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CITY COUNCIL AGENDA

Tuesday, May 4, 2010

7:00 p.m.

1. CALL TO ORDER

- A. Roll Call
- B. Invocation
- C. Pledge of Allegiance

2. MAYOR AND COUNCIL REPORTS

3. STAFF REPORTS

- A. City Attorney Report
- B. City Administrator Reports

4. EMPLOYEE OF THE QUARTER

- Murray McGee

5. PUBLIC COMMENT

6. CONSENT AGENDA

- A. 4/20/10 City Council Meeting Minutes
- B. 4/26/10 City Council Special Meeting Minutes
- C. Appropriations 5A

7. ORDINANCES

- A.

8. RESOLUTIONS

- A.

9. FORMAL ACTIONS

- A. EMG Contract
- B. Wastewater Plant Process Pump

10. CLOSED SESSION

- A. Attorney-Client Privileged Information

11. ADJOURNMENT

WORK SESSION AGENDA

1. CORRESPONDENCE AND STAFF REPORTS

- A. Police Reports
- B. 1st Quarter Treasurer's Report
- C. City Attorney Report
- D. City Administrator Report

2. DISCUSSION ITEMS

- A. Umbrella Insurance Coverage
- B. Chronic Disease Risk Reduction Grant
- C. Purchasing Policy
- D. Mayoral Appointments Charter Ordinance
- E. Mill Street

3. ADJOURNMENT

NOTE: Background information is available for review in the office of the City Clerk prior to the meeting.

The Public Comment section is to allow members of the public to address the Council on matters pertaining to any business within the scope of Council authority and not appearing on the Agenda. Kansas Statutes prohibit the Council from taking action on any item not appearing on the Agenda, except where an emergency is determined to exist.

DRAFT
BELOIT CITY COUNCIL MEETING MINUTES
APRIL 20, 2010

The Beloit City Council met in regular session on April 20, 2010 in the Council Chambers. Mayor Koster called the meeting to order at 7:00 p.m. City Council members in attendance were Craig Cousland, Rick Brown, Denis Shumate, Tom Maxwell, Pat Struble, Tom Naasz, Bill Foreman and James Crowley. Also present were City Administrator Glenn Rodden, City Attorney Harry Gantenbein, and Director of Finance/City Clerk Kerry Benson.

Department heads in attendance were Lynn Miller, Mike Haeffele, Chris Jones, Jerry Blass, Ryan Stocker and Murray McGee.

Councilor Maxwell gave the invocation and the Pledge of Allegiance was recited.

Councilor Maxwell expressed this appreciation for the opportunity to serve on the Governing Body for the past 10 years. He reviewed the various completed projects such as Mill Street, airport improvements, high speed internet accessibility and the sports complex. Councilor Cousland thanked the current Council and welcomed the new Councilors. He also thanked all those who ran in the election, the voters in the 4th Ward, city staff and his wife Nancy. Bill Foreman echoed their comments. Councilor Crowley reminded those in attendance of the upcoming meeting with the Library Board on May 6 at the Guaranty State Bank meeting room.

Mayor Koster thanked Tom, Craig and Bill for their service to the community and presented them with a plaque.

City Clerk Benson swore in the newly elected Councilors.

A motion was made by Councilor Crowley seconded by Tom Naasz to nominate Denis Shumate as Council President. A motion was made by Councilor Otte seconded by Councilor Brown to nominate Pat Struble. A motion was made by Councilor Crowley seconded by Councilor Richard to cease nominates. Motion carried 8-0. The Mayor asked for a show of hands for Councilor Shumate, four hands were raised. The Mayor asked for a show of hands for Councilor Struble, four hands were raised resulting in a tie. Mayor Koster broke the tie with her vote for Councilor Struble. Councilor Struble is now the Council President.

City Administrator Rodden reported on a variety of issues including: 1. Reminder for the joint meeting with the Library Board on May 6 at the Guaranty State Bank meeting room. 2. The K-14 bids will be opened on Wednesday, April 21. 3. John Cashatt is working on estimates for the Mill Street Project. 4. Schwab-Eaton is preparing a scope of services for the potential water project. 5. Mr. Rodden inquired as to when a good time would be to schedule a goal setting retreat. The consensus was the second week

of June. He will get something lined up for that time. 6. The airport leases continue to be worked on and will be ready for council consideration soon.

David Chase addressed the Governing Body about a concern he had with the Code Enforcement Officer. Mr. Chase also had a concern with the Governing Body as he felt that both the Code Enforcement Officer and Governing Body were inconsistent with their decisions. He would like to see more uniformity in their decision making. Mr. Chase also questioned Governing Body members about their supposed lack of confidentiality after closed sessions occur.

Matt Otte read a letter he received from Janelle Budke representing the Healthy Families Coalition, a subcommittee of The Mitchell County Resource Council regarding a grant they received. The grant is a Chronic Disease Risk Reduction grant in the amount of \$43,946. A portion of the grant, \$5,000 it to be used towards physical activity. The committee would like to discuss the possibility of putting bicycle racks in the downtown area. This will be a work session item at the next Council meeting.

The Consent Agenda consisted of the meeting minutes of April 6, 2010, Appropriations 4B and Fire Department Officers. Matt Otte questioned the payment to Fouts Insurance and why the insurance wasn't bid out. Mr. Rodden explained that we were insured by Employer's Mutual Casualty Company through Fouts Insurance. Most cities in the state of Kansas are also insured by EMC and have found in the past that other insurance carriers are not competitive with them. Mr. Fouts pointed out that worker comp claims are handled directly by their office, safety dividends are provided as well as safety training. A motion was made by Councilor Struble and seconded by Councilor Delka to approve the Consent Agenda in its entirety. Roll call vote: Yeas: Crowley, Naasz, Shumate, Struble, Delka, Brown, Otte and Richard. Nays: None.

A motion was made by Councilor Struble seconded by Councilor Otte to approve Resolution No. 11-2010 Mayor Appointments. The Governing Body will be discussing a charter ordinance that would possibly increase the one year term of the Chief of Police and City Clerk to a multi-year term at a future work session. Roll call vote: Yeas: Crowley, Naasz, Shumate, Struble, Delka, Brown, Otte and Richard. Nays: None.

Staff is recommending that the mower bid from Budreau Turf Equipment in the amount of \$20,999.00 be approved. This mower would primarily be for the North Campus. Councilor Otte inquired as to why the bid from the previous meeting not honored. After considerable discussion, the Governing Body would like to review the bidding process at the next work session. A motion was made by Councilor Crowley seconded by Councilor Brown to reject all bids. Motion carried 8-0.

Jerry Blass is recommending that the sewer pipe bid from Water Products in the amount of \$4,406.64 be approved. A motion was made by Councilor Shumate

seconded by Councilor Crowley to approve the bid from Water Products in the amount of \$4,406.64. Motion carried 8-0.

Staff is recommending that the Basic Supervisory Training Contract with the KU Public Management Center in the amount of \$6,583.00 be approved. This training was recommended as a result of the Paradigm 2000 Study. A motion to approve the Basic Supervisory Training Contract was made by Councilor Otte seconded by Councilor Crowley. Motion carried 8-0.

A motion was made by Councilor Shumate and seconded by Councilor Struble to recess into an executive session for preliminary consideration of specific personnel matter of non-elected personnel for a period of twenty minutes. The session is to include the Governing Body, City Attorney, City Administrator and Chief of Police. Motion carried 8-0. The session began at 8:34 p.m. and ended at 8:54 p.m. No motions or decisions were made.

A motion was made by Councilor Struble seconded by Councilor Delka to terminate probationary employee Raymond Houston effective immediately. Motion carried 8-0.

A motion was made by Councilor Shumate and seconded by Councilor Brown to recess into an executive session for attorney-client privileged information for a period of twenty minutes. The session is to include the Governing Body, City Attorney, City Administrator and Chief of Police. Motion carried 8-0. The session began at 8:58 p.m. and ended at 9:18 p.m. No motions or decisions were made.

A motion was made by Councilor Shumate and seconded by Councilor Naasz to recess into an executive session for attorney-client privileged information for a period of twenty minutes. The session is to include the Governing Body, City Attorney, City Administrator and Chief of Police. Motion carried 7-1. Councilor Brown voted no. The session began at 9:23 p.m. and ended at 9:43 p.m. No motions or decisions were made.

A motion to adjourn the Council meeting was made by Councilor Shumate and seconded by Councilor Struble. Motion passed 8-0. The meeting ended at 9:45 p.m.

The work session began at 9:46 p.m. Present were Councilors Struble, Brown, Delka, Naasz, Crowley, Otte, Richard and Shumate. Also present were Mayor Koster, City Administrator Rodden, City Attorney Gantenbein and City Clerk Kerry Benson.

The department heads present were Chris Jones and Murray McGee.

Correspondence included the April Community Development report and the March Library Board meeting minutes.

City Administrator Rodden reported that various trainings are coming up that include, Rural Water Association, Planning Commissioners Workshop and LKM Training.

City Attorney Gantenbein indicated that all deadlines for airport land acquisitions will be met and the surveys are complete.

Murray McGee presented the Governing Body with a power point presentation on potential plans for future development at the North Campus.

Chris Jones requested some guidance from the new Governing Body as to how they would like to see him enforce the codes and the level of enforcement they would like to see. The consensus was that they would back him up and allow him to do the job he was hired to do. They commented that they would like to see consistency and people being treated equally.

The work session adjourned at 10:23 p.m.

REBECCA KOSTER, Mayor

ATTEST:

KERRY BENSON, Director of Finance/City Clerk

DRAFT
BELOIT CITY COUNCIL SPECIAL MEETING MINUTES
APRIL 26, 2010

The Beloit City Council met in a special session on Monday, April 26, 2010 in the Council Chambers. Mayor Koster called the meeting to order at 7:00 p.m. City Council members in attendance were Frank Delka, Rick Brown, Denis Shumate, Bob Richard, Pat Struble, Tom Naasz, Matt Otte and James Crowley. Also present were City Administrator Glenn Rodden, City Attorney Harry Gantenbein, and Director of Finance/City Clerk Kerry Benson.

A motion was made by Councilor Struble and seconded by Councilor Otte to recess into an executive session for attorney-client privileged information for a period of ten minutes. The session is to include the Governing Body, City Attorney, City Administrator and Attorney Brenon Odle. Motion carried 8-0. The session began at 7:02 p.m. and ended at 7:12 p.m. No motions or decisions were made.

A motion was made by Councilor Struble seconded by Councilor Richard to reject all present and previous mower bids. Motion carried 8-0

A motion to adjourn the Council meeting was made by Councilor Struble and seconded by Councilor Delka. Motion passed 8-0. The meeting ended at 7:17 p.m.

REBECCA KOSTER, Mayor

ATTEST:

KERRY BENSON, Director of Finance/City Clerk

Accounts Payable Detail Listing

City of Beloit

<u>Vend#</u>	<u>Vendor Name</u>	<u>Pay#</u>	<u>Post Date</u>	<u>Due Date</u>	<u>Amount</u>	<u>Invoice</u>	<u>Date</u>	<u>PO#</u>	<u>Date</u>	<u>Status</u>
		<u>Account#</u>	<u>Work Order</u>			<u>Description</u>			<u>Debit</u>	<u>Credit</u>
1721	A-B BUILDERS									
42059		5/6/2010	5/6/2010	324.00	290944			3414		Posted
		25-00-6160				ZIG SAND			324.00	0.00
774	AIR AND FIRE SYSTEMS INC									
42088		5/6/2010	5/6/2010	75.60	24542			3478		Posted
		10-14-3000				FIRE EXT INSPECTION			75.60	0.00
2137	ALERT									
42045		5/6/2010	5/6/2010	215.00	3399			3176		Posted
		10-13-4330				SERVICE RADAR'S/ CLASS FOR SHELBY			215.00	0.00
813	AMERIPRIDE LINEN SERVICES									
42060		5/6/2010	5/6/2010	49.43	T658177			3076		Posted
		10-15-6000				RUGS/SHOP RAGS			49.43	0.00
42103		5/6/2010	5/6/2010	242.79				2977		Posted
		53-43-6000				T660515			63.71	0.00
		53-43-6000				T665204			44.77	0.00
		53-43-6000				T662864			44.77	0.00
		53-43-6000				T658185			44.77	0.00
		53-43-6000				T655817			44.77	0.00
									242.79	0.00
63	BELL MEMORIALS LLC									
42057		5/6/2010	5/6/2010	24.80	3952			3074		Posted
		10-15-6000				LETTERING			24.80	0.00
64	BELOIT AUTO AND TRUCK PLAZA									
42058		5/6/2010	5/6/2010	27.86	115160			3075		Posted
		10-15-4310				BRACKET FOR TRK 45			27.86	0.00
69	BELOIT ENTERTAINMENT CENTER									
42039		5/6/2010	5/6/2010	50.00	23960			2969		Posted
		51-43-3000				NEW END ON BOOM TRUCK CABLE			50.00	0.00
511	BELOIT LIONS CLUB									
42029		5/6/2010	5/6/2010	180.00						Posted
		10-11-5410				CHRIS JONES MEMBERSHIP			60.00	0.00
		10-15-5410				MIKE HAEFFLE MEMBERSHIP			60.00	0.00
		10-13-5410				RYAN STOCKER MEMBERSHIP			60.00	0.00
									180.00	0.00
1810	BOBCAT OF SALINA									
42105		5/6/2010	5/6/2010	22.49	11538			3311		Posted
		53-41-7450				SEAL KIT			22.49	0.00
142	CHAMBER OF COMMERCE									
42075		5/6/2010	5/6/2010	50.00	1015			3437		Posted
		10-11-5410				2010 MEMBERSHIP DIRECTORY SPONS			50.00	0.00
42079		5/6/2010	5/6/2010	50.00	1012			3427		Posted
		10-11-6000				CHAMBER BUCK-CUSTOMER APPREC			50.00	0.00
1771	CIVICPLUS									
42087		5/6/2010	5/6/2010	825.00	79861			3477		Posted
		26-00-3360				QUARTERLY FEE			825.00	0.00
158	COMPUTER SOLUTIONS INC									
42090		5/6/2010	5/6/2010	16.90	125084			7887		Posted
		26-00-6000				COMPUTER CABLES			16.90	0.00
838	CONCRETE ACCESSORIES									
42053		5/6/2010	5/6/2010	750.00	0621361-IN			3068		Posted
		30-00-6000				GREEN CONCRETE BLADES			750.00	0.00
1685	CREATIVE PRODUCT SOURCING INC DARE									
42050		5/6/2010	5/6/2010	510.95				3183		Posted
		10-13-3842				27300 DARE SHIRTS			510.95	0.00
2139	CROWN TROPHY									
42074		5/6/2010	5/6/2010	44.75	589			3446		Posted
		10-17-6800				SOCCER DOG TAGS			44.75	0.00
440	D'S WEED AND PEST CONTROL INC									
42052		5/6/2010	5/6/2010	150.33	201014			3268		Posted
		51-41-6000				WEED SPRAYING			150.33	0.00

Accounts Payable Detail Listing

City of Beloit

<u>Vend#</u>	<u>Vendor Name</u>	<u>Pay#</u>	<u>Post Date</u>	<u>Due Date</u>	<u>Amount</u>	<u>Invoice</u>	<u>Date</u>	<u>PO#</u>	<u>Date</u>	<u>Status</u>
			<u>Account#</u>	<u>Work Order</u>		<u>Description</u>			<u>Debit</u>	<u>Credit</u>
395	KRIZ-DAVIS CO (continued)									
42033			5/6/2010	5/6/2010	676.42			3309		Posted
			53-41-7450			020087621002 FUSE			544.16	0.00
			53-41-7450			020087621001 FUSE/LAMP			132.26	0.00
									676.42	0.00
42068			5/6/2010	5/6/2010	1,292.78			2959		Posted
			53-43-8300			020085670002 COTTER PIN			43.61	0.00
			53-43-8300			020087738001 TERM KIT			366.42	0.00
			53-43-8300			020087438001 ELBOW SEALING KIT			314.58	0.00
			53-43-8300			020087756001 JACKET SEAL			568.17	0.00
									1,292.78	0.00
1037	LATTIN AVIATION-TRAVIS LATTIN									
42094			5/6/2010	5/6/2010	900.00	4/30/10		3483		Posted
			10-22-3000			PER CONTRACT			900.00	0.00
188	LAWSON PRODUCTS INC									
42037			5/6/2010	5/6/2010	232.05	9118727		2973		Posted
			53-43-6000			SOLVENT/ADHESIVE			232.05	0.00
42067			5/6/2010	5/6/2010	53.01	9079009		2960		Posted
			53-43-6000			INSULATOR TERMINATORS			53.01	0.00
405	LEAGUE OF KS MUNICIPALITIES									
42084			5/6/2010	5/6/2010	352.50			3430		Posted
			10-11-6000			10-606 MLA			150.00	0.00
			10-11-6000			10-558 GOV BODY HANDBOOK			202.50	0.00
									352.50	0.00
101	LINTON INSURANCE AGENCY									
42093			5/6/2010	5/6/2010	100.00	4/28/10		3482		Posted
			22-00-5250			PUBLIC OFFICIAL SCHEDULE			100.00	0.00
424	MCHENRY ELECTRIC & SUPPLY									
42055			5/6/2010	5/6/2010	19.95	628		3070		Posted
			30-00-4330			CARB KIT			19.95	0.00
438	MCPHERSON CONCRETE PRODUCTS INC									
42054			5/6/2010	5/6/2010	11,433.40			3069		Posted
			30-00-8200			I0020038 CONCRETE PIPE			4,285.40	0.00
			30-00-8200			I0020039SEALENT			3,614.00	0.00
			30-00-8200			O0020040			3,534.00	0.00
									11,433.40	0.00
470	MITCHELL COUNTY SOLID WASTE									
42078			5/6/2010	5/6/2010	8.00	1946		3274		Posted
			52-41-3000			GRIT DISPOSAL			8.00	0.00
474	ALLEN MONG									
42070			5/6/2010	5/6/2010	90.00	4/19/10		2957		Posted
			53-43-2911			BOOTS			90.00	0.00
827	NETWORKS PLUS									
42047			5/6/2010	5/6/2010	265.00	79594		3180		Posted
			10-13-3360			MAY 2010 SERVICE CONTRACT			265.00	0.00
750	NORTH CENTRAL AIR									
42077			5/6/2010	5/6/2010	17.00	6-8-32866		3275		Posted
			52-41-6180			OIL			17.00	0.00
517	PDQ EMERGENCY PRODUCTS									
42048			5/6/2010	5/6/2010	91.99			3170		Posted
			10-13-2911			13508			57.94	0.00
			10-13-2911			13513			34.05	0.00
									91.99	0.00
42049			5/6/2010	5/6/2010	570.30			3182		Posted
			10-13-2911			13607			183.43	0.00
			10-13-2911			13596			386.87	0.00
									570.30	0.00
527	PIERCE ELECTRONICS									
42101			5/6/2010	5/6/2010	320.00	24635		2981		Posted
			52-43-3000			REPAIRED PUMP CONTROL BOX#9			320.00	0.00

Accounts Payable Detail Listing

City of Beloit

<u>Vend#</u>	<u>Vendor Name</u>	<u>Pav#</u>	<u>Post Date</u>	<u>Due Date</u>	<u>Amount</u>	<u>Invoice</u>	<u>Date</u>	<u>PO#</u>	<u>Description</u>	<u>Date</u>	<u>Status</u>	<u>Debit</u>	<u>Credit</u>
712	WACONDA TRADER (continued)												
42092		5/6/2010	5/6/2010	226.51				3481			Posted		
		53-41-5400							APRIL STATEMENT	100.31		0.00	
		10-18-5400							APRIL STATEMENT	46.40		0.00	
		26-00-6000							17777	46.80		0.00	
		51-43-5400							17714	22.00		0.00	
		10-11-6000							17778	11.00		0.00	
										<u>226.51</u>		<u>0.00</u>	
721	WATER PRODUCTS OF OKLAHOMA												
42061		5/6/2010	5/6/2010	473.65				2965			Posted		
		51-43-8100							0801270-IN 2" METER SETTER	473.65		0.00	
728	WEIS FIRE & SAFETY EQUIPMENT CO. INC.												
42043		5/6/2010	5/6/2010	107.20	105508			3173			Posted		
		10-13-4290							FIRE EXT SERVICE	107.20		0.00	
2135	MARGARET WENDT												
42040		5/6/2010	5/6/2010	150.18	4/26/10			1759			Posted		
		53-00-2040							UTILITY DEPOSIT ACCT#7115	150.18		0.00	
734	WESCO RECEIVABLES CORP												
42083		5/6/2010	5/6/2010	1,429.52				2966			Posted		
		53-43-8300							052880 CUTOUTS 100 AMP	680.52		0.00	
		53-43-7500							051729 PAD MOUNT	749.00		0.00	
										<u>1,429.52</u>		<u>0.00</u>	
42102		5/6/2010	5/6/2010	856.00				2979			Posted		
		53-43-7500							053696 METER CMV N CAMPUS	535.00		0.00	
		53-43-7500							053697	321.00		0.00	
										<u>856.00</u>		<u>0.00</u>	
1649	WILLOW SPRINGS SERVICES INC												
42082		5/6/2010	5/6/2010	1,301.30	8250			2949			Posted		
		53-43-3700							GAS LINE REPAIR	1,301.30		0.00	
1035	BRUCE WILSON												
42086		5/6/2010	5/6/2010	120.00	4/23/2010			3432			Posted		
		10-11-3000							BANK REC JAN & FEB 2010	120.00		0.00	

172,460.33 76 Non-voided payables listed.

Report Setup
 AP - Accounts Payable Listing : Vendor Name
 Filter Options
 Starting: 5/6/2010
 Ending: 5/6/2010
 Banks: All
 Payable Status: Posted, Printed, ACH, Recorded, Voided
 All Vendors Selected

REQUEST FOR COUNCIL ACTION

DATE:	TITLE:
May 4, 2010	ACCOUNT AND ENERGY CONSULTING AGREEMENT
ORIGINATING DEPARTMENT:	TYPE OF ACTION:
Administration	<input type="checkbox"/> ORDINANCE <input type="checkbox"/> RESOLUTION <input checked="" type="checkbox"/> FORMAL ACTION <input type="checkbox"/> OTHER

RECOMMENDATION:

I recommend that the City Council approve the renewal of the enclosed contract with the Energy Management Group (EMG) because we need their help on a number of topics related to our electric utility fund. I have worked with EMG in two other cities and I have found their staff to be very knowledgeable and helpful on many issues related to the energy business.

FISCAL NOTE:

- This is a one year contract and EMG will charge a monthly retainer of \$1,000 per month for their services.

DISCUSSION:

I would like to renew this contract because the city needs assistance in a number of areas during the next year. EMG will provide assistance in determining the costs for producing and purchasing power. They will also help evaluating opportunities for alternative power supply options.

Respectfully submitted,

Glenn Rodden
City Administrator

**KEY ACCOUNT AND ENERGY CONSULTING
AGREEMENT**

This Agreement entered into this 1st day of September 2009, by and between the CITY OF БЕЛОIT ("City") and EMG ("EMG"):

WITNESSETH:

WHEREAS, the City of Beloit, hereinafter referred to as City, and EMG, hereinafter referred to as EMG, wish to document a consulting agreement by which EMG will provide certain services to City; and

WHEREAS, the City owns and operates a municipal electric and/or other municipal utility system and purchases electrical power from other utilities under contract and is in need of a consultant to advise the City on various utility issues plus assist the City in evaluating and optimizing their wholesale electric generation asset options; and

WHEREAS, the City owns and operates a municipal electric and/or other municipal utility system and provides these services to their retail customers and is in need of developing and implementing a Key Account program to advise the City on the terms of said relationships and to assist the City in finding new revenue sources; and

WHEREAS, EMG has experience in this area and has agreed to provide these services under the following terms and conditions:

1. Length of Agreement. The initial term of this Agreement shall be for a one (1) year period and then continue from year to year unless cancelled by either party with written notice prior one hundred twenty (120) days before the expiration of any term.
2. Scope of Services. EMG will use its best efforts to assist in the optimization of all City utilities. EMG will provide assistance in determining the cost of producing electricity from each City generating unit; review and summarize the City's load profile and the use of various scheduled energy resources; develop and implement Key Account strategies; support Supply Side management issues; provide energy audit support; and assist the organization and implementation of any "EMP 2" work.

The effort at the City power plant will encompass several aspects of the plant. One will be working with City personnel to determine the cost per mWh of each generator during the first hour, "full" run cycle, and last hour of operation. Lastly, EMG will collect data to determine load profile and review the scheduling pattern of the City's outside resources, and summarize the findings in a report to City personnel.

EMG will become involved with the City's retail rates and fuel adjustment calculations to verify the City's revenue requirements are being met on a monthly and yearly basis. Along the way, the Key Account effort will, in concert with City, enhance the existing marketing program to solidify City/customer relationships prior to deregulation of any certificated territory changes, increase the City's revenue base while improving their annual system load factor, and establish communication mechanisms to help streamline access to the City.

The Supply Side management work will include attracting and evaluating various short-term and long-term wholesale electrical power agreements capable of transmitting energy to the City of Beloit. EMG will review and analyze all proposals received by the City, whether EMG generates the proposals or not. The supply side support will also include reviewing the current suppliers monthly bills, marketing any of the City's excess generating resources, optimize current agreements, and help manage any power pool activities the City has involvement. EMG will support the City's natural gas management, both for operation of the City's generating plants and for the City's other customers.

EMG can perform energy audits on City customer(s) facilities to determine source of high-energy use equipment plus evaluate State sales tax exemption status for all qualified City customers. EMG will investigate the opportunities to increase the City's annual load factor by suggesting incentives to particular groups of customers that will benefit both the customer and the City. EMG will organize the "one point" of contact for the specific class of customers.

EMG is required under this agreement to disclose to the City if EMG has any ownership or other interest in any of the contracts that EMG either brings to the City or is asked to review on behalf of the City. Also, if a seller of either electricity or natural gas is paying any additional compensation to EMG, then EMG needs to disclose that arrangement to the City as part of the contract analysis.

3. Compensation for Services. Base fee for services for EMG will be the sum of \$1,000 a month. For this monthly retainer, EMG will perform all contract analysis, phone conferences with City staff, and provide each month, up to ten hours of work, at the City of Beloit or at another site on behalf of the City. If during the course of the month EMG performs more work than described above, then additional compensation will be paid by the City if authorized by the City on an hourly basis of \$120 per hour. In addition, mileage will be billed at the current Federal approved rate per mile for travel that is conducted solely for the benefit of City business.

4. Payment. The City shall process EMG's invoices for payment on a timely basis, which in a normal course of the City's business would be no more than 30 days. Financial

obligations incurred hereunder shall be paid from revenues derived from the electric and/or gas systems.

5. Termination and/or Default. An occurrence of any of the following events or conditions shall constitute an "Event of Default" providing for termination of the Agreement by either party:

(a) Failure of the City to pay or perform any obligation as required in this Agreement in a timely manner.

(b) Failure of EMG to perform any requested service within a reasonable period of time upon request by the City. It shall be deemed reasonable that the EMG can schedule a meeting or perform analysis of the contract within two (2) weeks of the requested analysis or scheduling of the meeting.

(c) Filing by EMG or City of a voluntary petition or any answer seeking a reorganization, arrangement, readjustment of its debts or for any other relief under any applicable bankruptcy law, act or insolvency action, now or hereafter existing.

(d) Filing of an involuntary petition against EMG or City in bankruptcy or seeking reorganization, arrangement or readjustment of its debts or for any other relief under any applicable bankruptcy law, act or insolvency action, now or hereafter existing.

6. Indemnification and Notice. EMG shall indemnify and hold City harmless for and against, and pay or reimburse City for any and all losses which are actually sustained or incurred as a result of and breach or non-performance of any obligation by EMG hereunder.

City shall indemnify and hold EMG harmless for and against, and pay or reimburse EMG for any and all losses, which are actually sustained or incurred as a result of and breach or non-performance of any obligation by City hereunder.

7. Waiver. A waiver by either party of any one or more defaults by the other hereunder shall not operate as a waiver of any other existing or future default or defaults, whether of a like or of a different character.

8. Assignment. This Agreement shall be binding upon and inure to the benefit of the successors, assigns and legal representatives of the parties hereto.

Neither party may assign its rights nor delegate its obligations under this Agreement without the prior written consent of the other party.

9. Notices. Except as herein otherwise provided, (specifically including Section 7.3) any notice, request, demand, statement, bill or payment provided for in this Agreement shall be deemed given when deposited in the United States mail, postage prepaid, directed to the post office address of the parties as follows:

To the City: City of Beloit
119 N. Hersey
Beloit, Kansas 67420
Attn: Glenn Rodden, City Administrator

To EMG: EMG
420 NE Lyman
Topeka, Kansas 66608
Attn: Scott S. Shreve

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the day and year first above written.

CITY OF BELOIT, KANSAS

By: _____
Mayor

ATTEST:

City Clerk

EMG, Inc.

By: _____
Member

ATTEST:

Secretary

REQUEST FOR COUNCIL ACTION

DATE:	TITLE:
May 4, 2010	WASTEWATER PLANT PROCESS PUMP
ORIGINATING DEPARTMENT:	TYPE OF ACTION: <input type="checkbox"/> ORDINANCE <input type="checkbox"/> RESOLUTION
Plants Division	<input checked="" type="checkbox"/> FORMAL ACTION <input type="checkbox"/> OTHER

RECOMMENDATION:

I recommend that the council approve the quote from JCI of Wichita, Kansas for a Process Pump in the amount of \$5,725.80.

FISCAL NOTE:

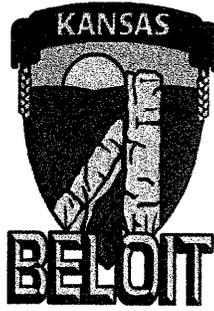
- The cost of this item is \$5,725.80.
- Funding for this type of item will be taken out of 52-41-7490, Wastewater Plant – Other Equipment.

DISCUSSION:

Respectfully submitted,

Glenn Rodden
City Administrator

215 South Chestnut
P O Box 567
Beloit, Kansas 67420



Tel No (785) 738-2275
Fax No (785) 738-6401
Email
beloitplants@nckcn.com

DEPARTMENT OF UTILITY PLANTS MEMORANDUM

TO: Glenn Rodden
City Administrator

FROM: Lloyd Littrell
Director of Plants Operations

RE: Purchase of a new Plant Process Pump

DATE: March 27, 2010

We have requested pricing for the purchase of a new plant process pump and some of the parts to rebuild the old one. This is a single source supplier and the only style of pump that will fit the pit rails without changing them out also. There are 3 process pumps and at time it requires two pumps to run at the same time. They pump the wastewater from the influent pit to the bar screen.

Attached, please find a copy of the quote for this purchase. The following is the quote we received:

Company	Price
JCI	5,725.80

The following are the major parts to rebuild which were quoted:

Company--JCI	Price
Pump Impeller	\$1,310.40
Pump Volute (Housing)	2,100.60

With these two parts we would also need to replace the motor and all of the seals. The company did not price those for us. The delivery time is 8 weeks after order.

Therefore, I am requesting permission to purchase the new pump for \$5,725.80 plus freight from JCI of Wichita, Kansas. Attached, please find copies of the pricing.

Thank you for your consideration of this matter.



1335 S Young
Wichita, KS 67209
United States
Tel: 316-942-6200
Fax: 316-942-6423
<http://www.jcind.com>

Monday, April 26, 2010

Beloit, City of
PO Box 567
Water Department
Beloit, KS 67420

Phone: 785-738-3551
Fax: 785-738-6401

Attention: Craig Marcotto

Subject: Flygt 3127 Pump and Parts

Quotation #: 0420228001JJW
Please refer to this number when ordering

Dear Craig Marcotto:

Quoted below are the items or item you've requested price and availability on. If you have any questions about the quote or any of the items, please feel free to contact me by email (jjohnson@jcind.com) or phone at 800-669-7867.

Best regards,

Jared Johnson

Jared Johnson
Customer Service
JCI INDUSTRIES, INC

Mike Younger

Mike Younger
Outside Sales Representative
JCI INDUSTRIES, INC.



1335 S. Young
 Wichita, KS 67209
 United States
 Tel: 316-942-8200
 Fax: 316-942-8423
<http://www.jcind.com>

Quote #: 0420228001JJW

Item	Description	Qty.	Unit Price	Subtotal
1.00	Flygt 3127 Submersible Pump * No Designated Part Number Yet * Replaces 3127.180-6196 * 60' Power Cable * 7.5 HP * 480 Volt	1	\$5,725.80	\$5,725.80
2.00	Flygt 309-09-00 Impeller	1 EA	\$1,310.40	\$1,310.40
3.00	Flygt 695-03-10 Volute (Pump Housing)	1 EA	\$2,100.60	\$2,100.60

Terms & Conditions

Proposed Shipping Date: 8 Weeks After Receiving Order

Payment Terms: Net 30

Shipping Method:

Shipping Terms: Prepaid and Added to Invoice

F.O.B. Warehouse

This Quotation is valid for 30 days.

**114 S. Campbell St.
Beloit, Kansas 67420**

Chief Ryan Stocker



**Ph. (785) 738-2203
Fax (785) 738-2759
Email: bpdchief@nckcn.com**

Memorandum

To: City Administrator Glenn Rodden
Cc: Beloit City Council

From: Chief Ryan Stocker

Date: April 29, 2010

Re: 2010 Quarterly Police Report

As I took over the Chief of Police Position on August 20, 2009, the Police Department had been using a generic records management system to obtain the monthly activity for the Police Department. The Beloit Police Department is currently in the process of training on the new records management system and will be solely using this new system soon. That is again the reason for the continued generic report from the Police Department. I am hoping by the time the City Council sees the second quarterly report it will be in the new records management form.

The activity for the first quarter of 2010 is as follows:

Traffic stops-319
Notice to appears (citations)-146
Warnings-191
Motorist Assists-12
Lock Outs-23
Injury accidents-3
Non-injury accidents-28
Dispatched calls-437
Criminal Reports-46
Service rendered-161
Medical assists-46
Animal complaints-33
Alarms-9
Citizen reports-69
Officer initiated activity-77
Follow up reports-67
Initial investigations-56
Other agency assists-32

**114 S. Campbell St.
Beloit, Kansas 67420**

Chief Ryan Stocker



**Ph. (785) 738-2203
Fax (785) 738-2759
Email: bpdchief@nckcn.com**

Felony arrests-10
Misdemeanor arrests-42
Felony warrant arrests-8
Misdemeanor warrant arrests-24
Misdemeanor traffic arrests-8
Felony domestic arrests-1
Misdemeanor domestic arrests-9

During the first quarter of 2010, the Beloit Police Department has approximately doubled the activity of the Police Department had in the first quarter of 2009. I believe this is due to the Officer's taking a proactive approach to the job they perform.

Again, I am hoping that the second quarterly report we will have made the transfer over to the new and improved record management system.

As always, if you have any questions or comments feel free to contact me at any time.

Ryan Stocker
Chief of Police

City of Beloit - 2010 1st QTD Treasurers Report

Fund	Beginning Balance	Revenue	Expense	Ending Balance
General	277,509.02	729,599.26	468,697.38	538,410.90
Employee Benefit	82,717.00	437,472.48	295,117.36	225,072.12
Library	19,998.10	87,088.54	87,088.54	19,998.10
Special Parks and Recreation	8,630.21			8,630.21
Equipment Reserve	361,834.03	6,250.02		368,084.05
Special Highway	73,714.49	25,004.93	25,790.77	72,928.65
Economic Development	7,844.19	23,477.25	20,338.70	10,982.74
Capital Improvement Fund	307,941.97	323,068.40	192,139.20	438,871.17
Law Enforcement Trust Fund	4,674.28			4,674.28
Police Department Capital Reserve Func	26,149.91	35,550.00		61,699.91
CDBG Grant	0.00			0.00
Sports Complex Grant Fund	0.00			0.00
Fire Department Capital Reserve Fund	62,699.91			62,699.91
Neighborhood Revitalization	0.00			0.00
Water Fund	-47,595.08	214,103.63	242,887.62	-76,379.07
Water Pollution Treatment	150,090.49	203,851.66	246,541.55	107,400.60
Electric Utility	570,266.13	1,267,087.78	1,056,390.04	780,963.87
Refuse	50,728.87	63,733.38	71,284.19	43,178.06
Elec Plant & Equip Replacement	0.00			0.00
Water Plant/Equip Replacement	0.00			0.00
WPC Plant & Equipment Replacement	38,339.44	5,000.01		43,339.45
Cable	4,396.91	6.15		4,403.06
Cemetery Endowment	26,751.00	708.19	654.00	26,805.19
Total	2,026,690.87	3,422,001.68	2,706,929.35	2,741,763.20

Outstanding Debt: Sewer Plant Loan 1,086,314.55

ITEMS FOR COUNCIL DISCUSSION

DATE:

May 4, 2010

TITLE:

WORK SESSION DISCUSSION

DISCUSSION:

Items for discussion at your May 4, 2010 Work Session will include the following:

1. **Umbrella Insurance Coverage:**

Larry Fouts from Fouts Insurance will attend the next meeting to discuss the need to purchase an umbrella insurance policy for the City of Beloit.

2. **Chronic Disease Risk Reduction Grant:**

Included in your packet is a letter from Janelle Budke who is the Chair of the Healthy Families Coalition. Janelle would like the city to participate in a Chronic Disease Risk Reduction program that she has received grant funding for. The city would participate in this program by placing bike racks in various locations around town. The city attorney, however, has some concerns about existing ordinances that would have to be changed before we could allow bike racks in certain locations.

3. **Purchasing Policy:**

Included in your meeting packet is a revised purchasing policy that staff has recently updated.

4. **Mayoral Appointments Charter Ordinance:**

Charter Ordinance No. 12 would remove the city clerk and the police chief from the yearly appointment list. This change would not give either of these two positions an indefinite appointment, but they would fall under the city's personnel policy and they would be treated like any other department director.

5. **Mill Street:**

Enclosed is a cost estimate from city engineer John Cashatt for repairing one block of Mill Street. This cost estimate only includes street materials. The council will need to decide if we want to widen this street and how many blocks we would like to rebuild this year and how the project will be funded.

Respectfully submitted,

Glenn Rodden
City Administrator

Dear Beloit City Council,

In 2009 the Mitchell County Health Department received the Chronic Disease Risk Reduction grant (CDRR) in the amount of \$43,946. The grant activities will include cessation education, media campaign, and patient education. \$5,000 of this grant is to be used toward physical activity and nutrition activities which will need to be coordinated with the City of Beloit.

The Healthy Communities Assessment that was completed earlier this year indicates a need for bike racks in the downtown business area. Having bike racks available will do two things: 1) Keep the kids bikes from creating a tripping hazard when they toss them on the sidewalk in front of some of the stores, and 2) Encourage adults to increase their physical activity by riding their bike to the downtown business district instead of driving. Fortunately, the CDRR grant funds are able to pay for the expense of the racks.

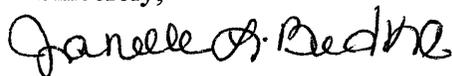
A couple of places that Murray McGee and Jodie Beisner, Community Consultant with the Regional Prevention Center, thought would be ideal to install a bike rack are the Municipal Building, Library, the north sidewalk by the Perfect Pair, ball fields and the Wellness Center. In order to install anything in the downtown business district approval from the city council is necessary.

If the racks are provided by the CDRR grant the city will need to be willing to install them and provide upkeep as needed.

We are asking that approval from the city be obtained so that contact may be initiated with Winkel Manufacturing to see if they can make some of these bike racks and so that construction and placement of these bike racks may get underway.

I appreciate all of the hard work you all do for this community. Please feel free to contact me @ 738-9522 with any questions.

Sincerely,



Janelle Budke

Chair of the Healthy Families Coalition

*A subcommittee of The Mitchell County Resource Council

521 E. 8th St.

Beloit, KS 67420

deadline is mid June

and providing for the construction of a new walk in the place of the walk condemned. (K.S.A. 12-1804; Code 1983)

15-106. NOTICE; PUBLICATION. The resolution providing for the construction or reconstruction of a sidewalk, as the case may be, shall give the owner of the abutting property not less than 30 days nor more than 60 days after its publication one time in the official city paper in which to construct or cause to be constructed or reconstructed the sidewalk at his own expense. If the sidewalk is not constructed by the property owner within the time specified, the governing body shall cause the work to be done by contract. (K.S.A. 12-1805; Code 1983)

15-107. RIGHT OF ABUTTING OWNER. Nothing in this article shall be construed to prohibit the owner of property abutting on a street, who desires to construct or reconstruct a sidewalk at his own expense and in accordance with official plans and specifications for the purpose and which meet such other requirements as would have to be met if the sidewalk were constructed or reconstructed by the city, to construct or reconstruct a sidewalk without any petition or a condemning resolution by the governing body. If such property owner desires the sidewalk to be constructed and reconstructed by the city and an assessment levied as provided by law in other cases, he shall file a request with the governing body. The governing body, in its discretion, may provide for the construction or reconstruction of the sidewalk requested in the same manner as in other cases where citizens or taxpayers petition the governing body. (K.S.A. 12-1806; Code 1983)

15-108. REPAIRS BY OWNER OR CITY. It shall be the duty of the owner of the abutting property to keep the sidewalk in repair, but the city may, after giving five days' notice to the owner or his agent, if known, of the necessity for making repairs or without notice if the lot or piece of land is unoccupied, make all necessary repairs at any time. The same shall be done and the cost thereof assessed against the lot or piece of land abutting on the sidewalk so repaired as may be provided by law. (K.S.A. 12-1808; Code 1983)

15-109. PERFORMANCE, STATUTORY BOND. In any case where the reconstruction or construction of a sidewalk is required to be done by contract as provided in section 15-106 hereof, the governing body may require the contractor to give a bond for the faithful performance of the contract and for the construction of the sidewalk in accordance with the plans and specifications, ordinances of the city or laws of Kansas, and for all contracts exceeding \$1,000 entered into by the city for any such purpose a statutory lien bond required by K.S.A. 60-141 shall be furnished. (Code 1983)

15-110. OBSTRUCTING SIDEWALKS. It shall be unlawful for any person to build or construct any step or other obstruction, whether temporary or permanent, or to store, leave or allow to be left any implements, tools, merchandise, goods, containers, benches, display or show cases, on any sidewalks or other public ways in the city or to obstruct the same longer than is necessary for loading or unloading any such article or object. (Code 1983)

days as designated by the official school calendar applicable to the school within the school zone.

(5) Fifty-five miles per hour in all other locations. The maximum speed limit established by or pursuant to this paragraph shall be of force regardless of whether signs are posted giving notice thereof and notwithstanding any signs giving notice of maximum speed limits in excess thereof, and any sign giving notice of a maximum speed limit in excess of the limits established by or pursuant to this paragraph shall not be of any force or effect.

(b) No person shall drive a school bus to or from school or interschool or intraschool functions or activities at a speed greater than 45 miles per hour on any roadway having dirt, sand or gravel surface, and in no event shall a school bus be driven to and from school or activities in excess of 55 miles per hour, notwithstanding any maximum speed limit in excess thereof. The provisions of this subsection shall apply to buses used for the transportation of students enrolled in community junior colleges or area vocational schools when such buses are transporting students to or from school functions or activities.

(Ord. 900; Ord. 1540, Sec. 1; K.S.A. 8-1336)

ARTICLE 2. LOCAL REGULATIONS

- 16-201. BUSINESS DISTRICT. The business district is defined as follows: Main Street from Chestnut Street to Walnut Street; Bell Street from Main Street to Second Street; Second Street from Bell Street to Hersey Street; Court Street from Chestnut Street to Campbell Avenue; South Street from Mill Street to Campbell Avenue; Mill Street from Third Street to the River bridge; Hersey Avenue from Third Street to the River bridge; Campbell Avenue from Second Street to South Street. All other territory in the city shall be considered residential district. (Ord. 1537, Sec. 2)
- 16-202. SCHOOL ZONES. School zones in the City of Beloit, Kansas, are defined as follows:
- (a) From the intersection of 15th Street and Walnut Street north to a location 150 feet north of the north exit of the Beloit Junior-Senior High School.
 - (b) From the intersection of 10th Street and Bell Street north to the intersection of 13th Street and Bell Street.
 - (c) Beginning at a point 300 feet south of the intersection of 12th and Hersey Street and extending north on Hersey Street to the intersection of 13th Street.
 - (d) On 8th Street from the intersection of Chestnut Avenue east to a location 150 feet west of the intersection of 8th and Bell Street.
 - (e) From the intersection of Main Street and Poplar Street east to the intersection of Baldwin Avenue.
 - (f) On east Court Street from Gill Creek west to a point 150 feet west of the intersection of Cherry Street and Court Street.
- (Ord. 1540, Sec. 2)
- 16-203. COURT COSTS. (a) The City of Beloit has adopted a Charter Ordinance No. 5 exempting it from K.S.A. 12-4112 and providing the assessment of

court costs in the amount of \$10 to each person found guilty of a violation of the laws of the city.

(b) Section (a) shall not include parking violations, and there shall be no court costs for parking violations in the city.
(C.O. No. 5; Ord. 1534, Sec. 1 and 2)

- 16-204. BICYCLES ON SIDEWALKS. It shall be unlawful for any person to ride a bicycle on the sidewalks in the business district of the city, or to permit ones children to ride a bicycle on the sidewalks in the business district of the city.
(Ord. 972, Sec. 1)

ARTICLE 3. MAIN TRAFFICWAYS

- 16-301. MAIN TRAFFICWAYS DESIGNATED. The following list of streets are hereby designated as main trafficways with primary functions of said trafficways for the moving of thru traffic between areas of concentrated activites and between such areas within the city and traffic facilities outside the city all pursuant to K.S.A. 12-685:

(a) That part of Brooklyn Avenue from the south city limits north to and including the intersection of Elliott Street then in westardly direction on Elliott Street to the west side of River Street.

(b) That part of Eighth Street from the intersection thereof with Hersey Avenue, west to the intersection with North Independence Avenue.

(c) That part of Seventeenth Street commencing with the intersection thereof with North ~~Walnut Street~~, then east a distance of approximately 400 feet.
Fire Station *Should be Cornwell*

(d) All of East Eighth Street.
(Ord. 1099; Ord. 1334; Ord. 1398; Ord. 1462)

ARTICLE 4. IMPOUNDMENT OF MOTOR VEHICLES

- See also Chapter 2 Article 2

- 16-401. DEFINITIONS. For the purpose of this article, the following terms, phrases, words and their derivations shall have the following meanings:

Highway. The entire width between the boundary lines of every way publicly maintained when any part thereof is open to the use of the public for purposes of vehicular travel. Where the word "highway" or the word "street" is used in this article, it means street, avenue, boulevard, thoroughfare, alley, and other public way for vehicular travel by whatever name, unless the context clearly indicates otherwise.

Motor Vehicle. Every device in, upon, or by which any person or property is or may be transported or drawn upon a highway, except devices moved by human power or used exclusively on stationary rails or tracks.

Owner or Occupant. A party having fee simple title in the real property, or a party having a leasehold interest in the real property, or a party who is the beneficiary of a private easement for the purpose of egress or ingress to or from said real property.

(Code 1983)

POLICY STATEMENT

SUBJECT: PURCHASING RULES AND REGULATIONS

DATE: May 4, 2010

Policy Statement

The acquisition of all goods and/or services made by or on behalf of the City of Beloit, its departments, officials and authorized agents shall be made by the City in accordance with the Purchasing Procedures, and in a manner and method which provides for the most proficient and effective expenditure of City taxpayer and the prevention of waste, conflict and corruption; provides for accurate auditable documentation; provides for equal access and opportunity, in an open and competitive market environment, to all suppliers without regard to factors unrelated to quality, cost and availability of the goods and/or services; and which complies fully with all applicable Federal, State and Local laws, rules and regulations.

Section I – Purchasing Procedure

Within budget authorizations all contracts for goods and services necessary for the operation of the City shall be made through the use of sequentially numbered purchase order requisitions formal contracts approved by the Mayor and the City Council. Authorized agents who may purchase for the City are the Mayor, City Administrator, City Clerk, Department Heads and their respective designated representatives.

No purchase order requisition is authorized unless it is certified by an authorized agent that the goods or services are necessary and proper for City purposes as permitted by statute and ordinances governing expenditures of City funds and under penalties there from, that such purchase is within budget authorizations, that such purchase be within authorized agent limitations hereinafter delineated and that procedures required by this policy are followed.

Section II – Protection of Purchased Goods and Services

All items purchased by authorized agents of the City shall be properly received, accounted for, stored and used under the direction of appropriate administration personnel. Strict accountability for the proper use of equipment, goods and services will be required. All items of a capital nature with a value over \$3,000, shall be accounted for by an asset inventory by item, original value, location and responsible department official so that at all times the various assets of the City are under appropriate accountability. All purchases must be receipted upon delivery by authorized agents of the City and attested to that the goods or services were received as specified and that appropriate payment is so authorized.

Section III – Payment Process Requirement for Purchases

A property executed purchase order requisition may be processed for payment by City Accounting personnel upon receipt of a copy of the issued purchase order requisition and a copy of the goods and services receipt. Payment may be made when it is determined that proper procedures have been followed, budget restrictions met and purchase limitations adhered to.

Section IV – Purchasing Authorization

Authorized agents are permitted to purchase goods and services for the City within limits as follows:

- A. Department Heads and their designated representatives are authorized to issue a purchase order for an amount not to exceed \$1,500.
- B. The City Administrator or his/her designated representative is authorized to issue a purchase order for an amount up to \$5,000. However for these specific items the City Administrator may purchase up to the amount listed:

Diesel Fuel.....	\$25,000
Gasoline.....	\$25,000
Road Oil.....	\$25,000
Water Treatment Chemicals.....	\$15,000

- C. The Mayor is authorized to issue a purchase order for an amount up to \$10,000, in an emergency when the special powers and duties of the Mayor may be assumed as he/she may so specify.
- D. All purchase orders, except those specified in "B" above, exceeding \$5,000, except in emergencies, shall be authorized only by the Mayor and the City Council. All emergency purchases shall be reported to the City Council as soon as possible.
- E. In any situation declared by an authorized agent to be an emergency where by the necessary and efficient operation of the city is in jeopardy and/or to save life, preserve health or protect property, said authorized agent is directed to assume the limitation of purchase authority designated hereinafter for the City Administrator within administrative guidelines to be established.

Section V – Price Quotations and Bidding

The following provisions shall be followed to insure fair and competitive purchasing for the City:

- A. **Competitive Quotes.** All purchase orders issued for amounts of \$1,501 to \$5,000, shall be signed by the City Administrator or his/her designated representative and shall be issued only after receiving competitive price quotations. The purchase shall be made through the firm or person providing the lowest and best quote.
- B. **Competitive Bids.** For all purchases or contracts in excess of \$5,000, sealed bids shall be obtained and no purchase orders shall be issued for any item over \$5,000 without the approval of the Mayor and City Council. A minimum of ten (10) calendar days shall elapse from the time a notice is published in the official newspaper giving the date, time and place where bids will be opened and the place where specifications may be obtain *and* has been sent to at least three (3) appropriate bidders before bids may be opened. The purchase or contract shall be awarded to the best qualified bidder as determined by the Mayor and City Council.
- C. **Emergency Purchases.** If a purchase or contract in excess of \$10,000, is of an emergency nature, the bid procedure may be waived and a price quotation procedure followed. In no case, under emergency conditions, shall any contract obligating the City in total to an amount in excess of \$10,000, be entered into without prior approval of the Mayor. All such emergency purchases shall be reported in writing to the Mayor and City Council as soon as possible.

D. Bid Procedure Exceptions. When it is in the best interest of the City, a single supplier or contract may be selected to provide goods and services under the following conditions:

1. The supplier provides a special line of equipment or service not available from other suppliers in the Beloit area or is a single distributor in a given jurisdiction for the type of equipment desired.
2. The item or service to be purchased is for the repair or replacement of parts to existing equipment or to be compatible with existing equipment requiring that the service or purchase be provided by a recognized supplier or dealer of the product.
3. Where the proven quality of a product or service is substantially above all other suppliers of a like product or service in the area.
4. A contract for professional services that in the opinion of the appropriate Department would be best served by contracting with a specific individual or firm.

Section VI – Quantity Purchasing

Authorized agents shall review the needs for supplies of materials and services and will be expected to purchase in quantity to obtain the most effective use of the budgeted allocations. The City Administrator shall be consulted as to volume purchasing and joint bidding possibilities for common departmental needs.

Section VII – Local Firm Preference

In all cases it is the purchasing policy of the City of Beloit that where purchases may be made from a firm located within Beloit, that firm will be encouraged to bid or quote on City purchases and if submitting a bid for an amount equal to the lowest bid, the Beloit firm or person shall receive preference in purchase or contract awarding.

Section VIII – Administrative Rules

The City Administrator is authorized and directed to issue any administrative rules, guidelines or procedures as deemed appropriate for the execution of this policy.

CHARTER ORDINANCE NO. 12

A CHARTER ORDINANCE AMENDING SECTION 3 OF CHARTER ORDINANCE NO. 2 RELATING TO THE APPOINTMENT OF OFFICIALS AND THEIR TERMS.

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF BELOIT:

Section 1. Section 3 of Charter Ordinance No. 2 is hereby amended to read as follows:

SECTION 3. The mayor shall appoint, by and with the consent of the council, a Municipal Judge of the Municipal Court, a Chief of Police, City Clerk, City Treasurer, City Attorney, and may appointment policemen and such other officers as they may deem necessary. Officers so appointed and confirmed shall hold their offices for a term of one (1) year and until their successors are appointed and qualified, except that the Chief of Police and City Clerk shall be appointed and confirmed as employees at-will.

Section 2. This Charter Ordinance shall be published once each week for two consecutive weeks in the official city newspaper.

Section 3. This is a Charter Ordinance and shall take effect sixty-one (61) days after its final publication unless a sufficient petition for a referendum is filed and a referendum held on the ordinance as provided in Article 12, Section 5, Subsection (c)(3) of the Constitution of the State of Kansas, in which case the Ordinance shall become effective if approved by the majority of the electors voting thereon.

PASSED and ADOPTED by the Governing Body, not less than two-thirds (2/3rds) of the members-elect voting in favor thereof, and signed by the Mayor this _____ day of _____, 2010.

Rebecca J. Koster, Mayor

ATTEST:

Kerry Benson, City Clerk

**Cost Estimate
City of Beloit
Mill Street: 8th Thru 9th
4-2010**

Scope: Begin at the curb returns on the north side of 8th Street and construct through the intersection of 9th Street. Repair 60 linear feet of driveways and misc sidewalks. Construct valley gutter thru 9th street on east side. Construct sidewalk ramps in the northeast and southeast quadrants at 9th Street. Back to back of curb to be 25'-0", which is the current width.

Total project length = 290 feet

Out-of-Pocket Expenses

7" Concrete Pavement	150	CY	\$100	\$15,000
2'-6" Conc Curb & Gutter	30	CY	\$100	\$3,000
Entrances and Sidewalks	10	CY	\$100	\$1,000
Engineering Plans	LSUM		\$800	\$2,000
Construction Staking	LSUM		\$563	\$250
Total Materials and Engineering				\$21,250

Prepared by:
John Cashatt
April 23, 2010