



EL DORADO CITY COMMISSION - WORK SESSION AGENDA
CITY HALL – 220 E. FIRST AVENUE
July 12, 2023 - 5:30 PM

Work Session Discussion Items:

- a. Budget Discussion
- b. Set the Public Hearing Date for the El Dorado Plaza CID Petition
- c. Sales Tax Ballot Questions

Regular Agenda Preview:

- a. Items to be Placed on the Consent Agenda
 - i. McDonald's Stadium Turf Bid
 - ii. City Commission Meeting Minutes from June 19, 2023 and Special City Commission Meeting Minutes from June 21, 2023.
 - iii. El Dorado Main Street Master Plan
 - iv. Project No. 612 Sanitary Sewer W Locust
 - v. Project No. 613 Concrete Improvements 119 W Ash
 - vi. RNR Agreement
 - vii. Sales Tax Ballot Approval
- b. Items to be Placed on the Regular Agenda
 - i. Engineering Services for Transportation Master Plan
 - ii. Special Use Permit 107 N Main
 - iii. Prairie Trails Agreement
 - iv. N Main CCLIP Consultant Agreement
 - v. Pavement Condition Index Agreement
- c. Items to be Placed on the Land Bank Consent Agenda
- d. Executive Session

Reports:

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

TO: City Commission
FROM:
SUBJ: Set the Public Hearing Date for the El Dorado Plaza CID Petition
DATE: July 12, 2023

Background:

The owners of the El Dorado Plaza (the site of the former Orscheln's store) have petitioned the City to establish a Community Improvement District (CID) to reimburse them for expenses related to the redevelopment of the property. Per state law, the City must set a public hearing before establishing a CID. The date for the public hearing will be August 7, 2023.

Attachments:

1. El Dorado Plaza CID Petition
2. RESOLUTION - EL DORADO PLAZA CID (REVISED PUBLIC HEARING)

Policy Issue:

Fiscal Impact:

NA

Trade-offs:

NA

Staff Recommendation:

The City Manager recommends setting the public hearing for 5:30 pm on August 7, 2023, as provided in the adopting resolution.

Commission Action:

Commissioner _____ moved to approve a resolution calling a public hearing on the advisability of creating a Community Improvement District within the City of El Dorado, Kansas; establishing a Community Improvement District Sales Tax to finance improvements within such District; and providing for the giving of notice of such public hearing.

Commissioner _____ seconded the motion.

**PETITION
FOR THE CREATION OF THE
EL DORADO PLAZA COMMUNITY IMPROVEMENT DISTRICT**

TO: The City Council of the City of El Dorado, Kansas (the “Governing Body”)

The undersigned, being the owners of record, whether resident or not (the “Petitioner”), of all of the land area contained within the hereinafter described El Dorado Plaza Community Improvement District (the “District”) to be located within the City of El Dorado, Kansas (the “City”), do hereby request that the Governing Body create such District and authorize the construction of the District project improvements herein after set forth, all in the manner provided by K.S.A. 12-6a26 *et seq.* (the “Act”). In furtherance of such request, the Petitioners states as follows:

Boundaries of Proposed Community Improvement District

The Community Improvement District proposed to be established by the City pursuant to the Petition is located within the city limits of El Dorado, Kansas and contains within its boundaries the real property legally described in *Exhibit A* attached hereto. A map of the District is included in *Exhibit B* attached hereto.

General Nature of the Proposed District Project

The general nature of the proposed project is to construct improvements to and redevelop an existing retail shopping center located on the 2300 – 2400 Block of W. Central Avenue within the City, and all improvements appurtenant thereto (the “Project”). The Project site is owned by the Petitioner. The Project will be developed by the Petitioner or a developer selected by the Petitioner (collectively, the “Development Team”). The Development Team will enter into an agreement with the City prescribing the City’s requirements for the Project and the creation of the District. The Petitioner certifies to the City that but for the creation of the District and the anticipated reimbursement of the costs of the Project with revenue from the CID Sales Tax (as defined below) the project would not occur.

Estimated Costs of the Proposed District Project

The total estimated cost of the proposed Project is \$3,325,000, as more particularly set forth on *Exhibit C* hereto, and the City’s administrative costs.

Proposed Method of Financing the Proposed Project

The reimbursable costs of the Project will be financed on a pay as you go basis, i.e., the Project Costs will be paid for by the Developer, and the Developer will be reimbursed for the Project Costs as moneys are deposited in the District fund through the imposition of a Community Improvement District sales tax (the “CID Sales Tax”).

Proposed Amount and Method of Assessment

There will be no special assessments on property within the boundaries of the proposed District to pay the costs of the Project described in this Petition.

Proposed Amount of Community Improvement District Sales Tax

A CID Sales Tax will be levied in the amount of 1% on the selling of tangible personal property at retail or rendering or furnishing of taxable services within the proposed District for a period of 22 years

or until actual expenses, as limited below, and interest on borrowed money during construction of the Project have been reimbursed.

Notice to Petition Signers

The names of the signers of this Petition may not be withdrawn from this Petition by the signers hereof after the Governing Body commences consideration of this Petition, or, later than seven (7) days after the filing hereof, whichever occurs first.

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IN WITNESS WHEREOF, the undersigned legal representatives of the Petitioner have executed the above foregoing Petition to create the El Dorado Plaza Community Improvement District on the dates recorded below:

Dated: 11 May, 2023

EL DORADO PLAZA SHOPPING CENTER LLC
a Missouri Limited Liability Company

By: Gay Sudin

Name:

Title: Member

EXHIBIT A

Legal Description of District

Lot 2 Block A of the El Dorado Plaza Addition to the City of El Dorado, Butler County Kansas.

EXHIBIT B

Map of the District

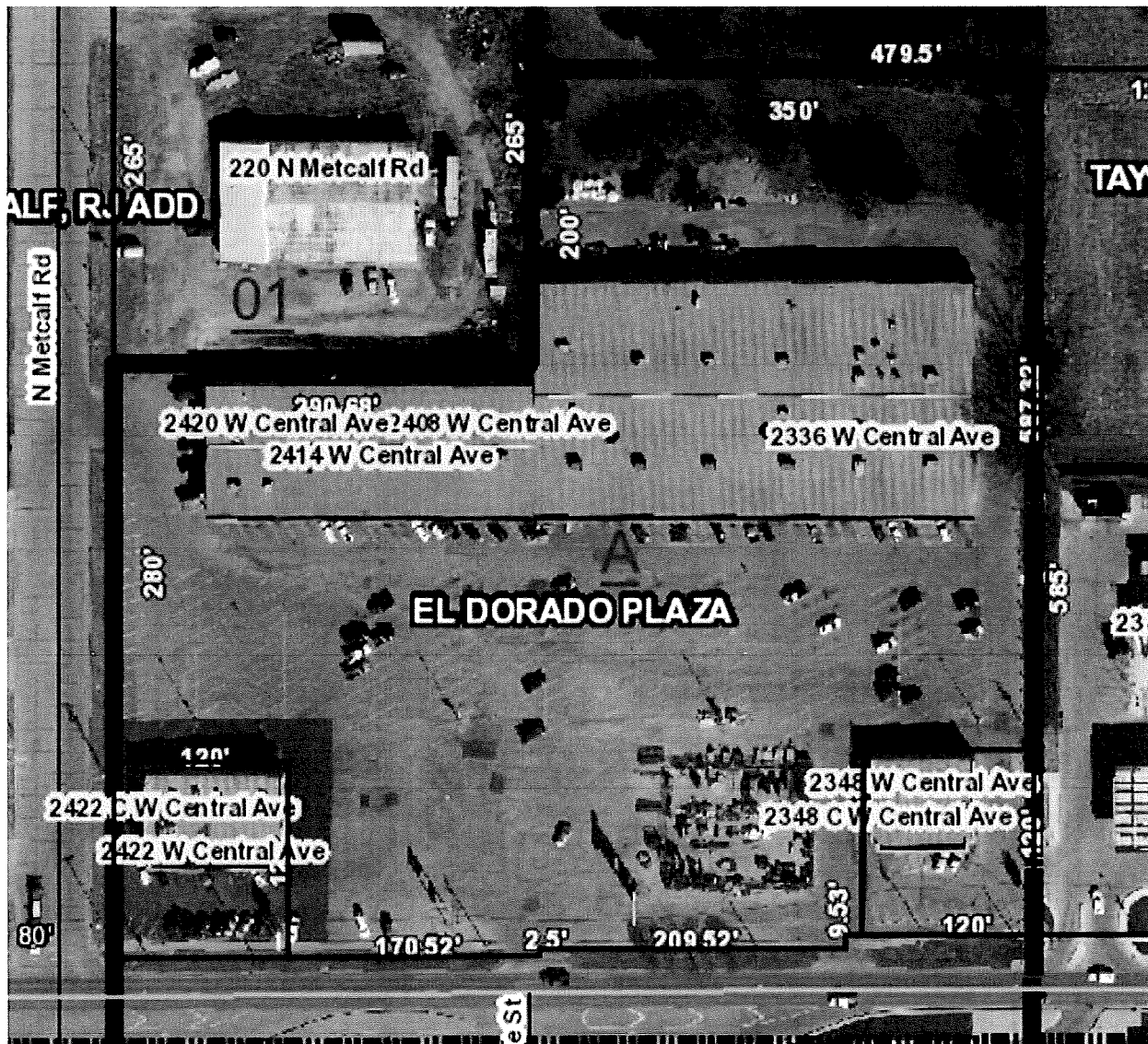


EXHIBIT C

Project Description and Estimated Costs

Redevelopment of existing retail shopping center. The estimated costs of the project are set forth below:

Demolition	\$ 170,000
Construction/Engineering/Inspection	2,435,000
Site Improvements	140,000
Real Estate	325,000
Interest	70,000
Professional Fees	110,000
Contingency	<u>75,000</u>
<i>Total</i>	<i>\$3,325,000</i>

**EXCERPT OF MINUTES OF A MEETING
OF THE GOVERNING BODY OF
THE CITY OF EL DORADO, KANSAS
HELD ON JULY 12, 2023**

The governing body met in special session at the usual meeting place in the City, at ____ p.m., the following members being present and participating, to-wit:

Absent:

The Mayor declared that a quorum was present and called the meeting to order.

(Other Proceedings)

Thereupon, there was presented a Resolution entitled:

A RESOLUTION CALLING A PUBLIC HEARING ON THE ADVISABILITY OF CREATING A COMMUNITY IMPROVEMENT DISTRICT WITHIN THE CITY OF EL DORADO, KANSAS; ESTABLISHING A COMMUNITY IMPROVEMENT DISTRICT SALES TAX TO FINANCE IMPROVEMENTS WITHIN SUCH DISTRICT; AND PROVIDING FOR THE GIVING OF NOTICE OF SUCH PUBLIC HEARING (EL DORADO PLAZA COMMUNITY IMPROVEMENT DISTRICT).

Thereupon, Commissioner _____ moved that said Resolution be adopted. The motion was seconded by Commissioner _____. Said Resolution was duly read and considered, and upon being put, the motion for the adoption of said Resolution was carried by the vote of the governing body, the vote being as follows:

Yea:

Nay:

Thereupon, the Mayor declared said Resolution duly adopted and the Resolution was then duly numbered Resolution No. ____ and was signed by the Mayor and attested by the Clerk.

* * * * *

(Other Proceedings)

On motion duly made, seconded and carried, the meeting thereupon adjourned.

CERTIFICATE

I hereby certify that the foregoing Excerpt of Minutes is a true and correct excerpt of the proceedings of the governing body of the City of El Dorado, Kansas, held on the date stated therein, and that the official minutes of such proceedings are on file in my office.

(SEAL)

City Clerk

(Published in the *Butler County Times-Gazette* on July 18, 2023 and July 25, 2023)

RESOLUTION NO. ____

A RESOLUTION CALLING A PUBLIC HEARING ON THE ADVISABILITY OF CREATING A COMMUNITY IMPROVEMENT DISTRICT WITHIN THE CITY OF EL DORADO, KANSAS; ESTABLISHING A COMMUNITY IMPROVEMENT DISTRICT SALES TAX TO FINANCE IMPROVEMENTS WITHIN SUCH DISTRICT; AND PROVIDING FOR THE GIVING OF NOTICE OF SUCH PUBLIC HEARING (EL DORADO PLAZA COMMUNITY IMPROVEMENT DISTRICT).

WHEREAS, pursuant to K.S.A. 12-6a26 *et seq.*, as amended (the “Act”), cities are authorized to create community improvement districts as a method of financing economic development related improvements in a defined area within the city; and

WHEREAS, the City of El Dorado, Kansas (the “City”) is a city within the meaning of the Act; and

WHEREAS, a petition (the “Petition”) was filed with the City by El Dorado Plaza Shopping Center LLC, a Missouri Limited Liability Company authorized to do business in the State of Kansas, (the “Petitioner”) requesting (a) that the community improvement district described therein (the “District”) be created; (b) that the City levy a community improvement district sales tax within the District in the amount of 1% (the “CID Sales Tax”); and (c) that the community improvement district project costs to be incurred within the District be financed on a pay-as-you-go basis, all in accordance with the Act; and

WHEREAS, pursuant to the Act, prior to considering the formation of the District and the imposition of the CID Sales Tax, the City Commission of the City (the “Governing Body”) must conduct a public hearing, notice of which shall be given in accordance with the provisions of the Act; and

WHEREAS, the City has previously adopted Resolution No. 2957 (the “Prior Resolution”) giving notice of a public hearing regarding the District; and

WHEREAS, the public hearing prescribed by the Prior Resolution did not occur and it is necessary to adopt this Resolution to provide notice of a public hearing regarding the creation of the District.

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

Section 1. Petition. The Governing Body hereby finds that the Petition is in compliance with the provisions of the Act.

Section 2. Public Hearing. A public hearing before the Governing Body regarding the creation of the District and the imposition of the CID Sales Tax, shall be held on **August 7, 2023** at 6:30 p.m. or as soon thereafter as the Governing Body may hear such matter, at the City Hall, 220 East 1st, El Dorado, Kansas.

Section 3. Description of District and CID Sales Tax. The Petition requests the creation of the District and imposition of the CID Sales Tax based on the following:

(a) ***Boundaries of Proposed Community Improvement District.*** The District proposed to be established by the City contains within its boundaries the real property legally described in ***Exhibit A*** attached hereto and the boundaries of which are contained in a map of the District attached as ***Exhibit B*** attached hereto.

(b) ***General Nature of the Proposed District Project.*** The proposed project to be undertaken within the District (the “Project”) consists of improvements to an existing retail shopping center, including renovation of existing commercial buildings, façade improvements, and associated parking, transportation and infrastructure improvements, all such property located at the 2300 – 2400 Block of W. Central Avenue within the City.

(c) ***Estimated Costs of the Proposed Project.*** The total estimated cost of the proposed Project is \$3,325,000.

(d) ***Proposed Method of Financing the Proposed Project; CID Sales Tax.*** The Project will be privately financed by Petitioner. The Project Costs will be financed on a pay as you go basis, i.e., the Project Costs will be paid for by the Petitioner without the issuance of notes or bonds by the City, and the Petitioner will be reimbursed for the Project Costs as moneys are deposited in the District fund through the imposition of a CID Sales Tax in the amount of 1% on the selling of tangible personal property at retail or rendering or furnishing of taxable services within the proposed District. No assessments will be levied on property within the proposed District.

Section 4. Notice of Public Hearing. Notice of such public hearing shall be given by publication of this Resolution once a week for two consecutive weeks in the official City newspaper, the last publication being not less than seven (7) days prior to the public hearing. In addition, the Clerk shall cause a copy of this Resolution by certified mail to all owners of property within the proposed District, such mailing to occur not less than ten (10) days prior to the public hearing.

Section 5. Repealer. The Prior Resolution is hereby repealed and superseded.

Section 6. Effective Date. This Resolution shall take effect and be in full force from and after its adoption by the Governing Body.

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ADOPTED AND APPROVED by the City Commission of the City of El Dorado, Kansas, on July 12, 2023.

(SEAL)

Mayor

ATTEST:

City Clerk

CERTIFICATE

I, hereby certify that the above and foregoing is a true and correct copy of Resolution No. ____ of the City of El Dorado, Kansas, adopted by the governing body on July 12, 2023, as the same appears of record in my office.

DATED: July 12, 2023.

City Clerk

EXHIBIT A
Legal Description of District

Lot 2 Block A of the El Dorado Plaza Addition to the City of El Dorado, Butler County Kansas.

EXHIBIT B
Map of District



EL DORADO CITY COMMISSION MEETING

June 19, 2023

The El Dorado City Commission met in a regular session on June 19, 2023 at 5:30 p.m. in the Commission Room with the following present: Mayor Bill Young, Commissioner Kelly Tetrick, Commissioner Gregg Lewis, Commissioner Leon Leachman, Commissioner Kendra Wilkinson, City Manager David Dillner, City Engineer Scott Rickard and Administration Director Tabitha Sharp. Absent: City Attorney Ashlyn Lindskog

VISITORS

Mike Holton	220 E 1 st Ave	El Dorado, KS
Tom Tibbetts	1117 W Kansas	El Dorado, KS
Joe Lutz	206 Summertree Ln	Lawrence, KS
John Miller	1900 E Central	Wichita, KS
Craig Hamilton	1930 Country Club	El Dorado, KS
Emily Connell	El Dorado Main Street	El Dorado, KS
Gage & Lisa Hamilton	503 ½ S Atchison	El Dorado, KS

CALL TO ORDER

Mayor Bill Young called the June 19, 2023 meeting to order.

INVOCATION

Commissioner Leon Leachman opened the meeting with an invocation.

PLEDGE OF ALLEGIANCE

The City Commission led the Pledge of Allegiance.

PROCLAMATIONS AND RECOGNITIONS

Mayor Bill Young read the proclamation for Pride Month.

PERSONAL APPEARANCE

Craig Hamilton, Sales Tax Committee Chair, presented the recommendation from the committee for the one percent sales tax question.

Commissioner Kendra Wilkinson asked how they came to the percentages.

City Manager David Dillner stated that staff looked at the average of the past five years and used that to determine the percentages.

Commissioner Kelly Tetrick asked how they came up with ten years.

EL DORADO CITY COMMISSION MEETING

June 19, 2023

Mr. Hamilton stated that they felt that the tax had been successful over the last 30 years and that there was support to extend it so that it didn't have to be updated so often.

PUBLIC COMMENT

Mayor Bill Young opened the floor for public comments.

Tom Tibbetts, 1117 W Kansas, stated that he didn't feel the street maintenance program was adequate and the City should change it.

CONSENT AGENDA

Approval of City Commission meeting minutes from June 5, 2023.

Commissioner Leon Leachman moved to approve the consent agenda as presented.

Commissioner Kendra Wilkinson seconded the motion.

Motion carried 5 – 0.

PUBLIC HEARING

There were no public hearings scheduled.

OLD BUSINESS

There was no old business.

NEW BUSINESS

REZONE OF 1016 S HAVERHILL

City Engineer Scott Rickard stated that the Planning Commission reviewed this request from Evergy to rezone the area at 1016 S Haverhill from Agricultural-Residential to Light-Industrial. He stated that they intend to construct a new substation on the site. He stated that the Planning Commission recommends approval of the rezone.

Commissioner Gregg Lewis moved to approve an ordinance for Case No. 23-02 REZ requesting a rezoning of 1016 S Haverhill to I-1 Light Industrial District.

Commissioner Kelly Tetrack seconded the motion.

Motion carried 5 – 0.

REZONE OF 411 N METCALF

City Engineer Scott Rickard stated that this property is zoned I-1, light industrial and the applicants have requested a rezone to C-1 General Business District. He stated that the area is relatively mixed-use and the day care center would fit well within the area. He stated that the Planning Commission recommended approval of the rezone.

Commissioner Kelly Tetrick moved to approve an ordinance for Case No. 23-02 REZ requesting a rezone of 411 N Metcalf to C-1 General Business District.

Commissioner Gregg Lewis seconded the motion.

Motion carried 5 – 0.

DISCUSSION ITEMS

There were no discussion items.

REPORTS

CITY COMMISSION AND ADVISORY BOARD UPDATES

Commissioner Kelly Tetrick stated that the Library will be hosting several events over the summer for kids.

Commissioner Gregg Lewis stated that the K254 committee met and will be hosting a public meeting at Circle Middle School. He asked how individuals were placed on the focus group committees.

City Manager David Dillner stated that KDOT put the committees together, but we can provide names of people we would like to see on the committee.

Commissioner Leon Leachman stated that Experience El Dorado will be meeting next week. He stated that he will be helping with the Grizzly Gold parade.

Commissioner Kendra Wilkinson stated that as she has been driving around El Dorado she has noticed grass clippings in the street, she stated that it is a hazard for motor cycle drivers and clogs the storm drains. She reminded citizens that it is against the law and encouraged them to keep the clippings in their yards.

City Engineer Scott Rickard stated that the clippings in the stormwater drain cause problems with our stormwater permits.

Commissioner Lewis asked if there could be some work done to the area on Topeka that was repaired by the railroad.

EL DORADO CITY COMMISSION MEETING

June 19, 2023

Mayor Bill Young stated that the EFABC met last week and heard about some issues with a unit on the top of the stadium. He stated that staff are looking at how to repair that. He stated that there are still some spots available on the scoreboard for sponsors.

Commissioner Kendra Wilkinson asked if there was a problem with the scoreboard at McDonald Stadium.

Mayor Young stated that it was damaged in the storm the other night.

City Manager Dillner stated that it is being replaced as part of the ballfield project.

Commissioner Wilkinson asked if the flag could be larger.

City Manager Dillner stated that it can be ordered.

Mayor Young stated that we will have to get a higher pole because it is required to be a certain distance above the ground.

CITY MANAGER REPORT

City Manager David Dillner stated that the City received the assessed valuation from the County. He stated that it has increased by a little over ten percent. He stated that we will be discussing this on Wednesday at the work session.

City Manager Dillner stated that we will also be discussing the sales tax committee recommendations on Wednesday.

City Manager Dillner stated that we will be meeting with Conco on July 5th for updates on the restroom facilities at the ball fields.

City Manager Dillner stated that staff have been installing new signage on the truck route. He stated that we are still working on ways to get the truck route on the commercial trucking GPS. He stated that Google Maps will not show it because it assumes that users drive a regular vehicle.

Mayor Young asked about the bids for McDonald Stadium turf and fence.

City Manager Dillner stated that turf bids are due back soon and the Commission approved the fence bid last month. He stated that the fencing will be placed after the turf has been put in.

Commissioner Leon Leachman stated that he had heard that there is going to be a requirement for padding on the fences coming up in the next few years.

EXECUTIVE SESSION

There was no executive session scheduled.

ADJOURNMENT

Commissioner Leon Leachman moved to adjourn the meeting at 6:17 p.m.

Commissioner Kendra Wilkinson seconded the motion.

Motion carried 5 – 0.

City Clerk Tabitha D. Sharp

Mayor Bill Young

EL DORADO CITY SPECIAL COMMISSION MEETING

June 21, 2023

The El Dorado City Commission met in special session on June 21, 2023 at 5:00 pm at 220 E 1st Avenue with the following present: Mayor Bill Young, Commissioner Kelly Tetrick, Commissioner Gregg Lewis, Commissioner Kendra Wilkinson, Commissioner Leon Leachman, City Manager David Dillner, City Engineer Scott Rickard, and City Clerk Tabitha Sharp. Absent: City Attorney Ashlyn Lindskog

VISITORS

Mike Holton	128 N Vine	El Dorado, KS
Kevin Wishart	220 E 1 st Ave	El Dorado, KS
Alyssa Warner	220 E 1 st Ave	El Dorado, KS

CALL TO ORDER

Mayor Bill Young called the June 21, 2023, Special City Commission meeting to order at 5:00 p.m.

NEW BUSINESS

COUNTRY CLUB LANE

City Manager David Dillner stated that while here on the annual street sales tax project, Pearson Construction provided an additional quote to lay two inches of asphalt on Country Club Lane. He stated that we are bringing it to the Commission in a special session because Pearson will have completed the project before the next regular meeting.

Commissioner Kendra Wilkinson moved to accept the bid from Pearson Construction in the amount of \$54,032 provided that the company furnish the proper bonds.

Commissioner Leon Leachman seconded the motion.

Motion carried 4 – 0.

WORK SESSION DISCUSSION ITEMS

SALES TAX COMMITTEE RECOMMENDATIONS

City Manager David Dillner reviewed the presentation he had provided to the Sales Tax Committee. He stated that as reviewed in the previous regular meeting, the committee has suggested the following:

- Increase from five to ten years
- Increase the street funding to \$900,000
- Provide a base amount and percentage, whichever is greater for each category as follows:
 - Property Tax Reduction - \$1.65 million or 58%

- Street Maintenance - \$900,000 or 32%
- Economic Development - \$100,000 or 4%

The City Commission requested that the question be changed to be a continuous sales tax and the Street Funds be changed to \$800,000.

2024 BUDGET

City Manager David Dillner presented information on the 2024 budget process.

The City Commission will consider additions or subtractions they would like to make to the mill levy funds and return to the next meeting with suggestions.

REGULAR AGENDA PREVIEW

The City Commission reviewed the upcoming agenda for July 3, 2023.

COMMISSION REPORTS

There was no report.

CITY MANAGER REPORT

There was no report.

ADJOURNMENT

Commissioner Leon Leachman moved to adjourn the meeting at 7:03 p.m.

Commissioner Kendra Wilkinson seconded the motion.

Motion carried 4 – 0.

City Clerk Tabitha D. Sharp

Mayor Bill Young

TO: City Commission
FROM: Scott Rickard
SUBJ: El Dorado Main Street Master Plan
DATE: July 12, 2023

Background:

The [Main St Master Plan](#) has been developed by El Dorado Main St., with the aim of revitalizing and preserving the historic downtown area. The plan incorporates extensive community input and consultation with various stakeholders. After careful review and consideration, the Planning Commission recommended acceptance of the Main St Master Plan during its meeting on June 22nd, recognizing its potential to guide future decision-making processes.

Attachments:

Policy Issue:

The policy issue at hand is the acceptance of the Main St Master Plan as a guidance document for the City of El Dorado. By accepting the plan, the City Commission would acknowledge its importance and commitment to implementing strategies outlined within the document, which aim to enhance the community, attract private property investments, and promote the overall wellbeing of the historic downtown area.

Fiscal Impact:

The implementation of the Main St Master Plan will have a fiscal impact on the City of El Dorado. Specific financial details are not known at this time and would be based on future decisions of the governing body, based on guidance from the plan.

Trade-offs:

Accepting the Main St Master Plan, as a guidance document, requires consideration of trade-offs. While the plan aims to enhance the historic downtown area and promote economic development, there may be trade-offs in terms of allocating resources and prioritizing specific projects. There may also be potential conflicts with what private property owners may see as a best fit for their property vs. what the plan may recommend.

Staff Recommendation:

Based on the Planning Commission's recommendation for approval, staff recommends accepting the Main St Master Plan as a guidance document. The plan represents a comprehensive and community-driven approach to revitalizing the historic downtown area. By accepting the plan, the City Commission can demonstrate its commitment to preserving the city's heritage, attracting private investment, and fostering a vibrant community for residents and visitors alike.

Commission Action:

Commissioner _____ moved to accept the Main Street Master Plan as a guidance-planning document for the City of El Dorado.

Commissioner _____ seconded the motion.

TO: City Commission
FROM: Scott Rickard
SUBJ: Project No. 612 Sanitary Sewer W Locust
DATE: July 12, 2023

Background:

The 1000 block of Locust Ave. sewer project was an emergency installation of a public sewer main due to the failure of a private system that served three homes. The private system experienced complete failure, posing a significant public health hazard. To address this urgent situation, the City took immediate action to install a public sewer main to ensure the safety and well-being of the affected residents and the community as a whole. The work has already been completed to mitigate the health risks associated with the failed private system. In addition to Public Utility crews installing the new sewer main, a plumber was hired by the City to connect the affected houses to the new sewer main.

Attachments:

1. 612 Improvement District Map
2. 612 Estimate
3. PROJ AUTH - PROJECT # 612 SANITARY SEWER IMPROVEMENTS

Policy Issue:

The City Commission must determine the advisability and authorize the making of these in place improvements that were necessary for the West Locust Ave. Sewer project. This involves assessing the potential benefits to the community and balancing them with any negative impacts on the assessed property owners.

Fiscal Impact:

The total cost of the W Locust Sewer project amounts to \$77,940.00. The costs will be allocated between the improvement district and the city-at-large. The improvement district will be responsible for covering the entire cost, amounting to \$77,940.00, through assessments. The city-at-large costs will be \$0.00. To facilitate the payment process, the total project cost will be bonded, allowing the improvement district to pay off the debt over a twenty-year period.

Trade-offs:

The decision to provide public improvements, such as the installation of the public sewer main, often requires nearby property owners to bear a portion of the financial burden. In this case, the assessed property owners within the improvement district will be responsible for the costs associated with the project. While this may place a financial burden on these property owners, it is necessary to ensure public health and safety, as well as to prevent any further risks.

Staff Recommendation:

Staff recommends approval of this project and the creation of the Improvement District for repayment of the sewer main.

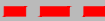
Commission Action:

Commissioner _____ moved to to approve Resolution No. _____ a resolution determining the advisability of the making of certain internal improvements in the City of El Dorado, Kansas; making certain findings with respect thereto; and authorizing and providing for the making of the improvements in accordance with such findings (Sanitary Sewer Improvements/Sewer Main Extension 1000 Block West Locust/Project 612), and authorize the City Manager to sign and

authorize documents required of the improvement.
Commissioner _____ seconded the motion.

IMPROVEMENT DISTRICT

Project 612 - Sanitary Sewer
(1000 Block Of W Locust)

Improvement Dist. 

Property # 

Proposed Sewer 

Existing Sewer 

Property Lines 



2023

W OLIVE AVE

S SUMMIT ST

S HIGH ST

W LOCUST AVE



6/29/2023

ENGINEER'S ESTIMATE**TOTAL PROJECT COSTS (Benefit District Total Cost)**

Project # 612

Improvement: Emergency Sewer Main Extension 1000 Block West Locust**CONSTRUCTION QUANTITIES**

ITEM			NO. OF	UNIT	TOTAL
NO.	DESCRIPTION	UNITS	UNITS	COST	COST
1	8" Sanitary Sewer Pipe	L.F.	230.0	\$ 100.00	\$ 23,000.00
2	Precast Standard Manhole	EA	1.0	\$ 4,500.00	\$ 4,500.00
3	Clean Out	EA	1.0	\$ 1,500.00	\$ 1,500.00
4	Road Repair	L.S.	1.0	\$ 3,500.00	\$ 3,500.00
5	Connect to Existing MH	EA	1.0	\$ 1,500.00	\$ 1,500.00
6	Plumber Cost to Connect Homes	L.S.	1.0	\$ 30,000.00	\$ 30,000.00

CONSTRUCTION SUBTOTAL \$ 64,000.00

MISC. \$ 500.00

CONTINGENCIES \$ -

ENGINEERING / ADMIN \$ 8,320.00

TEMP FIN. \$ 5,120.00

TOTAL PROJECT COSTS \$ 77,940.00

I hereby certify that the above estimate is correct to the best of my knowledge.

_____
Scott Rickard

Engineering Department

**EXCERPT OF MINUTES OF A MEETING
OF THE GOVERNING BODY OF
THE CITY OF EL DORADO, KANSAS
HELD ON JULY 17, 2023**

The governing body met in regular session at the usual meeting place in the City, at 6:30 P.M., the following members being present and participating, to-wit:

Absent:

The Mayor declared that a quorum was present and called the meeting to order.

* * * * *

(Other Proceedings)

Thereupon, there was presented a Resolution entitled:

A RESOLUTION DETERMINING THE ADVISABILITY OF THE MAKING OF CERTAIN INTERNAL IMPROVEMENTS IN THE CITY OF EL DORADO, KANSAS; MAKING CERTAIN FINDINGS WITH RESPECT THERETO; AND AUTHORIZING AND PROVIDING FOR THE MAKING OF THE IMPROVEMENTS IN ACCORDANCE WITH SUCH FINDINGS (SANITARY SEWER IMPROVEMENTS / SEWER MAIN EXTENSION 1000 BLOCK WEST LOCUST / PROJECT 612).

Thereupon, Commissioner _____ moved that said Resolution be adopted. The motion was seconded by _____. Said Resolution was duly read and considered, and upon being put, the motion for the adoption of said Resolution was carried by the vote of the governing body, the vote being as follows:

Aye:

Nay:

Thereupon, the Mayor declared said Resolution duly adopted and the Resolution was then duly numbered Resolution No. ____ and was signed by the Mayor and attested by the City Clerk; and the City Clerk was further directed to cause the publication of the Resolution one time in the official City newspaper and to record the Resolution in the Office of the Register of Deeds of Butler County, Kansas, all as required by law.

On motion duly made, seconded and carried, the meeting thereupon adjourned.

CERTIFICATE

I hereby certify that the foregoing Excerpt of Minutes is a true and correct excerpt of the proceedings of the governing body of the City of El Dorado, Kansas, held on the date stated therein, and that the official minutes of such proceedings are on file in my office.

(SEAL)

City Clerk

(Published in the *Butler County Times-Gazette* on July 22, 2023)

RESOLUTION NO. ____

A RESOLUTION DETERMINING THE ADVISABILITY OF THE MAKING OF CERTAIN INTERNAL IMPROVEMENTS IN THE CITY OF EL DORADO, KANSAS; MAKING CERTAIN FINDINGS WITH RESPECT THERETO; AND AUTHORIZING AND PROVIDING FOR THE MAKING OF THE IMPROVEMENTS IN ACCORDANCE WITH SUCH FINDINGS (SANITARY SEWER IMPROVEMENTS / SEWER MAIN EXTENSION 1000 BLOCK WEST LOCUST / PROJECT 612).

WHEREAS, K.S.A. 12-6a01 *et seq.* (the “Act”) authorizes the governing body of any city to make or cause to be made municipal works or improvements which confer a special benefit upon property within a definable area of the city and the levying and collecting of special assessments upon property in the area deemed by the said governing body to be benefited by such improvements for special benefits conferred upon such property by any such improvements and to provide for the payment of all or any part of the costs of the improvements out of the proceeds of such special assessments; and

WHEREAS, K.S.A. 12-6a04 provides that any such governing body may proceed without notice and hearing to make findings by resolution as to the advisability of and authorize improvements provided by the Act, when the proceedings are to improve sanitary and storm water sewers and appurtenances thereto; and

WHEREAS, the governing body of the City of El Dorado, Kansas (the “City”), hereby finds and determines it to be necessary to make the improvements set forth in **Section 1** below without notice and hearing as required by the Act, and should be forthwith ordered by resolution of the City.

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

Section 1. Findings of Advisability. The governing body hereby finds and determines that:

(a) It is advisable to make the following improvements (the “Improvements”):

Sanitary Sewer Main extension improvements to serve the area described as the Improvement District, all in accordance with City standards and plans and specifications prepared or approved by the City Engineer.

(b) The estimated or probable cost of the proposed Improvements is: \$77,940.00; said estimated cost to be increased at the pro rata rate of 1 percent per month from and after the date of adoption of this Resolution.

(c) The extent of the improvement district (the “Improvement District”) to be assessed for the cost of the Improvements is:

Parcel 1 - Beginning 160 feet East of the Southwest corner of Block 16, Wilson's Addition to the City of El Dorado; thence North 132 feet; thence East 44 feet; thence South 88 feet; thence East 10 feet; thence South 44 feet; thence West 54 feet to the place of beginning, Butler County, Kansas (1018 W. Locust).

Parcel 2 - Beginning at a point 116 feet East of the Southwest corner of Block Numbered 16, Wilson Addition, to the City of El Dorado; thence East 44 feet; thence North 132 feet; thence West 44 feet; thence South 132 feet to the point of beginning, in Butler County, Kansas (1024 W. Locust).

Parcel 3 - Beginning at the Southwest Corner of Block Numbered 16, in Wilson's Addition to the City of El Dorado; thence North 44 feet; thence East 116 feet; thence South 44 feet; thence West 116 feet to the point of beginning, in Butler County, Kansas (428 S. Summit).

(d) The method of assessment is equally per parcel. Where the ownership of a single lot or parcel is or may be divided into two or more parcels, the assessment to the lot or parcel so divided shall be assessed to each ownership or parcel on a square foot basis.

(e) The apportionment of the cost of the Improvements between the Improvement District and the City-at-large is: 100% to be assessed against the Improvement District and 0% to be paid by the City-at-large.

Section 2. Authorization of Improvements. The abovesaid Improvements are hereby authorized and ordered to be made in accordance with the findings of the governing body of the City as set forth in **Section 1** of this Resolution.

Section 3. Bond Authority; Reimbursement. The Act provides for the costs of the Improvements, interest on interim financing and associated financing costs to be paid by the issuance of general obligation bonds or special obligation bonds of the City (the "Bonds"). The Bonds may be issued to reimburse expenditures made on or after the date which is 60 days before the date of this Resolution, pursuant to Treasury Regulation 1.150-2.

Section 4. Effective Date. This Resolution shall be effective upon adoption. This Resolution shall be published one time in the official City newspaper, and shall also be filed of record in the office of the Register of Deeds of Butler County, Kansas.

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ADOPTED by the governing body of the City on July 17, 2023.

(SEAL)

By: _____

Name: Bill Young

Title: Mayor

ATTEST:

By: _____

Name: Tabitha Sharp

Title: City Clerk

CERTIFICATE

I hereby certify that the above and foregoing is a true and correct copy of the Resolution of the City adopted by the governing body on July 17, 2023, as the same appears of record in my office.

DATED: July 17, 2023.

By: _____

Name: Tabitha Sharp

Title: City Clerk

TO: City Commission
FROM: Scott Rickard
SUBJ: Project No. 613 Concrete Improvements 119 W Ash
DATE: July 12, 2023

Background:

The property owner of 119 W Ash has presented a petition for concrete improvements, specifically the replacement of curb and gutter, sidewalk, and driveways at their property. It is anticipated that construction will begin on this project in August 2023. The project is expected to be completed within 1 month.

Attachments:

1. 119 W Ash Improvement District Map
2. 613 Petition Estimate
3. PROJ AUTH - PROJECT # 613 CONCRETE IMPROVEMENTS (119 W Ash)

Policy Issue:

The City Commission must determine the advisability and authorize the making of the improvements at 119 W Ash, in accordance with K.S.A. 12-6a.

Fiscal Impact:

The total cost of the project is estimated at \$27,834.46. To fund this project, an improvement district will be created with special assessments. The costs assessed to the improvement district will amount to an estimated \$24,584.46, while the city-at-large costs will be an estimated \$3,250.00. The total cost of the project will be paid out of the bond and interest fund. The improvement district will be able to pay off the debt over a twenty-year period through special assessments.

Trade-offs:

Before making a decision, the City Commission should consider any potential trade-offs associated with this project.

Staff Recommendation:

Based on a evaluation of the petition and the project's feasibility, staff recommends accepting the petitions and authorizing the project at 119 W Ash, in accordance with K.S.A. 12-6a. The replacement of curb and gutter, sidewalk, and driveways will enhance the safety and aesthetics of the area, improving the overall infrastructure for the benefit of the property owner and the community.

Commission Action:

Commissioner _____ moved to approve Resolution No. _____ a resolution determining the advisability of the making of certain internal improvements in the City of El Dorado, Kansas; making certain findings with respect thereto; and authorizing and providing for the making of the improvements in accordance with such findings (Concrete Improvements/119 W Ash/Project No. 613), and authorize the City Manager to sign and authorize documents required of the improvement..

Commissioner _____ seconded the motion.

S GORDY ST

W ASH AVE

S MAIN ST

W OLIVE AVE

119 W ASH

IMPROVEMENT DISTRICT

PROJECT 613

Right-of-Way Improvements to 119 W Ash

Improvement District ---

Property Lines ---



2023

COST ESTIMATE- TOTAL PROJECT COST

Project No. 613

6/12/2023

Improvement: 119 W Ash Concrete Replacement

CONSTRUCTION QUANTITIES

Item No.	Description	Unit	No. of Units	Unit Cost	Total Cost
1	4" Concrete Sidewalk (5' Wide)	S.F.	1,207.0	\$ 8.00	\$ 9,656.00
2	6" Reinforced Concrete Drive	S.Y.	54	\$ 65.00	\$ 3,510.00
3	Combined Curb and Gutter	L.F.	80	\$ 15.00	\$ 1,200.00
4	Concrete Removal	L.S.	1	\$ 6,500.00	\$ 6,500.00

Construction Subtotal \$ 20,866.00

Contingency \$ 3,129.90

Engineering \$ 1,669.28

Misc. \$ 500.00

Temp Fin. \$ 1,669.28

Total Project Costs \$ 27,834.46

City at Large Costs \$ 3,250.00

Improvement District Costs \$ 24,584.46

I hereby certify that the above estimate is correct to the best of my knowledge.

_____
Scott Rickard
Engineering Department

**EXCERPT OF MINUTES OF A MEETING
OF THE GOVERNING BODY OF
THE CITY OF EL DORADO, KANSAS
HELD ON JULY 17, 2023**

The governing body met in regular session at the usual meeting place in the City, at 6:30 P.M., the following members being present and participating, to-wit:

Absent:

The Mayor declared that a quorum was present and called the meeting to order.

* * * * *

(Other Proceedings)

Thereupon, and among other business, there was presented to the governing body a Petition which has been filed in the Office of the City Clerk requesting the making of certain internal improvements in the City pursuant to the authority of K.S.A. 12-6a01 *et seq.*

Thereupon, there was presented a Resolution entitled:

A RESOLUTION DETERMINING THE ADVISABILITY OF THE MAKING OF CERTAIN INTERNAL IMPROVEMENTS IN THE CITY OF EL DORADO, KANSAS; MAKING CERTAIN FINDINGS WITH RESPECT THERETO; AND AUTHORIZING AND PROVIDING FOR THE MAKING OF THE IMPROVEMENTS IN ACCORDANCE WITH SUCH FINDINGS (CONCRETE IMPROVEMENTS / 119 W ASH / PROJECT 613).

Thereupon, Commissioner _____ moved that said Resolution be adopted. The motion was seconded by Commissioner _____. Said Resolution was duly read and considered, and upon being put, the motion for the adoption of said Resolution was carried by the vote of the governing body, the vote being as follows:

Aye:

Nay:

Thereupon, the Mayor declared said Resolution duly adopted and the Resolution was then duly numbered Resolution No. ____ and was signed by the Mayor and attested by the City Clerk; and the City Clerk was further directed to cause the publication of the Resolution one time in the official City newspaper and to record the Resolution in the Office of the Register of Deeds of Butler County, Kansas, all as required by law.

* * * * *

On motion duly made, seconded and carried, the meeting thereupon adjourned.

CERTIFICATE

I hereby certify that the foregoing Excerpt of Minutes is a true and correct excerpt of the proceedings of the governing body of the City of El Dorado, Kansas, held on the date stated therein, and that the official minutes of such proceedings are on file in my office.

(SEAL)

City Clerk

NOTE: To be recorded with the Register of Deeds of Butler County, Kansas

(Published in the *Butler County Times-Gazette* on July 22, 2023)

RESOLUTION NO. ____

A RESOLUTION DETERMINING THE ADVISABILITY OF THE MAKING OF CERTAIN INTERNAL IMPROVEMENTS IN THE CITY OF EL DORADO, KANSAS; MAKING CERTAIN FINDINGS WITH RESPECT THERETO; AND AUTHORIZING AND PROVIDING FOR THE MAKING OF THE IMPROVEMENTS IN ACCORDANCE WITH SUCH FINDINGS (CONCRETE IMPROVEMENTS / 119 W ASH / PROJECT 613).

WHEREAS, a petition (the “Petition”) was filed with the City Clerk of the City of El Dorado, Kansas (the “City”) proposing certain internal improvements; and said Petition sets forth: (a) the general nature of the proposed improvements; (b) the estimated or probable cost of the proposed improvements; (c) the extent of the proposed improvement district to be assessed for the cost of the proposed improvements; (d) the proposed method of assessment; (e) the proposed apportionment of the cost between the improvement district and the City-at-large; and (f) a request that such improvements be made without notice and hearing as required by K.S.A. 12-6a01 *et seq.*; and

WHEREAS, the governing body of the City hereby finds and determines that said Petition was signed by the owners of record of more than one-half of the area liable for assessment for the proposed improvements, and is therefore sufficient in accordance with the provisions of K.S.A. 12-6a01 *et seq.* (collectively, the “Act”).

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

Section 1. Findings of Advisability. The governing body hereby finds and determines that:

(a) It is advisable to make the following improvements (the “Improvements”):

Concrete & sidewalk improvements to serve the area described as the Improvement District, all in accordance with City standards and plans and specifications prepared or approved by the City Engineer.

(b) The estimated or probable cost of the proposed Improvements is: \$27,834.46; said estimated cost to be increased at the pro rata rate of 1 percent per month from and after the date of adoption of this Resolution.

(c) The extent of the improvement district (the “Improvement District”) to be assessed for the cost of the Improvements is:

The East half of Lots 5, 6, 7, 8,9, 10, 11 & 12, Block 10
of the Original Town; to the City of El Dorado, Butler County, Kansas.

(d) The method of assessment is equally per parcel. Where the ownership of a single lot or parcel is or may be divided into two or more parcels, the assessment to the lot so divided shall be assessed to each ownership or parcel on a square foot basis.

(e) The apportionment of the cost of the Improvements between the Improvement District and the City-at-large is: 88% (or approximately \$24,584.46) to be assessed against the Improvement District and 12% (or approximately \$3,250.00) to be paid by the City-at-large.

Section 2. Authorization of Improvements. The abovesaid Improvements are hereby authorized and ordered to be made in accordance with the findings of the governing body of the City as set forth in **Section 1** of this Resolution.

Section 3. Bond Authority; Reimbursement. The Act provides for the costs of the Improvements, interest on interim financing and associated financing costs to be paid by the issuance of general obligation bonds or special obligation bonds of the City (the "Bonds"). The Bonds may be issued to reimburse expenditures made on or after the date which is 60 days before the date of this Resolution, pursuant to Treasury Regulation 1.150-2.

Section 4. Effective Date. This Resolution shall be effective upon adoption. This Resolution shall be published one time in the official City newspaper, and shall also be filed of record in the office of the Register of Deeds of Butler County, Kansas.

[BALANCE OF THIS PAGE INTENTIONALLY LEFT BLANK]

ADOPTED by the governing body of the City on July 17, 2023.

(SEAL)

By: _____

Name: Bill Young

Title: Mayor

ATTEST:

By: _____

Name: Tabitha Sharp

Title: City Clerk

CERTIFICATE

I hereby certify that the above and foregoing is a true and correct copy of the Resolution of the City adopted by the governing body on July 17, 2023, as the same appears of record in my office.

DATED: July 17, 2023.

By: _____

Name: Tabitha Sharp

Title: City Clerk

TO: City Commission
FROM: Scott Rickard
SUBJ: Engineering Services for Transportation Master Plan
DATE: July 12, 2023

Background:

The City recognizes the need for a comprehensive Transportation Master Plan to address current and future needs of our roadways, industrial development, and pedestrian infrastructure. To fulfill this need, Staff proposes entering into an agreement with JEO, a consulting firm specializing in transportation planning. JEO was selected to negotiate a scope based on a submitted Request for Qualifications from qualified firms. The purpose of this agenda item is to seek approval from the City Commission to authorize the City Manager to proceed with this agreement. The Transportation Master Plan project is estimated to take approximately 12 months to complete, including stakeholder engagement to gather valuable input from the community. The proposed schedule is as follows:

Agreement Authorization: July 3rd, 2023

Project Kick-Off and Data Collection: August 2023

Stakeholder and Public Engagement: September 2023 - November 2023

Data Analysis and Forecasting: December 2023 - February 2024

Draft Plan Development: March 2024 - May 2024

Final Plan Presentation and Approval: June 2024

Attachments:

1. El Dorado TMP Scope of Services
2. Fee Schedule El Dorado TMP contract

Policy Issue:

The City Commission must authorize the City Manager to enter into an agreement.

Fiscal Impact:

The cost of the Transportation Master Plan study by JEO is estimated to be \$194,420. The funding for this project will be allocated from the city's general fund. The expenditure will not require any additional taxation or budget adjustments as it falls within the allocated funds.

Trade-offs:

While there is an investment required for the Transportation Master Plan study, the benefits and trade-offs must be considered. By engaging in this comprehensive planning process, the City will be equipped with valuable insights into the current and future needs of our roadways, industrial development, and pedestrian infrastructure. The plan will enable informed decision-making, efficient allocation of resources, and improved transportation systems for the benefit of our residents and businesses. The trade-off lies in the financial commitment required for the study, but is outweighed by the long-term advantages of having a well-informed and strategic transportation plan.

Staff Recommendation:

Staff recommends authorizing the City Manager to enter into an agreement with JEO for the provision of a Transportation Master Plan. The plan will forecast future and current needs in our roadways, consider future industrial development, and address pedestrian needs. The comprehensive nature of this plan, coupled with stakeholder engagement, will allow the City to make informed decisions and provide a solid foundation for future transportation planning and development. The proposed cost of \$194,420 is considered reasonable given the scope of work and the long-term benefits it will bring to

our community.

Commission Action:

Commissioner _____ moved to authorize the City Manager to enter into an agreement with JEO to provide a Transportation Master Plan.

Commissioner _____ seconded the motion.

Scope of Services Traffic Master Plan City of El Dorado, KS

Task 1 Project Management

Brad Shores will serve as project manager and the City of El Dorado's primary point of contact. He has overall responsibility for quality assurance and quality control of deliverables.

Task 1 includes the following subtasks to manage and monitor the project team, scope of work, schedule, and budget.

Deliverables: project management plan, invoices, progress reports, meeting agendas and notes

1.1 Project Management Plan

In coordination with the City of El Dorado's Project Manager, a brief PMP will be prepared. The PMP will establish the roles and responsibilities of the project team members, work tasks and approach, review and comment process, quality control and quality assurance process, and a project schedule. PMP elements will be reviewed and confirmed with the project management team during the project kick-off meeting.

1.2 Schedule

Our project team proposes to complete the Traffic Master Plan update within approximately 12 months, beginning July 2023, and ending in July 2024. Our project manager will maintain an up-to-date project schedule, which will reflect major milestones, including the submittal and review of deliverables and team/committee meetings.

1.3 Budget Tracking

JEO will submit monthly invoices and progress reports to the City of El Dorado's Project Manager. The budget will include task progress and details, any expenses (e.g., traffic data, etc.), and a comparison of the actual budget against the planned.

1.4 Project Team Coordination

Our project team will work with city project team staff and council officials (via project updates). Members of these groups will be discussed and confirmed during the project kick-off meeting. The proposed schedule identifies the number of project progress meetings with staff (third Monday of each month) which will be a mix of virtual and in-person. JEO's Project Manager will provide weekly communications by email to the City's Project Manager.

1.5 Project Kick-Off Meeting

Soon after council approval and issuance of the notice to proceed of this contract (NTP), the City of El Dorado's Project Manager and key members of the consultant team will conduct a project kick-off meeting to confirm the scope and schedule, discuss the project's communication protocols, discuss the formation of project teams and groups, define data needs, and refine any elements of the PMP. It is anticipated that this meeting will serve as the first project team meeting and will be in person.

Task 2 Document Current and Future Transportation Conditions

The assessment of current and future conditions will be a data-driven analysis. The JEO team will work with the City of El Dorado Project Manager to identify data and documents essential for the analysis and development of the plan.

Deliverables: list of known transportation issues, projects, goals, crash locations, traffic operations analyses

2.1 Consolidation of Known Issues

The JEO team will work with the City of El Dorado Project Manager and city staff to identify known transportation issues. The list of these issues will be the starting point for traffic analysis.

2.2 Transportation Trends

The project team will develop a snapshot of transportation trends to reflect current conditions by using the latest census information to document demographic conditions that influence transportation and reference information from the El Dorado Comprehensive Plan as needed. This snapshot will include a summary of current and anticipated future trends for transportation technology and mobility.

The snapshot will be included in the draft and final reports.

2.3 Previous Plans.

Recommendations and projects from previous plans and studies (including the El Dorado 2030 Comprehensive Plan, the KTA/K-254/Boyer Road Interchange Concept Study, previous Traffic Plans, the El Dorado Truck Route Study, the El Dorado 2021 Strategic Plan, and the Downtown Master Plan, as well as other subarea or development-focused studies) will be considered and re-evaluated in light of the data-driven needs analysis and identified issues. This review will include documenting the status of projects (i.e., constructed, under construction, in design, funded, or planned as currently defined by the City of El Dorado). Recommendations that align with the data-driven needs analysis and/or address identified transportation opportunities will be further evaluated in Task 5. The JEO team will also document compatibility of recommendations from other relevant regional plans, such as Wichita Area MPO's Metropolitan Transportation Plan 2050 and plans for adjacent communities and jurisdictions.

A summary of recommendations, projects, and goals from other studies and plans will be included in the draft and final reports.

2.4 Safety and Traffic Calming

Using city records and the Kansas DOT crash database, the project team will evaluate crash incidents and severity from the previous five years to provide an understanding of where conflicts and crash trends occur. Visual production of graphics of applicable and available crash database information and/or other applicable reports will be conducted to illustrate high crash locations within the city and crash rates will be calculated for the top 20 crash locations as applicable. Analysis will focus on locations of severe crashes vs. property damage only locations to determine transportation planning recommendations for program or project level improvement opportunities.

A summary of key crash locations, crash severity, and potential mitigation will be included in the draft and final reports.

2.5 Street Network and Current Conditions Assessment

An inventory of the current street network will update the characteristics in the previous El Dorado Traffic Plan, such as daily traffic volumes, traffic control devices, functional classification, posted speeds, and the number of vehicle travel lanes. The project team anticipates using data obtained from Streetlight Data, supplemented, and confirmed by JEO traffic counts at four (4) locations. Traffic count data from the city and KDOT will be incorporated as appropriate. Count data will reflect current street classifications, where development is anticipated, and will consider active construction and development.

Volume/capacity ratios will be used to identify areas of current congestion on the street network. As readily available, a more detailed traffic operational analysis (such as an intersection operational analysis previously completed by the city) will be used to gain further insights into the current operations of the city's street network and will be considered in the plan recommendations.

A summary of the traffic volumes and traffic operation analyses will be included in the draft and final reports.

2.6 Future Conditions Assessment

Programmed capital improvement projects will be documented to reflect existing plus future conditions for all transportation networks. The current Wichita Area MPO regional travel demand model will be reviewed to evaluate forecast 2050 future conditions for highways connecting to El Dorado. The project team will develop 2050 future forecasts for major roads (highways, arterials, and major collectors) based upon historic growth rates. Traffic forecasts will be compared with the existing and committed roadway network, and a forecasted volume/capacity analysis will be performed, enabling the project team to identify congested corridors that may be candidates for capacity upgrades to reduce congestion and provide travel options. Potential new roadways will be identified and analyzed. Additionally, the analysis will identify concentration of trips that are less than three miles and may be candidates for increased focus on providing active transportation infrastructure.

A summary of the future traffic forecasts and traffic operation analyses will be included in the draft and final reports.

2.7 Trails and Bikeways Network

The project team will document current bicycle facilities. This will include providing a general review and mapping of trails and connections city wide and analysis of where and how these locations provide connectivity to one another and/or the surface street network

A summary will be included in the draft and final reports.

2.8 Sidewalks and Pedestrian Crossings

The project team will use pedestrian facilities data/mapping, and field review information as a starting point to document 2023 pedestrian facilities and update as needed. A general review of hotspot locations (destinations) for increased pedestrian activity will be conducted in addition to analysis of city traffic control standards, specifications, and policies related to pedestrian crossings and potential improvements in relation to future projects.

A summary will be included in the draft and final reports.

2.9 Transit

The project team will confirm the existing transit options in El Dorado and update the summary of services available in El Dorado and the region as needed to reflect current conditions.

A summary will be included in the draft and final reports.

2.10 Railroad Crossings and Corridors

The project team will review current railroad crossing locations and their impact on the movement of vehicles. A review will be conducted to evaluate potential future increases in train/vehicle exposure.

A summary will be included in the draft and final reports.

Task 3 Stakeholder Engagement

Stakeholder engagement is important to ensure the Traffic Master Plan reflects the community's desire. It is essential that key stakeholders are engaged in the planning process and have a sense of ownership in the final plan and recommendations. Engaged members will be able to see how their input resulted in the final plan, and the project team will be able to demonstrate to the City Council and Planning Commission that the plan reflects this input.

Deliverables: meeting agendas, notes, presentation materials

3.1 Stakeholder Engagement

City Council: Project team members will meet two times with the City Council. It is anticipated these would occur during a city council work session and occur at or around the approximate 30% completion, and near final completion milestones of the TMP. The first meeting is to discuss goals for the plan, the second to present the findings and draft plan.

Planning Commission: Project team members will also meet twice with the Planning Commission to present the plan. It is anticipated these would occur during the approximate 30% completion, and near final completion milestones of the TMP. The first meeting is to discuss goals for the plan, the second to present the findings and draft plan.

Other Meetings: Members of the consultant team may be requested to attend and support up to two (2) additional meetings with other agencies and community groups as needed.

A summary will be included in the draft and final reports.

Task 4 Goals, Objectives, and Action Steps

The goals, objectives, and actions from the El Dorado Comprehensive Plan related to transportation will be reviewed and updated as needed, to reflect the city's current vision for transportation. The Traffic Master Plan goals will align with the El Dorado Comprehensive Plan and Strategic Plan goals to show how they support the City of El Dorado's overall vision. The transportation goals will be affirmed/refined through the stakeholder engagement process.

Deliverables: summary of goals and objectives

4.1 Goals and Objectives

This task will set a vision for transportation and mobility in El Dorado. The vision and goals will help define what the future will look like and steps the City can take to accomplish that future over time. The transportation vision and goals will be foundational to developing strategies, evaluation criteria, and performance measures. Because transportation is a vital aspect of quality of life, the project team recommends considering the inclusion of goals pertaining to the transportation system's role in economic vitality, public health, and social equity. Goals will use language that is clear to understand and focus on the desired end state of the transportation network. Objectives will be established for the City to evaluate if the goal is being achieved. Clearly stated objectives result in a broad agreement of priorities and accountability for action steps.

A summary of the goals and objectives development will be included in the draft and final reports.

4.2 Performance Measures

Building from the transportation goals and objectives, the project team will develop system-level performance measures that will enable the City to track progress toward achieving the goals. In addition, available data sources will also be assessed for the desired performance measures developed. A data-based strategy that helps El Dorado align projects with funding allocations will be documented. Performance measures will support quantitative evaluation and transparency that can lead to future support of transportation funding strategies.

A summary of the performance measures development will be included in the draft and final reports.

4.3 Action Steps

The project team will work with City of El Dorado staff and stakeholders to develop action steps. Action steps will be documented with the plan to reinforce prioritization and accountability for implementation. Action steps will include clear assignments as well as timeframes for El Dorado to maintain. Action steps are the incremental steps needed to reach El Dorado's transportation Goals and Objectives.

A summary of the action steps will be included in the draft and final reports.

4.4 Strategic Policies

This task will result in the development of recommendations, including development of policies, identification and prioritization of corridors and their right-of-way, improvements, tools to help educate and guide decision-making, and implementation strategies. A clear framework for transportation and mobility in El Dorado that includes goals, objectives, and actions will help define what transportation looks like in the near-, mid-, and long-term and will help define steps and strategies the city can take overtime.

Task 5 Alternatives Analysis & Prioritization

The project team will conduct alternatives analysis to develop transportation improvement programs and projects needed to address the future transportation system of El Dorado. Prioritization of these components will also be conducted.

Deliverables:

5.1 Transportation Alternatives

Project needs will come from the project team outputs, data analysis (including bottleneck locations and future areas of congestion), and stakeholder input. Our team will apply an approach to identifying factors contributing to known safety problems, including street design, speeds, behaviors, technology, and policies. Traffic mobility and safety solutions will be developed with consideration for advancing the overall mobility in El Dorado.

5.2 Financial Outlook and Alternatives

Our team will work closely with the project management team to assemble information on historical and current municipal, state, and federal transportation funding levels to develop forecasts of approximate projected funds available within the 2050 planning horizon. We will then identify potential new and innovative funding sources through partnerships with other agencies, grants, non-profit organizations, and businesses to fund mutually beneficial transportation projects.

5.3 Performance-Based Evaluation Alternatives

The City of El Dorado strives to demonstrate progress and the effectiveness of public investments. Building from the transportation goals and objectives, the project team will develop system-level performance measures that enable the city to track progress toward achieving goals. Available data

sources will be used to document current system performance and the trajectory of trends looking forward. Guidance on current best practices, future-looking policies, and the context of El Dorado's growth trends will also be utilized to provide insight into the projects, strategies, and policies needed to meet the stated performance targets.

5.4 Planning-Level Costs and Assumptions

The Fiscally Constrained Plan represents the convergence of the project planning and funding projections. Planning level cost estimates will be developed for the projects, with a higher level of detail for the high-priority projects to facilitate a more immediate transition into the CIP and annual budget. The year-by-year revenue forecasts will be compared with the project lists with consideration for the core budget categories of asset management, capacity, operations, safety, and mobility. Project costs will be inflated based on the anticipated year of expenditure to account for increasing construction costs and declining purchasing power of funding sources like the state and federal gas tax.

5.5 Prioritized Project List

The project team will prepare a prioritized list of projects based on the immediacy of the need and the degree to which they are expected to contribute to the TMP goals and performance targets. The project evaluation process will follow a data-driven and repeatable process. All projects will be mapped, and a spatial overlay and analysis will be conducted to arrive at project recommendations using evaluation criteria that align with transportation goals. Projects will be prioritized in various categories (e.g. by mode and/or likely funding source) to facilitate transition to the CIP. The result will be fiscally constrained project lists for five- and ten-year horizons and a vision plan that will include projects outside the fiscally constrained plans.

Task 6 Traffic Master Plan

The project team will develop a reader-friendly and visually appealing Traffic Master Plan that summarizes the results and activities of the previous tasks. The plan will clearly and concisely convey the needs for transportation in El Dorado, the action plan and next steps to achieve the recommendations, and a narrative about why the investments and strategic actions are important to a desirable transportation future.

6.1 Draft Plan

A draft plan will be submitted for City review that incorporates all the technical findings and analysis information, in addition to documentation of the prioritized projects and applicable programs. Review comments will be logged and addressed to guide production of the subsequent final plan. Chapters of the TMP will be drafted as the content is developed.

6.2 Final Plan

Comments from the City staff review of the draft TMP will be incorporated into a final TMP report for the project. This final plan, including all technical appendix information will be provided to the City of El Dorado in electronic (pdf) format.

Transportation Master Plan

City of El Dorado

12-Jun-23

	Burklund	Shores	Tobaben	Brummett	McCann	Byrd	Thiele	Buckley	Burnett	Marburger	Noite	Ohnoutka	Sophia	Divis	
	QA/QC	PM	Sr. Traffic Engineer	Traffic Engineer	Traffic Engineer EI	Sr. Traffic Engineer	Traffic Engineer	Sr. Traffic Engineer	Structural Engineer	Sr. Transp Engineer	Transp Engineer	Planner	GIS	Admin	Task Fee
Task 1: Project Management (12 months)															
Task 1.1: Project Management Plan	1	2													\$ 865
Task 1.2: Schedule		4													\$ 1,100
Task 1.3: Budget Tracking		12												6	\$ 3,960
Task 1.4: Project Team Coordination	12	40	12												\$ 18,500
Task 1.5: Project Kick-Off Meeting	2	4	4												\$ 2,970
															\$ -
Total Task 1:															\$ 27,395
Task 2: Document Conditions															
Task 2.1: Consolidation of Known Issues		4	4												\$ 2,340
Task 2.2: Transportation Trends	1	1	2												\$ 1,210
Task 2.3: Previous Plans		2	4		16	4									\$ 4,570
Task 2.4: Safety and Traffic Calming			2		60			16							\$ 10,740
Task 2.5: Street Network & Current Conditions Assessment			4	40		8						4	30		\$ 13,510
Task 2.6: Future Conditions Assessment			4			40	120					16	20		\$ 31,060
Task 2.7: Trails and Bikeways Network			2		8										\$ 1,500
Task 2.8: Sidewalks and Pedestrian Crossings			2	16									2		\$ 3,010
Task 2.9: Transit			1	4									4		\$ 1,450
Task 2.10: Railroad Crossings and Corridors			2		6										\$ 1,280
															\$ -
Total Task 2:															\$ 70,670
Task 3: Public Engagement and Input															
Task 3.1: Stakeholder Engagement															\$ -
City Council Presentations (2)	8	16	16									16			\$ 13,400
Planning Commission Presentations (2)	4	16	16									16			\$ 12,140
															\$ -
															\$ -
Total Task 3:															\$ 25,540
Task 4: Goals, Objectives and Action Steps															
Task 4.1 : Goals and Objectives		2	2									6			\$ 1,740
Task 4.2: Performance Measures		2	2									4	8		\$ 2,790
Task 4.3: Action Steps		2	2									8			\$ 1,930
Task 4.4: Strategic Policies		2	2									16			\$ 2,690
Total Task 4:															\$ 9,150
Task 5: Alternatives Analysis and Prioritization															
Task 5.1: Transportation Alternatives		2	2	8		2							16		\$ 5,200
Task 5.2: Financial Outlook and Alternatives		1	1									16	16		\$ 4,585
Task 5.3: Performance-Based Evaluation Alternatives		1				4						8	16		\$ 4,535
Task 5.4: Planning-Level Costs and Assumptions		1	1							8	16				\$ 6,785
Task 5.5: Prioritized Project List		8	8		16								16		\$ 8,920
Total Task 5:															\$ 30,025
Task 6: Traffic Master Plan															
Task 6.1 : Draft Plan	2	4	4			16		6				16			\$ 9,890
Task 6.2: Final Plan	2	4	4			16		2				8			\$ 8,250
Total Task 6:															\$ 18,140
Expenses															
Streetlight Data and Miovision Processing															\$ 13,500
Total Tasks 1-6	32	130	103	68	106	90	120	24	0	8	16	134	128	6	\$ 194,420

TO: City Commission
FROM: Scott Rickard
SUBJ: Special Use Permit 107 N Main
DATE: July 12, 2023

Background:

The Planning Commission held a public hearing on June 22, 2023 to review a Special Use Permit application to allow a day care center in the C-2 Central Business District located at 107 N Main.

Attachments:

1. 6-22-23 Minutes
2. Branches Staff Report
3. 107 N Main Zone Map
4. Branches Nurture Center Summary
5. Facility Building Drawing
6. Proof of Collaboration
7. KDHE Approval
8. State Fire Marshal Approval (1)
9. 107 N Main Ord

Policy Issue:

Special Use Permits (SUP) allow specific uses to take place on a property.

Fiscal Impact:

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

Trade-offs:

N/A

Staff Recommendation:

Approve the SUP application

Commission Action:

Commissioner _____ moved to approve an ordinance for Case No. 23-05 SUP, requesting a Special Use permit for a day care center at 107 N Main Street.

Commissioner _____ seconded the motion.

EL DORADO

K A N S A S

PLANNING COMMISSION MINUTES - **DRAFT**

June 22, 2023

5:30p.m.

1. CALL TO ORDER & ROLL CALL

Chairman Hughes called the meeting to order at 5:30pm.

Members Present

Lawrence Fischetti

Scott Hackler

Frank Hughes

Scott Leason

Austin Letts

Brad Long

Others Present

Josh Potter

Amanda Stalnaker

Mike & Gigi Dudeck

David Stewart-Gravity Works

Tyler Norris-Branches

Julian Thomas-Branches

Brad Meyer

2. APPROVAL OF MINUTES

Commissioner Hackler moved to approve the minutes of the May 25, 2023, Planning Commission meeting, seconded by Commissioner Leason. The motion passed (6-0).

3. NEW BUSINESS

ITEM NO. 1 – CASE NO. 23-05-SUP: PUBLIC HEARING FOR THE CONSIDERATION OF A REQUEST FOR A SPECIAL USE PERMIT FOR A DAYCARE CENTER AT 107 N MAIN ST.

A. Presentation of Request

Josh Potter provided an overview of the request by Branches Pregnancy & Family Center for a day care center in a C-2 zoning district. David Stewart with Gravity Works gave a brief presentation of the information previously provided.

B. Public Hearing

Chairman Hughes opened the public hearing. There being no one to speak, the public hearing was closed.

C. Discussion by Planning Commission

Commissioner Hughes asked Mr. Stewart how many children. Mr. Stewart stated there will be 24 children ages 2 weeks to 2 1/2. Commissioner Hughes inquired on the drop off/pick up area. Mr. Stewart indicated that the child care entrance will be at the back of the building. Commissioner Hackler asked if access to Edward Jones would be impacted. Mr. Stewart said that issue will be addressed, currently they are exiting on to the Branches property. Commissioner Letts inquired if the playground shown will be large enough for the children and staff. Mr. Stewart indicated that it is. Commissioner Long is concerned about the West side entrance and asked if the alley way would become one way. Mr. Stewart addressed the concerns and noted the alley is not on the property and they would not determine the traffic flow of the alley.

Commissioner Hackler asked when the proposed construction start date is. Julian Thomas with Branches stated that the grant award is the next day. Construction would beginning July 1st and would be operational by September 2024. They would also have a staggered start with 6 infants for 90 days then a second room would open allowing six more infants for 3-4 months, etc. Commissioner Long asked how many staff members would be present. Ms. Thomas stated the administration team would be four employees, the nurture center would have 3 employees and KDHE volunteers (2 per room) until more staff would need to be hired. Commissioner Leason agrees with the need, but believes the location is not ideal. Ms. Thomas stated the building was donated & their goal is to have a positive culture in the heart of town. Ms. Thomas also noted that the parking lot is busiest at lunch and dinner time. Their pickup/drop off will be 7:30am and 4:00-6:00pm not during the busy restaurant time. Ms. Thomas stated their other cliental will enter from Main Street which will increase traffic. Mr. Stewart noted that other business in the area face the same parking concerns. Mr. Stewart also stated that the daycare will have separate access area if other people enter from the rear.

D. Motion

Commissioner Hackler moved to recommend approval of Case No. 23-05-SUP, an application special use permit for a daycare center at 107 N Main St. for the reasons stated in the staff recommendation and heard at this public hearing, seconded by Commissioner Letts.

Roll Call Vote:

Lawrence Fischetti	Y
Scott Hackler	Y
Frank Hughes	Y
Scott Leason	N
Austin Letts	Y
Brad Long	Y

The motion passed (5-1). Ms. Stalnaker stated the application would go to the July 17th City Commission meeting.

4. OLD BUSINESS

Commissioner Letts moved to accept the El Dorado Main Street Master Plan, seconded by Commissioner Leason.

Roll Call Vote:

Lawrence Fischetti	Y
Scott Hackler	Y
Frank Hughes	Y
Scott Leason	Y
Austin Letts	Y
Brad Long	Y

The motion passed (6-0).

5. STAFF ITEMS

The Planning Commission will hold a work session Wednesday, June 28th at noon to discuss sign regulations, an online Teams meeting will also be available to the commissioners if they are unable to attend in person.

6. ADJOURNMENT

The meeting was adjourned at 6:13pm.

PLANNING COMMISSION MEMORANDUM

TO: Planning Commission
FROM: Scott Rickard, Engineering Director
RE: SUP – Daycare Center 107 N Main

Branches Pregnancy & Family Center is requesting a Special Use Permit to allow a day care center at 107 N Main.

A day care center is a commercial establishment appropriately licensed by the Kansas Department of Health & Environment where care, supervision, custody or control is provided for more than 10 unrelated infants, children or adults for any part of a 24-hour day up to twelve hours.

Day Care Centers require a Special Use Permit in C-2 zoning district. They are allowed by right in C-1 and O-I.

The standards that must be met and staff recommendations are as follows:

- 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 surrounding area is C-2 Central Business District with mixed uses of retail, offices and residential.
- 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 municipal services and meets all city requirements. The applicant indicates the drop-off/pick-up area will be at the back of the building. Parking requirements are sufficient because of the public parking lot to the rear of the property.
- C. *Utilities and services, including water, sewer, drainage, gas, and electricity, with particular reference to location, availability, capacity and compatibility.* The site is served by all utilities.
- 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.* There are no requirements for buffering or screening. However, the applicant plans to build a 6' privacy fence around the playground.
- E. *The adequacy of required yard and open space requirements and sign provisions.* The current yard and open space requirements are sufficient. Any signage shall follow Kansas Historical Society guidelines as well as City regulations.

- F. *The general compatibility with adjacent properties, other properties in the district, and the general safety, health, comfort and general welfare of the community.* Given the commercial nature of the area, the proposed land use is compatible with the area and will not detrimentally affect the welfare of the area.

Please review the narrative and documentation provided by Branches.

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. 23-05-SUP, a request by Branches Pregnancy & Family Center, for a Special Use Permit to allow a day care center on the property located at 107 N Main, for the reasons set forth in the staff recommendation and heard at this public hearing.

I move to recommend **denial** of Case No. 23-05-SUP, a request by Branches Pregnancy & Family Center, for a Special Use Permit to allow a day care center on the property located at 107 N Main, for the reasons set forth in the staff recommendation and heard at this public hearing.

Legend

Zoning 2023

<all other values>

Zoning_Type

- A-R
- C-1
- C-2
- I-1
- I-2
- M-P
- O-I
- R-1
- R-2
- R-3
- R-S



W 1ST AVE

SUBJECT PROPERTY

N MAIN ST

N VINE ST

W CENTRAL AVE

E CENTRAL AVE

W PINE AVE

S VINE ST

N ST

S STAR ST

BRANCHES NURTURE CENTER

Branches (formerly PFRC) has been providing family support services in Augusta for 30 years, and in El Dorado for more than a decade. We already offer significant programming which include family education/parenting classes, CPR/child safety, mentoring such as Moms-Connect and Dads-Connect, Medical Services and our Life In Community classes such as Car Repair 101, How To Camp With Your Family and programs designed to make meal-time safe, positive and encouraging for your family.

Branches presently offers no child care services. We see a tremendous need in our community for safe, affordable childcare. Seeing this need, we wish to add a Nurture Center within our Branches building, creating 24 sliding scale infant child care spaces at our new building location of 107 N Main, El Dorado.

In an effort to expand our ministry in this way, we have applied for a Child Care Accelerator Grant (CCAG). CCAG requested “Innovative” projects, and our innovation utilized a staff/space sharing model which would allow for renovation of the entire 107 N Main building, so that our Nurture Center would share space and staff with our other programs.

This innovative model would allow us to offer child care at costs significantly lower than the state-wide average. In exchange for sliding scale coupons, our Nurture Center families would participate in any one hour Branches course offering each week. These classes would make the Branches building a hub for healthy family support in the heart of our community. Our goal is lofty: culture change. We hope to support a change from the breakdown of the family being the societal norm, to a culture where family support, intergenerational relationships, healthy marriages and nurtured children are the expectation of our community. The space sharing between Branches and its Nurture Center is our model for facilitating this change.

CCAG has \$39M in funds to distribute. There were 105 applications made to the CCAG, requesting over \$120M in funding. Based upon conversations our Director of Advancement had with the CCAG Grant Administrator last week, we are hopeful that we will be on the list of projects that are recommended to be awarded funding necessary to complete our Nurture Center project. The outcome of our application will be known by June 30, 2023. If the funds are awarded, the construction process would ensue in July, 2023, with plans to open our fully remodeled Branches building, complete with Nurture Center, in September, 2024.

We cannot move forward without the support of our community, including Special Use Zoning approval. Towards that end, we met with all neighbors adjacent to our 107 N Main; 100% of those neighbors were very supportive, in fact writing letters of support for our project. Those letters were submitted to our Grant Administrator, and to you last week.

Thank you for considering partnering with us on providing desperately needed, affordable, sustainable childcare to our El Dorado families. We would so deeply appreciate Special Use Zoning so that we can move forward on our Nurture Center build.

GENERAL NOTES

GENERAL CONSTRUCTION: Exist Bldg Remodel; Two story

SUBMITTAL REASON: Remodel - Daycare Licensure

BUILDING HEATING SYSTEM: Natural Gas

FIRE SAFETY SYSTEM: Fire extinguishers; Exit lights;
Emergency lights - battery back-up; Fire Sprinkler;
Fire Alarm System (Manual pulls w/ elect supervised smoke)

ACCESSIBILITY: All entrances into the building;
All toilet facilities; All drinking fountains

WATER SUPPLY: City of El Dorado

SANITARY SEWER: City of El Dorado

LOCAL BUILDING JURISDICTION: City of El Dorado

COUNTY: Butler

FIRE SERVICE: City of El Dorado

**THE SUBMITTED PLANS HAVE BEEN
DESIGNED TO COMPLY WITH THE
APPLICABLE REQUIREMENTS OR THE
FOLLOWING REGULATORY AGENCIES:**

2006 International Building Code
2006 Uniform Mechanical Code
2006 Uniform Plumbing Code
2006 International Fire Code
2008 National Electric Code
ADA Americans w/ Disabilities Act

AUTHORITY HAVING JURISDICTION (AHJ):
City of El Dorado, Kansas

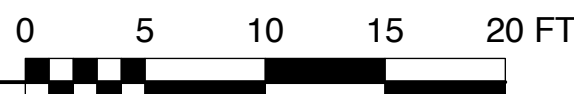
OWNER:
Branches Pregnancy
& Family Center
226 S. Main Street
El Dorado, Kansas
316-322-0070

ARCHITECT:
Gravity::Works Architecture
101 S. Star Street
El Dorado, Kansas 67042
316-321-4774



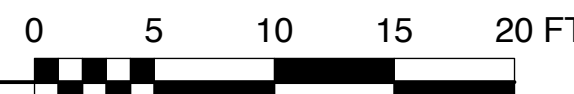
SECOND FLOOR CODE PLAN

Scale: 1/8" = 1'-0"



FIRST FLOOR CODE PLAN

Scale: 1/8" = 1'-0"



CODE ANALYSIS SCHEDULE

	BASEMENT	FIRST FLOOR	SECOND FLOOR	NOTES
Construction Type	V-B	V-B	V-B	
Classification Use Group	S-1	B / I-4	B	
Actual Number of Stories	1	1	1	
Maximum Stories, Height	N/A	1, 40' (I-4)	2, 40'	
Fire Protection	SPRINKLED	SPRINKLED	SPRINKLED	
Actual Building Area	3,974 SF	5,775 SF	5,745 SF	OCC GROUP I-4 - 2,480 SF
Allowable Area per Floor	9,000 SF	9,000 SF	9,000 SF	
Total Occupant Load	14	204	55	
Exits Required	1	2	2	
Exits Provided	1	4	2	
Protection				
Exterior Bearing Walls	NOT RATED	NOT RATED	NOT RATED	
Exterior Non Bearing Walls	NOT RATED	NOT RATED	NOT RATED	
Interior Bearing Walls	NOT RATED	NOT RATED	NOT RATED	
Interior Non Bearing Walls	NOT RATED	NOT RATED	NOT RATED	
Structural Elements	NOT RATED	NOT RATED	NOT RATED	
Shaft Enclosures	NOT RATED	NOT RATED	NOT RATED	
Roof Ceiling Assemblies	NOT RATED	NOT RATED	NOT RATED	
Exit Passageways	NOT RATED	NOT RATED	NOT RATED	
Fire Walls	N/A	N/A	N/A	
Fire Barrier Walls	N/A	N/A	N/A	
Protected Exterior Openings	NOT RATED	NOT RATED	NOT RATED	

LEGEND

12
8
EXIT PATH W/ ACCUMULATED
OCCUPANCY LOADS

7/32"
(20)
WIDTH PROVIDED /
REQ'D OCCUPANTS

ROOM
262 SF - 6
ROOM NAME
SQ. FT. - OCCUPANT LOAD

1 HOUR RATED SEPARATION

FE



FH

FACP



FIRE EXTINGUISHER

EXIT LIGHT

FIRE HYDRANT

FIRE ALARM CONTROL PANEL

FIRE DEPARTMENT CONNECTION

PLUMBING FIXTURES

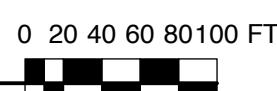
- 6 TOILETS PROVIDED
- 16 TOTAL SINKS PROVIDED
6 LAVATORIES PROVIDED
4 CHANGING STATION SINKS PROVIDED
1 3-COMPARTMENT SINK (KITCHEN) PROVIDED
5 OTHER SINKS PROVIDED
- 6 DRINKING FOUNTAINS PROVIDED

INFANT SLEEP AREA SHALL BE SEPARATED
FROM ACTIVITY SPACE BY MINIMUM 2'-4" HIGH
OPEN SLAT BARRIER W/ GATE



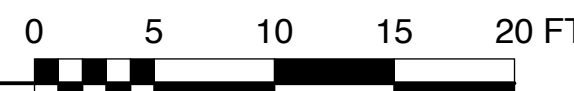
CODE SITE PLAN

Scale: 1" = 100'-0"

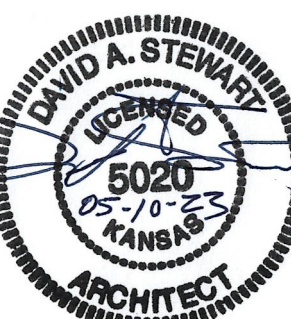


BASEMENT CODE PLAN

Scale: 1/8" = 1'-0"



BUILDING REMODEL - INTERIOR
BRANCHES PREGNANCY & FAMILY CENTER
107 N. Main Street
El Dorado, Kansas



ISSUE

KDHE REVIEW

MAY 3, 2023

KDHE REVIEW

MAY 10, 2023

DATE

May 10, 2023

PROJECT NUMBER

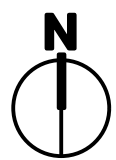
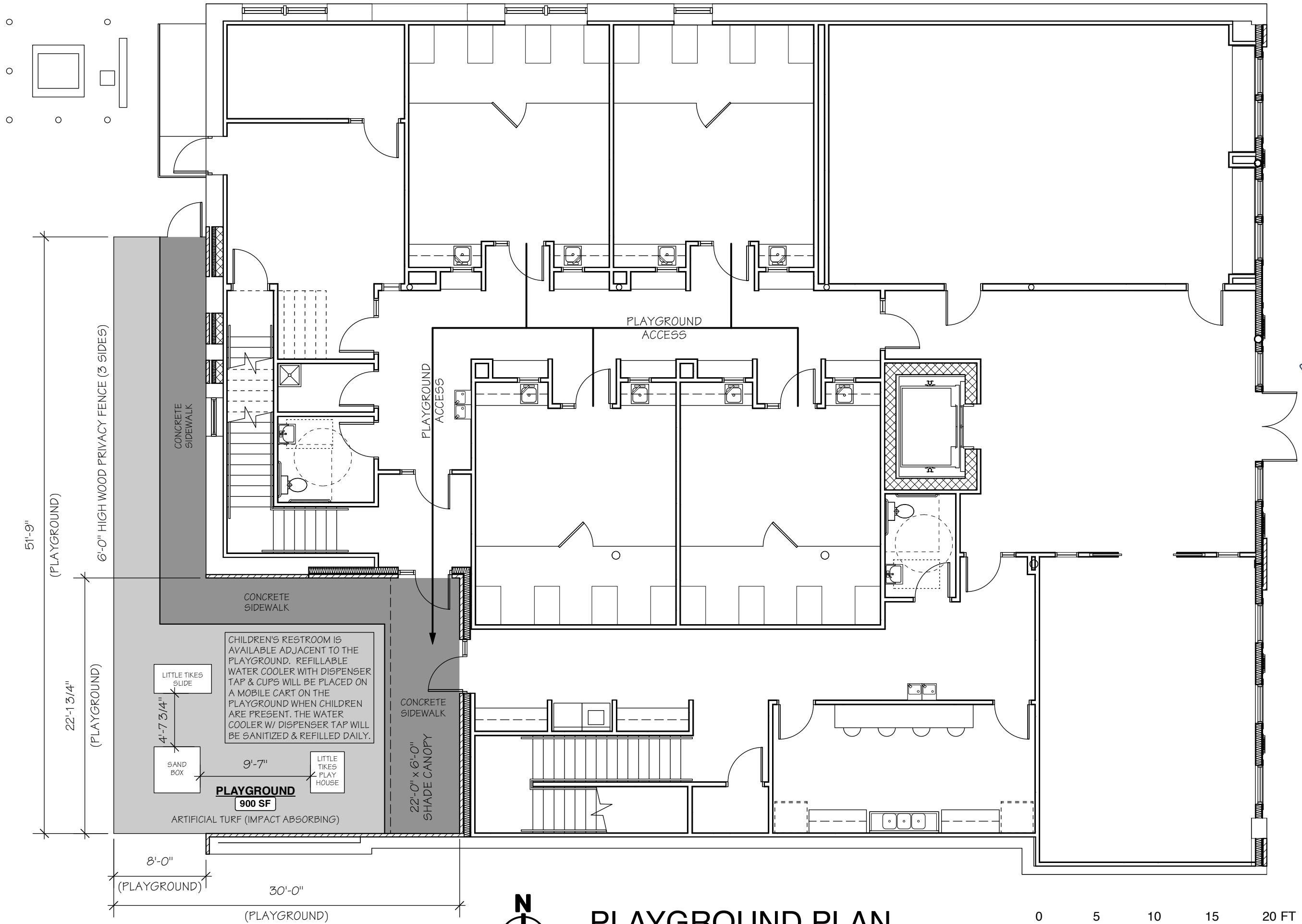
20-1329B

SHEET

CP1.1

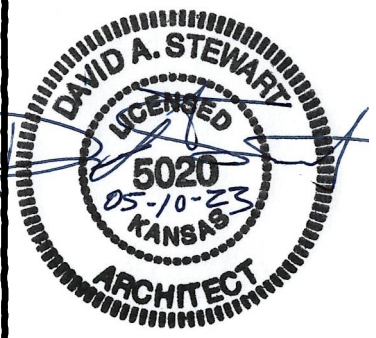
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GRAVITY::WORKS
ARCHITECTURE
101 S. Star Street, El Dorado, KS 67042
phone (316) 321-4774
www.gravityworks-architecture.com



PLAYGROUND PLAN

Scale: 1/8" = 1'-0"



BUILDING REMODEL
BRANCHES PREGNANCY &
FAMILY CENTER
107 N. Main Street
El Dorado, Kansas

date
May 10, 2023
project no.
20-1329B
sheet
CP1.2

GRAVITY::WORKS
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EXTERIOR
107 N. MAIN, EL DORADO, KS



FRONT LOBBY
FIRST FLOOR



FRONT LOBBY
FIRST FLOOR



TRAINING CENTER
FIRST FLOOR

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BUILDING REMODEL
BRANCHES PREGNANCY & FAMILY CENTER
107 N. Main Street
El Dorado, Kansas

ISSUE
PRELIMINARY
NOT FOR
CONSTRUCTION

DATE
May 12, 2023
PROJECT NUMBER
20-1329B
SHEET



TRAINING CENTER
FIRST FLOOR



CHILDCARE HALLWAY
FIRST FLOOR



DAYCARE
FIRST FLOOR



DAYCARE
FIRST FLOOR



REAR LOBBY
FIRST FLOOR



PLAYGROUND
FIRST FLOOR



KITCHEN
FIRST FLOOR



BABY BUCKS STORE
FIRST FLOOR

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BUILDING REMODEL
BRANCHES PREGNANCY & FAMILY CENTER
107 N. Main Street
El Dorado, Kansas

ISSUE
PRELIMINARY
NOT FOR
CONSTRUCTION

DATE
May 12, 2023

PROJECT NUMBER
20-1329B

SHEET



SECOND FLOOR LOBBY
SECOND FLOOR



SECOND FLOOR LOBBY
SECOND FLOOR



EDUCATION ROOM
SECOND FLOOR



EDUCATION ROOM
SECOND FLOOR



STAFF TRAINING CENTER
SECOND FLOOR



MEDICAL ROOM
SECOND FLOOR



MEDICAL ROOM
SECOND FLOOR



OFFICE
SECOND FLOOR



OFFICE
SECOND FLOOR



EXECUTIVE DIRECTOR'S OFFICE
SECOND FLOOR



EXECUTIVE DIRECTOR'S OFFICE
SECOND FLOOR

To see a 3D Animated Tour of this space, visit:
pregnancyandfamily.org/branches-nurture-center

Proof of Collaboration



TY MASTERSON

Senate President

May 11, 2023

Kimberly Fross
Executive Director
Branches Family Center
226 South Main Street
El Dorado, KS 67042

Dear Kimberly,

I was delighted to learn of Branches' plan to address the Butler County child care deficit by opening a licensed child care center in the heart of El Dorado's Main Street.

I have long been aware of the exceptional work being done by Branches in meeting the needs of Butler County families. Your programs teaching parenting skills, mentoring healthy relationships and addressing pregnancy needs offer strong support for the healthy functioning of rural Butler County communities. To add a child care center seems a natural next step in Branches growth and I encourage and support your efforts to do so.

In addition to programing growth in recent years, I have been particularly pleased to witness the community support demonstrated at your evening last Fall with Dr. Ben Carson. My wife and I enjoyed the programing that evening and were encouraged by the strong donor base support evidenced at your sold out event. It was a lovely evening all around.

I especially wish to offer my support for your application for the Child Care Accelerator Grant. Having watched your work for many years, I am confident in your ability to take the child care center program to successful completion, generating measurable results that will benefit El Dorado. Please accept this letter as evidence of my desire to be a community partner with Branches at a state level, helping and encouraging your new child care program in any way that I can.

Programs such as those offered by Branches are perhaps the best examples of grassroots efforts improving the community. Your nurture program especially will fill a vital and necessary role in Butler County.

Congratulations on your new project and I will look forward to supporting your efforts.

Sincerely,

Ty Masterson
Senate President
Kansas State Legislature



May 12, 2023

Kimberly Fross
Executive Director
Branches Family Center
P.O.Box 547
El Dorado, KS 67042

Dear Kimberly,

I write with pleasure on behalf of the Butler County Commissioners to encourage and support your effort in opening a licensed child care center in downtown El Dorado, Kansas.

The County is well aware of research-based findings demonstrating that El Dorado suffers from the absence of adequate licensed, affordable child care spots. We appreciate your plan to establish Branches Nurture Center in an effort to address a portion of this deficit. We believe your effort will have a significant and positive impact on Butler County through your program coupling twenty-four (24) new child care spots with a sliding scale program requiring parenting training in exchange for significantly reduced rates.

Congratulations on a well thought out and creative approach to addressing our community's child care issues. We support and encourage you in your efforts.

Please consider us a community partner in your work towards successful completion of your project. By way of showing our support, the Butler County Commissioners will consider a resolution in support of your founding the Nurture Center. Branches' leadership in the area of family support is well known in Butler County; we appreciate your plan to further support families through your Nurture Center program.

Sincerely,

A handwritten signature in blue ink, appearing to read "William H. Johnson, Jr.", written in a cursive style.

William H. Johnson
Butler County Administrator

William H. Johnson, Jr., County Administrator

May 9, 2023

Branches
Attn: Ms. Kimberly Fross
226 S Main Street
El Dorado, KS 67042

Dear Kimberly,

Last year El Dorado began researching the child care capacity deficit in our city. After meeting with various stakeholders, we conducted a communitywide child care survey that confirmed our belief that El Dorado has a significant need for additional licensed child care options.

The survey also demonstrated that the most sought-after child care option was a licensed child care center, such as the one you are contemplating with your Nurture Center program.

Following the survey, the City explored several buildings which might be available for private groups to open a center. so far, this has not happened.

We support and encourage you in your effort to open the Nurture Center and especially appreciate your efforts towards offering licensed care to meet reduced-fee and DCF family needs. This would be of great benefit to our community.

Thank you for your interest in establishing such a program in downtown El Dorado. The City will work with you as you work through the necessary processes to complete your project.

Sincerely,



David Dillner
City Manager

May 10, 2023

Ms. Kimberly Fross
Executive Director
Branches

My name is Brad Cooper and I serve as the Administrator at First Baptist Church in El Dorado. First Baptist Church provided a daycare in El Dorado for 60 years from 1962 through 2022. It was the largest daycare in the city most of that time. The daycare operation ceased in 2022 due to Covid related staffing difficulties.

At the time we closed we had a waiting list for the daycare of over one hundred children. The operation did not close due to lack of need or a lack of funding, but due to the inability to secure sufficient staffing to remain in compliance with state childcare regulations. We believe there is an immense need for childcare providers in El Dorado.

We are familiar with Branches programs and believe the organization can provide quality care for children in the community. We believe it is a positive thing for downtown El Dorado's development to add a licensed daycare on Main Street. Our church staff has been willing and continues to be willing to partner with Branches leadership and support the Nurture Center through mentorship and "best practice" recommendations as their daycare is established.

Again, we are excited for this initiative as closing the EDFBC Daycare was one of the most difficult days in our church history. We say best wishes and Godspeed!

Sincerely,

Brad Cooper

Brad Cooper
Administrator
El Dorado First Baptist Church

May 8th, 2023

Dear Kimberly,

We want to encourage you on your new Nurture Center project. Licensed child care is very much needed in ElDorado and we are excited to be your neighbors as you complete your project. Having licensed childcare in downtown ElDorado will help fill some of the gap left when 1st Baptist Church closed their daycare and we know you will manage the Center in a way that benefits our community in significant ways.

Best of luck with your child care project and please consider us partners in supporting your effort.

Stephen McVay
Operating Partner



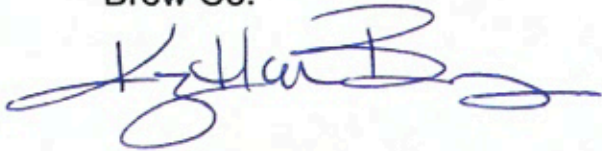
Kimberly Fross
Branches
226 S Main Street
ElDorado, KS 67042

Dear Kimberly,

We want to encourage you on your new Nurture Center project. Licensed child care is very much needed in ElDorado and we are excited to be your neighbors as you complete your project. Having licensed childcare in downtown ElDorado will help fill some of the gap left when 1st Baptist Church closed their daycare and we know you will manage the Center in a way that benefits our community in significant ways.

Best of luck with your child care project and please consider us partners in supporting your effort.

Brew Co.

A handwritten signature in blue ink, appearing to read "Kylan B.", with a stylized, flowing script.

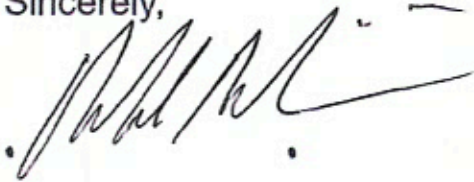
5/9/23

Kimberly Fross
Branches
226 S Main Street
ElDorado, KS 67042

Dear Kimberly,

I am the landlord of 103 N. Main, the property that is connected to your new building and where Great Beginnings currently operates. I heard about your putting a licensed daycare in the 107 N. Main building. I support your doing this and think it's great for downtown ElDorado. I encourage you to complete this project and open the Nurture Center.

Sincerely,

A handwritten signature in black ink, appearing to be "D. M. M.", written over a horizontal line.

May 10, 2023

Kimberly Fross

Branches

226 S Main Street

El Dorado, KS 67042

Dear Kim,

I write this letter as a showing of our support for your Nurture Center project. Congratulations on this goal of expanding your positive impact on our community. As a longtime resident of El Dorado, I am aware of the childcare deficit in Butler County. Having watched Branches for many years, I am encouraged that our community can trust that this much needed Center will do well under your leadership. As a business which is physically adjacent to the Nurture Center location, we are excited that your childcare Center encourages the ongoing revitalization efforts in downtown El Dorado. We believe the addition of the Nurture Center to the new Main Street Branches location will have an extraordinarily positive impact on the stability of downtown El Dorado. Please consider Wernli Financial as a partner, supporter, and advocate for your new project. Welcome to the block!

Sincerely,

David Wernli



WICHITA STATE
UNIVERSITY

CHILD DEVELOPMENT CENTER

MEMORANDUM

April 23, 2023

Branches
Julian Thomas
Director of Advancement
226 South Main Street
ElDorado, KS 67042

Dear Julian,

We recognize the needs of our state for affordable, licensed childcare centers to serve Kansas families. We encourage and support your application for grant funding to support your application to establish a licensed childcare center in ElDorado, Kansas.

Should this project come to fruition, we will be very happy to partner with you by providing childcare observation periods for the Branches staff in your effort to provide quality services to the families you will be working with.

Sincerely,

X 
Jillian Hoefer

Jillian Hoefer
Director of WSU Child Development Center
1845 Fairmount, Box 21
Wichita, KS 67260
Division of Student Affairs
(316)978-5244 phone
(316)978-5242 fax

April 30, 2023

Mandi Waugh
Child Start

Dear Julian,

This letter serves to memorialize the following:

- Child Start recognizes a serious deficit in the number of licensed childcare spots available in El Dorado, Butler County, Kansas compared to the demand for the same.
- Child Start recognizes Branches 25+ year contribution to serving families in Butler County by providing programs and services designed to enrich family life and provide families with training and skills so that the in-home care being provided to children increases in both safety and nurture.
- Child Start encourages you to seek to extend your services by becoming a licensed childcare center in downtown El Dorado, Kansas. We believe there is a significant need for this service and feel confident in your ability to complete the tasks necessary to provide this licensed service.
- We support and encourage your application for the Child Care Capacity Accelerator Grant.
- We recognize and celebrate our partnership in supporting you in achieving exceptional execution of your childcare goals through your inclusion in programs we provide.
- Should the Accelerator Grant be awarded to Branches, we have an Agreement in Principle with you to provide staff and volunteer training which is consistent with KDHE requirements under an already existing program entitled Child Start Early Childhood Connections.
- The training we would provide would include the following:
 - A 30 day training program which complies with all health and safety training required by the KDHE.
 - We would additionally create "mini learning experiences" for your team which would be enhanced training designed specifically for your team.

We look forward to our partnership and any support of your program we might offer.

Sincerely,



Mandi Waugh
Early Childhood Connections CCR&R Program Director

Commerce Construction Billing Statement

For exterior work performed to-date.

Application and Certificate for Payment

To Owner:

Pregnancy & Family Resource
226 S Main St
El Dorado, KS 67042

Project:

Pregnancy & Fam Resource Ctr
107 N Main St
El Dorado, KS 67042

Application No: 1**Period To:** 3/24/2023**Contract For:****Contract Date:** 9/9/2022**Project Nos:****From Contractor:**

Commerce Construction Services, Inc.
2225 Southwest Blvd.
Wichita, KS 67213

Via Architect:

Gravity Works Architecture
101 S Star St
El Dorado, KS 67042

CONTRACTOR'S APPLICATION FOR PAYMENT

- 1) Original Contract Sum.....309,610.00
2) Net change by Change Orders.....0.00
3) Contract Sum to Date309,610.00
4) Completed and Stored to Date.....50,613.53
5) Retainage:
 a. Completed Work2,530.68
 b. Stored Material.....0.00
 Total Retainage.....2,530.68
6) Total Earned less Retainage48,082.85
7) Less Previous Certificates for Payment.....0.00
8) Current Payment Due148,082.85
9) Balance to Finish, including Retainage261,527.15

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

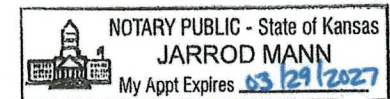
CONTRACTOR:**By:** *B. McCal***Date:** 3.29.23

State of: Kansas

County of: Sedgwick

Subscribed and sworn to before
me this 29th day of March 2023

Notary Public: Jarrod Mann
My Commission expires: 3/29/2027



In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 48,082.85

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT:**By:** *[Signature]***Date:** May 5, 2023

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	0.00	0.00
Total approved this Month	0.00	0.00
TOTALS	0.00	0.00
NET CHANGES by Change Order	0.00	

Continuation Sheet

Application No: 1
 Application Date: 3/25/2023
 Period To: 3/24/2023
 Architect's Project No:

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION	SCHEDULED VALUE	WORK COMPLETED		STORED MATERIALS	TOTAL	%	BALANCE	RETAINAGE
			PREVIOUS	THIS PERIOD					
1	General Conditions	45,000.00	0.00	6,750.00	0.00	6,750.00	15	38,250.00	337.50
2	Demolition, Dump Fees, Equipment Rental	26,497.00	0.00	18,547.90	0.00	18,547.90	70	7,949.10	927.40
3	Weather Protection, Fencing & Clean Up	10,813.00	0.00	7,028.45	0.00	7,028.45	65	3,784.55	351.42
4	Concrete Curb	2,850.00	0.00	0.00	0.00	0.00	0	2,850.00	0.00
5	Masonry Infills	41,065.00	0.00	12,319.50	0.00	12,319.50	30	28,745.50	615.98
6	Masonry Restoration Allowance	21,500.00	0.00	0.00	0.00	0.00	0	21,500.00	0.00
7	Siding, Blocking & Caulking	19,693.00	0.00	0.00	0.00	0.00	0	19,693.00	0.00
8	Wood Doors & Hardware	3,428.00	0.00	0.00	0.00	0.00	0	3,428.00	0.00
9	Framing, Sheathing, Drywall & Air Barrier	22,250.00	0.00	0.00	0.00	0.00	0	22,250.00	0.00
10	Aluminum Storefront Windows & Doors	78,475.00	0.00	0.00	0.00	0.00	0	78,475.00	0.00
11	Painting	8,143.00	0.00	0.00	0.00	0.00	0	8,143.00	0.00
12	Permits & Special Fees	1,750.00	0.00	1,750.00	0.00	1,750.00	100	0.00	87.50
13	Fee	28,146.00	0.00	4,217.68	0.00	4,217.68	15	23,928.32	210.88
		309,610.00	0.00	50,613.53	0.00	50,613.53		258,996.47	2,530.68

BrightCourse Lessons

Offered at Branches Pregnancy and Family Center.

BrightCourseLessons

PREGNANCY/BIRTH:

PB-0371	Your First Trimester	30 min.
PB-0362	Prenatal Care	18 min.
PB-0370	Eating for Two	23 min.
PB-0004	Your Ultrasound Appointment	18 min.
PB-0499	First Trimester Expectations	21 min.
PB-0373	Your Second Trimester	25 min.
PB-0007	Emotions of Pregnancy	25 min.
PB-0372	What is Safe in Pregnancy	24 min.
PB-0009	Bonding with Your Unborn	19 min.
PB-0500	Second Trimester Expectations	22 min.
PB-0374	Your Third Trimester	26 min.
PB-0383	The Final Stretch	21 min.
PB-0568	Unborn Baby's Secret World 2022	18 min.
PB-0014	Big Belly Mommy Hacks	28 min.
PB-0501	Third Trimester Expectations	23 min.
PB-0566	Labor Expectations	15 min.
PB-0481	Preparing for a C-Section	25 min.
PB-0363	Getting Ready: Nesting	20 min.
PB-0589	Labor and Delivery Getting Ready	23 min.
PB-0588	Labor and Delivery Natural Comfort Measures	23 min.
PB-0604	Labor and Delivery Medical Pain Relief & Interventions	21 min.
PB-0610	Labor and Delivery Training Your Birth Coach	22 min.
PB-0630	Eye Contact Means Love	18 min.
PB-0567	Infant Temperament	21 min.
PB-0535	The Importance of Bonding	21 min.
PB-0021	Infant Expectations	20 min.
PB-0022	Infant Hygiene	22 min.
PB-0023	Simple Infant Care	19 min.
PB-0024	Taking Care of Yourself After Birth	40 min.
PB-0318	Postpartum Depression	28 min.
PB-0026	Going it Alone	25 min.
PB-0319	At Risk Pregnancies	24 min.
PB-0028	Smoking/Drinking/Drugs	38 min.
PB-0384	Shaken Baby Syndrome	17 min.
PB-0565	Expecting Twins and More	24 min.
PB-0639	Feeding Your Baby: The Bottle	21 min.
PB-0640	FYB: Breastfeeding: Getting Started	20 min.
PB-0641	FYB: Breastfeeding: Successful Breastfeeding	22 min.
PB-0642	FYB: Breastfeeding: Problems & Solutions	18 min.
PB-0643	FYB: Breastfeeding: Weaning	17 min.

PREGNANCY/BIRTH:

PB-0660 DYSH:	I Could Never Do That	15min.
PB-0661 DYSH:	What Is Open Adoption	4 min.
PB-0662 DYSH:	A Birth Mother's Bill of Rights	10min.
PB-0663 DYSH:	How Do I Live With This Decision	13min.
PB-0664 DYSH:	Advice From Birth Mom's	10 min.
PB-0665 DYSH:	Courtney's Story	15min.
PB-0666 DYSH:	Hillary's Story	16min.
PB-0667 DYSH:	Morgan's Story	12 min.
PB-0668 DYSH:	Leah's Story	14 min.
PB-0697	Smoking & Alcohol During Pregnancy	20 min.

BRIGHTBIRTH ACADEMY

BB-0646	You Are In Control	24 min.
BB-0647	Your Body and Birth	24 min.
BB-0648	Pain and Natural Birth	33 min.
BB-0649	B.R.A.I.N. and Decision Making	16 min.
BB-0650	Medical Pain Relief, Interventions, & Proc.	20 min.
BB-0651	Planning for Birth	13 min.
BB-0652	Postpartum	14 min.

FIRST YEAR:

FY-0322	Mommy Work	16 min.
FY-0323	Being a Super Mom	19 min.
FY-0033	Car Seat Safety	39 min.
FY-0364	Mommy Nutrition	22 min.
FY-0035	Preventing Child Sexual Abuse	29 min.
FY-0352	Immunizations	29 min.
FY-0037	SIDS	22 min.
FY-0326	Newborn Sickness	25 min.
FY-0626	Infant Accidents	17 min.
FY-0039	Infant & Child CPR	20 min.
FY-0041	Infant Nutrition	22 min.
FY-0042	Baby On the Move	26 min.
FY-0375	Getting Your Baby to Sleep	18 min.
FY-0492	Crying	24 min.
FY-0448	Quality Child Care	21 min.
FY-0475	Understanding your Infant	21 min.
FY-0477	Infant Expectations: 0-3 Months	24 min.
FY-0478	Infant Expectations: 3-6 Months	20 min.

FIRST YEAR:

FY-0479	Infant Expectations: 6-9 Months	20 min.
FY-0480	Infant Expectations: 9-12 Month	19 min.
FY-0584	Dunstan Baby Language Lesson 1	10 min.
FY-0585	Dunstan Baby Language Lesson 2	23 min.
FY-0586	Dunstan Baby Language Lesson 3	10 min.
FY-0655	Teething Time	22 min.

TODDLER:

TP-0111	Toddler Mommy Milestones	22 min.
TP-0112	Toddler Dev. Milestones 12-15	24 min.
TP-0113	Toddler Dev. Milestones 15-18	19 min.
TP-0114	Toddler Dev. Milestones 18-24	22 min.
TP-0115	Toddler Dev. Milestones 24-36	21 min.
TP-0455	Potty Training	25 min.
TP-0376	Tantrums	19 min.
TP-0365	Whining	18 min.
TP-0119	Siblings	25 min.
TP-0366	Sleeping, Bedtimes, Mornings	18 min.
TP-0377	Bonding with Your Toddler	20 min.
TP-0367	Time with Toddler	19 min.
TP-0368	The Importance of Words	19 min.
TP-0369	I Can Do It Myself	20 min.
TP-0493	Toddler Play	22 min.
TP-0327	Toddler Accidents	24 min.
TP-0328	Toddler Safety	22 min.
TP-0329	Toddler Illness	24 min.
TP-0330	Toddler Nutrition	20 min.
TP-0331	Toddler Oral Health	22 min.
TP-0672	Getting Your Child to Eat	27min.

PARENTING:

PP-0569 ^{TR}	Parenting Without Shame 1	20 min.
PP-0570 ^{TR}	Parenting Without Shame 2	15 min.
PP-0571 ^{TR}	Parenting Without Shame 3	10 min.
PP-0572 ^{TR}	Parenting Without Shame 4	11 min.
PP-0573 ^{TR}	Parenting Without Shame 5	11 min.
PP-0574 ^{TR}	Parenting Without Shame 6	15 min.
PP-0575 ^{TR}	Parenting Without Shame 7	12 min.
PP-0576 ^{TR}	Parenting Without Shame 8	11 min.
PP-0385	Creating Motivation	18 min.
PP-0386	Creating Honesty	19 min.
PP-0387	Creating Courage	18 min.

PARENTING:

PP-0388	Creating Kindness	19 min.
PP-0389	Creating Confidence	21 min.
PP-0390	ADD/ADHD	25 min.
PP-0391	Autism	22 min.
PP-0392	Strong Willed Children	20 min.
PP-0393	Child Anger	21 min.
PP-0394	Sexual Behavior and Children	26 min.

Have a New Kid by Friday

PP-0136	Monday: Wake Up to Reality	30 min.
PP-0137	Tuesday: Caution: Children Growing Up Here	29 min.
PP-0138	Wednesday: Staying Connected	29 min.
PP-0139	Thursday: Check Your Attitude	32 min.
PP-0140	Friday: The Amazing Race	30 min.
PP-0438	Funday: Leman Secrets For Enjoying	35 min.
PP-0284	Single Parenting & Deployment	20 min.
PP-0285	Family Unity: Deployment Return	21 min.

Value Packed Parenting

PP-0468	The 10 Best Gifts to Give Your Kids	36 min.
PP-0469	How to Listen/Talk to Kids	36 min.
PP-0470	Discipline Isn't Spelled PUNISHMENT	35 min.
PP-0471	Improve Your Child's Self-Confidence	34 min.
PP-0472	Caution: Anger Ahead	38 min.
PP-0473	Birth Order	35 min.
PP-0474	Standing Up to Technology	35 min.
PP-0505	Co-Parenting	27 min.
PP-0699	Words Matter - Hurtful Words	15 min.

COPARENTING:

Each lesson is created differently for four different client types: Step Dads, Step Moms, Single Dads and Single Moms.

OH-0504-0508	There is Hope!	21-33 min.
OH-0509-0512	Stable Parent, Stable Home	24-35 min.
OH-0513-0516	Co-parent Communication	28 min.
OH-0517-0520	Meetings & Handling the Handoff	21 min.
OH-0521-0524	6 Risks for Children After Divorce	21 min.
OH-0525-0528	Holidays, Special Occasions & School	21 min.
OH-0529-0532	Critical Issues	35 min.
OH-0533-0537	Abuse, Addiction & Abandonment	31-43 min.
OH-0538-0541	Dating & ReMarriage	12-29 min.
OH-0542-0545	Beyond Child Support	38 min.

LIFE SKILLS:

LS-0447	Taking Care of Hygiene	22 min.
LS-0450	Screen Time and You	21 min.
LS-0451	Depression and Suicide	25 min.

LIFE SKILLS:

LS-0452	Home Health (housecleaning)	18 min.
LS-0453	Anger Management	24 min.
LS-0186	Fighting the Impulse to Spend	18 min.
LS-0187	The Monster of Debt	18 min.
LS-0188	Credit Cards, Friend or Foe?	18 min.
LS-0189	Financial Emergencies	16 min.
LS-0190	Budgeting 101	14 min.
LS-0191	Credit Scores	14 min.
LS-0192	Buying a Car	19 min.
LS-0193	Career or Job?	16 min.
LS-0194	Staying out of Debt	15 min.
LS-0195	Your Financial Future	14 min.
LS-0312	Helping Children Process Change	18 min.
LS-0313	Family Stability Inside Change	21 min.
LS-0314	Getting Established	20 min.
LS-0315	What Is A Family?	18 min.
LS-0317	Successful Family Living	22 min.
LS-0494	Preparing for a Job-Hard Truth	19 min.
LS-0495	Finding a Job	18 min.
LS-0496	Preparing for the Interview	16 min.
LS-0497	At the Interview	17 min.
LS-0498	Success at Work	16 min.

LOVE LESSONS:

LL-0558	Sex is Awesome	8 min.
LL-0559	Pregnancy is Not A Disease	14 min.
LL-0560	STIs	19 min.
LL-0561	Character	18 min.
LL-0562	Porn	17 min.
LL-0563	Your Heart	17 min.
LL-0564	Protect Yourself	15 min.

SPECIAL CIRCUMSTANCES:

SC-0251	Healing from Abuse	19 min.
SC-0252	Post Abortion Healing	22 min.
SC-0253	Relationship Loss	21 min.
SC-0254	Domestic Violence	21 min.
SC-0255	Pregnancy Loss	21 min.
SC-0466	Child Abuse and Neglect	18 min.
SC-0378	Sex and You	26 min.
SC-0379	Sex: The Heart of the Matter	22 min.
SC-0380	STD/STI Avoidance	19 min.
SC-0381	Choosing Marriage	20 min.
SC-0382	Making the Commitment to Wait	18 min.

SPECIAL CIRCUMSTANCES:

SC-0590 ^{TR}	Unraveled Roots: Why Am I Here	7 min.
SC-0591 ^{TR}	Unraveled Roots: The Root of Abandonment	13 min.
SC-0592 ^{TR}	Unraveled Roots: The Root of Addiction	14 min.
SC-0593 ^{TR}	Unraveled Roots: The Root of Abuse	13 min.
SC-0594 ^{TR}	Unraveled Roots: The Root of Codependency	12 min.
SC-0595 ^{TR}	Unraveled Roots: Where Do I Grow Now?	5 min.
SC-0598 ^{TR}	Your Relationship: Healthy, Unhealthy or Toxic?	18 min.
SC-0599 ^{TR}	Understanding Power and Control in Partner...	18 min.
SC-0600 ^{TR}	Recognizing the Cycle of Abuse	16 min.
SC-0601 ^{TR}	Warning Signs of Unhealthy People	18 min.
SC-0602 ^{TR}	Can an Abuser Change?	18 min.
SC-0603 ^{TR}	Reclaiming Your Value & Experiencing	18 min.
SC-0707	Introduction to Sex Trafficking	5 min.
SC-0708	OW:Child Sexual Abuse & Familial Trafficking	5 min.
SC-0709	OW: Grooming Through Gaming	5 min.
SC-0710	OW: Adult Entertainment and Escalation	6 min.
SC-0711	OW: Sexting to Sextortion	7 min.
SC-0712	OW: Boyfriending	5 min.
SC-0713	OW: Why Don't They Leave	6 min.
SC-0714	OW: Survivor Identification and Reporting	4 min.
SC-0715	OW: Prevention and Protecting Your Community	6 min.
SC-0716	OW:Hope. Freedom. Future.	4 min.
SC-0717	OW: Cycle of Revictimization	10 min.
SC-0718	OW: Vulnerability of Individuals with Disabilities	11 min.
SC-0719	OW: Identifying Trafficking Victims in Schools	7 min.
SC-0720	OW: Camming	16 min.
SC-0721 ^{TR}	Keys to Hope and Healing: Acknowledge Where You Are	10 min.
SC-0722 ^{TR}	Keys to Hope and Healing: You Are Not Alone	9 min.
SC-0723 ^{TR}	Keys to Hope and Healing: Freedom From Anger	8 min.
SC-0724 ^{TR}	Keys to Hope and Healing: Moving through Grief	11 min.
SC-0725 ^{TR}	Keys to Hope and Healing: Walking in Confidence	9 min.
SC-0726 ^{TR}	Keys to Hope and Healing: Giving Hope to Others	8 min.

POSITIVE PARTNERSHIPS:

RS-0692	Boundaries	28 min.
RS-0226/0221	Healthy Boundaries (Women/Men)	21/19 min.
RS-0227/0222	Cohabitation (Women/Men)	12/11 min.
RS-0228/0223	Marriage Choice (Women/Men)	16/13 min.
RS-0229/0224	Staying Married (Women/Men)	24/21 min.
RS-0230/0225	Single Parenting (Women/Men)	17/20 min.

FATHERHOOD LESSONS:

PF-0489	The Fatherhood Adventure: Taking Care Pregnancy	27 min.
PF-0490	The Fatherhood Adventure: Taking Care Birth	26 min.
PF-0491	The Fatherhood Adventure: Taking Care Postpartum	26 min.
PF-0698	The Fatherhood Adventure: Baby Care Basics	19 min.
PF-0482	Being a Father: The Two Questions	24 min.
PF-0483	Being a Father: Real Time	25 min.
PF-0484	Being a Father: Being a Role Model	22 min.
PF-0485	Being a Father: Being a Leader	23 min.
PF-0486	Being a Father: Being Consistent	18 min.
PF-0233	Practical Fatherhood: Respect for Mothers	17 min.
PF-0236	Practical Fatherhood: Discipline Foundation	18 min.
PF-0237	Practical Fatherhood: Discipline Guidelines	16 min.
PF-0238	Practical Fatherhood: Situational Discipline	19 min.
PF-0487	Being a Father: Loving Discipline	23 min.
PF-0488	Being a Father: Practical Discipline	26 min.

BIBLE STUDY:

BS-0577	TR Giving God Your Worst: Offering Your Worst to God	18 min.
BS-0578	TR Giving God Your Worst: Painful Truth & Forgiveness	19 min.
BS-0579	TR Giving God Your Worst: From Sinner to Saint	15 min.
BS-0580	TR Giving God Your Worst: The Truth Shall Set You Free	23 min.
BS-0581	TR Giving God Your Worst: Surrendering Our Weakness	18 min.
BS-0582	TR Giving God Your Worst: Gaining Victory	20 min.
BS-0607	Upside Down Love: The Bible	14 min.
BS-0606	Upside Down Love: Grace and Commands	13 min.
BS-0628	Upside Down Love: The King Among the Cows	13 min.
BS-0631	Upside Down Love: The Faithful Fisherman	13 min.
BS-0633	Upside Down Love: The Servant Above the Served	14 min.
BS-0634	Upside Down Love: The Greatest Dying for Least	11 min.
BS-0637	Upside Down Love: The Guilty in Heaven	11 min.
BS-0623	TR Unlocking the Gospel: Identity Matters	18 min.
BS-0624	TR Unlocking the Gospel: Receiving Jesus as my Savior	13 min.
BS-0625	TR Unlocking the Gospel: Recognizing Satan	20 min.
BS-0613	TR Disciple: Your Unwritten Autobiography	31 min.
BS-0614	TR Disciple: How the Story Starts	32 min.
BS-0615	TR Disciple: A True Story	30 min.
BS-0616	TR Disciple: The Story of the World	31 min.
BS-0617	TR Disciple: The Story of the Flesh	26 min.
BS-0618	TR Disciple: The Story of the Devil	28 min.
BS-0619	TR Disciple: Truth and Emotions	29 min.
BS-0620	TR Disciple: Forgiving From the Heart	33 min.
BS-0621	TR Disciple: Walking Into the Next Chapter	33 min.
BS-0622	TR Disciple: Action Story	32 min.

List updated 4/11/2023

CHILD CARE LICENSING – KANSAS DEPARTMENT OF HEALTH AND ENVIRONMENT
SITE REVIEW/PROGRAM CONSULTATION
Allow for up to 21 business days for review
Note: Clarifying questions may be required of the applicant prior to final site approval

Surveyor: Amy Foes	
Date of Final Site Approval:	County: Butler County
Name of Center (if applicable): Branches Nuture Center	Total Capacity (desired): 24
Address (if known): 107 N. Main	City: El Dorado, KS 67042
Applicant/Owner Name: Branches	
Building Summary: Building for CC program only ___ Yes ☒ No If no, Building is shared ☒ Yes ___ No With Whom? Branches Baby Bucks and Training Center Hours: 9 AM to 3 PM Days: Monday thru Thursday 3 PM to 8 PM on Thursday Center will be from 7 AM to 6 PM, Monday thru Friday Total # of toilets: 2 Total # of sinks: 10 in the center Would children, parents, or staff have to walk through any other unit to use the bathroom, go outdoors or place a child: ___ Yes ☒ No. If yes, which units (3 feet of passageway will be deducted): Does the facility contain a multi-use room? ___ Yes ☒ No How does the program envision the use of this room?:	
Meal Service: Exclusive use of kitchen ___ Yes ☒ No Meals catered ___ Yes ☒ No If known, by whom: Prepared on site ☒ Yes ___ No If yes, three compartment sink or mechanical dish washer (circle one)	
Outdoor Play Area: Outdoor play area dimensions based on site plan provided (List all measurements = total dimensions) 1. 51'9" x 8' = 414 (total dimensions) plus 30' X 22'1" = 485.76 for total dimensions of 899.76 2. Total dimensions / 75 = 11 (# of children) Area fenced (4 ft) ☒ Yes ___ No 6' wooden privacy fence I/T play area separated ___ Yes ☒ No Only offering services to infants and toddlers. How/Type of barrier or schedule _____ Review route children take to go outdoors ☒ Yes ___ No Equipment Review 1. Age Appropriate Little Tikes equipment and sound box 2. Distance from fence other equipment yes 3. Outdoor surfaces: cement/asphalt/impact absorbing Artificial Turf and Concrete Shade onsite to be utilized: Shade Canopy (22' X 6') Access to (plan for) drinking water: ☒ Yes ___ No Mobile Cart Restroom facilities accessible to play area: ☒ Yes ___ No Additional Comments:	

UNIT REVIEW (copy as needed)

PS/SA UNIT NAME	AGES TO BE SERVED & TOTAL # CHILDREN
NONE	
Unit Summary: Room dimensions based on site plan provided: ____ x ____ = ____ (total dimensions) OR sq. footage provided Total dimensions / 35 = ____ (# of children)* Total # of toilets ____ Total # of sinks ____ <i>Discussion Points: If toilets are not within the unit, how will restrooms be accessed? How will children be supervised using the restroom? How will staff-child ratio be maintained within the unit if staff need to escort a child to the restroom?</i> If toilet is outside of unit, plan for restroom access: Additional Comments:	
<u>Discussed or in plan:</u> Locked storage in each unit __ Yes __ No Storage for cots/mats __ Yes __ No Cubbies __ Yes __ No Access to drinking water __ Yes __ No Will the unit also serve as a multi-age unit? __ Yes __ No If yes, will the unit support all ages to be served and needs such as restroom access/changing table?	
PS/SA UNIT NAME	AGES TO BE SERVED & TOTAL # CHILDREN
NONE	
Unit Summary: Room dimensions based on site plan provided: ____ x ____ = ____ (total dimensions) OR sq. footage provided Total dimensions / 35 = ____ (# of children)* Total # of toilets ____ Total # of sinks ____ <i>Discussion Points: If toilets are not within the unit, how will restrooms be accessed? How will children be supervised using the restroom? How will staff-child ratio be maintained within the unit if staff need to escort a child to the restroom?</i> If toilet is outside of unit, plan for restroom access: Additional Comments:	
<u>Discussed or in plan:</u> Locked storage in each unit __ Yes __ No Storage for cots/mats __ Yes __ No Cubbies __ Yes __ No Access to drinking water __ Yes __ No Will the unit also serve as a multi-age unit? __ Yes __ No If yes, will the unit support all ages to be served and needs such as restroom access/changing table?	

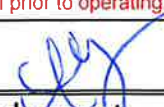
****Same Room**** will be an "OR" on the license

TODDLER UNIT NAME	AGES TO BE SERVED & TOTAL # CHILDREN
Daycare Room 104	6 Infants (2 weeks to 12 months) or 10 Toddlers (12 months if walking to 30 months)
Room dimensions based on site plan provided: <u>17'4"</u> x <u>21'</u> = <u>363.93</u> (total dimensions) OR sq. footage provided Total dimensions / 35 = <u>10</u> (# of children)* <u>Cribs</u>/playpens 2 ft apart <u>x</u> Yes ___ No Facility will be using nap mats when children grow out of cribs. Diaper changing table <u>x</u> Yes ___ No (allows views of room during changing) Dirty sink/handwashing <u>x</u> Yes ___ No (by changing table?) Clean Sink/access to drinking water <u>x</u> Yes ___ No (if NO what is plan for bottles, pacifiers) <u>Discussed or in plan:</u> Rocking Chair <u>x</u> Yes ___ No (or plan) Discussed drink/bottle storage if needed <u>x</u> Yes ___ No Access to drinking water <u>x</u> Yes ___ No Locked storage in each unit <u>x</u> Yes ___ No Cubbies <u>x</u> Yes ___ No Will the unit also serve as a multi-age unit? <u>x</u> Yes ___ No If yes, will the unit support all ages to be served and needs such as restroom access? When children are ready for potty training, staff members will take the children to bathroom that is designated for facility-use only. There will be potty chairs (1 per 5 toddlers) available for use. The facility is only servicing infants and toddler up to 2 1/2 years of age. Additional Comments:	
INFANT UNIT NAME	AGES TO BE SERVED & TOTAL # OF CHILDREN
Daycare Room 104	6 Infants (2 weeks to 12 months) or 10 Toddlers (12 months if walking to 30 months)
Room dimensions based on site plan provided: <u>17'4"</u> x <u>21'</u> = <u>363.93</u> (total dimensions) OR sq. footage provided Total dimensions of play space / 35 = <u>10</u> (# of children)* (Note: sleep space cannot be counted towards play space) Sleep area separate <u>x</u> Yes ___ No (units with infants only) Type of barrier <u>Open slat barrier with gate 2'4"</u> (no more than 3 ft in height and should not impede supervision of napping infant) <u>Cribs</u>/playpens 2 ft apart <u>x</u> Yes ___ No Diaper changing table <u>x</u> Yes ___ No (allows views of room during changing) Dirty sink/handwashing <u>x</u> Yes ___ No (by changing table?) Clean Sink/access to drinking water <u>x</u> Yes ___ No (if NO what is plan for bottles, pacifiers) <u>Discussed or in plan:</u> Rocking Chair <u>x</u> Yes ___ No (or plan) Discussed drink/bottle storage if needed <u>x</u> Yes ___ No Locked storage in each unit <u>x</u> Yes ___ No Cubbies <u>x</u> Yes ___ No Access to drinking water <u>x</u> Yes ___ No Will the unit also serve as a multi-age unit? <u>x</u> Yes ___ No If yes, will the unit support all ages to be served and needs such as restroom access? When children are ready for potty training, staff members will take the children to bathroom that is designated for facility-use only. There will be potty chairs (1 per 5 toddlers) available for use. The facility is only servicing infants and toddler up to 2 1/2 years of age. Additional Comments: Facility will need to have documentation of fire approval from the State Fire Marshal prior to operating.	
Surveyor Signature: <u>Amey R. Toes</u> Date: <u>05/14/2023</u>	

*Disclaimer: Measurements and capacities listed on site approval document are not considered final. Measurements will be verified on-site at the initial survey by the surveyor and those measurements will guide final capacity for the facility.

TODDLER UNIT NAME	AGES TO BE SERVED & TOTAL # CHILDREN
Daycare Room 105	6 Infants (2 weeks to 12 months) or 10 Toddlers (12 months if walking to 30 months)
Room dimensions based on site plan provided: <u>17'4"</u> x <u>21'</u> = <u>363.93</u> (total dimensions) OR sq. footage provided Total dimensions / 35 = <u>10</u> (# of children)* <u>Cribs</u>/playpens 2 ft apart <u>x</u> Yes ___ No Facility will be using nap mats when children grow out of cribs. Diaper changing table <u>x</u> Yes ___ No (allows views of room during changing) Dirty sink/handwashing <u>x</u> Yes ___ No (by changing table?) Clean Sink/access to drinking water <u>x</u> Yes ___ No (if NO what is plan for bottles, pacifiers) Discussed or in plan: Rocking Chair <u>x</u> Yes ___ No (or plan) Discussed drink/bottle storage if needed <u>x</u> Yes ___ No Access to drinking water <u>x</u> Yes ___ No Locked storage in each unit <u>x</u> Yes ___ No Cubbies <u>x</u> Yes ___ No Will the unit also serve as a multi-age unit? <u>x</u> Yes ___ No If yes, will the unit support all ages to be served and needs such as restroom access? <u>When children are ready for potty training, staff members will take the children to bathroom that is designated for facility-use only. There will be potty chairs (1 per 5 toddlers) available for use. The facility is only servicing infants and toddler up to 2 1/2 years of age.</u> Additional Comments:	
INFANT UNIT NAME	AGES TO BE SERVED & TOTAL # OF CHILDREN
Daycare Room 105	6 Infants (2 weeks to 12 months) or 10 Toddlers (12 months if walking to 30 months)
Room dimensions based on site plan provided: <u>17'4"</u> x <u>21'</u> = <u>363.93</u> (total dimensions) OR sq. footage provided Total dimensions of play space / 35 = <u>10</u> (# of children)* (Note: sleep space cannot be counted towards play space) Sleep area separate <u>x</u> Yes ___ No (units with infants only) Type of barrier <u>Open slat barrier with gate 2'4"</u> (no more than 3 ft in height and should not impede supervision of napping infant) <u>Cribs</u>/playpens 2 ft apart <u>x</u> Yes ___ No Diaper changing table <u>x</u> Yes ___ No (allows views of room during changing) Dirty sink/handwashing <u>x</u> Yes ___ No (by changing table?) Clean Sink/access to drinking water <u>x</u> Yes ___ No (if NO what is plan for bottles, pacifiers) Discussed or in plan: Rocking Chair <u>x</u> Yes ___ No (or plan) Discussed drink/bottle storage if needed <u>x</u> Yes ___ No Locked storage in each unit <u>x</u> Yes ___ No Cubbies <u>x</u> Yes ___ No Access to drinking water <u>x</u> Yes ___ No Will the unit also serve as a multi-age unit? <u>x</u> Yes ___ No If yes, will the unit support all ages to be served and needs such as restroom access? <u>When children are ready for potty training, staff members will take the children to bathroom that is designated for facility-use only. There will be potty chairs (1 per 5 toddlers) available for use. The facility is only servicing infants and toddler up to 2 1/2 years of age.</u> Additional Comments: Facility will need to have documentation of fire approval from the State Fire Marshal prior to operating.	
Surveyor Signature: Amy Foes, Butler County Health Dept: see attached Page 3	
Date: 05/14/2023	

*Disclaimer: Measurements and capacities listed on site approval document are not considered final. Measurements will be verified on-site at the initial survey by the surveyor and those measurements will guide final capacity for the facility.

TODDLER UNIT NAME	AGES TO BE SERVED & TOTAL # CHILDREN
Daycare Room 107	6 Infants (2 weeks to 12 months) or 10 Toddlers (12 months if walking to 30 months)
Room dimensions based on site plan provided: <u>17'4"</u> x <u>21'</u> = <u>363.93</u>(total dimensions) OR sq. footage provided Total dimensions / 35 = <u>10</u> (# of children)* <u>Cribs</u>/playpens 2 ft apart <u>x</u> Yes ___ No Facility will be using nap mats when children grow out of cribs. Diaper changing table <u>x</u> Yes ___ No (allows views of room during changing) Dirty sink/handwashing <u>x</u> Yes ___ No (by changing table?) Clean Sink/access to drinking water <u>x</u> Yes ___ No (if NO what is plan for bottles, pacifiers) <u>Discussed or in plan:</u> Rocking Chair <u>x</u> Yes ___ No (or plan) Discussed drink/bottle storage if needed <u>x</u> Yes ___ No Access to drinking water <u>x</u> Yes ___ No Locked storage in each unit <u>x</u> Yes ___ No Cubbies <u>x</u> Yes ___ No Will the unit also serve as a multi-age unit? <u>x</u> Yes ___ No If yes, will the unit support all ages to be served and needs such as restroom access? <u>When children are ready for potty training, staff members will take the children to bathroom that is designated for facility-use only. There will be potty chairs (1 per 5 toddlers) available for use. The facility is only servicing infants and toddler up to 2 1/2 years of age.</u> Additional Comments:	
INFANT UNIT NAME	AGES TO BE SERVED & TOTAL # OF CHILDREN
Daycare Room 107	6 Infants (2 weeks to 12 months) or 10 Toddlers (12 months if walking to 30 months)
Room dimensions based on site plan provided: <u>17'4"</u> x <u>21'</u> = <u>363.93</u>(total dimensions) OR sq. footage provided Total dimensions of play space / 35 = <u>10</u> (# of children)* (Note: sleep space cannot be counted towards play space) Sleep area separate <u>x</u> Yes ___ No (units with infants only) Type of barrier <u>Open slat barrier with gate 2'4"</u> (no more than 3 ft in height and should not impede supervision of napping infant) <u>Cribs</u>/playpens 2 ft apart <u>x</u> Yes ___ No Diaper changing table <u>x</u> Yes ___ No (allows views of room during changing) Dirty sink/handwashing <u>x</u> Yes ___ No (by changing table?) Clean Sink/access to drinking water <u>x</u> Yes ___ No (if NO what is plan for bottles, pacifiers) <u>Discussed or in plan:</u> Rocking Chair <u>x</u> Yes ___ No (or plan) Discussed drink/bottle storage if needed <u>x</u> Yes ___ No Locked storage in each unit <u>x</u> Yes ___ No Cubbies <u>x</u> Yes ___ No Access to drinking water <u>x</u> Yes ___ No Will the unit also serve as a multi-age unit? <u>x</u> Yes ___ No If yes, will the unit support all ages to be served and needs such as restroom access? <u>When children are ready for potty training, staff members will take the children to bathroom that is designated for facility-use only. There will be potty chairs (1 per 5 toddlers) available for use. The facility is only servicing infants and toddler up to 2 1/2 years of age.</u> Additional Comments: <u>Facility will need to have documentation of fire approval from the State Fire Marshal prior to operating.</u>	
Surveyor Signature: Amy Foes, Butler County Health Dept: see attached Page 3  Date: 05/14/2023	

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TODDLER UNIT NAME	AGES TO BE SERVED & TOTAL # CHILDREN
Daycare Room 108	6 Infants (2 weeks to 12 months) or 10 Toddlers (12 months if walking to 30 months)
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Surveyor Signature: Amy Foes, Butler County Health Dept: see attached Page 3	
Date: 05/14/2023	

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State Fire Marshal
800 SW Jackson
Suite 104
Topeka, KS 66612-1216
PLAN REVIEW APPROVED - ICC

Friday May 5, 2023

BRANCHES PREGNANCY AND FAMILY CENTER
107 N MAIN ST
BRANCHES PREGNANCY AND FAMILY CENTER
EL DORADO, KS 67042

We have completed a review of the design submittal received on Friday May 5, 2023

The design submittal appears to be in compliance with the fire and life safety provisions of the Kansas Fire Prevention Code thus allowing the construction and/or installation work to commence. Submittal acceptance subject to comments listed below.

Plan reviews by the Kansas State Fire Marshal are cursory in nature, and compliance to the appropriate standards is expected. Comments provided by other reviewing parties or authorities having jurisdiction shall be acknowledged. Any omission of requirements on submitted plans or any omission during plan review shall in no way authorize any violation of applicable requirements under the Kansas Fire Prevention Code. Acceptance of design submittal shall not be construed to be an acceptance of items that do not conform to Kansas Fire Prevention Code.

Construction and/or work zones shall be separated from occupied areas by one-hour rated construction (or smoke resistive if sprinkler system is maintained on both sides of separation), per OSFM guidelines. Any temporary egress must be approved by OSFM. Additionally, the OSFM has the authority to verify at any time that construction and/or installation work complies with the accepted plans and state-adopted regulations.

Each project will require an inspection at 50% completion. A request for inspection must be made to the licensing agency at least 30-days before the 50% milestone. Fire Protection System shall adhere to the engineered drawings, manufacturer requirements/listings, and the appropriate Codes and Standards. The responsible contractor shall leave a copy at the facility of the final test report verifying that the installed fire protection system is in proper and compliant working condition. The completed fire protection system installation is subject to verification by OSFM. If changes are required in construction, separation to occupied spaces, or temporary egress, these changes must be approved, in writing, by OSFM. All work on the project shall stop until an approval is obtained. If the project, at any point, cannot maintain the required separation or causes any impairment to any fire protection system, the OSFM must be notified and the facility must perform a fire watch until the conditions are corrected. Failure to comply with these requirements could result in significant penalties including citation of Immediate Jeopardy or the issuance of an order to cease and desist.

Fire alarm, automatic suppression systems, and other extinguishing system plans must be submitted separately for review and approval, before final inspection. Final inspection and referral to licensing agency are required prior to final occupancy. The Office of the State Fire Marshal has reviewed these plans for compliance with the applicable codes and standards.

This is a plan approval only. This is not an approval to occupy.

State and local licensing agencies may impose additional requirements.

05/05/2023 12:56:36 PM Spencer Smith

PLANS APPROVED AS SUBMITTED FOR BRANCHES PREGNANCY AND FAMILY CENTER. 05-05-2023

Smith, Spencer /Fire Inspector II
Office of the State Fire Marshal

ORDINANCE NO. _____

WHEREAS, an application has been filed with the El Dorado Planning Commission requesting a Special Use Permit to allow a day care center at 107 N Main Street and;

WHEREAS, on the 22nd day of June, 2023, at a Planning Commission meeting duly convened, the Planning Commission held a public hearing and voted to recommend and does hereby recommend that the Governing Body grant the Special Use Permit.

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

Section 1. The Special Use Permit is hereby granted to Branches Pregnancy & Family Center to allow a day care center in a C-2 Central Business District at 107 N Main St.

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 July, 2023.

Bill Young, Mayor

ATTEST:

Tabitha Sharp, City Clerk

TO: City Commission
FROM: Scott Rickard
SUBJ: N Main CCLIP Consultant Agreement
DATE: July 12, 2023

Background:

The City has been allocated funding for surface preservation on N Main from 6th Ave to McCollum Rd., which will include a 2" mill and overlay. This project has been approved as part of the KDOT CCLIP program. To carry out the project design, the City issued a request for qualifications (RFQ) from qualified firms, and PEC has been selected to perform the work. The City anticipates that the project will be bid as soon as KDOT would authorize plans for project letting.

Attachments:

Policy Issue:

Approval of the City Commission to authorize the City Manager to sign the agreement.

Fiscal Impact:

The Kansas Department of Transportation (KDOT) will provide \$400,000 for the project, while the City's contribution will be 10% of the total project cost. The City's funding of 10% will be paid from Sales Tax street rehabilitation funds. Annually, \$600,000 in sales tax dollars are allocated to street rehabilitation. The estimated total cost of the project is \$698,458.29.

Trade-offs:

Before making a decision, the City Commission should consider any potential trade-offs associated with this project.

Staff Recommendation:

Staff recommends authorizing the City Manager to sign the PEC agreement for the preservation project on N Main from 6th Avenue to McCollum Rd.

Commission Action:

Commissioner _____ moved to authorize the City Manager to sign PEC agreement for the preservation project of N Main from 6th Avenue to McCollum Rd.

Commissioner _____ seconded the motion.

TO: City Commission
FROM: Scott Rickard
SUBJ: Pavement Condition Index Agreement
DATE: July 12, 2023

Background:

The City of El Dorado recognizes the importance of maintaining and effectively managing its infrastructure assets, particularly its road network. With 88 miles of streets within the city limits, the condition and maintenance of these roads present a significant financial responsibility for the city. In order to better track and manage this valuable asset, it is proposed that the City enter into an agreement with PEC to perform a roadway mapping and Pavement Condition Index (PCI) assessment for integration into the City's Geographic Information System (GIS). PEC was selected based on an call for RFQ's for professional services. The proposed schedule is as follows:

Month 1: Contract negotiation and finalization with PEC

Month 2-3: Data collection phase (including on-site surveys and assessments)

Month 4-6: Data analysis, mapping, and creation of the Pavement Condition Index

Month 7-9: Integration of the PCI data into the City's GIS system

Month 10-12: Final report generation and presentation to the City Commission

Attachments:

Policy Issue:

Approval of the City Commission to authorize the City Manager to enter into an agreement.

Fiscal Impact:

The proposed agreement with PEC for the roadway mapping and Pavement Condition Index project will incur a cost of \$XXX,XXX. This amount includes data collection, analysis, mapping, and integration into the City's GIS system. The funding for this project will be allocated from the general fund.

Trade-offs:

The decision to proceed with this project requires careful consideration of the trade-offs involved. While the initial cost may seem significant, the long-term benefits outweigh the expenses. By obtaining accurate data on the pavement condition and integrating it into the GIS system, the City of El Dorado will be able to make informed decisions regarding road maintenance, prioritize repairs, and allocate resources effectively. Neglecting to invest in this assessment may lead to increased long-term costs due to deferred maintenance, decreased public safety, and reduced overall quality of the road network.

Staff Recommendation:

The City staff recommends that the City Commission authorize the City Manager to enter into an agreement with PEC for the roadway mapping and Pavement Condition Index project. This initiative will enable the City to obtain comprehensive data on the condition of its road infrastructure and enhance the efficiency of maintenance efforts. By integrating the data into the GIS system, the City will be better equipped to manage this valuable asset, prioritize repairs, and allocate resources effectively.

Commission Action:

Commissioner _____ moved to authorize the City Manager to negotiate and sign an agreement with PEC for the Pavement Condition Index Project.

Commissioner _____ seconded the motion.