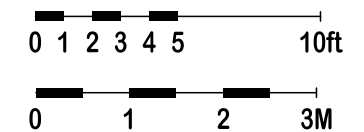
Attachments: Quote documents



Top View Detail



Compliance:
 This play structure has been designed to meet the safety requirements established in:
 - 2010 ADA Standard
 - ASTM F1487
 - CPSC Pub #325
 when the play structure is installed over a properly maintained surfacing material which is in compliance with:
 - ASTM F1292
 - ASTM F1951
 and is appropriate for the highest designated play surface of the structure.



Cherry Street Park

Drawing No: ASF-350803
 Date: 20-07-2022
 Scale: To Fit



Structure Size: 34'-5" x 4'-2" x 8'
 Recommended Use Zone: 46'-5" x 32'-4"
 Surface Area: 1551 Sq Ft

HDPS: .
 Age Group: 2-12
 Capacity: 6
 Weight: 802 lbs

VersaSport of Kansas



Because she's on it,
we care about what's in it™.

Earth-friendly infill that's safe around children and pets.

Non-toxic and completely reusable, Envirofill makes artificial turf look and feel great. And, Microban® antimicrobial product protection works continuously to help prevent the growth of bacteria, mold, and mildew. No wonder it's the new favorite of landscape experts. Call 877-881-8477 or visit xgrass.com and have your families love their lawn.



XGRASS

An official Envirofill Distributor Partner

A different kind of infill. Envirofill® is composed of naturally occurring silica sand found only in the Hickory Formation in central Texas. Its highly rounded quartz core resists compression so it doesn't continue to compact over the life of your lawn.

It's cool. Envirofill's natural heat reducing properties have been proven to lower synthetic lawn surface temperatures as much as 25%. And it resists changes brought on by even the harshest weather conditions, so your lawn is always a beautiful surface to relax or play.

It's cleaner. Microban® antimicrobial protection is infused into Envirofill during the manufacturing process to help prevent the growth of bacteria, mold, and mildew that can cause stains, odors, and product deterioration.

It's reusable. With its inherent durability and reusability, Envirofill has the potential to be reused as infill long after the turf wears out.

PRODUCT DATA ENVIROFILL® 12-20			
Physical properties	Measure	Test Method	Value
Dimensions	98.6% Retained 12-20 mesh sieves		
Materials	99.6% Silicon Dioxide, Pigment and Acrylic		
Hardness	Mohs Scale		6-8
Roundness	Krumbein Shape	ISO13503-2/API RP19C	0.7+
Density	lbs/cf	ASTM F-1815-06	110
Flammability		ASTM E648	Non-flammable
Dust			Negligible
Angle of Repose		ASTM C1444	±30 degrees
TCLP Metals Content	mg/kg	ASTM 6010	<Min Detectable Levels
Abrasiveness	Index	ASTM F 1015	26+/-2
Coefficient of Friction	Direct	ASTM F 1551	0.80 dynamic
Packaging	50lb bags or 3000lb Super Sacks		

Envirofill's exclusive partnership with Microban® provides an added level of antimicrobial protection for the lifetime of your lawn.

For more information visit www.xgrass.com or call 877-881-8477

Versasport LLC
4957 N Ridge Rd
Wichita, KS 67205
(316) 259-8974
lee@versasportks.com



ADDRESS
Taggart Wall
City of Winfield
200 E 9th Avenue
Winfield, KS 67156

SHIP TO
Taggart Wall
City of Winfield
200 E 9th Avenue
Winfield, KS 67156

Estimate VS-2144

DATE 01/29/2024

EXPIRATION DATE 03/31/2024

P.O. NUMBER
2024 Cherry St. Park Playground

SALES REP
Lee Engler

PHONE NUMBER
316-259-8974

DESCRIPTION	QTY	RATE	AMOUNT
Demo - Remove existing rubber tile safety surface and concrete base 423 sf, and 3154 sf 6" EWF (stockpile EWF for owner use)	1	6,580.00	6,580.00
Subsurface Drainage System 4" perforated pipe under turf (220 LF), 4" drain pipe (30') and mitered outlet (1) with concrete mow strip.	1	2,800.00	2,800.00
Safety Surfacing/Synthetic Turf- SF: 3577 for up to 10' fall height. (9'-9" measured height at slide) Includes geotextile separation fabric, gravel base, nailer, 3.5" foam pad, IPEMA Certified XGrass Prime synthetic turf, Envirofill infill, freight and installation	1	77,392.00	77,392.00

Estimate per drawing dated: 7/21/22

SUBTOTAL

86,772.00

Sales Tax NOT included. Organization must provide Exemption Certificate and Project Exemption Certificate at time of project acceptance. If not available, applicable sales tax will be included.

TAX

0.00

Required permits, if any, to be paid by Owner. Public utilities will be located by local 811 One-Call before excavation. Any private utilities are to be located by and responsibility of Owner. Additional cost may incur if unforeseen conditions, such as buried rubble, bed rock or concrete hinders normal excavation.

Down payment of 50% required. Remainder of project price will be invoiced at time of completion.

Approve this estimate and return to VersaSport LLC to make order. An invoice will be sent by QuickBooks to customer for online payment or other payment options. Please send check payments to address on invoice.

TOTAL

\$86,772.00

Accepted By

Accepted Date

Versasport LLC
4957 N Ridge Rd
Wichita, KS 67205
(316) 259-8974
lee@versasportks.com



ADDRESS
Taggart Wall
City of Winfield
200 E 9th Avenue
Winfield, KS 67156

SHIP TO
Taggart Wall
City of Winfield
200 E 9th Avenue
Winfield, KS 67156

Estimate VS-2145

DATE 01/29/2024

EXPIRATION DATE 03/31/2024

P.O. NUMBER
2024 Cherry Street Swing Set

SALES REP
Lee Engler

PHONE NUMBER
316-259-8974

DESCRIPTION	QTY	RATE	AMOUNT
Demo - Remove existing play equipment, borders and safety surfacing. (stockpile EWF for owner use) (1) 8 column swing set. 163 LF Wood Borders 1893 SF 6" EWF	1	3,143.00	3,143.00
Site Preparation - Strip Sod/ excavate soil for new playground shape. 292 SF	1	354.00	354.00
Subsurface Drainage System 4" perforated pipe under turf (156 LF), 4" drain pipe (30') and mitered outlet (1) with concrete mow strip.	1	1,796.00	1,796.00
Concrete Border. Size: 12"x 8"d, LF: 116	1	2,983.00	2,983.00
Concrete Sidewalk 177 sqft Reinforced concrete pad, 4" thick. 35' Thickened edge for safety surface Wire reinforced Finish - light brush, Saw cut joints @ 15' centers	1	2,456.00	2,456.00
Play Equipment (1) 3 Bay 8' Arch Swing Frame (ASF-350803) w/ (1) Kanga Swing (SS-0017) and (3) Black Belt Swings/Chains (SS-0012BLK) and (2) Toddler Bucket Seats (SS0011BLK) Includes: equipment, freight and installation	1	7,615.00	7,615.00
Safety Surfacing/Synthetic Turf- SF: 1565 for up to 8' fall height. Includes geotextile separation fabric, gravel base, nailer, foam pad, IPEMA Certified XGrass Prime synthetic turf, Envirofill infill, freight and installation	1	35,618.00	35,618.00
Site Restoration - 3" Top Soil. Planting by others. 720 SF	1	394.00	394.00

Estimate per drawing dated: July 21, 2022

SUBTOTAL

54,359.00

Table provided and installed by Others

TAX

0.00

Sales Tax NOT included. Organization must provide

Exemption Certificate and Project Exemption Certificate at time of project acceptance. If not available, applicable sales tax will be included.

Required permits, if any, to be paid by Owner. Public utilities will be located by local 811 One-Call before excavation. Any private utilities are to be located by and responsibility of Owner. Additional cost may incur if unforeseen conditions, such as buried rubble, bed rock or concrete hinders normal excavation.

Down payment of 50% required. Remainder of project price will be invoiced at time of completion.

Approve this estimate and return to VersaSport LLC to make order. An invoice will be sent by QuickBooks to customer for online payment or other payment options. Please send check payments to address on invoice.

TOTAL	\$54,359.00
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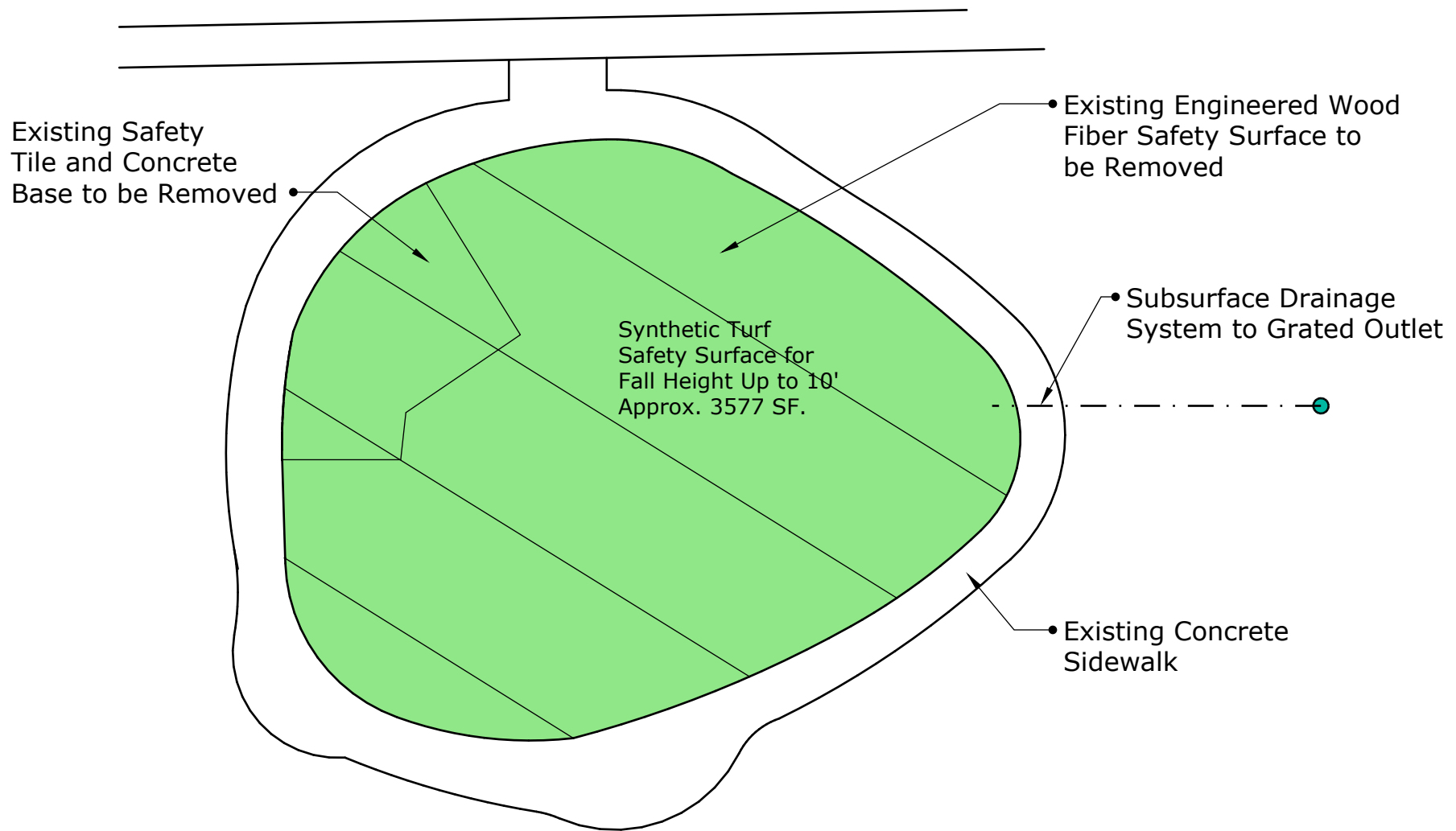
Accepted By

Accepted Date



SS-0017

Kanga Swing Seat

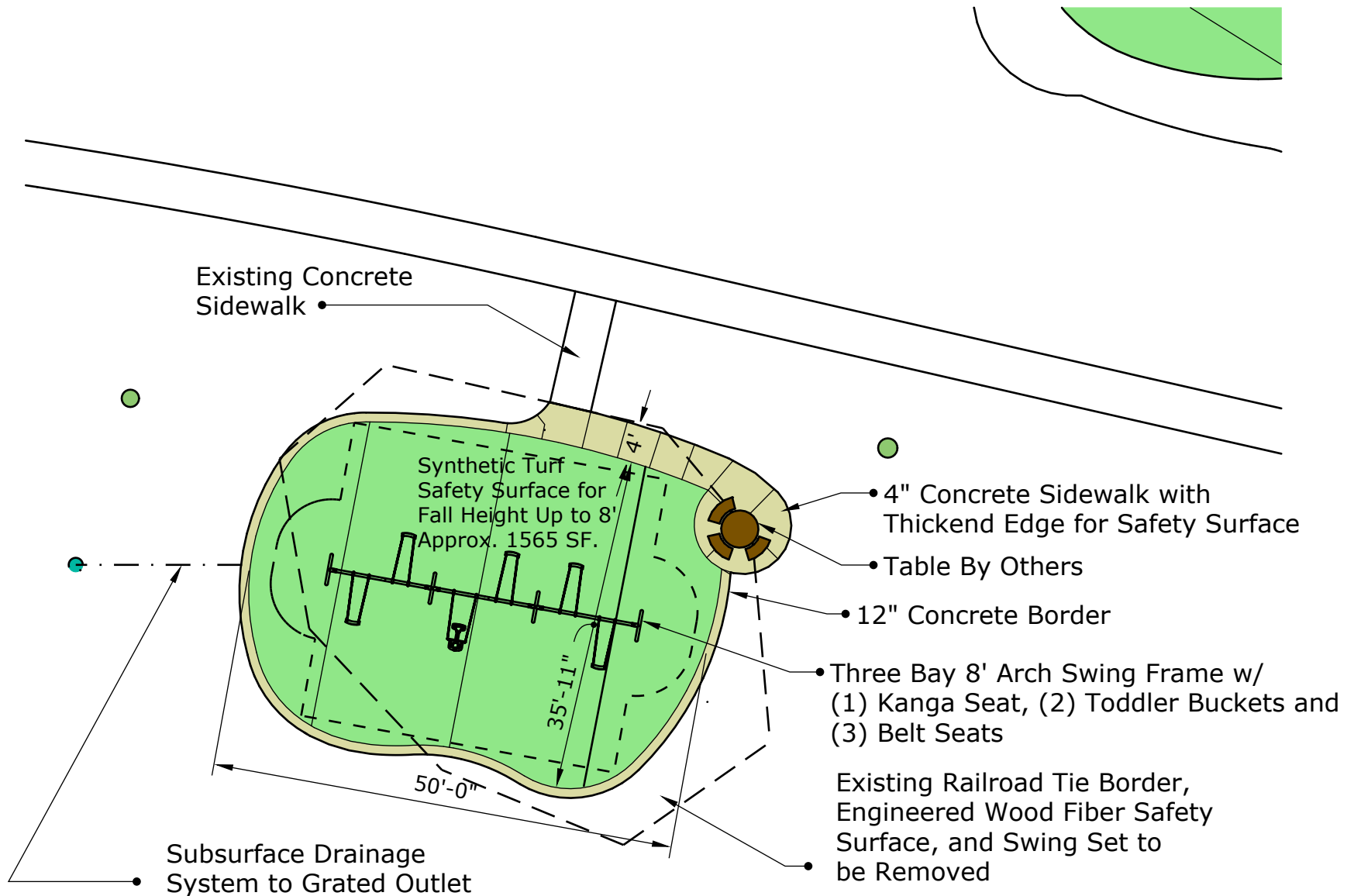


Cherry Street Park

Ritchie and 15th Street
Winfield Kansas 67156
Taggart Wall - 620-222-5495

Playset Area Synthetic Turf Safety Surfacing

Drawn By: Lee Engler Date: July 21, 2022



Cherry Street Park

Ritchie and 15th Street
Winfield Kansas 67156
Taggart Wall - 620-222-5495

Swing Set Area Synthetic Turf Safety Surfacing

Drawn By: Lee Engler Date: July 21, 2022



Innovative Synthetic Turf Systems

XGRASS PRIME

The color in the photograph may appear differently than actual product. Please request product samples from your sales representative.



Shine Block

Shine Block blade profiles reduce the reflective quality of the fiber allowing our grass to appear more like a healthy, well-trimmed, natural lawn.

Heat Block

With Heat Block color options, our turf is cooler than the competitions' artificial grass systems.

Face Weight:
53 oz.

Pile Height:
1.5"

Color:
Summer Blend

Thatch:
Green

Backing:
Duraflo

Fiber Type:
Omega

Specifications

Fiber Type	100% Polyethylene		
Fiber Mass	10800 denier	12000 d tex	Omega TXT PE Thatch
	7300 denier (Root Zone)	8100 d tex (Root Zone)	
Tufted Pile Height*	1.5 in	38.1 mm	
Tufted Face Weight*	53 oz/yd ²	1797 g/m ²	
Tufting Gauge	3/8		
Primary Backing	7.0 oz/yd ²	237 g/m ²	Stabilized dual layered woven polypropylene
Secondary Backing	10.0 oz/yd ²	339 g/m ²	Duraflo
Non Woven Scrim	2.7 oz/yd ²	91.5 g/m ²	
Total Weight*	72.7 oz/yd ²	2431 g/m ²	
Tufted Roll Width*	15 ft	4.57 m	

* Specifications provided above are tufted measurements. Final measurements can change during backing processes. XGrass is not responsible for typing errors on specifications listed above.



Maintenance Highlights

Care and Maintenance:

Basic precautions and care will insure that your XGrass Play Surface will maintain its appearance and optimum performance for many years. These tips are not expensive and do not take a lot of time, but can do a lot to protect your investment for future use.

Precautions:

- Keep any kind of flame (cigarettes, charcoal grills, fireworks, etc.) away from the surface.
- Keep gasoline, oil or any other petroleum-based chemicals away from the surface.
- Keep surface free of leaves, grass clippings, or other debris. A good leaf blower works well to help keep the surface clean.
- Be careful when using any type of edging tools near the edge of the surface.
- The turf will resist the harmful effects of rain, snow, and ice. Some color loss is inherent in the product and will not affect the quality of the surface.

Recommended Maintenance Schedule:

Monthly:

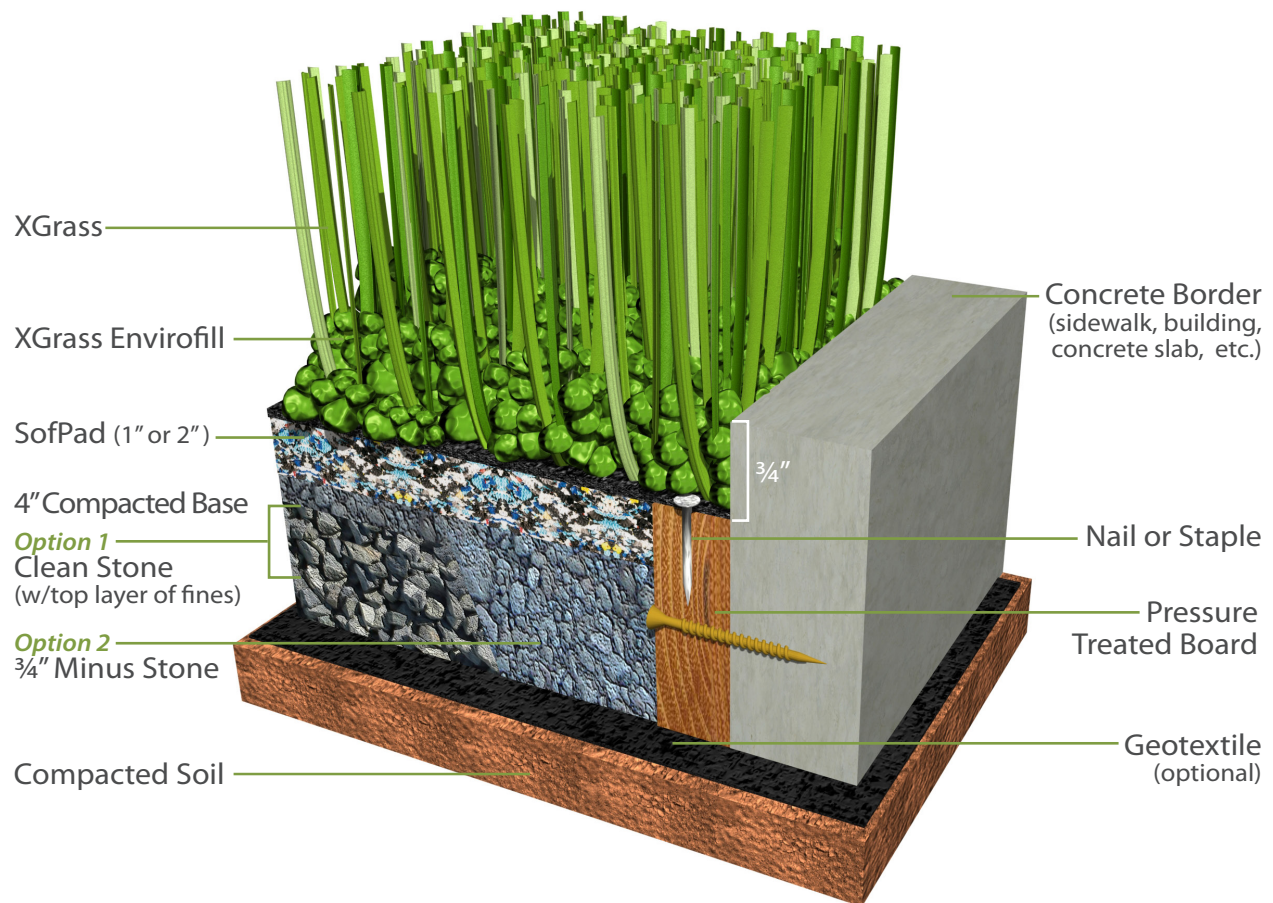
Brush Surface – this process involves using a power broom or a push broom. The operator should sweep against the fibers to stand up the blades of turf.

As needed:

Top Dress – this process involves using a drop spreader with the acrylic coated sand and apply where needed to fill in low spots.



Synthetic Turf for Play Areas With Concrete Border



Compacted Base Depth - 4"
SofPad - 1", 2" or 4"
Infill Depth - 3/4"

To accommodate this application prepare your site **5 3/4"** below grade with 1" SofPad,
6 3/4" with 2" SofPad or **8 3/4"** with 4" SofPad.

Components are not drawn to scale.



XGRASS.COM | TOURGREENS.COM | VERSACOURT.COM
1224 RIVERBEND ROAD, DALTON, GA 30721 | 1.877.881.8477

A RESOLUTION

AUTHORIZING and directing the City Manager and Clerk of the City of Winfield, Kansas to enter into an agreement between Versasport, LLC., Wichita, Kansas and the City of Winfield, Kansas, regarding playground improvements at Cherry Street Park.

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF WINFIELD, KANSAS, THAT:

Section 1. The City Manager and Clerk of the City of Winfield, Kansas are hereby authorized and directed to enter into an agreement between Versasport, LLC., Wichita, Kansas and the City of Winfield, Kansas, regarding playground improvements at Cherry Street Park in an amount not to exceed \$140,000.00

Section 2. This resolution shall be in full force and effect from and after its adoption.

ADOPTED this 20th day of February 2024.

(SEAL)

Brenda K. Butters, Mayor

ATTEST:

Tania Richardson, City Clerk

Approved as to form: _____
William E. Muret, City Attorney

Approved for Commission action: _____
Taggart Wall, City Manager



Request for Commission Action

Date: February 10, 2024

Requestor: Taggart Wall, City Manager

Action Requested: Consider Resolution authorizing an Outdoor Community Event & Temporary Entertainment District Application from Island Park Productions.

Analysis: Island Park Productions (IPP), through an Outdoor Community Event & Temporary Entertainment District application, requests authorization to allow possession and consumption of alcohol or cereal malt beverages in Island Park from 5:00 pm to 11:00 pm during a series of outdoor concert events in 2024.

A separate temporary Alcohol or Cereal Malt Beverage Permit is not required of Island Park Productions for possession and consumption only. The Governing Body would need to adopt a Resolution acknowledging the "Special Event" and authorizing possession and consumption.

This resolution allows postponement & rescheduling in 2024, if necessary, with notice to the City Manager's office. And, no further action required by the governing body for rescheduling in 2024.

Fiscal Impact: The concert series is provided free to the general public. The City is a member and represented on the IPP Board. Standard fees are being sought from IPP. Their requests are trash containers, access to electricity and on site and mobile restrooms.

Attachments: Draft Resolution, Outdoor Community Event Application



Outdoor Community Event and Temporary Entertainment District Application

Applications and any applicable fees must be submitted to:
Winfield City Office | 200 E. 9th Avenue | Winfield, KS 67156
620-221-5520 or (Fax) 620-221-5593 or events@winfieldks.org

Complete Outdoor Community Event Applications must be submitted **at least 30 days** prior to the proposed date of the event

The City of Winfield defines an Outdoor Community Event as follows:

- Outdoor event on public property organized for a particular and limited purpose and time. Such events shall include, but not be limited to fun runs, roadway foot races, fundraising walks, bikeathons, motor vehicle events, bike races, carnivals, festivals, cookouts, block parties, community celebrations, shows, exhibitions, circuses, fairs and temporary entertainment districts. Such term shall also include parades when held in conjunction with a community event as defined by this section, which event is sponsored or conducted by the same applicant. Such term shall not include events occurring solely on sidewalks or public rights of way immediately adjacent to public streets that do not require the closing of the sidewalk or public way.

The City of Winfield defines a Temporary Entertainment District as follows:

- A defined area, which includes City streets, alleys, parking lots and public sidewalks on which the City Commission has authorized the sale, possession or consumption of alcoholic liquor or cereal malt beverage for a specified period of time, during a Community Event which has been properly permitted.

General Information:

It is the purpose of this application to establish a process for permitting community events to use City streets, sidewalks, parks and alleys. It is unlawful for any person to conduct a community event without a community event permit. Any information required by the application must be complete upon submittal. Incomplete applications may be denied. The City of Winfield may refuse any application received less than 30 days before the event or lacking requested information. When received, an application is subject to approval of all departments involved and will be required to provide the following:

- The Winfield Police Department, the Winfield Fire Department and authorized representatives of such departments shall be responsible for the enforcement of all provisions of this application.
- No fee shall be charged for the application or permit for a Community Event itself.
- The issuance of a Community Event permit shall not negate the responsibility of the permit holder to acquire all other necessary and applicable licenses or permits which may be required for the event or pay any additional fees.
- Street closure request made to the City of Winfield.
- Certificate of General Liability Insurance naming the City of Winfield as additionally insured, *if applicable*.
- Security requirements including hiring of certified law enforcement officers.
- All Food/Beverage/Concessionaire/Amusement vendors list including contact person, contact information, and permits/licenses, as necessary.
- Outdoor Community Events shall cease between the hours of 11:00 p.m. and 8:00 a.m., Sunday through Thursday and midnight to 8:00 a.m. on Friday and Saturday.
- A detailed Security Plan will be required and approved by Winfield Chief of Police. Extraordinary Police/Fire services will be billed directly to the permit holder and will be the permit holder's responsibility.



Outdoor Community Event and Temporary Entertainment District Application

APPLICANT INFORMATION

Organization:

Contact Name:

Email:

Telephone:

Address:

City/State/Zip:

EVENT INFORMATION

Event Title:

Event Date:

Event Type:

Event Time (setup & teardown):

Public Property Needed:

Street Closure Requested? **Yes** ☐ or No ☐

If yes, provide map of event identifying any and all street closures and placement of barricades; with type of barricades to be used

Has written approval been received by appropriate authorities (KDOT) for closure of any State Highway (Main Street or 9th Avenue)? Yes ☐ or No ☐ *if yes, attach copy*

Date(s)/Time of Street Closures *(or attached information)*:

Site Plan Required: The plan defines the placement of fencing, tables, water supply, toilet/lavatory facilities, lighting, stages, temporary power needs, parking plans, sound plan, traffic control, temporary seating, tents or canopies, amusement or inflatable rides, barricade type/location, enter/exit locations, trash, signage, all streets being closed, etc. Parade or motor events require a map or diagram of the route to be traveled w/ starting and ending points identified; use of all or a portion of the street; approximate number, type, and description of persons, animals, and vehicles, as well as information above.

Emergency Services Requested: Police ☐ Fire ☐ EMS ☐

If you would like to speak with a department representative regarding having a member/s of one of the above-mentioned Emergency Service Departments, please contact the member mentioned below. Please note, that if the request is accepted, there are potential fees that may be assessed to your event for this coverage.

Winfield Police Department: Captain Chad Gordon (620) 221-5540

Winfield Fire/EMS Department: Fire Chief Vincent Warren (620) 221-5560

Will admission be charged? Yes ☐ or No ☐

Is this event a fundraiser? Yes ☐ or No ☐

Estimated Attendance: *(maximum)*:

Number of participants in previous years:

Please provide fliers, brochures, or website/Facebook posts describing the event.



Outdoor Community Event and Temporary Entertainment District Application

GENERAL LIABILITY INSURANCE INFORMATION

Comprehensive liability insurance (CGL) is a broad policy that protects the organization from liability claims related to products coverage, completed operations coverage, premise and operations coverage, and independent contractors' coverage; also called commercial general liability insurance. Proof of insurance may need be submitted to the City prior to approval of this application if any of the following activities are a part of the event; including but not limited to paid admissions, spectators, fairs & festivals, fireworks, concerts, carnivals, exhibitions, fundraisers, rides & attractions, racing events, religious ceremonies, running events, sporting events, animals, airsoft or paintball gun usage, construction exposures, inflatables (bounce houses), trampolines, water rides or water slides, bb/pellet guns, re-enactment weapons, archery, bonfires or open pit fires, food trucks/vendors, cereal malt beverage/liquor liability.

If required, the Applicant will procure and maintain during the term of the event a policy of insurance which provides general liability coverage in an amount not less than \$ 1,000,000 General Aggregate, \$ 1,000,000 Products Aggregate, \$ 500,000, Each Occurrence, \$ 500,000 Personal/Adv Injury, \$ 100,000 Fire Damage. with the City of Winfield KS, its officers and agents, named additional insured's.

Has a prior insurance provider canceled or refused to renew your policy? Yes ☐ or No ☐

ALCOHOLIC LIQUOR OR CMB INFORMATION

Will Alcoholic Liquor or CMB be sold and/or served? Yes ☐ or No ☐ If yes, complete the following

If Yes, is there a Liquor Liability Policy In-Force? Yes ☐ or No ☐

Is the Applicant Named as an Additional Insured? Yes ☐ or No ☐

On-Site Supervisor Name:

Email:

Telephone:

Address:

City/State/Zip:

Possession, sale and/or consumption of Alcoholic Liquor or CMB: A Catered Licensed Event, Temporary license or a Temporary Permit MUST be approved by the Kansas Division of Alcoholic Beverage Control (ABC) and the Winfield City Commission. Regular City Commission meetings are held the 1st and 3rd Mondays of each month.

FOOD INFORMATION

Will food be sold and/or served? Yes ☐ or No ☐ If yes, complete the following

Who is Providing the Food and/or Drink?

If Other than the Applicant, is a Certificate of Insurance Provided? Yes ☐ or No ☐

If Other than the Applicant, is Applicant Named as Additional Insured? Yes ☐ or No ☐

On-Site Supervisor Name:

Email:

Telephone:

Address:

City/State/Zip:



Outdoor Community Event and Temporary Entertainment District Application

I, _____, the above named applicant, have read the contents of this application and that all information and answers herein contained are completed and true. In addition, I have read and understand all rules and regulations as set out in the Code of the City of Winfield. Furthermore, I hereby agree to comply with all of the laws of the State of Kansas, and all rules and regulations prescribed by the City of Winfield and I have consent to the immediate revocation of my license, by the proper officials, for any violation of such laws, rules, or regulations.

Signature of Event Applicant Date

APPLICATION APPROVAL

Winfield City Manager Date



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/12/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
IMA SELECT, LLC. (WICHITA)
P.O. Box 2992
Wichita, KS 67201

CONTACT NAME Monica Hidde

PHONE (A/C No, Ext): (620) 221-1760

FAX (A/C No): (620) 301-2199

EMAIL ADDRESS: monica.hidde@imacorp.com

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURED
ISLAND PARK PRODUCTIONS INC.
PO BOX 640
WINFIELD, KS 67156

INSURER A: United States Liability Insurance Company

25895

INSUREB B:

INSURER C:

INSURER D:

INSURER E:

INSURER F:

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY			NPP1609483A	04/01/2023	04/01/2024	EACH OCCURENCE	\$1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$100,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person)	\$5,000
							PERSONAL & ADV INJURY	\$1,000,000
							GENERAL AGGREGATE	\$2,000,000
							PRODUCTS-COMP/OP AGG	Included
	GEN'L AGGREGATE LIMIT APPLIES PER:							
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC							\$
	AUTOMOBILIE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	\$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	\$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident)	\$
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident)	\$
								\$
	UMBRELLA LIAB	<input type="checkbox"/> OCCUR					EACH OCCURENCE	\$
	EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE					AGGREGATE	\$
	DED <input type="checkbox"/> RETENTION \$							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						<input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)		N / A				E.L. EACH ACCIDENT	\$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE-EA EMPLOYEE	\$
							E.L. DISEASE-POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (See attached Acord 101 for additional liability limits)

City of Winfield is an additional insured per CG 20 11 04 13

CERTIFICATE HOLDER

City of Winfield
PO Box 646
Winfield, KS 67156

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



#

A RESOLUTION

AUTHORIZING an Outdoor Community Event and Temporary Entertainment District Application (Island Park Productions)

WHEREAS, Island Park Productions has made application for an Outdoor Community Event and Temporary Entertainment District; and

WHEREAS, Island Park Productions requests the possession and consumption of alcoholic liquor or cereal malt beverage in Island Park during a series of outdoor concert events in June, July, August and September 2024.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF WINFIELD, KANSAS, THAT:

Section 1. Within Section 6-120 of Article IV of Section 6 of the Code of the City of Winfield, Kansas, "Temporary Entertainment District" means a defined area, which includes City streets, alleys, parking lots and public sidewalks on which the City Commission has authorized the sale, possession or consumption of alcoholic liquor or cereal malt beverage for a specified period of time, during a community event which has been properly permitted under Chapter 8 of this Code.

Section 2. Island Park Productions requests the possession and consumption of alcoholic liquor or cereal malt beverage in Island Park from 5:00 pm to 11:00 pm during a series of outdoor concert events on June 6, June 27, July 11, August 8, September 26. A Temporary Alcohol or Cereal Malt Beverage Permit is not required of Island Park Productions for possession and consumption only. Should any of the 2024 outdoor concert events require postponement and rescheduling, notice will be given to the Winfield City Manager's office. The parties will coordinate, to the best of their abilities, rescheduling in 2024. No further action will be required by the Governing Body of the City of Winfield for said rescheduling in 2024.

Section 3. The Governing Body of the city of Winfield Kansas hereby authorizes the Outdoor Community Event and Temporary Entertainment District Application, in accordance with the rules and procedures set forth by Article IV of Section 6 of the Code of the City of Winfield, Kansas, regarding the possession or consumption of alcoholic liquor as presented by the Island Park Productions from 5:00 pm to 11:00 pm during a series of outdoor concert events on June 6, June 27, July 11, August 8, September 26, 2024 in Island Park, Winfield Kansas, as identified in the Outdoor Community Event and Temporary Entertainment District Application; a copy of which is attached hereto and made a part hereof.

Section 4. This resolution shall be in full force and effect from and after its passage and approval.

ADOPTED this 20th day of February 2024.

(SEAL)

Brenda K. Butters, Mayor

ATTEST:

Tania Richardson, City Clerk

Approved as to form: _____
William E. Muret, City Attorney

Approved for Commission Action: _____
Taggart Wall, City Manager



Request for Commission Action

Date: February 15th, 2024

Requestor: Tyson Kelley, Electric Production
Quentin Rush, Substation Maintenance

Action Requested: Consider approval for 2024 substation Technical Support Program.

Analysis: The City of Winfield has been implementing a technical support program as a form of preventive maintenance on our five electric substations and both generation plants since 2003. The program provides for the inspection of equipment and testing from an electrical contractor on a three-year rotation. Scheduled for maintenance in 2024 includes:

- Transformers of two substations and transformers of East Plants generator
- Testing all Battery banks in subs and both plants
- Nine 69Kv gas circuit breakers
- Three 69Kv circuit switchers
- Four 12.47Kv vacuum circuit breakers
- 83 protective relays
- Thirteen 69Kv potential transformers & Eleven 12.47Kv potential transformers

Fiscal Impact: Consequently, based on the above, bids were solicited from the following to complete the 2024 TSP. Vertiv Electrical Reliability Services of Lee's Summit, MO, Southwest Electric of Oklahoma City, OK and Power Substation Services from Wheeling, WV. Bids are as follows:

- Electrical Reliability Services (Vertiv) \$110,280.00
 - ERS sent two bids (sub equip & batteries) – above is combined.
- Power Systems Services (PSS) \$343,827.00
- Southwest Electric \$59,400.00

This expense was approved in the 2024 budget in the amount of \$70,000.00 (GridLiance will be responsible for a portion of this program).

Based on Southwest Electric's performance in recent years, staff are recommending SWE be selected to conduct this year's substation maintenance and testing.

Attachments: See attached Bids

A RESOLUTION

AUTHORIZING and directing the City Manager and Clerk of the City of Winfield, Kansas to execute a proposal for professional services between Southwest Electric Co., Tulsa, Oklahoma and the City of Winfield, Kansas, regarding transmission and distribution substation and switchgear maintenance and inspection.

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF WINFIELD, KANSAS, THAT:

Section 1. The City Manager and Clerk of the City of Winfield, Kansas are hereby authorized and directed to execute a proposal for professional services between Southwest Electric Co., Tulsa, Oklahoma and the City of Winfield, Kansas, regarding transmission and distribution substation and switchgear maintenance and inspection in the amount of \$59,400.00.

Section 2. This resolution shall be in full force and effect from and after its adoption.

ADOPTED this 20th day of February 2024.

(SEAL)

Brenda K. Butters, Mayor

ATTEST:

Tania Richardson, City Clerk

Approved as to form: _____
William E. Muret, City Attorney

Approved for Commission action: _____
Taggart Wall, City Manager



SUBSTATION & SWITCHGEAR SERVICES

Tulsa Division

1304 N 143rd E Ave., Tulsa, OK 74116

Tel: 918-437-9494 ♦ Fax: 918-437-9499

Quentin Rush
City Of Winfield KS
200 East 9th Street
Winfield, KS 67156

From: Brad Joslin
Cell: (918) 210-2943
Proposal Date: February 7, 2024
PROPOSAL # 7-24-031

Substation Maintenance:

Location	Equip Type	Ref #	Designation / Circuit	Manufacturer	Type	Date of Manuf.	Serial #	kV	MVA		Current Status	Qty.	Maint. Interval	2024
Plant 1	Trans	EP12B45	Reserve Aux Xfmr (South Unit)	West	SL	1968	VBR-41141	12.47 - 2.4/1.386	2.5	116/601		1	3 yrs.	X
	ACB	EP12B45	Station Power	West	150DHP500	1967	122D124G09	12.47		1200	#	1	3 yrs.	X
	ACB	ACB 2-22	Reserve Aux Transformer 1	West	50DHP75	1969	122D122G09	5		1200	#	1	3 yrs.	X
	BAT		Battery Bank	GNB							60 Cells	1	1 yr	X
			Charger	Sensitive Controls	90A-17		S-723150122	480	700ah	82		2	1 yr	X

Location	Equip Type	Ref #	Designation / Circuit	Manufacturer	Type	Date of Manuf.	Serial #	kV	MVA		Current Status	Qty.	Maint. Interval	2024
East Substation	Trans	E69X9	East Sub Main A	McGraw		1990	C-46657-1-1	67/38.68 - 12.47	15/20/25	3135 Gals	OA/FA/FA	1	3 yrs.	X
	LTC				550B					190 Gals				
	Trans	E69X8	East Sub Main B	West		1967	RBR-68521	67/38.68 - 12.47	13/18/25	4045 Gals	OA/FA/FA	1	3 yrs.	X
	LTC				UTT ?					360 gals			3 yrs.	X
	Trans	E12X9	Grounding Xfmr	West	SL	1967	SER-33561	12.47	28.8	780 gals	zig-zag	1	3 yrs.	X
	Trans	E12X10	Grounding Xfmr	G.E.			M-163608	13.8	4000 A @ 10"	260 gals	zig-zag	1	3 yrs.	X
	CS	E69CS8	Prim disc for Xfmr E69X8	S&C	Model 2030	1990	90-11440	72.5	20 Ka	1200		1	3 yrs.	X
	CS	E69CS9	Prim disc for Xfmr E69X9	S&C	Model 2030	1990	90-11441	72.5	20 Ka	1200		1	3 yrs.	X
	GCB	E69B15	Tie to Viking Sub	Siemens	SP-72.5-31.3-3	1990	45054-8	69	31.5	1200		1	3 yrs.	X
	GCB	E69B16	Bus Tie	Siemens	SP-72.5-31.3-3	1990	45054-9	69	31.5	1200		1	3 yrs.	X
	GCB	E69B17	Tie to Tie Sub	Siemens	SP-72.5-31.3-3	1990	45054-10	69	31.5	1200		1	3 yrs.	X
	VCB	E12B58	Sec Main for Xfmr E69X9	Siemens	SDV	1990	45055-17	12.47	20 Ka	2000	3 cycles	1	3 yrs.	X
	VCB	E12B59	Tie to East Plant Bkr EP12B57	Siemens	SDV	1990	45055-18	12.47	20 Ka	2000	3 cycles	1	3 yrs.	X
	Bat		Battery Bank	C&D				130 dc	70 ah	50 amp	acid	1	1 yrs.	X
	CHG		Battery Charger			2022		240 ac		50 amp		1	1 yrs.	X
	PT			ABB	LTP-350			69				8	3 yrs.	X
	PT			ABB				12				4	3 yrs.	X
	Relays													
		Qty.	Circuit / Application											
		3	Bus Differential	GE	PVD 87B (12kV)			12				3	3 yrs.	X
		3	Bus Differential	GE	PVD 87B (69kV)			69				3	3 yrs.	X
		3	Bus Differential	GE	PVD 87B (69kV)			69				3	3 yrs.	X
		11	Overcurrent	CO-9	50/51 & 50/51 N			69				11	3 yrs.	X
		6	Transformer Differential	WEST	HU 87T			12				6	3 yrs.	X
		2	69kV line Distance	SEL	311C	2010		69				2	3 yrs.	X
		1	12kV Synch Check	Basler	BE1-25			12				1	3 yrs.	X
		1	69kV Synch Check	Basler	BE1-25			69				1	3 yrs.	X

Location	Equip Type	Ref #	Designation / Circuit	Manufacturer	Type	Date of Manuf.	Serial #	kV	MVA		Current Status	Qty.	Maint. Interval	2024
Strother Sub	BAT		Battery Bank	C&D	PZ-724E	2003		130 dc	90 ah	50 amps	60 Cells	1	1 yrs.	X
	CHG		Battery Charger	GNB	GAF130S5OF	2022	91PS452	240 ac		50 amps		1	1 yrs.	X
	Relays													
		Qty.	Circuit / Application	Type										
		3	12kV Bus Differential	GE	PVD			12.47				3	3 yrs.	X
		1	12kV Synch Check	Basler	BE1-25			12.47			SCADA indication	1	3 yrs.	X
		3	69kV Bus Differential	GE	PVD			69				3	3 yrs.	X
		2	Distance (21 device)	Schweitzer	SEL-311C	2011		69				2	3 yrs.	X
		1	69kV Synch Check	Basler	BE1-25			69				1	3 yrs.	X
		3	Transformer Differential	West	HU			69-12				3	3 yrs.	X



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Location	Equip Type	Ref #	Designation / Circuit	Manufacturer	Type	Date of Manuf.	Serial #	kV	MVA		Current Status	Qty.	Maint. Interval	2024
T i e S u b s t a t i o n	Trans	T69X3	Transformer	West	SL	1969	PFR-63791	67-12.47/7.2	10	3140 gals	OA/FA	1	3 yrs.	
	LTC		LTC	West	UTT	1969				360 gals		1	3 yrs.	
	GCB	T69B1	Strother Tie	Siemens	SPS2	2007	16795-1	69		1200	3 Interrupters	1	3 yrs.	
	GCB	T69B2	Tie to KG&E Oak Sub	Siemens	SPS2	2005	02027-1	69		1200	3 Interrupters	1	3 yrs.	X
	GCB	T69B6	Primary Disc for Xfmr T69X3	Siemens	SPS2	2007	16795-2	69		1200	3 Interrupters	1	3 yrs.	X
	GCB	T69B8	Tie to KG&E WeaverSub	Siemens	SPS2	2006	02027-2	69		1200	3 Interrupters	1	3 yrs.	X
	GCB	T69B4	East Sub Tie	Siemens	SP-72.5-31.3-3	1990	45054-3	69		1200	3 Interrupters	1	3 yrs.	X
	GCB	T69B12	Bus Tie	Siemens	SPS-72.5-31.3-3	1994	48132-1	69		1200	3 Interrupters	1	3 yrs.	X
	Bat		Battery Bank	C&D	PZ-724E	2003		130 dc		50 amps	60 cells lead acid	1	1 yrs.	X
	CHG		Battery Charger			2022		240 ac		50 amps		1	1 yrs.	X
	Relays													
		Qty.	Circuit / Application		Type									
		3	Distance	Schweitzer	SEL-311C	2011		69				3	3 yrs.	X
		6	69kV Bus Differential	PVD	87B-1 & 87B-2			69				6	3 yrs.	X
		1	69 Kv Bus	BE1-81	81-UF			69				1	3 yrs.	X
		1	69 Kv Bus Sync	CVE-1	25			69				1	3 yrs.	X
		4	69kV Overcurrent	CO-11	51, 51N			69				4	3 yrs.	X
		3	Transformer Differential	General Electric	HU			69-12.47				3	3 yrs.	X
		4	12.47kV Overcurrent, Recloser	Schweitzer	SEL-351	2008		12.47				4	3 yrs.	X

Location	Equip Type	Ref #	Designation / Circuit	Manufacturer	Type	Date of Manuf.	Serial #	kV	MVA		Current Status	Qty.	Maint. Interval	2024
V i k i n g S u b	Trans	V69X6	Transformer	G.E.	OA/FA/FOA		L-252673	69-12.4/7.2-4.16/2.	15/20/25/28	6020 gals	dual secondary	1	3 yrs.	X
	LTC		LTC		LRT-200-2					190 gals		1	3 yrs.	X
	CS	V69CS6	Prim Disc for Xfmr V69X6	S&C	Series 2000	1990	90-11422	69		1200		1	3 yrs.	X
	GCB	V69B13	69 Kv Loop GCBs	Siemens	SP-72.5-31.3-3	1990	45054-6	69		1200		1	3 yrs.	X
	GCB	V69B14	69 Kv Loop GCBs	Siemens	SP-72.5-31.3-3	1990	45054-7	69		1200		1	3 yrs.	X
	VCB	V12B34	Sec Main Bkr for Xfmr V69X6	Siemens	SDV	1990	45055-7	12.47		2000		1	3 yrs.	X
	PT							69				5	3 yrs.	X
	PT							12				7	3 yrs.	X
	BAT		Battery Bank w/ charger	C&D	PZ-724E			130 dc		50 amp	60 cell lead acid	1	1 yrs.	X
	CHG		Battery Charger	EXIDE		2022		240 ac		50 amp				X
	Relays													
		Qty.	Circuit / Application		Type									
		2	Distance 21 device	Schweitzer	SEL-311C	2011		69				2	3 yrs.	X
		1	69 Kv Bus/Line Sync	Basler	BE1-25			69				1	3 yrs.	X
		3	Bus Differential	GE	PVD			69				3	3 yrs.	X
		3	Transformer Differential	West	HU-1			69-12				3		X
		3	Bus Differential	GE	PVD			12.47				3	3 yrs.	X

Location	Equip Type	Ref #	Designation / Circuit	Manufacturer	Type	Date of Manuf.	Serial #	kV	MVA		Current Status	Qty.	Maint. Interval	2024
P l a n t	Bat		Battery Bank w/ charger	GNB							lead acid	1	1 yrs.	X
	Relays													
		Qty.	Circuit / Application		Type									
		1	Generator Relay	Schweitzer	SEL-700G Multi function	2010		12.5				1	3 yrs.	X

Location	Equip Type	Ref #	Designation / Circuit	Manufacturer	Type	Date of Manuf.	Serial #	kV	MVA		Current Status	Qty.	Maint. Interval	2024
W e s t S u b	BAT		Battery Bank	C&D	PZ-724E	2003		130 DC		50 amps	acid	1	1 yrs.	X
	CHG		Battery Charger	GNB				120 AC		50 amps		1	1 yrs.	X
	Relays													
		Qty.	Circuit / Application		Type									
		2	Distance - 21 device	Schweitzer	SEL-311C	2011		69				2	3 yrs.	X
		3	Bus Differential	GE	PVD			69				3	3 yrs.	X
		1	Sync Check	Basler	BE1-25			69				1	3 yrs.	X
		3	Transformer Differential	Westinghouse	HU			69 - 12.47				3	3 yrs.	X
		3	Bus Differential	GE	PVD			12.47				3	3 yrs.	X
		1	Synch Check	Basler	BE1-25			12.47				1	3 yrs.	X



SUBSTATION & SWITCHGEAR SERVICES

Tulsa Division

1304 N 143rd E Ave., Tulsa, OK 74116
Tel: 918-437-9494 ♦ Fax: 918-437-9499

Detailed Scope of Work:

- Travel to 200 E. 9th Street – Winfield, KS 67156 and set up.
- Customer to De-energize, isolate, and lock out and ground required equipment and disconnect/reconnect external bushing leads as required.
- SWE to complete JSA, provide locks for LOTO and verify the lack of voltage utilizing tic tracers.

Circuit Breakers, Air, Medium-Voltage

- Visual and Mechanical Inspection
- Inspect physical and mechanical condition.
- Inspect anchorage, alignment, and grounding.
- Verify that all maintenance devices are available for servicing and operating the breaker.
- Perform as-found tests, if required.
- Clean the unit.
- Inspect arc chutes.
- Inspect moving and stationary contacts for condition, wear, and alignment.
- Close/open breaker and check for binding, friction, contact alignment, contact sequence, and penetration. Verify that contact sequence is in accordance with manufacturer's published data.
- Perform all mechanical operation tests on the operating mechanism in accordance with manufacturer's published data.
- Inspect bolted electrical connections for high resistance using one or more of the following methods: Use of a low-resistance ohmmeter, or by calibrated torque-wrench method in accordance with manufacturer's published data.
- Verify cell fit and element alignment.
- Verify racking mechanism operation.
- Inspect puffer operation.
- Use appropriate lubrication on moving current-carrying parts and on moving and sliding surfaces.
- Perform as-left tests.
- Record as-found and as-left operation-counter readings.
- Perform resistance measurements through bolted connections with a low-resistance ohmmeter.
- Perform insulation-resistance tests for one minute on each pole, phase-to-phase and phase-to-ground with the circuit breaker closed, and across each open pole. Apply voltage in accordance with manufacturer's published data.
- Perform a contact/pole-resistance test.
- With the breaker in a test position, perform the following tests:
 1. Trip and close breaker with the control switch.
 2. Trip breaker by operating each of its protective relays.
 3. Verify mechanism charge, trip-free, and anti-pump functions.
- Verify blowout coil circuit continuity.
- Verify operation of cubicle space heaters, if applicable.
- Test instrument transformers.

Circuit Breakers, Vacuum, Medium-Voltage

- Visual and Mechanical Inspection
- Inspect physical and mechanical condition.
- Inspect anchorage, alignment, and grounding.
- Verify that all maintenance devices are available for servicing and operating the breaker.

- Perform as-found tests, if required.
- Clean the unit.
- Inspect vacuum bottle assemblies.
- Measure critical distances such as contact gap as recommended by the manufacturer.
- Verify cell fit and element alignment.
- Verify racking mechanism operation.
- Inspect vacuum bellows operation.
- Perform contact timing test.
- Use appropriate lubrication on moving current-carrying parts and on moving and sliding surfaces.
- Perform as-left tests.
- Record as-found and as-left operation-counter readings.
- Perform resistance measurements through bolted connections with a low-resistance ohmmeter.
- Perform insulation-resistance tests for one minute on each pole, phase-to-phase and phase-to-ground with the circuit breaker closed, and across each open pole. Apply voltage in accordance with manufacturer's published data.
- Perform a contact/pole-resistance test.
- With the breaker in a test position, perform the following tests:
 1. Trip and close breaker with the control switch.
 2. Trip breaker by operating each of its protective relays.
 3. Verify mechanism charge, trip-free, and anti-pump functions.
- Verify blowout coil circuit continuity.
- Perform a vacuum bottle integrity test across each vacuum bottle with the breaker in the open position.
- Verify operation of cubicle space heaters, if applicable.
- Test instrument transformers.

Circuit Breakers, SF6

- Visual and Mechanical Inspection
- Inspect physical and mechanical condition.
- Inspect anchorage, alignment, and grounding.
- Verify that all maintenance devices are available for servicing and operating the breaker.
- Perform operator analysis (first-trip) test.
- Perform as-found tests, if required.
- Clean the unit.
- When provisions are made for sampling, remove a sample of SF6 gas and test.
- Do not break seal or distort sealed-for-life interrupters.
- Inspect and service operating mechanism and/or hydraulic or pneumatic system and SF6 gas-insulated system in accordance with manufacturer's published data.
- Test for SF6 gas leaks in accordance with manufacturer's published data.
- Test alarms, pressure switches, and limit switches for pneumatic and/or hydraulic operators and SF6 gas pressure in accordance with manufacturer's published data.
- If recommended by manufacturer, slow close/open breaker and check for binding, friction, contact alignment, and penetration. Verify that contact sequence is in accordance with manufacturer's published data.
- Perform all mechanical operation tests on the operating mechanism in accordance with manufacturer's published data.
- Inspect all bolted electrical connections for high resistance using one or more of the following methods: Low-resistance ohmmeter, or calibrated torque-wrench method in accordance with manufacturer's published data.
- Verify cell fit and element alignment.



SUBSTATION & SWITCHGEAR SERVICES

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- Verify racking mechanism operation.
- Use appropriate lubrication on moving current-carrying parts and on moving and sliding surfaces.
- Perform time-travel analysis.
- Perform as-left tests.
- Record as-found and as-left operation counter readings.
- Perform resistance measurements through all bolted connections with a low-resistance ohmmeter, if applicable.
- Perform insulation-resistance tests for one minute on each pole, phase-to-phase and phase-to-ground with breaker closed, and across each open pole. For single-tank breakers, perform insulation resistance tests from pole-to-pole. Apply voltage in accordance with manufacturer's published data.
- Perform a contact/pole-resistance test.
- With breaker in a test position, perform the following tests:
 - 1. Trip and close breaker with the control switch.
 - 2. Trip breaker by operating each of its protective relays.
 - 3. Verify trip-free and anti-pump functions.
 - 4. Perform power-factor or dissipation-factor tests on each pole with the breaker open and on each phase with breaker closed.
 - 5. Perform power-factor or dissipation-factor tests on each bushing equipped with a power-factor/ capacitance tap. In the absence of a power-factor/ capacitance tap, perform hot-collar tests. These tests shall be in accordance with the test equipment manufacturer's published data.

Transformers, Liquid-Filled

- Visual and Mechanical Inspection
- Inspect physical and mechanical condition.
- Inspect anchorage, alignment, and grounding.
- Verify the presence of PCB labeling, if applicable.
- Perform as-found tests, if required.
- Clean bushings and control cabinets.
- Verify operation of alarm, control, and trip circuits from temperature and level indicators, pressure relief device, and fault pressure relay, if applicable.
- Verify that cooling fans and/or pumps operate correctly.
- Inspect bolted electrical connections for high resistance using one or more of the following methods: low-resistance ohmmeter, or by calibrated torque-wrench method in accordance with manufacturer's published data.
- Verify correct liquid level in tanks and bushings.
- Verify that positive pressure is maintained on gas-blanketed transformers.
- Perform inspections and mechanical tests as recommended by the manufacturer.
- Test load tap-changer, if applicable.
- Verify the presence of transformer surge arresters.
- Perform as-left tests.
- Verify de-energized tap-changer position is left as specified.
- Perform resistance measurements through bolted connections with a low-resistance ohmmeter, if applicable.
- Perform insulation-resistance tests, winding-to-winding and each winding-to-ground. Apply voltage in accordance with manufacturer's published data.
- Perform turns-ratio tests at the designated tap position.
- Perform insulation power-factor or dissipation-factor tests on all windings in accordance with test equipment manufacturer's published data.
- Perform power-factor or dissipation-factor tests on each bushing.



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- Perform excitation-current tests in accordance with the test equipment manufacturer's published data.
- Measure the resistance of each winding at the designated tap position.
- Test the instrument transformers.

Transformers, Dry Type

- Visual and Mechanical Inspection
- Inspect physical and mechanical condition.
- Prior to cleaning the unit, perform as-found tests, if required.
- Clean the unit
- Inspect bolted electrical connections for high resistance using one or more of the following methods: low-resistance ohmmeter, or by calibrated torque-wrench method in accordance with manufacturer's published data.
 1. Use of a low-resistance ohmmeter
 2. Verify tightness of accessible bolted electrical connections by calibrated torque wrench method.
 3. Perform a thermographic survey.
- Perform as-left tests.
- Verify that as-left tap connections are as specified
- Perform resistance measurements through bolted connections with a low-resistance ohmmeter.
- Perform insulation-resistance tests, winding-to-winding and each winding-to-ground. Apply voltage in accordance with manufacturer's published data.
- Perform turns-ratio tests at the designated tap position.
- Perform insulation power-factor or dissipation-factor tests on all windings in accordance with test equipment manufacturer's published data.
- Perform an excitation-current test on each phase.
- Measure core insulation resistance at 500 vdc, if the core is insulated and if the core ground strap is removable.
- Verify correct secondary voltage phase-to-phase-to neutral after energization.
- Test surge arrestors.

Instrument Transformers

- Inspect physical and mechanical condition.
- Prior to cleaning the unit, perform as-found tests, if required.
- Clean the unit.
- Inspect bolted electrical connections for high resistance using a low-resistance ohmmeter.
- Verify that all required grounding and shorting connections provide contact.
- Verify correct operation of transformer withdrawal mechanism and grounding operation, if applicable.
- Verify correct primary and secondary fuse sizes for voltage transformers.
- Use appropriate lubrication on moving current-carrying parts and on moving and sliding surfaces.
- Perform as-left tests.

Current Transformers

- Perform resistance measurements through bolted connections with a low-resistance ohmmeter.
- Perform insulation-resistance test of each current transformer and wiring-to-ground at 1000 volts dc for one minute.

NOTE: For units with solid-state components that cannot tolerate the applied voltage, follow manufacturer's recommendations.
- Perform a polarity test of each current transformer.



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- Perform a ratio-verification test using the voltage or current method.
- Perform an excitation test on transformers used for relaying applications.
- Measure current circuit burdens at transformer terminals.
- When applicable, perform insulation-resistance tests on the primary winding with the secondary grounded.
- When applicable, perform dielectric withstand voltage tests on the primary winding with the secondary grounded.
- Measure insulation power factor or dissipation factor in accordance with test equipment manufacturer's published data.
- Verify that current circuits are grounded and have only one grounding point.

Voltage Transformers

- Perform resistance measurements through bolted connections with a low-resistance ohmmeter.
- Perform insulation-resistance tests for one minute winding-to-winding and each winding-to-ground.
- Perform a polarity test on each transformer, as applicable, to verify the polarity marks or H1-X1 relationship.
- Perform a turns-ratio test on all tap positions, if applicable.
- Measure voltage circuit burdens at transformer terminals.
- Perform a dielectric withstand voltage test on the primary windings with the secondary windings connected to ground.
- Measure insulation power factor or dissipation factor in accordance with test equipment manufacturer's published data.
- Verify that potential circuits are grounded and have only one grounding point.

Protective Relays Inspection and Test Procedures (Electromechanical and Solid State)

- Visual and Mechanical Inspection
- Inspect relays and cases for physical damage.
- Perform as-found tests, if required.
- Clean the unit.
- Tighten case connections.
- Inspect cover for correct gasket seal.
- Clean cover glass. Inspect shorting hardware, connection paddles, and/or knife switches.
- Remove any foreign material from the case.
- Verify target reset
- Inspect relay for foreign material, particularly in disk slots of the damping and electromagnets.
- Verify disk clearance, contact clearance, and spring bias.
- Inspect spiral spring convolutions. Inspect disk and contacts for freedom of movement and correct travel.
- Verify tightness of mounting hardware and connections.
- Burnish contacts.
- Inspect bearings and/or pivots.
- Verify that all settings are in accordance with coordination study or setting sheet supplied by owner.
- Perform as-left tests.
- Perform insulation-resistance test on each circuit-to-frame per relay manufacturer's published data.
- Inspect targets and indicators.
- Determine pickup and dropout of electromechanical targets.
- Verify operation of all light-emitting diode indicators.
- Set contrast for liquid-crystal display readouts.

Protective Relays, Microprocessor-Based

- Record model number, style number, serial number, firmware revision, software revision, and rated control voltage.
- Download all events from the event recorder in filtered and unfiltered mode before performing any tests on the relay. Download the sequence-of-events recorder prior to testing the relay.
- Verify operation of light-emitting diodes, display, and targets.
- Record passwords for all access levels.
- Clean the front panel and remove foreign material from the case.
- Check tightness of connections.
- Verify that the frame is grounded in accordance with manufacturer's instructions.
- Download settings from the relay. Print a copy of the settings for the report and compare the settings to those specified in the coordination study.
- Perform insulation-resistance tests from each circuit to the grounded frame in accordance with manufacturer's published data.
- Apply voltage or current to all analog inputs and verify correct registration of the relay meter functions.
- Check functional operation of each element used in the protection scheme.
- Check operation of active digital inputs. Check output contacts or SCRs, preferably by operating the controlled device such as circuit breaker, auxiliary relay, or alarm.
- Upon completion of testing reset all min/max recorders, fault counters, sequence of events recorder, and all event records.

Protective Relay Functional Operation Tests**21 Distance Relay**

1. Determine maximum reach.
2. Determine maximum torque angle.
3. Determine offset.

25 Sync Check Relay

1. Determine closing zone at rated voltage.
2. Determine maximum voltage differential that permits closing at zero degrees.
3. Determine live line, live bus, dead line, and dead bus set points.
4. Determine time delay.
5. Verify dead bus/live line, dead line/live bus and dead bus/dead line control functions.

47 Phase Sequence or Phase Balance Voltage Relay

1. Determine positive sequence voltage to close the normally open contact.
2. Determine positive sequence voltage to open the normally closed contact (undervoltage trip).
3. Verify negative sequence trip.
4. Determine time delay to close the normally open contact with sudden application of 120 percent of pickup.
5. Determine time delay to close the normally closed contact upon removal of voltage when previously set to rated system voltage.

50 Instantaneous Overcurrent Relay

1. Determine pickup.
2. Determine dropout.



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51 Time Overcurrent

1. Determine minimum pickup.
2. Determine time delay at two points on the time current curve.

60 Voltage Balance Relay

Determine voltage difference to close the contacts with one source at rated voltage.

63 Transformers Sudden Pressure Relay

1. Determine rate-of-rise or the pickup level of suddenly applied pressure in accordance with manufacturer's published data.
2. Verify operation of the 63 FPX seal-in circuit.
3. Verify trip circuit to remote operating device.

67 Directional Overcurrent Relay

1. Determine directional unit minimum pickup at maximum torque angle.
2. Determine closing zone.
3. Determine overcurrent unit pickup.
4. Determine overcurrent unit time delay at two points on the time current curve.

79 Reclosing Relay

1. Determine time delay for each programmed reclosing interval.
2. Verify lockout for unsuccessful reclosing.
3. Determine reset time.
4. Verify instantaneous overcurrent lockout.

81 Frequency Relay

1. Verify frequency set points.
2. Determine time delay.
3. Determine undervoltage cutoff.

87 Differential

1. Determine operating unit pickup.
2. Determine the operation of each restraint unit.
3. Determine slope.
4. Determine harmonic restraint.
5. Determine instantaneous pickup.

Substation Battery System

- The battery system will be inspected for physical damage and bus link integrity.
 - The charging system and each individual cell will be checked for correct voltage level.
 - The test data obtained will be included as part of the Engineering Appraisal Report.
 - Each individual cell will be checked for correct electrolyte specific gravity and level.
-
- Clean site and travel home.
 - Provide Job Summary Report, indicating equipment discrepancies, and applicable test reports.



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Total Service Price: \$ 59,400.00

- Total Service Price includes only the services outlined in the Detailed Scope of Work above.
- Unless otherwise stated, all travel & work time is quoted for regular, non-holiday weekdays.

Southwest Electric Co. Responsibilities:

- Southwest Electric Co. (SWE) will provide the trained personnel, equipment and materials required to perform the service outlined above in Scope of Work.
- SWE will provide the required power to run any of our equipment unless a different arrangement has been made.
 - **Customer to provide 480V, 100-amp circuit to power primary injection test set.**
- Southwest Electric Company will perform the service quoted above under a mutually agreed upon schedule.

Customer Responsibilities:

- Provide a safe, clear access to the equipment to be serviced.
- Provide a qualified site contact/liaison for SWE to contact as needed.
- Customer is responsible for de-energizing, isolating, LOTO and grounding all equipment.
- If required, customer will disconnect and reconnect all high and low voltage terminations.
- If required customer will provide complete oil quality tests (less than one year old), including PCB analysis on any fluid filled equipment to be serviced. All isolated oil filled compartments must have an analysis. **If the unit has any detectable PCB content, greater than 2 ppm up to 49 ppm of PCB's, a \$1500.00 rig decontamination charge will apply if an oil processing rig is utilized.**

Warranty:

- All work performed by SWE personnel is guaranteed from defects resulting from faulty workmanship for a period of one year from the completion date of the work. This does not include Acts of God, maintenance of units by others, or other natural or unnatural causes which are beyond the control of SWE. Any warranty claims must be made to SWE. If the customer has a third party make repairs that would have been under SWE's warranty period, SWE will not reimburse the customer for any parts or labor provided by the third party and the balance of SWE's warranty period will be voided.

Project Acceptance:

- A hard copy of a purchase order must be sent to Southwest Electric Company prior to work being performed. A copy can be mailed to our address or emailed to Kasey.Mills@swelectric.com.

Prepared By:

Southwest Electric Company

Kasey Mills

Name (Print)

Kasey Mills

Signature

February 7, 2024

Date

Accepted By:

City Of Winfield KS

Name (Print)

Signature

Date

SOUTHWEST ELECTRIC CO.

TERMS AND CONDITIONS OF SALE AND SERVICE

The sale of any service and incidental goods ordered by the customer is expressly conditioned upon the terms and conditions contained or referred to herein except to the extent that a mutually agreed and current service contract is already in-place with a particular customer. Any additional or different terms and conditions set forth in the Customer's purchase order, or similar communication are objected to, and will not be binding upon Southwest Electric Company (herein called SWE), unless specifically assented to in writing by SWE's authorized representative. Authorization by the Customer, whether written or oral, to furnish services and incidental goods will constitute acceptance of these terms and conditions.

1. WARRANTY

- a. SWE warrants to the customer that goods and services sold will be free from defects in material and workmanship and will conform to mutually agreed upon specifications. If any failure to meet this warranty appears within one (1) year from the date of shipment of the goods, or completion of the services, on the condition that SWE be promptly notified in writing thereof, SWE will correct any such failure by re-performing any defective portion of the services furnished and supplying conforming goods. If the contract covers complete installation, maintenance, or construction, SWE will correct the failure by re-performing any defective service and either repairing or replacing (at its option) any defective goods furnished and any damage to the equipment upon which the service was performed resulting from defective service. If re-performance is not practicable, SWE will furnish without charge services in an amount essentially equal to those which, in SWE's sole judgment, would have been required for performance. If the contract covers job management, SWE's sole obligation will be to replace the job manager for the balance of the job. If the contract covers training, SWE's sole obligation will be to replace the assigned instructor and re-perform the training.
- b. The preceding paragraph (a) sets forth the exclusive remedy for all claims based on failure of or defect in goods or services sold hereunder, whether the failure or defect arises before or during the warranty period, and whether a claim, however instituted, is based on contract, indemnity, warranty, tort, (including negligence) strict liability or otherwise. The foregoing warranty is exclusive and is in lieu of all other warranties, whether written, oral, implied, or statutory. AS TO ALL GOODS SOLD, NO IMPLIED STATUTORY WARRANTY OF MERCHANTABILITY OR OF FITNESS FOR PARTICULAR PURPOSE SHALL APPLY.

2. EXCUSABLE DELAYS

- a. SWE shall not be liable for delay due to 1) causes beyond its reasonable control, or 2) act of God, acts of the Customer, prerequisite work by others, acts of civil or military authority, government priorities, fires, strikes, or other labor disturbances, floods, epidemics, war, riot, pandemics, delays in transportation or car shortages, or 3) inability to obtain or delay in obtaining, due to causes beyond its reasonable control, suitable labor, materials, or facilities. In the event of any such delay, the time of performance shall be extended for a period equal to the time lost by reason of the delay.
- b. In the event SWE is delayed due to acts of the Customer, or by the prerequisite work by the other contractors or suppliers of the Customer, SWE shall be entitled to an equitable price adjustment in addition to extension of the time of performance.

3. PAYMENTS AND FINANCIAL CONDITION

- a. Quoted prices are valid for 30 days from the date of proposal. Any applicable Federal, State or Local taxes will be in addition to the quoted price. When invoiced, the customer must provide tax exempt documentation, or they will be invoiced for the applicable taxes. Any additional costs not originally quoted can be additionally quoted or charged at our currently published Time and Material Rates. All amounts due to SWE under this agreement shall be paid to SWE within 30 days of the invoice date. Customer shall pay or reimburse SWE for all state and local taxes of any kind arising from the services and/or materials being provided hereunder. If any charge provided for herein is not paid within five (5) days of its due date, Customer agrees to pay a finance charge of one-and-a-half (1.5) percent per month, or the highest amount permitted by applicable law, whichever is less, until paid. Customer also agrees that if its account is referred to an attorney for collection, that it will pay all costs incurred by Southwest Electric Company, including reasonable attorney fees.
- b. Pro rata payments shall become due as shipments are made or as work is completed. If SWE consents to delay shipment of goods, payment shall become due on the date when SWE is prepared to make shipment. All payments shall be made without set-off for claims arising out of the other sales by SWE.
- c. If the financial condition of the Customer at any time does not, in the judgment of SWE, justify continued performance on the terms of payment previously agreed upon, SWE may require full or partial payment in advance or shall be entitled to terminate the contract and receive termination charges. In the event of bankruptcy or insolvency of the Customer, or in the event any proceeding is brought against the Customer, voluntarily or involuntarily, under the bankruptcy or any insolvency laws, SWE shall be entitled to terminate the contract any time during the period allowed for filing claims against the estate and shall be entitled to payment for its termination charges.
- d. For work performed in SWE shops, SWE at its option may retain possession of goods ordered or serviced under the contract, if its charges for such goods or services are not paid within 90 days following completion of the work and invoicing the Customer, SWE may, upon not less than seven (7) days written notice by certified mail to the Customer at the Customer's last known address, sell the goods at public or private sale and apply the net proceeds to SWE's charges.

4. CHANGES, DELETIONS AND EXTRA WORK

- a. The Customer, without invalidating the contract, may make changes by altering, adding to, or deducting from the general scope of work with the contract price being adjusted accordingly. All such work shall be executed under the condition of the contract, except that any claim for extension of time caused thereby shall be adjusted at the time of ordering such change. The charge for any such extra work or change shall be determined in one or more of the following ways: 1) by mutually agreed firm lump sum price, or 2) by unit prices specified in the contract or agreed upon, or 3) by SWE's Time & Material Rate Sheet.

5. LIMITATIONS OF LIABILITY

- a. SWE's liability on all claims of any kind, whether based on contract, indemnity, warranty, tort, (including negligence) strict liability or otherwise, for all losses or damages arising out of, connected with, or resulting from the contract, or from the performance or breach thereof, or from any goods or services covered by or furnished under the contract of any extension or expansion thereof, (including remedial warranty efforts) shall in no case exceed the contract price of a lump sum contract, or the price of work completed, if the contract is being performed on a cost type basis. Except as to title to any goods furnished, all such liability shall terminate upon the expiration of the warranty period specified in the article entitled "Warranty."
- b. In no event, whether based on contract, indemnity, warranty, tort, (including negligence) strict liability or otherwise, shall SWE, its employees and suppliers be liable for special, incidental, exemplary or consequential damages including, but not limited to, loss of profits or revenue, loss of use of any property, cost of capital, cost of purchased power, cost of substitute equipment, facilities or services, downtime cost, or claims of customers of the Customer for such damages, and the Customer will indemnify SWE, its employees and suppliers against any such claims from the Customer's customers. If the Customer is furnishing SWE's goods or services to a third-party by contracts, the Customer shall obtain from such third-party a provision affording SWE and its suppliers the protection of this and the preceding paragraph 6 (a).
- c. When any goods, services, or both, furnished hereunder are to be used or performed on, or in connection with any nuclear installation or activity, SWE, its employees and suppliers shall have no liability, whether based on contract, indemnity, warranty, tort, (including negligence) strict liability or otherwise, for any nuclear damage, injury or contamination to any property located at the site, and the Customer will indemnify SWE, its employees and suppliers against any such liability. In addition, the Customer shall furnish an Agreement of Indemnification as contemplated by Section 170 of the Atomic Energy Act of 1954, as amended, and Nuclear Liability Insurance from ANI and MAELU, or both, pursuant to Section 170 of said Act. Any of SWE's material or equipment which becomes radioactive at the work site shall, at SWE's option, be purchased by the Customer. Any nuclear decontamination necessary for SWE's performance (including remedial warranty efforts) shall be performed by the customer without cost to SWE. In addition, at nuclear sites, SWE will not be liable to the Customer for any damage to property of the Customer, to the extent that the Customer has ANI or MAELU insurance coverage for such loss.
- d. In no event shall SWE be liable for any loss or damage whatsoever arising from its failure to discover or repair latent defects or defects inherent in the design of goods serviced (unless such discovery or repair is normally discoverable by test expressly specified in the scope of work under this contract) or caused by the use of goods by the Customer against the advice of SWE. If SWE furnishes the Customer with advice or assistance concerning any products, or systems which is not required pursuant to the contract, the furnishing of such advice or assistance will not subject SWE to any liability, whether in contract, indemnity, warrant, tort, (including negligence) strict liability or otherwise.
- e. Furthermore, it is recognized and understood that no electrical device will function indefinitely, and that at any given time the said equipment is subject to failure. Resultant from this knowledge, the Customer does hereby agree to exonerate, indemnify, and hold harmless SWE, its employees, agents, officer, and its subcontractors, if any, from and against any and all losses, damage, claims, attachments, judgments, and costs of any kind or nature whatsoever. These shall include incidences relating to damage or destruction of property listed in this proposal, loss of production by the Customer caused by or in any manner associated with the work contracted for in this proposal.

6. GENERAL

- a. For reasons of personnel and plant safety, SWE personnel reserve the right to decline any portion of the job which they may deem hazardous.
- b. SWE reserves the right to subcontract any of the work to one or more subcontractors.
- c. The delegation or assignment by either party of any, or all of its duties or rights hereunder without the other party's prior written consent, shall be void.
- d. Any information, suggestions or ideas transmitted by the Customer to SWE are not to be regarded as secret or submitted in confidence except as may be otherwise provided in writing and signed by a duly authorized representative of SWE.
- e. SWE shall comply with all applicable State and Federal laws, including, but not limited to, the Fair Labor Standards Act of 1938, as amended, the Occupational Safety and Health Act of 1970 (OSHA), laws related to non-segregated facilities and equal employment opportunity (including the seven paragraphs appearing in Sec. 202 of Executive Order 11246, as amended; and all standards, rules, regulations, and orders issued pursuant to such State and Federal laws.
- f. Customer agrees to perform all of the services required of it pursuant to the provisions of this quotation set forth on the face hereof or in any attachments hereto. Customer does hereby indemnify and hold SWE harmless for any liability, which may be asserted against SWE for Customer's failure to perform the services, agreed upon.
- g. SWE does not service or repair in shop, or on site, any oil filled equipment that contains PCB level above 50 PPM. It will be the responsibility of the Customer to ensure that PCB level is below 50 PPM before engaging the services of SWE.
- h. In the event the quotation attached relates to disposal or retro-filling of fluids, SWE reserves the right to withdraw this quotation even though accepted by Customer in the event the materials involved do not comply with the description previously furnished by customer to SWE.
- i. The scheduling of the services to be provided hereunder shall be done by mutual agreement between the parties if not otherwise specifically provided for on the face hereof. Failure of the parties to agree upon a scheduling of the services shall render this quotation null and void.
- j. Delivery of goods will be made F.O.B. at the point of shipment to the Customer.
- k. SWE's Field Service Division is Non-Union. It is the Customer's responsibility to inform Southwest Electric Company, prior to awarding SWE the contract, if any Union considerations are required. If any Union related considerations are required after acceptance of this proposal, all additional cost incurred by SWE will be charged to the customer at our currently published Time and Material Rates.
- l. A customer representative must authorize any additional work. An Additional Work release form must be signed prior to our beginning the work. When the additional work is completed, the customer representative must sign the release form indicating that the work was completed.
- m. If the work scope of this job extends over a weekend, SWE's personnel will work on Saturday and Sunday unless the Customer or jobsite owner refuses to let Southwest Electric Company's personnel work. If SWE is not informed of this restriction in writing, prior to quoting the job or accepting the order, the customer will be billed at our currently published Time and Material Rates for an eight-hour day/day for wait time.
- n. Any delays caused by other than SWE personnel or additions to the scope of work quoted above will be billed additionally at our currently published Time and Material Rates. Southwest Electric Company's oil processing crews consist of two personnel who when processing for a period of greater than 14 hours in a day will split up into shifts so that only one man per shift will be on the rig at any time. If the customer or job site owner require two men on the rig at all times, the additional man will be billed at our currently published Time and Material Rates.

7. COMPLETE AGREEMENT

- a. The complete agreement between Seller and Buyer is contained herein and in the applicable terms and conditions that appear in Seller's current sales literature, and no additional or different terms or conditions stated by Buyer shall be binding upon Seller unless agreed in writing. No course of dealing or usage of trade shall be relevant to supplement or explain any terms used in this agreement.



Request for Commission Action

Date: February 14, 2024

Requestor: Taggart Wall, City Manager

Action Requested: Consider authorizing the city manager to enter into a preliminary design engineering agreement for natural gas pipeline to serve the Walnut Energy Center.

Analysis: The City of Winfield has engaged Utility Safety & Design Inc. for review and analysis assistance as we have evaluated options and consideration to serve natural gas to the proposed Walnut Energy Center. The proposed power plant will be located at the same site as the existing Steam Plant at east 12th Street. The City has reviewed several options with multiple natural gas pipelines and has made proposal to KPP Energy regarding the service for the plant from a Southern Star pipeline location located approximately five miles southeast of Winfield.

The proposed plant is under final electric interconnection review with the Southwest Power Pool and KPP Energy is in the ongoing stages of design and permitting processes. One of the permitting requirements related to air quality is expected to be completed in Q3/Q4 of 2024. To be "shovel ready" with certain parts of the plant including natural gas pipeline service, certain efforts can be preliminary engineered in advance of that Q3/Q4 date. Many items can be moved forward in the preliminary design phase related to routing, environmental, etc.

The proposal for preliminary engineering services included herein encompasses:

- interconnection location determination
- pipeline route determination
- project stakeholder discussions
- preliminary cost estimates and schedules

Additional preliminary work on behalf of Southern Star is expected. We will review that when it is received.

Fiscal Impact: The cost of the preliminary design is \$62,500.00. KPP Energy has agreed to reimburse Winfield expenses for this agreement at 100%.

Attachments: USDI Proposal for Preliminary Engineering Services

A RESOLUTION

AUTHORIZING and directing the City Manager and Clerk of the City of Winfield, Kansas to execute a proposal for professional services between Utility Safety & Design, Inc., Kirksville, Missouri and the City of Winfield, Kansas, regarding pipeline engineering services related to the extension of natural gas pipeline serving the Kansas Power Pool Walnut Energy Center.

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF WINFIELD, KANSAS, THAT:

Section 1. The City Manager and Clerk of the City of Winfield, Kansas are hereby authorized to execute a proposal for professional services between Utility Safety & Design, Inc., Kirksville, Missouri and the City of Winfield, Kansas, regarding pipeline engineering services in the amount of \$62,500.00.

Section 2. This resolution shall be in full force and effect from and after its adoption.

ADOPTED this 20th day of February 2024.

(SEAL)

Brenda K. Butters, Mayor

ATTEST:

Tania Richardson, City Clerk

Approved as to form: _____
William E. Muret, City Attorney

Approved for Commission action: _____
Taggart Wall, City Manager



Utility Safety & Design, Inc.
210 N Elson St. Suite C
Kirksville, MO 63501
(660) 474-0079
www.usdi.us

LETTER PROPOSAL

January 23, 2024

Gus Collins
Director of Gas and Wastewater Utilities
City of Winfield
P.O. Box 646
Winfield, KS 67156

RE: Walnut Energy – Pipeline Engineering Services

Dear Mr. Collins,

We understand that the air permit and bonding for the above referenced project are not expected to be resolved until later this year or early 2025. We also understand that the desired in-service date is late 2025. In an effort to meet the desired in-service date, we have prepared the following scope of work for the project.

We have split the pipeline portion of the project into two phase, preliminary design and final design. We recommend that the preliminary design phase be initiated as soon as possible. The final design phase can be started after the air permit and bonding is approved. We believe this approach will allow the project to meet the in-service deadline.

Following is our proposed scope of work as we understand it:

1. Preliminary Design Phase:

a. Interconnect Location Determination

- i. Continue discussions with Southern Star to determine best interconnection location.
- ii. Analyze all options and determine preferred interconnect location

b. Pipeline Route Determination

- i. Analyze a minimum of two potential pipeline routes:
 1. Public ROW option(s)
 2. Private easement option(s)
- ii. Perform preliminary environmental scoping:
 1. Identify potential wetlands, historical sites, etc.
- iii. Perform preliminary permit scoping to identify all potential permits needed including but not limited to:

UNIONVILLE, MO
28847 US HWY 136
Unionville, MO 63565
(660) 947-3316

SHELBYVILLE, KY
1018 Mt. Vernon Dr.
Shelbyville, KY 40065
(502) 513-5127

OLNEY, IL
1927 Miller Drive
Olney, IL 62450
(618) 392-5502

WICHITA, KS
9540 W. Harry St.
Wichita, KS 67209
(316) 239-7313

BELLEVILLE, IL
9 Executive Woods Ct.
Belleville, IL 62226
(618) 277-1520

PRINCETON, MN
31481 125 ½ ST NW
Princeton, MN 55371
(660) 474-0789

PITTSBORO, IN
7421 N. Co Rd. 225 E.
Pittsboro, IN 46167
(317) 417-3374

1. Federal, State & local permits
2. Railroad(s)
3. Environmental
- iv. Determine preliminary permitting costs
- v. Provide estimate of permitting timeline
- vi. Site visits to drive potential routes
- vii. Create maps and analyze all data to determine preferred pipeline route.

c. Preliminary Discussions with key Project Stakeholders

- i. Meet with County to discuss the project and obtain preliminary green light to move forward with the project.
- ii. Begin discussions with landowners for obtaining private easements
- iii. Finalize pipeline route based upon discussions with the project stakeholders.

d. Create Preliminary Project Cost Estimate & Schedule

- i. Perform preliminary class location study based on the preferred route
- ii. Perform preliminary pipeline and equipment sizing:
 1. Size the pipeline for the proposed usages
 2. Preliminary identification and sizing of necessary pipeline equipment
- iii. Provide Engineer's Preliminary Construction Cost Estimate:
 1. Solicit material quotes and lead times
 2. Detailed breakdown of construction costs
- iv. Provide total project cost estimate including, but not limited to:
 1. Design
 2. Survey
 3. Environmental
 4. Permitting
 5. Construction
 6. Inspection
- v. Provide estimated project timeline for all phases of the project

2. Final Design Phase

- a. Perform topographic survey for the final route and easements
 - i. 100 foot wide corridor to be surveyed
 - ii. Locate all structures, existing marked utilities, culverts, storm structures, etc.
 - iii. Easement exhibit maps
 - iv. Legal descriptions for easements
- b. Environmental review
 - i. Hydrostatic testing requirements
 - ii. Protected species

- iii. Wetlands & Waterways
 - iv. Historic Resources Review
- c. Final Permitting
 - i. State DOT
 - ii. County/Local
 - iii. Railroad
 - iv. Construction Stormwater
- d. ROW research & acquisition
 - i. Finalize easement discussions with property owners
 - ii. Review easements with Winfield and property owners
 - iii. Negotiate with property owners with the compensation limits set by Winfield to obtain easements.
- e. Design, Construction Plans and Specifications:
 - i. Final class location study
 - ii. Plan and profile drawing set with stationing & aerial imagery
 - iii. Pipe sizing & specification based on pressure & flow requirements
 - iv. Fabrication drawings for risers and aboveground piping
 - v. Construction details (trench, locate stations, etc.)
 - vi. Tie-in design and details
 - vii. Southern Star interconnect station design and fabrication details
 - viii. Horizontal directional drill design & specifications
 - ix. Cathodic protection design for buried steel
 - x. Material specifications (bill of materials)
 - xi. Bid specifications
 - 1. Technical construction specifications
 - 2. Purge procedures
 - 3. Testing procedures
 - xii. Regulatory consultation
 - xiii. Project Management
 - 1. Project meetings
 - 2. Project Schedule
 - 3. Organization, coordination and management of the work during design
- f. Solicit construction bids
 - i. Advertise project for bidding
 - ii. Perform pre-bid meeting with potential contractors
 - iii. Hold bid opening
 - iv. Provide bid tabulation and recommend contractor(s)

Cost:

Preliminary Design Phase: \$62,500.00 Lump Sum

Final Design Phase: \$250,025.00 Lump Sum

Total project cost for design & permitting is \$312,525.00

Costs not included in the above listed amounts:

1. Easement compensation amounts
2. Easement recording fees
3. Permit fees
4. Crop damage
5. Construction Inspection
6. Construction Engineering

We look forward to working with you on this exciting project. Please let me know if you need anything else or if you have any questions.

Respectfully Submitted,

Anthony Everette, P.E.
Senior Vice-President
USDI