EL DORADO CITY COMMISSION – REGULAR MEETING AGENDA
CITY HALL – 220 E. FIRST AVENUE
December 3, 2018 – 6:30 PM

1. **Call to Order**
2. **Roll Call**
3. **Invocation – Reverend Mickie McCorkle, Trinity United Methodist**
4. **Pledge of Allegiance**

Proclamations and Recognition

5. Service Awards
   a. 10 Year Awards
      i. Mike Rose, Fire Department
      ii. Quentin Sage, Fire Department
      iii. Deacon Davis, Refuse and Recycle
      iv. Justin Guy, Refuse and Recycle
      v. Ken Temaat, Police Department
      vi. John Stewart, Police Department
      vii. Donna Sharp, Animal Control
      viii. Tammy Schaffer, Finance Department
   b. 20 Year Awards
      i. Jason Hughey, Prairie Trails
      ii. Tony Yaghjian, Fire Department
      iii. Chad Young, Police Department
   c. 25 Year Awards
      i. Tim Baker, Police Department
      ii. Gene Ehrlich, Public Works
   d. 30 Year Award
      i. Gary Taylor, Public Utilities
   e. 45 Year Award
      i. Robert Simmons, Public Utilities

6. Badge Pinning – Alecia Pyle, Fire Fighter

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 ten minutes. Any presentation is for information purposes only; no action will be taken.

7. None

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. City Commission Minutes

Old Business

10. None

New Business

11. Deer Grove SUP
12. Write Offs
13. Acceptance of Playground Bid

Reports

14. City Commission and Advisory Board Updates
15. City Manager

Executive Session

16. Commissioner _____ moved to recess into executive session pursuant to the non-elected personnel exception under K.S.A. 75-4319(b)(1) for the purposes of discussing the City Manager's annual evaluation and to reconvene the meeting at ____ p.m. in the City Commission Room.

Commissioner _____ seconded the motion.

Adjournment

17. Consideration of a motion to adjourn the December 3, 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 CITY COMMISSION MEETING **November 19, 2018**

The El Dorado City Commission met in a regular session on November 19, 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

Ray Connell	Connell and Connell	El Dorado, KS
Curt Zieman	128 N Vine	El Dorado, KS
Deanna Bonn	Butler County Times Gazette	El Dorado, KS
Tim Donges	2873 SE HWY 54	El Dorado, KS
David Hasting	2901 SE HWY 54	El Dorado, KS
Lee White	Butler County Watchdog	El Dorado, KS

CALL TO ORDER

Mayor Vince Haines called the November 19, 2018 meeting to order.

INVOCATION

Pastor John Einem, Grace Lutheran Church, opened the meeting with an invocation.

PLEDGE OF ALLEGIANCE

The City Commission led the Pledge of Allegiance.

PUBLIC COMMENT

Mayor Vince Haines opened the floor for public comment.

There were no comments.

CONSENT AGENDA

Approval of Appropriation Ordinance No. 10-18 in the amount of $1,607,400.73.

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

Commissioner Kendra Wilkinson seconded the motion.

Motion carried 5 – 0.

SPECIAL USE PERMIT APPLICATION – 2953 SE HIGHWAY 54

City Engineer Scott Rickard stated that the City received a request for a special use permit in the extra territorial jurisdiction at 2953 SE HWY 54. He stated that the property is currently zoned manufactured home/residential. The request is for a special permit for a camp ground. He stated that the Planning Commission unanimously voted to approve the request with a recommendation that drainage be looked at.

Commissioner Matt Guthrie asked why the recommendation

Mr. Rickard stated

Commissioner Kendra Wilkinson asked what the second map was.

Mr. Rickard stated that it was submitted by the applicant and shows where the proposed drive would be.

Mayor Vince Haines asked that staff review protocol for properties within the ETJ.

Mr. Rickard stated that if there is a zoning or land use proposition within the ETJ, the city discusses the property with the applicant. The applicant submits an application to the city who then forwards it to the county who reviews it. He stated that their director has reviewed it and approved it.

Stated that he had an attorney coming and thought the meeting was at 7 p.m.

City Attorney Ashlyn Lindskog stated that there isn't a time for someone to speak at the meeting because the public hearing was held at Planning Commission. She stated that as the attorney for the city, she would be happy to speak to his attorney.

Commissioner Guthrie asked if he had an appeal process.

Mr. Rickard stated that he could file with district court.

Commissioner Matt Guthrie moved to approve Case No. 18-07-SUP, requesting a SUP for a campground, and that Ordinance No. G-1292 be approved.

Commissioner Nick Badwey seconded the motion.

ROLL CALL VOTE

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

REPORTS

CITY COMMISSION

Commissioner Kendra Wilkinson wished everyone a Happy Thanksgiving and encouraged them to shop local this weekend.

Commissioner Nick Badwey stated that the Prairie Trails Board met twice in the last week regarding the GreatLife proposal and they voted unanimously to sell the course.

Commissioner Badwey invited citizens to the Cookie Fair at Trinity Episcopal on December 1st.

Commissioner Gregg Lewis stated that he had lunch at the Senior Center and the new food service is great. He stated that they are requesting donations of $100 which will feed 33 seniors. He stated that people are coming back now that they have switched to the Lake Point meal plan.

Commissioner Matt Guthrie stated that he spoke to a person who was against the golf course sale. He asked how GreatLife approached the city.

City Manager David Dillner stated that they called out of the blue one day. He stated that they had acquired a course in Wichita and per their business model, they have reached out to purchase other courses in the area.

Commissioner Guthrie stated that he felt that the advisory board really discussed the proposal thoroughly.

Commissioner Guthrie also encourage citizens to invite people to dinner who might not have a place to go.

Mayor Vince Haines stated that El Dorado Inc. has been discussing new officers and appointed some new board members.

Mayor Haines stated that he has spoken to the City Manager regarding his annual review. He stated that he will send a form out and hopes to have it wrapped up in December.

Commissioner Lewis stated that he thought it was every two years.

City Manager Dillner stated that he thought the contract stated every year and it's a two year contract.

CITY MANAGER

City Manager David Dillner stated that the city offices will be closed Thursday and Friday. Thursday's trash route will run Wednesday and Friday trash will run normally. He stated

that staff are requesting that residents get their trash out by 7 a.m. so that employees may get home to spend the holiday with their families.

City Manager Dillner stated that the Christmas festivities will take place on December 1st downtown.

City Manager Dillner stated that there was a mistake in the publication deadline and so the Douglass Road project will not come back until December 17th.

City Manager Dillner stated that the city attorney has noted that we are required to publish the proposed sale or lease of Prairie Trails in the paper two times. He stated that we have published it for Thursday this week and next which will allow the city to make a decision in December if the Commission wishes to do so.

City Manager Dillner also stated that there is not a current legal description for the property and so we have contracted to get a plat completed.

City Engineer Scott Rickard stated that boundaries are not in question, but improvements that have been made such as the bike path have not been set aside as true easements. He stated that we estimate that the City Commission will see it in January if the Planning Commission is able to review it in December.

City Manager David Dillner reviewed the 3rd Quarter Financial Report.

Commissioner Guthrie noted a mistake on the CNG slide.

Ray Connell, Attorney for David Hasting, stated that his client purchased their property before the RV Park was in existence. He stated that his client had several concerns regarding the proposed expansion. He asked if the City Commission would consider returning it to the Planning Commission or to pass other restrictions.

Mayor Haines stated that what was approved tonight was land use. He stated that he thought these other items were permitting issues.

Mr. Rickard stated that it discusses those items in the staff report. He stated that the City Commission approved the Planning Commission's recommendation to have the County review drainage.

Mr. Connell stated that his client believed that the proposal that the Commission approved is not what the client plans to do.

There was discussion regarding the maps and the legal description. There was consensus amongst the Commission that they needed clarification between the legal description versus the map.

Mr. Rickard stated that staff will review the maps and the legal and return to the Commission with clarification.

EXECUTIVE SESSION

Commissioner Nick Badwey moved to recess into executive session pursuant to K.S.A. 75-4319(b)(6) for the purposes of preliminarily discussing the acquisition of real property and to reconvene the meeting at 8:00 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 8:01 p.m.

ADJOURNMENT

Commissioner Nick Badwey moved to adjourn the meeting at 8:01 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 November 28, 2018

The El Dorado City Commission met in special session on November 28, 2018 at 4:00 pm at City Hall with the following present: Mayor Vince Haines (Arrived at 4:15 p.m.), Commissioner Matt Guthrie (left at 5:43 p.m.), Commissioner Gregg Lewis, Commissioner Nick Badwey, Commissioner Kendra Wilkinson, City Manager David Dillner, City Engineer Scott Rickard and City Clerk Tabitha Sharp.

VISITORS

Ray Connell	Connell and Connell	El Dorado, KS
Curt Zieman	128 N Vine	El Dorado, KS
Natalie Donges	2873 SE HWY 54	El Dorado, KS
Lee White	Butler County Times Gazette	El Dorado, KS
Jay Shivers	220 E 1st	El Dorado, KS
Linda Jolly	El Dorado Inc	El Dorado, KS
Jordan Buxton	Chamber of Commerce	El Dorado, KS
Kevin Wishart	220 E 1st	El Dorado, KS
Sarah Hagen	128 N Vine	El Dorado, KS

CALL TO ORDER

Vice Mayor Gregg Lewis called the September 26, 2018 Special City Commission meeting to order at 4:00 p.m.

GREATLIFE GOLF AND FITNESS PROPOSAL TO PURCHASE PRAIRIE TRAILS

City Manager David Dillner reviewed the presentation he had given to the advisory board regarding the proposed sale of prairie trails.

The Commission agreed to move forward with the conversation.

DEER GROVE SUP

City Engineer Scott Rickard and Planning and Zoning Coordinator Jay Shivers stated that the map with the yellow box provided at the last Commission meeting was incorrect. They stated that the Planning Commission reviewed all of the correct materials, and everything but that piece was correct for the City Commission. They stated that the attorney has recommended that to make sure everything is clear, the Commission make a motion to reaffirm their vote at the previous meeting.

The Commission agreed to review it at the next meeting.

HOUSING

City staff and El Dorado Inc. reviewed the current housing situation in El Dorado.

The Commission agreed that they would individually consider their housing priorities and we would revisit the conversation in January.

REVIEW OF REGULAR COMMISSION MEETING ITEMS

City Manager David Dillner reviewed the upcoming items.

REPORTS

City Manager David Dillner stated that the City and the YMCA have agreed to revisit the conversation regarding the youth sports at a later time.

ADJOURNMENT

Commissioner Nick Badwey moved to adjourn the meeting at 5:56 p.m.

Commissioner Kendra Wilkinson seconded the motion.

Motion carried 4 – 0.

_____ _____

City Clerk Tabitha D. Sharp Mayor Vince Haines

2018 Commission Priorities
Water Sales • Community Image • Industrial and Business Parks • Parks and Recreation • Public Safety

TO: City Commission
FROM: Engineering Department
SUBJ: Deer Grove SUP
DATE: November 30, 2018

Background:
The Planning Commission held a public hearing on October 25th, 2018, to review a Special Use Permit application to allow a campground at 2953 SE Highway 54. The property would be an expansion of the existing Deer Grove RV Park. The Planning Commission voted to unanimously recommend approval of the application. The property is located within the City of El Dorado Extraterritorial Jurisdiction (ETJ) and has been reviewed by Butler County. The staff memo, map, site plan, Butler County letter, and minutes are attached. The City Commission passed the ordinance by a vote of 5 to 0 at their November 19th City Commission meeting. After the meeting staff found that an error was made on one of the illustrations representing the area for the special use permit which was within the Commission packet. The Planning Commission was presented with 100% correct documentation. Staff is asking that the City Commission reaffirm their vote on the ordinance.

Policy Issue:
Special Use Permits (SUP) allow specific uses to take place on a property. The zoning ordinance allows campgrounds with a SUP on this property, which is zoned Manufactured Home Park Residential District (M-P).

Alternatives:
The current zoning district allows single-family residential and manufactured homes.

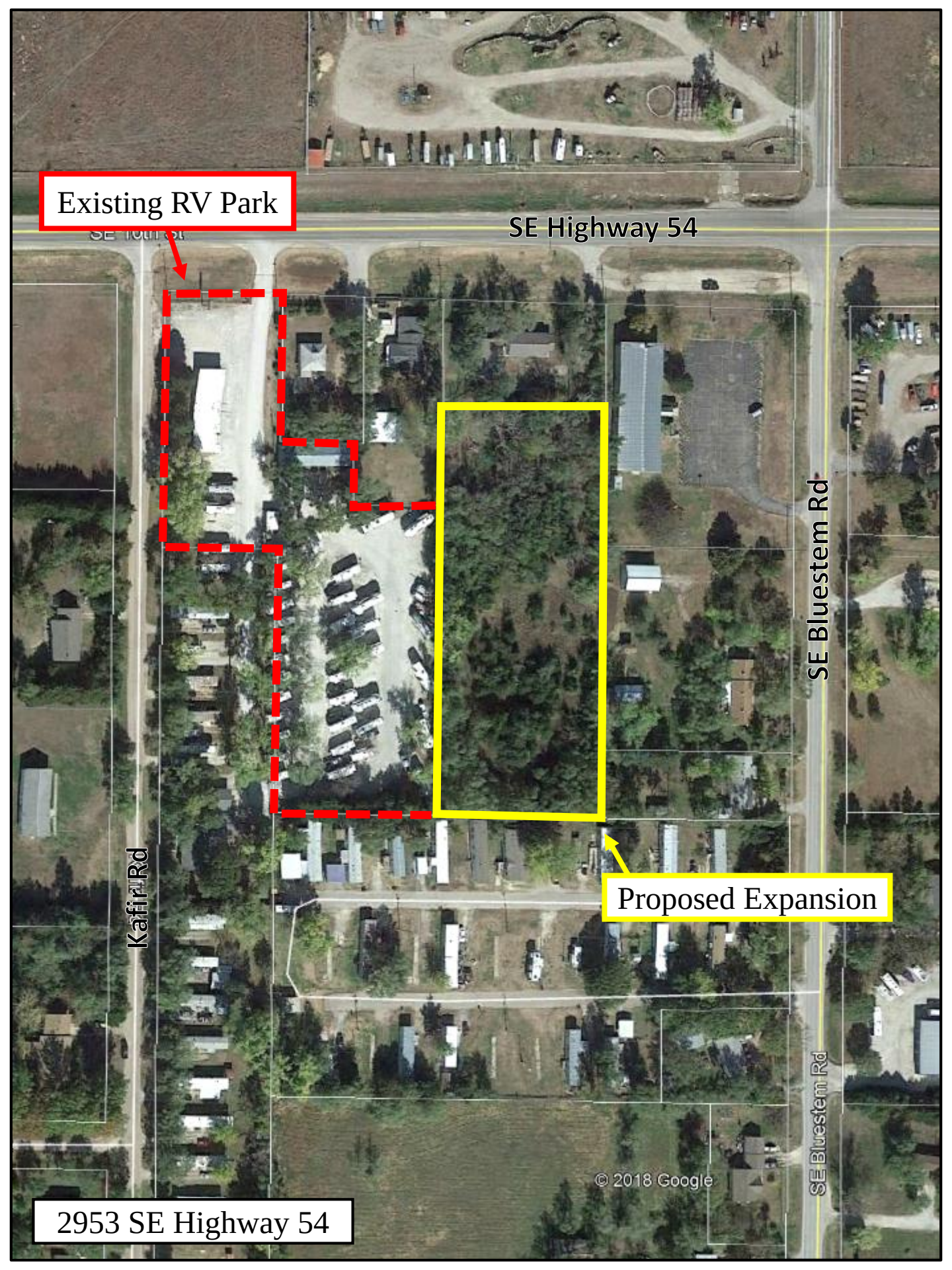
Fiscal Impact:
Approval of the SUP will not have a fiscal impact on the City of El Dorado.

Trade-offs:
Not applicable.

Staff Recommendation:
Approve the motion.

Commission Actions:
Commissioner _____ moved to reaffirm Ordnance No. G-1292, an ordinance approving an SUP for a campground at 2953 SE HWY 54.

Commissioner _____ seconded the motion.


Existing RV Park
SE Highway 54
SE Bluestem Rd
Kafir Rd
Proposed Expansion
© 2018 Google
2953 SE Highway 54

2018 Commission Priorities
Water Sales • Community Image • Industrial and Business Parks • Parks and Recreation • Public Safety

TO: City Commission
FROM: Tabitha Sharp, City Clerk
SUBJ: Write Offs
DATE: November 30, 2018

Background:
Delinquent accounts owed to the City of El Dorado need to be considered to be deemed uncollectible and removed from the City's accounts receivable records, and a list delineating each amount should be filed in the City Clerk's office. The deferred fines to be removed total $58,002.67 and the miscellaneous billing amount to be removed is $2,473.17. It is noted that of the total deferred fines being written off, $6,087.50 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.

Policy Issue:
This action is an accounting function and follows Generally Accepted Accounting Principles (GAAP).

Alternatives:
Not applicable.

Fiscal Impact:
We do not "forget" the debts, we use several methods to collect the debt including State Setoff and a private collection agency.

Staff Recommendation:
Approve the motion.

Commission Actions:

Commissioner _____ moved to deem uncollectible the deferred fines accounts in the amount of $58,002.67 for 2018, and miscellaneous billing accounts in the amount of $2,473.17 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.

2018 Commission Priorities
Water Sales • Community Image • Industrial and Business Parks • Parks and Recreation • Public Safety

TO: City Commission
FROM: Tabitha Sharp, City Clerk
SUBJ: Playground Equipment Bid Approval
DATE: November 30, 2018

Background:
The Sales Tax Committees for 2017 and 2018 recommended approval of funding for new playground equipment at Library Park and Gordy Park to be spent in 2018 and 2019 respectively. The committees granted $40,000 for each park. Four companies submitted bids for the playground equipment on October 19th. The bid tabulation is attached to the agenda.

Staff had planned to discuss the design selection with the Parks and Recreation Advisory Board, however there was no quorum for the November meeting. Staff are requesting that the Commission accept the bid and staff will return to the advisory board in December with the design options provided by the winning bidder.

Policy Issue:
The City Commission reviews the bids and awards the contract to the best bidder.

Fiscal Impact:
Staff are recommending the bid from Gametime (Cunningham Recreation), for a total of no more than $71,416.95. The remaining sales tax funds will be used for the tear down of the old equipment, site prep, and ground cover.

Trade-offs:
Should the City Commission choose to go with another bid, staff will be required to take funds for the tear down, site prep and ground cover from the budget. This would decrease funding for other items in the parks department.

Staff will also be required to re-bid the projects if the City Commission does not accept the bid as recommended because the prices are only good for sixty days.

Staff Recommendation:
Accept the bid and direct staff to move forward with selection of equipment.

Commission Actions:
Commissioner _____ moved that since Gametime has submitted the lowest and best bid for playground equipment at Library and Gordy Parks, the City Manager be directed to award the bid to said contractor.

Commissioner _____ seconded the motion.

City of El Dorado
Park Equipment Bids 10/19/18

	Library Park				Gordy Park			Notes
	Option 1	**Option 2**	**Option 3**		**Option 1**	**Option 2**	**Option 3**	
Gametime	$ 25,154.45	$ 22,659.61	$ 25,214.98		$ 46,069.96	$ 46,201.97	$ 35,062.14	Split freight charges between each option
Athco	$ 30,395.00	$ 27,645.00	$ 30,577.00		$ 49,695.00	$ 47,110.00	$ 57,218.00	Freight costs included with Gordy Park
Playscape	$ 39,386.37	$ 39,936.62			$ 40,000.00	$ 40,000.00		Includes shipping and one day of supervised build
ABCreative	$ 20,909.50				$ 59,247.50			Split freight charges between each option and split grant of $56,721