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www.beloitks.org

CITY COUNCIL AGENDA

Tuesday, March 1, 2016
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 Staff Report

4. PUBLIC COMMENT

5. CONSENT AGENDA

- A. 2/16/16 City Council Meeting Minutes
- B. 2/24/2016 Special Council Meeting Minutes
- C. Appropriations 3A

6. ORDINANCES

- A. None

7. RESOLUTIONS

- A. None

8. FORMAL ACTIONS

- A. Hiring City Administrator Interim
- B. KMEA Voting Delegates
- C. KMGA Voting Delegates

9. CLOSED SESSION

- A. None

10. ADJOURNMENT

WORK SESSION AGENDA

1. CORRESPONDENCE AND STAFF REPORTS

- A. City Attorney Report
- B. City Staff Report

2. DISCUSSION ITEMS

- A. City Administrator Search Proposals
- B. Personnel Manual/Job Description Rewrite Proposals
- C. Police Department – Stalker Radar Units

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.

BELOIT CITY COUNCIL MEETING MINUTES
February 16, 2016

The Beloit City Council met in regular session on February 16, 2016 in the Council Chambers. Mayor Tom Naasz called the meeting to order at 7:00 p.m. Council Members in attendance Bob Richard, Kent Miller, Tony Gengler, Matt Otte, Lloyd Littrell, and Robert Petterson. Also present were City Attorney Katie Schroeder, and City Clerk Amanda Lomax. Councilor Rick Brown was absent from the meeting.

Department heads in attendance were Heather Hartman.

Mayor Tom Naasz gave the invocation and the Pledge of Allegiance was recited.

Councilor Littrell stated that department heads were scarce at the meeting.

City Attorney Katie Schroeder reported on the following:

1. Katie let the Council know the website where the city code is always updated throughout the year.
2. Planning Commission – The final re-vision for zoning will be presented April 26th. There is a vacancy on the Planning Commission for an outside the city limits (within 2 miles) left by Greg Drum. Any interested person that lives within the 2 miles can fill out an expression of interest form at the city office.
3. Katie has contacted two different private firms about city administrator searches.
4. Code violation on Hersey Street is set for trial for parking in their front yard.
5. Katie went through the process of a citizen reporting a code violation or a dog a large.

Mayor Naasz said he has spoken to a possible candidate who is interested in being the Interim City Administrator. They may be able to meet with the candidate next week.

The Consent Agenda consisted of February 2nd, 2016 Council Meeting Minutes, and appropriations 2B. A motion was made by Councilor Petterson and seconded by Councilor Otte to approve the Consent Agenda in its entirety. Roll call vote yeas: Gengler, Miller, Otte, Petterson, Littrell, and Richard. Nays: None.

Ordinance 2177 Authorizing the Issuance of General Obligation refunding bonds to refund outstanding electric utility system revenue bonds was presented to Council for Approval. A motion was made by Councilor Littrell and seconded by Councilor Richard to adopt Ordinance 2177 Authorizing the Issuance of General Obligation refunding bonds to refund outstanding electric utility system revenue bonds. Roll call vote yeas: Littrell, Richard, Gengler, Petterson, Otte, and Miller. Nays: None.

Resolution 2016-8 Authorizing and Directing the Sale and Delivery of General Obligation Bond Series 2016-A was presented to Council for approval. A motion was made by Councilor Richard and seconded by Councilor Miller to approve Resolution 2016-8 Authorizing and Directing the Sale and Delivery of General Obligation Bond Series 2016-A. Roll call vote yeas: Gengler, Miller, Otte, Petterson, Littrell, and Richard. Nays: None.

Staff is recommending that Council approve two CDBG Housing Rehabilitation Bids for 402 E 6th in the amount of \$27,150.00 and 508 N Chestnut in the amount of \$32,700.00 from Kansas Sand & Construction. A motion was made by Councilor Miller and seconded by Councilor Littrell to approve two CDBG Housing Rehabilitation Bids for 402 E 6th in the amount of \$27,150.00 and 508 N Chestnut in the amount of \$32,700.00 from Kansas Sand & Construction. Motion carried 6-0. Nays: None.

Staff is recommending that Council approve the KDOT cost estimate for observation/inspection for the K-14 Geometric Improvement grant in the amount of \$160,910.00 making it contingent on KDOT awarding the K-14 project construction contract. A motion was made by Councilor Gengler and seconded by Councilor Otte to accept the KDOT cost estimate for observation/inspection for the K-14 Geometric Improvement grant in the amount of \$160,910.00 making it contingent on KDOT awarding the K-14 project construction contract. Motion carried 6-0. Nays: None.

A motion was made by Councilor Littrell and seconded by Councilor Miller to adopt the Teen Dating Violence Awareness Proclamation recognizing the month of February a Teen Dating Awareness Month. Motion carried 6-0. Nays: None.

A motion was made by Councilor Petterson and seconded by Councilor Richard to adjourn the meeting. Motion carried 6-0. The meeting ended at 7:25 p.m.

Work Session started 7:25 p.m. Council Members in attendance were Kent Miller, Bob Richard, Matt Otte, Tony Gengler, Robert Petterson, and Lloyd Littrell. Also present were City Attorney Katie Schroeder, and City Clerk Amanda Lomax. Council Rick Brown was absent from the meeting.

Department heads in attendance were Heather Hartman.

Council reviewed the City Administrator LEAPS Proposal from The League of Kansas Municipalities.

Community Developer Director, Heather Hartman told the Council about a possible funding opportunity from Kansas Department of Commerce for a CDBG water improvement grant. Heather said she is looking into the grant to partially fund a new water plant and is hoping to have more information sometime in March.

Work Session ended: 7:37 p.m.

TOM NAASZ, Mayor

ATTEST:

AMANDA LOMAX, City Clerk

BELOIT CITY COUNCIL SPECIAL MEETING MINUTES
February 24, 2016

The Beloit City Council met in a special meeting on February 24, 2016 in the Council Chambers for the purpose of KDOT Geometric Improvement Grant for Highway 14. Mayor Tom Naasz called the meeting to order at 4:30 p.m. City Council members in attendance were Bob Richard, Kent Miller, Rick Brown, Matt Otte, Lloyd Littrell, and Robert Petterson. Also present were, City Attorney Katie Schroeder, and City Clerk Amanda Lomax.

Councilor Tony Gengler arrived at 4:35 p.m.

Department heads in attendance were Ronnie Sporleder and Mike Clark.

A motion was made by Councilor Brown and seconded by Councilor Miller to approve the K-14 project in the amount of \$297,000.00 and remitting \$189,000.00 this year and the remaining balance of \$108,000.00 in 2017. Both Councilor Brown and Miller withdrew their motions.

A motion was made by Councilor Brown and seconded by Councilor Miller to approve the Construction bid from Vogts Construction Company in the amount of \$1,136,037.25 for the K-14 project. Motion carried 7-0. Nays: None.

A motion was made by Councilor Otte and seconded by Councilor Richard to approve the cities portion of the K-14 project in the amount of \$297,000.00.

A motion to adjourn the Council meeting was made by Councilor Brown and seconded by Councilor Richard. Motion passed 7-0. The meeting ended at 4:55 p.m.

TOM NAASZ, Mayor

ATTEST:

AMANDA LOMAX, 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>Debit</u> | <u>Credit</u> |
|--------------|---|-------------------|--------------------|----------------------------------|---------------|----------------|-------------|------------|-----------------|---------------|----------------|---------------|
| | <u>Account#</u> | <u>Work Order</u> | <u>Description</u> | | | | | | | | | |
| 767 | AIRGAS MID SOUTH INC | | | | | | | | | | | |
| 65322 | 3/4/2016 | 3/4/2016 | 141.65 | 9048093785 | | 24305 | | | | Posted | | |
| | 53-43-7440 | | | SAFETY GLASSES | | | | | 47.22✓ | | 0.00 | |
| | 52-43-7440 | | | SAFETY GLASSES | | | | | 47.22✓ | | 0.00 | |
| | 51-43-7440 | | | SAFETY GLASSES | | | | | 47.21✓ | | 0.00 | |
| | | | | | | | | | <u>141.65</u> ✓ | | <u>0.00</u> | |
| 2949 | ALL PHASE CONSTRUCTION | | | | | | | | | | | |
| 65369 | 3/4/2016 | 3/4/2016 | 3,600.00 | 14-HR-001 | | 23577 | | | | Posted | | |
| | 30-00-3000 | | | HOUSING REHAB GRANT | | | | | 3,600.00✓ | | 0.00 | |
| 30 | AMERICAN WATER WORKS ASSOCIATION | | | | | | | | | | | |
| 65323 | 3/4/2016 | 3/4/2016 | 300.00 | | | | | | | Posted | | |
| | 51-41-3000 | | | AWWA MEMBERSHIP RENEWAL | | | | | 300.00✓ | | 0.00 | |
| 2917 | LUKE BATES | | | | | | | | | | | |
| 65374 | 3/4/2016 | 3/4/2016 | 90.00 | | | 23671 | | | | Posted | | |
| | 10-17-6800 | | | YOUTH BB REF-10 GAMES @9.00 | | | | | 90.00✓ | | 0.00 | |
| 63 | BELL MEMORIALS LLC | | | | | | | | | | | |
| 65324 | 3/4/2016 | 3/4/2016 | 36.00 | 10180 | | 23572 | | | | Posted | | |
| | 10-14-2911 | | | VINYL HELMET LETTERING | | | | | 36.00✓ | | 0.00 | |
| 64 | BELOIT AUTO AND TRUCK PLAZA | | | | | | | | | | | |
| 65325 | 3/4/2016 | 3/4/2016 | 0.00 | | | | | | | Posted | | |
| | 51-41-4330 | | | 125339-ACTUATOR | | | | | 50.90✓ | | 0.00 | |
| | 51-41-4330 | | | 125340-RETURN OF ACTUATOR | | | | | 0.00 | | 50.90✓ | |
| | | | | | | | | | <u>50.90</u> ✓ | | <u>50.90</u> ✓ | |
| 65326 | 3/4/2016 | 3/4/2016 | 122.46 | 125364 | | | | | | Posted | | |
| | 51-41-4330 | | | ACTUATOR FOR PICKUP | | | | | 122.46✓ | | 0.00 | |
| 2809 | BELOIT CAR WASH LLC | | | | | | | | | | | |
| 65349 | 3/4/2016 | 3/4/2016 | 101.78 | | | 20898 | | | | Posted | | |
| | 10-13-4310 | | | JAN 2016 CAR WASHES | | | | | 101.78✓ | | 0.00 | |
| 77 | BELOIT READY MIX | | | | | | | | | | | |
| 65327 | 3/4/2016 | 3/4/2016 | 112.00 | 613452 | | | | | | Posted | | |
| | 51-43-6150 | | | 3/4 SACK FLOWABLE | | | | | 112.00✓ | | 0.00 | |
| 2701 | BERGMANN MADONNA | | | | | | | | | | | |
| 65350 | 3/4/2016 | 3/4/2016 | 138.00 | | | 23852 | | | | Posted | | |
| | 10-13-2911 | | | BADGES & PATCHES FOR SHIRTS | | | | | 138.00✓ | | 0.00 | |
| 2894 | JEFF BROWN | | | | | | | | | | | |
| 65353 | 3/4/2016 | 3/4/2016 | 150.00 | | | | | | | Posted | | |
| | 52-43-2911 | | | REIMBURSEMENT FOR BOOTS | | | | | 150.00✓ | | 0.00 | |
| 2633 | CARTER WATERS | | | | | | | | | | | |
| 65403 | 3/4/2016 | 3/4/2016 | 227.18 | 34063402 | | CLARK525 | | | | Posted | | |
| | 25-00-7450 | | | CONCRETE FINISHING TOOLS | | | | | 227.18✓ | | 0.00 | |
| 142 | CHAMBER OF COMMERCE | | | | | | | | | | | |
| 65328 | 3/4/2016 | 3/4/2016 | 60.00 | 495 | | 23566 | | | | Posted | | |
| | 26-00-5410 | | | ANNUAL BANQUET REG.-H. HARTMAN | | | | | 60.00✓ | | 0.00 | |
| 2862 | CITYCODE FINANCIAL LLC | | | | | | | | | | | |
| 65329 | 3/4/2016 | 3/4/2016 | 1,250.00 | | | 23565 | | | | Posted | | |
| | 10-11-3000 | | | 2016 ANNUAL FEE-BELOIT CITY CODE | | | | | 1,250.00✓ | | 0.00 | |
| 193 | DOLLAR GENERAL STORE-MSC-410526 | | | | | | | | | | | |
| 65330 | 3/4/2016 | 3/4/2016 | 88.95 | | | 23563 | | | | Posted | | |
| | 10-11-6000 | | | 1000491207-WATER/COFFEE/SUPPLIES | | | | | 36.00✓ | | 0.00 | |
| | 10-11-6000 | | | 1000495193-WATER/KLEENEX/SUPPLIE | | | | | 52.95✓ | | 0.00 | |
| | | | | | | | | | <u>88.95</u> ✓ | | <u>0.00</u> | |
| 2957 | DANIEL EILERT | | | | | | | | | | | |
| 65382 | 3/4/2016 | 3/4/2016 | 40.00 | | | 23672 | | | | Posted | | |
| | 10-17-6800 | | | YOUTH BB REF-5 GAMES @ 8.00 | | | | | 40.00✓ | | 0.00 | |
| 2934 | EVE FLYNN | | | | | | | | | | | |
| 65416 | 3/4/2016 | 3/4/2016 | 33.16 | | | 24278 | | | | Posted | | |
| | 53-43-5800 | | | MILEAGE-61.4 MILES @ .54 | | | | | 33.16✓ | | 0.00 | |

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|--------------|---|-------------------|-----------------------------------|-----------------|---------------|----------------|-------------|------------|-------------|---------------|
| | <u>Account#</u> | <u>Work Order</u> | <u>Description</u> | <u>Debit</u> | <u>Credit</u> | | | | | |
| 537 | GALLS INC/ QUARTERMASTER (continued) | | | | | | | | | |
| 65351 | 3/4/2016 | 3/4/2016 | 52.23 | | | 20900 | | | | Posted |
| | 10-13-2911 | | 004875999-SGT. CHEVRON | 38.40✓ | 0.00 | | | | | |
| | 10-13-2911 | | 004900961-LETTERING | 13.83✓ | 0.00 | | | | | |
| | | | | 52.23✓ | 0.00 | | | | | |
| 2902 | JORDAN GRUBER | | | | | | | | | |
| 65417 | 3/4/2016 | 3/4/2016 | 24.00 4361784 | | | 24270 | | | | Posted |
| | 53-43-3000 | | CDL | 24.00✓ | 0.00 | | | | | |
| 2869 | HEARTLAND ENVIRONMENTAL DISTRIBUTORS, IN | | | | | | | | | |
| 65331 | 3/4/2016 | 3/4/2016 | 1,888.44 102433 | | | | | | | Posted |
| | 52-43-6000 | | SEBS DEGREASER | 1,888.44✓ | 0.00 | | | | | |
| 2918 | MARCI HENDERSON | | | | | | | | | |
| 65375 | 3/4/2016 | 3/4/2016 | 90.00 | | | 23670 | | | | Posted |
| | 10-17-6800 | | YOUTH BB REF-10 GAMES @ 9.00 | 90.00✓ | 0.00 | | | | | |
| 2111 | HOMMAN ELECTRONICS | | | | | | | | | |
| 65352 | 3/4/2016 | 3/4/2016 | 143.60 6014 | | | 20902 | | | | Posted |
| | 10-13-7470 | | FACEPLATES | 143.60✓ | 0.00 | | | | | |
| 938 | IACP-MEMBERSHIP | | | | | | | | | |
| 65332 | 3/4/2016 | 3/4/2016 | 300.00 | | | 23570 | | | | Posted |
| | 10-13-5410 | | MEMBERSHIP RENEWAL-D. ELAM | 150.00✓ | 0.00 | | | | | |
| | 10-13-5410 | | MEMBERSHIP RENEWAL-S. DAVIES | 150.00✓ | 0.00 | | | | | |
| | | | | 300.00✓ | 0.00 | | | | | |
| 2919 | CALEB JONES | | | | | | | | | |
| 65376 | 3/4/2016 | 3/4/2016 | 27.00 | | | 23673 | | | | Posted |
| | 10-17-6800 | | YOUTH BB REF-3 GAMES @ 9.00 | 27.00✓ | 0.00 | | | | | |
| 2896 | KA-COMM, INC. | | | | | | | | | |
| 65354 | 3/4/2016 | 3/4/2016 | 96.60 136693 | | | 20897 | | | | Posted |
| | 10-13-4340 | | LABOR FOR LED LIGHT | 96.60✓ | 0.00 | | | | | |
| 340 | KANSAS ASSOCIATION OF CHIEF OF POLICE | | | | | | | | | |
| 65333 | 3/4/2016 | 3/4/2016 | 140.00 | | | 23571 | | | | Posted |
| | 10-13-5410 | | MEMBERSHIP RENEWAL-D. ELAM | 80.00✓ | 0.00 | | | | | |
| | 10-13-5410 | | MEMBERSHIP RENEWAL-S. DAVIES | 30.00✓ | 0.00 | | | | | |
| | 10-13-5410 | | MEMBERSHIP-C. LUSK | 30.00✓ | 0.00 | | | | | |
| | | | | 140.00✓ | 0.00 | | | | | |
| 367 | KANSAS MUNICIPAL UTILITIES | | | | | | | | | |
| 65336 | 3/4/2016 | 3/4/2016 | 450.00 200001442 | | | 24307 | | | | Posted |
| | 53-43-2400 | | OPERATIONS & TECHNICAL CONFERENCE | 450.00✓ | 0.00 | | | | | |
| 7116 | KELLY JIM | | | | | | | | | |
| 65337 | 3/4/2016 | 3/4/2016 | 18.08 | | | | | | | Posted |
| | 52-41-5800 | | REIMBURSEMENT FOR MEALS | 18.08✓ | 0.00 | | | | | |
| 1887 | KMEA GRDA OPERATING FUND | | | | | | | | | |
| 65335 | 3/4/2016 | 3/4/2016 | 109,865.36 GRDA-BE-16-03 | | | 24291 | | | | Posted |
| | 53-41-6220 | | MARCH SERVICE | 109,865.36✓ | 0.00 | | | | | |
| 556 | KMEA WAPA OPERATING FUND | | | | | | | | | |
| 65334 | 3/4/2016 | 3/4/2016 | 15,650.05 WAPA-BL-16-02 | | | 24290 | | | | Posted |
| | 53-41-6220 | | FEBRUARY SERVICE | 15,650.05✓ | 0.00 | | | | | |
| 395 | KRIZ-DAVIS CO | | | | | | | | | |
| 65338 | 3/4/2016 | 3/4/2016 | 2,187.63 | | | 24308 | | | | Posted |
| | 53-43-6000 | | S101249738.002-DEADENDS | 493.72✓ | 0.00 | | | | | |
| | 53-43-6000 | | S101255288.003-THIMBLE CLEVIS | 875.60✓ | 0.00 | | | | | |
| | 53-43-6000 | | S101264259.001-COVERS/MACHINE BOI | 818.31✓ | 0.00 | | | | | |
| | | | | 2,187.63✓ | 0.00 | | | | | |
| 65418 | 3/4/2016 | 3/4/2016 | 3,282.47 S101241506.005 | | | 24280 | | | | Posted |
| | 53-43-2911 | | SHIRTS | 3,282.47✓ | 0.00 | | | | | |
| 65419 | 3/4/2016 | 3/4/2016 | 1,286.63 | | | 24279 | | | | Posted |
| | 53-43-7450 | | S101262933.001-GREENLEE | 935.27✓ | 0.00 | | | | | |
| | 53-43-7450 | | S101252610.001-POLYDACRON ROPE | 351.36✓ | 0.00 | | | | | |
| | | | | 1,286.63✓ | 0.00 | | | | | |

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City of Beloit

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|--|-----------------|-------------|------------------|-------------------|---------------|-------------------------------------|-------------|------------|--------------|----------------|
| | <u>Account#</u> | | | <u>Work Order</u> | | <u>Description</u> | | | <u>Debit</u> | <u>Credit</u> |
| 805 KRONE'S SERVICE CENTER, INC (continued) | | | | | | | | | | |
| 65340 | 3/4/2016 | 3/4/2016 | 66.75 | 14484 | | 24315 | | | 66.75 ✓ | Posted 0.00 |
| | 53-41-6230 | | | | | E ARGON | | | | |
| 65341 | 3/4/2016 | 3/4/2016 | 75.45 | 14510 | | | | | 25.15 ✓ | Posted 0.00 |
| | 51-43-6000 | | | | | ELECTRODES/NOZZLE | | | 25.15 ✓ | 0.00 |
| | 52-43-6000 | | | | | ELECTRODES/NOZZLE | | | 25.15 ✓ | 0.00 |
| | 53-43-6000 | | | | | ELECTRODES/NOZZLE | | | 75.45 ✓ | 0.00 |
| <hr/> | | | | | | | | | | |
| 2289 PAT KRUSE | | | | | | | | | | |
| 65404 | 3/4/2016 | 3/4/2016 | 42.99 | | | CLARK526 | | | 42.99 ✓ | Posted 0.00 |
| | 10-15-2911 | | | | | COAT REIMBURSEMENT | | | | |
| <hr/> | | | | | | | | | | |
| 2956 JACK LARZALERE | | | | | | | | | | |
| 65381 | 3/4/2016 | 3/4/2016 | 56.00 | | | 23676 | | | 56.00 ✓ | Posted 0.00 |
| | 10-17-6800 | | | | | YOUTH BB REF-7 GAMES @ 8.00 | | | | |
| <hr/> | | | | | | | | | | |
| 188 LAWSON PRODUCTS INC | | | | | | | | | | |
| 65405 | 3/4/2016 | 3/4/2016 | 115.41 | 9303879471 | | CLARK527 | | | 115.41 ✓ | Posted 0.00 |
| | 10-15-6000 | | | | | ZIP TIES/CONNECTORS | | | | |
| <hr/> | | | | | | | | | | |
| 2336 LAYNE CHRISTENSEN COMPANY | | | | | | | | | | |
| 65343 | 3/4/2016 | 3/4/2016 | 1,256.25 | 89080585 | | 24309 | | | 1,256.25 ✓ | Posted 0.00 |
| | 53-41-4360 | | | | | PACKED BOX ASSEMBLY | | | | |
| <hr/> | | | | | | | | | | |
| 409 LIGHT & WATER UTILITIES | | | | | | | | | | |
| 65383 | 3/4/2016 | 3/4/2016 | 36,935.26 | | | 23581 | | | | Posted |
| | 10-11-6220 | | | | | ADMIN | | | 3,787.95 ✓ | 0.00 |
| | 10-11-6220 | | | | | ADMIN SHARE | | | 54.37 ✓ | 0.00 |
| | 10-13-6220 | | | | | PD SHARE | | | 54.37 ✓ | 0.00 |
| | 51-41-6220 | | | | | WATER SHARE | | | 54.36 ✓ | 0.00 |
| | 10-14-6220 | | | | | FIRE DEPT | | | 242.51 ✓ | 0.00 |
| | 10-15-6220 | | | | | TRANSPORTATION | | | 745.28 ✓ | 0.00 |
| | 10-18-6220 | | | | | PARKS & REC | | | 493.19 ✓ | 0.00 |
| | 10-20-6220 | | | | | CEMETERY | | | 239.51 ✓ | 0.00 |
| | 10-22-6220 | | | | | AIRPORT | | | 604.61 ✓ | 0.00 |
| | 51-41-6220 | | | | | WATER PLANT | | | 9,467.44 ✓ | 0.00 |
| | 52-41-6220 | | | | | SEWER PLANT | | | 11,449.61 ✓ | 0.00 |
| | 53-41-6220 | | | | | POWER PLANT | | | 130.00 ✓ | 0.00 |
| | 51-43-6220 | | | | | WATER SYSTEMS | | | 266.49 ✓ | 0.00 |
| | 52-43-6220 | | | | | SEWER SYSTEMS | | | 266.49 ✓ | 0.00 |
| | 53-43-6220 | | | | | SYSTEMS OP SHARE | | | 266.49 ✓ | 0.00 |
| | 51-43-6220 | | | | | SYSTEMS OP SHARE | | | 33.91 ✓ | 0.00 |
| | 52-43-6220 | | | | | SYSTEMS OP SHARE | | | 33.91 ✓ | 0.00 |
| | 53-43-6220 | | | | | SYSTEMS OP SHARE | | | 33.91 ✓ | 0.00 |
| | 10-13-6220 | | | | | PD SHARE | | | 33.90 ✓ | 0.00 |
| | 53-43-6220 | | | | | ELECTRIC SYSTEMS | | | 60.76 ✓ | 0.00 |
| | 10-19-6220 | | | | | NORTH CAMPUS | | | 8,521.42 ✓ | 0.00 |
| | 10-21-6220 | | | | | POOL | | | 75.05 ✓ | 0.00 |
| | 10-13-6220 | | | | | PD | | | 19.73 ✓ | 0.00 |
| | | | | | | | | | 36,935.26 ✓ | 0.00 |
| <hr/> | | | | | | | | | | |
| 424 MCHENRY ELECTRIC & SUPPLY | | | | | | | | | | |
| 65344 | 3/4/2016 | 3/4/2016 | 25.80 | 015670 | | 24314 | | | 25.80 ✓ | Posted 0.00 |
| | 53-43-4330 | | | | | CHAINSAW REPAIR | | | | |
| 65406 | 3/4/2016 | 3/4/2016 | 3.25 | 015508 | | CLARK528 | | | 3.25 ✓ | Posted 0.00 |
| | 10-15-4330 | | | | | SPARK PLUG | | | | |
| <hr/> | | | | | | | | | | |
| 1018 MANFRED MILBERS | | | | | | | | | | |
| 65345 | 3/4/2016 | 3/4/2016 | 216.76 | | | 24310 | | | 216.76 ✓ | Posted 0.00 |
| | 53-41-5800 | | | | | 401.4 MILES-OTTAWA, KS-.54 PER MILE | | | | |
| <hr/> | | | | | | | | | | |
| 459 MISSISSIPPI LIME CO | | | | | | | | | | |
| 65346 | 3/4/2016 | 3/4/2016 | 5,302.87 | 1246447 | | | | | 5,302.87 ✓ | Posted 0.00 |
| | 51-41-6170 | | | | | QUICKLIME | | | | |
| <hr/> | | | | | | | | | | |
| 2110 MITCHELL COUNTY REGISTER OF DEEDS | | | | | | | | | | |
| 65370 | 3/4/2016 | 3/4/2016 | 60.19 | | | 23578 | | | 60.19 ✓ | Posted 0.00 |
| | 30-00-3000 | | | | | SOFT LOAN FILING FEES-421 N WALNU | | | | |

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>Description</u> | | | <u>Debit</u> | <u>Credit</u> | |
| 470 | MITCHELL COUNTY SOLID WASTE (continued) | | | | | | | | | | |
| 65373 | 3/4/2016 | 3/4/2016 | 22.40 | 006500 | | 23669 | | | Posted | | |
| | 10-18-4300 | | | LUMBER DISPOSAL | | | | 22.40✓ | | 0.00 | |
| 65415 | 3/4/2016 | 3/4/2016 | 164.80 | | | | | | Posted | | |
| | 52-41-3000 | | | 006490-DISPOSAL OF SCREENINGS | | | | 89.60✓ | | 0.00 | |
| | 52-41-3000 | | | 006492-DISPOSAL OF SCREENINGS | | | | 75.20✓ | | 0.00 | |
| | | | | | | | | 164.80✓ | | 0.00 | |
| 342 | MUNICIPAL SUPPLY INC. OF NEBRASKA | | | | | | | | | | |
| 65347 | 3/4/2016 | 3/4/2016 | 383.73 | 0614120-IN | | | | | Posted | | |
| | 51-43-6000 | | | REPAIR CLAMPS | | | | 383.73✓ | | 0.00 | |
| 2959 | NATIONAL PEN CO. LLC | | | | | | | | | | |
| 65414 | 3/4/2016 | 3/4/2016 | 55.65 | 108479716 | | CLARK529 | | | Posted | | |
| | 10-15-6000 | | | INK PENS | | | | 55.65✓ | | 0.00 | |
| 2301 | NEX-TECH WIRELESS | | | | | | | | | | |
| 65357 | 3/4/2016 | 3/4/2016 | 95.25 | 4403576 | | 23574 | | | Posted | | |
| | 25-00-7450 | | | STREET DEPT.-PHONE BILL | | | | 95.25✓ | | 0.00 | |
| 65358 | 3/4/2016 | 3/4/2016 | 170.20 | 4383893 | | 20901 | | | Posted | | |
| | 10-13-5310 | | | PD PHONE-MARCH SERVICE | | | | 170.20✓ | | 0.00 | |
| 2832 | NEX-TECH, INC. | | | | | | | | | | |
| 65348 | 3/4/2016 | 3/4/2016 | 275.00 | MA-11436 | | 23569 | | | Posted | | |
| | 10-11-3000 | | | WIPE/RELOAD LAP TOP | | | | 275.00✓ | | 0.00 | |
| 65355 | 3/4/2016 | 3/4/2016 | 1,078.00 | | | 20899 | | | Posted | | |
| | 10-13-7460 | | | FEBRUARY COMPUTER BILL | | | | 1,078.00✓ | | 0.00 | |
| 496 | NORTH CENTRAL REGIONAL PLANNING | | | | | | | | | | |
| 65372 | 3/4/2016 | 3/4/2016 | 1,200.00 | 2101 | | 23576 | | | Posted | | |
| | 30-00-3000 | | | CDBG HOUSING REHAB GRANT | | | | 1,200.00✓ | | 0.00 | |
| 1391 | NRG ENERGY SERVICES LLC | | | | | | | | | | |
| 65359 | 3/4/2016 | 3/4/2016 | 462.65 | 3000086331 | | 24311 | | | Posted | | |
| | 53-41-4360 | | | GASKETS/RINGS | | | | 462.65✓ | | 0.00 | |
| 2684 | PALMER STACEY | | | | | | | | | | |
| 65407 | 3/4/2016 | 3/4/2016 | 150.00 | | | CLARK530 | | | Posted | | |
| | 10-15-2911 | | | BOOT REIMBURSEMENT | | | | 150.00✓ | | 0.00 | |
| 527 | PIERCE ELECTRONICS | | | | | | | | | | |
| 65360 | 3/4/2016 | 3/4/2016 | 220.00 | 28578 | | | | | Posted | | |
| | 52-43-3000 | | | INSTALL ALARM FOR LIFT STATION | | | | 220.00✓ | | 0.00 | |
| 1263 | PRAIRE FIRE COFFEE ROASTERS | | | | | | | | | | |
| 65361 | 3/4/2016 | 3/4/2016 | 82.24 | 818197 | | 24303 | | | Posted | | |
| | 53-41-3000 | | | COFFEE | | | | 82.24✓ | | 0.00 | |
| 2955 | PROFESSIONAL CLEANING SYSTEMS, INC. | | | | | | | | | | |
| 65368 | 3/4/2016 | 3/4/2016 | 5,900.00 | 91903 | | 24312 | | | Posted | | |
| | 53-43-7450 | | | HOTSYPRESSURE WASHER | | | | 1,966.67✓ | | 0.00 | |
| | 52-43-7450 | | | HOTSYPRESSURE WASHER | | | | 1,966.67✓ | | 0.00 | |
| | 51-43-7450 | | | HOTSYPRESSURE WASHER | | | | 1,966.66✓ | | 0.00 | |
| | | | | | | | | 5,900.00✓ | | 0.00 | |
| 2954 | RON QUILLEN | | | | | | | | | | |
| 65367 | 3/4/2016 | 3/4/2016 | 150.00 | 41 | | 24269 | | | Posted | | |
| | 53-43-3000 | | | CREDIT FOR IMPACT FEE-520 N MILL | | | | 150.00✓ | | 0.00 | |
| 2764 | KURT REED | | | | | | | | | | |
| 65362 | 3/4/2016 | 3/4/2016 | 10.84 | G47645 | | 20896 | | | Posted | | |
| | 10-13-6000 | | | LIGHT BULB REIMBURSEMENT | | | | 10.84✓ | | 0.00 | |
| 321 | RICOH USA, INC | | | | | | | | | | |
| 65408 | 3/4/2016 | 3/4/2016 | 310.88 | 96368267 | | 23588 | | | Posted | | |
| | 10-11-3360 | | | RICOH RENTAL-MARCH | | | | 310.88✓ | | 0.00 | |
| 575 | SAGE PRODUCTS | | | | | | | | | | |
| 65420 | 3/4/2016 | 3/4/2016 | 591.74 | 0060701-IN | | 24275 | | | Posted | | |
| | 53-43-6000 | | | PAPER TOWELS/HAND & GLASS CLEAN | | | | 197.25✓ | | 0.00 | |
| | 52-43-6000 | | | PAPER TOWELS/HAND & GLASS CLEAN | | | | 197.25✓ | | 0.00 | |
| | 51-43-6000 | | | PAPER TOWELS/HAND & GLASS CLEAN | | | | 197.24✓ | | 0.00 | |
| | | | | | | | | 591.74✓ | | 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>Credit</u> |
|--------------|--|-------------|------------------|-------------------|---------------|----------------|-------------|------------|--------------|---------------|---------------|
| | | | <u>Account#</u> | <u>Work Order</u> | | | | | <u>Debit</u> | | <u>Credit</u> |
| 603 | SEWELL'S MACHINE SHOP (continued) | | | | | | | | | | |
| 65409 | | 3/4/2016 | 30-00-6130 | | 48.80 | 014126 | | CLARK531 | 48.80 ✓ | Posted | 0.00 |
| | | | | | | | | | | | |
| 2845 | SHOPKO STORES OPERATING CO., LLC | | | | | | | | | | |
| 65363 | | 3/4/2016 | 52-41-6000 | | 8.98 | 3878 | | | 8.98 ✓ | Posted | 0.00 |
| | | | | | | | | | | | |
| 2013 | STROBEL DOOR & REPAIR INC | | | | | | | | | | |
| 65364 | | 3/4/2016 | 53-43-4300 | | 1,460.00 | 18769 | | 24313 | 1,460.00 ✓ | Posted | 0.00 |
| | | | | | | | | | | | |
| 2442 | ROBERT THOMPSON | | | | | | | | | | |
| 65377 | | 3/4/2016 | 10-20-2911 | | 135.51 | | | 23667 | 135.51 ✓ | Posted | 0.00 |
| | | | | | | | | | | | |
| 2958 | TREKK DESIGN GROUP, LLC | | | | | | | | | | |
| 65380 | | 3/4/2016 | 51-41-3000 | | 2,755.46 | 16-0024 | | 23580 | 2,755.46 ✓ | Posted | 0.00 |
| | | | | | | | | | | | |
| 2459 | UOM SCHOOLS, INC | | | | | | | | | | |
| 65421 | | 3/4/2016 | 53-43-2911 | | 200.00 | 400 | | 24274 | 200.00 ✓ | Posted | 0.00 |
| | | | | | | | | | | | |
| 2067 | VERIZON WIRELESS SERVICES, LLC | | | | | | | | | | |
| 65366 | | 3/4/2016 | 10-13-7460 | | 53.73 | 3366128745 | | 23851 | 53.73 ✓ | Posted | 0.00 |
| | | | | | | | | | | | |
| 65410 | | 3/4/2016 | 53-43-5310 | | 159.20 | 9760630727 | | 23585 | 159.20 ✓ | Posted | 0.00 |
| | | | 52-43-5310 | | | | | | 46.23 ✓ | | 0.00 |
| | | | 51-43-5310 | | | | | | 41.30 ✓ | | 0.00 |
| | | | 51-41-5310 | | | | | | 41.30 ✓ | | 0.00 |
| | | | | | | | | | 30.37 ✓ | | 0.00 |
| | | | | | | | | | 159.20 ✓ | | 0.00 |
| 65411 | | 3/4/2016 | 10-11-5310 | | 175.31 | 9760600989 | | 23587 | 175.31 ✓ | Posted | 0.00 |
| | | | 10-20-5310 | | | | | | 109.78 ✓ | | 0.00 |
| | | | | | | | | | 65.53 ✓ | | 0.00 |
| | | | | | | | | | 175.31 ✓ | | 0.00 |
| 65412 | | 3/4/2016 | 53-41-5310 | | 46.74 | 9760638296 | | 23586 | 46.74 ✓ | Posted | 0.00 |
| | | | | | | | | | | | |
| 1452 | WELLNESS CENTER | | | | | | | | | | |
| 65365 | | 3/4/2016 | 21-00-5410 | | 25,154.45 | | | 23567 | 25,154.45 ✓ | Posted | 0.00 |
| | | | | | | | | | | | |
| 2921 | BRET WILDFONG | | | | | | | | | | |
| 65379 | | 3/4/2016 | 10-17-6800 | | 63.00 | | | 23675 | 63.00 ✓ | Posted | 0.00 |
| | | | | | | | | | | | |
| 753 | WORLD PEST CONTROL | | | | | | | | | | |
| 65413 | | 3/4/2016 | 10-15-4300 | | 500.00 | 33311 | | CLARK532 | 500.00 ✓ | Posted | 0.00 |
| | | | | | | | | | | | |
| 2747 | LAW OFFICE OF SCOTT WRIGHT | | | | | | | | | | |
| 65342 | | 3/4/2016 | 10-12-3000 | | 216.00 | 164 | | 23568 | 216.00 ✓ | Posted | 0.00 |
| | | | | | | | | | | | |

228,450.81 77 Non-voided payables listed.

Report Setup

AP - Accounts Payable Listing : Vendor Name

Filter Options

Starting: 3/4/2016

Ending: 3/4/2016

Banks: All

Payable Status: Posted, Printed, ACH, Recorded, Voided

All Vendors Selected

REQUEST FOR COUNCIL ACTION

DATE:

March 1, 2016

TITLE:

INTERIM CITY ADMINISTRATOR

ORIGINATING DEPARTMENT:

Administration

TYPE OF ACTION:

ORDINANCE

RESOLUTION

FORMAL ACTION

OTHER

RECOMMENDATION:

I recommend that the Council appoint Jay Newton as Interim City Administrator until a permanent City Administrator is hired.

FISCAL NOTE:

- There direct cost is \$2,000.00 per week.

DISCUSSION:

Mr. Newton is a retired city/county administrator and now does interim city administrator work. His latest interim work was in Greensburg, Kansas while they were under reconstruction from an F-5 tornado. Mr. Newton worked with numerous agencies during this time including U.S Department of Agricultural, Federal Emergency Management Agency, and KDOT. The City of Greensburg thinks very highly of Mr. Newton and even had him back in between city administrators in 2015.

Respectfully submitted,

Tom Naasz,
Mayor

REQUEST FOR COUNCIL ACTION

DATE:

March 1, 2016

TITLE:

KMEA APPOINTMENT

ORIGINATING DEPARTMENT:

Administration/Electric

TYPE OF ACTION:

ORDINANCE

RESOLUTION

FORMAL ACTION

OTHER

RECOMMENDATION:

I recommend that the Council appoint Director of Electric Operations, Ronnie Sporleder as Director #1 voting delegate and Foreman Manny Milbers as Director #2 voting the KMEA Board of Directors.

FISCAL NOTE:

- There is no direct cost related to approval of this item.

DISCUSSION:

The City of Beloit has been a member of KMEA for years and they provide valuable assistance to us. We have worked actively with them on our recent electric power supply issues. The individuals appointed to the board could be anyone that meets the requirements, but it works best to have a staff member in the positions.

Respectfully submitted,

Tom Naasz,
Mayor



CERTIFICATE

DIRECTOR # 1 UNEXPIRED TERM

KANSAS MUNICIPAL ENERGY AGENCY BOARD OF DIRECTORS

This Certificate duly documents the appointment of a ***Director #1*** to serve on the Board of Directors of the Kansas Municipal Energy Agency (KMEA) as provided for in Section 5.1 of the Agency's Bylaws.

I, the undersigned City Clerk of the City of _____, Kansas, a member of KMEA, do hereby certify that at a meeting of the City Governing Body duly held on the ____ day of _____, 2016;

Name: _____

Title (if applicable): _____

who resides within the territory served by the City's electric utility, was appointed to serve on the KMEA Board of Directors to fill an unexpired term expiring on April 30, 2017.

I further certify that the foregoing appointment is reflected in the official Minutes of the Governing Body of the City for the meeting on the date indicated above.

This certificate is given this ____ day of _____, 2016.

City Clerk

_____, Kansas



CERTIFICATE

DIRECTOR # 2

KANSAS MUNICIPAL ENERGY AGENCY BOARD OF DIRECTORS

This Certificate duly documents the appointment of a *Director #2* to serve on the Board of Directors of the Kansas Municipal Energy Agency (KMEA) as provided for in Section 5.1 of the Agency's Bylaws.

I, the undersigned City Clerk of the City of _____, Kansas, a member of KMEA, do hereby certify that at a meeting of the City Governing Body duly held on the ____ day of _____, 2016;

Name: _____

Title (if applicable): _____

who resides within the territory served by the City's electric utility, was appointed to serve on the KMEA Board of Directors for a two (2) year term beginning May 01, 2016 and expiring on April 30, 2018.

I further certify that the foregoing appointment is reflected in the official Minutes of the Governing Body of the City for the meeting on the date indicated above.

This certificate is given this ____ day of _____, 2016.

City Clerk

_____, Kansas

ARTICLE IV

CORPORATE POWERS

Section 4.1. Except as may be specifically reserved to the Members in the Agreement or under the Act, all corporate powers of the Agency shall be vested in the Board of Directors.

ARTICLE V

BOARD OF DIRECTORS

Section 5.1. Selection of Directors. The property and business of the Agency shall be managed by the Board of Directors of the Agency. The Board of Directors shall consist of two (2) Directors for each Member, provided that there shall be not less than seven (7) Directors. The Directors shall be selected by the governing bodies of the Members. In the event that the number of Members is less than seven (7), each Member shall be represented by the number of Directors which would constitute a Board of Directors of not less than seven (7) Members, provided that each Member shall select the same number of Directors. Each Member must designate the two (2) Directors as "Director-1" and "Director-2".

The term of each Director shall be for a period of two (2) years except that the initial term of a number equal to one half of the Directors, comprised of those individuals designated as Director-2, shall be selected to a term of one (1) year. Any Director selected by a Member may be removed at any time by the Member selecting the Director. Each Director so selected shall reside within the territory served by the electric utility of the selecting Member and meet all other requirements of the Act and the Agreement. Any such selection (other than a replacement selection) shall occur prior to the annual meeting of the Agency. Written evidence of selection shall be forwarded by the City Clerk or other authorized official of the Member to the Agency in writing prior to the annual meeting. Each Director shall continue in office until a successor is selected in accordance with this *Article V*.

Section 5.2. Voting Powers. Each Member shall be entitled to one Director vote on the Board of Directors which shall be equal to the vote of every other Member. Such vote shall be cast on behalf of the Member by Director-1 of such Member, if present; if such Director-1 is not present then by Director-2. Other than actions required in *Article XII* hereof, all actions of the Board of Directors shall be made upon affirmative vote of a majority of the Directors entitled to vote and voting on such action.

Section 5.3. Compensation. Except as may be specifically authorized by the Board of Directors, no Director shall receive payment from the Agency for any time spent in attending meetings of the Board of Directors or otherwise conducting business of the Agency. To the extent that funds are available, the Board of Directors, the Executive Committee, or the General Manager may authorize payment of expenses for travel in connection with the business of the Agency for other than meetings of the Board of Directors pursuant to the Act.

REQUEST FOR COUNCIL ACTION

DATE:

March 1, 2016

TITLE:

KMGA APPOINTMENT

ORIGINATING DEPARTMENT:

Administration/Electric

TYPE OF ACTION:

ORDINANCE

RESOLUTION

FORMAL ACTION

OTHER

RECOMMENDATION:

I recommend that the Council appoint Electric Operations Ronnie Sporleder as Director#1 and Power Plant Foreman, Manny Milbers as an Alternating voting delegate to the KMGA Board of Directors.

FISCAL NOTE:

- There is no direct cost related to approval of this item.

DISCUSSION:

The City of Beloit has been a member of KMGA for years and they provide valuable assistance to us. We have worked actively with them on our recent electric power supply issues. The individuals appointed to the board could be anyone that meets the requirements, but it works best to have a staff member in the positions.

Respectfully submitted,

Tom Naasz,
Mayor

CERTIFICATE

KANSAS MUNICIPAL GAS AGENCY

BOARD OF DIRECTORS

UNEXPIRED TERM APPOINTMENT

This Certificate duly documents the appointment of a Director to fill an unexpired term on the Board of Directors of the Kansas Municipal Gas Agency (KMGA) as provided for in Section 5.1 of KMGA's Bylaws.

I, the undersigned City Clerk of the City of _____, Kansas, a member of KMGA, do hereby certify that at a meeting of the City Governing Body duly held on the ____ day of _____, 20__;

Name: _____

Title (if applicable): _____

was appointed to fill an unexpired term on the KMGA Board of Directors; the term will begin immediately upon execution of this Certificate and end on August 31, 2016.

I further certify that the foregoing appointment is reflected in the official Minutes of the Governing Body of the City for the meeting on the date indicated above.

This certificate is given this ____ day of _____, 20__.

City Clerk

_____, Kansas

ITEMS FOR COUNCIL DISCUSSION

DATE:

March 1, 2016

TITLE:

WORK SESSION DISCUSSION

DISCUSSION:

Items for discussion at your March 1, 2016 Work Session will include the following:

- A. City Administrator Search Proposals – Enclosed is a proposal from The Novak Consulting Group and another proposal from The Austin Peters Group, Inc.
- B. Personnel Policy Proposal – Enclosed is The Austin Peters Group proposal for Personnel Policy Handbook re-write, Job Description review, and possible pay plan study.
- C. The Police Department needs to replace 3 Stalker Radar units and would like to discuss purchasing options with Council.

Respectfully submitted,

Tom Naasz,
Mayor

City of Beloit

Executive Recruitment Services -
City Administrator

February 24, 2016





February 24, 2016

Katie J. Schroeder
Schroeder Law Office, LLC
P.O. Box 591
Beloit, KS 67420

Dear Ms. Schroeder:

The mission of The Novak Consulting Group is to strengthen organizations, for those they serve and those who work in them. We are dedicated to providing management consulting services to local government and nonprofit organizations across the country. The firm was originally established as Public Management Partners in 2001, a firm specializing in local government consulting and executive search services in the Midwest. Since then, we have been providing our clients across the country with the very best thinking and execution in executive search and management consulting.

We are pleased to submit this proposal for executive recruitment services for City Administrator to the City of Beloit. Patty Gentrup, our Associate in the Kansas City area, will be the lead consultant for this recruitment, assisted by our Executive Search Practice Leader Catherine Tuck Parrish. Our project team for the City comprises skilled professionals, seasoned in local government management with search experience across the country. Our team has had significant success working with similar organizations to identify and retain ideal candidates who meet each organization's unique set of needs and expectations. We are confident our approach will result in a successful leader for the organization.

Our firm has the necessary staff, expertise, resources, and abilities to conduct this recruitment and provide exceptional service to Beloit. We are a national, women-owned firm, with employees who have served as leaders in some of the best local governments across the country. Our clients receive personal service from our consultants. Our mission is to strengthen communities, and we do this by helping them find the best leaders to help move their organizations forward.

Please contact Patty Gentrup at (816) 217-9397 or pgentrup@thenovakconsultinggroup.com should you have any questions.

Sincerely,

Julia D. Novak
President

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Cover Letter

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About The Novak Consulting Group

For nearly a decade, a highly respected management consulting firm named Public Management Partners helped a variety of organizations function more effectively. Through the years the firm built a sizeable client base of predominantly local governments and nonprofit organizations in the Midwest. In 2009, Julia D. Novak acquired Public Management Partners and founded The Novak Consulting Group, staffed by consultants with decades of collective experience. We provide our clients with the very best thinking and execution in organizational design, development, and improvement. Our three practice areas include:

- Organizational Assessment and Optimization
- Strategic Planning and Facilitation
- Executive Search

The Novak Consulting Group is a national women-owned firm led by President Julia Novak. The firm is staffed with local government professionals, including seven full-time associates, five subject matter specialists, and an office manager. The firm is headquartered in Cincinnati, Ohio and our staff is based in Washington, D.C., North Carolina, Kansas City, New Hampshire, and Wisconsin, in addition to Ohio.

Leaders in local government and nonprofit communities have come to rely on The Novak Consulting Group for high caliber advice with the personal attention you expect.

- **Niche expertise.** Our expertise lies in strengthening two kinds of organizations: local governments and nonprofits. We're consulting specialists rather than generalists, focusing our strengths to do a highly effective job for a very specific group of clients.
- **Flexibility to serve you better.** We employ a small core staff of senior-level consultants, and draw from our pool of subject matter experts when their expertise can help us serve you better. The result? A highly nimble, more efficient approach to giving you the services you need, when you need them.
- **Decades of collective experience.** Our associates and subject matter experts have decades of experience in strengthening local municipalities and nonprofit organizations. They've served in a wide range of positions, from city manager to public works director to director of management information systems.
- **Personal service from senior-level consultants.** You appreciate it when deadlines are met, phone calls are returned, and your challenges are given in-depth, out-of-the-box thinking. While a large firm may assign your business to junior-level people, we're small enough to offer very personal service from senior-level consultants.

Recruitment Approach and Methodology

When organizations need to fill key positions, they turn to The Novak Consulting Group and benefit from this guiding principle: meaningful hiring involves finding the right employee and preparing them for ongoing success. The Novak Consulting Group's approach to our executive search services comprises three key phases.

1. Inquiring, Understanding, and Defining

Each of our clients has a unique culture and set of objectives. Because selecting the right individual is critical to success, we begin our relationship by conducting a needs assessment to identify the specific benchmarks the search must accomplish. We will identify qualifications and requirements, as well as map out the new hire's six- to twelve-month goals, so both our client and the employee remain on the same track for success. We will build an accurate position profile, thus ensuring we attract the right people for the position.

2. Candidate Search and Evaluation

To reach the right candidates, The Novak Consulting Group customizes each search process to fit the client's needs. Often, the professionals who best fit an open position are already employed and not searching for a traditional job posting. So, we leverage our extensive, diverse professional network to attract the best talent nationwide. We have been successful in identifying a candidate pool that is racially, ethnically, and gender diverse. We advertise in national publications that target minorities and women, including the National Forum of Black Public Administrators (NFBPA) and the International Hispanic Network (IHN). We also work to identify qualified veterans and qualified candidates with disabilities. Females have been hired in 40 percent of our searches and minorities have been hired in 22 percent of our searches. Once the right candidates are found, we help manage the hiring process from interviews to background checks. Our in-depth service empowers clients to achieve their goals at every step.

3. Supporting Success

We support the top candidate's long-term success by creating a goals-driven work plan actionable from day one. Many firms focus solely on finding qualified applicants, leaving the client on their own once the position is filled. Our team, however, uses the objectives gathered during the inquiry stage to prepare new hires for their first year. We follow up to ensure continued progress, productivity, and satisfaction for the employee and our client.

We take a tailored, goals-based approach to each recruitment. By looking beyond the hiring process, our holistic view ensures that each candidate will fit the role, as well as the organization. In the end, we are not just looking for a successful professional; we are finding the right employee to be successful in their new position long after they are hired.

Our executive recruitment and management consulting experiences have afforded us the opportunity to work with public and nonprofit organizations across the country and provided us with a wide national network. Through our connections, we are able to identify a broad diversity of qualified candidates in terms of race and ethnicity, gender, jurisdiction size, complexity of organization, and region of the country.

Work Plan

Activity 1 – Develop Candidate Profile

The Novak Consulting Group will begin this engagement by developing a clear picture of the ideal candidate for the City Administrator. We will begin by speaking by phone with the Mayor and each member of the City Council. It is important to recognize the individual expectations of each elected official, in addition to learning the shared goals for a new City Administrator. We will then meet in person with the Mayor and City Council, key staff, and other stakeholders, as desired. We will discuss not just the technical skills needed for the position, but what makes for the right organizational fit, in terms of traits and experiences.

Based on the information learned from our meetings, we will develop a recruitment plan that includes Kansas, the region, and the nation. We will also prepare a position profile that is unique to Beloit. The profile will identify the organization's needs, the strategic challenges of the position, and the personal and professional characteristics of the ideal candidate. This document drives the recruitment. It focuses our efforts on the most capable candidates, and it helps us to persuade candidates to pursue the position.

We will also develop first-year organizational goals for the successful candidate. These goals will ensure that: the applicants know what will be expected of them should they be hired; the City has thought about what they want the person to accomplish in the first year; and the successful candidate can hit the ground running with a work plan as soon as he/she starts. Once drafted, we will review the recruitment plan, position profile, and first-year goals with the Mayor and Council. Modifications will be made as necessary before recruitment begins.

Activity 2 - Conduct Aggressive Recruitment

As part of the recruitment plan, we will identify individuals and jurisdictions to target directly through phone and email contacts. We have found that a combination of phone and email contacts is an effective way to reach top applicants, especially those who are not currently in the job market but may be willing to consider a move to an excellent organization like the Beloit. The Novak Consulting Group will prepare and place advertisements. These will be placed in state and national publications and online sites to attract candidates from throughout the United States. While this will be a national search, we will target our efforts to those key areas identified in the recruitment plan.

As soon as the profile and advertisements have been completed, we will begin the process of actively and aggressively marketing the position and identifying qualified candidates for assessment. The process will identify networks and organizations, such as the International City/County Management Association, the Kansas City/County Management Association, and the League of Kansas Municipalities. We will also ask the City for names of individuals who might make outstanding candidates for the position.

As applications are received, we will acknowledge each application and keep prospective applicants aware of the status of the process.

Activity 3 – Support City Administrator Interviews

The Novak Consulting Group will screen each applicant against the position profile and first-year goals. We will conduct in-person and/or phone conversations with those that most closely meet the profile to learn more about their interest, qualifications, and experience for this position. A written summary of these candidates will be prepared and shared with the Council. We will then meet with the Mayor and Council to review the entire list as well as the top seven to 10 candidates that have the requisite skills and qualities needed for success in the position. Based on our conversation, we will finalize a list of approximately three to five candidates to invite for in-person interviews.

Each person you wish to interview will then be contacted again by The Novak Consulting Group. We will facilitate a customized interview process specific to the City Administrator. An interview book that contains information about each of the candidates invited to interview will be provided to those involved in the interview process.

We will work with the City to arrange travel logistics for each candidate and plan the interview process. Expenses for the candidates will be borne by the City.

The selection of the top candidate is for the Council, and The Novak Consulting Group can help the City make a well-informed choice by framing what we have learned about the candidates in the context of the position and its requirements. We will speak with candidates' references to confirm the strength of their credentials. We will also review published information found in search engines, online publications, and social media. Reference and background checks will be performed on the top candidates including but not limited to education, criminal, financial, media, and civil litigation checks.

The Novak Consulting Group also can assist in negotiating the employment offer. We will provide information about best practices in compensation, and we will have obtained information on the candidate's salary history. At the close of the search, all applicants will be notified of the results. Those who helped you in the process will be thanked for their contribution to a successful effort.

Additionally, The Novak Consulting Group will contact the successful candidate at various intervals during his/her first year on the job to discuss their progress toward implementation of the goals that were established for this position at the beginning of the process.

Recruitment Schedule

A preliminary recruitment schedule is included as Attachment A. We anticipate reviewing this timeline with the City during the initial project meeting.

Service Guarantee

The duration of the service guarantee for this position is two years. Should the selected candidate leave the position within two years of being hired, The Novak Consulting Group will conduct a new search for no professional fee. The City would only be billed direct expenses.

Proposed Personnel

Catherine Tuck Parrish, our Executive Search Practice Leader, has more than 20 years of experience serving local governments, in direct service or as a consultant. Most recently, she oversaw all human resources functions in the City of Rockville, Maryland, and was involved in the recruitment and hiring of many of Rockville's 500+ employees. She is also familiar with large organizations, having worked in the County Executive's Office in Fairfax County, Virginia on a variety of projects, including county-wide human resources projects. Catherine has lead our search practice for five year and has conducted searches for city manager/administrator, police chief, public works, finance, human resources, and many other key positions in local governments across the country.

Associate Patty Gentrup served in Liberty, Missouri as city administrator and assistant city administrator. In her capacity as a local government manager, Patty managed successful search processes for a variety of executive positions, including finance director, human resources director, police chief, and fire chief. She has worked with elected officials in many jurisdictions as a consultant, including council and staff goal-setting, training, and numerous facilitations. Patty brings a national network of contacts.

Complete resumes are included.

Catherine Tuck Parrish, Executive Search Practice Leader

Catherine has over 20 years of management experience working with local governments, nonprofit organizations, and associations. She currently leads The Novak Consulting Group's executive search practice.

Her work as a consultant includes executive recruitment, project management, and contributions to numerous projects, including process improvement studies, strategic planning, departmental assessments, development review, and policy development. She has conducted successful executive searches for the positions of Chief Executive, Assistant Manager, Department Director, and other key staff. She has analyzed Human Resources, Inspections, Planning and Development, Communications, Public Works, Recreation, and Park functions for multiple organizations. She has also facilitated numerous governing body workshops and strategic planning sessions.

Catherine's most recent local government experience was as Deputy City Manager in Rockville, Maryland, where she oversaw Parks and Recreation, Human Resources, Information Technology, Finance, Communications, Customer Service, and Intergovernmental Functions. She also served as Assistant City Manager and Acting City Manager of Rockville for 11 months. Prior to joining the City of Rockville, Catherine served as Assistant to the County Executive of Fairfax County, Virginia, working on change management issues including a new pay system, employee surveys and implementation plans, and internal communication improvements. Catherine also served as Ethics Advisor at the International City/County Management Association (ICMA), counseling elected officials and citizen groups regarding employment agreements, form of government issues, and recruitment. Additionally, she served in the City Manager's Offices in Denton and University Park, Texas. Her experiences in these cities included securing initial state and federal transit grants, initiating a citizen newsletter, and acting as City liaison with neighborhood, civic, and university groups.

She chaired the ICMA's Acting Manager Task Force, which produced a handbook for interim managers. She served as Secretary, Vice President, and President of the Metropolitan Association of Local Government Assistants (MALGA) in the Illinois, DC metro area. She also led the Maryland City/County Management Association (MCCMA) as Vice President and President. Catherine has spoken at national and state conferences and recently spoke at the National League of Cities' Leadership Training Institute on recruiting and evaluating the CEO and served on an executive recruitment panel at the ICMA Conference. She also spoke with the ICMA Task Force on Women in the Profession about recruitment.

She has a bachelor's degree in personnel administration and communication studies from the University of Kansas and a master's degree in public administration from the University of Kansas. She is an active member of ICMA and MCCMA, serving on state and national committees.

Education

Master of Public Administration, University of Kansas

Bachelor of Arts, University of Kansas

Industry Tenure

23 years

Consulting, 4 years

Local Government, 19 years

Patty Gentrup, Associate

Patty has 25 years of experience working for and advising local, regional, and state governments. Her work as a consultant includes extensive experience facilitating strategic planning workshops and processes for governing bodies, organizations, and communities.

Patty is an expert in community engagement. She knows how to involve stakeholders in assessing issues and developing solutions, using traditional as well as innovative tools and techniques and ensuring all voices are heard in community decision making. Patty also has conducted departmental analyses, process improvements, and performance measurement with a broad range of local governments.

Prior to consulting, Patty was City Administrator of Liberty, Missouri, a community of 30,000 in the Kansas City metropolitan area. With a staff of nearly 200 and a budget of more than \$50 million, Patty worked with the governing body to secure new revenue sources; implement an award winning comprehensive land use plan to foster new development and redevelop key areas of the community; guide capital improvements to support a growing community while reinvesting in aging infrastructure; and to create a high performing organization.

Patty just finished a term serving on the board of the Kansas University City Managers and Trainees (KUCIMAT) organization. She has previously served the KUCIMATs as their president and has been on the Missouri Association of City/County Management board.

Patty has a bachelor's degree in journalism and a master's degree in public administration, both from the University of Kansas.

Education

*Master of Public
Administration, University
of Kansas*

*Bachelor of Art, University
of Kansas*

Industry Tenure

25 years

Consulting, 8 years

Local Government, 17 years

References

The Novak Consulting Group currently is conducting the following executive searches.

- Knoxville, Iowa – City Manager
- Granville, Ohio – Town Manager
- Mount Rainier, Maryland – City Manager
- Loveland, Colorado – Budget Manager
- Louisville, Colorado – Planning and Building Safety Director
- Worthington, Ohio – Assistant Fire Chief
- Lane County, Oregon – Public Works Director

Included with this proposal is the recruitment brochure and first-year goals for the Baldwin City, Kansas City Administrator. Also included is a complete listing of our clients. The following table lists references for similar searches completed by The Novak Consulting Group. We encourage the City to contact any of our past clients to learn about our commitment to timely and responsive service.

| Jurisdiction | Contact Information |
|---|--|
| Baldwin City, Kansas <ul style="list-style-type: none"> • City Administrator | Marilyn Pearse, Mayor (785) 393-9979 mpearse@baldwincity.org |
| Edgerton, Kansas <ul style="list-style-type: none"> • Community Development Director • Building Inspector | Beth Linn, City Administrator (913) 893-6231 x115 blinn@edgertonks.org |
| Mequon, Wisconsin <ul style="list-style-type: none"> • City Administrator | Robert Strzelczyk, Alderman and Search Committee Chair (262) 502-1991 rstrzelczyk@ci.mequon.wi.us Dan Abendroth, Mayor (262) 236-2944 mayor@ci.mequon.wi.us |
| Milford, Delaware <ul style="list-style-type: none"> • City Manager | Brian Shupe, Mayor 302-424-3712, ext. 309 mayor@milford-de.gov |

Fee

The total, not-to-exceed fee to complete the City Administrator recruitment as outlined in this proposal is \$20,800. We estimate the following additional costs to the City, which would be direct billed at cost with no markup.

- Approximately \$1,000-\$1,500 for advertising
- Background checks for the top finalists estimated at \$175-\$250/finalist

Travel for finalists' interviews will also be borne by the City.

It is our practice to invoice clients monthly based on completion of tasks in the scope of work.

Attachment A – Recruitment Schedule

| City of Beloit | | | | | | | | | | | | | | | | |
|---|-------|------|------|------|-----|------|------|------|-----|-----|------|------|------|-----|------|------|
| City Administrator Recruitment | | | | | | | | | | | | | | | | |
| Schedule | | | | | | | | | | | | | | | | |
| | start | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| | 3/7 | 3/14 | 3/21 | 3/28 | 4/4 | 4/11 | 4/18 | 4/25 | 5/2 | 5/9 | 5/16 | 5/23 | 5/30 | 6/6 | 6/13 | 6/20 |
| Activity 1 - Develop Candidate Profile | | | | | | | | | | | | | | | | |
| Meet with the City Council to identify skills and a profile for the City | | | | | | | | | | | | | | | | |
| 1.1 Administrator | | | | | | | | | | | | | | | | |
| 1.2 Gather input from key staff and other stakeholders, as desired | | | | | | | | | | | | | | | | |
| 1.3 Develop recruitment materials and recruitment strategy | | | | | | | | | | | | | | | | |
| 1.4 Identify first-year goals for the position | | | | | | | | | | | | | | | | |
| 1.5 Present recruitment plan, position profile, and first-year goals | | | | | | | | | | | | | | | | |
| Activity 2 - Conduct Active Recruitment and Screening | | | | | | | | | | | | | | | | |
| 2.1 Develop and place ads | 3/7 | 3/14 | 3/21 | 3/28 | 4/4 | 4/11 | 4/18 | 4/25 | 5/2 | 5/9 | 5/16 | 5/23 | 5/30 | 6/6 | 6/13 | 6/20 |
| 2.2 Develop and cultivate candidates | | | | | | | | | | | | | | | | |
| 2.3 Receive application materials | | | | | | | | | | | | | | | | |
| 2.4 Communicate with candidates | | | | | | | | | | | | | | | | |
| 2.5 Conduct pre-screening of candidates | | | | | | | | | | | | | | | | |
| 2.6 Review applicant pool and most qualified applicants with the City Council | | | | | | | | | | | | | | | | |
| Activity 3 - Support Interviews and Selection | | | | | | | | | | | | | | | | |
| 3.1 Conduct final reference and background checks | 3/7 | 3/14 | 3/21 | 3/28 | 4/4 | 4/11 | 4/18 | 4/25 | 5/2 | 5/9 | 5/16 | 5/23 | 5/30 | 6/6 | 6/13 | 6/20 |
| 3.2 Facilitate interviews | | | | | | | | | | | | | | | | |
| 3.3 Assist with negotiations, as desired | | | | | | | | | | | | | | | | |
| 3.4 Inform all applicants of final outcome | | | | | | | | | | | | | | | | |

who we work for



Project Type: **Organizational Assessment and Optimization (OA)**

Executive Search (ES)

Strategic Planning and Facilitation (SPF)

Training (T)

| State | Jurisdiction | Project type |
|-------------|------------------------------|--------------|
| Arizona | Peoria | ES |
| | Sierra Vista | SPF |
| California | Gilroy | OA |
| | Hayward | SPF |
| | Long Beach Transit Authority | OA |
| | Manhattan Beach | SPF |
| | Palo Alto | SPF |
| | San Luis Obispo | SPF |
| | Colorado | Adams County |
| | Aurora | SPF |
| | Boulder | OA SPF T |
| | Fort Collins | OA SPF |
| | Greeley | OA |
| | La Plata County | OA |
| | Loveland | ES |
| | Louisville | ES |
| | Routt County | SPF |
| | Westminster | SPF |
| Connecticut | Greenwich | ES |
| | Groton | OA |
| | Manchester | OA SPF T |
| | Mansfield | OA |
| | Windsor | ES |
| Delaware | Kent County | ES |
| | Milford | ES |
| | Rehoboth Beach | ES |
| Florida | Palmetto Bay | SPF |
| Illinois | Evanston | OA |
| | Geneva | SPF |
| | Gurnee | SPF |
| | Peoria County | ES |
| | Warrenville | OA |
| | Woodbridge | SPF |
| | Indiana | Munster |
| Iowa | Knoxville | ES |
| Kansas | Baldwin City | ES SPF |
| | Edgerton | ES |
| | Edwardsville | SPF |
| | Eudora | SPF |
| | Garden City | OA |
| | Gardner | SPF |
| | Roeland Park | SPF |
| | Shawnee | OA SPF |
| | Unified Gov't of KCK | SPF |

| State | Jurisdiction | Project type | |
|-----------------|--------------------------------------|------------------------------------|-----|
| Kentucky | Lexington-Fayette Urban County Gov't | OA | |
| Louisiana | New Orleans | OA | |
| Maryland | Aberdeen | OA ES SPF T | |
| | Berwyn Heights | ES | |
| | Cambridge | ES | |
| | College Park | SPF | |
| | Gaithersburg | ES | |
| | Garrett Park | ES | |
| | La Plata | ES | |
| | Maryland State Judiciary | SPF | |
| | Mount Rainier | OA ES | |
| | New Carrollton | ES | |
| | Rockville | OA SPF | |
| | Sykesville | ES | |
| | Massachusetts | Franklin County | OA |
| | | Pioneer Valley Planning Commission | OA |
| | Michigan | Ann Arbor | SPF |
| Midland | | SPF | |
| Novi | | ES | |
| | Rochester Hills | OA | |
| Missouri | Clayton | SPF | |
| | Maryville | SPF | |
| | North Kansas City | SPF | |
| | Parkville | SPF | |
| | Platte City | OA | |
| | Sikeston | SPF | |
| | St. Louis County | SPF | |
| University City | SPF | | |
| Nebraska | Hastings | OA | |
| Nevada | Reno | OA | |
| New York | Ithaca | OA | |
| | Rochester | OA | |
| New Jersey | New Jersey Health Initiative | OA | |
| North Carolina | Albemarle | SPF | |
| | Asheville | OA | |
| | Brevard | SPF | |
| | Cary | SPF | |
| | Greensboro | OA | |
| | Raleigh | OA SPF | |
| | Swansboro | SPF | |
| | Wake County | OA | |
| | Wilmington | OA | |

who we work for



Project Type: **Organizational Assessment and Optimization (OA)** **Executive Search (ES)** **Strategic Planning and Facilitation (SPF)** **Training (T)**

| State | Jurisdiction | Project type |
|--------------|----------------------|--------------|
| Ohio | Beavercreek Township | OA |
| | Blendon Township | SPF |
| | Blue Ash | SPF |
| | Cincinnati | OA SPF |
| | Clearcreek Township | OA SPF |
| | Cleveland Heights | OA ES SPF |
| | Delaware | OA |
| | Delaware County | SPF |
| | Delaware County EMS | SPF |
| | Dublin | OA ES SPF |
| | Gahanna | SPF |
| | Hudson | ES |
| | Oberlin | OA ES SPF |
| | Portsmouth | ES |
| | Powell | SPF |
| | Sandusky | ES |
| | Sharonville | SPF |
| | Troy | OA |
| | Upper Arlington | ES SPF |
| | Washington Township | OA ES |
| | Westerville | ES |
| | Worthington | OA SPF |
| | Oklahoma | Norman |
| Oregon | Gresham | SPF |
| | Hillsboro | SPF |
| | Wilsonville | OA SPF |
| Pennsylvania | Duquesne | OA |
| | East Buffalo | OA |
| | Exeter Township | OA |
| | Farrell | OA |
| | Harrisburg | OA |
| | Hazleton | OA |
| | Lancaster County | OA |
| | Lewisburg | OA |
| | Nanitoke | OA |
| | Reading | OA |
| | St. Marys | OA |
| Texas | Allen | SPF |
| | Cedar Hill | SPF |
| | Lancaster | ES SPF |
| | University Park | SPF |
| | The Woodlands | OA SPF |
| | Utah | Murray |
| South Jordan | SPF | |

| State | Jurisdiction | Project type |
|--|------------------------------|--------------|
| Virginia | Fredericksburg | OA |
| | Hampton | SPF |
| | Loudoun County | ES |
| | Vienna | SPF |
| | Washington | Sequim |
| Washington | Shoreline | ES T |
| | Wisconsin | Mequon |
| Washington County | Washington County | SPF |
| | Organizations & Associations | |
| Ann Arbor Transportation Authority, Michigan | | SPF |
| Connecticut Town and City Management Assoc. | | T |
| International City/County Management Assoc. | | SPF T |
| Maryland Municipal League | | T |
| Miami University of Ohio | | T |
| Miami Valley Risk Management Authority, Ohio | | SPF |
| Midland Community Foundation, Michigan | | SPF |
| Minnesota Municipal League | | T |
| Missouri Municipal League | | SPF |
| National Association of State and Local Equity Funds | | SPF |
| National League of Cities | | T |
| Ohio City/County Management Association | | SPF T |
| Owens-Corning, Ohio | | SPF |
| USAID – Moldova | | T |
| United Methodist Church: | | |
| Baltimore Washington Annual Conference | | OA |
| California-Nevada Annual Conference | | OA |
| Connectional Table | | OA |
| Dakotas Annual Conference | | OA |
| Florida Annual Conference | | OA |
| Florida United Methodist Foundation | | OA ES SPF |
| General Board Of Discipleship | | ES SPF |
| General Board Of Higher Education And Ministry | | OA ES |
| Global Ministries | | OA ES SPF T |
| Justice For Our Neighbors | | SPF |
| Louisiana Annual Conference – Wesley Center | | SPF |
| St. John's Church, Louisiana | | SPF |
| United Methodist Committee On Relief | | OA ES SPF |
| United Methodist Frontier Foundation | | ES |
| Western Pennsylvania Annual Conference | | ES |

1 develop candidate profile



Discuss needed skills and organizational culture



Develop recruitment plan and position profile



Develop 12-month goals

2 conduct aggressive recruitment



Identify target individuals and jurisdictions



Prepare and place advertisements



Leverage networks



Identify qualified candidates for assessment



3 support selection



Screen each applicant



Prepare candidate summaries



Develop interview process



Finalize candidate list



Facilitate interview and selection

successful candidate

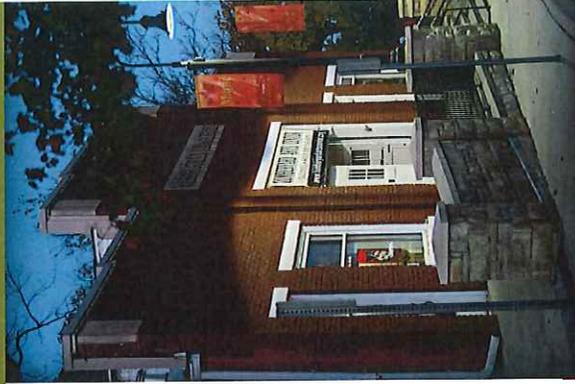
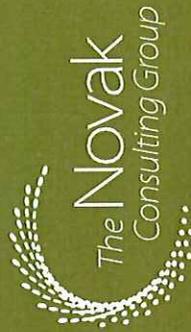




**First-Year Goals for City Administrator
City of Baldwin City, Kansas**

1. Build relationships with the Mayor and Council by meeting individually and in the committee structure.
2. Build relationships with department heads and other key staff; meet with staff and observe City operations at various facilities and in the field; set up one-on-one and group department head meetings, as appropriate; evaluate staffing levels and reporting structure and adjust, as needed.
3. Build relationships with community partners: Chamber of Commerce, Baker University, and School District.
4. Develop ongoing communication mechanisms to keep the elected officials, residents, businesses and employees informed.
5. Create an economic development plan that addresses policies, staffing, marketing, infrastructure and other needs to foster residential, commercial and industrial growth.
6. Continue capital planning process, identifying needs, estimating costs and identifying appropriate financing mechanisms to address aging infrastructure as well as foster growth.
7. Implement a process to fully evaluate municipal facility needs, including the Police Department, Public Works and possible community center
8. Evaluate need to conduct an electric utility rate study and updates to the Comprehensive Plan, City Code, and Building Code, recommend and implement appropriate process(es).
9. Review operational and administrative policies including, but not limited to, the employee manual and emergency operations plan, determine what needs to be updated and a process to do so.
10. Monitor the 2016 adopted budget and work with the Finance Director on the development of the 2017 proposed budget.

bringing solutions into focus



The Community (continued)

USD 348 School District serves Baldwin City. It encompasses 139 square miles and its enrollment is about 1,400 students. There are four facilities in the district—a high school, junior high, intermediate and primary school.

The community has a mix of housing, with lovely older homes as well as newer construction. In addition, residents and visitors alike have a variety of activities and events to choose from. The City has four parks and a swimming pool. It also offers traditional sports, fishing lakes, library programs and a nine-hole golf course.

Baldwin City's Maple Leaf Festival, first held in 1957, is the third full week in October. It attracts nearly 25,000 visitors annually and is the largest fall family event in the area. The festival features a parade, arts and crafts, quilt show, theatrical performances, history tours, train rides and live music. The festival is held at the optimum time to view the changing colors of the maple leaves in the area and to celebrate a successful harvest.

The community is also known for its gardens. Tom Swan Park, located at 8th and High Street in the heart of downtown Baldwin City, is one of three Douglas County Extension Master Gardener Demonstration Gardens. And the Midland Railway offers scenic train rides through Eastern Kansas farmland via vintage railway equipment. The railway is a joint project of the

Baldwin's current population is estimated at 4,540, a growth of 30 percent in 15 years. According to the 2010 Census, the age of Baldwin City's population breaks down as follows.

| Age | Percentage |
|-----------------|------------|
| Age under 18 | 24.3 |
| Age 18-24 | 20.9 |
| Age 25-44 | 22.9 |
| Age 45-64 | 20.1 |
| Age 65 or older | 11.9 |

The racial makeup of the City is illustrated in the following table.

| Race | Percentage |
|------------------|------------|
| White | 93.4 |
| African American | 2.1 |
| Native American | .7 |
| Asian | .5 |
| Other races | .6 |
| 2 or more races | 2.7 |

Applications will be accepted electronically by The Novak Consulting Group. Apply online at thenovakconsultinggroup.com/jobs. Applicants first complete a brief online form and then are prompted to provide one document (Word or PDF) that has a cover letter,

City Administrator – Baldwin City, Kansas

Applications will be accepted online at [thenovak.com](#). Please submit a brief cover letter and three references. Applicant information will be reviewed after the first review of applications.



The Position

The City Administrator is responsible for all operations of the City, hires department directors and all other city employees, and is responsible for development of the annual budget. Department directors are the Finance Director, Public Works Director, Police Chief, Fire Chief, Power Plant Superintendent, Electrical Distribution Director, City Clerk and Community Development Director. The City Administrator is appointed by the Mayor with confirmation by the five-member City Council. Each elected official serves a four-year term; terms are staggered with elections occurring in odd years.

The Organization

The City has approximately 40 full-time, six part-time and two seasonal employees in seven departments: finance and administration, police, fire, public works, city clerk, community development, and an electric utility. The City's total FY2015 budget is \$17,153,093. The budget is allocated across 25 individual funds.

The General Fund budget is \$2,852,649. It finances Finance and Administration, Public Works, Parks, Police, Fire, the City Pool, Municipal Court, Economic Development, Information Technology, and Community Development.

The Police Department has a budget of \$1,052,321. The Department has 11.5 FTEs and a complement of four part-

The City has two power plants, with a combined production capacity of 6.3 megawatts. It

also purchases power from several other utilities and is part of a five-member power pool. It owns, operates and maintains 35.33 miles of distribution lines. The Electric Operating Fund is \$5,078,854.

Its water utility serves Baldwin City but also provides water to Edgerton, Wellsville and Rural Water District No. 4. It does not maintain its own plan but rather purchases water from the City of Lawrence. The Water Operating Fund is \$1,913,926. Baldwin City also operates a 900,000 gpd wastewater treatment plant and has 32.2 miles of sewer lines. The Wastewater Operating Fund is \$950,652.

Requirements and Preferred Qualifications

The position requires a bachelor's degree and at least five years of local government experience, including supervision and management. Residency will be required within six months of employment. Preferred qualifications include a master's degree in public administration or a closely related field; experience in a full-service community, including electric utilities, human resources,

He/she will be a consummate understanding of his/her role as Administrator, the role of the Mayor and the role of staff; The individual should be respectful, tactful, and able to represent the City to a high standard. Baldwin City is looking for someone who is confident and independent, works well with all community members, and is able to build relationships with community members. The applicant should have a degree from Baker University, the University of Kansas, or the Chamber of Commerce to :