

Agenda

City Commission of the City of Neodesha, KS

June 11, 2025 2:00 p.m.

ZOOM Online Access: <https://us02web.zoom.us/j/6203252828>

Item 1: Opening Session

- Call to Order
- ***Oath of Office***
- Roll Call
- Invocation
- Pledge of Allegiance
- Additions/Deletions to the Agenda
- Civic Organization Reports
- Mayor's Report
- Commissioner's Reports
- City Administrator's Comments
- Community Development Director Report
- Financial Reports Distributed

Item 2: Public Comments

Item 3: Consent Agenda (Routine agenda items can be approved with unanimous consent of the City Commission. Any item can be removed and placed in items of business.)

- Approval of May 28, 2025 Special Call Minutes
- Approval of May 28, 2025 Minutes
- Appropriation (2025) 10

Item 4: Business Items to Consider

- A. Jarred Gilmore & Phillips: 2024 Audit Presentation
- B. Jarred Gilmore & Phillips: Approve 2024 Audit
- C. TBS Electronics: Ratify Dollar Amount of Radio Purchase
- D. Starbuck Trucking: Sewer Lift Station Rehab
- E. Consider Change in Time of Commission Meetings
- F. Set Date/Time Special Call Meeting

Item 5: Date/Time of Next Regular Meeting

Wednesday, June 25, 2025 at 2:00 p.m. – Regular Meeting, City Hall

Item 6: Executive Session: Non-elected Personnel

Item 7: Adjournment

AGENDA COMMENTS
CITY COMMISSION MEETING
June 11, 2025

Additions to the Agenda

RECOMMENDED MOTION: *I move to approve the agenda as presented.*

Consent Agenda

RECOMMENDED MOTION: *I move to approve the consent agenda as presented.*

Business Items to Consider

4.A: 2024 Audit Presentation

4.B: Approve 2024 Audit

We need to approve the 2024 audit as it has been presented today by Jared, Gilmore & Phillips.

RECOMMENDED MOTION: *I move to approve the 2024 Audit as presented.*

4.C: TBS Electronics: Ratify Dollar Amount of Radio Purchase

This is an update from TBS the radio purchase went just over the amount stated on 3/26. We are now here with the corrected invoice by TBS for approval.

RECOMMENDED MOTION: *I move to approve the purchase of radios from TBS Electronics in an amount not to exceed \$14,140.00.*

4.D: Starbuck Trucking: Sewer Lift Station Rehab

This expense is related to the Lift Station Rehabilitation Project. The increase in cost is due to the Starbuck truck remaining on site significantly longer than originally anticipated. As a result, the charges exceeded the initial budgeted amount. The updated total for this portion of the project is reflected in the motion below.

RECOMMENDED MOTION: *I move to approve the payment to Starbuck Trucking in the amount not to exceed \$7,850.00*

4.E: Consider Change in Time of Commission Meetings

The topic of Commission meeting times has come up a few times recently and has now been formally requested to be added to the agenda. Following discussion, whatever decision is made regarding the meeting time will be incorporated into a new ordinance for approval at the June 25 meeting.

RECOMMENDED MOTION: *No motion needed. (Just need to know the new proposed time for meetings.)*

I recommend changing the time of the regularly scheduled City Commission meetings on the 2nd and 4th Wednesday of each month to (NEW TIME).

4.F: Set Date/Time of Special Call Meeting

This meeting will serve as a budget workshop. The goal is to hold it ahead of the June 25 Commission meeting, as we expect to receive the RNR numbers from the county early in the week of June 16. City staff is currently considering the afternoon of June 20 for the workshop. This timing allows a few days to review and finalize everything in preparation for the budget meeting, without interfering with the regular Commission meeting scheduled for June 25 or the lead-up work associated with it.

RECOMMENDED MOTION: *I move to set a special call meeting for Friday June 20th at 4pm.*

EXECUTIVE SESSION: Non-Elected Personnel

I move to recess to an Executive Session including the Governing Body, City Administrator, and City Clerk and Chief of Police to discuss an individual employee's performance pursuant to the non-elected personnel matter exception, KSA 75-4319(b)(1) because if this matter were discussed in open-session it might invade the privacy of those discussed. The open meeting will resume in the Commission Room at ____ p.m.

SPECIAL CALL FOR SPECIAL MEETING OF BOARD OF COMMISSIONERS

Neodesha, Kansas
May 27, 2025

To the Board of Commissioners:

The Board of Commissioners will hold a Special Call meeting Wednesday, May 28, 2025 at 12:00 p.m., at City Hall, 1407 N. 8th St, for the following purpose:

1. Consider Commissioner Appointment

The Board of Commissioners met in a Special Call Session at 12:00 p.m. at City Hall, 1407 N 8th Street, on Wednesday, May 28, 2025, with Mayor Johnson presiding and Commissioner Banzet present.

The Governing Body held a discussion regarding an appointment to the City Commission. The position was left vacant after the resignation of Commissioner Chris Jabben. Letters of Interest were received by four individuals.

Commissioner Banzet moved to appoint Ed Truelove as Commissioner to fill the unexpired term of Chris Jabben that expires on the second Monday of January 2028, when the city official elected to that position in the November 2027 general election takes office. Seconded by Mayor Johnson. Motion carried.

At 12:32 p.m. Commissioner Banzet moved to adjourn. Seconded by Mayor Johnson. Motion carried.

ATTEST:

Devin Johnson, Mayor

Stephanie Fyfe, City Clerk

The Board of Commissioners met in regular session at 2:00 p.m., on Wednesday, May 28, 2025, in the Commission Room at City Hall conducting the meeting by live streaming with Zoom with Mayor Johnson presiding and Commissioner Banzet present.

Commissioner Banzet moved to approve the agenda as presented. Seconded by Mayor Johnson. Motion carried.

Civic organization reports were invited and heard.

Commission reports were heard.

City Administrator comments were heard.

Community Development Director reports were heard.

Financial reports were distributed.

Public Comments were invited and heard.

Commissioner Banzet moved to approve the consent agenda as presented consisting of minutes from the May 13, 2025 Special Call Meeting; minutes from the May 14, 2025 meeting; and Appropriation (2025) 09. Seconded by Mayor Johnson. Motion carried.

Administrator Jones addressed the Commission regarding an amendment to the City's Special Purpose Vehicle Ordinance. This amendment addresses the previous UTV regulation that restricted the use of these types of vehicles on 8th Street. The amendment removes that limitation, allowing UTVs to operate on 8th Street. Discussion held.

ORDINANCE NO. 1819

AN ORDINANCE AMENDING ARTICLE III OF CHAPTER 34 OF THE CODE OF ORDINANCES OF THE CITY OF NEODESHA, KANSAS, AUTHORIZING THE OPERATION OF WORK-SITE UTILITY VEHICLES, MICRO UTILITY TRUCKS, AND GOLF CARTS ON THE STREETS WITHIN THE CORPORATE LIMITS OF THE CITY OF NEODESHA; PROHIBITING THE OPERATION OF ALL-TERRAIN VEHICLES AND POCKET BIKES; PROVIDING FOR RELATED MATTERS, INCLUDING PENALTIES FOR VIOLATION THEREOF; AND, PROVIDING FOR THE REPEAL OF ORDINANCE 1786, OLD ARTICLE III OF CHAPTER 34, AND SECTION 114.2, 114.4 AND 114.5 OF THE STANDARD TRAFFIC ORDINANCE, AS ADOPTED BY ORDINANCE NO. 1771.

Be it Ordained by the Governing Body of the City of Neodesha, Kansas:

Section 1. Article III of Chapter 34 of the Code of Ordinances of the City of Neodesha, Kansas is hereby amended to read as follows:

ARTICLE III. – OPERATION OF SPECIAL PURPOSE VEHICLES; AND PENALTIES

Section 34-40. - DEFINITIONS.

For purposes of this Ordinance, the following words and phrases shall have the meanings respectively ascribed to them:

- (a) **All-Terrain Vehicle** means any motorized nonhighway vehicle, other than an electric-assisted bicycle, 55 inches or less in width measured from the outside of one tire rim to the outside of the other tire rim, having a dry weight of 1,500 pounds or less, and traveling on three or more nonhighway tires.
- (b) **City** means the City of Neodesha, Kansas.
- (c) **Golf Cart** means a motor vehicle that has not less than three wheels in contact with the ground, an unladen weight of not more than 1,800 pounds, is designed to be and is operated at not more than 25 miles per hour and is designed to carry not more than four persons including the driver.
- (d) **Micro-Utility Truck** means any motor vehicle which is not less than 48 inches in width, has an overall length, including the bumper, of not more than 160 inches, has an unladen weight, including fuel and fluids, of more than 1,500 pounds, can exceed 40 miles per hour as originally manufactured and is manufactured with a metal cab. Micro-utility truck does not include a work-site utility vehicle or recreational off-highway vehicle.
- (e) **Motor vehicle** means every vehicle, other than a motorized bicycle, electric-assisted bicycle or a motorized wheelchair, that is self-propelled.
- (f) **Pocket Bike** shall be defined as every device having two tandem wheels, or three wheels, which may be propelled by a gasoline engine and which the headlights are lower than 24 inches, its tailpipe is lower than 15 inches, and no vehicle identification number is located on the vehicle nor can ownership of the vehicle be registered.
- (g) **Public Highway** means 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.
- (h) **Recreational Off-Highway Vehicle** means any motor vehicle not greater than 75 inches in width measured from the outside of one tire rim to the outside of the other tire rim, having a dry weight of 3,500 pounds or less, traveling on four or more nonhighway tires.
- (i) **Special Purpose Vehicle** means golf carts, micro utility trucks, and work-site utility vehicles.
- (j) **Taxing Entity** means any division of local government created by or pursuant to state statute and operated for public purposes.
- (k) **Vehicle** means every device in, upon, or by which any person or property is or may be transported or drawn upon a public highway, excepting electric personal assistive mobility devices or devices moved by human power or used exclusively upon stationary rails or tracks.
- (l) **Work-Site Utility Vehicle** means any motor vehicle which is not less than 48 inches in width, has an unladen weight, including fuel and fluids, of more than 800 pounds and is equipped with four or more nonhighway tires, a steering wheel and bench or bucket-type seating allowing at least two people to sit side-by-side, and may be equipped with a bed or cargo box for hauling

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- (m) materials. Work-site utility vehicle does not include a micro utility truck or recreational off-highway vehicle.

Section 34-41. - OPERATION OF GOLF CARTS.

- (a) Golf carts may be operated upon the public highways, streets, roads and alleys within the corporate limits of the city; provided, however, that no golf cart may be operated upon any public highway, street, road and alley with a posted speed limit in excess of 30 miles per hour. No golf cart shall be operated on any interstate highway, federal highway or state highway; provided, however, that the provisions of this subsection shall not prohibit a golf cart from crossing a federal or state highway or a street or highway with a posted speed limit greater than 30 miles per hour.
- (b) No golf cart shall be operated on any public highway, street, road or alley between sunset and sunrise, unless equipped with:
1. Lights as required for motorcycles by Sections 183 through 188 of the 2022 Standard Traffic Ordinance, and amendments thereto; and
 2. A properly mounted slow-moving vehicle emblem as required by K.S.A. 8-1717, and amendments thereto.
- (c) Every person operating a golf cart on the public highways, streets, roads and alleys of the city shall be subject to all of the duties applicable to a driver of a vehicle imposed by law.

Section 34-42. - OPERATION OF MICRO-UTILITY TRUCKS.

- (a) Micro utility trucks may be operated upon the public highways, streets, roads and alleys within the corporate limits of the city.
- (b) No micro utility truck shall be operated on any public highway, street, road or alley, unless such truck complies with the equipment requirements under Article 17 of chapter 8 of the Kansas Statutes Annotated, and amendments thereto. No micro utility truck shall be operated on any interstate highway, federal highway or state highway; provided, however, that the provisions of this subsection shall not prohibit a micro utility truck from crossing a federal or state highway.
- (c) Every person operating a micro utility truck on the public highways, streets, roads and alleys of the city shall be subject to all of the duties applicable to a driver of a vehicle imposed by law.

Section 34-43. - OPERATION OF WORK-SITE UTILITY VEHICLES.

- (a) Work-site utility vehicles may be operated upon the public highways, streets, roads and alleys within the corporate limits of the city.
- (b) No work-site utility vehicle shall be operated on any public highway, street, road or alley before sunrise or after sunset unless such vehicle is equipped with lights as required by law for motorcycles. No work-site utility vehicle shall be operated on any interstate highway, federal highway or state highway; provided, however, that the provisions of this subsection shall not prohibit a work-site utility vehicle from crossing a federal or state highway.
- (c) Every person operating a work-site utility vehicle on the public highways, streets, roads and alleys of the city shall be subject to all of the duties applicable to a driver of a vehicle imposed by law.

Section 34-44. - PROHIBITION OF OPERATION OF ALL-TERRAIN VEHICLES, AND POCKET BIKES.

The operation of all-terrain vehicles and pocket bikes on the streets, roads and alleys within the corporate limits of the City of Neodesha, Kansas is prohibited.

Section 34-45. - DISPLAY OF SLOW-MOVING VEHICLE EMBLEM.

- (a) It shall be illegal to operate a special purpose vehicle on any public highway, street, road or alley within the corporate limits of the City unless such vehicle displays a slow-moving vehicle emblem on the rear of the vehicle.
- (b) For the purpose of this section, slow moving vehicle emblem has the same meaning as contained in K.S.A. 8-1717, and amendments thereto.
- (c) The slow-moving vehicle emblem shall be mounted and displayed in compliance with K.S.A. 8-1717, and amendments thereto.

Section 34-46. - SAME; AGE RESTRICTION; VALID DRIVER'S LICENSE REQUIRED; PENALTY.

No person under the age of 16 years old shall operate a special purpose vehicle on any public highway, street, road or alley within the corporate limits of the City of Neodesha. No person shall operate a special purpose vehicle on any public highway, street, road or alley within the corporate limits of the City of Neodesha unless such person has a valid driver's license. Violation of this section is punishable by a fine of not more than \$1,000 or by imprisonment for not more than six months or by both such fine and imprisonment.

Section 34-47. - SAME; INSURANCE REQUIRED; PENALTY.

- (a) When operated upon the public highways, streets, roads and alleys within the corporate limits of the city every owner of a special purpose vehicle shall provide liability coverage in accordance with Section 200 of the 2022 Standard Traffic Ordinance, and amendments thereto, and the Kansas Automobile Injury Reparations Act, K.S.A. 40-3101, et seq., and amendments thereto.
- (b) All provisions of Section 200 of the 2022 Standard Traffic Ordinance, and amendments thereto, or such other similar provision as the city may then have in effect, including penalty provisions, shall be applicable to all owners and operators of special purpose vehicles.

Section 34-48. - SAME; REGISTRATION AND LICENSE; FEE; APPLICATION; INSPECTION; PENALTY.

- (a) Before operating any special purpose vehicle on any public highway, street, road or alley within the corporate limits of the city and each calendar year thereafter, the vehicle shall be registered with the city and a license shall be obtained and placed

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- (b) on the special purpose vehicle. The license fee shall be as established in Section 16-34, payable in advance to the City Clerk, Neodesha, Kansas. The full amount of the license fee shall be required regardless of the time of year that the application is made.
- (c) Application for registration of a special purpose vehicle shall be made by the owner, or owner's agent, in the office of the Chief of Police. The application shall be made upon forms provided by the City and each application shall contain the name of the owner, the owner's residence address, or bona fide place of business, a brief description of the vehicle to be registered (including make, model and serial number, if applicable). Proof of insurance, as required in Section 34-47 shall be furnished at the time of application for registration.
- (d) Prior to the issuance of the registration and license, each applicant for special purpose vehicle license shall first present such vehicle for an official inspection. The inspection shall verify that the special purpose vehicle has sufficient brakes, and has been equipped with head lights, tail and brake lights, turn signal equipment, rear view mirror, and a slow-moving vehicle sign emplaced on the rear of the vehicle.
- (e) If, upon inspection and completion of the registration application, such vehicle is found to be in safe mechanical condition, and upon establishing proof of insurance and payment of the fees herein provided, a license shall be issued to the owner who shall attach it to the vehicle. The license shall be displayed in such a manner as to be clearly visible from the rear of the vehicle. The license number on the application will be recorded and then filed in the police department.
- (f) The license issued hereunder is not transferrable. In the event of sale or other transfer of ownership of any special purpose vehicle licensed under the provisions of this section, the existing license and the right to use the numbered license shall expire, and the license shall be removed by the owner. It is unlawful for any person other than the person to whom the license was originally issued to have the same in his possession.
- (g) In the event a license is lost or destroyed, the City Clerk, upon proper showing by the licensee and the payment as established in Section 16-34, shall issue a new license in accordance with the provisions of this section.
- (h) It shall be unlawful for any person to:
 1. Operate, or for the owner thereof knowingly to permit the operation, upon a public street, road, highway, or alley within the corporate limits of the city any special purpose vehicle, as defined herein, which is not registered and which does not have attached thereto and displayed thereon the license assigned thereto by the City for the current registration year.
 2. Display, cause or permit to be displayed, or to have in possession, any registration receipt, registration license or registration decal that is fictitious or has been canceled, revoked, suspended or altered. A violation of this subsection (2) shall constitute an unclassified misdemeanor punishable by a fine of not less than \$100 and forfeiture of the item. A mandatory court appearance shall be required of any person violating this subsection.
 3. Lend to or knowingly permit the use by one not entitled thereto any registration receipt, registration license plate or registration decal issued to the person so lending or permitting the use thereof.
 4. Remove, conceal, alter, mark or deface the license number plate, plates or decals, or any other mark of identification upon any special purpose vehicle. Licenses shall be kept clean and placed as required by law so as to be plainly visible and legible.
 5. Carry or display a registered number plate or plates or registration decal upon any special purpose vehicle not lawfully issued for such vehicle.

Section 34-49. – SAME; PENALTY.

Unless specifically provided for herein, a violation of this Ordinance shall be deemed an ordinance traffic infraction. Upon an entry of a plea of guilty or no contest or upon being convicted of such violation, the penalty imposed shall be in accordance with Section 201, 2022 Standard Traffic Ordinance, and amendments thereto, or such other similar provision as the city may then have in effect.

Section 34-50. – REVOCATION OF PERMIT.

If the owner/operator of a special purpose vehicle is convicted of two (2) violations under this article in any twelve (12) month period, the permit to operate a special purpose vehicle shall be revoked for the remainder of the calendar year following the second conviction.

Section 34-51. – EXEMPTIONS.

- (a) Special purpose vehicles which are owned or leased by the City or other governmental taxing entities that are being operated for the purpose of public safety, maintaining parks, roads, right of ways or for other specific purpose as required in the performance of a job are exempt from the fee requirement in Section 34-48.
- (b) Special purpose vehicles operated in conjunction with a public event involving closed streets (i.e., parades, carnivals, festivals, etc.) can be made exempt from the restrictions of Section 34-48 with approval from the City Commission.
- (c) In support of police and fire emergency operations, the Chief of Police shall have the authority to authorize the use of any Special Purpose Vehicles, and the Registration and Licensing requirement in Section 34-48 shall be waived.

Section 2. REPEALER. Ordinance 1786, and Section 114.2, 114.4 and 114.5 of the Standard Traffic Ordinance, as adopted by Ordinance No. 1771, and all ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 3. EFFECTIVE DATE. This ordinance shall be in full force and effect upon its publication in the official city newspaper.

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Commissioner Banzet moved to adopt Ordinance 1819 as presented. Seconded by Mayor Johnson. Motion carried.

Administrator Jones addressed the Commission regarding bids received for a paving and sealing project within the City. This agenda item was tabled from the May 14, 2025 meeting. Discussion held.

Mayor Johnson moved to approve the bid from Hull Paving in an amount not to exceed \$65,750. Seconded by Commissioner Banzet. Motion carried.

Administrator Jones addressed the Commission regarding the purchase of a bucket truck for the Electric Department. Discussion held.

Commissioner Banzet moved to authorize the City Administrator to pursue the purchase of a new 48ft bucket truck in an amount not to exceed \$280,000. Seconded by Mayor Johnson. Motion carried.

Administrator Jones addressed the Commission regarding an appointment to the Planning & Zoning Commission. Discussion held.

Commissioner Banzet moved to appoint Connie Shiverdecker to the Planning & Zoning Commission with a term ending date of December 31, 2026. Seconded by Mayor Johnson. Motion carried.

The next regular meeting of the Governing Body will be held at City Hall on Wednesday, June 11, 2025, at 2:00 p.m.

At 3:15 p.m. Commissioner Banzet moved to adjourn. Seconded by Mayor Johnson. Motion carried.

ATTEST:

Devin Johnson, Mayor

Stephanie Fyfe, City Clerk

APPROPRIATIONS REPORT**ORDINANCE NO 10****6/11/2025**

<u>VENDOR</u>	<u>REFERENCE</u>	<u>AMOUNT</u>	<u>CHECK NO</u>	<u>CHECK DATE</u>
AT & T	PHONE CHARGES	551.13	75720	6/11/2025
ADVANCE INSURANCE COMPANY	JUNE PREMIUMS	501.83	75722	6/11/2025
BEACHNER GRAIN INC	SUPPLIES	118.76	75723	6/11/2025
BORDER STATES INDUSTRIES INC	ELECTRIC SUPPLIES	4,420.37	75724	6/11/2025
CALLTOWER	PHONE CHARGES	306.07	75726	6/11/2025
SHELBY J CONNER	WINDOW CLEANING	85.00	75727	6/11/2025
COLLECTION BUREAU OF KS	APRIL COLLECTION FEES	270.86	75728	6/11/2025
CULLIGAN OF INDEPENDENCE	JUNE WATER SERVICE	313.43	75729	6/11/2025
FIREX-MARMIC FIRE & SAFETY CO	FIRE EXTINGUISHER INSPECTION	103.58	75730	6/11/2025
FLEET FUELS	GENERATOR FUEL	9,880.00	75731	6/11/2025
FORSYTHE'S HEATING & ELECTRIC	SERVICE CALL	282.50	75732	6/11/2025
FREDONIA OUTDOOR EQUIPMENT	PARTS & SUPPLIES	245.82	75733	6/11/2025
FREDONIA TRUE VALUE HARDWARE	SUPPLIES	160.41	75734	6/11/2025
HAWKINS INC	CHEMICALS	8,557.62	75735	6/11/2025
HUGO'S INDUSTRIAL SUPPLY, INC	SUPPLIES	914.09	75736	6/11/2025
INA ALERT.INC	BR DOOR REPAIR @ TENNIS COURTS	895.49	75737	6/11/2025
TOMMY JOHN	CLEANING SERVICES	200.00	75738	6/11/2025
KANSAS MUNICIPAL INSURANCE TRU	ADDITIONAL PREMIUM DUE 2024	15,927.00	75740	6/11/2025
KANSAS ONE-CALL SYSTEM, INC	MAY LOCATES	105.07	75741	6/11/2025
LANDIS+GYR TECHNOLOGY INC	MAY 2025 AMR	1,425.00	75742	6/11/2025
LANG DIESEL INC	PARTS & SUPPLIES	706.32	75743	6/11/2025
MACHINE SHED	PARTS & SUPPLIES	628.84	75744	6/11/2025
MEDICLAIMS INC	AMBULANCE COLLECTION FEES	2,028.81	75745	6/11/2025
MERIDIAN ANALYTICAL LABS LLC	WASTEWATER ANALYSIS	378.00	75746	6/11/2025
MID-AMERICA PUMP	LIFT STATION REPAIR	42,913.37	75747	6/11/2025
MIDWEST COMPUTER SALES	IT SERVICES	424.35	75748	6/11/2025
NEODESHA DERRICK NEWS	PUBLICATIONS	658.00	75750	6/11/2025
PORTER DRUGS	STOCK MEDS FOR AMBULANCE	55.99	75751	6/11/2025

PROTECTIVE EQUIPMENT TESTING L	GLOVE TESTING	1,018.30	75752	6/11/2025
RAILROAD MANAGEMENT CO LLC	POLE LEASE LICENSE FEE	1,714.85	75753	6/11/2025
SECURITY 1ST TITLE, LLC	TITLE REPORT	300.00	75754	6/11/2025
SPARKLIGHT	INTERNET SERVICE	191.11	75755	6/11/2025
SUNDOWNER TROPHIES	NAME PLATE	13.00	75756	6/11/2025
TBS ELECTRONICS INC	BATTERY	123.00	75757	6/11/2025
US CELLULAR	CELL PHONE/TABLET CHARGES	620.43	75758	6/11/2025
EVERGY	STREET LIGHTS @ OTTAWA	108.31	75759	6/11/2025
WILSON MEDICAL CENTER	MAY TAX DISTRIBUTION	34,650.54	75760	6/11/2025
WOODS LUMBER COMPANY	SUPPLIES	502.97	75761	6/11/2025

****TOTAL****

132,300.22

May 5, 2025

Jarred, Gilmore, & Phillips, PA
P.O. Box 779
Chanute, Kansas 66720

This representation letter is provided in connection with your audit of the financial statement of City of Neodesha, Kansas, which comprise the aggregate cash and unencumbered cash balances of the funds of City of Neodesha, Kansas as of December 31, 2024, and the aggregate cash received and expenditures paid of such funds for the year then ended, taken as a whole in accordance with the financial reporting provisions of the Kansas Municipal Audit and Accounting Guide and the disclosures (collectively, the "financial statement"), for the purpose of expressing an opinion as to whether the financial statement is presented fairly, in all material respects, in accordance with the financial reporting provisions of the Kansas Municipal Audit and Accounting Guide.

Certain representations in this letter are described as being limited to matters that are material. Items are considered to be material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, as of May 5, 2025, the following representations made to you during your audit.

Financial Statement

- 1) We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter date June 26, 2024, including our responsibility for the preparation and fair presentation of the financial statement in accordance with the Kansas regulatory basis of accounting and for preparation of the supplementary information in accordance with the applicable criteria.
- 2) The financial statement referred to above are fairly presented in conformity with Kansas regulatory basis of accounting and include all properly classified funds and other financial information of the primary government and all component units required by the Kansas regulatory basis of accounting to be included in the financial reporting entity.
- 3) We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statement that are free from material misstatement, whether due to fraud or error.
- 4) We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
- 5) The methods, significant assumptions, and data used in making accounting estimates and their related disclosures are appropriate to achieve recognition, measurement, or disclosure that is reasonable in accordance with the Kansas regulatory basis of accounting.
- 6) Related party relationships and transactions, including revenues, expenditures/expenses, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties have been appropriately accounted for and disclosed in accordance with the Kansas regulatory basis of accounting.
- 7) Adjustments or disclosures have been made for all events, including instances of noncompliance, subsequent to the date of the financial statement that would require adjustment to or disclosure in the financial statement.
- 8) We are in agreement with the adjusting journal entries you have proposed, and they have been posted to the City's accounts.
- 9) We are not aware of any pending or threatened litigation, claims, or assessments or unasserted claims or assessments that are required to be accrued or disclosed in the financial statement, and we have not consulted a lawyer concerning litigation, claims or assessments.
- 10) Guarantees, whether written or oral, under which the City is contingently liable, if any, have been properly recorded or disclosed.

Information Provided

- 11) We have provided you with:
- a) Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statement, such as records (including information obtained from outside of the general and subsidiary ledgers), documentation, and other matters.
 - b) Additional information that you have requested from us for the purpose of the audit.
 - c) Unrestricted access to persons within the City from whom you determined it necessary to obtain audit evidence.
 - d) Minutes of the meetings of the City Commission or summaries of actions of recent meetings for which minutes have not yet been prepared.
- 12) All material transactions have been recorded in the accounting records and are reflected in the financial statement.
- 13) We have disclosed to you the results of our assessment of the risk that the financial statement may be materially misstated as a result of fraud.
- 14) We have no knowledge of any fraud or suspected fraud that affects the City and involves
- Management,
 - Employees who have significant roles in internal control, or
 - Others where the fraud could have a material effect on the financial statement.
- 15) We have no knowledge of any allegations of fraud or suspected fraud affecting the City's financial statement communicated by employees, former employees, regulators, or others.
- 16) We have no knowledge of instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements, or waste or abuse, whose effects should be considered when preparing financial statement.
- 17) We are not aware of any pending or threatened litigation, claims, or assessments or unasserted claims or assessments that are required to be accrued or disclosed in the financial statement, and we have not consulted a lawyer concerning litigation, claims, or assessments.
- 18) We have disclosed to you the names of the City's related parties and all the related party relationships and transactions, including any side agreements.

Government-specific

- 19) There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
- 20) We have identified to you any previous audits, attestation engagements, and other studies related to the objectives of the audit and whether related recommendations have been implemented.
- 21) The City has no plans or intentions that may materially affect the carrying value or classification of assets, liabilities, or unencumbered cash.
- 22) We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us, including tax or debt limits and debt contracts, and legal and contractual provisions for reporting specific activities in separate funds.

- 23) We have identified and disclosed to you all instances of identified and suspected fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we believe have a material effect on the financial statement.
- 24) There are no violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting, approving, and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statement, or as a basis for recording a loss contingency, or for reporting on noncompliance.
- 25) As part of your audit, you assisted with preparation of the financial statement and disclosures. We acknowledge our responsibility as it relates to those nonaudit services, including that we assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of the services performed; and accept responsibility for the results of the services. We have reviewed, approved, and accepted responsibility for those financial statement and disclosures.
- 26) The City has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
- 27) The City has complied with all aspects of contractual agreements that would have a material effect on the financial statement in the event of noncompliance.
- 28) The financial statement properly classifies all funds and activities.
- 29) Expenditures have been appropriately classified in or allocated to functions and programs in the financial statement, and allocations have been made on a reasonable basis.
- 30) Receipts are appropriately classified in the financial statement in accordance with the financial reporting provisions of the Kansas Municipal Audit and Accounting Guide.
- 31) Deposits and investment securities and derivative instrument transactions are properly classified as to risk and are properly disclosed.
- 32) With respect to the Summary of Expenditures - Actual and Budget (Budgeted Funds Only) – Regulatory Basis, Schedules of Receipts and Expenditures - Actual and Budget – Regulatory Basis for each individual fund, and Summary of Receipts and Disbursements – Agency Funds – Regulatory Basis:
- a) We acknowledge our responsibility for presenting the Summary of Expenditures - Actual and Budget (Budgeted Funds Only) – Regulatory Basis, Schedules of Receipts and Expenditures - Actual and Budget – Regulatory Basis for each individual fund, and Summary of Receipts and Disbursements – Agency Funds – Regulatory Basis, in accordance with the Kansas Municipal Audit and Accounting Guide, and we believe the Summary of Expenditures - Actual and Budget (Budgeted Funds Only) – Regulatory Basis, Schedules of Receipts and Expenditures - Actual and Budget – Regulatory Basis for each individual fund, and Summary of Receipts and Disbursements – Agency Funds – Regulatory Basis, including its form and content, is fairly presented in accordance with the Kansas Municipal Audit and Accounting Guide. The methods of measurement and presentation of the Summary of Expenditures - Actual and Budget (Budgeted Funds Only) – Regulatory Basis, Schedules of Receipts and Expenditures - Actual and Budget – Regulatory Basis for each individual fund, and Summary of Receipts and Disbursements – Agency Funds – Regulatory Basis have not changed from those used in the prior period, and we have disclosed to you any significant assumptions or interpretations underlying the measurement and presentation of the supplementary information.

- b) If the Summary of Expenditures - Actual and Budget (Budgeted Funds Only) – Regulatory Basis, Schedules of Receipts and Expenditures - Actual and Budget – Regulatory Basis for each individual fund, and Summary of Receipts and Disbursements – Agency Funds – Regulatory Basis are not presented with the audited financial statement, we will make the audited financial statement readily available to the intended users of the supplementary information no later than the date we issue the supplementary information and the auditor's report thereon.

Signed: _____

Title: Mayor

Signed: _____

Title: City Administrator

Signed: _____

Title: City Clerk



Phone # 800-530-5550
 Fax # 785-862-7647
 www.tbselectronics.com
 tbs@tbselectronics.com

Invoice

Date 4/10/25 Invoice # 00131472

5225 SW TOPEKA BLVD
 TOPEKA, KS 66609

Bill To 820557	Ship To
NEODESHA FIRE DEPT 112 S 4TH NEODESHA, KS 66757 USA	NEODESHA FIRE DEPT 112 S 4TH NEODESHA, KS 66757 USA

P.O. #	Rep	Ship Via	Terms	Due Date		
SAM TOMLINSON	CHAD	UPS	NET 30	5/10/25		
Item	Description	Ordered	B/O	Invoiced	Unit Price	Ext Price
FB_Item	R7U - UL - FKP - UL, 403-512, 4W, 1,000CH, DISPLAY SN(s): 865EBAG763; 865EBAG945; 865EBAG879; 865EBAG135; 865EBAG977; 865EBAG538; 865EBAG849; 865EBC1942; 865EBC2160; 865EBC2708; - Note: PROGRAM SAME AS LAST AND PAIR MICS WITH 3 OF THE RADIOS AND MARK THE BOXES. ALSO TURN BLUETOOTH ON ALL RADIOS.			10	1,225.00	12,250.00T
FB_Item	PMMN4127 - WM500 WIRELESS POC SPEAKER MIC			3	170.00	510.00T
FB_Item	PMMN4128 - REMOTE SPEAKER MICROPHONE			7	145.00	1,015.00T
FB_Item	LABOR - LABOR - Note: TO ADD VOICE ANNOUNCEMENTS			1	300.00	300.00T
FB_Item	SHIPPING & HANDLING - S & H			1	65.00	65.00
FB_Item	UPS TRACKING - # Tracking: 1ZA936V90360104712			1	0.00	0.00
100-206-7103 \$10,000.00						
100-222-7103 \$3,000.00			Subtotal \$14,140.00			
			Sales Tax (0.0%) \$0.00			
100-200-7100 \$140.00			Total \$14,140.00			
			Payments/Credits \$0.00			
			Balance Due \$14,140.00			

A 1.5% late payment charge will be applied to any charges carried over to your next bill. There will be a restocking fee of 15% on all inventory items and a 30% fee on all special order items returned.

A 1.5% late payment charge will be applied to any charges carried over to your next bill. There will be a restocking fee of 15% on all inventory items and a 30% fee on all special order items returned.

Commissioner Jabben moved to reappoint Brandon Hearn to the Director I position for KMEA. Seconded by Commissioner Banzet. Motion carried.

Administrator Jones addressed the Commission regarding the purchase of electric supplies. Discussion held.

Commissioner Jabben moved to approve the purchase of electrical materials from Border States in an amount not to exceed \$17,000. Seconded by Commissioner Banzet. Motion carried.

Administrator Jones addressed the Commission regarding the purchase of radios for the Fire Department. Discussion held.

Commissioner Jabben moved to approve the purchase of radios from TBS Electronics in an amount not to exceed \$14,000. Seconded by Commissioner Banzet. Motion carried.

Administrator Jones addressed the Commission regarding agreements for the Brown Hotel grant award. Discussion held.

Commissioner Banzet moved to approve the following grant agreements; CDBG Grant Agreement, CDBG Matching Funds Agreement, and the CDBG Repayment Agreement as presented. Seconded by Commissioner Jabben. Motion carried.

Administrator Jones addressed the Commission regarding a request from Ty Jaquess to use the parking area at the Fall River Dam and Boat Ramp for a fundraising event. Discussion held.

Commissioner Banzet moved to approve the use of the Fall River Dam and Boat Ramp parking area for a fundraising event to be held on March 28 and 29, 2025. Seconded by Commissioner Jabben. Motion carried.

Commissioner Jabben moved to recess to an Executive Session to include the Governing Body, City Administrator, Director of Public Safety, and City Clerk in the Commission Room to discuss an individual employee's performance pursuant to the non-elected personnel matter exception KSA 75-4319(b)(1) because if this matter were discussed in open session, it might invade the privacy of those discussed. The open meeting will resume in the Commission Room at 3:00 p.m. Seconded by Commissioner Banzet. Motion carried. The live streamed Zoom meeting was then placed on hold with audio, video and recording ceased.

At 3:00 p.m. the regular meeting of the Governing Body reconvened in the Commission Room at City Hall. The live streamed Zoom meeting then resumed with audio, video and recording. No action taken.

The next regular meeting of the Governing Body will be held at City Hall on Wednesday, April 9, 2025, at 2:00 p.m.

At 3:00 p.m. Commissioner Banzet moved to adjourn. Seconded by Commissioner Jabben. Motion carried.

/s/ Devin Johnson

Devin Johnson, Mayor

ATTEST:

/s/ Stephanie Fyfe

Stephanie Fyfe, City Clerk

Starbuck Trucking LLC.

7883 CR 900

Fredonia, KS 66736

Invoice

Date	Invoice #
5/29/2025	6587

Bill To
City of Neodesha 1200 W Granby St Neodesha, KS 66757

			P.O. No.	Terms	Location	
					Skyline Dr / N 4th	
Date	Item	Description	Qty	Rate	U/M	Amount
5/27/2025	Site Supervisor	(Kevin)	10	150.00	hr	1,500.00
	Service Truck	Auto Crane, tooling, plugs, pump, hoses, ect	12.5	135.00	hr	1,687.50
5/28/2025	Labor	(Tre, Dakota, Drake)	15	70.00	hr	1,050.00
	Sewer Vac	8 loads (Warren)	8	250.00	ea	2,000.00
	Site Supervisor	(Kevin)	6	150.00	hr	900.00
		Auto Crane, tooling, plugs, pump, hoses, ect	12.75	135.00	hr	1,721.25
	Labor	(Mike)	19.75	70.00	hr	1,382.50
		(Drake, Ivan)				
Discount	per Kevin			-2,391.25		-2,391.25
				Subtotal \$7,850.00		
				Sales Tax (7.5%) \$0.00		
				Total \$7,850.00		
				Payments/Credits \$0.00		
				Balance Due \$7,850.00		

Phone #	Fax #	E-mail
(620) 378-3710		starbucktrucking@yahoo.com

THE CITY OF NEODESHA

P.O. BOX 336
Phone: (620) 325-2828

NEODESHA, KANSAS 66757

CHARGE TO *Sewer Reserve

PURCHASE ORDER

THIS NO. MUST APPEAR ON ALL
PACKAGES, CORRESPONDENCE,
B/L'S AND INVOICES.

DATE 5/29/25

No. **8035**

VENDOR Starbuck Trucking LLC

SHIP TO Sewer

620-378-3710

TERMS		F.O.B.	VIA	SHIP ON	
	QUANTITY	DESCRIPTION		PRICE	
		Inv #6587 - Sewage pump out for two days during lift station replacement		7850	00
				7850	00

INSTRUCTIONS TO VENDOR

1. PLEASE ACKNOWLEDGE EACH ORDER PROMPTLY AND GIVE THE SHIPPING DATE.
2. FORWARD A SHIPPING NOTICE ON DATE OF SHIPMENT TO THE INVOICE ADDRESS INDICATED ABOVE.
3. INVOICE EACH ORDER SEPARATELY ON DAY OF SHIPMENT.
4. THE COMPLETE PURCHASE ORDER NUMBER, INCLUDING PREFIX AND SUFFIX, MUST BE SHOWN ON ALL INVOICES, SHIPPING PAPERS, SHIPPING CONTAINERS AND FREIGHT BILLS.
5. PREPAY ALL ALLOWED FREIGHT.

6. UNLESS OTHERWISE PROVIDED HEREIN, ANY WRITTEN ACKNOWLEDGMENT OF THIS ORDER OR THE DELIVERY OF ANY MATERIALS OR SERVICES IN ACCORDANCE WITH THIS PURCHASE SHALL CONSTITUTE ACCEPTANCE BY THE SELLER, SUBJECT TO ALL SPECIFICATIONS, TERMS AND CONDITIONS ON THE FACE OF THIS ORDER WHICH ARE MADE A PART HEREOF AND ALSO ALL ATTACHMENTS HERETO.

THE CITY OF NEODESHA

BY D. G. A. D.