EL DORADO

CITY COMMISSION MEETING

CALL TO ORDER – DECEMBER 7, 2015
CITY COMMISSION MEETING

INVOCATION – Mother Christine Gilson, Trinity Episcopal Church

PLEDGE OF ALLEGIANCE - Ms. Rosales 3rd Grade Class, Grandview Elementary

AWARDS PRESENTATIONS

Agent of Change Award - Brad Meyer
SWANA Certification - Deacon Davis
Certificate of Appreciation - Butler County Special Education - Scott Jones

Service Awards -

35 Years - Curt Zieman, Police Department
30 Years - Max Brown, Fire Department
20 Years - Brad Meyer, Public Works
Tad Schlesener, Public Utilities
Allen Stalnaker, Public Utilities
15 Years - Susan Evenson, Police Department
Sandra Newton, Parks and Recreation
Jack Zimmerman, Fire Department
10 Years - Sue Meyer, Forrestry
Debbie Smith, Legal/Judicial
John Thompson, Police Department
Kevin Wishart, Parks and Recreation

PERSONAL APPEARANCE

Partners Presentation - Chamber of Commerce, Convention and Visitor's Bureau, El Dorado Inc. and Main Street

1. Public Comments

This agenda item will be governed by the Public Comment Policy

The Mayor opened the floor for Public Comments

PUBLIC COMMENT POLICY:

Citizens are encouraged to address the City Commission during regularly scheduled meetings. This policy is intended to provide some guidelines to ensure that all El Dorado citizens have a chance to address the Commission.

1. Each citizen will state their name and address before making comments.
2. There are no residency requirements.
3. Each citizen will have 5 minutes to present his or her comments.
4. An extension of time, if necessary, may be approved but must be by a majority of the City Commission.
5. Comments or questions will be directed only to the City Commission.
6. Citizens will follow the decorum policy.
7. Debate or argument between parties in the audience will not be allowed.
8. Certain legal issues may not be discussed. (Examples include but are not limited to personnel issues, lawsuits, etc.)
9. Violation of this public comment policy will result in the citizen being directed to cease or resume sitting.

Approved by the Commission this 2nd day of May 2005.

2. Consent Agenda

1. Consider approval of City Commission meeting minutes from November 16, 2015 and the December 2, 2015 Special City Commission Minutes.

2. Consider approval of Appropriation Ordinance No. 11-15 in the amount of $1,423,907.52.

Commissioner ________________ moved that the Consent Agenda, as presented, be approved.

Commissioner ________________ seconded the motion.

3. FIRE SUBSTATION TRAINING TOWER LEASE

BACKGROUND

The City of El Dorado Fire Department and Butler Community College partnered in the construction of Fire Substation 2 in 2011 for the purposes of providing fire protection services closer to the western side of El Dorado and providing a training facility for the Butler Fire Science students.

The 2014 Sales Tax Committee approved $42,465 for the Fire Substation Training Facility surface. We currently send our fire fighters to training facilities in other cities which costs overtime funds to cover the station as well as travel and training funds. The addition of the training tower facility in El Dorado will save the City money as well as provide another opportunity for partnership with the Fire Science Program and other small communities in our area.

The proposed contract sets the terms for construction and operation of the training tower.

STAFF RECOMMENDATION

Approve the contract

SUGGESTED MOTION

Commissioner ___________ moved to direct the Mayor to sign the contract between the City of El Dorado and Butler Community College for the construction and operation of a fire training facility tower.

Commissioner ___________ seconded the motion.

4. LEGION PLAT APPROVAL

BACKGROUND

American Legion Post 81 is seeking approval of the final plat of Legion Second Addition. The property is zoned R-1 - Low Density Residential District. The plat creates seven buildable lots and one reserve. The Planning Commission approved the final plat at their November 19th meeting by a 7-1 vote. A copy of the plat is in the packet.

POSSIBLE ACTIONS

1. To accept the easements and right-of-way dedications shown on the final plat of Legion Second Addition as approved by the Planning

Commission.

2. To return the issue to the Planning Commission for further review.

STAFF RECOMMENDATION

To approve the plat.

SUGGESTED MOTION

Commissioner ___________ moved to accept the easements and right-of-way dedications shown on the final plat of the Legion Second Addition, Case No. 15-002-PLAT.

Commissioner ___________ seconded the motion.

5. 2030 COMPREHENSIVE PLAN AMENDMENT

BACKGROUND

The City of El Dorado began the Connect 2025 planning process in September of 2014. The latest version of the Connect 2025 Plan is the product of numerous meetings of the Parks Advisory Committee, survey feedback from residents, input from staff, and an open house.

The Planning Commission conducted a public hearing on November 19, 2015. At the meeting, the Planning Commission voted 5-4 to recommend approval of the El Dorado 2030 Comprehensive Plan amendment. The Planning Commission minutes are attached for your review.

POSSIBLE ACTIONS

1. To approve the recommendations of the Planning Commission. This requires a motion to accept the recommendation and the passage of an Ordinance.

2. To return the issue to the Planning Commission for further review. Requires only a simply majority.

3. To overrule the recommendation of the Planning Commission. This would require that at least 4 City Commissioners vote to override the recommendation.

STAFF RECOMMENDATION

Approve the recommendation of the Planning Commission

SUGGESTED MOTION

Commissioner __________ moved that the recommendation of the Planning Commission to approve the City of El Dorado 2030 Comprehensive Plan amendment, replacing Section 7 Parks and Recreation, with the Connect 2025 plan, be accepted and the Ordinance No. ______ be approved.

be accepted and the Ordinance No. _____, be approved.

Commissioner _________ seconded the motion.

ROLL CALL VOTE

	Mayor Vince Haines
Position No. 1	Commissioner Chase Locke
Position No. 2	Commissioner Gregg Lewis
Position No. 3	Commissioner Nick Badwey
Position No. 4	Commissioner Kendra Wilkinson

6. KDOT AGREEMENT NO. 287 - 15 KLINK RESURFACING

BACKGROUND

In order for the KLINK resurfacing project on Central (K-254) from Boyer Road to Diagonal Road (eastbound lanes) and Boyer Road to School Road (westbound lanes) to move forward, the agreement between the City and the Kansas Department of Transportation must be signed.

STAFF RECOMMENDATION

Approve the agreement.

SUGGESTED MOTION

Commissioner ________ moved to authorize the Mayor to execute for and on the behalf of the City of El Dorado, Agreement No. 287-15 between the City of El Dorado and the Kansas Department of Transportation.

Commissioner ________ seconded the motion.

7. NEIGHBORHOOD REVITALIZATION PROGRAM

BACKGROUND

The Neighborhood Revitalization Program for new homes on undeveloped lots is due to expire 12/31/15. This is the only portion of the program that is set to expire, the other components are intact until 12/31/19. It has been recommended that this program be renewed for another year and that the tax rebate up to $175,000 of appraised value be revised to $250,000 in appraised value. Attached you will find the proposed NRP plan. For it to be renewed, all taxing entities within city limits wishing to participate must sign Resolutions and Interlocal Agreements stating their intent to continue the program.

POSSIBLE ACTIONS

1. Sign the documents and continue the program with the changes as presented.

2. Sign the documents and make other changes to the program.

3. Leave the program as it is.

SUGGESTED MOTIONS

Commissioner __________ moved to nominate Commissioner __________ as the representative to present the revised plan and Interlocal Agreement to the other taxing entities.

Commissioner __________ seconded the motion.

AND

Commissioner __________ moved to approve Resolution No. _____, a Resolution authorizing and directing the Mayor to execute an Interlocal Agreement with the Butler County Board of Commissioners, Butler Community College, Unified School District #490 and Unified School District #375, to extend the Neighborhood Revitalization Program.

Commissioner __________ seconded the motion.

8. PROPOSED REFUSE RATE INCREASE

BACKGROUND

In 2013, the City Commission approved a refuse rate increase. They requested that staff present increases on a more regular basis instead of requesting a large increase over longer periods of time.

Staff are requesting a 1.75% increase in refuse rates effective January 1, 2016. Current rates are $14.00 per month for in-city residential customers and $17.50 per month for customers residing outside the city limits. The proposed rates are $14.25 for in-city residential customers and $17.81 for those outside of the city limits.

STAFF RECOMMENDATION

Approve the proposed rate increase.

SUGGESTED MOTION

Commissioner __________ moved to approve Ordinance No. G - _____, an Ordinance amending the El Dorado Municipal Code, Section 8.04.060 pertaining to refuse service rates.

Commissioner __________ seconded the motion.

ROLL CALL VOTE

ROLL CALL VOTE

Position No. 1	Commissioner Chase Locke
Position No. 2	Commissioner Gregg Lewis
Position No. 3	Commissioner Nick Badwey
Position No. 4	Commissioner Kendra Wilkinson
	Mayor Vince Haines

9. PROPOSED WATER RATE INCREASE

BACKGROUND

In 2013, the City Commission approved a water rate increase. They requested that staff present increases on a more regular basis instead of requesting a large increase over longer periods of time.

Staff are requesting a 0.75% increase for Tier 1 rates and a 1.5% increase to tier two. These increases will bring the two tiers closer together. The current water rates are as follows:

Tier 1 - 0 – 29,999 cu. ft. $1.24/100 cu. ft.
Tier 2 - 30,000 or more cu. ft. $1.18/100 cu. ft.

Readiness to Serve Fees:

5/8 X ¾ and 1 inch	$7.18
1 ½ inch	$14.35
2 inch	$28.70
3 inch	$57.41
4 inch	$143.52
6 inch	$287.04
8 inch	$574.08
12 inch	$1,722.24

Untreated Water - $0.16

Proposed rates are as follows:
Tier 1 - 0 – 29,999 cu. ft. $1.25/100 cu. ft.
Tier 2 - 30,000 or more cu. ft. $1.20/100 cu. ft.

Readiness to Serve Fees:

5/8 X ¾ and 1 inch	$7.29
1 ½ inch	$14.57
2 inch	$29.13
3 inch	$58.27
4 inch	$145.67
6 inch	$291.35
8 inch	$582.69
12 inch	$1,748.07

Untreated Water - $0.17

STAFF RECOMMENDATION

Approve the proposed water rate increase.

SUGGESTED MOTION

Commissioner ___________ moved to approve Ordinance No. G-____, an Ordinance Amending the El Dorado Municipal Code, Section 13.08.010 pertaining to water service rates.

Commissioner ___________ seconded the motion.

ROLL CALL VOTE

Position No. 2	Commissioner Gregg Lewis
Position No. 3	Commissioner Nick Badwey
Position No. 4	Commissioner Kendra Wilkinson
	Mayor Vince Haines
Position No. 1	Commissioner Chase Locke

10. SEWER RATE INCREASE

BACKGROUND

In 2013, the City Commission approved a sewer rate increase. They requested that staff present increase on a more regular basis instead of requesting a large increase over longer periods of time.

Staff are requesting a 2% rate increase. Currently, residents pay $2.51 per 100 cubic feet of water used as well as a readiness to serve fee of $7.02 per month. The proposed rate would be $2.56 per 100 cubic feet and the readiness to serve fee $7.16 per month.

STAFF RECOMMENDATION

Approve the proposed sewer rate increase.

SUGGESTED MOTION

Commissioner ___________ moved to approve Ordinance No. G-______, an Ordinance amending the El Dorado Municipal Code, Section 13.20.040 pertaining to sewer service rates.

Commissioner ___________ seconded the motion.

ROLL CALL VOTE

Position No. 3	Commissioner Nick Badwey
Position No. 4	Commissioner Kendra Wilkinson
	Mayor Vince Haines

Position No. 1 Commissioner Chase Locke
Position No. 2 Commissioner Gregg Lewis

11. 2015 BUDGET AMENDMENT

BACKGROUND

During the City of El Dorado's 2015 budget process, the CNG project was still in its beginning stages, therefore it was not included in the 2015 budget. The City must amend the published 2015 budget to account for the revenue received on the sale of CNG in the amount of $12,864. The State Budget Amendment form and publication are included in the packet.

REQUIRED ACTION

Conduct a public hearing and approve the budget amendment for the CNG fund.

STAFF RECOMMENDATION

Conduct the hearing and approve the budget amendment as submitted.

PUBLIC HEARING

Mayor Haines opened the public hearing for comments.

SUGGESTED MOTION

Commissioner ___________ moved to approve the amendments to the 2015 Operating Budget in the CNG fund as presented.

Commissioner __________ seconded the motion.

12. SALES TAX COMMITTEE APPOINTMENT

BACKGROUND

Each year, the City Commission must appoint members to the Sales Tax Advisory Committee for the purpose of providing suggestions to the City Commission for the allocation of excess sales tax monies. Each Commissioner appoints one member, the Mayor appoints two members, and the Planning Commission appoints one member for a total of seven members.

These individuals will serve from January 1st to December 31st of 2016. There are no term limits for this committee.

STAFF RECOMMENDATION

Confirm the appointment of the suggested members of the Sales Tax Advisory Board.

SUGGESTED MOTION

Commissioner __________ moved to appoint Andy Waller and Tom Storrer (Mayor Haines), Dan Davis (Commissioner Locke), Stacy Guthrie (Commissioner Lewis), Randy Wells (Commissioner Badwey), Wade Wilkinson (Commissioner Wilkinson) and Scott Leason (Planning Commission) to the Sales Tax Advisory Board for a one-year term set to expire December 31st, 2016.

Commissioner __________ seconded the motion.

13. 2015 WRITE OFFS

BACKGROUND

Delinquent accounts owed the City of El Dorado need to be considered to be deemed uncollectible and removed from the accounts receivable records of the City, and a list delineating each amount should be filed in the City Clerk's office. The deferred fines to be removed total $63,724.94 and the miscellaneous billing amount to be removed is $12,209.02. It is noted that of the total deferred fines being written off, $5,566.00 is for state fees that would be remitted to another party upon collection; therefore, this portion is not a loss of revenue to the City.

This action is an accounting function and follows GAAP. We do not "forget" the debts, and still try to collect them.

STAFF RECOMMENDATION

Approve as presented

SUGGESTED MOTION

Commissioner __________ moved to deem uncollectible the deferred fines accounts in the amount of $63,724.94 for 2015, and miscellaneous billing accounts in the amount of $12,209.02 owed to the City of El Dorado, to remove same from the accounts receivable records of the City, and that a list delineating each account be filed in the City Clerk's office.

Commissioner __________ seconded the motion.

14. 2017 PROPOSED SALARY SCHEDULE

BACKGROUND

Each year there is a resolution to establish the compensation and designation of various positions within the City of El Dorado. The proposed salary schedule would become effective on January 1, 2017. Approval of the salary schedule is done in December prior to the beginning of the budget process so that any requests by the City Commission can be included in the budget process.

STAFF RECOMMENDATION

Approve the Resolution.

SUGGESTED MOTION

Commissioner __________ moved that Resolution No. ______, a Resolution establishing 2017 salaries and wages paid to various employees of the City of El Dorado, and to allocate the various funds of said City, charges and debits for the payment of compensation of wages of all City officials and employees, be adopted.

Commissioner _________ seconded the motion.

15. JANUARY MEETING CANCELLATION

BACKGROUND

Historically the City Commission of El Dorado has canceled the first meeting in January of each calendar year.

STAFF RECOMMENDATION

Should the City Commission choose to cancel the first City Commission meeting in January, staff is requesting approval to release January checks after the finalized December appropriation ordinance is sent to the City Commission for review.

NECESSARY ACTION

Decide whether or not to cancel the first meeting.

SUGGESTED MOTION

Commissioner ___________ moved that the first City Commission meeting in January, Monday, January 4, 2016, be canceled and that staff is authorized to release the January checks after the finalized December appropriation ordinance is sent to the City Commission for review.

Commissioner ___________ seconded the motion.

16. New Business - Discussion Items

This item is for open discussion by the City Commission.

The Mayor opened the floor for Commissioner's comments.

17. City Manager's Report

City Manager will provide updates of current community issues.

Quarterly Update on City Commission Priority List

18. Executive Session

BACKGROUND

This item is for the purpose of discussing non-elected personnel matters.

SUGGESTED MOTION

Commissioner ___________________ moved to recess into an Executive Session for the purpose of discussing legal matters and non-elected personnel, and to reconvene the regularly scheduled meeting in the City Commission room at __________ p.m.

Commissioner ___________________ seconded the motion.

ADJOURNMENT

Commissioner __________ moved to adjourn the meeting at ____ p.m.

Commissioner___________ seconded the motion.

Respectfully submitted,

Herbert E. Llewellyn, Jr.
City Manager