EL DORADO
KANSAS

EL DORADO CITY COMMISSION - REGULAR MEETING AGENDA
CITY HALL – 220 E. FIRST AVENUE
November 17, 2025 - 5:30 PM

[IGNORE_INDENT]

1. **Call to Order**
2. **Roll Call**
3. **Invocation** - Pastor Corey Landreth, Haverhill Real Life Church
4. **Pledge of Allegiance**

Proclamations and Recognition

5. None

Personal Appearances. Personal appearances are opportunities for organizations or citizens to make special presentations before the City Commission. Such appearances are scheduled in advance of the meeting by calling City Clerk Emerald Ashlock at (316) 321-9100 by 5:00 pm the Tuesday preceding the meeting. Presentations are limited to ten minutes. Any presentation is for information purposes only; no action will be taken.

6. 2025 GoldFest Wrap Up - Kate Bosserman

Public Comments. Persons who wish to address the City Commission regarding any matter that is under the jurisdiction of the City Commission may do so when called upon by the Mayor. Comments on personnel matters, matters pending in court, and land use matters are not permitted. Land use Public Hearings are held during Planning Commission meetings.

Consent Agenda *(Consent agenda items will be acted on by one motion unless a majority of the City Commission votes to remove an item for discussion and separate action.)*

7. Approval of City Commission Minutes from November 3, 2025
8. Approval of the Special City Commission Minutes from November 10, 2025
9. Approval to Suspend Utility Service Shut-offs and Reconnection Fees until January 31, 2026, due to the federal government shutdown

Old Business

10. None

New Business

11. Consideration of a Memorandum of Understanding with El Dorado Main Street
12. Consideration of a Resolution approving the renewal of the Neighborhood Revitalization Program for the City of El Dorado, Kansas

Discussion Items

13. None

Reports

14. City Commission and Advisory Board Updates

15. City Manager

Executive Session

16. Executive Session for the Purpose of Discussing Non-Elected Personnel (City Manager's Annual Evaluation)

Adjournment

17. Consideration of a motion to adjourn

EL DORADO CITY COMMISSION MEETING **November 3, 2025**

The El Dorado City Commission met in a regular session on November 3, 2025, at 5:30 p.m. in the Commission Room with the following present: Mayor Bill Young, Commissioner Kelly Tetrick, Commissioner Syndee Scribner, Commissioner Leon Leachman, Commissioner Kendra Wilkinson, and City Manager David Dillner. Absent:

VISITORS

Mike Holton	Police Chief	El Dorado, KS
Tabitha Sharp	Assistant City Manager	El Dorado, KS
Scott Rickard	Director of Engineering	El Dorado, KS
Elizabeth Blakely	Management Intern	El Dorado, KS
Andrew Tipton		El Dorado, KS
Emily Connell	El Dorado Main Street	El Dorado, KS
Sarah Hoefgen	El Dorado Inc	El Dorado, KS
Ben Whiteside	El Dorado Inc	El Dorado, KS

CALL TO ORDER

Mayor Bill Young called the November 3, 2025, meeting to order.

INVOCATION

Commissioner Leon Leachman opened the meeting with invocation.

PLEDGE OF ALLEGIANCE

The City Commission led the Pledge of Allegiance.

PROCLAMATIONS AND RECOGNITION

Mayor Bill Young read the Veterans Day Proclamation.

PERSONAL APPEARANCE

Mayor Bill Young opened the floor for Personal Appearances.

Emily Connell presented the 3rd quarter update for El Dorado Main Street.

Sarah Hoefgen presented the 3rd quarter update for El Dorado Inc.

PUBLIC COMMENT

Mayor Bill Young opened the floor for public comments.

There were no Public Comments.

CONSENT AGENDA

City Commission Work Session Minutes from October 15, 2025.

City Commission Meeting Minutes from October 20, 2025.

Commissioner Leon Leachman moved to approve the consent agenda.

Commissioner Kelly Tetrick seconded the motion.

Motion carried 5-0.

PUBLIC HEARING

There was no Public Hearings.

OLD BUSINESS

There was no old business.

NEW BUSINESS

CONSIDERATION OF A RESOLUTION FINDING THE STRUCTURE AT 918 N. GORDY STREET UNSAFE OR DANGEROUS AS PROVIDED BY CHAPTER 15.16 OF THE CITY CODE, AND DIRECTING THAT IT BE REPAIRED OR REMOVED AND THE PREMISES MADE SAFE AND SECURE.

Staff have identified several residential structures determined to be dangerous, unsafe, or unfit for human habitation under Chapter 15.16 of the El Dorado Municipal Code. Findings are based on inspection records, code enforcement actions, and visible deterioration, including structural failure, fire damage, sanitation hazards, and long-term neglect. In accordance with Resolution No. 3013, the City Commission held a public hearing on September 15, 2025, at which owners, agents, lienholders, and occupants could appear and show cause why these structures should not be declared unsafe. If, after hearing, the Commission finds a structure to be unsafe, it may adopt a Resolution of Findings directing repair or removal within a stated number of days from publication. If an owner fails to comply, the City is authorized to raze and remove the structure and assess costs back to the property as a special assessment. Since the September 15, 2025, public hearing: Property is listed for sale; multiple inquiries received regarding requirements to rebuild. Rebuilding is not practicable or feasible under floodplain standards.

Commissioner Kelly Tetrick moved to approve a Resolution finding the structure at 918 N. Gordy Street unsafe or dangerous and directing that it be repaired or removed and the premises made safe and secure.

Commissioner Syndee Scribner seconded the motion.

Motion carried 5-0.

CONSIDERATION OF A RESOLUTION FINDING THE STRUCTURE AT 920 N. GORDY STREET UNSAFE OR DANGEROUS AS PROVIDED BY CHAPTER 15.16 OF THE CITY CODE, AND DIRECTING THAT IT BE REPAIRED OR REMOVED AND THE PREMISES MADE SAFE AND SECURE.

Commissioner Kelly Tetrick moved to approve a Resolution finding the structure at 920 N. Gordy unsafe or dangerous and directing that it be repaired or removed and the premises made safe and secure.
Commissioner Syndee Scribner seconded the motion.

Motion carried 5-0.

CONSIDERATION OF A RESOLUTION FINDING THE STRUCTURE AT 502 W. 12TH AVENUE UNSAFE OR DANGEROUS AND DIRECTING THAT IT BE REPAIRED OR REMOVED AND THE PREMISES MADE SAFE AND SECURE.

Commissioner Syndee Scribner moved to approve a Resolution finding the structure at 502 W. 12th Ave. unsafe or dangerous and directing that it be repaired or removed and the premises made safe and secure.

Commissioner Kelly Tetrick seconded the motion.

Motion carried 5-0.

CONSIDERATION OF APPROVAL AUTHORIZING STAFF TO PROCEED WITH DEMOLITION OF 937 N. OAK STREET IN ACCORDANCE WITH RESOLUTION NO. 3019.

Commissioner Syndee Scribner moved to authorize staff to proceed with demolition of 937 Oak Street in accordance with Resolution No. 3019.

Commissioner Kelly Tetrick seconded the motion.

Motion carried 5-0.

CONSIDERATION OF APPROVAL AUTHORIZING STAFF TO PROCEED WITH DEMOLITION OF 1125 WALNUT STREET IN ACCORDANCE WITH RESOLUTION NO. 3025.

Commissioner Kelly Tetrick moved to authorize staff to proceed with demolition of 1125 Walnut Street in accordance with Resolution No. 3025.

Commissioner Syndee Scribner seconded the motion.

Motion carried 5-0.

CONSIDERATION OF APPROVAL AUTHORIZING STAFF TO PROCEED WITH DEMOLITION OF 501 W. 12TH AVENUE IN ACCORDANCE WITH RESOLUTION NO. 3023.

Commissioner Leon Leachman moved to authorize staff to proceed with demolition of 501 W. 12th Avenue in accordance with Resolution No. 3023

Commissioner Kendra Wilkinson seconded the motion.

Motion carried 5-0.

DISCUSSION ITEMS

There were no Discussion Items.

REPORTS

CITY COMMISSION AND ADVISORY BOARD UPDATES

Mayor Bill Young encouraged everyone to go out and exercise their right to vote.

CITY MANAGER REPORT

City Manager David Dillner stated that you can look up your polling place on the county's website.

City Manager Dillner stated that Friday is the annual City/County Employee Appreciation Breakfast.

City Manager Dillner stated that there is a local elected official reception on Wednesday, November 12th, at the Wichita Art Museum.

City Manager Dillner stated that he met with members of Main Street to discuss the changes to the MOU. He stated that those changes will be presented to the Commission in the coming weeks.

City Manager Dillner stated that we are receiving input from the community for Safe Streets for All.

City Manager Dillner stated that the Central Avenue Project was set to start today.

City Manager Dillner stated that the East Central Avenue Bridge stabilization project is set to start Monday, November 10th.

ADJOURNMENT

Commissioner Leon Leachman moved to adjourn the meeting at 6:18 p.m.

Commissioner Kendra Wilkinson seconded the motion.

Motion carried 5 – 0.

______________________________	______________________________
City Clerk Emerald Ashlock	Mayor Bill Young

EL DORADO SPECIAL SESSION **November 10, 2025**

The El Dorado City Commission met in a work session on November 10, 2025, at 5:00 p.m. in the Commission Room with the following present: Mayor Bill Young, Commissioner Kelly Tetrick, Commissioner Syndee Scribner, Commissioner Kendra Wilkinson, and City Manager David Dillner. Absent: Commissioner Leon Leachman

VISITORS

Tabitha Sharp	Assistant City Manager	El Dorado, KS
Mike Holton	El Dorado Police Department	El Dorado, KS
Scott Rickard	Director of Engineering	El Dorado, KS
Elizabeth Blakely	Management Intern	El Dorado, KS
Emerald Ashlock	City Clerk	El Dorado, KS
Emily Connell	El Dorado Main Street	El Dorado, KS
Nicole Ensminger	El Dorado Main Street	El Dorado, KS
Craig Yaryan	El Dorado Main Street	El Dorado, KS
Andrew Tipton		El Dorado, KS
Jeremy Mitchell		El Dorado, KS

CALL TO ORDER

Mayor Bill Young called the November 10, 2025, meeting to order.

WORK SESSION DISCUSSION ITEMS

EL DORADO MAIN STREET MEMORANDUM OF UNDERSTANDING

City Manager David Dillner provided an overview of the proposed Memorandum of Understanding (MOU) with El Dorado Main Street. The City Commission reviewed and discussed the details of the proposal.

NEIGHBORHOOD REVITALIZATION PROGRAM RENEWAL

City Manager David Dillner noted that the current Neighborhood Revitalization Program (NRP) is set to expire soon. He presented the proposed updates to the program for residential, commercial, and industrial properties. The City Commission agreed to move the proposal forward for approval.

YOUTH SYMPHONY

Commissioner Syndee Scribner requested that the City Commission consider providing initial funding to support the establishment of the El Dorado Youth Symphony and later develop a Memorandum of Understanding (MOU) to support its ongoing operations.

SUSPENDING UTILITY SERVICE SHUT-OFFS DURING FEDERAL GOVERNMENT SHUTDOWN

City Manager David Dillner stated that the federal government has been in a partial shutdown for over five weeks, halting funding for numerous agencies and federal benefit programs, including the Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF), and various housing and utility subsidies. As a result, many El Dorado residents who depend on these programs are experiencing heightened financial stress. Several Kansas municipalities have already implemented moratoriums on utility shutoffs or are actively considering temporary relief measures. The City should consider temporarily suspending utility shutoffs to avoid compounding financial hardship by ensuring continued access to water, sewer, and refuse services during the shutdown.

The City Commission agreed to move forward with the temporarily suspend utility service shut offs.

CITY MANAGER ANNUAL EVALUATION
The City Commission conducts an annual evaluation of the City Manager in accordance with the Employment Agreement. The evaluation form used last year is included for review and may be used or modified. The Commission will also determine the process and timeline, with the City Attorney serving as the primary point of contact.

<u>REGULAR AGENDA PREVIEW</u>

The City Commission reviewed the upcoming agenda for November 17, 2025.

<u>COMMISSION REPORTS</u>

There were no reports.

<u>CITY MANAGER REPORTS</u>

There were no reports.

<u>ADJOURNMENT</u>

Commissioner Syndee Scribner moved to adjourn the meeting at 5:54 PM.

Commissioner Kelly Tetrick seconded the motion.

Motion carried 4 – 0.

______________________________ ______________________________

City Clerk Emerald Ashlock Mayor Bill Young

TO: City Commission
FROM: David Dillner, City Manager
SUBJ: Approval to Suspend Utility Service Shut-offs and Reconnection Fees until January 31, 2026, due to the federal government shutdown
DATE: November 17, 2025

Summary:

The federal government has been in a partial shutdown for over five weeks, halting funding for numerous agencies and federal benefit programs, including the Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF), and various housing and utility subsidies. As a result, many El Dorado residents who depend on these programs are experiencing heightened financial stress. Several Kansas municipalities have already implemented moratoriums on utility shutoffs or are actively considering temporary relief measures. The City should consider temporarily suspending utility shutoffs to avoid compounding financial hardship by ensuring continued access to water, sewer, and refuse services during the shutdown.

Attachments:

Funding Source:
NA

Operation Impact:
Should the City temporarily suspend utility shutoffs for nonpayment during the ongoing federal government shutdown since it is significantly impacting low-income and federally supported households? The following provides a brief analysis of this issue from several policy angles:

- **Equity:** Low-income households, particularly those dependent on SNAP or other federal aid, are disproportionately affected.
- **Public Health:** Utility shutoffs, especially in cold weather, can lead to unsafe living conditions.
- **Administrative Burden:** A shutoff moratorium would require temporary adjustments in billing and collections systems but can be implemented with minimal disruption.
- **Precedent:** The City has enacted similar measures during past emergencies (e.g., COVID-19 pandemic) to support public welfare.

Options/Alternatives:
The following provides a brief analysis of the fiscal impact of this proposal to the City's finances:

- **Short-term:** Delayed payments may affect cash flow for the utility fund.
- **Mitigation:** No waiver of past due amounts is proposed. Customers would be expected to resume payments or enter into payment plans once federal benefits are restored.
- **Estimated Impact:** About 1% of utility accounts (approx. 45 customers) were disconnected for nonpayment in October. These accounts averaged about $115/month, so the City would temporarily forgo approximately $5,175 per month in revenue, recoverable post-shutdown. The City would also not collect the reconnect fee for these accounts, amounting to a loss of revenue of about $2,250 per month. The City also assesses penalties for late payment on about 637 accounts per month. The late penalty is 5% of the outstanding balance for each account.

The City would suspend the disconnection of services and waive late penalty and reconnect fees until 30 days following the re-opening of the federal government. Account holders, however, would be required to continue to make partial payments for services used during the suspension. The City will make arrangements with account holders during and after the suspension ends as utility payments will still be owed. The 30-day period allows households to receive federal subsidies following the federal government's re-opening. Account holders would not be assessed past reconnect or late penalty fees.

Staff Recommendation:

The City Manager recommends temporarily suspending utility shutoffs for nonpayment, effective immediately and lasting until 30 business days after the federal government resumes normal operations. Staff also recommends directing the Finance and Utility Billing departments to:

- Communicate the policy widely to residents,
- Continue to communicate due dates to residents to keep them as up to date on bills as possible,
- Offer payment plans post-shutdown to assist in account recovery,
- Monitor the fiscal impact and report to the Commission monthly.

This proactive step demonstrates compassion and responsiveness during an unprecedented disruption of federal services and supports the City’s goal of ensuring a safe and equitable community.

Commission Action:
City Commissioner ____________ moved to suspend utility shutoffs and penalties until January 31, 2026.

City Commissioner ____________ seconded the motion.

TO: City Commission
FROM: David Dillner, City Manager
SUBJ: Consideration of a Memorandum of Understanding with El Dorado Main Street
DATE: November 17, 2025

Summary:

El Dorado Main Street has been a key nonprofit partner in revitalizing and promoting Downtown El Dorado since 1998. The current Memorandum of Understanding (MOU) dates back to 2019 and outlines the service expectations and financial relationship between the City and Main Street. With the current agreement due for renewal, staff prepared a revised agreement, which was then reviewed and revised by Main Street. The result is the proposed agreement now under consideration.

THe City Commission discussed this MOU at the November 10th meeting and have decided to move forward with the proposal from El Dorado Main Street.

Attachments:

1. 2025 Main Street Memorandum of Understanding

Funding Source:

NA

Operation Impact:

Should the City adopt an agreement with El Dorado Main Street that increases its contribution to the organization? El Dorado Main Street has struggled financially for well over five years. Fundraising efforts seem to be the primary focus of the organization from month-to-month. The organization implements its annual work plan through a robust network of volunteers. Even so, the organization would have more financial means to accomplish the vision and mission of the City with respect to supporting the downtown district if additional financial resources were allocated to the organization.

The City's original proposal provided additional funds to the organization, although the increase was to match fundraising efforts conducted by the organization. The base funding would remain at $30,000 and the organization could receive up to an additional $60,000 (for a total maximum contribution from the City of $90,000) based on the organization's fundraising efforts. This structure places responsibility for additional funds on the performance of the organization's fundraising efforts. Main Street proposed revising this framework to allow an increased contribution of $90,000 in the first two years of the new agreement. After this period of time, the framework would shift to a base funding of $60,000 and a matching cap of $30,000.

Additional funding would allow Main Street the flexibility to focus on the City's priorities for the downtown district instead of fundraising efforts. Many services to the downtown district could be strengthened with additional funds. For comparison, the City contributes upwards of $187,000 to El Dorado Inc. While these two organizations have different missions and purposes, funding allocations speak volumes about the community's priorities. Better outcomes arise from additional funding. The City will still want to ensure that outcomes are thoroughly defined and sufficiently monitored to ensure that the funds allocated to the organization receive an acceptable "rate of return," however the City

Commission decides to define it.

Options/Alternatives:

Option	Annual City Base Funding	Matching Cap	Total Max Potential Outlay
2019 Agreement	$30,000	$0	$30,000
Draft 2026 Agreement (City's Original Proposal)	$30,000	$60,000	$90,000
Draft 2026 Agreement (Main Street's Revised Proposal)	$90,000 (first two years, then $60,000)	$0 (first two years, then $30,000)	$90,000

The City did not allocate a specific amount above the original $30,000 in the 2026 operating budget. Any additional funds allocated to Main Street will be taken from the General Fund balance for next year. The City Manager will identify a source of funding for the 2027 budget based on the City Commission's preferred funding framework.

Staff Recommendation:

The City Manager recommends providing additional funds to Main Street to allow the organization to achieve better outcomes for the downtown district. The framework for how this is accomplished is a policy decision that should be determined by the City Commission.

Commission Action:

Commissioner _________ moved to approve the proposed Memorandum of Understanding with El Dorado Main Street, and directs the City Manager to sign all associated documents.

Commissioner _________ seconded the motion.

MEMORANDUM OF UNDERSTANDING

This **MEMORANDUM OF UNDERSTANDING** (“Agreement”) is made and entered into as of this __day of November, 2025, by and between the City of El Dorado, Kansas (“City”) and El Dorado Main Street (“Main Street”), a Kansas not-for-profit organization.

WHEREAS, Main Street was organized in 1998 as a 501(c)(3) non-profit organization by representatives of the Downtown El Dorado community and other interested stakeholders of the community for the purpose of maintaining a vibrant Downtown and Historic District;

WHEREAS, the Downtown area was designated as an Historic District in October 2013;

WHEREAS, the City has supported Main Street since its inception; and

WHEREAS, the City desires to continue to partner with Main Street in its efforts to maintain a vibrant Downtown and Historic District.

NOW, THEREFORE, in consideration of the premises and the performance of the covenants herein contained, the parties agree as follows:

1. **Term.** This Agreement shall be in full force and effect from and after January 1, 2026, through December 31, 2027, unless terminated earlier as provided herein. The Agreement shall not automatically extend past the termination date. The City Commission may extend the Agreement, with any amendments, for an additional term following an affirmative vote in a regular public meeting.

2. **Scopes of Services.** Main Street agrees to administer its programs and services consistent with the Main Street America’s Community Evaluation Standards, which are generally described as:

   a. Broad-Based Community Commitment to Revitalization
   b. Inclusive Leadership and Organizational Capacity
   c. Diversified Funding and Sustainable Operations
   d. Strategy-Driven Programming
   e. Preservation-Based Economic Development
   f. Demonstrated Impact and Results

3. **Work Plan.** By November 1 of each year, the parties agree to jointly identify specific annual priorities and deliverables under each standard to guide the following year’s work plan and evaluation. Such work plan shall be prepared annually and shall be subject to the approval of the City Commission. The City Manager will not disburse funds under this Agreement unless a work plan has been approved by the City Commission.

4. **Compensation.** In consideration of the services to be provided by Main Street, the City shall pay to Main Street the sum of $90,000, payable in increments of $45,000 on or before the fifteenth day of the months of January and July of each year during the first two years following the Effective Date of this Agreement. Following the initial two-year term, the City shall then pay to Main Street the sum of $60,000, payable in increments of $30,000 payable in increments of $15,000 on or before the fifteenth day of the months of January and July of each year during the years. Main Street shall prepare and provide an invoice for each semi-annual payment to the City at least thirty days prior to the scheduled payment.

5. **Matching Contribution.** Following the initial two-year period, the City shall provide a dollar-for-dollar match for eligible stakeholder contributions, up to a maximum of $30,000 annually. Eligible contributions include membership dues, direct business/property owner contributions, and proceeds from fundraising campaigns and events. Main Street shall submit a certified treasurer's report verifying eligible contributions. Matching funds shall not be disbursed until the City verifies eligibility to its satisfaction.

6. **Use of Funds.** Funds received from the City shall be used exclusively for purposes consistent with this Agreement and Main Street's mission. Any public funds expended for ineligible purposes shall be reimbursed to the City within thirty (30) days of a determination of ineligible use by the City Manager.

7. **Board Representation.** The City shall have a seat and exercise a vote on business that comes before the Board of Directors. The City Commission shall exclusively appoint its voting member to the Board.

8. **Public Recognition.** Main Street shall acknowledge City support in its publications, website, and marketing materials. Joint branding shall be required only when the City and Main Street participate in a joint event or program.

9. **No Agency Relationship.** Notwithstanding anything to the contrary contained in this Agreement, Main Street, its employees, directors, agents, and volunteers shall not hold itself or themselves out as, and shall not be, an agent of the City. Main Street shall not have the authority to enter into agreements, leases, or other commitments on behalf of the City.

10. **Indemnity.** Each party to this Agreement agrees to and shall defend and hold harmless the other for the negligent acts and omissions of such party and its agents, employees, and contractors, provided, however, nothing herein shall be construed as a waiver by either party of any limitation of liability provided under the Kansas Tort Claims Act.

11. **Insurance.** Main Street shall be solely responsible for obtaining all insurance coverages that it deems necessary or desirable in connection with its business and its obligations under this Agreement, including, but not limited to, general liability, workers compensation, and automobile liability coverage.

12. **Termination.** Either party may terminate the Agreement, without cause, by providing the other party written notice of its intent to so terminate the Agreement. Such termination shall become effective following the conclusion of the then-current budget year.

    Either party may terminate the Agreement in the event the other party breaches the terms and conditions as provided herein by declaring, in writing, the other party is in default of the Agreement. The non-breaching party may elect to terminate the Agreement upon ninety days' notice to the breaching party, and this Agreement shall thereafter terminate unless the default is cured within ninety days of such notice.

13. **Funding.** The parties acknowledge that a portion of Main Street's ability to fulfill its obligations of the Agreement is contingent upon continued funding by supporters, and that such funding is currently primarily comprised of voluntary private contributions and the City. Main Street shall make reasonable efforts to gain financial support through expanded support and through other funding sources, such as grants-in-aid, service contracts, or by collecting fees for services

rendered to other agencies and organizations.

14. **No Implied Appropriation of Funds.** Notwithstanding any other provision of this Agreement, the City shall not be obligated for Main Street's performance hereunder or by any provision of this Agreement during any of the City's future fiscal years unless and until the governing body of the City appropriates funds for this Agreement in the City's annual budget for each such future fiscal year. If funds are not appropriated for this Agreement, then this Agreement shall terminate as of the last day of the last fiscal year for which funds were appropriated. The City shall notify Main Street in writing of any such non-appropriation of funds for the upcoming calendar year on or before October 1.

15. **Entire Agreement.** This Agreement supersedes all prior and contemporaneous oral and written agreements and understandings pertaining to hereto. Any changes to this Agreement must be approved in writing by both parties.

IN WITNESS WHEREOF, the parties hereto have set their hand this ___ day of November, 2025, at El Dorado, Butler County, Kansas.

EL DORADO MAIN STREET MAIN STREET	**CITY OF EL DORADO, KANSAS**
______________________________	______________________________
President	Bill Young, Mayor
Attest:	Attest:
______________________________	______________________________
Secretary	Emerald Ashlock, City Clerk

EL DORADO
KANSAS

TO:	City Commission
FROM:	David Dillner, City Manager
SUBJ:	Consideration of a Resolution approving the renewal of the Neighborhood Revitalization Program for the City of El Dorado, Kansas
DATE:	November 17, 2025

Summary:
Originally adopted in 1996, the City's Neighborhood Revitalization Program (NRP) offers property tax rebates to incentivize reinvestment in aging residential and commercial properties. The current interlocal agreement and plan are set to expire, requiring renewal to maintain the incentive framework. Under the Kansas Neighborhood Revitalization Act (K.S.A. 12-17,114 et seq.), a new interlocal agreement and revised plan must be adopted by all participating entities, approved by the Kansas Attorney General, and recorded with the County.

Butler County has reviewed the City's proposed plan and has already approved it. The City Manager is now asking the City Commission to approve the plan and authorize the mayor to sign the interlocal agreements with Unified School Districts No. 375 (Circle) and 490 (El Dorado) and Butler Community College, following these entities' approval of the plan. The City will then send the plan to the Attorney General for review and approval.

Attachments:
1. 2025 NRP Criteria DRAFT
2. City Interlocal Agreement
3. NRP Resolution

Funding Source:
NA

Operation Impact:
Should the City revise the incentive offered to commercial and multi-use properties in the downtown district to facilitate rehabilitation projects? The City of El Dorado faces persistent challenges in maintaining and revitalizing aging residential and commercial areas, especially those over 25 years old or located in historically significant and economically distressed districts. The Neighborhood Revitalization Program (NRP), first adopted in 1996, has served as a strategic incentive tool to encourage private reinvestment through property tax rebates. Renewal of the NRP is essential to continue leveraging private capital for redevelopment, prevent blight, and enhance property values.

The Kansas Neighborhood Revitalization Act (K.S.A. 12-17,114 et seq.) authorizes cities to adopt local programs offering tax rebates on the increased property valuation resulting from qualified improvements. El Dorado's program has historically aligned with state goals by promoting housing reinvestment, commercial redevelopment, and the rehabilitation of historically significant properties. Since its inception, the NRP has supported infill development and revitalization efforts, notably in the Historic Downtown District.

Options/Alternatives:

The City receives property tax dollars based on the assessed valuation of residential and commercial properties located within the corporate limits of the city. Investment increases the assessed valuation and the property tax liability for properties. Under the Neighborhood Revitalization Program, the City authorizes a rebate of the incremental increase in property taxes arising from an increased assessed valuation. This amount changes on a case-by-case basis, and is determined by the amount of investment and the change to the property's assessed valuation.

Example 1 - Residential Reinvestment Project

A property owner with a house valued at $215,000 makes investments that increase the value to $250,000. The local property taxes (City, County, School District, and Community College) increase from $4,072 to $4,735 per year. The annual rebate under the City's Neighborhood Revitalization Program is approximately $630 (95% of the increase), or $6,300 over the 10-year period.

Example 2 - Multi-Use Downtown Reinvestment Project

A property owner with a multi-use property located downtown and valued at $300,000 makes investments that increase the value to $1.2 million. The local property taxes (City, County, School District, and Community College) increase from $12,351 to $37,055 per year. The annual rebate under the City's Neighborhood Revitalization Program is approximately $35,202 (95% of the increase), or $528,030 over the 15-year period.

The taxing jurisdictions will not receive 95% of the property taxes arising from the new investment for the duration of the incentive. Even so, the investment will likely not occur but for the incentive. Therefore, the taxing jurisdictions are not giving up tax revenue because they would not otherwise receive it without the incentive.

Staff Recommendation:

The City Manager recommends renewing the Neighborhood Revitalization Program as presented. The program has been very successful since its initial adoption in 1996 in facilitating the rehabilitation of aging structures within the community. It will continue to provide an incentive for eligible residential, commercial, and multi-use rehabilitation projects throughout the community.

Commission Action:

City Commissioner _______________ moved to approve a resolution renewing the Neighborhood Revitalization Program for the City of El Dorado, Kansas and directed the Mayor to sign the interlocal agreement.

City Commissioner _______________ seconded the motion.

EL DORADO

KANSAS

Neighborhood Revitalization Program

Originally Adopted November 18, 1996
Resolution No. 2097

Revised _________, 2025
Resolution No. ___

CITY OF EL DORADO, KANSAS
Neighborhood Revitalization Plan

I. PURPOSE. This Neighborhood Revitalization Plan ("Plan") is intended to promote the revitalization and development of real property within the City of El Dorado, Kansas ("City") to protect the public health, safety, and welfare of residents through the facilitation of the redevelopment and revitalization of neighborhoods. More specifically, the Program provides ad valorem property tax rebates for eligible improvements that meets the criteria in accordance with the provisions of K.S.A. 12-17, 114 et seq.

II. POLICY OBJECTIVES. The City seeks to drive investment and redevelopment by offering targeted incentives through the Neighborhood Revitalization Program. These incentives align with the following key policy objectives:

a. General Program: To sustain and improve the community's housing stock, the City prioritizes investment in residential properties, particularly those exceeding 25 years in age, which may require substantial maintenance or upgrades to remain viable. Additionally, commercial property investment is encouraged to expand the tax base, enhance property values, and create business opportunities.

b. Neighborhood Revitalization: The City seeks to encourage large-scale neighborhood revitalization by promoting the simultaneous redevelopment of multiple properties within a defined area. To support this, projects that rehabilitate or redevelop clusters of properties in targeted neighborhoods will be eligible for enhanced incentives under this Program.

c. Multi-Family Development: Recognizing the need for increased housing supply and diversity, the City prioritizes the development of multi-family housing. Projects that add new multi-family units or significantly rehabilitate existing ones will be eligible for enhanced incentives, ensuring greater housing accessibility and options for residents.

d. Historic District: The City values the redevelopment of properties within its historic downtown district, acknowledging the complexities and financial challenges associated with such projects. To facilitate investment, redevelopment efforts within this district will qualify for enhanced incentives that help offset the higher costs of restoration and adaptive reuse.

III. SITE CRITERIA. Properties and structures meeting the following criteria shall be eligible to participate in the Program.

a. All structures at least 25 years old and constructed on residential and commercially zoned properties shall be eligible to participate in the Program. Industrially zoned properties are not eligible to receive a rebate under this program.

b. Properties without structures that are determined by the City to be infill development are eligible to participate in this Program. For the purposes of this Program, infill development shall refer to vacant parcels of land in neighborhoods where the surrounding buildings or infrastructure have been established for more than five years.

c. Any property deemed by the Building Inspector to be blighted or unsafe due to health, environmental, or safety concerns, or properties condemned by either the Building Inspector or the City Commission are eligible to participate in this Program.

d. Any property receiving a federal or state grant or loan for redevelopment, or projects qualifying under specific grant programs established by the City of El Dorado are eligible to participate in this Program.

e. New subdivision development, defined as the subdivision or platting of previously unplatted property, will not be eligible to participate in the Program.

f. Properties that are maintained by the El Dorado Land Bank or that are located within an Opportunity Zone are eligible to participate regardless of the provisions listed above.

IV. PROJECT CRITERIA.

a. Residential properties must have an investment of a minimum of 10% or $15,000 of the appraised valuation, whichever is greater, as determined by the building permit value provided on the building permit obtained through the Engineering Department.

b. Commercial and multi-use properties must have an investment of a minimum of 15% or $25,000 of the appraised valuation, whichever is greater, as determined by the building permit value provided on the building permit obtained through the Engineering Department.

c. The property owner must apply for and receive a building permit for eligible work prior to commencing construction.

d. The building permit must be issued after the effective date of the amended Program and must be approved by the Engineering Department prior to the commencement of construction.

e. Construction activity must be completed to the satisfaction of the building inspector, with a certificate of occupancy issued within two years of the initial building permit. Failure to meet this requirement may result in the project being removed from the Program. However, the City may grant an extension if it determines that the property owner is making a good faith effort to complete the work but has encountered delays beyond their control.

f. Improvements must comply with all applicable regulations and building codes in effect at the time of the issuance of the building permit.

V. PROGRAM REBATE.

a. Residential Program. Residential properties approved to participate in the Program shall receive a 10-year, 95% rebate on the incremental increase in ad valorem property taxes arising from the permitted construction activity.

b. Commercial Properties. Commercial properties approved to participate in the Program shall receive a 15-year, 95% rebate on the incremental increase in ad valorem property taxes arising from the permitted construction activity.

c. Historic Downtown Properties. Multi-use properties (i.e., residential and commercial uses) located within the historic downtown district approved to participate in the Program shall receive a 15-year, 95% rebate on the incremental increase in ad valorem property taxes arising from the permitted construction activity.

VI. REBATE REVOCATION. The following policies shall govern the revocation and reinstatement of rebates granted by the County for properties participating in the Program:

a. Any property approved for the Program that becomes delinquent in payment to Butler County of any ad valorem property tax or special assessment will forfeit any current and future rebates.

b. The City Manager, at his or her sole discretion, may reinstate any approved property after being delinquent on property taxes or special assessments during the rebate's effective period. Properties may only be reinstated once during the effective period of a rebate.

c. Rebates will remain in effect and transfer to the new property owner upon the sale of the property.

VII. APPLICATION PROCEDURE. The following steps must be taken prior to filing an application for a rebate:

a. Obtain and complete an application from the Engineering Department.

b. Prior to the commencement of construction on any improvement or new construction for which a tax rebate will be requested, the property owner will complete Parts One and Two of the application. Part Two must include a permit number obtained from the Building Inspector.

c. The City will forward the application to the County after verifying the Property meets the criteria.

d. If the Project is approved, the Engineering Department will forward the application to the County Appraiser. The County Appraiser will provide a copy of the application to the County Clerk for monitoring purposes.

e. Immediately upon completion of the Project, the property owner shall file Part Three of the application with the Engineering Department. The Building Inspector shall conduct an inspection of the construction project upon receipt of Part Three to confirm completion.

f. The Building Inspector will certify that the Project complies with the eligibility requirements of the Program. The Engineering Department will forward the completed application to the County after the Building Inspector issues a certificate of occupancy. The County Appraiser will then report the valuation to the County Clerk by June 15 and the property tax records for the subject project will be revised accordingly.

g. The property owner will pay all ad valorem property taxes and special assessments levied against the property. The Butler County Treasurer will remit to the property owner a rebate of the property taxes assessed against the improvements within 45 days of the due date for property taxes. The Butler County Treasurer will retain 5% of the rebate as an administrative fee.

h. Property owners agree not to file a Payment Under Protest for any Property participating in the Program during the effective period of a rebate from this Program. No rebate will be provided for any property with open valuation and/or classification appeals until all disputes have been fully litigated.

i. Applicants are not allowed to "phase-in" improvements. Additional increases in valuation to the property shall not be considered in the rebate calculation after the original improvement value is established by the County Appraiser. Construction must be on the parcel at one time. Parcels are determined by CAMA number.

NEIGHBORHOOD REVITALIZATION PROGRAM
INTERLOCAL AGREEMENT

THIS INTERLOCAL AGREEMENT (hereinafter referred to as "Agreement") entered into this day of , 2025 by and between the City of El Dorado, a duly organized municipal corporation hereinafter referred to as "City", Board of Butler County Commissioners of Butler County, Kansas, hereinafter referred to as "Butler County", Unified School District #490 hereinafter referred to as "USD 490", Unified School District #375 hereinafter referred to as "USD 375", and Butler Community College hereinafter referred to as "BCC".

WHEREAS, K.S.A. 12-2904 allows public agencies to enter into interlocal agreements to jointly perform certain functions including economic development; and

WHEREAS, the agreement shall be submitted, pursuant to law, to the Attorney General of the State of Kansas for determination whether the agreement is in proper form and compatible with the laws of the State of Kansas; and

WHEREAS, all parties are pursuant to K.S.A. 12-2903 public agencies, capable of entering into interlocal agreements; and

WHEREAS, K.S.A. 12-17, 114 *et. seq*. (Kansas Neighborhood Revitalization Act (KNRA)) provides a program for neighborhood revitalization and further allows for the use of interlocal agreements between municipalities to further neighborhood revitalization; and

WHEREAS, it is the desire and intent of the parties hereto to provide the maximum economic development incentive as provided for in K.S.A. Supp. 12-17, 114 *et. seq.* by acting jointly.

NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL COVENANTS CONTAINED HEREIN THE PARTIES AGREE AS FOLLOW:

1. The parties agree to consider and adopt a neighborhood revitalization plan in substantially the same form and content as Exhibit A, attached hereto and incorporated by reference as if fully set forth herein. If any provision of this agreement shall be held to be inoperative or unenforceable as applied in any particular case or to any particular participating Public Agency, or in all cases because it conflicts with any other provision or any other constitution or statute, or for any other such reason, such circumstances shall not render the provision in question inoperative or unenforceable in any other case or circumstance or render any other provision invalid or inoperative or unenforceable to any extent. The effect and meaning of this agreement, the plan and the rights of all Public Agencies shall be governed by and construed according to the laws of the State of Kansas.

2. The parties further agree that the County shall administer the neighborhood revitalization plan as adopted by each party on behalf of the signatory parties. The County shall create a neighborhood revitalization fund pursuant to K.S.A. 12-17,118 for the purpose of financing the redevelopment and to provide rebates. Any increment in property taxes received by the City, the County, and the District resulting from qualified improvements to property pursuant to the neighborhood revitalization plan shall be credited to the County's neighborhood revitalization fund.

3. This agreement shall commence and expire per attached Exhibit A-Neighborhood Revitalization Plan.

4. This agreement shall include individual condemned properties (as determined and qualified by the City Building Inspector or the City Commission) or properties in a City of El Dorado rehabilitation/grant program. Any buildings in this section would need to qualify through a description of blight, health, or safety issues or grant programs as established by the City of El Dorado.

5. This agreement shall be executed in several counterparts, all of which together shall constitute one original agreement.

6. The parties further agree that any party may terminate this agreement by providing 90 days notice in writing to the other parties. Provided, however, that any application for tax rebate submitted prior to the effective date of the termination shall, if approved, be considered eligible for the duration of the rebate period.

IN WITNESS WHEREOF, the Public Agencies have caused this agreement to be duly executed by their respective appropriate representatives.

RESOLUTION NO.________

A RESOLUTION AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE AN INTERLOCAL AGREEMENT WITH THE BUTLER COUNTY BOARD OF COUNTY COMMISSIONERS, UNIFIED SCHOOL DISTRICT #490, UNIFIED SCHOOL DISTRICT #375, AND BUTLER COMMUNITY COLLEGE

WHEREAS, the City of El Dorado desires to enter into an Interlocal Agreement with the Butler County Board of County Commissioners, Unified School District #490, Unified School District #375, and Butler Community College; and

WHEREAS, the Butler County Board of County Commissioners, Unified School District #490, Unified School District #375, and Butler Community College desire to enter into an Interlocal Agreement with the City of El Dorado.

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

Section 1. The Mayor, Bill Young is hereby authorized and directed to execute an Interlocal Agreement with the Butler County Board of County Commissioners, Unified School District #490, Unified School District #375, and Butler Community College.

Section 2. This Resolution shall be in full force and effect upon its passage and approval by the Governing Body of the City of El Dorado, Kansas.

Adopted this 17th day of November, 2025.

____
Bill Young, Mayor

(SEAL)

____
Kelly Tetrick, Commissioner

____
Syndee Scribner, Commissioner

ATTEST:

____
Leon Leachman, Commissioner

____
Emerald Ashlock, City Clerk

____
Kendra Wilkinson, Commissioner