



*Note – This meeting may be transmitted via Facebook Live on the City of Tonganoxie page

Honorable Jason K. Ward, Mayor

Council Members

David Bennett

Rocky Himpel

Curtis Oroke

Lisa Patterson

Loralee Stevens

Open Regular Meeting – 7:00 p.m.

I. Pledge of Allegiance

II. Approval of Minutes – Regular meeting dated February 4, 2019

III. Consent Agenda

- a) Review bill payments

IV. Open Agenda

Members of the public are welcome to use this time to comment about any matter relating to City business. The comments that are discussed under Open Agenda may or may not be acted upon by the Council during this meeting. In order to speak during open agenda, you must sign up with your name and address with the city clerk or designee **before the meeting**. Comments will be limited to 3 minutes. Please wait to be recognized by the Mayor and **state your name and address** for the record.

V. Old Business

- a) UTV Draft Policy and Ordinance Alternatives Presentation

VI. New Business

- a) Consider Approval of Request to Donate Tonganoxie Water Park Family Season Pass to Genesis Schools
- b) New Library Project Presentation
- c) Consider Approval of Request to Purchase Fire Communication System
- d) Consider Approval of Proposed Adjustments to 2019 Position Summary and 2019 Pay Ranges
- e) Proposals Submitted in Response to RFP for Auditing Services
- f) Ordinance 1445: Acceptance of Utility Easement from Joshua and Jennifer McGhee
- g) Ordinance 1463: Acceptance of Utility Easement from Rick and Peggy Kooser
- h) Ordinance 1464: Acceptance of Utility Easement from USD 464 of Leavenworth County
- i) City Manager Agenda
 - 1. January 2019 Financial Report
 - 2. Library Project Update
- j) City Attorney Agenda
- k) Mayor Pro Tem Agenda

l) City Council Agenda

m) Mayor Agenda

1. Executive session pursuant to the preliminary discussion of the acquisition of real property
2. Executive session pursuant to the discussion of personnel matters of non-elected personnel

VII. Information & Communications (No Action Required)

VIII. Adjourn



City of Tonganoxie, KS

My Check Report

By Check Number

Date Range: 02/02/2019 - 02/11/2019

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP Bank-AP Bank						
250	HONEYCREEK DISPOSAL SERVICE	02/08/2019	Regular	0	26556.18	45910
51	BG CONSULTANTS INC	02/08/2019	Regular	0	13875.15	45899
671	WESTAR ENERGY	02/08/2019	Regular	0	10510.18	45924
876	TONGANOXIE BUSINESS ASSOCIATION	02/08/2019	Regular	0	5000	45922
579	SECURITY BENEFIT - 457	02/08/2019	Regular	0	2881.92	45920
914	LOCAL LAW, LLC.	02/08/2019	Regular	0	2750	45914
136	DELTA DENTAL PLAN OF KANSAS,IN	02/08/2019	Regular	0	2333.9	45902
198	FRANK ROBISON	02/08/2019	Regular	0	1400	45907
330	KANSAS GAS SERVICE	02/08/2019	Regular	0	1340.54	45911
826	ANNA WOLF	02/08/2019	Regular	0	885	45898
500	OREILLY AUTO PARTS	02/08/2019	Regular	0	742.25	45917
189	FIRST STATE BANK & TRUST	02/08/2019	Regular	0	611.68	45905
596	GEOFF SONNTAG	02/08/2019	Regular	0	600	45909
677	WILLIAM PRAY	02/08/2019	Regular	0	600	45925
192	FOLEY INDUSTRIES	02/08/2019	Regular	0	350.3	45906
1	911 CUSTOM	02/08/2019	Regular	0	275.25	45896
651	USA BLUE BOOK	02/08/2019	Regular	0	189.05	45923
15	ALL SEASONS CAR WASH	02/08/2019	Regular	0	185.44	45897
166	EMERGENCY REPORTING	02/08/2019	Regular	0	181.33	45903
476	NATIONAL SIGN COMPANY INC.	02/08/2019	Regular	0	178.95	45916
514	PITNEY BOWES, INC.	02/08/2019	Regular	0	169.98	45918
857	MIDCONTINENT COMMUNICATIONS	02/08/2019	Regular	0	152.81	45915
749	BROADVOICE	02/08/2019	Regular	0	139.55	45901
619	TG TECHNICAL SERVICES	02/08/2019	Regular	0	132.4	45921
205	GALL'S LLC	02/08/2019	Regular	0	100	45908
1021	Katherine Kelly	02/08/2019	Regular	0	100	45912
404	LEAVENWORTH TIMES	02/08/2019	Regular	0	38	45913
922	BORDER STATES INDUSTRIES	02/08/2019	Regular	0	34.54	45900
555	RICOH USA, INC.	02/08/2019	Regular	0	29.96	45919
182	FEDEX	02/08/2019	Regular	0	20.57	45904

Bank Code AP Bank Summary

Payment Type	Payable	Payment	Discount	Payment
	Count	Count		
Regular Checks	35	30	0.00	72,364.93
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	35	30	0.00	72,364.93

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	35	30	0.00	72,364.93
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	35	30	0.00	72,364.93

Fund Summary

Fund	Name	Period	Amount
998	Gen Fund-Pooled Cash	2/2019	72364.93
			72364.93

City Council Meeting Minutes
February 4, 2019
7:00 PM Regular Meeting

Open Regular Meeting – 7:00 p.m.

I. Pledge of Allegiance

- Mayor Ward opened the meeting at 7:00 p.m.
- Roll Call: Council members present were Mayor Ward, Mr. Himpel, Ms. Stevens, Mr. Oroke, Ms. Patterson, and Mr. Bennett. City Manager George Brajkovic, City Attorney Shannon Marcano, and Assistant City Manager Dan Porter were also in attendance.
- Mayor Ward led the Pledge of Allegiance.

II. Approval of Minutes – Regular meeting dated January 7, 2019

- **Mr. Oroke made a motion to approve the minutes from the January 7, 2019 City Council meeting.**
- **Mr. Bennett seconded.**
- **Vote of all ayes, motion carried.**

III. Consent Agenda

- a) Review bill payments
- **Ms. Stevens made a motion to approve the consent agenda.**
- **Mr. Oroke seconded.**
- **Vote of all ayes, motion carried.**

IV. Open Agenda

Members of the public are welcome to use this time to comment about any matter relating to City business. The comments that are discussed under Open Agenda may or may not be acted upon by the Council during this meeting. In order to speak during open agenda, you must sign up with your name and address with the city clerk or designee **before the meeting**. Comments will be limited to 3 minutes. Please wait to be recognized by the Mayor and **state your name and address** for the record.

- John Blessing, 2601 Midwest Drive, addressed the Council and stated that he was a local representative of Waste Management and wanted to introduce himself to the Council.
- Jamie Lawson, 1831 Finch Drive, addressed the City Council and noted concerns with the blighted status of some properties within the City.
- No other members of the public addressed the City Council during open agenda.

V. Old Business

VI. New Business

a) Resolution 02-19-01: Referral Agreement between the City of Tonganoxie and School Yard Townhomes, LP

- Mr. Brajkovic introduced the item and described the origins of this project and the recent submittal to KHRC. The item for consideration was whether the City Council would support a referral agreement for Tonganoxie residents to be given priority when waitlists were created for the housing units.
- Kelley Hrabe, with Prairie Fire Development Group, addressed the City Council and described the recent history of his development group in other communities. He noted that the referral agreement would aid the application to KHRC for funding.
- Ms. Patterson asked for clarification on the meaning of resident.
- Mr. Hrabe stated that further definition was possible later, but at the present time it meant those residing within the City at the time of applying for the housing units.

- **Mr. Bennett made a motion to approve Resolution 02-19-01.**
- **Ms. Patterson seconded.**
- **Vote of all ayes, motion carried.**

- b) Resolution 02-19-02: Approving Request for Waiver of Pet License Fees in Conjunction with Rabies and Micro Chipping Event
 - Mr. Porter introduced the item and described the event held in 2018.
 - **Mr. Patterson made a motion to approve Resolution 02-19-02.**
 - **Mr. Oroke seconded.**
 - **Vote of all ayes, motion carried.**

- c) Consider Approval of 2019 Funding for Tonganoxie Business Association
 - Mr. Porter described the funding pool for community events approved in the 2019 budget. He noted that 2019 initiatives for the TBA were provided to the Council along with a financial statement showing the past year of transactions.
 - Mayor Ward thanked TBA members for their efforts throughout the year.
 - Monica Gee distributed Destination Bootcamp flyers and confirmed that the City Council was still interested in TBA completing downtown beautification efforts in 2019.
 - **Ms. Patterson made a motion to approve the distribution of no more than \$5,000 in funding for the Tonganoxie Business Association in 2019.**
 - **Mr. Bennett seconded.**
 - **Vote of all ayes, motion carried.**

- d) Ordinance 1462: Approval of Special Use Permit for Casey's Sign Located at 500 West St
 - Mr. Brajkovic introduced the item and described the recent consideration by the Planning Commission.
 - **Mr. Oroke made a motion to approve Ordinance 1462.**
 - **Ms. Stevens seconded.**
 - **Vote of all ayes, motion carried.**

- e) Ordinance 1445: Amending the Light Industrial District Zoning Ordinance to allow Daycare: Child Care Center (or) Preschool
 - Mr. Brajkovic made a presentation on the recent history of the item at the Planning Commission and City Council, including the recent consideration by the Planning Commission of whether to add a Special Use Permit to the requirements for the use in Light Industrial Zoning District, and the resulting motion approved by the Planning Commission to propose allowing the use without the requirement for a special use permit.
 - **Ms. Stevens made a motion to approve Ordinance 1445.**
 - **Ms. Patterson seconded.**
 - Mr. Oroke commented that he still believed a Special Use Permit was warranted.
 - Mr. Himpel stated that he also believed a Special Use Permit was warranted in this case.
 - Ms. Stevens noted that she didn't agree that a Special Use Permit was necessary and that other regulatory agencies would
 - Ms. Marcano noted that the actions available to the City Council at this point included 1) Approval by Vote, 2) Denial by Vote, which would eliminate the item and require any new submittal to be formulated staff upon direction of the Council, and 3) Taking No Action, which would also eliminate the item and require any new submittal to be formulated staff upon direction from the Council.
 - **Roll Call Vote – 2 Ayes (Patterson, Stevens) 3 Nays (Himpel, Oroke, Bennett), motion failed.**

- f) Discussion of 2019 City Sponsored Events
 - Mr. Brajkovic described the anticipated City events in 2019 and asked the City Council to indicate their interest in serving on a Planning Committee for the Tonganoxie Days event.
 - Mayor Ward expressed interest in the lead up planning efforts for the event.

- Mr. Oroke commented that he was already at work on coordinating band and sound stage vendors.
- Ms. Stevens mentioned that she has heard comments from the community in favor of and opposed to having more vendors and others with some concern about the City providing a beer garden at the event.
- Mr. Brajkovic noted that he will coordinate a meeting of the event Planning Committee.

g) City Manager Agenda

1. Presentation of 2019 Budget Book

- Mr. Porter presented the final copy of the 2019 Budget Book to the governing body and noted that it was also currently available on the City's website and at City Hall.

2. Q4 2018 Financial Report

- Mr. Porter presented the Q4 2018 Financial Report. He noted that the quarterly treasurer's report would also be published next week in the Tonganoxie Mirror.

3. RFP Update

- Mr. Porter presented the City Council with information about the RFP and RFQ currently posted on the City's website to collect submissions from parties interested in completing the services in 2019 and potentially for several future years as well.

4. Library Project Update

- Mr. Brajkovic described progress on the new Library project and introduced the project financial tracker. He indicated that the next City Council review of the design was scheduled for the February 19 meeting.

h) City Attorney Agenda

i) Mayor Pro Tem Agenda

j) City Council Agenda

k) Mayor Agenda

1. Executive session pursuant to the preliminary discussion of the acquisition of real property

- **Ms. Patterson made a motion at 8:26 PM to recess the City Council into executive session to discuss property acquisition pursuant to the discussion matters related to security exception, K.S.A. 75-4319 (b) (6). The open meeting will resume in the City Council chambers after 15 minutes at 8:41 PM.**

The executive session will include the Governing Body, City Manager, City Attorney, and Assistant City Manager.

- **Mr. Oroke seconded the motion.**
- **Vote of all ayes, motion carried.**

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- **Mr. Oroke made a motion at 8:41 PM to return from executive session and noted that no action was taken.**
- **Mr. Himpel seconded the motion.**
- **Vote of all ayes, motion carried.**

2. Executive session pursuant to the discussion of personnel matters of non-elected personnel

- **Ms. Patterson made a motion at 8:43 PM to recess the City Council into executive session to discuss staff performance pursuant to the discussion matters related to security exception, K.S.A. 75-4319 (b) (1). The open meeting will resume in the City Council chambers after 15 minutes at 8:58 PM.**

The executive session will include the Governing Body, City Manager, City Attorney, and Assistant City Manager.

- **Mr. Oroke seconded the motion.**
- **Vote of all ayes, motion carried.**

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- **Ms. Patterson made a motion at 8:58 PM to return from executive session and noted that no action was taken.**
- **Mr. Himpel seconded the motion.**

- **Vote of all ayes, motion carried.**

VII. Information & Communications (No Action Required)

VIII. Adjourn

- **Ms. Patterson made a motion to adjourn the meeting.**
- **Ms. Stevens seconded the motion.**
- **Vote of all ayes, motion carried.**
- **Meeting adjourned at 8:59 p.m.**

Respectfully submitted,



Dan Porter, Assistant City Manager

DRAFT



Office of the City Manager
AGENDA STATEMENT

DATE: February 19, 2019
To: Honorable Mayor Jason K. Ward and Members of the City Council
FROM: George Brajkovic, City Manager
SUBJECT: UTV Research Update

DISCUSSION:

City staff presented information gathered about UTVs and the regulatory environment in the City of Tonganoxie and other communities to the Governing Body at the November 5, 2018 and the December 3, 2018 meetings. Following feedback directing additional research and compilation of materials City staff are now prepared to present more information to the Governing Body on the topic and how it is addressed in other communities.

Using the existing City Code for Work-Site Vehicles and Micro Utility Vehicles as a guide, staff has prepared a draft amendment to Chapter XIV. Traffic; Article 2. Local Traffic Regulations; Section 12-204, and organized under the following sections:

- Definition
- Operation
- Driver's License Requirements
- Insurance Requirements
- Registration/Inspection with the City

Staff would like to present this draft and obtain further input from the city Council. Additional edits will need to be made to both the Standard Traffic Ordinance and the Noise Ordinance, but those are dependent upon the additional input we are currently seeking.

cc: Shannon Marcano, City Attorney
Dan Porter, Assistant City Manager



Office of the City Manager
AGENDA STATEMENT

DATE: February 19, 2019
To: Honorable Mayor Jason K. Ward and Members of the City Council
FROM: Dan Porter, Assistant City Manager
SUBJECT: Request to Waive Fee for Family Season Pass for Genesis Christian Academy

DISCUSSION:

Genesis Christian Academy requested that the City Council consider donation of a 2019 family season pass to the Tonganoxie Water Park for use in their silent auction held at the "Night of Knights" fundraiser on April 5, 2019. The City Council has voted to approve this request each of the last several years. In order to provide the complimentary pass for use in the fundraiser, the City Council would be required to waive the \$140 fee for the resident family season pass and agree to donate it to Genesis Christian Academy.

ACTION NEEDED:

Make a motion to waive the \$140 Tonganoxie Water Park resident family season pass fee and donate it to the Genesis Christian Academy for use at an upcoming annual silent auction.

ATTACHMENTS:

Letter requesting donation from Genesis Christian Academy

cc: George Brajkovic, City Manager

Spring 2019

Hello from Genesis Schools!

We are excited to announce our annual Night of Knights fundraiser! This community event will be held **April 5, 2019**. We are planning for a live auction, silent auction, dinner and children's activities. This event not only raises money for Genesis, but also brings together the community for a night of food, fellowship and fun!

An event like this relies on support from many people and businesses. Would you be willing to partner with us to help make this event a success? A donation of goods, services, or gift certificate is a great way to advertise your business or product. All donations received will have an acknowledgment in the program and on the school's website. People are encouraged to patronize the businesses who have contributed to Night of Knights.

Fundraisers such as Night of Knights, help keep our tuition costs more affordable for our community. All donations to this event are tax deductible as allowed by law. Genesis Schools is a 501(c)3 not for profit organization.

Genesis Schools has been serving the community for over 20 years with students in preschool through 8th grade. Our goal has been and will continue to be to educate students to be strong leaders who will impact the communities where they live with a Christian worldview.

Thank you for your consideration of a donation to our event. Attached is a donation slip to fill out and return with your donation. Please contact our event coordinator, Gina Haas, at ginahaas2015@yahoo.com, with questions or to coordinate a donation pick up. You may also contact the school office at 913-845-9498.

We appreciate your support for our school!

Gina Haas
Night of Knights coordinator



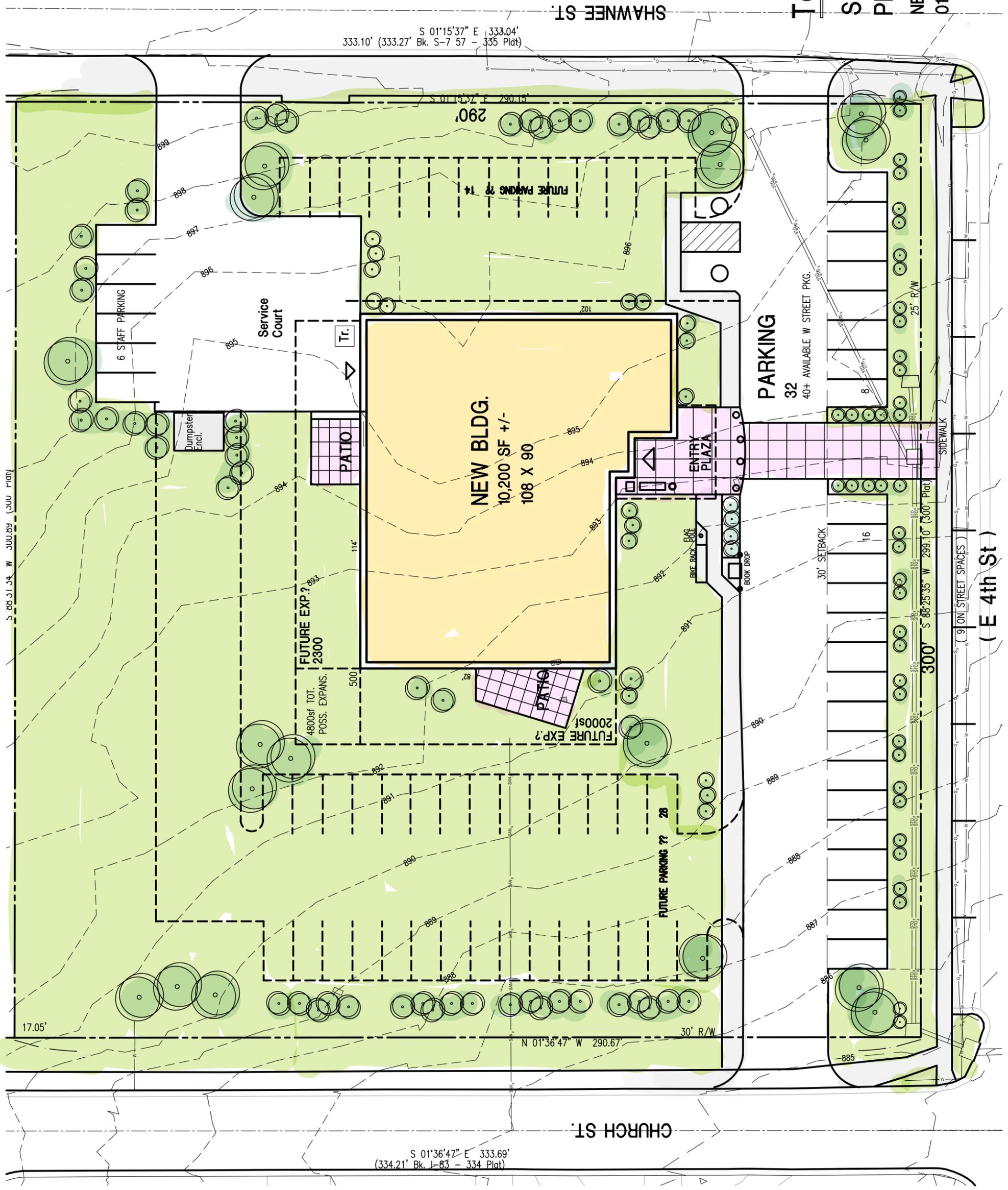
1:30' for 11x17

This drawing is diagrammatic.
Final design and actual conditions may vary.
This dwg. is not a formal survey; information is transcribed; refer to survey document by Schlager & Assoc.

Tonganoxie Public Library

SITE PLAN STUDY PRELIMINARY C-1

NEW BUILDING 01-22-19



S 86°31'34" W 300.89 (300 Plat)

(E 4th St)

(9 ON STREET SPACES)

SIDEWALK

300' S 88°25'35" W 299.10' (300' Plat)

16

30' SETBACK

8

25' R/W

BOOK DROP

BIKE BACK BAY

ENTRY PLAZA

NEW BLDG.
10,200 SF +/-
108 X 90

PATIO

FUTURE EXP.?
2000sf

4800sf TOT.
POSS. EXPANS.

FUTURE EXP.?
2300

114'

500'

Tr.

Service Court

Dumpster Encl.

6 STAFF PARKING

290'

S 01°15'37" E 333.04'
(333.10' Bk. S-7 57 - 335 Plat)

S 01°15'37" E 290.15'

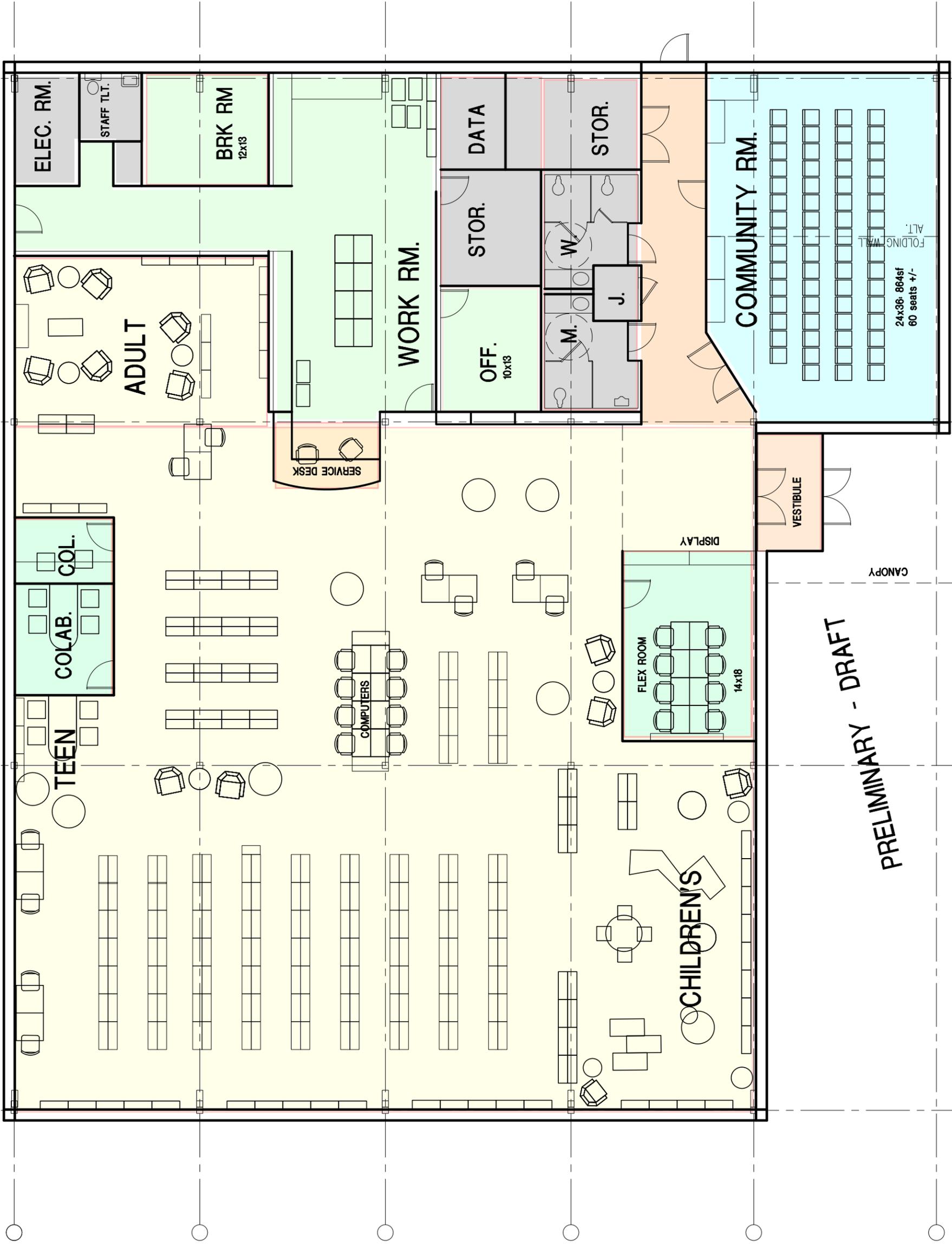
30' R/W

N 01°36'47" W 290.67'

17.05'

CHURCH ST.

S 01°36'47" E 333.69'
(334.21' Bk. L-83 - 334 Plat)



This drawing is diagrammatic.
Final design and actual
conditions may vary.

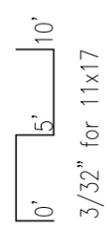
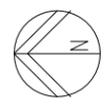
PRELIMINARY - DRAFT

Tonganoxie Public Library

TONGANOXIE, KANSAS

NEW BUILDING PRELIMINARY FLOOR PLAN

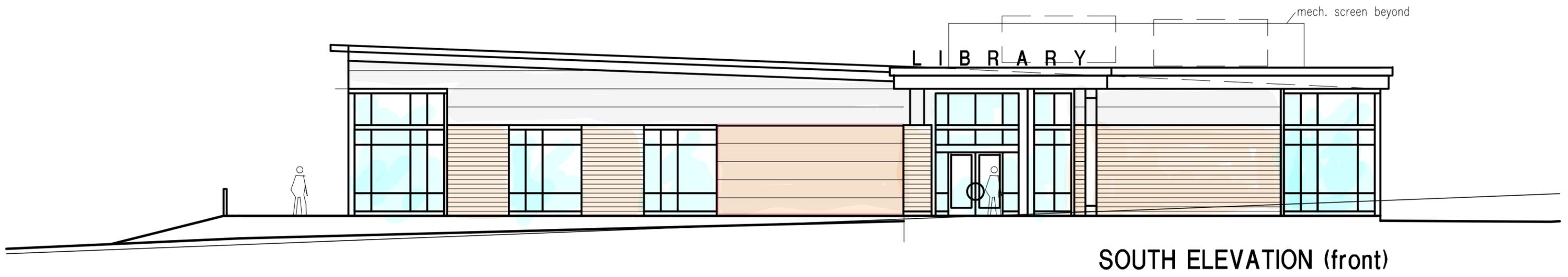
01-24-19



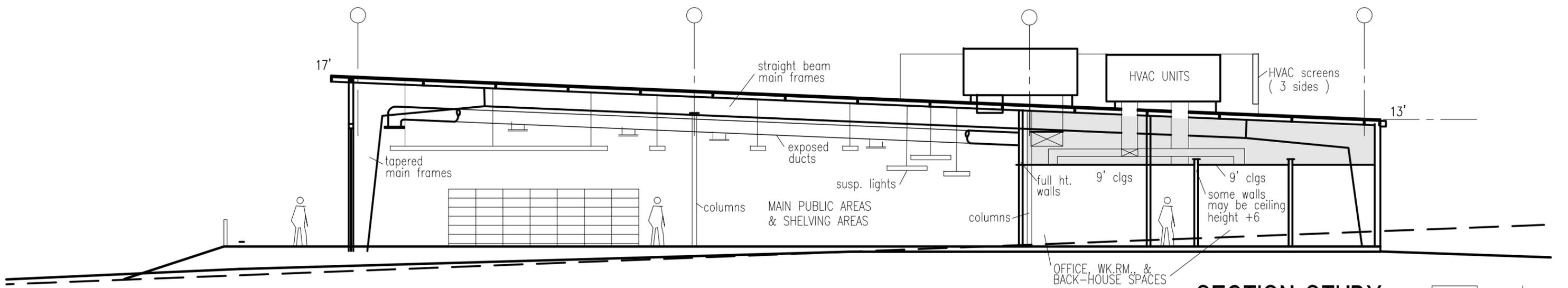
10,200 sf



**SAPP
DESIGN
ARCHITECTS**



SOUTH ELEVATION (front)



SECTION STUDY

0' 5' 10'
3/32" for 11x17

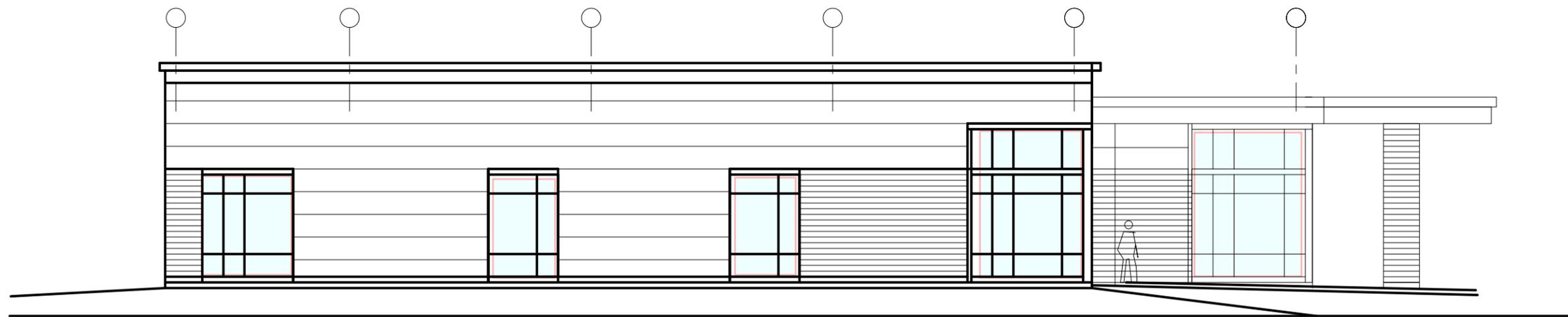
This drawing is diagrammatic.
Final design and actual
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Tonganoxie Public Library

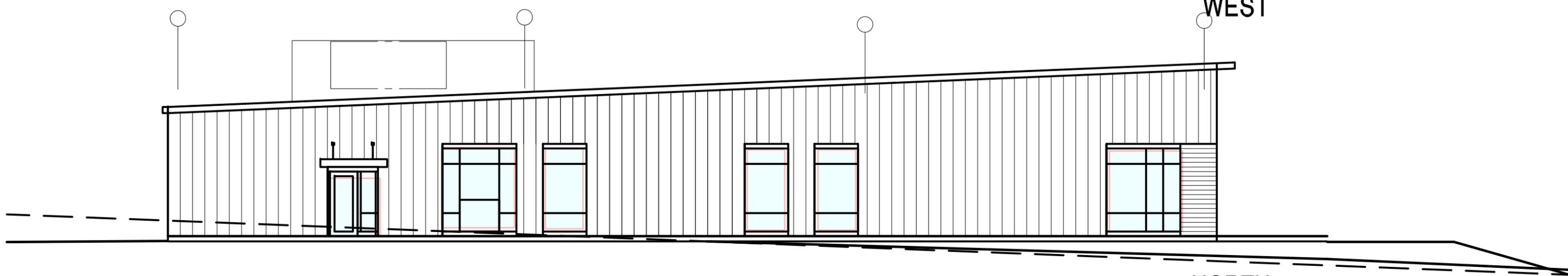
NEW BUILDING
PRELIMINARY ELEVATIONS STUDY

01-24-19

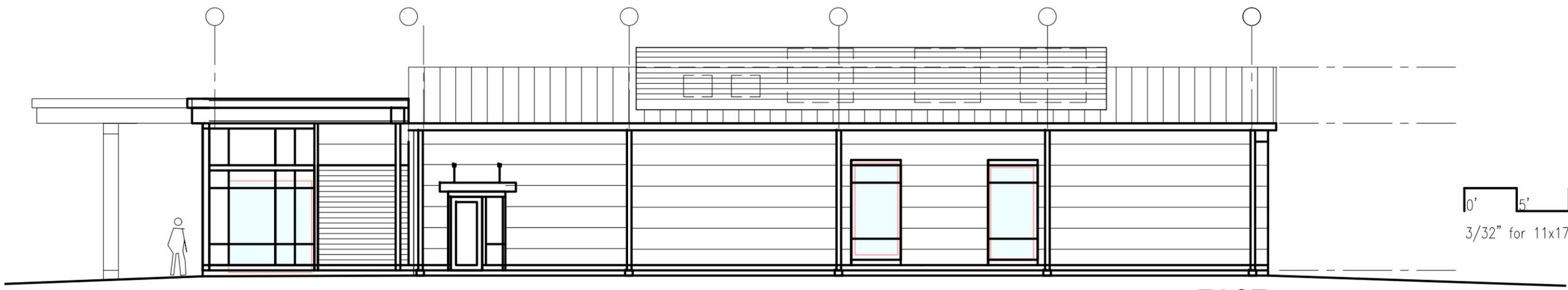




WEST



NORTH



EAST

0' 5' 10'
3/32" for 11x17

This drawing is diagrammatic.
Final design and actual
conditions may vary.



Tonganoxie Public Library

NEW BUILDING
PRELIMINARY ELEVATIONS STUDY

12-24-18





Office of the City Manager
AGENDA STATEMENT

DATE: February 19, 2019
To: Honorable Mayor Jason K. Ward and Members of the City Council
FROM: John Zimbelman, Fire Chief
SUBJECT: Approval to Purchase Communications Gear for Fire Department

DISCUSSION:

When completing the final outfitting steps for the City's new Fire Engine staff determined that the existing fire communications system used in the cab for communication amongst the crew was soon to be obsolete and requires updating . This equipment is necessary to conform with NFPA 1500 standards for hearing protection and OSHA 1910.95 recommendations for noise protection levels. Having the capability to communicate with the crew members, no matter where they are around the apparatus, ensures the safety of staff and provides critical assistance to the driver in navigating the rig with confidence that staff remain safe.

In accordance with the City's purchasing policy, staff collected 3 bids from firms to provide the communications equipment. The results of the bid collection are listed below, and the lowest bid from Conrad Equipment was deemed qualified upon review and is recommended for approval.

Firm	Price
Conrad Fire Equipment, Inc.	\$6,407.46
TBS Electronics, Inc.	\$6,715.00
Weis Fire and Safety Equipment Co., Inc.	\$7,360.00

BUDGET IMPACT:

The City's Fire Equipment Fund includes the budget authority in 2019 to complete this purchase. Savings from the lower than anticipated debt service costs of the new Fire Pumper serve as one source of funds available for use in 2019. The anticipated fund balance in the Fire Equipment Fund including this purchase and other anticipated purchases through the rest of the year would be \$130,000.

ACTION NEEDED:

Make a motion to authorize the purchase of Fire Communications Gear in an amount not to exceed \$6,407.46.

ATTACHMENTS:

Bid – Conrad Fire Equipment, Inc.

cc: George Brajkovic, City Manager
Dan Porter, Assistant City Manager
Shannon Marcano, City Attorney

CONRAD FIRE EQUIPMENT, INC.

887 N. Jan-Mar Court Olathe, KS 66061
 www.CONRADFIRE.com
 (913) 780-5521
 (913) 780-5251 Fax

QUOTATION 135745

CUSTOMER NO.
1731

BILL TO:

TONGANOXIE FIRE DEPT
 825 E 4TH ST
 TONGANOXIE, KS 66086

SHIP TO:

TONGANOXIE FIRE DEPT
 825 E 4TH ST
 TONGANOXIE, KS 66086

PHONE: 913/845-9494
 FAX: 913/845-9495

PAGE 1

DATE	SHIP VIA	F.O.B.	TERMS			
01/29/19	WILL CALL		NET 30 DAYS			
PURCHASE ORDER NUMBER	ORDER DATE	SALESPERSON	OUR QUOTE NUMBER			
FIRECOM SYSTEM	01/29/19	137 179	135745			
QUANTITY	ITEM NUMBER	DESCRIPTION	UNIT PRICE	AMOUNT		
ORDERED	SHIPPED					
HOURS	MODEL#:	PRC+CUSPUMP	VIN#:	4P1BAAFF3JA018471		
MILES	SERIAL#:	22357621	PUMP#:	161136		
UNIT#	NAME:	PIERCE CUSTOM PUMPER	TRANS#:	723502694P		
YEAR:	DATE SOLD:					
COMMENTS #1:	WIRELESS FIRECOM INSTALL. FIVE POSITION SYSTEM, THREE CREW CAB POSITIONS THAT WILL HAVE ABILITY TO TALK AROUND IN THE CAB WITH NO DISPATCH COMMUNICATION CAPABILITIES. DRIVER AND OFFICER POSITIONS THAT WILL HAVE CREW CAB TALK AROUND AND DISPATCH COMMUNICATION CAPABILITES. FIRECOM INTERFACE CABLE WILL NEED TO BE PROVIDED FOR THE CUSTOMERS CURRENT MOTOROLA XTL 2500 RADIO. FIRECOM MOUNTING LOCATIONS WILL BE DETERMINED BY THE INSTALLER UNLESS SPECIFIED OTHERWISE BY THE CUSTOMER. CUSTOMER WILL NEED TO SPECIFY MOUNTING LOCATION FOR THE XTL 2500 AND IF APPLICABLE THE MOUNTING LOCATION OF THE REMOTE HEAD ALSO.					
1	FIC-5100D	DIG. INTERCOM (REPLACES 3010)	940.28	940.28		
2	FIC.UHW505	RADIO TRANSMIT UH, DECT7, HEAD	628.88	1,257.76		
3	FIC.UHW503	UNDER-HELMET	613.06	1,839.18		
1	LAB, SUP	MISC. SHOP SUPPLIES	50.00	50.00		
		WIRE, LOOM, CONNECTORS, AND				
		HARDWARE				
1	LAB, QUOTED	QUOTED LABOR	900.00	900.00		
5	FIC-520-0676-00	HEADSET HANGER HOOK	5.63	28.15		
20	FIC-351-0002-07	RJ-12 CONNECTOR	1.00	20.00		
1	FIC.MR-52X	RADIO INTERFACE CABLE	184.28	184.28		
1	FIC.108-0086-00	MOBILE RADIO INTER EXT 15FT	33.08	33.08		
Product Total	Discount	Freight	Taxable Amount	Tax	Misc. Amt.	QUOTATION TOTAL

"WE APPRECIATE YOUR BUSINESS"

RETURNED GOODS WILL NOT BE ACCEPTED WITHOUT PRIOR RETURN AUTHORIZATION NUMBER FROM CONRAD FIRE EQUIPMENT. ALL RETURNS ARE SUBJECT TO A RESTOCKING FEE.

CONRAD FIRE EQUIPMENT, INC.

887 N. Jan-Mar Court Olathe, KS 66061
 www.CONRADFIRE.com
 (913) 780-5521
 (913) 780-5251 Fax

QUOTATION 135745

CUSTOMER NO.
1731

BILL TO:

TONGANOXIE FIRE DEPT
 825 E 4TH ST
 TONGANOXIE, KS 66086

SHIP TO:

TONGANOXIE FIRE DEPT
 825 E 4TH ST
 TONGANOXIE, KS 66086

PHONE: 913/845-9494
 FAX: 913/845-9495

PAGE 2

DATE	SHIP VIA	F.O.B.	TERMS			
01/29/19	WILL CALL		NET 30 DAYS			
PURCHASE ORDER NUMBER	ORDER DATE	SALESPERSON	OUR QUOTE NUMBER			
FIRECOM SYSTEM	01/29/19	137 179	135745			
QUANTITY	ITEM NUMBER	DESCRIPTION	UNIT PRICE	AMOUNT		
ORDERED	SHIPPED					
1		KAC-7140-0318	FACE PLATE, FIRECOM 5100D GAMBER JOHNSON TWO PIECE FACEPLATE	25.45	25.45	
1		FIC.WB505R	WIRELESS BASE STATION	1,129.28	1,129.28	
					----- 6,407.46	
		PER EMAIL FROM CHIEF ZIMBELMAN ON 9/24 ONLY THE FOLLOWING PEOPLE MAY PLACE ORDERS JOHN ZIMBELMAN JOHN CALLAGHAN MO MCCUTCHEN				
Product Total	Discount	Freight	Taxable Amount	Tax	Misc. Amt.	QUOTATION TOTAL
6,407.46	0.00		6,407.46	0.00		6,407.46
"WE APPRECIATE YOUR BUSINESS"						
RETURNED GOODS WILL NOT BE ACCEPTED WITHOUT PRIOR RETURN AUTHORIZATION NUMBER FROM CONRAD FIRE EQUIPMENT. ALL RETURNS ARE SUBJECT TO A RESTOCKING FEE.						

City of Tonganoxie - RFP for Auditing Services 2019

Proposal Scoring - Average		Agency Name	
Criteria	Weight	Kramer & Associates	Berberich Trahan
1. Responsive to the RFP	1	YES	YES
2. Qualifications of key personnel	2	4	4
3. Understanding of City's needs and services	2	8	8
4. Demonstrated ability to complete the work	2	7	8
5. Project approach	2	8	8
6. Cost	3	10.5	3
Total		37.5	31

Scale - 0-4

0=no answer 1=poor 2=adequate 3=good 4=superior

Proposal Cost Comparison	Prior Costs	Kramer & Associates	Berberich Trahan
FY 2015 Audit Actual	8,750		
FY 2016 Audit Actual	9,150		
FY 2017 Audit Actual	9,425		
FY 2018 Audit Proposed		9,425	12,600
FY 2019 Audit Proposed		9,775	12,950
FY 2020 Audit Proposed		9,900	13,350



**Office of the City Manager
AGENDA STATEMENT**

DATE: February 19, 2019
To: Honorable Mayor Jason K. Ward and Members of the City Council
FROM: Greg Lawson, Police Chief
SUBJECT: Position Classification and Pay Ranges Adjustment Proposal

DISCUSSION:

In the development of the 2019 budget the addition of a part time administrative assistant position (0.5 FTE) was an approved initiative for the Police Department. This position was included in anticipation of the need to complete growing service demands for administrative processes in the department. Members of the City Council discussed the proposal with staff and commented that it would be most effective to allow the new Police Chief, planned to begin in the position in August 2018 subsequent to approval of the 2019 budget, to spend several months analyzing the staffing makeup of the Police Department and determine if the inclusion of an additional part time administrative employee was the most strategic and forward thinking enhancement of personnel resources. The staffing assessment process has been completed and resulted in a different proposed initiative for 2019 and going forward.

The Department's current organizational hierarchy includes one Police Chief, one Police Lieutenant, three Police Sergeants, seven Police Officers, and one Police Record Clerk. In order to best accommodate shift coverage of the sworn personnel, staff propose utilizing resources planned for the inclusion of an additional part time administrative employee to convert two of the seven total Police Officer positions to a newly created job classification, Police Corporal. This position would include a slightly higher pay range than Police Officer and a job description with enhanced responsibilities. These enhanced responsibilities would include decision-making authority over Police Officer positions and assignment of additional administrative tasks when required, along with other responsibilities listed in the attached position description. Other long term benefits from this adjustment would include creation of additional advancement opportunities within the department that can help retain talented staff, preserving the investments made in training.

Personnel Summary		
Position	2019 Budget	2019 Adjustment
Police Chief	1	1
Police Records Clerk	1	1
Police Lieutenant	1	1
Police Sergeant	3	3
<i>Police Corporal</i>	-	2
Police Officer	7	5
Police Trainee	0	0
Part Time Admin	0.5	0
Total	13.5	13

Position	Department	2019 Min	2019 Max
Police Chief	Police	\$ 68,914	\$ 92,500
Police Records Clerk	Police	\$ 32,261	\$ 46,472
Police Lieutenant	Police	\$ 58,300	\$ 82,263
Police Officer	Police	\$ 39,290	\$ 59,163
<i>Police Corporal</i>	Police	\$ 42,566	\$ 62,439
Police Sergeant	Police	\$ 48,558	\$ 71,812
Police Trainee	Police	\$ 29,125	\$ 42,273

BUDGET IMPACT:

The financial impact of the proposed adjustments has been projected by City staff and includes an anticipated utilization of 96% of the \$17,234 in funding allocated for the cost of the part-time administrative position. If these changes are implemented there would not be enough remaining budget authority to still include the part-time administrative assistant position

ACTION NEEDED:

Make a motion to amend the 2019 Position Summary and 2019 Pay Ranges to include two Police Corporal position classifications.

ATTACHMENTS:

Police Corporal Position Description

cc: George Brajkovic, City Manager
Shannon Marcano, City Attorney
Dan Porter, Assistant City Manager



CITY OF TONGANOXIE
PATROL CORPORAL

Department: Police
Position: Patrol Corporal
Status: Full-Time, Permanent
Reports to: Sergeant
Department Head: Chief of Police

POSITION SUMMARY

A Police Patrol Corporal is a sworn law enforcement patrol officer that carries out police functions in compliance with Federal and State laws (as well as City ordinances). Police Corporals work flexible shifts with flexible days off. A corporal is responsible for supervision of patrol officers in the absence of a higher ranking supervisor. When not acting as a patrol supervisor, a corporal performs routine patrol officer duties. A corporal normally works under the general supervision of a police sergeant.

MINIMUM QUALIFICATIONS

1. Must be a United States Citizen.
2. Must be 21 years old by the date of hire.
3. Must possess a high school diploma or GED.
4. Must possess a valid driver's license.
5. Must have at least two years as a certified law enforcement patrol officer.
6. Must have normal hearing and vision (20/100 and correctable to 20/30).
7. A history of ethical and moral behavior is required. Previous felony convictions or a history of lesser crimes are cause for disqualification.

SKILLS AND ABILITIES REQUIRED:

1. Be able to render credible testimony in courts of law. Be viewed by the public, Department, and prosecutor's office as having integrity (no Brady-Giglio issues).
2. Be able to communicate with effective competency (verbally and in writing).
3. Physically and mentally be able to effectively perform job functions.
4. Be able to demonstrate training, experience, judgment, and ethical standards to make rational sound decisions while providing sound supervision.
5. Be familiar with State law, City ordinance, and Department policies. Ensure the adherence of self and subordinates.

6. Be able to wear police equipment to include a gun belt, holster, handgun, and all other required equipment per policy.
7. Be able to lift heavy objects, bend over, run, climb stairs, climb walls, climb fences, and be capable of physically subduing and controlling violent people.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Perform a variety of routine and complex public safety tasks; specifically, this entails police patrol, investigation, traffic enforcement, and any other related law enforcement activities.
2. Exercises general supervision over police officers when needed.
3. Coordination of shift activities in the absence of a sergeant.
4. Periodically reviews a variety of police related reports prepared by subordinates.
5. Evaluates officers' arrests based on circumstances and evidence to determine whether subject will be detained or placed in jail.
6. Periodically makes day-to-day police assignments.
7. Advises supervisors on deployment of personnel during emergency responses.
8. Maintains contact with all police personnel to coordinate investigation activities, and reports Department concerns to supervisors.
9. Maintains contact with general public, court officials, and supervisors in the performance of police activities, as assigned.
10. When required, counsels subordinates on job performance and disciplinary matters.



Office of the City Manager
AGENDA STATEMENT

DATE: February 19, 2019
To: Honorable Mayor Jason K. Ward and Members of the City Council
FROM: Dan Porter, Assistant City Manager
SUBJECT: Ordinance 1445, 1463 and 1464: Accepting the Dedication of Easements

DISCUSSION:

On October 1, 2018 the City Council approved project funding for preliminary phases of extending an Interceptor Sanitary Sewer from the City's Water Treatment Facility to the Tonganoxie Business Park. Some of the initial steps included preliminary topo survey, section corner survey, setting the alignment of necessary easements, completion of easement acquisition, and initial design engineering. Completing this phase of the project in a timely fashion will afford flexibility when construction is necessary.

Ordinances 1445, 1463 and 1464 formalize the approval and acceptance of related temporary and permanent utility easements from the current property owners.

BUDGET IMPACT:

None.

ACTIONS NEEDED:

Make a motion to adopt Ordinance 1445, Approving and Accepting a Temporary and Permanent Utility Easement from JOSHUA J. MCGHEE AND JENNIFER N. MCGHEE.

Make a motion to adopt Ordinance 1463, Approving and Accepting a Temporary and Permanent Utility Easement from RICK E. KOOSER AND PEGGY A. KOOSER.

Make a motion to adopt Ordinance 1464, Approving and Accepting a Permanent Utility Easement from USD 464 OF LEAVENWORTH COUNTY.

ATTACHMENTS:

Ordinance 1445
Ordinance 1463
Ordinance 1464

cc: George Brajkovic, City Manager
Shannon Marcano, City Attorney

ORDINANCE NO. 1445

AN ORDINANCE APPROVING AND ACCEPTING A PERMANENT UTILITY EASEMENT AND TEMPORARY CONSTRUCTION EASEMENT FROM JOSHUA J. MCGHEE AND JENNIFER N. MCGHEE

WHEREAS, the City of Tonganoxie, Kansas is a city of the second class and political subdivision duly organized and validly existing under the laws of the state of Kansas; and

WHEREAS, Joshua J. McGhee and Jennifer N. McGhee own property in the City of Tonganoxie; and

WHEREAS, it is necessary that a certain permanent utility easement and a certain temporary construction easement be dedicated to the City of Tonganoxie for the purpose of laying, installing, replacing, removing, relocating, and maintaining on and upon said lands such utilities as may be necessary, and all facilities incident thereto; and

WHEREAS, Joshua J. McGhee and Jennifer N. McGhee wish to dedicate such permanent utility easement and temporary construction easement, and the City of Tonganoxie wishes to accept the dedication of such permanent utility easement and temporary construction easement, legally described as follows:

PERMANENT UTILITY EASEMENT

A TRACT OF LAND IN THE EAST HALF OF THE SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 9, TOWNSHIP 11 SOUTH, RANGE 21 EAST OF THE 6TH P.M. IN THE CITY OF TONGANOXIE LEAVENWORTH COUNTY, KANSAS, BEING 10.00 FEET ON THE LEFT SIDE AND 10.00 FEET ON THE RIGHT SIDE OF THE FOLLOWING DESCRIBED LINE

COMMENCING AT THE SOUTHWEST CORNER OF THE EAST HALF OF THE SOUTHEAST QUARTER OF SAID SECTION 9; THENCE ALONG THE WEST LINE OF THE EAST HALF OF THE SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SAID SECTION 9

N.1°43'58"W. (BEING AN ASSUMED BEARING) 649.35 FEET TO THE POINT OF BEGINNING; THENCE

N.88°45'20"E. 52.72 FEET; THENCE

N.34°55'53"E. 124.88 FEET; THENCE

N.45°01'49"E. 384.93 FEET; THENCE

N.72°59'09"E. 110.29 FEET; THENCE

N.46°00'20"E. 193.90 FEET TO THE TERMINUS OF THE SAID LINE BEING A POINT ON THE EAST LINE OF THE SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SAID SECTION 9, SAID POINT BEING 1177.07 FEET N.1°49'04"W. FROM THE SOUTHEAST CORNER OF SAID SECTION 9

THIS EASEMENT CONTAINS 0.398 ACRES OR 17,334 SQUARE FEET

TEMPORARY UTILITY EASEMENT

AN ADDITIONAL 20.00 FEET ON THE LEFT SIDE AND AN ADDITIONAL 20.00 FEET ON THE RIGHT SIDE OF THE ABOVE DESCRIBED "PERMANENT UTILITY EASEMENT"

THIS EASEMENT CONTAINS 0.385 ACRES OR 16,765 SQUARE FEET ON THE LEFT SIDE AND 0.397 ACRES OR 17,297 SQUARE FEET ON THE RIGHT SIDE.

And as depicted in the Grant of Utility Easement attached hereto as Exhibit A

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF TONGANOXIE, KANSAS:

Section 1: That the Governing Body of the City of Tonganoxie does hereby find and determine that it is in the best interest of the citizens and City of Tonganoxie, to approve, authorize, accept and receive the permanent utility easement and temporary construction easement, and hereby approves, receives and accepts such permanent utility easement and temporary construction easement, legally described as follows:

PERMANENT UTILITY EASEMENT

A TRACT OF LAND IN THE EAST HALF OF THE SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 9, TOWNSHIP 11 SOUTH, RANGE 21 EAST OF THE 6TH P.M. IN THE CITY OF TONGANOXIE LEAVENWORTH COUNTY, KANSAS, BEING 10.00 FEET ON THE LEFT SIDE AND 10.00 FEET ON THE RIGHT SIDE OF THE FOLLOWING DESCRIBED LINE

COMMENCING AT THE SOUTHWEST CORNER OF THE EAST HALF OF THE SOUTHEAST QUARTER OF SAID SECTION 9; THENCE ALONG THE WEST LINE OF THE EAST HALF OF THE SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SAID SECTION 9
N.1°43'58"W. (BEING AN ASSUMED BEARING) 649.35 FEET TO THE POINT OF BEGINNING; THENCE
N.88°45'20"E. 52.72 FEET; THENCE
N.34°55'53"E. 124.88 FEET; THENCE
N.45°01'49"E. 384.93 FEET; THENCE
N.72°59'09"E. 110.29 FEET; THENCE
N.46°00'20"E. 193.90 FEET TO THE TERMINUS OF THE SAID LINE BEING A POINT ON THE EAST LINE OF THE SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SAID SECTION 9, SAID POINT BEING 1177.07 FEET N.1°49'04"W. FROM THE SOUTHEAST CORNER OF SAID SECTION 9

THIS EASEMENT CONTAINS 0.398 ACRES OR 17,334 SQUARE FEET

TEMPORARY UTILITY EASEMENT

AN ADDITIONAL 20.00 FEET ON THE LEFT SIDE AND AN ADDITIONAL 20.00 FEET ON THE RIGHT SIDE OF THE ABOVE DESCRIBED "PERMANENT UTILITY EASEMENT"

THIS EASEMENT CONTAINS 0.385 ACRES OR 16,765 SQUARE FEET ON THE LEFT SIDE AND 0.397 ACRES OR 17,297 SQUARE FEET ON THE RIGHT SIDE.

And depicted in the Grant of Utility Easement attached hereto as Exhibit A, for the purpose of laying, installing, replacing, removing, relocating, and maintaining on and upon said lands such utilities as may be necessary, and all facilities incident thereto.

Section 2: That the City Council directs that the Grant of Utility Easement, attached hereto as Exhibit A, be duly and properly recorded in the office of the Leavenworth County Register of Deeds.

Section 3. That the Mayor, City Clerk, City Manager and other city employees be authorized and directed to take such further action and execute such other documents, certificates and instruments as may be necessary or desirable to carry out and comply with the intent of this ordinance.

Section 4: That this ordinance shall take effect and be in force from and after its publication in the official newspaper of the City of Tonganoxie, Kansas as provided by law.

PASSED by the City Council this 21st day of February, 2019.

APPROVED by the Mayor this 21st day of February, 2019.

SEAL

Jason K. Ward, Mayor

ATTEST:

Patricia C Hagg, City Clerk

APPROVED AS TO FORM:

Shannon M. Marcano, City Attorney

EXHIBIT A

Grant of Utility Easement

GRANT OF UTILITY EASEMENT

This indenture, made this 5 day of February, 2019, between Joshua J. McGhee and Jennifer N. McGhee of Leavenworth County in the State of Kansas, of the first part, and the City of Tonganoxie, a municipal corporation of Leavenworth County, in the State of Kansas, of the second part:

WITNESSETH, that said party of the first part, does hereby dedicate to the City of Tonganoxie, Kansas, a municipal corporation, for the benefit and use of the public, an easement over, upon, across, in, through and under the following described property, to wit:

DESCRIPTION: PERMANENT UTILITY EASEMENT

A TRACT OF LAND IN THE EAST HALF OF THE SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 9, TOWNSHIP 11 SOUTH, RANGE 21 EAST OF THE 6TH P.M. IN THE CITY OF TONGANOXIE LEAVENWORTH COUNTY, KANSAS, BEING 10.00 FEET ON THE LEFT SIDE AND 10.00 FEET ON THE RIGHT SIDE OF THE FOLLOWING DESCRIBED LINE

COMMENCING AT THE SOUTHWEST CORNER OF THE EAST HALF OF THE SOUTHEAST QUARTER OF SAID SECTION 9; THENCE ALONG THE WEST LINE OF THE EAST HALF OF THE SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SAID SECTION 9

N.1°43'58"W. (BEING AN ASSUMED BEARING) 649.35 FEET TO THE POINT OF BEGINNING; THENCE

N.88°45'20"E. 52.72 FEET; THENCE

N.34°55'53"E. 124.88 FEET; THENCE

N.45°01'49"E. 384.93 FEET; THENCE

N.72°59'09"E. 110.29 FEET; THENCE

N.46°00'20"E. 193.90 FEET TO THE TERMINUS OF THE SAID LINE BEING A POINT ON THE EAST LINE OF THE SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SAID SECTION 9, SAID POINT BEING 1177.07 FEET N.1°49'04"W. FROM THE SOUTHEAST CORNER OF SAID SECTION 9

THIS EASEMENT CONTAINS 0.398 ACRES OR 17,334 SQUARE FEET

DESCRIPTION: TEMPORARY UTILITY EASEMENT

AN ADDITIONAL 20.00 FEET ON THE LEFT SIDE AND AN ADDITIONAL 20.00 FEET ON THE RIGHT SIDE OF THE ABOVE DESCRIBED "PERMANENT UTILITY EASEMENT"

THIS EASEMENT CONTAINS 0.385 ACRES OR 16,765 SQUARE FEET ON THE LEFT SIDE AND 0.397 ACRES OR 17,297 SQUARE FEET ON THE RIGHT SIDE.

PERMANENT EASEMENT

The right and easement hereby granted as "PERMANENT EASEMENT" is permanent and is granted to the parties of the second part for the use and purpose of laying, installing, replacing,

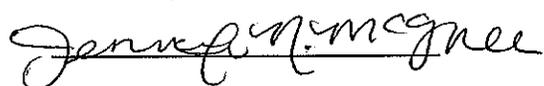
removing, relocating, and maintaining on and upon said lands such utilities as may be necessary.

TEMPORARY EASEMENT

The right and easement hereby granted as "TEMPORARY EASEMENT" shall expire one year from the date of completion and acceptance of Tonganoxie Interceptor Sewer, City of Tonganoxie, Kansas. The "TEMPORARY EASEMENT" is to aid in the laying and installing of the sanitary sewer lines within the "PERMANENT EASEMENT".

IN WITNESS WHEREOF, the said party of the first part hereunto set their hand, the day and year first above written.


JOSHUA J. MCGHEE


JENNIFER N. MCGHEE

Acknowledgment

State of Kansas, County of Leavenworth

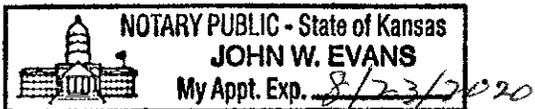
BE IT REMEMBERED, that on this 5 day of February, 2019, before me, a Notary Public in and for said State, came Joshua J. McGhee, Jennifer N. McGhee, to me personally known to be the same person who executed the foregoing instrument and duly acknowledged the execution of the same for and on behalf of, and as the act and deed of, said corporation.

IN WITNESS WHEREOF, I have subscribed my name and affixed my official seal the day and year last above written.


Notary Public

My Appointment Expires

8/23/2020



ORDINANCE NO. 1463

AN ORDINANCE APPROVING AND ACCEPTING A PERMANENT UTILITY EASEMENT AND TEMPORARY CONSTRUCTION EASEMENT FROM RICK E. KOOSER AND PEGGY A. KOOSER, TRUSTEES OF THE KOOSER FAMILY LIVING TRUST, DATED JULY 23, 2007

WHEREAS, the City of Tonganoxie, Kansas is a city of the second class and political subdivision duly organized and validly existing under the laws of the state of Kansas; and

WHEREAS, the Kooser Family Living Trust, dated July 23, 2007 owns property in the City of Tonganoxie; and

WHEREAS, it is necessary that a certain permanent utility easement and a certain temporary construction easement be dedicated to the City of Tonganoxie for the purpose of laying, installing, replacing, removing, relocating, and maintaining on and upon said lands such utilities as may be necessary, and all facilities incident thereto; and

WHEREAS, Rick E. Kooser and Peggy A. Kooser, Trustees of the Kooser Family Living Trust, dated July 23, 2007 wish to dedicate such permanent utility easement and temporary construction easement, and the City of Tonganoxie wishes to accept the dedication of such permanent utility easement and temporary construction easement, legally described as follows:

PERMANENT UTILITY EASEMENT

A TRACT OF LAND IN THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 9, TOWNSHIP 11 SOUTH, RANGE 21 EAST OF THE 6TH P.M. IN THE CITY OF TONGANOXIE LEAVENWORTH COUNTY, KANSAS, BEING 10.00 FEET ON THE LEFT SIDE AND 10.00 FEET ON THE RIGHT SIDE OF THE FOLLOWING DESCRIBED LINE

COMMENCING AT THE SOUTHWEST CORNER OF THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SAID SECTION 9; THENCE ALONG THE SOUTH LINE OF THE SOUTHEAST QUARTER OF SAID SECTION 9

N.88°41'19"E. (BEING AN ASSUMED BEARING) 346.44 FEET; THENCE

N.17°42'09"W. 34.40 FEET TO THE POINT OF BEGINNING, BEING ON THE NORTH RIGHT-OF-WAY LINE OF WASHINGTON STREET; THENCE

N.17°42'09"W. 83.09 FEET; THENCE

N.20°06'05"E. 341.93 FEET; THENCE

N.19°25'06"E. 100.05 FEET; THENCE

N.27°04'15"E. 141.91 FEET TO A POINT 10.00 FEET SOUTHERLY OF (MEASURED PERPENDICULAR TO) THE NORTH LINE OF THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SAID SECTION 9 BEING THE NORTH LINE OF A TRACT CONVEYED TO RICK AND PEGGY KOOSER IN DOCUMENT NO. 2014R06855 AT THE LEAVENWORTH COUNTY REGISTER OF DEEDS; THENCE PARALLEL TO AND 10.00 FEET SOUTHERLY OF (MEASURED PERPENDICULAR TO) THE NORTH LINE OF THE SOUTHWEST QUARTER OF THE

SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SAID SECTION 9 AND THE NORTH LINE OF THE SAID KOOSER TRACT
N.88°45'20"E. 113.62 FEET TO THE TERMINUS OF THE SAID LINE BEING ON THE EAST LINE OF THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SAID SECTION 9 AND THE WEST LINE OF THE SAID KOOSER TRACT

THIS EASEMENT CONTAINS 0.358 ACRES OR 15,612 SQUARE FEET

TEMPORARY CONSTRUCTION EASEMENT

AN ADDITIONAL 20.00 FEET ON THE RIGHT SIDE AND AN ADDITIONAL 20.00 FEET ON THE LEFT SIDE (EXCEPT THAT PART ON THE LEFT SIDE NOT BEING IN THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SAID SECTION 9)

THIS EASEMENT CONTAINS 0.343 ACRES OR 14,933 SQUARE FEET ON THE RIGHT SIDE AND 0.311 ACRES OR 13,556 SQUARE FEET ON THE LEFT SIDE

And as depicted in the Grant of Utility Easement attached hereto as Exhibit A

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF TONGANOXIE, KANSAS:

Section 1: That the Governing Body of the City of Tonganoxie does hereby find and determine that it is in the best interest of the citizens and City of Tonganoxie, to approve, authorize, accept and receive the permanent utility easement and temporary construction easement, and hereby approves, receives and accepts such permanent utility easement and temporary construction easement, legally described as follows:

PERMANENT UTILITY EASEMENT

A TRACT OF LAND IN THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 9, TOWNSHIP 11 SOUTH, RANGE 21 EAST OF THE 6TH P.M. IN THE CITY OF TONGANOXIE LEAVENWORTH COUNTY, KANSAS, BEING 10.00 FEET ON THE LEFT SIDE AND 10.00 FEET ON THE RIGHT SIDE OF THE FOLLOWING DESCRIBED LINE

COMMENCING AT THE SOUTHWEST CORNER OF THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SAID SECTION 9;
THENCE ALONG THE SOUTH LINE OF THE SOUTHEAST QUARTER OF SAID SECTION 9
N.88°41'19"E. (BEING AN ASSUMED BEARING) 346.44 FEET; THENCE
N.17°42'09"W. 34.40 FEET TO THE POINT OF BEGINNING, BEING ON THE NORTH RIGHT-OF-WAY LINE OF WASHINGTON STREET; THENCE
N.17°42'09"W. 83.09 FEET; THENCE
N.20°06'05"E. 341.93 FEET; THENCE

N.19°25'06"E. 100.05 FEET; THENCE
N.27°04'15"E. 141.91 FEET TO A POINT 10.00 FEET SOUTHERLY OF (MEASURED PERPENDICULAR TO) THE NORTH LINE OF THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SAID SECTION 9 BEING THE NORTH LINE OF A TRACT CONVEYED TO RICK AND PEGGY KOOSER IN DOCUMENT NO. 2014R06855 AT THE LEAVENWORTH COUNTY REGISTER OF DEEDS; THENCE PARALLEL TO AND 10.00 FEET SOUTHERLY OF (MEASURED PERPENDICULAR TO) THE NORTH LINE OF THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SAID SECTION 9 AND THE NORTH LINE OF THE SAID KOOSER TRACT
N.88°45'20"E. 113.62 FEET TO THE TERMINUS OF THE SAID LINE BEING ON THE EAST LINE OF THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SAID SECTION 9 AND THE WEST LINE OF THE SAID KOOSER TRACT

THIS EASEMENT CONTAINS 0.358 ACRES OR 15,612 SQUARE FEET

TEMPORARY CONSTRUCTION EASEMENT

AN ADDITIONAL 20.00 FEET ON THE RIGHT SIDE AND AN ADDITIONAL 20.00 FEET ON THE LEFT SIDE (EXCEPT THAT PART ON THE LEFT SIDE NOT BEING IN THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SAID SECTION 9)

THIS EASEMENT CONTAINS 0.343 ACRES OR 14,933 SQUARE FEET ON THE RIGHT SIDE AND 0.311 ACRES OR 13,556 SQUARE FEET ON THE LEFT SIDE

And depicted in the Grant of Utility Easement attached hereto as Exhibit A, for the purpose of laying, installing, replacing, removing, relocating, and maintaining on and upon said lands such utilities as may be necessary, and all facilities incident thereto.

Section 2: That the City Council directs that the Grant of Utility Easement, attached hereto as Exhibit A, be duly and properly recorded in the office of the Leavenworth County Register of Deeds.

Section 3. That the Mayor, City Clerk, City Manager and other city employees be authorized and directed to take such further action and execute such other documents, certificates and instruments as may be necessary or desirable to carry out and comply with the intent of this ordinance.

Section 4: That this ordinance shall take effect and be in force from and after its publication in the official newspaper of the City of Tonganoxie, Kansas as provided by law.

PASSED by the City Council this 21st day of February, 2019.

APPROVED by the Mayor this 21st day of February, 2019.

SEAL

Jason K. Ward, Mayor

ATTEST:

Patricia C Hagg, City Clerk

APPROVED AS TO FORM:

Shannon M. Marcano, City Attorney

EXHIBIT A

Grant of Utility Easement

GRANT OF UTILITY EASEMENT

This indenture, made this 7 day of February, 2019, between Rick E. Kooser and Peggy A. Kooser, Trustees of The Kooser Family Living Trust dated July 23, 2007, of Leavenworth County in the State of Kansas, of the first part, and the City of Tonganoxie, a municipal corporation of Leavenworth County, in the State of Kansas, of the second part:

WITNESSETH, that said party of the first part, does hereby dedicate to the City of Tonganoxie, Kansas, a municipal corporation, for the benefit and use of the public, an easement over, upon, across, in, through and under the following described property, to wit:

DESCRIPTION: PERMANENT UTILITY EASEMENT

A TRACT OF LAND IN THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 9, TOWNSHIP 11 SOUTH, RANGE 21 EAST OF THE 6TH P.M. IN THE CITY OF TONGANOXIE LEAVENWORTH COUNTY, KANSAS, BEING 10.00 FEET ON THE LEFT SIDE AND 10.00 FEET ON THE RIGHT SIDE OF THE FOLLOWING DESCRIBED LINE

COMMENCING AT THE SOUTHWEST CORNER OF THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SAID SECTION 9;
THENCE ALONG THE SOUTH LINE OF THE SOUTHEAST QUARTER OF SAID SECTION 9

N.88°41'19"E. (BEING AN ASSUMED BEARING) 346.44 FEET; THENCE

N.17°42'09"W. 34.40 FEET TO THE POINT OF BEGINNING, BEING ON THE NORTH RIGHT-OF-WAY LINE OF WASHINGTON STREET; THENCE

N.17°42'09"W. 83.09 FEET; THENCE

N.20°06'05"E. 341.93 FEET; THENCE

N.19°25'06"E. 100.05 FEET; THENCE

N.27°04'15"E. 141.91 FEET TO A POINT 10.00 FEET SOUTHERLY OF (MEASURED PERPENDICULAR TO) THE NORTH LINE OF THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SAID SECTION 9 BEING THE NORTH LINE OF A TRACT CONVEYED TO RICK AND PEGGY KOOSER IN DOCUMENT NO. 2014R06855 AT THE LEAVENWORTH COUNTY REGISTER OF DEEDS; THENCE PARALLEL TO AND 10.00 FEET SOUTHERLY OF (MEASURED PERPENDICULAR TO) THE NORTH LINE OF THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SAID SECTION 9 AND THE NORTH LINE OF THE SAID KOOSER TRACT

N.88°45'20"E. 113.62 FEET TO THE TERMINUS OF THE SAID LINE BEING ON THE EAST LINE OF THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SAID SECTION 9 AND THE WEST LINE OF THE SAID KOOSER TRACT

THIS EASEMENT CONTAINS 0.358 ACRES OR 15,612 SQUARE FEET

DESCRIPTION: TEMPORARY UTILITY EASEMENT

AN ADDITIONAL 20.00 FEET ON THE RIGHT SIDE AND AN ADDITIONAL 20.00 FEET ON THE LEFT SIDE (EXCEPT THAT PART ON THE LEFT SIDE NOT BEING IN THE

SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SAID SECTION 9)

THIS EASEMENT CONTAINS 0.343 ACRES OR 14,933 SQUARE FEET ON THE RIGHT SIDE AND 0.311 ACRES OR 13,556 SQUARE FEET ON THE LEFT SIDE

PERMANENT EASEMENT

The right and easement hereby granted as "PERMANENT EASEMENT" is permanent and is granted to the parties of the second part for the use and purpose of laying, installing, replacing, removing, relocating, and maintaining on and upon said lands such utilities as may be necessary.

TEMPORARY EASEMENT

The right and easement hereby granted as "TEMPORARY EASEMENT" shall expire one year from the date of completion and acceptance of Tonganoxie Interceptor Sewer, City of Tonganoxie, Kansas. The "TEMPORARY EASEMENT" is to aid in the laying and installing of the sanitary sewer lines within the "PERMANENT EASEMENT".

IN WITNESS WHEREOF, the said party of the first part hereunto set their hand, the day and year first above written.

Rick E. Kooser
RICK E. KOOSER, TRUSTEE OF
THE KOOSER FAMILY LIVING
TRUST DATED JULY 23, 2007

Peggy A. Kooser
PEGGY A. KOOSER, TRUSTEE OF
THE KOOSER FAMILY LIVING
TRUST DATED JULY 23, 2007

Acknowledgment

State of Kansas, County of Leavenworth

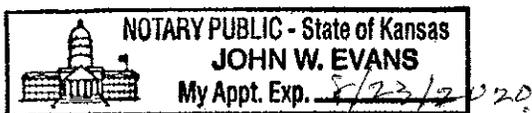
BE IT REMEMBERED, that on this 7 day of February, 2019, before me, a Notary Public in and for said State, came Rick E. Kooser, Peggy A. Kooser to me personally known to be the same person who executed the foregoing instrument and duly acknowledged the execution of the same for and on behalf of, and as the act and deed of, said corporation.

IN WITNESS WHEREOF, I have subscribed my name and affixed my official seal the day and year last above written.

John W. Evans
Notary Public

My Appointment Expires

8/23/2020



ORDINANCE NO. 1464

AN ORDINANCE APPROVING AND ACCEPTING A PERMANENT UTILITY EASEMENT FROM USD 464 OF LEAVENWORTH COUNTY

WHEREAS, the City of Tonganoxie, Kansas is a city of the second class and political subdivision duly organized and validly existing under the laws of the state of Kansas; and

WHEREAS, USD 464 of Leavenworth County, owns property in the City of Tonganoxie; and

WHEREAS, it is necessary that a certain permanent utility easement be dedicated to the City of Tonganoxie for the purpose of laying, installing, replacing, removing, relocating, and maintaining on and upon said lands such utilities as may be necessary, and all facilities incident thereto; and

WHEREAS, USD 464, wishes to dedicate such permanent utility easement, and the City of Tonganoxie wishes to accept the dedication of such permanent utility easement, legally described as follows:

PERMANENT UTILITY EASEMENT

THE EAST 80.00 FEET OF THE WEST HALF OF THE NORTHEAST QUARTER OF SECTION 16, TOWNSHIP 11 SOUTH, RANGE 21 EAST OF THE 6TH P.M. IN THE CITY OF TONGANOXIE LEAVENWORTH COUNTY, KANSAS, LESS THAT PART PLATTED AS REPLAT OF TONGANOXIE USD 464 MIDDLE SCHOOL

THIS EASEMENT CONTAINS 1.476 ACRES OR 64,301 SQUARE FEET.

And as depicted in the Grant of Utility Easement attached hereto as Exhibit A

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF TONGANOXIE, KANSAS:

Section 1: That the Governing Body of the City of Tonganoxie does hereby find and determine that it is in the best interest of the citizens and City of Tonganoxie, to approve, authorize, accept and receive the permanent utility easement, and hereby approves, receives and accepts such permanent utility easement, legally described as follows:

PERMANENT UTILITY EASEMENT

THE EAST 80.00 FEET OF THE WEST HALF OF THE NORTHEAST QUARTER OF SECTION 16, TOWNSHIP 11 SOUTH, RANGE 21 EAST OF THE 6TH P.M. IN THE CITY OF TONGANOXIE LEAVENWORTH COUNTY, KANSAS, LESS THAT PART PLATTED AS REPLAT OF TONGANOXIE USD 464 MIDDLE SCHOOL

THIS EASEMENT CONTAINS 1.476 ACRES OR 64,301 SQUARE FEET.

And depicted in the Grant of Utility Easement attached hereto as Exhibit A, for the purpose of laying, installing, replacing, removing, relocating, and maintaining on and upon said lands such utilities as may be necessary, and all facilities incident thereto.

Section 2: That the City Council directs that the Grant of Utility Easement, attached hereto as Exhibit A, be duly and properly recorded in the office of the Leavenworth County Register of Deeds.

Section 3. That the Mayor, City Clerk, City Manager and other city employees be authorized and directed to take such further action and execute such other documents, certificates and instruments as may be necessary or desirable to carry out and comply with the intent of this ordinance.

Section 4: That this ordinance shall take effect and be in force from and after its publication in the official newspaper of the City of Tonganoxie, Kansas as provided by law.

PASSED by the City Council this 21st day of February, 2019.

APPROVED by the Mayor this 21st day of February, 2019.

SEAL

Jason K. Ward, Mayor

ATTEST:

Patricia C Hagg, City Clerk

APPROVED AS TO FORM:

Shannon M. Marcano, City Attorney

EXHIBIT A

Grant of Utility Easement

GRANT OF UTILITY EASEMENT

This indenture, made this 19th day of February, 2019, between USD 464 of Leavenworth County in the State of Kansas, of the first part, and the City of Tonganoxie, a municipal corporation of Leavenworth County, in the State of Kansas, of the second part:

WITNESSETH, that said party of the first part, does hereby dedicate to the City of Tonganoxie, Kansas, a municipal corporation, for the benefit and use of the public, an easement over, upon, across, in, through and under the following described property, to wit:

DESCRIPTION: PERMANENT UTILITY EASEMENT

THE EAST 80.00 FEET OF THE WEST HALF OF THE NORTHEAST QUARTER OF SECTION 16, TOWNSHIP 11 SOUTH, RANGE 21 EAST OF THE 6TH P.M. IN THE CITY OF TONGANOXIE LEAVENWORTH COUNTY, KANSAS, LESS THAT PART PLATTED AS REPLAT OF TONGANOXIE USD 464 MIDDLE SCHOOL

THIS EASEMENT CONTAINS 1.476 ACRES OR 64,301 SQUARE FEET.

PERMANENT EASEMENT

The right and easement hereby granted as "PERMANENT EASEMENT" is permanent and is granted to the parties of the second part for the use and purpose of laying, installing, replacing, removing, relocating, and maintaining on and upon said lands such utilities and a gravel access road as may be necessary.

IN WITNESS WHEREOF, the said party of the first part hereunto set their hand, the day and year first above written.

James A. Bethune, President
USD 464 Board of Education

Acknowledgment

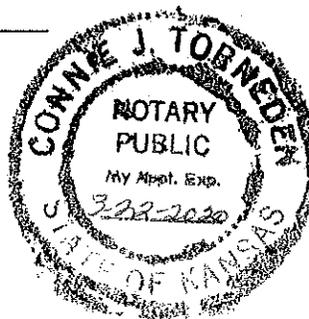
State of Kansas, County of Leavenworth

BE IT REMEMBERED, that on this 19th day of February, 2019, before me, a Notary Public in and for said State, came James N. Bothwell, of School District No. 464, Leavenworth County, Kansas, to me personally known to be the same person who executed the foregoing instrument and duly acknowledged the execution of the same for and on behalf of, and as the act and deed of, said corporation.

IN WITNESS WHEREOF, I have subscribed my name and affixed my official seal the day and year last above written.

Connie J. Torneden
Notary Public

My Appointment Expires March 22, 2020



City of Tonganoxie Financial Report

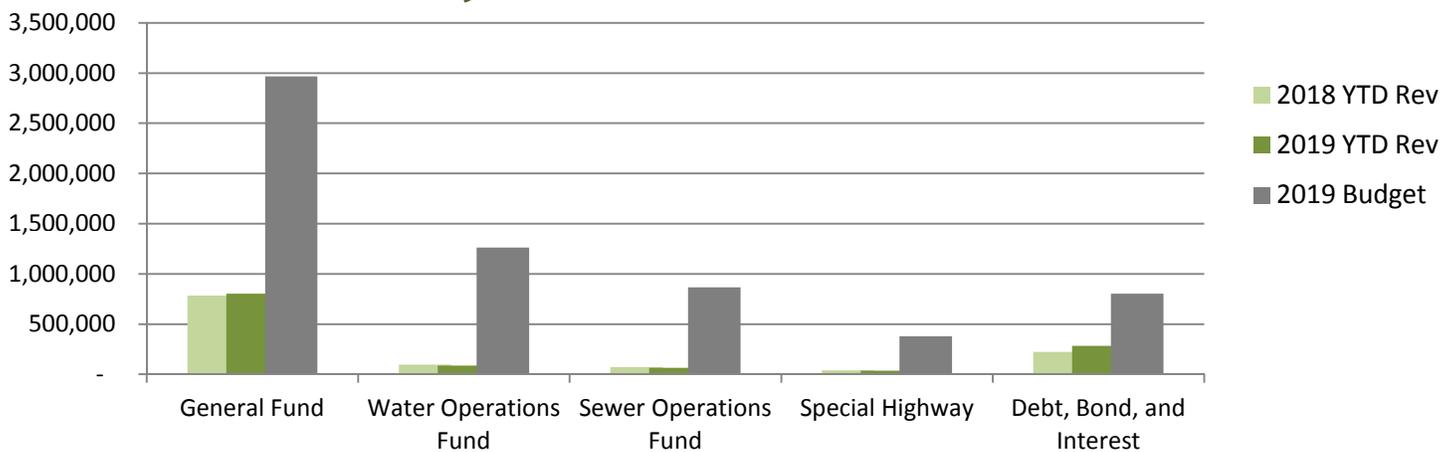
Jan-19

Significant Events in Most Recent Period

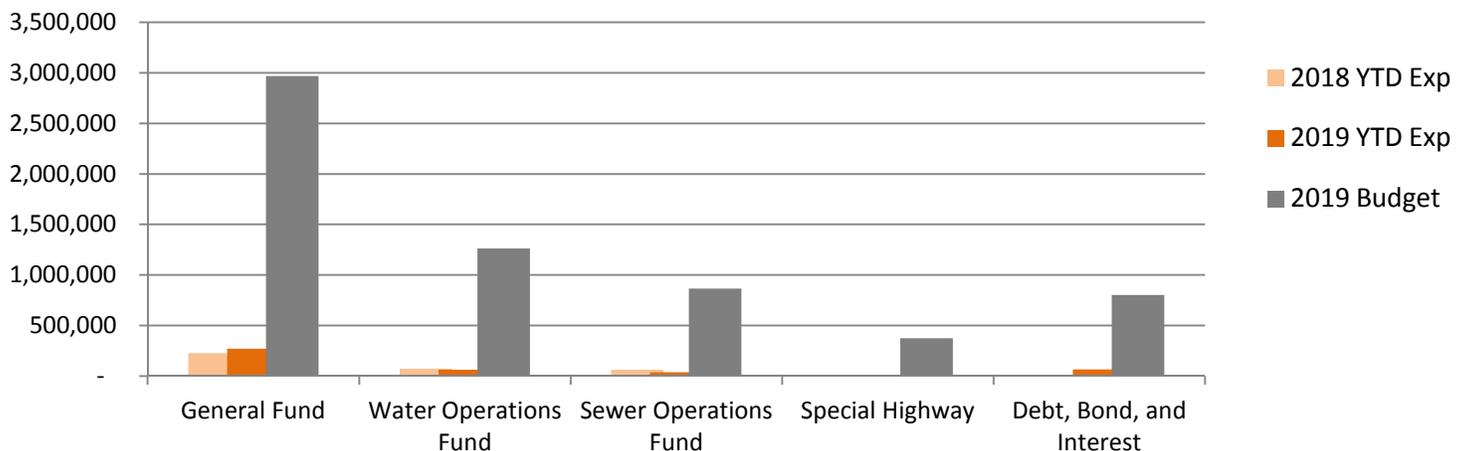
Deposited 2 Property Tax Remittances
Paid Library their portion of Property Taxes
2nd set of expenses associated with Int Sewer

Paid Annual Dues to League of KS Municip.
Made first of two payments for Ball Fields Debt
113 total payments in January 2019.

Major Fund Revenues



Major Fund Expenditures



General Fund

Principal funding mechanism for general services.

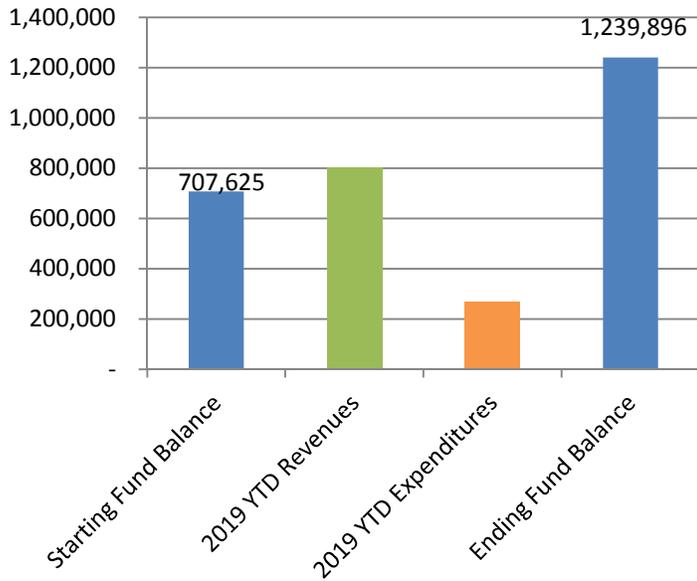
Revenue

Overall, collected 27% of General Fund revenues.
 Sales and Use Tax collection was almost exactly as budgeted.
 Franchise Fees were on track with budget.
 Building Permits were 3x more than anticipated for 1 month.

Expenditures

Overall, spent 9.1% of General Fund budget.
 Personal Services were on track with budget due to holiday pay.
 Contractuals exceeded budget, but were accounted for with savings in Commodities.
 Capital Outlay was under budget due to timing of planned projects

Projected Fund Balance



Category	% of Budget Spent
Personal Services	9.4%
Contractuals	9.4%
Commodities	6.9%
Capital Outlay	1.4%

YTD Property Tax Collections

\$ 670,374	55.6% of Budget
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YTD Franchise Fee Collections

\$ 26,915	8.8% of Budget
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YTD Sales & Use Tax Collections

\$ 46,194	8.2% of Budget
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YTD Building Permit Collections

\$ 16,076	26.8% of Budget
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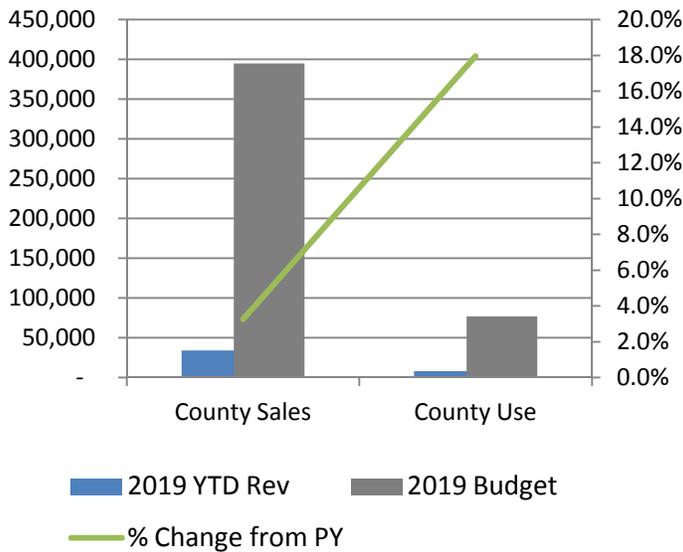
Cap Projects and Debt Funds

County Road 1 debt, capital projects, and debt service payments.

Capital Projects Fund

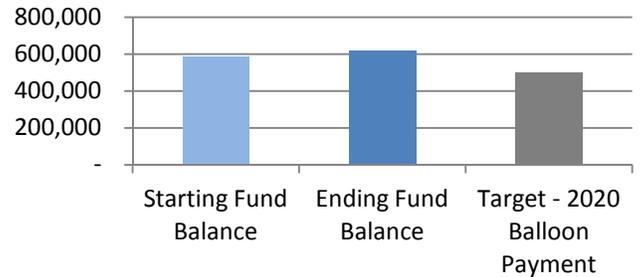
Revenue

Some revenue derived from transfers from other funds, but the majority in this fund is from the City's share of County Sales and County Use taxes, which have outpaced budget and the prior year's collections.



Expenditures

\$100,000 CR1 Debt payment will be made in Fall 2019 according to budget, with a balloon payment in 2020. Fund balance is being built up intentionally in advance of this payment.



Debt, Bond, and Interest Fund

Revenue

Property Tax is the largest source of revenue in this fund, and it came in at 101% of budget in 2018. Revenue is also on track in 2019. Certain debt service like the 2018A Library issuance is funded by transfers from other funds dedicated to supporting those issuances (Infrastructure sales tax).

Expenditures

Made 3 scheduled debt service payments in 2019

Special Revenue Funds

Funds restricted in use based on source and type of revenue collected.
Street and Infrastructure Maintenance Funds

Special Highway Fund

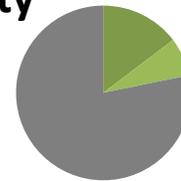
Revenue

The special highway fund receives funding from 3 primary sources: fuel tax distributions, construction excise taxes on development, and transfers from other funds like the Infrastructure Sales Tax Fund. In 2018, each funding source either met or exceeded budgeted collections. Through January 2019, the City has collected 0.3% more than was budgeted.

Expenditures

No expenditures yet in 2019 due to weather conditions. Summer will be the timing of the majority of spending in this fund.

2018 Activity

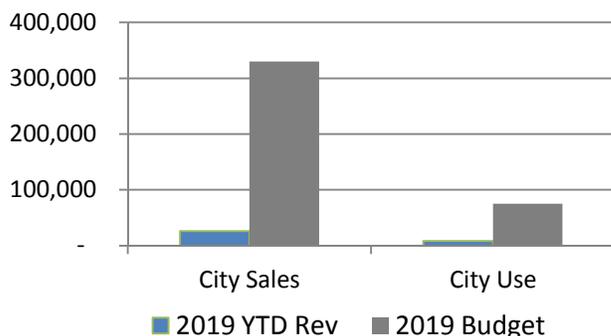


- Asphalt Rejuvenation
- Mill and Overlay
- Unimpacted Network

Infrastructure Sales Tax Fund

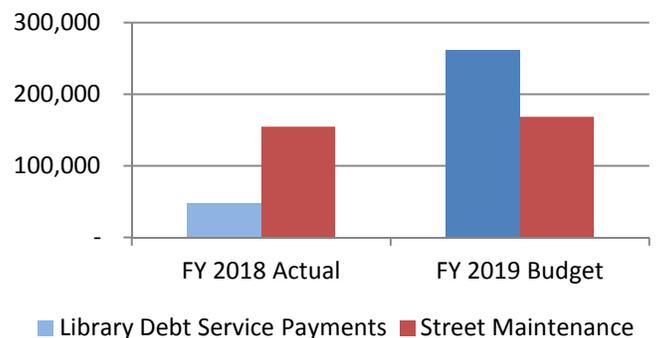
Revenue

Collections of the general purpose sales tax deducted to funding infrastructure improvements, including the construction of a new Library, came in 0.3% under budget in sales tax and 2.8% over budget in use tax.



Expenditures

No expenditures yet in 2019. Later activity will include a transfer to cover the 2 payments of debt service for Series 2018A, debt issued to fund the construction of the new Library and a budgeted contribution to the Special Highway Fund to help maintain and preserve the City's road network.





Fund	Beginning Balance	Total Revenues	Total Expenses	Ending Balance
100 - General Fund	707,625.39	802,702.72	270,431.82	1,239,896.29
210 - Water Operations Fund	395,805.00	86,987.78	65,232.27	417,560.51
220 - Sewer Operations Fund	343,652.54	65,101.29	37,590.32	371,163.51
230 - Sanitation Fund	109,551.29	30,480.45	32,718.02	107,313.72
240 - Storm Water	27,239.07	3,469.92	0.00	30,708.99
310 - Transient Guest Tax	3,534.57	177.90	0.00	3,712.47
320 - Library Operations	6,783.37	193,204.84	196,342.91	3,645.30
330 - Special Parks	15,702.03	0.00	0.00	15,702.03
340 - Special Highway	340,733.64	37,107.77	0.00	377,841.41
350 - Infrastructure Sales Tax	328,005.70	34,706.25	0.00	362,711.95
360 - Capital Projects	582,209.83	42,508.39	3,633.75	621,084.47
410 - Fire Equipment Reserve	128,133.83	6,929.56	0.00	135,063.39
420 - Police Equipment Reserve	29,271.02	470.00	0.00	29,741.02
430 - Sewer Capital Reserve	304,385.00	0.00	0.00	304,385.00
440 - Water Capital Reserve	233,218.30	0.00	5,964.49	227,253.81
450 - Capital Reserve	915.03	0.00	0.00	915.03
500 - Debt, Bond, and Interest	80,044.52	281,986.43	67,053.05	294,977.90
Report Total:	3,636,810.13	1,585,833.30	678,966.63	4,543,676.80

Library Project Budget Report - As of 2019-02-15

Land Acquisition Costs	Budget	Actual Costs Incurred	Balance Remaining
Land Purchase from Tongie 5 LLC	195,149.00	192,921.94	2,227.06
Geotech	7,500.00	3,250.00	4,250.00
Special Inspections	35,000.00	-	35,000.00
Topographical Survey	3,500.00	-	3,500.00
Subtotal Land Acquisition Liabilities	241,149	196,172	44,977
Pre-Construction & Design Liabilities - JE Dunn	Budget	Actual Costs Incurred	Balance Remaining
Architectural Fee	285,000.00	20,772.00	264,228.00
Structural	26,280.00	-	26,280.00
Civil	29,160.00	-	29,160.00
Interior/Furnishing	24,510.00	-	24,510.00
Travel Reimbursement JE Dunn	21,050.00	679.00	20,371.00
Subtotal Pre-Construction & Design Liabilities - JE Dunn	386,000	21,451	364,549
Design Build Construction Liabilities - JE Dunn	Budget	Actual Costs Incurred	Balance Remaining
Construct and Equip Library Facility (Design-Build Contract)	3,122,851.00	-	3,122,851.00
Subtotal Design Build Construction Liabilities - JE Dunn	3,122,851	-	3,122,851
Total Project Liabilities (not including issuance costs)	Budget	Actual Costs Incurred	Balance Remaining
	3,750,000	217,623	3,532,377