

CITY OF TONGANOXIE
321 S. DELAWARE 913-845-2620
December 18, 2017
7:00 Regular Meeting



Honorable Jason K. Ward, Mayor
Council Members
Chris Donnelly James Truesdell
Curtis Oroke Andy Gilner Kara Reed

Open Regular Meeting – 7:00 p.m.

I. Pledge of Allegiance

II. Approval of Minutes – Regular Meeting dated December 4, 2017

III. Consent Agenda

- a) Review Bill Payments

IV. Open Agenda

Members of the public are welcome to use this time to comment about any matter relating to City business. The comments that are discussed under Open Agenda may or may not be acted upon by the Council during this meeting. In order to speak during open agenda, you must sign up with your name and address with the city clerk or designee **before the meeting**. Comments will be limited to 3 minutes. Please wait to be recognized by the Mayor and **state your name and address** for the record.

V. Old Business

VI. New Business

- a) Resolution 12-17-04: Resolution authorizing expenses associated with construction of a new Library
- b) Review of Planning Commission Resolution #12-17-3, which forwarded a recommendation for approval of the updates to the Comprehensive Plan – Vision 2020
- c) Ordinance No. 1430: First reading of an ordinance adopting the Connectivity, Future Land Use, and Public Realm plans to serve as an update to the Comprehensive Plan – Vision 2020
- d) Ordinance No. 1431: Changing the January 2018 City Council meeting schedule
- e) Consider approval of court services agreement with the City of Leavenworth
- f) Consider approval of CMB license for G&P Country Market
- g) City Manager Agenda
 - 1. Discuss upcoming steps in 2018 related to Stormwater Fees
 - 2. November Financial Report
- h) City Attorney Agenda
- i) Mayor Agenda
 - 1. Port Authority Board member nomination

j) Mayor Pro Tem Agenda

k) City Council Agenda

VII. Information & Communications (No Action Required)

VIII. Adjourn

City Council Meeting Draft Minutes

December 4, 2017

7:00 p.m. Regular Meeting



Mayor Ward opened the meeting at 7:00 p.m. with the pledge of allegiance. Council members present were Jim Truesdell, Curtis Oroke, Andy Gilner, Kara Reed, and Chris Donnelly. Also in attendance were City Manager George Brajkovic, Assistant City Manager Dan Porter, City Clerk Patty Hagg, and City Attorney Shannon Marcano.

Approval of Minutes and Consent Agenda

- **Mr. Gilner moved to approve the minutes from the November 20, 2017 council meeting. Ms. Reed seconded. All ayes. Motion carried.**
- **Ms. Reed moved to approve the consent agenda. Mr. Gilner seconded. All ayes. Motion carried.**

Open Agenda

- Rachel Kelly, 703 1st St., Tonganoxie & Cricket Ottens – asked the council to hear a project idea they are considering for their Southern Leadership Development Class. They would like to council to consider donating city property west of the VFW Park or 3rd & Main St to use as a dog park. They stated they plan to fundraise for signage and fencing and asked that the city maintain the dog park after it was completed. Monica Gee, 17685 214th St., Tonganoxie stated most dog parks operate on an honor system. All animals must stay on a leash until inside the fenced area, animals must have current rabies shots and owners are responsible for cleaning waste. The council agreed it is a good idea but they would need to review rules and regulations and liability concerns and directed City Attorney to look into regulations.

New Business

Resolution 12-17-01; updating authorized users on the City's Municipal Investment Pool account.

- City Manager, George Brajkovic introduced Dan Porter as the newly hired Assistant City Manager and explained that these signature changes are needed to add Mr. Porter to the City's account.
 - **Ms. Reed made a motion to approve Resolution 12-17-01**
 - **Mr. Gilner seconded the motion. All ayes. Motion Carried.**

Resolution 12-17-02; approving and authorizing the execution of a Real Estate Contract between the City of Tonganoxie and Unilock Chicago, Inc. for the purchase of Lot 5 in the Tonganoxie Business Park.

- Mr. Brajkovic gave a presentation on the project. He showed aerial views of the business park property and Lot 5. He discussed the details of Phase 1 & 2 of the property development and discussed zoning considerations that allow the use of a temporary trailer for 1 year to be used as an office and the schedule for gravel lot improvements. Unilock has agreed to use their products to improve up to 1 acre per year. Also presented were the benefits of the project and the purchase agreement and development agreement.
- Mr. Brajkovic introduced Jeff, local manager for Unilock, and Bob Moser, a representative from Unilock Chicago LLC. Mr. Moser presented the council with a product catalog and gave a brief summary of the company and future plans.
 - **Mr. Gilner made a motion to approve Resolution 12-17-01 authorizing the mayor to execute the contract with Unilock Chicago LLC.**
 - **Mr. Oroke seconded the motion. All ayes. Motion approved.**

Public Forum #2 of 2 regarding the construction of a new Public Library and other Capital Maintenance/Improvements Project list

- Mr. Brajkovic presented a power point showing several capital improvement projects, budget concerns and funding options. He discussed the ¾ cent tax ballot language and the previous tax revenue shortfalls for the water park project.
- Toby Tatum, JE Dunn representative, gave a presentation on building size and cost comparisons. He also explained the original cost did not include parking and land purchase amounts. Ms. Reed asked Mr. Tatum if sq. ft. costs estimates could change. He stated they could look at options and change price estimates accordingly but also that parking was a big part of the budget considerations.
- Steven Skeet, Library Board President, discussed the size of libraries in nearby communities.
- Kay Soetart, 124 W 1st, Tonganoxie, land owner group partner, asked the council for a letter of intent so they could continue to talk to other developers who are interested in the property. She explained that the existing building, the old gym, is still standing because it was thought that the library might use the old gym as part of their design concept.
- Mr. Brajkovic stated the city is working with an agent for an appraisal of the property at 4th & Shawnee and reviewed the capital improvement items and costs that have been suggested by the City Engineers. He presented a slide that showed percentages of the estimated 20 year tax revenue for capital improvement projects and the library project provided by the city financial advisors, Springsted Inc.
- Kay Soetart, 124 W 1st, Tonganoxie, stated some communities have a Community Center and since our city does not have one we need to look at the library as our community center.
- Drew Overmiller, 121 E 2nd St stated the library would generate traffic downtown and could be used as multi-use community space.
- Cecilia Pruitt, 21800 Parallel Rd., Tonganoxie, asked the about the appraised value of the current library building. Mr. Skeet stated the current building is appraised at approximately \$200,000.00-\$240,000.00.

- Jacob Dale, 1023 Starla Ct., suggested spending more on the library now to complete one major project that will benefit the community for many years.
- LaJean Keene, 817 Church St. Tonganoxie stated this is an opportunity for the city leaders to do something great for the community. She stated she would like to see the city provide the library with enough funds to build the 16,000 sq. ft. building.
- Elizabeth Daniel, 309 E 3rd St, stated she teaches an art class at the current library and thinks the library is an important place and a huge part of children's lives in the community.
- Patricia Szini 19749 211th St., Tonganoxie, states she is a regular user of the library for internet access. She does not have a fast internet connection where she lives. She stated she has seen how crowded the library gets at 3:30 in the afternoon. There is no space left and the Library café is a great place for the kids in Tonganoxie.
- Desiree Kenney, 22761 Hatchell Rd., Tonganoxie, stated she owns a daycare in Tonganoxie and she brings her kids to the library for activities. She stated the current library is overcrowded and she would like to see the City do it right the first time.
- Natalie Friese, 1012 Pleasant St., stated she is a teacher and she doesn't want to see the city build a smaller library and have the same problems the school district had when they built the Middle School. She stated the school district was at capacity immediately. She wanted the council to know that the library is known as a safe place for kids after school.
- Tana Walker, 1230 Raintree Tonganoxie, stated they drive to Lawrence to use the library because it is bigger and while they are in Lawrence they usually spend money elsewhere adding to the tax revenue, the same thing could happen in Tonganoxie.
- Jamie Lawson, 1831 Finch, stated that the 3.6 million is the amount that was budgeted for by the city and that he as a stakeholder would like everyone to look at wants vs needs. He stated he would like tax dollars spent responsibly. He stated he has great respect for everyone who has worked with the city and the library on this project.
- Jill Breuer, 17607 198th St., Stated the 3.6 million was an estimate they received from a volunteer architect about 2 or 3 years ago. Now that they have hired a professional design build team the material price has increased and land costs have been added to the total project.
- Cathy Nichols, 501 E 13th St. Tonganoxie, stated she is new to the Tonganoxie community but has seen firsthand the importance of the library to Tonganoxie. She stated she has taken advantage of the programs offered and is impressed by the social activity that is happening at the library.
- Ray Stockman, 14848 234th St., Tonganoxie, suggested looking at staying within budget but designing to fill in space at a later date. He stated there are a lot of retirees and professional telecommuters that use the library for business purposes and the library should look at space for mobile learning.
- Mary Gergick, 21772 Kansas Ave, Tonganoxie, states she uses the library for the internet services. She asked if there had been a study to determine the busiest times hour by hour. She would like to see a storm shelter for the public included in the design and suggested the designers look at doing a 2 story building with a basement and provide more parking.

3 minute recess

- Steve Skeet – asked if the council would review and sign the letter of intent so they could provide that to the landowners. He noted a drafted letter would be provided to the City Attorney for her review.
- Drew Overmiller – 121 E 2nd St., Tonganoxie, asked about insuring action by a specific date in such a letter.
- Mr. Brajkovic reviewed the cost of the bonds and interest to the city.
 - Ms. Reed made a motion to approve 3.75 million dollars for the library project, to include land acquisition and construction, and to instruct staff to review the letter of intent proposed by the library board.
 - Curtis Oroke seconded the motion
- Additional comments were heard from the council members regarding the ¾ cent sales tax with \$200,000 to the library and \$200,000 to be used for infrastructure improvements, debt structure and tax changes in Washington may impact revenue, the need to support the safety and infrastructure projects that will benefit the community and the suggestion of a smaller building at this time with design opportunity for additions to the building at a later date.
- David Friese-1012 Pleasant St, Tonganoxie, addressed the council and stated he did not think the proposed 3.75 million would be enough and would like the council to consider applying all of the revenue for the first 10 years of the 3/4 cent sales tax to the library fund. He felt confident that more tax revenue would be available to the city and would like to see 5.2 million be given to the library for the building and property costs.
- Kara Reed and Curtis Oroke stated they were ready to move forward and vote on the motion that was proposed.
- Incoming (recently elected) council members Rocky Himple and Jamie Lawson commented on the need to stay within the budget and both thought the amount proposed was a good compromise.
- Chris Donnelly explained aspects of bonds and interest, including maturity dates and call dates of bonds.
- Steve Skeet stated he had 6 families choose properties in Basehor over Tonganoxie because of the schools and library.

Mayor Ward closed discussion and asked for a roll call vote on the motion presented by Kara Reed

- **Ms. Reed- yes, Mr. Gilner- yes, Mr. Donnelly- yes, Mr. Oroke-yes, Mr. Truesdell-yes – All ayes. Motion passed.**

Mayor Ward stated there would be an action item at the next meeting to approve the letter of intent and directed city attorney and staff to work closely with Nicole and Steve.

5 minute recess 9:41

Consider Approval of CMB license for Brother's Market

- Mr. Gilner moved to approve the application for Brother's CMB license for 2018. Mr. Oroke seconded. All ayes. Motion passed.

Ordinance # 1429, amending the rate charged for Water & Sewer Usage

- Mr. Brajkovic reviewed the 3% rate changes for water & sewer rates for 2018 that was suggested in the budget review.
 - **Mr. Gilner made a motion to approve Ordinance 1429**
 - **Mr. Oroke seconded the motion. All ayes. Motion passed.**

Mayor Agenda

- Mayor Ward state we need to promote growth and development to afford the amenities and services that we want.

Mary Gergick asked if tax abatements were given to Unilock. Mr. Brajkovic stated Unilock did not ask for tax abatements.

City Council Agenda

- Mr. Oroke asked everyone to google the library that was built in Mulvane KS, in 2016. He stated it was a steel structure, approximately 14,000 sq. ft. he thought the cost was around 4 million.

Mr. Gilner moved to adjourn at 9:53 p.m. Ms. Reed seconded. All ayes. Motion carried. Meeting adjourned.



City of Tonganoxie, KS

Check Report

By Check Number

Date Range: 12/01/2017 - 12/14/2017

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP Bank-AP Bank						
0826	ANNA WOLF	12/01/2017	Regular	0.00	725.00	44253
0025	APAC-KANSAS, INC	12/01/2017	Regular	0.00	996.85	44254
0051	BG CONSULTANTS INC	12/01/2017	Regular	0.00	9,832.00	44255
0056	BLUE CROSS AND BLUE SHIELD	12/01/2017	Regular	0.00	28,498.76	44256
0166	EMERGENCY REPORTING	12/01/2017	Regular	0.00	139.00	44257
0189	FIRST STATE BANK & TRUST	12/01/2017	Regular	0.00	1,442.12	44258
0198	FRANK ROBISON	12/01/2017	Regular	0.00	1,400.00	44259
0216	GOULD EVANS PC	12/01/2017	Regular	0.00	1,426.25	44260
0246	HEATHER HOLEK	12/01/2017	Regular	0.00	35.31	44261
0243	HIMPEL LUMBER & BUILDING SUPPL	12/01/2017	Regular	0.00	857.48	44262
0248	HOLLIDAY SAND & GRAVEL COMPANY	12/01/2017	Regular	0.00	616.40	44263
0330	KANSAS GAS SERVICE	12/01/2017	Regular	0.00	85.64	44264
0345	KATHLEEN MCBRATNEY	12/01/2017	Regular	0.00	375.00	44265
0393	LAWRENCE MEMORIAL HOSPITAL	12/01/2017	Regular	0.00	30.00	44266
0410	LIBERTY NATIONAL	12/01/2017	Regular	0.00	237.82	44267
0732	METLIFE - GROUP BENEFITS	12/01/2017	Regular	0.00	190.05	44268
0857	MIDCONTINENT COMMUNICATIONS	12/01/2017	Regular	0.00	749.69	44269
0491	OLATHE WINWATER WORKS	12/01/2017	Regular	0.00	12,816.86	44270
0503	PACE ANALYTICAL SERVICES INC	12/01/2017	Regular	0.00	454.00	44271
0522	POLYDYNE INC	12/01/2017	Regular	0.00	1,125.00	44272
0542	QUILL	12/01/2017	Regular	0.00	690.99	44273
0548	RECORDNEWS	12/01/2017	Regular	0.00	2,406.25	44274
0555	RICOH USA, INC.	12/01/2017	Regular	0.00	1,512.65	44275
0893	ROLLNRACK LLC	12/01/2017	Regular	0.00	9,189.00	44276
0579	SECURITY BENEFIT - 457	12/01/2017	Regular	0.00	2,119.23	44277
0581	SHILLING ELECTRIC CO.	12/01/2017	Regular	0.00	11.94	44278
0874	TERESA BASTRON	12/01/2017	Regular	0.00	34.05	44279
0641	TYLER TECHNOLOGIES	12/01/2017	Regular	0.00	239.55	44280
0645	UNITED RENTALS, (NORTH AMERICA	12/01/2017	Regular	0.00	763.38	44281
0661	VISION SERVICE PLAN	12/01/2017	Regular	0.00	402.53	44282
0671	WESTAR ENERGY	12/01/2017	Regular	0.00	739.50	44283
0673	WESTERN EXTRALITE COMPANY	12/01/2017	Regular	0.00	94.84	44284
0677	WILLIAM PRAY	12/01/2017	Regular	0.00	600.00	44285
0034	AT&T ACCESS TRANSPORT SERVICES	12/12/2017	Regular	0.00	74.49	44286
0057	BLUE TARP FINANCIAL, INC.	12/12/2017	Regular	0.00	153.93	44287
0700	BUSHYHEAD LLC	12/12/2017	Regular	0.00	2,750.00	44288
0107	CLIFTON DEMOSS JR	12/12/2017	Regular	0.00	850.00	44289
0136	DELTA DENTAL PLAN OF KANSAS,IN	12/12/2017	Regular	0.00	2,023.61	44290
0147	DOLLAR GENERAL	12/12/2017	Regular	0.00	95.50	44291
0166	EMERGENCY REPORTING	12/12/2017	Regular	0.00	181.33	44292
0185	FERRELLGAS	12/12/2017	Regular	0.00	1,033.36	44293
0205	GALL'S LLC	12/12/2017	Regular	0.00	81.98	44294
0308	KANSAS STATE TREASURER	12/12/2017	Regular	0.00	1,584.00	44295
0330	KANSAS GAS SERVICE	12/12/2017	Regular	0.00	202.60	44296
0757	KC CLEAN	12/12/2017	Regular	0.00	240.00	44297
0350	KDHE	12/12/2017	Regular	0.00	20.00	44298
0414	LINK-LITE NETWORKING, INC.	12/12/2017	Regular	0.00	567.50	44299
0857	MIDCONTINENT COMMUNICATIONS	12/12/2017	Regular	0.00	268.32	44300
0894	MITCHELL SHAFFER	12/12/2017	Regular	0.00	1,000.00	44301
0491	OLATHE WINWATER WORKS	12/12/2017	Regular	0.00	1,111.58	44302
0496	ONE CALL CONCEPTS	12/12/2017	Regular	0.00	122.40	44303
0500	O'REILLY AUTO PARTS	12/12/2017	Regular	0.00	423.84	44304
0568	SAMS CLUB	12/12/2017	Regular	0.00	255.24	44305
0895	STOP STICK	12/12/2017	Regular	0.00	275.00	44306

Check Report

Date Range: 12/01/2017 - 12/14/2017

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
0614	T-MOBILE	12/12/2017	Regular	0.00	510.91	44307
0628	TODD'S TIRE LLC	12/12/2017	Regular	0.00	192.00	44308
0642	U S POSTAL SERVICE	12/12/2017	Regular	0.00	1,070.88	44309
0651	USA BLUE BOOK	12/12/2017	Regular	0.00	160.42	44310
0671	WESTAR ENERGY	12/12/2017	Regular	0.00	678.01	44311

Bank Code AP Bank Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	91	59	0.00	96,764.04
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	91	59	0.00	96,764.04

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	91	59	0.00	96,764.04
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	91	59	0.00	96,764.04

Fund Summary

Fund	Name	Period	Amount
998	Gen Fund-Pooled Cash	12/2017	96,764.04
			96,764.04



Office of the City Manager
AGENDA STATEMENT

DATE: December 18, 2017
To: Honorable Mayor Jason K. Ward and Members of the City Council
FROM: George Brajkovic, City Manager
SUBJECT: Resolution authorizing expenses associated with construction of a new Library

DISCUSSION:

As a follow-up to the motion made and unanimously approved at the December 4, 2017 City Council meeting, which set a \$3.75M cap amount for the land acquisition and construction of a new Public Library, Resolution 12-17-04 serves as the first step in the process of issuing general obligation sales tax bonds to finance the project. This Resolution works to serve as a Reimbursement Resolution, allowing project costs to be eligible for reimbursement, provided expenditures are made on or after the date which is 60 days before the date of this Resolution. Additionally, pursuant to K.S.A. 12-187, the City will need to publish notice to issue bonds once each week for two consecutive weeks, and allow for a 30 day protest period following the last publication.

Therefore, the following timeline has been drafted for the bond process:

12/18/17 – City Council meeting, Reimbursement Resolution
02/19/18 – City Council meeting, set bond sale date
03/19/18 – City Council meeting, approval of bond sale
Week of April 2, 2018 – targeted for closing

ACTION NEEDED:

Make a motion to approve Resolution 12-17-04

ATTACHMENTS:

Resolution 12-17-04
Excerpt of Meeting Minutes

cc: Dan Porter, Assistant City Manager

RESOLUTION NO. 12-17-04

A RESOLUTION DECLARING IT NECESSARY TO ISSUE GENERAL OBLIGATION SALES TAX BONDS OF THE CITY OF TONGANOXIE, KANSAS, FOR THE PURPOSE OF PAYING THE COSTS OF CONSTRUCTING NEW LIBRARY IMPROVEMENTS IN THE CITY; AND PROVIDING FOR THE GIVING OF NOTICE OF SAID INTENTION.

WHEREAS, the Governing Body of the City of Tonganoxie, Kansas (the "City"), pursuant to the authority of K.S.A. 12-187 *et seq.* (the "Act"), has heretofore submitted to the electors of the City the proposition of imposing, under K.S.A. 12-187 *et seq.* (the "Act"), a three-quarters percent (0.75%) City-wide sales tax (the "Sales Tax") for the purpose of paying the costs to construct a new library, construct new capital improvements, maintain new and current infrastructure, and fund debt issued for capital improvements (the "Sales Tax Proposition"), with collection of such Sales Tax to commence on October 1, 2017, and to expire September 30, 2037; and

WHEREAS, such Sales Tax Proposition was submitted at a special question election held on February 28, 2017, and was approved by a majority of the electors of the City voting on said proposition at said time; and

WHEREAS, the City is authorized pursuant to the Act to issue general obligation bonds secured by a pledge of the revenue from the Sales Tax (the "Sales Tax Revenue"), provided certain procedural requirements contained in the Act are satisfied; and

WHEREAS, the Governing Body hereby finds and determines it to be necessary and advisable to issue general obligation sales tax bonds (the "Bonds") in order to pay all or a portion of the costs of financing the costs of constructing new library improvements in the City (the "Project"); and

WHEREAS, the Act requires that notice of the City's proposition to issue the Bonds shall be published once each week for two consecutive weeks in the City's official newspaper and if, within 30 days following the last publication of such notice, a petition is filed with the Leavenworth County election officer, signed by not less than five per cent (5%) of the electors of the City who voted in the last preceding general election of the City, then no such Bonds shall be issued until the proposition thereof is submitted to and approved by a majority of the voters of the City voting at an election held thereon; and

WHEREAS, the Act further requires that, before the Governing Body of the City shall issue any Bonds, it shall cause to be prepared a comprehensive feasibility study showing that Sales Tax Revenue would be sufficient to retire such Bonds.

THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF TONGANOXIE, KANSAS:

SECTION 1. It is hereby deemed and declared to be necessary to issue the Bonds in the maximum amount of \$3,850,000 for the purpose of paying all or a portion of the costs of the Project. The Bonds shall be general obligations of the City and shall be paid and secured by a pledge of the Sales Tax and, if not so paid, shall be paid from ad valorem taxes, if necessary.

SECTION 2. The Project is a "public facility or improvement" of the City for which the City is authorized to issue general obligation bonds, as said terms are referenced in the Act.

SECTION 3. Subject to compliance with *Section 4* hereof, said Bonds may be issued to reimburse expenditures made on or after the date which is 60 days before the date of this Resolution, pursuant to Treasury Regulation 1.150-2.

SECTION 4. Before issuing the Bonds, there shall be published once a week for two consecutive weeks in the official newspaper of the City, a notice of the intention of the Governing Body to issue the Bonds; and if within thirty (30) days after the final publication of such notice, there shall be filed with the Leavenworth County election officer, a petition requesting an election on the issuance of the Bonds, signed by not less than five per cent (5%) of the electors of the City who voted at the last preceding general election of the City, the Governing Body shall thereupon submit such proposed Bonds to the electors of the City at an election to be called for that purpose as provided by the Act or shall abandon the intent to issue the Bonds. If no sufficient protest is filed with the Leavenworth County election officer within the period of time hereinbefore stated, then the Governing Body shall be authorized to issue the Bonds, provided that before the Governing Body of the City shall issue any Bonds, it shall cause to be prepared a comprehensive feasibility study showing that revenues received from the Sales Tax would be sufficient to retire such Bonds.

SECTION 5. The City Manager, City Clerk, City Attorney and other representatives of the City are instructed to take such action as may be necessary and to consult with the City's Financial Advisor and Bond Counsel in order to implement the intent of this Resolution.

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ADOPTED by the Governing Body of the City of Tonganoxie, Kansas, on December 18, 2017.

Mayor

(Seal)

ATTEST:

City Clerk

**EXCERPT OF MINUTES OF A MEETING
OF THE GOVERNING BODY OF
THE CITY OF TONGANOXIE, KANSAS
HELD ON DECEMBER 18, 2017**

The Governing Body of the City of Tonganoxie, Kansas (the "City") met in regular session at the usual meeting place in the City, at 7:00 P.M., the following members being present and participating, to-wit:

Absent:

The Mayor declared that a quorum was present and called the meeting to order.

(Other Proceedings)

Thereupon there was presented a Resolution entitled:

**A RESOLUTION DECLARING IT NECESSARY TO ISSUE GENERAL
OBLIGATION SALES TAX BONDS OF THE CITY OF TONGANOXIE, KANSAS,
FOR THE PURPOSE OF PAYING THE COSTS OF CONSTRUCTING NEW
LIBRARY IMPROVEMENTS IN THE CITY; AND PROVIDING FOR THE
GIVING OF NOTICE OF SAID INTENTION.**

Thereupon Councilmember _____ moved that said Resolution be adopted. The motion was seconded by Councilmember _____. Said Resolution was duly read and considered, and upon being put, the motion for the adoption of said Resolution was carried by the vote of the Governing Body, the vote being as follows:

Aye: _____.

Nay: _____.

Thereupon, the Resolution having received a majority vote of a quorum of the Governing Body, the Mayor declared said Resolution duly adopted and the Resolution was then duly numbered Resolution No. ____ and was signed by the Mayor and attested by the City Clerk. The City Clerk was further directed to cause the publication of a Notice of the intent of said Resolution once a week for two consecutive weeks in the official City newspaper as required by law and provided by said Resolution, said Notice to be in the form attached hereto and made a part hereof by reference as though fully set out herein.

(Other Proceedings)

On motion duly made, seconded and carried, the meeting thereupon adjourned.

(Seal)

City Clerk



Office of the City Manager
AGENDA STATEMENT

DATE: December 18, 2017
To: Honorable Mayor Jason K. Ward and Members of the City Council
FROM: Dan Porter, Assistant City Manager
SUBJECT: Planning Commission Resolution 12-17-03 &
First Reading of Ordinance 1430 - Amendments to Tonganoxie's Comprehensive Plan –
Vision 2020

DISCUSSION:

A work session to initiate an update to Tonganoxie's Comprehensive Plan was held on January 19, 2017. The meeting was facilitated by Gould Evans and discussion items included street designs and connectivity, parks and open spaces, neighborhood development plans and future land use areas. Graham Smith provided maps and a summary of the discussion held at the workshop during the Planning Commission meeting on March 2, 2017. Another meeting was held on September 9, 2017 to discuss respective draft plans related to the Connectivity, Future Land Use, and Public Realm with the Planning Commissioners. The plans were reviewed again on October 5, 2017. An additional map was suggested for the Public Realm plan to include immediately adjacent areas surrounding city limits.

A Public Hearing notice was published in the Tonganoxie Mirror on November 15, 2017 and the Public Hearing was held on December 7, 2017. The Planning Commission accepted Resolution 12-17-3 on December 7, 2017 which forwarded a recommendation for approval of the updates to Tonganoxie's Comprehensive Plan - Vision 2020.

ACTION NEEDED:

No action needed, as this is the first reading of the ordinance.

ATTACHMENTS:

Planning Commission Resolution 12-17-03
Excerpt of Planning Commission Draft Minutes from December 7, 2017
Ordinance 1430
Connectivity Plan
Future Land Use Plan
Public Realm Plan

cc: George Brajkovic, City Manager
Shannon Marcano, City Attorney
George Brajkovic, City Manager
Patricia Hagg, City Clerk
File

PLANNING COMMISSION RESOLUTION

#12-17-3

A RESOLUTION ADOPTING AN UPDATE TO VISION 2020, A COMPREHENSIVE PLAN OF THE CITY OF TONGANOXIE, KANSAS.

WHEREAS, the City of Tonganoxie has a duly constituted Planning Commission as required by law; and

WHEREAS, the Planning Commission of the City of Tonganoxie, Kansas is given the authority to prepare, adopt and amend a comprehensive plan as set forth in K.S.A. 12-747; and

WHEREAS, the Planning Commission has caused a Comprehensive Plan Update to be prepared for said City; and

WHEREAS, the Comprehensive Plan Update includes the report prepared by Gould Evans, Planning Consultants and titled Connectivity, Future Land Use and The Public Realm, as updates to Vision 2020, A Comprehensive Plan of the City of Tonganoxie, 2006 and all maps identified therein; and

WHEREAS, the Planning Commission of the City for Tonganoxie, Kansas, after fully complying with the requirements of the K.S.A. 12-747, and after proper notice being published in the Mirror, held a public hearing on the 7th day of December, 2017, and

WHEREAS, a quorum of the Planning Commission was present to constitute a meeting; and

WHEREAS, the chairman called the meeting to order and declared the public hearing open; and

WHEREAS, the Comprehensive Plan Update and maps therein were discussed; and

WHEREAS it was moved and seconded that the reports titled Connectivity, Future Land Use and The Public Realm be added to Vision 2020, A Comprehensive Plan of the City of Tonganoxie, 2006, and all maps included therein, be adopted as part of the Comprehensive Plan for the City of Tonganoxie, Kansas, and that a certified copy be submitted to the City Council; and

NOW, THEREFORE, BE IT RESOLVED BY THE PLANNING COMMISSION OF THE CITY OF TONGANOXIE, KANSAS:

SECTION 1: The Connectivity, Future Land Use, and Public Realm plans be added to Vision 2020, A Comprehensive Plan for the City of Tonganoxie, Kansas, Updated 2006 together with its maps and appendices, is adopted and forwarded to the Governing Body for approval.

SECTION 2: A certified copy of the plan together with a written summary of the hearing thereon shall also be submitted to the Governing Body

PASSED AND APPROVED BY THE PLANNING COMMISSION OF THE CITY OF TONGANOXIE, KANSAS, THIS 7th DAY OF December 2017.

John Morgan, Chairperson
Tonganoxie Planning Commission

ATTEST

Zach Stoltenberg, Secretary
Tonganoxie Planning Commission

Planning Commission Action

Type of Application: Amendments to the Comprehensive Plan – Vision 2020

Date of Meeting: 12/07/2017

Location of Property: N/A

Name of Applicant: N/A

Name of Developer: N/A

Excerpt of Draft Meeting Minutes (Minutes will not be officially approved until 01/04/2018)

PUBLIC HEARING - Comprehensive Plan Amendments - PC Resolution 12-17-03

Graham Smith, Planning Consultant - Gould Evans, presented an overview of the three major amendments to the Comprehensive plan and the final draft review of changes to the Public Realm plan based on the direction given by the Planning Commission in the previous meeting. The Future Land Use plan covers land use categories and appropriate land uses for each category. The Connectivity plan describes types of streets and respective design guidelines. The Public Realm plan defines parks, greenways, streets and trails along with the future growth area around city limits. Mr. Smith and Mr. Brajkovic also discussed the future growth area included in this plan aligns with the County's comprehensive plan area by using a basis of the watershed and natural boundaries found in the areas beyond city limits. This focus on watersheds represents the natural and most efficient extension of the City's utility services.

Mr. Morgan opened the meeting for public comment.

Drew Overmiller, 121 E 2nd St., Tonganoxie, asked several questions about the existing comprehensive plan, amendments proposed to the plan, the strategic plan, and development of gateways. The commissioners explained that by adding amendments to the comprehensive plan they are establishing guidelines to for use by developers in the future, which in part helps to ensure that parks and trails are extended into new developments and streets are built in accordance with city and neighborhood designs. City Attorney Shannon Marcano explained the comprehensive plan is used as a guideline to improve the physical appearance of development. She stated the strategic plan coincides more with council directive and involves spending of tax money city-wide and implementing and adopting rules and regulations by ordinance to the city code and zoning regulations.

Lindsay Blancarte-22800 Woodend Rd, Tonganoxie, asked about annexing the parcels of land that are located between the city limits and the business park. The commissioners explained those areas are identified in the land use maps as future growth areas. They explained the city limits would be extended to those areas if the property owners voluntarily asked for annexation.

Chairman Morgan closed the Public Hearing and asked for additional comments and questions from the commissioners. Steve Ashley commented on a job well done. He felt the documents covered all the topics that had been discussed in previous meetings.

City Attorney Shannon Marcano asked that any motion made by the commissioners note to include reference to all three amendments assembled by the Planning Commission.

- Mr. Dale made a motion to accept and recommend Resolution 12-17-03 to the City Council with the recommendation from City Attorney Shannon Marcano adding reference to the Connectivity and Future Land Use plans to the resolution.
- Mr. Stoltenberg seconded the motion.
- Roll Call Vote: Patti Gable-yes, Steve Ashley-yes, Monica Gee-yes, John Morgan-yes, Jacob Dale-yes, Zach Stoltenberg-yes. All ayes. Motion passed.

Planning Commission's Recommendation to City Council:

After testimony from planning staff and the public, the Planning Commission accepted resolution 12/17/03 and recommends the city council approve Ordinance No. 1430 adopting the Connectivity, Future Land Use and Public Realm Plans to the Comprehensive Plan - Vision 2020.

Comments, Special Conditions, Explanations:

ORDINANCE NO 1430

AN ORDINANCE ADOPTING THE CONNECTIVITY, FUTURE LAND USE AND PUBLIC REALM PLANS, AS A 2017 UPDATE TO THE COMPREHENSIVE PLAN - VISION 2020 BY REFERENCE FOR THE CITY OF TONGANOXIE.

WHEREAS, K.S.A. 12-747 requires the Planning Commission of the City of Tonganoxie to annually review and reconsidered the Comprehensive Plan and any proposed amendments, extensions and additions to the same; and,

WHEREAS, the Planning Commission of the City of Tonganoxie did, after public notice, and public hearing on December 7, 2017 as required by law, review the Comprehensive Plan and proposed amendments, extensions and additions to the same, and approved Resolution #12-17-03 recommending the Governing Body adopt the proposed amendments -Connectivity, Future Land Use and The Public Realm- to Vision 2020, a Comprehensive Plan for the City of Tonganoxie; and

WHEREAS, on December 18, 2017, the Governing Body of the City of Tonganoxie considered the recommendations of the Planning Commission as contained in Resolution 12-17-03, amendments to the Vision 2020, Comprehensive Plan for the City of Tonganoxie, as a 2017 Update at its regularly scheduled meeting.

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF TONGANOXIE, KANSAS:

SECTION 1: That the Governing Body of the City of Tonganoxie, Kansas hereby approves the recommendations of the Planning Commission and adopts, pursuant to K.S.A 12-747, the 2017 updated Vision 2020, a COMPREHENSIVE PLAN for the CITY OF TONGANOXIE, KANSAS together with its maps and appendices and including certain plans known as Connectivity, Future Land Use and the Public Realm plans.

SECTION 2: That the Governing Body finds that the 2017 updated Vision 2020, a COMPREHENSIVE PLAN, for the CITY OF TONGANOXIE, KANSAS, shall constitute the basis or guide for public action to ensure a coordinated and harmonious development or redevelopment which will promote the health, safety, morals, order, convenience, prosperity and general welfare as well as wise and efficient expenditure of public funds.

SECTION 3: That there shall be no less than three (3) copies of the 2010 updated Vision 2020, a COMPREHENSIVE PLAN for the City of Tonganoxie, Kansas," marked and stamped "Official Copy" as incorporated by Ordinance 1430 with all sections of portions thereof intended to be omitted or changed clearly marked to show any such omission or changes, on file with the City Clerk, open to inspection and available to the public at all reasonable business hours.

SECTION 4: That if any provision of this Ordinance is declared unconstitutional or invalid, the constitutionality or invalidity of the remainder of the Ordinance and the applicability thereof to persons and circumstances shall not be affected thereby.

SECTION 5: That this Ordinance shall take effect from and after its publication in The Tonganoxie Mirror, the official City newspaper.

PASSED BY THE GOVERNING BODY THIS 18TH DAY OF DECEMBER, 2017.

APPROVED BY THE MAYOR THIS 18TH DAY OF DECEMBER, 2017.

Jason K. Ward, Mayor

(Seal)

ATTEST:

Patricia C. Hagg, City Clerk

APPROVED AS TO FORM:

Shannon M. Marcano, City Attorney



CONNECTIVITY

The City of Tonganoxie, its residents and visitors rely on the street network to provide connections and access to and within the community. Connectivity defines the manner in which people move throughout the community to use the services and amenities offered. The current connectivity network is defined by the arterial, collector, residential and parkway roadway system and basic design standards. These roadway types and standards focus on the amount of automobile traffic that can be moved, or is anticipated to be moved, by the different roadway types. While these types and designs are adequate to move automobile traffic, they do not address the character of the roadway or the use of the roadway by other modes of transportation, specifically pedestrians and bicycles. The character of roadway design and its accommodations of automobiles, pedestrians and cyclists is an important factor to support the growth and development of Tonganoxie.

Level of Service

Level of services designations - arterial, collector, residential and parkway - defines the desired capacity of a roadway. This approach is supported by basic design standards that address the right-of-way and roadway pavement widths needed to accommodate the level of roadway. To adequately address the connectivity within in the community design details that address the components of other street and right-of-way details are necessary. Design standards for each of the roadway classifications are included in Figure C-1, for each functional classification of street - arterial, collector, residential and parkway.

	Arterial	Collector	Residential	Parkway
# of Through Traffic Lanes	3 - 5	2 - 3	2	2 - 4
Width of Lanes (excludes curb & gutter)	10' - 12'	10' - 12'	10'	10' - 12'
# of Parking Lanes	0 - 2	0 - 2	0 - 2	0
Parking Lane Width	8'	8'	7'	NA
Width of Median (includes curb & gutter)	0' - 16' (turn lane - 12' max.)	0' - 10'	0'	0' - 16' (turn lane - 12' max.)
Minimum R/W Width	80' to 100'	60'	50'	120'
Bike Facility	5' lane (min.)	5' lane (min.)	Share the Road	5' lane (min.)
Pedestrian Facility	2 (1 multi-use path + 1 sidewalk preferred)	2	1 - 2	2 (1 multi-use path + 1 sidewalk preferred)
Sidewalk Width (Min./dependent on street type)	5' - 10'	5' - 10'	4' - 8'	5' - 10'

Figure C-1: Functional Classification of Streets Standards

Complete Streets

The creation and adoption of the *Conveniently Connected: Pedestrian and Bicycle Master Plan* provides a pedestrian and bicycle policy framework to make Tonganoxie more connected. Through improved design and construction of the street and trail network work the multimodal connectivity network will be improved and expanded as the city grows. The plan, Figure C-3, is based on the transportation philosophy of creating a complete street network to provide access throughout Tonganoxie using multiple modes of transportation.

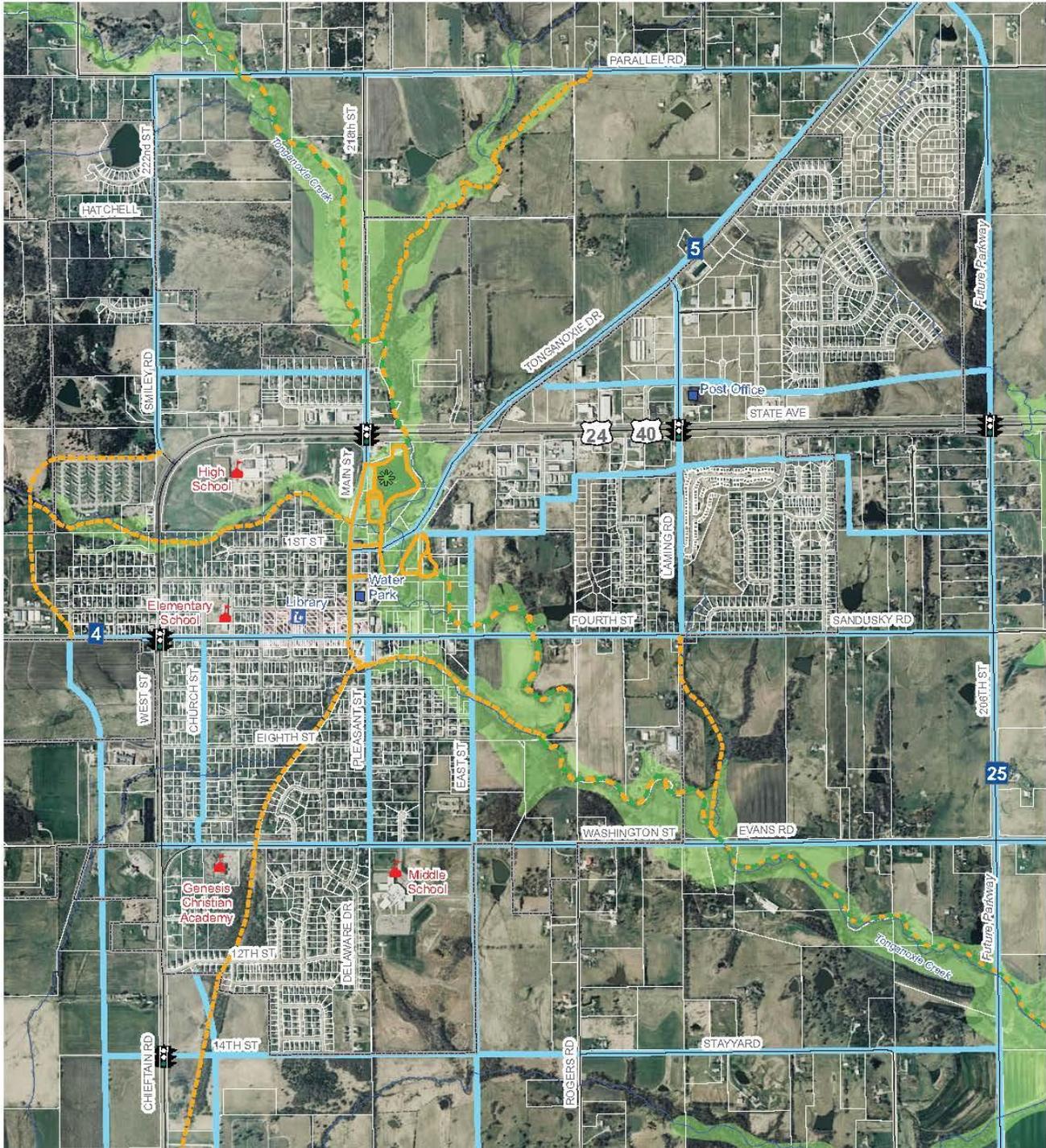
A complete street according to the plan is a street that is “designed and operated to enable safe access for all users (pedestrian, bicyclist and motorists) of all ages and abilities along and across the street.” The plan identifies the desired network and improvements to further connect the community. In locations of the community that the plan calls for multi-modal complete streets or extension of the trail system, the design of those facilities should use the design standards included in Figure C-1 as a baseline, and the Complete Street Design Guide assistance found in Figure C-2. The design of complete streets builds on the Character Street idea, as detailed in the Public Realm section of the Comprehensive Plan updates, and should be applied in conjunction with to create the context desired.

Design Type	Standard	Community	Activity	Natural
Lanes / Lane Widths	Number and width of lanes should be determined by the anticipated capacity, desired vehicle speed, AND balanced with the accommodation of other critical Complete Street elements. Each Street Design Type has a different emphasis on priority elements that best support the context and use.			
Sidewalks	Sidewalks on both sides of the street – except extremely low-density areas, extremely high – traffic/high-vehicle contexts; OR in cases where alternate facilities like a multi-use path are provided; 5’ min., but the wider the better; 8’ min. to support pedestrian oriented economic development; 12’ min. to support social spaces along the street.		8’ min.; 12’ min. is ideal; 16’ min. to support social spaces at key locations.	Multi-use path preferred on arterials; 4’-5’ min. on one side for collectors, or omitted as conditions warrant.
Bicycle Facilities	Multi-use path preferred on arterials. Bike lane or sharrow preferred on collectors. Sharrow is acceptable on residential streets.		Sharrows acceptable; bike facilities omitted where street design speeds are 20 mph or below or where parallel routes are within 600’	Multi-use path preferred on arterial, bike lane or sharrow acceptable on collectors.
Landscape / Amenity Area	Small or large shade trees in the tree lawn; 35% tree canopy over ROW.	Large shade trees in tree lawn; 70% - 100% tree canopy over ROW.	Small or large shade trees in tree wells; 24’ s.f. min. for tree wells’ 36’ s.f. + rec.; at least 50% tree canopy over ROW.	More dense, irregular and natural plantings of trees and shrubs; design with sidewalks, bicycle facilities & drainage; 70% to 100% tree canopy over ROW.
	Tree lawn width 4’-6’ - trees under 30’ tall; 6’-8’ - trees 30’ to 50’ tall; 8’+ - trees +50’ tall.			
Street Furniture / Amenity Area	None	None	Requires 6’ clear zone for pedestrians; 6’+ zone between curb and sidewalk; and/or along first 6’ of building frontage.	None
On-street Parking	Permitted with engineering review.	7’ parallel (including curb & gutter).	8’ parallel required; 18’ angled (including curb & gutter).	None
Drainage	2’ curb and gutter; or green infrastructure drainage with engineering review.			10’+ natural swale; or green infrastructure with engineering review.

Figure C-2: Complete Streets Design Guide

Trails

As promoted by the *Conveniently Connected: Pedestrian and Bicycle Master Plan for Tonganoxie*, trails should be an integrated part of any future transportation system improvements. The trail network should be used to provide communitywide connectivity as well as local access to neighborhoods and destinations like parks, schools and Downtown. A trail can come in many different designs and should be appropriate for the context it is serving.



Legend

- Multi-modal "Complete Street" Improvements
- Existing Trails
- - - Future Greenway Trails
- - - Metro Green Corridor
- Trailhead (proposed)
- Future Greenway Park
- Existing or Planned Signalized Intersection
- Historic Business District
- School
- Streams
- City Limits



NAD 83 State Plane Kansas North
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Figure C-4: Conveniently Connected: Pedestrian and Bicycle Master Plan Map



FUTURE LAND USE

FUTURE LAND USE

The future land use plan within the Comprehensive Plan for Tonganoxie defines the patterns of future growth and development. To create the places and neighborhoods desired by the community a more refined level of land use planning is necessary. The intent of this focused planning is to provide additional detail regarding specific uses and more flexibility in the pattern and relationship of uses to encourage the creation of desirable places. The future land use definitions are not intended to change the citywide land use pattern but rather to refine the location and mix of uses at the neighborhood scale.

The application of the future land use designations will come through the application of appropriate zoning classifications when development occurs. The appropriate zoning categories and their appropriateness should be evaluated based on the specific development proposal.

The land use categories identified include:

- Downtown Retail
- Downtown Mixed
- Neighborhood Mixed
- Residential Compact
- Residential Mixed
- Residential Large Lot
- Residential Small Lot
- Public / Semi-Public
- Park & Open Space

The color code at the top of each category description table represents the land use color on the refined future land use map.

LAND USE CATEGORY: Downtown Retail (DR)

Description:

Downtown Tonganoxie is a defining element of the community and its history. Continued redevelopment of Downtown should strive to replicate the urban development pattern and form that once defined Downtown. This area represents a concentration of development that supports the needs of the local community, and attracts visitors from the region through its offering of goods and services as well as activities. Downtown Tonganoxie contains activities including commercial retail and service uses, public and financial institutions, cultural, recreational, as well as art and entertainment uses and supporting residential development. The continued growth and mixing of all types of land uses is appropriate for downtown.

Additional housing within, and around, the downtown area will provide stability to the area and create a more active environment. Housing in the downtown area should strive for higher densities, whether single family housing or multi-family housing. Within the Downtown, the density of housing should be similar to that of the higher residential densities of 9 to 15 units / acre. Housing in the form of townhomes, lofts, row houses, walk-ups, as well as other similar residential development would be appropriate in downtown.

Example:



APPROPRIATE LAND USES:

Primary Uses:

- Retail / Service
- Public / quasi-public

Development Criteria:

- Multi-story buildings should be encouraged to maintain density of development and provide mixed-use opportunities.
- Buildings should be developed with zero building set-back, except to allow entry, plaza, small park or outdoor use spaces
- Parking should be given secondary site design consideration to the building, and placed behind the building when possible.
- Parks and open space should be included in development and expanded within downtown.
- Smaller scaled footprint buildings are encouraged to locate in downtown. Large scale development, if desired should be designed to appear as a series smaller scaled buildings.
- The street and sidewalk network should be designed to accommodate the pedestrian and bicyclists.
- On-street parking opportunities should be maximized throughout Downtown Tonganoxie.

Secondary Uses:

- Medium-High Density residential uses – 9 to 15 units per acre
- Office uses

Location Criteria:

- Primarily located on upper stories of mixed-use buildings (ground floor retail or institutional) along 4th Street; OR
- Residential - allowed as a primary use, off 4th Street.
- Office - Limited to less than 40% of the ground floor space on 4th Street within Downtown; AND Residential - Limited to less than 20% of the ground floor space on 4th Street within Downtown.

Development Criteria:

- Buildings, access points and parking areas should have similar relation to streetscapes as primary uses, but buildings with ground floor residential uses may be setback slightly from the streetscape and/or elevated slightly above street level to provide privacy for ground-floor dwelling areas.
- Buildings should reflect similar scale as primary uses.
- Transitions between secondary and primary uses that minimize the impacts of noise, light, traffic, operations and intensity of development should be incorporated in the site design of secondary uses. Acceptable buffering can include fencing (stone, wood, and masonry), solid plantings, berming or other methods that complement the development character.

LAND USE CATEGORY: Downtown Mixed (DM)

Description:

The **Downtown Mixed** land use is intended to promote the mix of commercial and residential uses within Downtown Tonganoxie, and assist in the creation of an active, vibrant Downtown. The district allows for the development of commercial and residential uses and provide a transitional development pattern to the Downtown core along 4th Street to the neighborhoods surrounding Downtown. The space between the Downtown Core and neighborhoods should be guided by the appropriate scale of development and activity to ensure the transition from the predominately commercial core of Downtown to the surrounding single-family neighborhoods.

Example:



APPROPRIATE LAND USES:

Primary Uses:

- Retail & Service Uses
- Office Uses
- Residential – Single-Family, minimum lot size 6,000 square feet, minimum lot width 65 feet.
- Civic Space / Institutional Uses Spaces

Development Criteria:

- Maximum lot size 12,500
- Front Yard Setbacks – between 0 and 20 feet, should align along the block face, with exceptions for courtyards or other open space.

Secondary Uses:

- Multifamily residential Uses – 9 to 15 units per acre

Location Criteria:

- Located on the upper stories of mixed-use buildings; OR
- The back side of the blocks that front on 4th Street, or the streets perpendicular to the 4th Street between 3rd and 5th Streets.

Development Criteria:

- Multifamily residential buildings should reflect a similar scale to surrounding single-family residential uses; and in no case more than double the height of those residential uses.
- Transitions between the Downtown and surrounding neighborhoods should be primarily addressed through the appropriate scale, mass and site design.
- Where additional buffering between different uses is needed, elements that minimize the impacts of noise, light, traffic, operations and intensity of development should be incorporated in the site design. Acceptable buffering can include fencing (stone, wood, and masonry) or solid plantings or other methods that complement the neighborhood and development character.

LAND USE CATEGORY: Neighborhood Mixed (NM)

Description:

The **Neighborhood Mixed** land use is a smaller mixed-use node that consists of locally focused services that can include a residential component. Convenience goods, such as smaller specialty grocery stores, personal services (dry cleaning, beauty salon, bank), restaurants, gas stations and small office uses are the primary commodities and services that are provided within neighborhood centers. Smaller, appropriately scaled institutional uses such as churches, libraries or schools are also appropriate for these centers.

Neighborhood centers typically 30,000 to 70,000 square feet of retail and complementary office. These centers many times are dependent on a single anchor (20,000 square feet maximum) such as a pharmacy for success, as many of the support retail and services rely on the anchor for drawing customers. Depending on their size, neighborhood centers need the support of 2,000 to 4,000 households or an average population of 4,700 to 9,400 people. To ensure a compact, walkable center most of that population should be accommodated within ½ mile of the center which requires urban development densities in proximity to the center

Example:



APPROPRIATE LAND USES:

<i>Primary Uses:</i>	<i>Location Criteria:</i>	<i>Development Criteria:</i>
<ul style="list-style-type: none"> • Retail / service • Office • Public / Semi Public 	<ul style="list-style-type: none"> • Located 2 to 3 miles apart from similar neighborhood of community centers. (may be closer with greater density). • Approximate size of centers should be 5 to 15 acres before transitions to supporting neighborhoods. • Preferred locations are at the intersections of two arterials, an arterial and a collector, or two collectors for all future centers. • Neighborhood centers may be located along one quadrant of the intersection but shall not extend more than one full block; neighborhood centers focused on multiple quadrants of an intersection may extend one block in each direction. • Existing commercial areas should be used as the basis for the establishment of mixed-use centers, within the existing community, as defined on the Future Land Use map 	<ul style="list-style-type: none"> • The scale and style of development should be compatible with that of the surrounding neighborhood. • Include amenities such as public focal points / spaces. • Streetscape and site design should be pedestrian oriented both among uses and between uses and neighborhoods. • Public streets and/or internal circulation systems should segment the center into small, walkable blocks; typically between 250' to 400' long. • Pedestrian accessibility and circulation between all sites should be incorporated into all development. • On-street parking, internal to the development, should be a priority to minimize parking lots and improve the pedestrian circulation system. • Space for multiple tenants and uses in nonresidential buildings should be provided. • Quality design and materials should be used for all development to encourage long-term commitment to a location. • Transitions / buffers between centers and less intense adjacent uses and neighborhoods should minimize the impacts of noise, light, traffic, operations and intensity of the center. Acceptable buffering can include fencing (stone, wood, masonry), solid plantings, berming or other methods that complement the development character.
<p><i>Secondary Uses:</i></p> <ul style="list-style-type: none"> • Residential – higher density, 8 – 16 units per acre 	<p><i>Location Criteria:</i></p> <ul style="list-style-type: none"> • Upper levels of mixed use buildings (ground floor office or retail); OR • Principal (ground floor) use on perimeter blocks of mixed use center. 	<p><i>Development Criteria:</i></p> <ul style="list-style-type: none"> • Urban character buildings with small setbacks and oriented to street. • Pedestrian-oriented streetscapes with wide sidewalks, on-street parking, and limited curb-cuts and internal site circulation (alley access may be necessary) • Smaller-scale urban open spaces frequently located; plazas, courtyards or pocket-parks should be located on every block. • Small, well-connected blocks; typical length 400' to 600'. • Transitions / buffers between secondary and primary uses that minimize the impacts of noise, light, traffic, operations and intensity of development should be incorporated in the site design of secondary uses. Acceptable buffering can include fencing (stone, wood, masonry), solid plantings, berming or other methods that complement the development character.
<ul style="list-style-type: none"> • Civic /Institutional – parks, public safety, churches, schools, etc. 	<ul style="list-style-type: none"> • Central locations of the mixed-use center serving as a focal point; OR • On edges of mixed-use center serving as transitions to neighborhoods 	

LAND USE CATEGORY: Residential Mixed (RM)

Description:
 The **Residential Mixed** land use allows for a greater density of residential development, typically in the range of 8 to 20 units per acre in forms such as compact and small-lot single family homes, duplexes, townhomes and multiple family residential housing. Residential Mixed housing incorporates a mix of housing types in a neighborhood setting. Urban residential formats should also be integrated into downtown as well as commercial centers in Tonganoxie. Like other residential land uses, appropriately scaled uses such as churches, schools, parks and other civic and institutional uses should also be accommodated within the urban residential land use category.

Appropriately scaled office, retail and services are allowed in the urban residential land use category. To be effective the scale, design, and transitions between uses should enhance and protect the existing fabric of the adjacent uses and neighborhoods. These uses are allowed as secondary uses and should adhere to the location and development criteria below.

Example:



APPROPRIATE LAND USES:

Primary Uses:

- Single Family and Multi-family Residential – up 12 units per acre (gross neighborhood density)

<i>Secondary Uses:</i>	<i>Location Criteria:</i>	<i>Development Criteria:</i>
<ul style="list-style-type: none"> • Residential - duplexes, townhouses and apartments - 8 to 20 units per acre 	<ul style="list-style-type: none"> • At edges of defined neighborhoods along arterials and minor arterials; OR • As transitions to adjacent mixed-use centers or institutional uses. 	<ul style="list-style-type: none"> • Buildings should reflect a similar scale to primary single-family uses; Where adjacent buildings are more than 150% of the height or building footprint of primary single-family uses, additional setbacks, buffers and usable open spaces should facilitate transitions. • Buildings, access points and parking areas should have a similar relation to neighborhood streetscapes as the primary single-family uses. • Open spaces should be in prominent locations along prominent streets or in front of prominent buildings).
<ul style="list-style-type: none"> • Civic and institutional uses such as parks, community center/club house, churches, school, or other neighborhood support uses. 	<ul style="list-style-type: none"> • As focal point and central to a neighborhood associated with the intersection of Collector Streets or higher classification; OR • At edges of defined neighborhoods along arterials and minor arterials. 	<ul style="list-style-type: none"> • Buildings, access points and parking areas should have a similar relation to neighborhood streetscapes as the primary single-family uses. • Open spaces should be in prominent locations along prominent streets or in front of prominent buildings).
<ul style="list-style-type: none"> • Convenience Retail / Service, Office and Mixed-use 	<ul style="list-style-type: none"> • Concentrated at nodes – intersections of collector street classifications or higher; in areas that are supportive of and complementary to the neighborhood scale. • No closer than ½ mile from similar non-residential centers; serving market area of approximately 1 mile or less 	<ul style="list-style-type: none"> • No greater than 2.5 acres in area total –preferably shifted to one quadrant of 4 quadrants of intersections; • No more than 10,000 square feet of non-residential space total; average tenant space of 500 to 2,000 square feet. • Contains pedestrian amenities: plazas, wide sidewalks, on-street parking; limited and well-screened on-site parking; street-front buildings; limited vehicle access and circulation points • Buildings should reflect a similar scale to residential uses; where adjacent buildings are more than 125% of the height or building footprint of primary single-family uses, additional setbacks, buffers and usable open spaces should facilitate transitions. • The design of secondary uses should strive to complement and enhance the existing character of surrounding uses and neighborhoods. • Transitions between secondary and primary uses that minimize the impacts of noise, light, traffic, operations and intensity of development should be incorporated in the site design of secondary uses. Acceptable buffering can include fencing (stone, wood, and masonry), solid plantings, berming or other methods that complement the development character.

LAND USE CATEGORY: Residential Compact (RC)

Description:
Residential Compact land use provides for small-lot, single-family residential development in a compact neighborhood development pattern. These patterns are typically found near commercial centers or mixed-use areas like Downtown Tonganoxie and support the goods and service providers with additional market. Narrow lots width typifies this housing pattern with many as narrow as 65 feet. New Residential Compact neighborhoods or development should provide transition to less intense neighborhoods or development.

Attached single family, duplex and townhome housing types should also be considered in the appropriate context within Compact neighborhoods or development.

Example:



APPROPRIATE LAND USES:

Primary Uses:

- Residential - up to 8 units per acre

Secondary Uses:

- Residential - duplex, townhomes – up to 12 units per acre
- Civic and institutional uses such as parks, community center/club house, churches, school, or other neighborhood support uses.

Location Criteria:

- At the edges of neighborhoods along arterial or collector streets OR at the end grain of blocks along a collector street.
- Adjacent to or across the street from park or open space.
- As focal point and central to a neighborhood associated with the intersection of Collector Streets or higher classification; OR
- At edges of defined neighborhoods along arterials and minor arterials.

Development Criteria:

- Buildings should reflect a similar scale to primary single-family uses of the neighborhood.
- Buildings, access points and parking areas should have a similar relation to neighborhood streetscapes as the primary single-family uses.
- Buildings should reflect a similar scale to primary single-family uses; Where adjacent buildings are more than 150% of the height or building footprint of primary single-family uses, additional setbacks, buffers and usable open spaces should facilitate transitions.
- Buildings, access points and parking areas should have a similar relation to neighborhood streetscapes as the primary single-family uses.
- Open spaces should be in prominent locations along prominent streets or in front of prominent buildings).

LAND USE CATEGORY: Residential Small-Lot (RSL)

Description:

Residential Small-Lot land use provides for small-lot, single-family, residential development in a typical suburban development pattern. This pattern is seen throughout most metropolitan and Midwest communities. The housing type is typically single family detached and the typical lot width is near 100'. Opportunities for attached single family housing may be appropriate given the correct context and relationship to adjacent development.

Example:



APPROPRIATE LAND USES:

Primary Uses:

- Residential – up to 4 units per acres

<i>Secondary Uses:</i>	<i>Location Criteria:</i>	<i>Development Criteria:</i>
<ul style="list-style-type: none"> • Residential – attached units such as duplex and town homes – up to 8 units per acre 	<ul style="list-style-type: none"> • At the edges of neighborhoods along collector streets OR at the end grain of blocks along a collector street. • Adjacent to or across the street from park or open space. 	<ul style="list-style-type: none"> • Buildings should reflect a similar scale to primary single-family uses of the neighborhood. • Buildings, access points and parking areas should have a similar relation to neighborhood streetscapes as the primary single-family uses.
<ul style="list-style-type: none"> • Civic and institutional uses such as parks, community center/club house, churches, school, or other neighborhood support uses. 	<ul style="list-style-type: none"> • As focal point and central to a neighborhood associated with the intersection of Collector Streets or higher classification; OR • At edges of defined neighborhoods along arterials and minor arterials. 	<ul style="list-style-type: none"> • Buildings should reflect a similar scale to primary single-family uses; Where adjacent buildings are more than 150% of the height or building footprint of primary single-family uses, additional setbacks, buffers and usable open spaces should facilitate transitions. • Buildings, access points and parking areas should have a similar relation to neighborhood streetscapes as the primary single-family uses. • Open spaces should be in prominent locations along prominent streets or in front of prominent buildings).

LAND USE CATEGORY: Residential Large-Lot (RLL)

Description:

Residential Large-Lot land use provides for large-lot residential development in a low density suburban or semi-rural pattern. This pattern is most appropriate on the fringe of the community and in more rural areas. The minimum lot area per unit is .5 acres and urban services (city water and sanitary sewer) are not always available. The development of large-lot residential development should be planned in a manner that does not prohibit future urban growth patterns of the city. Cluster or conservation developments are also appropriate within this land use category when preservation of natural features or sensitive areas is desirable.

Example:



APPROPRIATE LAND USES:

Primary Uses:

- Residential – up to 2 units per acre

Secondary Uses:

- Cluster residential development opportunities.
- Civic and institutional uses such as parks, community center/club house, churches, school, or other neighborhood support uses.

Location Criteria:

- Locate in areas where City services (water and sanitary sewer) will be difficult and/or costly to provide.
- Locate in areas determined to have unique or sensitive natural areas, including stream corridors, tree stands, wetlands, and natural habitat areas. The larger lots allow for greater potential to preserve nature using conservation easements and common open space.
- Development should occur in areas out of the floodplain, away from prime agricultural lands, and otherwise less accessible to the established road network.
- As focal point and central to a neighborhood associated with the intersection of Collector Streets or higher classification; OR
- At edges of defined neighborhoods along arterials and minor arterials.

Development Criteria:

- Gross densities of 2 to 6 unit(s) / acre may be clustered on the site with net densities remaining less than .5 units per acre.
- Low impact design strategies should be used for design and construction to minimize building and site development impact on hydrology, topography and other natural features.
- Accessory buildings may be allowed at a scale between typical suburban development and farm buildings.
- Accessory uses should be designed to reflect the design and scale of the primary structure and surrounding development.
- Buildings should reflect a similar scale to primary single-family uses; Where adjacent buildings are more than 150% of the height or building footprint of primary single-family uses, additional setbacks, buffers and usable open spaces should facilitate transitions.
- Buildings, access points and parking areas should have a similar relation to neighborhood streetscapes as the primary single-family uses.
- Open spaces should be in prominent locations along prominent streets or in front of prominent buildings).

LAND USE CATEGORY: Residential Rural (RR)

Description:

Residential Rural land use provides for large-lot and very large lot residential development where a full range of municipal services may not be available. This category is intended to allow flexibility of choice for .5 units per acre to 20+ acres per unit. There should be no expectation of municipal infrastructure extended to these areas, including roads, at least until an urban development pattern is established. The residential rural development pattern is intended to retain a rural character, in areas close to urban services, and should be designed in a manner that does not hinder the future growth and development of the city at greater intensities. This category is also applicable where it is determined unique or sensitive natural areas exist including stream corridors, tree stands, wetlands, natural habitat areas or other opportunities to preserve natural amenities or areas.

Example:



APPROPRIATE LAND USES:

Primary Uses:

- Agriculture
- Natural Space / Recreation Area
- Residential – minimum lot size 2 acres

Secondary Uses:

- Cluster residential development opportunities may exist and should be evaluated on a case-by-case basis.
- Institutional uses – places of worship or schools.
- Accessory Uses – see *development criteria*.

Location Criteria:

- Locate in areas where City services (water and sanitary sewer) will be difficult and/or costly to provide.
- Locate in areas determined to have unique or sensitive natural areas, including stream corridors, tree stands, wetlands, and natural habitat areas. The larger lots allow for greater potential to preserve nature using conservation easements and common open space.
- Development should occur in areas out of the floodplain, away from prime agricultural lands, and otherwise less accessible to the established road network.

Development Criteria:

- Gross densities of 2 to 6 unit(s) / acre may be clustered on the site with net densities remaining less than .5 units per acre.
- Low impact design strategies should be used for design and construction to minimize building and site development impact on hydrology, topography and other natural features.
- Accessory buildings may be allowed at a scale between typical suburban development and farm buildings.
- Accessory uses should be designed to reflect the design and scale of the primary structure and surrounding development.

LAND USE CATEGORY: Public / Semi-Public

Description:

The **Public / Semi-Public** land use category consists of those institutional land uses including government centers and facilities, educational facilities, and other public or semi-public uses and places like "places of worship", hospitals, private schools, libraries and cemeteries. Public safety uses, including fire and police, are also allowed in this district. New development in this category should be integrated with residential neighborhoods or as part of neighborhood or community mixed-use centers at a scale appropriate to the context in which they are developed.

Example:



APPROPRIATE LAND USES:

<i>Primary Uses:</i>	<i>Location Criteria</i>	<i>Development Criteria:</i>
<ul style="list-style-type: none"> • Government Uses • Medical Facilities • Schools • Libraries • Places of Worship • Public Safety Facilities (Fire and Police) 	<ul style="list-style-type: none"> • Public facilities such as branch libraries, post offices, and schools that serve residential areas should be grouped together with neighborhood centers, and located near parks or linear park system when possible. • Public facilities including libraries, parks, and fire, police and EMS stations should be located according to population as well as distance and response time standards as established in adopted facility plans. • Public and semi-public facilities should have convenient access to arterials, public transportation, and major utility trunk lines. • Large scale facilities, including high schools, hospitals, central library, and large worship buildings should be located on arterial street and situated as to discourage traffic in surrounding neighborhoods. 	<ul style="list-style-type: none"> • The scale of development should respond to surrounding neighborhood development or provide transitional buffering to reduce visual impact on surrounding properties. • Transitions between civic and institutional uses and surrounding neighborhoods should minimize the impacts of noise, light, traffic, operations and scale of the use. • The design of civic and institutional uses should strive to complement and enhance the existing character of surrounding uses and neighborhoods.

LAND USE CATEGORY: Parks

Description:

The **Park and Open Space** category includes public park land and publicly-owned open space. These areas may be used for recreational purposes (active and passive) or may be land held for future public use. Privately held recreational land, like private golf courses, are included in this category. Recreational corridors, like the Tonganoxie Greenway are also included in this category as they relate to open space and mobility within Tonganoxie.

Example:



APPROPRIATE LAND USES:

<i>Primary Uses:</i>	<i>Location Criteria:</i>	<i>Development Criteria:</i>
<ul style="list-style-type: none"> • Parks (Active and Passive) • Linear Parks • Open Space 	<ul style="list-style-type: none"> • Should be in proximity to neighborhoods and residential population. • Park and recreation opportunities should be included in all levels of mixed-use centers. • Open space should be preserved where natural features, including floodplains and slopes, make development difficult and to protect natural resources. 	<ul style="list-style-type: none"> • Neighborhood Parks should be integrated in the neighborhood and provide a focal / gathering point for residents and activities. • Linear parks should provide connections throughout and between neighborhoods and connections to the overall park system.
<i>Secondary Uses:</i>	<i>Location Criteria:</i>	<i>Development Criteria:</i>
<ul style="list-style-type: none"> • Public Safety Facilities (Fire, and Police) 	<ul style="list-style-type: none"> • Encouraged within or as part of activity areas, including parks or integrated into mixed-use centers. 	<ul style="list-style-type: none"> • Public Safety facilities and their automobile access within parks should be buffered from the primary parks space. • The design of public safety facilities should strive to complement and enhance the existing character of surrounding uses and neighborhoods.



THE PUBLIC REALM

The public realm of Tonganoxie is important because it represents how most people experience the community and thus their impression of the community. The public realm defines the framework within in which development occurs, defines the character of the transportation experience and it contributes to the character of the community, neighborhoods and places within Tonganoxie. The public realm of Tonganoxie consists of the public spaces within the community, including the public rights-of-way, generally defined by the street network, civic spaces and parks and open spaces.

There are several unique components that create the public realm in Tonganoxie including the parks, civic spaces (memorials, public uses), the Tonganoxie Creek Greenway, street network, trail system and community gateways. These elements collectively enhance connectivity, support development, define character and context of the City. These elements individually provide small enhancement within specific areas of the community, but as a system can begin to improve the livability of Tonganoxie. The public realm should be a key factor in planning for the future and addressing change in Tonganoxie. A public

realm plan is proposed for Tonganoxie as an update to the Comprehensive Plan.

Public Spaces

The public spaces within Tonganoxie are an important element of the public realm because they provide gathering spaces that help create community. Whether passive, like VFW Park, or active spaces like Chieftain Park and the High School, parks and public uses provide the opportunity for interaction of people within Tonganoxie. These spaces also provide important links in the connectivity network and provide access to people moving throughout the community.

Creating public spaces that are appropriate for the locations that they are serving is important. Spaces are defined by their size and activity, and getting those elements right can mean a well-used public amenity. To provide opportunities for different spaces, three public spaces have been defined – parks, green and greenway.



Figure P-1: Park Standards

Park

Parks come in many shapes and sizes, but in general they are gathering places for people for passive or active recreation. In Tonganoxie, the provision of Neighborhood and Community scaled parks is important to serve residents. The rules of thumb for planning parks are included in Figure P-1.

Green

Greens are typically smaller, passive spaces found throughout a community, both formal and informal. These spaces are most often used for leisure, being well landscaped and treed to provide comfortable areas for gathering. Figure P-2 provides a few rules of thumb for creating greens.

Greenway

A greenway is a linear greenspace that typically adjoins a stream or river and provides recreational opportunities. Passive and active recreation can be found in pockets of space within the greenway that allow for interaction. Often greenways include



Figure P-2: Green Standards

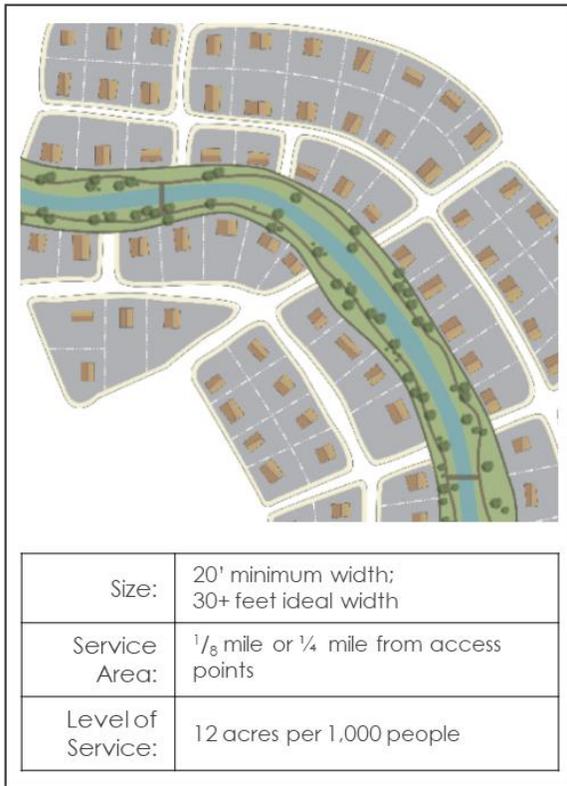


Figure P-3: Parkway Standards

a trail network that encourages their use along the extent of the greenway.

The Tonganoxie Creek Greenway, while largely unimproved, contributes to the small-town, rural character of the community. The portion of the green way that has been improved near Downtown, provides trail access to Chieftain Park, Downtown and other City amenities and destinations. Improvements to the remainder of the greenway will provide additional benefits and access to the city as it continues to grow. The framework for the Tonganoxie Greenway is in place and future improvements should follow the guidelines in Figure P-3.

Street Character

Mobility within Tonganoxie is largely dependent on the street network, providing connectivity and access throughout the community, allowing people to use the city. In addition to the roadway, predominately used by automobiles, the adjacent area (remaining right-of-way) can have a significant influence on how the community is connected and how people experience Tonganoxie. This area, depending on the area of town, can contain many different elements, such

as sidewalks, bike lanes, streetscape, gathering space, drainage ways, natural area, street trees and other amenities. The arrangement of these elements defines the level of connectivity of a place and contributes to the character of the place. Continued improvements to the connectivity network should also focus on the multi-modal elements, specifically pedestrian and bicycle improvements. Contextual improvements that enhance bicycle and pedestrian connections and access will encourage greater use and support adjacent development. More information regarding the connectivity of the community can be found in the Connectivity section of the plan update as well as *Conveniently Connected: Pedestrian and Bicycle Master Plan for the City of Tonganoxie*.

The visual quality of a street is important to reflect the character of the roadway and portray the character and values of the community. The character of the roadway enhances the framework for development and improves the accommodations of different modes of transportation such as walking or biking. The different environments within Tonganoxie, from

Functional Class	Standard	Natural	Activity	Community
Arterial	■	■	■	
Collector	■	■	■	■
Residential	■	■	■	■
Parkway	■	■		

Figure P-4: Character Street Application

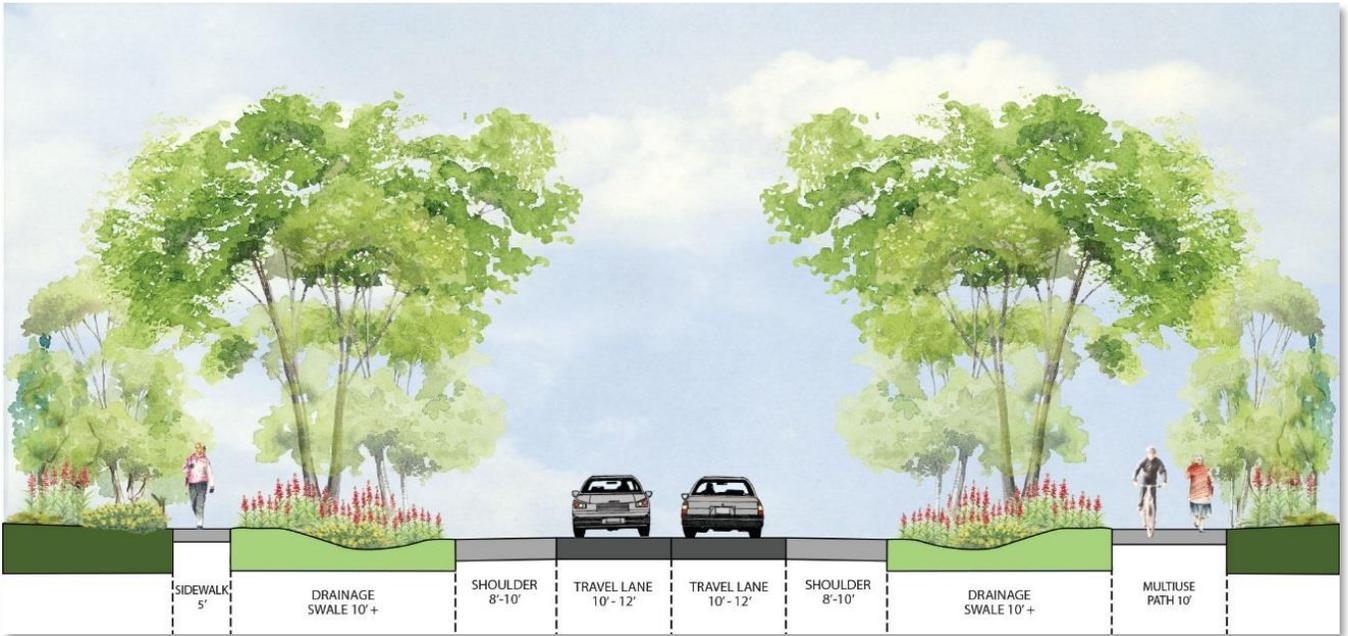
natural to neighborhoods to Downtown can be enhanced through the contextual design of roadways. For example, in the natural areas of the city a basic streetscape design and trail connection is appropriate versus a more pedestrian-oriented, streetscape design for Downtown. Additionally, contextual design can enhance the user experience in different areas in the community for drivers, cyclists and pedestrians, prioritizing users individually or balancing them collectively.

To improve the visual quality of the street network, the following character types have been created for application within Tonganoxie. These character types are applicable to the classifications of streets, arterial, collector, residential and parkway, based on the context in which the roadway is situated and the development it is serving. The application of the character types is defined in Figure P-4.

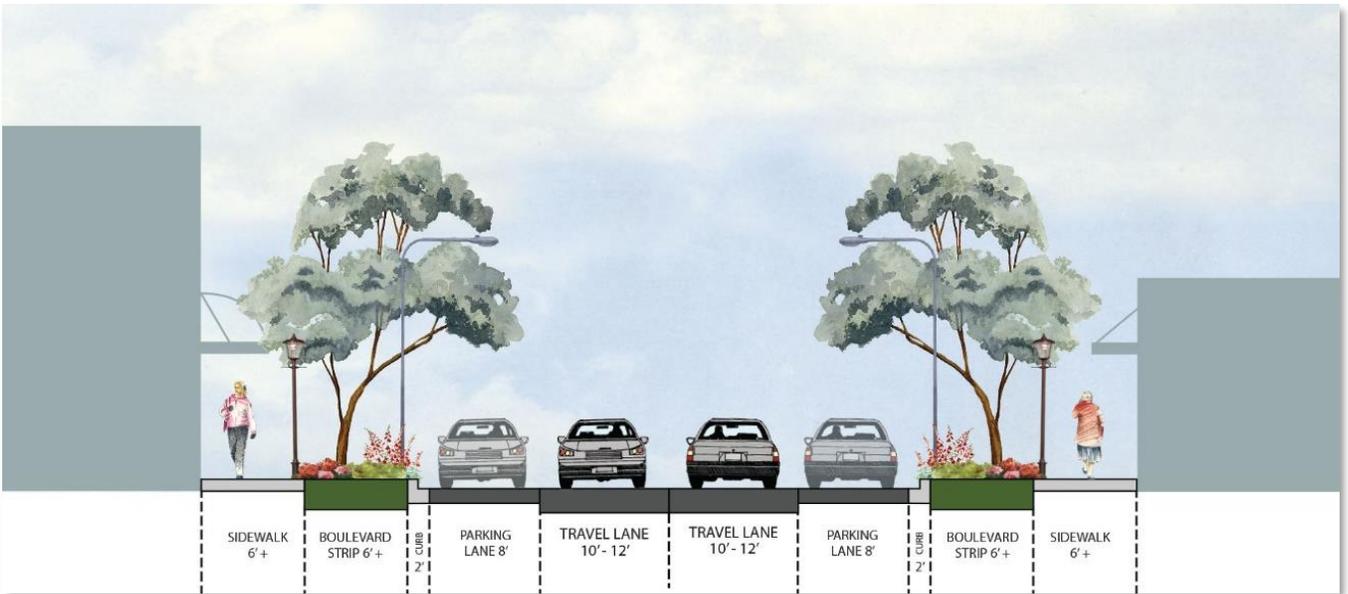
- *Natural Streets* - Natural streets are appropriate for areas that feature natural landscape or enhanced landscape design. Flexibility in cross-section design allows incorporation of natural features and promotion of environmentally sensitive design

that creates or contributes to the character of the area. The Parkway concept as identified in the Comprehensive Plan would be a candidate for Natural Street design as it connects the future growth areas of Tonganoxie. The application of the natural design also reflects the community's small-town, rural character.

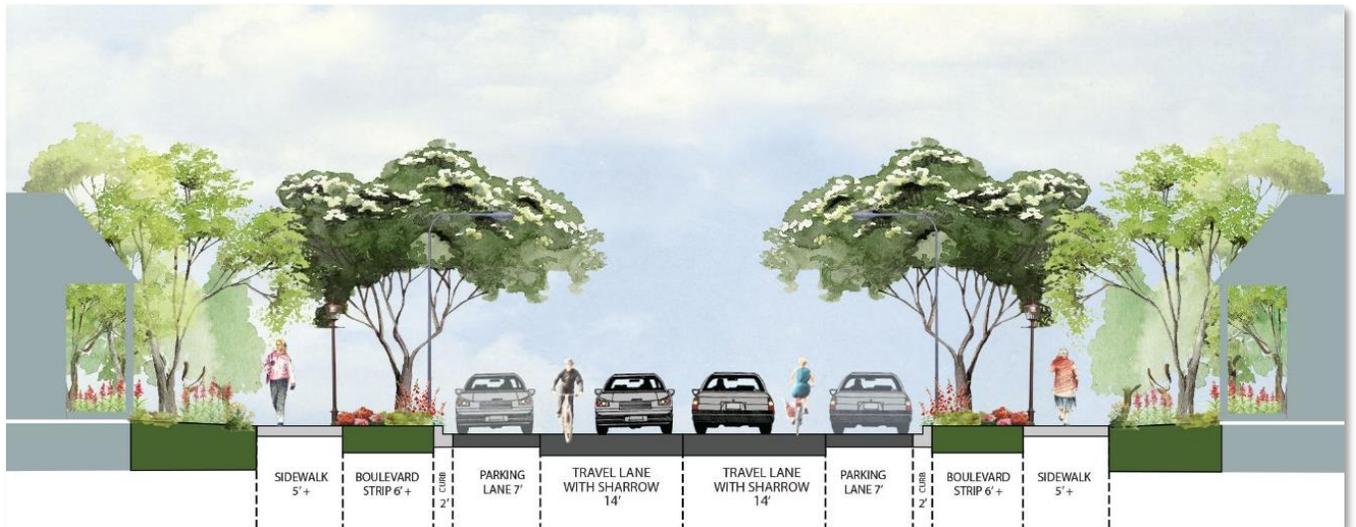
- *Activity Streets* - Activity streets are appropriate for areas where there is, or desired to be, a significant amount of pedestrian activity. Activity Streets typically prioritize on-street parking, pedestrian movement and amenities, and visibility and access for businesses. The increased connectivity within the area is a result of the interaction of pedestrians and slow-moving cars that create an active environment. Downtown Tonganoxie, specifically 4th Street, is one example of where Activity Streets should be encouraged.



Natural - Street Character Type



Activity - Street Character Type



Community - Street Character Type

- *Community Streets* - Community streets are appropriate to serve the residential neighborhoods throughout the city through improved street design that focuses on connectivity and access. They are typically designed for slower automobile traffic and prioritize pedestrian and bicycle mobility through sidewalks and trails with streetscapes that establish the neighborhood character and create desirable frontages for development.
- *Standard Streets* - Standard street designs are appropriate where no specific development or urban design character warrants other street design considerations. An improved standard design is proposed for basic streets within Tonganoxie.

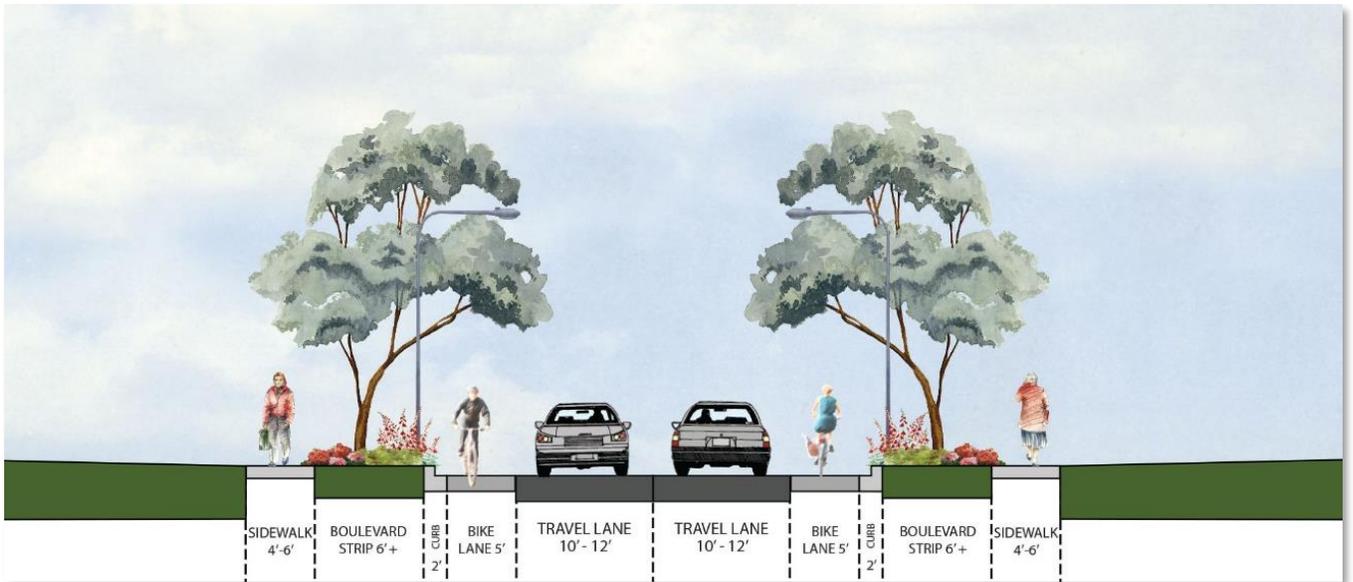
Image Streets

In addition to the basic street connectivity and character there are specific streets that should portray the character and quality of the community. These “image” streets are those that connect or serve primary destination within the community and should achieve a higher aesthetic

design to promote the community values. In Tonganoxie, the primary image streets include, Tonganoxie Drive, Main Street and 4th Street. Each of these streets are key routes for people using the City and when improved should be designed to convey the values of the community to users creating comfortable connections within Tonganoxie. A one size fits all design does not exist for image streets, but their design should respond to, create or enhance the character that is desired for different context within Tonganoxie. To support Tonganoxie’s growth future image streets should be implemented as proposed in Figure P-5.

Trail and Greenway Systems

A key component of the public realm in Tonganoxie is the trail system. The current system connects the Downtown area and the parks district northeast of Downtown. The expansion of this system provides an opportunity to better connect the community for pedestrians and cyclists. The natural features of the community could assist in the expansion of the system.



Standard - Street Character Type

Connections established throughout the community should focus on connecting people to key destinations including neighborhoods, schools, parks and Downtown. As development, redevelopment and improvements within Tonganoxie occur the City should be opportunistic to create trail connections that will benefit the community-wide system. A concept of this system is included in the public realm plan, Figure P-5. Tonganoxie Creek should play a significant role in the trail network and connectivity on the city.

The trail network proposed includes those trails included in the Conveniently Connected: Pedestrian and Bicycle Master Plan for Tonganoxie with refinement for additional details in the growth areas of the City. (Figure P-5)

Greenway

The floodway and floodplain of Tonganoxie Creek creates a greenway through the community. The greenway, while not ideal for development, can create a development and community amenity. The preservation and activation of the greenway space provides a natural area within the City for residents and visitors to use. The extension of the trail network through the greenway, interacting with the creek, provides a recreational amenity as

well as a connection between neighborhoods and other key destinations in Tonganoxie, including Downtown, the schools and the parks. The greenway, north and southeast of the community should be improved to provide passive and active recreation opportunities and bicycle / pedestrian connections.

Gateways

Gateways provide a method to advertise the community to visitors and passers-by and build pride in the community for residents. Currently, many people drive through Tonganoxie on US 24/40 on their way to someplace else. Often these motorists have not experienced the Tonganoxie community except from the highway. Gateways should serve to pull people into the community by providing a statement about the values and character of the community. This can be accomplished in a variety of ways.

Two types of gateways are proposed for Tonganoxie: Community and Downtown. Community gateways should convey the small-town, family-oriented, natural character of the community. Through development patterns and character, monumentation or other features,

Community Gateways should be first established along US 24/40 (at 14th Street, Main Street and Tonganoxie Drive) to encourage people to experience Tonganoxie. Similarly, Downtown Tonganoxie is a defining feature of the community, its history, character and charm. The exploitation of downtown as a community asset should be used to attract people to the City. The key access points to Downtown from US 24/40 (4th Street and Main Street) should be improved with Downtown Gateways designed in such a manner that encourages people to detour their route to Downtown Tonganoxie. Gateways are identified in Figure P-5.

Public Realm Plan

The Public Realm Plan is focused on making those public improvements that can have a positive impact on Tonganoxie. Policies to guide the implementation of the Public Realm improvements include:

Public / Civic Space

- Expansion of the park and recreation system, both active and passive spaces, should occur in conjunction with the growth of the community.
- Small scale public spaces should be identified as gathering spaces to encourage interaction within a neighborhood.
- Civic spaces and improvements should be located at prominent places within Tonganoxie.

Street Network

- Use image streets to help define the character of a location and assist with wayfinding.
- Implement the character and image street concept with adjacent development.
- Implement the character streets concept through context appropriate application.

Trails / Greenway

- The trail network should be implemented as growth and development occurs. Larger section of the trail, like the greenway, should be coordinated to provide a consistent, continuous route through portions of the community.
- An improved greenway should encourage community by activating the space through the creation of gathering places.
- The design and development of the greenway should provide an amenity for adjacent

development and be connected to the development.

- The greenway should provide a central spine of connectivity for pedestrian and bicycles to improving community mobility and access.

Gateways

- Incorporate gateways at key locations along US 24/40 to identify the Tonganoxie community and assist with wayfinding. Appropriate locations for gateways including:
 - 14th Street – Community Gateway
 - Washington Street – Community Gateway
 - 4th Street – Downtown Gateway
 - Main Street – Downtown Gateway
 - Tonganoxie Drive – Community Gateway

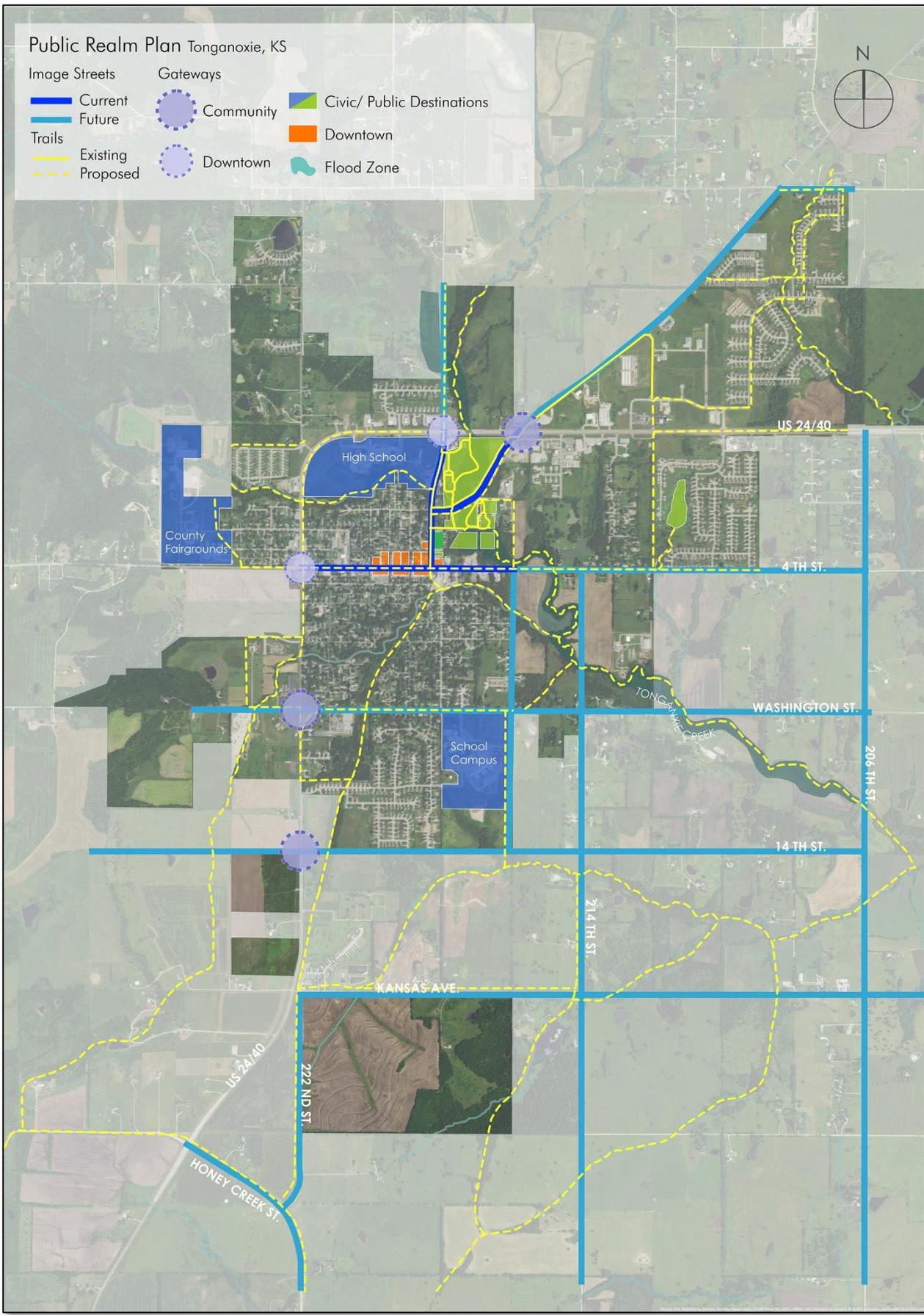
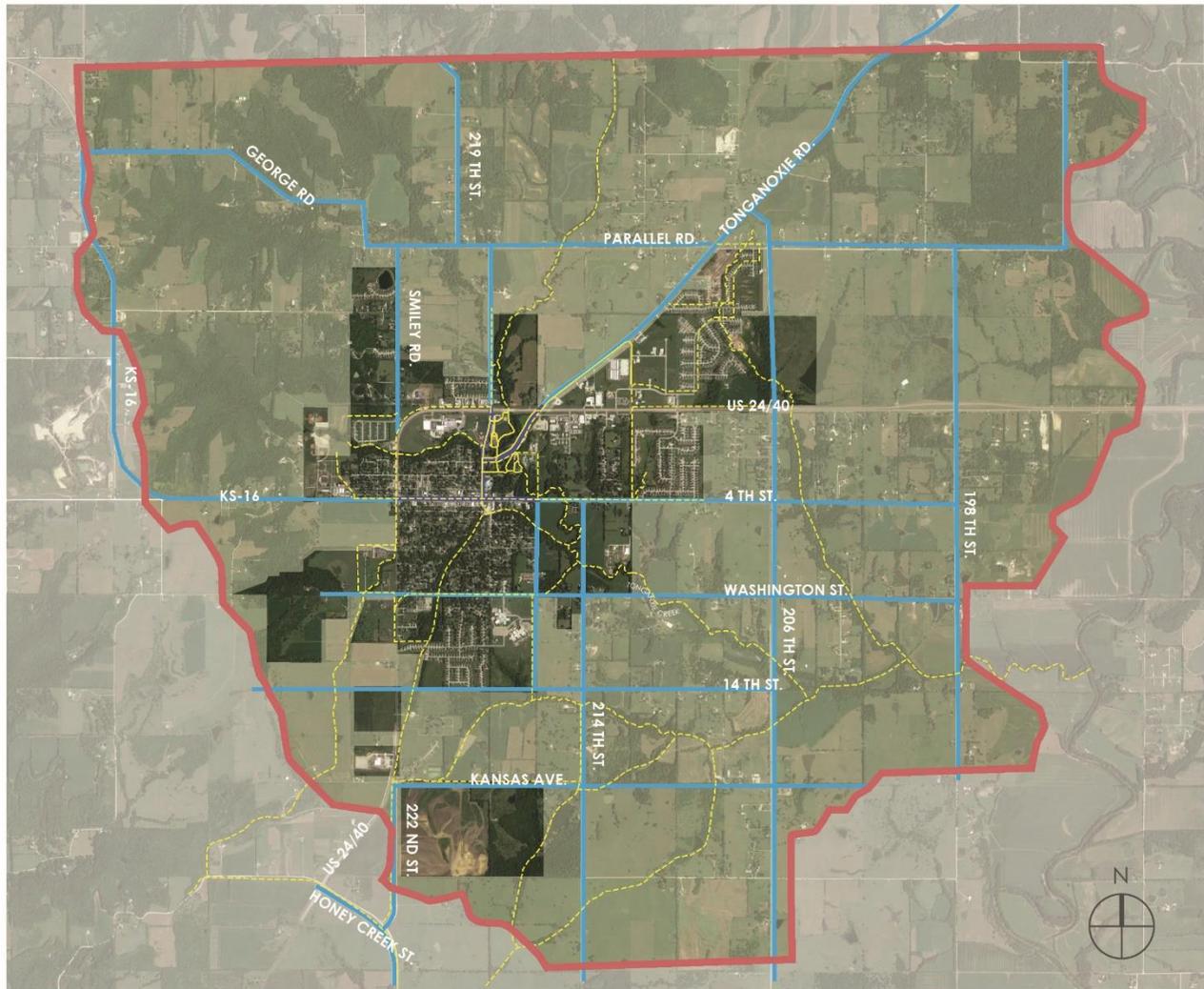


Figure P-5: Public Realm Plan



Public Realm Plan -- Tonganoxie Future Growth Area

LEGEND

-  Tonganoxie Growth Area (County Plan)
-  Image Streets
-  Existing Trails
-  Proposed Trails

Figure P-6: Public Realm Plan - County Growth Area



Office of the City Manager
AGENDA STATEMENT

DATE: December 18, 2017
To: Honorable Mayor Jason K. Ward and Members of the City Council
FROM: George Brajkovic, City Manager
SUBJECT: Ordinance 1431 – Changing the January 2018 City Council meeting schedule

DISCUSSION:

Recent modifications to Kansas State Statutes require that swearing in newly elected members of the municipal governing bodies occur on the second Monday in January of 2018. This ordinance would adjust the regularly scheduled City Council meetings in January 2018 to from January 2 & January 15 to January 8th and January 22nd, which would accommodate the swearing in of newly elected members of council on the first meeting in January 2018.

ACTION NEEDED:

Make a motion to adopt Ordinance 1431, changing the dates of the January 2018 regularly scheduled City Council meetings of the City of Tonganoxie, Kansas.

ATTACHMENTS:

Ordinance 1431

cc: Shannon Marcano, City Attorney
Dan Porter, Assistant City Manager

ORDINANCE NO. 1431

AN ORDINANCE CHANGING THE DATES OF THE JANUARY, 2018 REGULARLY SCHEDULED CITY COUNCIL MEETINGS OF THE CITY OF TONGANOXIE, LEAVENWORTH COUNTY, KANSAS

WHEREAS, K.S.A. § 25-21a01(b) requires that the term of members of governing bodies and other elected officials of any municipality that would expire at any time in 2017 shall expire on the second Monday in January of 2018, when newly elected members of the governing body and other newly elected officials shall take office; and

WHEREAS, to accommodate the requirements of K.S.A. 25-21a01 related to elections and swearing in of newly elected City Council members, the City Council desires to reschedule the regularly scheduled City Council Meetings for the month of January, 2018.

NOW, THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF TONGANOXIE, KANSAS:

Section 1: That the dates of the January, 2018 regularly scheduled City Council Meetings shall be moved from January 2nd, 2018 to January 8th, 2018 and from January 15th, 2018 to January 22nd, 2018. Such changes will not impact any other regularly scheduled City Council meetings in 2018.

Section 2: That this ordinance shall take effect and be in force from and after its publication in the Tonganoxie Mirror, the official newspaper of the City of Tonganoxie, Kansas, as provided by law.

PASSED by the City Council this 18th day of December, 2017.

APPROVED by the Mayor this 18th day of December, 2017.

SEAL

Jason Ward, Mayor

ATTEST:

Patricia C. Hagg, City Clerk

APPROVED AS TO FORM:

Shannon M. Marciano, City Attorney



Office of the City Manager
AGENDA STATEMENT

DATE: December 18, 2017
To: Honorable Mayor Jason K. Ward and Members of the City Council
FROM: Dan Porter, Assistant City Manager
SUBJECT: Court Services Agreement

DISCUSSION:

The City of Leavenworth provides a number of court services for the City of Tonganoxie and surrounding municipalities. The enclosed court services agreement outlines the services and renews our contract with the City of Leavenworth through the end of December 2018.

The agreement and a related 2018 Budget Proposal communication are attached for review.

BUDGET IMPACT:

None. A contract amount of \$14,039.00 is anticipated in the 2018 adopted budget.

ACTION NEEDED:

Make a motion to approve the 2018 Court Services Contract with the City of Leavenworth.

ATTACHMENTS:

Court Services Contract
Court Services 2018 Budget Proposal Notification

cc: George Brajkovic, City Manager
Shannon Marcano, City Attorney
Patricia Hagg, City Clerk
File

COURT SERVICE CONTRACT
THE CITY OF LEAVENWORTH
AND
CITY OF TONGANOXIE

This agreement provides that the City of Leavenworth, shall provide the following Court Services for the Municipal Court of Tonganoxie during the period January 1, 2018 and December 31, 2018

1. Pretrial recognizance and Diversion Investigation Reports.
2. Presentence and Preparole Investigation Reports.
3. Revocation reports where indicated.
4. Jail release programs, including the working off of fines, and restitution, where appropriate, as well as straight work release programs.
5. Alcohol prevention and education and interaction in alcohol abuse of persons who are alcoholics or in danger of so becoming.
6. Follow up on supervision and monitoring of all cases assigned by the Judge of the Leavenworth Municipal Court, as the result of any of the aforementioned programs.
7. Obtain and do a brief write up for all court required offenses and make recommendations to the Judge.
8. Obtain all drivers license records for all major traffic violations and check for prior offenses and make recommendations for the court.
9. Prepare commitment forms for individuals sentenced in court.

In carrying out the aforementioned functions, the Court Services Office will provide correctional counseling and/or referral of offenders to appropriate supporting resources. These will include, but are not limited to: continuation of a monthly Alcohol Information School, other alcohol treatment programs, both inpatient and outpatient, employment and educational support, mental health diagnostic evaluation and treatment programs, both inpatient and outpatient and any other supporting program available.

In return for the aforementioned services and programs, the City of Tonganoxie shall pay a total of \$14,038.95 payable in quarterly increments the first week of each quarter of calendar year 2018.

Either party may terminate this agreement by 60 days written notice to the other party.

The undersigned representative of the Leavenworth City Commission and Tonganoxie City Council do hereby jointly agree to the conditions of this contract and will abide by the same.

DATE _____

MAYOR, CITY OF LEAVENWORTH

DATE _____

MAYOR, CITY OF TONGANOXIE



LEAVENWORTH MUNICIPAL COURT PROBATION

LEAVENWORTH JUSTICE CENTER
601 S. 3RD Street SUITE 3109
LEAVENWORTH, KS 66048
PHONE: 913-758-6641
FAX: 913-651-8179

2017 Budget Proposal for Leavenworth Municipal Court Probation

Dear Commissioners, Council Members, and Administrators-

See the attached 2018 Budget Proposal for Leavenworth Probation Services. As you know, the division was transferred from Leavenworth County to the City of Leavenworth. It is now a division of the City under the City Manager's office. The transition during the end of December was accomplished in a seamless manner. There were no lapses in providing docket information, pre-sentence reports or reports on criminal history. Those involved with the Courts have mentioned the information is being produced earlier and with fewer errors.

The Probation division remains located in the Leavenworth Justice Center but has moved to Suite 3109. The division remains funded by revenue collected in the agency from its clients who are directed to report to the Probation agency by the municipal courts of the Cities in Leavenworth County. The cities also pay a contract for the supervision of their clients based on the percentage of cases we supervise for that city.

Probation reviews the police reports for the cities, prepares reports, completes driver's license checks and criminal history checks for the cities regarding specific cases, prepares diversion agreements and monitors those agreements, prepares pre-sentence investigation reports and present those to the courts at sentencings, formulates the conditions of supervision and monitors those conditions, completes and monitors attendance for jail commitments, treatment programs, and required programs, and completes drug and alcohol testing to ensure compliance of offenders on supervision. The chart below shows the number of cases per city since 2009 and the percentage of the cases managed by the previously county-run probation program during the respective years.

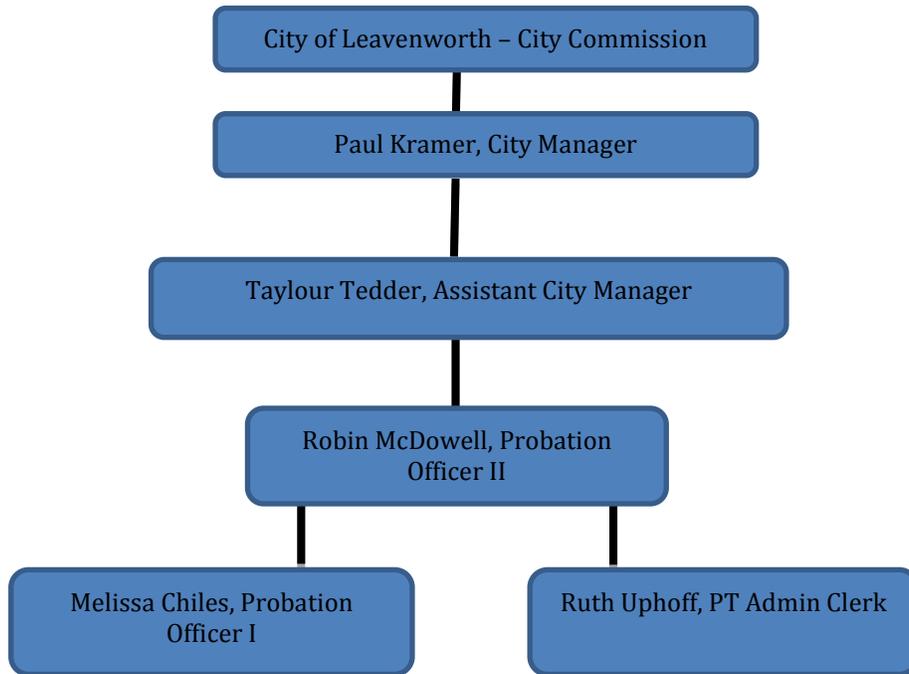
<u>Year End</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>	<u>2012</u>	<u>2011</u>	<u>2010</u>	<u>2009</u>
BASEHOR	98	80	42	55	79	77	72	57
LANSING	159	188	170	238	242	257	226	159
LEAVENWORTH	390	573	422	531	531	464	442	310
TONGANOXIE	104	100	85	79	70	73	85	62
Totals	751	941	719	903	922	871	825	588

<u>% of total Cases</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>	<u>2012</u>	<u>2011</u>	<u>2010</u>	<u>2009</u>
Basehor	13%	9%	6%	10%	10%	10%	10%	9%
Lansing	21%	20%	24%	26%	28%	27%	27%	27%
Leavenworth	52%	60%	59%	56%	53%	53%	53%	53%
Tonganoxie	14%	11%	11%	8%	9%	10%	10%	11%
Totals	100%							

In 2016 there was a decrease in caseload by 190 cases compared to the previous year of 2015.

Personnel Services:

Probation is now staffed with three City of Leavenworth employees. Robin McDowell, Probation Officer II, is a full-time employee who acts as director of the office. Robin has many years of invaluable experience under the previous leadership of Leavenworth County. Melissa Chiles, Probation Officer I, additionally is a full time employee who brings law enforcement experience to the position. Ruth Uphoff, PT Administrative Clerk, serves as a part-time employee for administrative duties.



Expenses and Revenue:

Probation obtains revenue from services provided for the city courts of Basehor, Lansing, Leavenworth and Tonganoxie, as well as other areas through the monitoring and supervision of offenders. This revenue is solely used as budget reduction for Probation. The program is funded by revenue received from the cities of Leavenworth County and of the self-pay services paid by clients.

Over the past 10 years, the revenue has been obtained from the number of cases each city requires monitoring, assessment, report preparation and/or supervision of the offender, the self-payment of clients' urinalysis testing, and the attendance of Alcohol Information School.

Probation charges \$50.00 for administrative appointments, \$10.00 for convenient jail scheduling appointments, \$10.00 per urinalysis testing, and \$140.00 for Alcohol Information School.

With the decrease in cases from 2015, Probation will be attempting to keep the expense to the cities low. As of December 2016, Probation had a total of 751 case files compared to 941 in 2015. We anticipate case load to increase over the previous numbers due to the extremely busy client loads the office has experienced so far this year. As the program continues under the City of Leavenworth, we will continue to look for efficiencies and new processes to streamline the division.

PROBATION BUDGET FY 2018

Personnel Expenses	FY 2018
Full Time	\$79,310.00
Part Time	\$19,908.25
FICA Exp	\$6,165.38
Health Insurance	\$29,628.56
KPERS Exp	\$7,851.22
Worker's Comp	\$3,981.38
Unemployment	\$80.86
Auto Allowance	\$1,800.00
Total	\$148,725.65

Contractual Expenses	FY 2018
Postage	\$1,500.00
Education/Training	\$2,000.00
Telephone	\$879.32
Printing/Copy	\$660.00
Prof Svc	\$3,000.00
Copier Rental	\$6,816.00
Office Equipment	\$300.00
Bank Charge	\$180.24
Total	\$11,835.56

Commodities	FY 2018
Office Supplies	\$1,800.00
Operating Supplies	\$1,500.00
	\$3,300.00

(ADSAP funds pay for testing cups)

Building/Utilities	FY 2018
Expense	\$3,417.00

Total Expenses Yearly	\$167,278.21
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Revenue	FY 2018
ADSAP	\$15,000.00
AIS	\$20,000.00
Admin Fees	\$11,000.00
Drug Testing	\$3,000.00
Total Revenue	\$34,000.00

(not included in total revenue, separate source)

Total expenses less applicable total revenue equal a remaining balance of \$130,278.21.

The City of Leavenworth received budget carryover from Leavenworth County when we began administration of the program. The City is retaining a portion of these funds for future capital expenditures for probation (potential software system, etc.). We will however offer a one-time \$30,000 budget reduction applied to the amount each City is asked to pay for service in 2018. The budget reduction will be applied in relation to case load stated below.

Total the Cities are asked to pay based on case load percentage (see table on page one):

	<u>2018 Adjusted Request</u>	<u>2018 Actual</u>	<u>2017 Amount Paid</u>
City of Basehor	\$13,036.17 (13%)	\$16,936.17 (13%)	\$12,117.15 (9%)
City of Lansing	\$21,058.42 (21%)	\$27,358.42 (21%)	\$26,927.00 (20%)
City of Leavenworth	\$52,144.67 (52%)	\$67,744.67 (52%)	\$80,781.00 (60%)
City of Tonganoxie	\$14,038.95 (14%)	\$18,238.95 (14%)	\$14,809.85 (11%)
TOTAL:	\$100,278.21	\$130,278.21	\$134,635.00

Please take the 2018 budget into consideration. The City of Leavenworth has been pleased with the high level of service the new office has provided for those utilizing the services. The high output of work and level of accuracy has continued to be a high level under the new office. Over the course of the next year staff should also be able to identify ways to improve processes and fine tune procedures. Should you have any questions, concerns, or comments, please contact me at any point.

Sincerely,



Taylour Tedder
Assistant City Manager
City of Leavenworth
100 N. 5th St.
Leavenworth, KS 66048
913-680-2602 (main)
ttedder@firstcity.org



Office of the City Manager
AGENDA STATEMENT

DATE: December 18, 2017
To: Honorable Mayor Jason K. Ward and Members of the City Council
FROM: George Brajkovic, City Manager
SUBJECT: CMB License Renewal – G&P Country Market

DISCUSSION:

Before the City Council for approval is an application from G&P Country Market for renewal of their Cereal Malt Beverage (CMB) License for 2018. In the State of Kansas, cities regulate related beer sales under 5.0% alcohol content. Otherwise, the applicant would first need a state liquor license. The business has paid the \$75.00 fee.

BUDGET IMPACT:

A portion of the revenue received from a CMB license is remitted to the State of Kansas, and the remainder is credited to the City's General Fund. The General Fund's budget anticipates this revenue each year, even though it makes up a very small portion of total revenue collected in the General Fund.

RECOMMENDATION:

Make a motion to approve the CMB license for G&P Country Market to sell retail cereal malt beverages in original and unopened containers and not for consumption on the licensed premises.

ATTACHMENT: Corporate Application for License to Sell Cereal Malt Beverages

cc: Dan Porter, Assistant City Manager

CORPORATE APPLICATION FOR LICENSE TO SELL CEREAL MALT BEVERAGES
 (This form has been prepared by the Attorney General's Office)

City or County of TONGANOXIE

SECTION 1 - LICENSE TYPE

Check One: New License Renew License

Check One:
 License to sell cereal malt beverages for consumption on the premises.
 License to sell cereal malt beverages in original and unopened containers and not for consumption on the licensed premises.

SECTION 2 - APPLICANT INFORMATION

Kansas Sales Tax Registration Number (required): 48-1233993 - F01

Name of Corporation <u>GHP COUNTRY MARKET</u>	Principal Place of Business		
Corporation Street Address	Corporation City	State	Zip Code
Date of Incorporation	Articles of Incorporation are on file with the Secretary of State. <input type="checkbox"/> Yes <input type="checkbox"/> No		
Resident Agent Name	Phone No. <u>913-845-9157</u>		
Residence Street Address	City	State	Zip Code

SECTION 3 - LICENSED PREMISE

Licensed Premise (Business Location)		Mailing Address	
DBA Name	Name	" "	
Business Location Address <u>1204 EAST 2440th</u>	Address		
City <u>TONGANOXIE</u> State <u>KS</u> Zip <u>66086</u>	City	State	Zip
Business Phone No. <u>913-845-9157</u>	<input checked="" type="checkbox"/> Applicant owns the proposed business location. <input type="checkbox"/> Applicant does not own the proposed business location.		
Business Location Owner Name(s)			

SECTION 4 - OFFICERS, DIRECTORS, STOCKHOLDERS OWNING 25% OR MORE OF STOCK List each person and their spouse, if applicable. Attach additional pages if necessary.

Name		Position		Date of Birth
Residence Street Address	City	State	Zip Code	
Spouse Name		Position		Date of Birth
Residence Street Address	City	State	Zip Code	
Name		Position		Date of Birth
Residence Street Address	City	State	Zip Code	
Spouse Name		Position		Age
Residence Street Address	City	State	Zip Code	
Name		Position		Date of Birth
Residence Street Address	City	State	Zip Code	
Spouse Name		Position		Age
Residence Street Address	City	State	Zip Code	

SECTION 4 – OFFICERS, DIRECTORS, STOCKHOLDERS OWNING 25% OR MORE OF STOCK (CONTINUED)

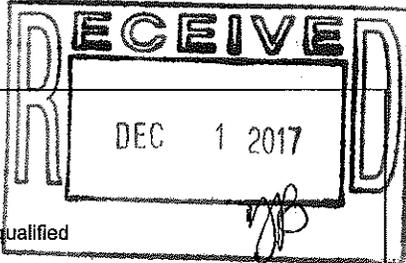
Name	Gurmeet Kaur		Position	owner		Date of Birth	3-27-74
Residence Street Address	9830 SKYVIEW LANE		City	LENEXA	State	KS	Zip Code 66220
Spouse Name	PRITPAL SINGH		Position	owner		Date of Birth	9-5-66
Residence Street Address	9830 SKYVIEW LANE		City	LENEXA	State	KS	Zip Code 66220
Name			Position			Date of Birth	
Residence Street Address			City		State		Zip Code
Spouse Name			Position			Date of Birth	
Residence Street Address			City		State		Zip Code
Name			Position			Date of Birth	
Residence Street Address			City		State		Zip Code
Spouse Name			Position			Date of Birth	
Residence Street Address			City		State		Zip Code
Name			Position			Date of Birth	
Residence Street Address			City		State		Zip Code
Spouse Name			Position			Date of Birth	
Residence Street Address			City		State		Zip Code
Name			Position			Date of Birth	
Residence Street Address			City		State		Zip Code
Spouse Name			Position			Date of Birth	
Residence Street Address			City		State		Zip Code
Name			Position			Date of Birth	
Residence Street Address			City		State		Zip Code
Spouse Name			Position			Date of Birth	
Residence Street Address			City		State		Zip Code
Name			Position			Date of Birth	
Residence Street Address			City		State		Zip Code
Spouse Name			Position			Date of Birth	
Residence Street Address			City		State		Zip Code
Name			Position			Date of Birth	
Residence Street Address			City		State		Zip Code
Spouse Name			Position			Date of Birth	
Residence Street Address			City		State		Zip Code

SECTION 5 – MANAGER OR AGENT INFORMATION		
My place of business will be conducted by a manager or agent.		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, provide the following:		
Manager/Agent Name	Phone No.	Date of Birth
Residence Street Address	City	Zip Code
Manager or Agent Spousal Information		
Spouse Name	Phone No.	Date of Birth
Residence Street Address	City	Zip Code

SECTION 6 – QUALIFICATIONS FOR LICENSURE	
Within 2 years immediately preceding the date of this application, none of the individuals identified in Sections 4 & 5 have been convicted of, released from incarceration for or released from probation or parole for any of the following crimes: (1) Any felony; (2) a crime involving moral turpitude; (3) drunkenness; (4) driving a motor vehicle while under the influence of alcohol (DUI); or (5) violation of any state or federal intoxicating liquor law.	<input type="checkbox"/> Yes <input type="checkbox"/> No
None of the individuals identified in Sections 4 and 5 were managers, officers, directors or stockholders owning more than 25% of the stock of a corporation which: (1) had a cereal malt beverage license revoked; or (2) was convicted of violating the Club and Drinking Establishment Act or the CMB laws of Kansas.	<input type="checkbox"/> Yes <input type="checkbox"/> No
All of the individuals identified in Sections 4 & 5 are at least 21 years of age ¹ .	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

I declare under penalty of perjury under the laws of the State of Kansas that the foregoing is true and correct and that I am authorized by the corporation to complete this application. (K.S.A. 53-601)

SIGNATURE Gurmeet Kaur DATE 11-27-17

FOR CITY/COUNTY OFFICE USE ONLY		
<input checked="" type="checkbox"/> License Fee Received	Amount \$ <u>1500</u> Date <u>11/30/17</u> (\$25 - \$50 for Off-Premise license or \$25-200 for On-Premise license)	
<input type="checkbox"/> \$25 CMB Stamp Fee Received	Date _____	
<input type="checkbox"/> Background Investigation	<input type="checkbox"/> Completed Date _____ <input type="checkbox"/> Qualified <input type="checkbox"/> Disqualified	
<input type="checkbox"/> New License Approved	Valid From Date _____ to _____ By: _____	
<input type="checkbox"/> License Renewed	Valid From Date _____ to _____ By: _____	

A PHOTOCOPY OF THE COMPLETED FORM, TOGETHER WITH THE STAMP FEE REQUIRED BY K.S.A. 41-2702(e), MUST BE SUBMITTED WITH YOUR QUARTERLY REPORT (ABC-301) TO THE ALCOHOLIC BEVERAGE CONTROL, 915 SW HARRISON STREET ROOM 214, TOPEKA, KS. 66625-3512.

¹ Spouse not required to be over 21 years of age. K.S.A. 41-2703(b)(9)



Office of the City Manager
AGENDA STATEMENT

DATE: December 18, 2017
To: Honorable Mayor Jason K. Ward and Members of the City Council
FROM: Dan Porter, Assistant City Manager
SUBJECT: November 2017 Financial Report

DISCUSSION:

As of November 30, or 92% through the fiscal year, the City collected 98% of budgeted revenues in all funds and spent 85% of budgeted expenditures.

Below are further highlights:

**General Fund
Revenues**

- Overall General Fund revenues are currently tracking at 94% of budget estimates. In November of 2016, General Fund revenues were tracking at 94% of budget estimates.
- Total sales tax revenue collected in the General Fund through November adds up to 100% of budget estimates. Collections through November of this year came in at 10% more than what was collected through November of 2016.
- Use tax has collected \$96,551 in the General Fund through November, which equates to 88% of budget estimates for the year. Collections through November show a 6% increase over what was collected through November of 2016.
- Property tax collection is currently tracking at 97% of budget estimates. The City did receive a property tax payment in November. At this time last year, 96% of property taxes had been collected.
- Building permits collected 185% of budget estimates through November. Collections so far this year are showing a 67% increase from what was collected through November of last year.
- Municipal court fines have collected 74% of budget estimates through November. Collections this year are showing a 21% decrease from this time last year; however, last year's collections were larger than usual.
- Franchise fees have collected 91% of budget estimates through November. Collections this year are showing a 5% increase from what was collected through November of 2016, mostly due to increased payments from gas and electric utilities.

Expenditures

- Overall General Fund expenditures are tracking at 88% of budgeted expenditures as of the end of November. In 2016, General Fund expenditures were tracking at 89% of budgeted expenditures.
- As of the end of November, 86% of the personal services budget has been expended in the General Fund, while 101% of contractual services, 81% of commodities, 61% of capital outlay, and 95% of the debt service budgets have been expended. Spending in contractual services is being driven primarily by increased professional services directly related to development review and no more debt payments planned in the General Fund for the rest of 2017.

Utility Funds

- The Water Operations Fund is tracking at 94% of revenue estimates and 86% of budgeted expenditures. More specifically, water charges collected totaled 91% of budget estimates for the year. This is similar to what was collected through November of 2017, and there was not a rate increase in 2017. The expenditures in the fund are higher than expected due to increased costs in purchasing water from BPU. These costs are associated with increased water usage and issues with our collector wells that Public Works is working with Kansas Rural Water to resolve. To date, the city has spent 91% of the water purchase budget, which was increased recently with the budget amendment approved on November 6, 2017.
- The Sewer Operations Fund is tracking at 97% of revenue estimates and 92% of budgeted expenditures. Revenues collected through November represent a 3% increase from what was collected at this time last year, mostly due to increased revenue from sewer inspections. The Sewer Operations Fund was tracking at 97% of revenue estimates and 91% of budgeted expenditures at this time last year.
- The Sanitation Fund is tracking at 93% of revenue estimates and 96% of budgeted expenditures. This fund has collected 2% more in revenue this year than it did this time last year. The trash rates for 2017 did not increase.

Other Funds

- The Special Highway Fund is tracking at 132% of revenue estimates for the year and 49% of budgeted expenditures.
- The Capital Projects Fund collected 113% of budget estimates for the year and spent 81% of total budget authority. This fund's main revenue source is the countywide sales and use tax. So far this year, \$429,628 has been collected from this sales and use tax, which is a 4% increase from what was collected through November of 2016.
- The Water Park Sales Tax collected 105% of revenue estimates for the year, and collected 9%, or \$32,000, more than what was collected through November of 2016.
- The Debt, Bond and Interest fund has collected 83% of revenue estimates for the year and spent 94% of expenditures.
- The Water Equipment and Sewer Equipment Reserve funds are performing exceptionally well. The Water Equipment Reserve fund has collected 201% of revenue estimates for the year through November and the Sewer Equipment Reserve Fund has collected 191%. The revenue in these funds comes from water taps and sewer inspections, which are paid on new development when the building permit fee is paid. The increase in development we've seen this year is directly impacting the performance of these funds.

cc: George Brajkovic, City Manager
Jeff Brandau, Police Chief
Kent Heskett, Public Works Director



City of Tonganoxie, KS

Revenue Report Group Summary

For Fiscal: 2017 Period Ending: 11/30/2017

Fund	Original	Current	Period	Fiscal	Variance	Percent
	Total Budget	Total Budget	Activity	Activity	Favorable (Unfavorable)	Used
100 - General Fund	2816958.00	2,816,958.00	119,266.84	2,657,597.98	-159,360.02	94.34 %
210 - Water Operations Fund	1154749.00	1,154,749.00	91,573.33	1,080,285.98	-74,463.02	93.55 %
220 - Sewer Operations Fund	775000.00	775,000.00	62,104.62	753,868.95	-21,131.05	97.27 %
230 - Sanitation Fund	341000.00	341,000.00	29,223.30	317,553.23	-23,446.77	93.12 %
310 - Transient Guest Tax	1500.00	1,500.00	0.00	715.24	-784.76	47.68 %
330 - Special Parks	5000.00	5,000.00	919.67	3,517.46	-1,482.54	70.35 %
340 - Special Highway	169500.00	169,500.00	3,876.41	224,393.66	54,893.66	132.39 %
360 - Capital Projects	445000.00	445,000.00	40,948.33	504,628.14	59,628.14	113.40 %
410 - Fire Equipment Reserve	82200.00	82,200.00	6,780.98	205,113.20	122,913.20	249.53 %
420 - Police Equipment Reserve	15000.00	15,000.00	530.00	54,279.75	39,279.75	361.87 %
430 - Sewer Capital Reserve	30250.00	30,250.00	0.00	57,725.00	27,475.00	190.83 %
440 - Water Capital Reserve	21000.00	21,000.00	0.00	42,286.09	21,286.09	201.36 %
450 - Capital Reserve	20000.00	20,000.00	0.00	0.00	-20,000.00	0.00 %
500 - Debt, Bond, and Interest	864496.00	864,496.00	10,241.38	716,121.74	-148,374.26	82.84 %
Report Total:	6,741,653.00	6,741,653.00	365,464.86	6,618,086.42	-123,566.58	98.17 %

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
100 - General Fund	2,816,958.00	2,816,958.00	119,266.84	2,657,597.98	-159,360.02	94.34 %
210 - Water Operations Fund	1,154,749.00	1,154,749.00	91,573.33	1,080,285.98	-74,463.02	93.55 %
220 - Sewer Operations Fund	775,000.00	775,000.00	62,104.62	753,868.95	-21,131.05	97.27 %
230 - Sanitation Fund	341,000.00	341,000.00	29,223.30	317,553.23	-23,446.77	93.12 %
310 - Transient Guest Tax	1,500.00	1,500.00	0.00	715.24	-784.76	47.68 %
330 - Special Parks	5,000.00	5,000.00	919.67	3,517.46	-1,482.54	70.35 %
340 - Special Highway	169,500.00	169,500.00	3,876.41	224,393.66	54,893.66	132.39 %
360 - Capital Projects	445,000.00	445,000.00	40,948.33	504,628.14	59,628.14	113.40 %
410 - Fire Equipment Reserve	82,200.00	82,200.00	6,780.98	205,113.20	122,913.20	249.53 %
420 - Police Equipment Reserve	15,000.00	15,000.00	530.00	54,279.75	39,279.75	361.87 %
430 - Sewer Capital Reserve	30,250.00	30,250.00	0.00	57,725.00	27,475.00	190.83 %
440 - Water Capital Reserve	21,000.00	21,000.00	0.00	42,286.09	21,286.09	201.36 %
450 - Capital Reserve	20,000.00	20,000.00	0.00	0.00	-20,000.00	0.00 %
500 - Debt, Bond, and Interest	864,496.00	864,496.00	10,241.38	716,121.74	-148,374.26	82.84 %
Report Total:	6,741,653.00	6,741,653.00	365,464.86	6,618,086.42	-123,566.58	98.17 %



City of Tonganoxie, KS

Expenditure Report Group Summary

For Fiscal: 2017 Period Ending: 11/30/2017

Fund	Original	Current	Period	Fiscal	Variance	Percent
	Total Budget	Total Budget	Activity	Activity	Favorable (Unfavorable)	Used
100 - General Fund	2916958.00	2,916,958.00	283,678.69	2,578,328.52	338,629.48	88.39 %
210 - Water Operations Fund	1149290.00	1,204,308.00	54,201.60	1,036,063.29	168,244.71	86.03 %
220 - Sewer Operations Fund	775000.00	800,000.00	34,912.71	737,197.10	62,802.90	92.15 %
230 - Sanitation Fund	341000.00	345,655.00	30,632.72	330,354.59	15,300.41	95.57 %
310 - Transient Guest Tax	1500.00	1,500.00	0.00	0.00	1,500.00	0.00 %
330 - Special Parks	5000.00	5,000.00	-20.00	4,866.79	133.21	97.34 %
340 - Special Highway	169500.00	169,500.00	1,510.69	83,112.76	86,387.24	49.03 %
360 - Capital Projects	482092.00	482,092.00	100,239.55	392,510.38	89,581.62	81.42 %
410 - Fire Equipment Reserve	132200.00	310,300.00	12,961.77	207,739.32	102,560.68	66.95 %
420 - Police Equipment Reserve	50000.00	50,000.00	1,420.81	33,400.67	16,599.33	66.80 %
430 - Sewer Capital Reserve	220000.00	220,000.00	15,000.00	65,756.92	154,243.08	29.89 %
440 - Water Capital Reserve	50000.00	50,000.00	5,092.32	49,841.80	158.20	99.68 %
450 - Capital Reserve	20000.00	20,000.00	0.00	0.00	20,000.00	0.00 %
500 - Debt, Bond, and Interest	864496.00	864,496.00	0.00	814,496.01	49,999.99	94.22 %
Report Total:	7,177,036.00	7,439,809.00	539,630.86	6,333,668.15	1,106,140.85	85.13 %

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
100 - General Fund	2,916,958.00	2,916,958.00	283,678.69	2,578,328.52	338,629.48	88.39 %
210 - Water Operations Fund	1,149,290.00	1,204,308.00	54,201.60	1,036,063.29	168,244.71	86.03 %
220 - Sewer Operations Fund	775,000.00	800,000.00	34,912.71	737,197.10	62,802.90	92.15 %
230 - Sanitation Fund	341,000.00	345,655.00	30,632.72	330,354.59	15,300.41	95.57 %
310 - Transient Guest Tax	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00 %
330 - Special Parks	5,000.00	5,000.00	-20.00	4,866.79	133.21	97.34 %
340 - Special Highway	169,500.00	169,500.00	1,510.69	83,112.76	86,387.24	49.03 %
360 - Capital Projects	482,092.00	482,092.00	100,239.55	392,510.38	89,581.62	81.42 %
410 - Fire Equipment Reserve	132,200.00	310,300.00	12,961.77	207,739.32	102,560.68	66.95 %
420 - Police Equipment Reserve	50,000.00	50,000.00	1,420.81	33,400.67	16,599.33	66.80 %
430 - Sewer Capital Reserve	220,000.00	220,000.00	15,000.00	65,756.92	154,243.08	29.89 %
440 - Water Capital Reserve	50,000.00	50,000.00	5,092.32	49,841.80	158.20	99.68 %
450 - Capital Reserve	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00 %
500 - Debt, Bond, and Interest	864,496.00	864,496.00	0.00	814,496.01	49,999.99	94.22 %
Report Total:	7,177,036.00	7,439,809.00	539,630.86	6,333,668.15	1,106,140.85	85.13 %



Fund	Beginning Balance	Total Revenues	Total Expenses	Ending Balance
100 - General Fund	433,821.49	2,657,597.98	2,578,128.52	513,290.95
210 - Water Operations Fund	362,025.50	1,080,285.98	1,036,063.29	406,248.19
220 - Sewer Operations Fund	273,231.74	753,868.95	737,197.10	289,903.59
230 - Sanitation Fund	120,859.99	317,553.23	330,354.59	108,058.63
310 - Transient Guest Tax	1,527.94	715.24	0.00	2,243.18
330 - Special Parks	15,042.12	3,517.46	5,066.79	13,492.79
340 - Special Highway	148,974.25	224,393.66	83,112.76	290,255.15
360 - Capital Projects	177,233.68	504,628.14	392,510.38	289,351.44
410 - Fire Equipment Reserve	96,449.74	205,113.20	207,739.32	93,823.62
420 - Police Equipment Reserve	15,610.44	54,279.75	33,400.67	36,489.52
430 - Sewer Capital Reserve	308,031.66	57,725.00	50,756.92	314,999.74
440 - Water Capital Reserve	273,325.28	42,286.09	64,841.80	250,769.57
450 - Capital Reserve	915.03	0.00	0.00	915.03
500 - Debt, Bond, and Interest	249,920.65	716,121.74	814,496.01	151,546.38
Report Total:	2,476,969.51	6,618,086.42	6,333,668.15	2,761,387.78