

EL DORADO CITY COMMISSION – REGULAR MEETING AGENDA
CITY HALL – 220 E. FIRST AVENUE
February 5, 2018 – 6:30 PM

- 1. Call to Order**
- 2. Roll Call**
- 3. Invocation** – Major Johnson, Salvation Army
- 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 Tabitha Sharp at (316) 321-9100 by 5:00 pm the Tuesday preceding the meeting. Presentations are limited to five minutes. Any presentation is for information purposes only; no action will be taken.

6. Police Department Annual Report
7. Fire Department Annual Report

8. **Public Comments.** Persons who wish to address the City Commission regarding items not on the agenda and that are under the jurisdiction of the City Commission may do so when called upon the Mayor. Comments on personnel matters and matters pending in court are not permitted. Speakers are limited to three minutes. Any presentation is for information purposes only; no action will be taken.

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.*)

9. Meeting Minutes: January 8 and 16, 2018 and Special City Commission Minutes from January 10, 13 and 31, 2018
10. Appointment of Ross Viner to the CTC Board for a term to expire December 31, 2019

Old Business

11. None

New Business

12. Kansas Water Pollution Control Revolving Fund Agreement Amendment
13. Refuse Roll-off Truck Bid
14. Social Media Policy Approval
15. Prairie Trails Rebranding

Reports

16. City Commission and Advisory Board Updates
17. City Manager

Executive Session

18. None

Adjournment

19. Consideration of a motion to adjourn the February 5, 2018 regular meeting

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 3 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.

The Mayor opened the floor for Public Comments.

El Dorado Police Department
Crime Statistics and Comparison
January 1, 2017--December 31, 2017

Group A Offenses

Offense	2017	2016	%Change
Arson	0	2	-100.00%
Assault	103	124	-16.94%
Bribery	0	0	NC
Burglary	18	44	-59.09%
Counterfeiting/Forgery	11	8	37.50%
Criminal Damage	94	119	-21.01%
Drug Offense	97	161	-39.75%
Embezzlement	0	1	-100.00%
Extortion/Blackmail	1	0	100%
Fraud	27	23	17.39%
Gambling	0	0	NC
Homicide	0	1	-100.00%
Kidnapping/Abduction	0	0	NC
Larceny/Theft	279	345	-19.13%
Motor Vehicle Theft	20	21	-4.76%
Pornography/Obscenity	3	2	50.00%
Prostitution	0	0	NC
Robbery	7	2	250.00%
Sex Offense--Force	13	18	-27.78%
Sex Offense--Non Force	3	4	-25.00%
Stolen Property	4	4	NC
Weapon Law Violations	4	5	-20.00%

Group B Offenses

Offense	2017	2016	%Change
All Other Offenses	330	437	-24.49%
Bad Checks	0	0	NC
Curfew/Loitering/Vagrancy	0	0	NC
Disorderly Conduct	18	23	-21.74%
Driving Under the Influence	37	47	-21.28%
Drunkenness	3	8	-62.50%
Family Offenses Non Violent	2	5	-60.00%
Liquor Law Violations	27	30	-10.00%
Peeping Tom	0	0	NC
Runaways	7	14	-50.00%
Trespassing	24	44	-45.45%

Code Enforcement Year End Report 2017

Did 40 hours of Property Maintenance Continuing Education.

Did 40 hours of Police Continuing Education.

Complaints:

Trash: 285	Vehicle: 166	Grass: 435	Structure: 73
Camper: 24	Bed Bugs: 5	Signs: 5	Sight ob. Trees: 24
No Utilities: 16	Fence: 5	Pools: 4	Trailer: 4
Boat: 4	Permit: 2	Storm water: 1	Tents: 4

Animal: 1

Total Complaints: 1058

Citations issued for Code Enforcement:

Guilty: 9	Dismiss with fine: 289	Dismissed: 80
Voided: 3	Pending: 100	

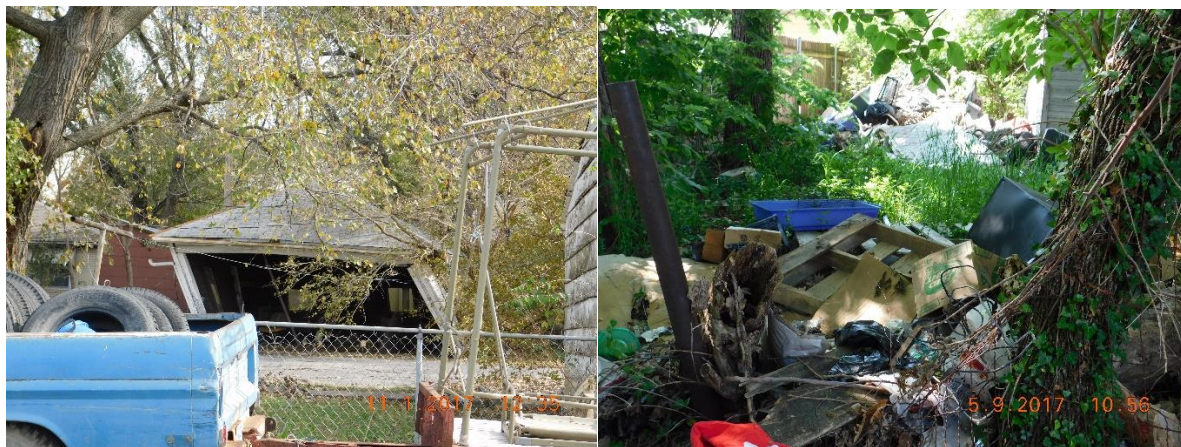
Total Citations for Code Enforcement: 481 Fines= \$19,241.00

Total Mow Orders: 71

Mow Order Balance Paid: \$13,981.15 Mow Order Outstanding Balance: \$3,801.25

Total Police Citations issued: 17

Total Police Cases: 52



EL DORADO CITY COMMISSION MEETING

January 8, 2018

The El Dorado City Commission met in a regular session on January 8, 2018 at 6:30 p.m. in the Commission Room with the following present: Mayor Vince Haines, Commissioner Matt Guthrie, Commissioner Gregg Lewis, Commissioner Nick Badwey, Commissioner Kendra Wilkinson, City Manager David Dillner, City Attorney Ashlyn Lindskog, City Engineer Scott Rickard and City Clerk Tabitha Sharp.

VISITORS

Kevin Wishart	220 E 1 st	El Dorado, KS
Jesse, Fritzie & William Hatfield		Burns, KS
Tony, Sarah, & Baylee Yaghjian	1322 Douglas	El Dorado, KS
and Taylor Denny		
Jacob & AnnaLisa Storm		Towanda, KS
Mike Rose		Towanda, KS
Derick & Dianne Boggs	301 State	El Dorado, KS
Christine Gilson	1305 Park Ave	El Dorado, KS
James Cook	719 Fredrick Dr	El Dorado, KS
Alton & Maureen Coffelt	1503 Lowe Ave	El Dorado, KS
Colbi Phillips	249 SW Viola	El Dorado, KS
Joe & Kristi Haag	1001 S Emporia	El Dorado, KS
Jack Zimmerman	220 E 1 st	El Dorado, KS
Quentin Sage	220 E 1 st	El Dorado, KS
Dustin Hatfield	220 E 1 st	El Dorado, KS
Caleb Fistler	220 E 1 st	El Dorado, KS
Sam Wheeler	220 E 1 st	El Dorado, KS
Ethan Herrick	220 E 1 st	El Dorado, KS
Zach Floyd	220 E 1 st	El Dorado, KS
Jake McKee	220 E 1 st	El Dorado, KS
Tom Pyle		Towanda, KS
Dave & Sandy Adams		El Dorado, KS
Bill Doan	515 W 13 th	El Dorado, KS
Coby & Sarah Spear	202 N Washington	El Dorado, KS
Jennifer Claassen		Whitewater, KS
Shayla & James Powell	323 W Carr	El Dorado, KS
Stacy & Rayn Guthrie	811 W Central	El Dorado, KS
Megan Ross	519 Taylor Ave	

CALL TO ORDER

Mayor Vince Haines called the January 8, 2018 meeting to order.

INVOCATION

Reverend Christine Gilson, Trinity Episcopal Church, opened the meeting with prayer.

PLEDGE OF ALLEGIANCE

The City Commission led the Pledge of Allegiance.

PROCLAMATIONS AND RECOGNITION

Commissioner Chase Locke was recognized for his years of service as a Commissioner. He stated that he has enjoyed getting to know staff and becoming a well-informed citizen. He stated that he is grateful to the community for allowing him to serve.

City Clerk Tabitha Sharp swore in Mayor Vince Haines, Commissioners Matt Guthrie and Nick Badwey, Deputy Fire Chief Tony Yaghjian and Fire Fighters Dustin Hatfield and Jacob McKee.

PERSONAL APPEARANCE

Kevin Wishart, Parks and Recreation Director, gave a presentation on the department's activities over the past year.

Scott Rickard, City Engineer, gave a presentation on the department's activities over the past year.

PUBLIC COMMENT

Mayor Vince Haines opened the floor for public comment.

There were none.

CONSENT AGENDA

Approval of the December 4, 2017 City Commission Minutes and the December 13, 2017 Special City Commission Minutes.

Approval of Appropriation Ordinance No. 12-17 in the amount of \$1,705,210.60.

Commissioner Nick Badwey moved to approve the consent agenda as presented.

Commissioner Gregg Lewis seconded the motion.

Motion carried 5 – 0.

REPORTS

CITY COMMISSION

Commissioner Kendra Wilkinson stated that the Airport Board met and that Runway 1522 had been repaired.

EL DORADO CITY COMMISSION MEETING

January 8, 2018

Commissioner Matt Guthrie expressed his gratitude to the Commission and staff for keeping him in the loop over the last few months. He stated that he looks forward to working with everyone.

CITY MANAGER

City Manager David Dillner stated that the State Legislature began today. Local Government Day is January 24th, and the Commission is invited to go up and meet with the legislators.

City Manager Dillner stated that a fire suppression line break at the Police Department caused significant flooding. He stated that staff are working on the clean-up.

ADJOURNMENT

Commissioner Nick Badwey moved to adjourn the meeting at 7:13 p.m.

Commissioner Kendra Wilkinson seconded the motion.

Motion carried 5 – 0.

City Clerk Tabitha D. Sharp

Mayor Vince Haines

EL DORADO CITY SPECIAL COMMISSION MEETING

January 10, 2018

The El Dorado City Commission met in special session on January 10, 2018 at 4:00 pm at City Hall with the following present: Mayor Vince Haines, Commissioner Matt Guthrie, Commissioner Gregg Lewis, Commissioner Nick Badwey, Commissioner Kendra Wilkinson, City Attorney Ashlyn Lindskog, City Manager David Dillner, City Engineer Scott Rickard and City Clerk Tabitha Sharp.

VISITORS

Hubert Lauterbach	1150 S Emporia	El Dorado, KS
Gary Honey	1245 S Topeka	El Dorado, KS
Karma & Gary Starkel	1240 S Emporia	El Dorado, KS
Tom & Julie Boren	800 Santa Fe	El Dorado, KS
Roxanne Limon	1340 S Emporia	El Dorado, KS
Curt Zieman	220 E 1 st	El Dorado, KS
Katie Henderson	220 E 1 st	El Dorado, KS
Tammy Schaffer	220 E 1 st	El Dorado, KS
Steve Fellers	2034 Chelsea Dr	El Dorado, KS
Tim Connell		El Dorado, KS
Brad Meyer	220 E 1 st	El Dorado, KS
Jay Shivers	220 E 1 st	El Dorado, KS

CALL TO ORDER

Mayor Vince Haines called the January 10, 2018 Special City Commission meeting to order at 4:00 p.m.

REVIEW OF REGULAR COMMISSION MEETING ITEMS

Staff reviewed the items to be placed on the next regular Commission agenda.

RECYCLING SURVEY RESULTS DISCUSSION

Public Works Director Brad Meyer reviewed the results of the recycle survey.

The City Commission directed staff to bring the presentation to the next regular meeting.

EXECUTIVE SESSION

Commissioner Nick Badwey moved to recess into executive session pursuant to the attorney client privilege exception under K.S.A. 75-4319(b)(2), to discuss pending legal matters and to reconvene the meeting at 5:45 p.m. in the City Commission Room.

Commissioner Kendra Wilkinson seconded the motion.

Motion carried 5 – 0.

Mayor Vince Haines called the meeting back to order at 5:45 p.m.

ADVISORY BOARDS

City Clerk Tabitha Sharp reviewed open positions and requested appointments from the City Commission.

Commissioner Matt Guthrie provided Matt Grange for the Board of Code Appeals and Stacy Guthrie for the Sales Tax Advisory Board.

The Commissioners agreed that Commissioner Guthrie would serve on the Parks and Recreation and CTC boards and that Commissioner Wilkinson would take over the Youth Commission.

BUDGET CALENDAR REVIEW

City Manager David Dillner reviewed the tentative budget calendar.

REPORTS

The City Manager provided an update on what staff were doing to get ready for the budget process.

ADJOURNMENT

Commissioner Nick Badwey moved to adjourn the meeting at 6:10 p.m.

Commissioner Kendra Wilkinson seconded the motion.

Motion carried 5 – 0.

City Clerk Tabitha D. Sharp

Mayor Vince Haines

EL DORADO CITY SPECIAL COMMISSION MEETING

January 13, 2018

The El Dorado City Commission met in special session on January 10, 2018 at 8:30 pm at the Civic Center with the following present: Mayor Vince Haines, Commissioner Matt Guthrie, Commissioner Gregg Lewis, Commissioner Nick Badwey, Commissioner Kendra Wilkinson, City Manager David Dillner, City Engineer Scott Rickard and City Clerk Tabitha Sharp.

VISITORS

Curt Zieman	220 E 1 st	El Dorado, KS
Joe Haag	220 E 1 st	El Dorado, KS
Tammy Schaffer	220 E 1 st	El Dorado, KS
Kevin Wishart	220 E 1 st	El Dorado, KS
Brad Meyer	220 E 1 st	El Dorado, KS
Kurt Bookout	220 E 1 st	El Dorado, KS

CALL TO ORDER

Mayor Vince Haines called the January 13, 2018 Special City Commission meeting to order at 8:30 p.m.

ORIENTATION

City Manager David Dillner guided the City Commission in an orientation

STRATEGIC ALIGNMENT

City Manager David Dillner guided the City Commission in a strategic alignment process.

ADJOURNMENT

Commissioner Nick Badwey moved to adjourn the meeting at 2:00 p.m.

Commissioner Kendra Wilkinson seconded the motion.

Motion carried 5 – 0.

City Clerk Tabitha D. Sharp

Mayor Vince Haines

EL DORADO CITY COMMISSION MEETING

January 16, 2018

The El Dorado City Commission met in a regular session on January 16, 2018 at 6:30 p.m. in the Commission Room with the following present: Mayor Vince Haines, Commissioner Matt Guthrie, Commissioner Gregg Lewis, Commissioner Nick Badwey, Commissioner Kendra Wilkinson, City Manager David Dillner, City Attorney Ashlyn Lindskog, City Engineer Scott Rickard and City Clerk Tabitha Sharp.

VISITORS

Levi Yager	Butler County Times Gazette	El Dorado, KS
Kevin Wishart	220 E 1 st	El Dorado, KS
Kurt Bookout	220 E 1 st	El Dorado, KS
Corey Landreth	804 S Denver	El Dorado, KS
Stephen Mills	121 N High	El Dorado, KS
Jim Gardner	930 Fairway Ct	El Dorado, KS
Tim & Sonja Fritsche	1305 S Emporia	El Dorado, KS
Linda Jolly	El Dorado Inc.	El Dorado, KS
Vickie Cikanek	1210 S Topeka	El Dorado, KS
Roxanne Limon	1340 S Emporia	El Dorado, KS
Loresa Lewis	1260 S Emporia	El Dorado, KS
Paul Schellhorn	1154 S Emporia	El Dorado, KS
Wally and Jessica Jensen	1310 S Emporia	El Dorado, KS
Brad Moze		El Dorado, KS
Tammy Schaffer	220 E 1 st	El Dorado, KS
Curt Ziemann	128 N Vine	El Dorado, KS
Gerald Watson	125 N Summit	El Dorado, KS
Mike Pierce	1240 S Topeka	El Dorado, KS
Julie and Tom Boren	800 Santa Fe Ave	El Dorado, KS
Gary and Micks Honey	1240 S Topeka	El Dorado, KS
Hubert Lauterbach	1150 S Emporia	El Dorado, KS
Jim Hargrove	400 Abby Circle	El Dorado, KS
Donald Adlesperger	1285 S Topeka	El Dorado, KS
Brad Yazel	200 S Star	El Dorado, KS
Jean Plummer	1121 Douglas Rd	El Dorado, KS
Randy Dean	7702 Champions Circle	El Dorado, KS
Karma and Gary Starkel	1240 S Emporia	El Dorado, KS

CALL TO ORDER

Mayor Vince Haines called the January 16, 2018 meeting to order.

INVOCATION

Reverend Corey Landreth, Real Life Church, opened the meeting with prayer.

PLEDGE OF ALLEGIANCE

EL DORADO CITY COMMISSION MEETING

January 16, 2018

The City Commission led the Pledge of Allegiance.

PROCLAMATIONS AND RECOGNITION

Jim Gardner was recognized for his 12 years of service to the El Dorado Youth Commission.

PERSONAL APPEARANCE

Jean Plummer and Brad Yazel invited the City Commission to a dinner honoring the First Responders in El Dorado February 3rd, 2018.

Kurt Bookout, Public Utilities Director, gave a presentation on the department's activities over the past year.

Brad Meyer, Public Works Director, gave a presentation on the department's activities over the past year.

PUBLIC COMMENT

Mayor Vince Haines opened the floor for public comment.

There were none.

CONSENT AGENDA

The City Commission granted permission to the City Manager to sign a contract with Murphy Tractor and Equipment Co. for a mini excavator and skid steer in the amount of \$6,350 and \$7,150.

Commissioner Nick Badwey moved to approve the consent agenda as presented.

Commissioner Kendra Wilkinson seconded the motion.

Motion carried 5 – 0.

NEW BUSINESS

APPLICATION TO REZONE SEVERAL LOTS IN THE ADLESPERGER SMITH ADDITION

Mayor Vince Haines stated that as was decided at the work session, a motion would be necessary to open the item up for public comment.

Commissioner Gregg Lewis moved to allow public comment.

Commissioner Nick Badwey seconded the motion.

Motion carried 5 – 0.

Commissioner Lewis stated that there was a mistake in the Planning Commission minutes.

City Clerk Tabitha Sharp stated that the correction would need to be done at the next Planning Commission meeting because the City Commission does not approve those minutes.

Scott Rickard, City Engineer, stated that the Planning Commission heard the case to rezone these lots from R-1 to R-2. He stated that they voted to approve the request 6 – 2.

Gary Starkel, 1240 S Emporia, reviewed the information he sent to the Commission. He requested that the Commission not approve the zoning request.

Tom Boren, 800 Santa Fe, stated that he hoped the Commission would consider voting to not approve the zoning request.

Jim Hargrove stated that he was here on behalf of Don Adlesperger. He asked that the Commission consider the issue presented and vote to uphold the decision of the Planning Commission.

Wally Jensen, 1310 S Emporia, stated that he submitted a letter against the rezoning. He stated that he did not want the duplexes to be placed in his neighborhood.

Jessica Jensen, 1310 S Emporia, stated that she was concerned about congestion and safety if the duplexes are placed in this area.

Commissioner Lewis asked if the City Attorney could address conflict of interest.

City Attorney Lindskog stated that conflict of interest does not apply in this case because Commissioner Lewis does not have a financial gain.

Commissioner Matt Guthrie stated that he was impressed by the neighborhood's ability to come together. He asked about the vote required to pass the ordinance.

City Manager David Dillner stated that because there was a petition, a vote of 4 Commissioners is required to approve the zoning case.

City Attorney Lindskog stated that a super majority is required to overturn the Planning Commission's decision.

Commissioner Guthrie pointed out that City Staff did do work to find out if the petition was valid without requiring a new one, so they were working for both the Commission and the citizens.

EL DORADO CITY COMMISSION MEETING

January 16, 2018

Commissioner Nick Badwey stated that Mr. Adlesperger is a landowner in this case as well and he should be considered as well.

Commissioner Kendra Wilkinson stated that they should consider the integrity of the neighborhood as well.

Commissioner Lewis stated that he wanted to support the people voted for him.

Mayor Haines stated that he felt that the rental market was being disrespected to a point of being embarrassing. He stated that when young professionals come to town, they need to have temporary places to live so that they can find a place to buy. He stated that elderly are afraid to place their homes on the market because there might not be a place for them to go if their homes sell quickly. He stated that there are two sides to this story. He stated that we have lost sight of land use in this case versus what people think of rentals.

Mayor Haines stated that looking at the zoning, he felt that he should approve the rezone, but driving around the neighborhood, he could also see what the neighbors are talking about. He stated that he has a passion for infill and hoped that these could be built in other areas.

Commissioner Kendra Wilkinson moved to approve Case No. 17-010-REZ, requesting a rezoning of lots 10-16 Block A, Adlesperger-Smith Addition, to R-2 Medium Density Residential District and Ordinance No. G-1269, be approved.

Commissioner Matt Guthrie seconded the motion.

Roll Call Vote

	Mayor Vince Haines	No
Position No. 1	Commissioner Matt Guthrie	No
Position No. 2	Commissioner Gregg Lewis	No
Position No. 3	Commissioner Nick Badwey	Yes
Position No. 4	Commissioner Kendra Wilkinson	No

RECYCLING SURVEY RESULTS

Public Works Director Brad Meyer reviewed the recycling survey results and options for continuing or discontinuing the program.

Tim Connell stated that he was an avid recycler. He stated that he was in favor of option number two, he didn't want to see it go away.

City Manager David Dillner stated that staff are asking the Commission to provide direction so that staff can work on an ordinance to bring back at the next meeting.

Mr. Meyer stated that we will include the extra trash cart and a smaller cart for elderly as options in the ordinance.

EL DORADO CITY COMMISSION MEETING

January 16, 2018

Mayor Haines asked for an explanation on the increase in the fee for taking it to the landfill.

Mr. Meyer stated that there will be more trips to the landfill which will cost more in time, mileage and wear and tear.

There was consensus to move forward with an increase of one dollar to the existing refuse bill.

VICE MAYOR APPOINTMENT

Commissioner Nick Badwey moved to select Commissioner Gregg Lewis as Vice Mayor for the 2018 term.

Commissioner Kendra Wilkinson seconded the motion.

Motion carried 5 – 0.

ADVISORY BOARD APPOINTMENTS

Advisory Board	Number of Seats	Commissioner Responsible	Recommendation
Board of Code Appeals	2	Commissioner Guthrie Commissioner Badwey	Matt Grange
			No recommendation at this time
El Dorado Inc.	3	Mayor Haines Commissioner Guthrie Commissioner Badwey	No recommendation at this time
			Stacy Guthrie
			No recommendation at this time

Advisory Board	Commissioner Currently Serving	Recommendation
Airport	Commissioner Wilkinson	Commissioner Wilkinson
CTC	Commissioner Wilkinson	Commissioner Guthrie
EFABC	Mayor Haines, Vacant	Mayor Haines and Commissioner Lewis
El Dorado Inc.	Mayor Haines and Commissioner Lewis	Mayor Haines and Commissioner Lewis
Inc. Housing	Mayor Haines and Commissioner Lewis	Mayor Haines and Commissioner Lewis
Library	Mayor Haines	Mayor Haines (State Statute)
Prairie Trails	Commissioner Badwey	Commissioner Badwey
Main Street	Mayor Haines	Mayor Haines (per by-laws)
REAP	Mayor Haines	Mayor Haines
Parks and Rec	Commissioner Wilkinson	Commissioner Guthrie
Youth Commission	Vacant	Commissioner Wilkinson

Commissioner Nick Badwey moved to approve the advisory board appointments as listed.

EL DORADO CITY COMMISSION MEETING

January 16, 2018

Commissioner Kendra Wilkinson seconded the motion.

Motion carried 5 – 0.

REPORTS

CITY COMMISSION

The City Commission had no reports because boards had not met.

CITY MANAGER

City Manager David Dillner stated that the City Commission conducted a strategic alignment last Saturday and chose five priorities: Water Sales, Community Image, Industrial/Business Parks, Parks and Recreation Master Plan, and Public Safety.

City Manager Dillner stated that the flooding incident at the Police Department is estimated to exceed the deductible. Clean-up is in process.

City Manager Dillner stated that Local Government Day in Topeka is coming up on the 24th, he will be coordinating travel plans soon.

EXECUTIVE SESSION

Commissioner Nick Badwey moved to recess into executive session pursuant to the attorney client privilege exception under K.S.A. 75-4319(b)(2), to discuss pending legal matters and to reconvene the meeting at 8:55 p.m. in the City Commission Room.

Commissioner Kendra Wilkinson seconded the motion.

Motion carried 5 – 0.

Mayor Vince Haines called the meeting back to order at 8:55 p.m.

ADJOURNMENT

Commissioner Nick Badwey moved to adjourn the meeting at 8:57 p.m.

Commissioner Kendra Wilkinson seconded the motion.

Motion carried 5 – 0.

City Clerk Tabitha D. Sharp

Mayor Vince Haines

EL DORADO CITY SPECIAL COMMISSION MEETING

January 31, 2018

The El Dorado City Commission met in special session on January 31, 2018 at 4:00 pm at City Hall with the following present: Mayor Vince Haines, Commissioner Matt Guthrie, Commissioner Gregg Lewis, Commissioner Nick Badwey (left at 5:15 p.m.), Commissioner Kendra Wilkinson, City Manager David Dillner, and City Clerk Tabitha Sharp.

VISITORS

Curt Zieman	128 N Vine	El Dorado, KS
Tammy Schaffer	220 E 1 st	El Dorado, KS
Brad Meyer	220 E 1 st	El Dorado, KS

CALL TO ORDER

Mayor Vince Haines called the January 31, 2018 Special City Commission meeting to order at 4:00 p.m.

REVIEW OF REGULAR COMMISSION MEETING ITEMS

Mayor Haines reviewed the items to be placed on the next regular Commission agenda.

ADVISORY BOARDS

City Clerk Tabitha Sharp reviewed open positions and requested appointments from the City Commission.

The Commission agreed to place Ross Viner on the CTC Board.

EFABC DISCUSSION

Commissioner Nick Badwey requested a review of the EFABC contract to see if the City could be removed.

Commissioner Badwey also asked that the Commission consider not allowing the college to use our facilities without an agreement.

The Commission requested that the City Manager continue negotiations with the understanding that they did not believe that the college was negotiating in good faith. They stated that if an agreement could not be met by the end of May, the college would not be allowed to use city facilities.

SOCIAL MEDIA POLICY

Staff reviewed a proposed social media policy provided by the attorney.

PRAIRIE TRAILS REBRANDING

Staff reviewed the recommendation of the Prairie Trails Advisory Board to rename the golf course El Dorado Public Golf Course.

The City Commission requested that we keep Prairie Trails and call the course Prairie Trails Public Golf Course.

STRATEGIC ALIGNMENT

City Manager David Dillner discussed with the Commission their understanding of each of the priorities and how they would like staff to begin implementing those.

Parks and Recreation – Low Hanging Fruit, Implementation of the Master Plan Initiative (ballot), Staffing Assessment, Explore Partnerships and Additional Lands, and Revisit and Educate on what policies are for new parks in developments.

Community Image – Marketing Plan, Community Entrances, Walkable Downtown/Parking, Blight/Code Enforcement, Abandoned Signage, and Education.

Public Safety – Needs Assessment, and Commission Education/Communication.

ADJOURNMENT

Commissioner Matt Guthrie moved to adjourn the meeting at 5:58 p.m.

Commissioner Kendra Wilkinson seconded the motion.

Motion carried 4 – 0.

City Clerk Tabitha D. Sharp

Mayor Vince Haines

TO: City Commission
FROM: Tabitha Sharp, City Clerk
SUBJ: Kansas Water Pollution Control Revolving Fund Agreement Amendment
DATE: February 1, 2018

Background:

The City received a Kansas Water Pollution Control Revolving Loan from the Kansas Department of Health and Environment for Project No. 392, El Dorado Sewer Improvements. After completing the project and realizing some cost savings, the original loan amount was reduced from \$1,290,877 to \$1,058,908.33. Staff have been working with the KDHE for several months to get the loan amount amended, and received the final paperwork in late January.

Policy Issue:

The Mayor's signature is required, therefore a vote of the Commission is needed to grant him permission to sign the amendment.

Alternatives:

N/A

Fiscal Impact:

The amendment will decrease our semi-annual payments from \$40,065 to \$32,364.70.

Trade-offs:

N/A

Staff Recommendation:

Direct the Mayor to sign the agreement.

Commission Actions:

Commissioner _____ moved to direct the Mayor to sign the Kansas Water Pollution Control Revolving Fund Agreement Amendment to KDHE Loan C20 1987-01.

Commissioner _____ seconded the motion.

TO: City Commission
FROM: Brad Meyer, Director of Public Works
SUBJ: Replacement Commercial Roll Off Collection Vehicle
DATE: June 14, 2017

Background:

The Refuse department gathered information for the replacement of a 2007 International commercial roll off collection vehicle with over 153,411 miles and over 11,000 hours, which is a 675,000 mile equivalent. The truck was budgeted through the equipment replacement plan to be replaced in 2018. Two bids were sent out and one was received back from Key Equipment out of St. Louis Mo. Downing Sales returned no bid, and Key Equipment returned a bid of \$183,278. After review of the specifications of both bids returned, it was determined that the bid from Key Equipment for a Stellar SL60 mounted on a 2018 Freightliner SD 114 CNG met the commercial heavy duty construction requirements specified in the bid document.

Policy Issue:

According to the purchasing policy, the City Commission must approve all expenses over \$50,000, including those that have been budgeted.

Alternatives:

Fiscal Impact:

The truck is in the 2018 budget to be replaced and this fund has the appropriate fund balance.

Trade-offs:

None.

Staff Recommendation:

Accept the bid from Key Equipment.

Commission Actions:

Commissioner _____ moved to accept the bid from Key Equipment in the amount of \$183,278.

Commissioner _____ seconded the motion.

TO: City Commission
FROM: Tabitha Sharp, City Clerk
SUBJ: Social Media Policy
DATE: February 1, 2018

Background:

With the increased use of social media to disseminate information and market city services, the need for a policy regarding such sites was determined. Staff requested a policy from the city attorney, she provided the proposed policy. If approved, it will be posted on the City's website and a blurb will be posted on each social media site referencing the policy.

Policy Issue:

The City Commission must approve all policies.

Alternatives:

Changes to the proposed policy can be made.

Fiscal Impact:

The intention of the policy is to protect the City of El Dorado from possible lawsuits.

Trade-offs:

N/A

Staff Recommendation:

Approve the policy.

Commission Actions:

Commissioner _____ moved to approve the Social Media Policy.

Commissioner _____ seconded the motion.



EL DORADO

THE FINE ART OF LIVING WELL

City of El Dorado Social Media Policy

A CITY OF CHARACTER

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www.eldoks.com

1. PURPOSE

- 1.1 The City of El Dorado departments may use social media tools such as Facebook, Twitter, and YouTube to reach a broader audience. While the City's website (www.eldoks.com) is the City's primary Internet presence, the City recognizes that, when used appropriately, social media may be useful in furthering the goals of the City and the missions of its departments.
- 1.2 This Policy provides standards and procedures for the use of social media sites. All official City presences on social media sites or services are considered extensions of the City's information networks and are governed by the responsibilities set forth in this and related policies and procedures.
- 1.3 This Policy applies to all uses of social media by City employees maintaining, using, or providing oversight of social media tools. Employees include, but are not limited to, full-time and part-time employees, contractors, interns, and volunteers who access or contribute content. This policy also applies to all members of the public who comment or otherwise interact with the City through its social media websites.
- 1.4 All content created, received, transmitted, stored on, or deleted from City information systems is exclusively the property of the City or, to the extent provided by applicable law, of the person or entity that created or owns the copyright or trademark rights to that content.
- 1.5 Additionally, the City recognizes that many City employees use social media tools such as Facebook in their personal lives. Therefore, this policy provides guidelines for City employees when they communicate on social media sites as a private citizen.

2. OBJECTIVE

- 2.1 To maintain the integrity of the City's presence in social media and to ensure that social media is used appropriately and within City guidelines and policies.

3. DEFINITIONS

City Social Media Sites: Those pages, sections or posting locations in social media websites established or maintained by an employee of the City authorized to do so as part of the employee's job and that are used to communicate with the public on City business.

Social Media – Internet-based technology communication tools with a focus on immediacy, interactivity, user participation, and information sharing. Those venues include social networking sites, forums, weblogs, online chat sites, and video/photo posting sites or any other such similar output or format. Examples include Facebook, Twitter, and YouTube.

Authorized Social Media User - or "authorized user" means and includes any City employee contractor, consultant, vendor, and any other City employee responsible for the use,

administration, management, monitoring, and/or retention of social media, social media tools or web sites, and/or social media content, in the name of or on behalf of the City or any City agency.

Social Media Content – means and includes any materials, documents, photographs, graphics, and other information that is created, posted, distributed, or transmitted using social media Internet sites or social media tools.

4. POLICIES AND PROCEDURES

All official City of El Dorado presences on social media sites or services are considered an extension of the City's information networks and are governed by the City of El Dorado's policies contained in the City of El Dorado Employee Handbook. All uses of social media on behalf of the City or any City agency, or in any manner that appears to represent the City or constitute communication by the City, must comply with the following standards.

- 4.1 All City of El Dorado social media sites must comply with applicable federal, state, and City laws, regulations and policies. This includes adherence with established laws and policies regarding copyrights, records retention, Freedom of Information Act, First Amendment, privacy laws and information technology, web standards, brand standards and media policies established by the City of El Dorado.
- 4.2 Departments
 - A. No department may establish or use or terminate a social media identity, account, profile, page or site (collectively, social media account(s) or account(s)) without the approval of the City Manager or designee.
 - B. Department heads, with the approval of the City Manager or designee, shall designate one or more department employee to be the authorized social media user(s) for the department. Only the department's authorized social media user(s) shall be authorized to post social media content on the department's social media account(s) and may have access to the department's social media accounts that permit such posting.
 - C. No information or link (hyperlink) to any Internet site or other materials or communications may be posted on any department social media account that is not directly related (as determined by the department) to the mission, services, and business objectives of the department.
 - D. Department social media pages must clearly identify the pages as created by and managed by the department, identified as a department, office, commission, or agency of the City.
 - E. Department social media sites must prominently display, on the first page accessible to site visitors, links to the City's official internet site www.eldoks.com and to the department's official internet pages.

4.3 Employees

- A. No city employee may establish any social media account in the name of or on behalf of the City and any City department or agency unless: (1) the City Manager or designee has approved in accordance with subsection 4.1 above; and (2) all information to be posted on the account is approved in accordance with subsection 4.1 above. This requirement applies regardless of whether the account is established, accessed, or used by means of City information systems or by means of the employee's or others' information systems, and regardless of whether the account is established, accessed, or used from City or non-City premises.
- B. Social media accounts established by the City or a City department are to be used for City and department business purposes only. Use for communications and postings that are not directly related to a City or department business purpose is prohibited.
- C. Employees must report unauthorized uses of City social media or City social media accounts to the head of their department or the City Manager or designee.
- D. Employees are expected to be attentive and careful in their use of social media. Employees should be aware that their use of social media may be perceived as representing the City and City government, and should tailor their use accordingly.
- E. Unacceptable Uses. The City considers the activities and uses of social media listed below to be unacceptable. Employees are prohibited from engaging in any of them on a social media account established by the City or a City agency.
 - i. Using social media in a manner that does not comply with federal, state, and local laws and regulations and with City or City agency.
 - ii. Using social media in a manner that:
 - 1. Violates the copyright, trademark, or other intellectual property rights of any person or entity, or otherwise violates their legal ownership interests;
 - 2. Includes ethnic slurs, profanity, personal insults; material that is harassing, defamatory, fraudulent or discriminatory; or other content or communications that would not be acceptable in a City workplace under City or agency policy or practice;
 - 3. Violates the terms of contracts governing the use of any social media content, including but not limited to, software and other intellectual property licenses;



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4. Displays sexually explicit images, cartoons, jokes, messages, or other material in violation of the City's policy on Harassment;
5. Violates the City's rules relating to political activities;
6. Contains confidential or "for official use only" information or information that compromises the security of City networks or information systems. Such for official use only or confidential information includes, but is not limited to, information that is protected under the Health Insurance Portability and Accountability Act of 1996 (HIPAA) or other federal, state, or local laws and regulations, as well as social security numbers and other personally identifiable information; or
7. Violates the terms of use governing the social media account.

This list is not exhaustive. Questions about particular uses of social media or particular social media content should be directed to the Department Head and the City Manager or designee.

- F. Personal social media accounts. This policy is not intended to govern employees' establishment or use of personal social media accounts for personal purposes, outside the workplace and using non-City information systems. However, some such personal uses of social media may reflect on the City or appear to represent City policy or to be on behalf of the City. In addition, accessing and using personal social media accounts by means of City information systems is subject to City policy. For these reasons, City employees are expected to comply with all City and department policies when using personal social media accounts.

4.4 Posting/Comment Guidelines

- A. A city social media site or page may be a "**limited public forum**" under the First Amendment if visitors to the site are able to post comments or other communications. Where permitted by the operator of the site, the comments and similar functions should be disabled on City and department social media pages, unless the department head or City Manager or designee determine that permitting or encouraging interactive communications with site users is necessary to carry out the business objectives of the department creating the site.
- B. If interactive communications (e.g. comments) are permitted, terms of use for visitors to the site must be posted prominently on the site, unless prohibited by the terms of use governing the social media account or prevented by the site. The terms must include:



- i. A clear description of the topics that the site is intended to address and that may be addressed in comments, with a statement that user postings will be removed if they are not directly related to those topics.
 - ii. Statements substantially similar to the following:
 - a. Communications posted by visitors on this site may not contain ethnic slurs or profanity; material that is harassing, defamatory, fraudulent, discriminatory or sexually explicit; or any material that infringes copyright, trademark or other intellectual property rights. Any such communications may be removed at any time without notice.
 - b. Any advertisements appearing on the site are not controlled by the City or the agency and do not reflect endorsement by the City or department.
 - c. Opinions expressed by visitors to the site do not reflect an endorsement or opinion on the part of the City or department.
 - d. All postings by visitors to this site may be retained by the City, in its discretion and as required by City policy.
 - e. All postings may be subject to the Kansas Open Records Act and other public records and disclosure laws, as well as discovery in litigation. This includes, but is not limited to, information made available through a user's privacy settings on their own social media and other Internet pages.
 - f. Visitors to this site should have no expectation of privacy or confidentiality with respect to any content they post to the site, and the City and agency have no responsibility for maintaining any such privacy or confidentiality.
- C. The City of El Dorado social networking content and comments containing any of the following forms of content shall not be allowed for posting:
- i. Comments not typically related to the particular site;
 - ii. Profane language or content;
 - iii. Sexual content or links to sexual content;
 - iv. Solicitations of commerce;
 - v. Conduct or encouragement of illegal activity;
 - vi. Information that may tend to compromise the safety or security of the public or public systems;
 - vii. Content that violates a legal ownership interest of any party;

The City reserves the right to remove content that is deemed in violation of this policy, applicable law, or the City's employee handbook. Any participants on the City's official social media sites that repeatedly violate the posting/commenting guidelines may be permanently removed from the City's site.

- D. The content of communications posted by site users may not be edited or otherwise modified; **removal is the only action that may be taken**, and then only for communications that violate the terms of the statements under subsections above. If content is removed, a copy of the content must be saved and given to the City Manager or designee.

4.5 Miscellaneous

- A. Department heads must submit a list of all social media accounts maintained by that department including log-in information to the City Manager or designee.
- B. When the City of El Dorado begins operating under special circumstances of a crisis, authorized social media users will immediately stop posting on their respective sites. All sites will be redirected to the City's main social media sites to ensure followers receive consistent information from the City of El Dorado.
- C. The City of El Dorado reserves the right to temporarily or permanently suspend access to official City social media sites at any time.

TO: City Commission
FROM: Tabitha Sharp, City Clerk
SUBJ: Prairie Trails Rebranding
DATE: February 1, 2018

Background:

In order to separate the golf course from the Country Club atmosphere, it was recommended by the City Commission that staff have a rebranding discussion with the Prairie Trails Advisory Board. Staff have done so, and the board has recommended to the City Commission that the golf course be renamed “El Dorado Public Golf Course” and that we use logo number three.

After discussion at the work session, it was determined by the City Commission that the name would not be completely changed, the word public would be inserted in the existing name. The proposed name for the golf course is Prairie Trails Public Golf Course.

Policy Issue:

The City Commission must approve the names of all facilities.

Alternatives:

The City Commission can choose a different logo or name.

Fiscal Impact:

We do not anticipate any fiscal impact.

Trade-offs:

N/A

Staff Recommendation:

Approve the new name.

Commission Actions:

Commissioner _____ moved to rename the golf course, Prairie Trails Public Golf Course.

Commissioner _____ seconded the motion.