



## FORM 7 - MINUTES - EXAMPLE 1

### MINUTES

The council of the city of Minuteville met in regular session in the council chamber at the city hall at 7:30 p.m., September 1, 2006.

Present: Councilmembers Jones, James, Smith, Adams;  
Absent: Councilmember Blake. A quorum was present.  
Presiding: Mayor Parlance.  
Present also: City Clerk Writor and Chief of Police Law.

Minutes of the regular meeting of August 18, 2006, were read and approved.

City Clerk Writor reported on the 98th annual conference of cities of the League of Kansas Municipalities which she had attended as a delegate appointed by the governing body. She suggested that the mayor and councilmembers should attend the annual city conferences.

Councilmember Adams, chair of the public safety committee, reported that a copy of the *Standard Traffic Ordinance for Kansas Cities, 2006 Edition*, and a manual showing how to incorporate the ordinance by reference had been secured from the LKM and that the committee had studied the existing ordinances and conferred with Police Chief Law and had taken the matter up with City Attorney Anthony Legalis, who had drafted an ordinance.

Councilmember Adams then introduced an ordinance entitled:

An Ordinance Regulating Traffic Within the Corporate Limits of the City of Minuteville, Kansas, Incorporating by Reference the *Standard Traffic Ordinance for Kansas Cities, 2006 Edition*, with Certain Omissions, Changes and Additions; Prescribing Additional Regulations, and Repealing Ordinances Numbered 561, 572, 585 and 599.

The ordinance was considered, and on roll call the vote was: Yeas--Jones, James, Smith, Adams. Nays--None. A majority of the councilmembers having voted for passage of the ordinance, it was declared passed and the title agreed to. The city clerk assigned it No. 613.

Plans and specifications for the improvement of Johnson Avenue from 10th Street to 13th Street where presented to the council, and after discussion, Jones moved and James seconded that they be approved. Carried.

Councilmember Blake entered and took his seat.

Police Chief Law reported that new tires are needed for police car. Moved by Smith, seconded by Blake, that new tires be purchased for the police car. Carried.

An ordinance making appropriation to pay claims was introduced, and was considered, and on roll call the vote was: Yeas-Jones, James, Smith, Adams, Blake. Nays-None. A majority having voted for passage of the ordinance, it was declared passed and title agreed to. The mayor signed the ordinance and the clerk assigned it.

Motion by Smith, seconded by Adams, that air conditioner be installed in police car. Motion carried.

Motion by Adams, seconded by James, that the city clerk contact the insurance companies to see about group insurance for city employees. Carried.

It was moved by Adams, seconded by Blake, to install a light in the shelter house in the city park.

Voting aye: all; opposed: none.

An ordinance providing for the issuance of a temporary note in the amount of \$10,450 to provide funds to pay cost of curbing, guttering and otherwise improving certain portions of certain streets within the city of Minuteville, Kansas, was read. Motion by James, seconded by Adams, that the ordinance be passed. Yeas and nays called and Councilmembers Adams, Jones, James and Smith voted yea. Those voting nay, none. Absent: Councilmember Blake.

The city clerk assigned the Ordinance No. 718.

The city attorney read an ordinance:

An ordinance relating to resisting arrest and disobeying the lawful order of a member of the Minuteville police department and providing penalties for the violation thereof.

MOTION: Adams moved to approve the ordinance as read. Seconded by James.

ROLL CALL VOTE: Adams yea, James yea, Jones yea, Smith yea, Blake yea.  
Five Yea. Motion carried.

Resignation: Letter of Mrs. Lotta Books tendering her resignation as a member of the Library Board.

It was moved by Councilmember Adams and seconded by Councilmember James that the council accept the resignation of Mrs. Books with regret, and that a letter be sent to her thanking her for her services on the library board. All present voting aye, the motion carried.



## FORM 7 - MINUTES - EXAMPLE 2

Minuteville, Kansas, November 5, 2006

Council met in regular session, Mayor Parlance in the chair. Present were Councilmembers Jones, James, Smith and Adams. Absent Blake.

Motion by Jones, seconded by Adams, that the minutes of the meeting of October 2, 2006, be approved. Motion carried.

Minutes  
Commission Meeting  
November 5, 2006

Attendance: Regular meeting of Board of Commissioners, City of Minuteville, Kansas, was held Monday, November 5, 2006, with Mayor Parlance presiding and Commissioners Jones and Adams present. Also present were City Manager Ministrator, City Attorney Legalis, Utilities Superintendent Electrowater, City Clerk Writor, and other officers. Also present were George Montis, Joe Woody and Jane Adams.

Minutes: Minutes of the regular meeting of October 29 were read and approved.

Sidewalk for: A request for sidewalk parallel with Grant Street in 900 block by Grant.

School: PTA of Grant School was discussed. It was suggested that a proper petition for sidewalk at the location be presented.

State Aid: Consideration was given to the request to be made of the Kansas Street Impr: Department of Transportation for connecting link improvement program Program for 2006: The following improvements were suggested:

It was agreed to give further study. Action in consideration was further postponed.

Regular Session of the City Council of Minuteville, Kansas

The city council of the City of Minuteville, Kansas, met in regular session June 19, 2006, at 7:30 p.m. at the city hall. The meeting was called to order by Mayor Parlance.

The following councilmembers responded to roll call: Mr. Jones, Ms. James, Mr. Smith, Ms. Adams and Mr. Blake.