

# OSAGE CITY COUNCIL

Regular Meeting

August 12, 2025

7:00 p.m.

City Council Chambers – 221 S. 5<sup>th</sup>- Osage City, Ks

**To join the meeting from your computer, tablet, or smartphone:**

<https://tinyurl.com/2ajsms3b>

**Meeting ID:** 294 718 263 301

**Passcode:** UT9sw62f

**Dial in by phone:** 1-872-215-6905

**Phone Conference ID:** 352 887 245#

**I. Routine Business**

1. Call to Order
2. Additions or Deletions to the Agenda
3. Approval of the Agenda
4. Recognition of Visitors



**II. Consent Agenda**

1. Approval of July 22, 2025 Regular Meeting Minutes

**III. Business Before the Council**

1. Approval of Ordinance No. 1703 Schenk Street (Action Required)—Katie Hodge, City Manager
2. Resolution No. 1140 to set a public hearing for 510 N. 6<sup>th</sup> Street for structure(s) deemed unsafe, dangerous, and unfit for habitation (Action Required)—Katie Hodge, City Manager
3. Review of high service pump and related parts for the Water Plant (Action Required)—Dale Schwieger, Utilities Director
4. Approval of Red Hangar Purchase Agreement (Action Required)—Katie Hodge, City Manager
5. Approval of the Building Rental policies for the Community Building and the Santa Fe Depot (Action Required)—Katie Hodge, City Manager
6. Approval of the Credit Card Policy (Action Required)—Katie Hodge, City Manager
7. 2026 Budget Review (Information)—Sadie Boos, City Treasurer
8. Set the 2026 Annual Budget Public Hearing (Action Required)—Sadie Boos, City Treasurer
9. Lincoln Park grant announcement (Information)—Sadie Boos, City Treasurer

**IV. Adjournment**



Next Ordinance # 1704

Next Resolution # 1141

Next Charter Ordinance # 20

*The City of*  
**Osage City**  
*Kansas*

**CITY OF OSAGE CITY**  
**COUNCIL MEETING**  
**July 22, 2025**

**ROLL CALL:** Now on this 22nd day of July, 2025, the Governing Body of the City of Osage City, Kansas, met at the Osage City Council Chamber in said City. The following members being present and participating to wit: Mayor: Brian Stromgren. Council Members: Kathy Ayers, Shirley Bausman, Mike Gilliland, Mike Handly, Cathryn Houghton, and Jeff Tice. Absent: Jeanette Swarts, Susan Smith. City Staff present: Sadie Boos, City Treasurer; Craig Croucher, Utilities Supervisor; Rick Godderz, City Attorney; Tom Harm, Police Chief; Katie Hodge, City Manager, Amy Woodward, City Clerk. Absent: Dale Schwieger, Utilities Director. Others Present: None

**APPROVAL OF THE AGENDA:**

*Motion by Handly, second by Ayers to approve the amended agenda. The motion was declared carried (6-0).*

**RECOGNITION OF VISITORS:** None

**APPROVAL OF THE CONSENT AGENDA:**

1. Approval of July 8th, 2025 Regular Meeting Minutes

*Motion by Houghton, second by Gilliland to approve the consent agenda. The motion was declared carried (6-0).*

**BUSINESS BEFORE THE COUNCIL:**

1. **Approval of Ordinance No. 1704 Uniform Public Offense Code (Action Required) – Katie Hodge, City Manager**

*Motion made by Gilliland, second by Tice to adopt Ordinance No. 1704 Uniform Public Offense Code. The motion was declared carried (6-0).*

2. **Approval of Ordinance No. 1705 Standard Traffic Offense Code (Action Required) – Katie Hodge, City Manager**

*Motion made by Ayers, second by Tice to adopt Ordinance No. 1705 Standard Traffic Offense Code. The motion was declared carried (6-0).*

**3. Review of high service pump and related parts for the Water Plant (Action Required) – Katie Hodge, City Manager**

Utilities Supervisor, Craig Croucher, discussed with Council issues with the pumps at the water plant, which deliver water to the water tower. He is researching the best options for repair or replacement and will bring additional information back to the next council meeting for review.

**4. Discussion on city credit cards (Information) – Katie Hodge, City Manager.**

City Manager, Katie Hodge reviewed with Council the desire to issue credit cards by department head instead of through a checkout process. This will improve the ability to more easily track spending, cut down on the need to reimburse employees directly for City purchases, and save time managing the check-out process.

*Motion made by Tice, second by Handly, to provide all department heads a City Credit Card with a \$2000.00 limit. The motion was declared carried (6-0).*

**5. Stormont Vail X-Ray services with Osage City (Information) – Katie Hodge, City Manager.**

City Manager, Katie Hodge reviewed with Council the discussions she has had with Stormont Vail regarding bringing back x-ray services to the City. Hodge will re-visit the pursuit of grant funding with the council, once concrete costs are received from Stormont Vail related to bringing back the x-ray services.

**6. Building Rental Policy (Information) – Katie Hodge, City Manager.**

City Manager, Katie Hodge, shared proposed changes to the building rental agreement, due to a lack of cleaning, or key loss by rental parties. Hodge will continue to modify the agreement and return to council with a finished copy at the next meeting for consideration.

*Motion made by Gilliland, second by Tice, to table the discussion to the August 12th meeting. The motion was declared carried (6-0).*

**7. Fair Updates (Information) – Katie Hodge, City Manager.**

City Manager, Katie Hodge, reviewed notes from Jim Paul regarding the 2025 Fair.

**8. 519 N. 4<sup>th</sup> Street Update (Information) – Katie Hodge, City Manager.**

City Manager, Katie Hodge, shared information with Council regarding the property clean-up at 519 N. 4<sup>th</sup> Street.

**ADJOURNMENT:** *At the request of Council Member Houghton and on her motion, seconded by Council Member Ayers and carried unanimously, the meeting adjourned.*

**APPROVED:** \_\_\_\_\_  
**Brian D. Stromgren, Mayor**

**ATTESTED:** \_\_\_\_\_  
**Amy Woodward, City Clerk**

# CITY OF OSAGE CITY

REQUEST FOR CITY COUNCIL ACTION

DATE  
08/12/2025

TIME  
7:00 P.M.

AGENDA SECTION NO: III	ORIGINATING DEPARTMENT:  Administration	APPROVED FOR AGENDA:
ITEM NO. 1	BY: Katie Hodge, City Manager	BY: KH

**ITEM:**

Re-establishing the east 90 ft of Schenk Street that was previously vacated in April 2001

**BACKGROUND:**

The Planning and Zoning Committee unanimously voted to approve re-establishing the east 90 ft of Schenk Street as an open public street. This allows Ken and Jean Stadel access to their property at the east end of Schenk Street.

**FISCAL NOTE:**

**COUNCIL ACTION:**

1. Approve Ordinance No. 1703 allowing the east 90 ft. of Schenk Street to be re-opened as a public street and establish an easement 20 ft to the north and 40 ft to the south from the center of Schenk Street
2. Reject Ordinance No. 1703—which would leave Ken and Jean Stadel with no access to their land east of Schenk Street (their property is landlocked as of now due to the vacated east 90ft. of Schenk Street)
3. Table for a later discussion

**STAFF RECOMMENDATION:**

**MOTION:**

- A. I move the council approve Ordinance No. 1703 repealing Ordinance No. 1387 and re-establishing a part of Schenk Street in Schroeder's Addition, Osage City, Osage County, Kansas with an easement 20 ft to the north and 40 ft to the south from the center of Schenk Street

**ORDINANCE NO. 1703\_**

**AN ORDINANCE REPEALING ORDINANCE NO. 1387 AND RE-ESTABLISHING A PART OF SCHENK STREET IN SCHROEDER'S ADDITION OSAGE CITY, OSAGE COUNTY, KANSAS.**

**BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF OSAGE CITY:**

**WHEREAS**, Ordinance No. 1387, passed on April 24, 2001, provided for the vacation of the east ninety (90) feet of Schenk Street between Lots 12 and 6 in Schroeder's Addition, subject to a reservation of a thirty (30) foot wide easement for public utilities and future street development.

**WHEREAS**, the Governing Body of the City of Osage City, Kansas has determined it is in the public's best interest to repeal Ordinance No. 1387 and to re-establish the east ninety (90) feet of Schenk Street between Lots 12 and 6 in Schroeder's Addition to City of Osage City in a width of 60 feet measuring 20 feet on the north side and 40 feet on the south side of the center line of the extension of Schenk Street for the purpose of utilities and street or road development between Lots 12 and 6, Schroeder's Addition.

**WHEREAS**, property owners on both sides of the extension of Schenk Street have consented and agreed to said extension and in the proportion to the center line of Schenk Street as herein stated.

**NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF OSAGE CITY, KANSAS:**

**Section 1.** Ordinance No. 1387, passed and approved on April 24, 2001, is hereby repealed in its entirety.

**Section 2.** The City of Osage City hereby re-establishes the east ninety (90) feet of Schenk Street between Lots 12 and 6 in Schroeder's Addition to City of Osage City in a width of 60 feet measuring from the center line of the extension of Schenk Street 20 feet on the north side and 40 feet on the south side of the center line of Schenk Street as intended use for public utility and street purposes.

**Section 3.** If said extension of Schenk Street as established by this ordinance should be vacated the same shall revert to the owners of the real estate thereto adjacent on each side in proportion as it was herein taken.

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

**PASSED AND APPROVED** by the Governing Body of the City of Osage City, Kansas, this 12th day of August, 2025.

CITY OF OSAGE CITY, KANSAS

By: \_\_\_\_\_  
Brian Stromgren, Mayor

ATTEST:

By: \_\_\_\_\_  
Amy Woodward, City Clerk

# CITY OF OSAGE CITY

REQUEST FOR CITY COUNCIL ACTION

DATE  
08/12/2025

TIME  
7:00 P.M.

AGENDA SECTION NO: III	ORIGINATING DEPARTMENT:  Administration	APPROVED FOR AGENDA:
ITEM NO. 2	BY: Katie Hodge, City Manager	BY: KH

**ITEM:**

510 N. 6<sup>th</sup> Street condemnation

**BACKGROUND:**

Please review the accompanying statement and photographs from the Code Administrator regarding the property located at 510 N. 6th Street. Nuisance letters were issued in February 2025 to the property owner's surviving spouse at the time, as well as to some of his children (five sons and two daughters). It should be noted that the property owner is now deceased.

The Code Administrator has been in communication with one of the property owner's sons for over a year regarding necessary repairs and maintenance to the property; however, minimal to no progress has been made. As a result, it is recommended that the City proceed with the condemnation process.

**FISCAL NOTE:**

Demo money may be needed to demolish structure(s). The amount is unknown.

**COUNCIL ACTION:**

1. Approve the Resolution to set a hearing for the owners/lienholders to show cause as to why such structures should not be condemned and ordered repaired or demolished
2. Table for later discussion
3. Take no action

**STAFF RECOMMENDATION:**

Begin the condemnation process

# CITY OF OSAGE CITY

REQUEST FOR CITY COUNCIL ACTION

DATE  
08/12/2025

TIME  
7:00 P.M.

AGENDA SECTION NO: III	ORIGINATING DEPARTMENT:  Administration  BY: Katie Hodge, City Manager	APPROVED FOR AGENDA:  BY: KH
ITEM NO. 2		

**MOTION:**

1. I move to approve Resolution No. 1140 Fixing a Time and Place and Providing for Notice of a Hearing before the Governing Body of the City of Osage City, Kansas, on September 23, 2025 at 7:00 p.m. in the City Council Room located at 221 S. 5<sup>th</sup> Street in Osage City, at which time the Owners, and/or any Lienholders of Record and Occupants of the Property and Structure located at: Part of Southeast ¼, Section 23, Township 16, Range 14 Osage County, Kansas, Beginning 100 ft. North of Northeast CORNER INTERSECTION MISSOURI PACIFIC RAIL ROAD AND 6<sup>TH</sup> STREET; THEN North 150 ft.; East 150 ft.; South 150 ft., West 150 ft.; TO POINT OF BEGINNING, Original Town of Osage City, Kansas commonly known as 510 N. 6th Street, may appear and show cause as to why such structures should not be condemned and ordered repaired or demolished as unsafe, dangerous and unfit for habitation structures

**FORM 1 – Statement of Enforcing Officer** – As necessary, attachments to the statement should be included.

**STATEMENT OF ENFORCEMENT OFFICER**

To: The Governing Body of the City of Osage City, Kansas

Re: Statement of Dangerous or Unsafe Structure

Date: **October 14, 2024**

The following described structure is in a dangerous or unsafe condition:

**(a) Description of structure including legal description: S23, T16, Pt SE ¼ Beg 100' N of NE Cor Inter Mo PAC RR and 6<sup>th</sup> St; Then N 150'; E 150'; S 150'; W 150; to POB**

**(b) Street Address: 510 N 6<sup>th</sup> St, Osage City, Ks 66523**

**(c) Owner (s) (names & addresses): Malcolm Boren, C/O Andrew Boren, Osage City, KS 66523**

(d) Owner's Agent, if any (name & address):

**(e) Occupant (s): none**

(f) Lienholder (s) of Record (names & addresses):

(g) Other "Parties of Interest" (names & addresses):

The property is found to be dangerous and unsafe because of the following conditions  
(Attach such additional schedules, reports or photographs are pertinent):

**The property is a single-story residence that is unoccupied. The property is partially maintained, the south side of the property is overgrown. The front of the house (west side) has a large area of siding missing. The entire roof structure is sagging and in need of a complete replacement. The north half of the roof is covered by plastic sheeting indicating the roof leaks. One window on the west side is covered with a blue tarp.**

**The covered area behind the house needs repaired as the support posts are at multiple different angles and appears to be unsteady.**

**It is of my opinion that the structure is unlivable and dangerous for human occupation.**

**The property needs to be repaired to a livable standard or razed and removed.**

Attachments (as necessary):

**See Photos**









**RESOLUTION NO. 1140**

**A RESOLUTION FIXING A TIME AND PLACE AND PROVIDING FOR NOTICE OF A HEARING BEFORE THE GOVERNING BODY OF THE CITY OF OSAGE CITY, KANSAS; AT WHICH TIME THE OWNERS, ANY LIENHOLDERS, OF RECORD AND OCCUPANTS OF THE PROPERTY AND STRUCTURE LOCATED AT:**

**Part of SE ¼ of Sec. 23, Twp. 16, Rg. 14, Osage County, Kansas beginning 100 ft. N of NE COR INTER MO PAC RR AND 6<sup>TH</sup> STREET; THEN N 150 ft.; E 150 ft.; S 150 ft., W 150 ft.; TO POB, Original Town of Osage City, Kansas, with address of 510 n. 6<sup>TH</sup> Street, Osage City, Kansas**

**MAY APPEAR AND SHOW CAUSE WHY SUCH STRUCTURES SHOULD NOT BE CONDEMNED AND ORDERED REPAIRED OR DEMOLISHED AS UNSAFE, DANGEROUS AND UNFIT FOR HABITATION STRUCTURES.**

**WHEREAS**, pursuant to Chapter 10, Buildings and Building Regulations, Article VII, of the City Code of Osage City, Kansas, the governing body of the City has received a report that the structure and property located at 510 N. 6th Street, Osage City, Kansas, is unsafe and the structure is not fit for human habitation and the condition of the premises constitutes a dangerous situation.

**NOW, THEREFORE, BE IT RESOLVED** that a hearing will be held before the governing body on the 23rd day of September, 2025, at 7:00 p.m. at the Municipal Building, Council room, 221 S. Fifth, Osage City, Kansas, at which time the owner, the owner's agent, any lienholder and any occupant of the property and structure located at:

**Part of SE ¼ of Sec. 23, Twp. 16, Rg. 14, Osage County, Kansas beginning 100 ft. N of NE COR INTER MO PAC RR AND 6<sup>TH</sup> STREET; THEN N 150 ft.; E 150 ft.; S 150 ft., W 150 ft.; TO POB, Original Town of Osage City, Kansas, with address of 510 n. 6<sup>TH</sup> Street, Osage City, Kansas**

May appear and show cause why such structures should not be condemned as unsafe, dangerous and unfit for habitation structures and ordered repaired or demolished with any costs to the City of

the repairs, improvements or demolition to be assessed against the property.

**BE IT FURTHER RESOLVED**, that this resolution shall be published once each week for two consecutive weeks and a copy sent certified mail to the landowner, agent, lienholder or occupant.

**ADOPTED** this 12th day of August, 2025.

**CITY OF OSAGE CITY, KANSAS**

By: \_\_\_\_\_  
**Brian D. Stromgren, Mayor**

**ATTEST:**

\_\_\_\_\_  
**Amy Woodward, City Clerk**

# CITY OF OSAGE CITY

REQUEST FOR CITY COUNCIL ACTION

DATE  
08/12/2025

TIME  
7:00 P.M.

AGENDA SECTION NO: III	ORIGINATING DEPARTMENT:  Administration	APPROVED FOR AGENDA:
ITEM NO. 3	BY: Katie Hodge, City Manager	BY: KH

**ITEM:**

Potential purchase of new high service pump and/or parts for the Water Treatment Plant

**BACKGROUND:**

Discussion—additional information will be dispersed either before or at the council meeting as we are still in the process of gathering information. We are expecting the cost for both pumps to be around \$150,000.

**FISCAL NOTE:**

We are expecting the cost for both pumps to be around \$150,000

**MOTION:**

1. I move the council approve the purchase of two high service pumps from \_\_\_\_\_ in an amount not to exceed \$ \_\_\_\_\_

# CITY OF OSAGE CITY

REQUEST FOR CITY COUNCIL ACTION

DATE  
08/12/2025

TIME  
7:00 P.M.

AGENDA SECTION NO: III	ORIGINATING DEPARTMENT:  Administration	APPROVED FOR AGENDA:
ITEM NO. 4	BY: Katie Hodge, City Manager	BY: KH

**ITEM:**

Red Hangar Purchase

**BACKGROUND:**

Please review the following purchase agreement between the City of Osage City and Hawkeye Helicopter, LLC. This purchase has been in progress for quite some time. The city has completed the 3.4 Water Mitigation and 3.5 Gravel. Hawkeye will continue to allow the airport lounge with the restroom to be accessed by the city and open for anyone flying into the municipal airport. The City will have the first option to buy back the hangar should Hawkeye determine in the future that they want to sell it. The City will also need to retain ownership of the land that the red hangar is on. The City Attorney is currently drafting a land lease agreement to accompany this purchase agreement.

The land lease agreement will be provided via email and at the council meeting Tuesday night

**FISCAL NOTE:**

**MOTION:**

1. I move to approve the Purchase Agreement between the City of Osage City and Hawkeye Helicopter, LLC, and to authorize the City Manager to execute the agreement on behalf of the City.
2. I move to approve the land lease agreement between the City of Osage City and Hawkeye Helicopter, LLC, and to authorize the City Manager to execute the agreement on behalf of the City.

## AIRCRAFT HANGAR PURCHASE AGREEMENT

THIS AGREEMENT (the “**Agreement**”) is made effective \_\_\_\_\_, 2025 (“**Effective Date**”), between The City Of Osage City, Kansas, a municipal corporation under the laws of the State of Kansas (“**Seller**”), whose address is 201 South 5th, Osage, Kansas, 66523, and Hawkeye Helicopter, LLC (“**Buyer**”), organized under the laws of Kansas, whose address is 715 Washington St. Lyndon, Kansas 66451, each a “**Party**” and collectively, the “**Parties**”.

### RECITALS:

- A. Seller owns a hangar located at Osage Municipal Airport as more specifically defined in Section 1 of this Agreement, and desires to convey such Hangar to the Buyer, pursuant to its authority under Kansas Statutes.
- B. Seller desires to sell and Buyer desires to purchase the hangar subject to the terms and conditions contained in this Agreement.

Now, therefore, for good and valuable consideration, including the promises set forth in this Agreement, the Parties agree to the following terms and conditions:

**1. Sale of Hangar.** Seller agrees to sell to Buyer, and Buyer agrees to purchase from Seller, the Hangar (and the Fixtures therein) described as follows:

1.1 **Hangar.** That certain aircraft hangar and the personal property and the Fixtures therein described as follows:

Red, metal aviation hangar building designed and built in approximately 1966 or 1967;

Square footage: approximately 4,140;

The Hanger is located at 1613 Laing Street, Osage City, Kansas 66523, Osage City, Kansas, and more specifically upon the real estate described as:

A tract of land lying in part of the East ½ of the Northeast 1/4 of Section 25, Township 16 South, Range 14 East of the 6<sup>th</sup> P.M., Osage County, Kansas and described as follows: Commencing at the Northeast Corner of said East ½; thence South 89 degrees 53 minutes 40 seconds West along the North line of said East ½ a distance of 538.89 feet; thence South 00 degrees 01 minutes 50 seconds East parallel to the West line

of said East ½ a distance of 181.00 feet to the point of beginning; thence North 89 degrees 53 minutes 40 seconds East parallel to the North line of said East ½ a distance of 177.50 feet; thence South 00 degrees 01 minutes 50 seconds East parallel to the West line of said East ½ a distance of 162.77 feet; thence South 89 degrees 53 minutes 40 seconds West a distance of 177.50 feet; thence North 00 degrees 01 minutes 50 seconds West a distance of 162.77 feet to the point of beginning, containing 0.66 acres, more or less;

- 1.2 **Fixtures.** All of the fixtures situated in the Hangar and owned by Seller;
- 1.3 **Warranties.** Seller's interests in all warranties and guaranties given to, assigned to, or benefiting Seller or the Hangar regarding the acquisition, construction, design, use, operation, management, or maintenance of the Hangar ("**Hangar Warranties**");
- 1.4 **Plans.** All originals and copies of the as-built blueprints, plans and specifications regarding the Hangar, if any ("**Plans**"); and,
- 1.5 **Records.** All records of Seller regarding the Hangar, including all records regarding management and leasing, insurance, maintenance, repairs, capital improvements and services, but excluding tax returns and such other records as are normally viewed as confidential, provided that such other records are not necessary, in Buyer's reasonable judgement, to the continued operation and management of the Hangar other than those already in the possession of Buyer ("**Records**").

The items set forth in Section 1.1 through 1.5 are hereafter collectively referred to as "**Hangar**".

**2. Purchase Price and Manner of Payment.** The total purchase price ("**Purchase Price**") to be paid by Buyer to Seller shall be One Hundred Thousand and No/100 dollars (\$100,000.00), which shall be paid by certified check on the Closing Date (as defined hereinafter).

**3. Buyer's Contingencies.** The obligations of Buyer under this Agreement are contingent upon each of the following ("**Buyer's Contingencies**");

- 3.1 **Representations and Warranties.** The representations and warranties of Seller contained in this Agreement must be true now and on the Closing Date as if made on the Closing Date.
- 3.2 **Closing Documents.** On or before three (3) business days prior to the Closing Date, Seller shall deliver to Buyer Seller's Closing Documents for Buyer's review. On or before the Closing Date, Buyer shall have

determined in its sole judgment that it is satisfied with the form and content of Seller's Closing Documents.

- 3.3 **Real Property Lease.** On or before the Closing Date, Buyer will enter into a real property lease with the Seller who is the owner of the real property upon which the Hangar is located. Lease terms must be satisfactory to Buyer.
- 3.4 **Water Mitigation.** Seller shall accomplish sufficient water mitigation efforts that shall prevent standing water in the parking lot and that shall prevent overflowing of the ditch between the Hanger and a tan hanger to the north of the Hangar.
- 3.5 **Gravel.** Seller shall add gravel to the existing parking lot prior to Closing sufficient to meet Purchaser's approval.

If any contingency has not been satisfied on or before the Closing Date, then this Agreement may be terminated, at Buyer's option, by written notice from Buyer to Seller given at any time on or before the Closing Date. Upon such termination, neither Party will have any further rights or obligations regarding this Agreement or the Hangar. All the contingencies set forth in this Agreement are specifically stated and agreed to be for the sole and exclusive benefit of the Buyer and the Buyer shall have the right to unilaterally waive any contingency by written notice to Seller.

**4. Closing.** The closing of the purchase and sale contemplated by this Agreement (the "**Closing**") shall occur as mutually agreed upon by the Parties ("**Closing Date**"). Seller agrees to deliver possession of the Hangar to Buyer at the time of Closing.

**5. Closing Documents.** At the Closing:

- 5.1 Seller shall deliver to Buyer a properly executed bill of sale conveying all of Seller's right, title, and interest in the Hangar to Buyer, free and clear of all liens, security interests, and adverse claims, in a form substantially similar to Exhibit A (the "**Bill of Sale**"), which Bill of Sale will be filed of record in .
- 5.2 Seller shall deliver to Buyer all plans and records related to the Hangar, as well as all other documents reasonably determined by Buyer to be necessary to transfer the Hangar to Buyer free and clear of all encumbrances.
- 5.3 Buyer shall deliver a certified check to Seller in the amount of the Purchase Price.

6. **Hangar Use.** The Parties agree that the Hangar shall be used primarily for aviation purposes. The Buyer may use the Hangar for other purposes, e.g., storage, car maintenance, etc. (“**Other Purposes**”) so long as the primary use of the Hangar is for aviation purposes despite the use of the Hangar for Other Purposes and so long as the use of the Hangar does not interfere with movement of aircraft in or out of the hangar or impede access to other aeronautical contents of the hangar and is otherwise consistent with The Federal Aviation Administration’s Policy on the Non-Aeronautical Use of Airport Hangars, as amended (81 Federal Register 38906-38911 (June 15, 2016)). The Parties agree that Seller shall continue to have access to and use of the lounge and restrooms in the Hangar so long as such use does not materially interfere with Buyer’s use of the Hangar, subject to Seller’s policies and procedures, and subject to Buyer’s right to sell the Hangar at which time Buyer’s access to and use of the lounge and restrooms in the Hangar would terminate.
7. **Buy Back of Property.** In the event the Parties determine that Buyer’s ownership of the Hangar violates any applicable law, including but not limited to FAA laws and regulations, Seller agrees to buy back and purchase the Hangar from Buyer at a price equal to fair market value determined at the time of such purchase by an independent appraisal of the Hangar performed by an appraiser chosen by agreement of the Parties. If the Parties cannot agree on an appraiser, each Party shall select an appraiser and the price shall be the average of the two appraisals.
8. **Option to Purchase.** To the extent Buyer desires to sell the Hangar following the Closing, Buyer shall grant the Seller the option to purchase the Hangar at a price equal to fair market value determined at the time of such purchase by an independent appraisal of the Hangar performed by an appraiser chosen by agreement of the Parties (“**Option**”). If the Parties cannot agree on an appraiser, each Party shall select an appraiser and the price shall be the average of the two appraisals. The Seller must exercise the Option within 30 days’ of Buyer’s notification to Seller of Buyer’s intent to sell the Hangar. To the extent required by law, any sale of the Hangar to new ownership shall restrict the sale for use for aviation purposes.
9. **Attorney and Accounting Fees.** Each of the Parties will pay its own attorney and accounting fees associated with this transaction.
10. **Hangar Taxes.** Any personal property taxes associated with the Hangar up and until Closing shall be paid in full by Seller prior to the Closing Date.
11. **Operation Prior to Closing.** During the period from the date of Seller’s acceptance of this Agreement to the Closing Date (“**Executory Period**”), Seller shall, subject to the existing lease between Buyer and Seller, operate and maintain the Hangar at its cost in the ordinary course of business in accordance with prudent, reasonable business standards,

including the maintenance of adequate liability insurance and insurance against loss by fire, windstorm and other hazards, casualties and contingencies, including vandalism and malicious mischief. However, Seller shall execute no contracts regarding the Hangar during the Executory Period that are not terminable on or before the Closing Date, without the written consent of Buyer, which consent may be withheld by Buyer at its sole discretion.

**12. Representations and Warranties by Seller.** Seller represents and warrants to Buyer as follows:

- 12.1 **Title to Hangar.** As of the Effective Date of this Agreement, Seller is the owner of the Hangar and has the authority to sell the Hangar. As of the Closing Date, Seller owns the Hangar, free and clear of all encumbrances.
- 12.2 **Airport Improvement Program Grant/Other Grants/Loans.** The sale of the Hangar pursuant to this Agreement is consistent with, and does not violate, the Airport Improvement Program (“AIP”) Grant, project No. 3-20-0120-013-2021 at Osage City Municipal Airport, or any other grant, bonds, or loans related to the land upon which the Hangar is located or related to the Hangar.
- 12.3 **Laws and Regulations.** The sale of the Hangar to Buyer is consistent with all laws and regulations, including any applicable FAA laws and regulations.
- 12.4 **Utilities.** Seller has received no notice of actual or threatened reduction or curtailment of any utility service now supplied to the Hangar.
- 12.5 **Rights of Others to Purchase Hangar.** Seller has not entered into any other contracts for the sale of the Hangar, nor are there any rights of first refusal or options to purchase the Hangar or any other rights of others that might prevent the consummation of this Agreement.
- 12.6 **Seller’s Default.** Seller is not in default concerning any of its obligations or liabilities regarding the Hangar.
- 12.7 **Proceedings.** There is no action, litigation, investigation, or other proceeding of any kind pending or threatened against Seller or any portion of the Hangar.
- 12.8 **Bankruptcy.** Seller represents that there have been no bankruptcy proceedings involving Seller, during the time said Seller has had any interest in the Real Property.
- 12.9 **Unsatisfied Judgements.** Seller represents that there are no unsatisfied judgements of record against said Seller nor any actions pending in any courts,

which affect the Hangar.

- 12.10 **Contracts.** Seller is not in default under any contracts regarding the Hangar and no contracts will survive and remain in effect after the Closing Date except as authorized in writing by Buyer.
- 12.11 **Authority.** Seller is a City of the Second Class. Seller has the requisite power and authority to enter into and perform this Agreement and those Seller's Closing Documents signed by it; such documents have been duly authorized by all necessary action on the part of Seller and have been duly executed and delivered; the execution, delivery and performance by Seller of such documents do not conflict with or result in a violation of Seller's enabling resolution, bylaws, rules of procedure, or any judgment, order or decree of any court or arbiter to which Seller is a party; and such documents are valid and binding obligations of Seller, enforceable in accordance with their terms.
- 12.12 **Leases.** Seller is not in default under any lease regarding the Hangar and no leases will survive and remain in effect after the Closing Date.
- 12.13 **Special Assessments.** Seller has not received notice of any special assessments related to the Hangar.

These warranties shall survive the delivery of the Bill of Sale.

Seller will indemnify Buyer and its successors and assigns against, and will hold Buyer and its successors and assigns harmless from, any expenses or damages, including reasonable attorneys' fees, that Buyer incurs because of the breach of any of the above representations and warranties, whether such breach is discovered before or after closing. Consummation of this Agreement by Buyer with knowledge of any such breach by Seller will not constitute a waiver or release by Buyer of any claims due to such breach.

13. **Audits.** The books, records, documents, and accounting procedures and practices of the Seller relevant to this Agreement shall be subject to examination by the Buyer upon reasonable request for business purposes, such as taxes and audits.
14. **Damage.** If, prior to the Closing Date, all or any part of the Hangar is damaged by fire, casualty, the elements, or any other cause, Seller shall immediately give notice to Buyer of such fact and at Buyer's option (to be exercised within thirty days after Seller's notice), this Agreement shall terminate, in which event neither Party will have any further obligations under this Agreement. If Buyer fails to elect to terminate despite such damage, the Seller shall assign to Buyer all right to receive the proceeds of all insurance related to such damage and the Purchase Price shall remain the same.
15. **Survival.** The Parties' obligations under this Agreement and the representations and

warranties which the Parties have recited in this Agreement shall survive Seller's delivery of a bill of sale to Buyer and the Closing of this transaction.

16. **Captions.** The paragraph headings or captions appearing in this Agreement are for convenience only, are not a part of this Agreement and are not to be considered in interpreting this Agreement.
17. **Entire Agreement; Modification.** This written Agreement constitutes the complete Agreement between the Parties and supersedes any prior oral or written agreements between the Parties regarding the sale of the Hangar. There are no verbal agreements that change this Agreement and no waiver of any of its terms will be effective unless in writing executed by the Parties.
18. **Binding Effect.** This Agreement binds and benefits the Parties and their successors in interest. Neither Party may assign its rights under this Agreement without written consent of the other Party.
19. **Relationship of the Parties.** Nothing contained in this Agreement is intended or should be construed in any manner as creating or establishing the relationship of co- partners or a joint venture between the Parties hereto, nor shall any Party hereto be considered or deemed to be an agent, representative, or employee of any other Party hereto in the performance of this Agreement.
20. **Choice of Law and Venue.** All matters relating to the validity, construction, performance, or enforcement of this Agreement shall be determined in accordance with the laws of the State of Kansas. All legal actions initiated with respect to or arising from any provision contained in this Agreement shall be initiated, filed and venued in the District Court of Kansas located in the County of Osage City, Osage County, Kansas.
21. **Waiver.** The failure by any Party hereto, in any one or more instances, to insist upon the complete and total observance or performance of any term or provision hereof, or to exercise any right, privilege, or remedy conferred hereunder or afforded by law shall not be construed as waiving any breach of such term, provision, or the right to exercise such right, privilege, or remedy thereafter. In addition, no delay on the part of any Party hereto in exercising any right or remedy hereunder shall operate as a waiver thereof, nor shall any single or partial exercise of any right or remedy preclude other or further exercise thereof or the exercise of any other right or remedy.
22. **Severability.** If any provision of this Agreement is finally judged by a court of competent jurisdiction to be invalid, then the remaining provisions shall remain in full force and effect and they shall be interpreted, performed, and enforced as if the invalid provision did not appear herein.
23. **Notices.** All notices or communications between Buyer and Seller shall be deemed

sufficiently given or rendered if in writing and delivered to either Party personally; or if mailed by United States registered or certified mail to the addresses set forth below, or such future addresses as may be subsequently supplied by the Parties hereto to each other, return receipt requested, postage prepaid; or if transmitted by facsimile copy followed by mailed notice; or if deposited cost paid with a nationally recognized, reputable overnight courier, properly addressed as follows:

Seller: City of Osage City, Kansas  
Attn: City Manager  
201 South 5th  
Osage, Kansas, 66523

Buyer: Hawkeye Helicopter, LLC  
Attn: Jarrod Scott/Jim Scott  
715 Washington St.  
Lyndon, Kansas 66451

24. **Remedies for Non-Compliance.** If Seller fails to comply with any of the provisions contained in this Agreement, then Buyer may become damaged by such failure may assert any and all remedies it possess under law and equity including, but not limited to, the right to petition the court for an order requiring Seller to fully comply with all of the provisions contained in this Agreement.
25. **Electronic Signatures; Execution in Counterparts.** The electronic signature of the Parties to this Agreement shall be as valid as an original signature of such Party and shall be effective to bind the Parties hereto. For purposes hereof, (i) “electronic signature” means a manually signed original signature that is then transmitted by electronic means; and (ii) “transmitted by electronic means” means sent in the form of a facsimile or sent via the internet as a portable document format (“pdf”) or other replicating image attached to an electronic mail or internet message. This Agreement may be simultaneously executed in several counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument.

**IN WITNESS WHEREOF**, the Parties hereto have executed this Agreement below intending to be bound thereby.

**SELLER:**

The City of Osage

By: \_\_\_\_\_  
Print Name/Title \_\_\_\_\_

**BUYER:**

Hawkeye Helicopter, LLC

---

By: Jarrod Scott  
Print Name/Title: Co-Owner

**Exhibit A**  
**Bill of Sale**

This Bill of Sale is entered into with an effective date of \_\_\_\_\_, 2025 (“**Effective Date**”) by The City Of Osage City, Kansas, a municipal corporation under the laws of the State of Kansas, whose address is 201 South 5th, Osage, Kansas, 66523 (“**Seller**”), in favor of Hawkeye Helicopter, LLC, whose address is 715 Washington St. Lyndon, Kansas 66451 (“**Buyer**”), each a “**Party**” and collectively, the “**Parties**”.

This Bill of Sale (“**Bill of Sale**”) is made pursuant to the Aircraft Hangar Purchase Agreement, dated June \_\_, 2025 (the "**Agreement**") by and between Seller and Buyer, to transfer the Hangar described in the Agreement (“**Hangar**”) which Agreement is incorporated by this reference as if fully set forth herein.

26. Conveyance. For good and valuable consideration in the amount of One Hundred Thousand and No/100 dollars (\$100,000.00) paid pursuant to the terms and conditions of the Agreement, the receipt and adequacy of which Seller hereby acknowledges, Seller hereby irrevocably sells, assigns, transfers, conveys, grants, bargains, and delivers to Buyer, all of its right, title, and interest in and to the Hangar and to the personal property and Fixtures therein.
27. Further Assurances. Seller for itself, its successors and assigns, hereby covenants and agrees that, at any time and from time to time on Buyer's written request, Seller will do, execute, acknowledge, and deliver or cause to be done, executed, acknowledged, and delivered, all such further acts, deeds, assignments, transfers, conveyances, powers of attorney, and assurances as may be reasonably required by Buyer in order to assign, transfer, set over, convey, assure, and confirm unto and vest in Buyer, its successors and assigns, title to the assets sold, conveyed, and transferred by this Bill of Sale.
28. Conflict Between Agreement and Bill of Sale. In the event of conflict between the terms of the Agreement and the terms of this Bill of Sale, the terms of the Agreement govern and control.

IN WITNESS WHEREOF, Buyer and Seller have executed this Bill of Sale effective on the Effective Date.

The City of Osage

By: \_\_\_\_\_  
Print Name/Title \_\_\_\_\_

STATE OF KANSAS, COUNTY OF OSAGE, ss:

The foregoing Bill of Sale was acknowledged before me on the \_\_\_ day of \_\_\_ 2025, by \_\_\_\_\_, the authorized signatory for The City of Osage.

\_\_\_\_\_  
Notary Public

# CITY OF OSAGE CITY

REQUEST FOR CITY COUNCIL ACTION

DATE  
08/12/2025

TIME  
7:00 P.M.

AGENDA SECTION NO: III	ORIGINATING DEPARTMENT:  Administration	APPROVED FOR AGENDA:
ITEM NO. 5	BY: Katie Hodge, City Manager	BY: KH

**ITEM:**

Facility Rental Policy—Community Building & Santa Fe Depot

**BACKGROUND:**

We are proposing to revise the deposit requirements for both the Community Building and the Santa Fe Depot. The current “damage” deposit would be redefined as a general deposit, refundable upon meeting the specific criteria outlined in the yellow highlighted sections of each facility’s policy.

Additionally, an acknowledgment section has been added to the end of both policies for renters to sign, confirming their understanding of the requirements.

Lastly, the policy now specifies that the flat-top grill is not included as part of the rental. To prevent its use by renters, either the City or the Lions Club will need to place a cover over the grill.

**FISCAL NOTE:**

**COUNCIL ACTION:**

1. Approve the updated rental policies for both the Community Building and the Santa Fe Depot
2. Reject the updated rental policies for both the Community Building and the Santa Fe Depot
3. Table for a later discussion

**STAFF RECOMMENDATION:**

**MOTION:**

1. I move the council approve the updated rental policies as presented for the Community Building and the Santa Fe Depot



## Santa Fe Depot Rental Policies

### Rental Reservations

1. The scheduling of the Santa Fe Depot will be limited to the operating hours of City Hall.
  - a. All scheduling will be approved by the City.
2. Rental agreement:
  - a. Individuals or organizations requesting the use of the Santa Fe Depot are required to complete a facility rental agreement and pay the applicable rental fees and deposit with the City within three business days of the reservation request.
  - b. If payment is not received within this period the requested dates will be re-opened and made available to other renters.
3. Santa Fe Depot Rental hours:
  - a. 6:00 am to 12:00 midnight.
  - b. Earlier or later time extensions may be given for special circumstances to be approved by the City of a case-by-case basis.
4. A deposit of \$100 will be required. All approved uses involving cereal malt beverages or alcoholic beverages shall require a \$150 deposit.
5. Any renter who has requested and been approved for a temporary alcohol permit must have the approved permit on the premises during their event for verification.
6. All renters requesting use of the facility for activities involving cereal malt beverages or alcoholic beverages must include a \$40 application for a temporary alcohol permit that must be approved by an authorized city official.
7. The Santa Fe Depot will not be used for revenue generating events (garage sales, business sales, etc...) with the exception of special City sanctioned events and City approved special events for non-profit organizations.
8. In the event of an accident, injury or criminal action, a written report must be filed within 24 hours to the City.
9. The closing of the Santa Fe Depot due to weather will be based on the judgment of the City.

## **Renter's Responsibilities**

1. Clean the kitchen after using and remove all food from the appliances.
  - a. You will need to provide all of your own utensils, pans, coffee makers, etc...
  - b. The kitchen facilities include: stove, refrigerator, sinks, and working table.
2. If putting up decorations, make sure not to use anything that will damage the walls, ceiling or floors making sure all decorations are taken down afterwards.
3. Table and chairs are provided. It is the renter's responsibility to set them up and make sure they are clean before putting them away.
4. Clean the floor; there are brooms, mops, vacuum, etc. provided.
5. Empty all trash containers. There is a dumpster located on the east side of the building.
6. Controls for the heat and air conditioners are located outside the kitchen. Please turn the temperature setting to: Heat- 50 degrees, Air conditioning- 70 to 75 degrees.
7. Lock all doors when leaving the building and ensure that all windows are shut and locked.
8. Return the keys to City Hall no later than 10:00 am the following business day. A night deposit box is available at City Hall for your convenience.
9. Deposit for the building will be refunded after the designated City Employee inspects the building for:
  - a. Clean Kitchen
  - b. Clean Restrooms
  - c. All tables and chairs are clean and put away
  - d. Floors are swept and mopped
  - e. Trash is removed from every trash receptacle and new liners are in place
  - f. Doors are shut and locked
  - g. Windows are shut and locked
  - h. Heat and Air is set to the required temperature (Heat = 50 degree; Air = 70-75 degrees)
  - i. No damage
  - j. Keys are returned

**Acknowledgment of Rental Policy**

I, \_\_\_\_\_ (print name), acknowledge that I have received a copy of the **Santa Fe Depot Rental Policy**. I have read and understand the requirements outlined in the policy and agree to comply with all rules and conditions. I understand that failure to follow these requirements may result in forfeiture of my deposit.

**Signature:** \_\_\_\_\_

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



## Community Building Rental Policies

### Rental Reservations

1. The scheduling of the Community Building will be limited to the operating hours of City Hall.
  - a. All scheduling will be approved by the City.
2. Rental agreement:
  - a. Individuals or organizations requesting the use of the Community Building are required to complete a facility rental agreement and pay the applicable rental fees and deposit with the City within three business days of the reservation request.
  - b. Reservations will be booked on a first come first served basis.
  - c. If payment is not received within this time frame the requested dates will be re-opened and made available to other renters.
3. Community Building hours:
  - a. 6:00 am to 12:00 midnight.
  - b. Earlier or later time extensions may be given for special circumstances to be approved by the City on a case-by-case basis.
4. Rental fee shall be \$75 per day, which includes use of kitchen facilities, except the flat top grill.
5. A deposit of \$100 will be required. All approved uses involving cereal malt beverages or alcoholic beverages shall require a \$150 deposit.
6. Any renter who has requested and been approved for a temporary alcohol permit must have the approved permit on the premises during their event for verification.
7. All renters requesting use of the facility for activities involving cereal malt beverages or alcoholic beverages must include a \$40 application fee for a temporary alcohol permit that must be approved by an authorized City Official.
8. The Community Building will not be used for revenue generating events (garage sales, business sales, etc...) with the exception of special City sanctioned events (Smoke in the Spring BBQ Contest and Osage County Fair).

Non-profit community organizations located within the City of Osage city, Kansas, with a current and valid Internal Revenue Code 501 (c) (3) designation or similar

Federal Internal Revenue Code non-profit designation or certification may be eligible for the use of the Community Building without payment of rent.

Waiver of the rental charge for other uses of the Community Building by organizations for non-profit events shall be at the discretion and decision by the City Council Manager. Provided that use by qualified non-profit entities or organization or by an organization for non-profit events without the payment of rent shall be limited to one weekend per month for each organization and not more than five weekends per year by an organization.

9. In the event of an accident, injury or criminal action, a written report must be filed within 24 hours to the City.
10. The closing of the Community Building due to weather will be based on the judgment of the City.

### **Renter's Responsibilities**

1. Cleaning of the kitchen will be subject to, but not limited to the following:
  - Remove any items you brought from the refrigerator.
  - Clean kitchen facilities including sinks, cabinets, countertops, and any spills on or in the kitchen equipment such as oven, refrigerator, stovetops, microwave, etc.
  - Please DO NOT put coffee grounds or grease in the sinks.
  - Be sure the refrigerator door is shut.
  - Wash, dry, and put away any utensils used.
2. Please make sure the bathrooms are clean and empty all trash containers.
3. If putting up decorations, make sure not to use anything that will damage the walls, ceiling or floors making sure all decorations are taken down afterwards.
4. Table and chairs are provided. It is the renter's responsibility to set them up and make sure they are clean before putting them away.
5. Please sweep all floors. Floors must be mopped during inclement weather or when serving food.
6. All trash must be bagged up, placed in dumpster outside building, and new liners placed in trash receptacles. Empty all trash containers.
7. Do not move the piano or allow anyone to tamper with it.
8. Do not drive vehicles inside the building for any reason.
9. Controls for the heat and air conditioners are located on the west wall outside the kitchen. Please turn the temperature setting to: Heat- 50 degrees, Air conditioning- 70 to 75 degrees.

10. Lock all doors when leaving the building and ~~insure~~ensure that all windows are shut and locked.
11. Return the keys to City Hall no later than 10:00 am the following business day. A night deposit box is available at City Hall for your convenience.
12. Deposit for the building will be refunded after the designated City Employee inspects the building for:
  - a. Clean Kitchen
  - b. Clean Restrooms
  - c. All tables and chairs are clean and put away
  - d. Floors are swept and mopped
  - e. Trash is removed from every trash receptacle and new liners are in place
  - f. Doors are shut and locked
  - g. Windows are shut and locked
  - h. No damage
  - i. Heat and Air is set to the required temperature (Heat = 50 degree; Air = 70-75 degrees)
  - j. Keys are returned
13. Cancellation of the building must be made at least 2 weeks in advance. If cancelled in the allotment of time above both rent and deposit will be refunded

### **Acknowledgment of Rental Policy**

I, \_\_\_\_\_ (print name), acknowledge that I have received a copy of the **Community Building Rental Policy**. I have read and understand the requirements outlined in the policy and agree to comply with all rules and conditions. I understand that failure to follow these requirements may result in forfeiture of my deposit.

**Signature:** \_\_\_\_\_

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

# CITY OF OSAGE CITY

REQUEST FOR CITY COUNCIL ACTION

DATE  
08/12/2025

TIME  
7:00 P.M.

AGENDA SECTION NO: III	ORIGINATING DEPARTMENT:  Administration	APPROVED FOR AGENDA:
ITEM NO. 6	BY: Amy Woodward, City Clerk	BY: KH

**ITEM:**

Updated City Credit Card Policy & Travel Policy

**BACKGROUND:**

Please refer to both the Credit Card policy and Travel Policy for deletions and additions. Deletions noted by strike-through lines and additions are in color.

The Travel Policy was added because it is affected by the Credit Card Policy.

**FISCAL NOTE:**

1. Positive financial impact, as over the limit spending will be reduced or eliminated
2. Increase in efficiency with personnel time related to the check-out/check-in process and receipt search

**MOTION:**

1. I move we approve the updated Credit Card policy as presented
2. I move we approve the updated Travel Policy as presented



## CREDIT CARD USE POLICY

### Objective

The purpose of the City of Osage City's Credit Card Use Policy is to establish rules for their use and the responsibilities of cardholders using the City's credit cards. The policy ensures that operational and administrative costs and the risks associated with credit card use are minimized while providing cardholders with a convenient method of purchasing goods and services on behalf of the City.

### Authority for Use of Credit Cards

The City of Osage City credit cards ~~may be~~ are issued to Department Heads employees, which may be used for City related purchases for use where it is not possible or inconvenient to use the City's normal payment systems. The City Clerk ~~is will be~~ responsible for tracking credit card usage and monthly bill payment. ~~the disbursement of the City's credit cards, which may be authorized for City travel expenses as allowed within the City's travel reimbursement policy.~~

### Cardholder Responsibilities

1. The employee must ~~E~~ ensure that the credit card is used in compliance with the City's Purchasing Policy.
2. The employee may ~~ONLY~~ make purchases of goods or services for official business of authorized employees of the City of Osage City. ~~may use the credit card.~~
3. ~~A municipal credit card may only be used for the purchase of goods or services for official business of the City of Osage City.~~
- 4.3. The employee must submit all receipts that include documentation detailing the goods or services purchased. The receipt should include the partial card number for identifying the card that was used. ~~using the credit card must submit receipts that include documentation detailing the goods or services purchased.~~
- 5.4. ~~Above said R~~ receipts and documentation must be initialed by the purchaser and submitted to the City Clerk in a timely manner to reconcile against the monthly credit card statement. If a purchase ~~no~~ receipt can not be supplied to the City Clerk, then ~~the~~ the employee responsible for the purchases may be made to the credit card may be held personally accountable responsible for repayment. ~~to the City for said purchases. However, occasionally receipts are obtained from vendors but subsequently lost.~~ In the event that no receipt cannot be presented, then the employee must ~~shall~~ report the expense to the City Clerk and complete a Missing Credit Card Receipt Form to allow for proper documentation. Frequent misplacement of receipts by an employee may result in the loss of credit card privileges.
- 6.5. The employee issued the card is responsible for its protection and custody, and shall immediately notify the City Clerk if the card is lost or stolen.
- 7.6. ~~Municipal credit card~~ Employees users must notify vendors or merchants that the credit card transaction should be exempt from Kansas Sales and Use Taxes (IRS Tax Identification #48-6030647) if it is used for the purchase of goods or services in the State of Kansas, per department requirements. Reminder: Gas, Power Plant, Electric Distribution, Sanitation & Sewer

purchases are required to pay sales tax. All other departments and tax exempt.

8.7. The credit card may not be used for cash advances, personal use or any other type of purchase not permitted under the City's Purchasing Policy. Employee's misuse of the credit card will be subject to discipline per the City of Osage City Personnel Benefits, Procedure & Regulations Article G. dated September 9, 2003.

9.8. Employees must immediately surrender their assigned card upon termination of employment. The City reserves the right to withhold final payroll checks and payout of accrued leave until the card is surrendered.



## TRAVEL POLICY

This policy sets guidelines and procedures which will govern reimbursement of travel related expenses of elected city officials, appointed city officials and city employees for travel on behalf of the City of Osage City.

### A. Transportation:

1. No specific mode of transportation is mandatory; however, City officials and employees are expected to use the most economical means available with reasonable consideration given to the time and distance involved. It is the department's responsibility to obtain comparative pricing.
2. All vehicular travel for City business shall be done in a City owned vehicle. Only when a City owned vehicle is not available for use or are in use by other persons will there be a mileage reimbursement. If use of a personal vehicle is required for City business, an allowance at the prevailing ~~IRS mileage rate~~ ~~per mile rate for the State of Kansas~~ shall be authorized. The City official or employee shall keep and submit a written record of beginning mileage and ending mileage.
  - a. If an employee or City official drives his/her personal vehicle, he/she accepts personal liability for any damage and injury occurring as a result of use of his/her auto.
  - b. City employees/officials will be responsible for any tickets or citations issued to them whether in a personal vehicle or City-owned vehicle.

### B. Conference Registration:

1. Arrangements should be made far enough in advance so that payment of conference registrations can be made at the early registration rates and paid directly to the sponsoring organization as part of the City's regular claims process.

### C. Lodging:

1. Authorization for lodging costs will be approved for standard rooms at the suggested conference or seminar hotel(s) at the conference rate, unless extenuating circumstances prevent staying there.
2. If travel for official City business is not related to a conference, lodging choices should be based on economy and accessibility.

### D. Meals:

a. The city will reimburse reasonable meal expenses incurred by an employee as a result of travel for official City business and events, provided such expenses are appropriate, necessary, and aligned with the city's commitment to fiscal responsibility.

b. When appropriate, City officials/employees should include a maximum of 20% gratuity when traveling on City business

c. The cost of alcoholic beverages will not be reimbursed

E.D. General-Other Travel Requirements:

1. If City employees/officials travel early or stay later for personal reasons not related to City business, either prior to or after the approved conference/event, all additional lodging and ~~excess~~ travel costs shall be paid for by the employee or official. No meal allowance shall be granted for days other than ~~approved conference days, travel days and days~~ approved for conducting official City business.
2. Any deviation or special claim for reimbursement will not be allowed unless specifically approved by the City Manager.
- ~~3. City employees/officials who wish to personally pay for costs for items mentioned in this policy which are incurred as a result of overnight travel and be reimbursed may do so.~~
- ~~4.3.~~ Consideration must be given to the most economical location for conferences or seminars which are offered in various locations.
- ~~5.4.~~ Receipts are necessary-required for all reimbursement and must be turned in to the City Clerk within two business days following travel.
6. Employee's misuse of the travel policy or city credit card while traveling will be subject to discipline per the City of Osage City Personnel Benefits, Procedure & Regulations Article G. dated September 9, 2003.

July 23, 2025

## RECEIPT

*(The attached policy's were adopted at the October 11, 2011 and October 25, 2011 Council Meetings.)*

I acknowledge receipt of the Osage City Credit Card Use Policy and Travel Policy. I will read the policies within a week, ask my supervisor about points I do not understand, and do hereby agree to accept and abide by these policies for the duration of my employment.

---

Employee

Date

# CITY OF OSAGE CITY

REQUEST FOR CITY COUNCIL ACTION

DATE  
08/12/2025

TIME  
7:00 P.M.

AGENDA SECTION NO: III	ORIGINATING DEPARTMENT:  Administration	APPROVED FOR AGENDA:
ITEM NO. 7 & 8	BY: Sadie Boos, City Treasurer	BY: Katie Hodge

**ITEM:**

2026 Annual Budget Review and set the public hearing for September 9, 2025 at 7:00 p.m.

**BACKGROUND:**

**FISCAL NOTE:**

1. The final assessed valuation for 2024 was \$23,217,524.00, estimated assessed valuation for 2025 is \$24,197,859.00. The value of Osage City increased by \$980,335.00.
2. City of Osage City will remain revenue neutral for 2026. We are asking for the same amount of tax dollars as last year, which is \$1,168,542.00.

**Tax Levy Fund Highlights**

1. In 2025 we used most of the tax money collected to secure the 10% need for the Airport Layout Plan (construction of the new runway). We increased utility transfers and fees, in lieu of tax dollars, to support the General Fund and Debt Service Fund. Now that the City's portion for the airport is secure, in 2026 we shifted the tax dollars back to the general and debt services funds and reduced utility transfers. This allows protection of the Electric fund after the loss of Orbis revenue and taking on the Cat Engine Bond and protection of the Water Fund due to a potential bond on for water plant upgrades.
2. We set up an Airport Improvement Plan fund for 2026 to transfer the City's 10% of the ALP project portion to protect those funds.
3. Increased the salary for the Street department to bring in an Assistant in anticipation of Fred Hallowell's retirement. The assistant will need at least one full year for training.

**Non Tax Levy Fund Highlights**

1. Set up a Sanitation Equipment fund to transfer money for the purchase of a new trash truck in 5 years.

# CITY OF OSAGE CITY

REQUEST FOR CITY COUNCIL ACTION

DATE  
08/12/2025

TIME  
7:00 P.M.

AGENDA SECTION NO: III	ORIGINATING DEPARTMENT:  Administration  BY: Sadie Boos, City Treasurer	APPROVED FOR AGENDA:  BY: Katie Hodge
ITEM NO. 7 & 8		

**COUNCIL ACTION:**

Motion to set the public hearing.

**STAFF RECOMMENDATION:**

To approve setting the public hearing on September 9, 2025 at 7:00p.m. for the purpose of hearing and answering objections of taxpayers relating to the proposed use of all funds and the amount of ad valorem tax.

**MOTION:**

I move to set public hearing on September 9, 2025 at 7:00p.m. for the purpose of hearing and answering objections of taxpayers relating to the proposed use of all funds and the amount of ad valorem tax for the 2026 Budget







### Public Hearing Input Options

This tab will populate the date, time and location of the public hearing on the selected hearing pages, as well as other required information. Please enter the relevant information in the GREEN cells.

Please review the sections below to determine which hearing notice best fits the needs of the taxing subdivision. Please contact Municipal Services with questions.

**WARNING: Prior to providing newspaper with hearing notice, review all of the information has properly been input and linked to the publication draft.**

### Input Examples

Official Title:

Date:

Time:

Location:

Available at:

### Budget Hearing Notice Only

Official Name:

Official Title:

Date:

Reminder: The notice of hearing must be published at least 10 days prior to hearing date.

Time:

Location:

Budget Available at:

*Taxing subdivisions that do not require a hearing to exceed the revenue neutral rate or will hold/publish the rate hearing separately from the budget hearing, please complete the information in green cells of the "Budget Hearing Notice Only" section.*

*You will print the tab "Budget Hearing Notice" and publish this notice in the newspaper at least 10 days prior to the budget hearing.*

### Combined Revenue Neutral Rate & Budget Hearing Notice

Official Name:

Official Title:

Date:

Reminder: The notice of hearing must be published at least 10 days prior to hearing date.

Time:

Location:

Budget Available at:

*Taxing subdivisions that wish to hold a hearing to exceed the revenue neutral rate in conjunction with the regular budget hearing should complete the green cells in the section called "Combined Rate & Budget Hearing Notice".*

*You will print the tab called "Combined Rate-Bud Hearing Notice" and publish this notice in the newspaper at least 10 days prior to the hearing date. Additionally, the taxing subdivision will publish a notice of hearing to exceed the RNR to their website (if maintained).*

### Hearing to Exceed the Revenue Neutral Rate Notice Only

Date:

Reminder: The notice of hearing must be published at least 10 days prior to hearing date.

Time:

Location:

*If the taxing subdivision wishes to hold or publish the hearing to exceed the revenue neutral rate separate from the budget hearing, the subdivision may choose the alternate publication "Hearing to Exceed the Revenue Neutral Rate". Note: If using this option, the subdivision MUST also publish the budget hearing notice.*



City of Osage City

**Allocation of MV, RV, 16/20M, Commercial Vehicle, and Watercraft Tax Estimates**

Budgeted Fund for 2025	Ad Valorem Levy Tax Year 2024	Allocation for Year 2026				
		MVT	RVT	16/20M Veh	Comm Veh	Watercraft
General	282,774	33,388	708	331	2,834	0
Debt Service	126,948	14,989	318	149	1,272	0
Library	176,196	20,804	442	207	1,766	0
Special Safety Equipment	45,751	5,402	115	54	459	0
Airport	536,873	63,389	1,345	629	5,380	0
Special Parks & Recreat						
TOTAL	1,168,542	137,972	2,928	1,370	11,711	0

County Treas Motor Vehicle Estimate	137,972
County Treas Recreational Vehicle Estimate	2,928
County Treas 16/20M Vehicle Estimate	1,370
County Treas Commercial Vehicle Tax Estimate	11,711
County Treas Watercraft Tax Estimate	0

Motor Vehicle Factor	0.11807
Recreational Vehicle Factor	0.00251
16/20M Vehicle Factor	0.00117
Commercial Vehicle Factor	0.01002
Watercraft Factor	0.00000

Schedule of Transfers

Expenditure Fund Transferred From:	Receipt Fund Transferred To:	Actual Amount for 2024	Current Amount for 2025	Proposed Amount for 2026	Transfers Authorized by Statute
General	Bond & Interest	54,005	-		10-113
General	Capital Improvement	230,000	257,000	260,000	12-1,118
General	Pool CIP	125,862	450,000	450,000	12-1,118
Electric	General	135,000	100,000		12-825d
Electric	General-Admin Fees	318,500	125,000	130,000	12-825d
Electric	Bond & Interest		-	150,000	12-825d
Electric	Capital Improvement	110,000	200,000	100,000	12-1,118
Electric	Equipment Reserve	115,000	115,000	50,000	12-1,117
Electric	Electric Improvement	250,000	450,000	-	12-1,118
Water	General	57,000	20,000		12-825d
Water	General-Admin Fees	95,000	45,000	55,000	12-825d
Water	Bond & Interest	220,000	150,125	100,000	12-825d
Water	Capital Improvement	33,000	33,000	33,000	12-1,118
Water	Equipment Reserve	20,000	20,000	20,000	12-1,117
Water	Water Reserve	100,000	100,000	100,000	12-1,117
Gas	General	10,000	-		12-825d
Gas	General-Admin Fees	115,500	55,000	40,000	12-825d
Gas	Bond & Interest	60,000	60,000	-	12-825d
Gas	Capital Improvement	10,000	10,000	10,000	12-1,118
Gas	Equipment Reserve	10,000	10,000	10,000	12-1,117
Sewer	General	5,000	5,000		12-825d
Sewer	General-Admin Fees	20,000	20,000	20,000	12-825d
Sewer	Capital Improvement	7,000	7,000	7,000	12-1,118
Sewer	Equipment Reserve	6,000	6,000	6,000	12-1,117
Sewer	Sewer Reserve	25,000	25,000	25,000	12-631o
Sanitation	General	5,000	5,000		12-825d
Sanitation	General-Admin Fees	5,000	5,000	5,000	12-825d
Sanitation	Capital Improvement	10,500	10,500	10,500	12-1,118
Sanitation	Equipment Reserve	60,000	60,000	20,000	12-1,117
Sanitation	Sanitation Reserv			100,000	12-1,117
Special Highway	Bond & Interest	77000	76010	80000	10-113
Airport	AIP			750000	12-1,118
	<b>Totals</b>	2,289,367	2,419,635	2,531,500	
	<b>Adjustments</b>				
	<b>Adjusted Totals</b>	2,289,367	2,419,635	2,531,500	

\*Note: Adjustments are required only if the transfer is being made in 2025 and/or 2026 from a non-budgeted fund.





**WORKSHEET FOR STATE GRANT-IN-AID TO PUBLIC LIBRARIES AND  
REGIONAL LIBRARY SYSTEMS**

**Budgeted Year: 2026**

Library found in: City of Osage City  
Osage County

As provided in KSA 79-2553 *et seq.*, two tests are used to determine eligibility for State Library Grant. If the grant is approved, then the municipality's library will be paid the grant on February 15 of each year.

First test:

	Current Year	Proposed Year
	<u>2025</u>	<u>2026</u>
Ad Valorem	\$176,196	\$179,051
Delinquent Tax	.	\$0
Motor Vehicle Tax	\$18,698	\$20,804
Recreational Vehicle Tax	\$351	\$442
16/20M Vehicle Tax	<u>\$0</u>	<u>\$207</u>
TOTAL TAXES	\$195,245	\$200,504
Difference in Total Taxes:	\$5,259	
Qualify for grant:	Qualify	

Second test:

Assessed Valuation	\$23,217,524	\$24,931,372
Did Assessed Valuation Decrease?	No	
Levy Rate	7.589	7.182
Difference in Levy Rate:	(0.407)	
Qualify for grant:	Not Qualify	

Overall does the municipality qualify for a grant? **Qualify**

If the municipality would not have qualified for a grant, please see the below narrative for assistance

**FUND PAGE FOR FUNDS WITH A TAX LEVY**

Adopted Budget <b>General</b>	Prior Year Actual for 2024	Current Year Estimate for 2025	Proposed Budget Year for 2026
Unencumbered Cash Balance Jan 1	2,479,484	3,274,451	1,595,732
<b>Receipts:</b>			
Ad Valorem Tax	621,111	282,774	xxxxxxxxxxxxxxxxxxx
Delinquent Tax	32,351	0	
Motor Vehicle Tax	144,961	69,660	33,388
Recreational Vehicle Tax	2,850	1,309	708
16/20M Vehicle Tax		0	331
Commercial Vehicle Tax	10,221	1,428	2,834
Watercraft Tax		0	0
Gross Earning (Intangible) Tax		0	0
<b>Local Sales Tax:</b>			
County	254,717	220,000	220,000
Property Tax Reduction	207,045	175,000	175,000
Pool	310,568	450,000	450,000
Street	258,807	257,000	260,000
NR Refunds	-367		
<b>Intergovernmental</b>			
State Connecting Link	12,529	10,000	10,000
Local Alcohol	8,341	4,000	4,000
<b>Licenses &amp; Permits:</b>			
Licenses	10,270	6,500	5,000
Building Permits	4,826	6,000	4,000
<b>Charges for Services:</b>			
Franchise Fees	13,754	10,000	9,375
Burial Fees	10,400	4,000	4,000
Cemetery Lots	3,300	4,500	4,500
Swimming	33,369	30,000	30,000
Concessions	27,696	25,000	25,000
User Fees	0	0	
User Fees-special events	0	0	
User Fees-bbq bucks	24,194	16,000	16,000
User Fees-sponsors	9,550	8,000	6,000
User Fees-vendors	23,691	18,000	18,000
User Fees-youth programs	21,634	20,000	18,000
NSF Fees	1,155	0	0
Animal Control Fees	4,719	2,000	2,000
<b>Fines &amp; Forfeitures:</b>			
Fines	22,861	20,000	15,000
Diversion	5,478	1,000	1,000
Lab Fees			
<b>Use of Money &amp; Property:</b>			
Lease/Rental	83,021	10,000	10,000
Building Deposit	6,825	5,000	4,000
Interest Earned	892,238	100,000	105,860
Grant Proceeds			
<b>Miscellaneous:</b>			
Reimbursements	93,267	25,000	25,000
Miscellaneous	236	0	0
Sale of Equipment	8,300	0	0
Donations	0	0	0
Special Assessments			
<b>Operating Transfers:</b>			
Administrative Fees	554,000	250,000	250,000
Electric Fund	135,000	100,000	100,000
Water Fund	10,000	20,000	20,000
Natural Gas Fund	57,000		
Sewer Fund	5,000	5,000	5,000
Sanitation Fund	5,000	5,000	5,000
Miscellaneous Funds			
In Lieu of Taxes (IRB)			
Neighborhood Revitalization Rebate			0
Miscellaneous			
Does miscellaneous exceed 10% Total Rec			



Adopted Budget <b>General Fund - Detail Page 1</b>	Prior Year Actual for 2024	Current Year Estimate for 2025	Proposed Budget Year for 2026
Expenditures:			
<b>GENERAL ADMINISTRATION</b>			
Salaries	541,602	533,000	534,620
Contractual	238,400	258,700	232,200
Commodities	15,718	23,000	17,900
Capital Outlay		10,000	5,000
Non-Expense	75	1,000	1,000
Transfers Out			
Bond & Interest	54,005		
Capital Improvement	230,000	257,000	260,000
Equipment Reseve			
Pool Capital Improvement	125,862		
Miscellaneous		450,000	450,000
Contingency			
<b>Total</b>	<b>1,205,662</b>	<b>1,532,700</b>	<b>1,500,720</b>
<b>POLICE</b>			
Salaries	562,424	603,540	622,040
Contractual	97,998	100,900	109,200
Commodities	21,274	34,000	34,000
Capital Outlay			2,000
Non-Expense	3,404	2,000	3,500
Capital Improvement		3,000	
<b>Total</b>	<b>685,100</b>	<b>743,440</b>	<b>770,740</b>
<b>UTILITY ADMINISTRATION</b>			
Salaries	101,962	112,990	111,990
Contractual	1,421	4,500	2,000
Commodities	185	1,780	780
Capital Outlay			
<b>Total</b>	<b>103,568</b>	<b>119,270</b>	<b>114,770</b>
<b>STREET</b>			
Salaries	242,074	265,340	379,580
Contractual	48,086	40,550	47,500
Commodities	41,179	77,150	77,150
Capital Outlay		1,000	1,000
Non-Expense			
Capital Improvement			
<b>Total</b>	<b>331,339</b>	<b>384,040</b>	<b>505,230</b>
<b>PROPERTY</b>			
Salaries	105,845	133,000	100,390
Contractual	52,638	65,500	72,250
Commodities	39,980	40,000	46,100
Capital Outlay			
Non-Expense		1,000	
Capital Improvement		2,500	3,000
<b>Total</b>	<b>198,463</b>	<b>242,000</b>	<b>221,740</b>
<b>ECONOMIC DEVELOPMENT</b>			
Salaries			
Contractual	49,824	57,000	52,000
Commodities	37,663	28,000	38,000
Non-Expense			
<b>Total</b>	<b>87,487</b>	<b>85,000</b>	<b>90,000</b>
<b>TREE BOARD</b>			
Salaries			
Contractual	1,400	2,000	2,000
Commodities	594	2,000	2,000
Capital Outlay			
<b>Total</b>	<b>1,994</b>	<b>4,000</b>	<b>4,000</b>
<b>COMMUNITY IMPROVEMENT</b>			
Salaries	7,258	27,100	27,100
Contractual	40,954	62,000	51,500
Commodities	426	1,650	1,650
Capital Outlay		1,500	1,500
Non-Expense			
<b>Total</b>	<b>48,637</b>	<b>92,250</b>	<b>81,750</b>

Page 1 - Total	2,662,249	3,202,700	3,288,950
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Page No. 7b

City of Osage City

2026

Adopted Budget General Fund - Detail Page 2	Prior Year Actual for 2024	Current Year Estimate for 2025	Proposed Budget Year for 2026
<b>Expenditures:</b>			
<b>RECREATION</b>			
Salaries	103,832	138,940	142,940
Contractual	26,652	31,600	32,100
Commodities	55,029	66,000	57,000
Non-Expense		500	500
Capital Improvement		3,500	5,000
<b>Total</b>	<b>185,512</b>	<b>240,540</b>	<b>237,540</b>
<b>PARKS</b>			
Salaries	56,839	85,400	73,740
Contractual	65,865	88,000	81,100
Commodities	19,613	22,600	24,200
Capital Outlay		0	
Non-Expense	7,555	8,000	8,000
Capital Improvement			
<b>Total</b>	<b>149,872</b>	<b>204,000</b>	<b>187,040</b>
<b>POOL</b>			
Salaries	61,147	86,150	86,150
Contractual	46,915	61,000	68,000
Commodities	29,254	46,500	47,500
<b>Total</b>	<b>137,316</b>	<b>193,650</b>	<b>201,650</b>

Salaries			
Contractual			
Commodities			
Capital Outlay			
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>

Salaries			
Contractual			
Commodities			
Capital Outlay			
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>

Salaries			
Contractual			
Commodities			
Capital Outlay			
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>

Salaries			
Contractual			
Commodities			
Capital Outlay			
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>

Salaries			
Contractual			
Commodities			
Capital Outlay			
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>

Page 2 -Total	472,700	638,190	626,230
Page 1 -Total	2,662,249	3,202,700	3,288,950
<b>Grand Total</b>	<b>3,134,949</b>	<b>3,840,890</b>	<b>3,915,180</b>

(Note: Should agree with general sub-totals.)

City of Osage City

2026

**FUND PAGE FOR FUNDS WITH A TAX LEVY**

Adopted Budget	Prior Year Actual for 2024	Current Year Estimate for 2025	Proposed Budget Year for 2026
<b>Debt Service</b>			
Unencumbered Cash Balance Jan 1	217,047	205,098	132,330
Receipts:			
Ad Valorem Tax	120,951	126,948	XXXXXXXXXXXXXXXXXX
Delinquent Tax	1,717	0	
Motor Vehicle Tax		13,575	14,989
Recreational Vehicle Tax		255	318
16/20M Vehicle Tax		0	149
Commercial Vehicle Tax	978	279	1,272
Watercraft Tax		0	0
Special Assessments			
Bond Proceeds:			
Transfer from General Fund	54,005		
Transfer from Electric Fund			150,000
Transfer from Water Fund	220,000	150,125	100,000
Transfer from Gas Fund	60,000	56,413	0
Transfer from Special Highway Fund	77,000		77,000
Transfer from Sewer Fund			
Interest on Idle Funds			
Neighborhood Revitalization Rebate	(72)		0
Miscellaneous			
Does miscellaneous exceed 10% Total Rec			
<b>Total Receipts</b>	<b>534,579</b>	<b>347,595</b>	<b>343,728</b>
<b>Resources Available:</b>	<b>751,626</b>	<b>552,693</b>	<b>476,058</b>
Expenditures:			
Principal	420,000	305,000	525,000
Interest	126,528	115,363	291,290
Other Bond Issuance Fees			
Neighborhood Revitalization Rebate			
Cash Reserve (2026 column)			
Miscellaneous			
Does miscellaneous exceed 10% Total Exp			
<b>Total Expenditures</b>	<b>546,528</b>	<b>420,363</b>	<b>816,290</b>
Unencumbered Cash Balance Dec 31	205,098	132,330	XXXXXXXXXXXXXXXXXX
2024/2025/2026 Budget Authority Amount	546,528	420,363	816,290
	Non-Appropriated Balance		
	Total Expenditure/Non-Appr Balance		
			816,290
			340,232
			Tax Required
Delinquent Comp Rate:	3.0%		10,207
Amount of 2025 Ad Valorem Tax			350,439

Adopted Budget	Prior Year Actual for 2024	Current Year Estimate for 2025	Proposed Budget Year for 2026
<b>Library</b>			
Unencumbered Cash Balance Jan 1	0	0	562
Receipts:			
Ad Valorem Tax	166,622	176,196	XXXXXXXXXXXXXXXXXX
Delinquent Tax	6,168		
Motor Vehicle Tax	25,478	18,698	20,804
Recreational Vehicle Tax	496	351	442
16/20M Vehicle Tax		0	207
Commercial Vehicle Tax	2,121	384	1,766
Watercraft Tax		0	0
Neighborhood Revitalization Rebate	(99)		
Interest on Idle Funds			
Neighborhood Revitalization Rebate			0
Miscellaneous			
Does miscellaneous exceed 10% Total Rec			
<b>Total Receipts</b>	<b>200,786</b>	<b>195,629</b>	<b>23,219</b>
<b>Resources Available:</b>	<b>200,786</b>	<b>195,629</b>	<b>23,781</b>
Expenditures:			
Library Board	200,786	195,067	197,617
Neighborhood Revitalization Rebate			
Miscellaneous			
Does miscellaneous exceed 10% Total Exp			
<b>Total Expenditures</b>	<b>200,786</b>	<b>195,067</b>	<b>197,617</b>
Unencumbered Cash Balance Dec 31	0	562	XXXXXXXXXXXXXXXXXX
2024/2025/2026 Budget Authority Amount	200,786	195,067	197,617
	Non-Appropriated Balance		
	Total Expenditure/Non-Appr Balance		
			197,617
			173,836
			Tax Required
Delinquent Comp Rate:	3.0%		5,215
Amount of 2025 Ad Valorem Tax			179,051

See Tab B

CPA Summary
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City of Osage City

2026

**FUND PAGE FOR FUNDS WITH A TAX LEVY**

Adopted Budget	Prior Year	Current Year	Proposed Budget
<b>Special Safety Equipment</b>	Actual for 2024	Estimate for 2025	Year for 2026
Unencumbered Cash Balance Jan 1	64,957	68,985	58,236
Receipts:			
Ad Valorem Tax	8	45,751	xxxxxxxxxxxxxxxx
Delinquent Tax	1,214		
Motor Vehicle Tax	5,051		5,402
Recreational Vehicle Tax	98		115
16/20M Vehicle Tax			54
Commercial Vehicle Tax	417		459
Watercraft Tax			0
NR Refunds			
Grant Proceeds	996		
Leases			
Refunds & Reimbursements	771		
Sale of Equipment			
Interest on Idle Funds			
Neighborhood Revitalization Rebate			0
Miscellaneous			
Does miscellaneous exceed 10% Total Rec			
<b>Total Receipts</b>	<b>8,554</b>	<b>45,751</b>	<b>6,030</b>
<b>Resources Available:</b>	<b>73,511</b>	<b>114,736</b>	<b>64,266</b>
Expenditures:			
Contractuals			
Commodities	1,001	3,500	4,000
Capital Outlay	3,525	35,000	40,000
Capital Improvement		18,000	18,000
Cash Reserve (2026 column)			
Miscellaneous			
Does miscellaneous exceed 10% Total Ex			
<b>Total Expenditures</b>	<b>4,526</b>	<b>56,500</b>	<b>62,000</b>
Unencumbered Cash Balance Dec 31	68,985	58,236	xxxxxxxxxxxxxxxx
2024/2025/2026 Budget Authority Amount	56,500	56,500	62,000
		Non-Appropriated Balance	
		Total Expenditure/Non-Appr Balance	62,000
		Tax Required	0
Delinquent Comp Rate:		3.0%	0
Amount of 2025 Ad Valorem Tax			0

Adopted Budget	Prior Year	Current Year	Proposed Budget
<b>Airport</b>	Actual for 2024	Estimate for 2025	Year for 2026
Unencumbered Cash Balance Jan 1	113,664	372,021	864,204
Receipts:			
Ad Valorem Tax	216,995	536,873	xxxxxxxxxxxxxxxx
Delinquent Tax	1,062	0	
Motor Vehicle Tax	6,289	24,353	63,389
Recreational Vehicle Tax	136	457	1,345
16/20M Vehicle Tax		0	629
Commercial Vehicle Tax	157	500	5,380
Watercraft Tax			0
Grant Proceeds	75,887		
Leases	11,185		
Refunds & Reimbursements			
Interest on Idle Funds			
Neighborhood Revitalization Rebate	-128		0
Miscellaneous	4,812		
Does miscellaneous exceed 10% Total Rec			
<b>Total Receipts</b>	<b>316,394</b>	<b>562,183</b>	<b>70,743</b>
<b>Resources Available:</b>	<b>430,058</b>	<b>934,204</b>	<b>934,947</b>
Expenditures:			
Contractuals	34,774	60,000	57,000
Commodities	167	5,000	5,000
Capital Outlay	23,096	5,000	5,000
Capital Improvement			258,000
Transfer to AIP			750,000
Cash Reserve (2026 column)			
Miscellaneous			
Does miscellaneous exceed 10% Total Ex			
<b>Total Expenditures</b>	<b>58,037</b>	<b>70,000</b>	<b>1,075,000</b>
Unencumbered Cash Balance Dec 31	372,021	864,204	xxxxxxxxxxxxxxxx
2024/2025/2026 Budget Authority Amount	323,600	570,000	1,075,000
		Non-Appropriated Balance	
		Total Expenditure/Non-Appr Balance	1,075,000
		Tax Required	140,053
Delinquent Comp Rate:		3.0%	4,202
Amount of 2025 Ad Valorem Tax			144,255

CPA Summary

City of Osage City

2026

**FUND PAGE FOR FUNDS WITH A TAX LEVY**

Adopted Budget	Prior Year Actual for 2024	Current Year Estimate for 2025	Proposed Budget Year for 2026
<b>Special Parks &amp; Recreation</b>			
Unencumbered Cash Balance Jan 1	52,039	47,666	52,666
Receipts:			
Ad Valorem Tax		0	XXXXXXXXXXXXXXXXXXXX
Delinquent Tax			
Motor Vehicle Tax			
Recreational Vehicle Tax			
16/20M Vehicle Tax			
Commercial Vehicle Tax			
Watercraft Tax			
Local Liquor	8,341	5,000	
Interest on Idle Funds			
Neighborhood Revitalization Rebate			0
Miscellaneous			
Does miscellaneous exceed 10% Total Re			
<b>Total Receipts</b>	<b>8,341</b>	<b>5,000</b>	<b>0</b>
<b>Resources Available:</b>	<b>60,380</b>	<b>52,666</b>	<b>52,666</b>
Expenditures:			
Commodities			30,000
Contractual Services	12,714		
Cash Reserve (2026 column)			
Miscellaneous			
Does miscellaneous exceed 10% Total Ex			
<b>Total Expenditures</b>	<b>12,714</b>	<b>0</b>	<b>30,000</b>
Unencumbered Cash Balance Dec 31	47,666	52,666	XXXXXXXXXXXXXXXXXXXX
2024/2025/2026 Budget Authority Amount	25,000	30,000	30,000
		Non-Appropriated Balance	
		Total Expenditure/Non-Appr Balance	30,000
		Tax Required	0
Delinquent Comp Rate:	3.0%		0
Amount of 2025 Ad Valorem Tax			0

Adopted Budget	Prior Year Actual for 2024	Current Year Estimate for 2025	Proposed Budget Year for 2026
<b>0</b>			
Unencumbered Cash Balance Jan 1		0	0
Receipts:			
Ad Valorem Tax		0	XXXXXXXXXXXXXXXXXXXX
Delinquent Tax			
Motor Vehicle Tax			
Recreational Vehicle Tax			
16/20M Vehicle Tax			
Commercial Vehicle Tax			
Watercraft Tax			
Interest on Idle Funds			
Neighborhood Revitalization Rebate			0
Miscellaneous			
Does miscellaneous exceed 10% Total Re			
<b>Total Receipts</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Resources Available:</b>	<b>0</b>	<b>0</b>	<b>0</b>
Expenditures:			
Cash Reserve (2026 column)			
Miscellaneous			
Does miscellaneous exceed 10% Total Ex			
<b>Total Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>
Unencumbered Cash Balance Dec 31	0	0	XXXXXXXXXXXXXXXXXXXX
2024/2025/2026 Budget Authority Amount	0	0	0
		Non-Appropriated Balance	
		Total Expenditure/Non-Appr Balance	0
		Tax Required	0
Delinquent Comp Rate:	3.0%		0
Amount of 2025 Ad Valorem Tax			0

CPA Summary

City of Osage City

2026

**FUND PAGE FOR FUNDS WITH NO TAX LEVY**

Adopted Budget Special Highway	Prior Year Actual for 2024	Current Year Estimate for 2025	Proposed Budget Year for 2026
Unencumbered Cash Balance Jan 1	13,531	13,046	13,316
Receipts:			
State of Kansas Gas Tax	76,515	76,280	76,280
County Transfers Gas		0	0
Interest on Idle Funds			
Miscellaneous			
Does miscellaneous exceed 10% Total Rec			
<b>Total Receipts</b>	<b>76,515</b>	<b>76,280</b>	<b>76,280</b>
<b>Resources Available:</b>	<b>90,046</b>	<b>89,326</b>	<b>89,596</b>
Expenditures:			
Transfer to Bond & Interest	77,000	76,010	80,000
Cash Reserve (2026 column)			
Miscellaneous			
Does miscellaneous exceed 10% Total Exp			
<b>Total Expenditures</b>	<b>77,000</b>	<b>76,010</b>	<b>80,000</b>
Unencumbered Cash Balance Dec 31	13,046	13,316	9,596
2024/2025/2026 Budget Authority Amount	77,000	76,010	80,000

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Adopted Budget

Electric	Prior Year Actual for 2024	Current Year Estimate for 2025	Proposed Budget Year for 2026
Unencumbered Cash Balance Jan 1	4,776,514	4,962,801	3,758,351
Receipts:			
Sales & Charges	3,954,805	3,800,000	3,800,000
Set Up Fees	2,340	2,000	2,000
Pole Rental	13,428	13,200	13,400
Reconnect Fees	5,505	2,000	2,000
New Meter Installation	2,000	0	
NSF Fees	35	100	100
Reimbursements	37,304	10,000	10,000
Grant Proceeds	0	0	
Miscellaneous	0	500	
Sale of Equipment	59,583	20,000	20,000
Bond Proceeds	0	0	
Outside System Market Reimbursement	0	0	
Unapplied Payments	-1,809	0	
Miscellaneous	468		
Does miscellaneous exceed 10% Total Rec			
<b>Total Receipts</b>	<b>4,073,659</b>	<b>3,847,800</b>	<b>3,847,500</b>
<b>Resources Available:</b>	<b>8,850,173</b>	<b>8,810,601</b>	<b>7,605,851</b>
Expenditures:			
Production	2,414,575	3,403,750	3,774,750
Distribution	531,301	604,000	609,100
Administration (less transfers)	12,996	54,500	40,000
Transfers Out:			
Admin Charges	318,500	125,000	130,000
General Fund	135,000	100,000	100,000
Bond & Interest		0	150,000
Capital Improvement	110,000	200,000	100,000
Equipment Reserve	115,000	115,000	50,000
Miscellaneous	250,000	450,000	0
Cash Reserve (2026 column)			
Miscellaneous			
Does miscellaneous exceed 10% Total Exp			
<b>Total Expenditures</b>	<b>3,887,372</b>	<b>5,052,250</b>	<b>4,953,850</b>
Unencumbered Cash Balance Dec 31	4,962,801	3,758,351	2,652,001
2024/2025/2026 Budget Authority Amount	4,820,250	5,052,250	4,953,850

<b>CPA Summary</b>
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City of Osage City

2026

**FUND PAGE FOR FUNDS WITH NO TAX LEVY**

Adopted Budget <b>Water</b>	Prior Year Actual for 2024	Current Year Estimate for 2025	Proposed Budget Year for 2026
Unencumbered Cash Balance Jan 1	2,753,544	3,093,660	3,117,885
Receipts:			
Sales & Charges	1,453,392	1,350,000	1,350,000
Set Up Fees	1,965	1,500	1,500
Reconnect Fees	1,190	500	0
New Meter Installation	6,000	1,000	1,000
Reimbursements	8,140	1,000	1,000
Bond Proceeds			
Grants & Other Sources			
Interest on Idle Funds			
Miscellaneous			
Miscellaneous			
Does miscellaneous exceed 10% Total Rec			
<b>Total Receipts</b>	<b>1,470,687</b>	<b>1,354,000</b>	<b>1,353,500</b>
<b>Resources Available:</b>	<b>4,224,231</b>	<b>4,447,660</b>	<b>4,471,385</b>
Expenditures:			
Production	435,213	665,800	653,440
Distribution	166,768	274,850	275,900
Administration (less transfers)	3,590	21,000	7,500
Transfers Out:			
Admin Charges		45,000	55,000
General Fund	152,000	20,000	20,000
Bond & Interest	220,000	150,125	100,000
Capital Improvement	33,000	33,000	33,000
Equipment Reserve	20,000	20,000	20,000
Miscellaneous	100,000	100,000	100,000
Cash Reserve (2026 column)			
Miscellaneous			
Does miscellaneous exceed 10% Total Exp			
<b>Total Expenditures</b>	<b>1,130,571</b>	<b>1,329,775</b>	<b>1,264,840</b>
Unencumbered Cash Balance Dec 31	3,093,660	3,117,885	3,206,545
2024/2025/2026 Budget Authority Amount	1,386,350	1,329,775	1,264,840

Adopted Budget

<b>Natural Gas</b>	Prior Year Actual for 2024	Current Year Estimate for 2025	Proposed Budget Year for 2026
Unencumbered Cash Balance Jan 1	1,256,324	1,340,618	770,718
Receipts:			
Sales & Charges	1,251,866	1,180,000	1,165,000
Set Up Fees	2,130	1,500	1,500
Reconnect Fees			
New Meter Installation	5,035		
Reimbursements	9,623		
Loan/Bond Proceeds			
Interest on Idle Funds			
Miscellaneous			
Does miscellaneous exceed 10% Total Rec			
<b>Total Receipts</b>	<b>1,268,654</b>	<b>1,181,500</b>	<b>1,166,500</b>
<b>Resources Available:</b>	<b>2,524,978</b>	<b>2,522,118</b>	<b>1,937,218</b>
Expenditures:			
Distribution	144,188	198,900	189,300
Administration (less transfers)	834,672	1,417,500	1,408,500
Administrative Fees		55,000	40,000
General Fund	125,500		
Bond & Interest	60,000	60,000	0
Capital Improvement	10,000	10,000	10,000
Equipment Reserve	10,000	10,000	10,000
Cash Reserve (2026 column)			
Miscellaneous			
Does miscellaneous exceed 10% Total Exp			
<b>Total Expenditures</b>	<b>1,184,360</b>	<b>1,751,400</b>	<b>1,657,800</b>
Unencumbered Cash Balance Dec 31	1,340,618	770,718	279,418
2024/2025/2026 Budget Authority Amount	1,507,000	1,751,400	1,657,800

CPA Summary

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City of Osage City

2026

**FUND PAGE FOR FUNDS WITH NO TAX LEVY**

Adopted Budget Sewer	Prior Year Actual for 2024	Current Year Estimate for 2025	Proposed Budget Year for 2026
Unencumbered Cash Balance Jan 1	590,896	743,369	597,019
Receipts:			
Sales & Charges	519,618	500,000	500,000
Tap & Inspection Fees	250		
Grant Proceeds			
Refunds & Reimbursements	5,392		
Interest on Idle Funds			
Miscellaneous	388		
Does miscellaneous exceed 10% Total Rec			
<b>Total Receipts</b>	<b>525,648</b>	<b>500,000</b>	<b>500,000</b>
<b>Resources Available:</b>	<b>1,116,544</b>	<b>1,243,369</b>	<b>1,097,019</b>
Expenditures:			
Salaries	121,706	126,100	127,000
Contractuals	66,310	121,750	117,950
Commodities	30,446	30,500	38,300
Capital Outlay		5,000	5,000
Transfers Out:			
Administrative Fees		20,000	20,000
General Fund	25,000	5,000	
Capital Improvement	7,000	7,000	7,000
Equipment Reserve	6,000	6,000	6,000
Transfer to Misc	25,000	25,000	25,000
Debt Service	91,713	300,000	275,000
Cash Reserve (2026 column)			
Miscellaneous			
Does miscellaneous exceed 10% Total Exp			
<b>Total Expenditures</b>	<b>373,175</b>	<b>646,350</b>	<b>621,250</b>
Unencumbered Cash Balance Dec 31	743,369	597,019	475,769
2024/2025/2026 Budget Authority Amount	440,500	646,350	621,250

Adopted Budget

Sanitation	Prior Year Actual for 2024	Current Year Estimate for 2025	Proposed Budget Year for 2026
Unencumbered Cash Balance Jan 1	616,315	658,804	502,004
Receipts:			
Sales & Charges	499,602	475,000	475,000
Refunds & Reimbursements	4,812		
Grants & Other Sources			
Interest on Idle Funds			
Miscellaneous			
Does miscellaneous exceed 10% Total Rec			
<b>Total Receipts</b>	<b>504,413</b>	<b>475,000</b>	<b>475,000</b>
<b>Resources Available:</b>	<b>1,120,728</b>	<b>1,133,804</b>	<b>977,004</b>
Expenditures:			
Salaries	193,666	230,100	239,700
Contractuals	164,447	164,400	181,300
Commodities	23,311	36,200	36,700
Capital Outlay		120,600	600
Transfers Out:			
Administrative Fee		5,000	5,000
General Fund	10,000	5,000	
Capital Improvement	10,500	10,500	10,500
Equipment Reserve	60,000	60,000	20,000
Miscellaneous			100,000
Cash Reserve (2026 column)			
Miscellaneous			
Does miscellaneous exceed 10% Total Exp			
<b>Total Expenditures</b>	<b>461,924</b>	<b>631,800</b>	<b>593,800</b>
Unencumbered Cash Balance Dec 31	658,804	502,004	383,204
2024/2025/2026 Budget Authority Amount	501,300	631,800	593,800

CPA Summary

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