



# EL DORADO

**CITY COMMISSION MEETING  
CITY COMMISSION ROOM  
CALL TO ORDER – JANUARY 17, 2017  
6:30 P.M.**

**INVOCATION**

- John Einem, Grace Lutheran Church

**PLEDGE OF ALLEGIANCE**

**PERSONAL APPEARANCE**

- Jennifer Cook, Community Marketing Manager – State of Department
- Tammy Schaffer, Director of Finance – CAFR Award

**Agenda Item No. 1**  
Issue: Public Comment

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This agenda item will be governed by the Public Comment Policy.

**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.

The Mayor opened the floor for Public Comments.

**Agenda Item No. 2**  
Issue: Consent Agenda

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1. Consider approval of the City Commission minutes from December 19, 2016 and Special City Commission Minutes from December 14, 2016.
2. Consider approval of Appropriation Ordinance No. 12-16 in the amount of \$1,505,197.11.
3. Consider directing the Acting City Manager to sign a lease for a 2016 Bobcat T590 T4 Track Loader.

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

Commissioner \_\_\_\_\_ seconded the motion.

### **Agenda Item No. 3**

Issue: Setting a Public Hearing for the Creation of a CID

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#### **BACKGROUND**

The City has received a petition from Guffey Zumwalt Properties, the owner of 2710 W Central, to create a Community Improvement District. The administrative review committee will review the cost-benefit of the project pursuant to Resolutions 1880 and 2475 and make recommendations to the City Commission at the public hearing.

The City is required to publish notice of the public hearing twice prior to holding the public hearing. Notice will also be sent directly to the other taxing entities.

#### **STAFF RECOMMENDATION**

Approve the Resolution.

#### **SUGGESTED MOTION**

Commissioner \_\_\_\_\_ moved to approve Resolution No. \_\_\_\_\_, a Resolution setting a public hearing to discuss the creation of a Community Improvement District within the City of El Dorado.

Commissioner \_\_\_\_\_ seconded the motion.

**Agenda Item No. 4**

Issue: Project 392-Sanitary Sewer Rehabilitation

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**BACKGROUND**

In order to request a draw against our existing KDHE loan, a Resolution must be passed to update the authorized City representative. The commission needs to authorize Acting City Manager Scott Rickard to sign all necessary documents on behalf of the City.

**STAFF RECOMMENDATION**

Approve the Resolution

**SUGGESTED MOTION**

Commissioner \_\_\_\_\_ moved that Resolution No. \_\_\_\_\_, a resolution to change the authorized representative on behalf of the City of El Dorado for the KDHE Sanitary Sewer Rehabilitation Loan be approved.

Commissioner \_\_\_\_\_ seconded the motion.

**Agenda Item No. 5**

Issue: Vacate Right of Way – 6<sup>th</sup>/Atchison

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**BACKGROUND**

The adjacent property owner has requested that the City Commission vacate right of way north of 6<sup>th</sup> Avenue and east of Atchison Street. Should the right of way be vacated it would remain as a utility and drainage easement. For the proposed property to be redeveloped the vacation is needed and there is no justification in retaining the right of way. Attached is a map of the area.

**STAFF RECOMMENDATION**

Proceed with the Vacation

**SUGGESTED MOTION**

Commissioner \_\_\_\_\_ moved that Ordinance No. \_\_\_\_\_, an ordinance relating to and providing for the vacation of right of way to create and maintain a utility and drainage easement in Hull’s Addition north of 6<sup>th</sup> Avenue and east of Atchison Street of the City of El Dorado, Kansas be approved.

Commissioner \_\_\_\_\_ seconded the motion.

**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	_____

## **Agenda Item No. 6**

Issue: Ordinance to Increase Water Rates

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### **BACKGROUND**

In 2013, the City Commission requested that staff present increases of rates on a more regular basis instead of requesting a large increase over longer periods of time. Staff sought the assistance of our financial advisors, Springsted, who conducted a water and sewer rate study to determine the appropriate charges needed to finance the capital and operating needs of the water and sewer utilities. The City Commission discussed the results of this study at their work session on December 14<sup>th</sup>, 2016.

The Springsted study recommended increases to Readiness to Serve (RTS) fees and to bring the RTS fees in line with AWWA meter size ratios. To minimize the impact to our customers, staff is recommending to postpone Springsted's recommended phased increases to the water RTS fees and only increase water rates and RTS fees 1.5% rates to be effective February 1, 2017. The RTS fees will also be adjusted to be in line with AWWA meter size ratios for meters 1.5" and larger. A survey of 24 cities in the REAP region found we have the 3<sup>rd</sup> lowest residential water RTS fee (\$7.29) and well below the regional average of \$16.05. We will continue to evaluate our capital and operating needs, as well as fund balances at the end of each year prior to recommending any adjustments to RTS fees and water rates.

Proposed rates are as follows:

Tier 1 (0-29,999 cu. ft.): \$1.27 per 100 cubic feet

Tier 2 (30,000 cu. ft. or more): \$1.22 per 100 cubic feet

Readiness to Serve Fees:

<b>Meter Size</b>	<b>Charge</b>
5/8 by 3/4 & 1 inch	\$7.40
1 1/2 inch	\$37.00
2 inch	\$59.20
3 inch	\$111.00
4 inch	\$185.00
6 inch	\$370.00
8 inch	\$592.00
12 inch	\$1591.00

### **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 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	_____

## **Agenda Item No. 7**

Issue: Ordinance to Increase Sewer Rates

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### **BACKGROUND**

In 2013, the City Commission requested staff present rate increases on a more regular basis instead of large increases over longer periods of time. Staff sought the assistance of our financial advisors, Springsted, in order to determine the appropriate charges needed to finance the capital and operating needs of the sewer utility. They recommended an increase in the rate as well as an increase in the readiness to serve (RTS) fee. Additionally, they recommended the sewer RTS fee be based on meter size.

Currently all sewer customers pay the same RTS fee regardless of size. RTS fees based on meter size will be more reflective of each customer's impact on the sewer system and more equitable to all customers. The sewer rate increase is 1.5% and RTS fees are Springsted's recommendation for year one and based on AWWA meter size ratios. The impact on revenue will be analyzed before recommending any further RTS fee increases. These increases will allow the City to build fund balance and apply for more matching grants. A survey of 24 cities in the REAP region found we have the 2<sup>nd</sup> lowest residential sewer RTS fee (\$7.16) and well below the regional average of \$20.99.

Proposed rates are as follows:  
\$2.60 per 100 cubic feet of water

Readiness to Serve Fees:

<b>Meter Size</b>	<b>Charge</b>
5/8 by 3/4 & 1 inch	\$8.98
1 1/2 inch	\$21.98
2 inch	\$31.73
3 inch	\$54.47
4 inch	\$86.97
6 inch	\$168.21
8 inch	\$265.71
12 inch	\$704.42

### **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 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	_____

**Agenda Item No. 8**

Issue: MOU – USD 490 and City of El Dorado

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**BACKGROUND**

The City of El Dorado and USD 490 wish to enter into a Memorandum of Understanding that will allow USD 490 officers to issue citations through the Municipal Court of El Dorado for minor city code infractions and violations, on and along USD 490 property. The Municipal Court shall manage these citations in the same manner as a citation issued by the City of El Dorado. Full-time USD 490 officers certified by the Kansas Commission on Peace Officer Standards are the only USD 490 employees allowed to issue a citation.

**SUGGESTED MOTION**

Commissioner \_\_\_\_\_ moved to approve the Acting City Manager to sign the Memorandum of Understanding with USD 490, an agreement forming a partnership between the City of El Dorado Police Department and USD 490 for the purpose of allowing USD 490 officers to enforce city code.

Commissioner \_\_\_\_\_ seconded the motion.

**Agenda Item No. 9**

Issue: Municipal Court Procedure Policy

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**BACKGROUND**

El Dorado Municipal Code Section 2.32.070 indicates that Municipal Court is held on Wednesday of each week at 2:00 p.m. Staff recommends changing the code to reflect the actual time Municipal Court is held, which is on Monday of each week at 1:30 p.m. The Ordinance will clean up the code to reflect what is actually occurring.

**SUGGESTED MOTION**

Commissioner \_\_\_\_\_ moved to approve Ordinance No. \_\_\_\_\_, and Ordinance amending the El Dorado Municipal Code, Section 2.32.070 as it pertains to the Municipal Court.

Commissioner \_\_\_\_\_ seconded the motion.

**ROLL CALL VOTE**

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

## **Agenda Item No. 10**

Issue: New Business

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This item is for open discussion by the City Commission.

The Mayor opened the floor for Commissioners' comments.

### **Advisory Board Updates**

Mayor Vince Haines

Commissioner Chase Locke

Commissioner Gregg Lewis

Commissioner Nick Badwey

Commissioner Kendra Wilkinson

El Dorado Inc.

Library

Main Street

REAP

Inc. Housing

Youth Commission

County Solid Waste

Inc. Housing

Prairie Trails

Airport

Convention and Tourism Committee

Recreation

**Agenda Item No. 11**

Issue: City Manager's Report

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City Manager will provide updates of current community issues.

**Agenda Item No. 12**  
Issue: Executive Session

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**BACKGROUND**

This item is for the purpose of discussing legal matters and matters related to non-elected personnel.

**SUGGESTED MOTION**

Commissioner \_\_\_\_\_ moved to recess into an Executive Session for the purpose of discussing legal matters and matters pertaining to 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,

Scott Rickard  
Acting City Manager