



EL DORADO

THE FINE ART OF LIVING WELL

City of El Dorado, KS
220 E. First Avenue
El Dorado, KS 67402
Phone: (316) 321-9100
Fax: (316) 321-6282
www.eldoks.com

TO: City Commission
FROM: Tabitha Sharp, City Clerk
SUBJ: Work Session Meeting Agenda
DATE: June 12th, 2019

A Work Session is scheduled for June 12th, 2019 at 5:00 pm in the Commission Chambers at City Hall, 220 E. First Avenue. The following items will be presented:

I. ITEMS FOR PRESENTATION AND DISCUSSION

- a. Excess Sales Tax Recommendations
- b. Financial Policy Revisions
- c. Deer Grove SUP

II. June 17th, REGULAR AGENDA REVIEW

- a. Proclamations
- b. Consent Agenda
 - i. City Commission Minutes
 - ii. Appropriation Ordinance
 - iii. Beer License for BCC at Drums Across Kansas.
- c. New Business
 - i. Excess Sales Tax Recommendations
 - ii. Prairie Trails Lease Agreement
 - iii. Runway Resealing Bids Deer Grove SUP
 - iv. Deer Grove SUP
 - v. Community Service Ordinance
- d. Executive Session
 - i. Attorney - Client

III. REPORTS

- a. City Commission Reports
- b. City Manager's Report

2018 Commission Priorities

Water Sales • Community Image • Industrial and Business Parks • Parks and Recreation • Public Safety

2018 Commission Priorities

Water Sales • Community Image • Industrial and Business Parks • Parks and Recreation • Public Safety

TO: City Commission
FROM: Tabitha Sharp, City Clerk
SUBJ: Excess Sales Tax Committee Recommendations
DATE: June 6, 2019

Background:

The 2019 Excess Sales Tax Committee met this year to discuss the allocation of the excess sales tax funds from 2018. The City of El Dorado collected \$2,649,496.41 in 2018 from the one cent sales tax. After ordinance items were removed (\$600,000 for street rehabilitation, \$1,350,000 for property tax reduction and \$50,000 for economic development), a total of \$679,496.41 was available for allocation by the excess sales tax committee. They met once to review the process and proposals and once for a public hearing after which they provided the following recommendations with a unanimous vote. The committee has requested that should the Commission find that the miniature golf course project is not possible, the committee has provided a second set of recommendations.

Recommendation #1:

Re-allocate the funds from the arena study to the excess sales tax fund and re-distribute them to new projects.

Recommendation #2:

- Additional Property Tax Reduction \$300,000
- Senior Center Parking Lot \$ 67,200
- McDonald Stadium Project Bank \$ 40,000
- Public Works Roof Replacement \$ 61,000
- Fire Station No. 1 Doors \$ 24,000
- North Main Playground Replacement \$ 80,000
- Miniature Golf Course \$ 80,000
- Oil Museum Sign Replacement \$ 17,296.41
- El Dorado Main Street Façade Grant \$ 5,000
- Chamber of Commerce Grant Program \$ 5,000

Recommendation #3:

- Additional Property Tax Reduction \$300,000
- Senior Center Parking Lot \$ 67,200
- McDonald Stadium Project Bank \$ 50,000
- Public Works Roof Replacement \$ 61,000
- Fire Station No. 1 Doors \$ 24,000
- North Main Playground Replacement \$ 80,000
- Oil Museum Sign Replacement \$ 31,396
- Gordy Park Shelter \$ 40,000
- Activity Center Basketball Goals \$ 10,000
- El Dorado Main Street Façade Grant \$ 5,000
- Chamber of Commerce Grant Program \$ 10,000

The committee requested that any funds that are saved while completing the projects listed, be placed in the McDonald Stadium project bank.

Policy Issue:

The City Commission must accept or reject the recommendations of the Sales Tax Committee as they are the ultimate authority for the expenditure of these funds. If they are accepted for consideration and the Commission determines a greater need prior to 2020 when the funds can be spent, they could re-allocate them as they see fit.

Fiscal Impact:

The additional property tax reduction listed allows the City of El Dorado to use up to 3.5 mills for general government services while keeping the mill levy at a lower rate. The funds allocated to the Parks and Recreation Master Plan are not available within the budget and therefore without the sales tax monies, these projects would not be completed for many years.

Trade-offs:

N/A

Staff Recommendation:

Accept the recommendations for consideration.

Commission Actions:

Agenda
Sales Tax Committee Meeting
May 14, 2019

- Welcome/Thank-you
- Introductions
- What is excess sales tax and how is it used

Agenda Item 1: Select a Chairperson

Agenda Item 2: Requests received

Agenda Item 3: Committee Questions or Discussion

Agenda Item 4: Next Meeting Date June 4th at 5:30 p.m.

If you get any request from the public, please forward the information to Tabitha Sharp so she can forward the information on to the rest of the committee. She can be reached at 316-321-9100 and by email tsharp@eldoks.com.

2019

Sales Tax Committee

Ordinance S - 1323

- The City of El Dorado has voted in favor of a 1 percent sales tax since 1990.
- The current sales tax began October 1, 2014 and will end September 30, 2019.
- The ordinance states the following:
 - \$600,000 for street rehabilitation
 - \$1,350,000 for property tax reduction
 - \$50,000 for economic development
- After Ordinance items are removed, the remainder is deemed excess sales tax.
- The Sales Tax Committee makes recommendations for the use of excess sales tax and submits them to the City Commission for approval.

Excess Sales Tax

- Per Ordinance, the excess sales tax can be used for additional street rehabilitation, property tax reduction, and capital expenditures.
 - Property Tax Reduction can be no more than \$1,650,000
 - (\$1,350,000 + 3.49 mills)
 - Capital Expenditure – an addition or structure that enhances the value of a property, a replacement or upgrade that extends the life of an asset or equipment acquisition
 - Street Rehabilitation – maintaining and rehabilitating the existing geometrical alignment of improved city streets, which includes portions of curb and gutter removal and replacement, mill and overlays, pavement surface treatments, full depth pavement replacement and pavement related storm drainage facilities.

Calendar

- May 14, 2019— Introduction Meeting at 5:30 p.m.
- June 4, 2019 – Tentative Public Request meeting at 5:30 p.m.
- June 12, 2019 – Work Session Presentation 5:00 p.m.
- June 17, 2019 – Commission Presentation 6:30 p.m.
- The first public meeting must be published in the paper ten days prior to the meeting.
- Due to the new publication requirements of our local paper, we need at least four days prior to the ten day period in order to have it published.

Update on Prior Allocations

- 2013 – Tennis Courts (\$25,000) – Will be utilized in 2019 as part of the City's portion of the new tennis courts at North Main Park
- 2016 -6th Avenue Sidewalks, Orchard to Star (\$100,000) – Working on negotiations with railroad to complete.
- 2016, 2017 & 2018 – Main Street Façade Grant (\$3,000 each year) – At this time, they have spent \$4,823.96 of their \$9,000.

Update on Prior Allocations - 2017

- McDonald Stadium (\$35,000) – Plumbing has been completed. Electrical work still to be done, scheduling between Broncos and BCC seasons.
\$7,337.50 remaining
- Bike Path Solar Lights (\$59,000) – Scheduled to be put up in April 2019.
- Ball Field improvements (\$20,198.12) – The field flip is complete and shade structure has been ordered, planted trees, completed some fence replacements, installed dugout covers and installed irrigation and sod.
\$9,879.62 remaining
- Arena Feasibility Study (\$30,000) – Staff are recommending that this \$30,000 be placed back in the sales tax fund because the arena project does not have any traction at this time.

Update on Prior Allocations - 2018

- East Park Shelter (\$25,000) – Under construction, possibly complete by the sales tax committee's first meeting.
- Graham Park Restroom (\$60,000) – Project not started yet
- Graham Park Basketball Court (\$20,000) – Project not started yet
- Graham Park Shelter (\$16,000) – Project not started yet
- Summit Shelter (\$20,000) – Project not started yet
- Library Playground (\$40,000) – Equipment has been delivered, scheduling installation

Update on Prior Allocations - 2019

- East Park Concession/Restroom Facility (\$30,000) – Scheduled for fall after softball season
- Gordy Park Playground Equipment (\$40,000) – Installed in March/April of 2019
- Tennis Courts (\$40,000) – Will be utilized in 2019 as part of the City's portion of the new tennis courts at North Main Park
- Repairs to Disc Golf Course (\$10,000) – Reallocated to ½ basketball court at the Library Park by City Commission, project is underway
- Batting Cage at Central Park (\$15,000) – Scheduled for fall
- Wireless Controllers at the Activity Center (\$4,000) – Bidding for installation prior to school year
- Picnic Tables (\$3595.65) – On order
- Chamber of Commerce Grant Program (\$10,000) – The Chamber has not submitted a project at this time.

2018 Collections

Date Received	Amount
1/31/2018	\$201,092.15
2/28/2018	\$226,990.21
3/30/2018	\$195,490.19
4/24/2018	\$188,940.23
5/30/2018	\$211,238.25
6/29/2018	\$205,495.90
7/25/2018	\$229,364.85
8/29/2018	\$221,595.29
9/21/2018	\$245,061.36
10/25/2018	\$255,878.51
11/30/2018	\$232,983.05
12/21/2018	\$235,366.42
Total	\$2,649,496.41

Excess available for allocation

Sales Tax Calculation	
2018 Total Sales Tax Collections	\$2,649,496.41
Subtract Street Rehabilitation	\$600,000.00
Subtract Property Tax Reduction	\$1,350,000.00
Subtract Economic Development	\$50,000.00
Money Added Back to Excess Sales Tax Fund	
Arena Study Funding	\$30,000
Total Excess Sales Tax Available for 2019	\$679,496.41
Additional Property Tax Reduction (3.49 Mills X 91,978 or \$300,000)	\$300,000.00
Remaining Excess Sales Tax Available for Allocation	\$379,496.41

Proposed City Projects

City Projects (Listed in order of need)	Amount
Senior Center Parking Lot	\$67,200
Civic Center Parking Lot	\$98,200
McDonald Stadium Project Bank	\$50,000
Public Works Roof	\$61,000
Hamlin Field Backstop	\$35,000
Fire Station No. 1 Doors	\$24,000
Activity Center Basketball Goals	\$10,000
Gordy Park Shelter	\$40,000
Riverview Playground	\$60,000
Central Park Concession/Restroom	\$70,000
Lake Fields Parking	\$134,000
Volleyball System	\$20,000
Graham Park Playground	\$50,000
North Main Playground	\$80,000
East Park Restrooms	\$80,000
Central/East Bleachers	\$80,000

Outside Requests

Organization	Request	Amount
Wade Wilkinson	Miniature Golf Course	\$156,000
Everyday El Dorado	Video Equipment	\$10,300
Chamber of Commerce	Sign Grant	\$10,000
Kansas Oil Museum	Sign Replacement	\$31,396
Main Street	Façade Grant	\$5,000
Main Street	Downtown Flower Pots	\$40,000
Total Outside Requests		\$252,696

Wilkinson Companies

1100 S Denver

El Dorado, Ks 67042

To whom it may concern:

I would like to apply for excess sales tax to build a new 18 hole miniature golf course in our community. I have been working on this project for several years and have not started on it because of the financial investment that it would take. I believe that it would be an asset to the kids in our community but I have not found a way to make it a profitable adventure while carrying a loan on it. According to a recent survey that the City performed, one of the comments made was, "We need more activities for the kids to do".

I currently own the Grizzly Bowl. I have a lot on the west side of my property that measure 150'x180'. The value of this land is \$30,000. I am willing to donate this land to the city in order to help this project happen. There is plenty of room to build an 18 hole course and have additional room for installing 2 batting cages in the future. I have had several requests from people to install batting cages.

I would like to set it up as the City of El Dorado being the owner so that we can be property tax free. Grizzly Bowl can manage the course out of our existing facility. I would like to discuss options with the city to manage the course and have all the excess profit deposited back into the Parks and Recreation budget. To eliminate problems in the future, I would like to discuss the option of purchasing the course when the initial investment has been repaid.

The money that I am requesting will cover the costs to build a complete and ready facility. The money would be used for the following items.

1. Parking lot
2. Fencing
3. Installation of concrete, brick and carpet for holes
4. Sidewalks
5. Landscaping
6. Electrical- lighting and security
7. Dirt work
8. Utilities
9. All necessary equipment to operate a miniature golf facility

The total cost requested will be \$156,000.

I am aware that this type of request has not been submitted in the past and there are several details that will need to be worked out before we can start. I do appreciate your consideration for my project. If you have any questions, please feel free to call me anytime.

Wade Wilkinson

316-435-4354



P.O. Box 131
El Dorado, KS 67042-0131

April 28, 2019

Sales Tax Committee
City of El Dorado
220 East 1st Street
El Dorado, KS 67042

Dear Committee Members:

A study done by Cisco last year predicted that by 2021, video will account for over 82% of all consumer internet traffic. That means in the next few years, video content will by far surpass all forms of other content. On top of that, YouTube is the second largest search engine in the world. (*Forbes Agency Council, "12 SEO Trends Heating Up 2018," Mar 13, 2018*)

Everyday El Dorado seeks to advocate and educate while encouraging and entertaining it's audience with places to go, things to do and people to see in El Dorado and Butler County, Kansas. We employ a multi-dimensional approach to developing projects designed to promote the "Fine Art of Living Well, Everyday in El Dorado."

Utilizing a digital model for the dissemination of information, we create and share content across multiple platforms. EverydayElDorado.com is the central point of contact and directs visitors to access information based on their preferred learning style; Read the Blog, Listen to the Podcast or Watch the Channel. Additionally, consumers may engage and interact on social media.

I am requesting the Sales Tax Committee consider allocating \$10,300 to allow for the purchase of additional equipment and updating technology.

Thank you for your time and consideration.

Sincerely,

Deanna M. Bonn
Everyday El Dorado

SUMMARY

The El Dorado Chamber of Commerce has received access to grant funds for a Business Signage Grant Program, which is intended to stimulate improvements to the exterior of commercial buildings.

Who is eligible: Owners and/or tenants of existing commercial buildings. Tenant applicants are required to submit written evidence of building owner's approval of the application. **MUST BE A MEMBER OF THE EL DORADO CHAMBER OF COMMERCE AND IN GOOD STANDING.**

Maximum grant amount: \$2000, 50 percent of the cost of the project but be paid for by the owner. Only one grant will be awarded per business/year. These funds will be reimbursed to the business owner/tenant.

DETAILS

I. Program Statement

EL DORADO CHAMBER OF COMMERCE WANTS TO ASSIST YOU IN IMPROVING YOUR PROPERTY OR BUSINESS.

The program is intended to stimulate improvements within our community's commercial buildings by providing a financing mechanism. This program represents an opportunity for the El Dorado Chamber of Commerce to partner with the City of El Dorado to provide and successfully implement signage improvements that will result in a more attractive El Dorado, and therefore a stronger community as a whole.

II. Purpose of Grant Program

The purpose of the Business Signage Grant Program is to stimulate signage improvements as required by the City of El Dorado's sign regulations.

III. Grant Use

- a. Grants provided by this program are to be used for signage for commercial businesses.

Funding is limited; please contact the El Dorado Chamber of Commerce prior to beginning any work to confirm funds are available.

- b. All signage must be in accordance with the City of El Dorado's sign regulations.
- c. The structure must not be slated or under consideration for demolition by any government agency, developer, or property owner.

- d. **All work done shall comply with City codes. THIS IS A GRANT REQUIREMENT.**

Contact the City of El Dorado Planning and Zoning Department at 316.321.9100. Information about the signage requirements and permits can be found on the City of El Dorado's website at <https://www.eldoks.com/164/Planning-Zoning>.

e. **FUNDS PROVIDED BY THIS PROGRAM WILL NOT BE USED FOR MATERIALS PURCHASED OR WORK BEGUN PRIOR TO GRANT APPROVAL. DOING SO WILL DISQUALIFY YOUR APPLICATION.**

f. Eligible expenses are:

- Design
- Fabrication
- Installation
- Permit Fees

Ineligible expenses include, but are not limited to:

- Debris Removal
- Grant recipient labor

IV. Program Implementation

1. Application Process:

- a. Review these Guidelines and complete the application. Please see the City's sign regulation and standards.
- b. The El Dorado Chamber of Commerce and the Board of Directors will decide whether to approve the application or not. If approved, you will receive a grant award letter.
- c. Individuals with approved applications will be notified and will sign an agreement with the El Dorado Chamber of Commerce.
- d. Upon completion of the project, grant monies will be distributed on a reimbursement basis. Copies of all applicable invoices and proof of payment must be submitted before reimbursement.



**El Dorado Chamber of Commerce
Business Signage Grant Program
Application Form**

Name of Applicant: _____

Mailing Address: _____

Phone Number: _____

Email: _____

Name of Business: _____

Does the applicant own the building? Yes _____ No _____

If not, please attach a letter from the owner expressing approval of the project.

How long has the business been open? _____

Did you use the services of a graphic artist for signage? Yes _____ No _____

If so, who? _____

Amount Requested (to be reimbursed): _____

The undersigned applicant affirms that:

- A. The information submitted herein is true and accurate to the best of my (our) knowledge.
- B. I (we) have read and understand the conditions of the El Dorado Chamber of Commerce Business Signage Grant Program and agree to abide by its conditions and guidelines.

Signature of Applicant: _____

Date: _____

Wednesday, May 01, 2019

City of El Dorado,

The El Dorado Chamber of Commerce is requesting \$10,000 of the excess sales tax fund in order to provide funds for signage to the community.

Attached is the grant proposal.

We will be starting to take and process applications for last year in the next 30 days.

Thank you for the consideration.

Jordan Buxton

Executive Director
El Dorado Chamber of Commerce



El Dorado Main Street
P.O. Box 1281
116 W. Pine
El Dorado, KS 67042

April 30, 2019

Sales Tax Committee
220 East 1st Street
El Dorado, KS 67042

Dear Sales Tax Committee:

On behalf of El Dorado Main Street, we respectfully request consideration from the Sales Tax Committee for financial assistance for the Façade Improvement Grant Program.

We are requesting \$5,000 to offer to property owners for matching grants for façade restoration and/or improvements to Historic District Downtown properties. The façade restoration(s) and/or improvement(s) will be required to follow the Historic District guidelines. On a typical year we have competing projects for Façade Grant funds. All of our previously designated funds have been committed. We have potential applicants waiting for funding.

Last year façade grants included: the new BrewCo location for second story window replacement to historic dimensions; Dwight Wernli's demolition of derelict portions of building on NW corner of Main and 1st Street (completed); and David Turner's complete restoration of the Knaussman Building in the 300 Block of South Main (currently in process).

The goal of the Façade Grants is to continually support the enhancement of the Downtown Historic District, *the heart of El Dorado*.

We would welcome the opportunity to give members of the committee a tour of buildings in the Historic District that have benefitted directly from the main Street Façade Grant Program.

Sincerely,



Craig Yaryan
Design Committee Co-Chairman
El Dorado Main Street

El Dorado Main Street

Matching Fund Grant

Application

Name of Applicant: _____

Applicant Phone Number: _____

Applicant Email: _____

Building Address: _____ El Dorado, KS 67042

Mailing Address: (if different) _____

Business Name: _____

Current Use of Building: _____

Description of Proposed Improvements: (Drawings & renderings of proposed work
will be required prior to funds being issued.)

Estimated Total Project Cost: (Copies of receipts reflecting final expenses must be
submitted to El Dorado Main Street prior to funds being issued.)

Timeline for Implementation & Completion of Improvements:

Applicant Signature

Date

***** For Office Use Only *****

Application: Approved _____ Not Approved _____

If Not Approved, Why?: _____

Completed Project Inspected: Date: _____ Inspected By: _____

Matching Fund Check Issued: Date: _____

Executive Director Signature

Date

Design Chairman Signature

Date

El Dorado Main Street Façade Improvement Matching Funds Program

About: The Façade Improvement Matching Funds Program is offered by the El Dorado Main Street Organization with a portion of each yearly budget proposal be designed for this purpose. The actual amount of available funds will vary from year to year and must be approved by the Main Street Board of Directors.

Purpose: The main purpose of the Façade Improvement Matching Funds Program is to provide the building owner(s) or occupant(s) monetary aid in façade restoration or decoration that ultimately unifies, improves and enhances the El Dorado Main Street Historic District.

In the prime interest of beautification, projects are to include any or a combination of the following exterior improvements: Painting, Architectural Additions or Restorations, Window Treatments or upgrades, Awnings, and Signage, Interior improvements are the owner's responsibility and are not covered under this program.

Program Instructions:

- 1) The building slated for the project must fall within the El Dorado Main Street Historic District. (See the Historic District Guidelines)
- 2) The renovations must conform to the U.S. Department of the Interior National Park Service, Secretary of the Interior's Standards for Rehabilitation. (See the Historic District Guidelines)
- 3) The renovations must be submitted in drawing form, either from a design professional and/or suppliers, to El Dorado Main Street and must be approved by the El Dorado Main Street Design Committee. (Drawings are not required during the application process, but will be required prior to funds being awarded.)
- 4) The renovations must conform to all local, state and federal laws, rules and regulations.
- 5) If professional design services and/or fees for plan review, building permit, etc are required, those fees are the sole responsibility of the applicant.
- 6) The Grant will award 25% of the total project cost, not to exceed \$2,000.
- 7) The businesses selected to receive these funds must be a current El Dorado Main Street Partner.

Steps:

- 1) Fill out the attached application and turn it into the El Dorado Main Street office.
- 2) The El Dorado Main Street Design Committee will review all qualifying applications and select the applicant(s) based on availability of funds that year, applicant needs and El Dorado Main Street goals.
- 3) All applicants will be notified.
- 4) El Dorado Main Street will work with the selected applicant(s) to ensure that all drawings and request are submitted according to the Standards for Rehabilitation and that all laws, rules and regulations are followed.
- 5) Following the renovations, the applicant(s) must provide a copy of the receipts and photo that shows the work has been completed per the Program Instructions listed above.
- 6) The El Dorado Main Street Façade Improvement Funds will be issued after the completion of the project.

Contact:

El Dorado Main Street
Attn: Design Committee
P.O. Box 1281
116 W Pine
El Dorado, KS 67042
(316) 321-3088
Email: director@eldoradomainstreet.org
Website: www.eldoradomainstreet.org

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- 5) Following the renovations, the applicant(s) must provide a copy of the receipts and photo that shows the work has been completed per the Program Instructions listed above.
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Contact:

El Dorado Main Street
Attn: Design Committee
P.O. Box 1281
116 W Pine
El Dorado, KS 67042
(316) 321-3088
Email: director@eldoradomainstreet.org
Website: www.eldoradomainstreet.org

**El Dorado Main Street
Matching Fund Grant
APPLICATION**

Name of Applicant and phone number: _____

Name and phone number of of Property Owner (If different) : _____

Address of building: _____

Mailing address (If different) : _____

Business name: _____

Current use of building: _____

Description of proposed improvements (Drawings and/or Renderings of proposed work is encouraged but not required during application process. Drawings and/or Renderings will be required prior to funds being issued). Attach additional pages as needed): _____

Estimated Total Projected Cost: (Copies of receipts showing final expenses must be submitted to Main Street prior to funds being issued):

Timeline of Business/Property owner for implementation & completion of improvements: _____

Applicant Signature

Date

***** FOR OFFICE USE ONLY *****

Application: Approved _____ Not approved _____

If not approved, why? _____

Completed project inspected: Date: _____ Inspected by: _____

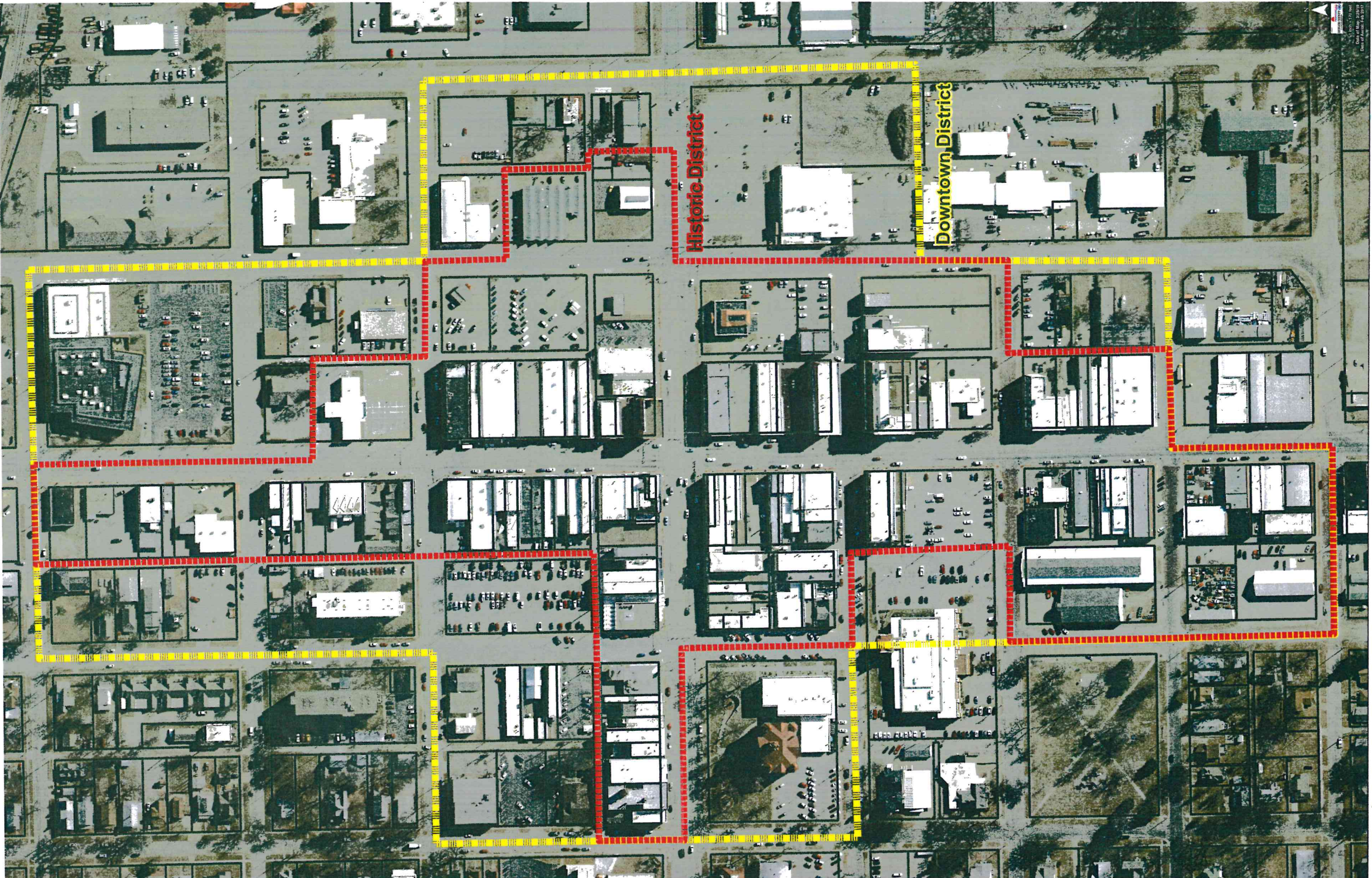
Matching Fund Check issued: Date: _____ By: _____

Executive Director Signature

Date

Design Chair Signature

Date





El Dorado Main Street
P.O. Box 1281
116 W. Pine
El Dorado, KS 67042

April 30, 2019

Sales Tax Committee
220 East 1st Street
El Dorado, KS 67042

Dear Sales Tax Committee:

On behalf of El Dorado Main Street, we respectfully request consideration from the Sales Tax Committee for financial assistance for beautification of the Downtown District, specifically to remove and replace the existing sidewalk planters along Main Street and Central within the District. (See enclosed maps.)

It has been determined by City Staff that the condition of the existing planters is passed the point of repair. Their recommendation is to completely replace all of them. Many of the planters have problems with the sub-surface watering system. These planters were installed over twenty years ago. They have had a long good life and served the community well. But it is now time to replace them. (See enclosed photographs. Each photograph is a separate planter giving you a sampling of the problem.)

Main Street has done initial research into new planters. The manufacture is EarthPlanter, the leader in *commercial self-watering planter systems*. EarthPlanter is recommended by many Main Street cities across the country. (<http://www.earthplanter.com/commercial-planters>)

We recommend using a self-watering system as opposed to tearing up the sidewalks in order to replace the faulty subsurface watering system. Please go to the website to view the specific advantages of individual self-watering planters.

Please see attached cost estimate for this type of new sidewalk planters. The request amount is \$40,000, including a small contingency amount.

Once the funding is secure, Main Street will collaborate fully with City Parks and Rec Department to determine final planter choice; an acceptable maintenance schedule for extended planting season; and determining ongoing maintenance cost for Department budgeting purposes.

Thank you for helping to renew the beauty and efficiency of our Downtown streetscape.

Sincerely,

Emily Connell, Director

Cost Estimate:

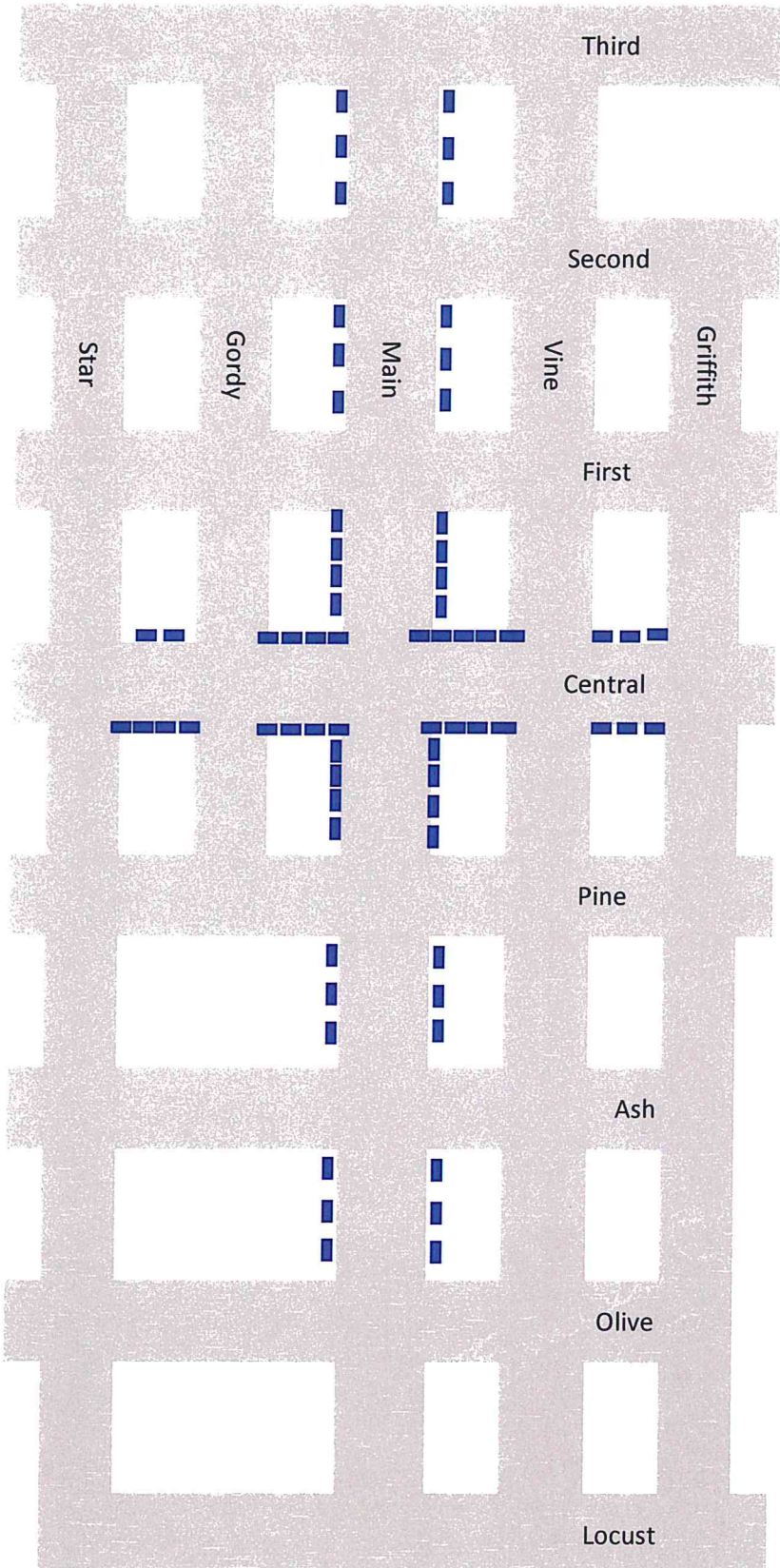
69 EarthPlanter self- watering, large, Roll Rim, sandstone planters installed:

Remove existing planter (\$50 per planter) 69 planters	\$ 3,450.00
Patching sidewalk under planters where needed.....	3,450.00
Purchase New Planters (Classic Rolled Rim Planter –Lg. Sandstone)	24,771.00
Shipping	2,500.00
New soil (3.6 cubic feet each of high-quality potting soil)	3,000.00
Place and fill planters	<u>1,000.00</u>
 Total	 \$38,173.00



Current Planter Locations

Total Planters = 69





EarthPlanter

The Leader in Commercial Self-Watering Planter Systems

Model: EPRR-32 Large Rolled Rim



Key Features:

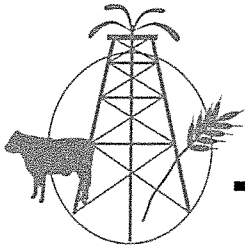
- **Arrives Fully Assembled** – no separate parts, no wicks or wicking material to install
- **Industry Leading Design** – eliminates the need for top watering & delivers superior results in the toughest commercial environments
- **Water Overflow** – internal assembly provides superior protection from over-watering while eliminating unsightly holes, insect intrusion and potential clogging
- **Colors** – highest quality stone effect colors are included at no additional charge

Specifications:

- Dimensions: 31 ½" Top Outside Diameter x 28" H
- Planting Tray Depth: 15 ¾"
- Water Capacity: 27 Gallons
- Product Weight:
 - 29 lbs. (ship weight)
 - 450+ lbs. with water and wet soil
- Soil Capacity: 3.6 Cubic Feet– Pro Mix BX or equivalent soil required
- Planters per Pallet: up to 6
- Watering Cycle: once every 2-3 weeks (mid-summer average)
- Material: LLDPE, Linear Low-Density Polyethylene Embedded with UV Inhibitors to protect against sun fade
- Manufacturing: Rotational Molded for strength & durability
- Colors: Sandstone, Millstone, Gray Granite, Blackstone, Rich Terra Cotta
- Stackable: Yes
- Winterized: Yes
- 100% Made in the USA

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KANSAS OIL MUSEUM

WWW.KANSASOILMUSEUM.ORG

May 1, 2019

City of El Dorado Sales Tax Committee
220 East 1st Street
El Dorado, Kansas 67042

Dear Sales Tax Committee;

Thank you for the opportunity to participate in the excess sales tax request process. We are excited to share with our plans with you. We are actively working to enhance our part of El Dorado. We are the first impression and the last memory of our wonderful city for many tourists, so we diligently maintain a welcoming presence investing in manicured lawns, flower gardens, newly painted vintage oil industry equipment and our restored boomtown buildings.

We were honored to be chosen by the El Dorado Convention and Visitors Bureau's recent marketing video campaigns as one of the highlights of El Dorado. We have thousands of visitors from across the nation and the world stop in to visit us each year. In 2018 we had guests from 30 states and 6 foreign countries sign our register, however not all visitors sign or leave addresses. We are frequently asked when to dine, other attractions, and for lodging recommendations, so know they may stop in to tour our facility or research in our excellent genealogy library but stay to spend money with El Dorado businesses. The most common reason given for coming into our museum is seeing a sign for it while driving.

We look for an increase in traffic for the museum and the City of El Dorado in 2020/21 as we are currently pursuing the opportunity with the Kansas Museum Association to bring their 3-day state convention to El Dorado in November of 2020. This would entail renting the Civic Center and approximately 150 motel rooms for 2 or 3 nights and over 1000 catered meals. We are also pursuing a partnership with the Smithsonian Institution Traveling Exhibition Service (SITES) and the Humanities Kansas Council to host, the "Crossroads: Change in Rural America" Exhibit. This honor would bring worldwide publicity to El Dorado, Kansas.

Inside the museum, we are revamping exhibits adding a new permanent exhibit of famous people of the community and enhancing the detailed history not only of Butler County, but specifically El Dorado. We energetically participate offering free admission and activities for El Dorado events such as the HollyFrontier Western Celebration, Trick or Treat on Main Street, Old Fashioned Christmas to name a few benefitting for our residents. We also offer free admission and activities during our Rockfest Festival, the El Dorado Energy Forum, The Governor's One-Shot Turkey Hunt, and the Dam Music Festival to

name a few. Each month on the 3rd Saturday of the month we offer free activities for families. Starting June 13th five evenings throughout the summer following our lecture series speakers, we will offer free ice cream socials and Concerts on the Green for El Dorado families. Headlining the first lecture will be Ken Spurgeon, consulting Historian for the museum who was recently awarded the 2018 Western Heritage Award (Wrangler) for Best Docudrama by the National Cowboy and Western Heritage Museum of Oklahoma City, Oklahoma for his movie, "Home on the Range".

Attached please find a partial list of 2019 events offered to El Dorado residents and drawing others to our community. The museum is open year-round Tuesday through Saturday with expanded hours during the summer and provides half price admission, if any is charged, to Butler County residents.

We are investing our time and funds into offering tours and events to enhance life here in El Dorado. El Dorado residents believe in the value of the museum as well donating over 1000 hours of volunteer time here in 2018. However, we are facing a big hurdle that we are requesting your help to overcome. The electronic sign that we use to communicate the wonderful events held here to the outside world stopped working in December. We had had multiple people and companies out to work on it, but technology has changes since it was erected in 2008 and the message center needs to be completely replaced. We have contacted multiple sign companies and the most economic bid is from Ron's Sign Company, the same company chosen to update the El Dorado Civic Center message board. Attached please find their bid.

We are requesting funds from the excess sales tax to use to replace the nonworking components of the sign at the entrance of the museum. The system bid is a Daktronic 10 mm board. The board comes with a 5-year parts and labor warranty of which Ron's Sign Company will also warranty due to Daktronic's 50 plus year quality reputation. The cost for the sign and installation will be \$31,395.90. Sales tax was incorrectly added to the bid.

We respectfully request you to invest in the future of one of the biggest attractions in El Dorado. Revitalizing the sign sets the tone for visitors coming in to El Dorado and causing them to pause and enjoy the quality of life offered here.

Thank you for your consideration.



Tiya Tonn

Executive Director

Butler County Historical Society home of the Kansas Oil Museum

313 East Central

El Dorado, Kansas 67042

316/321-9333

Attachments: Partial List of 2019 Events

Ron's Sign Company Bid



RON'S SIGN CO. INC.
1329 S. Handley
Wichita, KS 67213
316-267-8914
receptionronsignco@aol.com
www.ronssignco.com

ESTIMATE

ADDRESS

Tiya
Butler County Oil Museum
383 E Central
Wichita

SHIP TO

Tiya
Butler County Oil Museum
383 E Central
Wichita

ESTIMATE # 3236

DATE 05/01/2019

DESCRIPTION OF ACTIVITY	QTY	RATE	AMOUNT
Sales New Led Message Center Replacement LED message center to fit in the existing sign cabinet at site . Daktronics 10 MM Full Color Video play RGB 281 Trillion Colors Warranty 5 years parts and labor Monday thru Friday 8 am - 5 pm tech support locally. Thru a certified tech at Ron Sign Company Training on all communication and software, Design This is a 50 year plus company with a very good service record Most of the board is made in the USA	1	29,897.45	29,897.45T
Sales Installation Remove old message board Giver to customer or haul dispose Paint existing sign structure before installing boards Install new message boards at location in existing sign cabinet Connect power and test signs Run test software Plus City permit if needed	1	1,498.45	1,498.45T

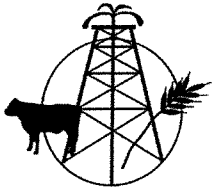
All artwork and design ideas remain the property of Ron's Sign Co and are copyright protected intellectual property. Use without permission will result in customer being billed for graphic design work at an hourly basis of \$109.50 per hour required to create artwork and designs.

SUBTOTAL	31,395.90
TAX (7.75%)	2,433.18
TOTAL	\$33,829.08

Electrical connection to sign will be done to existing electrical that is up to code only. Any other electrical work is the responsibility of the customer or property owner and is not included in bid.

In order to begin work, we must receive a signed copy of the estimate and 50% non-refundable down payment. All work is to be paid in full at the time of completion. Late fees will be assessed on any past due balance.

LATE FEES WILL BE 10% PER ANNUM OF THE BALANCE OF YOUR BILL EACH MONTH. ACCOUNTS THAT DO NOT HAVE TERMS, LATE FEES WILL BE ASSESSED IF NOT RECEIVED AFTER 10 DAYS. PLEASE MAKE YOUR PAYMENTS IN A TIMELY FASHION TO AVOID ADDITIONAL LATE FEES. THANK YOU.



May 1, 2019

Friends of the Museum;

It is an honor for me to highlight some of the events and programs we have planned for the rest of 2019. We have increased our events and offering over the last 4 months and year is shaping up to be a great year!

Monthly Genealogy Club Educational Meetings – Free & Open to the Public

Monthly Family Fun Days – Free & Open to the Public

May 15 – El Dorado Energy Forum – Free Tours* for up to 150 participants following

Summer Months – Community Collections on Exhibit focusing on unique El Dorado Collections*

Summer Lecture Series - June 13, June 27, July 18, August 1, and August 15 – Call for Reservations

Summer Ice Cream Socials & Concerts on the Green* – June 13 & 27, July 18, Aug 1 & 15 – Free to the Public

June 29th – Women in Oil Luncheon* – Call for Reservations

July 15 – 19 – All Day Summer STEAM Camp #1 – 9 Full Scholarships Available

July 22 – 26 – All Day Summer STEAM Camp #2* – 9 full Scholarships Available

July 25 – 27 – Dam Music Fest Tours*

August 22 – 24 – HollyFrontier Western Celebration Tours & Free Events – Free & Open to the Public

Old Movie Matinees* - September 15 and 29, October 13 and 27, and November 10 – Call for Reservations

September 19 – All Butler County Schools – Celebration of History Event* – Free for Schools

September 21 – National Free Museum Admissions Day* – Free & Open to the Public

September 21 – Country Heavy Metal Day – Celebration of Agriculture – Free & Open to the Public

October 12 – Tour of Historic El Dorado* – Call for Reservations

October 26 – El Dorado Historic Cemetery Tours – Call for Reservations

October 31 – Trick or Treat on Main Street – Free & Open to the Public

November 5 – Nerds & Noodles Night – Fun Family Games & Spaghetti Feed* – Free & Open to the Public

November 9 – World War II Reenactment – Free & Open to the Public

November 19 – 30 – Holiday Tables*

November 29 – Black Friday Shopping Hours – Free Gift Wrapping on Purchases*

November 30 – Small Business Saturday Shopping Hours – Free Gift Wrapping on Purchases*

November 29 – December 21 – Free Gift Wrapping on Purchases*

December 7 – Old Fashioned Christmas – Free & Open to the Public

December 28 – Share Your History Day – Free Guests with Members*

*Denotes new event at the museum

Please watch Facebook and the Kansas Oil Museum website for a complete list of events and activities.

If you have a suggestion that you would like to see offered here at your museum, please let us know!

Thank you for your interest in the future of the past!

Tiya Tonn

Executive Director

Butler County Historical Society home of the Kansas Oil Museum

316/321-9333 Office

316/648-2556 Cell

2018 Commission Priorities

Water Sales • Community Image • Industrial and Business Parks • Parks and Recreation • Public Safety

TO: City Commission
FROM: Tabitha Sharp, City Clerk
SUBJ: Adoption of Financial Policies
DATE: May 20, 2019

Background:

After working with the current financial policies for almost two years, staff have been working on revisions to those policies to address areas that were unclear or that needed further instruction. The City Commission reviewed them at a work session and they are now ready for approval and implementation.

Policy Issue:

The resolution to adopt the Financial Policy must be approved by the City Commission. These policies provide direction for staff when utilizing public funds.

Alternatives:

The City Commission may choose to suggest other changes to the financial policy.

Fiscal Impact:

These policies will establish guidelines with which staff may better plan for the future as well as update the policies to better follow the Generally Accepted Accounting Principles. Following these policies allows the City to maintain a good bond rating which in turn allows us to receive lower interest rates on bonds.

Trade-offs:

NA

Staff Recommendation:

Approve the resolution

Commission Actions:

GENERAL FINANCIAL AND BUDGETARY POLICIES

City of El Dorado, Kansas

June 11, 2019

Revenue

The City's operations will be funded from a diversified and stable revenue system that will shelter the municipal government from short-term fluctuations in any one revenue source.

The City will project revenues five years into the future, to include the upcoming budget year. Projections will be updated annually based on trend analysis and other factors. Each existing and potential revenue source will be reviewed annually.

The City will identify all revenue sources that are restricted and ensure that processes are implemented and monitored to ensure that such restricted funds are allocated for their intended purposes and not used for general governmental uses. Where necessary by legal mandate or otherwise prudent financially, the City will create separate funds to track the receipt and expense of restricted funds. The City will periodically review programs funded, in whole or in part, by restricted funds to ensure that adequate funding exists to continue providing such services at existing levels.

All potential grants shall be carefully examined for matching requirements (both actual dollar and in-kind contributions) and future allocation of resources.

Intergovernmental assistance shall be used to finance only those capital improvements that are consistent with the Comprehensive Plan, Capital Improvement Plan, and local government priorities, and whose operating and maintenance costs have been included in the operating budget forecasts.

One-time revenues will only be used for one-time expenditures. Moreover, one-time revenues, such as grants, will be used only after an examination determines whether they are subsidizing an imbalance between operating revenues and expenditures, and then only if a long-term forecast shows that the operating deficit will not continue.

The City will seek to recover a portion of its direct and indirect costs rendered for public services where user fees or charges are determined to be an appropriate method to cover such costs. Fees and charges will be set at a level to ensure that the specific level of coverage is met. The City will annually review fees and charges to ensure that the coverage ratio continues with increases in service delivery. Fees and charges authorized to recover the City's cost of providing services may be exempt from this policy when adhering to a formula would establish fees and charges at a level that may be considered a hardship for the general public.

Expenditures

Reports comparing the actual revenues and expenditures to budgeted amounts will be prepared by the Finance Department and provided to Department Directors monthly. In addition, such comparative reports will be provided to the governing body at least quarterly.

Expenditure levels in constant dollars will be held constant in all functional service areas except at the recommendation of the City Manager and approval of the governing body during the annual budget process as allowed by state law.

Before the City undertakes any agreement, partnership, or action that creates fixed costs, the cost implications (both operating and capital) for such arrangements will be fully determined for the current and future years. Future years shall be defined as the useful life of the ~~fixed asset project, vehicle or equipment, etc.~~ of that such fixed costs ~~are~~ attributed to in the arrangement.

All externally mandated services for which funding is available will be fully ~~expensed~~ costed out, including overhead, to allow complete reimbursement of expenses.

Offers of employment and promotions shall include an analysis of total compensation to include direct salary and the employer/employee share of fringe benefits. The Department Director, supervisor, and employee will be informed of the total compensation cost of the proposed change. Cost analysis of proposed salary increases will include the effect of such increases on the City's share of related fringe benefits.

All current operating expenditures will be paid for with current operating revenues, or as otherwise allowed on a modified accrual basis.

Budgetary procedures that fund current expenditures at the expense of future needs, such as postponing expenditures, accruing future revenues, or rolling over short-term debt, will be avoided.

Enterprise Funds

All fees and charges for each enterprise funds will be set at a level that fully supports the direct and indirect cost of the activity. Indirect costs shall include annual depreciation.

Revenue generated from user fees and utility rates will be reviewed annually to ensure that such fees and rates are set at a level that is fully self-supporting.

Cash Reserves

The City recognizes the need to maintain appropriate cash reserves to secure and maintain investment-grade credit ratings, meet seasonal requirements in cash flow, and reduce susceptibility of negative impacts from emergency or unanticipated expenditures or revenue shortfalls. To meet these requirements, the City will adopt an annual budget that will provide for an undesignated cash reserve

in each of the City's budgeted funds, in accordance with the following guidelines. Any funds in excess of the minimum balance may be allocated to one-time expenses at the discretion of the governing body. In the event the cash reserve for any fund falls below the required minimum balance, the City Manager will report such event to the governing body with a plan to return the cash reserve to at least the required minimum balance within a reasonable period of time.

General Fund - A cash reserve will be established and maintained to cope with emergencies and unanticipated situations. The General Fund reserve will be maintained within a range of 15% to 25% of the average operating expenditures for the prior three years. ~~Any funds in excess of the minimum balance may be allocated to one-time governmental purposes at the discretion of the governing body. In the event the cash reserve falls below the minimum balance, the City Manager will report such event to the governing body with a plan to return the cash reserve to at least the required minimum balance within a reasonable period of time.~~

Bond and Interest Fund - A cash reserve will be established for the Bond and Interest Fund of not less than 10% of the anticipated general obligation debt service payment, including principle and interest, for the upcoming budget year, including any special assessment supported debt, but excluding debt planned for repayment by enterprise funds or other City funds. However, the City may establish a higher cash reserve to mitigate impacts of potential delinquencies in cases of significant exposure to special assessment payment delinquencies.

Enterprise Funds – A cash reserve will be maintained for each enterprise fund within a range of 15% to 25% of each funds' operating expenditures. The required minimum balance for the cash reserve will be equal to 15% of the average of the operating expenditures, including debt service, of the prior three years. In addition, enterprise funds will also retain sufficient cash reserves to meet or exceed any bond covenants or other obligations required in the issuance of debt to support said enterprises.

Other Budgeted Funds - Cash reserves shall be planned for and maintained as needed for all other budgeted funds, based on the volatility and reliability of the revenue mix for each fund, as well as the predictability and degree to which expenditures in each fund are controllable. Cash reserve requirements for all other funds not otherwise defined in this policy shall be maintained at a minimum amount equal to 10% of the average of the prior three years' operating expenditures from each specific fund.

Exempt Funds - The following budgeted funds shall be exempt from cash reserve requirements because such funds are not considered operating funds: Economic Development Sales Tax Fund, Special Parks and Recreation Fund, Special Alcohol Program Fund, Ordinance Street Sales Tax Fund, Excess Sales Tax Fund, Equipment Reserve Fund.

Cash Management

The City will maintain one primary checking account. Other checking accounts may be used when required by bond covenants, grant programs, or other specialized activities such as the Health Insurance or Flexible Spending employee benefit accounts. All checking accounts must be approved by the City Manager and Finance Director.

Petty cash funds may be established with the approval of the City Manager and Finance Director.

All checking and petty cash funds shall be balanced monthly. Reconciliations shall be maintained for review by the independent auditors on an annual or non-routine basis.

A cash-flow analysis will be made of all funds on an annual basis. Disbursement, collection, and deposition of all funds will be scheduled to ensure maximum cash availability.

~~The accounting system will provide regular information about cash position and investment performance.~~

When permitted by law, cash from several different funds will be pooled for investment to maximize the return on investment. Interest will be distributed based on the percentage of contribution of participating funds.

Debt

Proceeds from long-term debt will not be used for current, ongoing operations.

Long-term borrowing, or borrowing exceeding four years, will be confined to capital improvements too large to be financed from current revenues. Long-term debt will have approximately level debt service payments and will be paid back within a period of time not to exceed the useful life of the capital improvement or asset being financed, and no ~~longer than greater than a period of~~ twenty years. Repayment schedules shall be generally structured with even payments, and shall not exceed the useful life of the asset being financed. Debt issued by the City will generally be repaid between ten to twenty years as allowed by state law. The City will analyze debt issuance schedules prior to the issuance of bonds to determine the financing option that is in the best interests of the City.

As a general rule, the City will commit the equivalent of ten mills to the Bond and Interest Fund for the annual payment of principle and interest associated with debt issued for non-enterprise capital projects. The City will analyze the capacity of the Bond and Interest Fund prior to issuing additional debt in order to remain within the parameters of the ten mill threshold. Projects that do not allow the City to remain at or under the ten mill threshold will be postponed until sufficient capacity exists within the Bond and Interest Fund, or when other revenue sources are identified and allocated to repay debt anticipated to finance projects.

Where possible, the City will issue revenue bonds or other self-supporting bonds after conducting an analysis of the cost difference between such bonds and General Obligation (G.O.) bonds. The City prefers to issue G.O. debt unless there is a tangible benefit to taxpayers, such as a lower interest rate, or when the City lacks sufficient G.O. bonding capacity for enterprise projects. special assessment, revenue, or other self-supporting bonds will be considered before issuing general obligation bonds. General obligation (G.O.) debt may be used for enterprise activities, provided the specific enterprise fund makes the debt service payments on the bonds or any portion of bonds used to finance enterprise activities. The City Commission must approve the allocation of revenue to be designated for the purposes of servicing debt issued for specific enterprise activities.

The City will use short-term debt, defined as debt with a maturity of up to four years, in anticipation of issuing bonds or for the purposes of financing capital improvements for which it is not practicable to rely on cash financing and for which long-term bonds are not deemed to be appropriate. Temporary financing will be retired as soon after completion of the project as possible, unless otherwise

approved by the governing body. Any extension of temporary financing will conform to existing federal and state laws.~~within six months of the completion of the project using such temporary financing.~~

Total debt service for general obligation debt issued on behalf of enterprise funds will not exceed ten percent of net operating revenues. Net operating revenues shall be calculated as operating revenues less debt service.

The impact of debt service on total annual fixed costs will be analyzed prior to the governing body's formal commitment to a project and before the issuance of debt for any ~~such authorized capital~~ project.

The City will apply for a bond rating from a rating agency such as Standard and Poor's or Moody's for bond issues when such a rating is deemed advantageous to the City's ability to issue bonds. The City will make all reasonable efforts necessary to maintain the City's bond rating and seek upgrades when financial conditions merit. A policy of full disclosure on every financial report and bond prospectus will be followed.

The City shall retain a qualified, independent financial advisor and qualified bond counsel to advise the City and assist in protecting the City's interest when any municipal bonds ~~or temporary financing~~ are to be issued by the City or a subsidiary entity.

Post-Issuance Compliance

The City will monitor post-issuance compliance of tax-exempt qualified obligations issued by the City, or its subordinate units, to ensure compliance with applicable provisions of the Internal Revenue Code of 1986, as amended, and regulations promulgated thereunder.

The City recognizes that complying with applicable provisions of the Code is an ongoing process, required for the ~~duration entire time~~ bonds remain outstanding, and is an integral component of the City's debt management practices. Consequently, the City will require ongoing monitoring and consultation with Bond Counsel beyond the scope of its initial engagement with respect to outstanding bonds.

All post-issuance compliance monitoring requirements shall be performed by the City no less than once annually with respect to all outstanding bonds of the City. Performance of annual responsibilities of post-issuance compliance shall be completed on or before September 1st of each calendar year bonds are outstanding.

Training for post-issuance compliance shall be provided to employees designated to implement the City's post-issuance practices, and shall occur once every five years, or when significant changes to the Code or applicable laws occurs, or when a new individual is hired for a position with delegated responsibilities for such compliance.

For each issue of bonds and each project financed with proceeds of bonds, the City shall adopt, or cause its duly authorized corporate trustee to adopt, an accounting methodology that separately maintains each source of funding for a project and identifies the use of such sources of funding by individual project, and monitors and identifies the expenditure of proceeds of the bonds.

The City shall maintain or ensure that all pertinent records related to the issuance of bonds are maintained by the City or a duly appointed corporate trustee. All such records shall be retained during the time any bond remains outstanding and for a minimum of five years or as otherwise required by law.

The Finance Director shall monitor the use of all projects financed with bond proceeds to ensure that no unqualified private use is made of such proceeds. Bond Counsel shall review any arrangement or contract which may result in private use of bond-financed facilities prior to the issuance of bonds. If the City identifies any possible private use of bond-financed projects, the City Manager will consult with Bond Counsel to determine whether such use will have an adverse effect under the Code and whether remedial action, as allowed by the Code, is necessary.

Following completion of a bond-financed project, the Finance Director shall: 1) review the expenditures of the bond proceeds to determine whether all bond proceeds have been allocated to the project as intended; 2) direct the use of unspent proceeds in accordance with the limitations of the bond documents, and if no provision is made otherwise, to the redemption or defeasance of outstanding bonds of the same issue; and 3) consult with Bond Counsel regarding the potential yield restriction or yield reduction payments if unspent bond proceeds remain after three years from issuance.

If the City issues tax-exempt industrial revenue bonds or other conduit bonds on behalf of a third-party borrower, the City will consult with Bond Counsel and require that before such bonds or obligations are issued, the documents prepared in connection with such issues require appropriate post-issuance compliance measures be undertaken by the conduit borrower or the bond trustee, or both.

Before the City issues bonds to advance refund any outstanding bonds, the City Manager shall consult with the Bond Counsel, Financial Advisor, and others as necessary, to determine if the proposed refunding complies with all applicable requirements of the Code, including a determination that the bonds to be advanced refunded remain tax-exempt obligations in compliance with all applicable provisions of the Code.

The City Manager, or designee, shall review the Continuing Disclosure Undertaking for each issue of bonds and determine the financial information and operating data the City is required to include in an annual report filed with the Municipal Securities Rulemaking Board (MSRB) or the Electronic Municipal Market Access (EMMA), and cause the annual report to be filed as required by the applicable Continuing Disclosure Agreement. The City Manager, or designee, in consultation with Bond Counsel, will review the Continuing Disclosure Undertaking to determine which material events related to the issue of bonds will require filing a notice with the MSRB. The City Manager will cause appropriate notice to be filed as provided in the Continuing Disclosure Agreement if a material event is determined to require notification.

Investments

The first and primary objective for each investment transaction is to insure that capital losses are avoided. As such, the City's cash management portfolio shall be designed with the objective of maximizing net earnings, consistent with constraints imposed by safety objectives, cash flow considerations, state laws, and City priorities.

All investments shall be made in accordance with applicable Kansas law and Section 3.04.200 of the City Code of the City of El Dorado, Kansas.

Management's responsibility for the investment program is delegated to the Finance Director, who shall establish procedures for the operation of the investment program, consistent with this investment policy and subject to the approval of the City Manager. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Finance Director. The Finance Director shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

The standard of prudence to be used by investment officials shall be the "prudent person," and shall be applied in the context of managing the overall portfolio. Investment officers acting in accordance with written procedures and exercising due diligence shall be relieved of personal responsibility for an individual securities credit risk or market price change, provided deviations for expectations are reported in a timely fashion and appropriate action is taken to avoid adverse developments.

The City prefers to invest in securities whose maturities do not exceed four years, although the City reserves its ability to invest in instruments with maturities that exceed four years, as allowed by state law, and where it is deemed appropriate and prudent to invest for durations exceeding four years.

Portfolio maturities shall be staggered to avoid undue concentration of assets in a specific maturity sector so as to reduce the extent of losses due to having an unbalanced portfolio in terms of maturities, instrument type, and issuers.

Risk of market price volatility shall be controlled through the adoption of a "buy and hold" strategy whereby the City holds each investment to maturity, coupled with maintenance of an adequate liquidity position to insure the ability to meet normal anticipated cash flow needs. When advantageous, it is allowable to sell investments to realize a gain due to price fluctuations; however, such transactions shall not be a part of the normal course of business.

Collateralization shall be required on all deposits and repurchase agreements. Collateral pledged must meet state statute requirements, and must be held by the Federal Reserve Bank, the Federal Home Loan Bank in Topeka, or by a third party custodian pursuant to an adopted third party custody agreement. The City shall enter into a Security Agreement for Deposits with the depository bank for all deposits. The City will receive deposit advice for the pledged securities from the Federal Reserve Bank, or a joint custody receipt from the third party custodian. The maximum Federal Insurance provided for account customers may be considered a part of the institution's pledge collateral. Collateralization shall be maintained at 100% of the market value of principal and accrued interest at all times, including peak periods. At the end of each month, the depository bank will provide the market value of each pledged security to the City.

In the event a third party custodian is used, such custodian shall not have an ownership relationship or affiliation with the depository bank.

Pledged collateral shall not be released until an acceptable re-pledging of collateral is made by the depository bank and confirmed to the Finance Director, or their designee, in the event of a transfer of collateral.

Collateralization of investments shall be by the actual investment instrument. ~~All securities owned by the City must be perfected in the name of the City and held by the City or its authorized safekeeping agent. All investments of the City shall be issued as required by this policy.~~ The City will enter into a

safekeeping agreement with a safekeeping agent whereby all investments are held in the City's account in the City's name by the safekeeping agent. By state statute, all Municipal Investment Pool accounts shall be exempt from providing safekeeping receipts or written confirmation. The Finance Director, or designee, may receive verbal confirmation by phone following Municipal Investment pool guidelines.

Per Section 3.04.240 of the City Code, the interest or other earnings from investments made pursuant to Sections 3.04.200 through 3.04.230 of the City Code may be budgeted and credited to any fund designated by the governing body without regard to the fund or funds from which the investments were made. As a general rule, interest earnings will be credited to ~~those~~ funds based on average of the balance and the cash balance at year end. This distribution may be manually adjusted if, in the Finance Director's judgment, there are obvious inter-fund inequities.

At the end of each quarter, the Finance Director shall prepare and submit to the City Manager a report outlining the quarter's investment activity. Such report shall contain sufficient information to evaluate the performance of the investment program and verify that investment officials have acted in accordance with the investment policy and written investment procedures.

Budget

The budget ~~should seek to~~will provide sufficient funding for adequate maintenance and orderly replacement of facilities, vehicles, and equipment. All assets ~~should~~ will be maintained at a level that protects capital investment and minimizes future maintenance and replacement costs.

All equipment replacement and maintenance needs for the next five years will be projected and the projection will be updated annually. A maintenance and replacement schedule based on this projection will be developed and followed to the greatest extent possible, realizing that occasional unforeseen circumstances may warrant a change to the replacement schedule in order to meet the operational needs of the organization.

A full cost analysis will be ~~completed~~done for all ~~new~~proposed capital ~~investments~~ facilities prior to inclusion in the Capital Improvement Plan, and prior to the acquisition of vehicles and equipment. Full cost analysis shall review the life-cycle costs associated with a capital investment or acquisition, and should consider the upfront purchase price as well as maintenance, insurance, and other applicable expenses projected over the life of the asset. The purpose of such analysis is to understand the estimated cost associated with such investments in order to anticipate such expenses as part of the budgetary process.

In accordance with Kansas law, the City Manager shall be responsible for the preparation of the annual budget. A proposed budget for the following fiscal year shall be submitted to the City Commission for review and discussion on or before July 1st of each year, along with timely consideration and approval of the budget by August 25th.

The annual budget ~~should~~ must be balanced for all budgeted funds. The City Manager must provide an explanation for any fund budgeted to spend down fund balance, and such deficit must be approved by the governing body. Total anticipated revenues, including the portion of anticipated reserves in excess of the target balance, or in accordance with a target balance plan, must equal total estimated expenditures.

Funds may be added to or removed from the budget with approval of the City ~~Manager~~Commission as requirements change. In general, any continuing operations of the City shall be accounted for through budgeted funds. Non-budgeted funds are used for construction projects authorized through the issuance of debt, for trust and agency activities, for activities funded by state and federal grants that are not of a continuing nature, and for special purpose funds.

All budgets will be adopted at the fund level on a cash basis as modified to include: expenditures for the fiscal year, expenditures incurred but not paid, and purchase commitments. Revenues will be recognized at the time revenue becomes measurable and available, whether or not it was billed or due in another period. Expenses will be recognized at the time a product or service is delivered and received by the City, whether or not it was committed to in another period. All appropriations lapse at year-end, except for encumbered appropriations, which will be carried forward into the next fiscal year as reservations of fund reserve.

~~The budget shall be adopted at the fund level. Expenditures may not exceed the fund's budget without amending the budget, as allowed by state law. approval from the City Commission. When appropriated, the budget for a fund may be republished to reflect changes deemed necessary and appropriate by the City Commission.~~

Department budgets will also be specified during the annual budget. The City Manager must authorize all non-routine or unscheduled transfers.~~inter-transfers between funds~~. The Finance Director must authorize all ~~intra~~-fund transfers or reclassifications.

The City will seek to maintain an amount in the General Fund operating budget (i.e., a line item for contingencies) for unforeseen operating expenditures or revenue shortfalls. The amount of the contingency that may be spent will be limited to between \$100,000 and \$200,000, and is contingent upon available budget authority and available funds. All planned expenditures from the General Fund contingency line item shall be approved in advance by the City Commission.

The City will maintain a budgetary control system to monitor compliance with the budget.

Capital Improvement Program

The City shall establish a five-year Capital Improvement Program (CIP) to guide decision-making on public improvements and major program expenditures. The CIP provides a mechanism for scheduling public physical improvements over a number of years. It also establishes the City's priorities for public projects based on available financial resources and project criteria. It is the intent of this policy that authorized projects must be part of an adopted Capital Improvements Program.

The CIP shall be updated annually following analysis of unaudited year-end financial reports and prior to the adoption of the City's annual operating budget.

The City shall use a portion of its annual budgeted revenues for “pay-as-you-go” capital investments. The City Commission may dedicate mill levy proceeds, sales taxes, user fees ~~and/or~~ other unallocated local revenues to fund capital improvements.

The City will seek to maintain its physical assets at a level adequate to protect its capital investment and to minimize future maintenance and replacement costs. The CIP and operating budget will provide

for the major renovation and orderly replacement and upkeep of buildings, facilities, and equipment from current revenues where possible.

The Planning Commission, pursuant to K.S.A. 12-747 and Section 2.28.020 of the City Code, shall review and make recommendations on public improvement programming each year. The Planning Commission's review shall include a finding and recommendation on the conformance of the proposed CIP to the Comprehensive Plan. In addition to the Planning Commission's review, the City shall also implement various public engagement opportunities to ascertain input from the public on proposed capital improvements.

The City Manager, in making CIP recommendations to the City Commission, shall use the following criteria in evaluating projects:

- Capital investment projects which preserve existing infrastructure and maintain basic public services;
- Capital projects which implement a component of an approved City plan;
- Projects that advance governing body goals and priorities;
- Projects which specifically replace or renovate an essential, but obsolete, facility or infrastructure;
- Projects which reduce the cost of operations, maintenance or energy consumption;
- Projects identified as addressing important public health and safety issues;
- Projects mandated by the federal or state government;
- Projects that support economic development, defined as the growth and expansion of the City's tax base;
- Projects which are funded, in whole or in part, by leveraged or partnership funding, including grants, private funds, or other outside funding source; and
- Such other criteria as the City Commission or City Manager may establish~~require~~.

The five-year CIP, as approved, shall contain the following ~~sections~~categories:

A listing of potential capital projects which require significant additional information (i.e., concept design, feasibility report, cost estimates, funding source analysis, etc.), or that may otherwise be triggered by certain events (i.e., economic development projects) before they can be formally considered for approval and placement in a specific year in the CIP. This section shall be titled "Projects for Further Review."

A listing of ~~preliminarily approved~~ capital projects, ~~that including an~~ estimated cost and an identified funding source ~~by years and~~, which have undergone a cost-benefit analysis~~review for costs and benefits and have identified funding expected to be available for the project~~. This section shall be titled "Pending Preliminarily Approved Projects."

A listing of capital projects for which an estimated cost and identified funding source have been reviewed and matched with a funding year(s) with an adequate amount of debt capacity, if applicable, and otherwise unallocated or unencumbered revenue to pay for said project in the year of implementation (cash financing) or over the duration of debt service in the event bonds are issued to finance said project. adequate information exists as to planning, estimated costs, benefits, etc., and which the City Commission agrees would be desirable projects for the community in the future, but for which an adequate and appropriate funding mechanism has not yet been determined as available. This section shall be titled "Preliminarily Approved Projects-Projects Identified but Unfunded."

Capital projects approved for the "Preliminarily Approved Project" list shall be considered preliminarily approved for implementation, but will still require formal review and consideration by the City Commission prior to commencement of project. Projects may be organized into phases, and subsequently scheduled over several years, where it may be advantageous to begin work on a project in a calendar year understanding that additional work may not begin until once the prior phase of work is completed and additional work is authorized.

All capital projects must comply with the procurement procedures found in this policy.

Financial Reporting

The City will establish and maintain accounting records in such a manner that financial statements and reports will be issued consistent with the standards applicable to generally accepted accounting principles (GAAP) as promulgated by the Governmental Accounting Standards Board (GASB).

The City will contract for an annual independent audit of City accounting records. The audit shall be conducted in accordance with the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States and applicable provisions of the *Kansas Municipal Audit and Accounting Guide*. The City will comply with the Federal Single Audit Act when required.

The City will comply with all financial reporting requirements set forth in Kansas law.

The City will identify and implement less formal methods than the annual budget documents and the audited financial reports to provide important financial data to the citizens of the community. Efforts will be made to provide these "popular reports" via print and electronic media.

The City Manager will provide the City Commission with an unaudited year-end summary financial report within sixty days of the end of the fiscal year. Interim updates on financial condition shall also be provided to the governing body throughout the fiscal year. The City Manager shall provide Revenue and Expenditure Reports, Fund Balance Reports and other explanatory reports and updates to the governing body at study sessions at least once quarterly to be held each quarter. Additional updated information shall also be provided as needed during the annual budget process, or as otherwise requested by the governing body.

Purchasing

The underlying purposes of this policy are: 1) to ensure fair and equitable treatment of all persons who wish to, or do conduct business with the City of El Dorado; 2) to provide for the greatest possible economy in city procurement activities; and 3) to foster effective broad-based competition within the free enterprise system to ensure that the city will receive the best possible service or product at the lowest responsible bid price.

Exemptions from this policy include: 1) this policy shall not prevent the city from complying with the terms and conditions of any grant, gift or bequest that is otherwise consistent with applicable law; and 2) when procurement involves the expenditure of state or federal assistance funds, the city shall comply with applicable state or federal law and regulations.

Additionally, the following purchases are exempt from competitive bidding requirements:

- Purchases made through cooperative purchasing contracts with other units of government (county, state, regional or federal) when it is in the best interest of the City and pursuant to law and the contract specifically states usability by other governmental entities.
- Purchases made from a single-source provider. These purchases must be accompanied by a written explanation detailing why the product/good/material or service can be purchased from only one vendor. The City Manager must approve the use of a sole-source provider prior to purchasing goods or services.
- Purchases must meet compatibility requirements with existing equipment or contracts owned by the City.
- Purchases required during a publicly declared emergency (i.e. an eminent threat to the public's health, welfare or safety). However, purchases should remain practical and limited to the necessary resolution of the emergency. Notwithstanding any other provision of this Policy, the City Manager may make or authorize emergency procurements when there exists a threat to public health, welfare or safety provided that such emergency procurements shall be made with such competition as is practical under the circumstances. Such emergency condition is further defined as an immediate and serious need for supplies, services, materials or equipment that cannot be timely met through normal procurement methods and the lack of which would threaten: the function of City government; the preservation or protection of property; and/or the health or safety of any person.
- The dollar limits for quotations are waived for the following purchases:
 - Petty Cash Reimbursements;
 - Utility Bills;
 - Fuel and Chemicals
 - Maintenance, Repairs and Parts (up to \$5,000);
 - Bulk Purchases (up to an aggregate of \$3,500);
 - Interdepartmental Transfers or Charges;
 - Medical Expenses;
 - Legal Notices;
 - Postage Costs;
 - Fees and Taxes of Other Units of Government; and

- Payments of City Commission approved debt.

The City Manager, or his/her designee, has legal authority to make procurements, solicit bids and proposals for the City's operations. ~~The City Manager may~~ enter into and administer contracts, upon approval by the City Commission, and make written determinations on behalf of ~~for~~ the City. The City Commission must approve all expenses that, in aggregate, exceed above ~~above~~ \$50,000~~(aggregate)~~, including those that have been budgeted, and all purchases requiring ~~transfers of budget between funds or~~ use of unbudgeted, or from contingency funds.

Change orders are issued to cover costs or address changes in terms and conditions associated with unforeseen problems not addressed in the bidding or contract document, or changes/modifications that may be recommended after a contract award. Change orders on contracts may be approved by the City Manager for amounts less than \$50,000. Change orders of \$50,000 or greater must be approved by the City Commission, provided, however, that in instances where it is in the best interest of the City for a change order to be implemented prior to the next regularly scheduled meeting of the City Commission, the City Manager shall have the authority to authorize the change subject to ratification by the City Commission.

Exceptions to competitive bidding for purchases not requiring formal solicitation but consistent with budgeted expenses are provided below. Purchases shall not be artificially divided so as to constitute a small purchase under these guidelines.

1. Purchases under \$5,000:

- Department directors, or their designee, may exercise discretion when making purchases for appropriate products to meet operational needs, subject to budgetary limitations.
- Purchases should be made at the lowest possible price at the highest available quality. When practical, preference should be given to local providers, if available, and should be distributed equitably among qualified suppliers as much as reasonably possible.
- Travel and training with a cumulative cost (registration, travel, lodging and meals) of more than \$1,500 must be approved by the City Manager, in writing, prior to payment of any registration or other costs associated with the travel and training. All travel and training must be accompanied by detailed receipts.

2. Purchases between \$5,000 and ~~up to~~ \$10,000:

- Department directors, or their designee, shall request verbal quotes from at least three sources unless fewer than three sources may can be identified.
- Quotes shall be recorded in the department for a minimum of ninety days.

3. Purchases ~~less than \$50,000~~in excess of \$10,000:

- Department directors must request informal written quotes from at least three sources, unless fewer than three sources may be identified. Quotes must be submitted to the City Manager for written approval prior to the commitment of funds.
- The quotes must be filed in the City Clerk's office and maintained according to the City's Records Retention Policy.
—All non-budgeted items must first be approved, in writing, by the City Manager prior to soliciting going out for bids.

Sole Source Procurement

A contract under \$50,000 may be awarded for supplies, services, materials or equipment without competition when the City Manager determines that there is only one source available. A written record of the factors pertinent to such award will be maintained. For sole source contracts of \$50,000 and greater, approval of the Governing Body will be required.

Competitive Bidding – Sealed Bid Procedures (Request for Proposals or RFP)

1. The competitive bidding process for contracts and purchases over \$50,000 shall be awarded by competitive sealed bidding to the “lowest and/or best bidder” except as otherwise provided for in the policy.
2. An invitation for bids shall be issued when a contract is to be awarded by competitive sealed bidding. The invitation shall be sent using the official City form and include a complete, adequate and realistic specification or purchase description, all contractual terms and conditions applicable to the procurement, time and place for bid opening and whether a bid deposit or bond(s) will be required. Under KSA 60-1111, a payment bond is required for construction projects which exceed \$40,000 and all other bonds as required by the City Commission.
3. All bids shall be sent to the attention of the City Clerk at 220 E 1st Avenue, El Dorado, KS 67042 or at cityclerk@eldoks.com when applicable. The department responsible for the request for bids shall schedule the opening with the City Clerk prior to sending the request to vendors.
4. Bids shall be opened in the presence of one or more witnesses at the time and place designated in the invitation for bids. All bids shall be open to public inspection.
5. Bids shall be unconditionally accepted without alteration or correction, except as authorized in this policy. Bids shall be evaluated based on the requirements set forth in the invitation for bids.
6. An invitation for bids, a request for proposals, or other solicitation may be canceled, or any or all bids or proposals may be rejected, in whole or in part, as may be specified in the solicitation, when it is in the best interests of the city.
7. The quotes must be filed in the City Clerk’s office and maintained according to the City’s Records Retention Policy.
- ~~6.8.~~ All non-budgeted items must first be approved, in writing, by the City Manager prior to soliciting bids.

Requests for Qualifications

- Requests for qualifications shall be submitted for professional services or services requiring special or technical skill, training or expertise. The individual or company must be chosen based on accountability, reliability, responsibility, skill, education and training, judgment, integrity and moral worth. Professional services shall be negotiated with the most qualified provider.

Professional services are generally associated with the following disciplines:

- a. Architect, engineering, and land surveying services;
- b. Appraisal services;
- c. Financial, accounting, and auditing services;
- d. Legal services;
- e. Consulting services;
- f. Health care services;
- g. Insurance services;
- h. Data processing consulting and programming services;
- i. Testing and inspection services;
- j. Photographic, art, or marketing services;
- ~~a.k.~~ Employment of temporary employees as advisors, lobbyists, etc.

- ~~Requests for Qualifications shall be submitted for all professional services averaging more than \$1,000 per month.~~

Criteria for determining the “Lowest and/or Best Bidder” include, but are not limited to:

- The ability, capacity, and skill of the bidder to perform the contract or provide the service required;
- The ability of the bidder to perform promptly or within the time specified, without delay or interference;
- The reputation and experience of the bidder, including the city’s previous experience with the bidder;
- The quality, availability and adaptability of the supplies or contractual services to the particular use required;
- The ability and availability of the bidder to provide future maintenance and service for the use of the subject of the contract;
- Any conditions attached to the bid by the bidder and accepted by the City; and
- Any other criteria or conditions included in the bid documents.

All ~~departments funds/divisions~~ shall honor applicable contracts entered into as a result of a Competitive Bidding and/or Requests for Qualifications process.

Contract negotiations shall be allowed if they are determined by the City Manager to be in the best interest of the City ~~of El Dorado, with the exception of equipment/vehicle purchases, those must follow the purchasing policy.~~

All annual leases or lease purchase agreements must be competitively bid based on the market value of the asset. All leases or lease purchase agreements with a fair market value in excess of \$50,000 must approved by the City Commission and signed by the City Manager prior to delivery of the asset. All other leases will conform to the approval requirements for other purchases as defined in this section. All assets shall be recorded as a fixed asset on the date of delivery. Department Directors, or designees, shall be responsible for informing the Finance Department of such delivery date to ensure that the asset is properly recorded and to ensure that proper insurance coverage has been secured prior to use of the asset.

All records relating to the bidding process shall follow the Records Retention Policy of the City.

~~City staff may utilize any local bidder that is within ten percent of the lowest and/or best bid. The City may elect to grant preferred status to local bidders, defined as businesses with a physical presence located within the corporate boundaries of the City, for any bid submitted that is within five percent of the lowest, responsive bidder, and that otherwise meets the City’s requirements as specified in the bid documents.~~

The local preference described in this section shall not apply to bids in which federal funds or other governmental funds are used when the use of such funds prohibits the application of local preference policies.

Real Estate

All real estate transactions, either for the acquisition or sale of real property, shall require the approval of the City Commission.

Following approval by the City Commission, the City Manager may transfer, sell, exchange or destroy any surplus, obsolete, abandoned or confiscated personal property without competitive bidding if such property has a value of less than \$50,000. No personal property shall be sold without receiving competitive bids if the value is \$50,000 and greater. For the purposes of this section, a public auction shall qualify as competitive bidding.

Except as otherwise provided by law, the City Commission may convey, sell, trade, give, transfer, or exchange any real property in any manner that the City Commission deems to be in the best interests of the City.

Conflicts of Interest; Appeals

No person involved in making procurement decisions may have personal investments in any business entity which will create a substantial conflict between their private interests and their public duties per K.S.A. 75-4301a *et seq.* Any person involved in making procurement decisions may be found is guilty of a felony if the person asks, receives, or offers to receive any compensations, gratuity, contribution, loan, or reward, or any promise thereof, either for the person's own benefit or any other person or organization from anyone interested in selling products or services to the City.

A conflict of interest may occur due to the nature of City operations. A disclosure statement regarding a conflict of interest shall not prohibit any person or organization from submitting a bid or proposal.

Appeals from any actual or prospective bidder who feels aggrieved in connection with the solicitation or award of a contract may submit an appeal in writing to the City Clerk within five working days after the bid tabulation has been released. The City Manager shall issue a written decision regarding any appeals within ten business days, less holidays, if it not settled by a mutual agreement. The decision shall state the reasons for the action taken.

The City shall follow all applicable state and federal laws, executive orders, and rules and regulations of governmental entities that exist to govern equal employment opportunity and affirmative action in the award of public contracts. The Equal Opportunity Division of the federal and/or state government may be contacted for explanations, interpretations and information on these laws. Failure to comply with any of the terms of the provisions of these laws shall be a breach of the present contract which may be cancelled, terminated or suspended in whole, or in part, by the City.

Failure by City staff to comply with the provisions of this policy may result in disciplinary action, up to and including termination of employment.

2018 Commission Priorities

Water Sales • Community Image • Industrial and Business Parks • Parks and Recreation • Public Safety

TO: City Commission
FROM: Engineering Department
SUBJ: Special Use Permit Application – 2953 SE Highway 54
DATE: June 5th, 2019

Background:

The City of El Dorado received a Special Use Permit (SUP) application for the expansion of Deer Grove RV Park onto 2.3 acres at 2953 SE Highway 54. The property is located within the City of El Dorado Extraterritorial Jurisdiction (ETJ). By Interlocal Agreement, Butler County ceded to the City zoning and subdivision authority for approximately three miles outside city limits while retaining all permit and development review authority. On May 21st, 2019, the Butler County Commission reviewed the proposal and voted unanimously (5-0) to declare the project within the scope and best interest of the Butler County Comprehensive Plan.

The Planning Commission held a public hearing on May 30th, 2019, to review the application. The Planning Commission voted to unanimously recommend approval of the application (8-0). The staff memo, site plan, map, and meeting minutes are attached. Butler County has since informed the City that the project will not be subject to their development and permitting process.

Policy Issue:

Special Use Permits (SUP) allow specific uses to take place on a property. The zoning ordinance allows campgrounds with a SUP on this property, which is zoned Manufactured Home Park Residential District (M-P). Conditions may be placed on the SUP to limit the impact of the special use.

Alternatives:

The current zoning district allows single-family residential and manufactured home parks.

Fiscal Impact:

Approval of the SUP will not have a fiscal impact on the City of El Dorado.

Trade-offs:

Not applicable.

Staff Recommendation:

Approve the SUP

Commission Actions:

Commissioner _____ moved to approve Case No. 19-03-SUP, requesting a SUP for a campground, and that Ordinance No. _____ be approved.

Commissioner _____ seconded the motion.

PLANNING COMMISSION MEMORANDUM

TO: Planning Commission
CC: Scott Rickard, Engineering Director
FROM: Jay Shivers, AICP, City Planner
RE: SUP – Campground at 2953 SE Hwy 54

Natalie and Tim Donges are requesting a Special Use Permit (SUP) to allow a campground at 2953 SE Hwy 54. The property is currently zoned Manufactured Home Park Residential District (M-P). The zoning regulations define campground as “establishments primarily engaged in providing overnight or short-term camping sites for recreational vehicles, travel trailers, campers, or tents.” The campground use is allowed by SUP in C-1 General Business District, M-P Manufactured Home Park Residential District, R-S Residential Suburban District, and A-R Agricultural Residential Districts.

The request will allow Deer Grove RV Park, on the west side of the subject property, to expand eastward. 2953 SE Highway 54 is a deep lot and contains a single-family residential structure at the north end. The lot measures approximately 200 feet wide and 660 feet in depth. This SUP is for approximately the southern 508 feet of the lot. Mr. and Mrs. Donges are currently working on a lot split to create a lot for the single-family home and a lot for the RV Park addition.

The property is located in the City of El Dorado’s Extraterritorial Jurisdiction (ETJ), also known as the Growth Area. The City of El Dorado has jurisdiction over land uses within this area. However, all building permits are issued by Butler County. The Butler County Commission reviewed the case at their May 21st, 2019, meeting and voted unanimously (5-0) to declare the application within the scope and best interest of the Butler County Comprehensive Plan.

Zoning Ordinance standards for review:

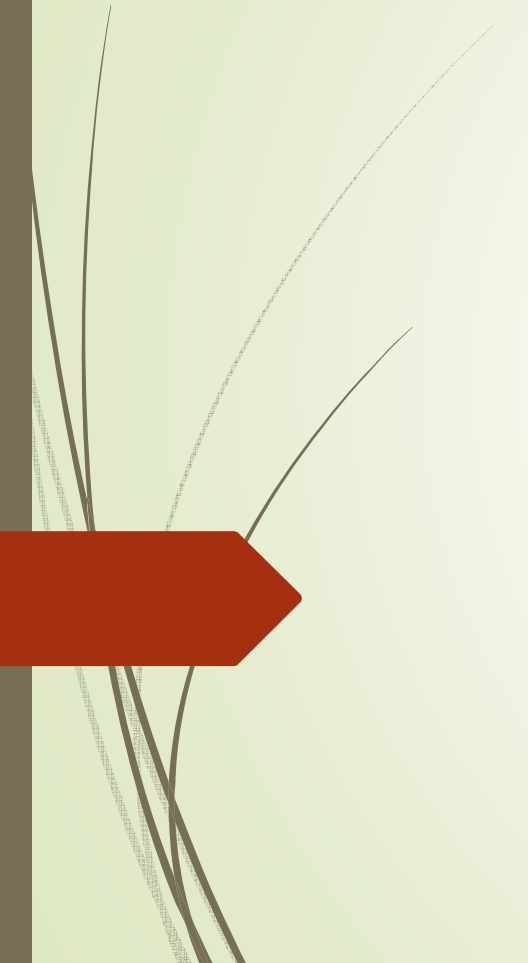
- A. *The location and size of the proposed use in relation to the site and to adjacent sites and uses of the property, and the nature and intensity of operations proposed thereon.* The subject property consists of a single residential structure near Highway 54. The applicant is in the process of splitting the lot to use the rear 508 feet to expand their RV park. Adjacent uses include a campground area to the west, manufactured home park to the south, a church and single-family residential to the east, and single-family residential to the north.
- B. *Accessibility of the property to police, fire, refuse collection and other municipal services; adequacy of ingress and egress to and within the site; traffic flow and control; and the adequacy of off-street parking and loading areas.* The site is accessible to all services. The site will continue to use Highway 54 for primary ingress and egress.

- C. *Utilities and services, including water, sewer, drainage, gas, and electricity, with particular reference to location, availability, capacity and compatibility.* The applicant is working with Westar and rural water and sewer districts, where additional capacity is available.
- D. *The location, nature, and height of structures, walls, fences, and other improvements; their relation to adjacent property and uses; and the need for buffering or screening.* No new permanent structures are proposed. RV parking spaces will have electric, water, and sewer connections. The property will have a 10 foot landscape buffer and privacy fence.
- E. *The adequacy of required yard and open space requirements and sign provisions.* The zoning ordinance requires a 30 foot buffer along property lines. The applicant will install a 10 foot landscaping buffer with evergreen trees and a privacy fence and use the interior road to create 30 feet of buffer space between RV lots and property lines.
- F. *The general compatibility with adjacent properties, other properties in the district, and the general safety, health, comfort and general welfare of the community.* The proposed land use is consistent with development in the immediate area. Staff are aware of possible negative impacts created by the expansion, including additional noise and dust. However, the buffer space required by ordinance and the Donges' plans for trees and fencing, as mentioned in Section E above, are expected to reduce noise and dust creation from the expansion. It is also notable that there is a certain amount of noise and dust currently created by the well-trafficked highway nearby and the presence of numerous gravel driveways and public roads.

The proposed RV Park expansion meets the requirements of the zoning ordinance and provides appropriate buffer space and screening from adjacent properties. The applicant is not proposing any new buildings as customers will have full access to the existing laundry, bathroom, and storm shelter facilities in the RV park to the west. The park will continue to have direct access to Highway 54. The applicant plans to install a privacy fence along the perimeter of the new property (except where it connects with the existing Deer Grove RV Park) and has offered the privacy fence as a condition with the SUP. City staff recommend approval of the SUP application. Approval of this Special Use Permit requires a majority vote of the Planning Commission members present and voting.

Suggested Motion:

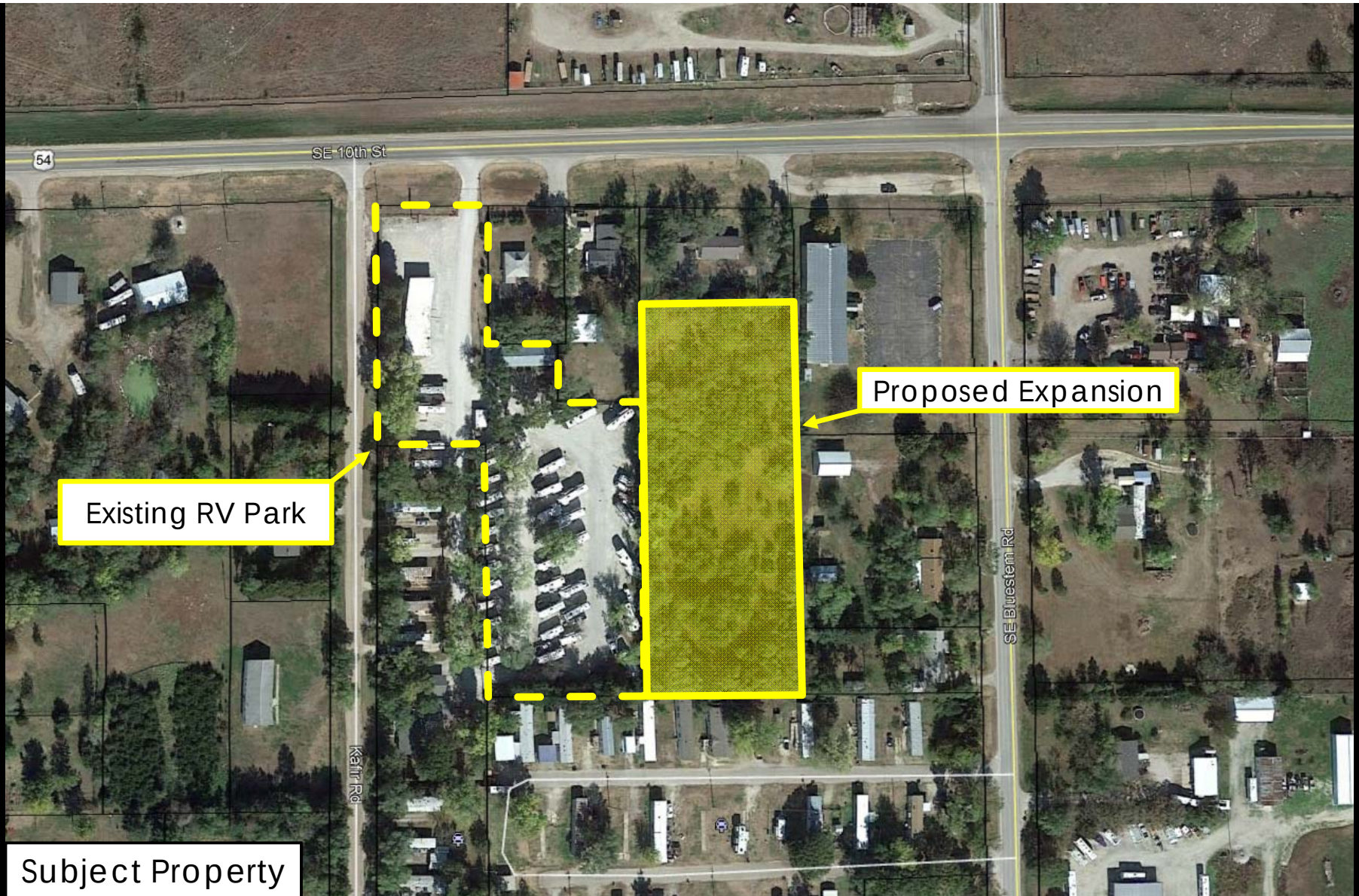
I move to recommend approval of Case No. 19-03-SUP, a request by Natalie and Tim Donges, for a Special Use Permit to allow a campground on the property located 2953 SE Highway 54, for the reasons set forth in the staff recommendation and heard at this public hearing.



Planning Commission

City of El Dorado

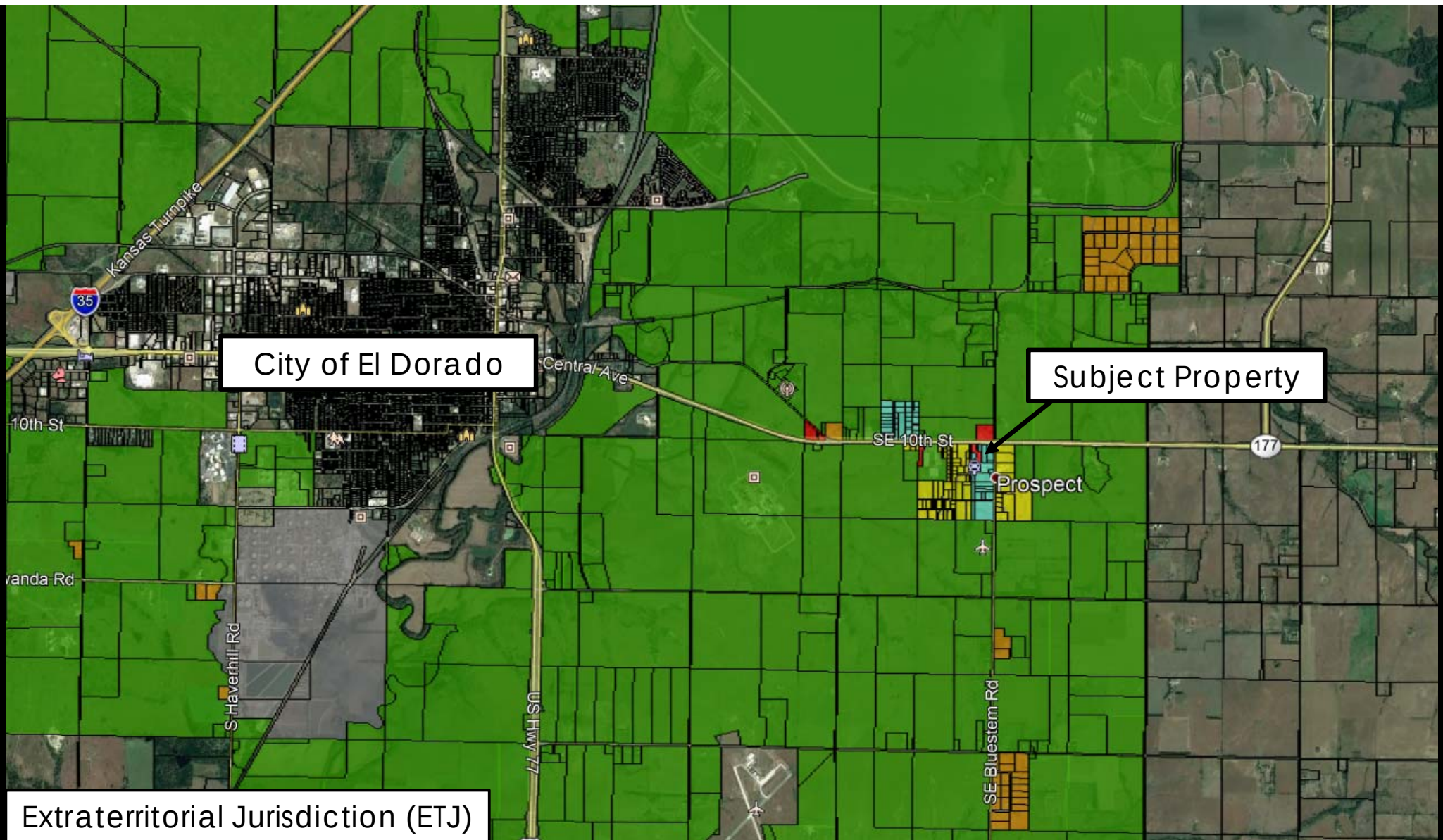
May 30th, 2019

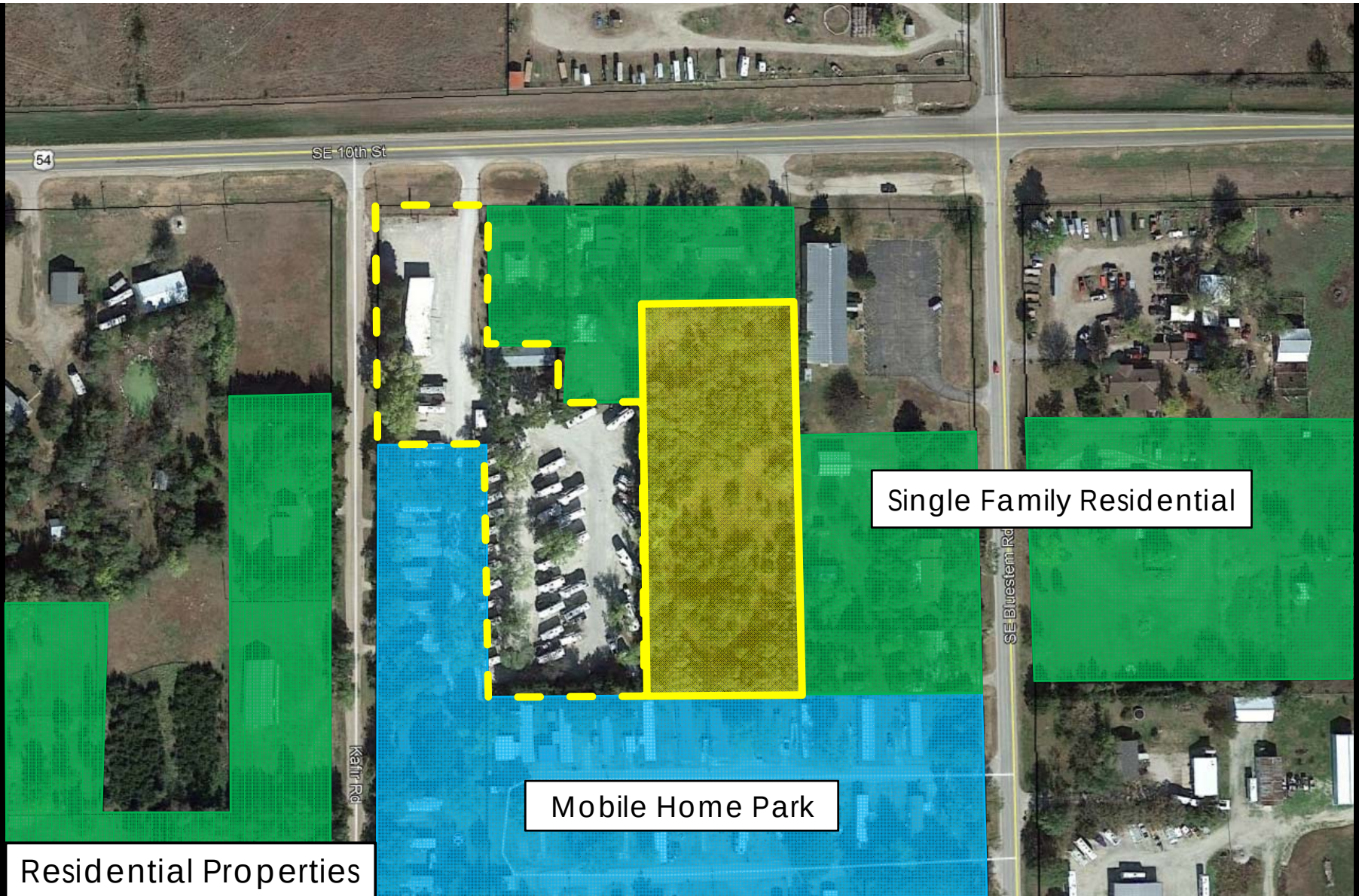


Existing RV Park

Proposed Expansion

Subject Property





Residential Properties

Mobile Home Park

Single Family Residential

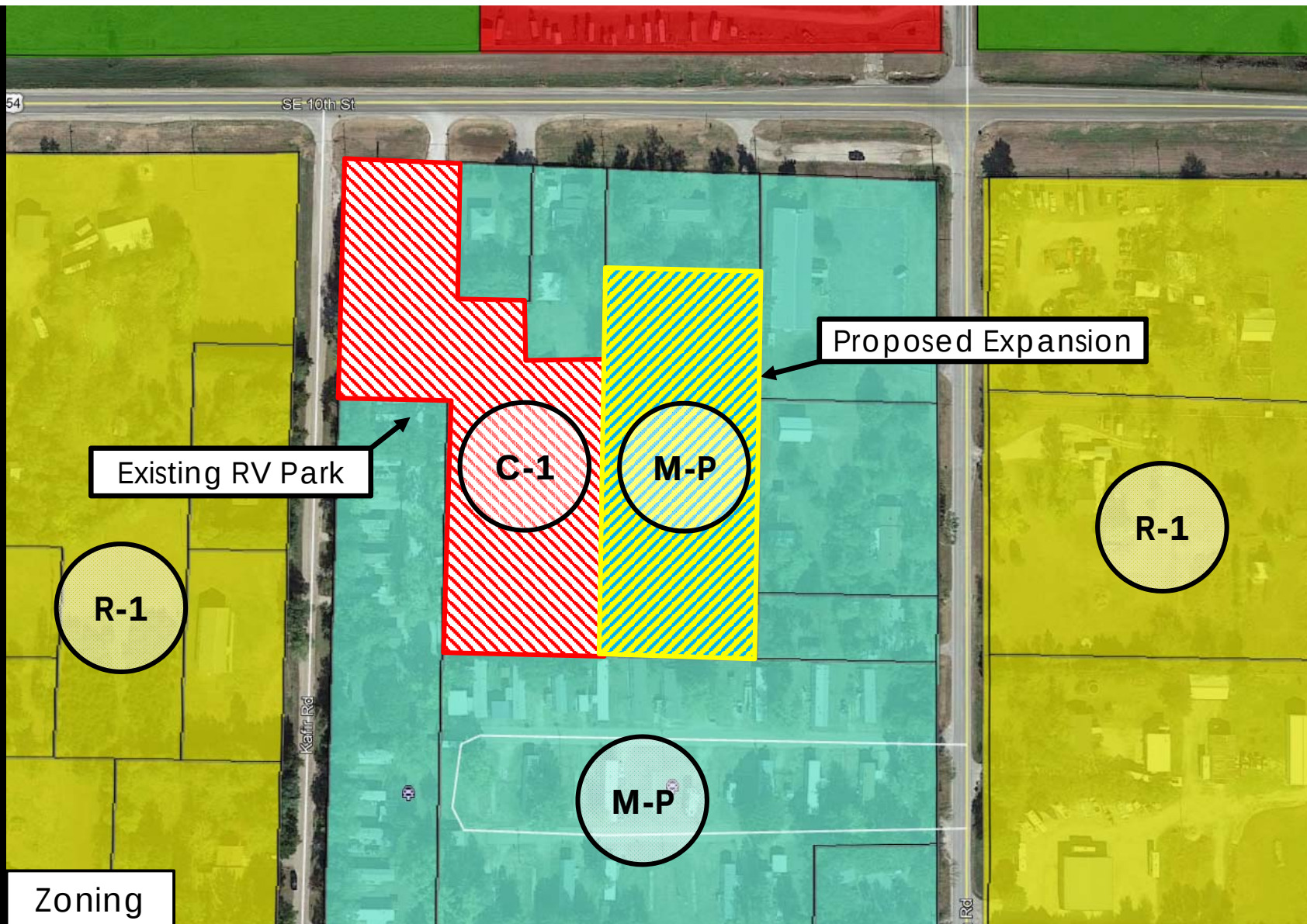
Hwy 54: 5,450 Vehicles Per Day (590 HCV)

Commercial/Institutional

Non-Residential Properties

Kaitir Rd

SE Bluesiem Rd





Current Zoning
**Manufactured Home Park
Residential District (M-P)**

Land Uses By Right

- Single Family Res.
- Manufactured Home Park

Land Uses w/ SUP

- Campground
- Agricultural
- Daycares
- Educational Inst.



Current Use and Allowed Uses

Current Use

- Single Family Residential
 - Single Family Residence 1,154 sqft
 - Detached Garage 820 sqft
 - Prefab Storage Shed 168 sqft
- All structures built in 1953
- Lot size 2.9 acres

Allowed Today

- Single Family Home(s)
- Manufactured Home Park
 - Max Density: 8 units/ac, 23 allowed
 - No screening or buffer required.
 - Minimum setback 15'



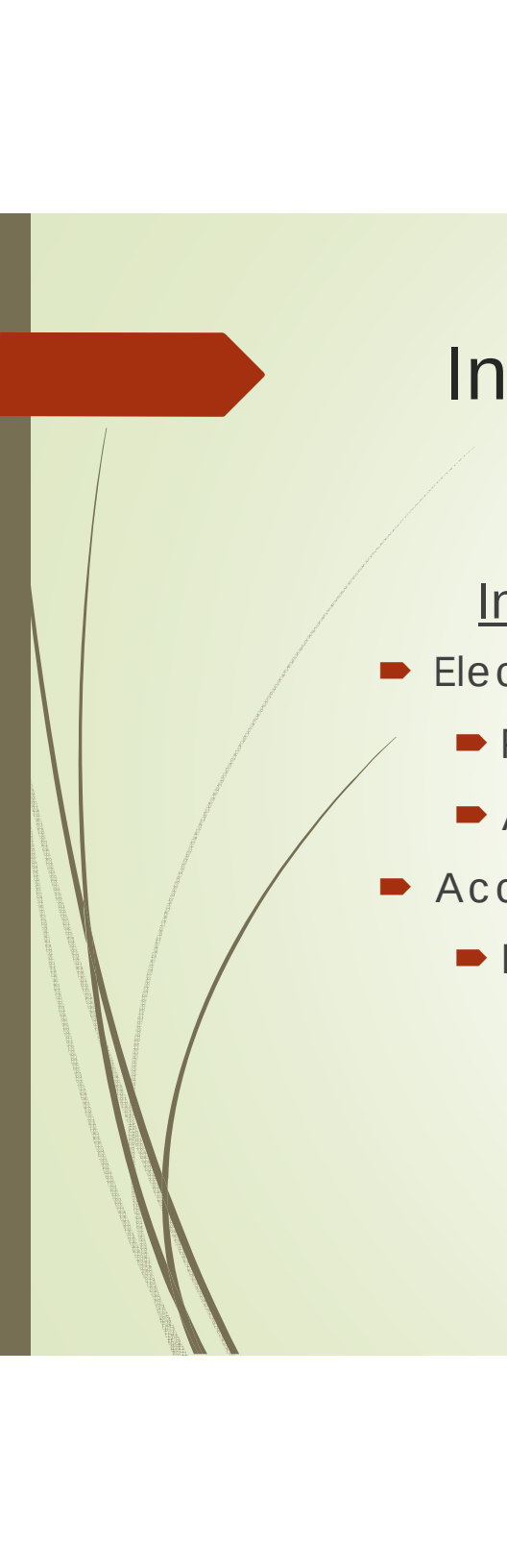
Allowed Uses and Proposed Use

Allowed Today

- Single Family Home
- Manufactured Home Park
 - Max Density: 8 units/ac, 18 allowed
- No screening or buffer required.
- Minimum setback 15'

Proposed

- Campground/RV Park
 - Max Density: 20 units/ac, 46 allowed
 - Proposed: 35 unit spaces
- Screening/Buffer
 - 30' between nearest RV and property line
 - 10' landscaped area
 - Privacy fence



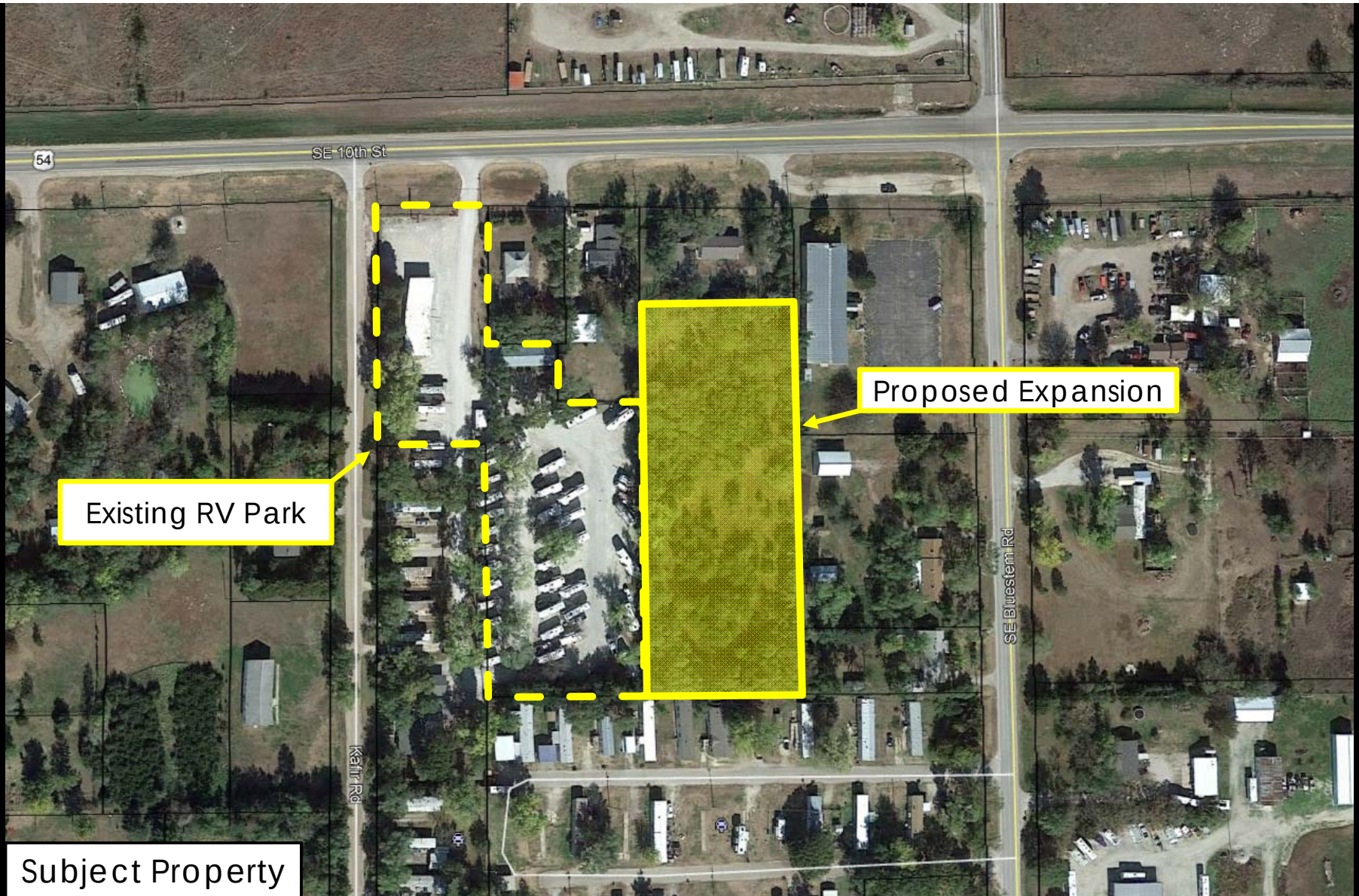
Infrastructure, Accessibility, and FLUM

Infrastructure

- Electric, Water, and Sewer
 - Public water and sewer district
 - Adequate capacity available
- Accessibility
 - Direct access to Highway 54

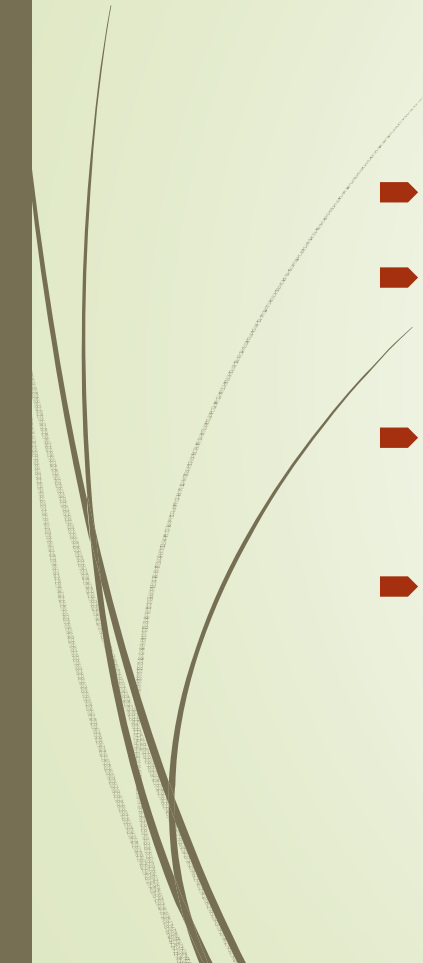
FLUM

- Neighborhood Mixed Use
- Mix of residential types and small-scale commercial and institutional uses that are typically meant to serve the needs of the surrounding neighborhood. This serves as a transition between residential land uses and more intense land uses.





Staff Items



- Next Meeting: June 27th
- Previous Meeting
 - Mears Fertilizer SUP– Approved by City Commission
- Elect/Re-Elect Chairman and Vice Chairman positions
- Appoint representative to Board of Zoning Appeals

35 RV Space Addition

Special use area is approximately 505' long by 200' wide; 101,000 Sq. Ft, 2.32 acres, or 15 units per acre.

RV Park sites

25 RV Pull through sites 60' long x 30' wide with full hookups (electric, water & sewer), Pull throughs are at 60°.

10 RV back- ins 44' long x 30'; wide with full hookups (electric, water & sewer). Back- ins are a 40° angle.

Interior Roads

All traffic will access loop through existing RV road system.

4 pole lights will be added to loop area.

20' wide road, bi-directional, with 30' wide turns.

Perimeter

Privacy Fence, green buffer of 10' around perimeter and bordering properties.

Existing RV Park

SE Highway 54

SE Bluestem Rd

Kafir Rd

Proposed Expansion

2953 SE Highway 54

© 2018 Google

SE Bluestem Rd





Jay Shivers

From: Lindskog, Ashlyn <ablindskog@martinpringle.com>
Sent: Tuesday, May 28, 2019 10:29 AM
To: Jay Shivers
Subject: Fwd: El Dorado Planning Board
Attachments: doc20190528085647.pdf; ATT00001.htm

Ashlyn B. Lindskog
Attorney

Sent from my iPhone.

Begin forwarded message:

From: Marlene Avery <marlene@connellandconnell.com>
Date: May 28, 2019 at 10:20:37 AM CDT
To: "ablindskog@martinpringle.com" <ablindskog@martinpringle.com>
Cc: Ray Connell <ray@connellandconnell.com>
Subject: El Dorado Planning Board

City of El Dorado Planning Board Members:

Scott Hackler, 351 NE Cole Creek Road, El Dorado
Scott Leason, 1923 N Main, El Dorado
David Lewis, 1107 S High or 315 N Oil Hill Road, El Dorado
Brad Long, 100 Block, El Dorado
Kyle McLaren, 3096 NE Parallel St, El Dorado
Samuel McVay, 418 N Atchison, El Dorado
David Stewart, 560 East Prairie Road, El Dorado
Kelly Tetrick, 1840 E. Lakeland Drive, El Dorado
Gerald Watson, 1237 W. 1st Avenue, El Dorado

On Thursday evening, May 30th, you will be considering a Zoning Expansion Request three miles outside the City limits of El

Dorado.

This expansion of the RV Park will negatively affect the homeowners, David and Kristina Hasting, 2901 SE U.S. Hwy 54, El Dorado, Kansas, 67042, in the following ways:

1. Depreciation of their home value.
2. Loss of peaceful enjoyment of their home, through additional noise and encroachment.
3. Drainage of water onto backyard and dust from gravel onto Hasting property.

Please consider the attached facts:

Please contact David Hasting prior to Thursday, May 30th, meeting and make arrangements to stand in the backyard and see the effect of this RV Park Expansion.

David Hasting: 316-322-5362.

-----Original Message-----

From: copier@connellandconnell.com <copier@connellandconnell.com>
Sent: Tuesday, May 28, 2019 8:57 AM
To: Marlene Avery <marlene@connellandconnell.com>
Subject:

ECOSYS M3550idn
[00:17:c8:44:aa:f9]

Confidentiality Notice: Email communication is not a secure method of communication. It may be copied and held by various computers it passes through as it is transmitted, and persons not participating in our communication may intercept our communications. Please notify us immediately if you prefer not to receive communications by email. Because the sender is an attorney or employee of a law firm, the information in this email (including any attachments) may contain information that is confidential and for the sole use of the intended recipient. The information may be protected by the attorney-client privilege, work-product doctrine, or other legal rules. If you are not the intended recipient, you must not read, use, or disseminate this information. If you received this email in error, please call the sender immediately and notify the sender via email that you have received the email in error and are deleting it.

OVERVIEW

A. Intensity of Use:

Currently 53 RV spots providing for two vehicles per spot – 106 vehicles. Minimum two people per RV – 106 people currently living next to this single-family dwelling home.

Creating:
Noise / all night.

No hours of operation.

Lights – shining on Hasting property.

Drainage – drains across applicant's gravel drive south to north on Hasting yard.

Dust – gravel blows from predominate wind south to north onto Hasting home.

B. Additional New Request: On two acres:

Proposal to add:
35 additional RVs for a total of 87 RVs.

2 vehicles per spot – additional 70 vehicles for a total of 176 vehicles, right next to Hasting home.

Minimum 2 people per RV – additional 70 people for a total of 176 people, right next to Hasting home.

C. Accessibility of Property:

"Adequacy of ingress and ingress within site: Traffic flow – adequacy of off-street parking.

Trucks driving right next to the Hasting's backyard – existing immediately adjacent to the Hasting's backyard – better to require exits on south end – not north end.

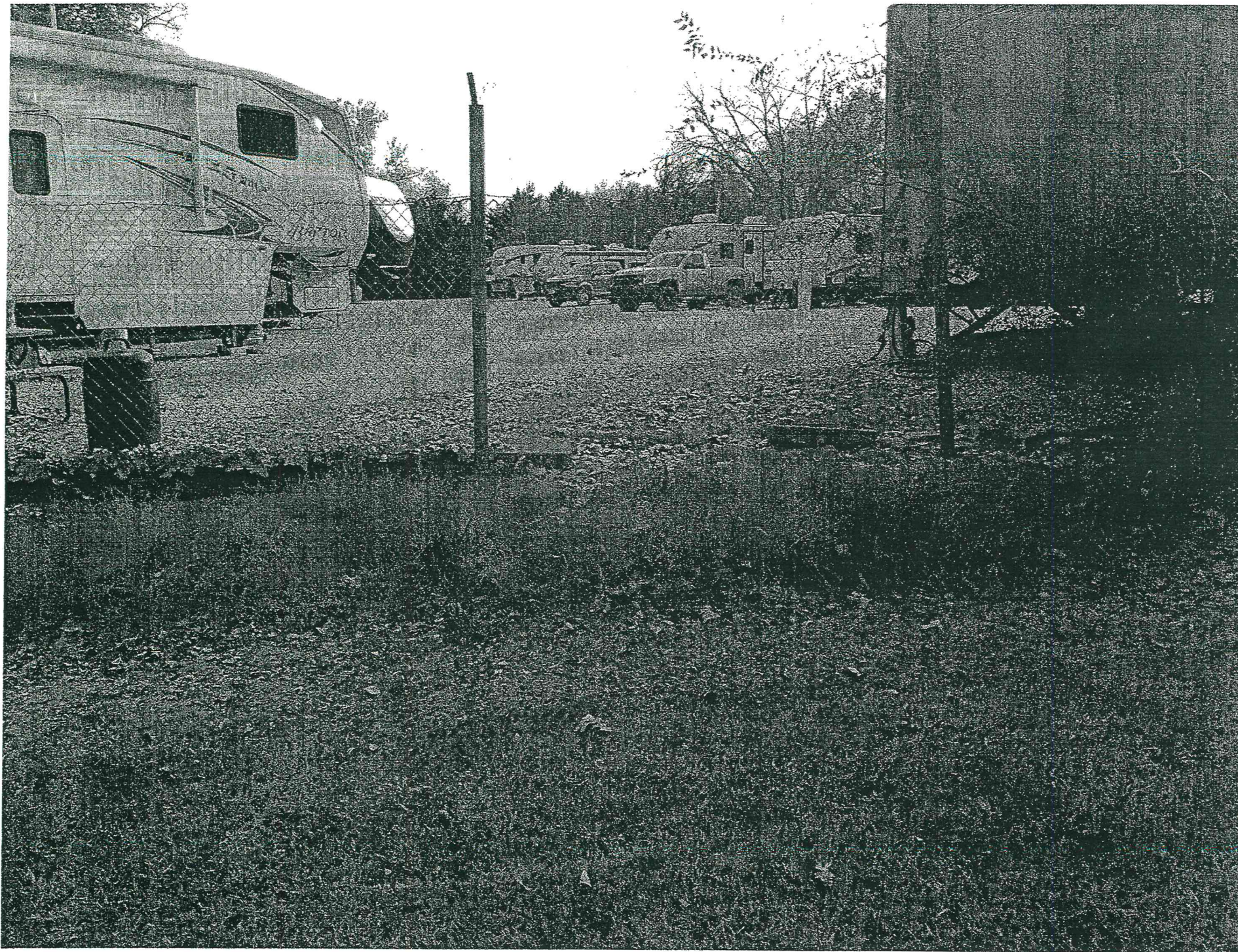
D. The property will have a 10 foot landscape buffer and privacy fence according to applicant.

No photos – no specific requirement in SUP.

E. Adequacy of required yard and open space:

Interior road is not 30 foot buffer – needs to be 30 feet of open space to road, not including road.









- 02 - ABC
- 03 - PBS
- 04 - CBS
- 05 - NBC
- 06 - Fox
- 07 - CW
- 08 - Fox Sports1
- 09 - ESPN
- 10 - ESPN2
- 11 - ESPNU
- 12 - E!
- 14 - HLN
- 16 - Fox News
- 17 - We TV
- 18 - Trinity BN
- 19 - CNBC
- 20 - Weather - National
- 21 - Discovery
- 24 - History
- 25 - Invest. Discovery
- 26 - National Geographic
- 27 - TBS
- 28 - TNT
- 29 - USA
- 30 - A & E
- 31 - FX
- 32 - TruTV
- 33 - SyFy
- 34 - Food Network
- 35 - HGTV
- 37 - Spike
- 38 - Unavailable
- 39 - TV Land
- 40 - Disney
- 41 - Lifetime
- 42 - AMC
- 43 - Reelz
- 44 - Hallmark
- 45 - CMT
- 46 - Comedy
- 47 - Cartoon Net
- 48 - TCM
- 51 - INSP
- 52 - TLC
- 54 - MSNBC
- 55 - Nick Jr

Google Reviews for Deer Grove RV Park

4.2 out of 5 stars possible

79 Reviews

Max Jeanson

1 week ago

2 out 5 review

The people there are friendly, but it's a bit ritzy. Quiet time is 8:00pm to some time am, and there is absolutely NO noise, it's eerily quiet, kind of an uncomfortable silence blanketing the park during the after hours. NOT a good place for kids altho we had good Neighbours who understood kids are kids. No play area for the kids or dogs. There's a gravel road just before you turn right in to the main drive, seems like people will fly down that road at an easy 45-55mph. My camper was only 15'-20' away from that road so try to keep kids away from that side.

Printed off Google May 29, 2019

2019

RV PARKS | CAMPGROUNDS | FISHING | HUNTING

Document distributed by Applicant
Planning Commission meeting
5-30-19

GOOD SAM

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ANSAS

CONSULTANTS

lianne Richardson

Dickinson

ION RV RESORT

s: 7.5/8.5*/7.5 (Camp-
From jct I-70 (exit 275) & Buck-
to S 2-1/4 mi on Buckeye St. (R).

ATION IN ABILENE!

Eisenhower Presidential Library
Town and other Abilene at-
away, then cool off at our pool!
FHU sites, Laundry, Free WiFi

spaces). Avail: 35 gravel, 25
back-ins (25 x 40), 30 full hkpups,
seasonal sites, cable, WiFi @
up, laundry, LP bottles. REC:
ing nearby. Pets OK. Big rig
Disc: military.
8.90743, Lon: -97.21412
ne, KS 67410
om
439.

Atchison

o) From town, W 1 mi on
5 mi on Phillips Rd to 274th
16 E (30 amps). Pit toilets.
67-5561

Butler

o See and Do

. The Beaumont Hotel is a
ets and travelers who want to
rink, a hot bath, a great meal
ic bed and breakfast hotel.
rs - Sat 7am-9pm; Sun
essible. Restrooms, food.

655618, Lon: -96.532907
Beaumont, KS 67012

ison

HING LAKE (Public) From
.8 mi on Hwy 75/SH-39 (L).
18 rates: \$7.50 to \$8.50.

5 Coffey

BSITE (Public Corps) From
5 to 16th St, W 0.3 mi to
follow signs (E). 26 Avail:
18 rates: \$10 to \$15. Apr 1

all Street Journal, 100
g bags are consumed in
nually. Consider toting
opping bags instead of

WAGON SORT

FREE
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Pool

tes from
wer Presidential
Old Abilene Town
WELCOME

4-4053
onrvks.com
• Abilene, KS

↑ JOHN REDMOND/RIVERSIDE EAST (Public
Corps) From Jct of I-35 & US-75, S 11 mi on US-75
to Embankment Rd, W 1.5 mi, follow signs (E). Avail:
53 E (30 amps). 2018 rates: \$15. May 1 to Sep 30.
(620)364-8613

↑ JOHN REDMOND/RIVERSIDE WEST (Public
Corps) From town, N 3.5 mi on US-75 to Embank-
ment Rd, W 2.5 mi (across dam) follow signs (R).
Avail: 32 E (15/50 amps). 2018 rates: \$8 to \$15. May
1 to Sep 30. (620)364-8613

CHANUTE — D6 Neosho

↑ SANTA FE PARK (Public) From town, S 2 mi on
Santa Fe Ave (R). 28 Avail: 28 W, 28 E (30 amps).
2018 rates: \$10. (620)431-5250

CHAPMAN — B4 Dickinson

↑ CHAPMAN CREEK RV PARK Rat-
ings: 8.9/5*/8.5 (RV Park) Avail: 12 full hkpups
(30/50 amps). 2018 rates: \$27 to \$32. (785)922-
2267, 2701 N Marshall Dr, Chapman, KS 67431

CHENEY — D4 Kingman, Reno, Sedgwick

↑ CHENEY - EAST SHORE (State Pk) From Jct of
US-54 & SR-251, N 5.5 mi on SR-251 (L). 223 Avail:
223 W, 223 E (30/50 amps). 2018 rates: \$5 to \$35.
(316)542-3664

↑ CHENEY - WEST SHORE (State Pk) From Jct of
US-54 & SR-251, N 3.5 mi on SR-251 to 21st St, W
2.4 mi (R). 245 Avail: 245 W, 245 E (30/50 amps).
2018 rates: \$5 to \$35. (316)542-3664

CHERRYVALE — D6 Labette

→ CHERRYVALE (Public Corps) From Jct of Hwy
169 & Main St, E 2 mi on Main St to Olive St, S 0.25
mi to Montgomery CR-5000, E 4.5 mi to Big Hill Lake,
W 0.75 mi (E). Avail: 22 E (50 amps). 2018 rates: \$17
to \$22. Mar 27 to Nov 1. (620)336-2741

→ TIMBER HILL REC AREA (Public Corps) From
Parsons, W 6 mi on Hwy 400 to Dennis-Mound Valley
Rd, follow signs (E). 20 Avail: Pit toilets. 2018 rates:
\$8. Mar 29 to Nov 3. (620)336-2741

CIMARRON — C2 Gray

→ CIMARRON RV PARK Ratings: 6.5/9.5*/6 (RV
Park) Avail: 32 full hkpups (30/50 amps). 2018 rates:
\$25. (620)855-2017, 809 E. Ave A, Cimarron, KS
67835

COFFEYVILLE — D6 Montgomery

→ WALTER JOHNSON PARK (Public) From west
jct US 166 & US 169: Go 1-1/4 mi E on US 166/169
(to Old Locomotive/Fairgrounds). Avail: 118 E (30/50
amps). 2018 rates: \$8 to \$15. (620)252-6100

COLDWATER — D3 Comanche

↑ LAKE COLDWATER (Public) From Jct of US-160
& US-183 (N of town), S 1.5 mi on US-183 to Lake
Coldwater Rd, W 1 mi (R). 100 Avail: 21 full hkpups,
79 W, 79 E (30 amps). 2018 rates: \$12.50 to \$22.
(620)582-2702

COUNCIL GROVE — B5 Morris

↑ COUNCIL GROVE LAKE - COE/SANTA FE
TRAIL (Public Corps) From west jct Hwy 177 & US
56: Go 1 block W on US 56, then 2-1/2 mi NW on
Mission St. Avail: 31 E (30/50 amps). 2018 rates: \$11
to \$22. Apr 15 to Oct 31. (620)767-5195

↑ COUNCIL GROVE LAKE/CANNING CREEK
COVE (Public Corps) From town, N 1.7 mi on
SR-177 to City Lake Rd, NW 3 mi, follow signs (R).
40 Avail: 32 W, 37 E (30/50 amps). 2018 rates: \$12
to \$22. Apr 1 to Oct 31. (620)767-5195

↑ COUNCIL GROVE LAKE/RICHEY COVE (Public
Corps) From town, N 3 mi on SR-177 (L). Avail: 39 E
(30/50 amps). 2018 rates: \$17 to \$25. Apr 1 to Oct 31.
(620)767-5195

You have high expectations, so we point out
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GUNSMOKE RV PARK

See listing
Dodge City, KS

- 89 Full Hookups • 60 Pull-Thrus
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- Laundry • Gated Access

At the Intersection of Bus US 50 &
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11070 108 Rd. • Dodge City, KS 67801

gunsmokervpark.com

Good Sam
RATED
9/10*/9.5

Free Wi-Fi
at site

DENNIS — D6 Labette

→ MOUND VALLEY REC ARI
From Parsons, W 6 mi on Hwy 40
Valley Rd, S 5 mi to Labette CR-
Avail: 74 E (30 amps). 2018 rates: \$12 to \$20. Mar 27
to Nov 1. (620)336-2741

DODGE CITY — C2 Ford

↑ FORT DODGE RV & CAMPING RESORT Rat-
ings: 7.5/9.5*/8.5 (RV Resort) 67 Avail: 31 full
hkpups, 36 W, 36 E (30/50 amps). 2018 rates: \$30
to \$50. (620)371-7177, 701 Park St, Dodge City, KS
67801

GUNSMOKE RV PARK

Ratings: 9/10*/9.5 (RV Park)
E-bnd: (W of Town) 0.1 mi before Jct Bus
US-50 (Wyatt Earp Blvd) & US-50 (L);
W-bnd: From Jct US-400 & US 56/283
Go 4 mi N on US-283, then 5 mi W on
Bus 50 (Wyatt Earp Blvd) (R); or N-bnd: From Jct
US-56 & US-283: Go 2 mi N on 2nd Ave, then 3 mi
W on Bus US-50 (Wyatt Earp Blvd) (R). Elev 2600 ft.
FAC: Gravel rds, 74 gravel, 28 pull-thrus (24 x 80),
back-ins (20 x 45), 74 full hkpups (30/50 amps), WiFi
@ sites, tent sites, dump, laundry, groc, fire rings.
REC: pool, playground. Pet restrict(Q). Big rig sites.
2018 rates: \$38.
(620)227-8247 Lat: 37.75568, Lon: -100.06899
11070 108 Rd, Dodge City, KS 67801
gunsmokervpark.com
See ad this page.

↑ WATER SPORTS CAMPGROUND & RV PARK
Ratings: 6.5/8/6 (RV Park) 116 Avail: 104 full hkpups,
12 W, 12 E (30/50 amps). 2018 rates: \$20 to \$24.
(620)225-8044, 500 Cherry St., Dodge City, KS
67801

DORRANCE — B3 Russell

↑ WILSON LAKE/MINOOKA PARK (Public Corps)
From Jct of I-70 & Dorrance exit 199 (Hwy 231), N 6
mi on Hwy 231 (E). For reservations call (877)444-
6777. 159 Avail: 117 W, 117 E (30/50 amps). 2018
rates: \$8 to \$40. (785)658-2551

EL DORADO — C5 Butler

→ DEER GROVE RV PARK
Ratings: 8.9*/9 (RV Park) N-bnd:
From Jct I-35 (KS Turnpike) & Exit 71:
Go 5.6 mi E on Hwy 254 (Hwy 254 turns
into Hwy 54), follow blue camper signs to
park (R). S-bnd: From Jct I-35 & Hwy 177
(Exit 92): Go 18 mi S on Hwy 177 to US 54, then W
3 mi (L). FAC: All weather rds, 18 pull-thrus
(25 x 65), back-ins (20 x 45), 49 full hkpups (30/50
amps), cable, WiFi @ sites, tent sites, laundry, fire
rings, firewood. REC: boating nearby, hunting near-
by. Pet restrict(B). Eco-friendly. 2018 rates: \$36.
(316)321-6272 Lat: 37.81010, Lon: -96.79176
2873 S.E. US Hwy 54, El Dorado, KS 67042
www.deergrovervark.com
See ad pages 440, 439.

↑ EL DORADO/BLUESTEM POINT (State Pk)
From Jct of US-54 & US-77, E 4.8 mi on US-54 to
SR-177, N 4.1 mi (L) Entrance fee required. 500
Avail: 70 full hkpups, 197 W, 197 E (30/50 amps). 2018
rates: \$5 to \$35. (316)321-7180

↑ EL DORADO/BOULDER BLUFF (State Pk) From
Jct of I-35 & US-77, S 0.1 mi on US-77, E 2 mi.
Entrance fee required. 148 Avail: 24 W, 24 E. 2018
rates: \$5 to \$35. (316)321-7180

↑ EL DORADO/SHADY CREEK (State Pk) From
town, E 3 mi on US-54 to Bluestem Dr, N 2 mi to
access rd, E 0.2 mi (L). Entrance fee required. 71
Avail. 2018 rates: \$5 to \$35. (316)321-7180

→ EL DORADO/WALNUT RIVER (State Pk) From
Jct of US-54 & US-77, E 3.1 mi on US-54 to Bluestem
Rd, N 1.5 mi to Cross Creek, W 1.7 mi (R). Entrance
fee required. 166 Avail: 95 full hkpups, 63 W, 63 E
(20/30 amps). 2018 rates: \$5 to \$35. (316)321-7180

ELLIS — B3 Ellis

↑ ELLIS LAKESIDE CAMPGROUND (Public)
From Jct of I-70 & Washington St (exit 145), S 7 blks
on Washington St to 8th St, E 2 blks (E). Avail: 17 E
(30/50 amps). 2018 rates: \$15 to \$20. (785)726-4812

EMPORIA — C5 Lyon

→ EMPORIA RV PARK Ratings: 6.5/9*/5.5 (RV
Park) Avail: 36 full hkpups (30/50 amps). 2018 rates:
\$35. (620)343-3422, 4601 W Hwy 50, Emporia, KS
66801

FALL RIVER — D5 Greenwood

→ FALL RIVER LAKE - COE/DAMSITE (State Pk)
From town: Go 3-1/2 mi W on Hwy 96, then 1-1/2 mi
N on Cummings Rd. Follow signs. Avail: 27 E (30/50
amps). 2018 rates: \$5 to \$35. Apr 1 to Oct 30.
(620)658-4445

Document distributed by Applicant Planning Commission meeting

5-30-19

Avail: 2 W, 23 E (30 amps).
\$9 to \$16. Apr 1 to Oct 31.

↑ FALL RIVER LAKE/QUARRY BAY
From town, W 4 mi on Hwy 400 (L).
17 Avail. 2018 rates: \$5 to
\$16. (620)637-2213

↑ FALL RIVER LAKE/ROCK RIDGE
From town, W 6.3 mi on US-
to Chan Cat Rd. E 1.6 mi. 44
amps). Pit toilets. 2018 rates: \$5
to \$16. (620)658-4445

↑ FALL RIVER LAKE/SPILLWAY DA
From town, N on US-400, in
Fall River exit follow signs (E).
30/50 amps). 2018 rates: \$10 to
\$16. (620)658-4445

↑ FALL RIVER LAKE/WHITEHALL
From town, N on US-400
at Fall River exit, follow signs
20 E (30/50 amps). 2018 rates: \$5
to \$16. (620)658-4445

↑ FALL RIVER/FREDONIA BAY ARE
From Jct of US-54 & SR-99, S 12 mi
to 400. E 7.7 mi to park access rd (Cl
2.4 mi (E). Entrance fee required. 3
29 W, 29 E (30/50 amps). 2018
Apr 15 to Oct 15. (620)637-2213

GARDEN CITY — C2 Finney

→ FJS RV PARK Ratings: 5.5/5.5/
15 full hkpups (30/50 amps). 201
276-8741, 4100 E Hwy 50, Gar

GEARD — D6 Crawford

↑ LAKE CRAWFORD (State Pk) From
SR-7 (in town), N 9.3 mi on SR-7 to S
E Caution: Rapid water crossing at
heavy rainfall. 112 Avail: 45 W, 83 E (3
rates: \$5 to \$35. (620)362-3671

GLEN ELDER — B4 Mitchell

→ GLEN ELDER (State Pk) From Jct
US-28, E 1.1 mi on US-24 (R). Entrance
355 Avail: 77 W, 82 E (30/50
\$5 to \$35. (785)545-3345

GOODARD — D4 Sedgwick

↑ LAKE AFTON PARK (Public) From t
39th Rd to 39th St S, W 3 mi (L). 1
54 E (30 amps). 2018 rates: \$7 to \$11

GOODLAND — B1 Sherman

↑ GOODLAND KOA CAMPGROU
Ratings: 7.8/5.8/5 (Campground) 36 Avail: 11
18 E (30/50 amps). 2018 rates: \$38
to \$40. Oct 31. (785)890-5701, 1114 E Hwy
33 KS 67735

RED AMERICA CAMP INN

Ratings: 7.4/5/5.5 (RV Park) From
Hwy 27 (West Goodland exit 17): C
on Hwy 27 (R). Elev 3700 ft. FAC:
paved, 91 pull-thrus (35 x 60), 91 full h
amps, WiFi @ sites, tent sites, dump, lau
ground, hunting nearby. Pets OK. Bi
rates: \$35 to \$40.
785-899-5431 Lat: 39.32393, Lon: -101
Commerce Rd, Goodland, KS 677
See ad this page.

HALSTEAD — C4 Harvey

→ SPRING LAKE RV RESORT
Ratings: 8.5/8.5*/9 (Mem
Pk) 144 Avail: 76 full hkpups, (30/50
amps). 2018 rates: \$ (316)835-3443, 1308 South S
Rd., Halstead, KS 67056

Lighthouse Lan RV Park & Cab

See listing South Hutchinson,
A Little Taste of the Fro
Patios • Tables • Fire Rings • Fr
Long Wide Pull-Thrus • Big Rig
Activity Room with Kitch
New Cabin Replicas of Old Prairi

(800) 921-1236 • LighthouseLandingRVPa
9 Heartland Dr. • South Hutchinson, KS

X

How to Read Good Sam Directory Ratings

The three-number rating that accompanies each campground listing in the directory gives readers an at-a-glance assessment of a campground's amenities, cleanliness and environment.

How to read the Good Sam Rating 10/10 ★ /10.

All three ratings categories are measured on a scale of 1 to 10, with 10 being the best. Less than 1 percent of parks or campgrounds receive the coveted 10 / 10 ★ / 10 rating, which indicates superior facilities that are well maintained, clean, well-appointed restrooms and a highly appealing appearance. Campgrounds are inspected annually by dedicated RVers like you.

Completeness of facilities

10 / 10 ★ / 10

The first campground rating evaluates completeness and quality of **facilities**. In this category we rate interior roads, sites, registration area, hookups, recreation, swimming, security, laundry, store and building maintenance.

Cleanliness and physical characteristics of restrooms and showers

10 / 10 ★ / 10

The second rating category concerns the cleanliness and physical characteristics of toilets, walls, showers, sinks/counters/mirrors and floor. If a park achieves a full point in each of the above, it receives a star (★), indicating exceptionally clean restrooms.

Also rated are physical characteristics of restrooms, including interior construction, adequate supplies/odor free, adequate number of facilities, exterior appearance and location in relation to park spaces, and interior appearance.

Visual Appeal and Environmental Quality

10 / 10 ★ / 10

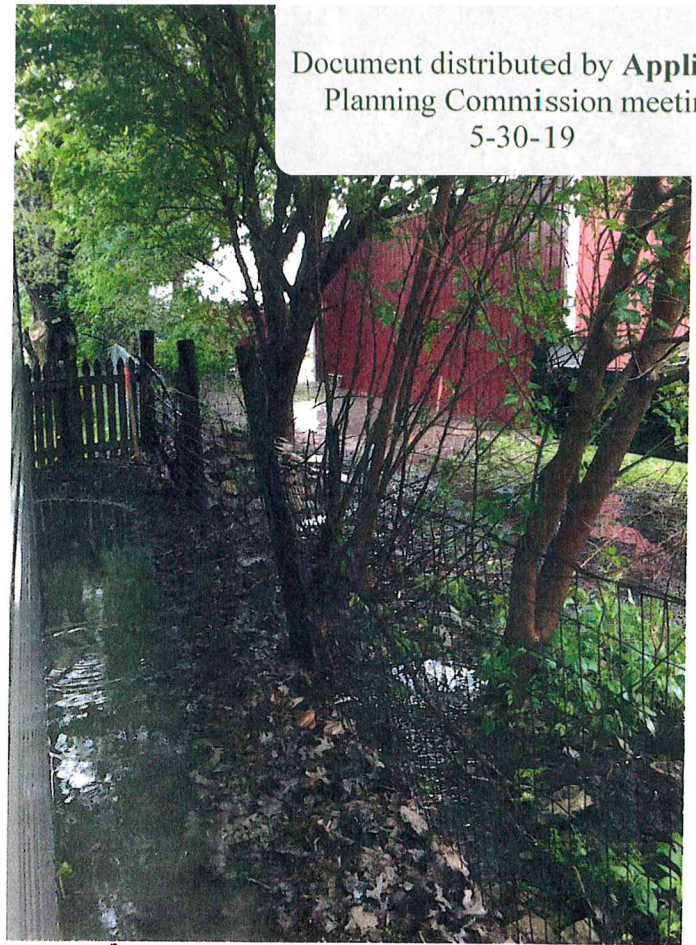
This category addresses the park's setting and site layout, function and identification of signage, overall exterior building maintenance, noise, trash disposal, litter and debris around the grounds and sites, and appearance of grounds, sites and entrance area.

PRINT INFO



North
↑

↑ From Interior Deer Grove
Existing



←
Hast
Bld

↑ Beside (East) Storage Bldg @ current park



Hwy 54 between 2953 & 2901



2953

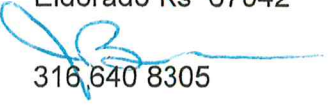
To Whom it May Concern,

My name is Janet Brown I reside at 1080 SE Bluestem Rd El dorado Ks, I have been at this residence for 38 plus years,

I am writing this letter to let you know I have no problem or concern regarding the expansion of the Deer Grove Rv Park, along the property Between Dale and Ginger Hull and The Provos and The Current Property of Deer Grove, it is my opinion this would actually cut down on some of the drug traffic and homeless people living in this area, I had the opportunity to walk through this area 3 weeks ago when we had some kids run from Butler County Sheriff through Hanks Trailer park and jump the fence behind the Provos and Hulls property, while we were looking for a Gun these kids may have thrown in this area, I found 3 homeless camp sites that are now vacant, several piles of unwanted trash, christmas trees and tires, by having Natalie and Tim Donges clean this area up and having it for overnight campers not only will it be a profitable business for them but also for Eldorado, and it will also help our neighborhood watch as we would not have all the underbrush and a unused property, it is my understanding a privacy fence and driveway will be in place to help with noise for the area residence Please approve this expansion.

Thank you for your consideration

Janet M Brown
1080 SE Bluestem
Eldorado Ks 67042



316,640 8305



May 30, 2019

To Whom It May Concern:

RE: David & Kristina Hasting Property at 2901 SE Highway 54, El Dorado, KS

On Tuesday, May 21, 2019, I met with the Hastings at their residence to view their property and assess the impact, if any, of the proposed expansion of a RV park. Below is a short summary of my findings.

First of all, real estate values are closely tied to location. We have all heard the saying "Location, Location, Location" and it holds true in every instance. Most real estate property types are "tied together" through personal preferences and zoning regulations. Compatibility in neighborhoods is an important aspect of preserving value. Many fast food restaurant chains want to be clustered together in an area so that they draw from each other's traffic. Retail stores generally want to be in strip malls or downtown clusters. And, homeowners generally want to have homes in residential areas with other likeminded homeowners.

When neighborhoods become mixed, meaning properties with different uses, there can be types of properties that negatively affect the value of others. This is generally more pronounced in regards to residential use properties. These properties are termed as a LULU which is a "local undesirable land use".

LULU's may negatively affect the ability of nearby residents to use and enjoy their homes. The presence of this land use may create an adverse public perception which reduces the marketability (and therefore, the value) of properties within the stigma zone around the land use.

Undesirable land uses tend to affect three human senses---Sight, hearing and smell. They could also be perceived to represent a threat to human health. Below are some examples of LULU's and the human sense they affect:

Correctional facility-sight
Airport-hearing
Refinery-sight, noise, smell

Residential subdivisions generally have protective covenants that are designed to protect neighborhood values. They address such matters as house type and size, density of houses, activities such as types and numbers of pets or animals, whether or not cars or other vehicles can be parked on the street, etc. One of the newer more common restrictions is prohibiting Recreational Vehicles from being parked in the open or along the street. These are all put in place to protect the residential integrity of the subdivision and subsequently the value of the properties.

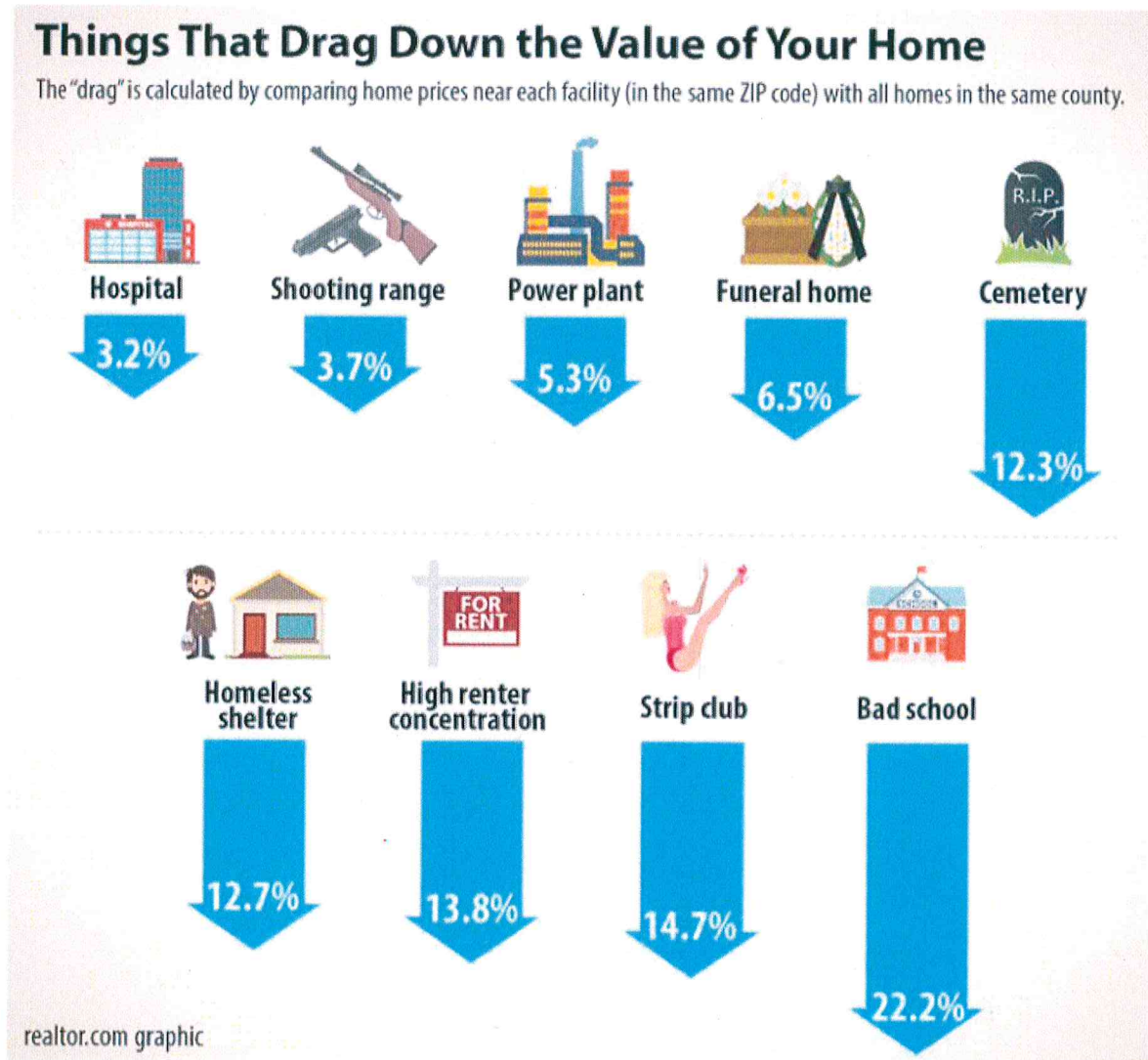
The Hasting property is certainly influenced by location of the RV park, and will be even more with the proposed expansion. Negative factors that affect or potential to affect the Hastings include:

1. Sight-only chain link fencing between the properties. Sight of campers in this close proximity is not a value enhancer to residential properties. In my opinion, the back yard use is very limited as there is no privacy because the chain link fence is transparent and the RVs sit up high and very close to the property line with windows overlooking the Hasting lot. Also, more movement created by heavy density and more people is a negative factor. These are very undesirable conditions that affect marketing time and value of residential properties. These conditions could be mitigated with solid fencing and requiring a buffer zone so that RVs would not be allowed to view the Hasting back yard.
2. Drainage-the RV parking lot is packed gravel and runoff travels directly through the Hasting yard. It appears there has been no attempt to divert water from the RV park to mitigate this problem. Debris from water runoff was observed in the fences. This condition can be mitigated by diverting water drainage from the Hasting property (see photos).
3. Density-the density of living units from a RV park and the increases of noise, movement, smell and other human activity are not a positive factor for a residential property.
4. The proposed expansion will magnify the existing difficulties for the Hasting property. This expansion will radically change the use of the property along the whole east side of their back yard from unimproved land with trees to RV park use, nearly right up to the southeast corner of their house. In my opinion, this renders the whole back yard unsuitable for residential purposes.

These factors will all have an impact on the desirability and value of the Hasting residence. Attached is a graphic chart from Realtor.com showing things that drag down value of homes. The "High Renter Concentration" use is consistent with a RV Park use and indicates a depreciation factor of 13.8%. The Butler County Appraiser values their property at \$134,580. Using these figures would indicate a value loss of \$18,500.

The certainty in my mind and research is that the negative factors created by the presence of the RV park is currently creating value loss that will be significantly magnified with the proposed expansion.

Below is a graphic from Realtor.com indicating external obsolescence attributed to specific LULU's.



Respectfully submitted,

David L. Sundgren





















ORDINANCE NO. G-_____

WHEREAS, an application has been filed with the El Dorado Planning Commission requesting a Special Use Permit to allow a campground;

WHEREAS, on the 30th day of May, 2019, at a Planning Commission meeting duly convened, the Planning Commission analyzed the application, held a public hearing, and based upon staff recommendation and information heard at the public hearing, voted to recommend and does hereby recommend that the Governing Body grant the Special Use Permit.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF EL DORADO, KANSAS:

Section 1. The Special Use Permit is hereby granted to Natalie and Time Donges to allow a campground in M-P Manufactured Home Park Residential District at the following location:

Beginning 264 feet West of the Northeast corner of Section 8, Township 26 South, Range 6 East of the Sixth Principal Meridian in Butler County, Kansas; thence West 199.55 feet; thence South 660 feet; thence East 199.55 feet; thence North 660 feet to the Point of Beginning; Except the North 118.75 feet thereof. Said tract contains 2.33 acres.

Section 2. This ordinance shall be in full force and effect after its publication once in the official city newspaper.

PASSED by the Governing Body of the City of El Dorado, Kansas, on this 17th day of June, 2019.

Vince Haines, Mayor

ATTEST:

Tabitha Sharp, City Clerk