



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

Honorable David Frese, Mayor  
Council Members

Rocky Himpel

Loralee Stevens

Jacob Dale

Lisa Patterson

**Open Regular Meeting – 7:00 p.m.**

- I. Swearing in of Mayor-elect David Frese and Council Member-Elect Jacob Dale**
- II. Pledge of Allegiance**
- III. Approval of Minutes** – Regular meeting dated December 16, 2019
- IV. Consent Agenda**
  - a) Review bill payments
- V. 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.
- VI. Old Business**
- VII. New Business**
  - a) Consider Applications for City Council Vacancy
  - b) Consider Application for Planning Commission Vacancy
  - c) Library Board Vacancies Appointments Discussion
  - d) Recreation Commission Vacancy Appointment Discussion
  - e) Consider Approval of Payment of 2020 League of Kansas Municipalities Membership Fee
  - f) Consider Approval of Fire Operations Vehicle Purchase
  - g) Resolution 01-20-01: 2020 GAAP Waiver
  - h) City Manager Agenda
    1. Urgent Needs Grant Update
    2. Library Project Update
    3. City Events Planning Discussion
  - i) City Attorney Agenda
  - j) Mayor Pro Tem Agenda
  - k) City Council Agenda
  - l) Mayor Agenda

**VIII. Information & Communications (No Action Required)**

**IX. Adjourn**

City Council Meeting Minutes  
December 16, 2019  
7:00 PM Meeting

**Open Regular Meeting – 7:00 p.m.**

**I. Pledge of Allegiance**

- Mayor Ward opened the meeting at 7:00 p.m.
- Roll Call: Mayor Ward, Mayor Pro Tem Himpel, Ms. Stevens, and Mr. Oroke were present. Ms. Patterson was absent. City Manager George Brajkovic, Assistant City Manager Dan Porter, Fire Chief John Zimbelman, and Police Chief Greg Lawson were also in attendance.
- Mayor Ward led the Pledge of Allegiance.

**II. Approval of Minutes – Regular meeting dated December 2, 2019**

- **Mr. Oroke made a motion to approve the minutes from the December 2, 2019 City Council meeting.**
- **Ms. Stevens seconded the motion.**
- **Vote of all ayes, motion carried.**

**III. Consent Agenda**

- a) Review bill payments
- **Mr. Himpel made a motion to approve the consent agenda.**
- **Ms. Stevens seconded the motion.**
- **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.

- Andy Gilner addressed the City Council and thanked Mayor Ward for his service on the City Council and as Mayor.
- Kara Reed addressed the City Council and thanked Mayor Ward for his service to the City through trouble-free and difficult times.
- Jamie Lawson addressed the City Council and thanked Mayor Ward for his service.
- No other members of the public addressed the City Council during open agenda.
- Mayor Ward commented that he was impressed at the many amazing things accomplished in the City of Tonganoxie over the past 15 years. He shared that he never had an intention of becoming a politician and still has no appetite for partisan politics, but that his interest has always been to work to improve the community. He thanked the many City employees he has served with over the years and stated that he is very proud of what we have been accomplished together.

**V. Old Business**

- a) Ordinance 1479: Prohibition of Parking on Unimproved Surfaces
- Mr. Brajkovic introduced the item and summarized the discussion leading to the draft ordinance assembled by staff following the City Council's direction offered at the December 2, 2019.
- Ms. Stevens commented that the draft ordinance being considered tonight was different from the version proposed at the most recent discussion with the removal of the ability to park on an unimproved surface in the back yard of a property when shielded from view. She expressed concern with this change and noted that

requiring installation of improved surfaces would be a financial impact to some residents and take the change a bit too far.

- Mr. Oroke shared that he felt the City Council needed to come to a point of common ground and improve the community. He stated that he has previously lived next to a collector who abused the current regulation and that he felt the Council should move forward with the draft ordinance as presented.
- Mr. Himpel shared that he agreed with Council Member Oroke and believed that the City Council should move forward with the ordinance.
- **Mr. Himpel made a motion to approve Ordinance 1479, prohibiting parking on unimproved surfaces.**
- **Mr. Oroke seconded the motion.**
- Ms. Stevens commented that she appreciated the work staff put into locating similar regulations in other cities and drafting a policy that was suited to the needs of Tonganoxie.
- **Vote of 2-1 (no: Stevens), Mayor Ward voted aye to make the total vote 3-1, motion carried.**

## VI. **New Business**

a) Public Hearing Regarding 2019 Budget Amendment to the Sanitation Fund

- Mr. Porter introduced the item and explained that the budget amendment was recommended due in large part to the contract extension and rate increase with Honey Creek Disposal approved by the City Council in August 2019.
- Mayor Ward opened the public hearing.
- No members of the public participated in the public hearing.
- Mayor Ward closed the public hearing.

b) Consider Approval of 2019 Budget Amendment to the Sanitation Fund

- **Mr. Himpel made a motion to approve the 2019 Sanitation Fund budget as presented and published.**
- **Mr. Oroke seconded the motion.**
- **Vote of all ayes, motion carried.**

c) Public Hearing Schoolyard Townhomes RHID District & Development Agreement

- Mr. Brajkovic introduced the item and delivered a presentation explaining how Rural Housing Incentive Districts were organized and the contents of the draft development agreement being considered for approval.
- Mayor Ward opened the public hearing.
- No members of the public participated in the public hearing.
- Mayor Ward closed the public hearing.
- Mr. Brajkovic shared that the approval of Ordinance 1480 would authorize the creation of the RHID district and approve the Development Plan.
- Mayor Ward shared that he believed this project was important because it fulfills an element of the City's strategic plan and completed a gap in the City's range of available housing options.

d) Ordinance 1480: Schoolyard Townhomes RHID District Adoption

- **Mr. Himpel made a motion to approve Ordinance 1480 adopting the Schoolyard Townhomes RHID District and Development Plan.**
- **Mr. Oroke seconded the motion.**
- **Vote of all ayes, motion carried.**

e) Acceptance of Public Dedications – Schoolyard Townhomes Final Plat

- **Mr. Himpel made a motion to accept the dedication of land for public purposes as part of the final plat for Schoolyard Townhomes, LLC.**
- **Ms. Stevens seconded the motion.**
- **Vote of all ayes, motion carried.**

f) Consider Approval of Memorandum of Understanding with USD 464 Regarding Referral of School Based Behaviors to Law Enforcement

- Mr. Brajkovic introduced the item.
- Chief Lawson shared the levels of review completed for the draft agreement by the other entities included in the agreement.
- **Mr. Oroke made a motion to authorize execution of the memorandum of understanding with USD 464 regarding referral of school based behaviors to law enforcement.**
- **Ms. Stevens seconded the motion.**
- **Vote of all ayes, motion carried.**

g) Consider Approval of CMB Applications

- Mr. Porter introduced the item and explained the process included in the submittal and review of CMB renewal applications.
- **Mr. Oroke made a motion to approve the CMB license for Casey's General Store # 3780, G&P Country Market, Brother's Market, and Fastrax 1 to sell retail cereal malt beverages in original and unopened containers and not for consumption on the licensed premises.**
- **Ms. Stevens seconded the motion.**
- **Vote of all ayes, motion carried.**

h) Resolution 12-19-02: 2019 Certification of Metes and Bounds

- Mr. Porter introduced the item and shared that the City boundaries had not changed since 2018.
- **Mr. Oroke made a motion to approve Resolution 12-19-02, defining the boundaries of the City of Tonganoxie.**
- **Mr. Himpel seconded the motion.**
- **Vote of all ayes, motion carried.**

i) City Manager Agenda

1. Urgent Needs Grant Update

- Mr. Brajkovic stated that the Urgent Need Grant construction will be underway soon and that an explanatory project sign required by the CDBG grant regulation will be in place soon once it is fabricated by the contractor.
2. Library Project Update
- Mr. Brajkovic provided an update on the status of the Tonganoxie Public Library construction project including a list of the project elements less than 70% complete.
3. November Financial Report
- Mr. Porter presented the November Financial Report to the City Council.

j) City Attorney Agenda

k) Mayor Pro Tem Agenda

1. Proclamation in Recognition of Public Service by Mayor Jason K. Ward

- Mayor Pro Tem Himpel read a proclamation paying tribute to Jason K. Ward for his service to the City Of Tonganoxie, Kansas.

WHEREAS, Jason K. Ward, having been elected in April of 2005 and re-elected in April 2009 to serve on the City Council of Tonganoxie, served a total of five years in that capacity; WHEREAS, Jason K. Ward, as City Council President assumed the role of Mayor after the resignation of Mayor Vestal in August 2010; WHEREAS, Jason K. Ward was elected to the position of Mayor in April of 2011 and again in April of 2015, serving for a total of 9 years in that capacity; WHEREAS, Jason K. Ward aided in the growth of the City with the addition by annexation of property & the approval of plans for new subdivisions and businesses; WHEREAS, Jason K. Ward contributed

to the completion of major community projects such as the installation of the BPU Water Supply Line, completion of the KTA Turnpike Interchange & County Road 1 Access, construction of the new south Water Tower, purchase and preparation of the 135 acre Tonganoxie Business Park, many new sidewalks and other infrastructure improvements; WHEREAS, Jason K. Ward provided leadership throughout the construction and completion of several new City buildings such as the Public Works building, Wastewater Treatment Plant, additions to the Fire Department living quarters, City Hall and Police Department; WHEREAS, Jason K. Ward served during the initiation or completion of many new amenities for Tonganoxie citizens such as the new Tonganoxie Water Park, the Skate Park, Gallagher Park, the downtown Pocket Park, Recreation Commission Ballfields, Chieftain Trail Phase 1 & 2, provision of containerized curbside trash & recycling service, and a new Post Office and City Library; WHEREAS, Jason K. Ward also volunteered and provided leadership as member of many civic groups, committees, and events, such as the Tonganoxie Civic Club, Alliance Against Family Violence, Chamber of Commerce/Tonganoxie Business Association, Library Board, City Wide Clean Up Committee, Mayor's Christmas Tree Lighting Event, Tonganoxie Days, and the Veteran's Day Parade in Leavenworth; WHEREAS, Jason K. Ward, during his tenure as a City Council Member & Mayor, served with dedication and distinction. His ability to analyze situations and foresee the future needs of the City greatly aided the Mayor & Governing Body in the execution of designated duties and enabled the community to continue to grow and prosper; NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Tonganoxie, Kansas, by this Proclamation, expresses its sincere appreciation and genuine gratitude to Jason K. Ward for the service he has rendered to the City of Tonganoxie.

- Ms. Stevens thanked Mayor Ward for his leadership over the years.
- Mr. Oroke commented that even though he didn't always see eye to eye with the Mayor on every issue he appreciated all the work and commitment Mayor Ward provided for the community.
- Mayor Ward stated that the contents of the proclamation brought back many memories. He shared that the accomplishments of the City in his tenure were not just about 1 person, but that all people have the capacity to make a difference in their own way. He stated that managing the City is a team effort and it has been an amazing time in his life.

l) City Council Agenda

m) Mayor Agenda

**VII. Information & Communications (No Action Required)**

**VIII. Adjourn**

- **Mr. Himpel made a motion to adjourn the meeting.**
- **Mr. Oroke seconded the motion.**
- **Vote of all ayes, motion carried.**
- **Meeting adjourned at 8:09 p.m.**

Respectfully submitted,



Dan Porter, Assistant City Manager



City of Tonganoxie, KS

Date Range: 12/13/2019 - 12/30/2019

| Vendor Number                     | Vendor Name                               | Payment Date | Payment Type | Discount Amount | Payment Amount | Number |
|-----------------------------------|---|--------------|--------------|-----------------|----------------|--------|
| <b>Bank Code: AP Bank-AP Bank</b> |   |              |              |                 |                |        |
| 250                               | HONEYCREEK DISPOSAL SERVICE               | 12/26/2019   | Regular      | 0               | 28986.81       | 47069  |
| 59                                | Kansas City Board of Public Utilities     | 12/16/2019   | Regular      | 0               | 18177.74       | 47042  |
| 671                               | Evergy                                    | 12/16/2019   | Regular      | 0               | 12680.45       | 47036  |
| 793                               | LEAVENWORTH COUNTY TREASURER              | 12/16/2019   | Regular      | 0               | 9569.47        | 47047  |
| 1122                              | Petroleum Equipment                       | 12/26/2019   | Regular      | 0               | 6814           | 47077  |
| 51                                | BG CONSULTANTS INC                        | 12/26/2019   | Regular      | 0               | 6312.5         | 47061  |
| 216                               | GOULD EVANS PC                            | 12/26/2019   | Regular      | 0               | 5941.25        | 47065  |
| 263                               | INDEPENDENT SALT COMPANY                  | 12/26/2019   | Regular      | 0               | 5813.19        | 47070  |
| 1068                              | Stinson LLP                               | 12/26/2019   | Regular      | 0               | 4537.85        | 47080  |
| 579                               | SECURITY BENEFIT - 457                    | 12/16/2019   | Regular      | 0               | 3434.08        | 47057  |
| 1066                              | Western Consultants                       | 12/16/2019   | Regular      | 0               | 2500           | 47059  |
| 1121                              | Jerome Gorman                             | 12/26/2019   | Regular      | 0               | 2200           | 47071  |
| 1082                              | 1st Due Emergency Response Solutions, LLC | 12/16/2019   | Regular      | 0               | 2130           | 47029  |
| 308                               | KANSAS STATE TREASURER                    | 12/16/2019   | Regular      | 0               | 1815           | 47041  |
| 224                               | HAMM QUARRIES & LANDFILL                  | 12/16/2019   | Regular      | 0               | 1607.7         | 47039  |
| 813                               | FREESTATE ELECTRIC COOPERATIVE            | 12/26/2019   | Regular      | 0               | 1587           | 47062  |
| 443                               | MENARDS                                   | 12/26/2019   | Regular      | 0               | 1100.37        | 47075  |
| 614                               | T-MOBILE                                  | 12/26/2019   | Regular      | 0               | 999.98         | 47082  |
| 617                               | TBS ELECTRONICS, INC.                     | 12/26/2019   | Regular      | 0               | 993            | 47081  |
| 443                               | MENARDS                                   | 12/16/2019   | Regular      | 0               | 991.53         | 47050  |
| 513                               | PINE LANDSCAPE CENTER                     | 12/16/2019   | Regular      | 0               | 952.27         | 47053  |
| 857                               | MIDCONTINENT COMMUNICATIONS               | 12/26/2019   | Regular      | 0               | 894.13         | 47076  |
| 548                               | RECORDNEWS                                | 12/26/2019   | Regular      | 0               | 778            | 47078  |
| 645                               | UNITED RENTALS, (NORTH AMERICA            | 12/26/2019   | Regular      | 0               | 774.71         | 47083  |
| 500                               | OREILLY AUTO PARTS                        | 12/16/2019   | Regular      | 0               | 662.21         | 47052  |
| 562                               | S & S AUTOMOTIVE                          | 12/26/2019   | Regular      | 0               | 637            | 47079  |
| 189                               | FIRST STATE BANK & TRUST                  | 12/16/2019   | Regular      | 0               | 503.27         | 47037  |
| 426                               | LEAVENWORTH COUNTY SHERIFF OFFICE         | 12/26/2019   | Regular      | 0               | 440            | 47074  |
| 381                               | LADD SERVICE COMPANY                      | 12/26/2019   | Regular      | 0               | 425            | 47073  |
| 46                                | BAY BRIDGE ADMINISTRATORS, LLC            | 12/16/2019   | Regular      | 0               | 403.85         | 47030  |
| 70                                | BROTHER' S MARKET                         | 12/16/2019   | Regular      | 0               | 362.36         | 47033  |
| 757                               | KC CLEAN                                  | 12/16/2019   | Regular      | 0               | 360            | 47044  |
| 205                               | GALL'S LLC                                | 12/26/2019   | Regular      | 0               | 356.25         | 47064  |
| 809                               | FREESTATE ELECTRIC COOPERATIVE INC        | 12/26/2019   | Regular      | 0               | 350.35         | 47063  |
| 857                               | MIDCONTINENT COMMUNICATIONS               | 12/16/2019   | Regular      | 0               | 343.73         | 47051  |
| 15                                | ALL SEASONS CAR WASH                      | 12/26/2019   | Regular      | 0               | 290.85         | 47060  |
| 639                               | TRI-HULL CRANE RENTAL, LLC                | 12/16/2019   | Regular      | 0               | 290            | 47058  |
| 896                               | BETTY KIRBY                               | 12/16/2019   | Regular      | 0               | 275.16         | 47031  |
| 249                               | HONEYBEE SEPTIC SERVICE                   | 12/16/2019   | Regular      | 0               | 215            | 47040  |
| 249                               | HONEYBEE SEPTIC SERVICE                   | 12/26/2019   | Regular      | 0               | 215            | 47068  |
| 1013                              | Leavenworth County Attorney Drug Fund     | 12/16/2019   | Regular      | 0               | 204.75         | 47046  |
| 707                               | DIANE BRETTHAUER                          | 12/16/2019   | Regular      | 0               | 163.26         | 47035  |
| 206                               | GAMBINO'S PIZZA                           | 12/16/2019   | Regular      | 0               | 152            | 47038  |
| 555                               | RICOH USA, INC.                           | 12/16/2019   | Regular      | 0               | 149.4          | 47056  |
| 749                               | BROADVOICE                                | 12/16/2019   | Regular      | 0               | 146.66         | 47032  |
| 232                               | HEARTLAND TOW, INC.                       | 12/26/2019   | Regular      | 0               | 136            | 47066  |
| 514                               | PITNEY BOWES, INC.                        | 12/16/2019   | Regular      | 0               | 135.24         | 47054  |
| 319                               | KANSAS DEPARTMENT OF REVENUE              | 12/26/2019   | Regular      | 0               | 100            | 47072  |
| 496                               | KANSAS ONE CALL CONCEPTS                  | 12/16/2019   | Regular      | 0               | 84             | 47043  |
| 404                               | LEAVENWORTH TIMES                         | 12/16/2019   | Regular      | 0               | 60             | 47048  |
| 1112                              | Life-Assist, INC                          | 12/16/2019   | Regular      | 0               | 47.5           | 47049  |
| 542                               | QUILL                                     | 12/16/2019   | Regular      | 0               | 46.57          | 47055  |
| 391                               | LAWRENCE JOURNAL WORLD                    | 12/16/2019   | Regular      | 0               | 44.25          | 47045  |
| 246                               | HEATHER HOLEK                             | 12/26/2019   | Regular      | 0               | 38.97          | 47067  |

| Vendor Number | Vendor Name    | Payment Date | Payment Type | Discount Amount | Payment Amount | Number |
|---------------|----------------|--------------|--------------|-----------------|----------------|--------|
| 897           | Charlene Crain | 12/16/2019   | Regular      | 0               | 21.02          | 47034  |

**Bank Code AP Bank Summary**

| Payment Type   | Payable   | Payment   | Discount    | Payment           |
|----------------|-----------|-----------|-------------|-------------------|
|                | Count     | Count     |             |                   |
| Regular Checks | 68        | 55        | 0.00        | 129,250.68        |
| 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              |
|                | <b>68</b> | <b>55</b> | <b>0.00</b> | <b>129,250.68</b> |

## All Bank Codes Check Summary

| Payment Type   | Payable<br>Count | Payment<br>Count | Discount | Payment    |
|----------------|------------------|------------------|----------|------------|
| Regular Checks | 68               | 55               | 0.00     | 129,250.68 |
| 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       |
|                | 68               | 55               | 0.00     | 129,250.68 |

## Fund Summary

| Fund | Name                 | Period  | Amount    |
|------|----------------------|---------|-----------|
| 998  | Gen Fund-Pooled Cash | 12/2019 | 129250.68 |
|      |                      |         | 129250.68 |



Office of the City Manager  
**AGENDA STATEMENT**

**DATE:** January 6, 2020  
**To:** Honorable Mayor David Frese and Members of the City Council  
**FROM:** Dan Porter, Assistant City Manager  
**SUBJECT:** City Council Vacancy Applications Review

**DISCUSSION:**

The City Council position formerly held by David Bennett became vacant effective November 18, 2019 as he announced his resignation.

During the November 18, 2019 meeting, City Council directed staff to open the application process for those interested in submitting themselves for consideration for the opening. At the December 2, 2019 meeting the City Council provided direction to accept applications until December 27, 2019 and review applications in order to make a selection at the January 6, 2020 meeting. The 60 day time period in order to make an appointment without holding a special election elapses on January 17, 2020.

As a reminder, the process to fill a vacancy on the City Council includes appointment by a majority vote of the Governing Body (Mayor & 4 remaining Council Members) following the nomination of a candidate for the position by any member of the Governing Body. 8 applications have been received for the City Council position and they are attached for reference. In addition, staff contacted each applicant and notified them of the opportunity to attend the January 6, 2020 meeting in order to answer any questions pertaining to their interest in serving on the City Council. Applications are included in the agenda packet as attachments.

**ACTION REQUESTED:**

Make a motion to nominate (**INSERT NAME**) to fill the unexpired term of the City Council position previously held by Dave Bennett which will conclude in January 2022.

**ATTACHMENTS:**

Application – Laura Eicherl  
Application – Jeremy Albert  
Application – Alexander Wiley  
Application – Curtis D. Oroke  
Application – Jennifer Kohl  
Application – Chris Donnelly  
Application – Zachary B. Stoltenberg  
Application – Jennifer McCutchen

**cc:** George Brajkovic, City Manager  
Anna Krstulic, City Attorney



# Boards and Committees Application

City of Tonganoxie

|  |  |
|--|--|
| <b>Name (First and Last)</b>   | Laura Eicherl  |
| <b>Address</b>   | 1159 S. Delaware St<br>Tonganoxie<br>KS<br>66086   |
| <b>Email</b>   | laura.k.green@gmail.com  |
| <b>Phone Number</b>  | 913-231-7495   |
| <b>Are you a registered voter?</b>   | Yes  |
| <b>Do you live within the city limits of Tonganoxie?</b>   | Yes  |
| <b>Where do you work? Please include your job title and a brief description of your job duties and responsibilities.</b> | I am currently employed by Encompass Health, as a Community Care Division Manager. I directly supervise and mentor sales staff for home health under the narrowed focus of primary care physicians and communities (assisted living, independent living, and memory care). I provide consistent training, support, and supervision of sales team while working collaboratively with other departments, including, but not limited to, clinical, operations, and our hospice teams.   |
| <b>What Board/Committee would you like to serve on?</b>  | City Council   |
| <b>Why do you wish to serve on this board?</b>   | My desire for Tonganoxie, is to grow, in a controlled and well planned manner, while preserving the things that make it special. I love the rural feel, and small town atmosphere. There is opportunity to grow, while maintaining what is valuable to our residents. Our Counsel needs forward and progressive thinkers, who are open to opportunity that falls in line with our morals and values. I truly believe I possess these traits that can be of direct benefit to supporting our town through a pivotal time in time of growth. |
| <b>What other Tonganoxie boards and committees have you served on?</b>   | I am a proud member of the Tonganoxie Business Association, and currently serve on the board, in the capacity of Vice President  |
| <b>Is this an application for a reappointment to a board you currently serve on?</b>                                     | No   |
| <b>Describe any work or volunteer experience that is related to the function of this board or committee.</b>             | I have worked in leadership roles through multiple experiences as indicated in my resume. I have worked diligently to have close working relationships with my peers, across departments to develop deep and respectful relationships to grow our market shares in the community.  |

**Select your highest education completed.**

Graduate Degree

**Other information or comments**

Please reach out directly with any questions 913-231-7495

Respectfully,  
Laura Eicherl

November 19, 2019

Laura Eicherl  
1159 S. Delaware St  
Tonganoxie, KS 66086

To Whom it May Concern,

As a resident of Tonganoxie since the fall of 2015, I wish to extend my application for the open seat on the Tonganoxie City Council. While I may not have a long history in our town, I have a deep love and commitment to our community, and the residents within Tonganoxie.

As you can see by my resume, which is attached, I have extensive leadership experience in healthcare, both clinical and in sales/consulting. I have been able to guide and mentor a multitude of people through their career journeys. These learning moments have been very useful to me throughout my career, as I have had to learn to look at things through different perspectives/viewpoints, and work to identify successes and opportunities outside myself, and look at things for the good of the group, situation, or establishment.

My desire for Tonganoxie, is to grow, in a controlled and well planned manner, while preserving the things that make it special. I love the rural feel, and small town atmosphere. There is opportunity to grow, while maintaining what is valuable to our residents. Our Counsel needs forward and progressive thinkers, who are open to opportunity that falls in line with our morals and values. I truly believe I possess these traits that can be of direct benefit to supporting our town through a pivotal time in time of growth.

Best Regards,

Laura Eicherl  
Resident of Tonganoxie

## Education

Masters of Science in Communication Science and Disorders- Speech-Language Pathology  
Southwest Missouri State University, Springfield, MO  
Graduation date: May 13, 2005

Bachelors of Science in Communication Science and Disorders- Speech-Language Pathology  
Southwest Missouri State University, Springfield, MO  
Graduation date: May 16, 2003

## Employment

Community Care Division Manager, Encompass Health, Kansas City Ks; September 2018-present

- Responsible for direct marketing & sales of the Community Care Program and Primary Care Physician offices
- Assist with implementation of Community Care Program & protocols that provide improved home health & hospice services in the communities in which we serve
- Enhance account relationships through clinical interaction, and protocol development to establish clinical sales relationships for key accounts
- Support clinical care teams and sales teams through assisting Branch Director & Regional Vice President with interviewing, orientation, and training of Community Care Program Team
- Engage in strategic planning to achieve maximum market share penetration and to contribute to the overall success by leading the Agency to provide "A Better Way to Care"
- Directly supervise and mentor area sales managers. Grew team from 4 members to 12 in months. Directly impact sales managers to meet sales goals for home health.

Home Health Speech-Language Pathologist, Aquinas Home Health, Shawnee Ks; March 2017- September 2018; Carter Home Health, Bonner Springs Ks; August 2017- September 2018

- Evaluation and treatment of speech-language, cognitive and swallowing deficits
- Provide education to patients, family members, and staff regarding the nature of the disorder and course of treatment
- Work collaboratively with staff, physicians and family as part of interdisciplinary team to accomplish goals.
- Independently manage SLP caseload for 1 full time, 1 part time, and 1 PRN SLP (Aquinas)

Director of Rehabilitation, Ensign Services, Kansas City Ks; June 2015- March 2017

- The Healthcare Resort of Kansas City- 70 bed skilled nursing facility; 30 bed assisted living; Outpatient program
  - Start-up facility, with a focus on world-class healthcare with resort style amenities.
  - Manage therapy programs for our skilled guests (Medicare, Managed Care), and outpatient programs
  - Manage 18 full-time therapists, and 30+ PRN pool
  - Average RU/RV combined levels are above 90%
  - Training of new DOR's as company grew in the Kansas Market
  - Establish departmental organization and policy management to adhere to regulatory standards
  - Integral part of IDT in the management of plans of care
  - Develop CJR Protocols for bundled payment set forth by Medicare

SNF Rehab Manager, Brookdale Senior Living, Overland Park Ks; October 2009-June 2015

- Brookdale Rosehill- 104 bed skilled nursing community from October 2009- July 2014
- Brookdale Overland Park- 100 bed skilled nursing community from August 2014- June 2015
  - Manage therapy programs for 60+ skilled Medicare and Managed Care patients, and 30+ Long Term Care residents.
  - Grew therapy team to 23 therapists from 13 when I first took over the department at Brookdale Rosehill
  - Manage RUG levels with combination of RU/RV above 90% of patients monthly
  - Direct and motivate my team to meet or exceed productivity standards. Typically run 1-3% above standards monthly
  - Year to date part B CPT production has met or exceeded standard
  - Train new Inpatient Coordinators by Brookdale standards to be successful leaders within their community

- EMR consulting with corporate team in Nashville TN (May 2014) to establish our EMR needs for Brookdale
- Develop dysphagia inservicing to be presented at community skills fairs for nursing associates as well as Foundations Training
- Encourage communication and interdisciplinary team approach to meeting and exceeding the needs of our residents/skilled patients within the community
- Regularly met with physicians and other community representatives to share the Brookdale continuum

Speech-Language Pathologist, Therapeutic Living Solutions (TLS); Kansas City MO; January 2008- October 2009

- Speech-Language Pathologist in pediatric home health
  - Treatment of speech-language, and swallowing disorders.
  - Educated families on how to implement speech, language and feeding goals from their IFSP.

Speech-Language Pathologist, Innovative Senior Care, Kansas City MO; October 2007- October 2009

- Full Time Speech-Language Pathologist in outpatient and home health settings
  - Successfully grew role from PRN to part time to full time over the course of two years
  - Evaluation and treatment of speech-language, cognitive memory care and swallowing disorders
  - Developed and implemented programs for patients to use in their homes to increase safety and memory skills.
  - Educated families and patients regarding the home program, as well as the nature of the disorder and course of treatment.

Speech-Language Pathologist, Summit Care Inc., Kansas City MO; September 2007- October 2009

- Speech-Language Pathologist in Skilled Nursing Facility (SNF)
  - Evaluation and treatment of speech-language, cognitive, and swallowing deficits.
  - Develop and implement individual plan of care for each patient.
  - Provide education to patients, family members, and staff regarding the nature of the disorder and course of treatment.
  - Work collaboratively with staff and family members to implement therapy goals in various settings outside of the traditional therapy setting.

Speech-Language Pathologist, St. Luke's Health System; Lee's Summit MO; July 2007- December 2009; Research Medical Center; Kansas City MO; December 2007- February 2010

- PRN Speech-Language Pathologist in hospital setting
  - Evaluation and treatment of speech-language, cognitive and swallowing deficits on a PRN basis
  - Provide education to patients, family members, and staff regarding the nature of the disorder and course of treatment
  - Work collaboratively with staff, physicians and family members to implement therapy goals in various settings outside of the traditional therapy setting.
  - Provided Modified Barium Swallow (MBS) studies to patients, interpreted results and educated patients on the nature of their swallowing disorder and associated diet management.

Speech Language Pathologist, Life Care Centers of America, Paradise Valley; Las Vegas, NV; June 2006- July 2007

- Speech-Language Pathologist in Skilled Nursing Facility (SNF) with rehabilitation emphasis
  - Evaluation and treatment of speech-language, cognitive, and swallowing deficits.
  - Developed and implemented individual plan of care for each patient.
  - Provided Modified Barium Swallow (MBS) studies to patients, interpreted results and educated patients on the nature of their swallowing disorder and associated diet management.
  - Provided education to patients, family members, and staff regarding the nature of the disorder and course of treatment.
  - Worked collaboratively with staff and family members to implement therapy goals in various settings outside of the traditional therapy setting.

#### Activities and Organizations

- American Speech-Language Hearing Association; 2006- present; #12125349
- Kansas- July 20, 2007- present #2800
- Tonganoxie Business Association Board Member and Vice President- November 2017-current

#### Additional Skills

- Dementia Certified
- Vital-Stim Certified

\*References available upon request



# Boards and Committees Application

City of Tonganoxie

|  |  |
|--|--|
| <b>Name (First and Last)</b>   | Jeremy Albert  |
| <b>Address</b>   | 1212 S. Delaware<br>Tonganoxie<br>KS<br>66086  |
| <b>Email</b>   | jeremy.albert1@gmail.com   |
| <b>Phone Number</b>  | 3166406346   |
| <b>Are you a registered voter?</b>   | Yes  |
| <b>Do you live within the city limits of Tonganoxie?</b>   | Yes  |
| <b>Where do you work? Please include your job title and a brief description of your job duties and responsibilities.</b> | I am the Associate Minister of Creative Arts for Tonganoxie Christian Church. My responsibilities include music, audio, video, graphic design, social media, website, event planning, preaching, teaching, and discipling. I also serve as a substitute bus driver for USD 464, and the percussion instructor for the Tonganoxie Marching Chieftain Drum Line  |
| <b>What Board/Committee would you like to serve on?</b>  | City Council   |
| <b>Why do you wish to serve on this board?</b>   | I believe it is vitally important to have people that are passionate about preserving Tonganoxie's history while still thinking toward what the future holds. Our town is positioned in a rapidly growing corridor between Lawrence and Kansas City, and has become a place people want to live due to the slower pace of life coupled with access to larger areas. I believe there is a balance to be struck between the small town life we love and the inevitability of change. My desire for serving on this board is to find ways, in cooperation with other city entities and community members, to move help Tonganoxie move forward without losing our small town charm. |
| <b>What other Tonganoxie boards and committees have you served on?</b>   | I have served on the USD 464 community site council, the Tongie Strong bond committee, and currently serve on the USD 464 construction committee   |
| <b>Is this an application for a reappointment to a board you currently serve on?</b>                                     | No   |
| <b>Describe any work or volunteer experience that is related to the function of this board or committee.</b>             | I have served on leadership boards in churches both in Kansas and Florida, as well as serving on the USD 464 district site council, Tongie Strong bond committee, and USD 464 construction committee. I also volunteer regularly in our community and schools.   |
| <b>Select your highest education completed.</b>  | Bachelors Degree   |



# JEREMY ALBERT

## CONTACT

---

PHONE:  
316-640-6346

EMAIL:  
[jeremy.albert1@gmail.com](mailto:jeremy.albert1@gmail.com)

To: The Tonganoxie City Council  
Re: Open Council Position

To the members of the Tonganoxie City Council,

I would like to thank you in advance for any consideration you may give toward my desire to step into the recently vacated city council seat. I have been a Tonganoxie resident for 4.5 years, and have no desire to live or work anywhere else. My family is firmly rooted here, and I have a strong desire to see Tonganoxie continue to thrive while not losing the small town charm that we all know and love.

Please feel free to contact me should you have any questions I can answer prior to making a decision on your final candidates.

Sincerely,

Jeremy



# JEREMY ALBERT

CITY COUNCIL CANDIDATE

## OBJECTIVE

I desire to see Tonganoxie retain its history while working together with city leaders and community members to look toward the future. I believe we can continue to thrive while not losing the small town charm that we all know and love.

## CONTACT

PHONE:  
316-640-6346

EMAIL:  
[jeremy.albert1@gmail.com](mailto:jeremy.albert1@gmail.com)

ADDRESS:  
1212 S. Delaware St  
Tonganoxie, KS 66086

## FAMILY

My wife, Lora, and I have been married 18 years. We reside in the Eagle Valley subdivision, along with our daughter, Allyson (15), and our sons, Caedmon (13), and Jaxon (10).

## PERSONALITY PROFILE

---

### MYERS BRIGGS ASSESSMENT

I.N.F.J.

### STRENGTHSQUEST ASSESSMENT

Strategic, Communicator, Belief, Developer, Responsibility

## EDUCATION

---

### Seaman High School – Topeka, KS

Graduating Class of 1994

### Washburn University – Topeka, KS

Music Education Major – 1994-1998, 2003-2005

### Manhattan Christian College – Manhattan, KS

Worship Ministry Major – 1998-2000

### Tabor College – Hillsboro, KS (Wichita Campus)

Bachelor of Science in Christian Ministry – Class of 2011  
Magna Cum Laude, Salutatorian for Wichita Campus

### Liberty University – Lynchburg, VA

Master of Divinity in Pastoral Ministry – 2012-Present  
Anticipated Graduation – Fall 2020

### Ordination for Ministry – Wichita, KS

Ordained into Christian Pastoral Ministry by the Elders of Glenn Park Christian Church – June 7, 2009

## WORK EXPERIENCE

---

### New Community Christian Church – Salina, KS – Worship Leader

1998–2000

Church planting team, teaching, discipleship, development, preaching

### Family Life Church of the Nazarene – Topeka, KS – Worship Pastor

2002–2004

Church planting team, teaching, discipleship, development, training, preaching

### Northland Christian Church – Topeka, KS – Worship Intern

2004–2005

Worship leading for adults & youth, team building, preparation for inner city church revitalization project

### Central Park Christian Church – Topeka, KS – Worship Leader

2005–2007

Inner city church revitalization, audio, video, graphics, worship teams, technical teams, discipleship

### Central Christian Church – St. Petersburg, FL – Worship Arts Director

2007-2008

Leadership & training for worship teams, choirs, and technical teams. Audio, video, graphics, lighting, website, social media

**Glenn Park Christian Church – Wichita, KS – Worship Arts Minister**

2008-2015

Leadership & training for worship and technical teams, maintenance of all technical equipment. Audio, video, lighting, graphics, website, social media, preaching/teaching. Interim preaching pastor for 6 months.

**Tonganoxie Christian Church – Tonganoxie, KS – Associate Minister**

2015-Present

Leadership & training for worship and technical teams, maintenance of all technical equipment. Audio, video, lighting, graphics, website, social media, preaching/teaching, weddings, funerals, etc...

---

**COMMUNITY SERVICE**

**Tonganoxie High School – Tonganoxie, KS**

2015-Present

Percussion instructor for the marching band, substitute school bus driver, audio systems technician for TPAC/Gym/Press Box

---

**REFERENCES**

**Gary Greening – Meriden, KS**

Friend, Bandmate, Mentor

1225 NE 74<sup>th</sup> St – Meriden, KS 66512  
(785) 213-4720

**Cory Zipperle – Topeka, KS**

Friend, Bandmate, Accountability Partner

1726 W. 1<sup>st</sup> Ave – Topeka, KS 66606  
(785) 256-5918

**Wyatt Johnston – Topeka, KS**

Friend, Accountability Partner

1921 SW Collins – Topeka, KS 66604  
(785) 554-3017

**David Henry – Salina, KS**

Former Pastor/Employer

34 Wildcat Circle – Salina, KS 67401  
(785) 823-5615

**Charles VanMiddlesworth – Tonganoxie, KS**

Friend, Band Instructor

P.O. Box 639 – Tonganoxie, KS 66086  
(913) 708-0318



# Boards and Committees Application

City of Tonganoxie

|  |  |
|--|--|
| <b>Name (First and Last)</b>   | Alexander Wiley  |
| <b>Address</b>   | 1176 Delaware Dr.<br>Tonganoxie<br>KS<br>66086                                   |
| <b>Email</b>   | wileya@sunflower.com   |
| <b>Phone Number</b>  | 913-417-7172   |
| <b>Are you a registered voter?</b>   | Yes  |
| <b>Do you live within the city limits of Tonganoxie?</b>   | Yes  |
| <b>Where do you work? Please include your job title and a brief description of your job duties and responsibilities.</b> | Retired Military   |
| <b>What Board/Committee would you like to serve on?</b>  | City Council   |
| <b>Why do you wish to serve on this board?</b>   | I have time and I am interested in seeing the city grow in a responsible manner. |
| <b>What other Tonganoxie boards and committees have you served on?</b>   | None   |
| <b>Is this an application for a reappointment to a board you currently serve on?</b>                                     | No   |
| <b>Describe any work or volunteer experience that is related to the function of this board or committee.</b>             | I volunteered for the 2018 campaign as a canvasser.                              |
| <b>Select your highest education completed.</b>  | Associate Degree   |
| <b>Other information or comments</b>   |  |



# Boards and Committees Application

City of Tonganoxie

|  |   |
|--|---|
| <b>Name (First and Last)</b>   | Curtis D Oroke  |
| <b>Address</b>   | 211 E 2nd St<br>Tonganoxie<br>KS<br>66086   |
| <b>Email</b>   | curtisoroke@yahoo.com   |
| <b>Phone Number</b>  | 9139279943  |
| <b>Are you a registered voter?</b>   | Yes   |
| <b>Do you live within the city limits of Tonganoxie?</b>   | Yes   |
| <b>Where do you work? Please include your job title and a brief description of your job duties and responsibilities.</b> | Curtis Oroke Const Inc.-I am self employed for the last 30 years as a construction contractor and remodeler . Building residential housing, managing budgets and negotiating the cost for the best value . I deal with a lot construction suppliers, banks, and insurance companies with claims and repairs .   |
| <b>What Board/Committee would you like to serve on?</b>  | City Council  |
| <b>Why do you wish to serve on this board?</b>   | I have been on the city council since 2015 . I would like to continue a vision, leadership and accountability on the city council for our future . I feel the city council has made great accomplishments working as a team effort , in a positive manner toward each other , to administration, and its dept heads , and to the community . I would like to keep moving forward in economic development , street improvements, and up grading infrastructure as Tonganoxie grows . |
| <b>What other Tonganoxie boards and committees have you served on?</b>   | LCDC Development Planning , Tonganoxie High School Booster Club , Member of Tonganoxie Business Assoc.  |
| <b>Is this an application for a reappointment to a board you currently serve on?</b>                                     | Yes   |

|   |   |
|---|---|
| <p><b>Describe any work or volunteer experience that is related to the function of this board or committee.</b></p> | <p>Worked With LCDC</p> <p>In close communication with All Lv Co Commissioners Mike Stieben, Doug Smith , Chad Schimke, Vicky Kazz, Jeff Cubertson</p> <p>Work close to Andy Dedeke- sheriff , Jim Sherley- Under Sheriff</p> <p>Leavenworth County planning and zoning - Jeff Joseph , Krystal Voth -Deputy Director, Stephanie Sloop -public Relations, Melissa Johnson planner</p> <p>Tonganoxie Days coordinator - fun raising , bands, planning</p> <p>Tonganoxie City Councilman 2015 -2019</p> |
| <p><b>Select your highest education completed.</b></p>  | <p>Some College</p>   |
| <p><b>Other information or comments</b></p>   | <p>I offer a commitment to represent the taxpayer and spend the time to operate the city in a professional and efficient manner . I feel George Brajkovic and Dan Porter and all city staff have a great respect for each other and works professional, efficient , and compliant together . I hope to continue the path for the city of Tonganoxie .</p>   |

---

# CURTIS OROKE

FOR THE CITY COUNCIL  
TONGANOXIE, KS

*We need continued vision, leadership and accountability on the City Council which I pledge to provide. I have served with dedication and service on the council for the last 4 years and I wish to again ask for your vote. I have over 30 years of experience in the business world building residential homes, managing budgets, and negotiating the cost for the best value.*

*I'm a graduate of Tonganoxie High School and attended 2 years at K-State University majoring in Construction Science. I've lived in this community all my life, raised my family, supported the schools and served our Community in many ways. My communication strength and ability to listen to others, research the facts and provide the best outcome has been one of my qualities that has served me well throughout my life.*

*"We need leadership that can provide solutions that will benefit all our residents. "*

---

## WHAT CAN I PROVIDE?

- Experienced Leadership
- Common Sense Approach
- Open Communications
- Well Developed Work Ethic

## MY MAIN FOCUS WILL BE:

1. Develop a plan to **LOWER TAXES FOR ALL RESIDENTS!**
2. Promote **ECONOMIC BUSINESS DEVELOPMENT** to share the Tax Burden & Provide Relief for Home Owners!
3. Selecting **CLEAN BUSINESSES** for our Business Parks that provide jobs!
4. Support **STREET IMPROVEMENTS**
5. Spending Tax Dollars **WISELY** By Making **RIGHT** decisions.
6. Following the Laws to ensure the City is **NOT BURDENED WITH THE RESULTS** of poor decisions.
7. Develop Processes and Accountability to **BETTER MANAGE OUR RESOURCES!**



**I OFFER MY COMMITMENT TO REPRESENT THE PEOPLE AND SPEND THE TIME TO OPERATE THE CITY IN A PROFESSIONAL AND EFFICIENT MANNER!**

**RESPECTFULLY SUBMITTED!**  
[curtisoroke@yahoo.com](mailto:curtisoroke@yahoo.com)



# Boards and Committees Application

City of Tonganoxie

|  |  |
|--|--|
| <b>Name (First and Last)</b>   | Jennifer Kohl  |
| <b>Address</b>   | 1240 Shawnee Street<br>Tonganoxie<br>KS<br>66007   |
| <b>Email</b>   | littlepig@live.com   |
| <b>Phone Number</b>  | 9134163652   |
| <b>Are you a registered voter?</b>   | Yes  |
| <b>Do you live within the city limits of Tonganoxie?</b>   | Yes  |
| <b>Where do you work? Please include your job title and a brief description of your job duties and responsibilities.</b> | I currently am employed as a Lieutenant over patrol for the City of Basehor's police department, located in Leavenworth County, Kansas. I have had the opportunity over the past several years to grow and develop training programs, influence policy implementation and develop new officers into dedicated and loyal officers and supervisors. I oversee our animal control unit/codes enforcement, field training program and community action programs such as Project Lifesaver. I also do all of the scheduling for the department. I am the patrol commander over the Patrol Unit in general, the Sergeants, and patrol officers report to me as the first-line command/administrative hierarchy. I report to the Captain and then to the Chief of Police. |
| <b>What Board/Committee would you like to serve on?</b>  | City Council   |
| <b>Why do you wish to serve on this board?</b>   | I have ran for council in the past, and applied for past appointment to a vacant position. I enjoy this community. I am very public service driven and have dedicated the last 11 years to public service and wish to be able to contribute in my own community in any way possible. I have a strong desire to watch Tonganoxie continue to be a highly desirable and valuable place to live and would love more than anything to help be a part of what continues to make that happen.  |
| <b>What other Tonganoxie boards and committees have you served on?</b>   | None in Tonganoxie.  |
| <b>Is this an application for a reappointment to a board you currently serve on?</b>                                     | No   |
| <b>Describe any work or volunteer experience that is related to the function of this board or committee.</b>             | Current board member for Basehor Chamber of Commerce.<br><br>Current commander over patrol (senior supervisor) of local Leavenworth County police agency.<br><br>Current Graduate student at Penn State in the Masters of Public Administration program.   |
| <b>Select your highest education completed.</b>  | Bachelors Degree   |

**Other information or comments**

I look forward to answering any questions you may have! Thank you for the consideration.

---

## Jennifer Kohl

913-416-3652 littlepig@live.com 1240 Shawnee Street. Tonganoxie, Kansas 66086

November 27, 2019

Dear Tonganoxie City Council Members and City Staff Applicable:

I am writing to express my intent to apply for council appointment for the term remaining under the vacant position for the Tonganoxie City Council.

I currently am employed as a Lieutenant over patrol for the City of Basehor's police department, located in Leavenworth County, Kansas. I currently serve as a Board Member for the Basehor Chamber of Commerce, act as a city liaison for Animal Services, and conduct and oversee many of our training programs, animal control/codes enforcement and many other tasks in my daily duties. As a part of my position I also assist in the acquisitions of certain purchases, conduct shift scheduling and understand the importance of community and dedication to public service.

I current hold a Bachelors of Public Administration from Columbia College and am a current Graduate student at Penn State in the Masters of Public Administration Program. I am also in the process of receiving a Graduate Certificate in Public Sector Human Resource Management. I have had the opportunity to continue the growth of my knowledge within the field of public administration, focusing on public organization management, business administration and criminal justice administration.

I have, in the past (2017) ran for city council and was justifiably under the bar in the primary election as those who had more longevity in the community and other various experiences seized the roles available. I have since been following and am excited for the growth and opportunities that Tonganoxie has for the community and eagerly anticipate the potential opportunity to be a greater part of the process in making, and continuing to make, Tonganoxie a very desirable piece of Leavenworth County. I look forward to the consideration of appointment to the Tonganoxie City Council. Attached you will find my resume.

Respectfully,

Jennifer Kohl

# JENNIFER KOHL

PO BOX 292 BASEHOR, KANSAS 66007- (913) 416-3652

## EXPERIENCE

**2013 TO PRESENT**

**LIEUTENANT**

BASEHOR POLICE DEPARTMENT, BASEHOR, KANSAS

Responds to various calls for service, including response to all reported criminal activity and completes various reports and investigations required by the State of Kansas and local municipality relating to such.

Responds and testifies in court proceedings for criminal and civil cases as required by law.

Oversee patrol division in general.

Control and development of Animal Control services for the City of Basehor. Implemented an adoption and foster program to more effectively and efficiently care for animals in the care of the city, as well as reducing liability and cost for the city. Maintains records relating to animal control activities and inspections.

Control and maintain all Kansas Department of Transportation (KDOT) activities relating to KDOT grants for traffic enforcement through the State of Kansas related to seatbelt enforcement and DUI enforcement activities.

Oversight of the Codes Enforcement program and Codes Enforcement Officer activities.

Scheduling of officers and SRO for adequate shift coverage and training while maintaining budgetary needs for the department.

Assisted with Development and currently oversees the current field training program for the City of Basehor.

Recommend policy updates as needed.

Investigate complaints, officer pursuits and other activities and issue progressive discipline when necessary.

Monitor acquisitions and logistics of certain department equipment.

Yearly Performance Appraisals for Patrol Staff.

SFST instructor school- 2019.

Maintain training records and report training to KCPOST for officers.

Control and maintain evidence software and evidence needs.

**2011 – 2014**

**POLICE OFFICER**

LAKE QUIVIRA POLICE DEPARTMENT, LAKE QUIVIRA, KANSAS

Response to various calls for service, including response to all reported criminal activity and completing various reports required by the State of Kansas and local municipality relating to such.

**2011-2013**

**SECURITY SUPERVISOR**

HARRAH'S CASINO NKC, NORTH KANSAS CITY, MISSOURI

Responded to requests for service on casino floor as needed. Scheduling of 50+ officers for floor duties.

Processed and approved payroll and PTO requests for over 80+ employees.

Processed and implemented training programs for security department. Organized and implemented security for special events and high-profile concerts and parties in VooDoo Lounge.

Progressive discipline of security team and assisted with on-boarding and terminations as necessary.

**2008-2011**

**POLICE OFFICER**

BASEHOR POLICE DEPARTMENT, BASEHOR, KANSAS

Responded to various calls for service, including response to all reported criminal activity and completes various reports required by the State of Kansas and local municipality relating to such.

## EDUCATION

**2018-PRESENT**

**MASTER OF PUBLIC ADMINISTRATION, PENN STATE**

- **Relevant Coursework:** Public sector human resource management, organizational behavior, accounting, public sector financial, public sector decision making, public policy analysis, public sector strategic planning, organizational changes and development.
- GPA: 3.8

**2018**

**BACHELORS OF ARTS IN PUBLIC ADMINISTRATION; BUSINESS MINOR,  
COLUMBIA COLLEGE**

- GPA: 3.9

- Deans List (4/4 semesters)
- Summa Cum Laude Latin Honors
- Alpha Sigma Lambda Honor Society

**2015**

**ASSOCIATE OF ARTS DEGREE, KANSAS CITY KANSAS COMMUNITY COLLEGE**

- Graduating GPA 3.73
- Provost's Honor Roll
- President's Honor Roll
- Magna Cum Laude Latin Honors
- Phi Theta Kappa Honor Society



# Boards and Committees Application

City of Tonganoxie

|  |   |
|--|---|
| <b>Name (First and Last)</b>   | Chris Donnelly  |
| <b>Address</b>   | 648 Shady Bend Dr.<br>Tonganoxie<br>KS<br>66086   |
| <b>Email</b>   | chrisr.donnelly@hotmail.com   |
| <b>Phone Number</b>  | 7823930531  |
| <b>Are you a registered voter?</b>   | Yes   |
| <b>Do you live within the city limits of Tonganoxie?</b>   | Yes   |
| <b>Where do you work? Please include your job title and a brief description of your job duties and responsibilities.</b> | President/CEO of Bank of the Prairie, Olathe, Kansas.<br>39 Years in Banking in Kansas and Oklahoma.  |
| <b>What Board/Committee would you like to serve on?</b>  | City Council  |
| <b>Why do you wish to serve on this board?</b>   | Have been a past member of the Tonganoxie City Council. Served for approximately 9 years. I have significant experience in Municipal Finance, Municipal Bonding, Municipal Accounting, Economic Development, Local Land Development Experience State and Federal Government. I believe I can be an asset to the citizens of the City of Tonganoxie.   |
| <b>What other Tonganoxie boards and committees have you served on?</b>   | City Council, Planning and Zoning   |
| <b>Is this an application for a reappointment to a board you currently serve on?</b>                                     | No  |
| <b>Describe any work or volunteer experience that is related to the function of this board or committee.</b>             | I volunteer by serving on numerous Community, State and National boards. Locally, I am a member of the Tonganoxie Civic Club, Sacred Heart of Tonganoxie Parish Finance Committee and a Board Member of the Olathe Chamber of Commerce. Statewide I server on the Board of Directors of the Kansas Development Finance Authority, Kansas Housing Resources Corporation, Kansas Bankers Association. Nationally I serve on the Community Banker Advisory Committee of the FDIC and the Community Depository Advisory Committee of the Federal Reserve Bank of Kansas City. |
| <b>Select your highest education completed.</b>  | Bachelors Degree  |
| <b>Other information or comments</b>   |   |

# CHRIS R. DONNELLY

Cell: 785-393-0531  
Office: 913-971-1331 direct

[chris.donnely@hotmail.com](mailto:chris.donnely@hotmail.com)  
[linkedin.com/pub/chris-donnely/7/694/757](https://www.linkedin.com/pub/chris-donnely/7/694/757)

648 Shady Bend Dr. .  
Tonganoxie, KS 66086

---

## PROFILE

Senior Executive with a career record of success in corporate leadership roles and 38 years of experience in banking. Excels in leading restructuring, change management, transition, and turnaround situations. Focuses on solutions, financial imperatives, operational requirements, the growth objectives of the business, and immediate/long-term goals. Quickly and easily assimilates large amounts of information, identifies issues, defines strategy, manages multiple priorities/functional areas and develops solutions that address the objectives of all stakeholders.

Strategic thinker, problem solver and collaborative, trusted leader with uncompromising integrity. Thrives on challenge and enjoys strengthening an organization through the development of its people. Builds highly effective teams who are successful in achieving results beyond their own expectations and the objectives of the company. Gains consensus, sets expectations and provides transformational leadership, clear direction and accountability. Straightforward communicator who navigates comfortably at all levels of the organization, across functional areas and with boards of directors. Extensive experience in economic development at the federal, state, county and city levels, in addition to experience in community development and planning.

## AREAS OF EXPERTISE

- ✓ Executive-level Leadership
- ✓ Strategic Planning / Tactical Execution
- ✓ Annual and Long Term Budgeting & Forecasting
- ✓ Bank Department Structure / Implementation
- ✓ Change Management / Restructuring
- ✓ Regulatory Compliance
- ✓ Municipal Bond/Agency Bond Investment management
- ✓ Commercial, Real Estate, Secondary Market & Consumer Lending
- ✓ Problem Asset Workout
- ✓ Human Resources Management
- ✓ Leadership Development / Training
- ✓ Relationship Management
- ✓ Business and Community Involvement

## PROFESSIONAL EXPERIENCE

BANK OF THE PRAIRIE, Olathe, KS October 2010 – Present  
**President & Chief Executive Officer, Bank of the Prairie / President & Chief Executive Officer, Prairie Star Bancshares, Inc.**  
**Chief Lending Officer / Member of the Bank Board of Directors**  
**Member of Prairie Star Bancshares Holding Company Board of Directors**

COUNTRY CLUB BANK, Kansas City, MO December 2009 – October 2010  
**Sr. Vice President / Executive Vice President /**  
**Board of Directors, MidAmerican Bank & Trust,**  
**Leavenworth, KS**

---

FIRST STATE BANK AND TRUST, Tonganoxie, KS January 1994 – December 2009  
**Executive Vice President/Chief Lending Officer**

FIRST SECURITY BANK, Overbrook, KS March 2006 – February 2008  
**Member of the Board of Directors and Vice Chairman**

HOME STATE BANK, Hobart, OK April 1987 – January 1994  
**Senior Vice President and Cashier / Secretary to the Board of Directors**

Citizens Bank, Lawton, OK December 1986 - April 1987  
**Vice President, Lending Officer**

Canadian State Bank, Yukon, OK August 1982 – December 1986  
**Vice President, Lending Officer / Loan Collections**

## EDUCATION

Bachelor of Science, Business Administration, Oklahoma State University, Stillwater, OK, July 1982  
Associates of Science, Business Administration, Northern Oklahoma Junior College, Tonkawa, OK, May 1980

## AWARDS

Economic Development Volunteer of the Year for 2003 and 2005  
Tonganoxie Chamber of Commerce Citizen of the Year for 2006

### **CURRENT COMMUNITY AND INDUSTRY INVOLVEMENT**

Advisory Member – Federal Deposit Insurance Corporation Community Bank Advisory Council  
Advisory Member – Federal Reserve Bank of Kansas City Community Depository Institution Advisory Council  
Board Member: Kansas Development Finance Authority – Appointed 2015  
Board Member: Kansas Housing Resources Corporation – Appointed 2015  
Past Chairman: Kansas Bankers Association  
Board Member: Kansas Bankers Association  
Building Fund Committee Chairman – Sacred Heart Church, Tonganoxie, Kansas  
Finance Committee Member: Sacred Heart Church, Tonganoxie, Kansas  
Member: Tonganoxie Chamber of Commerce ▪ Tonganoxie Civic Club  
Board Member Olathe Chamber of Commerce

### **PAST COMMUNITY AND INDUSTRY INVOLVEMENT**

Past Councilman: City of Tonganoxie  
Past Board Member: Leavenworth County United Way  
Past Board Member: Leavenworth Co. Development Corporation (LCDC), Leavenworth, KS  
Past Board Member: Leavenworth, Lansing Chamber of Commerce  
Past Board Member: Tonganoxie Recreation Commission  
Past Board Member: Tonganoxie Planning and Zoning Committee  
Past President: Tonganoxie Chamber of Commerce ▪ Tonganoxie Civic Club ▪ Hobart, Oklahoma Chamber of Commerce (Board Member)  
Past Chairman: LCDC Infrastructure Committee, Leavenworth, Kansas  
Past City Treasurer: City of Hobart, Oklahoma



# Boards and Committees Application

City of Tonganoxie

|  |  |
|--|--|
| <b>Name (First and Last)</b>   | Zachary B Stoltenberg  |
| <b>Address</b>   | 430 W. Washington Street<br>N/A<br>Tonganoxie<br>KS<br>66086 |
| <b>Email</b>   | zach.stoltenberg@gmail.com                                   |
| <b>Phone Number</b>  | 7855504919   |
| <b>Are you a registered voter?</b>   | Yes  |
| <b>Do you live within the city limits of Tonganoxie?</b>   | Yes  |
| <b>Where do you work? Please include your job title and a brief description of your job duties and responsibilities.</b> | Kansas Registered Architect                                  |
| <b>What Board/Committee would you like to serve on?</b>  | City Council   |
| <b>Why do you wish to serve on this board?</b>   | I want to serve the people of Tonganoxie.                    |
| <b>What other Tonganoxie boards and committees have you served on?</b>   | Planning Comission, Zoning Appeals                           |
| <b>Is this an application for a reappointment to a board you currently serve on?</b>                                     | No   |
| <b>Describe any work or volunteer experience that is related to the function of this board or committee.</b>             | See attached Letter.   |
| <b>Select your highest education completed.</b>  | Graduate Degree  |
| <b>Other information or comments</b>   |  |

Dear Council,

I ran for city council to bring a new, fresh voice to our city council and help shape the future of our community for my kids and all our families.

My wife and I chose to move to Tonganoxie 7 years ago for many of the reasons people love our community. We wanted a great small town to raise our kids, good schools, and a real sense of community. A place we could put down roots and get involved. Tonganoxie is a wonderful place to live, work, and raise a family.

As I look forward to our future here, I recognized some of the challenges we face, the same issues facing many small towns, and I know that I have the professional experience, problem-solving abilities, and passion to work towards ensuring that Tonganoxie continues to be a place people chose to live.

As a volunteer in our community and having the privilege to serve on the planning commission for the last two years I've worked hard to help make Tonganoxie a great place for families both new to the area and multi-generational residents. On city council, I will be a voice for our entire city, and I will continue to work towards solutions that balance responsible growth and business opportunities with protecting the way of life that so many of our residents enjoy.

As a Kansas registered architect, my role in developing projects often means bringing together a diverse group of people all with different interests in order to make multi-million dollar visions a reality. Finding solutions that, through compromise, everyone's best interests are protected is the most important part of my job. I've worked across many different city governments, commissions, and councils and I've seen how great this approach can be and the sustained growth and investment a community can enjoy when it works right. I will bring that same attitude and approach to our city council, working with citizens, small business owners, city staff, and outside interests to continue to shape the future development and growth of Tonganoxie.

Running for a seat was a great thing to experience, I was truly overwhelmed by the outreach and support I received both during as well as after the election. I walked nearly every street in Tonganoxie, knocked on countless doors, spoke with hundreds of residents, and listened to people. I heard a lot of the issues people cared the most about, and based my platforms and positions on that feedback. I applied for this appointment in large part thanks to the encouragement of many who supported me during the election and asked me to apply for this appointment and because I still want to serve the people of Tonganoxie. As someone who is fairly new to town, who didn't have the name recognition and has never run for office before I fell only 8 votes shy of

the next candidate, Mr. Oroke. If ballots cast for Mayor indicate the number of voters for city positions I received ~ 26% of the vote, which I felt like was a great finish for a first time candidate. 188 people voted for me, put their faith and trust in me to represent them, and felt like I would be a good representative to them. It may not have been enough to deliver a seat, but it's 188 more supporters than I started out with and I am grateful for their confidence in me. Overwhelmingly I felt like a clear message of change was sent with new candidates being sought, new perspectives, and new faces joining the council. One thing that didn't change was that the candidates elected were both lifelong area residents, an issue that I highlighted both during the campaign and the last time a position was available.

One of the reasons I ran for a seat was that I felt like I could represent a demographic not currently present on the council. Our current council makeup is largely older residents, most lifelong to the area. As a millennial and a transplant to the area I feel like I represent a different perspective from the echo chamber of our current council makeup. In my experience serving on the Planning commission I have come to greatly value my fellow commissioners, especially those who come from a completely different background than I do and we often disagree on issues. However, it is through those discussions that we end up with a better compromise, a better end result for our developers, and a stronger built environment in our community. Diversity and differences make a stronger council, and I feel like I can bring a perspective and representation very different than our current council makeup. We desperately need a perspective outside of lifelong residents and the under 40 age gap. It's something I heard repeatedly from the residents I spoke with during the election, many who are new to the area and feel unrepresented. I want to be that voice, and I'm asking you to embrace those differences in background and perspective and give me an opportunity to serve the people of Tonganoxie.

I want to be a voice for change, and a positive addition to the City Council. I want to work with our people and our community to help shape a future for Tonganoxie that will continue to make it a place that people CHOOSE to live, work, raise families, and enjoy a quality of life unmatched anywhere. Tonganoxie is a wonderful community, and I will work hard to make sure that it always will be.

Respectfully,

Zachary Stoltenberg



# Boards and Committees Application

City of Tonganoxie

|  |   |
|--|---|
| <b>Name (First and Last)</b>   | Jennifer McCutchen  |
| <b>Address</b>   | 107 W 2nd St<br>Tonganoxie<br>KS<br>66086   |
| <b>Email</b>   | jennifermccutchn86@gmail.com  |
| <b>Phone Number</b>  | 9136207936  |
| <b>Are you a registered voter?</b>   | Yes   |
| <b>Do you live within the city limits of Tonganoxie?</b>   | Yes   |
| <b>Where do you work? Please include your job title and a brief description of your job duties and responsibilities.</b> | Maximus Federal Services<br>I am a Supervisor in the Advanced Resolution Center. We assist Medicare beneficiaries with complex Medicare inquiries.            |
| <b>What Board/Committee would you like to serve on?</b>  | City Council  |
| <b>Why do you wish to serve on this board?</b>   | As a young person having grown up in the community and watching my parents serve the community, I believe I can apply my knowledge and love of the community. |
| <b>What other Tonganoxie boards and committees have you served on?</b>   | Spooktackular   |
| <b>Is this an application for a reappointment to a board you currently serve on?</b>                                     | No  |
| <b>Describe any work or volunteer experience that is related to the function of this board or committee.</b>             | Spooktackular planning committee<br>Volunteer for Tongie Days   |
| <b>Select your highest education completed.</b>  | High School   |
| <b>Other information or comments</b>   |   |

Dear Tonganoxie City Council,

Please accept this as my letter of intent to be considered for a seat on the Tonganoxie City Council. I have lived in Tonganoxie for many years and have had the opportunity to see how both my parents serve this great city. Like my parents I to have a love for this community and believe I would be a strong addition to the council due to my age and knowledge of the City as a whole. The position which our community has entrusted you to serve upon is one that can bring our city great opportunities.

As a citizen and hopefully the next appointed council member, I would love nothing more than to be part of helping guide Tonganoxie into a successful future for many years to come.

Thank you for your consideration,

Jennifer McCutchen

# Jennifer McCutchen

[jenniferrmccutchen@maximus.com](mailto:jenniferrmccutchen@maximus.com)

107 West Second Street  
Tonganoxie, Kansas 66086  
Mobile: (913)-620-7936

---

## Professional Experience

### Supervisor- Medicare Advance Resolution Center, Contact Center Operations

MAXIMUS Federal ▪ Lawrence, Kansas ▪ October 2019 – Present,

- Leading and maintaining a highly skilled team of Customer Service Representatives
- Completing all administrative duties related to the ARC department
- Computer proficiency

### Senior Specialist - Medicare Advanced Resolution Center, Contact Center Operations

MAXIMUS Federal ▪ Lawrence, Kansas ▪ September 2017 – October 2019,

- Performed outbound phone and written correspondence to resolve advanced Medicare issues
- Received incoming correspondence via phone regarding advanced Medicare issues
- Served as a mentor for acting Medicare ARC Senior Specialists
- Worked special projects as part of the ARC backlog/SWAT team

### Customer Service Representative - Medicare Web Chat/Technical Support

General Dynamics ▪ Lawrence, Kansas ▪ May 2014 - September 2017,

- Received incoming correspondence via chat and phone regarding mymedicare.gov
- Provided general Medicare information and technical support troubleshooting
- Answered both email and TTY correspondence regarding Medicare programing

### Medicare Customer Service Representative

General Dynamics ▪ Lawrence, Kansas ▪ August 2013 – May 2014,

- Remained up to date on all required trainings
- Answered inbound calls regarding the Medicare program from insurance recipients
- Demonstrated performance improvement in all required areas while adhering to all regulations policies and procedures
- Excelled while being a part of a growing team

### Customer Service/Cashier/Switchboard Operator

Cabela's ▪ Kansas City, Kansas ▪ August 2012 - September 2013,

- Greeted customers and offered immediate assistance upon arrival

# Jennifer McCutchen

[jenniferrmccutchen@maximus.com](mailto:jenniferrmccutchen@maximus.com)

107 West Second Street  
Tonganoxie, Kansas 66086  
Mobile: (913)-620-7936

---

- Cross-trained and provided back up for other team members when needed
- Operated cash register, answered phones and directed calls to appropriate departments

## Customer Service/Cashier/Shift Supervisor

Halloween Express ▪ Lawrence, Kansas ▪ August 2011 – November 2011,

- Greeted customers entering the store to ascertain what each customer wanted and/or needed
- Worked as a team member performing cashier duties and housekeeping duties
- Provided product assistance while offering outstanding customer service

## Emergency Room Technician

Cushing Memorial Hospital ▪ Leavenworth, Kansas ▪ June 2006 – August 2011,

- Admitted patients to the Emergency Room
- Handled money in regards to pre-payment for Emergency Room visits
- Answered and transferred calls
- Administered patient care and customer service

## Assistant Manager

Dollar General ▪ Tonganoxie, Kansas ▪ June 2004 – June 2005,

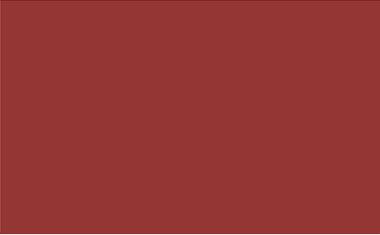
- Assisted customers with store and product complaints
- Worked as a team member performing cashier duties while giving great customer service
- Administered light housekeeping duties and responsible for opening and closing store
- Cross-trained and provided back up for other customer service representatives when needed.
- Handled money in regard to paychecks and nightly bank deposits

## Volunteer and Committees

Spooktacular Planning Committee ▪ Tonganoxie, Kansas ▪ 2014-2019

- Organized the event and oversaw operations on the day of the event

Volunteer for Tongie Days ▪ Tonganoxie, Kansas ▪ 2017-2018



# Jennifer McCutchen

[jennifermccutchen@maximus.com](mailto:jennifermccutchen@maximus.com)

107 West Second Street  
Tonganoxie, Kansas 66086  
Mobile: (913)-620-7936

---

## Education and Certifications

- Certified Medical Assistant – Pinnacle Career Institute , Lawrence KS (2006)
- High School Diploma, Tonganoxie High School, Tonganoxie, KS (2004)

## Skills related to the position I'm applying for

- Previous supervisor experience
- Experience working with customers both in person and on the phone
- Great customer service
- Previous training experience
- Technical support
- Experience working on an individual basis and in a team setting

## Reference

Available Upon Request



Office of the City Manager  
**AGENDA STATEMENT**

**DATE:** January 6, 2020  
**To:** Honorable Mayor David Frese and Members of the City Council  
**FROM:** Dan Porter, Assistant City Manager  
**SUBJECT:** Planning Commission Appointment Recommendation and Application

**DISCUSSION:**

In November 2019 the City Council opened an application period for one Planning Commission position that would be vacated in 2019 with the election of Jacob Dale to the City Council. It is required that the position be filled by a resident of Tonganoxie. A Planning Commission vacancy is able to be filled by the appointment by the Mayor with the approval of the majority of the Governing Body.

One application was received and presented to the Planning Commission for initial review on January 2, 2020. The Planning Commissioners concluded the discussion by approving a motion to forward a recommendation to the City Council and Mayor to appoint John Kirk to the Planning Commission for the remainder of a term due to expire in 2022.

The applicant was provided notice of the City Council meeting and agenda in anticipation of an opportunity to address the Governing Body regarding their interest and qualifications for the positions.

**BUDGET IMPACT:**

None.

**ACTION NEEDED:**

Make a motion to recommend that the Mayor appoint (**INSERT NAME**) to fill the remainder of the term set to expire in August 2022 for the vacant City resident position the Planning Commission position previously held by Jacob Dale.

**ATTACHMENTS:**

Planning Commission Application – John Kirk

**cc:** George Brajkovic, City Manager  
Anna Krstulic, City Attorney



# Boards and Committees Application

City of Tonganoxie

Submitted On:

November 26th, 2019 @ 4:12pm

|  |  |
|--|--|
| <b>Name (First and Last)</b>   | John Kirk  |
| <b>grp_q8Pclz</b>  | 2622 E.Stone Creek Avenue<br>Tonganoxie<br>KS<br>66086   |
| <b>Email</b>   | jkirkwsu@gmail.com   |
| <b>Phone Number</b>  | 316-461-6765   |
| <b>Are you a registered voter?</b>   | Yes  |
| <b>Do you live within the city limits of Tonganoxie?</b>   | Yes  |
| <b>Where do you work? Please include your job title and a brief description of your job duties and responsibilities.</b> | I am a principal budget analyst at the Kansas Division of the Budget. I oversee the budgets of certain state agencies and help put together the governor's budget that is released each January. |
| <b>What Board/Committee would you like to serve on?</b>  | Planning Commission  |
| <b>Why do you wish to serve on this board?</b>   | I believe in community service and want to give back to my city. I have always been interested in planning issues and think this would be a very interesting board to serve on.                  |
| <b>What other Tonganoxie boards and committees have you served on?</b>   | None. I am new to the community.   |
| <b>Is this an application for a reappointment to a board you currently serve on?</b>                                     | No   |
| <b>Describe any work or volunteer experience that is related to the function of this board or committee.</b>             | I completed two internships while in graduate school and part of each internship had a focus on planning, as well as zoning.   |
| <b>Select your highest education completed.</b>  | Graduate Degree  |
| <b>Other information or comments</b>   |  |

November 26, 2019

2622 E. Stone Creek Ave.  
Tonganoxie, KS 66086

Dear Sir or Madam:

I have recently moved to Tonganoxie from Topeka. While in Topeka, I served on the Topeka Civil Service Commission. On the Topeka Civil Service Commission, I interviewed various candidates for the Topeka Police Department and the Topeka Fire Department as part of the hiring process. I also am a volunteer for the Topeka and Shawnee County Public Library.

I enjoy volunteering my time and believe it is important to give back to my community. I would very much like to serve on the Planning Commission for the City of Tonganoxie.

I am available for an interview at your convenience. Please e-mail me at [jkirkwsu@gmail.com](mailto:jkirkwsu@gmail.com) or call me at (316) 461-6765 if you have further questions. Thank you for your consideration.

Sincerely,

John Kirk

# John Kirk

---

| <b>E-mail</b>      | <b>Address</b>                                     | <b>Phone</b> |
|--------------------|--|--------------|
| jkirkwsu@gmail.com | 2622 E. Stone Creek Avenue<br>Tonganoxie, KS 66086 | 316-461-6765 |

---

## **Education**

**Wichita State University** Wichita, KS  
Master of Public Administration  
Graduated: May 2006

**Wichita State University** Wichita, KS  
Graduate Certificate in City/County Management  
Graduated: May 2006

**Wichita State University** Wichita, KS  
Bachelor of Arts in Political Science  
Graduated: May 2002

## **Experience**

July 2006 to Present **Budget Analyst with Kansas Division of the Budget** Topeka, KS

### **Responsibilities Include:**

- Analyzing budgets for state agencies
- Coordinating capital improvements for the Governor's budget
- Making budget recommendations to the Governor
- Assisting in preparation of the Governor's annual budget report
- Preparing fiscal notes for the Legislature
- Interacting with the Governor, Legislators, and members of the Cabinet
- Conducting training classes on the state budget system
- Training state agencies on various budget-related issues
- Agencies responsible for include the Kansas Department of Commerce, the Kansas Department of Transportation, and the Kansas Department of Administration

May 2006 to July 2006 **Program Coordinator with Butler County Health Dept.** El Dorado, KS

### **Responsibilities Included:**

- Prepared for the Butler County Pandemic Influenza Tabletop Exercise
- Prepared to assist in the completion of the After Action Report

June 2005 to May 2006 **Internship with Butler County, KS** El Dorado, KS

### **Responsibilities Included:**

- Prepared the cell phone RFP
- Researched information for a potential codes court
- Assisted in preparation of the 2006 County budget
- Assisted in updating the County planning & zoning regulations
- Assisted in updating the Butler County Safety Handbook

June 2004 to June 2005

**Internship with City of El Dorado, KS**

El Dorado, KS

**Responsibilities Included:**

- Coordinated HOME grant from the State
- Prepared City Internet Policy
- Prepared Candidate Forum Use for Commission Chambers Policy
- Prepared Public Comment Policy for City Commission meetings
- Assisted in preparation of the 2005 and 2006 City budget
- Updated City Drug and Alcohol Policy
- Updated City personnel rules

Aug. 1997 to Dec. 2005

**Dillon's Food Stores**

Wichita, KS

**Responsibilities Included:**

- Mediated customer concerns
- Supervised checkers and sackers to ensure the employees were taking care of the customers
- Researched and attempted to find store shortages
- Public notary

Nov. 2015 to Present

**Topeka Public Library Volunteer**

Topeka, KS

**Responsibilities Include:**

- Assisting guests with questions/concerns

Nov. 2017 to May 2019

**Topeka Civil Service Commission**

Topeka, KS

**Responsibilities Include:**

- Interviewed police and fire candidates
- Voted to approve or disapprove fire and police candidates



Office of the City Manager  
**AGENDA STATEMENT**

**DATE:** January 6, 2020  
**To:** Honorable Mayor David Frese and Members of the City Council  
**FROM:** Dan Porter, Assistant City Manager  
**SUBJECT:** Library Board Appointment Recommendation and Application

**DISCUSSION:**

Two positions on the Tonganoxie Library Board were vacated in December 2019 with the election of Jacob Dale to the City Council and David Frese as Mayor. Library Board positions include a four year complete term.

City Charter Ordinance 18 stipulates that five positions on the Library Board be filled by residents of the City of Tonganoxie, with other positions open to any person residing within the boundaries of Unified School District 464. Charter Ordinance 26 provides that appointments are made by the Mayor with the approval of the majority of the Governing Body.

In December 2019 the Library Board considered applications and forwarded a recommendation of appointment for Sherry Agee to the Tonganoxie Library Board. Sherry's application of interest in the position is also provided as an attachment. Sherry is a resident of the City of Tonganoxie.

A recommendation for a candidate to fill the second vacant position is not available at this time, but staff anticipate receiving a recommendation to provide at an upcoming meeting of the City Council.

The applicant was provided notice of the City Council meeting and agenda in anticipation of an opportunity to address the Governing Body regarding qualifications and interest in the position.

**BUDGET IMPACT:**

None.

**ACTION NEEDED:**

Make a motion to recommend that the Mayor appoint (INSERT NAME) to a four year term position on the Tonganoxie Library Board previously held by David Frese.

**ATTACHMENTS:**

Library Board Application – Sherry Agee

**cc:** George Brajkovic, City Manager  
Anna Krstulic, City Attorney  
Steve Skeet, Library Board President  
Nicole Holifield, Library Director



**TONGANOXIE**  
**PUBLIC LIBRARY**

Tonganoxie Library Board of Trustees

Application for Board Position

Name: Sherry Agee

Street Address: 500 E. 13<sup>th</sup> Terrace

City, State Zip: Tonganoxie, Kansas 66086

Telephone: 913.956.1295

I have been a resident of Tonganoxie since 2017.

Please explain why you are interested in becoming a library trustee.

I believe that a successful community revolves around people and places that engage collaboration:

- Make scattered bits of experience and information coherent.
- Break what's complex into manageable bits.
- Identify patterns in the world around us.
- Share knowledge and learn from each other's experience.
- Anchor our beliefs.
- Give our lives a continuous, recognizable shape.
- Teach our children how to live.
- Give our seniors ways to continue living.
- Remind us how we fit into the world.

What experience and skills do you bring to the Board?

I spent ten years with the KCKS Public Library. Yes, it was a few years ago (ok, several years ago) from 1978-1988. I hold those years dear to my heart! During my time at KCKS, I was involved in starting the volunteers of the library program and running the interlibrary loan department. I also, helped coordinate the library move from our old Wyandotte Plaza store front location to our newly built library.

I currently work for PGAV Architects as Office Manager/Marketing Coordinator, where I work closely with 18 architects that plan and design university libraries and high density storage facilities. I have contributed with researching new and upcoming trends in the planning and programming stages through assisting with cost projections.

I am a people person and work well with a wide range of personalities. I bring enthusiasm and excitement to all that I do in life and am ready to share that with the Community I hold dear to my heart, the City of Tonganoxie.

What do you think are the library's most important roles in the community?

Making sure that the entire community of taxpayers are informed and have a way of being engaged at every level of interest. Others are mentioned in "why I am interested in being on the Tonganoxie Library Board of Trustees".

What are some of the problems and challenges facing libraries?

Occurring changes in society and community:

- Effectively providing social services, aging, mental health, welfare and public assistance, housing resources, health care, education and employment resources – "connecting people with services and help".

Focusing and staying on the forefront of broadband and technological infrastructure.

Are you available to attend Board meetings at 7:00 pm on the 2nd Wednesday of each month?

Yes, I will make every effort to be available at 7:00 pm on the second Wednesday of every month for Board meetings.

Is there anything that would prevent you from holding an officer position on the Board? If yes, what?

No!

I understand that information provided in this application is part of public record and could be available to others upon request.

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

*Sherry E. Agee*  
Sherry E. Agee

Date: 12/9/2019

Please submit completed applications to:

Tonganoxie Public Library  
Attn: Library Board President  
303 S. Bury  
Tonganoxie, KS 66086



Office of the City Manager  
**AGENDA STATEMENT**

**DATE:** January 6, 2020  
**To:** Honorable Mayor Jason K. Ward and Members of the City Council  
**FROM:** Melanie Tweedy, Administrative Assistant  
**SUBJECT:** Approval of the League of Kansas Municipalities 2020 Membership Fees

**DISCUSSION:**

The 2020 Adopted Budget includes funding allocated in the City's General Fund for annual dues to the League of Kansas Municipalities (LKM). This item was part of 2020 budget workshop discussions held in 2019 and is being brought before City Council for consideration of expenditure authorization, per the City's Purchasing Authority & Procedures policy.

The total cost of this request is comprised of a per capita charge, an assessed valuation charge, and subscriptions to Kansas Government Journal (monthly publication) for the Governing Body and City Management staff, and a base fee of \$475. The base fee is determined by the City of Tonganoxie's status as a City of the 2nd Class in the State of Kansas. The invoice is provided as an attachment.

LKM is a membership association that advocates on behalf of cities, offers training and guidance to city appointed and elected officials, and acts to strengthen Kansas communities. The League is governed by members through a governing body of elected officials and city appointed staff. Since 1910, LKM has been a resource for cities across Kansas to share ideas, facilitate communication between members, and provide information on best practices in municipal operations.

Just a few of the services available to members include legislative advocacy, legal aid, the Municipal Training Institute, discount contract services, several publications, research surveys, and annual conferences and events. LKM provides reduced member rates for annual conferences and trainings in order to provide quality instruction, education and guidance on city governance. The tentative 2020 Municipal Training Institute is also included as an attachment. Staff and interested members of the Governing Body are eligible to take advantage of these training opportunities.

**BUDGET IMPACT:**

The total membership fee is \$2,982.15. This membership cost is planned within the 2020 Annual Budget.

**ACTION NEEDED:**

Make a motion to approve payment of the 2020 League of Kansas Municipalities Membership Fee in an amount not to exceed \$2,982.15.

**ATTACHMENTS:**

League of Kansas Municipalities Invoice and Membership Documents

**cc:** George Brajkovic, City Manager  
Dan Porter, Assistant City Manager



300 SW 8th Avenue, Suite 100, Topeka, KS 66603

**Bill To**

City of Tonganoxie  
 321 S Delaware  
 PO Box 326  
 Tonganoxie, KS 66086

**2020 Dues & Subscriptions**

| Date      | Invoice # |
|-----------|-----------|
| 12/1/2019 | 20-116    |

**Due Date**  
 1/31/2020

| Qty | Description  | Rate     | Amount   |
|-----|--|----------|----------|
| 1   | 2020 City Membership Dues - Assessed Valuation and Per Capita Charge | 2,327.15 | 2,327.15 |
| 1   | 2020 City Membership Dues - Base Fee                                 | 475.00   | 475.00   |
| 9   | 2020 Subscription to the Kansas Government Journal                   | 20.00    | 180.00   |

|                         |            |
|-------------------------|------------|
| <b>Total</b>            | \$2,982.15 |
| <b>Payments/Credits</b> | \$0.00     |
| <b>Balance Due</b>      | \$2,982.15 |

|               |                |                  |
|---------------|----------------|------------------|
| <b>E-mail</b> | <b>Phone #</b> | <b>Web Site:</b> |
| redd@lkm.org  | 785-354-9565   | www.lkm.org      |



300 SW 8th Avenue, Ste. 100  
Topeka, KS 66603-3951  
P: (785) 354-9565  
F: (785) 354-4186  
www.lkm.org

December 1, 2019

Dear City Official,

The mission of the League of Kansas Municipalities is to strengthen and advocate for the interests of the cities of Kansas. Our long-standing association provides our member cities and counties with a unified voice in matters of local government. We are honored so many cities and counties agree there is immense value in belonging to the League.

Enclosed please find the dues billing for your League membership. This represents the dues required of your city for 2020. As in 2019, a member city's dues are built on a per capita charge, an assessed valuation charge, and a base fee.

You will see in this letter the wide variety of services provided through your dues. We are currently undertaking a review of the League's Strategic Plan which guides our work. Would you please take a few minutes to participate in a survey about League services so that we are focusing resources on what is most beneficial to our members? We need to hear from you – and there are prizes for participation! Please go to our website and click on the Strategic Plan banner or type <https://www.surveymonkey.com/r/55JMZJM> into your browser.

In 2019 League staff testified 55 times on 160 bills before the legislature and reviewed every one of the 600+ bills introduced in order to see if they affected cities. Among the issues we engaged on were tax lid modification, installation of local officers, preemption of wireless telecommunications franchises, and scrap metal.

The League's Legislative Staff will utilize our *2020 Statement of Municipal Policy*, which is revised each year to reflect the League's advocacy goals and agenda for the upcoming legislative session, when working with legislators during the 2020 session. The *2020 Statement of Municipal Policy* is included with this letter.

You will recall that in 2016 a bylaws change was adopted which created a tiered base charge for cities and counties. For cities of the first class, the base charge will be a 15% surcharge of their combined per capita and assessed valuation charges that currently comprise a city's dues. Cities of the second class have a base charge of \$475, and cities of the third class have a base charge of \$250. The base charge has not increased since inception.

Also enclosed you will find the *2020 League Member Services Brochure*, which outlines the key League services available to you as a League member city and, more importantly, what services you may not know we provide. These services include access to staff attorneys, trainings on important municipal issues, legislative advocacy, budget tips and publications to guide your work. Your city officials will also have access to our website with up to date resources for members only. We would urge you to review this services brochure so that your city can

take advantage of these services, and to always let us know how we can improve or make suggestions of services the League should be considering.

Again, this year, we have enclosed a League Membership Benefits and Services Summary. This at-a-glance information page provides detail about some of the services the League provides and how many times these services were accessed by our member cities. If you have any questions regarding the services from the League, please contact our office.

We have included a tentative Municipal Training Institute schedule for 2020. The Municipal Training Institute is a continuing education program designed for, and open to both, elected and appointed city officials. Appointed officials must be employed by a city in Kansas to participate in the Institute. The purpose of the Institute is to provide an interactive curriculum of specialized instruction that will develop the knowledge and enhance the leadership abilities of those who serve the cities and counties of Kansas. We have updated our trainings in Governing Body Institute, The Power of Leadership, Managing Municipal Services, Capital Improvement and Equipment Planning, Code Enforcement and Nuisance Abatement and the updated City Clerk Fundamentals course which is now Municipal Procedures for Staff. We look forward to seeing you at one of our trainings in 2020!

It is always a pleasure to be able to serve the cities and counties of Kansas, and to work with you to ensure the very best environment possible for the citizens we all serve. Should you have any questions or comments concerning your dues, please feel free to contact me directly at [esartorius@lkm.org](mailto:esartorius@lkm.org), or Rynae Redd, Finance and Human Resources Manager, at [rredd@lkm.org](mailto:rredd@lkm.org).

On behalf of the Governing Body and all of us at the League, thank you for your participation. We value you standing with the other cities and counties of Kansas. Should you ever have any questions, suggestions or comments, please contact me at the email above or (785) 354-9565. We look forward to many more years of this mutually beneficial partnership.

Sincerely,

A handwritten signature in black ink that reads "Erik A. Sartorius". The signature is written in a cursive style with a large initial "E".

Erik Sartorius  
Executive Director



## League Membership Benefits & Services Summary

City participation in the League is critical to our success as an advocate for municipal interests. As a part of membership, the League offers a variety of services and resources for your city. The League fields a legislative staff of six to represent cities at the statehouse in Topeka and promotes home rule, effective public policy and the value of local control. The League offers guidance on new laws and administrative rules, publications, personal and contract services, and provides insight and guidance to act as a resource for cities. League staff provides training and education for elected officials and city employees through conferences, the Municipal Training Institute, webinars and workshops. The League produces the *Kansas Government Journal* which is the only statewide publication designed specifically for city, county and state government officials. We also produce a multitude of publications and answer legal calls each year from cities to provide up-to-date information and keep our members aware of the changing municipal environment.

Also included with membership are two bi-annual *Governing Body Handbooks*, a bi-annual update to the *City Clerk's Manual*, and access to many online resources for members only on our website, including sample ordinances, webinar playbacks, reduced rate publication orders, event registration, legislative tracking and a variety of educational materials.

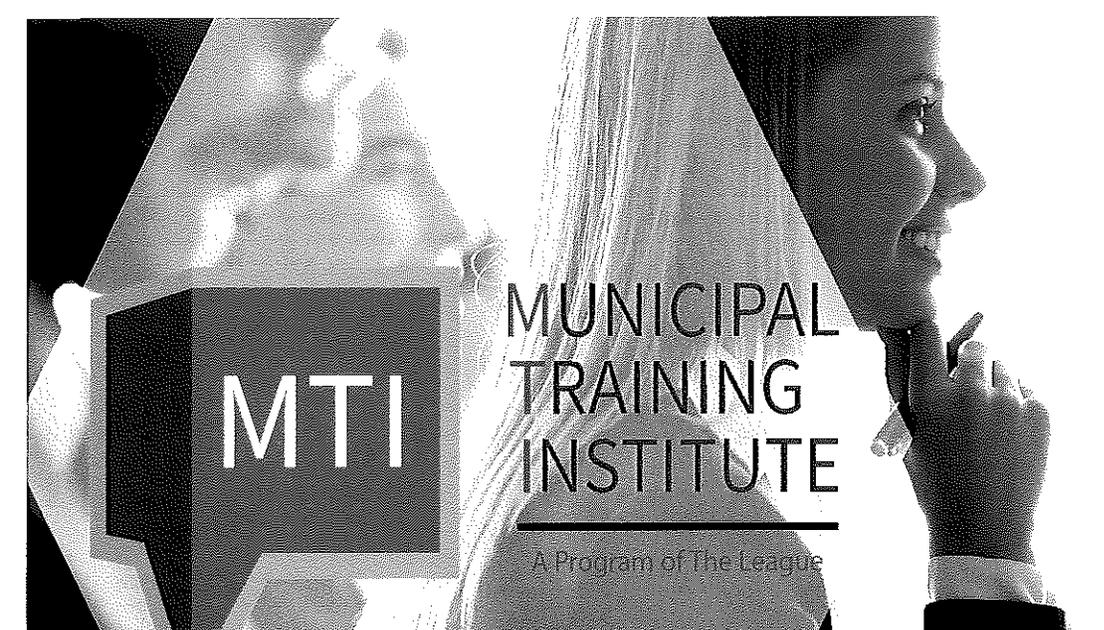
A summary of our services including the number of times city officials and staff utilized one or more of these services from November 1, 2018 to October 31, 2019 is provided below. If you should have any questions regarding these services, please contact our office at 785-354-9565.

### Advocacy

Advocacy affects all cities and is a core function of the League. Our legislative staff spends each legislative session collaborating with senators and representatives regarding local government issues. When we work together we truly can make a difference for the citizens in our communities.

The League legislative staff works with cities to communicate the advocacy goals of the Statement of Municipal Policy, as adopted at our annual conference. We work to assist Legislators in making informed decisions on legal issues via calls, personal visits, email, and letters. Building relationships with legislators is key to expanding the League's influence and impact.

Last year, the League testified 55 times on 160 bills. This testimony impacted tax lid modification, installation of officers, preemption of wireless telecom franchises, and scrap metal. We will continue to work on preservation of home rule, repeal or modifications to the tax lid, internet sales tax collection and mental health issues. The legislative staff also provides updates on policy positions through League News, webinars and social media.



**MTI**

**MUNICIPAL  
TRAINING  
INSTITUTE**

A Program of The League

**20  
20**

**2020 SCHEDULE\***

Classes are open to all elected and appointed city officials and employees. All classes are held 10:00 a.m. to 2:00 p.m. Lunch and materials included for all listed classes excluding October.

**JANUARY**

22 Ethics and Civility, Topeka

**FEBRUARY**

20 Municipal Finance, McPherson

21 Municipal Finance, Fort Scott

**MARCH**

27 Personnel Management, Lawrence

**MAY**

1 The Power of Leadership, Baldwin City

**JUNE**

18 Managing Municipal Services, Reading

19 Managing Municipal Services, Garden City

25 Social Media for Cities, Scott City

26 Social Media for Cities, Marysville

**AUGUST**

6 KOMA/KORA, Goodland

7 KOMA/KORA, Salina

13 KOMA/KORA, Wyandotte County/KCK

**OCTOBER**

League Annual Conference, Wichita  
Capital Improvement & Equipment Planning  
Code Enforcement & Nuisance Abatement  
KOMA for Elected Officials  
Municipal Procedures for Staff\*  
\*Formerly City Clerk Fundamentals

**NOVEMBER**

6 Economic Development, Andover

\*Schedule as of December 1; tentative and subject to change. Visit the League website for the most current information.

[www.lkm.org/MTI](http://www.lkm.org/MTI)



Office of the City Manager  
**AGENDA STATEMENT**

**DATE:** January 6, 2020  
**To:** Honorable Mayor David Frese and Members of the City Council  
**FROM:** John W. Zimbelman Fire Chief  
**SUBJECT:** Request for Approval to Purchase Operations Vehicle for Fire Department

**DISCUSSION:**

The Fire Department is requesting approval to purchase one vehicle according to the prioritized initiatives included in the City's 2020 annual budget, which was adopted by City Council in August 2019. The purchase is being recommended due to increasing frequency of calls for service and the reorganization of fire departments apparatus response plan.

The bid listed below was received through MARC's cooperative procurement process. This pricing was offered to the City of Tonganoxie due to another municipality cancelling its order, which left one SUV available at 2019 pricing levels. A potential cost savings of up to 10% was noted.

2020 Operational Service SUV  
Roberts Chevrolet \$36,622.50

Based on the department's research of bids and consideration of the financial savings, staff recommends approval of the bid received for the purchase of the midsize SUV from Roberts Chevrolet. The total cost of the item is less than the budget allocation estimated during the budget development process in the summer of 2019. At this time it is anticipated that the vehicle has an 8 to 16 week lead time for delivery.

**BUDGET IMPACT:**

This purchase was planned in the 2020 budget to be completed with the Fire Equipment Fund, which has more than enough available fund balance to make the purchase and meet other budgeted obligations in 2020. The expected financial impact of this purchase during budget development discussions was \$39,000, so the actual expense will be less than anticipated resulting in an increase to anticipated year end fund balance.

**ACTION(S) NEEDED:**

Make a motion to authorize staff to purchase a 2020 Chevrolet Tahoe Operational Service Vehicle from Roberts Chevrolet Automotive for an amount not to exceed \$36,622.50.

**ATTACHMENTS:**

Operational Vehicle Quote

**cc:** George Brajkovic, City Manager  
Dan Porter, Assistant City Manager





Office of the City Manager  
**AGENDA STATEMENT**

**DATE:** January 6, 2020  
**To:** Honorable Mayor Jason K. Ward and Members of the City Council  
**FROM:** Dan Porter, Assistant City Manager  
**SUBJECT:** Resolution 01-20-01: GAAP Waiver for 2020

**DISCUSSION:**

K.S.A. 75-1120(a) requires municipalities to use Generally Accepted Accounting Principles (GAAP) in the preparation of financial statements and reports. The GAAP requirement provides for a fixed asset accounting system in lieu of an inventory system, as well as other financial reporting requirements. Proposing the action to exempt the City from these principles is taken based on past recommendations of the auditors that the GAAP requirements would cost the City additional funds to prepare the City's annual audit and would not provide any additional substantive benefit to the City. The governing body of any municipality may waive this statutory requirement, and it has been common practice for the City of Tonganoxie and many other municipalities that are not among the largest in the State of Kansas. In order to waive the GAAP requirement, the governing body must pass a resolution each fiscal year.

A waiver from the GAAP-prescribed financial statements permits a municipality to prepare its financial statements on a basis of accounting which demonstrates compliance with the cash basis and budget laws of Kansas. The proposed waiver indicates that the City of Tonganoxie has found that financial statements and financial reports prepared in conformity with GAAP are not relevant to the requirements of the cash basis budget laws of Kansas and are of no significant value to the preparation of financial statements and reports, which shall be prepared on the basis of cash receipts and disbursements in accordance with budget laws of Kansas.

**BUDGET IMPACT:**

None. Failing to pass a GAAP waiver resolution would require additional funding to be allocated in the 2020 budget for accounting and auditing services.

**ACTION NEEDED:**

Make a motion to accept the Resolution 01-20-01, waiving the GAAP requirement for 2020.

**ATTACHMENTS:**

Resolution 01-20-01

**cc:** George Brajkovic, City Manager

**RESOLUTION 01-20-01**

**A RESOLUTION FINDING THAT FINANCIAL STATEMENTS AND FINANCIAL REPORTS PREPARED IN CONFORMITY WITH GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP) AS REQUIRED BY K.S.A. 75-1120a(a) ARE NOT RELEVANT TO THE REQUIREMENTS OF THE CASH BASIS LAW AND BUDGET LAWS OF THE STATE OF KANSAS AND ARE OF NO SIGNIFICANT VALUE TO THE GOVERNING BODY OR MEMBERS OF THE GENERAL PUBLIC OF THE CITY OF TONGANOXIE, KANSAS.**

**WHEREAS**, the Governing Body of the City of Tonganoxie, Kansas (the "City"), has determined that financial statements and financial reports for the year ending 2020 prepared in conformity with the requirements of K.S.A. 75-1120a(a) are not relevant to the requirements of the cash basis and budget laws of the State of Kansas and are of no significant value to the Governing Body or the members of the general public of the City; and

**WHEREAS**, there are no revenue bond ordinances or resolutions or other ordinances or resolutions of the City which require financial statements and financial reports to be prepared in conformity with the requirements of K.S.A. 75-1120a(a) for the year ending 2020.

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

**Section 1:** That the Governing Body hereby requests the director of accounts and reports to waive the requirements of K.S.A. 75-1120a(a).

**Section 2:** That, if granted the requested waiver, the Governing Body shall cause the financial statements and financial reports of the City to be prepared on the basis of cash receipts and disbursements as adjusted to show compliance with the cash basis and budget laws of the State of Kansas.

**ADOPTED BY THE GOVERNING BODY OF THE CITY OF TONGANOXIE, KANSAS, ON THIS 6<sup>TH</sup> DAY OF JANUARY, 2020.**

---

David Frese, Mayor

ATTEST:

---

Patricia C. Hagg, City Clerk