

CITY OF TONGANOXIE
321 S. DELAWARE 913-845-2620
January 22, 2018
7:00 Regular Meeting



Honorable Jason K. Ward, Mayor
Council Members
Rocky Himpel Jamie Lawson
Curtis Oroke Kara Reed Loralee Stevens

Open Regular Meeting – 7:00 p.m.

I. Pledge of Allegiance

II. Approval of Minutes – Regular meeting dated January 8, 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

- a) Fire Department Update - turnout gear procurement & introduction of Fire Chief

VI. New Business

- a) Ordinance No. 1432 – Granting a special use permit for an in-home gun dealer and gunsmithing business at 2604 E Sycamore St.
- b) Ordinance No. 1433 – Voluntary annexation of real property
- c) Charter Ordinance No. 28 – Creation of Storm Water Management Utility
- d) Consider authorization for funding to participate in Leavenworth County's Land Use Study for the County Road 1 Corridor
- e) Consider approval of the purchase of a police vehicle
- f) City Manager Agenda
 - 1. December/Year End 2017 Financial Report
 - 2. Quarterly Treasurer's Report – 4th Quarter 2017
 - 3. Staff Report on public meeting broadcasting research
- g) City Attorney Agenda
- h) Mayor Agenda
 - 1. Executive session for the preliminary discussion of the acquisition of real property
- i) Mayor Pro Tem Agenda

j) City Council Agenda

VII. Information & Communications (No Action Required)

VIII. Adjourn

City Council Meeting Draft Minutes

January 8, 2018

7:00 p.m. Regular Meeting



I. Pledge of Allegiance

- Mayor Ward opened the meeting at 7:01 p.m. with the pledge of allegiance.

II. Swearing in of New Council Members

- Dan Porter, Assistant City Manager, led the oath of office swearing in of three new members of City Council; Rocky Himpel, Loralee Stevens, and Jamie Lawson.
- Roll Call - Council members present were Ms. Reed, Mr. Himpel, Ms. Stevens, Mayor Ward, Mr. Oroke, and Mr. Lawson. Also in attendance were City Manager George Brajkovic, Assistant City Manager Dan Porter, City Attorney Shannon Marcano, and Public Works Director Kent Heskett.
- Mr. Brajkovic informed the City Council that a pink sheet was distributed with a change to the draft minutes that were originally in the packet posted online related to an incorrect name. The blue colored sheet represents an emergency purchase requested by the Public Works department for replacement of a critical broken water meter at the City's Water Treatment Plant.

III. Approval of Minutes

- **Mr. Oroke moved to approve the draft minutes from the December 18, 2017 City Council meeting. Ms. Reed seconded.**
All ayes. Motion carried.

IV. Approval of Consent Agenda

- **Mr. Himpel moved to approve the consent agenda. Ms. Stevens seconded.**
All ayes. Motion carried.

V. Open Agenda

- Mr. Porter reported that no members of the public signed up to address the City Council during open agenda.

VI. Old Business

a) Ordinance No. 1430: Second 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

- Mr. Brajkovic introduced the item with proposed updates to the City's Comprehensive Plan and reminded the City Council of the recent first reading of the ordinance at the December 18, 2017 City Council meeting and the year-long update process that has occurred. It is being brought back to City Council for consideration for approval.
- Mayor Ward commented on the good presentation delivered by Graham Smith of Gould Evans at the December 18, 2017 meeting.
 - **Mr. Himpel made a motion to approve Ordinance No. 1430.**
 - **Mr. Oroke seconded the motion.**

Mayor Ward closed discussion and asked for a roll call vote on the motion.

All ayes. Motion Carried.

Mayor Ward moved Item VII-c to next on the agenda.

Mr. Brajkovic introduced the item and emphasized that this would be the 6th and final installation of an alarm system at the City's sewer lift stations.

Mr. Heskett informed the City Council that the system runs off a cellular signal and provides information to operators in real time. Staff are pleased with the way the other alarm systems are operating. Mr. Heskett also reviewed a map that demonstrated pins indicating the locations of the City's 6 lift stations, including the 4th Street station receiving this new alarm. Currently that station has a red light visible next to the Fire Station. This is not a good setup when the power goes out, because the light is not operational. The cost of annual maintenance is \$275.

VII. New Business

Second item

a) Consider approval of funding for 2018 contribution to the Tonganoxie Business Association

- Mr. Brajkovic recognized Monica Gee with the Tonganoxie Business Association (TBA) and reminded City Council about the \$5,000 in funding for the Chamber of Commerce and \$10,000 in funding for various community initiatives that was set aside during the 2018 budget sessions last summer. Since that time, the Chamber and TBA have merged. This request is for approval to provide that \$5,000 in funding for the Tonganoxie Business Association.
 -
 - **Monica Gee stated that TBA did request a boost of funding to make a push to complete a new website and push forward another business initiative, called a marketing tool, that will provide connections and resources for businesses or newcomers to the City. The group has also started working on sponsorships. Monica is also working recently with the Basehor Chamber of Commerce on joint marketing efforts.**
 - **Mr. Himpel asked what the \$5,000 will fund, as he wants to determine what future funding requests to also expect.**
 - **Monica Gee mentioned that the group usually requests \$500 for St. Patrick's Day and \$1,000 for Spooktacular as TBA. Hoping to not have to come back for more funds, but if other events are directed at the group there would be a request for more funds.**
 - **Mr. Brajkovic noted that from staff's perspective, we are looking closely at ways to measure return on investment for this support. Search engines are one way we can do this.**
 - Monica Gee agreed and added that reports indicate Tonganoxie was clicked over 8,000 times in December. We can also look at how many times people click on the Tonganoxie Opportunities page, which was over 4,000 times. We can track this monthly going forward.
 - Mr. Brajkovic noted this is a dual feature, supporting existing or new businesses and aiding specific or new community events.
 - Monica Gee added that we can select key words to find out what companies are looking for. People will be out looking and marketing and we can give links or directions with key words to help direct them to relevant pages and the City's pages.
 - Mr. Himpel asked if we do key word entry or hire other people?
 - Monica Gee stated that we pay a company to help market us. We also have contact options such as via text message.
 - Mayor Ward stated that we talked about this in conversations about the recent merger. It is critical to keep the Chamber of Commerce component in the TBA. There has been great work done through the process. The overall goal is to recruit and grow businesses, regardless of vehicle. From an investment standpoint we are talking about a low amount of funding for to potential return. From a governing body perspective we to continue to help TBA and help staff move in the same direction.
 - - **Ms. Stevens made a motion to approve**
 - **Mr. Oroke seconded the motion.**
- Mayor Ward closed discussion and asked for a roll call vote on the motion.**
All ayes. Motion Carried.

b) Consider approval of funding for 2018 annual dues for the Kansas League of Municipalities

- Mr. Porter introduced the item as another product of budget discussions last summer. We have participated in the League for over 21 years at least and participated in multiple training opportunities and other components. Our rate is equitable in that it is based on a base charge as well as a per capita and per assessed valuation basis. We do have the necessary budget authority for this purchase.
 -
 -
 - Mr. Himpel asked where the annual meeting will be held this year?
 - Mr. Porter responded that he was not sure but can provide that information. He also noted in the packet there is information on a Planning and Zoning training offered by the League in Bonner Springs on Friday. He asked that any Councilperson wishing to attend let him know by Wednesday and he can do the enrollment.
 - Ms. Reed indicated the last annual meeting was in Wichita so this coming one is likely going to be in Overland Park.
 - **Mr. Himpel made a motion to approve the purchase in an amount not to exceed \$2,771.94.**
 - **Ms. Reed seconded the motion.**
- Mayor Ward closed discussion and asked for a roll call vote on the motion.**
All ayes. Motion Carried.

Went first.

c) Consider approval to purchase alarm system for 4th Street sewage pump station

- GB introduced the system. We do have a 3 slide presentation.
- KH – Showed 3 slide presentation on the
- We left last station since it has a red light and is visible at the fire Station. .
- MW – Do you get it on your cell phone? KH – No that is to Lloyd.
- 275 per year monitoring.
- No questions.

- **Mr. Himpel made a motion to approve expenditure for the OMNI-site alarm system at cost to not exceed \$3,230.**
- **Mr. Oroke seconded the motion.**

Mayor Ward closed discussion and asked for a roll call vote on the motion.

All ayes. Motion Carried.

- **Mr. Himpel made a motion to approve an expenditure for the replacement of broken water meter at the City's Water Treatment Plant at a cost to not exceed \$2,820.20.**
- **Mr. Oroke seconded the motion.**

Mayor Ward closed discussion and asked for a roll call vote on the motion.

All ayes. Motion Carried.

Rocky Made motion to pay 2,828 – Himpel, Oroke. No discussion. All ayes.

d) City Manager Agenda

1. Discuss potential City Council spring retreat

- Mr. Brajkovic mentioned that last year we did an April meeting to go over the CIP list as a precursor to budget work sessions in June and July. This would likely occur sometime between now and before April. He noted that he thinks we should do it if Council is amenable. The Strategic Plan is a relatively new document and we need to find some time to get together for 3-4 hours and go through the plan.
- Mr. Himpel asked what month this is envisioned to take place?
- Mr. Brajkovic noted that he believed it shouldn't be planned too far beyond a date in the middle of March.
- Mr. Himpel asked if items like city streets and maintenance or will we do something before then?
- Mr. Brajkovic noted that he wants to keep it at a high level view during the retreat, but that the strategic plan helps drive later decisions. The budget work sessions are when we get plan to get down to greater details. He indicated that staff will look at some calendar dates and send this out as options to City Council.
- Ms. Stevens noted that she appreciates this and thinks it would be a good chance to acclimate to the new role and learn more about the perspectives of others on the City Council.
- Mr. Brajkovic also noted that this meeting is being broadcast online via Facebook Live on the City's Facebook page. We have done this in the past for one or two meetings, and after talking to Mr. Himpel and a few other people we are making this effort to make a budget friendly way to broadcast the meetings for now, until future budget discussions look at more permanent or comprehensive solutions.
- Mr. Himpel asked if we can better inform the public so they know it is available?
- Mr. Brajkovic responded that we can note this in agenda posting and possibly on the agenda itself. as a supporter of this effort and
 - **Mr. Himpel made a motion that all meetings of the City Council and Planning Commission are recorded.**
- Mr. Himpel noted that he had a recent discrepancy with the minutes from a meeting and wasn't able to go back and review any video or recorded audio from the discussion. He would like to see this motion so it is a policy decision.
- Mr. Brajkovic noted that at this time staff doesn't have enough research on the technology currently being used to understand the ramifications of data storage in the long term.
 - Mr. Himpel asked if he should amend his motion to video all council and planning commission meetings and to keep them as long as possible until staff can come back with more information.
 - Mr. Brajkovic noted that staff could work on that track.
 - **Mr. Oroke seconded the motion.**
- Ms. Reed noted that she is not comfortable with the motion at this time not knowing fully what the ramifications and storage life required are if a policy is created without further vetting from staff. She indicated she does not have an issue with it being on facebook but she isn't comfortable with motion when the equipment or staff vetting not yet acquired.
- Mr. Himpel noted he didn't feel that waiting for the financing for around a year would not be a good idea.
- Ms. Reed stated that waiting for the money and waiting for staff vetting are separate things. The next meeting we can ask staff to have a report of findings and then we can decide what to do.
- Mr. Himpel asked if she was comfortable having it on Facebook at this time.
- Ms. Reed mentioned that the Council is on Facebook right now and she is comfortable with that. It is on Facebook now and forever, she just isn't comfortable with a policy at this time with the information we currently have.

- Ms. Stevens stated that she is interested in what other communities are doing to broadcast meetings and what other ways we are providing public access. She thinks that the public should have access, which is great, and we are starting with this low cost/no cost solution. But not everyone has internet access so that must be considered. Letting staff and experts think more
- Mr. Brajkovic noted that he and Mr. Porter have recent experience with other organizations that have invested over \$20,000 in microphones and camera or storage equipment, let alone the staff time to set up a YouTube channel and process video content. We do currently have this ability to live stream.
- Mayor Ward noted he wants to let staff have the chance to vet the issue, as well as look closely at policy wording centered on the word “all” and what the implications of that include. He preferred that it stipulate formal meetings and not all meetings.
 - Mr. Oroke amended his second to be directing staff to come back to City Council with more information on the subject.
 - Mr. Himpel amended his motion to directing staff to come back to City Council with more information on the subject at the next meeting.

Mayor Ward closed discussion and asked for a roll call vote on the motion.

All ayes. Motion Carried.

Mayor Ward closed discussion and asked for a roll call vote on the motion.

All ayes. Motion Carried.

-
- Also Facebook live update. Mr himpel was a supporter of this. RH – can we put it on the City’s facebook page? RH – I would like to make a motion to video record all council and planning commission meetings. GB – I don’t know enough about the storage component, but can look into this with the IT folks. RH – amend motion to video and keep online as long as possible until staff vets the option and gives updates.
- M – Himpel, S – Oroke.
- Comments – Reed – I don’t think we have the tech to move forward with policy that is binding when haven’t vetted with staff. Oroke – on FB is true right? Reed – Don’t have any concern on doing FB, just need to wait for vetting. RH – I don’t think we need to wait for money, just have to make an effort moving forward.. Reed – I am just not comfortable with binding. Stevens – I would like to know more about what other councils and cities do, other ways and information. The public should have access and it is great. But not everyone has the internet.
- GB – Porter and I talked and former cities invested 20k in microphone and then also staff time to live stream and watch recorded sessions.; We haven’t vetted anything except capability to livestream.
- Mayor Ward – I want staff to talk about impact first as well. Also concerned about meaning of “all” meetings, I would rather be formal meetings and have staff have time to review and report.
- CO – Amend meetings to have staff review and report. Also RH.

e) City Attorney Agenda

- No reports.

f) Mayor Agenda

- No reports.

Recognize mr and ms Gilner who came even though didn’t have to.

g) Mayor Pro Tem Agenda

- No reports.
- Festival season is rolling around. Co-chairs have been me and Curtis, I cant do it this year, but it is coming up and if there is any event this summer we need to start working on that.
- RH – what month? CO – 2nd week of June.
- MW – Volunteers to chair committee – CO I will. MG – 176275 214th street. – this is a big thing and we have lost Jamie and Kara and this is a big undertaking with manpower and funding. We need to make sure we are going in the right path, this is a huge undertaking. We need to know we have the support to do it. MW – I agree. Ms. Reed – it is a lot of work. I can help with any info I have, contacts are big, but the planning committee will look very new. Dianne Brenner – Have we thought about moving something to 4th of July. Many in the community would like to see something with 4th of July, otherwise we all have to go out of town.
- MW – We also have only so much funding.
- DB – we could have the beer and the music and the fun activities. You see people doing this.

MW – what I see is bringing people to town and seeing the community come together. Has there been some concern in losing the contact with the VFW. CO – Realistically we know they have the expectation that it be the 2nd week in June. When you disrupt the pattern you started in the past. I think we need to simplify. Businesses are approached often with the asks for different things. Promotor has done a good job, but do we need all these things we are providing. We need to let bands know up front, and they may come play. We spent 13,500 last year? Ms. Reed – a little more than that. Mr. Mayor, you mentioned the BBQ, Gretchen who used to coordinate it also mentioned she wont be doing this. Not able to do it again. So we may not have a opportunity. MW – I like fireworks as well, don't want them right next door, but think it would be a good show. What about that group doing a separate show? Ms. Reed – thank you and would also like to ask if this will continue to be a city run event or if it will be transitioning to a community organization, maybe TBA, maybe another organization, or city run with the cooperation of other organizations. MG – We set a precedent last year with bikes across KS. Worked to open street and sell beer in certain area. Kate mentioned she would facilitate this. Decrease some funds on the City. I just want to let you know about the options. Ms. Reed – beer is only thing that has paid for itself. And not by a whole lot. CO – I want your opinion from the new people. RH – I assume with fireworks you assume some liability. Need to go out and find someone and see what they offer. LS – I think city organized festival is good idea with recognition of the word Tonganoxie. We tried last year having sunflower stroll passive weekend on labor day. I was glad we were there because people had such an enjoyable positive experience. Maybe a way to combine the tongie days and sunflower stroll concepts somehow. JL – I want to clarify what we are hearing, are we moving to fireworks on the 4th or the combinations of the

DB – I don't care what we do in tongie days. I think June is a tough time to have it.

JL – I think it is premature to do a wholesale change in this year, maybe next. Do we get a bang for the buck? Are there other options? Fireworks, some cities don't allow people to use fireworks and then displays are a big thing. Could we get a win win option in June. It is hard in this short of timing to get date change when we already need to get volunteers. I think we should look at options and see the success. Ms. Reed – from a planning perspective it would help to move it to July or Sept. Usually we prep in October or Nov. Pushing it back isn't a problem for planning, but can be from a public perspective. MW – this is why you make the big bucks. DB – Who all even knows it is the 2nd week in June.

MG – TBA is continuing the sunflower stroll. We made a commitment to Council.

MW – Tonganoxie days is the name, usually one day recently. Goal is to bring people to town and together.

Margie Gilner – 814 e 8th street? Curtis do you have enough people to help you for June? CO – I think so. Band is not a problem. That was a big deal. Promoters are talking ahead of time. We don't need the stage probably because bands have their own sound system. Could go to fireworks. Reed - Big expense and zero work from volunteers. Paid for this. Perhaps it isn't worth the expense. Man hours are almost harder than money. CO – I think this is an expense we can cut and still have more money.

h) City Council Agenda

- No reports.

CO – I have a question on the greenwells building?

GB – we have looked at a way to prep a special assessment on this building.. Prior to this the county has looked at preparing a tax sale. We are looking at options we can pursue directly. CO – I know it is falling apart right now and becoming an increasing safety concern. Right now an eyesore and we ought to push it to get it taken care of. GB – I don't disagree, just don't want to violate property rights. RH – do we have zoning ordinances to fine them per day? GB – we can, but the bigger issue is the owner evading notice being posted. We talked about hiring a process server to serve the owners. From a staff perspective, we want to present options back to council. We are teeing this up. MG – there is a pic of kids inside sticking their hands out.

VIII. Information & Communications (No Action Required)

IX. Adjourn

- Ms. Reed made a motion to adjourn the meeting.
- Mr. Himpel seconded the motion.

Mayor Ward closed discussion and asked for a roll call vote on the motion.

All ayes. Motion Carried. Meeting adjourned at ___8:02___ p.m.

Respectfully submitted,



Dan Porter, Assistant City Manager



City of Tonganoxie, KS

Check Report

By Check Number

Date Range: 01/05/2018 - 01/17/2018

| Vendor Number | Vendor Name | Payment Date | Payment Type | Discount Amount | Payment Amount | Number |
|-----------------------------------|--------------------------------|--------------|--------------|-----------------|----------------|--------|
| Bank Code: AP Bank-AP Bank | | | | | | |
| 0034 | AT&T ACCESS TRANSPORT SERVICES | 01/05/2018 | Regular | 0.00 | 74.49 | 44363 |
| 0051 | BG CONSULTANTS INC | 01/05/2018 | Regular | 0.00 | 11,752.38 | 44364 |
| 0898 | BRIGGS CHRYSLER DODGE | 01/05/2018 | Regular | 0.00 | 54.41 | 44365 |
| 0094 | CHIP'S GUNWORKS | 01/05/2018 | Regular | 0.00 | 32.48 | 44366 |
| 0899 | CORY STEPHENS | 01/05/2018 | Regular | 0.00 | 33.73 | 44367 |
| 0900 | CRYSTAL HENSON | 01/05/2018 | Regular | 0.00 | 400.00 | 44368 |
| 0157 | EDWARDS CHEMICALS | 01/05/2018 | Regular | 0.00 | 3,252.05 | 44369 |
| 0189 | FIRST STATE BANK & TRUST | 01/05/2018 | Regular | 0.00 | 1,757.74 | 44370 |
| 0198 | FRANK ROBISON | 01/05/2018 | Regular | 0.00 | 1,400.00 | 44371 |
| 0239 | HERITAGE TRACTOR, INC. | 01/05/2018 | Regular | 0.00 | 177.37 | 44372 |
| 0243 | HIMPEL LUMBER & BUILDING SUPPL | 01/05/2018 | Regular | 0.00 | 398.81 | 44373 |
| 0250 | HONEYCREEK DISPOSAL SERVICE | 01/05/2018 | Regular | 0.00 | 25,731.75 | 44374 |
| 0305 | KACM-KS.ASSOC. COURT MNGMT | 01/05/2018 | Regular | 0.00 | 50.00 | 44375 |
| 0308 | KANSAS STATE TREASURER | 01/05/2018 | Regular | 0.00 | 2,148.00 | 44376 |
| 0330 | KANSAS GAS SERVICE | 01/05/2018 | Regular | 0.00 | 265.16 | 44377 |
| 0336 | KANSAS RURAL WATER ASSOCIATION | 01/05/2018 | Regular | 0.00 | 225.00 | 44378 |
| 0345 | KATHLEEN MCBRATNEY | 01/05/2018 | Regular | 0.00 | 375.00 | 44379 |
| 0901 | LESLIE CLARK | 01/05/2018 | Regular | 0.00 | 15.00 | 44380 |
| 0732 | METLIFE - GROUP BENEFITS | 01/05/2018 | Regular | 0.00 | 195.48 | 44381 |
| 0857 | MIDCONTINENT COMMUNICATIONS | 01/05/2018 | Regular | 0.00 | 267.78 | 44382 |
| 0479 | NEW DIRECTIONS BEHAVIORAL HEAL | 01/05/2018 | Regular | 0.00 | 232.29 | 44383 |
| 0491 | OLATHE WINWATER WORKS | 01/05/2018 | Regular | 0.00 | 2,113.59 | 44384 |
| 0495 | OMNI-SITE | 01/05/2018 | Regular | 0.00 | 1,380.00 | 44385 |
| 0496 | ONE CALL CONCEPTS | 01/05/2018 | Regular | 0.00 | 74.40 | 44386 |
| 0542 | QUILL | 01/05/2018 | Regular | 0.00 | 444.08 | 44387 |
| 0555 | RICOH USA, INC. | 01/05/2018 | Regular | 0.00 | 29.96 | 44388 |
| 0568 | SAMS CLUB | 01/05/2018 | Regular | 0.00 | 201.56 | 44389 |
| 0577 | SECRETARY OF STATE | 01/05/2018 | Regular | 0.00 | 25.00 | 44390 |
| 0825 | SHRED-IT | 01/05/2018 | Regular | 0.00 | 166.50 | 44391 |
| 0617 | TBS ELECTRONICS, INC. | 01/05/2018 | Regular | 0.00 | 73.00 | 44392 |
| 0625 | THE RADAR SHOP | 01/05/2018 | Regular | 0.00 | 167.50 | 44393 |
| 0614 | T-MOBILE | 01/05/2018 | Regular | 0.00 | 495.91 | 44394 |
| 0628 | TODD'S TIRE LLC | 01/05/2018 | Regular | 0.00 | 14.00 | 44395 |
| 0630 | TONGANOXIE LIBRARY BOARD | 01/05/2018 | Regular | 0.00 | 7,626.42 | 44396 |
| 0815 | TRANSLATION PERFECT | 01/05/2018 | Regular | 0.00 | 189.68 | 44397 |
| 0903 | TRAVIS ADAMS | 01/05/2018 | Regular | 0.00 | 84.12 | 44398 |
| 0639 | TRI-HULL CRANE RENTAL, LLC | 01/05/2018 | Regular | 0.00 | 280.00 | 44399 |
| 0642 | U S POSTAL SERVICE | 01/05/2018 | Regular | 0.00 | 1,092.46 | 44400 |
| 0661 | VISION SERVICE PLAN | 01/05/2018 | Regular | 0.00 | 409.98 | 44401 |
| 0892 | Baker's Recovery & Tow | 01/12/2018 | Regular | 0.00 | 111.00 | 44402 |
| 0056 | BLUE CROSS AND BLUE SHIELD | 01/12/2018 | Regular | 0.00 | 27,539.88 | 44403 |
| 0057 | BLUE TARP FINANCIAL, INC. | 01/12/2018 | Regular | 0.00 | 249.99 | 44404 |
| 0749 | BROADVOICE | 01/12/2018 | Regular | 0.00 | 279.10 | 44405 |
| 0115 | CONRAD FIRE EQUIPMENT, INC. | 01/12/2018 | Regular | 0.00 | 54.00 | 44406 |
| 0136 | DELTA DENTAL PLAN OF KANSAS,IN | 01/12/2018 | Regular | 0.00 | 2,145.84 | 44407 |
| 0166 | EMERGENCY REPORTING | 01/12/2018 | Regular | 0.00 | 181.33 | 44408 |
| 0189 | FIRST STATE BANK & TRUST | 01/12/2018 | Regular | 0.00 | 41,069.30 | 44409 |
| 0205 | GALL'S LLC | 01/12/2018 | Regular | 0.00 | 253.82 | 44410 |
| 0224 | HAMM QUARRIES & LANDFILL | 01/12/2018 | Regular | 0.00 | 458.60 | 44411 |
| 0240 | HF SCIENTIFIC, INC. | 01/12/2018 | Regular | 0.00 | 403.09 | 44412 |
| 0254 | HUBER & ASSOCIATES, INC | 01/12/2018 | Regular | 0.00 | 5,730.00 | 44413 |
| 0286 | JDC SECURITY LLC | 01/12/2018 | Regular | 0.00 | 452.35 | 44414 |
| 0321 | KANSAS DEPARTMENT OF REVENUE | 01/12/2018 | Regular | 0.00 | 1,733.45 | 44415 |
| 0348 | KBI | 01/12/2018 | Regular | 0.00 | 800.00 | 44416 |

Check Report

Date Range: 01/05/2018 - 01/17/2018

| Vendor Number | Vendor Name | Payment Date | Payment Type | Discount Amount | Payment Amount | Number |
|---------------|--------------------------------|--------------|--------------|-----------------|----------------|--------|
| 0371 | KS ASSOCIATION OF CITY CO MGMT | 01/12/2018 | Regular | 0.00 | 140.00 | 44417 |
| 0373 | KS HEALTH & ENVIROMENT LAB | 01/12/2018 | Regular | 0.00 | 566.00 | 44418 |
| 0391 | LAWRENCE JOURNAL WORLD | 01/12/2018 | Regular | 0.00 | 129.14 | 44419 |
| 0393 | LAWRENCE MEMORIAL HOSPITAL | 01/12/2018 | Regular | 0.00 | 90.00 | 44420 |
| 0395 | LCDC | 01/12/2018 | Regular | 0.00 | 75.00 | 44421 |
| 0397 | LEAGUE OF KANSAS MUNICIPALITIE | 01/12/2018 | Regular | 0.00 | 2,771.94 | 44422 |
| 0410 | LIBERTY NATIONAL | 01/12/2018 | Regular | 0.00 | 237.82 | 44423 |
| 0426 | LV COUNTY SHERIFF OFFICE | 01/12/2018 | Regular | 0.00 | 1,182.50 | 44424 |
| 0476 | NATIONAL SIGN COMPANY INC. | 01/12/2018 | Regular | 0.00 | 102.46 | 44425 |
| 0888 | NATIONWIDE | 01/12/2018 | Regular | 0.00 | 100.00 | 44426 |
| 0500 | OREILLY AUTO PARTS | 01/12/2018 | Regular | 0.00 | 336.24 | 44427 |
| 0904 | PRI MANAGEMENT GROUP | 01/12/2018 | Regular | 0.00 | 195.00 | 44428 |
| 0555 | RICOH USA, INC. | 01/12/2018 | Regular | 0.00 | 517.09 | 44429 |
| 0579 | SECURITY BENEFIT - 457 | 01/12/2018 | Regular | 0.00 | 2,069.23 | 44430 |
| 0594 | SMITHEREEN PEST CONTROL | 01/12/2018 | Regular | 0.00 | 198.00 | 44431 |
| 0905 | STONE ACCESS LLC | 01/12/2018 | Regular | 0.00 | 1,043.00 | 44432 |
| 0866 | TERRACON CONSULTANTS, INC | 01/12/2018 | Regular | 0.00 | 470.00 | 44433 |
| 0630 | TONGANOXIE LIBRARY BOARD | 01/12/2018 | Regular | 0.00 | 7,029.52 | 44434 |
| 0641 | TYLER TECHNOLOGIES | 01/12/2018 | Regular | 0.00 | 2,376.25 | 44435 |
| 0677 | WILLIAM PRAY | 01/17/2018 | Regular | 0.00 | 600.00 | 44436 |

Bank Code AP Bank Summary

| Payment Type | Payable Count | Payment Count | Discount | Payment |
|----------------|---------------|---------------|-------------|-------------------|
| Regular Checks | 91 | 74 | 0.00 | 165,398.02 |
| 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 | 74 | 0.00 | 165,398.02 |

All Bank Codes Check Summary

| Payment Type | Payable Count | Payment Count | Discount | Payment |
|----------------|---------------|---------------|-------------|-------------------|
| Regular Checks | 91 | 74 | 0.00 | 165,398.02 |
| 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 | 74 | 0.00 | 165,398.02 |

Fund Summary

| Fund | Name | Period | Amount |
|------|----------------------|--------|-------------------|
| 998 | Gen Fund-Pooled Cash | 1/2018 | 165,398.02 |
| | | | 165,398.02 |



Office of the City Manager
AGENDA STATEMENT

DATE: January 22, 2018
TO: Honorable Mayor Jason K. Ward and Members of the City Council
FROM: John Callaghan, Deputy Fire Chief
SUBJECT: Turnout Gear Purchase Update

DISCUSSION

At the regular City Council meeting held on June 19, 2017, the City Council was presented with a plan to replace the City firefighters' turnout gear. This plan involved purchasing 8 sets of gear and paying for half of the purchase in 2017 and half in 2018. This manner of purchase allowed the City to achieve cost savings because of the quantity ordered. The Agenda Statement, Expense Justification Form, and an Excerpt of the Approved Meeting minutes from the June 19, 2017 meeting are attached. The City has been invoiced for the amount of \$8,683.08 in 2018 and will be paying the expense pursuant to the authorization already given by City Council.

BUDGET IMPACT

None. This item is adequately budgeted for in the Equipment Fund Budget in 2018.

RECOMMENDATION

No action is requested on this item. It is being provided as information for City Council.

ATTACHMENTS

June 19, 2017 Agenda Statement
May 31, 2017 Expense Justification Form
Excerpt of Approved Minutes from June 19, 2017 City Council Meeting



Office of the City Manager
AGENDA STATEMENT

DATE: June 19, 2017
To: Honorable Mayor Jason K. Ward and Members of the City Council
FROM: Jamie Shockley, Assistant City Manager
SUBJECT: Consider Approval of Purchasing Personal Protective Equipment for Fire Department

DISCUSSION:

The City budgeted \$10,000 in the Fire Department Equipment Fund in 2017, which is estimated to cover the replacement of 4 sets of personal protective equipment. The Council agreed to set aside this money each year as a replacement plan for the gear needing replacement in the Fire Department.

The Fire Department obtained three bids for this purchase and Conrad Fire Equipment came in with the low bid at \$8,683.08.

Conrad Fire Equipment has agreed to let the Fire Department purchase 8 sets of gear now and will only bill for 4 sets in 2017 and will bill for the other 4 sets in 2018.

Attached to this agenda statement is also an equipment replacement plan that Chief Holcom put together to outline the department's equipment and capital needs over the next five years.

Budget Impact:

None. This item is adequately budgeted for in the Equipment Fund budget.

Action Needed:

Make a motion to authorize the Fire Chief to purchase eight sets of gear from Conrad Fire Equipment in an amount not to exceed \$17,366.16, of which \$8,683.08 will be paid in 2017 and \$8,683.08 will be paid in 2018.



City of Tonganoxie

EXPENSE JUSTIFICATION FORM

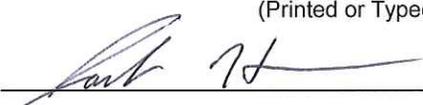
DATE: May 31st, 2017

REQUESTING DEPARTMENT:

Public Works Fire Police Administration

DEPARTMENT REPRESENTATIVE: Fire Chief Holcom

(Printed or Typed Name)

DIRECTOR'S SIGNATURE: 

PURPOSE OF EXPENSE:

To replace Firefighting Gear (Turnout coat and pant) used for protection of Firefighters during fire and rescue operations. This replacement is specified in The TFD Capital Equipment Replacement Plan.

WHAT DATE SHOULD THE WORK BEGIN? Once approved

WHAT ARE THE CONSEQUENCES OF DELAYING THIS EXPENSE?

Continued use of old gear ranging in age of 9 or more years old. This purchase is an annual cost effective way of replacing 4 sets annually.

WHAT ALTERNATIVE METHODS OF THIS EXPENSE HAVE BEEN RULED OUT?

TFD continually applies for Federal Grants for turnout gear replacement but have been unsuccessful in receiving this type of grants.

LIST OF BIDS/QUOTES (Attached)

| Company Name | Amount |
|------------------------------|---------------------|
| <u>Darley Co.</u> | \$ <u>10,167.60</u> |
| <u>The Fire Store</u> | \$ <u>9,395.92</u> |
| <u>Conrad Fire Equipment</u> | \$ <u>8,683.08</u> |

Source Fund: FIRE EQUIPMENT FUND

Determination

Approved Denied

Authorized Signature: _____
City Manager

Requires city council approval? Yes No

EXCERPT OF MINUTES OF A MEETING OF THE GOVERNING BODY OF THE CITY OF TONGANOXIE, KANSAS HELD ON JUNE 19, 2017

The Governing Body of the City of Tonganoxie, Kansas (the "City") met in regular session, at 7:00 P.M.

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

* * * * *

(Other Proceedings)

Consider approval of purchasing personal protective equipment for Fire Department from Conrad Fire

Chief Holcom addressed the council and requested to purchase 8 sets of turnout gear from Conrad Fire Equipment. The total cost for 4 sets is \$8,600. Chief Holcom requested approval to purchase 8 sets, with four being billed in 2017 and four being billed in 2018.

Thereupon Councilmember Gilner presented a motion to authorize the Fire Chief to purchase eight sets of turnout Gear from Conrad Fire. The motion was seconded by Councilmember Reed. Upon being put, the motion was carried by the vote of the Governing Body, the vote being as follows:

Aye: Oroke, Donnelly, Gilner, Reed

Nay: None

Not Present: Truesdell

Thereupon, the motion having received a majority vote of a quorum of the Governing Body, the Mayor declared said motion was passed.

(Other Proceedings)

* * * * *



Office of the City Manager
AGENDA STATEMENT

DATE: January 22, 2018
To: Honorable Mayor Jason K. Ward and Members of the City Council
FROM: Dan Porter, Assistant City Manager
SUBJECT: Ordinance No. 1432 – Special use permit for an in-home gun dealer and gunsmithing business at 2604 E Sycamore St.

DISCUSSION:

A public hearing was held at the Planning Commission meeting on January 4, 2018 for a special use permit application submitted by Justin Barker for an in-home gun dealer and gunsmithing business at 2604 E Sycamore Street. The property is zoned Residential – Single-Family, which permits home occupations, specifically including federally licensed firearms dealers, as a use requiring a special use permit.

After holding a public hearing and discussion, the Planning Commission recommended approval of the request for a special use permit subject to the conditions recommended by staff and additional conditions included in Ordinance No. 1432.

ACTION NEEDED:

Make a motion to approve Ordinance 1432 and accept the Planning Commission's recommendation for approval of a special use permit for property located at 2604 E Sycamore Street, allowing an in-home gun dealer and gunsmithing business at a single family residence.

ATTACHMENTS:

Ordinance No. 1432
Planning Staff Report - Case#: 2018-002P
01-04-2018 Draft Planning Commission Minutes

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

ORDINANCE NO. 1432

AN ORDINANCE GRANTING A SPECIAL USE PERMIT FOR AN IN-HOME BUSINESS TO CERTAIN PROPERTY IN THE CITY OF TONGANOXIE, KANSAS, FOR A FEDERALLY LICENSED FIREARMS DEALER AND GUNSMITHING BUSINESS LOCATED AT 2604 E SYCAMORE ST., TONGANOXIE, LEAVENWORTH COUNTY, KANSAS.

WHEREAS, under the ZONING ORDINANCE AND SUBDIVISION REGULATIONS OF THE CITY OF TONGANOXIE, KANSAS, 2003, (the “Zoning Ordinance”) the Governing Body of the City of Tonganoxie, Kansas, is given the power to amend, supplement or change existing zoning regulations or grant special use permits within the City; and

WHEREAS, an application for a Special Use Permit to allow for a federally licensed firearms dealer to conduct a gunsmithing business at 2604 E Sycamore St. was received by the City and forwarded to the Tonganoxie Planning Commission in accordance with the Zoning Ordinance; and

WHEREAS, the Zoning Ordinance requires a public hearing to be held prior to the granting of a special use permit; and

WHEREAS, a public hearing was held by the Tonganoxie Planning Commission on the 4th day of January 2018, and notice of such public hearing was provided in accordance with Kansas state law and the Zoning Ordinance; and

WHEREAS, on January 4, 2018, the Tonganoxie Planning Commission considered the application and recommended approval of the special use permit for a gun dealer and gunsmithing business for the property legally described as:

**Lot 38, Block 2, Jackson Heights Subdivision, in the City of
Tonganoxie, Kansas according to the recorded plat thereof, in
Leavenworth County, Kansas more commonly known as
2604 E Sycamore St.**

With the following conditions:

- a) The Special Use Permit is limited for a period of 2 years following the date of City Council approval.
- b) Prior to operation and at all times during the use of the premises as proposed, the applicant shall have a valid Federal Firearms License from the Bureau of Alcohol, Tobacco, Firearms and Explosives. The Federal Firearms license shall be filed with the City before a City Business License will be issued. The applicant shall notify the City immediately of any changes to the license granted by the ATF.

- c) Non-employee business activity shall be by appointment only, limited to Saturdays and Sundays, and otherwise limited in extent and frequency to be compatible to residential traffic.
- d) The applicant shall obtain a fire inspection prior to initiation of any use under an approved permit, and renew the inspection on an annual basis, concurrently with the annual renewal of a City Business License.
- e) Employees shall be limited to residents of the home.
- f) The permit shall not be transferrable to another location, nor to another individual.

and

Whereas, the Planning Commission's recommendation was presented to the Governing Body at its regularly scheduled meeting on January 22, 2018, for consideration.

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

SECTION 1. That the special use permit is hereby granted for a federally licensed gun dealer and gunsmithing business for the property legally described as:

Lot 38, Block 2, Jackson Heights Subdivision, in the City of Tonganoxie, Kansas according to the recorded plat thereof, in Leavenworth County, Kansas more commonly known as 2604 E Sycamore St.

with the following conditions:

- a) The Special Use Permit is limited for a period of 2 years following the date of City Council approval.
- b) Prior to operation and at all times during the use of the premises as proposed, the applicant shall have a valid Federal Firearms License from the Bureau of Alcohol, Tobacco, Firearms and Explosives. The Federal Firearms license shall be filed with the City before a City Business License will be issued. The applicant shall notify the City immediately of any changes to the license granted by the ATF.
- c) Non-employee business activity shall be by appointment only, limited to Saturdays and Sundays, and otherwise limited in extent and frequency to be compatible to residential traffic.

- d) The applicant shall obtain a fire inspection prior to initiation of any use under an approved permit, and renew the inspection on an annual basis, concurrently with the annual renewal of a City Business License.
- e) Employees shall be limited to residents of the home.
- f) The permit shall not be transferrable to another location, nor to another individual.

SECTION 2. That this order shall take effect and be enforced from and after its passage, approval, and publication in the Tonganoxie Mirror, the official newspaper of the City of Tonganoxie.

PASSED BY THE CITY COUNCIL THIS 22nd DAY OF JANUARY, 2018.

APPROVED BY THE MAYOR THIS 22nd DAY OF JANUARY, 2018

(SEAL)

Jason K. Ward, Mayor

Attest:

Patricia C. Hagg, City Clerk

Approved as to form:

Shannon M. Marciano, City Attorney



City of Tonganoxie, Kansas

PLANNING STAFF REPORT

Case#: 2018-002P

Date of Report: December 22, 2017

Recommendation: Approval, based on conditions and, provided a specific finding that the limited nature of the applicants' planned activity will not interfere residential character of the area.

Applicant Name: Justin Barker

Property Owner Name: Justin & Robin Barker

Subject Property Address: 2604 E. Sycamore

Property Size: 12,642.2 s.f.

Zoning: Residential – Single -Family

Legal Description:

Type of Approval Desired: SUP – Home occupation for gunsmithing and limited sales

Date of Application: 11/13/2017

Date of Public Hearing: 1/4/2018

I. PROJECT DESCRIPTION

- A. Subject Property. Single-family house on a 12,642.2 square feet
- B. Proposal. To operate a home occupation and federally licensed firearms dealership engaged in gunsmithing services, federal firearms license transfers, and limited sales (appointment only – Saturdays and Sundays)
- C. Nature of Application. Special Use Permit (initial)

II. BACKGROUND

Justin Barker has filed an application for a Special Use Permit for a home occupation and operation of a federally licensed firearms dealership at his residence located at 2604 Sycamore Street. The property is owned by Justin and Robin Barkier, is zoned R-SF, and is currently used as a single-family residence. All of the immediately abutting property is zoned R-SF and used for single-family residences. The property

is located in the Jackson Heights subdivision. Property in the vicinity is zoned a mixture of single-family, multi-family, commercial and industrial, with the non-single-family property located to the west and south nearest to Tonganoxie Drive and U.S. 24/40.

The R-SF, Single Family District, and Section 22 of the Tonganoxie Zoning ordinance permits home occupations in the R-SF district, and specifically federally licensed firearms dealer as a use requiring a Special Use Permit.

On June 22, 2009, the City Council approved amendments to the City Zoning Ordinance which included updates to Section 22 and revisions to the section for Special Use Permits. The amendments added “federally licensed firearms dealer” as a use requiring a Special Use Permit. The amendments also include the addition of procedures for the revocation of a Special Use Permit should circumstances warrant, which generally include:

- Noncompliance with any provisions of the zoning ordinance;
- Noncompliance with any provisions for special use permits;
- Noncompliance with any conditions of a specific special use permit.
- Other violations of the Municipal Code regarding buildings, property, use or activities of the owner; or
- Changes in conditions in the area that make the permit no longer appropriate.

The procedures to revoke a permit may be initiated by a majority of the Governing Body or Planning Commission.

Additionally, the ordinance includes a number of provisions for Home Occupations generally which are intended to limit commercial traffic, product disruption, or any type of retail operations. These limits in the general ordinance are applicable to any Home Occupation, and therefore restrict the extent of activity that can occur with this application. Specifically Ordinance 1280 included the following:

- The commercial exchange of tangible goods for sale to the general public is not allowed. (individual invites excluded)
- Repair or invite sales are limited to no more than 2 simultaneously; 6 per day and only the hours of 6 AM to 9 PM. [This application has proposed even greater restrictions on hours and days of the week.]

III. REVIEW CRITERIA

In accordance with Section 22, “In making a recommendation to the Governing Body, the Planning Commission shall specify the particular grounds relied upon and their relation to the proposed use and shall make affirmative that the proposed use conforms with the general standards set forth in this article. In no case shall an exception be granted if the proposed use will constitute a nuisance, public health, or safety hazard to adjacent properties or to the community at large.”

In general, Special Use Permits are used for two circumstances (1) to allow uses that are not universally appropriate for a district, but based on specific site, location, operation or design contingencies of an individual application may be appropriate; and/or (2) to allow uses that are not ideal for the long-range goals of a particular district, but are an appropriate interim improvement on a particular site that will not undermine the long-term investments on the site or in the district that are consistent with plans or the district intent.

This application is considered for the first circumstance referenced above for special use permits – to enable a use that due to its limited scale and intensity, and due to the specific location and circumstances of the proposed use, it may be consistent with the zoning of the area.

Specifically, the Zoning Ordinance allows the Governing Body to approve Special Use Permits based on a review and recommendation of the Planning Commission, when in their judgment the application:

- “will not seriously injure the appropriate use or safety of neighboring property and;
- will conform to the general intent and purpose of this ordinance;
- and shall comply with the height and area regulations of the district in which it may be located.” [Section 22-020.a.]

In addition, the application must be reviewed against the following conditions as outlined in Section 22-020.b. of the Zoning Ordinance. After each consideration are staff comments. Staff has not had the benefit of hearing testimony; therefore the Planning Commission should indicate agreement or disagreement with these criteria based on the application and record established at the hearing prior to acting on the application.

- (a) **The location and size of the proposed use in relation to the site and to adjacent sites and uses of property, and the nature and intensity of operations proposed thereon.**

The surrounding area consists of single-family, with some multifamily dwellings and commercial areas in the vicinity – primarily to the west and south. All buildings and lots on this block and adjacent blocks are a comparable size and are zoned R-SF. This is a residential area and there is no activity or traffic in the vicinity that is not residential in character. Therefore any home occupation in this area would need to be limited to low-intensity uses, primarily conducted entirely in the home, with no exterior parking or structural alterations needed to the home to conduct a proposed use.

- (b) **Accessibility of the property to police, fire, and refuse collection and other municipal services; adequacy of ingress and egress to and within the site; traffic flow and control; and the adequacy of off-street parking and loading areas.**

The subject property has good access for public safety and other municipal services along the abutting street. The low-intensity nature of the proposed use will not implicate traffic flow, parking or other impacts on adjacent property, provided the operations are limited as proposed in the application. Appointment-only services on weekends is similar in nature to residential traffic and can be accommodated by the site and street layout in the area.

- (c) **Utilities and services, including water, sewer, drainage, gas and electricity, with particular reference to location, availability, capacity and compatibility.**

All utilities are provided and the proposed special use will not have any impact on the continued services in this area.

- (d) **The location, nature and height of structures, walls, fences, and other improvements; their relation to adjacent property and uses; and the need for buffering or screening.**

The application is proposed in an existing building with no perceived impact on the site or adjacent sites. All activity is proposed to be inside the home, and the application indicates it will be focused to a 7' x 12' shop space on the lower level of the home. Appointment-only activities will not produce any parking demands or needs beyond what may occasionally be needed for residential uses, provided the business visits are limited as proposed in the application. The applicant has indicated that this would be primarily an office, with appointment visits limited to Saturday and Sunday.

- (e) **The adequacy of required yard and open space requirements and sign provisions.**

The lot and building meet the yard requirements for a single family home. No specific yard or open space should be required for the limited nature of this proposed home occupation. No signs are proposed for this use. Any signs that are proposed for the property would need to meet the sign ordinance with respect to home occupations and receive a sign permit.

- (f) **The general compatibility with adjacent properties, other properties in the district, and the general safety, health and comfort and general welfare of the community and surrounding neighborhood.**

All adjacent property and the character of this area is low-density residential uses. In general, home occupations that produce little outside or non-residential traffic can be compatible with this character provided they are limited in scope and intensity. Typically, retail sales or manufacturing type activities, or any activities that require special accommodations for the building and site are not compatible with residential uses. Provided the proposed home occupation is limited to primarily office-type activities, this may be compatible with the area and adjacent properties. Additionally, the nature of this specific home occupation for gunsmithing and potential limited and appointment-only sales require special consideration. These activities require federal licensing, and the Tonganoxie zoning ordinance requires proof of and full compliance with these licenses in order to be considered as a special use permit. In addition, as a special use permit, the Planning Commission and City Council may consider any other additional limits based on the specific site and character of the area in order to meet the general health, safety and welfare of the community.

IV. STAFF RECOMMENDATION

Provided that the Planning Commission finds that the review criteria have been met based on the testimony and record at the hearing, staff recommends approval special use permit subject to the following conditions:

- a. The Special Use Permit is limited for a period of 3 years following the date of City Council approval.
- b. Prior to operation and at all times during the use of the premises as proposed, the applicant shall have a valid Federal Firearms License from the Bureau of Alcohol, Tobacco, Firearms and Explosives. The license shall be filed with the City. The applicant shall notify the City immediately of any changes to the license granted by the ATF.
- c. Non-employee business activity shall be by appointment only, limited to Saturdays and Sundays, and otherwise limited in extent and frequency to be compatible to residential traffic.
- d. The applicant shall obtain a fire inspection prior to initiation of any use under an approved permit, and renew the inspection on an annual basis, concurrently with the annual renewal of a City Business License.
- e. Employees shall be limited to residents of the home.
- f. The permit shall not be transferrable to another location, nor to another individual.

V. EFFECT OF DECISION

- The Planning Commission decision is a recommendation to Governing Body; final approval of the City Council is required. Following the consideration of any additional input from the applicant, City Staff, or the public, and based on the application and testimony at the hearing, the Planning Commission may take one of the following actions.
 - Recommend approval of the application.

- Recommend approval of the application, subject to conditions;
 - Recommend denial of the application, or
 - Continue the application to another date for further consideration and additional information. If continued to a specific date, time and location, no new notice will be required.
- The City Council considers the application at the next meeting after 14 days.
 - If a valid protest petition is filed with the City of Tonganoxie City Clerk within 14 days from the conclusion of the Planning Commission hearing, the City Council must approve the application by a $\frac{3}{4}$ majority of the governing body.

VI. PHOTOS AND MAPS (See next page)



Chris Brewster
Gould Evans

TONGANOXIE
PLANNING COMMISSION
MEETING MINUTES
JANUARY 4, 2018

Call to Order – The Planning Commission met on January 4, 2018. John Morgan called the meeting to order at 7:00 pm. Commissioners present were Zach Stoltenberg, Jacob Dale, John Morgan, Monica Gee, Steve Ashley and Patti Gabel. Steve Gumm was absent. A quorum was met. Also present were Dan Porter, Assistant City Manager, Cory Henry, Bushyhead Law, City Attorney, Graham Smith, City Planning Consultant, and Patty Hagg, Planning Commission Clerk.

Approval of Planning Commission Minutes – Monica Gee motioned to approve the minutes from the 12/4/17 meeting, Patti Gabel seconded. All ayes,

Open Agenda - None

New Business – Public Hearing - Special Use Permit - In-Home Business – Freedom defense Arms Manufacturing LLC – 2604 E Sycamore St – Submitted by Jason Barker.

The Planning Commissioners followed the Public Hearing Script.

Graham Smith, Gould Evans, City Planning Consultant, presented the planning staff report # 2018-002P dated 12/22/2017. He reviewed the zoning regulations pertaining to an in-home business located in the Residential Single Family Zoning District and special use permit process. He provided maps of the property and surrounding area. He also reviewed the Mandatory Zoning Considerations, provided staff comments and discussed the conditions staff recommends for approval of the special use permit.

Jason Barker, Special Use Permit Applicant, 2604 E Sycamore St., explained that he needed to have city approval of zoning requirements before he can apply for his Federal Firearms License. He stated he plans to have more of an office located at his home until he is able to open a storefront after he finishes gunsmithing school and gets his Federal Firearms License. He explained that he will not be selling ammunition and that he will only be manufacturing custom firearm parts and repairing firearms. He explained he has a full time job and works 70 hours a week and only plans to work with the firearms on the weekends. He also stated he is not going to advertise his in home business and most of his clients will be seen by appointment only. He stated all firearms will be located in secure lockers when he is not working on them.

John Morgan, Planning Commission Chairman, asked if any one present wanted to speak in favor of the Special Use Permit.

Charles King, 2608 E Sycamore St., stated he lives next door to the Barkers and he does not have any problem with the Special Use Permit and the proposed business located in the home.

John Morgan, Planning Commission Chairman, asked if any one present wanted to speak in opposition of the Special Use Permit.

Mike Peine, resident at 2611 E Stone Creek Ave., stated his property is behind the applicant's property. He stated he had concerns about gun manufacturing in a residential neighborhood particularly because of the number of children they have in the neighborhood, he also had concerns about liability insurance for the business and asked if the neighbors will be notified if the insurance is cancelled.

Jason Barker stated he will check with his insurance agent about coverage under his home owners insurance. He also stated nothing will change, he will accept customers by appointment only. He stated everything will be locked up when he was not working on it.

Steven Jones, 2612 E Stone Creek Ave., stated he lives next door to Mike Peine and also opposes this type of business in a residential neighborhood. He stated he understands the regulations required for a Federal Firearms License but thinks there may be a safety issue and is opposed to the people this business will bring into a residential neighborhood.

No one else present at the meeting wished to speak in favor or against the special use permit.

The Public Comment portion of the hearing was closed

Planning Commissioners discussed several items including the revocation process, changing staff recommendation on renewal time period, relocation process, time period for license renewal by ATF and city business license regulations.

Graham Smith stated the special use permit could be revoked by the planning commission or the governing body or the renewal application could be denied.

Corey Henry stated the application could be approved for any period under 5 years.

Jason Barker stated the Federal Firearms License is renewed yearly.

Graham Smith explained that the special use permit is not transferable. If the applicant does not renew his firearm license, or renew his city business license or moves to a different residence the Special Use permit will no longer apply.

- Monica Gee made a motion to approve the Special Use Permit based on approval of the mandatory zoning considerations and recommend Ordinance 1432 to the City Council with the following recommendations:
 - ✓ The Special Use Permit is limited for a period of 2 years following the date of City Council approval.
 - ✓ Prior to operation and at all times during the use of the premises as proposed, the applicant shall have a valid Federal Firearms License from the Bureau of Alcohol, Tobacco, Firearms and Explosives. The Federal Firearms license shall be filed with the City before a City Business License will be issued. The applicant shall notify the City immediately of any changes to the license granted by the ATF.

- ✓ Non-employee business activity shall be by appointment only, limited to Saturdays and Sundays, and otherwise limited in extent and frequency to be compatible to residential traffic.
 - ✓ The applicant shall obtain a fire inspection prior to initiation of any use under an approved permit, and renew the inspection on an annual basis, concurrently with the annual renewal of a City Business License.
 - ✓ Employees shall be limited to residents of the home.
 - ✓ The permit shall not be transferrable to another location, nor to another individual.
- This motion has also been approved with agreement to the Mandatory Zoning Considerations as outlined in Section 22.020.b. of the Zoning Ordinances:
- **The location and size of the proposed use in relation to the site and to adjacent sites and uses of property, and the nature and intensity of operations proposed thereon.**
The surrounding area consists of single-family, with some multifamily dwellings and commercial areas in the vicinity – primarily to the west and south. All buildings and lots on this block and adjacent blocks are a comparable size and are zoned R-SF. Home occupation in this area will be limited to low-intensity uses, primarily conducted entirely in the home, with no exterior parking or structural alterations needed to the home to conduct the proposed use.
 - **Accessibility of the property to police, fire, and refuse collection and other municipal services; adequacy of ingress and egress to and within the site; traffic flow and control; and the adequacy of off-street parking and loading areas.**
The subject property has good access for public safety and other municipal services along the abutting street. The low-intensity nature of the proposed use will not implicate traffic flow, parking or other impacts on adjacent property, provided the operations are limited as proposed in the application. Appointment-only services on weekends is similar in nature to residential traffic and can be accommodated by the site and street layout in the area.
 - **Utilities and services, including water, sewer, drainage, gas and electricity, with particular reference to location, availability, capacity and compatibility.**
All utilities are provided and the proposed special use will not have any impact on the continued services in this area.
 - **The location, nature and height of structures, walls, fences, and other improvements; their relation to adjacent property and uses; and the need for buffering or screening.**
The application is proposed in an existing building with no perceived impact on the site or adjacent sites. All activity is proposed to be inside the home, and the application indicates it will be focused to a 7' x 12' shop space on the lower level of the home. Appointment-only activities will not produce any parking demands or needs beyond what may occasionally be needed for residential uses, provided the business visits are limited as proposed in the application. The applicant has indicated that this would be primarily an office, with appointment visits limited to Saturday and Sunday.
 - **The adequacy of required yard and open space requirements and sign provisions.**
The lot and building meet the yard requirements for a single family home. No specific yard or open space should be required for the limited nature of this proposed home occupation. No signs are proposed for this use. Any signs that are proposed for the property would need to meet the sign ordinance with respect to home occupations and receive a sign permit.
 - **The general compatibility with adjacent properties, other properties in the district, and the general safety, health and comfort and general welfare of the community and surrounding neighborhood.**
All adjacent property and the character of this area is low-density residential uses. In general, home occupations that produce little outside or non-residential traffic can be compatible with this character provided they are limited in scope and intensity. The nature of this specific home occupation for gunsmithing and potential limited and appointment-only sales require special consideration. These activities require federal licensing, and the issuance of a Tonganoxie Business license will require proof of and full compliance with these licenses.
- Zach 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. (6-0)

Chairman John Morgan stated the Special Use Permit will be recommended for approval to the Mayor and City Council on January 22, 2018 to allow a 14-day time period for a protest petition period to be filed with the City Clerk. He stated the protest petition must be signed by 20% of the landowners within a 200 foot radius of the Special Use Permit property

General Information

The October & November Home Builders Association and November Market Research reports were reviewed. No action was taken.

With no further business to discuss Monica Gee moved to adjourn. Jacob Dale seconded. All ayes. Meeting adjourned at 8:00 p.m.

Minutes Approved: _____

Submitted by: Patty Hagg, Recording Clerk



Office of the City Manager
AGENDA STATEMENT

DATE: January 22, 2018
TO: Honorable Mayor Jason K. Ward and Members of the City Council
FROM: George Brajkovic, City Manager
SUBJECT: Ordinance No. 1433 – Voluntary annexation of real property

DISCUSSION:

Ordinance No. 1433 is presented to City Council in response to a voluntary annexation petition and consent received from the record title owners of a tract of 1.30 acres of land adjoining the current City of Tonganoxie boundary line. Adoption of the ordinance will complete the annexation proceedings and the ordinance will take effect upon publication in the official newspaper of the City of Tonganoxie.

Ordinance 1433 and associated exhibits, including the written petition and consent from the landowners, are attached.

RECOMMENDATION:

Make a motion to approve Ordinance No. 1433.

ATTACHMENTS:

Ordinance No. 1433

CC: Dan Porter, Assistant City Manager
Shannon Marcano, City Attorney
File

ORDINANCE NO. 1433

AN ORDINANCE ANNEXING CERTAIN REAL PROPERTY INTO THE CITY OF TONGANOXIE, LEAVENWORTH COUNTY, KANSAS

WHEREAS, a Petition and Consent to Annexation (attached as **Exhibit A**) for the tract of land legally described as follows:

A tract of land in the Southeast Quarter of Section 8, Township 11 South, Range 21 East of the 6th P.M., in Leavenworth County, Kansas, described as follows: Commencing at the Northeast corner of said Southeast Quarter; thence Southerly along the East line of said Quarter on an assumed bearing of S00°02'05"W, 208.71 feet; thence N89°53'11"W, parallel with the North line of said Southeast Quarter, 50.00 feet for the Point of Beginning, said point being on the Westerly right of way line of U.S. Highway 24 as described in Condemnation Case No. 34555; thence S00°00'51"W along said right of way line, 478.71 feet; thence N89°53'11"W parallel with said North line of the Southeast Quarter, 208.71 feet; thence N00°00'51"E, 478.71 feet; thence S89°53'11"E, parallel with said North line, 208.71 feet to the Point of Beginning. LESS that part platted as Lot 1, John Evans Subdivision No. 1.

The above described tract contains 1.30 acres, more or less.

and as shown on **Exhibit B** (the "Land"), was filed with the Governing Body of the City of Tonganoxie, Kansas by the record title owner of the Land; and

WHEREAS, the Land lies upon or touches the boundary line of the City of Tonganoxie, and therefore "adjoins" the City within the meaning of K.S.A. Supp. 12-519(d); and

WHEREAS, in addition to the land adjoining the City, the record title owner of the Land has petitioned and consented in writing to the annexation of the Land, thereby satisfying K.S.A. 12-520 (a) (7); and

WHEREAS, in accordance with 12-520a (f), no resolution, notice or public hearing required under K.S.A. 12-520a is required as a prerequisite to the annexation of land owned or held in trust for the city or any agency therefor, or land all of the owners of which petition for or consent thereto in writing; and

WHEREAS, the Tonganoxie Governing Body wishes to complete the annexation process by adopting an ordinance formally annexing the Land into the City of Tonganoxie.

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

Section 1: That, as the conditions for annexation under K.S.A. 12-520 (a) (7) have been met, the Land, legally described as follows:

A tract of land in the Southeast Quarter of Section 8, Township 11 South, Range 21 East of the 6th P.M., in Leavenworth County, Kansas, described as follows: Commencing at the Northeast corner of said Southeast Quarter; thence Southerly along the East line of said Quarter on an assumed bearing of S00°02'05"W, 208.71 feet; thence N89°53'11"W, parallel with the North line of said Southeast Quarter, 50.00 feet for the Point of Beginning, said point being on the Westerly right of way line of U.S. Highway 24 as described in Condemnation Case No. 34555; thence S00°00'51"W along said right of way line, 478.71 feet; thence N89°53'11"W parallel with said North line of the Southeast Quarter, 208.71 feet; thence N00°00'51"E, 478.71 feet; thence S89°53'11"E, parallel with said North line, 208.71 feet to the Point of Beginning. LESS that part platted as Lot 1, John Evans Subdivision No. 1.

The above described tract contains 1.30 acres, more or less.

is hereby annexed into the City of Tonganoxie, Kansas.

Section 2: That if any section, clause, sentence or phrase of this ordinance is found to be unconstitutional or is otherwise held invalid by any court of competent jurisdiction, it shall not affect the validity of any remaining parts of this ordinance.

Section 3: That this ordinance shall take effect and be in force from and after its publication in the official newspaper of the City of Tonganoxie, Kansas as provided by law.

PASSED by the City Council this 22nd day of January, 2018.

APPROVED by the Mayor this 22nd day of January, 2018.

SEAL

Jason Ward, Mayor

ATTEST:

Patricia C. Hagg, City Clerk

APPROVED AS TO FORM:

Shannon M. Marcano, City Attorney

Exhibit A
Petition and Consent to Annexation

ANNEXATION PETITION

To the Governing Body of the City of Tonganoxie, Kansas:

For the annexation of land into the City of Tonganoxie, Kansas.

We the undersigned owners of all the following described land, located in Leavenworth County, Kansas, legally described as follows or attached:

A tract of land in the Southeast Quarter of Section 8, Township 11 South, Range 21 East of the 6th P.M., in Leavenworth County, Kansas, described as follows: Commencing at the Northeast corner of said Southeast Quarter; thence Southerly along the East line of said Quarter on an assumed bearing of S00°02'05"W, 208.71 feet; thence N89°53'11"W, parallel with the North line of said Southeast Quarter, 50.00 feet for the Point of Beginning, said point being on the Westerly right of way line of U.S. Highway 24 as described in Condemnation Case No. 34555; thence S00°00'51"W along said right of way line, 478.71 feet; thence N89°53'11"W parallel with said North line of the Southeast Quarter, 208.71 feet; thence N00°00'51"E, 478.71 feet; thence S89°53'11"E, parallel with said North line, 208.71 feet to the Point of Beginning. LESS that part platted as Lot 1, John Evans Subdivision No. 1.

The above described tract contains 1.30 acres, more or less.

Hereby formally petition for and consent to the annexation of such land to the City of Tonganoxie, Kansas.

Dated this 17th day of January, 2018.

John W. Evans

Jessie Ann Cane

Subscribed and sworn before me this 17th day of January, 2018.

Notary Seal

Rachel N. Kelly
Notary Public

My Commission expires: 6-3-19

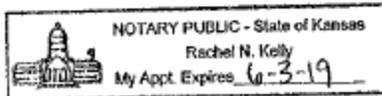


Exhibit B

Final Plat of the Land to be Annexed
(To be approved by the City post-annexation)

FINAL PLAT

CASEY'S SUBDIVISION

A REPLAT OF LOT 1, JOHN EVANS SUBDIVISION NO. 1, CITY OF TONGANOXIE, LEAVENWORTH COUNTY, KANSAS AND A TRACT OF LAND IN THE SOUTHEAST QUARTER OF SECTION 8, TOWNSHIP 11 SOUTH, RANGE 21 EAST OF THE 6TH P.M., IN SAID LEAVENWORTH COUNTY, KANSAS.

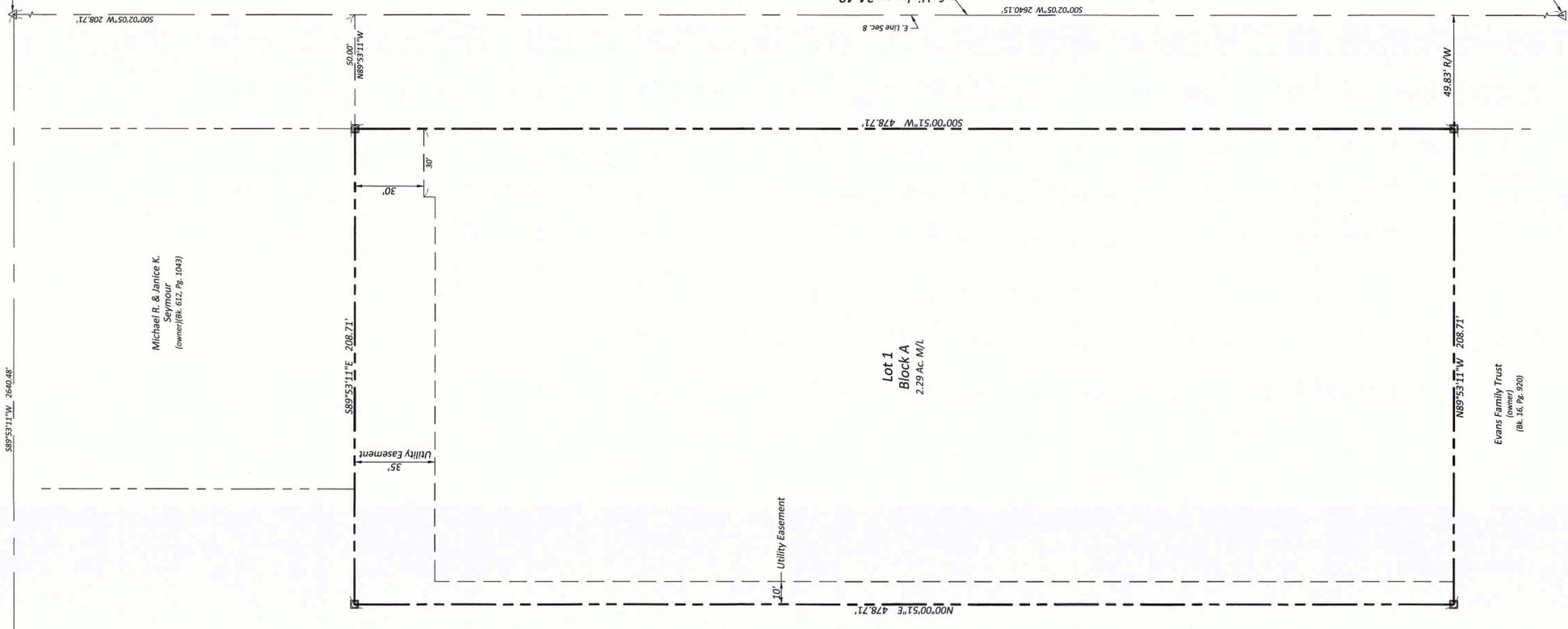
Point of Commencement:
 1. 5/8" x 5/8" Rebar w/ No. 10 Cap
 in Monument Box
 Section Corner Reference: *See*
 1. 37.88' NW to 5/8" x 5/8" x 3" Locust Tree
 2. 71.61' SE to Chained Cross in NW corner Traffic Signal base
 3. 76.59' SW to Chained Cross in NE corner Traffic Signal base
 4. 65.46' NW to Chained Cross in SE corner Traffic Signal base

NW Corner SE 1/4 Sec. 8-11-21
 Plat 17 Aluminum Cap (Flagpole)
 Section Corner Reference: *See*
 1. 37.88' NW to 5/8" x 5/8" x 3" Locust Tree
 2. 71.61' SE to Chained Cross in NW corner Traffic Signal base
 3. 76.59' SW to Chained Cross in NE corner Traffic Signal base
 4. 65.46' NW to Chained Cross in SE corner Traffic Signal base

Michael R. & Janice K.
 Seymour
 (owner) (bk. 62, pg. 1043)

Evans Family Trust
 (bk. 16, pg. 920)

Evans Family Trust
 (owner)
 (bk. 16, pg. 920)



LEGAL DESCRIPTION:
 A replat of Lot 1, John Evans Subdivision No. 1, City of Tonganoxie, Leavenworth County, Kansas and a tract of land in the Southeast Quarter of Section 8, Township 11 South, Range 21 East of the 6th P.M., in said Leavenworth County, Kansas Lot 1, John Evans Subdivision No. 1, City of Tonganoxie, Leavenworth County, Kansas and a tract of land in the Southeast Quarter of Section 8, Township 11 South, Range 21 East of the 6th P.M., in said Leavenworth County, Kansas, described as follows:
 Commencing at the Northeast corner of said Southeast Quarter; thence Southerly along the East line of said Quarter on an assumed bearing of S00°00'05\"/>

DEDICATION: The undersigned proprietor of the above described tract of land has caused the same to be subdivided in the manner shown on the accompanying plat which subdivision shall be known as "CASEY'S SUBDIVISION".

NOTICE: In the event there are other owners or those holding any proprietary interest in any land contained in this subdivision whom do not appear and duly acknowledge this plat prior to the time of recording in the Office of the Register of Deeds, the plat shall be null and void.

EASEMENTS: Easements are hereby granted to the public as follows: "Utility Easements" or "U.E.", to allow public utility providers, contractors, and authorized agents to locate, construct, and maintain facilities to provide utility service to the public. All public utilities specifically including but not limited to water, gas, sewer, stormwater, and telecommunications may place or locate their facilities over, under, and along the strips marked as "Utility Easements", or "U.E.". A temporary construction easement of 12 feet adjacent to the side of the utility easement is dedicated for the use of the public utilities while initial construction of the public utility's facilities are in progress.

STREETS: The public ways (streets and roads) not heretofore dedicated, are hereby dedicated to the public. Temporary turn-around easements are hereby established as shown on the accompanying plat and shall be automatically vacated when streets are extended.

FLOOD PLAIN NOTE: According to "FIRM" Map Community Panel Number 20103030301G and 20103030302G, effective date July 16, 2015, the subject tract is in Flood Zone X, area of minimal flood hazard.

CERTIFICATE OF SURVEYOR:
 I hereby certify that the details of this plat to be correct to the best of my knowledge and belief, that all boundary corners of this subdivision of land have been monumented and that iron pins are set as shown on the attached plat this 7/8/2018 day of JULY, 2018.

OWNER:
 IN TESTIMONY WHEREOF, Richard Schappert, Vice-President of Casey's Retail Company, has caused these presents to be signed this _____ day of _____, 2018.

Notary Public
 COUNTY SURVEYOR:
 I hereby certify that this document has been reviewed by me and is being filed for survey information only.

Wayne Malnicof
 Date

My Commission Expires:

Richard Schappert, Vice-President

STATE OF _____ SS:
 COUNTY OF _____

Be it remembered that on this _____ day of _____, 2018, before me, the undersigned, a notary public in and for the County and State aforesaid came Richard Schappert, Vice-President of Casey's Retail Company, who is personally known to me to be the same person who executed, the within Instrument of writing.

IN WITNESS WHEREOF: I have hereunto set my hand and affixed my notarial seal the day and year last written above.

Notary Public

Richard Schappert, Vice-President

STATE OF _____ SS:
 COUNTY OF _____

Be it remembered that on this _____ day of _____, 2018, before me, the undersigned, a notary public in and for the County and State aforesaid came Richard Schappert, Vice-President of Casey's Retail Company, who is personally known to me to be the same person who executed, the within Instrument of writing.

IN WITNESS WHEREOF: I have hereunto set my hand and affixed my notarial seal the day and year last written above.

Notary Public

Richard Schappert, Vice-President

STATE OF _____ SS:
 COUNTY OF _____

Be it remembered that on this _____ day of _____, 2018, before me, the undersigned, a notary public in and for the County and State aforesaid came Richard Schappert, Vice-President of Casey's Retail Company, who is personally known to me to be the same person who executed, the within Instrument of writing.

IN WITNESS WHEREOF: I have hereunto set my hand and affixed my notarial seal the day and year last written above.

Notary Public

Richard Schappert, Vice-President

STATE OF _____ SS:
 COUNTY OF _____

Be it remembered that on this _____ day of _____, 2018, before me, the undersigned, a notary public in and for the County and State aforesaid came Richard Schappert, Vice-President of Casey's Retail Company, who is personally known to me to be the same person who executed, the within Instrument of writing.

IN WITNESS WHEREOF: I have hereunto set my hand and affixed my notarial seal the day and year last written above.

Notary Public

Richard Schappert, Vice-President

STATE OF _____ SS:
 COUNTY OF _____

Be it remembered that on this _____ day of _____, 2018, before me, the undersigned, a notary public in and for the County and State aforesaid came Richard Schappert, Vice-President of Casey's Retail Company, who is personally known to me to be the same person who executed, the within Instrument of writing.

IN WITNESS WHEREOF: I have hereunto set my hand and affixed my notarial seal the day and year last written above.

Notary Public

Richard Schappert, Vice-President

STATE OF _____ SS:
 COUNTY OF _____

Be it remembered that on this _____ day of _____, 2018, before me, the undersigned, a notary public in and for the County and State aforesaid came Richard Schappert, Vice-President of Casey's Retail Company, who is personally known to me to be the same person who executed, the within Instrument of writing.

IN WITNESS WHEREOF: I have hereunto set my hand and affixed my notarial seal the day and year last written above.

Notary Public

LEGEND
 FOUND 5/8" REBAR
 W/ SBB CLS 863 ID CAP
 (SET IN CONCRETE)
 R/W RIGHT-OF-WAY

Scale: 1" = 30'

BASIS OF BEARING:
 Bearings are based on assumed datum

APPROVED BY CITY OF TONGANOXIE PLANNING COMMISSION
 Leavenworth County, Kansas
 On this Date: _____

John Morgan
 Chairman
 Zach Stoltenberg
 Secretary

Notary Public
 State of Kansas
 County of _____

Be it remembered that on the _____ day of _____, 2018 before me a Notary Public in and for said County and State came the above city officials known personally to be the same persons who executed the foregoing instrument and acknowledged the same to be their voluntary act and deed.

Notary
 My Commission Expires: _____

RIGHTS OF WAY AND EASEMENTS ACCEPTED BY CITY OF TONGANOXIE
 Tonganoxie, Kansas
 On this Date: _____

Attest:
 Patricia C. Hagg
 City Clerk
 Brian Kingsley, City Engineer

FILING RECORD
 State of Kansas
 County of Leavenworth

This is to certify that this instrument was filed for record in the office of the Leavenworth County Register of Deeds on the _____ day of _____, 2018, and is duly recorded at _____ AM/PM in Plat _____

Stacy R. Driscoll
 Register of Deeds

GENERAL NOTES:

1. Property owners shall be admonished from placing any permanent or semi-permanent obstruction in permanent sewer, drainage or utility easements. This includes, but is not limited to, trees, shrubs, fences, retaining walls, buildings or other miscellaneous obstructions that interfere with access or egress of maintenance vehicles or equipment for the operation and maintenance of the utilities or pipe lines located in the easement. Any permanent or semi-permanent obstruction located in the permanent sewer or utility easement may be removed by personnel representing the governing body, to provide for the proper operation and maintenance of that utility line, without cost or obligation for replacement, cost of removal, and/or replacement shall be the responsibility of the property owner.

2. Title policy issued by Old Republic National Title Insurance Company, Title Insurance Commitment, File No.: TX0012728, Effective Date: November 10, 2017 at 8:00 am.

3. The adjacent owners to subject tract are shown as per the Leavenworth County online Interactive Map.

4. Building setbacks: Front Yard - 30', Side Yard - 20', Rear Yard - 30'

Section Corner Reference: *See*
 1. 48.82' NE to S&W & Washer in N Face Utility Pole
 2. 48.42' NE to P/Nail & Washer in W Face Utility Pole
 3. 52.27' W to MAG Nail & Washer in SW Face Utility Pole
 4. 62.24' SE to NW corner of 20' x 20' monument in Monument Box

SE Corner Sec. 8-11-21
 Plat 257 Aluminum Cap
 in Monument Box

SE Corner Sec. 8-11-21
 Plat 257 Aluminum Cap
 in Monument Box

SE Corner Sec. 8-11-21
 Plat 257 Aluminum Cap
 in Monument Box

SE Corner Sec. 8-11-21
 Plat 257 Aluminum Cap
 in Monument Box

SE Corner Sec. 8-11-21
 Plat 257 Aluminum Cap
 in Monument Box

SE Corner Sec. 8-11-21
 Plat 257 Aluminum Cap
 in Monument Box

SE Corner Sec. 8-11-21
 Plat 257 Aluminum Cap
 in Monument Box

SE Corner Sec. 8-11-21
 Plat 257 Aluminum Cap
 in Monument Box

SE Corner Sec. 8-11-21
 Plat 257 Aluminum Cap
 in Monument Box

SE Corner Sec. 8-11-21
 Plat 257 Aluminum Cap
 in Monument Box

SE Corner Sec. 8-11-21
 Plat 257 Aluminum Cap
 in Monument Box

SE Corner Sec. 8-11-21
 Plat 257 Aluminum Cap
 in Monument Box

SE Corner Sec. 8-11-21
 Plat 257 Aluminum Cap
 in Monument Box

SE Corner Sec. 8-11-21
 Plat 257 Aluminum Cap
 in Monument Box

SE Corner Sec. 8-11-21
 Plat 257 Aluminum Cap
 in Monument Box

SE Corner Sec. 8-11-21
 Plat 257 Aluminum Cap
 in Monument Box

SE Corner Sec. 8-11-21
 Plat 257 Aluminum Cap
 in Monument Box

SE Corner Sec. 8-11-21
 Plat 257 Aluminum Cap
 in Monument Box

SE Corner Sec. 8-11-21
 Plat 257 Aluminum Cap
 in Monument Box

SE Corner Sec. 8-11-21
 Plat 257 Aluminum Cap
 in Monument Box

SE Corner Sec. 8-11-21
 Plat 257 Aluminum Cap
 in Monument Box



SBB Engineering, LLC
 1415 SW Topeka Blvd.
 Topeka, KS 66612
 Ph: (785) 215-8630

| |
|--------------------------------|
| SBB Proj. No.: 17-272 |
| Drawn by: JEM |
| Checked by: RS |
| Date: 1/18/2018 |
| Scale: 1" = 30' |
| Drawing No.: Sh. 1 of 1 |



Office of the City Manager
AGENDA STATEMENT

DATE: January 22, 2018
TO: Honorable Mayor Jason K. Ward and Members of the City Council
FROM: George Brajkovic, City Manager
SUBJECT: Charter Ordinance No. 28 – Creation of Storm Water Management Utility

DISCUSSION:

The 2018 Annual Budget approved by the City Council in 2017 included newly identified funding for the maintenance of storm water infrastructure, which resulted in the need for the creation of a utility. The 2018 Adopted Budget included \$40,000 in revenue from monthly fees of \$1.50 for residential and \$3.00 for commercial water customers, with the opportunity to re-examine the rate structure in future years.

Charter Ordinance No. 28 is presented to City Council as an initial step in the process of creating a Storm Water Management Utility in the City of Tonganoxie. This Charter Ordinance allows the City to set up the Storm Water Management Utility, which is a prerequisite to applying the fees to customers. Following approval, the Charter Ordinance will be published for two consecutive weeks in the City's official newspaper. It will go into effect 61 days after the final publication unless a referendum petition is filed, in which case the Charter Ordinance shall become effective upon approval by the majority of voters.

RECOMMENDATION:

Make a motion to approve Charter Ordinance No. 28.

ATTACHMENTS:

Charter Ordinance No. 28

CC: Dan Porter, Assistant City Manager
Shannon Marcano, City Attorney
File

CHARTER ORDINANCE NO. 28

A CHARTER ORDINANCE EXEMPTING THE CITY OF TONGANOXIE, KANSAS, FROM THE PROVISIONS OF K.S.A. 12-3107, AND PROVIDING SUBSTITUTE AND ADDITIONAL PROVISIONS RELATING TO THE ESTABLISHMENT, OPERATION, MAINTENANCE, IMPROVEMENT, AND REGULATION OF STORM WATER SYSTEMS, INCLUDING BUT NOT LIMITED TO, STORM AND SURFACE WATER DRAINAGE SYSTEMS AND FLOOD PROTECTION WORKS, AND TO THE ISSUANCE OF BONDS FOR THE PURPOSE OF PAYING FOR THE PROPERTY AND IMPROVEMENTS NECESSARY FOR ALL ASPECTS OF THE MANAGEMENT OF THESE SYSTEMS

Section I. The City of Tonganoxie, Kansas, by virtue of the powers vested in it by Article 12, Section 5, of the Constitution of the State of Kansas, hereby elects to exempt itself and hereby makes inapplicable to it Section 12-3101, 12-3102, 12-3104, 12-3105, 12-3106 and 12-3107, Kansas Statutes Annotated, which apply to the City of Tonganoxie, Kansas, but do not apply uniformly to all Kansas cities.

Section II. The City of Tonganoxie, Kansas, by the power vested in it by Article 12, Section 5 of the Constitution of the State of Kansas, hereby enacts the following substitute and additional provisions in lieu of those provisions from which it is exempted pursuant to Section I, above:

Section 1. Definitions. For the purpose of this Charter Ordinance, the words and phrases:

- (a) “Improve” shall mean to plan, map, engineer, design, alter, enlarge, extend, construct, reconstruct, develop and redevelop a storm water system, and all things appurtenant thereto.
- (b) “Person” shall mean any person, firm, corporation, association, partnership, political unit, or organization.
- (c) “Storm Water” or “Storm Water System” shall mean storm sewers that exist at the time this Charter Ordinance is adopted or that are hereafter established and all appurtenances necessary in the maintenance and operation of the same, including, but not limited to, pumping stations, main sewers, intercepting sewers, outfall sewers, street, curb and alley improvements associated with storm water improvements, surface drains, channels, drainage ways or easements, levees, detention and retention facilities, streams and other flood control facilities and works for the collection, transportation, quality treatment, pumping, treating, and disposing of storm water or surface waters.
- (d) “Storm Water Management Program” shall mean all aspects of work necessary to perform and provide storm and surface water services in the City, including but not limited to administration, planning, engineering, operations, maintenance, best

management practices, control measures, public education, citizen participation, regulation and enforcement, protection, and capital improvement of systems and facilities, plus such non-operating expenses as reserves and bond debt service coverage associated with provision of the Stormwater Management Program.

Section 2. Storm Water Systems; Powers of City. The City of Tonganoxie, Kansas, shall have all the powers necessary or convenient to Improve and operate a Storm Water System, including such powers as the City of Tonganoxie may, from time to time, establish by way of ordinances adopted by the Governing Body of the City and including, but not by way of limitation, the following powers:

- (a) To impose service charges on property served by the City's Storm Water System. The method of calculating and fixing such service charges, and the method of billing and collecting such charges, shall be established by rules and regulations heretofore or hereafter adopted. In the event any person, firm, corporation, political unit or organization living or operating on property served by the City's storm water system shall neglect, fail or refuse to pay the service charges fixed by the Governing Body of the City, the City may, as authorized by rules and regulations adopted under the authority of this Section, refuse the delivery of water through the pipes and mains of its publicly owned waterworks until such time as such charges are fully paid.
- (b) To provide that Storm Water service charges authorized in subparagraph (a) above shall, when delinquent, be certified by the Clerk of the City to the County Clerk of Leavenworth County to be placed on the tax roll for collection, subject to the same penalties and to be collected in like manner as other taxes, and such charges shall, thereafter, constitute a lien upon the real estate served by the Storm Water System and against which such charges are made; provided however, that any action by the City under this subparagraph shall be subject to approval by Leavenworth County.
- (c) To use the proceeds of Storm Water service charges authorized in subparagraph (a) and such other lawful available revenue sources, to improve, operate and maintain a Storm Water System pursuant to an adopted comprehensive storm water management plan and adopted policies implementing such plan, including policies regarding the financing of Storm Water improvements;
- (d) To use and to pledge the proceeds of the service fees authorized in subparagraph (a) above, and any available taxes , to pay the principal and interest on general obligation or revenue bonds heretofore or hereafter issued and pending the issuance of the general obligation bonds or revenue bonds to issue temporary financing for these purposes;
- (e) To improve a Storm Water System pursuant to K.S.A. 12-6a01 et seq., the General Improvement and Assessment Law or other applicable statutes;

- (f) To contract with agencies of the federal government, the State of Kansas, the County, the drainage district, other public bodies of this State, or with any private person or body for jointly improving, operating and maintaining a Storm Water System, provided that such agreements may include commitments regarding the financing of such improvements;
- (g) To borrow money and to apply for and accept advances, loans, grants, contributions or any other form of financial assistance from the federal government, the State of Kansas, the County, the drainage district, other public bodies of this State, or with any private person or body for improving, operating and maintaining a Storm Water System;
- (h) To acquire property, right-of-way, or easements, within or outside the City limits; by purchase, gift, transfer, or eminent domain for the purposes set forth in this Charter Ordinance;
- (i) To improve, maintain and operate a Storm Water System outside the City limits of the City pursuant to approval of the County;
- (j) To establish a Storm Water utility, a Storm Water utility fund, Storm Water Management program, and other such administrative conveniences as may be deemed necessary;
- (k) To prohibit or regulate the discharge into the Storm Water System of matter deleterious to the property operation of the Storm Water System and the general health, safety and welfare of the community, and to establish such other regulations regarding the use of the Storm Water System as are beneficial;
- (l) To, under the authority granted herein, establish a Storm Water Utility to be accounted for as a separate enterprise fund or special revenue fund of the City as deemed reasonable or appropriate by the Governing Body of the City.

Section 3. Powers herein supplemental and additional. The powers herein granted to improve, operate and maintain a storm water system and to issue bonds shall be supplemental to and not amendatory of the provisions of all other laws and shall not be construed to limit the City's authority under the provisions of other laws.

Section III. Issuance of Storm Water System revenue bonds; requirements.

(a). The Governing Body of the City shall have the power to issue revenue bonds from time to time in its discretion, without an election, to finance the planning, altering, enlarging, extending, improving, constructing, and reconstructing of a Storm Water System or Storm Water Systems under this Charter Ordinance. Such bonds shall be made payable, as to both principal and interest, solely from the income, proceeds, revenues, and funds of the City derived from or held in connection with its Storm Water Systems: provided, however, that payment of such bonds, both as to principal and interest, may be further secured by a pledge of any unencumbered municipal revenues including sales tax and impact fee/system development charges and any loan, grant or

contribution from the federal government, the State of Kansas, other public bodies of the State or other persons or entities.

(b) Pending the issuance of revenue bonds authorized by this Charter Ordinance, the Governing Body of the City may issue revenue anticipation bonds of the City for the purpose of providing interim financing for a project. Revenue anticipation bonds shall be payable from revenue bonds issued to provide permanent financing for activities authorized by this Charter Ordinance and from the income, proceeds, revenue and funds derived by the City from, or held in connection with, its Storm Water Systems.

(c) Bonds issued under this Section shall be authorized by ordinance or resolution of the Governing Body and may be issued in one or more series and shall bear such date or dates, be payable on demand or mature at such time or times, bear interest at such rate or rates, not exceeding the maximum rate of interest prescribed by K.S.A. 10-1009, be in such denomination or denominations, be in such form, have such rank or priority, be executed in such manner, and be subject to such terms of redemption (with or without premium), be secured in such manner, and have such other characteristics as may be provided by such ordinance or resolution issued pursuant thereto.

Section IV. In the event that any portion of this Charter Ordinance is determined to be invalid, illegal or unconstitutional by a court of competent jurisdiction, that decisions shall not in any manner affect the remaining portions which shall remain in full force and effect.

Section V. This Charter Ordinance shall be published once each week for two (2) consecutive weeks in the official City newspaper.

Section IV. THIS CHARTER ORDINANCE SHALL TAKE EFFECT 61 DAYS AFTER FINAL PUBLICATION UNLESS A SUFFICIENT PETITION FOR A REFERENDUM IS FILED, REQUIRING A REFERENDUM TO BE HELD ON THE ORDINANCE AS PROVIDED IN ARTICLE 12, SECTION 5 OF THE CONSTITUTION OF THE STATE OF KANSAS, IN WHICH CASE THIS CHARTER ORDINANCE SHALL BECOME EFFECTIVE UPON APPROVAL BY A MAJORITY OF THE ELECTORS VOTING THEREON.

Section VII. Upon its effective date, this Charter Ordinance shall be recorded by the City Clerk in a book maintained for charter ordinances of the City and shall be filed with the Secretary of the State of Kansas.

Passed by the Governing Body, not less than two-thirds of the members elect voting in favor thereof, this _____ day of _____, 20__.

Jason Ward, Mayor

Attest:

Patricia C. Hagg, City Clerk

[SEAL]



Office of the City Manager
AGENDA STATEMENT

DATE: January 22, 2018
To: Honorable Mayor Jason K. Ward and Members of the City Council
FROM: George Brajkovic, City Manager
SUBJECT: Land Use Study for County Road 1 Corridor

DISCUSSION:

Mark Loughry, the Leavenworth County Administrator, and Jeff Joseph, County Planning Director, notified me in December 2017 of their intent to move forward with a proposal from Vireo for the Land Use Study for the County Road 1 Corridor. Vireo was the firm chosen, following the County's issuance of an RFQ for the project in October 2017. County staff had developed a scope of services, and in a proposal dated January 2, 2018, Vireo proposed a fee of \$58,203.00.

Subsequently, County Staff has asked the City to participate in the project, and to be a financial partner. Mr. Loughry had suggested a 30% cost share for the City, based on the City's geographic area (including future land use) of the total Special Development District for County Road 1. However, as City staff reviewed that area, and calculated total land mass, it would appear that 15% is the more appropriate estimation of applicable City impact. Thus, a funding request of \$8,730.45 should be considered.

This amount is in addition to the \$100,000 budgeted annual payment to the County, for the County Road 1 improvement project, per the Interlocal Agreement dated April 2009.

BUDGET IMPACT:

\$8,730.45, which is currently not budgeted. There is currently adequate budget authority in the City's General Fund for this expenditure in 2018.

ACTION NEEDED:

Authorizing funding for a Land Use Study for the County Road 1 Corridor, in an amount not to exceed \$8,730.45.

ATTACHMENTS:

Packet re: proposal form Vireo.

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

Land Use Analysis - County Road 1 (RC-1)

Leavenworth County, Kansas | January 2, 2018

Project Understanding

Leavenworth County, Kansas desires a corridor plan for the CR-1 planning area, which is generally described as the 18 square miles between the City of Tonganoxie on the north and the CR-1/K-32 intersection on the south; 230th Street on the west and 214th Street on the east. The document will reflect adopted goals for growth, partnership, land use, GIS, economic development, quality of life, environmental quality, floodplain management, transportation, housing, and readability. Vireo proposes a scope of work that involves three tasks:

- Community Engagement
- Development scenarios and design guidance
- Planning document development

Scope of Work

Task I – Community Engagement

- Task I.01 - Obtain the County's **contact list** for the project.
- Task I.02 - Coordinate two (2), interactive meetings of a **County-established stakeholder/focus group** during the planning process. The first meeting will focus on two (2) future land use scenarios; the second on the preferred scenario and associated recommendations. Each meeting will be up to two hours in length and held at a venue that the County reserves. Presentation materials will include slideshows, maps, display boards, and comment forms.
- Task I.03 - Utilize a combination of **email and telephone** to provide notice for all two (2) stakeholder/focus group meetings and track RSVPs.
- Task I.04 - Coordinate two (2) **public meetings** during the planning process. The first will focus on visioning. The second public meeting will center on the preferred scenario and recommendations and occur the same day as the final stakeholder/focus group meeting. Both public meetings will be up to two hours in length and held at a venue that the County reserves. Presentation materials will include slideshows, maps, display boards, and comment forms.
- Task I.05 - Draft one (1) **press release** for each public meeting.
- Task I.06 - Develop and mail up to 500 quantity of 5.5"x8.5" **postcards** as notice for each public meeting.
- Task I.07 - Provide an **online commenting** option, e.g. Digicate® or Survey Monkey, for those unable to attend stakeholder/focus group and public meetings in person.

BeVireo.com

Kansas City

929 Walnut Suite 700
Kansas City MO 64106
816-756-5690

Omaha

1111 N. 13th Street Suite 116
Omaha, NE 68102
402-553-5485

- Task 1.08 - Establish a basic **Facebook page** for the project and utilize its advertising tools to promote online commenting options four (4) times.
- Task 1.09 - Present the final draft plan to the **Planning Commission** one (1) time.
- Task 1.10 - Present the final draft plan to the **Board of Commissioners** one (1) time.

Task 2 – Development Scenarios and Design Guidance

- Task 2.01 - Review **existing conditions**, particularly plans, studies, Census trend data, and ESRI Community Analyst market segmentation data for the planning area.
- Task 2.02 - Apply the **Natural Resource Data** from the Mid-America Regional Council (MARC) to the planning area to identify environmentally sensitive areas.
- Task 2.03 - Combine the results of Task 1 Visioning meetings with existing conditions information and other findings to craft two (2) **future land use scenarios** for the planning area.
- Task 2.04 - Refine the scenarios based on community feedback and additional analysis in order to establish a **preferred scenario**.
- Task 2.05 - Use GIS analysis and Envision Tomorrow-generated performance measures to describe the **anticipated outcomes of the preferred scenario**.
- Task 2.06 - Develop **design guidance** that compliments proposed future land uses.

Task 3 – Planning Document Development

- Task 3.01 - Develop a **corridor planning document** that describes the planning process, existing conditions and findings, community engagement, future land use scenarios, recommendations, and implementation.
- Task 3.02 - Provide the final planning document in **PDF format** for easy downloading and web viewing.



Office of the City Manager
AGENDA STATEMENT

DATE: 01/22/2018
To: Honorable Mayor Jason K. Ward and Members of the City Council
FROM: Jeffery J. Brandau, Chief of Police
SUBJECT: Authorization to purchase Patrol Car

DISCUSSION:

The 2018 budget approved by City Council for the Police Department authorized the purchase of a new Police Patrol Car. The department has a total of 7 cars in the fleet and a plan to replace vehicles every 5 years. The 2018 budget allocates \$33,000 for purchase of a new car. After researching available Patrol Cars from different manufacturers, the Police Department has concluded that the best option for the City of Tonganoxie is the 2018 Dodge Charger with the Hemi engine package and all wheel drive. The State Contract provider Davis-Moore Chrysler will have deliveries of this particular car in mid-September.

The Dodge Charger in reviewing the State of Kansas Contract Cost for Police Vehicles is the most cost effective available package. The vehicle will be purchased utilizing discounted State of Kansas contract pricing.

Davis/Moore 6205 East Kellogg Wichita, Ks. 67218 (316) 618-2000
Jack Pulley (POC)

2018 Dodge Charger Pitch Black:

- *Vehicle Group Package LDDE48
 - *V8 Hemi engine package
 - *All Wheel Drive
 - *Rubber floor mats
 - *Drivers Side Spot Light
 - *Keyless entry, heated mirrors, floor mats
- ***** **Total Price \$25,000.00**

Vehicle Decal Wrap:

Everlasting Sign Co. 8400 W 81st. Overland Park, KS 66204 (913) 649-7977

The vehicle will be wrapped with white letters "POLICE" with "Tonganoxie" on the lower half, "Emergency 911" on the rear fenders. Both sides will be done. The Tonganoxie Police Department Patch will be located on both front fenders closer to the doors.

***** **Total Price \$570.00**

Lights and Siren Purchase and installation:

911 Custom 6970 W. 152nd Ter. Overland Park, Ks. 66223 (913) 390-8540
Kevin Beck (POC)

All products being installed can be serviced and warranted locally.

***** **Total Price \$5,951.52**

Total vehicle price equipped \$31,521.52

It should be noted that in February 2017 the Police Department ordered a Dodge Charge Police Package and the car was not delivered until July 2017 and was not in service until late August of 2017.

The Police Department in turn will remove the 2010 Ford Crown Vic from service and dispose of the vehicle via City Policy.

BUDGET IMPACT:

None. The purchase of this vehicle is budgeted in the 2018 Tonganoxie Police Department Budget.

ACTION NEEDED:

Make a motion to approve the purchase of a Dodge Charge Police Vehicle through the State Contract.

cc: George Brajkovic, City Manager
Dan Porter, Assistant City Manager

PUBLIC MEETINGS BROADCAST SURVEY RESULTS

| Organization Name | Broadcast City Council? | Broadcast Planning Commission? | All meetings or just formal? | Technology Description | Annual Cost Estimate | Other Notes |
|---|-------------------------|--------------------------------|--|---|--|---|
| Atchison: Contact is Becky Berger at beckyb@cityofatchison.com or Kathy Soph at kathys@cityofatchison.com | Yes | No | Commission Meetings | Uses broadcasts through Atchison's meetings on the local cable channel and Facebook Live | N/A- Technology purchased before institutional memory | <ul style="list-style-type: none"> Occasional IT service calls on broadcasting equipment-Will need to think about replacement technology/ equipment options in the near future Dedicated staff member that runs the equipment and cameras for the meeting, Kathy Soph Started broadcasting Facebook Live about a year and a half ago- Has decent viewership No formal policy, no captions Does not broadcast workshops or meetings of any other committees or boards Did broadcast a town hall for a STAR Bond project in order to receive public participation 6 hour per month of staff dedication |
| Basehor: Contact is Lloyd Martley Jr. chief@basehorpolice.org | No | No | No | N/A | N/A | <ul style="list-style-type: none"> Does not have a policy and does not broadcast anything and is not currently looking to add this service |
| Eudora: Contact is Leslie Herring at lherring@cityofeudoraks.gov | No | No | No | N/A | N/A | <ul style="list-style-type: none"> Does not have a policy and does not broadcast anything |
| KCK/Wyandotte County (Unified Government): Contact is Edwin Birch at ebirch@wycokck.org | Yes | Yes | Yes- Broadcasts 2 meetings a week on Mondays and Thursdays for commission and standing committees; sometimes Police and Fire grad ceremonies | Stream via Wirecast, Staff from Public Relations manages the streams | Pays for equipment for a onetime fee for Wirecast for no more than \$200, used at 2 different locations of city hall: one for the standing committee and one for the commission | <ul style="list-style-type: none"> No captioning No airing that is not in collaboration with the community and organizations In the past they used VideoCapture, but it is out of date and is discontinued for the Unified Government Does use Facebook Live periodically Edwin Birch offered a tour, view of the equipment, and walk us through their process if we want Staff dedicates approximately 5 hours a week |
| Lansing: Contact is Ken Miller at Miller@Lansing.KS.us | Yes | No | Formal City Council Meetings twice a month | Keywest Technologies provides the hardware and software for production and scheduling. The company is located in Lenexa. For our web streaming, Civic Plus out of Manhattan, Kan. provides the website and support. They utilize a content management system, and the upload/scheduling is relatively easy. | Ken Miller as the public information officer takes care of the entire video/broadcast operation. The video camera I use is probably a hybrid consumer/commercial quality, and cost about \$1,600 about three years ago. The rest of the "cost" equation is mainly his staff time. Video shooting and production is a small part of my job description. | <ul style="list-style-type: none"> Started broadcasting on Ch. 2 before Ken Miller arrived in Lansing, a little before 2006. Lansing began streaming the council video on their website in 2009. Ken Miller basically upload the video to their Keywest Media Player (for Ch. 2) Lansing does not record work sessions, Planning Commission, nor any other city-related commission or board. Lansing does not broadcast live – we have a set schedule for replaying the council meetings on Ch. 2, our Spectrum Cable Channel. See the schedule here: http://www.lansing.ks.us/399/LGTV-Channel-2-Schedule. They also have the council videos available on demand on their website: http://www.lansing.ks.us/civicmedia. Or also go to that Media Center to see other videos they offer, which go beyond their council meetings. Staff dedicates approximately 5 hours twice a month |
| Lawrence: Contact is Porter Arneill at parneill@lawrence.org | Yes | Yes | Most formal-planning, transportation, and commission | Taped, not live broadcasting. The city ties videos to the agenda using key markers with dialogue at the city clerk's office. Uses a camera system with 5 total cameras and mics | YouTube Channel (Free), use the contacts for extended costs for equipment; uses city staff on their set pay | <ul style="list-style-type: none"> Used to be on cable TV-now that is only used for small communication like community updates or PSAs YouTube Channel clippings The city staff captures video and audio separately through Tricaster and several computers No Facebook Live Staff dedicates approximately 8 hours a week |

| Organization Name | Broadcast City Council? | Broadcast Planning Commission? | All meetings or just formal? | Technology Description | Annual Cost Estimate | Other Notes |
|---|-------------------------|--------------------------------|---|---|---|---|
| <p>Leavenworth: Contact is Melissa Bower at melisab@firstcity.org</p> | Yes | No | Formal City Commission Meetings Live on Channel 2 and YouTube Channel | <p>Melissa Bower broadcasts all City Commission meetings live on Channel 2 and our YouTube Channel. She is the dedicated staff member, but the city also has a contractor to record video. His responsibility is the capturing/recording of the video. The City purchases the equipment. Leavenworth has the professional quality cameras that are mounted in the ceiling with external tilt/mounts. They also have professional quality microphones and sound mixing, although they are in the process of purchasing new equipment for that.</p> | <p>Leavenworth streams their video by using a free encoding software called X-Split, and then it goes to their YouTube LIVE. The City of Leavenworth has had an established YouTube Channel for 5 years. Use of YouTube is free. Have several sets of equipment, some going back as much as 20 years.</p> <ul style="list-style-type: none"> • In 2014, they spent between \$6-\$8,000 on a video server from KeyWest to store and play videos on our Channel 2. • In 2017 they did a video upgrade at a cost of around \$16,000 for two video cameras, a control system, joystick, rewiring and software for recording. • In 2018 they did plan a \$16,000 audio upgrade for 12 new microphones, new controller and rewiring. | <ul style="list-style-type: none"> • Their IT staff does not typically have the education and training for video production. Their contractor has training specifically for audio technology. Melissa has a journalism degree with a background in video production. • Melissa has spoken to some useful companies who can give you a better picture if you're building a complete system from the ground up such as; AVI Systems in Lenexa, Mission Electronics Audio Video Systems in Lenexa, and Granicus • Contractor spends 1 to 2 hours for set-up • Meetings itself are typically 1-2 hours • Staff dedicates around 2 and a half hours per meeting • No way to know viewership numbers on Channel 2 • No encoding on YouTube, but staff is able to embed the code into their city website • Facebook Live is limiting in Melissa's opinion as it requires a Facebook Account to gain access. No one needs a YouTube account to access the videos and has better control in editing. |
| <p>Leavenworth County: Contact is Larry Malbrough at lmalbrough@leavenworth.org</p> | Yes | No | No | Axiom camera, posts directly to internet via YouTube | All in house, all regular hourly wages for staff, mixer board and mics. Not sure on costs yet | <ul style="list-style-type: none"> • Uses YouTube, broadcast on Channel 2 • No captioning • IT Department oversees the videos • Does not post until 2-6 hours later • No posted policy, but needs approval by the boards councilor to post content • About 3 hours of staff dedicated time involved |
| <p>Olathe: Contact Scott Meyer at SMeyer@OlatheKS.org</p> | Yes | Yes | Each city council and planning commission meetings, no other meetings are broadcast | The service used to stream, archive and individually tag segments of those streams is a partnership with Swagit (third-party video streaming). Swagit's involvement is solely on the streaming portion as they provide the equipment necessary to stream. The entire internal infrastructure (cameras, microphones, | Swagit's setup cost was a one-time charge of \$6975, which included setup, equipment and the streaming site build. We will pay them an \$11,400 each year (\$950/month) of the con- | <ul style="list-style-type: none"> • No policy in place regarding public meeting broadcasts, but are in the midst of finalizing their communications plan to include some information about website broadcasts/streaming processes • Archives online streams at http://www.OlatheKS.org/OGN or http://OlatheKS.swagit.com • Historically Olathe's broadcast started for television/cable purposes only. Now the productions are more widely consumed online and more so in on-demand fashion than in real-time. • A dedicated Swagit representative watches the meeting from their headquarters and segments the meeting in real-time and tags it to the specific agenda items. That individual then archives the live meeting in real-time so that within a couple hours of the meetings completion, users can access the ar- |

| Organization Name | Broadcast City Council? | Broadcast Planning Commission? | All meetings or just formal? | Technology Description | Annual Cost Estimate | Other Notes |
|-------------------|-------------------------|--------------------------------|------------------------------|--|---|--|
| | | | | lighting, camera controls/switcher, etc.) has been in place for a number of years as Olathe initially started broadcasting public meetings to a public access television station. While we still do send Olathe's broadcast to both Comcast and AT&T, a majority of the technology is in place to feed the online stream. One staff member (part-time IT staff) directs and produces the meetings in real-time (part of his job description in addition to other functions within the IT Dept.), controlling the cameras remotely from Olathe's production studio as well as the audio which accompanies the live video. | tract to tag/index the live streams for both City Council and Planning Commission as well as host the archived videos from those meetings (which includes individually tagged/indexed portions of the streams according to agenda items). Olathe has a team of captioners that work each of the public meetings listed above, and is paid through a grant system. | <p>chive of the meeting. Users then have the ability to move through the archive to any specific agenda item, and aren't forced to use the fast-forward button or watch the whole meeting just to find a specific topic of interest.</p> <ul style="list-style-type: none"> • Olathe is also working with Swagit to implement a for more rich user experience for Olathe's live viewers that will increase the connection between the live meeting and the meeting's agenda and supporting documents. • Olathe estimates that staff will spend 4-5 hours managing each meeting broadcast. That time includes setup of Council Chambers and preparing/testing equipment. In addition to the actual camera directing during the meetings, the time also includes post-meeting wrap-ups and any necessary technology tasks after the meetings are done. |

Components to Consider:

Storage Requirements
Staff time dedicated to maintenance
Cost of equipment replacement
Value for cost

Technologies to Consider:

Facebook Live Information –
Camera & microphone Information –

Recommendation: