

OSAWATOMIE CITY COUNCIL  
AGENDA  
**April 9, 2015**  
6:30 p.m., Memorial Hall

1. Call to order
2. Roll Call
3. Pledge of Allegiance
4. Invocation – Tim Lewallen, Victory Baptist Church
5. Consent Agenda
  - Consent Agenda items will be acted upon by one motion unless a Council member requests an item be removed for discussion and separate action*
  - A. Approve April 9 Agenda
  - B. Approve Minutes from March 12 and March 26 Council meeting
  - C. Approve Appropriation Ordinance 2015-2
6. Presentations; Comments from the Public
  - Citizen participation will be limited to 5 minutes. Please stand & be recognized by the Mayor.*
  - A. Tim Lewallen, Victory Baptist Church
7. Public Hearing – none
8. Unfinished Business
  - A. Ordinance – Alcohol and CMB on Public Property
  - B. Ordinance Authorizing Issuance of Bonds for Water System Improvements
  - C. Resolution Authorizing Sale of Temporary Notes
  - D. Authorize Publishing of Notice of Intent to Apply for USDA-RD Assistance
  - E. Fiduciary Engagement Agreement with George K. Baum & Company
9. New Business
  - A. Appointments
  - B. Proclamation – Fair Housing Month
  - C. Proclamation – Arbor Day
  - D. Proclamation – National Library Week
  - E. Purchase of Equipment for Golf Course
  - F. CDBG Revolving Loan Fund Draft Policy
10. Council Reports
11. Mayor’s Report
12. City Manager’s Report
13. Executive Session(s)
14. Other Discussion/Motions
15. Adjournment

*REGULAR MEETING – April 23, 2015*

*REGULAR MEETING – May 14, 2015*

Osawatomie, Kansas. **March 12, 2015.** The Council meeting was held in Memorial Hall. Mayor Govea called the meeting to order at 6:33 p.m. Council members present were Dickinson, Farley Hampson, Hunter, LaDuex, Maichel, Walmann and Wright. Also present were City Manager Cawby, City Attorney Wetzler and Acting Secretary Sullivan. Visitors were Shelagh Wright, Ben Wendt, Cody McMullen, DJ Needham and Collen Truelson.

INVOCATION. Councilman Hunter delivered the delivered the invocation.

CONSENT AGENDA. Approval of March 12 Agenda and approval of minutes of February 12 and February 26 Council meetings. **Motion** made by LaDuex, seconded by Hunter to approve the Consent Agenda as amended. Yeas: All.

Presentations, Comments from the Public:

Cody McMullin, 804 South St, bought lot with trailer that is on the condemnation list and needs an extension.

Ben Wendt, 36469 Crescent Hill, wanted to know if the school was taking over the ball park. Asked if batting cages were going to be put in. Hampson said they would be installed and that the park would be ready for baseball season, weather permitting.

Shelagh Wright advised the Council that she submitted her resignation to the Chamber Board, effective March 31, 2015.

Public Hearings: none

Unfinished Business: none

New Business:

**APPOINTMENTS:** none

**PROCLAMATION - MARCH FOR MEALS MONTH.** **Motion** made by Hunter, seconded by Maichel to approve the proclamation. Yeas: All.

**FIRST AMENDMENT TO KDHE WASTEWATER LOAN FUND AGREEMENT.** The Wastewater Treatment Plant project took longer than expected. The original deadline to establish payments was one year year after the loan was granted. The deadline will now be sixth months after completion. The amendment grants the six month extension and makes the payments interest only. **Motion** made by Maichel, seconded by Hunter to approve the the first amendment to the KDHE loan agreement. Yeas: All.

**APPROVAL OF CAPITAL IMPROVEMENT PLAN CHANGE.** The budget for the Concession Stand project was \$135,900 and some adjustments need to be made. The Sports Complex money approved for 2014 would be moved to 2015 and to take savings from the other accounts which were general park improvements. **Motion** made by Dickinson, seconded by Hampson to modify the changes to the CIP for the Sports Complex. Yeas: All.

**DEMOLITION BIDS FOR CONDEMNED STRUCTURES.** Cody McMullen bought 812 South Street. He is more than half way done with the demolition but needs more time. The bids received were:

	<u>Gowing Construction</u>	<u>Harvey Brothers</u>	<u>Remco Demolition</u>
345 Parker	\$10,975	\$10,500	\$ 4,160
403 Chestnut	\$11,350	\$ 7,853	\$ 4,880
715 Chestnut	\$ 3,195	\$ 3,000	\$ 1,800
812 South St	\$ 3,100	\$ 3,000	\$ 1,800
901 Chestnut	\$ 3,475	\$ 3,500	\$ 1,800
1006 5 <sup>th</sup>	<u>\$ 9,850</u>	<u>\$ 8,460</u>	<u>\$ 4,200</u>
	\$41,945	\$36,313	\$18,640

**Motion** made by LaDuex, seconded by Maichel to accept the Remco Demolition bid but remove 812 South Street with the adjusted bid of \$16,840. Yeas: All

City Manager Cawby recommended giving McMullen 30 days to finish 812 South Street and to revisit at the May 14 Council meeting. **Motion** made by LaDuex, seconded by Hampson to give the owner of 812 South Street 30 more days. Yeas: All.

**COMPREHENSIVE PLAN PROPOSAL.** The most recent plan is from 1998 and needs to be updated. This will give the Planning Commission guidelines to follow. Scott Michie, the City's on-call planner, provided a bid of \$22,000 to get the Plan started. He can start around August and it will take about nine months. **Motion** made by LaDuex, seconded by Hunter to accept Scott Michie's bid of \$22,000. Yeas: All.

Council Reports:

Maichel: Would like to make letters of appreciation to people that serve on the Advisory Boards.

Mayor's Report:

March 16 – March 20 is March for Meals. If anyone would like to assist with the Meals On Wheels program, contact the Senior Center

City Manager's Report:

*Projects:*

**Golf Course Clubhouse Renovations.** Most of the interior renovations are complete. The next steps will be to paint the outside of the building and to stain the deck.

*Issues:*

**T-Mobile Contract.** Has been working with T-Mobile quite a bit over the past few weeks on several issues. First, T-Mobile has already been in and upgraded the antennae and connections to fiber so that they can offer 4G service in the near future. T-Mobile is also asking to place a microwave dish on the east water tower to back-feed another tower that doesn't have fiber close enough to provide 4G coverage. Is working with City Attorney Wetzler negotiating a revision to the contract to receive additional compensation for this dish installation.

**Insurance.** The City was approached by two new companies about putting out for bid the City's property and liability insurance coverage for 2015 (renewal is April 1). One company dropped out, but the City's current provider EMC and the health insurance broker Gallagher, are both submitting bids for 2015. Those numbers should be presented to the Council for selection at the March 26 meeting.

**2015 Budget.** While we ended 2014 with very good balances, but we also built a budget for 2015 that was very aggressive and fairly lean. Since then there have been some unexpected surprises, Three Department level positions departed, one which had a major payout. Also, the uncertainty of the recreation programs and the unanticipated expenses at the sports complex have been wildcards in the

process. Because of these, he has revised the budget internally to reflect more accurately the 2015 expenses to help Department Heads manage the numerous budget changes.

**OHS Alumni Dance.** The Alumni Committee has asked for the 500 block of the downtown area to be blocked off on the Saturday evening of Memorial Weekend for the Alumni Dance. They would like to have the band at the east end of the street with the rest of the street available for people to dance, set up chairs to listen, etc. They would also like to allow people to bring in alcohol, or at least CMB, for a part of the few hours. He has talked logistics with them and still waiting on feedback from the Chamber.

EXECUTIVE SESSION – none

OTHER DISCUSSION/MOTIONS: none

At 7:59 p.m. **motion** made by Hunter, seconded by LaDuex to adjourn. Yeas: All.

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Ann Elmquist, City Clerk

Osawatomie, Kansas. **March 26, 2015.** The Council meeting was held in Memorial Hall. Mayor Govea called the meeting to order at 6:32 p.m. Council members present were Dickinson, Farley, Hampson, Hunter, LaDuex, Maichel and Wright. Absent was Walmann. Also present were City Manager Cawby, City Attorney Wetzler and City Clerk Elmquist. Visitors were Dr. Joe Bell, Terry Anderson and Colleen Truelson.

INVOCATION. Dr. Joe Bell, Church of the Nazarene, delivered the invocation.

CONSENT AGENDA. Approval of March 26 Agenda and Appropriation Ordinance 2015-2. **Motion** made by Maichel, seconded by Hampson to approve the consent agenda. Yeas: All.

Presentations, Comments from the Public:

Dr. Bell said the church has been focusing on the word of God and have made great strides. They have finished that period and transitioning to doing outreach. They will be sending letters to soldiers from the area, making lap blankets for people in the community that have to keep their heat down, and helping pay for peoples utility bills.

Public Hearings: none

Unfinished Business:

**WWTP IMPROVEMENTS PROJECT CHANGE ORDER NO. 6.** The change order increases the contract by \$3,363.82. It is due to sewer plant related incorrect information being provided from the manufacturer to the project engineer on the design of the grit chamber. In order not to day the project any further, City Manger Cawby approved the work to be done on the change order. The project could have been held up for several weeks while blame was sorted out between the parties. **Motion** made by Hunter, seconded by LaDuex to approve Change Order No. 6. Yeas: All.

Walmann arrived at 6:44 p.m.

**WWTP IMPROVEMENTS PROJECT PAY APP NO. 9.** This Pay Application includes Change Order No. 6 and pays out all but \$10,000 on the final project while cleanup proceeds. Motion made by Hunter, seconded by LaDuex to approve Pay App No. 9. Yeas: All.

New Business:

**DISCUSS CERTIFICATE OF APPRECIATIONS FOR VOLUNTEERS.** There was discussion about how to show appreciation to those people that have served on Advisory Boards and those that have given of their time in other ways. Maichel and City Manager Cawby will come up with guidelines.

**APPOINTMENTS:**

Planning Commission

Will Cutburth

Motion made Maichel, seconded by LaDuex to approve the appointment. Yeas: All.

**PROPERTY & LIABILITY INSURANCE CARRIER SELECTION.** Staff has been working with companies interested in bidding the City's property and liability insurance for the coverage beginning April 1, 2015. The City's current provider EMC and the City's health insurance broker Gallagher, both submitted very attractive bids. About a 10% increase for 2015 was budgeted.

LINE OF BUSINESS	Existing Premium	Elliot Proposed (EMC)	Gallagher Proposed (Brit)
Property	\$79,874	\$60,939	\$145,053
Commercial Output	50,230	41,148	* Inc. with Property
General Liability	19,448	13,026	* Inc. with Property
Linebacker	4,246	4,246	* Inc. with Property
Law Enforcement	4,601	5,215	* Inc. with Property
Data Compromise	677	575	* Inc. with Property
Crime	908	804	1,919
Inland Marine	9,785	8,892	* Inc. with Property
Business Auto	22,373	16,999	20,156
Umbrella	10,689	7,439	9,321
<b>TOTAL PREMIUM</b>	<b>\$ 202,831</b>	<b>\$ 159,282</b>	<b>\$ 176,449</b>

**Arthur J. Gallagher & Co. Proposal.** Their proposal is 15% lower than the current premium.

**Elliot Insurance Group Proposal.** Their proposal to renew with EMC is a reduction of 27% percent their current year premium. EMC also provides a dividend to its ensured entities. It is calculated by dividing up the profit over a certain percentage, based on premium amounts, between all municipal policies in EMC's portfolio.

**Motion** made by LaDuex, seconded by Hunter to award the bid to EMC. Yeas: All.

**DRAFT ORDINANCE – ALCOHOL & CMB ON PUBLIC PROPERTY.** The OHS Alumni Association has asked to have a street dance on the Saturday of Alumni Weekend, May 25. This would be in lieu of using the Municipal Auditorium for its annual celebration. This and some other functions have occurred without any problems in the past. However, the City should clarify its authority to authorize such public events. The public events need to come before the Council. There also needs to contain a provision for cleaning up afterward and for damages.

Council Reports:

Maichel: The City Auditorium looks very bad. There needs to be extra trash cans set out Memorial Day weekend.

Dickinson: The lights are on in the front of the Auditorium and look nice.

Hunter: The candidates forum was not well attended last night but was good.

LaDuex: It's important that the Recreation Commission issue passes. People need to be encouraged to vote and also be given the advantages.

Mayor's Report:

The candidates forum was very well done with questions being answered.

Went to the Sports Complex and it looks real nice.

City Manager's Report:

**Employee Resignation.** Ron Taylor, Journeyman Lineman, resigned and his last day will be April 3. He will be working for KCPL.

**Old Country Store Building.** About a 10' by 10' masonry fell off the back wall of the store. It knocked out the phone line and was blocked off. That section of the alley will remain closed until the insurance is dealt with and also an architectural engineer is needed.

**Sports Complex.** The last piece of sidewalk going up to the parking lot will be poured as soon as weather permits. Staff is working to get the parking lot ready for the game next Tuesday. Sod was discussed and will seed what can be.

**Crime Conference.** April 16-17 City Manager Cawby will be attending the Annual Kansas City/ County Management Conference. Interim Police Chief Bob Butters will be attending the presentation on crime.

EXECUTIVE SESSION – CONSULTATION WITH **CITY ATTORNEY** WHICH WOULD BE DEEMED PRIVILEGED IN THE ATTORNEY-CLIENT RELATIONSHIP. At 7:50 p.m. motion was made by Maichel, seconded by Hampson to recess into executive session for the purpose of consultation with City Attorney which would be deemed privileged in the attorney-client relationship, with City Manager Cawby and City Attorney Wetzler present; and that the Council will reconvene the open meeting in this room at 8:10 p.m. Yeas: All. Meeting reconvened at 8:10 p.m. No action taken.

Motion made by Dickinson, seconded by Hunter to adjourn. Yeas: All.

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Ann Elmquist, City Clerk

# Record of Ordinances

ORDINANCE NO. 2015-03

DATE WARRANTS ISSUED:  
March 31, 2015

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AN ORDINANCE MAKING APPROPRIATION FOR THE PAYMENT OF CERTAIN CLAIMS.

Be it ordained by the Governing Body of the City of Osawatomie, Kansas

Section 1. That in order to pay the claims hereinafter stated which have been properly audited and approved, there is hereby appropriated out of the respective funds in the city treasury the sum required for each claim.

CLAIMANT	NATURE OF CLAIM OR SERVICE	CLAIM NUMBER	AMOUNT
KMEA	Nearman Electricity	1581	27,320.87
KMEA	GRDA Electricity	1582	90,214.13
KMEA	WAPA Electricity	1583	7,919.26
KMEA	SPA Hydro Electricity	1584	2,404.96
City of Osawatomie	Petty Cash Reimbursement	1585	1,888.47
Able Printing Company	Kansas Sampler Ad	45308	500.00
AT&T	RTU'S	45309	221.96
Sheldon Booe	Basketball Official	45310	60.00
Brenntag Mid-South	Robinfloc	45311	2,292.80
Brewer's Automotive Repair	Replace Water Pump, Shock, Struts	45312	1,980.58
California Contractors Supplies	Detectable Electric Line Buried Tape	45313	479.94
CenturyLink	Long Distance	45314	193.52
CenturyLink	Services	45315	1,581.12
Champion Brands, LLC	Tire Sealant, Grease, Oil Dry, Gloves	45316	403.26
City of Osawatomie	Utilities	45317	12,085.95
Coleman Equipment, Inc.	Repack Boom Cylinder, Latch, Seals	45318	550.04
Conrad Fire Equipment, Inc.	Helmet	45319	238.12
Richard Fisher, Jr., LLC	Attorney Fees	45320	725.00
Geocorp, Inc.	Hays Republic Chart	45321	266.46
Gerken Rent-All, Inc.	Kerosene	45322	269.12
Hach Company	Chlorine Reagent Set	45323	345.17
Hanes Florist & Greenhouse	Flowers	45324	40.00
International Code Council	Haz Mat Control Areas Webinar	45325	29.00
John Deere Financial	Ball Joint, Link Ends, Knobs	45326	160.16
Kansas City Wilbert	Grave Openings	45327	2,386.30
Kansas Department of Commerce	JTC Oil Lease-April 2015	45328	1,000.00
Kansas One Call System	Locates	45329	18.00
KC Bobcat	Replace Door Glass Fuel Filter	45330	588.62
Logan Contractors Supply, Inc.	Nail Stakes	45331	79.40
Louisburg Ford Sales, Inc.	Link, Nut, Stud	45332	45.68
Lybarger Oil, Inc.	Fuel	45333	5,192.68
Main Attraction Construction Services	Installed Crown Molding	45334	70.00
Kelccey Medina	Basketball Official	45335	80.00
Miami County Sheriff's Office	Prisoner Care	45336	1,072.17
Miami Lumber, Inc.	Lumber, Concrete Mix, Primer	45337	1,796.94
Drew Needham	Basketball Official	45338	60.00
Olathe Winwater Works	Repair Clamps, Reducer	45339	633.40
OMB Guns	Springfield Sub Compact	45340	399.00
Pace Analytical	Analytical Charges	45341	160.50
Paola Do It Best Hardware	Portland, Cover, Rep Kit	45342	71.54



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CLAIMANT	NATURE OF CLAIM OR SERVICE	CLAIM NUMBER	AMOUNT
John Rayl	Basketball Official	45343	60.00
Rejis Commission	Leweb Subscription	45344	32.76
Rural Water District #1	Services	45345	223.95
Scott A Michie Planning Services	Consulting Services	45346	249.57
Nate Seidl	Basketball Official	45347	60.00
Smitty's Lawn & Garden Equipment	Solenoid, Crankcase, Cover Gasket	45348	133.36
State Industrial Products	All Purpose Cleaner	45349	135.97
Suddenlink	Internet	45350	324.85
Superior Lamp	Bulbs	45351	131.62
Superior Vision	Vision Insurance	45352	581.74
Elizabeth Trigg	Notebooks, PVC, Lights, Cord	45353	61.08
Peter Trull	Hovercraft Parts	45354	306.26
UPS Store	Postage	45355	12.96
Van Wall Equipment	Filters, Spark Plugs, Bearings, Seals	45356	1,085.80
Viking Industrial Supply	Paper Supplies	45357	176.64
Walmart	Ammo, Coffee, Chips, Buns	45358	42.03
Wallis Lubricant, LLC	Gear Oil	45359	254.39
Zep Sales and Service	Towels, Cherry Bomb, Handle	45360	374.90
Crawford Sales Company	Budweiser	45361	382.85
Midwest Distributors	Miller	45362	231.55
American Equipment Co.	Plow Shoe Assembly	45363	174.19
Baker & Taylor	Books	45364	152.87
Bollings Bargain	Pad Lock	45365	5.00
Consumer Reports	Subscription	45366	49.00
Delta Dental	Dental Insurance	45367	2,828.27
Dish Network	Services	45368	105.43
EMG, Inc.	Energy Consulting	45369	1,789.75
Family Center	Marking Flags, Impact Bits, Sprayer	45370	593.17
Richard Fisher, Jr.	Municipal Court Judge	45371	240.00
Gallagher Benefit Services, Inc.	Administration Fee	45372	372.00
JCI Industries, Inc.	Repair Pump at 8th Street Lift Station	45373	5,652.00
KS Dept. of Health & Environment	Environmental Field Lab Accreditation	45374	350.00
KMEA	Annual Dues	45375	2,057.89
Knapheide Truck Equipment Co.	Bolt Bag Cutting Edge	45376	69.35
L&K Services	Refuse, Sludge Haul Off	45377	35,758.81
Madden Rental	Portable Toilet Rental	45378	70.00
Bryan Minnis	Ink, Buns, Wastebaskets, Nozzle	45379	317.03
Moon's Hometown Market	Cleaning Supplies, Water, Batteries	45380	145.02
National Sign Company, Inc.	Stop Sign	45381	223.60
NPG Newspapers	Rezone Downtown, Parcels for Lease	45382	748.78
O'reilly Auto Parts	Filler, Spreader	45383	12.55
Oil Patch Pump & Supply, Inc.	Elbow PVC	45384	44.57
Pace Analytical	Analytical Charges	45385	351.00
Red Bud Supply, Inc.	Gloves	45386	223.12
Reflective Group, LLC	Services	45387	45.43

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CLAIMANT	NATURE OF CLAIM OR SERVICE	CLAIM NUMBER	AMOUNT
Riverside Manufacturing Co.	Dungaree	45388	64.46
RMI Golf Carts	Starter Cable	45389	19.44
Suddenlink	Internet	45390	73.90
Tri County Ice Co. Inc.	Relocate Ice Machine	45391	150.00
Dennis Ward	Maintenance on Fairway Reels	45392	480.00
Winterscheid Auto Parts	Bulbs, Lamps, Wrench, Filters	45393	-
Winterscheid Auto Parts	Bulbs, Lamps, Wrench, Filters	45394	916.63
KMEA	EMP Electricity	1586	53,319.03
Alamar Uniforms	Emblem	45395	11.88
American Equipment Co.	Tarp	45396	168.40
Applied Maintenance Supplies	LED Light, Kwik Drill, Hex Nuts	45397	312.52
Atco International	Gloves	45398	88.44
Brenntag Mid-South, Inc.	Sodium Hypochlorite	45399	2,710.30
Centurylink	RTU'S	45400	236.56
Chief State Boiler Inspector	Boiler Inspection and Certificate	45401	120.00
Donna & Viola's Shirts	Shirts, Patches	45402	155.87
Evco Wholesales Food	Hot Dogs, Straws, Hamburgers	45403	362.36
Galls	Badge	45404	82.94
Grainger	Faucets, Thermal Unit, Sensor Probe	45405	860.59
Jarred, Gilmore & Phillips, PA	2014 Audit	45406	5,500.00
Kriz-Davis Co.	Wire, Pin, PVC, Elbow, Photocontrol	45407	2,481.08
Lou's Gloves	Gloves	45408	77.00
Lybarger Oil, Inc.	Fuel	45409	1,531.03
Martin Pringle Attorneys At Law	Municipal Matters, City Prosecutor	45410	4,444.60
Maxim Golf Solutions	Consulting Services	45411	5,000.00
QA Balance Services	Mettler Toledo Scale	45412	995.00
Quill	Color Paper, Calculator, Ink	45413	98.57
Reflective Group	Services	45414	213.73
Ricoh	Copier Lease	45415	280.78
Ricoh	Copier Lease-Library	45416	96.87
Ricoh	Copier Lease-PD	45417	183.90
RMI Golf Carts	Oil Seal, Clutch Puller, Gasket	45418	88.80
Sprint	Services	45419	24.31
Suddenlink	Internet	45420	59.95
Training @YourPlace	Annual License, Fix ID Issue	45421	290.00
USA Blue Book	Chlorine Swiftest, PVC, Buffer	45422	702.30
Visa	Computer, Chairs, Spotlight	45423	1,741.33
Visa	DVD's, Plaques, Candy, Games	45424	718.29
Winkler, Domoney, & Schultz	Municipal Court Judge	45425	2,060.00
Winpro	Artisan Embossed Roll Towels	45426	241.30
United Healthcare	Health Insurance	1587	33,068.34
Kansas Department of Revenue	Compensating Use Tax	1588	491.10
Kansas Department of Revenue	Sales Tax	1589	404.86
Kansas Department of Revenue	Sales Tax	1590	11,989.13
City of Osawatomie	Petty Cash Reimbursement	1591	1,087.69







## STAFF AGENDA MEMORANDUM

**DATE OF MEETING:** April 9, 2015

**AGENDA ITEM:** Ordinance on Public Consumption

**PRESENTER:** Don Cawby, City Manager

**ISSUE SUMMARY:** As we mentioned at the past couple of meetings, the OHS Alumni Association has asked for the ability to have a street dance on the Saturday of Alumni Weekend. This would be in lieu of using the Municipal Auditorium for its annual celebration. I have reviewed our ordinances and believe that while this and some other functions have occurred without any problem over the years past, the City should clarify its authority to authorize such public events.

To accommodate the request and to hopefully simplify the process, I have attempted to merge the Special Events CMB Permit with these types of requests. After mentally walking through the process several times, I have amended the Special Events Permit to require Council approval for ALL such permits. I believe this is a good practice and since they are probably only 4-5 occasions per year where it would be used, I don't expect it to be a burden.

The proposed ordinance is attached, and we plan on having you a sample permit application available for your review at Thursday's meeting.

**COUNCIL ACTION NEEDED:** Consider the proposed ordinance.

**STAFF RECOMMENDATION TO COUNCIL:** Recommend approval of the ordinance.

**ORDINANCE NO. \_\_\_\_**

AN ORDINANCE REGULATING THE CONSUMPTION OF CEREAL MALT BEVERAGES AND ALCOHOLIC LIQUOR ON PUBLIC PROPERTY IN THE CITY OF OSAWATOMIE BY AMENDING SECTIONS 104, 105, 215, 216, 217, AND 218 OF CHAPTER THREE OF THE MUNICIPAL CODE OF THE CITY OF OSAWATOMIE KANSAS.

WHEREAS, the City desires to amend the City Code to allow for the consumption of Cereal Malt Beverages and Alcohol on Public Property for certain special events; and

WHEREAS, formal rules should be adopted to allow consumption on public property in order to protect the health, safety and welfare of the City's residents;

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

**Section 1:** That Sections 104 and 105 of Article One, Chapter Three, of the Code of the City of Osawatomie are hereby amended to read as follows:

**3-104. CONSUMPTION ON PUBLIC PROPERTY.**

(a) No person shall drink, consume or possess an open container of alcoholic liquor or cereal malt beverage on the public streets, alleys, sidewalks, roads or highways, public parking lots, or any public property, except:

(1) upon any property owned by the state or any governmental subdivision thereof where such property is leased to others under K.S.A. 12-1740 et seq. if the property is being used for hotel or motel purposes or purposes incidental thereto or is owned or operated by an airport authority created pursuant to Chapter 27 of the Kansas Statutes Annotated.

(2) In any state-owned or operated building or structure, and upon the surrounding premises, which is furnished to and occupied by any state officer or employee as a residence;

(3) In the municipal auditorium, the shelter house located in John Brown Park, and the shelter house at the city lake if leased from the City of Osawatomie for a private event;

(4) On the Osawatomie Golf Course, if such alcoholic liquor or cereal malt beverage was purchased from or provided by the Osawatomie Golf Course;

(5) During approved public events at parks, facilities or on other public property in the City of Osawatomie provided that the sponsor or organizer has obtained a special event permit issued by the City of Osawatomie according to Section 3-216 of this Chapter, where the permit shall defines a specific public area to be covered by the permit and that the drinking or consumption of alcoholic liquor or cereal malt beverage is conducted in accord with the reasonable conditions established by the permit.

(b) The City may exempt, by ordinance, specified property, title of which is vested in the City, from the provisions of subsection (a).

(c) Nothing in this section shall permit the sale, directly or indirectly, of alcoholic liquor, cereal malt beverages, or any substance co-mixed with such, or the mixing of such without the receiving the required licenses or permits required under local, state or federal law.

(d) For purposes of this section, the term "public property" shall include public streets, alleys, sidewalks, roads or highways, public parking lots, any privately owned parking area made available to the public generally, public parks, public buildings, or any other facilities or property owned by the City of Osawatomie.

(e) Violation of any provision of this section is a misdemeanor punishable by a fine of not less than \$50 nor more than \$200 or by imprisonment for not more than six months, or both.

**3-105. PUBLIC SALE; CONSUMPTION.**

(a) It shall be unlawful for any person to sell, serve or dispense any cereal malt beverage or alcoholic beverage in any public place not licensed, or permitted under Section 3-214 of this Chapter, to sell, serve or dispense such beverage at such public place within or under the jurisdiction of the city.

(b) It shall be unlawful for any person to drink, consume, or possess an open container of any cereal malt beverage or alcoholic beverage in any public place not licensed, or permitted under Section 3-214 of this Chapter, to sell and serve such beverage for public consumption at such public place within or under the jurisdiction of the city. (c) For purposes of this section, the term "public place" shall include public streets, alleys, sidewalks, roads or highways, public parking lots, any privately owned parking area made available to the public generally, or any public parks and facilities owned by the City of Osawatomie, within any parked or driven motor vehicle situated in any of the aforesaid places or upon any property owned by the state or any governmental subdivision thereof unless such property is exempted under Section 3-104 of this Chapter.

(d) Nothing in this section shall prohibit the enforcement of laws related to public drunkenness, disturbing the peace, or other related statutes of the State of Kansas or ordinances of the City of Osawatomie.

(e) Violation of any provision of this section is a misdemeanor punishable by a fine of not less than \$50 nor more than \$200 or by imprisonment for not more than six months, or both.

**Section 2:** That Sections 214, 215, 216, and 217 of Article Two, Chapter Three, of the Code of the City of Osawatomie, as adopted by Ordinance 3690, are hereby amended to read as follows:

**3-214 PERMIT REQUIRED.**

(a) It shall be unlawful for any person to sell or serve any Cereal Malt Beverage at any special event within the city without first obtaining a local special event permit from the City of Osawatomie.

**3-215 PERMIT FEE.**

(a) There is hereby levied a special event permit fee in the amount of \$50.00 on each group or individual, which fee shall be paid before the event begins. Such fee shall be in addition to the \$25.00 fee to be remitted to the Division of Alcohol Beverage Control when cereal malt beverages are sold or served at the event.

(b) Every special event permit holder shall cause the permit receipt to be placed in plain view on any premises within the city where the holder of the special event permit is serving cereal malt beverage for consumption on the premises.

**3-216 CITY SPECIAL EVENT PERMIT.**

(a) It shall be unlawful for any person to allow the possession and consumption of cereal malt beverages or alcoholic liquor, or to sell or serve cereal malt beverages at a special event without first applying for a local special event permit at least 30 days before the event. Written application for the local special event permit shall be made to the City of Osawatomie on a form to be prescribed by the City of Osawatomie. For special events the City may require application on a form used for annual cereal malt beverage sales as directed by the City of Osawatomie. In addition to any other information required, the applicant shall provide the following:

- (1) the name of the applicant, which will be the person responsible for the permit;
- (2) the group for which the event is planned;
- (3) the location of the event;
- (4) the date and time of the event;
- (5) any anticipated need for police fire or other municipal services;
- (6) defined areas where consumption and/or sales would be allowed;
- (7) plan for controlling any alcoholic or cereal malt beverages from leaving the defined area.

- (8) plan for clean-up and disposal from the event if on public property
- (9) deposit as required by the City Manager for the event.

(b) Upon meeting the requirements to obtain a special event permit, the permit shall be presented to the City Council for approval. Upon approval, the City Clerk shall issue a local special event permit to the applicant if there are no conflicts with any zoning or other ordinances of the city.

(c) The City Clerk shall notify the Chief of Police whenever a special event permit has been issued and forward a copy of the permit and application to the Chief of Police.

**3-217 PERMIT REGULATIONS.**

(a) No special event permit holder shall allow the serving of cereal malt beverages between the hours of 12:00 a.m. and 6:00 a.m. at any event for which a special event permit has been issued.

(b) No cereal malt beverage shall be given, sold or traded to any person under 21 years of age.

(c) No more than four special event permits may be issued in a calendar year to the same applicant.

(d) No special event permit issued hereunder may be transferred or assigned to any other vendor.

(e) All local ordinances and state statutes for the sale and consumption of cereal malt beverages apply to holders of special event permits.

**Section 3. EXISTING SECTIONS REPEALED.** Sections 104 and 105 of Article One, Chapter Three and Sections 214, 215, 216, and 217 of Article Two, Chapter Three of the Code of the City of Osawatomie as adopted prior to the passage of this Ordinance are hereby repealed.

**Section 4. EFFECTIVE DATE.** This ordinance shall take effect and be in force from and after its passage and summary publication in the official City newspaper.



PASSED AND APPROVED by the Governing Body of the City of Osawatomie, Kansas, a majority being in favor thereof, this 9<sup>th</sup> day of April, 2015.

APPROVED AND SIGNED by the Mayor.

---

L. Mark Govea  
Mayor

(SEAL)

ATTEST:

---

Ann Elmquist  
City Clerk



City of Osawatomie  
 439 Main Street; P.O. Box 37  
 Osawatomie, KS 66064  
 (913) 755-2146

# SPECIAL EVENTS PERMIT APPLICATION

Department Use Only

Date Filed: \_\_\_\_\_  
 Event Deposit  
 Date Paid: \_\_\_\_\_  
 \$50 Permit Fee  
 Date Paid: \_\_\_\_\_  
 \$25 State Permit  
 Date Paid: \_\_\_\_\_

1. NAME OF APPLICANT AND/OR ORGANIZATION:	
2. CONTACT PHONE # AND EMAIL (OPTIONAL):	

3. TYPE OF SPECIAL EVENT APPLICANT IS APPLYING FOR:

4. MAILING ADDRESS OF APPLICANT/ORGANIZATION:	5. ADDRESS/LOCATION OF SPECIAL EVENT:
---	---------------------------------------

6. DATE(S) AND TIME(S) FOR PERMIT, INCLUDING SET UP AND TEAR DOWN:

7. ENTRY TO EVENT: FEE YES ___ NO ___ PUBLIC ___ OR PRIVATE ___	8. STREET CLOSURE: YES ___ NO ___ IF YES, TIME OF CLOSURE REQUIRED: _____	9. # OF EXPECTED ATTENDINGS: _____
--	---	---------------------------------------

10. WILL ALCOHOL OR CMB FOR PERSONAL CONSUMPTION BE ALLOWED AT THE EVENT? YES \_\_\_ NO \_\_\_  
 WILL CMB BE SOLD AT THE EVENT? YES \_\_\_ NO \_\_\_  
 WILL THERE BE AN ENTRY FEE TO THE AREA WHERE CMB IS PROVIDED BY A THRID PARTY? YES \_\_\_ NO \_\_\_  
 IF YES TO ANY OF THE ABOVE, APPLICANT DATE OF BIRTH IS REQUIRED \_\_\_\_\_

11. IS THERE LIABILITY INSURANCE COVERAGE FOR THE EVENT: YES \_\_\_\_\_ NO \_\_\_\_\_  
 IF YES, NAME OF INSURANCE COMPANY, AGENT AND AMOUNT OF COVERAGE: \_\_\_\_\_  
 \_\_\_\_\_

**STATEMENT OF APPLICANT**

I HAVE REVIEWED THIS APPLICION COMPLETELY AND EVERYTHING CONTAINED HEREIN IS TRUE AND CORRECT. I AGREE TO HOLD THE CITY OF OSAWATOMIE HARMLESS FROM AND AGAINST ANY LOSS, COST OR DAMAGE OF ANY NATURE ARISING OUT OF ANY ACTION OR CLAIM AGAINST THE CITY OF OSAWATOMIE OR ITS EMPLOYEES, IN CONNECTION WITH THE EVENT. I ACKNOWLEDGE THAT I HAVE RECEIVED A COPY OF ALL ORDINANCES AND ATTACHMENTS AND I FULLY UNDERSTAND THAT I WILL BE HELD RESPONSIBLE FOR ANY VIOLATIONS OF STATE LAWS, CITY OF OSAWATOMIE ORDINANCES, AND ANY RESTRICTIONS OR REQUIREMENTS ASSOCIATED WITH THIS PERMIT AT THE LOCATION AND TIME SPECIFIED ON THIS PERMIT.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PERMIT APPLICATION: APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_  
 DECISION BY: \_\_\_\_\_ DATE OF DECISION: \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

DRAFT

## **SPECIAL EVENT PERMIT**

### **RESPONSIBILITIES AND RESTRICTIONS**

**Area.** Special event area should be specifically defined. The area may not need to be fenced, but permit holder is responsible for ensuring public consumption occurs within the defined area.

**Containers.** No glass bottles or containers allowed. Only plastic or aluminum containers. When sold to the public, contents of glass bottles may be served to the public in allowed containers, but shall not leave the service area. Servers are responsible for appropriate disposal of all glass.

**Fees and Deposit.** The fee may be waived by the City Manager for special events that don't allow CMB or alcohol consumption, depending on impact on public services, City sponsorship, or whether event is revenue generating. Deposit will be established based upon the consumption of CMB or alcohol, area used and nature of event. Deposit will be at least \$100 and as much as \$2,500, but may be waived by City Manager for City sponsored events.

**Clean up.** Event area must be cleaned up and trash removed by time stated on the permit and road closure times must be met. Failure to do so may result in the forfeiture of the deposit and denial of future permits.

**Security.** Permit holder should supply their own security unless a City sponsored public event and security has been coordinated with the Osawatomie Police Department. Security of permit holders are responsible for removing drunk patrons that are a nuisance or danger to other attendees or the general public.

**Minors in Possession.** Permit holder is responsible for prohibiting underage possession and consumption of CMB or alcohol and must have an approved plan submitted to the City prior to permit approval.



## STAFF AGENDA MEMORANDUM

**DATE OF MEETING:** April 9, 2015

**AGENDA ITEM:** Main Street Project Financing

**PRESENTER:** Don Cawby, City Manager

**ISSUE SUMMARY:** Dave Arteberry with George K. Baum, the City's financial advisor, will be with us to discuss the issuance of temporary notes related to the Main Street Project, the Water Line Relocation Project, and the reissuance of our current temporary notes.

Following there are 3 items that need to be addressed. First, is an ordinance authorizing the Water Line Relocation project and allowing us to issue notes for its construction. Second, is a resolution to authorize the sale of temporary notes in the total amount of approximately \$2.8 million. Third, is approval to publish the City's intent to apply for financial assistances from USDA-Rural Development. These first two items will allow the City to proceed with temporary financing for both the street and water projects. The third item will allow the City's application to be processed so we can put the project out for bid.

Attached are the referenced forms, a schedule for issuing the debt, and updated summary budgets on the projects. You will notice that both amounts are higher than the amounts being borrowed in the temporary notes. That is being done for a couple of reasons. First, the temporary note amounts are the amounts we have used to set the budget for debt service payments in our current budget. Second, the City should have enough funds to cover the overage on either project, but we may look at areas we can scale back each project, if necessary, to meet our available funds. Third, the amount listed is an estimate, and we will roll in the costs of issuance to the overall amount borrowed.

**COUNCIL ACTION NEEDED:** Consider three presented items.

**STAFF RECOMMENDATION TO COUNCIL:** Approve the Ordinance and Resolution in separate motions. In a separate motion approve the City to publish the intent to apply to USDA-RD.

(Published in *The Osawatomie Graphic* on April \_\_, 2015)1t

ORDINANCE NO. \_\_\_\_

AN ORDINANCE AUTHORIZING THE CITY OF OSAWATOMIE, KANSAS TO MAKE WATER SYSTEM IMPROVEMENTS PURSUANT TO K.S.A. 65-162a ET SEQ., AND AUTHORIZING THE CITY TO ISSUE ITS GENERAL OBLIGATION BONDS IN THE AMOUNT NECESSARY TO PAY COSTS OF SUCH IMPROVEMENTS

WHEREAS, pursuant to K.S.A. 65-162a *et seq.*, and particularly K.S.A. 65-163d through 65-163u (the “Water Act”), the City of Osawatomie, Kansas (the “City”) is a municipality that operates and maintains a public water supply system, as defined in the Water Act, and the City is authorized to acquire, construct, reconstruct, improve, equip, rehabilitate and extend all or any part of the public water supply system; provided such improvement is not related to the diversion or transportation of water acquired through a water transfer, as defined by K.S.A. 82a-1501; and

WHEREAS, the Governing Body of the City finds it necessary to improve the City’s public water supply system by relocating and reconstructing a water main currently located under Main Street from 1<sup>st</sup> Street to 5<sup>th</sup> Street and from 7<sup>th</sup> Street to 12<sup>th</sup> Street, plus all things necessary and incidental thereto, according to plans and specifications previously approved by the Governing Body and City staff (the “Water System Improvements”); and

WHEREAS, the Water System Improvements are not related to the diversion or transportation of water acquired through a water transfer defined in K.S.A. 82a-1501; and

WHEREAS, it is necessary to pay costs of the Water System Improvements by issuing general obligation bonds of the City.

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

Section 1. Authorization of Project. The Water System Improvements (as defined above) are authorized and directed to be completed pursuant to the Water Act.

Section 2. Water System Improvement Costs, Bonds. The estimated total cost of the Water System Improvements is \$1,200,000, and such costs are authorized to be paid by the city-at-large through issuance of general obligation bonds of the City in the estimated amount of \$1,200,000 plus costs of issuing bonds or notes, as provided by the Act. Temporary Notes of the City may be issued to pay a portion of the costs of the Project until the general obligation bonds authorized by this Ordinance may be issued. This Ordinance shall constitute a declaration of official intent pursuant to U.S. Treasury Regulation, §1.150-2.

Section 3. Additional Actions. The Mayor and City Clerk are authorized and directed to take such other action, including the execution of documents, as may be necessary to proceed with the intent of this Ordinance.

Section 4. Effective Date. This ordinance shall be in full force and effect after its passage by the Governing Body of the City and publication one time in the official City newspaper.

*[Remainder of Page Intentionally Left Blank]*

PASSED AND APPROVED by the Governing Body of the City of Osawatomie, Kansas on April 9, 2015.

APPROVED AND SIGNED by the Mayor

CITY OF OSAWATOMIE, KANSAS

[Seal]

By \_\_\_\_\_  
L. Mark Govea, Mayor

ATTEST:

By \_\_\_\_\_  
Ann Elmquist, City Clerk

EXCERPT OF MINUTES

The governing body of the City of Osawatomie, Kansas met in regular session, at the usual meeting place in the City on April 9, 2015 at 6:30 p.m., with Mayor L. Mark Govea presiding, and the following members of the governing body present:

The following members were absent:

Among other business, there came on for consideration and discussion the following:

AN ORDINANCE AUTHORIZING THE CITY OF OSAWATOMIE, KANSAS TO MAKE WATER SYSTEM IMPROVEMENTS PURSUANT TO K.S.A. 65-162a ET SEQ., AND AUTHORIZING THE CITY TO ISSUE ITS GENERAL OBLIGATION BONDS IN THE AMOUNT NECESSARY TO PAY COSTS OF SUCH IMPROVEMENTS

After discussion, upon motion by \_\_\_\_\_, seconded by \_\_\_\_\_, the Ordinance was passed by a majority of the members elect.

The Ordinance was assigned No. \_\_\_\_.

\*\*\*\*\*



CITY CLERK'S  
CERTIFICATION OF EXCERPT OF MINUTES

I certify that the foregoing is a true and correct Excerpt of Minutes of the April 9, 2015 regular meeting of the governing body of the City of Osawatomie, Kansas.

[Seal]

---

Ann Elmquist, City Clerk

RESOLUTION NO. \_\_\_\_

A RESOLUTION OF THE CITY OF OSAWATOMIE, KANSAS, AUTHORIZING AND PROVIDING FOR THE SALE OF THE CITY'S TEMPORARY NOTES, SERIES 2015-1, IN THE PRINCIPAL AMOUNT OF APPROXIMATELY \$2,800,000.

WHEREAS, the governing body of the City of Osawatomie, Kansas (the "City"), has previously authorized certain capital improvements in the City under authority of applicable laws of the state of Kansas and has authorized the payment of all or a portion of the costs of the improvements from proceeds of general obligation bonds of the City; and

WHEREAS, the City is authorized by the provisions of K.S.A. 10-123 *et seq.*, as amended and supplemented, to sell, issue and deliver its general obligation temporary notes for the purpose of temporarily financing such improvements or for renewing temporary notes previously issued for that purpose.

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

SECTION 1. Authorization of Note Sale. The City's Temporary Notes, Series 2015-1, in the approximate aggregate principal amount of \$2,800,000 (the "Notes"), are authorized and directed to be offered for sale pursuant to a term sheet or other offering documents to be prepared by George K. Baum & Co., Financial Advisor. The City Manager is authorized and directed to receive proposals for purchasing the Notes and to deliver such proposals to the City Council at its meeting on May 14, 2015 (or another date chosen by the Mayor that is also the date of a City Council meeting) where the City Council will review the proposals and act to accept the best proposal for purchase of the Notes.

SECTION 2. Authorization of Additional Actions as Required. The officers and representatives of the City, including the Mayor, City Clerk, City Manager, Triplett, Woolf & Garretson, LLC, Bond Counsel, and the Financial Advisor are further authorized and directed to take such other actions as may be appropriate or desirable to accomplish the purposes of this Resolution. The Mayor and City Clerk are authorized to execute a Fiduciary Engagement Letter with George K. Baum & Company in substantially the form attached to this Resolution.

SECTION 3. Effective Date. This Resolution shall be in force and take effect from and after its adoption and approval.

*[Remainder of Page Intentionally Left Blank]*

ADOPTED AND APPROVED by the governing body of the City of Osawatomie, Kansas on April 9, 2015.

CITY OF OSAWATOMIE, KANSAS

[seal]

By \_\_\_\_\_  
L. Mark Govea, Mayor

ATTEST:

By \_\_\_\_\_  
Ann Elmquist, City Clerk

EXCERPT OF MINUTES

The governing body of the City of Osawatomie, Kansas, met in regular session at the usual meeting place in the City on April 9, 2015, at 6:30 p.m., with the Mayor L. Mark Govea presiding, and the following members of the governing body present:

The following members were absent:

A Resolution was presented to the governing body entitled:

A RESOLUTION OF THE CITY OF OSAWATOMIE, KANSAS, AUTHORIZING AND PROVIDING FOR THE SALE OF THE CITY'S TEMPORARY NOTES, SERIES 2015-1, IN THE PRINCIPAL AMOUNT OF APPROXIMATELY \$2,800,000.

The Resolution was considered and discussed; and on motion of \_\_\_\_\_, seconded by \_\_\_\_\_, the Resolution was adopted by a majority vote of the members present and was assigned No. \_\_\_\_.

\*\*\*\*

CITY CLERK'S  
CERTIFICATION OF EXCERPT OF MINUTES

I certify that the foregoing is a true and correct Excerpt of Minutes of the April 9, 2015 meeting of the governing body of the City of Osawatomie, Kansas.

[Seal]

By \_\_\_\_\_  
Ann Elmquist, City Clerk

(Published in *The Osawatomie Graphic* on August 27, 2014)1t

ORDINANCE NO. 3720

AN ORDINANCE **AUTHORIZING STREET IMPROVEMENTS** WITHIN THE CITY OF OSAWATOMIE, KANSAS PURSUANT TO K.S.A. 12-685 to 12-690; AND ISSUANCE OF BONDS OR NOTES OF THE CITY TO PAY A PORTION OF THE COSTS THEREOF AND AMENDING ORDINANCE NO. 3712.

WHEREAS, K.S.A. 12-685 through 12-690 (the “Act”) authorizes the governing body of any city designate and establish existing or proposed streets, boulevards, avenues or parts thereof within the city as main trafficways, the primary function of which is, or shall be, the movement of through traffic between areas of concentrated activity within the city or between such areas within the city and traffic facilities outside the city performing the function of a major trafficway; and

WHEREAS, pursuant to the Act and Ordinance No. 3719 (adopted August 14, 2014), the City of Osawatomie, Kansas (the “City”) has designated the following streets as main trafficways under the Act: Main Street between 1<sup>st</sup> Street and 5<sup>th</sup> Street and between 7<sup>th</sup> Street and 12<sup>th</sup> Street; and

WHEREAS, the Act authorizes the City to make improvements to designated main trafficways in the City; and

WHEREAS, the City has determined it necessary to construct and reconstruct Main Street from 1<sup>st</sup> through 5<sup>th</sup> Street and from 7<sup>th</sup> Street to 12<sup>th</sup> Street as follows: (1) reconstruct pavement with 9” asphalt on 8” crushed stone base from 1<sup>st</sup> Street to 5<sup>th</sup> Street, (2) mill existing pavement 2” and overlay with 4” asphalt from 7<sup>th</sup> Street to 12<sup>th</sup> Street and (3) reconstruct intersection aprons, driveways to the right-of-way line, sidewalks and sidewalk ramps and all things necessary and related, according to plans and specifications previously approved by the Governing Body and City staff (the “Street Project”), and to issue general obligation bonds or temporary notes of the City to pay part of the estimated costs of the Street Project; and

WHEREAS the Governing Body of the City has adopted Ordinance No. 3712 (the “Original Ordinance”) which authorized the Public Building Project defined therein at total estimated cost of \$600,000; and

WHEREAS, the final costs of the Public Building Project together with estimated costs and expenses of financing it exceed the authorized amount stated in the Original Ordinance and it is necessary to amend the Original Ordinance to increase the estimated cost of the Public Building Project to \$650,000 including fees and expenses of financing.

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

Section 1. Authorization of Project. The Street Project (as defined above) is authorized and directed to be completed pursuant to the Act.

Section 2. Street Project Costs, Bonds. The estimated total cost of the Street Project is \$2,650,000, and such costs are authorized to be paid by the city-at-large through issuance of general obligation bonds of the City in the estimated amount of \$1,850,000, as provided by the Act, and from the proceeds of two CDBG grants to the City in the amount of \$800,000. Temporary Notes of the City may be issued to pay a portion of the costs of the Project until the general obligation bonds authorized by this Ordinance may be issued. This Ordinance shall constitute a declaration of official intent pursuant to U.S. Treasury Regulation, §1.150-2.

Section 3. Amendment of Ordinance 3712. Section 2 of Ordinance No. 3712 adopted by the Governing Body of the City on August 22, 2013 is repealed and replaced with the following Section 2:

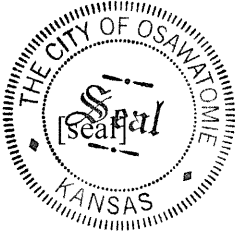
**Section 2.** General obligation bonds of the City in an amount of \$650,000 are authorized to be issued under the Public Building Act to pay the costs of the Public Building Project and all things necessary and related thereto, including costs of issuance. Temporary Notes of the City may be issued, to pay for a portion of the costs until the general obligation bonds authorized by this Ordinance may be issued. This Ordinance shall constitute a declaration of official intent pursuant to U.S. Treasury Regulation, §1.150-2.

Section 4. This ordinance shall be in full force and effect after its passage by the Governing Body of the City and publication one time in the official City newspaper.

*[Remainder of Page Intentionally Left Blank]*

PASSED AND APPROVED by the Governing Body of the City of Osawatomie, Kansas  
this 14<sup>th</sup> day of August, 2014.

APPROVED AND SIGNED by the Mayor



CITY OF OSAWATOMIE, KANSAS

By *L. Mark Govea*  
L. Mark Govea, Mayor

ATTEST:

By *Ann Elmquist*  
Ann Elmquist, City Clerk



EXCERPT OF MINUTES

The Governing Body of the City of Osawatomie, Kansas met in regular session, at the usual meeting place in the City on August 14, 2014, at 6:30 p.m., with Mayor L. Mark Govea presiding, and the following members of the Governing Body present:

Lawrence Dickinson, John Farley, Ted Hunter, Karen LaDuex, Tamara Maichel, and Jeff Walmann.

The following member was absent: Nick Hampson

Among other business, there came on for consideration and discussion the following:

AN ORDINANCE AUTHORIZING STREET IMPROVEMENTS WITHIN THE CITY OF OSAWATOMIE, KANSAS PURSUANT TO K.S.A. 12-685 to 12-690; AND ISSUANCE OF BONDS OR NOTES OF THE CITY TO PAY A PORTION OF THE COSTS THEREOF AND AMENDING ORDINANCE NO. 3712.

After discussion, upon motion by Maichel, seconded by LaDuex, the Ordinance was passed by a majority of the members elect.

The Ordinance was assigned No. 3720.

\*\*\*\*

CITY CLERK'S  
CERTIFICATION OF EXCERPT OF MINUTES

I certify that the foregoing is a true and correct Excerpt of Minutes of the August 14, 2014 regular meeting of the Governing Body of the City of Osawatomie, Kansas.



  
\_\_\_\_\_  
Ann Elmquist, City Clerk

**AFFIDAVIT OF PUBLICATION**

*Miami County Newspapers, 121 S Pearl St, Paola, KS 66071*

Reference: 103172 P.O. :  
Ad ID: 6245924 DESC.: Ordinance 3720

**ANN ELMQUIST**  
**CITY OF OSAWATOMIE**  
**PO Box 37**  
**OSAWATOMIE, KS 66064**

Osawatomie Graphic

State of Kansas, Miami County, ss:

The undersigned, being first duly sworn under oath, deposes and states that he/she is affiliated with the Osawatomie Graphic, a weekly newspaper printed in the State of Kansas and published in and of general circulation in Miami County, Kansas, with a general paid circulation on a weekly basis in Miami County, Kansas; and that said newspaper is not a trade, religious, or fraternal publication.

Said newspaper is published at least weekly 50 times a year and has been so published continuously and uninterruptedly in said County and State for a period of more than five years prior to the first publication of the attached notice; and that said newspaper has been entered at the post office of publication, Osawatomie, Kansas, as second class matter.

That this notice, a true copy of which is hereto attached, was published in the regular and entire issue of said weekly newspaper as follows, to-wit:

Run Dates: 08/27/14 to 08/27/14  
Appearances: 1  
AD SPACE: 424  
TOTAL COST: \$238.91

(Signed) *Jane Skrosz*

Subscribed and sworn before me this  
27 day of August 2014

*Mary K Callaway* Notary Public  
**MARY K. CALLAWAY**  
Notary Public-State of Kansas  
My Appt. Expires 5-25-18

My Commission Expires: 5-25-18

(Published in the Osawatomie Graphic, August 27, 2014)  
**ORDINANCE NO. 3720**  
AN ORDINANCE AUTHORIZING STREET IMPROVEMENTS WITHIN THE CITY OF OSAWATOMIE, KANSAS PURSUANT TO K.S.A. 12-685 TO 12-690; AND ISSUANCE OF BONDS OR NOTES OF THE CITY TO PAY A PORTION OF THE COSTS THEREOF AND AMENDING ORDINANCE NO. 3712.

WHEREAS, K.S.A. 12-685 through 12-690 (the "Act") authorizes the governing body of any city designate and establish existing or proposed streets, boulevards, avenues or parts thereof within the city as main trafficways, the primary function of which is, or shall be, the movement of through traffic between areas of concentrated activity within the city or between such areas within the city and traffic facilities outside the city performing the function of a major trafficway; and

WHEREAS, pursuant to the Act and Ordinance No. 3719 (adopted August 14, 2014), the City of Osawatomie, Kansas (the "City") has designated the following streets as main trafficways under the Act: Main Street between 1st Street and 5th Street and between 7th Street and 12th Street; and

WHEREAS, the Act authorizes the City to make improvements to designated main trafficways in the City; and

WHEREAS, the City has determined it necessary to construct and reconstruct Main Street from 1st through 5th Street and from 7th Street to 12th Street as follows: (1) reconstruct pavement with 9" asphalt on 8" crushed stone base from 1st Street to 5th Street, (2) mill existing pavement 2" and overlay with 4" asphalt from 7th Street to 12th Street and (3) reconstruct intersection aprons, driveways to the right-of-way line, sidewalks and sidewalk ramps and all things necessary and related, according to plans and specifications previously approved by the Governing Body and City staff (the "Street Project"), and to issue general obligation bonds or temporary notes of the City to pay part of the estimated costs of the Street Project; and

WHEREAS the Governing Body of the City has adopted Ordinance No. 3712 (the "Original Ordinance") which authorized the Public Building Project defined therein at total estimated cost of \$600,000; and

WHEREAS, the final costs of the Public Building Project together with estimated costs and expenses of financing it exceed the authorized amount stated in the Original Ordinance and it is necessary to amend the Original Ordinance to increase the estimated cost of the Public Building Project to \$650,000 including fees and expenses of financing.

NOW BE IT ORDAINED BY THE GOVERNING

BODY OF THE CITY OF OSAWATOMIE, KANSAS: APPROVED by the Govern- ing Body of the City of Osawatomie, Kansas this 14th day of August, 2014.

Section 1. Authorization of Project. The Street Project (as defined above) is authorized and directed to be completed pursuant to the Act.

Section 2. Street Project Costs, Bonds. The estimated total cost of the Street Project is \$2,650,000, and such costs are authorized to be paid by the city-at-large through issuance of general obligation bonds of the City in the estimated amount of \$1,850,000, as provided by the Act, and from the proceeds of two CDBG grants to the City in the amount of \$800,000. Temporary Notes of the City may be issued to pay a portion of the costs of the Project until the general obligation bonds authorized by this Ordinance may be issued. This Ordinance shall constitute a declaration of official intent pursuant to U.S. Treasury Regulation, §1.150-2.

Section 3. Amendment of Ordinance 3712. Section 2 of Ordinance No. 3712 adopted by the Governing Body of the City on August 22, 2013 is repealed and replaced with the following Section 2:

Section 2. General obligation bonds of the City in an amount of \$650,000 are authorized to be issued under the Public Building Act to pay the costs of the Public Building Project and all things necessary and related thereto, including costs of issuance. Temporary Notes of the City may be issued, to pay for a portion of the costs until the general obligation bonds authorized by this Ordinance may be issued. This Ordinance shall constitute a declaration of official intent pursuant to U.S. Treasury Regulation, §1.150-2.

Section 4. This ordinance shall be in full force and effect after its passage by the Governing Body of the City and publication one time in the official City newspaper.

PASSED AND

APPROVED AND SIGNED by the Mayor.

CITY OF OSAWATOMIE, KANSAS  
By: L. Mark Govea,  
Mayor

ATTEST: (Seal)  
By: Ann Elmquist,  
City Clerk (1t)

**2015 Street Improvements**  
**Main Street from 1st Street to 5th Street**  
**Estimate of Opinion of Probable Construction Costs**  
**City of Osawatomie, Kansas**  
**BG Consultants, Inc. Project #14-1331L**  
**April 7, 2015**

<u>Item #</u>	<u>Description</u>	<u>Quantity</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Total Price</u>
<b>Common Items</b>					
General Items					
1.	Contractor Construction Staking	1	L.S.	\$ 10,000.00	\$ 10,000.00
2.	Mobilization	1	L.S.	\$ 65,000.00	\$ 65,000.00
3.	Removal of Existing Structures	1	L.S.	\$ 10,000.00	\$ 10,000.00
4.	Clearing and Grubbing	1	L.S.	\$ 8,500.00	\$ 8,500.00
5.	Pavement Markings	1	L.S.	\$ 3,500.00	\$ 3,500.00
6.	Permanent Signing	1	L.S.	\$ 3,500.00	\$ 3,500.00
7.	Temporary Erosion Control	1	L.S.	\$ 8,000.00	\$ 8,000.00
8.	Traffic Control	1	L.S.	\$ 25,000.00	\$ 25,000.00
9.	Seeding, Fertilizing and Mulching	1	L.S.	\$ 6,000.00	\$ 6,000.00
				Subtotal =	\$ 139,500.00
Storm Water					
10.	Inlet (Curb)	5	Each	\$ 4,500.00	\$ 22,500.00
11.	Curb and Gutter, Combined (2'-0") (AE)	4,200	L.F.	\$ 28.00	\$ 117,600.00
12.	Storm Sewer (18")	490	L.F.	\$ 40.00	\$ 19,600.00
				Subtotal =	\$ 159,700.00
Sidewalks					
13.	Sidewalk Construction (4")(AE)	2,310	S.Y.	\$ 40.00	\$ 92,400.00
14.	Sidewalk Ramp	110	S.Y.	\$ 175.00	\$ 19,250.00
15.	Concrete Steps	20	L.F.	\$ 100.00	\$ 2,000.00
				Subtotal =	\$ 113,650.00
Driveways and Aprons					
16.	Concrete Pavement (6" Uniform)(AE)(Driveways)	490	S.Y.	\$ 60.00	\$ 29,400.00
17.	Concrete Pavement (8" Uniform)(AE)(Aprons)	730	S.Y.	\$ 70.00	\$ 51,100.00
18.	HMA-Commercial Grade (Class A)(6")(Driveways)	120	S.Y.	\$ 60.00	\$ 7,200.00
19.	Aggregate Base (AB-3)(6")	1,220	S.Y.	\$ 10.00	\$ 12,200.00
20.	Surfacing Material (AB-3)(Driveways)	360	S.Y.	\$ 10.00	\$ 3,600.00
				Subtotal =	\$ 103,500.00
<b>Common Items Subtotal =</b>					<b>\$ 516,350.00</b>
<b>Full Reconstruction</b>					
21.	Rock Excavation (Pavement Removal)	1,630	C.Y.	\$ 25.00	\$ 40,750.00
22.	Unclassified Excavation	3,850	C.Y.	\$ 15.00	\$ 57,750.00
23.	Compaction of Earthwork (Type AA)(MR 5-5)	1,240	C.Y.	\$ 5.50	\$ 6,820.00
24.	Concrete Pavement (8" Uniform)(AE)(Valley Gutter)	1,610	S.Y.	\$ 70.00	\$ 112,700.00
25.	HMA-Commercial Grade (Class A)(9")	3,160	Tons	\$ 80.00	\$ 252,800.00
26.	Aggregate Base (AB-3)(6")	9,490	S.Y.	\$ 10.00	\$ 94,900.00
				Subtotal =	\$ 565,720.00
<b>Subtotal (Full Reconstruction + Common Items) =</b>					<b>\$ 1,082,070.00</b>
<b>+10% Contingency =</b>					<b>\$ 108,207.00</b>
<b>Total Construction Cost =</b>					<b>\$ 1,190,277.00</b>
<b>Design Engineering =</b>					<b>\$ 97,600.00</b>
<b>Construction Observation =</b>					<b>\$ 71,720.00</b>
<b>Construction Engineering =</b>					<b>\$ 28,728.00</b>
<b>Grant Administration =</b>					<b>\$ 20,000.00</b>
<b>Legal Administration =</b>					<b>\$ 5,000.00</b>
<b>Misc. (Geology, etc.) =</b>					<b>\$ -</b>
<b>Temporary Financing =</b>					<b>\$ 23,700.00</b>
<b>Total Opinion of Cost =</b>					<b>\$ 1,437,025.00</b>

# City of Osawatomie, KS

## Waterline Improvements: Main Street from 12th to 7th & Main Street from 5th to 1st

### BG Project # 14-1101L

Engineer's Opinion of Probable Cost

March 6, 2015

<u>No</u>	<u>Description</u>	<u>Quantity</u>	<u>Units</u>	<u>Unit Price</u>	<u>Total Price</u>
<b>General</b>					
1	Mobilization		Lump Sum	\$ 20,000.00	\$ 20,000.00
2	Clearing and Grubbing		Lump Sum	\$ 6,250.00	\$ 6,250.00
3	Contractor Construction Staking		Lump Sum	\$ 5,000.00	\$ 5,000.00
4	Traffic Control		Lump Sum	\$ 10,000.00	\$ 10,000.00
5	Seeding		Lump Sum	\$ 5,000.00	\$ 5,000.00
6	Erosion Control		Lump Sum	\$ 5,000.00	\$ 5,000.00
			<b>Subtotal</b>		<b>\$ 51,250.00</b>
<b>Distribution Improvements</b>					
7	10" PVC Waterline (HDD)	1969	L.F.	\$ 65.00	\$ 127,985.00
8	8" PVC Waterline (HDD)	3458	L.F.	\$ 55.00	\$ 190,190.00
9	10" M.J. Gate Valve	6	EA.	\$ 1,250.00	\$ 7,500.00
10	8" M.J. Gate Valve	11	EA.	\$ 1,000.00	\$ 11,000.00
11	10" Tapping Valve	3	EA.	\$ 2,000.00	\$ 6,000.00
12	8" Tapping Valve	4	EA.	\$ 1,750.00	\$ 7,000.00
13	4" Tapping Valve	3	EA.	\$ 1,500.00	\$ 4,500.00
14	Fire Hydrant Assembly	9	EA.	\$ 3,500.00	\$ 31,500.00
15	Remove Existing Fire Hydrant	8	EA.	\$ 400.00	\$ 3,200.00
16	Frost-Free Yard Hydrant	1	EA.	\$ 750.00	\$ 750.00
17	Connect to Existing Waterline	10	EA.	\$ 1,300.00	\$ 13,000.00
18	Disconnect Existing Waterline	9	EA.	\$ 750.00	\$ 6,750.00
19	3/4" Water Service (Short)	49	EA.	\$ 200.00	\$ 9,800.00
20	3/4" Water Service (Long)	73	EA.	\$ 450.00	\$ 32,850.00
21	Connect to Service (3/4")	122	EA.	\$ 200.00	\$ 24,400.00
22	New Water Meter Pit (3/4")	122	EA.	\$ 100.00	\$ 12,200.00
23	New Water Meter Setter (3/4")	122	EA.	\$ 175.00	\$ 21,350.00
24	New Water Meter Ring/Lid (3/4")	122	EA.	\$ 75.00	\$ 9,150.00
25	Relocate Existing Meter Pit	27	EA.	\$ 500.00	\$ 13,500.00
26	Tracer Wire	5,427	L.F.	\$ 40.00	\$ 217,080.00
27	Pavement Patching (Street)	175	S.Y.	\$ 65.00	\$ 11,375.00
28	Pavement Patching (Driveways)	225	S.Y.	\$ 100.00	\$ 22,500.00
29	Concrete Curb and Gutter (Combined)(AE)	550	L.F.	\$ 35.00	\$ 19,250.00
30	Flowable Fill	750	C.Y.	\$ 80.00	\$ 60,000.00
31	Remove and Replace Concrete Sidewalk (4")(AE)	115	S.Y.	\$ 50.00	\$ 5,750.00
32	Remove and Replace Concrete Sidewalk Ramp	35	S.Y.	\$ 150.00	\$ 5,250.00
			<b>Subtotal</b>		<b>\$ 873,830.00</b>
				+10% Contingency	\$ 92,510.00
			<b>Total Construction Cost</b>		<b>\$ 1,017,590.00</b>
				Design Engineering	\$ 103,500.00
				Construction Observation	\$ 74,165.00
				Construction Engineering	\$ 28,728.00
				Grant Administration	\$ 20,000.00
				Legal Administration	\$ 5,000.00
				Misc. (Geology, Etc.)	\$ -
				Temporary Financing	\$ 24,200.00
			<b>Total Opinion of Cost</b>		<b>\$ 1,273,183.00</b>



# City of Osawatomie

*www.osawatomieks.org*

Osawatomie City Hall  
439 Main Street • PO Box 37  
Osawatomie, KS 66064  
Phone: (913)755-2146  
Fax: (913)755-4164

## **Public Notification of Intent to File Application**

The **City of Osawatomie** has filed an application for financial assistance with USDA Rural Development. The specific purpose of this application is to provide funding for the relocation and replacement of water mains on Main Street from 1<sup>st</sup> Street to 5<sup>th</sup> Street and 7<sup>th</sup> Street to 12<sup>th</sup> Street.

Any written comments regarding this application should be provided within (15) days of this publication to **USDA Rural Development, 1303 SW First American Place, Suite 100, Topeka, Kansas, 66604-4040**. Requests to receive a copy of this application should be directed to this office.

## FIDUCIARY ENGAGEMENT AGREEMENT

This Fiduciary Engagement Agreement (“Agreement”) is made this \_\_\_ day of \_\_\_\_\_, 2015, by and between the City of Osawatomie, Kansas (“Issuer”), and **GEORGE K. BAUM & COMPANY**, located at 4801 Main Street, Kansas City, Missouri (“GKB”).

**PURPOSE:** The Issuer has identified specific capital projects for the purpose of acquiring a new police facility, renovations to the existing City Hall and water line and road improvements to Main Street (the “Project”). The Issuer now seeks to extend the temporary financing for the building improvements and provide new funding for the water and road improvements through the issuance of renewal and improvement temporary notes (the “Transaction”). The Issuer deems it in its best interest to engage and retain GKB, an independent registered municipal advisor firm, to provide certain advisory services to the Issuer for or related to the Transaction, including but not limited to the preparation of supporting data, bond market information, assistance in obtaining ratings, and assistance in investor negotiations.

**CONSIDERATION:** Consideration for this Agreement includes the services, compensation, and mutual exchange of promises of the parties specified herein.

### SPECIFIC PROVISIONS

The provisions of the above “Purpose” section shall be material and binding to this Agreement.

1. **GKB’s Obligations.** GKB shall provide the Issuer with advisory services for or related to the Transaction, including the analysis of the cost and benefits relative to financing the Project, and:
  - A. Work with the Issuer, and others as directed by the Issuer, concerning the legal and financial issues associated with the Transaction;
  - B. Attend all meetings and be available to the Issuer, and its other agents, for consultation and conference at times and places mutually agreed upon;
  - C. Assist the Issuer in the preparation, coordination and distribution of printed matter for or related to the Transaction, including circulars, press releases, special mailings, etc., in order to acquaint the Issuer’s population with the benefits and financial considerations of the Transaction;
  - D. Prepare financial information and schedules necessary to acquaint the Issuer with the benefits of the various forms of debt financing for the Transaction;
  - E. Assist in the preparation of a credit presentation for bond rating agencies and bond insurance companies, if any;
  - F. Assist in the collection and preparation of the documents necessary to accomplish the Transaction including any related contracts and agreements or documents related to offering securities either for purchase or sale, all of which shall be



appropriately executed and satisfactory to the Issuer;

- G. Arrange for closing and delivery of any securities;
  - H. It is expressly understood and agreed that this Agreement does not intend, and is not under any circumstances to be construed as requiring GKB to perform services which may constitute the practice of law. GKB is employed in an expert financial capacity only;
  - I. It is expressly understood and agreed that, under this Agreement, GKB is acting as an advisor or fiduciary to the Issuer for or related to the Transaction. GKB retains the right to be engaged by the Issuer on other transactions in a capacity other than as an advisor or fiduciary;
  - J. It is expressly understood and agreed that GKB will not limit its work to the steps outlined, but will extend its services as necessary to ensure that all appropriate advice for or related to the Transaction is provided to the Issuer in a professional and satisfactory manner.
2. **Issuer's Obligations.** The Issuer's obligations shall include the following:
- A. Retain GKB as its advisor for and related to the Transaction;
  - B. Cooperate with GKB in the proper development of the Transaction and provide all pertinent information needed to allow GKB to provide the Issuer with informed advice, and to support the desired Transaction on behalf of the Issuer;
  - C. Employ a nationally recognized firm of bond attorneys and utilize the services of the Issuer's attorney;
  - D. Pay for all costs of legal advice, printed matter, advertising, bond ratings, bond insurance premium, required audits and other professional services;
  - E. Pay GKB an advisory fee calculated to be 0.6% of the principal amount of the securities issued at the time of the completion of the Transaction.
3. **Term.** The term of this Agreement shall commence on the date of this Agreement, and shall expire on the completion of the Transaction, except as terminated earlier pursuant to the provisions below.
4. **Termination.** The Issuer, at its sole discretion, may terminate this Agreement at any time by providing a written notice of termination to GKB. At the termination of this Agreement, the Issuer shall pay GKB such compensation earned to the date of such termination, which payment shall be in full satisfaction of all claims against the Issuer under this Agreement.
5. **Additional Transactions.** During the Term of this Agreement, if the Issuer decides to consider or pursue other or additional financing, either for the Project or for other separate

Fiduciary Engagement Agreement

projects the Issuer identifies from time-to-time (“Additional Transactions”), the Issuer may engage GKB to act as its investment banker to provide financial advisory, or municipal advisory, or underwriting or placement agent services for any of those Additional Transactions. In that event, the parties will execute separate written engagement agreements for each of any such Additional Transactions. Until such a separate additional agreement is in place, the parties understand and agree that GKB will not provide any advice or recommendations to the Issuer regarding any such Additional Transactions.

6. **Execution.** This Agreement may be executed in multiple counterparts and together such counterparts will be deemed an original.

IN WITNESS WHEREOF, the parties here have executed this Agreement the day and year first above written.

AGREED TO AND ACCEPTED:

**GEORGE K. BAUM & COMPANY**

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

**City of Osawatomie, Kansas**

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

# ADVISORY BOARDS

4/6/2015

## EXPIRED TERMS & VACANCIES

December 31, 2014

		<u>Expiration</u>	<u>Applications received</u>	<u>Appointed</u>
<b>Economic &amp; Community Development Committee</b>				
3.D. Chamber of Commerce member within USD #367; Rep. - Owner/managing executive	Dan Macek	2014		_____
3.E. City Resident	Mike Moon	2014		_____
<hr/>				
Golf Course	by City Manager		----	
<hr/>				
<b>Historic Preservation Committee</b>	Blake Madden (City employee)	2014	Brian King	_____
	Amanda Perry (moved away)	2015		_____
<hr/>				
<b>Library Advisory Board</b> expire April 30	Steve Clark	2014	Steve Clark	_____
	Lisa DeLeon (resigned)	2015	Verna Miller	_____
	Gus Hart	2016	Amanda Moon	_____
	Vacant	2017	Samantha Moon	_____
<hr/>				
<b>Parks &amp; Recreation</b>	Kelly Callahan	2014	Brian King	_____
	Sara Carter	2014	Sara Carter Hall	_____
	Kenneth Harper	2014	Kenneth Harper	_____
<hr/>				
<b>Planning Commission</b>	Tom Burgin	2014	Tom Burgin	_____
	Jim Mitzner	2014	Brian King	_____
<hr/>				
<b>Public Housing Authority</b>	Larry Ratley	2014	Brian King	_____
	Doug Singer (City employee)	2015		_____
	Jeff Walmann (Council member)	2017		_____
<hr/>				
<b>Public Safety Committee</b>	Ward 3 Danessa Mitzner	2014	W3 -	_____
	At-large Richard Canon	2014	AL - Brian King (Ward 4)	_____
			AL - Charlotte Ursery (Ward 4)	_____
<hr/>				
<b>Tourism Committee</b>	Marti McDougal	2014	Brian King	_____
	Travis Perry (moved away)	2014		_____
	Amanda Perry (moved away)	2015		_____

# Public Service Application

City of Osawatomie, KS

(one application per committee)

Name: Brian M. King Maiden Name: \_\_\_\_\_  
Address: 401 Martin Ave. \* SSN: \_\_\_\_\_  
Mailing Address (if different): \_\_\_\_\_ \* DOB: \_\_\_\_\_  
City, State, Zip: Osawatomie, KS. 66064 Home Pl \_\_\_\_\_

Place of Employment: FUMC Position: Custodian  
Product or services rendered by employer: Church  
Brief description of job duties/responsibilities: Custodial

Spouse's place of employment: \_\_\_\_\_ Position: \_\_\_\_\_  
Product or Service rendered by spouse's employer: \_\_\_\_\_

Committee, Board, Commission, Task Force or other position to which you wish to be appointed:

**X** Historic Preservation

Why do you wish to serve in this position? I have enjoyed past and present positions and I wish to continue serving the community.

Have you served on any other board, committee, commission or in an elected position with the City? If yes, please state your experience as a member: Friends of the library, Historic Preservation, Tourism, Pride Committee, Museum volunteer

Do you or your spouse have any monetary interest, direct or indirect, in any pending or incomplete transaction or contract to which the City is, or is to be, a party? If yes, please explain: No

\* It is the policy of the City of Osawatomie to conduct criminal background checks on all potential applicants for the PUBLIC SAFETY COMMITTEE. Appointment to the Committee is contingent on the results of such checks. In order to conduct the check, a birthdate and social security number are required. By signing below, I understand that the above information I have voluntarily provided is to be used solely for the purpose of the background check.

I do hereby affirm that I am currently a registered voter in the city of Osawatomie. I reside in Ward No. 4.



1/13/2015  
Date

PLEASE RETURN TO CITY CLERK

439 Main Street PO Box 37, Osawatomie, KS 66064 cityclerk@osawatomiaks.org

Received: <u>01-12-15 OK</u>	Council Approval Date: _____	Letter of Approval: _____
Scanned: <u>1-20-15</u>	Term Expiration Date: _____	Letter of Non-Approval: _____

# Public Service Application

City of Osawatomie, KS

(one application per committee)

Name: Stephen H. Clark Maiden Name: \_\_\_\_\_  
Address: 604 Hickory Ct. \* SSN: \_\_\_\_\_  
Mailing Address (if different): \_\_\_\_\_ \* DOB: \_\_\_\_\_  
City, State, Zip: Osawatomie, KS 66064 Home Phone: \_\_\_\_\_

Place of Employment: Retired. Position: \_\_\_\_\_  
Product or services rendered by employer: \_\_\_\_\_  
Brief description of job duties/responsibilities: \_\_\_\_\_

Spouse's place of employment: Retired. Position: \_\_\_\_\_  
Product or Service rendered by spouse's employer: \_\_\_\_\_

Committee, Board, Commission, Task Force or other position to which you wish to be appointed:

Osawatomie Library Board.

Why do you wish to serve in this position? Help serve the community of Osawatomie and provide the city with the best library services available.

Have you served on any other board, committee, commission or in an elected position with the City? If yes, please state your experience as a member: School Librarian 28 yrs. Osawatomie Library Bd. 4 yrs. Tourism Committee, Osawatomie Historical Society.

Do you or your spouse have any monetary interest, direct or indirect, in any pending or incomplete transaction or contract to which the City is, or is to be, a party? If yes, please explain: No.

\* It is the policy of the City of Osawatomie to conduct criminal background checks on all potential applicants for the PUBLIC SAFETY COMMITTEE. Appointment to the Committee is contingent on the results of such checks. In order to conduct the check, a birthdate and social security number are required. By signing below, I understand that the above information I have voluntarily provided is to be used solely for the purpose of the background check.

I do hereby affirm that I am currently a registered voter in the city of Osawatomie. I reside in Ward No. 3.

Signature

Date

**PLEASE RETURN TO CITY CLERK**

439 Main Street

PO Box 37, Osawatomie, KS 66064




cityclerk@osawatomieks.org

OFFICE USE ONLY			
Received:	<u>1-15-15</u>	Council Approval Date:	_____
Scanned:	<u>1-30-15</u>	Term Expiration Date:	_____
		Letter of Approval:	_____
		Letter of Non-Approval:	_____

# Public Service Application

City of Osawatomi, KS

(one application per committee)

Name: Therna Millard Maiden Name: Landers  
Address: 133A WALNUT \* SSN:   
Mailing Address (if different): PO BOX 398 \* DOB:   
City, State, Zip: OSAWATOMIE, KS 66064 Home:   
Cell: \_\_\_\_\_ Work: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
Place of Employment: RETIRED ACCOUNTANT Position: \_\_\_\_\_  
Product or services rendered by employer: \_\_\_\_\_  
Brief description of job duties/responsibilities: \_\_\_\_\_  
Spouse's place of employment: \_\_\_\_\_ Position: \_\_\_\_\_  
Product or Service rendered by spouse's employer: \_\_\_\_\_

Committee, Board, Commission, Task Force or other position to which you wish to be appointed:

**X** LIBRARY BOARD  
Why do you wish to serve in this position? TO SERVE IN MY HOMETOWN


Have you served on any other board, committee, commission or in an elected position with the City? If yes, please state your experience as a member: ALUMNI BOARD, CORRESPONDING

SECRETARY, WEB-MASTER

Do you or your spouse have any monetary interest, direct or indirect, in any pending or incomplete transaction or contract to which the City is, or is to be, a party? If yes, please explain: NO

\* It is the policy of the City of Osawatomi to conduct criminal background checks on all potential applicants for the PUBLIC SAFETY COMMITTEE. Appointment to the Committee is contingent on the results of such checks. In order to conduct the check, a birthdate and social security number are required. By signing below, I understand that the above information I have voluntarily provided is to be used solely for the purpose of the background check.

I do hereby affirm that I am currently a registered voter in the city of Osawatomi. I reside in Ward No. 4.

 \_\_\_\_\_ Date 3-10-15

Signature

Date

PLEASE RETURN TO CITY CLERK

439 Main Street

PO Box 37, Osawatomi, KS 66064

cityclerk@osawatomi.ks.org

OFFICE USE ONLY			
Received: <u>03-09-15 ak</u>	Council Approval Date: _____	Letter of Approval: _____	
Scanned: _____	Term Expiration Date: _____	Letter of Non-Approval: _____	

# Public Service Application

City of Osawatomi, KS

(one application per committee)

Name: Amanda Moon Maiden Name: Moon  
Address: 102 Main St. \* SSN: [REDACTED]  
Mailing Address (if different): - same - \* DOB: [REDACTED]  
City, State: [REDACTED]  
Cell: [REDACTED]  
Place of Employment: Moons Hometown Market Position: Store Manager  
Product or services rendered by employer: Retail grocery sales  
Brief description of job duties/responsibilities: Responsible for all daily operations of building including accounting, training, customer service & inventory.  
Spouse's place of employment: MCS Position: operator  
Product or Service rendered by spouse's employer: manufactures parts & products produced by CNC machines for customer orders.

Committee, Board, Commission, Task Force or other position to which you wish to be appointed:

Library Board of Directors

Why do you wish to serve in this position? Help strengthen the libraries community support & involvement. Create new & exciting things to draw people in & make the library itself stronger.

Have you served on any other board, committee, commission or in an elected position with the City? If yes, please state your experience as a member:

Chamber of Commerce Board of Directors. I have thoroughly enjoyed the experience & the new connections I've made.

Do you or your spouse have any monetary interest, direct or indirect, in any pending or incomplete transaction or contract to which the City is, or is to be, a party? If yes, please explain: NO.

\* It is the policy of the City of Osawatomi to conduct criminal background checks on all potential applicants for the PUBLIC SAFETY COMMITTEE. Appointment to the Committee is contingent on the results of such checks. In order to conduct the check, a birthdate and social security number are required. By signing below, I understand that the above information I have voluntarily provided is to be used solely for the purpose of the background check.

I do hereby affirm that I am currently a registered voter in the city of Osawatomi. I reside in Ward No. 1.

[REDACTED]  
Signature

3/13/15  
Date

PLEASE RETURN TO CITY CLERK

439 Main Street

PO Box 37, Osawatomi, KS 66064

cityclerk@osawatomleks.org

--- OFFICE USE ONLY ---		
Received: <u>03-13-15 ak</u>	Council Approval Date: _____	Letter of Approval: _____
Scanned: <u>4-4-15</u>	Term Expiration Date: _____	Letter of Non-Approval: _____

# Public Service Application

City of Osawatomie, KS

(one application per committee)

Name: Samantha Moon Maiden Name: N/A  
Address: 111 Rohrer Heights Drive \* SSN: \_\_\_\_\_  
Mailing Address (if different): \_\_\_\_\_ \* DOB: \_\_\_\_\_  
City, State, Zip: Osawatomie, KS, 66004 Home Pho \_\_\_\_\_

Place of Employment: Moon's Hometown Market Position: Assistant Manager  
Product or services rendered by employer: Grocery Store  
Brief description of job duties/responsibilities: Customer Service, employee supervision, Stock ordering, bookkeeping, minor accounting  
Spouse's place of employment: \_\_\_\_\_ Position: \_\_\_\_\_  
Product or Service rendered by spouse's employer: \_\_\_\_\_

Committee, Board, Commission, Task Force or other position to which you wish to be appointed:

Library Board

Why do you wish to serve in this position? As an avid reader, and an energetic creative, I feel I would be a beneficial addition to the board at the library. I want to help create a stronger bond between the library and Community.

Have you served on any other board, committee, commission or in an elected position with the City? If yes, please state your experience as a member: I'm a newly active member of the Jamboree team, serving as social media director. Great fun so far.

Do you or your spouse have any monetary interest, direct or indirect, in any pending or incomplete transaction or contract to which the City is, or is to be, a party? If yes, please explain: No.

\* It is the policy of the City of Osawatomie to conduct criminal background checks on all potential applicants for the PUBLIC SAFETY COMMITTEE. Appointment to the Committee is contingent on the results of such checks. In order to conduct the check, a birthdate and social security number are required. By signing below, I understand that the above information I have voluntarily provided is to be used solely for the purpose of the background check.

I do hereby affirm that I am currently a registered voter in the city of Osawatomie. I reside in Ward No. 2.

Signature

Date

PLEASE RETURN TO CITY CLERK

439 Main Street

PO Box 37, Osawatomie, KS 66064

cityclerk@osawatomiaks.org

Received: 3-5-15  
Scanned: 3-6-15

--- OFFICE USE ONLY ---  
Council Approval Date: \_\_\_\_\_  
Term Expiration Date: \_\_\_\_\_

Letter of Approval: \_\_\_\_\_  
Letter of Non-Approval: \_\_\_\_\_



# Public Service Application

City of Osawatomie, KS

*(one application per committee)*

Name: Brian M. King Maiden Name: \_\_\_\_\_  
Address: 401 Martin Ave. \* SSN: \_\_\_\_\_  
Mailing Address (if different): \_\_\_\_\_ \* DOB: \_\_\_\_\_  
City, State, Zip: Osawatomie, KS. 66064 Home P. \_\_\_\_\_

Place of Employment: FUMC Position: Custodian  
Product or services rendered by employer: Church  
Brief description of job duties/responsibilities: Custodial

Spouse's place of employment: \_\_\_\_\_ Position: \_\_\_\_\_  
Product or Service rendered by spouse's employer: \_\_\_\_\_

Committee, Board, Commission, Task Force or other position to which you wish to be appointed:

Parks & Recreation

Why do you wish to serve in this position? I have enjoyed Past and Present positions and I wish to continue serving the community.

Have you served on any other board, committee, commission or in an elected position with the City? If yes, please state your experience as a member: Friends of the library, Historic Preservation, Tourism Pride Committee, Museum Volunteers

Do you or your spouse have any monetary interest, direct or indirect, in any pending or incomplete transaction or contract to which the City is, or is to be, a party? If yes, please explain: NO

\* It is the policy of the City of Osawatomie to conduct criminal background checks on all potential applicants for the PUBLIC SAFETY COMMITTEE. Appointment to the Committee is contingent on the results of such checks. In order to conduct the check, a birthdate and social security number are required. By signing below, I understand that the above information I have voluntarily provided is to be used solely for the purpose of the background check.

I do hereby affirm that I am currently a registered voter in the city of Osawatomie. I reside in Ward No. 4.

Signature

Date

1/13/2015

PLEASE RETURN TO CITY CLERK

439 Main Street

PO Box 37, Osawatomie, KS 66064

cityclerk@osawatomeks.org

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City of  
Osawatomi  
DEC 18 2014  
RECEIVED

# Public Service Application

City of Osawatomi, KS

(one application per committee)

Name: Sara Hall Maiden Name: Carter  
Address: 150 15th St \* SSN: \_\_\_\_\_  
Mailing Address (if different): \_\_\_\_\_ \* DOB: \_\_\_\_\_  
City, State, Zip: Osawatomi KS 66064 Home F: \_\_\_\_\_

Place of Employment: USD 367 Position: Teacher  
Product or services rendered by employer: Education  
Brief description of job duties/responsibilities: Teaching, organizing, and being prepared for each day at school.  
Spouse's place of employment: Sheriff's office Position: Deputy  
Product or Service rendered by spouse's employer: protecting & serving

Committee, Board, Commission, Task Force or other position to which you wish to be appointed:  
Recreation Committee

Why do you wish to serve in this position? Sports are important to children in many ways. I want to help my community keep this aspect of our town thriving.

Have you served on any other board, committee, commission or in an elected position with the City? If yes, please state your experience as a member: \_\_\_\_\_

Do you or your spouse have any monetary interest, direct or indirect, in any pending or incomplete transaction or contract to which the City is, or is to be, a party? If yes, please explain: \_\_\_\_\_

\* It is the policy of the City of Osawatomi to conduct criminal background checks on all potential applicants for the PUBLIC SAFETY COMMITTEE. Appointment to the Committee is contingent on the results of such checks. In order to conduct the check, a birthdate and social security number are required. By signing below, I understand that the above information I have voluntarily provided is to be used solely for the purpose of the background check.

I do hereby affirm that I am currently a registered voter in the city of Osawatomi. I reside in Ward No. 2.

Signature: \_\_\_\_\_ Date: 12-17-14

## PLEASE RETURN TO CITY CLERK

439 Main Street PO Box 37, Osawatomi, KS 66064 cityclerk@osawatomi.ks.org

Received: <u>12-18-14</u>	Council Approval Date: _____	Letter of Approval: _____
Scanned: _____	Term Expiration Date: _____	Letter of Non-Approval: _____

# Public Service Application

City of Osawatomie, KS

(one application per committee)

Name: Kenneth Harper Maiden Name: \_\_\_\_\_  
Address: 252 1st St. \* SSN: \_\_\_\_\_  
Mailing Address (if different): \_\_\_\_\_ \* DOB: \_\_\_\_\_  
City, State, Zip: Osawatomie, Ks. 66064 Home P: \_\_\_\_\_

Place of Employment: Johnson County Public Works Position: Senior Equipment Operator  
Product or services rendered by employer: road + bridge maintenance in Johnson County  
Brief description of job duties/responsibilities: \_\_\_\_\_

Spouse's place of employment: City of Paola Position: Court Clerk  
Product or Service rendered by spouse's employer: \_\_\_\_\_

Committee, Board, Commission, Task Force or other position to which you wish to be appointed:

Parks + Rec

Why do you wish to serve in this position? to help the park and rec improve

Have you served on any other board, committee, commission or in an elected position with the City? If yes, please state your experience as a member: yes on the park + rec board

Do you or your spouse have any monetary interest, direct or indirect, in any pending or incomplete transaction or contract to which the City is, or is to be, a party? If yes, please explain: no

\* It is the policy of the City of Osawatomie to conduct criminal background checks on all potential applicants for the PUBLIC SAFETY COMMITTEE. Appointment to the Committee is contingent on the results of such checks. In order to conduct the check, a birthdate and social security number are required. By signing below, I understand that the above information I have voluntarily provided is to be used solely for the purpose of the background check.

I do hereby affirm that I am currently a registered voter in the city of Osawatomie. I reside in Ward No. 1.

Signature

Date

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439 Main Street

PO Box 37, Osawatomie, KS 66064

cityclerk@osawatomieks.org

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Scanned: <u>12-12-14</u>	Term Expiration Date: _____	Letter of Non-Approval: _____

# Public Service Application

City of Osawatome, KS

(one application per committee)

Name: THOMAS BARGLIN Maiden Name: \_\_\_\_\_  
Address: 1301 MAPLE ST. \* SSN: \_\_\_\_\_  
Mailing Address (if different): \_\_\_\_\_ \* DOB: \_\_\_\_\_  
City, State, Zip: OSAWATOMIE, KS 66064 Home P: \_\_\_\_\_

Place of Employment: \_\_\_\_\_ Position: \_\_\_\_\_  
Product or services rendered by employer: \_\_\_\_\_  
Brief description of job duties/responsibilities: \_\_\_\_\_

Spouse's place of employment: RETIRED Position: \_\_\_\_\_  
Product or Service rendered by spouse's employer: \_\_\_\_\_

Committee, Board, Commission, Task Force or other position to which you wish to be appointed:

PLANNING COMMISSION

Why do you wish to serve in this position? TO SHARE MY MANY YEARS OF PLANNING & DEVELOPMENT EXPERIENCE FOR THE BENEFIT OF THE CITY AND ITS RESIDENTS.

Have you served on any other board, committee, commission or in an elected position with the City? If yes, please state your experience as a member: NO

Do you or your spouse have any monetary interest, direct or indirect, in any pending or incomplete transaction or contract to which the City is, or is to be, a party? If yes, please explain: "DISCLOSURE" I AM THE FATHER OF THE CITY CLERK, AND EMPLOYEE.

\* It is the policy of the City of Osawatome to conduct criminal background checks on all potential applicants for the PUBLIC SAFETY COMMITTEE. Appointment to the Committee is contingent on the results of such checks. In order to conduct the check, a birthdate and social security number are required. By signing below, I understand that the above information I have voluntarily provided is to be used solely for the purpose of the background check.

I do hereby affirm that I am currently a registered voter in the city of Osawatome. I reside in Ward No. 3.

Signature

Date

03-24-2015

PLEASE RETURN TO CITY CLERK

439 Main Street

PO Box 37, Osawatome, KS 66064

cityclerk@osawatomeks.org

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Scanned: <u>4-14-15</u>	Term Expiration Date: _____	Letter of Non-Approval: _____	

# Public Service Application

City of Osawatomie, KS

(one application per committee)

Name: Brian M. King Maiden Name: \_\_\_\_\_  
Address: 401 Martin Ave \* SSN: \_\_\_\_\_  
Mailing Address (if different): \_\_\_\_\_ \* DOB: \_\_\_\_\_  
City, State, Zip: Osawatomie, KS, 66064 Home P: \_\_\_\_\_

Place of Employment: FUMC Position: Custodian  
Product or services rendered by employer: Church  
Brief description of job duties/responsibilities: Custodial

Spouse's place of employment: \_\_\_\_\_ Position: \_\_\_\_\_  
Product or Service rendered by spouse's employer: \_\_\_\_\_

Committee, Board, Commission, Task Force or other position to which you wish to be appointed:

Planning & Zoning  
Why do you wish to serve in this position? I have enjoyed past and present positions and wish to continue serving the community

Have you served on any other board, committee, commission or in an elected position with the City? If yes, please state your experience as a member: Friends of the library, Historic Preservation, Tourism Pride Committee, Museum Volunteers

Do you or your spouse have any monetary interest, direct or indirect, in any pending or incomplete transaction or contract to which the City is, or is to be, a party? If yes, please explain: \_\_\_\_\_

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I do hereby affirm that I am currently a registered voter in the city of Osawatomie. I reside in Ward No. 4.

Signature

Date

PLEASE RETURN TO CITY CLERK

439 Main Street

PO Box 37, Osawatomie, KS 66064

cityclerk@osawatomiaks.org

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Scanned: <u>1-28-15</u>	Term Expiration Date: _____	Letter of Non-Approval: _____

# Public Service Application

City of Osawatomi, KS

(one application per committee)

Name: Brian M. King Maiden Name: \_\_\_\_\_  
Address: 401 Martin Ave. \* SSN: \_\_\_\_\_  
Mailing Address (if different): \_\_\_\_\_ \* DOB: \_\_\_\_\_  
City, State, Zip: Osawatomi KS 66064 Home I: \_\_\_\_\_

Place of Employment: FUMC Position: Custodian  
Product or services rendered by employer: Church  
Brief description of job duties/responsibilities: Custodial

Spouse's place of employment: \_\_\_\_\_ Position: \_\_\_\_\_  
Product or Service rendered by spouse's employer: \_\_\_\_\_

Committee, Board, Commission, Task Force or other position to which you wish to be appointed:

Public Housing Authority  
Why do you wish to serve in this position? I have enjoyed Past and Present positions and I wish to continue serving the community.

Have you served on any other board, committee, commission or in an elected position with the City? If yes, please state your experience as a member: Friends of the Library, Historic Preservation, Tourism Pride Committee, Museum Volunteer.

Do you or your spouse have any monetary interest, direct or indirect, in any pending or incomplete transaction or contract to which the City is, or is to be, a party? If yes, please explain: No

\* It is the policy of the City of Osawatomi to conduct criminal background checks on all potential applicants for the PUBLIC SAFETY COMMITTEE. Appointment to the Committee is contingent on the results of such checks. In order to conduct the check, a birthdate and social security number are required. By signing below, I understand that the above information I have voluntarily provided is to be used solely for the purpose of the background check.

I do hereby affirm that I am currently a registered voter in the city of Osawatomi. I reside in Ward No. 4.

Signature

Date

1/13/2015

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Received: <u>01-12-15 AK</u>	Council Approval Date: _____	Letter of Approval: _____	
Scanned: <u>1-28-15</u>	Term Expiration Date: _____	Letter of Non-Approval: _____	

# Public Service Application

City of Osawatomie, KS

(one application per committee)

Name: Brian M. King Maiden Name: \_\_\_\_\_  
Address: 401 Martin Ave. \* SSN: \_\_\_\_\_  
Mailing Address (if different): \_\_\_\_\_ \* DOB: \_\_\_\_\_  
City, State, Zip: Osawatomie, KS. 66064 Home F: \_\_\_\_\_

Place of Employment: FUMC Position: Custodian  
Product or services rendered by employer: Church  
Brief description of job duties/responsibilities: Custodial

Spouse's place of employment: \_\_\_\_\_ Position: \_\_\_\_\_  
Product or Service rendered by spouse's employer: \_\_\_\_\_

Committee, Board, Commission, Task Force or other position to which you wish to be appointed:

Public Safety Committee

Why do you wish to serve in this position? I have enjoyed Past and Present positions and I wish to continue serving the community.

Have you served on any other board, committee, commission or in an elected position with the City? If yes, please state your experience as a member: Friends of the library, Historic Preservation, Tourism, Pride Committee, Meuseum Volunteer

Do you or your spouse have any monetary interest, direct or indirect, in any pending or incomplete transaction or contract to which the City is, or is to be, a party? If yes, please explain: No

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I do hereby affirm that I am currently a registered voter in the city of Osawatomie. I reside in Ward No. 4.

Signature

Date

PLEASE RETURN TO CITY CLERK

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PO Box 37, Osawatomie, KS 66064

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Scanned: <u>1-28-15</u>	Term Expiration Date: _____	Letter of Non-Approval: _____

# Public Service Application

City of Osawatomie, KS

(one application per committee)

Name: Charlotte Ursary Maiden Name: Charlotte Moore

Address: 307 E. Main Mill \* SSN: [REDACTED]

Mailing Address (if different): \_\_\_\_\_ \* DOB: [REDACTED]

City, State, Zip: Osawatomie, KS 66064 Home I: [REDACTED]

Place of Employment: \_\_\_\_\_ Position: \_\_\_\_\_

Product or services rendered by employer: \_\_\_\_\_

Brief description of job duties/responsibilities: Retired from O.S.H. as a L.M.T. 1962

retired from Jan Bond 2004

Spouse's place of employment: \_\_\_\_\_ Position: \_\_\_\_\_

Product or Service rendered by spouse's employer: \_\_\_\_\_

Committee, Board, Commission, Task Force or other position to which you wish to be appointed:

**X** Public Safety Board

Why do you wish to serve in this position? Tamara asked

Have you served on any other board, committee, commission or in an elected position with the City? If yes, please state your experience as a member: \_\_\_\_\_

Do you or your spouse have any monetary interest, direct or indirect, in any pending or incomplete transaction or contract to which the City is, or is to be, a party? If yes, please explain: No

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I do hereby affirm that I am currently a registered voter in the city of Osawatomie. I reside in Ward No. 4.

Signature: \_\_\_\_\_ Date: 08-15-2015

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PO Box 37, Osawatomie, KS 66064

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Scanned: <u>4-4-15</u>	Term Expiration Date: _____	Letter of Non-Approval: _____



# Public Service Application

City of Osawatomie, KS

(one application per committee)

Name: Brian M. King Maiden Name: \_\_\_\_\_  
Address: 401 Martin Ave. \* SSN: \_\_\_\_\_  
Mailing Address (if different): \_\_\_\_\_ \* DOB: \_\_\_\_\_  
City, State, Zip: Osawatomie, KS, 66064 Home P: \_\_\_\_\_

Place of Employment: FUMC Position: Custodian  
Product or services rendered by employer: Church  
Brief description of job duties/responsibilities: Custodial

Spouse's place of employment: \_\_\_\_\_ Position: \_\_\_\_\_  
Product or Service rendered by spouse's employer: \_\_\_\_\_

Committee, Board, Commission, Task Force or other position to which you wish to be appointed:

Tourism

Why do you wish to serve in this position? I have enjoyed past and present positions and I wish to continue serving the community

Have you served on any other board, committee, commission or in an elected position with the City? If yes, please state your experience as a member: Friends of the library, Historic Preservation

Tourism, Pride Committee, Museum Volunteer

Do you or your spouse have any monetary interest, direct or indirect, in any pending or incomplete transaction or contract to which the City is, or is to be, a party? If yes, please explain: No

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I do hereby affirm that I am currently a registered voter in the city of Osawatomie. I reside in Ward No. 4.

Signature

Date

1/13/2015

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439 Main Street

PO Box 37, Osawatomie, KS 66064

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Received: <u>01-12-15 ak</u>	Council Approval Date: _____	Letter of Approval: _____	
Scanned: <u>1-23-15</u>	Term Expiration Date: _____	Letter of Non-Approval: _____	



*Proclamation*  
*Issued by the Mayor of Osawatomie*



**WHEREAS**, the Congress of the United States passed the Civil Rights Act of 1968, of which Title VIII declared that the law of the land would now guarantee the rights of equal housing opportunities; and

**WHEREAS**, the City of Osawatomie is committed to the mission and intent of Congress to provide fair and equal housing opportunities for all, and today, many realty companies and associations support fair housing laws; and

**WHEREAS**, the Fair Housing groups and the US Department of Housing and Urban Development have, over the years, received thousands of complaints of alleged illegal housing discrimination and found too many that have proved upon investigation to be violations of the fair housing laws; and

**WHEREAS**, equal housing opportunity is a condition of life in our City that can and should be achieved,

**NOW, THEREFORE, I**, L. Mark Govea, Mayor of the City of Osawatomie, on behalf of its citizens, do hereby proclaim

**April, 2015**  
***FAIR HOUSING MONTH***

in the city of Osawatomie, and express the hope that this year's observance will promote fair housing practices throughout the city.

Proclaimed this 9th day of April, 2015.

---

L. Mark Govea, Mayor  
City of Osawatomie



## *Proclamation*

*Issued by the Mayor of Osawatomie*

**WHEREAS**, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

**WHEREAS**, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and

**WHEREAS**, Arbor Day is now observed throughout the nation and the world, and

**WHEREAS**, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife, and

**WHEREAS**, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and beautify our community, and

**WHEREAS**, trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, and

**WHEREAS**, trees, wherever they are planted, are a source of joy and spiritual renewal, and

**NOW, THEREFORE, I**, L. Mark Govea, Mayor of Osawatomie, do hereby proclaim

**April 25, 2015**

 **Arbor Day**

in the city of Osawatomie, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, and

**FURTHER**, I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

Proclaimed this 9th day of April, 2015.

---

L. Mark Govea, Mayor  
City of Osawatomie



## *Proclamation*

*Issued by the Mayor of Osawatomie*



**WHEREAS**, libraries help lives change in their communities and schools; and

**WHEREAS**, libraries create potential and open up a world of possibilities within their communities and schools;

**WHEREAS**, libraries and librarians bring together community members to enrich and shape the community, and

**WHEREAS**, libraries level the playing field for all who seek information and access to technologies;

**WHEREAS**, libraries strive to meet the changing needs of their communities, including providing resources for everyone and bringing services outside of library walls; and

**WHEREAS**, libraries continuously grow and evolve in how they provide for the needs of every member of their communities; and

**WHEREAS**, libraries, librarians, library workers, and supporters across America are celebrating National Library Week,

**NOW, THEREFORE, I**, L. Mark Govea, Mayor of the City of Osawatomie, Kansas, on behalf of its citizens, do hereby proclaim

### **April 12-18, 2015** ***National Library Week***

in the city of Osawatomie and encourage all residents to visit the Osawatomie Public Library this week to take advantage of the wonderful library resources available at your library. Lives change at your library.

Proclaimed this 9th day of April, 2015.

---

L. Mark Govea, Mayor  
City of Osawatomie



**STAFF AGENDA MEMORANDUM**

**DATE OF MEETING:** April 9, 2015

**AGENDA ITEM:** Purchase Golf Course Equipment

**PREPARED BY:** Bryan Minnis, General Manager, Osawatomie Golf Course

**PRESENTED BY:** Don Cawby, City Manager

**ISSUE SUMMARY:** After an initial inspection of the golf course maintenance equipment at Osawatomie Golf Course, it is our professional opinion that additions to the current equipment assets of the golf course should be considered. Below is a unique opportunity to gain 3 essential pieces of maintenance equipment that would allow the golf course to substantially improve its operations and ensure that a breakdown in current equipment owned and operated by the golf course would no longer cause an interruption to the maintenance and operation of the facility. Currently the course is maintained by the following pieces of equipment listed below.

**Current Equipment**

2005 Greens Mower	2500 A – John Deere	3,602 Hours
2005 Fairway Mower	3225 C – John Deere	3,322 Hours
2005 Utility Vehicle	Pro Gator 2020 – John Deere	2,833 Hours

**Proposed New Equipment**

The City has an opportunity to purchase replacements for these 3 essential equipment pieces. The replacements would be 2011 Models with between 1,300-1,800 Hours. This equipment just came off of a 4-year lease agreement with the City of Overland Park.

Current pieces could also be sold to re-coup monies, thus lowering the investment for newer equipment obtained by the city. Either way the position of the golf course property is greatly improved by the investment made in more modern and reliable equipment. The three pieces

listed below represent an equitable replacement/addition for the current equipment. Brochure information is attached for each of these models of equipment.

2011 Greens Mower Toro GR3150  
2011 Fairway Mower Toro RM5510  
2011 Utility Vehicle HDX

We would also note that our current Pro Gator utility vehicle is has our spray rig attached to it for spraying. This rig ties up the bed of the vehicle and does not allow us to use it for a hauling vehicle without the dismount of the rig. It is also used as the driving range picker.

The addition of the Toro HDX would allow us to take the golf cart used by maintenance and put it back into the golf cart inventory. This is helpful for busy days at the course when golf cart shortages occur. It would also allow us to pick the driving range without disruption to maintenance and/or to the golf shop operation.

We should also note, that the HDX has capabilities to add a couple of less expensive pieces of equipment that can be purchased as the budget allows. One such piece would be a top dresser. Because of the lag time in being able to commit to this equipment, all available used top dressers were purchased before we could act.

For comparison purposes, we have included a sheet which shows that this equipment purchased new would be over \$100,000. We believe this is a cost-effective solution to address our biggest operational need at this time.

### **Financing**

The City Manager suggests the purchase of this equipment through the CIP Fund. We will amend the budget in 2015 to cover the costs of this purchase. Any money made from the sales of older equipment will go back to the CIP Fund to off-set the costs of this purchase.

**COUNCIL ACTION NEEDED:** Consider the purchase.

**STAFF RECOMMENDATION TO COUNCIL:** Approve the outright purchase of the equipment as presented.



Professional Turf Products, L.P.

10935 Eicher Dr.  
 Lenexa, Kansas 66219  
 Tracy Bales  
 (888) 776-8873 ext. 5470  
 balest@proturf.com



Ship To	Osawatomie Golf Course		Date	2/23/2015
Bill To			Tax Rate	
Contact	Eric Draper		Destination	
Address	32942 W. Lakeside Dr.		Trade-In	
City	Osawatomie, KS		Finance	
State	KS	Comments:	Account Type	STD
Postal Code	66064			
Phone	(913) 755-4769			
Fax	(913) 755-4164			

Proposal

Qty	Model #	Description	Unit	Extended
1	Off Lease	RM5510	\$	16,000.00
1	Off Lease	GR3150	\$	13,000.00
1	Off Lease	HDX	\$	8,500.00
		<b>Used</b>	<b>\$</b>	<b>37,500.00</b>

SubTotal	\$	37,500.00
Destination	\$	-
Tax (Estimated)	\$	-
<b>TOTAL</b>	<b>\$</b>	<b>37,500.00</b>

Annual Payments \$1 Out Lease      \$      4 Annual Payments      10,296.38

Additional Payment option:

36 payments of **\$1,105.13** based off of \$37,500.00.

Or 3 payments of **\$13,015.50** based off of \$37,500.00.



Professional Turf Products, L.P.  
 10935 Eicher Dr.  
 Lenexa, Kansas 66219  
 Tracy Bales  
 (888) 776-8873 ext. 5470  
 balest@proturf.com



Ship To	Osawatomie Golf Course	Date	2/23/2015
Bill To	Priced Under Kansas State Contract 3363	Tax Rate	
Contact	Eric Draper	Destination	
Address	32942 W. Lakeside Dr.	Trade-In	
City	Osawatomie, KS	Finance	
State	KS	Account Type	STD
Postal Code	66064	<i>Comments:</i>	
Phone	(913) 755 4769		
Fax	(913) 755-4164		

**Proposal**

Qty	Model #	Description	Unit	Extended
1	07384	Workman HDX 2WD (Kubota Gas) <b>Workman HDX</b>	\$ 20,190.00	\$ 20,190.00
1	04358	Greensmaster 3150-Q	\$ 21,265.30	\$ 21,265.30
3	04619	11-Blade Cutting Unit	\$ 1,948.91	\$ 5,846.73
1	04626	Narrow Wiehle Roller (.200" Spacing) (Set of 3)	\$ 845.75	\$ 845.75
1	30064	MV P Kit <b>GR3150-Q</b>	\$ 48.38	\$ 48.38
1	03607A	Reelmaster 5510-D - 36.8 hp Tier 4 compliant Diesel w/factory installed ROPS	\$ 40,169.40	\$ 40,169.40
5	03697	11 Blade DPA (RADIAL) Cutting Unit	\$ 2,533.92	\$ 12,669.60
1	30093	800 Hour MVP Kit Tier IV F 03607A <b>RM5510 TIV</b>	\$ 168.45	\$ 168.45
<b>SubTotal</b>			\$	<b>101,203.61</b>
<b>Destination</b>			\$	-
<b>Tax (Estimated)</b>			\$	-
<b>TOTAL</b>			\$	<b>101,203.61</b>

	<b>4 Annual Payments</b>	<b>5 Annual Payments</b>
Annual Payment Municipal \$1 Out Lease	\$ 26,564.94	\$ 21,679.84
Annual Payment FMV Lease	\$ 22,020.89	\$ 20,034.27



**TORO** Count on it.

Superior quality of cut for the most consistent and truest ball roll.

The industry's finest aftercut appearance and best playing surface from an all-new cutting unit.

Proven performance from the legendary Toro® triplex design.



#### Greensmaster 3100

- 18 hp Briggs & Stratton® Vanguard® engine
- Low compaction
- Legendary design

Long-lasting, powerful performance with minimal engine noise.

Easy maintenance with a new cutting unit and fewer service points.

Reduced turf compaction resulting from flexible, 2-ply floatation tires.

Operator productivity enhanced thanks to numerous driver station conveniences.



#### Greensmaster 3150

- 18 hp Briggs & Stratton Vanguard engine
- All-new hydraulic system
- Standard leak detector
- Optional 3-wheel drive



#### Greensmaster 3250-D

- 21 hp Briggs & Stratton/Daihatsu® Diesel engine
- Optional 3-wheel drive
- Optional leak detector

GREENSMAS<sup>TM</sup>TER® 3100/3150/3250-D

**TORO****Count on it.**

# SPECIFICATIONS

## Greensmaster 3100/3150/3250-D

	<b>Greensmaster 3100 Model 04356</b>	<b>Greensmaster 3150 Model 04357</b>	<b>Greensmaster 3250-D Model 04383</b>
<b>Engine</b>	18 hp (13.4 kW), Briggs & Stratton® Vanguard® V-Twin cylinder, OHV, air-cooled gasoline engine.	18 hp (13.4 kW), Briggs & Stratton Vanguard V-Twin cylinder, OHV, air-cooled gasoline engine.	21 hp (15.7 kW) Briggs & Stratton/Daihatsu® 850D 3-cylinder, water-cooled diesel engine.
<b>Fuel Capacity</b>	7.5 gallon (28.4 liter).	7 gallon (26.5 liter).	6 gallon (22.7 liter).
<b>Traction Drive</b>	All hydraulic drive, consisting of multiple stack pump, valve, and two motors.	Hydrostatic piston pump, closed loop system. Foot pedal forward and reverse; infinitely variable.	Hydrostatic piston pump, closed loop system. Foot pedal forward and reverse; infinitely variable.
<b>Ground Speed</b>	Forward — 1st, mow: 3.8 mph (6.1 km/h); 2nd, transport: 8.1 mph (13 km/h). Reverse — 1.9 mph (3 km/h).	Forward — 1st, mow: 3.8 mph (6.1 km/h); 2nd, transport: 8.1 mph (13 km/h). Reverse — 1.9 mph (3 km/h).	Forward — variable from 2-5 mph (3.2-8 km/h); transport: 8.8 mph (14.1 km/h); Reverse — 2.5 mph (4.0 km/h).
<b>Turf Compaction</b>	8-10 psi (dependent on tire pressure) with operator and cutting units down.	8-10 psi (dependent on tire pressure) with operator and cutting units down.	10 psi (dependent on tire pressure), with operator and cutting units down.
<b>Implement Drive</b>	Hydraulic drive, individual pump and valve sections operating 3 reel motors.	Single pump, mono valve block, series reel drive to 3 reel motors.	Single pump, mono valve block, series reel drive to 3 reel motors.
<b>Steering</b>	Power steering. No-tool quick adjust steering arm and adjustable tilt.	Power steering. Adjustable steering wheel tilt and a 5-position steering arm tilt.	Power steering. No-tool quick adjust steering arm and adjustable tilt.
<b>Electrical Features</b>	12 volt battery. 16 amp alternator. Ignition switch/key. Seat switch, mow and traction drive & parking brake, interlock switches.	12 volt battery. 16 amp alternator. Ignition switch/key. Seat switch. Harness terminals and fuse slot available for optional lights installation.	12 volt battery. 40 amp alternator. Ignition switch/key. Seat switch. High temperature engine kill override switch. Harness terminals, fuse slot, and console switch location available for optional lights installation.
<b>Controls/Gauges</b>	Hand operated choke, throttle and gear selection. Foot operated traction drive, brakes, and mow/lift pedal for starting or stopping of implements. Hour meter and volt meter.	Raise/lower-mow joystick. Functional control lever (neutral, mow, transport). Foot operated traction drive and brakes. Hour meter. Hand operated throttle and choke. Mechanical engine speed control.	Raise/lower-mow joystick. Functional control lever (neutral, mow, transport). Foot operated traction drive and brakes. Hour meter and 4 bulb warning cluster. Hand operated throttle. Mechanical engine speed control. Water in fuel warning light.
<b>Tires</b>	Three 18 x 9.5-8, 2-ply pneumatic tubeless, demountable and interchangeable. Smooth tread.	Three 18 x 9.5-8, 2-ply pneumatic tubeless, demountable and interchangeable. Smooth tread.	Three 19 x 10.5-8, 2-ply pneumatic tubeless, demountable and interchangeable. Smooth tread.
<b>Leak Detection</b>	Optional. Manufactured by B.H. Sales.	Equipped with Turf Guardian™	Turf Guardian optional.
<b>Sound Level</b>	82 dB(A) at operator's ear under normal operation.	83 dB(A) at operator's ear under normal conditions.	84 dB(A) at operator's ear under normal conditions.
<b>Dimensions</b>	<b>Wheel Tread:</b> 49.5" (126 cm) <b>Wheelbase:</b> 47" (119 cm) <b>Length:</b> 90" (229 cm) <b>Width w/reels:</b> 69.75" (177 cm) <b>Height:</b> 48.5" (123 cm) <b>Wet Weight (without reels):</b> 940 lbs. (427 kg)	<b>Wheel Tread:</b> 49.5" (149.9 cm) <b>Wheelbase:</b> 46.87" (119 cm) <b>Length:</b> 90" (229 cm) <b>Width w/reels:</b> 69.75" (177 cm) <b>Height:</b> 48.5" (123 cm) <b>Wet Weight (without reels):</b> 970 lbs. (440 kg)	<b>Wheel Tread:</b> 50.5" (128 cm) <b>Wheelbase:</b> 48.6" (123 cm) <b>Length w/baskets:</b> 93.9" (238 cm) <b>Width:</b> 68.0" (173 cm) <b>Height:</b> 50.5" (128 cm) <b>Net Weight (without reels):</b> 1,108 lbs. (503 kg)
<b>Width of Cut</b>	59" (150 cm)	59" (150 cm)	59" (150 cm)
<b>Warranty</b>	Two year limited warranty. Refer to the Operator's Manual for further details.	Two year limited warranty. Refer to the Operator's Manual for further details.	Two year limited warranty. Refer to the Operator's Manual for further details.

## Riding Greensmaster Cutting Units with Dual Point Adjustment (DPA)

8-Blade: DPA, 04610; 11-Blade: DPA, 04611

<b>Tractor</b>	These cutting units will mount on any Toro riding Greensmaster.
<b>Height of Cut</b>	Cutting height is adjusted on front roller by two vertical screws and held by two locking cap screws. Bench HOC range is .062-.297" (1.6-7.5 mm). With high HOC kit, range is .285-1" (7.3-25.4 mm). Effective HOC may vary depending on turf conditions and bedknife installed.
<b>Reel Weldment</b>	Reels are 5" (13 cm) in diameter, 21" (53.3 cm) in length. High carbon steel blades are welded to 5 stamped steel spiders, and heat treated to RC 48-54 hardness. The reel is ground for diameter and concentricity, and backgrind.
<b>Reel Bearings</b>	Two double row, self-aligning ball bearings, 30 +/- .1 mm inside diameter slip fit onto reel shaft with lock nut. Multiple seal barriers on both sides of bearing for added protection. Reel position maintained by a wave washer with no adjusting nut.
<b>Maintenance</b>	No grease zerks, sealed bearing design eliminates daily maintenance.
<b>Reel Drive</b>	The reel weldment shaft is a 1.375" (35 mm) diameter tube with drive inserts permanently pressed in both ends. A replaceable floating coupler with an internal eight tooth spline is factory installed on the right end, and held in place by a snap ring. The floating coupler may be moved to the other end when the cutting unit is used on the GR3250-D front right position.
<b>Frame</b>	Precision machined, die-cast aluminum cross member with two bolt-on die-cast aluminum side plates.
<b>Aggressiveness</b>	Aggressiveness stays constant throughout the life of the reel. Patented design.
<b>Bedknife</b>	Replaceable single edged, high carbon steel bedknife austempered to RC 48-55, fastened to a machined cast iron bedbar with 13 screws. Tournament bedknife is standard.
<b>Bedknife Adjustment</b>	Dual screw, indexed "click" adjustment to the reel; detents corresponding positively to .0007" (.018 mm) bedknife movement for each position.
<b>Front and Rear Rollers</b>	Front: Aluminum Wiehle®, 2.5" (6.4 cm) diameter with sealed bearings and through-shaft. Option between full, narrow-spaced and wide-spaced roller. Rear: Steel full, 2" (5.1 cm) diameter with sealed bearings and through-shaft.
<b>Grass Shield</b>	Non-adjustable shield with adjustable cut-off bar to improve grass discharge from reel in wet conditions.
<b>Total Weight</b>	8-blade: 72 lbs. (32.7 kg) with aluminum Wiehle roller. 11-blade: 75 lbs. (34.1 kg) with aluminum Wiehle roller.

### DPA Cutting Unit Options

Service Bedknives	Part No.	Description	Height of Cut Range (recommended)
	93-4262	Micro-Cut Bedknife	.062-.188" (1.6-4.8 mm)
	94-4263	Tournament Bedknife	.125-.375" (3.2-9.5 mm)
	93-4264	Lo-Cut Bedknife (1/8)	.188-1.00" (4.8-25.4 mm)
	94-6392	Hi-Cut Bedknife	.312-1.00" (7.9-25.4 mm)
	63-8600	Fairway Bedknife	.375-1.00" (9.5-25.4 mm)
<b>Full Roller</b>	Model 04620.	Set of three (3) 2.5" +/- .03" (6.35 cm) diameter, with sealed bearings and through-shaft (steel tube).	
<b>Narrow-Spaced Wiehle</b>	Model 04621.	Set of three (3) 2.5" +/- .03" (6.35 cm) diameter, .20" +/- .03" spacing with sealed bearings and through-shaft (aluminum).	
<b>Wide-Spaced Wiehle</b>	Model 04622.	Set of three (3) 2.5" +/- .03" (6.35 cm) diameter, .93" +/- .03" spacing with sealed bearings and through-shaft (aluminum).	
<b>Groomer</b>		Includes a set of three (3) grooming reels, 2.375" (6.03 cm) diameter, .028" (.71 mm) thick heat treated spring steel, operating at 3,000 RPM. Powered by a six (6) rib Poly-V-Belt. Model 04630. Kit contains three (3) left-hand side drive assemblies for GR3050/3100/3150. Model 04631. Kit contains two (2) left-hand drive assemblies and one (1) right-hand side drive assembly for GR3250-D.	
<b>Powered Rear Roller Brush</b>	Model 04640.	Includes three (3) brush assemblies. Fits GR3050/3100/3150 cutting units.	
	Model 04641.	Includes three (3) brush assemblies. Fits GR3250-D cutting units.	
<b>Roller Scraper Kits</b>	P/N 106-4661.	One (1) front Wiehle scraper (narrow-spaced Wiehle).	
	P/N 106-4662.	One (1) wide Wiehle roller scraper (wide-spaced Wiehle).	
	P/N 106-4663.	One (1) full roller scraper (smooth).	
	Model 04646.	Set of three (3) spring-loaded rear roller scrapers.	
<b>High Height of Cut Kit</b>	P/N 106-4699.	For one (1) cutting unit. Adjustable up to 1" HOC.	
<b>5-Blade Heavy Duty Reel</b>	P/N 106-2626.	One (1) reel weld assembly.	
<b>Groomer Brush Assy.</b>	P/N 106-2616.	One (1) brush.	

**TORO****Count on it.**

# SPECIFICATIONS

## Greensmaster® 3050/3100/3150 Cutting Units

8-Blade: 04404, 04408, 04468; 11-Blade: 04406, 04450

<b>Type of Cutter</b>	Three 21" (53 cm) reels.		
<b>Height of Cut</b>	HOC range: $\frac{1}{8}$ - $\frac{3}{4}$ " (3.2-19 mm). Effective HOC may vary depending upon turf conditions and bedknife installed.		
<b>Optional Bedknives</b>	<b>Bedknife</b>	<b>Blade Thickness</b>	
	Micro-Cut Bedknife	$\frac{5}{64}$ " (2.0 mm)	
	Tournament Bedknife (SPA std.)	$\frac{3}{32}$ " (2.4 mm)	
	Lo-Cut Bedknife (04408 & 04406 std.)	$\frac{1}{8}$ " (3.2 mm)	
	High-Cut Bedknife	$\frac{3}{16}$ " (4.8 mm)	
Fairway Bedknife (04404 std.)	$\frac{1}{4}$ " (6.4 mm)		
<b>HOC and Roller Adjustment</b>	<b>Front Roller:</b>	Micrometer hand adjustment; 1 turn = .025" (.6 mm) HOC change.	
	<b>Rear Roller SPA Cutting Units:</b>	4 fixed hole positions. Left-hand shoulder bolt has eccentric to provide rear roller leveling.	
	<b>Rear Roller 4-Bolt Adjustment:</b>	Cutting Units: adjustable swing arm to also provide for rear roller leveling.	
<b>Reel/Frame</b>	Reels are 5" (13 cm) diameter. High carbon steel blades, RC-42-48. Reel blades are welded to 5 stamped steel spiders. Welded cutting unit frame.		
<b>Bedknife and Bedbar</b>	<b>Single Point Adjustment (SPA) Models:</b> Replaceable single edged, high carbon steel bedknife austempered to RC 48-55, fastened to a machined cast iron bedbar. The bedbar pivots on 4 rubber bushings. The left end has an eccentric pivot bolt for leveling.		
	<b>4-Bolt Adjustment Models:</b> Opposed screw adjustment, replaceable bedknife.		
<b>Clip Frequency and Optimum HOC Range</b>	<b>Model</b>	<b>Inches (max.)</b>	<b>Cuts per Meter</b>
	11-Blade: 04406, 04450	.18" (4.6 mm)	217
	8-Blade: 04404, 04408 and 04468	.25" (6.4 mm)	158
<b>Bedknife to Reel Adjustment</b>	<b>SPA Models:</b> Bedknife adjusts against reel with a single point control knob containing detents of .001" (.025 mm) bedknife movement for each indexed position. <b>4-Bolt Models:</b> Opposed screw adjusts bedknife to reel.		
	<b>Reel Drive</b>	Each reel is powered by a quick disconnect gear type motor with displacement of .43 cu. in./rev. (7 cc).	
<b>Rollers</b>	Front and rear rollers are 2" (5.1 cm) diameter with regreaseable water pump type bearings. Front rollers must be ordered separate (see Accessory Matrix at <a href="http://www.Toro.com">www.Toro.com</a> ).		

## Greensmaster 3200/3250-D Cutting Units

8-Blade: 4-Bolt, 04470, or Single Point Adjustment, 04472; 11-Blade: 4-Bolt, 04471, or Single Point Adjustment, 04473

<b>Height of Cut</b>	Cutting height is adjusted on rear roller by two vertical screws and held by two locking cap screws. Bench HOC range is $\frac{3}{32}$ - 1.03" (2.4-26.2 mm). Higher heights may require changing the front roller bracket aggressiveness setting. Effective HOC may vary depending on turf conditions and bedknife installed.		
<b>Reel Weldment</b>	Reels are 5" (13 cm) in diameter, 21" (53.3 cm) in length. High-carbon steel blades are welded to 5 stamped steel spiders, and heat treated to RC 48-54 hardness.		
<b>Reel Bearings</b>	Two double row ball bearings, 30 mm inside diameter press to fit onto reel shaft. Inverted seal pressed onto reel shaft. Bearing side-load maintained by wave washer.		
<b>Reel Drive</b>	The reel weldment shaft is a 1.375" diameter tube with drive inserts permanently pressed in both ends. A replaceable floating coupler with an internal eight tooth spline is factory installed on the right end, and held in place by a snap ring. The floating coupler may be moved to the other end when the cutting unit is used on the 3200's front right position.		
<b>Cutting Unit Attitude</b>	Front roller bracket has four positions that allows the user to change the cutting unit attitude and behind center distance of bedknife from reel centerline. Varying settings will significantly alter the cutting unit's aggressiveness and amount of grass removed.		
<b>Bedknife</b>	Replaceable single edged, high carbon steel bedknife austempered to RC 48-55, fastened to a machined cast iron bedbar. 4-bolt and SPA models both use 13 screw bedknives. Extended tournament bedknife is standard.		
<b>Bedknife Adjustment</b>	<b>4-Bolt Models:</b> Two opposed screws on each end of bedbar to level and regulate bedknife to reel contact. <b>SPA Models:</b> Two rubber bushings as pivots and a centered lever arm to regulate knife to reel contact. A single screw has detents corresponding to .0007" (.018 mm) bedknife movement for each indexed position. A linear adjustment on the bedbar left end allows leveling of bedknife to reel blades.		
<b>Clip Frequency and Optimum HOC Range</b>	Dependent on mowing ground speed, reel rpm and number of reel blades. Example below assumes a 3.8 mph (6.1 km/h) ground speed:		
	<b>Model</b>	<b>Inches (max.)</b>	<b>Cuts per Meter</b>
	11-Blade: 04471 or 04473	.18" (4.6 mm)	217
8-Blade: 04470 or 04472	.25" (6.4 mm)	158	
<b>Front and Rear Rollers</b>	<b>Standard Wiehle Front Roller:</b> 2" (5.2 cm) diameter. Right bracket has an eccentric shoulder bolt to provide leveling. A second eccentric may be added to the left bracket for increased leveling range. Roller has a regreaseable water pump type bearing.		
	<b>Standard Smooth Rear Roller:</b> 2" (5.2 cm) diameter. Roller has a through shaft with greaseable ball bearings.		
<b>Counterbalance Weight</b>	The cutting unit left end weight seals the bearing area and balances the reel motor's weight during cutting.		

Products depicted in this brochure are for demonstration purposes only.

Actual products offered for sale may vary.

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**TORO.** Count on it.

# King of the fairway.

## Reelmaster® 5010 Series

- DPA Cutting units
- 28 hp, 35.5 hp, or 44.2 hp Kubota® diesel engines
- CrossTrax™ all-wheel drive
- EdgeMax™ bedknife
- 100" (2.54 m) cutting swath
- Over a dozen accessories

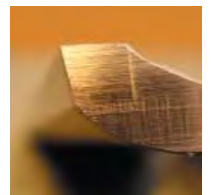
We improved everything to achieve the one thing that really matters: a better cut. New Dual Precision Adjustment (DPA) cutting units deliver an exceptional quality of cut and aftercut appearance that other reel mowers simply can't match. The new Reelmasters are also easier to operate and more comfortable throughout the day. All this, along with improved serviceability, make the Reelmaster 5010 series mowers a must-have for any golf course.



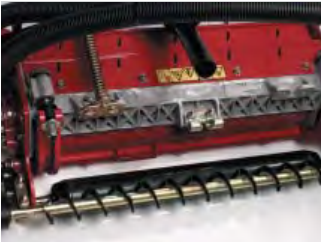
**Count on innovation.**

### Blades of Steel

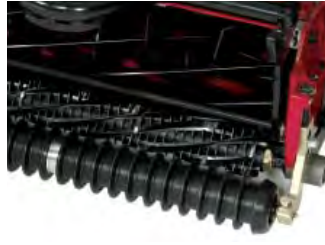
The EdgeMax™ bedknife has a tool-steel leading edge that retains its sharpness up to three times longer than standard bedknives. The reel blades of the Toro Reelmaster are crafted from a special spring steel—the same steel used in battle swords for its incredible toughness and ability to maintain a sharp edge.



Powered Rear Roller Brush kit



Groomer/Broomer™



Grass Basket



Verticutter



TurfDefender™ Leak Detector



Air Ride Seat Suspension



Universal Sunshade



- Not Pictured:
- CrossTrax™ All-Wheel Drive
  - Handheld Diagnostic Tool
  - Scrapers
  - Roller Options
  - Comb Kit
  - High height-of-cut Kit
  - 2-post ROPS Kit (see left page)
  - 4-post ROPS Conversion Kit
  - Bedknife Options

## The best cut gets better.

A variety of accessories is available to make the most of your Reelmaster. Use the fairway groomer with exclusive Quick-Set™ handle for a better cut and improved aftercut appearance. Rotating blades help reduce grain, control thatch and knock off dew to minimize clumping. It stands up grass for a clean, crisp cut and helps open up the canopy for better clipping dispersion and integration. Toro also offers an exclusive Broomer™ kit that works with the groomer to enhance its performance. A powered rear roller brush system keeps the rollers clean in order to disperse clippings, minimize clumping and maintain consistent height-of-cut. The TurfDefender™ leak detector helps identify and minimize hydraulic oil leaks that could damage turf.



Reelmaster 5610

# Specifications for Reelmaster® 5010 Series

	RM5210	RM5410	RM5510	RM5610
<b>Engine</b>				
<i>Type:</i>	Kubota 3-cylinder diesel	Kubota 4-cylinder diesel	Kubota 4-cylinder diesel	Kubota 4-cylinder diesel turbo
<i>Horsepower @ 3000 rpm:</i>	28 hp (20.9 kW)	35.5 hp (26.5 kW)	35.5 hp (26.5 kW)	44.2 hp (32.9 kW)
<b>Traction Unit</b>				
<i>Drive System</i>	Hydrostatic w/wheel motors	Hydrostatic w/wheel motors	Hydrostatic w/wheel motors	Hydrostatic w/wheel motors
<i>Traction Drive</i>	2WD Standard CrossTrax™ AWD Optional	2WD Standard CrossTrax AWD Optional	2WD Standard CrossTrax AWD Optional	2WD Standard CrossTrax AWD Optional
<i>Transport Speed</i>	0-10 mph (0-16 km/h)	0-10 mph (0-16 km/h)	0-10 mph (0-16 km/h)	0-10 mph (0-16 km/h)
<i>Mowing Speed</i>	0-8 mph (0-12.8 km/h)	0-8 mph (0-12.8 km/h)	0-8 mph (0-12.8 km/h)	0-8 mph (0-12.8 km/h)
<i>Steering Type</i>	Power, isolated circuit	Power, isolated circuit	Power, isolated circuit	Power, isolated circuit
<i>Tires</i>	Front: 24 x 13-12 Rear: 20 x 10-10	Front: 26.5 x 14-12 Rear: 20 x 12-10	Front: 26.5 x 14-12 Rear: 20 x 12-10	Front: 26.5 x 14-12 Rear: 20 x 12-10
<i>Height</i>	62 in. (157.5 cm)	63 in. (160 cm)	63 in. (160 cm)	63 in. (160 cm)
<i>Length (2WD)</i>	111 in. (281.9 cm)	111 in. (281.9 cm)	111 in. (281.9 cm)	111 in. (281.9 cm)
<i>Transport Width</i>	90 in. (228.6 cm)	90 in. (228.6 cm)	92 in. (233.7 cm)	92 in. (233.7 cm)
<i>Overall Width</i>	113.5 in. (288.3 cm)	113.5 in. (288.3 cm)	116 in. (294.6 cm)	116 in. (294.6 cm)
<i>Seat</i>	Deluxe suspension	Deluxe suspension	Deluxe suspension	Deluxe suspension
<i>Fuel Tank Capacity</i>	13.5 U.S. gal. (51.1 liter)	13.5 U.S. gal. (51.1 liter)	13.5 U.S. gal. (51.1 liter)	13.5 U.S. gal. (51.1 liter)
<i>Weight</i>	2,396 lbs. (1,086 kg) (2WD) 2,506 lbs. (1,136 kg) (AWD)	2,505 lbs. (1,136 kg) (2WD) 2,615 lbs. (1,186 kg) (AWD)	2,693 lbs. (1,221 kg) (2WD) 2,803 lbs. (1,271 kg) (AWD)	2,756 lbs. (1,250 kg) (2WD) 2,866 lbs. (1,300 kg) (AWD)
<i>Ground Pressure</i>	10 psi	10 psi	10 psi	10 psi
<b>Controls</b>				
<i>Forward/Reverse</i>	Single Pedal	Single Pedal	Single Pedal	Single Pedal
<i>Service/Parking Brake</i>	Dynamic through traction system, pedal w/lock	Dynamic through traction system, pedal w/lock	Dynamic through traction system, pedal w/lock	Dynamic through traction system, pedal w/ lock
<i>Mow Speed Limiter</i>	Foot Activated Lever	Foot Activated Lever	Foot Activated Lever	Foot Activated Lever
<b>Cutting Units</b>				
<i>Total Width-of-Cut</i>	100 in. (254 cm)	100 in. (254 cm)	100 in. (254 cm)	100 in. (254 cm)
<i>Reel Diameter</i>	5 in. (12.7 cm)	5 in. (12.7 cm)	7 in. (17.8 cm)	7 in. (17.8 cm)
<i>Number of Blades</i>	8	8	8 or 11	8 or 11
<i>Height-of-Cut Range</i>	0.25-1.0 in. (6.4-25.4 mm)	0.25-1.0 in. (6.4-25.4 mm)	0.25-1.0 in. (6.4-25.4 mm)	0.25-1.0 in. (6.4-25.4 mm)
<i>High Height-of- Cut Limit</i>	1.5 in. (38.1 mm)	1.5 in. (38.1 mm)	2 in. (50.8 mm)	2 in. (50.8 mm)

**Warranty:** Two year limited. Refer to Operator's Manual for further details.

## TORO® PROFESSIONAL SERVICES

**Toro Financing** A full service offering for all your equipment and irrigation purchases. Flexible financing options can be tailored to meet your operational needs.

**Toro Protection Plus Extended Protection Plan** Protect your budget and your equipment investment. Plans are available for both new and used equipment, and you can choose from various terms to fit your financing terms.

**Toro Genuine Parts** Keep the productivity and performance of your equipment at its peak. Learn about Performance Parts pricing and MVP kits. Find replacement parts online at [Toro.com/partsviewer](http://Toro.com/partsviewer).

**Toro Training** Toro Factory Service Schools are available. Explore the training and customer care areas of [Toro.com](http://Toro.com) and [ToroNSN.com](http://ToroNSN.com) for readily available education and training materials.

**Toro Controller Repair** Provides irrigation controller boards ready for immediate board exchange to assure that downtime is minimal and your turf stays protected. Toro is the choice for reliability.

**Toro NSN** An industry-first support network that provides reliable, around-the-clock irrigation central control system trouble-shooting and operation assistance. Call 1-800-ASK-TORO.

**NEW! myTurf™ Fleet** This on-line tool from Toro keeps track of maintenance schedules for all of your turf equipment. Complete product information and parts ordering is also included. Ask your distributor for availability.

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Actual products offered for sale may vary.

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### ProPass™ 200

Delivers unsurpassed versatility in topdressing, with a wireless model that lets you make adjustments in real time. Available in bed mounted or trailer versions.



### Deluxe Hard Cab

Takes operator and passenger comfort further with a vented glass windshield, two-speed windshield wiper and an interior dome light. Two door kits available.



### 200-Gallon Sprayer

Turns your Workman into a highly efficient, low profile precision sprayer.





**Vicon Spreader**

Pendulum action evenly spreads sand, fertilizers, seed and other dry materials.



**Canopy and Folding Windshield**

Durable, high-density polyethylene canopy protects operators and passengers from sun and rain. Easy folding acrylic windshield allows airflow to enhance comfort.



**Rahn® Groomer**

The triple row broom is perfect for leveling uneven playing fields, with a 2-way system that provides a lock and float position to match conditions. Also ideal for dethatching.



**Topdresser 2500**

25-cubic-foot capacity and all-wheel drive ensures a consistent application rate on uneven terrain.



**ProCore® Processor**

Sweeps, processes and disperses aeration cores in one easy operation.



**Pro Sweep®**

Efficiently picks up aeration cores and debris with a floating sweeper head. High dump hopper easily empties debris into the bed of a Workman.



**Synthetic Turf Conditioner**

Loosens infill from compacted fields, and evenly redistributes and levels the playing surface.



**Patriot Lift**

25-foot aerial lift simplifies maintenance of trees, golf courses, parks, streetlights and more.



**Topdresser 1800**

18-cubic-foot conveyor belt topdresser mounts to the rear of Workman for precision application.



**ROPS Signal Light Kit**

Protects operators with double amber warning lights and two single red taillights.



**Gasket Transporter**

Heavy-duty transporter for cemetery applications.



**1/3 Vertical Lift**

A sturdy, scissor-lift platform with 600-pound capacity that can be raised up to 96 inches.

Vehicle Model:	<b>HDX, HDX-4WD</b>	<b>HDX-D, HDX-D-4WD</b>	<b>HD</b>	<b>Workman® HD Series Utility Vehicles</b>	
Engine:	Briggs & Stratton® Daihatsu® 950G Fuel Injected	Briggs & Stratton® Daihatsu® 950D	Kohler® CH23	Length:	127.6 in (324 cm) without bed; 130 in (330 cm) with bed
Rating:	31 hp (23.4 kW)	24 hp (19.9 kW)	23 hp (17.2 kW)	Width:	64.7 in (164.3 cm)
Displacement:	950 cc	950 cc	674 cc	Height:	75.8 in (192.5 cm) to top of ROPS
Fuel:	Gasoline	Diesel	Gasoline	Front Suspension:	Independent suspension with dual A frame control arms, dual coil springs and dual shock absorbers with anti-sway bar. Provides 5 3/4" travel.
Cooling:	Liquid	Liquid	Air	Rear Suspension:	DeDion rear axle (weight carrying axle) suspension independent of transaxle with dual leaf springs and dual shock absorbers. Provides 3" travel.
Maximum Speed:	19.8 mph (31.9 km/h)	19.8 mph (31.9 km/h)	19.8 mph (31.9 km/h)	Brakes:	4 wheel hydraulic disc brake system.
Total Capacity:	HDX: 2899 lbs (1318 kg) HDX-4WD: 2840 lbs (1291 kg)	HDX-D: 2894 lbs (1315 kg) HDX-D-4WD: 2835 lbs (1289 kg)	3002 lbs (1364 kg)	Transmission:	Rear transaxle directly connected to engine, twin axle drive. 3 speed synchromesh (forward speeds only), h-shift pattern with high-low range providing 6 forward speeds and 2 in reverse.
Cargo Bed Capacity:	HDX: 2499 lbs (1136 kg) HDX-4WD: 2440 lbs (1109 kg)	HDX: 2494 lbs (1134 kg) HDX-4WD: 2435 lbs (1107 kg)	2602 lbs (1183 kg)	4WD Models:	Fully automatic on-demand, bi-directional system. Uses dual bi-directional clutches. In event of rear tire slippage, clutches transmit power proportionally to front wheel with highest traction.
Tow Hitch:	600 lbs (272 kg) tongue weight 3500 lbs (1587 kg) trailer weight Trailers over 1500 lbs (680 kg) require trailer brakes	600 lbs (272 kg) tongue weight 3500 lbs (1587 kg) trailer weight Trailers over 1500 lbs (680 kg) require trailer brakes	600 lbs (272 kg) tongue weight 3500 lbs (1587 kg) trailer weight Trailers over 1500 lbs (680 kg) require trailer brakes	Certifications:	Certified to meet SAE J2258. Certified to meet ISO/DIS 21299 for ROPS. Engine meets all applicable emission standards per the manufacturer. Certified to meet the CE Machinery Directive.
				Warranty:	Two-year limited warranty. See Operator's Manual for further details.



The Toro Workman meets the specifications of your toughest jobs. For more detailed information, visit [www.toro.com](http://www.toro.com).

## TORO® PROFESSIONAL SERVICES

**Toro Financing** A full-service offering for all your equipment and irrigation purchases. Flexible financing options can be tailored to meet your operational needs.

**Toro Protection Plus Extended Protection Plan** Protect your budget and your equipment investment. Plans are available for both new and used equipment, and you can choose from various terms to fit your financing terms.

**Toro Genuine Parts** Keep the productivity and performance of your equipment at its peak. Learn about Performance Parts pricing and MVP kits. Find replacement parts online at [Toro.com/partsviewer](http://Toro.com/partsviewer).

**Toro Training** Toro Factory Service Schools are available. Explore the training and customer care areas of [Toro.com](http://Toro.com) and [ToroNSN.com](http://ToroNSN.com) for readily available education and training materials.

**Toro Controller Repair** Provides irrigation controller boards ready for immediate board exchange to assure that downtime is minimal and your turf stays protected. Toro is the choice for reliability.

**Toro NSN®** An industry-first support network that provides reliable, around-the-clock irrigation central control system troubleshooting and operation assistance. Call 1-800-ASK-TORO.

**NEW! myTurf™ Fleet Management** This on-line tool from Toro keeps track of maintenance for all of your turf equipment. Complete product information and parts ordering is also included. Ask your distributor for availability.

**TORO** Count on it.



## STAFF AGENDA MEMORANDUM

**DATE OF MEETING:** April 9, 2015

**AGENDA ITEM:** CDBG Revolving Loan Fund Policies Update

**PRESENTER:** Don Cawby, City Manager

**ISSUE SUMMARY:** A few months ago I notified you that we were audited by CDBG concerning our Revolving Loan Fund and its use. Because the money to capitalize the loan fund came to us originally as federal CDBG funds, we are subject to ongoing state review of the fund.

Attached is a draft of a proposed policy update and also a copy of the original (and current) policy which was established in 1987.

Some of the issues which need to be addressed are the makeup of the review committee, the amount of money we will loan, minimum job creation, and any other requirements.

**COUNCIL ACTION NEEDED:** Review and discuss program and requirements.

**STAFF RECOMMENDATION TO COUNCIL:** Provide direction to staff on finalizing policies regarding the program.

# City of Osawatomie

## CDBG Revolving Loan Fund

### Program Overview

In 20//, the City of Osawatomie received a Community Development Block Grant award that funded the loan program. Presently, \$73,000 is available through the program. The maximum loan size is \$35,000 per one job created.

### Loan Qualifications

Certain criteria must be met to qualify for a loan. These loans are provided through Federal money and have Federal guidelines. These include a minimum of one job either created or retained within the city limits of Osawatomie by the recipient of this loan. “Retained” means that a case must be made that the job would be lost without receipt of the loan.

Job retention is determined by income level only at time of award and any reasonable turnover in two years. Jobs are certified at the award stage and at the end of the project for any jobs that may have been replaced. A completed job certification form will be required on all employees.

At least 51% of all jobs created or retained (including any in excess of the number specified which result from the assisted activity) must benefit low and moderate-income persons. FTE’s (Full-Time Equivalent) will be figured by the following formula.

40-Hour Week	
1-5 hours	0 Person
6-15 hours	¼ Time Person
16-25 hours	½ Time Person
26-35 hours	¾ Time Person
36-40 hours	Full-Time Employee

Collateral is required for each loan at a minimum 50% match of the loan value.

The recipient of the funds will be for-profit business in Osawatomie with five or fewer employees, including the owner, of which at least 51% must qualify as low-to-moderate income individuals. If the owner is the sole employee, he or she must qualify as LMI, or the business must be located in a census tract where at least 70% of the resident are of low-to-moderate income. Qualifications to determine if an individual meets LMI guidelines will be based on verified income from the past 12 months. The following are LMI guidelines:

### Miami County LMI Guidelines

(FY 2015 HUD Guidelines – Miami County Median Family Income \$73,300)

<u>1 Person</u>	<u>2 Persons</u>	<u>3 Persons</u>	<u>4 Persons</u>	<u>5 Persons</u>	<u>6 Persons</u>	<u>7 Persons</u>	<u>8 Persons</u>
\$41,100	\$46,950	\$52,800	\$58,650	\$63,350	\$68,050	\$72,750	\$77,450

**Loan funds will NOT be used for bailouts or to refinance debt.**

<u>Use of Proceeds</u>	<u>Term of Loan</u>
1) Land acquisition	1 – 15 years
2) Machinery	1 – 10 years
3) Equipment	1 – 10 years
4) Working Capital	1 – 5 years

The borrower will have 24 months to create the number of jobs set forth in the loan documents.

A project representative must agree to meet with a representative from the Kansas Small Business Development Center at least once every six months during the life of the loan. Based on the applicant's experience staff may also require attendance at the KSBDC's *Starting a Business: Success Right from the Start* class or *Improve Your Company's Profitability: Understanding Your Financial Statements*. The fees for these classes will be borne by the applicant.

#### **Application Process**

An application is not considered submitted until all of the attachments are also provided and the application fee paid. At that time, City of Osawatomie staff will meet within 30 days with a review panel to consider the application. The feasibility of the project, the number of jobs created, the collateral offered to cover the loan proceeds and project's ability to meet the program's requirements will be weighed.

Within four weeks of their meeting, the review board will provide the city council with a formal recommendation regarding the loan. The final decision on all loans will be made by the city council.

# City of Osawatomie

## CDBG Revolving Loan

### Administration Process

#### Program Requirements and Process

These federal funds are provided to the City of Osawatomie by the Kansas Department of Commerce. The program contact person is Debbie Beck, (785) 296-7092, [dbeck@kansascommerce.com](mailto:dbeck@kansascommerce.com).

1. Market the available loan program and meet with potential applicants
2. Assist applicants with gathering required loan documentation
3. Conduct a meeting with the review panel within 30 days of a loan application's submittal. The feasibility of the project, the number of jobs created, the collateral offered to cover the loan proceeds and project's ability to meet the program's requirements will be weighed.
  - Prior to the meeting, staff shall:
    - Verify collateral listed in the application
    - Complete the environmental review.
    - Complete the Employee Certification Form, if the applicant represents the jobs created.
  - The review panel, at a minimum, should include the City Manager, a representative of the Kansas Small Business Development Center, a local banking representative, Miami County's Director of Economic Development and a small business owner. **Members of the panel shall sign a nondisclosure agreement.**
4. Within four weeks of their meeting, the review board will provide the city council with a formal recommendation regarding the loan. The final decision on all loans will be made by the City Council.
  - If approved, the Mayor will sign a letter of commitment, approved by the City Council, outlining the loan provisions and providing a deadline to the firm for their acceptance.
    - Once accepted by the company, city staff will facilitate the following paperwork:
      - Execution of a promissory note

- Execution of a loan agreement
  - Filing of a mortgage, if real property is used as collateral
  - Filing of general security agreements and UCC filings based on loan's collateral
  - Complete the Employee Certification Form, if the applicant intends to hire personnel
  - Complete the Job Creation/Retention Certification agreement, if the project involves infrastructure
  - Personal guarantees, if required to protect collateral
  - Corporate guarantees, if required to protect collateral
  - Life insurance policy and assignment, if required to protect collateral
- Staff is responsible for maintaining verification of loan payments.
  - Loan proceeds must be kept in a separate, designated fund.
  - Loan application fees must be placed in the City's general fund.
5. Submit a program report to KDOC each January and July detailing receipts from the loan
  6. Verify firm's follow up meetings with KSBDC representative.
  7. Follow up on UCC filings as needed, some require verification after a set number of years.

## Loan Request Form

### Applicant Company

Company Name \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Date Established \_\_\_\_\_ Name of Franchise (if applicable) \_\_\_\_\_

Proposed Full-time Employment: Current \_\_\_\_\_ Retained \_\_\_\_\_ Newly Created \_\_\_\_\_

Loan Amount Requesting: \_\_\_\_\_

### Estimated Project Costs

#### Uses of Funds:

Land Acquisition \$ \_\_\_\_\_

New Building Construction or Renovation \$ \_\_\_\_\_

Construction Contingency/Overruns \$ \_\_\_\_\_

Existing Land & Building \$ \_\_\_\_\_

Acquisition of Machinery/Equipment \$ \_\_\_\_\_

Acquisition of Furniture/Fixtures \$ \_\_\_\_\_

Inventory Purchase \$ \_\_\_\_\_

Working Capital (including Accounts Payable) \$ \_\_\_\_\_

Acquisition of all or part of Existing Business \$ \_\_\_\_\_

Payoff Bank Loan \$ \_\_\_\_\_

Other Debt Payment \$ \_\_\_\_\_

**Total Estimated Project Amount** \$ \_\_\_\_\_



Less Cash/Equity Injected \$ \_\_\_\_\_

**Total Loan Request** \$ \_\_\_\_\_

**Sources of Funds:**

Cash from personal resources \$ \_\_\_\_\_

Cash from business \$ \_\_\_\_\_

Other sources: \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

## List of Obligations

Please list all contracts, notes, and mortgages payable and reconcile with figures on Balance Sheet (Indicate an \* by items to be paid from loan proceeds). Do not include personal debt. Include only debt owed by the business. Do not include trade payables. Only notes and contracts, which constitute a fixed obligation of the business, should be itemized.

To Whom Payable	Original Amount	Original Date	Present Balance	Rate of Interest	Maturity	Monthly Payment	Collateral Securing Loan	Date of Last Payment

## List of Collateral

	Collateral	Present Market Value	Present Loan Balance	Present Balance
Land and Building				
Machinery & Equipment				
Furniture & Fixtures				
Accounts Receivable				
Inventory				
Other: _____				
<b>Total</b>				

### Ownership of Applicant Company

Type of entity:

<input type="checkbox"/>	Corporation "S" or "C"
<input type="checkbox"/>	Sole Proprietorship (d/b/a)
<input type="checkbox"/>	General Partnership
<input type="checkbox"/>	Limited Partnership
<input type="checkbox"/>	LLC (# of members): _____

List below all owners, partners, and stockholders with 20% or more ownership interest.

Name \_\_\_\_\_  
Title \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Telephone/email \_\_\_\_\_  
Percent of ownership \_\_\_\_\_  
Social Security # \_\_\_\_\_

Name \_\_\_\_\_  
Title \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Telephone/email \_\_\_\_\_  
Percent of ownership \_\_\_\_\_  
Social Security # \_\_\_\_\_

Name \_\_\_\_\_  
Title \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Telephone/email \_\_\_\_\_  
Percent of ownership \_\_\_\_\_  
Social Security # \_\_\_\_\_

Name \_\_\_\_\_  
Title \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Telephone/email \_\_\_\_\_  
Percent of ownership \_\_\_\_\_  
Social Security # \_\_\_\_\_

Name \_\_\_\_\_  
Title \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Telephone/email \_\_\_\_\_  
Percent of ownership \_\_\_\_\_  
Social Security # \_\_\_\_\_

Name \_\_\_\_\_  
Title \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Telephone/email \_\_\_\_\_  
Percent of ownership \_\_\_\_\_  
Social Security # \_\_\_\_\_

(If additional owners, please attach on a separate sheet)

**Affiliates**

List below all business concerns in which the applicant company or any of the individuals listed in the Ownership Section above have any ownership.

Name _____	Name _____
Title _____	Title _____
Address _____	Address _____
City, State, Zip _____	City, State, Zip _____
Telephone/email _____	Telephone/email _____
Percent of ownership _____	Percent of ownership _____
Social Security # _____	Social Security # _____

(If additional affiliates, please attach on a separate sheet)

**Financial References**

Federal Tax ID Number: \_\_\_\_\_

**Business References:** Individuals who are aware of your business and the services you/it can provide.

Name _____	Name _____
Address _____	Address _____
City, State, Zip _____	City, State, Zip _____
Telephone _____	Telephone _____
Relationship _____	Relationship _____

**Personal References:** Anyone who has known you for several years that is not a relative.

Name _____	Name _____
Address _____	Address _____
City, State, Zip _____	City, State, Zip _____
Telephone _____	Telephone _____
Relationship _____	Relationship _____

**Professional References:**

<b>Attorney's Name</b> _____	<b>Accountant's Name</b> _____
Firm _____	Firm _____
Telephone _____	Telephone _____

**Insurance Company** \_\_\_\_\_

Agent's Name \_\_\_\_\_ Telephone \_\_\_\_\_

**Current Bank** \_\_\_\_\_

Loan Officer's Name \_\_\_\_\_ Telephone \_\_\_\_\_

**Checklist for Attachments:**

- \_\_\_\_\_ 1. Application payment of \$500.
- \_\_\_\_\_ 2. A formal letter of denial from a lending institution; or letter from a lending institution stating the amount of the project they are willing to loan.
- \_\_\_\_\_ 3. Letters of commitment for other sources of funds and collateral noted in the application.
- \_\_\_\_\_ 4. Business plan including written history of business including ownership type, parent or subsidiary relationships, location, product line, markets, and benefits the company will derive from approval of the loan.
- \_\_\_\_\_ 5. Business financial statements, income and balance sheets, for past three years.
- \_\_\_\_\_ 6. Current Financial Statement (less than 60 days old).
- \_\_\_\_\_ 7. Projected business financial statements, income and balance sheets, for next three years.
- \_\_\_\_\_ 8. Business and personal tax returns, past three years.
- \_\_\_\_\_ 9. Aging list of accounts receivable and payment (existing business only.)
- \_\_\_\_\_ 10. Personal financial statement for owners of 20% or more and new investors.
- \_\_\_\_\_ 11. Resume of management including education, work experience and management ability.
- \_\_\_\_\_ 12. Itemization of project costs detailed in application form.
- \_\_\_\_\_ 13. Executed purchase agreement, may state "contingent on purchaser receiving proposed financing."
- \_\_\_\_\_ 14. Franchise agreement, if applicable business is a franchise, may state "contingent on purchaser receiving proposed financing."
- \_\_\_\_\_ 15. Lease agreement, if applicable, may state "contingent on purchaser receiving proposed financing."
- \_\_\_\_\_ 16. On construction projects more than \$5,000 provide proof of two bids for work
- \_\_\_\_\_ 17. Employment certification form, provided the owner is the qualified new hire.

Please answer the following questions and complete the related assurances:

- A. Have you ever filed bankruptcy? Yes \_\_\_\_\_; No \_\_\_\_\_. If yes, please attach a sheet explaining when, the amount filed and the circumstances leading to the bankruptcy.
- B. Does the business have any pending law suits? Yes \_\_\_\_\_; No \_\_\_\_\_.
- C. Are there any tax liens filed against any of the owners or the business? Yes \_\_\_\_\_; No \_\_\_\_\_.
- D. Do you have any controlling interest in another business? Yes \_\_\_\_\_; No \_\_\_\_\_. If yes, will the existing/proposed business buy or sell from that firma? Yes \_\_\_\_\_; No \_\_\_\_\_.

- E. I (we) do hereby agree to furnish current written evidence that I (we) cannot obtain private financing on terms and conditions that would permit completion and/or successful operation or accomplishment of the project activities to be financed.

We understand that the City of Osawatomie is under no obligation to approve this application and that additional paperwork and verification will be required before funds can be disbursed.

I (we) do hereby certify that the information contained in this application is true and correct.

By submitting this application, we authorize City of Osawatomie to perform a personal credit check on myself and the company's other owners.

Owner Name: \_\_\_\_\_ SS# \_\_\_\_\_

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

Owner Name: \_\_\_\_\_ SS# \_\_\_\_\_

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

Owner Name: \_\_\_\_\_ SS# \_\_\_\_\_

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

Owner Name: \_\_\_\_\_ SS# \_\_\_\_\_

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

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OSAWATOMIE CITY BLOCK GRANT  
REVOLVING LOAN FUND PROGRAM

CITY OF OSAWATOMIE  
Osawatomie, Kansas

1987

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## SECTION I

### OSAWATOMIE CITY BLOCK GRANT REVOLVING LOAN FUND

The establishment of this revolving loan fund (RLF) is directly attributable to the funding of Community Development Block Grants through the Kansas Department of Economic Development, now the Kansas Department of Commerce. These guidelines are established in order to meet the specific requirements and the overall goal of the program. The ultimate goal is to establish a permanent RLF to continue economic development in small communities that will survive the existing federal and state programs. Given city participation in good loans which are repaid, theoretically this fund could exist indefinitely.

The Osawatomie City Council will have ultimate responsibility for the management of the fund. Functionally, however, the Council Economic Development Committee will take a lead role. This Committee is composed of the Mayor, three members of the Council, the City Manager and the City Attorney.

After initial contacts are made and some discussion is leading to a chance for consideration, the whole of the Osawatomie Economic Development Committee may be called upon to assist with evaluation and completion of a proposal. This Committee will at various times include the representatives of the three local financial institutions; the President of the Chamber of Commerce; local realtors; the Superintendent of Schools; the Superintendent of the Osawatomie State Hospital; the President of Greater Osawatomie, a private local development corporation; and any number of other local business and professional persons which may assist with a specific type of applicant. This Committee is loosely formed and is called upon by the Council Economic Development Committee to supply usually specific assistance for a particular applicant.

The Council Finance and Audit Committee will be responsible for the monitoring of the ongoing maintenance of the loan. This Committee is composed of the Mayor, three members of the Council and the City Manager. It will be important to the Economic Development Committee to know current status of the fund in order to make firm commitments to new applicants. The Finance and Audit Committee will also participate in establishing the final package of commitments to a new applicant.

## SECTION II

### OSAWATOMIE CITY BLOCK GRANT GUIDELINES

#### A. PURPOSE

The purpose of the Osawatome City Block Grant Revolving Loan Fund Program (RLF) is to stimulate private investment in Miami County which will, in turn create new permanent, private-sector jobs for low and moderate-income Miami County citizens and increase the local tax base. This will be accomplished by offering reasonably-priced financing to healthy, expanding businesses that have the best chance of successfully creating permanent new jobs. A secondary benefit will be the economic and physical improvement of the county's industrial and commercial areas.

#### B. LEVERAGE

The RLF is a catalyst to stimulate the investment of private-sector dollars in the county. A leverage requirement of two private-sector dollars for every one RLF dollar will be the standard policy. This is interpreted to mean that the usual participation of the RLF will be 33% of the total loan requirement. No proposal offering less than 50% private sector dollars will be considered. Consequently, a commercial financial institution will be the lead lender in each project participated in by RLF.

#### C. SUBORDINATED MORTGAGE

To secure the commercial financial institution's participation, the RLF will be a subordinated mortgage instrument. This arrangement will provide an incentive to private lenders by creating a "collateral cushion" while at the same time maintaining collateral for the RLF dollars.

#### D. PERMANENT TAKE-OUT FINANCING

The RLF will be operated as a permanent take-out financing program. Therefore, the RLF monies will not be used for construction financing. This will eliminate the need to perform costly monitoring. The RLF can finance directly the acquisition of land, building, and/or machinery which, when acquired, will make a project operational.

Upon approval of a project that requires construction financing, a commitment from the RLF will be forwarded to a lender for issuance of interim financing within 30 days from the award date. The commitment should not exceed a 12-month period. Any exception to the 12-month requirement will be considered on a case-by-case basis.

The interim or construction lender provides the project financing between the issuance of a permanent commitment and completion of a project. The interim lender assumes full responsibility for insuring the project's completion. Since repayment of an interim lender's loan by the permanent lender is contingent upon this assurance, the interim lender very carefully monitors construction costs and disbursements and sees that projects conform to specifications. By using the interim lender, the RLF relieves itself of the responsibility for completion of the project. The first mortgage lender of the borrower's bank of account is the legal interim lender. The interim loan will be made at conventional market rates of interest. The cost of interim financing is an eligible program cost and may be included in the RLF amount as long as the rate is specified at the outset and is legal and reasonable.

The program loan closing takes place after the project is completed and the interim lender can certify to the completion by providing the necessary certificate of occupancy and/or other required documents evidencing completion.

At the closing, all the legal documents are executed, opinions of counsel are submitted certifying the borrower's authority to borrow, that the loan is legally binding and that the loan has been closed in accordance with the terms and conditions of the lenders.

#### E. ELIGIBILITY REQUIREMENTS AND LENDING TERMS

All projects must demonstrate they are economically viable. The objective of creating permanent private-sector jobs requires that the overall projects feasibility and job creation potential be emphasized.

The focus of the RLF is strong local companies who require financing for expansion. Existing Miami County businesses and companies moving into the county will be eligible. The guidelines and minimum criteria for eligibility are outlined below:

1. APPLICATION DEADLINE
  - a. Year Round
2. BORROWER
  - a. Owner-user business
  - b. Developers
  - c. For-profit companies
  - d. Non-profit companies
3. TYPE OF BUSINESS
  - a. Industrial/Manufacturing
  - b. Commercial
  - c. Service
4. USE OF PROCESS
  - Fixed Assets including
    - a. Land and Building
    - b. Construction and Renovation

- c. Machinery and Equipment
- d. Leasehold Improvements

Working Capital where

- a. Projects involve plant expansion where construction and acquisition are occurring
- b. Working capital is fully collateralized with fixed assets
- c. A private lending institution is providing a portion of the financing
- d. No refinancing will be eligible

5. LEVERAGE

- a. Minimum 2:1 private/OCBG "Project" leverage means total investment directly related to and contemporary to this project

6. MAXIMUM AMOUNT

- a. \$100,000 OCBG per project
- b. No minimum project size

7. RATE OF INTEREST

- a. Negotiable (fixed over the loan term, below prime)

8. TERM OF LOAN

For asset loans, based on asset life

- a. 3-10 years, machinery and equipment
- b. 20 years maximum for land and buildings

For working capital

- a. 3-7 years based on repayment ability

9. EQUITY

- a. Flexible. No 100% financed projects will be considered
- b. Minimum 10-20% equity will be targeted

10. COLLATERAL

- a. The RLF must take collateral position in assets financed or assets pledged
- b. Generally, second lien positions will be accepted
- c. Collateral value as established by appraisal (real estate and used equipment) or cost verification must be adequate to secure loan

11. PERSONAL GUARANTEES

For owner-use projects

- a. Typically required

For developer projects

12. JOB CREATION CRITERIA

- a. Non-recourse debt permitted
- a. Emphasis on job-creating projects
- b. One job created for every \$5,000 to \$10,000 of RLF
- c. 51% of jobs must be for the benefit of persons in the low or moderate income range

F. SPECIAL CONSIDERATIONS

Although all projects that meet the minimum requirements will be considered, preference will be given to those project that:

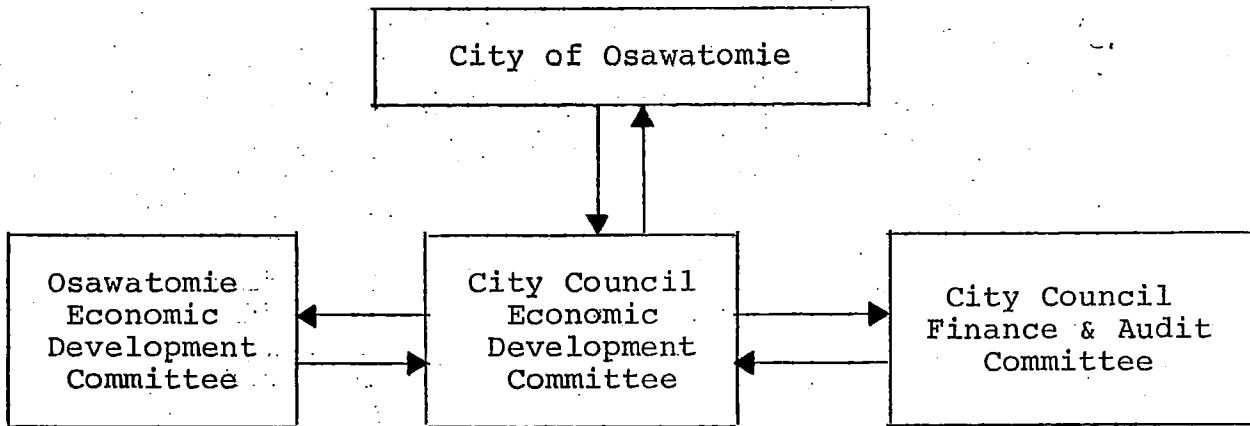
- 1) have demonstrated funds are not available from other sources (SBA 503, or exclusive bank financing).
- 2) have shown they will exceed the minimum requirements of job creation while maintaining the ability to meet debt service.
- 3) request loans for capital assets rather than working capital.
- 4) create jobs in the basic sector which will spinoff additional new jobs in the service and retail sector.

It should also be understood that the RLF will be used primarily for developments within the City of Osawatomie. Projects outside the City limits may be funded if sufficient benefits may be shown, a request for annexation may also be a considered requirement.

EXHIBIT A

OSAWATOMIE CITY BLOCK GRANT

Line of Authority



## SECTION III

### INFORMATION TO BE OBTAINED FROM APPLICANT IN INITIAL INTERVIEW

#### A. PROJECT DESCRIPTION

Certain key information will be necessary to explain a project. This information should include:

##### 1. OWNER/DEVELOPER:

a. Name of Owner/Developer: Provide the full legal name of the owner and/or developer participating in the project.

b. Address, City/Village, County/Zip: Provide the complete and official mailing address, including the county, of the participating owner/developer's principal office in Miami County.

c. Contact Person, Title, Telephone: Provide the name, title and business telephone number of the owner/developer's representative concerning the proposed project and a city contact person also.

2. BUSINESS ORGANIZATION AND PRODUCTS: Describe the company's organization, including ownership type, building sizes and locations, parent or subsidiary relationships, and other background information. Also, provide a brief history of the company's existing operations. In addition, briefly describe the company's current product line or services and provide resumes of the principals.

3. SIZE, PURPOSE, BUILDINGS AND LOCATION: Describe the size and scope of the project--e.g., new building construction, expansion of existing building, building rehabilitation, purchase of machinery and equipment, land acquisition, site developments, etc., in quantifiable terms. Identify the portion of the project which will be assisted with other public and private funds, and state what the company hopes to accomplish with the overall project.

4. PROJECT PARTICIPANTS: Provide the full name of all organizations or individuals participating in the project. This includes banks, savings and loans, public agencies, etc.

Three exhibits will support this section: "Owner/Developer Commitment Letter" (Exhibit B), wherein the owner or developer makes a firm commitment to proceed with the project and retain and/or hire new employees; "Private or Public Financing Commitments" (Exhibit C), where each private, public, or semipublic participant makes a firm commitment to proceed with the project upon the approval of the OCBG program. Similarly, "Tenant Commitment Letter," is a firm commitment from a tenant to go forward with the project upon the approval of the OCBG funding.

5. WHY ARE RLF FUNDS NEEDED? Describe the reason or reasons the OCBG funds are needed to implement the proposed project:

a. Inadequate equity - the owners of the business do not have enough of their own funds to invest in the project.

b. Inadequate private lender financing - the owners of the business cannot obtain the necessary amount of private lender financing to invest in the project.

c. Inability to pay market interest rates or term requirements - the owner is unable to pay the market interest rate, or the project is not economically feasible with the market term, etc.

d. Need or incentive financing - a favorable interest rate and term are needed to induce an owner to expand or build a new facility in a community.

e. Other, explain - If there are any other reasons why OCBG funds are needed for the project, briefly describe the reason or reasons.

6. REVITALIZATION OF A BUILDING OR AREA:

If the project helps to physically revitalize a building or designated redevelopment area according to a local economic development plan or strategy, provide the title, author, and the date of the plan or strategy, and describe specifically how the project will achieve this revitalization or redevelopment.

7. FLOOD HAZARD AREAS:

Development in flood hazard areas with OCBG funds is not totally prohibited, but all reasonable alternatives must be examined and weighed prior to initiating activities. Therefore, if the project is in a designated flood hazard area, explain why the area is the only practical alternative and how adequate insurance needs will be met.

8. HISTORIC PROPERTIES:

If historic properties are affected by the project, how the community/applicant will comply with the historic preservation procedures of state and federal government agencies.

9. RELOCATION OF BUSINESS FACILITIES:

If the proposed project involves the relocation of industrial, commercial, or other business facilities from one jurisdiction (county, city, village) to another, provide an explanation of why the relocation of the industry or business is necessary.



10. ZONING:

If the required zoning for the proposed project is not in place, provide the target date when the required zoning change will be approved. Also, explain the community's zoning procedure and indicate whether a change in zoning is needed or a zoning variance.

B. JOBS CREATED AND/OR RETAINED

1. A jobs exhibit should be prepared to:

a. Provide the total number of current, full-time jobs at the project site.

b. Provide the total number of new, long-term, full-time jobs created at the project site at project completion as a result of this specific project investment.

c. Provide the total number of new, long-term, full-time jobs created 24 months after project completion as a result of this specific project investment.

2. JOBS CREATED BY TYPE AND PAY:

Describe the number of jobs created by type, such as machinist, electrician, manager, clerk, and so forth.

3. EXISTING JOBS LOST:

If existing jobs will be lost if the project is not completed, provide the number of jobs that will be lost and why.

4. TEMPORARY CONSTRUCTION JOBS CREATED:

Provide the largest total amount of full-time temporary construction jobs at any one point in time during the project.

C. PROJECT COSTS

1. Uses of Funds/Project Costs: Itemize all cost elements needed to bring this proposed project to operational status. Provide a) contractor estimates on building costs, b) purchase options where land or building acquisition is required, c) vendor price lists on machinery, equipment, furniture and fixtures, d) provide an amount in dollars needed to furnish working capital.

2. This information should reflect summary project breakdown on the loan application.

D. SOURCES OF FINANCING AND REPAYMENT

1. For each source of financing, provide information related to the source (lenders, institutions, or other sources) providing the funds, amount (total amount of funds being borrowed), terms, interest and annual debt services.

a. Equity Participants - Provide the source and amount of dollars being injected into this project by the Owner/Developer.

b. Loan - Provide the appropriate information on lender financing, including commitment letter.

c. RLF Request - Provide the amount of RLF funds being requested for this project. Describe repayment terms.

d. Other - Provide the appropriate information for any other funding source that may be contributing funds to this project.

2. Provide the following information and a summary of the developer's or the company's ability to repay annual debt service based on:

a. Historical "Financial Statements" - 3 years' financial statements (balance sheet, profit and loss) will provide historical evidence that the company is financially strong.

b. Business projections

c. Personal statements

d. "Income and Expense Performance" for developer projects - the performance will provide evidence that the proposed project will generate funds necessary to support the expected annual debt service, (at least three years).

e. "Tenant Commitment" - Tenant commitments will provide evidence that the expected rents will support the annual debt service in developer projects.

f. Resumes on principal owners/managers

EXHIBIT B

OWNER/DEVELOPER COMMITMENT LETTER

Date: \_\_\_\_\_

To: Osawatomie City Manager

Dear \_\_\_\_\_:

This letter will confirm my/our commitment to move forward with the development of \_\_\_\_\_ (Project Name). This project includes \_\_\_\_\_ (activities).

I/we will spend/invest no less than \$ \_\_\_\_\_ on the total development of this project. The financing proposed is as follows:

Private Lender	\$ _____
Equity	\$ _____
OCBG	\$ _____
Other	\$ _____
<b>TOTAL</b>	<b>\$ _____</b>

I/we the builder anticipate(s) that:

Number of Jobs Created	Type of Job	Phase
_____	Temporary	Construction
_____	New, permanent	Project Completion
_____	New, permanent	Subsequent 24 months

Of these jobs, it is our goal to employ \_\_\_% low and middle income and \_\_\_% minorities, recognizing that some persons may qualify to meet the goal for both categories. In addition, (number) jobs will be retained in this community as a result of my/our ability to obtain the necessary financing.

If funding from OCBG is approved, I/we are prepared to move forward quickly on the construction of this project. I/we understand that it must be under construction by (date), and be completed no later than (date).

Signed: \_\_\_\_\_  
Owner/Developer

EXHIBIT C

FINANCING COMMITMENT LETTER (Lender)

Date: \_\_\_\_\_

Dear (Developer/Owner/Tenant) :

We are writing to you in reference to your request for a construction/permanent/combined loan on the (name of project) at (address). We have completed the underwriting analysis on the project and are prepared to provide a portion of the overall financing necessary for the development of the project. Please consider this our firm commitment to make a loan subject to the following provisions:

Amount of Loan	\$ _____
Interest Rate	_____ %
Term	_____
Financing	_____
Expenses at Closing	_____
Insurance Required	_____
Guarantee	_____

Our loan will be secured by a valid first lien on \_\_\_\_\_. All work must be in accordance with plans and specifications on file with us. Any changes that will decrease the value of the project must be authorized by us.

Prior to closing of this loan, we will require the following:

- a. Verification that the community will make funds available for the purpose of (specify).
- b. (insert)

If this commitment is acceptable to you, please execute and return the enclosed copy of this letter. I will be available to discuss the project with the OCBG Committee and look forward to beginning the project.

(If possible, add details about the project, capability of developer, way the project fits into the neighborhood, etc., that might show the lender's positive attitude about the project, or more extensive involvement in its development.)

Sincerely,  
(name, title)

ACCEPTANCE:

DATE:

## SECTION IV

### APPLICATION AND REVIEW PROCESS FOR OSAWATOMIE COUNCIL ECONOMIC DEVELOPMENT COMMITTEE

An effective packaging process is necessary in order not to waste time with ineligible deals and unready applicants; and, instead, focus on those projects which are most likely to receive approval. The packaging process should consist of:

1. Meeting and interviewing potential applicant to:

- a. determine eligibility
- b. identify potential loan structure
- c. determine overall debt service capacity
- d. identify private sector participant

no initial interview to be conducted unless interviewee can provide:

- a. project cost summary of estimates
- b. company historical financial statement
- c. projections of future revenues

2. Analyzing financial statements as quickly as possible after initial interview and prior to meeting with private sector lender:

- a. spread historical financial statement
- b. identify historical trends
- c. determine working capital needs
- d. compare historical trends to projections to identify management character and capacity to see project through
- e. decline quickly deals which fail credit test

3. If appropriate, meeting with private sector lender to:

- a. determine lender willingness to participate in project
- b. answer question on public sector participation and give an overview of RLF program
- c. agree to cut red tape by packaging loan
- d. request senior mortgage commitment for 50% of project cost

4. Prepare a loan package which includes, but is not limited to the following:

a. Owner/User Deal

Loan application (simple form)  
Summary and overview of project  
History of business  
Benefits to business  
Jobs statement  
Purchase agreement  
Real estate appraisal

Written cost estimates  
Credit review summary (spread sheet)  
Historical financial statement of company  
Lender commitment letters  
Senior and interim loans  
Projections  
Personal financial statements  
Resume  
List of Obligations  
Benefit statement of the sponsoring municipality

b. Developer Deal

Loan application  
Summary and overview of project  
Site plan/parking plan/plot size  
Feasibility/appraisal  
Lender commitment letter, interim loans  
Outline Specifications  
Typical floor plans  
Rent roll, showing major tenants  
Expenses and support information  
Expense contributions  
Aerial photograph and maps  
Legal description or leases  
Copies of tenant leases  
Financial statements of major tenant  
Projections and resume  
Personal financial statements  
Resolution and/or benefit statement of the sponsoring  
municipality

EXHIBIT D

APPLICATION PROCESS

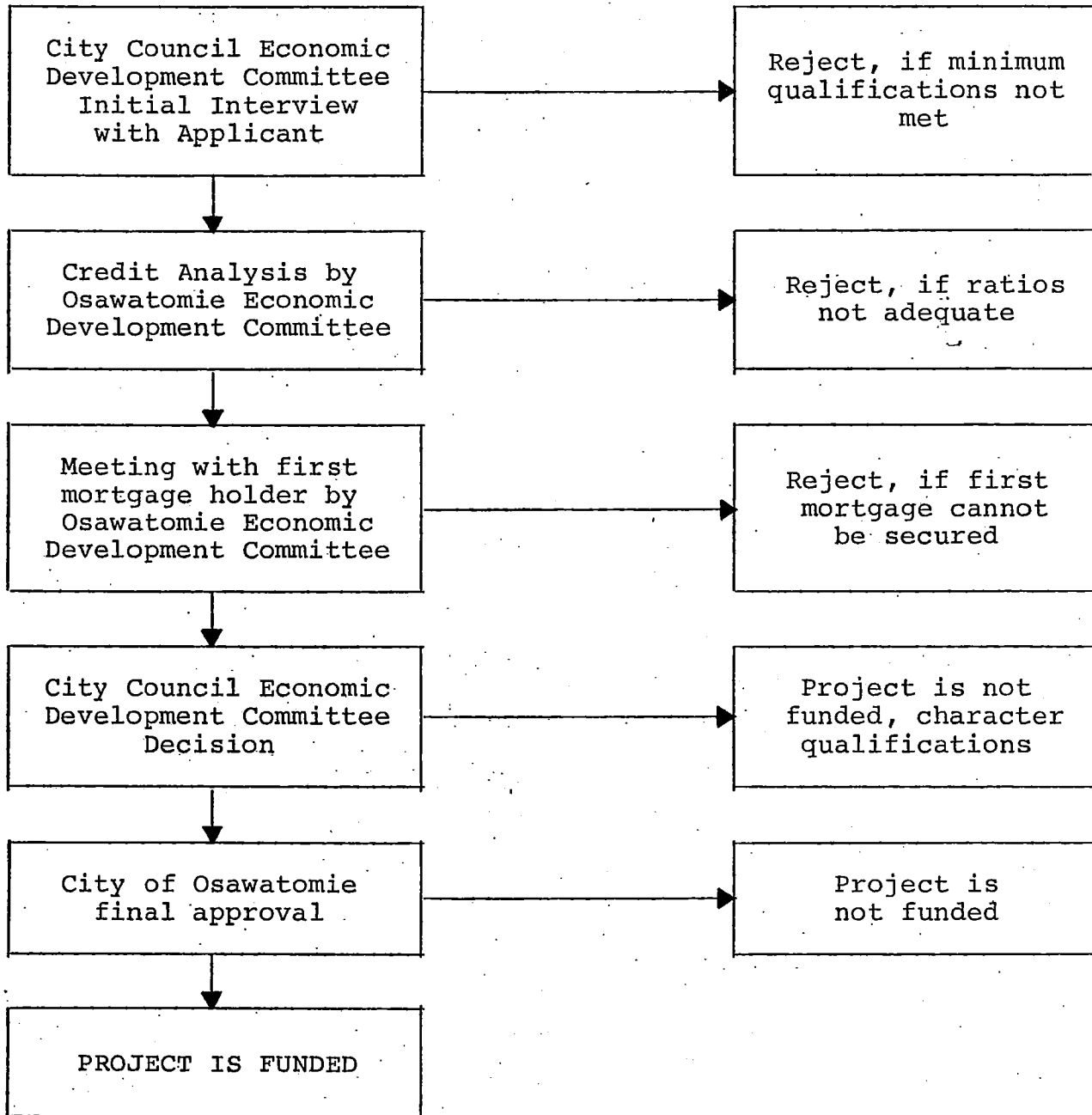
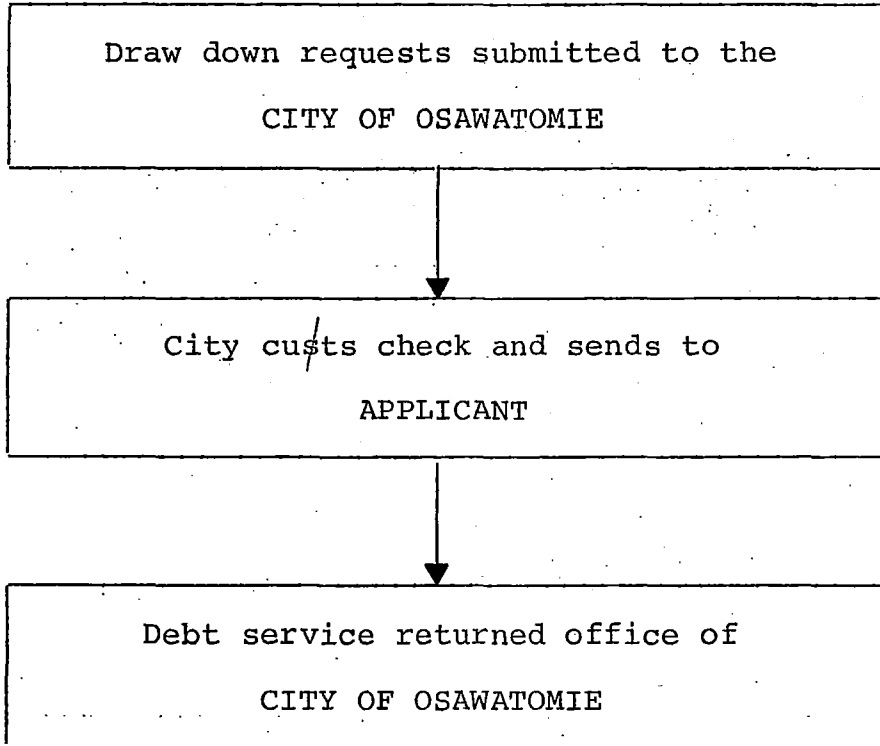


EXHIBIT E

FLOW OF OCBG RLF MONEY





SECTION V

CONTROL OF OSAWATOMIE CITY BLOCK GRANT FUNDS

It is recommended that:

1. all principal payments made from any loan be placed in a high earning money market account or C.D.'s with different maturities.

2. ninety percent of the interest payments will be placed in a separate account to be used for administration of loans. Also, the interest would be used for any expense that the City of Osawatome incures in seeking new loans and administering existing loans.

3. a reserve of ten percent of the interest raised be placed in an account for loan loss provisions, due to the nature of lending money and the possibility of losses that are incurred. On an annual basis, any excess interest will be paid to the principal account for future loans.

It is understood that loans will be better for our community than the earning of interest in a money market account and that the advisory committees and the Osawatome City Council will work hard to seek new development.

Osawatome City Block Grant Funds are under the control of the Mayor and City Council members of the City of Osawatome, Kansas.

## SECTION VI

### COMPARISON WITH OTHER EXISTING FEDERAL AND STATE FIXED ASSET FINANCING PROGRAMS

The proposed structure of the OCBG Revolving Loan Fund is a composite of major federal and state fixed asset financing tools and is intended to fill in the gaps which exist in these programs' key eligibility criteria as follows:

#### A. SBA 503

##### 1. Permits use of proceeds with shorter useful life:

5 year machinery and equipment eligible vs 15 year with 503

##### 2. Interest rate and term more flexible:

Rate and term to accommodate need of project vs maturities of 15, 20, 25 years with set rate on all projects

##### 3. No problems with "alter ego":

Not for profit and developer deals permissible vs owner/user financing

##### 4. No established borrower size limitations:

No established borrower size limitations vs \$6 million in net worth and \$2 million in profit after tax

#### B. HUD UDAG

##### 1. Permits acquisitions of occupied building which UDAG does not permit

##### 2. Competitive criteria more flexible than UDAG

##### 3. Equity requirement more flexible. From owner use projects 0-10%; from developers 0-25% vs 10% owner user and 15-30% from developer



## MEMORANDUM

**To:** Mayor and City Council  
**From:** Don Cawby, City Manager  
**Re:** **Projects & Issues Update**  
**Date:** April 9, 2015

### Projects

**Sports Complex.** We continue to make steady progress. The complex is workable for high school games. Grass seed and mats are going down. Sod will go down once we can get our final grade set and bring in Bermuda grass from southern Kansas. Still left are the canopy foundations, French drains, remaining sidewalks, prepping planting areas, final grade on parking lot and drainage to the west, and grading the areas to prepare for sod. John Wendt has the roof on the building and is putting up the brick wainscoting.

### Issues

**Special CDBG Round.** We have learned that the Dept. of Commerce has announced a special round of funding for sidewalk improvements, community storm shelters, and playground and park improvements. This round would only require a 10% minimum match. We are going to seek a grant to cover the cost of the sidewalks that are already designed in the street project (but not funded by CDBG) and the upgrade and resurfacing of the tennis and basketball courts at Cole Sports Complex. We will be able to match the \$113,000 in sidewalks with the money already set aside. We don't know exactly what the court improvement costs will be, but we will match it with CIP or Parks money to qualify for the grants. The state has \$12 million to give away for this round, so we feel very good about our chances.

**Recreation Changeover.** Supt. French and I met today on prioritizing tasks for the changeover in recreation programs. We talked about several transition details and information we need to give to each other. I am helping him with what we spent on insurance and utilities our last year of operations. We have also planned to get together the week after next to dig deeper into the arrangement. That should put us many steps further down the road to an operating agreement with the School/Recreation Commission.

**Golf Course Advisory Committee.** The membership of the Golf Course Advisory Committee will change for 2015. My goal for the Committee was to have 3 members from the OGC Association Board and 2 members from the general Association membership. For 2014 the membership was Rick Anderson, Mike Brewer, Flo Brewer, John David Cole and Alan Haag, with Mike Brewer, Anderson and Haag as the Board representatives.

For this year, Mike and Flo Brewer have stepped down. Alan Haag, Rick Anderson and John David Cole will remain on the Committee. I will be adding Mike Gorman and Diana Lickteig (subject to her acceptance) as the new members. The Association Board representatives would be Gorman, Haag and Lickteig with Anderson and Cole as the general association members.

**Codification.** We reviewed three submissions for codification and are currently checking references before we make a decision. The bids came in from between \$4,500 and \$11,000. We should have a decision made by the end of the month and move forward with this much needed update.

**Upcoming Meetings/Dates**

- April 13            Speaking to KU Intern Class
- April 15-17        KU City Manager's Conference
- April 16            Sunflower Wellness Retreat Ribbon Cutting - 10 a.m. to noon
- April 23            City Council Meeting
- April 25            Railroad Days
- May 14             City Council Meeting