

**EDGERTON CITY COUNCIL
MEETING AGENDA
CITY HALL, 404 EAST NELSON STREET
May 22, 2014
7:00 PM**

Call to Order

1. **Roll Call** ___ Roberts___ Longanecker ___ Crooks___ Cross___ Wiseman___ Brown
2. **Welcome**
3. **Pledge of Allegiance**

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)*

4. Agenda Approval
5. City Council Meeting Minutes May 8, 2014

Regular Agenda

6. **Public Comments.** Persons who wish to address the City Council regarding items not on the agenda and that are under the jurisdiction of the City Council may do so when called upon by the Mayor. Comments on personnel matters and matters pending before court or other outside tribunals are not permitted. Please notify the City Clerk before the meeting if you wish to speak. Speakers are limited to three (3) minutes. Any presentation is for informational purposes only. No action will be taken.
7. **Declaration.** At this time Council members may declare any conflict or communication they have had that might influence their ability to impartially consider today's issues.
8. Request for Donation to Relay for Life for Edgerton United Methodist Church Team
9. Introduction of Deffenbaugh Community Relations Manager

Business Requiring Action

10. **CONSIDER RESOLUTION NO. 05-22-14A WAIVING CITY REQUIREMENTS PERTAINING TO THE CONSUMPTION OF ALCOHOLIC BEVERAGES ON CERTAIN PUBLIC PROPERTY AND NOISE RESTRICTIONS FOR FRONTIER DAYS IN THE CITY OF EDGERTON, KANSAS**

Motion: _____ Second: _____ Vote: _____

11. **CONSIDER AN APPLICATION FROM THE EDGERTON FRONTIER DAYS ASSOCIATION FOR LICENSE TO SELL CEREAL MALT BEVERAGES AT 307 E. NELSON**

Motion: _____ Second: _____ Vote: _____

12. **CONSIDER A RESOLUTION NO. 05-22-14B APPROVING THE CLOSURE OF THE PUBLIC STREETS NAMED HEREIN DURING THE EDGERTON FRONTIER DAYS FESTIVAL**

Motion: _____ Second: _____ Vote: _____

13. CONSIDER APPROVAL OF REVISED PURCHASING POLICY FOR THE CITY OF EDGERTON

Motion: _____ Second: _____ Vote: _____

14. CONSIDER RESOLUTION NO. 05-22-14C APPROVING THOSE AUTHORIZED TO SIGN CITY OF EDGERTON BANKING ACCOUNTS

Motion: _____ Second: _____ Vote: _____

15. CONSIDER ORDINANCE NO. 971 ESTABLISHING A PARKS FUND IN THE CITY OF EDGERTON AND ESTABLISHING POLICIES AND PROCEDURES FOR SPENDING THE FUND

Motion: _____ Second: _____ Vote: _____

16. Report by the City Administrator

17. Report by the Mayor

18. Future Meeting/Event Reminders:

- May 29th 10 AM to 1 PM – Connecting Communities Fair and Lunch
- May 29th 6:00 PM – Southwest Johnson County Elected Officials Forum
- May 31st Saturday Night Movie Night (Frozen)
- June 10th 7:00 PM – Planning Commission
- June 12th 7:00 PM – City Council Meeting
- June 14th – 15th – Father’s Day Campout
- June 18th Noon – Senior Lunch
- June 20-22 – Edgerton Frontier Days
- June 26th 7:00 PM – City Council Meeting

19. Adjourn Motion: _____ Second: _____ Vote: _____

City of Edgerton, Kansas
Minutes of City Council Regular Session
May 8, 2014

A Regular Session of the City Council was held in the Edgerton City Hall, 404 E. Nelson, Edgerton Kansas on May 8, 2014. The meeting convened at 7:00 p.m. with President of the Council Clay Longanecker presiding, and City Clerk Janeice L. Rawles recording.

1. ROLL CALL

Heidi Wiseman	present
Frances Cross	present
Cindy Crooks	present
Jody Brown	present
Clay Longanecker	present
Mayor Roberts	absent

With a quorum present, the meeting commenced.

Staff in attendance: City Administrator Beth Linn
City Superintendent Mike Mabrey

Consultants in attendance: Johnson County Sheriff Representative

2. WELCOME

3. PLEDGE OF ALLEGIANCE

4. CONSENT AGENDA

- A. Agenda Approval
- B. Minutes of April 24, 2014

Motion by Brown, seconded by Cross to approve the consent agenda

Motion carried, 5-0.

5. PUBLIC COMMENTS

- A. John Marsh, 200 W. McDonald addressed the City Council about the house on the south west corner of 2nd and Martin. Staff has already looked into this structure and is moving forward with a report for next meeting.

6. DECLARATIONS BY COUNCIL MEMBERS

- A. None

7. PRESENTATION OF 2014-2015 HEALTH INSURANCE PROGRAM

City Administrator presented to council a summary of medical, vision, dental and a confidential employee assistance program. The City of Edgerton contracted with Midwest Public Risk in 2010 by Resolution No. 12-09-10C for city insurances. Included in the resolution is the formula for cost by employee. For the year 2014-2015 there is no increase in the Dental and Vision plans. The City Employees will have until May 30th, 2014 to make any changes in their health plans.

BUSINESS REQUIRING ACTION

8. RESOLUTION NO. 05-08-14A APPROVING THE MAYORAL APPOINTMENTS FOR THE CITY TREASURER, CITY PROSECUTOR, MUNICIPAL JUDGE, AND CITY ATTORNEY FOR THE CITY OF EDGERTON, KANSAS WAS CONSIDERED.

The resolution will approve the following Mayoral appointments to serve the City of Edgerton.

Irene Eastwood to serve as City Treasurer
Gerald Merrill to serve as City Prosecutor
Karen Torline to serve as Municipal Judge and
Patrick Reavey to serve as City Attorney.

A motion by Cross, seconded by Brown to approve Resolution No. 05-08-14A approving the Mayoral appointments for the City Treasurer, City Prosecutor, Municipal Judge, and City Attorney for the City of Edgerton, Kansas.

Motion carried 5-0.

9. REPORT BY CITY ADMINISTRATOR

City Administrator, Beth Linn presented to council the 2015 Budget Calendar. Included in the Budget Calendar are the dates and times for Budget Work Sessions.

Next Ms. Linn explained about the Quiet Zone and that the medians and signage are complete, next we need the certification from the Rail Road Administration. And then there will be less train whistles sounding!

The Community Building is experiencing some hot water problems, such as the hot water tank is out and has leaked into the women's restroom causing some damage to the floor. The city is waiting for the insurance company to observe the damage before it can be replaced, because of the building being on the Historical Register.

A handout about an application for conditional use permit for Edgerton Quarry was discussed. The five main topics are Future Road Maintenance, Tracking of Materials, Dust Control, Storm Water Management and Proposed Hours of Operation. Ms. Linn has prepared a letter in response to the five topics and will be sending it to Paul Greeley.

10. REPORT BY MAYOR

None

11. FUTURE MEETING/EVENT REMINDERS

May 10th – Community Wide Clean Up

May 13th – 7:00 Planning Commission Meeting – CANCELLED

May 21st – Senior Lunch

May 22 – City Council Meeting (including Budget Work Session)

May 29th Southwest Johnson County Elected Officials Forum

12. ADJOURN

Motion by Cross, seconded by Longanecker, to adjourn.

Motion carried, 5-0.

Meeting adjourned at 7:45pm.

Janeice L. Rawles, CMC

Approved by the Governing Body on _____.



My name is Rita Jones and I am the Team Captain for the Edgerton UMC Team for the American Cancer Society Relay For Life of Santa Fe Trail in Gardner, Kansas. We invite you to join in the fight against cancer with us. Relay For Life is a 12-hour celebration of cancer survivorship and remembrance which will take place July 11-12, 2014, at the Wheatridge Middle School track.

Teams of people come together at the **Relay For Life of Santa Fe Trail** to Celebrate, Remember and Fight Back! At this unique, overnight celebration, teams walk or run around the track relay-style for the duration of the event, *under the stars into the light!*

We are asking you to pledge your commitment to the Edgerton and Gardner communities and to the ongoing fight against cancer. We have included Corporate Partner information for the event. Corporate Partner levels include the option of logos on the back of all participant shirts, displays from your company at Relay, hanging your corporate banner, and your corporate logo on our website.

If you have any questions, please contact Rita Jones at 856-4873 (evenings).

Thank you in advance for your support of the American Cancer Society and the fight against cancer. We look forward to hearing from you soon.

Sincerely,

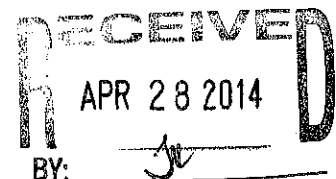
A handwritten signature in black ink that reads "Rita Jones". The signature is written in a cursive style with a large, looping initial "R".

Rita Jones

Edgerton United Methodist Church Team Captain

rjonesks@gmail.com

www.relayforlife.org/santafetrailks



Relay For Life of Santa Fe Trail
2014 Sponsorship Confirmation Form



YES! We would like to be a sponsor for the Relay For Life of Santa Fe Trail!

We would like to be a...

More Birthdays Sponsor at \$1,000

Fight Back Sponsor at \$500

Celebrate Sponsor at \$250

Remember Sponsor at \$100

Edgerton UMC

YES! We would like to be an In Kind Partner for the Relay For Life of Santa Fe Trail!

We would like to donate _____

Estimated Value of Donation: _____

Contact Information

Company Name _____

Address _____

City, ST Zip Code _____

Phone Number _____

Contact Person _____

Partnership must be confirmed by Friday, May 30

Check Enclosed

Please Invoice

Confirmation can be mailed to:

RFL of Santa Fe Trail
c/o Vickie Greener
864 E Lanesfield St.
Gardner, KS 66030

Questions? Call Cindy at (913) 244 – 9595 or Kala at (816) 218 – 7277

AGENDA ITEM INFORMATION FORM

Agenda Item: Resolution 05-22-14A Waiving City Requirements Pertaining to the Consumption of Cereal Malt Beverages on Certain Public Property and Noise Restrictions for Frontier Days

Department: Administration

Background/Description of Item: Edgerton Frontier Days will be held June 20-22, 2014. The Edgerton Frontier Days Committee has requested permission to allow the consumption and sale of cereal malt beverages on certain public property with the following stipulations:

- Sale of cereal malt beverages shall be at 307 East Nelson by licensed groups only
- Consumption in the area on Nelson Street between East Third Street and East 4th Street only
- Between the hours of 6:00 p.m. and 11:59 p.m. on Friday, June 20, 2014
- Between the hours of 12:00 p.m. and 11:59 p.m. on Saturday, June 21, 2014

As per K.S.A. 41-2645 Frontier Days is a Special Event and as such; the event must be allowed by ordinance or resolution. A temporary permit must be issued by the City for this event. The fee for this permit can NOT be waived and must be paid to the State of Kansas. The City may allow an open area for consumption of cereal malt beverages as long as the following measures are in place:

- As per K.S.A. 41-2701; beverages must be cereal malt beverages not more than 3.2% alcohol by weight.
- Policing measures must be in place and are the responsibility of the licensed group to insure enforcement. Frontier Days Association maintain responsibility of those served.

Also within this same resolution is permission to waive the City's noise restrictions in order for all to enjoy music as part of the festival on Friday June 20 and Saturday June 21. It is anticipated that both concerts will be completed by 11:59 p.m. each evening.

City staff will inform the Johnson County Sheriff's Office of the proposed request to serve Cereal Malt Beverage (CMB) on the above dates and hours as well as the request to waive the City's noise restrictions.

Enclosure: Resolution 05-22-14A

Related Ordinance(s) or Statute(s): K.S.A. 41-2645; 41-2701; Chapter XI, Article 6 of the Code of the City of Edgerton

Recommendation: Approve Resolution 05-22-14A Waiving City Requirements Pertaining to the Consumption of Cereal Malt Beverages on Certain Public Property and Noise Restrictions for Frontier Days

Funding Source: N/A

Prepared by: Beth Linn, City Administrator
Date: May 16, 2014

RESOLUTION NO. 05-22-14A

RESOLUTION WAIVING CITY REQUIREMENTS PERTAINING TO THE CONSUMPTION OF CEREAL MALT BEVERAGES ON CERTAIN PUBLIC PROPERTY AND NOISE RESTRICTIONS FOR FRONTIER DAYS IN THE CITY OF EDGERTON, KANSAS

WHEREAS, the 2014 annual celebration known as Frontier Days will be June 20 through 22; and

WHEREAS, a request has been received by the City of Edgerton from the Edgerton Frontier Days Association for; and

WHEREAS, Chapter III, Article I, Section 3-202 of the Code of the City of Edgerton authorized the Governing Body to make certain exceptions and exemptions to the provisions of Chapter 3, Article I, Section 3-202 concerning restriction upon location; and

WHEREAS, Chapter III, Article I, Section 3-121 of the Code of the City of Edgerton authorizes the Governing Body to make certain exceptions and exemptions the sale and consumption of cereal malt beverage on public property.

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

SECTION ONE: Finding: That the Governing Body, after receiving a request from the Frontier Days Association, does hereby find and conclude that the proximity of the requested location for the sale and consumption of cereal malt beverages is not adverse to the public welfare or safety and the Governing Body's conclusion in this regard is supported by the fact that the Frontier Days Association has served cereal malt beverages in this location for several years without any adversity to the public welfare or safety.

SECTION TWO: Grant of Waiver: The following exemptions and/or exceptions to provisions in Chapter III, Article I, Section 3-121 and Chapter III, Article 2, Section 3-202 of the Code of the City of Edgerton are hereby approved:

1. The sale and consumption of cereal malt beverages shall be allowed between the hours of 6:00 pm and 11:59 pm on certain public property on June 20, 2014 and between the hours of 12:00 pm and 11:59 pm on June 21, 2014.
2. The distance requirement for the sale of cereal malt beverages is hereby waived and the location of the booth for sale of cereal malt beverage shall be 307 E. Nelson Street by property licensed individuals or groups only.
3. Consumption of cereal malt beverages shall be allowed in an area on Nelson Street between East Third Street and East Fourth Street.
4. No cereal malt beverages may be sold or dispensed in glass bottles or containers, only plastic, paper cups or cans may be used.

SECTION THREE: Edgerton Frontier Days is recognized as a public festival and the provisions of Chapter XI, Article 6 of the Code of the City of Edgerton, Kansas, pertaining to unnecessary and excessive noise, shall not apply to noise and sounds made or generated by the public festival on June 20 and 21, 2014 from 6:00pm to 11:59 pm.

SECTION FOUR - Effective Date: This Resolution shall take effect and be in full force immediately after its adoption by the Governing Body.

ADOPTED BY THE CITY COUNCIL AND APPROVED BY THE MAYOR OF THE CITY OF EDGERTON, KANSAS ON THE 22nd DAY OF MAY 2014.

ATTEST:

CITY OF EDGERTON, KANSAS

Janeice Rawles, City Clerk

By: _____
Donald Roberts, Mayor

APPROVED AS TO FORM:

Patrick G. Reavey, City Attorney

AGENDA ITEM INFORMATION FORM

Agenda Item: Resolution 05-22-14B Authorizing the Closure of Certain Public Streets During the Edgerton Frontier Days Festival

Department: Administration

Background/Description of Item: The Edgerton Frontier Days Committee has requested the closure of the following streets beginning Friday, June 20 and ending Sunday, June 22:

- East 4th Street between Nelson and McCarty Streets;
- East 4th Street between Nelson and south to the nearest alley;
- Nelson Street between 3rd and East 4th Streets and;
- Nelson Street between East 4th Street to the Metcalf Bank drive located on Nelson Street

City staff has reviewed the proposed street closures and does not anticipate any conflicts or issues.

In addition, the Edgerton Frontier Days Committee requests the closure of Nelson Street from West 8th to East 5th Street during the Frontier Days Parade to be held on Saturday, June 21, 2014.

City staff has reviewed the proposed parade route and does not anticipate any conflicts or issues. City staff will inform the Johnson County Sheriff's Office and Johnson County Fire District 1 of the proposed closings.

Related Ordinance(s) or Statute(s):

Recommendation: Approve Resolution 05-22-14B Authorizing the Closure of Certain Public Streets During the Edgerton Frontier Days Festival

Funding Source: N/A

Prepared by: Beth Linn, City Administrator
Date: May 16, 2014

RESOLUTION NO. 05-22-14B

A RESOLUTION APPROVING THE CLOSURE OF THE PUBLIC STREETS NAMED HEREIN DURING THE EDGERTON FRONTIER DAYS FESTIVAL

WHEREAS, the City Council of the City of Edgerton, Kansas wishes to provide a safe and enjoyable Frontier Days Festival and;

WHEREAS, City staff has reviewed the proposed street closures and does not anticipate any conflicts or issues that would prevent said closures;

WHEREAS, the following public streets shall be closed to vehicular traffic during Edgerton Frontier Days between June 20-22, 2014:

- East 4th Street between Nelson and McCarty Streets;
- East 4th Street between Nelson and south to the nearest alley;
- Nelson Street between East 3rd and East 4th Streets and;
- Nelson Street between East 4th Street to the Metcalf Bank drive located on Nelson Street

WHEREAS, the following public streets shall be closed to vehicular traffic during Edgerton Frontier Days on June 21, 2014 during the Frontier Days Parade: Nelson Street from West 8th to East 5th Streets

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EDGERTON, KANSAS that the City hereby authorizes the closure of the public streets named above for the duration named above for the Edgerton Frontier Days Festival.

SECTION ONE: EFFECTIVE DATE

This Resolution shall take effect and be in full force immediately after its adoption by the Governing Body.

ADOPTED BY THE CITY COUNCIL AND APPROVED BY THE MAYOR OF THE CITY OF EDGERTON, KANSAS ON THE 22nd DAY OF MAY, 2014.

ATTEST:

CITY OF EDGERTON, KANSAS

Janeice Rawles, City Clerk

By: _____
Donald Roberts, Mayor

APPROVED AS TO FORM:

Patrick G. Reavey, City Attorney

AGENDA ITEM INFORMATION FORM

Agenda Item: Consider a Revised Purchasing Policy for the City of Edgerton

Department: Administration

Background/Description of Item: In 2010, the Governing Body adopted the current Purchasing Policy as part of the City's Financial Policies. Staff has reviewed the current Purchasing Policy in light of best practices, current operations and comments in the management letter from the 2012 audit performed by Mize Houser & Company, P.A. Based upon that review, staff recommends revising the Purchasing Policy. The revised Purchasing Policy attached to the packet does not change any approval levels.

Revisions to the Purchasing Policy include:

- Removal of the requirement to use purchase orders. In 2013, the City processed a total of 1,031 invoices for payment. Of those, 911, or 88%, were less than \$5,000. Almost all of the 64 invoices between \$5,000 and \$10,000 were for payroll related items for which a purchase order would not be required under the current policy. Purchase orders are useful tracking devices when there is a large volume of purchases or when there are many large purchases. Also, purchase orders help communicate financial commitments when many departments or layers of staff are involved in purchasing, especially when there is a dedicated purchasing department or purchasing agent. Staff recommends the removal of the purchase order requirement for the following reasons: (1) because most of the City's purchases tend to be for small dollar, routine items; (2) large purchases are infrequent and monitored closely by staff; (3) the City only has a handful of staff members involved in purchasing; and (4) a streamlined, efficient purchasing process allows staff to devote more time to carrying out the core mission of the City.
- Better overall formatting of the information in the policy for ease of use by staff. Levels of purchasing authority are presented in a table format for each of the various types of purchases (goods, special services and equipment, sole source purchases, cooperative purchases) to make it easier to determine who must approve a purchase.
- Removal of the check signing requirements. Check signing requirements will be consolidated with other items related to banking authority in a banking resolution. The banking resolution is a separate agenda item.
- Clarification of petty cash requirements. Staff has expanded the section of the policy covering petty cash to include:
 - Authority for establishing a petty cash fund;
 - Authority for changing the amount of a petty cash fund;
 - Description of the circumstances when petty cash may be used;
 - Strengthened controls to account for petty cash issued to individuals;
 - A requirement that requests to replenish the petty cash fund be approved by the City Administrator.
 - A requirement that the petty cash fund be audited on a surprise basis at least annually.

Enclosure: Revised Purchasing Policy

Recommendation: Approve the Revised Purchasing Policy for the City of Edgerton

Funding Source: N/A

Prepared by: Karen Kindle, Accountant
Date: May 12, 2014

**City of Edgerton, Kansas
Purchasing Policy**

1. Policy Objective

It is the objective of the Governing Body to maximize the purchasing power and value of public funds and ensure the purchasing process is conducted in an ethical, fair and open manner.

2. Provisions

The City is tax-exempt as a political subdivision under Section 4221(a) of the Internal Revenue Code. K.S. A. 79-3606 provides a sales tax exemption to Kansas political subdivisions on the purchase, lease or rental of tangible personal property and on the purchase of taxable services used exclusively for political subdivision purposes, as well as to contractors hired by Kansas political subdivisions who purchase tangible personal property for use in constructing, equipping, reconstructing, maintaining, repairing, enlarging, furnishing or remodeling facilities for said political subdivision. For purchases from Missouri vendors, the City's tax-exempt status is valid only when items purchased from Missouri vendors are delivered within the State of Kansas.

When applicable, the City shall furnish a sales tax exemption certificate number as supplied by the Kansas Department of Revenue. Application for the sales tax exemption certificate shall be made by the City Clerk's office. When sealed bids are not taken, it is the responsibility of the applicable department to coordinate the sales tax exemption process with the City Clerk. The successful bidder (contractor) shall be required to comply with K.S.A. 79-3606, as amended.

3. Purchasing Authority

The following table contains the levels of purchasing authority and related procedures.

Authority Level	Authorizing Party *
\$0 - \$1,000	Department Head or designee
\$1,001 - \$15,000	City Administrator <ul style="list-style-type: none">• At least three (3) verbal quotes must be obtained.
Over \$15,000	Governing Body <ul style="list-style-type: none">- Formal bids are required.- The Governing Body may authorize the City Administrator to approve invoices for payment for purchases over \$15,000 as those invoices are received.
Over \$25,000	Governing Body must approve the item or project prior to initiating the bidding process.

* No purchase shall be approved unless there is sufficient unencumbered budget balance to cover the purchase.

4. Emergency Purchases

Exceptions from the purchasing policy will be made for the following items or circumstances:

- For emergency maintenance of structures, city infrastructure and equipment that cannot be postponed until action can be taken by the Governing Body.
- For situations where the safety of the public or employees is at-risk and prompt action is justified to prevent possible injury or death.

**City of Edgerton, Kansas
Purchasing Policy**

5. Sole Source Purchases

Sole Source Criteria

The following are the criteria that must be met in order for the purchase to qualify as a sole source purchase:

- The vendor is the original equipment provider and required parts or equipment are unavailable from another vendor;
- The compatibility or conformity with City owned equipment, materials or expertise in which non-conformance would require the expenditure of additional funds;
- No other equipment is available that shall meet the specialized needs of the Department or perform the intended function;
- Detailed justification is available which reasonably establishes that the vendor is the only source practicably available to provide the item or service required;
- Written demonstration and justification is available which reasonably and practicably establishes that the selection of a sole source vendor is in the best interest of the City.

Sole Source Approval Authority

Approval Level	Authorizing Party
\$0 - \$15,000	City Administrator
Over \$15,000	Governing Body

6. Cooperative Purchases

Cooperative purchasing is a process by which two or more jurisdictions cooperate to purchase items from the same vendor. This form of purchasing has the benefits of reducing administrative costs, eliminating duplication of effort, lowering prices, sharing information and taking advantage of expertise and information that may be available in only one of the jurisdictions.

Cooperative Purchasing Authority

- Participation in cooperative purchases as described in this section is exempted from competitive bidding and advertising requirements.
- The City Administrator, or his/her designee, is authorized to participate in, sponsor, conduct or administer a cooperative procurement agreement with one or more other public bodies.
- The City Administrator is authorized to use the Kansas Division of Purchasing or political subdivisions of the State, other governmental entities and/or purchasing cooperatives (Kansas City Regional Purchasing Cooperative, MARC, etc.) in the purchase of supplies, materials or equipment when such actions shall serve the best interest of the City.
- The City Administrator is authorized to "piggy-back" contracts entered into by other jurisdictions.
- The approval levels for purchases made via cooperative purchasing are:

Cooperative Purchasing	
Approval Level	Authorizing Party
\$0 - \$15,000	City Administrator
Over \$15,000	Governing Body

**City of Edgerton, Kansas
Purchasing Policy**

7. Special Services and Equipment

Recognizing that acquisition of some goods, services or professional services, are of such a unique or complex nature that a structured competitive bid process based solely upon the lowest price would detract from the City's ability to acquire the most appropriate goods or services, the City Administrator and/or Governing Body may determine that it is in the best interest of the City to base the expenditure upon criteria other than the lowest cost. In such cases the City Administrator, or designee, may prepare requests for proposals (RFP).

Authority Level	Authorizing Party
\$0 - \$1,000	Department Head or designee
\$1,001 - \$15,000	City Administrator
Over \$15,000	Governing Body <ul style="list-style-type: none"> - RFP process is required. - The Governing Body may authorize the City Administrator to approve invoices for payment for special goods/services over \$15,000 as those invoices are received.
Over \$25,000	Governing Body must approve the special good/service prior to initiating the RFP process.

RFP Process - Special goods/services costing more than \$15,000

- A copy of the RFP shall be sent to known vendors, published one time in the official City newspaper, posted at Edgerton City Hall and posted on the City's official website.
- A pre-proposal conference shall be held if deemed necessary by the City Administrator. The date, time and place of the pre-proposal conference shall be included in any publication of the RFP.
- The City Administrator in conjunction with applicable City staff members may interview respondents, seek additional information or clarification from respondents and perform any other analysis necessary to evaluate the proposals received.
- Proposals may be accepted, rejected or negotiated prior to final contract approval by the Governing Body.
- The City Administrator in conjunction with applicable City staff members shall make a recommendation to the Governing Body.

8. Change Orders

The following chart shows the approval authority for change orders.

Change Order Amount	Authorizing Party
<ul style="list-style-type: none"> • Less than 10% of the approved amount for the project or item; and • Less than \$15,000; and • Does not cause the project/item to exceed the budget for the project/item. 	City Administrator
Greater than 10% of the approved amount for the project or item	Governing Body
Greater than \$15,000	Governing Body
Causes the project/item budget to be exceeded	Governing Body

**City of Edgerton, Kansas
Purchasing Policy**

9. Formal Bidding Requirements

These requirements shall apply to purchases of \$15,000 or more.

- A. Notice Inviting Bids – Notices inviting sealed bids shall:
- a. Include a general description of the article(s) or services to be purchased or supplied;
 - b. State where bid forms and specifications may be obtained;
 - c. State the time and place for the opening of bids;
 - d. Specify the amount and form of the bidder's security deposit if required;
 - e. State that bids shall be submitted and contracts awarded pursuant to the provisions of this policy and any other applicable rules, regulations or conditions;
 - f. State that the Governing Body may reject any and all bids for any reason;
 - g. Be published at least one (1) time in the official City newspaper;
 - h. Be posted at Edgerton City Hall; and
 - i. Be posted on the City's official website.

Any other means of notice may be used in addition to those listed above.

- B. Bid Opening – Sealed bids shall be submitted as set forth in the published notice, and shall be identified as "bids" on the envelope and opened by the City Administrator, or designee, at a time and place stated in the published notice. A tabulation of all bids received shall be open for public inspection at Edgerton City Hall.
- C. Bid Rejection and Re-advertisement – The Governing Body may, in its discretion, reject any and all bids and may re-advertise for bids pursuant to the procedures prescribed by this policy.
- D. Tie Bids – If two (2) or more bids are received for the same total amount or unit price and all other applications being found equal, the Governing Body may accept either bid.
- E. Performance Bond – The City may require a performance bond in such amount as it may deem necessary to protect the interests of the City and the form and amount of such bond shall be specified in the notice inviting bids.
- F. Security Deposit – In all transactions in which sealed bids are required, the Governing Body or the City Administrator may require and specify the amount and form of the bidder's security deposit in the notice inviting bids.

The security deposit of the successful bidder shall be held to secure the capacity, readiness and willingness of the successful bidder to execute the contract. The deposits of the unsuccessful bidders shall be mailed to those bidders within ten (10) business days following the bid assignment. The successful bidder shall forfeit the deposit of bid security upon refusal or failure to execute the contract within ten (10) business days notice of award of the contract, unless otherwise specified.

10. Design and Construction Procurement

The Governing Body may approve use of the design-build methodology for design and construction procurement following the approval of a resolution providing a determination by the Governing Body that such methodology is in the best interests of the community and the public infrastructure project being considered.

**City of Edgerton, Kansas
Purchasing Policy**

11. Petty Cash

- The City Clerk is the petty cash custodian.
- The amount of the petty cash fund shall be approved by the City Administrator, or designee. Any changes to the amount of the petty cash fund shall be approved by the City Administrator, or designee.
- Petty cash may be used when funds are needed immediately and a procurement card cannot be used.
- When petty cash is given to an employee, a petty cash voucher shall be filled out by the City Clerk and signed by the individual receiving the money. The voucher shall indicate the amount issued to the individual and the purpose of the purchase.
- Individuals who receive petty cash must provide a sales receipt supporting the purchase made with the petty cash and return any unused petty cash. The sales receipt shall be attached to the petty cash voucher and any cash returned shall be noted on the petty cash voucher.
- The City Clerk shall request replenishment of the petty cash fund as needed depending on the amount of activity. Petty cash fund replenishment requests must be approved by the City Administrator.
- The petty cash fund shall be audited on a surprise basis at least annually by the City Administrator, or designee.
- The petty cash fund is subject to audit at any time by the City Administrator, or designee, or the external auditors.

12. Contracts

All contracts shall be reviewed and approved as to form by the City Attorney prior to approval/execution by the City Administrator or Governing Body according to the authorization levels outlined in the sections above.

13. Procurement Cards

Please refer to the Procurement Card Policy for information regarding the City's procurement card program.

14. Exceptions to the Purchasing Policy

Exceptions to this policy will be made for the following items or circumstances:

- A. Regular monthly utility payments; and
- B. Fuel, oil, chemicals or other commodities for which budget accounts have been established.

15. Responsibility for Enforcement

The City Administrator has overall responsibility for enforcement of this policy.

16. Effective Date

This policy shall take effect and be in force from and after its passage and approval.

AGENDA ITEM INFORMATION FORM

Agenda Item: Consider Resolution No. 05-22-14C Approving Those Authorized To Sign City Of Edgerton Banking Accounts

Department: Administration

Background/Description of Item: The City maintains accounts at Metcalf Bank in order to carry out the business of the City. Staff has performed a comprehensive review of the accounts and the persons listed as signers, and determined that changes are needed to reflect current staff/Governing Body members. In addition, the City now has access to on-line banking and needs to document who has authority to make changes to the level of access staff members have.

Staff has developed the attached banking resolution to consolidate all authority for Metcalf Bank into one document. Staff will then use this banking resolution to work with the bank to update signature cards for the various checking accounts and certificates of deposit, as well as any other paperwork Metcalf Bank requires to update the City's accounts.

Enclosure: Draft Resolution No. 05-22-14C

Related Ordinance(s) or Statute(s):

Recommendation: Approve Resolution No. 05-22-14C Approving Those Authorized To Sign City Of Edgerton Banking Accounts

Funding Source: N/A

Prepared by: Karen Kindle, Accountant

Date: May 12, 2014

RESOLUTION NO. 05-22-14C

WHEREAS, the City of Edgerton, Kansas, maintains accounts at Metcalf Bank;

NOW, THEREFORE, BE IT RESOLVED, that Metcalf Bank, (“Financial Institution”) is hereby designated a depository of the City of Edgerton, Kansas, for the purpose of banking services, and that the following are authorized to discuss all City accounts, unless otherwise noted in this resolution:

<u>Name</u>	<u>Title</u>
Donald Roberts	Mayor
Elizabeth Linn	City Administrator
Janeice Rawles	City Clerk
Nikki Walford	Account Clerk
Karen Kindle	Accountant
Irene Eastwood	City Treasurer

BE IT FURTHER RESOLVED that the following individuals are hereby individually authorized to open any deposit or checking accounts in the name of the City; to endorse or authorize checks and orders for the payment of money; and withdraw funds on deposit with the said Financial Institution and shall be listed as signers on said account signature cards. This authority shall be for all City accounts unless otherwise noted in this resolution:

<u>Name</u>	<u>Title</u>
Donald Roberts	Mayor
Elizabeth Linn	City Administrator
Janeice Rawles	City Clerk
Irene Eastwood	City Treasurer

BE IT FURTHER RESOLVED that the following individuals acting individually, are authorized to instruct said Financial Institution, either by written or verbal instructions, to make changes to the set up of the on-line banking system.

<u>Name</u>	<u>Title</u>
Donald Roberts	Mayor
Elizabeth Linn	City Administrator

BE IT FURTHER RESOLVED that for the Municipal Court Account, account #***82, the following individuals are hereby individually authorized to endorse or authorize checks and orders for the payment of money; and withdraw funds on deposit with said Financial Institution in the Municipal Court Account, account #***82, and shall be listed as signers on said account signature cards:

<u>Name</u>	<u>Title</u>
Donald Roberts	Mayor
Elizabeth Linn	City Administrator

BE IT FURTHER RESOLVED that the following are authorized to discuss the Municipal Court Account, account #***82:

<u>Name</u>	<u>Title</u>
Donald Roberts	Mayor
Elizabeth Linn	City Administrator
Karen Weston	Municipal Court Clerk
Karen Kindle	Accountant

BE IT FURTHER RESOLVED that the City acknowledges and agrees that the Financial Institution may rely on alternative signature and verification codes issued to or obtained from the individual(s) named on this resolution. The Term “alternative signature and verification codes” includes, but is not limited to, facsimile signatures on file with the Financial Institution, personal identification numbers (PIN), and digital signatures. If a facsimile signature specimen has been provided on this resolution, (or that is filed separately by the City with the Financial Institution from time to time) the Financial Institution is authorized to treat the facsimile signature as the signature of the individual(s) regardless of by whom or by what means the facsimile signature may have been affixed so long as it resembles the facsimile signature on file.

BE IT FURTHER RESOLVED that this resolution shall continue in force and said financial institutions may consider the facts concerning and holders of said offices, respectively, and their signatures, to be and continue as set forth herewith until written notice to the contrary is duly served on said financial institution.

CITY OF EDGERTON, KANSAS

By: _____
Donald Roberts, Mayor

ATTEST:

Janeice Rawles, City Clerk

APPROVED AS TO FORM:

Patrick G. Reavey, City Attorney

AGENDA ITEM INFORMATION FORM

Agenda Item: Consider Ordinance No. 971 Establishing a Parks Fund In The City Of Edgerton And Establishing Policies And Procedures For Spending The Fund

Department: Administration

Background/Description of Item: In 2013 the City of Edgerton completed a Citizen Survey. When asked about the issues that should receive the most emphasis from the City over the next two years, survey respondents selected city parks and facilities as third.

Based on that response, staff researched ways to fund park improvements. One method used by other cities is to solicit donations dedicated to park improvements. Donations to the City for public purposes are tax deductible for the donor at both the State and Federal levels. In order to segregate the donations for the purpose of park improvements, the City needs to establish a separate fund. Donations received would be deposited into the separate fund and then qualifying expenditures would be made from the fund based on donations accumulated.

Draft Ordinance No. 971 would establish the Parks Fund to track donations for park improvements, and lists the types of expenditures that could be authorized from the fund. The ordinance requires the approval of the Governing Body for all expenditures made from the Parks Fund. Passage of this ordinance allows for these funds to be a separate, non-budgeted fund under Kansas Statute which can accumulate a balance from year to year.

The monies in this fund may only be used for the following, as authorized by the Governing Body of the City of Edgerton:

1. Add/replace/upgrade/maintain structures within City parks;
2. Add/replace/upgrade/maintain playground equipment within City parks;
3. Add/replace/upgrade/maintain ball fields, tennis courts, soccer fields or any other game fields within City parks;
4. Add/replace/upgrade/maintain trails within City parks and City-owned trails throughout the City;
5. Add/replace/upgrade/maintain signage within City parks or on City-owned trails;
6. Add/replace/upgrade/maintain landscaping within City parks or on City-owned trails.

Enclosure: Draft Ordinance No. 971

Related Ordinance(s) or Statute(s): K.S.A. 12-101

Recommendation: Approve Ordinance No. 971 Establishing a Parks Fund In The City Of Edgerton And Establishing Policies And Procedures For Spending The Fund

Funding Source: N/A

Prepared by: Karen Kindle, Accountant
Date: May 16, 2014

ORDINANCE NO. 971

AN ORDINANCE ESTABLISHING A PARKS FUND IN THE CITY OF EDGERTON AND ESTABLISHING POLICIES AND PROCEDURES FOR SPENDING THE FUND

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

SECTION I. Fund Established

In accordance with K.S.A. 12-101 and the authority of the City to exercise its rights to establish separate funds based on its Home Rule powers, there is hereby established a Parks Fund which shall be used by the City to upgrade and maintain City parks.

SECTION II. Policy Objective

It is the policy objective of the Governing Body that the Parks Fund be used to accumulate donations and expend funds to upgrade or maintain City parks, including structures, playground equipment, ball fields and any other improvements within City parks.

SECTION III. Authorized Uses of Funds

Funds from the Parks Fund may only be used for the following, as authorized by the Governing Body of the City of Edgerton:

1. Add/replace/upgrade/maintain structures within City parks;
2. Add/replace/upgrade/maintain playground equipment within City parks;
3. Add/replace/upgrade/maintain ball fields, tennis courts, soccer fields or any other game fields within City parks;
4. Add/replace/upgrade/maintain trails within City parks and City-owned trails throughout the City;
5. Add/replace/upgrade/maintain signage within City parks or on City-owned trails;
6. Add/replace/upgrade/maintain landscaping within City parks or on City-owned trails.

SECTION IV. Revenues Credited to the Fund

Monies received from the following sources shall be credited to the Parks Fund:

1. Donations from citizens, businesses, business partners and other entities that wish to donate monies designated for the Parks Fund.

SECTION V. Expenditures From the Fund

1. All expenditures from the fund shall be consistent with the policy objectives and authorized uses identified in this ordinance.
2. Expenditures from this fund may not be used to pay costs associated with the employment of full or part-time City employees.

SECTION VI. Take Effect

This ordinance shall take effect and be in force from and after its passage, approval and publication in the official City newspaper as provided by law.

PASSED AND APPROVED THIS ____ DAY OF MAY, 2014.

CITY OF EDGERTON, KANSAS

By: _____
Donald Roberts, Mayor

ATTEST:

Janeice Rawles, City Clerk

APPROVED AS TO FORM:

Patrick G. Reavey, City Attorney