



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: Kristina Traina, Administrative Assistant
SUBJ: Work Session Meeting Agenda
DATE: February 24, 2021

A Work Session is scheduled for February 24, 2021 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. Commission Pay
- b. Land Bank Board of Trustees
- c. El Dorado Inc. Work Plan

II. March 1, 2021 REGULAR AGENDA REVIEW

- a. Personal Appearance
 - i. El Dorado Inc. Annual Report
- b. Consent Agenda
 - i. City Commission Minutes
 - ii. Appropriation Ordinance
 - iii. Advisory Board Appointments
 - iv. Public Utilities Equipment Leases
- c. Old Business
 - i. None
- d. New Business
 - i. Department Reports – Administration
 - ii. El Dorado Inc. Work Plan
 - iii. KDOT Agreement - Resurfacing Project on Central (Taylor Ave. to Griffith St.)
 - iv. Excess Sales Tax Grant Agreement with Wade Wilkinson
 - v. Strategic Plan
 - vi. Business Park Lot Sale

III. REPORTS

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

EL DORADO

K A N S A S

TO: City Commission
 FROM: David Dillner, City Manager
 SUBJ: Commission Pay
 DATE: February 19, 2021

Background: Since the adoption of Charter Ordinance No. 6 in 1972, members of the City Commission each receive annual compensation of \$100, with 50% paid in June or July. Upon request, the City issues members a laptop or tablet for official business. The City Commission may also attend conferences, workshops and meetings that directly relate to City business.

In addition to their City Commission duties, members of the City Commission may also serve as a governing board member or liaison to a variety of local and regional agencies and organizations. These additional assignments are unpaid.

The City Commission requested staff to prepare a comparative analysis of area municipalities current compensation amounts for elected officials. The results of the analysis may be found in the table below.

City	Council or Commission	Compensation Amount
Andover	City Council	Mayor \$100 per attended meeting Council \$75 per attended meeting Mayor an additional annual payment of \$3600 Council an additional annual payment of \$2000 Each receive \$20 monthly for internet
Arkansas City	Commission	Commission waives compensation
Atchison	Commission	\$75 a year
Augusta	City Council	\$1,500 a year paid quarterly
Derby	City Council	\$30 stipend (donate to Derby Community Foundation or keep it. Most donate it.)
El Dorado	Commission	\$100 a year paid in June/July
Haysville	City Council	Mayor - \$750 monthly. Council members - \$100 monthly
Hutchinson	City Council	Not compensated
Lansing	City Council	\$200 monthly
McPherson	Commission	Base amount of \$991.37 a month. Option to be on health ins. Plan and KPERS. If opt out of health ins. Will be paid in lieu of. One member rec's \$2,181.37 a month. City does pay portion of health ins.
Merriam	City Council	Mayor -\$1,022.25 monthly. Council members - \$463.42 monthly
Newton	Commission	\$2,100 p/y payable monthly + \$25 each for each special or emergency mtg. Mayor \$2,700 p/y payable monthly + \$30 each for each special or emergency mtg.
Ottawa	Commission	\$1,200 a year payable quarterly
Winfield	Commission	\$600 a year payable \$50 a month

Recommendation: Management recommends increasing City Commissioner pay to \$1,200 and \$1,500 for the Mayor. This may be a substantial increase, although the intent is to offset the cost in time and materials for individuals elected to serve on the governing body. It breaks down to about \$25 per meeting.

An ordinance could be prepared to increase Commission pay with an effective date after the upcoming general election in November to reduce the perception of the City Commission giving itself a pay raise.

Fiscal Impact: The City does not anticipate any meaningful impact to the City's budget because of increasing City Commission compensation. The proposed amounts would annually cost \$6,300 if adopted by the City Commission.

Legal Review: The City Attorney has not reviewed this item.

EL DORADO

K A N S A S

TO: City Commission
FROM: David Dillner, City Manager
SUBJ: Land Bank Board of Trustees
DATE: February 19, 2021

Background: The City Commission established a Land Bank with the adoption of Ordinance No. G-1339 (included below). The Land Bank, per state law, requires a board of trustees to oversee the management of the Land Bank. Per the ordinance, the five-member board will be comprised of the City Commission until such time as appointments are made. Board members serve a three-year term.

Alternatives:

Staff has determined the following options exist with respect to this issue *(listed in no particular order)*:

- The City Commission continues to serve as the Board of Trustees.
- The City Commission appoints citizens with expertise in real estate and with interest in serving to the Board of Trustees.

Fiscal Impact: There is no fiscal impact of this decision.

Legal Review: The City Attorney has not reviewed this item.

Trade-offs: The City Commission may continue to serve as the Board of Trustees, although staff anticipates that the board's workload may increase as the City begins to use the Land Bank to address vacant and abandoned structures and properties. The Land Bank would benefit from the appointment of citizens with knowledge and expertise in real estate transactions.

Staff Recommendation: The City Manager recommends appointing five citizens with knowledge and expertise in real estate to the Board of Trustees.

15.50.010 **DEFINITIONS.**

For the purposes of this Article, the words set out in this Section shall have the following meanings:

“Bank” shall mean the El Dorado Land Bank established pursuant to this Chapter.

“Board” shall mean the Board of Trustees of the El Dorado Land Bank.

“City” shall mean the City of El Dorado, Kansas.

“County” shall mean Butler County, Kansas.

“Governing Body” shall mean the governing body of the City of El Dorado, Kansas.

15.50.020 **AUTHORITY AND GOVERNANCE.**

The governing body of the City hereby establishes the City of El Dorado Land Bank. The Land Bank shall be governed by a five-member Board of Trustees who each shall serve a three-year term following appointment by the City Commission. Vacancies on the Board shall be filled by appointment for the vacant unexpired term. The City Commission shall serve as the Board until such time as appointments may be made. Primary staff support to the Board will be assigned by the City Manager. City staff will provide technical and professional support for Bank operations; additional support may be contracted as deemed necessary. The City Commission may appropriate operating funds to the Bank to pay the expenses of the Bank. The Bank may be dissolved by ordinance of the governing body for any reason. In such case, all property of the Bank shall be transferred to and held by the City and may be disposed of as otherwise provided by law.

15.50.030 **GOVERNING LAW.**

a. The Bank shall be subject to the provisions of the Kansas cash basis law, K.S.A. 10-1101 et seq., and amendments thereto. The budget of the Bank shall be prepared, adopted and published as provided by law for other political subdivisions of the state. The Board shall keep accurate accounts of all receipts and disbursements. The receipts and disbursements of the Board shall be audited yearly by a certified or licensed public accountant and the report of the audit shall be included and become part of the annual report of the Board. All records and accounts shall be subject to public inspection pursuant to K.S.A. 45-216 et seq., and amendments thereto. All monies of the Bank which are not immediately required for the purposes of the Bank shall be invested in the manner provided by K.S.A. 12-1675, and amendments thereto.

b. The Bank shall make an annual report to the City Commission on or before January 31 of each year, showing the receipts and disbursements from all funds under its control and showing all property transactions occurring in each year. Such report shall include an inventory of all property held by the Bank. A copy of such inventory also shall be published on the official City newspaper on or before January 31 of each year. The Bank shall be subject to the provisions of K.S.A. 9-1401 et seq., and amendments thereto.

15.50.040 **OFFICERS AND MEETINGS.**

a. The Board shall annually select from its membership, a chairperson, vice-chairperson, and secretary. The City's Finance Director shall serve as treasurer, who shall be bonded in such amounts as the governing body may require.

b. The Board shall fix the time and place at which its meetings shall be held.

c. Meetings shall be held within the City and shall be subject to the provisions of the Kansas Open Meetings Act, K.S.A. 75-4317 et seq., and amendments thereto. A majority of the Board shall

constitute a quorum for the transaction of business. No action of the Board shall be binding unless taken at a meeting at which at least a quorum is present. The members of the Board shall be subject to the provisions of the laws of the state of Kansas, which relate to conflicts of interest, including, but not limited to, K.S.A. 75-4301 et seq., and amendments thereto.

15.50.050 **BOARD INDEMNIFICATION.**

Subject to the provisions of K.S.A. 75-6101 et seq., and amendments thereto, if any action at law or equity, or other legal proceeding, shall be brought against any member of the Board for any act or omission arising out of the performance of duties as a member of the Board, such member shall be indemnified in whole and held harmless by the Board for any judgment or decree entered against such member and, further, shall be defended at the cost and expense of the Bank in any such proceeding.

15.50.060 **POWERS OF THE BOARD.**

Pursuant to state law, the Board may exercise the following powers: a) sue and be sued; b) enter into contracts; c) acquire, by purchase, gift or donation, and convey any real property, including easements and reversionary interests, and personal property subject to the provisions of state law; e) rebate all, or any portion thereof, the taxes on any property sold or conveyed by the Bank; f) exercise any other power which may be delegated to the Land Bank by the governing body; and g) exercise any other incidental power which is necessary to carry out the purposes of the Land Bank and this Article.

15.50.070 **TRANSFER OF PROPERTY TO THE LAND BANK.**

a. Except as otherwise provided in this Article, any property located within the corporate limits of the City and acquired by the City, Butler County, or other taxing subdivision within Butler County may be transferred to the Bank. The Board may accept or refuse to accept any property authorized to be transferred pursuant to this subsection. The transfer of any property pursuant to this subsection shall not be subject to any bidding requirement and shall be exempt from any provision of law requiring a public sale.

b. The fee simple title to any real estate which is sold to Butler County in accordance with the provisions of K.S.A. 79-2803 and 79-2804, and amendments thereto, and upon acceptance by the Board may be transferred to the Bank by a good and sufficient deed by the County Clerk upon a written order from the Board of County Commissioners.

c. Property subject to a foreclosure sale may only be acquired by the Board if: a) such property is located within a designated Neighborhood Revitalization District, or following a finding, adopted by resolution, by the City Commission that such acquisition serves the public interest; or b) but for acquisition of the property by the Board (at the sole discretion of the Board), the property would not otherwise be put to productive use.

15.50.080 **LAND BANK PROPERTY ADMINISTRATION.**

The Board shall assume possession and control of any property acquired by it under this Article and shall hold and administer such property. In the administration of property, the Board shall: a) manage, maintain and protect or temporarily use for a public purpose such property in the manner the Board deems appropriate; b) compile and maintain a written inventory of all such property, and make such inventory available for public inspection and distribution at all times; c) study, analyze and evaluate potential, present and future uses for such property which would provide for the effective re-utilization of such property; d) plan for and use the Board's best efforts to consummate the sale or other disposition of such property at such times and upon such terms and conditions deemed appropriate; e) establish and maintain records and accounts reflecting all transactions, expenditures and revenues relating to the

Bank's activities, including separate itemizations of all transactions, expenditures and revenues concerning each individual parcel of property acquired; f) no less than thirty days prior to the sale of any property owned by the Bank, publish a notice in the official City publication announcing such sale.

15.50.090 **LAND BANK PROPERTY DISPOSITION.**

The Board, without competitive bidding, may sell any property acquired by the Board at such times, to such persons, and upon such terms and conditions, and subject to such restrictions and covenants deemed necessary or appropriate to assure the property's effective reutilization. The sale of any real property by the Board under the provisions of this Article on which there are delinquent special assessments to finance public improvements levied by the governing body shall be conditioned upon the approval of the governing body. The Board, for purposes of land disposition, may consolidate, assemble or subdivide individual parcels of property acquired by the Bank.

15.50.100 **TAXES AND ASSESSMENTS.**

a. Until sold or otherwise disposed of by the Bank and except for special assessments levied by the City Commission to finance public improvements, any property acquired by the Bank shall be exempt from the payment of ad valorem taxes levied by the state and any other political or taxing subdivision of the state.

Except for special assessments levied by the City Commission to finance public improvements, when the Board acquires property pursuant to this Article, the County Treasurer shall remove from the tax rolls all taxes, assessments, charges, penalties and interest that are due and payable on the property at the time of acquisition by the Board.

b. Property held by the Bank shall remain liable for special assessments levied by a municipality to finance public improvements, but no payment thereof shall be required until such property is sold or otherwise conveyed by the Bank.

c. The City Commission may abate part or all of the special assessments it has levied, and the Bank and City Commission may enter into agreements related thereto. Any special assessments that are abated shall be removed from the tax rolls by the County Treasurer as of the effective date of the abatement.

15.50.110 **USE OF PROCEEDS FROM SALE OF LAND BANK PROPERTY.**

Except as provided in this Chapter, any moneys derived from the sale of property by the Bank shall be retained by the Bank for the purposes and operations thereof. The Board may use all or any part of the proceeds from the sale described in this Chapter to reimburse the City's Bond and Interest Fund for delinquent special assessments due on such property.

2021 El Dorado, Inc. Work Plan Initiatives

Facilitate investment to create economic opportunities for the betterment of the El Dorado community.

1. Recruit industrial development prospects that align with El Dorado's strengths and assets.

- a. Implement an industrial marketing program, in collaboration with candid Marketing and Kansas Global Trade Services, on highlighting El Dorado's assets to potential industrial prospects, specifically companies that may be interested in purchasing water.
- b. Identify, gather, and organize information necessary to certify sites shovel ready within the West Industrial Park and the North Industrial Park (Grizzly/CIC) for development.
- c. Track and coordinate timely responses to requests for proposals received from the Kansas Department of Commerce, site selection consultants, and business prospects.
- d. Respond to proposals submitted by the Kansas Department of Commerce, Workforce Alliance, and other agencies or entities.
- e. Identify and attend at least two trade shows or conventions to market El Dorado's industrial development opportunities.
- f. Collaborate with the Greater Wichita Partnership to include El Dorado in their regional marketing campaign.

Performance Measures:

- a. Number of marketing materials distributed and percentage opened.
- b. Number of direct and indirect contacts made with prospective companies.
- c. Number of responses to RFPs or other development solicitations.
- d. Number of successful location announcements.
- e. Square footage developed, taxable valuation of development, and number of jobs created.

2. Facilitate commercial development within the El Dorado Business Park and in other commercially designated areas of the community.

- a. Develop materials to market available lots within the El Dorado Business Park and make this information available to potential commercial prospects.
- b. Share business park information with regional commercial real estate companies to inform them of the opportunities within the El Dorado market.
- c. Identify investors to facilitate the development of a speculative or build-to-suit building within the El Dorado Business Park.

Performance Measures:

- a. Number of inquiries for land in business parks.
- b. Number of successful location announcements or real estate transactions leading to development.
- c. Square footage developed, taxable valuation of development, and number of jobs created.

3. Support the development of housing options within El Dorado.

- a. Identify local and regional housing developers and investors to increase the number of available lots and residential housing opportunities in El Dorado.
- b. Create and distribute a housing market summary highlighting the opportunities for residential housing and the available programs to assist such efforts.
- c. Assist in the negotiation of development agreements concerning residential developments.

- d. Provide support to residential developers accessing applicable economic development incentives and programs.

Performance Measures:

- a. Number of inquiries for land for residential development.
- b. Number of developers supported with economic development incentives and programs.
- c. Aggregate dollar amount of economic development incentives provided to residential developers.
- d. Number of requests for assistance from residential developers.
- e. Number of successful residential development announcements or real estate transactions leading to development.
- f. Number of new residential building permits issued, number of new residential units sold, total square footage developed, taxable valuation of development, average selling price, number of lots available for residential development.

4. Provide general support to the local business community by assisting with business development and expansion efforts.

- a. Provide support to businesses accessing economic development incentives and workforce training programs.
- b. Meet with companies with at least 25 employees and \$1 million of capital investment at least once a year to discuss business needs and potential expansion plans.
- c. Distribute quarterly information about the economic development program via electronic newsletter with El Dorado, Inc. members and the general community.
- d. Coordinate meetings, events, emails, direct mail or social media to inform businesses of available local and regional resources to assist their business efforts.
- e. Promote information on educational seminars hosted by El Dorado Inc., El Dorado Chamber, El Dorado Main Street, and others.

Performance Measures:

- a. Number of businesses supported with economic development incentives and programs.
- b. Aggregate dollar amount of economic development incentives provided to business community.
- c. Number of requests for assistance from the local business community.
- d. Number of business starts/expansions, square footage developed, taxable valuation of development, and number of jobs created.

5. Develop and implement a multi-platform marketing plan to recruit targeted industries and market El Dorado in the national and regional commercial and industrial real estate market.

- a. Facilitate the publication of and maintain economic development information on the City's website, Greater Wichita Partnership's website, and Location One.
- b. Maintain two billboards between Exit 73 and Exit 76 on the Kansas Turnpike promoting El Dorado as an industrial opportunity.

- c. Develop and maintain relationships with regional and national commercial/industrial realtors and brokers that represent commercial and industrial real estate.
- d. Create marketing materials highlighting El Dorado's commercial and industrial opportunities and distribute to regional and national commercial/industrial realtors and brokers.

Performance Measures:

- a. Number of contacts with regional and national commercial/industrial realtors and brokers.
- b. Number of inquiries from commercial/industrial realtors and brokers.
- c. Number of inquiries arising from the Greater Wichita Partnership and various websites with an El Dorado marketing presence.

6. REPORTING/MEASUREMENT:

Unless noted otherwise:

- Activity report monthly at El Dorado, Inc. Advisory meeting.
- An approved written tracking report of this work plan progress will be created, maintained and provided to the El Dorado City Manager in a written format by March 31 each year. Staff will provide a quarterly progress report of active business and housing projects quarterly to the City Manager in a verbal or written format that has been approved.

El Dorado, Inc.

City of El Dorado

Glenn Bucholtz, President

Date

David Dillner, City Manager

Date