





## CITY COUNCIL MEETING MINUTES

October 24, 2016

7:00 pm

---

The following councilmembers were present with Mayor John McTaggart presiding:

Garrett Mellott      Jason Gillam  
Margaret Shriver    Chuck Adams  
Chuck Stites

The following staff members were present:

- Michael Webb, City Manager
- David Duckers, City Attorney
- Mark Mathies, Police Chief
- Tim Whitham, Fire Chief
- Michelle Bounds, City Treasurer
- Zack Daniel, Assistant to the City Manager/City Clerk
- Morgan Kronawitter, Customer Service Clerk

### **APPROVE MINUTES OF OCTOBER 10, 2016**

Councilmember Stites made the motion to approve the minutes of October 24, 2016. Councilmember Shriver seconded. Mayor McTaggart requested a roll call vote, which passed unanimously.

### **STATEMENT OF BILLS PAID \$121,219.47**

Councilmember Adams made the motion to approve the statements of bills paid. Councilmember Gillam seconded the motion. Mayor McTaggart requested a roll call vote, which passed unanimously.

### **REQUESTS OR COMMENTS FROM THE PUBLIC**

Bill Hutton, Kansas State Senator, addressed the City Council and those in attendance asking for their vote in the upcoming election.

Richard Mason, 9821 Swartz, brought up pothole issues that needed addressed in the vicinity of 9825-9821 Swartz Rd.

### **CONSIDER PROPERTY MITIGATION UPDATE PURSUANT TO RESOLUTION 2016-15 RELATED TO 9775 SWARTZ RD.**

City Manager Michael Webb reviewed this item, including the actions of the City Council during the September 26 City Council session. Property owner Tim Gates also spoke and reviewed the progress that has been done to this point. Photographs were shown demonstrating the progress. Mr. Gates also pointed out that the soil conditions have been largely restored to past levels based on old photographs of the site. Councilmember Stites and Mayor McTaggart both stated the property looks much better since the last time Mr. Gates was before the City Council and they thanked him for the work he has put forth. No official action was taken.

### **CONSIDER AUTHORIZING THE CITY MANAGER TO SIGN AN AGREEMENT WITH MARC COMMITTING FUNDS FOR THE *CONNECTING EDWARDSVILLE* PROJECT**



## CITY COUNCIL MEETING MINUTES

October 24, 2016

7:00 pm

---

Mr. Webb reviewed the City's involvement in the 2017 Planning Sustainable Places Program through MARC which resulted in a project with a total budget of \$80,000. The project builds on the work of the recently accepted *K-32 Tri-City Multimodal Redevelopment Plan* and encourages pedestrian and bicycle connections within the City. Ultimately, the project would allow residents near 4<sup>th</sup> St. & K-32 more direct access to existing and proposed commercial services. Mr. Webb also reviewed the project map.

Councilmember Adams made the motion to authorize the City Manager to sign an agreement with MARC committing funds for the *Connecting Edwardsville* project. Councilmember Mellott seconded the motion. Mayor McTaggart requested a roll call vote, which passed unanimously.

### **CONSIDER RESOLUTION 2016-19 REGARDING THE DEVELOPMENT AGREEMENT FOR PROJECT AREA ONE OF THE VILLAGE SOUTH AT EDWARDSVILLE PROJECT**

#### **CONSIDER ORDINANCE NO. 969 APPROVING THE REDEVELOPMENT PROJECT PLAN FOR THE VILLAGE SOUTH AT EDWARDSVILLE TIF PROJECT AREA ONE**

**CONSIDER ORDINANCE NO. 970 AUTHORIZING THE CREATION OF THE VILLAGE SOUTH AT EDWARDSVILLE COMMUNITY IMPROVEMENT DISTRICT**

Mr. Webb reviewed the Village South project, including what has been proposed to date and the state on the negotiations between the City and the development team. He also provided a summary on the action items before the Council. Discussions for these three agenda items took place simultaneous of each other. Tyler Ellsworth of Kutak Rock reviewed the Development Agreement formation process, including the proposed incentive package. The proposed project schedule was reviewed, which identifies milestones that need to be achieved by the developers. Mr. Ellsworth noted that some dates were set later than when they are expected to be accomplished to allow for flexibility during the construction process. Mr. Ellsworth also reviewed the financing stipulations as they relate to the TIF and CID jurisdictions, summarizing the limits placed on both mechanisms. Provision of utilities was also reviewed including the sewer connection through the LTC sewer system. Questions were raised about the timeline, which Mr. Ellsworth noted that the dates largely are set to trigger defaults and that everyone expects construction to proceed much quicker than what is stated in the Development Agreement. Korb Maxwell, representing Polsinelli and the development team, confirmed that sentiment. Hunter Harris of LANE4 stated that the preferred start date for breaking ground is before the end of 2016. The final naming of the development was also briefly discussed.

After additional discussion, Councilmember Stites made the motion to adopt Resolution 2016-19 regarding the Development Agreement for Project Area One of the Village South at Edwardsville Project. Councilmember Adams seconded the motion. Mayor McTaggart requested a roll call vote, which passed unanimously.

Councilmember Adams made the motion to adopt Ordinance No. 969 approving the Redevelopment Project Plan for the Village South at Edwardsville TIF Project Area One.



## CITY COUNCIL MEETING MINUTES

October 24, 2016

7:00 pm

---

Councilmember Mellott seconded the motion. Mayor McTaggart requested a roll call vote, which passed unanimously.

Councilmember Gillam made the motion to adopt Ordinance No. 970 authorizing the creation of the Village South at Edwardsville Community Improvement District. Councilmember Mellott seconded the motion. Mayor McTaggart requested a roll call vote, which passed unanimously.

### **CONDUCT PUBLIC HEARING REGARDING THE PROPOSED PLAN FOR ESTABLISHMENT OF AN ORGANIZED COLLECTION SERVICE FOR COMMERCIAL BUSINESSES AND CONSIDER APPROVING THE SAME**

Councilmember Gillam made the motion to open the public hearing. Councilmember Shriver seconded the motion. Mayor McTaggart requested a roll call vote, which pass unanimously.

Assistant to the City Manager/City Clerk Zack Daniel reviewed the Organized Collection Service Plan, including the resolution of intent the City Council adopted in March of 2016. Mr. Daniel noted the proposed plan satisfies the obligations set forth by state regulations. Councilmember Gillam asked if the plan commits the City to any action other than allowing the consideration of adding commercial service, which Mr. Daniel confirmed that neither the plan nor the subsequent ordinance commits the City to any action and that it merely follows the state-prescribed process for changes related to solid waste collection services. Councilmember Adams made the comment that he is fundamentally opposed to shifting the costs of one group onto another group.

Councilmember Mellott made the motion to close the public hearing. Councilmember Stites seconded the motion. Mayor McTaggart requested a roll call vote, which passed unanimously. Councilmember Gillam then made the motion to adopt the proposed Organized Collection Service Plan. Councilmember Mellott seconded the motion. Mayor McTaggart requested a roll call vote, which passed 4-1, with Councilmember Adams dissenting.

### **ADVISORY REPORTS**

---

#### **CITY MANAGER**

Mr. Webb stated he appreciated the support of the Council during the development agreement process. He also thanked Tyler Ellsworth for his efforts during the process. He also provided an update to the Kansas Ave. and LTC Sewer project. He reminded the group of the upcoming Trunk-or-Treat event. Finally, he noted that research is being done on the best way to fix the outside lights. Councilmember Stites asked for an update on the vacant Public Works Director position, which Mr. Webb stated they are close to making a final offer.

#### **CHIEFS (POLICE & FIRE)**

Police Chief Mathies reviewed the recent Police Chief training he attended in Florida. He also reviewed employee retention practices currently being reviewed in the wake of recent Department retirements. Finally, he reviewed the status of officer recruitment efforts.



## CITY COUNCIL MEETING MINUTES

October 24, 2016

7:00 pm

---

Councilmember Stites asked about the status of a traffic study for Edwardsville Drive. Mr. Webb stated that a traffic analysis is being complete and action should be ready to be taken at the next meeting.

Fire Chief Whitham updated the City Council on burn scheduling. He also reviewed the implementation of a new drug collection program for the City.

### CITY ATTORNEY

Dave Duckers made the observation that the City was very well served by Tyler Ellsworth from Kutak Rock during the development of the TIF, the CID, and the whole Development Agreement.

### COUNCIL AND MAYOR COMMENTS

Councilmember Stites stated he is proud to be part of the City Council who is moving forward with the north end development.

Councilmember Shriver thanked Mr. Ellsworth for his efforts as well as the efforts of City staff. She also asked Chief Whitham how the drug collection will be promoted, which Chief Whitham reviewed.

Councilmember Mellott stated he feels that the City is moving the right direction with regards to development and he is excited to see what the future will bring. He also stressed that there are other areas in town that need continued attention.

Councilmember Gillam noted that is an exciting day for Edwardsville and that he is looking forward for the continued growth of the tax base to help support the City and its residents, especially in the area of public safety. He also pointed out that there is a tree over Edwardsville Dr. that needs to be addressed before it falls over and causes damage. Chief Whitham stated that fire crews can handle this issue.

Councilmember Adams echoed the previous comments and remembered the process behind hiring Michael Webb as the City Manager, stating he is more than happy with his efforts to guide the community to this point.

Mayor McTaggart thanked City Manager Michael Webb specifically for the leadership he has demonstrated during the development process and the lengths he has gone to improve the City.

### ADJOURNMENT

The meeting was adjourned at 8:31 p.m.

Zachary Daniel

City Clerk

**TO: MAYOR & CITY COUNCIL**  
**FROM: MICHELLE BOUNDS, FINANCE MANAGER** *MB*  
**DATE: NOVEMBER 14, 2016**  
**SUBJECT: STATEMENT OF BILLS**

**FOR YOUR REVIEW**

Statement of Bills, Expense and Revenue Report

**RECOMMENDATION**

City Council to approve the Statement of Bills from 10/22/2016 to 11/10/2016 as submitted.

**FINANCIAL IMPACT**

The total of the Statement of Bills from 10/22/2016 to 11/10/2016 is **\$1,177,530.59**.

General Operating/Payroll	<b>\$ 259,555.26</b>
Cash Bond	<b>\$ 3,050.00</b>
Cemetery	<b>\$ 832.41</b>
Electronic Funds Transfer Account (EFT)	<b>\$ 911,737.82</b>
GO Bond	<b><u>\$ 2,355.10</u></b>
Total Bills	<b>\$1,177,530.59</b>

**BACKGROUND**

The EFT to Card Services represents purchases approved for payment with the city purchase cards. A total of 124 transactions were processed and paid.

The 2013 Refunding Principal and Interest, 2015 GO Bond Principal and Interest and 2016 Temp Note Interest payments totaling \$887,465.31 are included in the EFT total amount. These payments are budgeted and paid from the Debt Service Fund.

This reporting cycle includes expenses for 10/28/2016 and 11/10/2016 payroll periods.

**IF YOU HAVE ANY QUESTIONS REGARDING THE STATEMENT OF BILLS, PLEASE  
FEEL FREE TO CALL PRIOR TO THE COUNCIL MEETING.**

Check Register Report

EXPENSES THRU 11 10 2016

Date: 11/10/2016

Time: 9:19 am

Page: 1

City of Edwardsville

BANK: BANK MIDWEST-CHECKING

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
<b>BANK MIDWEST-CHECKING Checks</b>							
150073	10/28/2016	Printed		BO01	BOARD OF PUBLIC UTILITIES	CITY WIDE WATER SERVICE	880.65
150074	10/28/2016	Printed		CR15	CROSBY PLUMBING	REPL FILL VLV, FLPR, CMTY CTR	200.00
150075	10/28/2016	Printed		PC01	EDW PETTY CASH	MEALS,PSTG,OF SPLY, PARK PROG	74.78
150076	10/28/2016	Printed		EM12	EMH	CMNTY CTR WATER USAGE	101.36
150077	10/28/2016	Printed		KCPL	K.C. POWER & LIGHT COMPANY	PW ELECTRIC SERVICE NO STN	68.86
150078	10/28/2016	Printed		KU04	KUTAK ROCK LLP	LEGAL SERV VILLAGE SOUTH TIF	5,786.69
150079	10/28/2016	Printed		LE01	LEAGUE OF KANSAS MUNICIPALTIES	TRNG, REGIONAL SUPPER	120.00
150080	10/28/2016	Printed		TI01	TINY SIGNS	REPAINT CITY HALL SIGN	200.00
150081	10/28/2016	Printed		US08	US AUTO FORCE	PD FLEET TIRES 11	1,377.09
150082	10/28/2016	Printed		WA03	WAL-MART COMMUNITY BRC	CNSC STND,FD STN SUPPLY	619.52
150086	11/04/2016	Printed		AP01	APAC-KANSAS, INC	STEELE RD CULVERT MATERIAL	3,278.07
150087	11/04/2016	Printed		BI10	BILLTRUST	4TH QTR 2016 UB BILLING	715.71
150088	11/04/2016	Printed		DE01	DEFFENBAUGH INDUSTRIES	FALL FAM PICNIC TRASH BOXES	70.00
150089	11/04/2016	Printed		DU08	DAVID K DUCKERS	LEGAL SERV 9/23 TO 10/24/16	1,925.00
150090	11/04/2016	Printed		FO23	FORTILINE, INC	STEELE RD CULVERT RPLCMNT	3,131.20
150091	11/04/2016	Printed		DI07	JHF DIRTWORKS, LLC	STEELE RD PROJECT	1,337.50
150092	11/04/2016	Printed		KA82	KANSAS ASC OF CHIEFS OF POLICE	PD POST FORM B TEST FORMS	90.00
150093	11/04/2016	Printed		KS06	KANSAS STATE TREASURER	COURT FEES OCT 2016	5,626.00
150094	11/04/2016	Printed		KG01	KG EXCAVATING SERVICE INC	STEELE RD CULVERT RPLCMNT	30,849.90
150095	11/04/2016	Printed		KN05	DAVID A KNOPIK	OCT PLAN REVIEW	3,425.00
150096	11/04/2016	Printed		HO43	MIDWEST AUTO DIRECT	PD MNT 50,51,54,55,56,57,58,60	924.14
150097	11/04/2016	Printed		MI74	MILLER'S PRO-CUT	STEELE RD PVMT,CURB CUTS	345.00
150098	11/04/2016	Printed		MO29	MORGAN SPORTS	5K TIMING RESULTS AGREEMENT	100.00
150099	11/04/2016	Printed		OM05	OMNI BILLING	AMB BILLING SRV OCT 2016	1,699.44
150100	11/04/2016	Printed		SP07	SPORTS CONDUCTOR LLC	PARKS & REC WEBSITE SUPPORT	270.30
150101	11/04/2016	Printed		TA10	TASER INTERNATIONAL	TASER CARTRIDGES	463.01
150102	11/04/2016	Printed		TI02	TIME WARNER CABLE	BUS INTERNET, CABLE	290.00
150103	11/04/2016	Printed		WY09	UNIFIED TREASURER	JAIL BKG FEES SEPT 2016	6,002.50
150104	11/10/2016	Printed		NI04	911 CUSTOM, LLC	CMND CABINET PD UNITS 51, 52	1,500.00
150105	11/10/2016	Printed		AP01	APAC-KANSAS, INC	STEELE RD CULVERT RPLCMNT	408.38
150106	11/10/2016	Printed		BL07	BLUE SKY CLEANERS	PD OCT CLOTHING MAINT	287.65
150107	11/10/2016	Printed		BO34	BOUND TREE MEDICAL	MEDICAL SUPPLIES	1,658.29
150108	11/10/2016	Printed		CU10	CULLIGAN OF GREATER KANSAS CIT	BOTTLED WATER COOLER RNTL FEE	115.84
150109	11/10/2016	Printed		DE01	DEFFENBAUGH INDUSTRIES	CITY WIDE TRASH SERV OCT 2016	15,652.80
150110	11/10/2016	Printed		EX02	EXPRESS WASH AMERICA LLC	PD FLEET CAR WASH OCT 2016	120.00
150111	11/10/2016	Printed		GU04	GUN-KO TRAFFIC CONTROL INC	STEELE RD CULVERT RPLCMNT	427.20
150112	11/10/2016	Printed		KC14	KANSAS CITY SECURITY SYS INC	MTHLY SEC SYS MONITORING	30.99
150113	11/10/2016	Printed		KI18	BRIANNA KIESLING	RESTITUTION 48183, 48184	192.00
150114	11/10/2016	Printed		RE02	REGISTER OF DEEDS	RECORD FEE VLG SOUTH CID	92.00
150115	11/10/2016	Printed		UN18	UNISOURCE DOCUMENT PRODUCTS	COPIER COPY FEE	145.67
150116	11/10/2016	Printed		UN25	UNLEASHED PET RESCUE	ANIMAL CONTROL ADOPT FEES	50.00
150117	11/10/2016	Printed		MI10	WESLEY M MILLS	NAME PLATE PW DIRECTOR	19.00
150118	11/10/2016	Printed		KPL0	WESTAR ENERGY	CITY WIDE ELECTRIC SERVICE	6,196.82
150119	11/10/2016	Printed		WY07	WYN. CTY. ECONOMIC DEVEL. COUN	ECONOMIC DEV SERV 2016	12,000.00
<b>Total Checks: 44</b>							<b>108,868.36</b>

Checks Total (excluding void checks): 108,868.36

**BANK MIDWEST-CHECKING EFTs**

1149040	10/28/2016	Reconciled		CO48	RAMON CONEJO	REFEREE 5 SOCCER GAMES	85.00
1149041	10/28/2016	Reconciled		CR28	GAVIN CRUM	REFEREE 6 SOCCER GAMES	98.00
1149042	10/28/2016	Reconciled		DE30	JOSE DEVAULT	REFEREE 3 SOCCER GAMES	51.00
1149043	10/28/2016	Reconciled		GO11	DEAN GORE	REFEREE 2 SOCCER GAMES	30.00
1149044	10/28/2016	Reconciled		JO33	CHRISTINA JOHNSON	VOLUNTEER PARAMEDIC	580.00

Check Register Report

EXPENSES THRU 11 10 2016

Date: 11/10/2016

Time: 9:19 am

Page: 2

City of Edwardsville

BANK: BANK MIDWEST-CHECKING

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
<b>BANK MIDWEST-CHECKING EFTs</b>							
1149045	10/28/2016	Reconciled		KI15	MICHAEL KING	REFEREE 12 SOCCER GAMES	202.00
1149046	10/28/2016	Reconciled		KI16	ZACHARY KING	REFEREE 12 SOCCER GAMES	190.00
1149047	10/28/2016	Reconciled		MO25	JONATHAN D MOON	REFEREE 4 SOCCER GAMES	60.00
1149048	10/28/2016	Reconciled		NE30	MATTHEW NEAL	VOLUNTEER AEMT	100.00
1149049	10/28/2016	Reconciled		PA25	RICHARD G PAPPERT	REFEREE 6 SOCCER GAMES	102.00
1149050	10/28/2016	Reconciled		RI14	DARREN RICHARDSON	REFEREE 6 SOCCER GAMES	92.00
1149051	10/28/2016	Reconciled		RI12	JESSICA RICKERT	VOLUNTEER EMT	100.00
1149052	11/10/2016	Reconciled		JO33	CHRISTINA JOHNSON	VOLUNTEER PARAMEDIC	680.00
1149053	11/10/2016	Reconciled		MO25	JONATHAN D MOON	11 SOCCER GAMES	181.00
1149054	11/10/2016	Reconciled		NE30	MATTHEW NEAL	VOLUNTEER AEMT	138.00
1149055	11/10/2016	Reconciled		RI12	JESSICA RICKERT	VOLUNTEER EMT	60.00
<b>Total EFTs: 16</b>						<b>EFTs Total (excluding void checks):</b>	<b>2,749.00</b>
<b>Total Payments: 60</b>						<b>Bank Total (excluding void checks):</b>	<b>111,617.36</b>

Check Register Report

EXPENSES THRU 11 10 2016

Date: 11/10/2016

Time: 9:19 am

Page: 3

City of Edwardsville

BANK: BANK MIDWEST CASH BOND

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
<b>BANK MIDWEST CASH BOND Checks</b>							
1426	10/28/2016	Printed		CI19	CITY OF EDWARDSVILLE, KANSAS	APPLIED CASH BOND 40191	1,170.00
1427	10/28/2016	Printed		JO35	ASHLI JOHNSON	CASH BOND REFUND 37421	200.00
1428	10/28/2016	Printed		NI05	MARK NIERNBERGER	CASH BOND REFUND 40191	30.00
1429	11/09/2016	Printed		CI19	CITY OF EDWARDSVILLE, KANSAS	FORFEITED CASH BOND 48181	1,650.00
				<b>Total Checks: 4</b>	<b>Checks Total (excluding void checks):</b>		<b>3,050.00</b>
				<b>Total Payments: 4</b>	<b>Bank Total (excluding void checks):</b>		<b>3,050.00</b>

# Check Register Report

EXPENSES THRU 11 10 2016

Date: 11/10/2016

Time: 9:19 am

Page: 4

City of Edwardsville

BANK: BANK MIDWEST CEMETERY

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
<b>BANK MIDWEST CEMETERY Checks</b>							
2670	10/28/2016	Printed		BO01	BOARD OF PUBLIC UTILITIES	CEM WATER SERVICE	24.08
2671	10/28/2016	Printed		HE32	COLLIN HENRY	CONTRACT LABOR	60.00
2672	10/28/2016	Printed		HO41	OLA HOWERTON	CEM REGISTRAR MTHLY FEE	65.00
2673	10/28/2016	Printed		0002	OOTS LAWN AND SNOW	MOW TRIM CEM 9 20 16	450.00
2674	10/28/2016	Printed		SH37	KEN SHAW	REIMB HOSE REEL CART PCHS	86.78
2675	10/28/2016	Printed		KPL0	WESTAR ENERGY	CEM ELECTRIC SERVICE	146.55

**Total Checks: 6**

**Checks Total (excluding void checks):**

**832.41**

**Total Payments: 6**

**Bank Total (excluding void checks):**

**832.41**

Check Register Report

EXPENSES THRU 11 10 2016

Date: 11/10/2016

Time: 9:19 am

Page: 5

City of Edwardsville

BANK: BANK MIDWEST-GO BONDS

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
<b>BANK MIDWEST-GO BONDS Checks</b>							
1326	10/28/2016	Printed		BH01	BHC RHODES CIVIL ENGINEERS	LTC SWR FINAL DESIGN, INSP	2,122.60
1327	10/28/2016	Printed		BH01	BHC RHODES CIVIL ENGINEERS	102ND ST PRELIM DESIGN	232.50
				<b>Total Checks: 2</b>	<b>Checks Total (excluding void checks):</b>		<b>2,355.10</b>
				<b>Total Payments: 2</b>	<b>Bank Total (excluding void checks):</b>		<b>2,355.10</b>

Check Register Report

EXPENSES THRU 11 10 2016

Date: 11/10/2016

Time: 9:19 am

Page: 6

City of Edwardsville

BANK: BANK MIDWEST EFT

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
<b>BANK MIDWEST EFT Checks</b>							
6165	10/31/2016	Printed		GR05	ATMOS ENERGY	CITY WIDE NATURAL GAS	341.43
6166	10/31/2016	Printed		CA34	CARD SERVICES	PURCHASE CARD PAYMENT	18,507.63
6167	10/31/2016	Printed		FP02	FRANCOTYP-POSTALIA, INC	POSTAGE	200.00
6168	10/31/2016	Printed		KA03	KANSAS DEPARTMENT OF REVENUE	3RD QTR SALES TAX 2016	144.83
6169	10/31/2016	Printed		KA05	KANSAS EMPLOYMENT SECURITY C-4	3RD QTR 2016 SUTA FIRE EMS	86.32
6170	10/31/2016	Printed		KS06	KANSAS STATE TREASURER	2013 REFUNDING PRINCIPA INT	756,045.00
6171	10/31/2016	Printed		KS06	KANSAS STATE TREASURER	2015 GO BOND PRINCIPAL, INT	123,025.00
6172	10/31/2016	Printed		KS06	KANSAS STATE TREASURER	2016 TEMP BOND INT	8,395.31
6173	10/31/2016	Printed		PE21	PEPSI BEVERAGES CO	CONCESSION STND BEVERAGES	262.34
6174	10/31/2016	Printed		FL04	WEX BANK	CITY WIDE FUEL	4,729.96

**Total Checks: 10** **Checks Total (excluding void checks): 911,737.82**

**Total Payments: 10** **Bank Total (excluding void checks): 911,737.82**

**Total Payments: 82** **Grand Total (excluding void checks): 1,029,592.69**

# Check Register Report

PAYROLL 10 28 16 & 11 10 16

Emp. Code Desc.: 01  
City of Edwardsville

Date: 11/10/2016  
Time: 10:23:37

Check No.	Check Date	Recon.Date	Status	Employee ID	Pay To	Check Description	Amount
150083	10/28/2016		P	MPR	MIDWEST PUBLIC RISK	Remittance Check	\$34,027.00
150084	10/28/2016		P	PRINC	PRINCIPAL LIFE GROUP	Remittance Check	\$766.19
150085	10/28/2016		P	STAND	STANDARD INS CO	Remittance Check	\$813.08
150120	11/10/2016		P	PRINC	PRINCIPAL LIFE GROUP	Remittance Check	\$766.19
150121	11/10/2016		P	STAND	STANDARD INS CO	Remittance Check	\$828.56
704100	10/28/2016		P	IRSEF	IRS EFT	Remittance Check	\$24,358.52
704101	10/28/2016		P	KS TA	KS STATE TAX	Remittance Check	\$3,351.47
704102	10/28/2016		P	HSA	HSA Bank	Remittance Check	\$150.00
704103	10/28/2016		P	KP&F	KP&F	Remittance Check	\$21,472.34
704104	10/28/2016		P	KPERS	KPERS	Remittance Check	\$3,044.92
704105	10/28/2016		P	AFA	AMERICAN FIDELITY ASSI	Remittance Check	\$1,089.88
704106	10/28/2016		P	AFAFL	AM FIDELITY FLEX ACCT /	Remittance Check	\$365.41
704107	10/28/2016		P	AFLAC	AFLAC	Remittance Check	\$250.18
704108	10/28/2016		P	ICMA	ICMA	Remittance Check	\$1,490.03
704109	10/28/2016		P	KPC	KANSAS PAYMENT CENTE	Remittance Check	\$134.31
704110	10/28/2016		P	KPERS	KPERS OGLI	Remittance Check	\$21.38
704111	10/28/2016		P	KPF O	KP&F OGLI	Remittance Check	\$106.11
704112	10/28/2016		P	TXLF	TEXAS LIFE	Remittance Check	\$46.78
704113	10/31/2016		P	SUTA	KANSAS EMPLOYMENT S	Remittance Check	\$131.70
704170	11/10/2016		P	IRSEF	IRS EFT	Remittance Check	\$23,936.19
704171	11/10/2016		P	KS TA	KS STATE TAX	Remittance Check	\$3,349.60
704172	11/10/2016		P	HSA	HSA Bank	Remittance Check	\$150.00
704173	11/10/2016		P	KP&F	KP&F	Remittance Check	\$22,030.73
704174	11/10/2016		P	KPERS	KPERS	Remittance Check	\$3,152.19
704175	11/10/2016		P	AFAFL	AM FIDELITY FLEX ACCT /	Remittance Check	\$365.41
704176	11/10/2016		P	ICMA	ICMA	Remittance Check	\$1,605.42
704177	11/10/2016		P	KPC	KANSAS PAYMENT CENTE	Remittance Check	\$134.31

**Total Checks: 27**

	<b>Sub-Total:</b>	<b>\$147,937.90</b>
	<b>Total Void/Stop Payment:</b>	<b>\$0.00</b>
	<b>Grand Total:</b>	<b>\$147,937.90</b>

**TO: MAYOR & CITY COUNCIL  
FROM: MICHAEL WEBB  
DATE: NOVEMBER 14, 2016  
SUBJECT: 9775 SWARTZ UPDATE**

**RECOMMENDATION**

City Council to consider property mitigation update pursuant to Resolution 2016-15 related to 9775 Swartz.

**FINANCIAL IMPACT**

Not applicable.

**BACKGROUND**

On September 26, 2016, the Edwardsville City Council adopted Resolution 2016-15 determining the findings of code violations at 9775 Swartz Road and establishing a timeline for nuisance abatement.

As part of the abatement of nuisance schedule the property owner is required to provide a final report on the status of the code violations outlined in Resolution 2016-15 and provide photographic evidence of the mitigation efforts.

**TO: MAYOR & CITY COUNCIL**  
**FROM: MICHAEL WEBB, CITY MANAGER**  
**DAVE KNOPIK, CITY PLANNER**  
**DATE: NOVEMBER 14, 2016**  
**SUBJECT: CONCEPT PRELIMINARY PLAN / SPECIAL USE PERMIT 201 NORTH**  
**4<sup>th</sup> STREET (2016-09-PPN / 2016-10-SUP)**

**RECOMMENDATION**

Governing Body to consider recommendation of denial from the Planning Commission regarding the Concept Preliminary Plan and Special Use Permit for the placement of a telecommunications tower on the property at 201 North 4<sup>th</sup> Street.

**FINANCIAL IMPACT**

Not applicable.

**BACKGROUND**

On August 10, 2015 the applicant filed a concept plan and a special use permit application related to approximately 2.045 acres of land located on the northeast corner of 4<sup>th</sup> Street and Kaw Drive. This property was recently re-platted as a single lot bounded by 4<sup>th</sup> Street, High Drive, 5<sup>th</sup> Street and Kaw Drive (K-32). The property is located in the C-2 Commercial Retail Zoning District.

Currently the site is vacant and zoned for commercial use. The proposed use (cellular tower) is described in the attached cover letter provided by the applicant. This proposed use and any future use of the property is subject to further review and approval for zoning and development compliance per the C-2 district and the site / architectural plan review process. The applicant was required to submit a conceptual plan for the entire property at this time to show how the proposed use could fit in a future build out scenario for the property.

On September 21, 2016, the Planning Commission held a public hearing in regard to this item. Two citizens spoke in regard to concerns related to the proposed SUP. The concerns were in regard to the placement of a telecommunications tower on this particular property. After closing the public hearing, the Planning Commission tabled this item until the October 19, 2016 meeting. At the October 19, 2016 meeting the Planning Commission made a recommendation of denial of the special use permit based on criteria #12, stating that issuing the SUP would limit the property's ability to execute the comprehensive plan related to commercial development of the area, and #13, as the Commission does not believe there is a hardship imposed on the applicant by not issuing a SUP on this specific property.

Staff recommended approval of the Special Use Permit for 10 years with the conditions identified in the accompanying staff report.

There are three voting options: 1) If the Governing Body supports the recommendation of and the reasons given by the Planning Commission, a simple majority vote denying

## **ITEM #5**

the Special Use Permit is required. 2) If the Governing Body chooses to remand this item back to the Planning Commission, a simple majority vote to that effect along with a statement specifying the basis for the Governing Body's failure to approve or disapprove the recommendation is required. 3) If the Governing Body chooses to take an action other than the Planning Commission recommendation then a  $\frac{2}{3}$  majority vote of the Governing Body is required. For all of these options 4 of 6 members of the Governing Body are required to take action.



**City of Edwardsville  
Staff Analysis Report  
Planning Commission October 19, 2016**

Item 3a – (Continued Discussion from September 21, 2016 Meeting) Concept Plan / Special Use Permit (2016-09-PPN / 2016-10-SUP)

---

**General Information**

**Applicant:** Lois Roberts (Owner) / SSC – Justin Anderson (Applicant)

**Location:** 201 North 4<sup>th</sup> Street

**Applications:** Preliminary Plan (2016-09-PPN) and Special Use Permit (2016-10-SUP)

**Zoning & Overlay:** C-2 Commercial Retail District

**Existing Land Use:** Vacant

**Proposed Land Use:** Commercial / Cellular Tower

**Background**

On August 10, 2015 the applicant filed a concept plan and a special use permit application related to approximately 2.045 acres of land located on the northeast corner of 4<sup>th</sup> Street and Kaw Drive. This property was recently re-platted as a single lot bounded by 4<sup>th</sup> Street, High Drive, 5<sup>th</sup> Street and Kaw Drive (K-32). The property is located in the C-2 Commercial Retail Zoning District.

Currently the site is vacant and zoned for commercial use. The proposed use (cellular tower) is described in the attached cover letter provided by the applicant. This proposed use and any future use of the property is subject to further review and approval for zoning and development compliance per the C-2 district and the site / architectural plan review process. The applicant was required to submit a conceptual plan for the entire property at this time to show how the proposed use could fit in a future build out scenario for the property.

City staff reviewed the submitted concept plan and special use permit application materials and provided comments to the applicant on August 30, 2016. On September 6, 2016 the applicant submitted revised plans and responses in response to the review comments. These revised plans are provided as part of the agenda item packet.

On September 21, 2016 the Planning Commission held a public hearing in regard to this item. Two citizens spoke in regard to concerns related to the proposed SUP. After closing the public hearing, the Planning Commission decided to table this item until the October 19, 2016 meeting. The Planning Commission requested two pieces of additional information be provided for consideration: 1) further staff analysis related to the application of the "golden criteria" to this item, and 2) a revised site plan from the applicant showing the cell tower moved further to the north on the property.

**Analysis**

The following analysis of the "golden criteria" as provided in Section 14.06.03.006 H 9 of the Edwardsville Zoning Regulations is intended to supplement the staff analysis provided in the previous staff report for September 21, 2016. This analysis is provided in response to the request for additional analysis by the Planning Commission.

1. *Would the change in district classification (special use permit) be consistent with the purposes of these regulations and the intent of the proposed (current) district?*

In this case a change of zoning district classification is not being requested. The property is zoned C-2 Commercial Retail and would remain C-2. The intent of the C-2 District is as follows:

The Commercial Retail District (C-2) is intended to accommodate small and medium scale commerce activities and development for primarily commercial retail trade and sales, professional office / limited service oriented opportunities serving the Edwardsville community and immediately surrounding area, as well as community oriented cultural / entertainment / recreational / social venues. All uses that require Commercial Retail (C-2) zoning are subject to the architectural / site plan review process outlined in Section 14.06.03.006 J of these regulations.

The proposed use of a small portion of the property is for a telecommunications tower. Telecommunications towers are allowed as special uses in the C-2 district. The special use designation is to address the following:

Because of particular factors associated with their activities, certain uses which might have an adverse effect upon nearby properties or upon the character and future development of a district are not permitted outright in districts, but are permitted as "special uses" when their proposed location is supplemented by additional conditions such as to make the use considered compatible with the surrounding property, the neighborhood and the zoning district.

2. *What is the character and condition of the surrounding neighborhood?\**

The property is located within the context of residential, commercial and institutional uses. Residential properties consist of single family homes with accessory structures. The properties and structures are generally in fair to good condition on .15 acre to .75 acre lots. Commercial properties are located to east and south. The uses and activities are primarily office, commercial service and commercial retail. One adjacent property to the east is vacant. A place of worship is located to the west of the property.

4<sup>th</sup> and Kaw Drive (K-32) is a signalized intersection with K-32 serving as a State Highway serving both local and regional traffic. 4th Street / Edwardsville Drive / 110<sup>th</sup> Street is the primary north – south arterial in Edwardsville. There are no sidewalks adjacent to the property, and roadway improvements and conditions vary as follows: High Drive – asphalt with no curb or gutter, generally poor condition; 5<sup>th</sup> Street – asphalt with no curb gutter on the west side of the road and partial curb and gutter on the east side of the road, generally poor condition; Kaw Drive (K-32) – asphalt with curb and gutter, generally good condition; and, 4<sup>th</sup> Street – asphalt with curb and gutter, generally in good condition.

3. *What are the uses of property nearby and their district classification?\**

North – residential uses / R-2 Medium Density Residential

East – vacant land / R-2 Medium Density Residential and commercial office / C-2 Commercial Retail

South – vacant and service commercial / C-1 Neighborhood Commercial and I-1 Industrial Non-Hazard

West – institutional / R-2 Medium Density Residential

4. *Is the proposed amendment (special use permit) requested because of changed or changing conditions in the area affected and, if so, what is the change?*

There has not been any recent change or changing conditions physically to the area that would appear to be driving this proposal. There is a desire to provide better telecommunications service in the area between K-7 and I-435 along Kaw Drive (K-32).

5. *Is the subject property suitable for the uses (proposed use) to which it is restricted by the current district classification?\**

The proposed use would be located on a small portion of the overall property. There are topographic issues that will need to be mitigated by or integrated in the overall development of the property. Therefore, a conceptual development plan showing the proposed use within the context of potential future commercial development of the property is provided. The location proposed will require topographic / land disturbance and allows for the future commercial development of the overall property. The proposed use will be visible primarily because of the height / scale of the tower and antenna facilities. The visual impact will be noticeable no matter where the proposed use is placed on the property.

6. *Is the subject property suitable for the uses that are permitted by the proposed district reclassification (special use permit)?*

Topographically, the overall property is challenging for future development due to the change of grade on and adjacent to the property. Vehicular access is also an issue for the property given current State and local access management policies. Local policies require separation distances of 150 feet from any drive access to the intersection of an arterial (K-32) and 20 feet from any access drive and the intersection of a local / residential street. It is also the policy of the city to discourage commercial traffic on residential streets. Additionally, the State will not allow access directly on to K-32 at this location. The proposed use is a low traffic generator. Traffic will be vehicular in nature and service oriented.

Additionally, the property has access to primary infrastructure and utility service facilities.

7. *Would the uses permitted by the proposed district reclassification (special use permit) and the accompanying restrictions have a detrimental affect on nearby property?\**

The greatest potential detrimental impacts are related to proximity and visibility of the proposed use, and further commercial development in the future. Placement of such proposed uses are usually associated with commercial development, industrial development, larger parcels in undeveloped areas, and travel corridors. In this case the property is located near residential properties and a state highway. So, the primary potential impacts of concern in this case include visibility from adjacent residential properties, visibility from K-32 related to the perception of the community, and proximity to residential properties. Additionally, the location of the proposed use on the property will set into motion the pattern for further development of the property.

8. *Would the proposed amendment (special use permit) correct an error in the application of these regulations as applied to the subject property?*

There are no known errors related to the application of the zoning regulations on this property.

9. *Should the length of time the subject property has remained vacant be a factor in the consideration for reclassification (the special use permit)?\**

Commercial market conditions within Edwardsville are predicated upon the further development of residential density and employment opportunities. This property will achieve greater commercial development value as traffic counts on 4<sup>th</sup> Street and on Kaw Drive (K-32) increase, more housing within the primary market trade area increases and employers within the market trade area grow. The property is in a highly visible location and active crossroads in the community which lends itself to commercial development in the future.

10. *Do adequate utilities and streets exist or will they be provided to serve the uses that would be permitted by the proposed district reclassification (special use permit)?*

The property is located at a signalized intersection with frontage along Kaw Drive (K-32). Infrastructure capable of supporting the allowable uses is available in close proximity to the property. Necessary changes / improvements to the infrastructure will be driven by the development of the property. In regard to streets and sidewalks, improvements will need to be made and will be the responsibility of the developer or funded through a special benefit district. It should be noted that both KDOT and local access restrictions apply to the property. Note additionally the comments associated with items 2 and 5 above.

11. *Is there a recommendation from a professional staff or consultant?\**

Note recommendation subject to conditions in the staff report.

12. *Would the proposed amendment (special use) be in conformance with the comprehensive plan?\**

The Edwardsville Plan describes a desire for the K-32 corridor to develop commercially in the future. Supporting that commercial development desire is the presence of medium density residential development in the future along the corridor also. This particular property is shown as a commercial property in the future land use map. Within the text of the plan is the following: *Commercial developments will continue to be located along major thoroughfares to capitalize on the high levels of traffic and visibility. This includes K-32 and South 4<sup>th</sup> Street for more localized traffic, as well as high-visibility intersections such as I-435 and Kansas Avenue, I 435 and Woodend Road, and I-70 and 110<sup>th</sup> Street.*

In addition to the comprehensive plan, the recently accepted *K-32 Tri-City Multimodal Redevelopment Plan* identifies this area and parcel as a focal point for future commercial develop. As part of that plan a future mixed-use development concept was indicated for this property including actions steps for land-use, transportation and place-making. The concept contemplates government, retail, and residential use of the property with parking on the property when fully developed.

These plans recognize the critical nature of this property in regard to the overall presence and perception of the community at the intersection of 4<sup>th</sup> Street and Kaw Drive (K-32). Neither plan specifically addresses the location of the proposed use on the property.

13. *Does the relative gain to the public health, safety and welfare outweigh the hardship imposed upon the applicant by not reclassifying (issuing the special use permit on) the property?\**

It appears that there are other properties along the K-32 corridor in close proximity to the proposed site / property that could accommodate the proposed use and would be less visible to

residential properties and to traffic along K-32. These properties / sites are generally further away from local roadways and appear to be at an elevation equivalent to or higher than the subject property. Additionally, there appears to be a greater amount of vegetation and natural buffering between some of these properties and residential structures. Without knowing if these sites were previously investigated or if such sites offer an equivalent amount of service / coverage improvement as the proposed site / property it is difficult to determine if such a hardship would be incurred by the applicant. Therefore, while these other properties may better serve the public health, safety and welfare, over the current location, the potential hardship to the applicant is not known, in fact these other locations may even serve the applicant better than the proposed site / property.

It should be noted that the Planning Commission also requested that the applicant look at the potential of moving the proposed site to the north on the same property. The applicant's client has indicated that they have already invested in conducting study of this site and do not feel that requested look at a small move will change the effect on the area (among other reasons). Therefore they are not inclined to move the site from the proposed location.

#### **Recommendation**

The staff recommends that the Planning Commission recommend approval of the special use permit, for a ten year period, with the companion conceptual plan and other site / facility plan materials submitted on September 6, 2016 with the following conditions:

1. Adjust all plan documents to reflect up to date plat information per the recent replat of the property.
2. Move the proposed access drive to the tower as shown on 5<sup>th</sup> Street to the location identified as future access that is aligned with the existing drive on the east side of 5<sup>th</sup> Street on the conceptual development plan. This entry should be built as part of the proposed tower area to the west until it meets with the western edge (extended) of the paved area east of the proposed fenced area depicted on the submitted plan. The paved area adjacent to the tower fence (east side) should be extended to the entry drive to the north.
3. With revisions noted in item 2 above provide enhanced landscape screening east of the access / parking area.
4. The pad area associated with the fenced in area shall be a paved surface equivalent to the drive access and service parking area surfacing.
5. Fencing around the tower pad area to be 8 feet high and built to block the view into the area and be built in compliance with applicable fence requirements (materials, finished side facing outward, etc.). Through the fence permit process steps shall be identified to ensure durability of the fencing and maintain the long term appearance of the fence.
6. External lighting shall be placed in a manner that does not impact adjacent property or public areas.
7. Landscape materials to be kept in healthy condition and properly maintained to meet applicable requirements. All landscape screening provision / materials shall meet City regulations.
8. Signage to be limited to FFC required and warning signage in keeping with city sign regulations.
9. Public improvements (sidewalk / curb and gutter / roadway / utilities, etc.) adjacent to the proposed cell tower area are required, and are the responsibility of the property owner / applicant. The method by which such improvements will be constructed needs to be determined. As part of that determination a formal agreement that the property owner will not oppose the creation of a special benefit district and will participate in such district incorporating

the entire property at 201 North 4<sup>th</sup> Street for the provision of future public improvements adjacent to the entirety of the property will be required prior to the issuance of a building permit. Such improvements will be required prior to or as part of the development of the property.

**Attachments**

- Property Location Map
- Application Material: Concept Plan and Special Use Permit application materials



**City of Edwardsville  
Staff Analysis Report  
Planning Commission September 21, 2016  
Item 3c – PUBLIC HEARING Concept Plan / Special Use  
Permit (2016-09-PPN / 2016-10-SUP)**

---

**General Information**

**Applicant:** Lois Roberts (Owner) / SSC – Justin Anderson (Applicant)

**Location:** 201 North 4<sup>th</sup> Street

**Applications:** Preliminary Plan (2016-09-PPN) and Special Use Permit (2016-10-SUP)

**Zoning & Overlay:** C-2 Commercial Retail District

**Existing Land Use:** Vacant

**Proposed Land Use:** Commercial / Cellular Tower

**Background**

On August 10, 2015 the applicant filed a concept plan and a special use permit application related to approximately 2.045 acres of land located on the northeast corner of 4<sup>th</sup> Street and Kaw Drive. This property was recently re-platted as a single lot bounded by 4<sup>th</sup> Street, High Drive, 5<sup>th</sup> Street and Kaw Drive (K-32). The property is located in the C-2 Commercial Retail Zoning District.

Currently the site is vacant and zoned for commercial use. The proposed use (cellular tower) is described in the attached cover letter provided by the applicant. This proposed use and any future use of the property is subject to further review and approval for zoning and development compliance per the C-2 district and the site / architectural plan review process. The applicant was required to submit a conceptual plan for the entire property at this time to show how the proposed use could fit in a future build out scenario for the property.

City staff reviewed the submitted concept plan and special use permit application materials and provided comments to the applicant on August 30, 2016. On September 6, 2016 the applicant submitted revised plans and responses in response to the review comments. These revised plans are provided as part of the agenda item packet.

**Analysis**

City Staff reviewed the application materials per the requirements related to the special use permits (Section 14.06.03.006 I); telecommunication towers (Section 14.06.06.005); and the C-2 zoning district requirements outlined in the City of Edwardsville zoning regulations. As noted above the applicant was required to submit a conceptual preliminary plan for the entire property which was also reviewed. Comments resulting from this review were forwarded to the applicant, and revised plans were submitted on September 6, 2016 to the City for consideration by the Planning Commission.

Additionally, it is important to note that recently passed state legislation related to telecommunications facilities is scheduled to take effect on October 1, 2016. As part of the review process staff took into consideration this new legislation and potential impacts in regard to the application of current local regulations. Additionally, the applicant utilized the concepts presented in the draft *K-32 Tri-City Multimodal Redevelopment Plan* to inform the concept plan for the entire property.

For staff, the primary guiding review considerations related to the proposed tower included:

- Maximizing the separation distance between the proposed tower and residential property.
- Minimizing the potential visual impact of the proposed tower.
- Integration of the proposed tower into a build out development concept for the entire property.

Additionally, the review took into consideration the existing topographic context and the importance of the 4<sup>th</sup> Street and Kaw Drive intersection in regard to connectivity (north / south, as well as east / west movement of people), and the future commercial development and image desires for Kaw Drive as stated by the comprehensive plan and the draft *K-32 Tri-City Multimodal Redevelopment Plan*.

### **Recommendation**

As currently proposed the staff recommends that the Planning Commission recommend approval of the special use permit with the companion conceptual plan and other site / facility plan materials submitted on September 6, 2016 with the following conditions:

1. Adjust all plan documents to reflect up to date plat information per the recent replat of the property.
2. Move the proposed access drive to the tower as shown on 5<sup>th</sup> Street to the location identified as future access that is aligned with the existing drive on the east side of 5<sup>th</sup> Street on the conceptual development plan. This entry should be built as part of the proposed tower area to the west until it meets with the western edge (extended) of the paved area east of the proposed fenced area depicted on the submitted plan. The paved area adjacent to the tower fence (east side) should be extended to the entry drive to the north.
3. With revisions noted in item 2 above provide enhanced landscape screening east of the access / parking area.
4. The pad area associated with the fenced in area shall be a paved surface equivalent to the drive access and service parking area surfacing.
5. Fencing around the tower pad area to be 8 feet high and built to block the view into the area and be built in compliance with applicable fence requirements (materials, finished side facing outward, etc.). Through the fence permit process steps shall be identified to ensure durability of the fencing and maintain the long term appearance of the fence.
6. External lighting shall be placed in a manner that does not impact adjacent property or public areas.
7. Landscape materials to be kept in healthy condition and properly maintained to meet applicable requirements. All landscape screening provision / materials shall meet City regulations.
8. Signage to be limited to FFC required and warning signage in keeping with city sign regulations.
9. Public improvements (sidewalk / curb and gutter / roadway / utilities, etc.) adjacent to the proposed cell tower area are required, and are the responsibility of the property owner / applicant. The method by which such improvements will be constructed needs to be determined. As part of that determination a formal agreement that the property owner will not oppose the creation of a special benefit district and will participate in such district incorporating the entire property at 201 North 4<sup>th</sup> Street for the provision of future public improvements adjacent to the entirety of the property will be required prior to the issuance of a building permit.

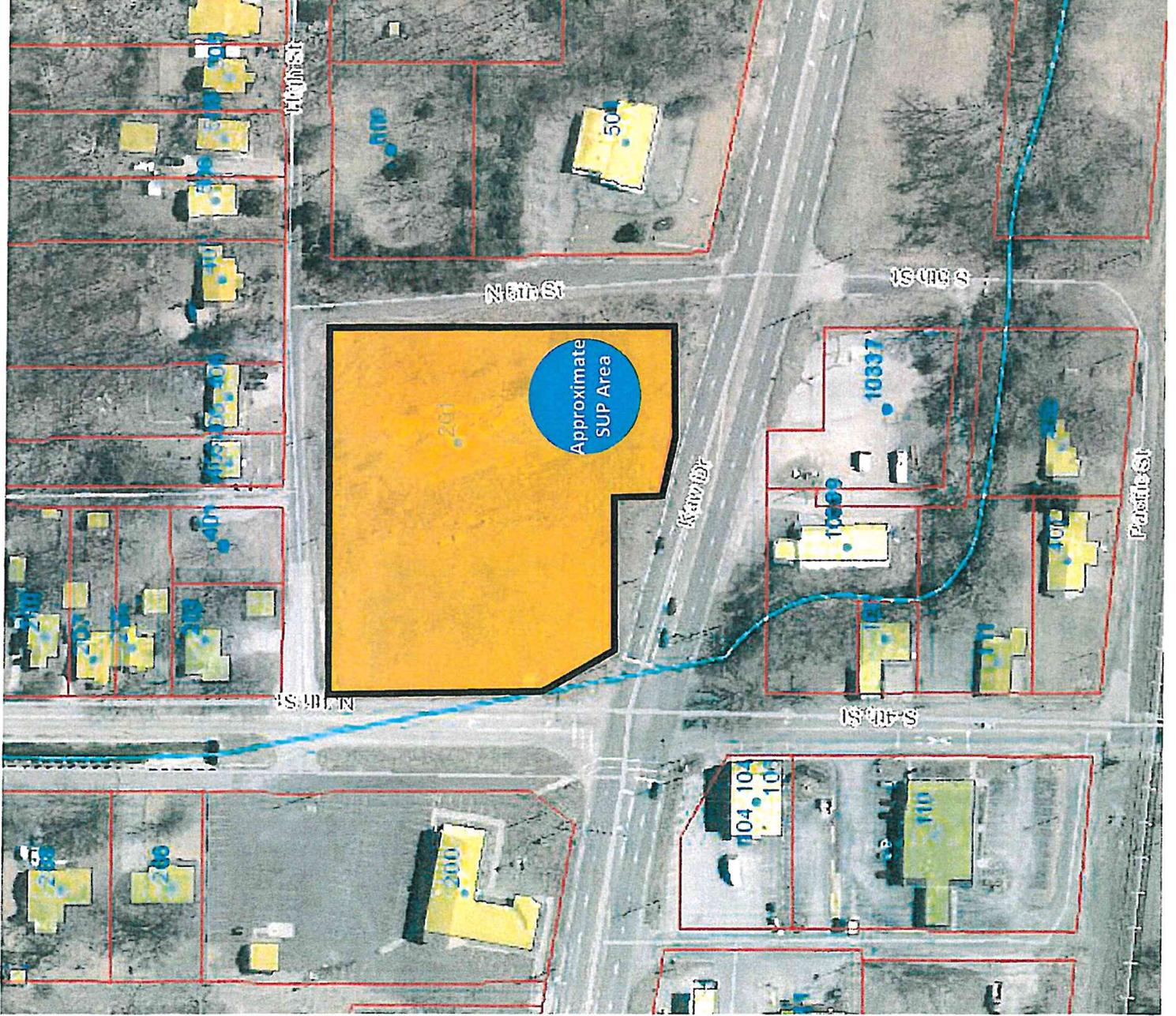
Such improvements will be required prior to or as part of the development of the property.

**Attachments**

- Property Location Map
- Application Material: Concept Plan and Special Use Permit application materials

# General Location Map 201 North 4<sup>th</sup> Street Special Use Permit and Development Plan

Case # 2016-09-PPN and  
2016-10-SUP  
September 21, 2016





## DEVELOPMENT PLAN APPLICATION

CITY OF EDWARDSVILLE  
690 South 4<sup>th</sup> Street, PO Box 13738  
Edwardsville, KS 66113  
913-441-3707 Phone / 913-441-3805 Fax

RECEIVED  
AUG 10 2016

Date Received: \_\_\_\_\_ Case # \_\_\_\_\_

Property Location: 201 N. 4th Street

Name of Property Owner(s), Address, Phone, E-mail: Lois D. Roberts / 16547 158th St., Bonner Springs, KS 66012  
(913) 238-9818

Name of Developer(s), Address, Phone, E-mail: SSC, represented by Justin Anderson / 9900 W. 109th St., Ste 300  
Overland Park, KS 66210 / 913.438.7700 / janderson@ssc.us.com

Name of Applicant, Address, Phone, E-mail: Same as owner

### Type of Development Plan and Application Fee:

     Sketch / Concept \$100  Preliminary Plan \$150      Final Plan \$150      Revised / Amended Plan \$150

Gross Acreage of Property: 1.69 Existing Zoning: EC2 - Commercial

Proposed Use of Property: Mixed use; commercial, office, retail, wireless facility

### Checklist of Attachments submitted with application:

- Legal Description of property (hardcopy and electronic copy in Word Format)  
 List of Consultants / Contractors with contact information  
 Plan Drawing(s) / Study(ies) (3 full size copies; 1 half-size copy; electronic copy - PDF file: incorporating all contents required - Cover Sheet; Site Plan - Dimension Plan, Grading Plan, Storm water / Erosion Control Plan, Utility Plan, Landscape Plan, Storm water Report; Traffic / Transportation Study; Architectural Plans -Building Elevations, Building Floor Plan, Site Lighting Plan, Master Sign Plan, etc.)  
     Material / Color samples  
     Additional information (as required / requested) \_\_\_\_\_

The Applicant and Owner herein agrees to comply with the regulations for the City of Edwardsville, Kansas as amended and all other pertinent ordinances or resolutions of the City and Statutes of the State of Kansas. It is agreed that all City fees and third party review expenses shall be assumed and paid by the owner. The undersigned further states that he/she is the Owner of the property proposed for the Development Plan.

Owner's Signature: Lois D. Roberts Date: 8-6-16

Applicant's Signature: Justin B Anderson Date: 8/5/16



## LAND USE / ZONING APPLICATION

CITY OF EDWARDSVILLE  
690 South 4<sup>th</sup> Street, PO Box 13735  
Edwardsville, KS 66113  
913-441-3707 Phone / 913-441-3805 Fax

RECEIVED  
AUG 10 2016

Date Received: \_\_\_\_\_ Case # \_\_\_\_\_

Property Address: TBD N. 5th St for proposed wireless facility; 201 N. 4th Street for whole parcel

Existing Zoning: Commercial Proposed Zoning: Commercial

Proposed Property Use: Wireless communications

Name of Property Owner(s): Lois D. Roberts

Address: 16547 158th Street, Bonner Springs, KS 66012

Phone: 913.238.9818 E-mail: N/A

Name of Applicant: Verizon Wireless - represented by SSC, Justin Anderson

Address: 9900 W. 109th Street, Suite 300, Overland Park, KS 66212

Phone: 913.438.7700 E-mail: janderson@ssc.us.com

Type of Application:  
Zoning (\$150)  Special Use Permit (\$150) Variance (\$100)

**Checklist of Attachments submitted with application (digital and hardcopy):**

- Legal Description of property
- Sketch of the property (dimensions of the property and the area of the property)
- Certified mailing list of property owners located within 200 feet of the property
- Application Fee
- Written statement describing the reason(s) for the land use / zoning request
- Additional information (as provided / required / requested) \_\_\_\_\_

The Applicant and Owner herein agrees to comply with the regulations for the City of Edwardsville, Kansas as amended and all other pertinent ordinances or resolutions of the City and Statutes of the State of Kansas. It is agreed that all City fees and third party review expenses shall be assumed and paid by the owner. The undersigned further states that he/she is the Owner of the property identified above.

Owner's Signature: Lois D. Roberts Date: 8-6-16

Applicant's Signature: Justin B Anderson Date: 8/5/16



August 10, 2016

**VIA HAND DELIVERY**

City of Edwardsville  
690 S. 4<sup>th</sup> Street  
Edwardsville, KS 66113  
Attn: Dave Knopick

RE: Verizon Wireless (KCYC Edwardsville) application for approval of a Special Use Permit for construction of a wireless communications facility to be located at TBD N. 5<sup>th</sup> Street – property owned by Lois Roberts.

Dear City Staff:

Verizon Wireless is applying for a Special Use Permit for the installation of a 120' (130' w/ lightning rod) monopole wireless communications facility located on N. 5<sup>th</sup> Street, just north of K-32 / Kaw Drive.

**SITE DESIGN**

The proposed Verizon Wireless facility will be enclosed in a 50' x 50' wooden fenced area. The design submitted with this application will elaborate on the equipment that will be contained within the fenced area. Verizon Wireless will use outdoor equipment for their radio equipment (8' x 8' platform). The proposed fenced area will also enclose the tower and future wireless carriers for collocation (no less than 2 additional). The applicant is proposing landscaping on the west and south sides of the project – most likely to be visible by public. Although we reference specific species of trees / shrubs to be provided for landscaping, we will plant alternatives if requested.

There will be no lighting required for this tower unless required by the Federal Aviation Administration. There will be no signs at this site except for safety and identification as required by the Federal Communications Commission. These are not lighted and are affixed to the front / gate area of the site.

Parking will be provided within the access easement of the agreement and will be paved as required by City Code.

Access will be gained from a proposed 12' wide access drive which is approximately 35' west of N. 5<sup>th</sup> Street. Underground utilities will be provided along the proposed utility easement which is also extended west to the site from N. 5<sup>th</sup> St. in the designated 20' wide access / utility easement. The proposed easements are non-exclusive to any permanent design and can become part of a future development.

The structural design of a monopole is graded by a Rev G Class II standard.

#### **PRELIMINARY DEVELOPMENT PLAN**

We have provided a hypothetical Preliminary Development Plan although the current owner has no designated use for the property. After discussions with the City staff and owner, the plan will allow walk-up store or office frontage along K-32, as portrayed in the K-32 Development Plan. We have designed building space with approximately 21,000 square feet of commercial / office / retail with the necessary parking matrix. Parking has been designed to the "rear" of the lot with access from 4<sup>th</sup> and 5<sup>th</sup> Streets. A large berm and landscaping are being proposed along High Street and landscaping along 5<sup>th</sup> Street. It's our opinion that additional building square footage and parking are viable for future development, however at this time the property owner nor applicant have insight to what that design may encompass. Our presented design is modeled to reflect the K-32 Development Plan.

#### **ADDITIONAL MATTERS**

This site is required to maintain Verizon Wireless's network coverage and capacity stability. Verizon Wireless customers rely on capacity sites as part of Verizon Wireless's network and rapidly growing data services. This area currently has diminished capacity therefore this proposed site's will have the ability to help offload data traffic and capacity from surrounding sites. By helping to offload existing capacity of the neighboring sites, this tower will help existing sites more efficient and effective.

Please direct any further questions or requirements to Justin Anderson.

Sincerely,

Justin Anderson

Attachments



From: Hank Madden – RF Engineer, Verizon Wireless

July 8, 2016

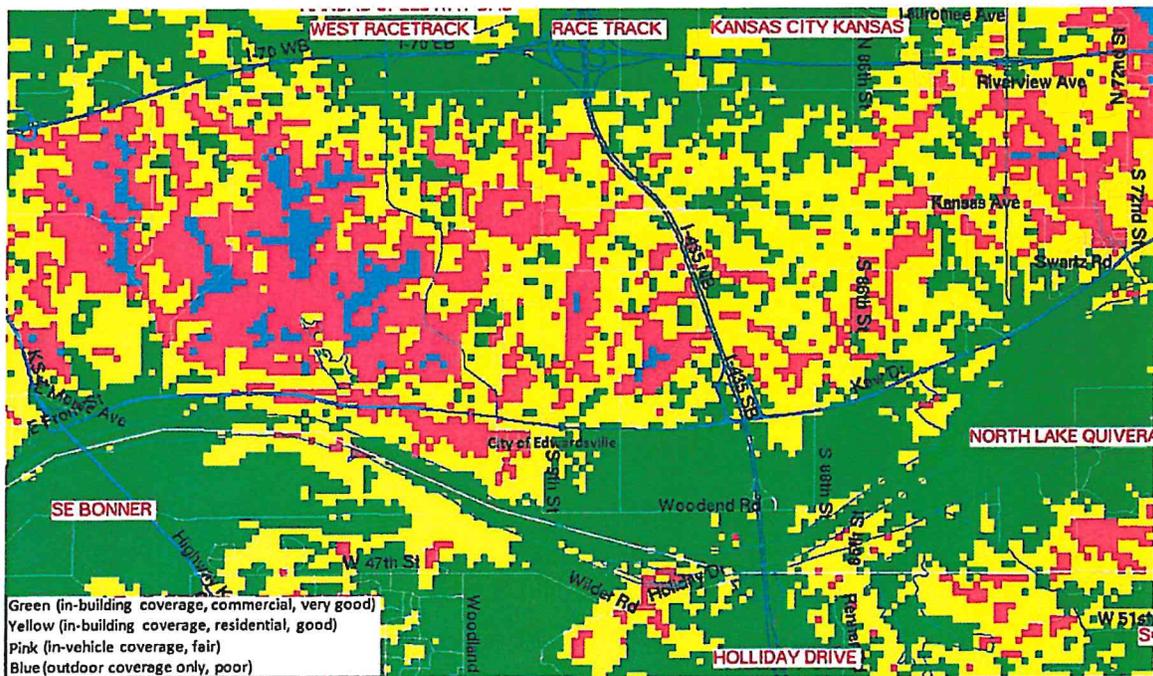
To: The City Representatives

RE: Proposed Edwardsville cell site

Dear City Representatives,

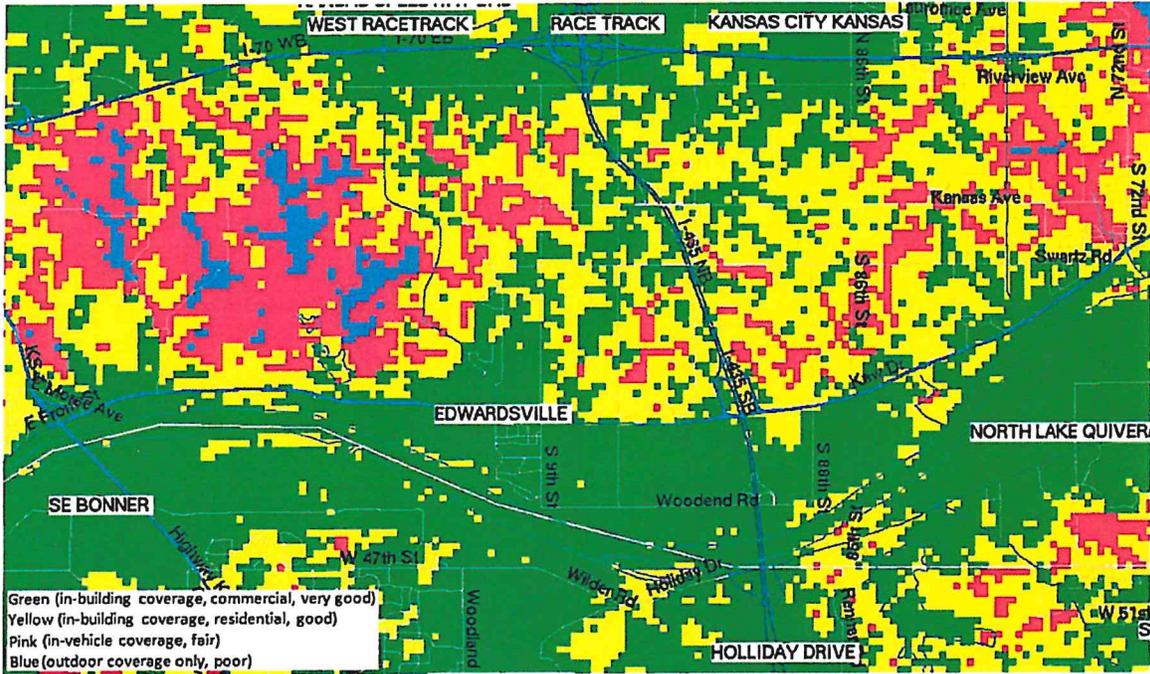
Verizon Wireless is proud to serve the greater Kansas City, KS area including the community of Edwardsville and we are always diligent to maintain excellent service and improvements. At this time, Verizon Wireless is trying to enhance the area of southwest portions of Wyandotte County, KS where coverage service reliability and performance must be improved. The area that needs improvement at this time in both coverage and performance is the area of the city of Edwardsville located just west of I435. The fast growing 4G (LTE) data usage has required Verizon Wireless to plan for a new cell site in this area as shown below, Map 1.

Map 1 – Existing Coverage



Below is Map 2 showing coverage improvement with the proposed new cell site, Edwardsville.

Map 2 – Coverage with the new cell site, Edwardsville



As 4G (LTE) data usage continues to increase dramatically as wireless customers utilize their wireless devices for more day to day task and recreation, the demand also increases to meet these needs by creating new opportunities to develop methods of improving coverage, capacity, and data throughput. The most challenging is capacity and data throughput. Verizon Wireless is meeting the expectations of our customers by designing this proposed cell site in the Edwardsville area.

This coverage improvement will afford Verizon Wireless customers the best possible data performance at the location identified. Verizon Wireless continues to strive to provide the best possible wireless experience for its customers while still recognizing the needs and desires of the surrounding community and being a good neighbor.

PLANS PREPARED FOR:

**verizon v**

PLANS PREPARED BY:

590 West 10th Street, Suite 200  
 Overland Park, Kansas 66210  
 Phone: 913-487-4300  
 Fax: 913-487-7777

**SSC**

ENGINEERING LICENSE:

STATE OF KANSAS  
 PROFESSIONAL ENGINEER IN MECHANICAL ENGINEERING  
 NO. 10000  
 EXPIRES 12/31/2010

DRAWING NOTICE:

THIS DRAWING HAS NOT BEEN FORWARDED TO THE CITY OF EDWARDSVILLE, KANSAS FOR REVIEW AND APPROVAL. THE CITY ENGINEER'S REVIEW IS NOT GUARANTEED. THE CITY ENGINEER'S REVIEW IS LIMITED TO THE TECHNICAL ASPECTS OF THE DRAWING AND DOES NOT CONSTITUTE A GUARANTEE OF THE ACCURACY OF THE INFORMATION PROVIDED. THE CITY ENGINEER'S REVIEW IS LIMITED TO THE TECHNICAL ASPECTS OF THE DRAWING AND DOES NOT CONSTITUTE A GUARANTEE OF THE ACCURACY OF THE INFORMATION PROVIDED.

REVISION	DESCRIPTION	DATE	BY	REV
1	ISSUED FOR REVIEW	09/01/10	USA	A
2	ISSUED FOR REVIEW	09/01/10	USA	B

DATE: 09/01/10

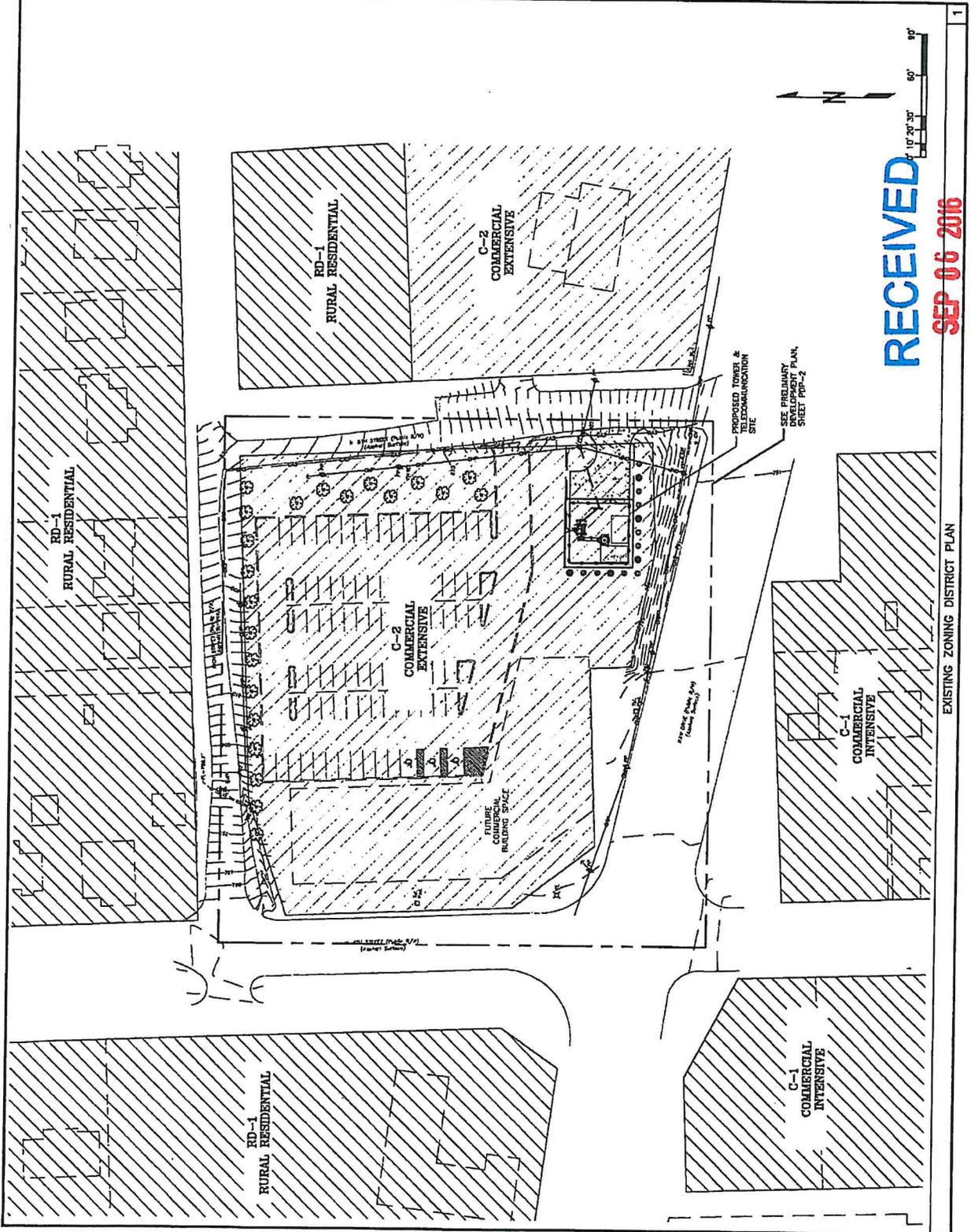
PROJECT NAME: KCYC EDWARDSVILLE

PROJECT NUMBER: 300431

SITE ADDRESS: 201 NORTH 4TH STREET EDWARDSVILLE, KANSAS 66111

SHEET DESCRIPTION: EXISTING ZONING DISTRICT PLAN

SHEET NUMBER: PDP-1



**RECEIVED**  
 SEP 06 2010

EXISTING ZONING DISTRICT PLAN































PLANS PREPARED FOR



PLANS PREPARED BY



9601 West 102nd Street, Suite 300  
Overland Park, Kansas 66210  
Phone: 913-438-7700  
Fax: 913-438-7777

PROFESSIONAL LICENSE

STATE OF KANSAS

REGISTERED PROFESSIONAL ENGINEER

NO. 1020

EXPIRES 12/31/2016

BOB ROBERT L. BROWN

1220 WEST 102ND STREET  
OVERLAND PARK, KANSAS 66210

DRAWING NOTICE

THIS DRAWING HAS NOT BEEN PUBLISHED AND IS THE SOLE PROPERTY OF THE ENGINEER. IT IS TO BE USED ONLY FOR THE PROJECT AND SITE SPECIFICALLY IDENTIFIED HEREON. ANY REUSE OR MODIFICATION OF THIS DRAWING WITHOUT THE WRITTEN CONSENT OF THE ENGINEER IS STRICTLY PROHIBITED. THE ENGINEER ASSUMES NO LIABILITY FOR ANY DAMAGE OR INJURY TO PERSONS OR PROPERTY CAUSED BY THE USE OF THIS DRAWING FOR ANY OTHER PROJECT OR SITE.

#	REVISIONS	DATE	BY	REV
1	ISSUED FOR REVIEW	02/01/11	RF	A
2	ISSUED FOR REVIEW	02/01/11	RF	B
3	ISSUED FOR REVIEW	02/01/11	RF	C
4	ISSUED FOR REVIEW	02/01/11	RF	D
5	ISSUED FOR REVIEW	02/01/11	RF	E

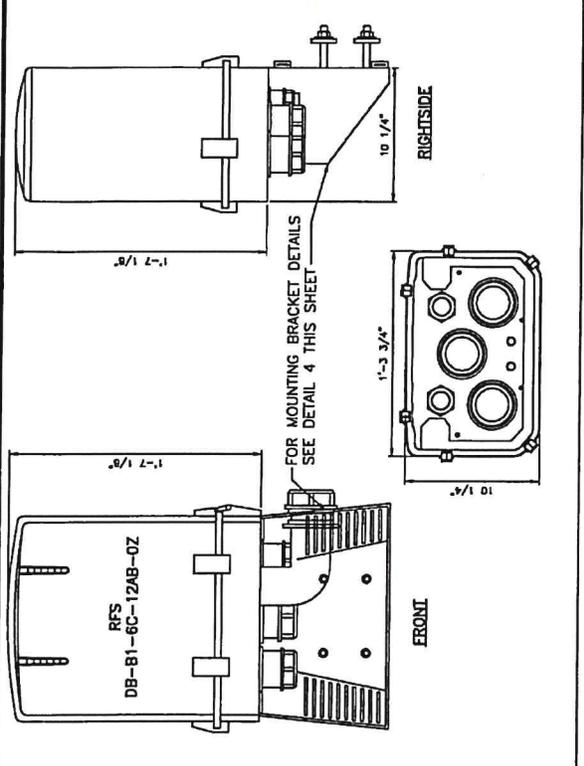
SITE NAME  
**KCYC  
EDWARDSVILLE**

SITE NUMBER  
**300431**

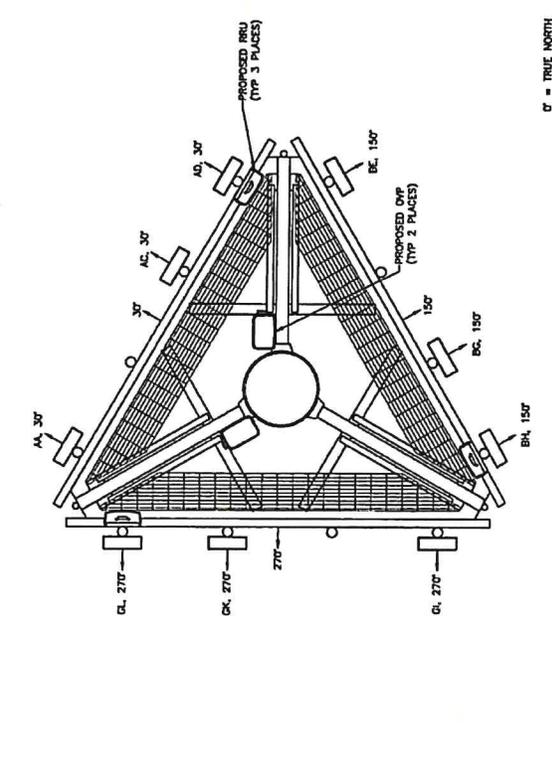
SITE ADDRESS  
**NORTH FIFTH STREET  
EDWARDSVILLE, KANSAS  
66111**

SHEET DESCRIPTION  
**DETAILS (1 OF 3)**

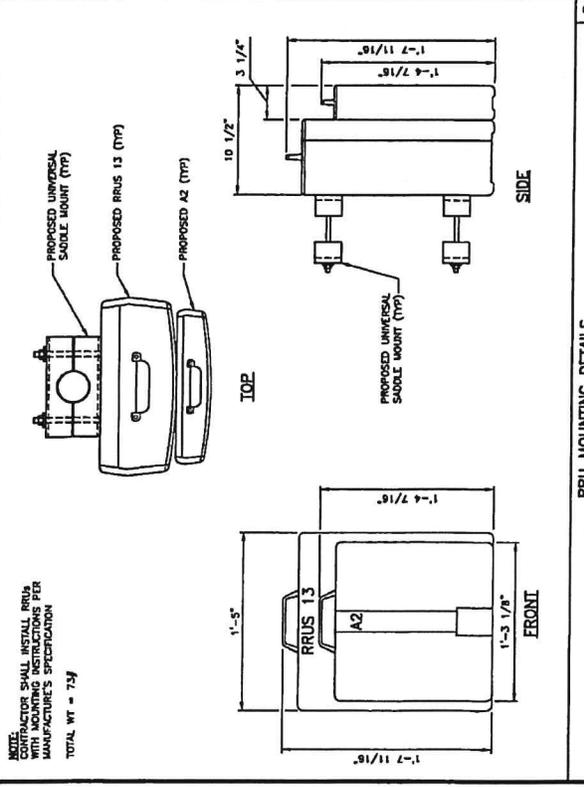
SHEET NUMBER  
**ANTI-3**



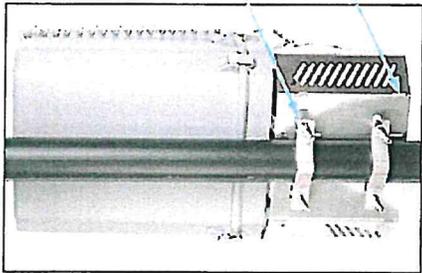
1 OVP MOUNTING



2 PROPOSED OVP AND/OR RRU LAYOUT  
OR = TRUE NORTH



3 RRU MOUNTING DETAILS



**Procedure Mounting Procedures**

4.1 A mounting base is delivered with the unit. The base allows either wall/ladder or pole mounted installation. See picture to identify the holes for each installation method.

4.2 **Option 1: Pole Mount**  
Using Pre-installed Existing Hardware, mount Bracket to 2" to 4" diameter pole.

4.3 **Option 2: Unistrut**  
Using hardware from mounting bracket, mount to Unistrut (not supplied).

4.4 **Option 3: Monopole**  
Remove supplied Nut and Bolt Pole Hardware from Bracket. Use 1" stainless steel bands (not supplied) through slots on bracket to mount to Monopole.

4 OVP MOUNT

SEP 06 2016

RECEIVED

PLANS PREPARED FOR



PLANS PREPARED BY  
**SSC**  
 5900 West 109th Street, Suite 300  
 Overland Park, Kansas 66210  
 Phone: 913-688-7700  
 Fax: 913-688-7777

ENGINEERING LICENSE  
 STATE OF KANSAS  
 PE CERTIFICATE OF AUTHORIZATION # 1013  
 EXPIRES 12/31/2016  
 ISSUED 12/31/2014  
 BY JOHN W. HARRIS, P.E.  
 1013  
 JOHN W. HARRIS, P.E.  
 1013  
 JOHN W. HARRIS, P.E.  
 1013

DRAWING NOTICE  
 THESE PLANS ARE THE PROPERTY OF SSC AND ARE TO BE USED ONLY FOR THE PROJECT AND SITE SPECIFICALLY IDENTIFIED HEREON. ANY REUSE OR MODIFICATION OF THESE PLANS WITHOUT THE WRITTEN CONSENT OF SSC IS STRICTLY PROHIBITED. THE USER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES. SSC SHALL NOT BE RESPONSIBLE FOR ANY DAMAGES THAT MAY BE INCURRED BY THE USER AS A RESULT OF THE USE OF THESE PLANS. THE USER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES.

REVISIONS	DESCRIPTION	DATE	BY	CHK
0001	ISSUED FOR PERMIT	08/27/16	JWH	A
0002	FOR LOCAL ORDINANCES	08/27/16	JWH	B
0003	FOR LOCAL ORDINANCES	08/27/16	JWH	C
0004	ISSUED FOR REVIEW	08/27/16	JWH	D
0005	ISSUED FOR REVIEW	08/27/16	JWH	E

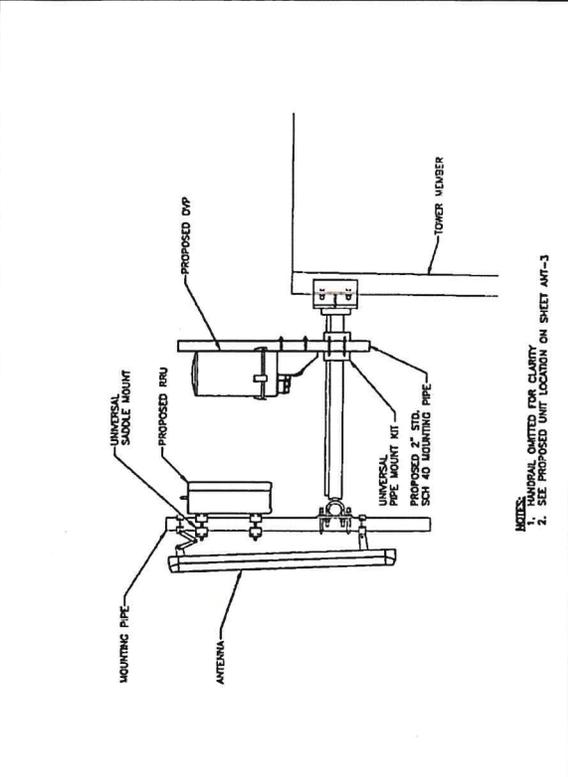
SITE NAME  
**KCYC  
 EDWARDSVILLE**

SITE NUMBER  
**300431**

SITE ADDRESS  
**NORTH FIFTH STREET  
 EDWARDSVILLE, KANSAS  
 66111**

SHEET DESCRIPTION  
**DETAILS (2 OF 3)**

SHEET NUMBER  
**ANT-4**



NOTES:  
 1. UNIVERSAL MOUNTS FOR CLARITY  
 2. SEE PROPOSED UNIT LOCATION ON SHEET ANT-3

1 OVP AND/OR RRU MOUNTING

2

3

4

DETAIL NOT USED

RECEIVED  
 SEP 06 2016

DETAIL NOT USED







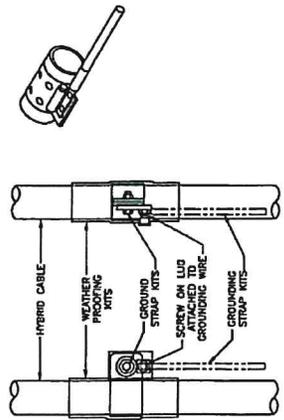








- NOTES:**
- DO NOT INSTALL CABLE GROUND KIT AT A BEND AND ALWAYS DIRECT GROUND WIRE DOWN TO GROUND BNC.
  - THIS DETAIL IS TYPICAL FOR EACH CABLE WHERE IT IS SPECIFIED TO BE GROUND.
  - CABLE TO BE GROUND AT ANTENNA LEVEL AND PRIOR TO ENTERING EQUIPMENT CABINET.
  - CABLE ALSO TO BE GROUND TO GROUND BAR AT TOWER BASE IF APPLICABLE.
  - USE ONLY TIN PLATED GROUNDING LUGS.



COAX / HYBRID GROUND KIT DETAIL

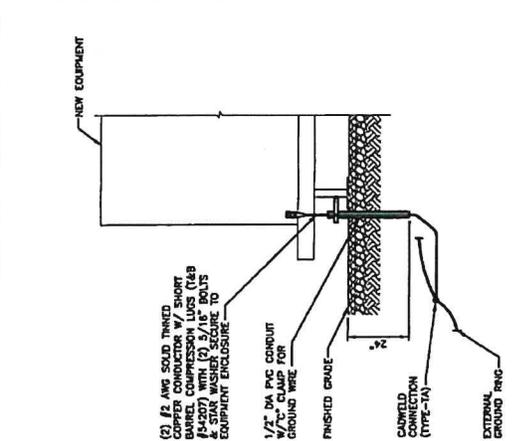
SLIP JOINT KIT MET. CAT. / CARLON REFER TO CHART

**Carlton Expansion Fittings**

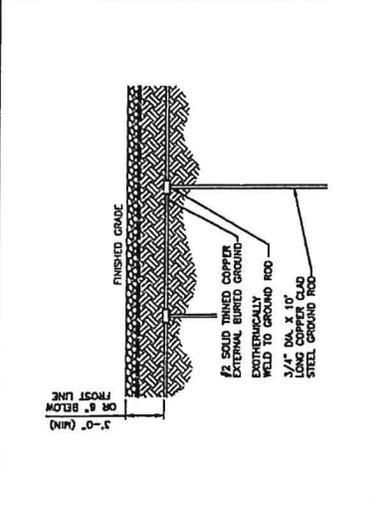
Quantity	Part No.	Part Name	Size	Part No.	Part Name	Size	Part No.	Part Name
1	19002	1/2" DIA. PVC CONDUIT	1/2"	19002	1/2" DIA. PVC CONDUIT	1/2"	19002	1/2" DIA. PVC CONDUIT
1	19003	1/2" DIA. PVC CONDUIT	1/2"	19003	1/2" DIA. PVC CONDUIT	1/2"	19003	1/2" DIA. PVC CONDUIT
1	19004	1/2" DIA. PVC CONDUIT	1/2"	19004	1/2" DIA. PVC CONDUIT	1/2"	19004	1/2" DIA. PVC CONDUIT
1	19005	1/2" DIA. PVC CONDUIT	1/2"	19005	1/2" DIA. PVC CONDUIT	1/2"	19005	1/2" DIA. PVC CONDUIT
1	19006	1/2" DIA. PVC CONDUIT	1/2"	19006	1/2" DIA. PVC CONDUIT	1/2"	19006	1/2" DIA. PVC CONDUIT
1	19007	1/2" DIA. PVC CONDUIT	1/2"	19007	1/2" DIA. PVC CONDUIT	1/2"	19007	1/2" DIA. PVC CONDUIT
1	19008	1/2" DIA. PVC CONDUIT	1/2"	19008	1/2" DIA. PVC CONDUIT	1/2"	19008	1/2" DIA. PVC CONDUIT
1	19009	1/2" DIA. PVC CONDUIT	1/2"	19009	1/2" DIA. PVC CONDUIT	1/2"	19009	1/2" DIA. PVC CONDUIT
1	19010	1/2" DIA. PVC CONDUIT	1/2"	19010	1/2" DIA. PVC CONDUIT	1/2"	19010	1/2" DIA. PVC CONDUIT
1	19011	1/2" DIA. PVC CONDUIT	1/2"	19011	1/2" DIA. PVC CONDUIT	1/2"	19011	1/2" DIA. PVC CONDUIT
1	19012	1/2" DIA. PVC CONDUIT	1/2"	19012	1/2" DIA. PVC CONDUIT	1/2"	19012	1/2" DIA. PVC CONDUIT
1	19013	1/2" DIA. PVC CONDUIT	1/2"	19013	1/2" DIA. PVC CONDUIT	1/2"	19013	1/2" DIA. PVC CONDUIT
1	19014	1/2" DIA. PVC CONDUIT	1/2"	19014	1/2" DIA. PVC CONDUIT	1/2"	19014	1/2" DIA. PVC CONDUIT
1	19015	1/2" DIA. PVC CONDUIT	1/2"	19015	1/2" DIA. PVC CONDUIT	1/2"	19015	1/2" DIA. PVC CONDUIT
1	19016	1/2" DIA. PVC CONDUIT	1/2"	19016	1/2" DIA. PVC CONDUIT	1/2"	19016	1/2" DIA. PVC CONDUIT
1	19017	1/2" DIA. PVC CONDUIT	1/2"	19017	1/2" DIA. PVC CONDUIT	1/2"	19017	1/2" DIA. PVC CONDUIT
1	19018	1/2" DIA. PVC CONDUIT	1/2"	19018	1/2" DIA. PVC CONDUIT	1/2"	19018	1/2" DIA. PVC CONDUIT
1	19019	1/2" DIA. PVC CONDUIT	1/2"	19019	1/2" DIA. PVC CONDUIT	1/2"	19019	1/2" DIA. PVC CONDUIT
1	19020	1/2" DIA. PVC CONDUIT	1/2"	19020	1/2" DIA. PVC CONDUIT	1/2"	19020	1/2" DIA. PVC CONDUIT

SLIP JOINT KIT MET. CAT. / CARLON REFER TO CHART  
CONTRACTOR SHALL INSTALL SLIP JOINTS AS RECD BY UTILITY COMPANY  
N.T.S.

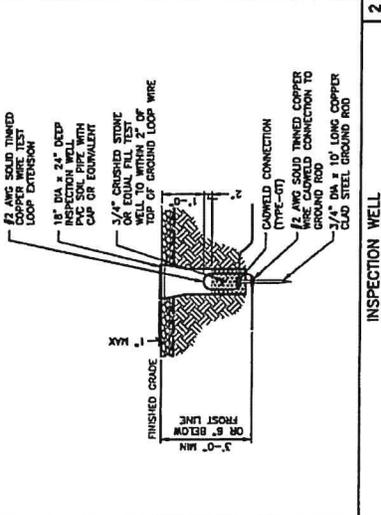
SLIP JOINT DETAIL



MECHANICAL GROUNDING DETAIL



EXTERNAL GROUND RING DETAIL



INSPECTION WELL

PLANS PREPARED BY: **verizon**

PLANS PREPARED BY: 5600 West 119th Street, Suite 300  
Overland Park, Kansas 66210  
Phone: 913-435-7700  
Fax: 913-435-1777

**SSC**

ENGINEER'S LICENSE  
STATE OF KANSAS  
NO. 111111  
DATE: 10/15/11

DESIGNED BY: [Signature]  
CHECKED BY: [Signature]

FOR SUBMITTAL: DATE: [ ] BY: [ ]  
DATE: [ ] BY: [ ]

PROJECT NAME: **KCYC EDWARDSVILLE**

SITE NUMBER: **300431**

SITE ADDRESS: **NORTH FIFTH STREET EDWARDSVILLE, KANSAS 66111**

SHEET DESCRIPTION: **ELECTRICAL - DETAILS (1 OF 2)**

SHEET NUMBER: **E-7**

**RECEIVED**  
**SEP 06 2016**











COMMUNICATIONS/ANTENNA'S - SECTION 27.00.00

GENERAL:

1.1. WORK INCLUDED

- A. ANTENNA AND COAXIAL CABLES ARE FURNISHED BY OWNER UNDER SEPARATE CONTRACT. CONTRACTOR SHALL ASSIST ANTENNA INSTALLATION CONTRACTOR IN TERMS OF COORDINATION AND ACCESS TO THE SITE AND SHALL BE RESPONSIBLE FOR THE PROTECTION OF PERSONNEL AND PROPERTY FROM HAZARDOUS EXPOSURE TO OVERHEAD DANGER.
- B. INSTALL ANTENNAS AS INDICATED ON DRAWINGS AND OWNER SPECIFICATIONS.
- C. INSTALL GALVANIZED STEEL ANTENNA MOUNTS AS INDICATED ON DRAWINGS.
- D. INSTALL FURNISHED GALVANIZED STEEL WAVEGUIDE LADDER AS INDICATED ON DRAWINGS.
- E. THE CONTRACTOR SHALL PROVIDE FREQUENCY DOMAIN REFLECTOMETRY (FDR) TEST RESULTS TO THE CONSTRUCTION MANAGER AND OWNER WITHIN ONE WEEK OF COMPLETION.
- F. INSTALL COAXIAL CABLES AND TERMINATIONS BETWEEN ANTENNAS AND EQUIPMENT PER MANUFACTURER'S RECOMMENDATIONS. WEATHERPROOF ALL CONNECTIONS BETWEEN THE ANTENNA AND EQUIPMENT PER MANUFACTURER'S REQUIREMENTS. TERMINATE ALL COAXIAL CABLES WITHIN THREE (3) FEET IN EXCESS OF ENTRY POINT LOCATION UNLESS OTHERWISE STATED.
- G. ANTENNA AND COAXIAL CABLE GROUNDING:
  - 1. ALL COAXIAL CABLE GROUNDING CONNECTIONS ARE TO BE WEATHER SEALED WITH ANDREW CONNECTOR/SPICE WEATHERPROOFING KITS OR EQUIVALENT.
  - 2. ALL COAXIAL CABLE GROUNDING KITS ARE TO BE INSTALLED ON STRAIGHT RUNS OF COAXIAL CABLE (NOT WITHIN BENDS)

1.2. RELATED WORK

- A. FURNISH THE FOLLOWING WORK AS SPECIFIED UNDER CONSTRUCTION DOCUMENTS, BUT COORDINATE WITH OTHER TRADES PRIOR TO BID:
  - 1. FLASHING OF OPENING INTO OUTSIDE WALLS.
  - 2. SEAL AND CAULK ALL OPENINGS.
  - 3. PAINTING.
  - 4. CUTTING AND PATCHING.

1.1. REQUIREMENTS OF REGULATORY AGENCIES

- A. FURNISH US LISTED EQUIPMENT WHERE SUCH LABEL IS AVAILABLE, INSTALL IN CONFORMANCE WITH UL STANDARDS WHERE APPLICABLE.
- B. INSTALL ANTENNA, ANTENNA CABLES AND GROUNDING SYSTEM IN ACCORDANCE WITH DRAWINGS AND SPECIFICATIONS AND FEDERAL, STATE AND LOCAL BUILDING CODES, RECOMMENDATIONS OF STATE AND LOCAL BUILDING CODES, AND ANY SPECIAL CODES OR ORDINANCES THAT APPLY TO THE PROJECT OVER SPECIFIC PORTIONS OF WORK. THIS INCLUDES BUT IS NOT LIMITED TO THE FOLLOWING:
  - 1. TIA - TELECOMMUNICATIONS INDUSTRY ASSOCIATION -222 STRUCTURAL STANDARDS FOR STEEL ANTENNA TOWERS AND ANTENNA SUPPORTING STRUCTURES.
  - 2. FAA - FEDERAL AVIATION ADMINISTRATION ADVISORY CIRCULAR AC 70/7480-1K, CONSTRUCTION MARKING AND LIGHTING.
  - 3. FCC - FEDERAL COMMUNICATIONS COMMISSION RULES AND REGULATIONS CONCERNING LIGHTING AND LIGHTING SPECIFICATIONS FOR ANTENNA STRUCTURES AND HIGH INTENSITY OBSTRUCTION LIGHTING SPECIFICATIONS FOR ANTENNA STRUCTURES.
  - 4. NESC - AMERICAN INSTITUTE OF STEEL CONSTRUCTION SPECIFICATION FOR STRUCTURAL LIGHTS USING ASTM A325 OR A490 BOLTS.
  - 5. NEC - NATIONAL ELECTRICAL CODE FOR TOWER LIGHTING KITS.
  - 6. UL - UNDERWRITERS LABORATORIES APPROVED ELECTRICAL PRODUCTS.
  - 7. IN ALL CASES, THE FAA RULES AND THE NEC RULES ARE APPLICABLE AND IN THE EVENT OF CONFLICT, SUPERSEDE ANY OTHER STANDARDS OR SPECIFICATIONS.
  - 8. LIFE SAFETY CODE NFPA, LATEST EDITION.

SITE CLEARING / EROSION CONTROL - SECTION 31.00.00

PART 1 GENERAL

1.1. SUMMARY

- A. PROVIDE SITE-CLEARING AS REQUIRED TO COMPLETE WORK AS SHOWN ON CONTRACT DOCUMENTS INCLUDING CLEARING, GRUBBING, STRIPPING, EROSION AND SLOPE CONTROL, AND PROTECTION OF LANDSCAPE MATERIALS DESIGNATED TO BE PROTECTED DURING CONSTRUCTION.

1.2. QUALITY ASSURANCE

- A. COMPLY WITH GOVERNING CODES AND REGULATIONS.
- B. SITE PROTECTION: PROVIDE ALL NECESSARY JOB SITE MAINTENANCE FROM COMMENCEMENT OF WORK UNTIL COMPLETION OF THE SUBCONTRACT.
- C. ACCESS TO THE SITE AND TO EXISTING FACILITIES, STRUCTURES, TREES, AND UTILITIES: MAINTAIN ACCESS TO ALL EXISTING UTILITIES AND EXISTING FACILITIES THAT ARE NOT DESIGNATED FOR REMOVAL FROM BEING DAMAGED BY THE WORK.

PART 2 PRODUCTS

2.1. MATERIALS

- A. TREE PROTECTION, EROSION CONTROL, SLOPE CONTROL, AND DUST CONTROL MATERIALS SUITABLE FOR SITE CONDITIONS.

PART 3 EXECUTION

3.1. SITE CLEARING OPERATIONS

- A. PROTECTION OF EXISTING TREES, VEGETATION, LANDSCAPING, AND SITE IMPROVEMENTS NOT SCHEDULED FOR CLEARING WHICH MIGHT BE DAMAGED BY CONSTRUCTION ACTIVITIES.
- B. TRIMMING OF EXISTING TREES AND VEGETATION AS RECOMMENDED BY ARBORIST FOR PROTECTION DURING CONSTRUCTION ACTIVITIES.
- C. CLEARING AND GRUBBING OF STUMPS AND VEGETATION, AND REMOVAL AND DISPOSAL OF DEBRIS, RUBBISH, DESIGNATED TREES, AND SITE IMPROVEMENTS.
- D. TOPSOIL STRIPPING AND STOCKPILING.

E. TEMPORARY EROSION CONTROL, SLOPE CONTROL, AND DUST CONTROL.

- F. TEMPORARY PROTECTION OF ADJACENT PROPERTY, STRUCTURES, BENCHMARKS, AND MONUMENTS.
- G. WATERING OF TREES AND VEGETATION DURING CONSTRUCTION ACTIVITIES.
- H. REGIONAL AND LOCAL DISPOSAL OF CLEARED MATERIALS.
- I. MAINTAIN ALL EXISTING FENCING AND GATES TO MAINTAIN A SECURE SITE AT ALL TIMES.
- J. PROVIDE AND MAINTAIN ALL TEMPORARY FENCING, BARRICADES, WARNING SIGNALS, AND SIMILAR DEVICES NECESSARY TO PROTECT LIFE AND PROPERTY DURING THE ENTIRE COURSE OF CONSTRUCTION. REMOVE ALL SUCH DEVICES UPON COMPLETION OF THE WORK.

3.2. CLEARING

- A. PREVENT DAMAGE TO EXISTING IMPROVEMENTS INDICATED TO REMAIN, INCLUDING ON AND OFF SITE. PROTECT EXISTING TREES AND VEGETATION INDICATED TO REMAIN. DO NOT REMOVE OR DAMAGE EXISTING TREES OR VEGETATION UNLESS SPECIFICALLY INDICATED TO REMAIN OR THAT INTERFERE WITH ACCESS TO SITE. PROVIDE AND MAINTAIN FENCING TO PREVENT ACCESS TO EXISTING TREES OR GROUPS OF TREES TO REMAIN; OBTAIN APPROVAL BEFORE BEGINNING WORK.
- B. WATER VEGETATION AS REQUIRED TO MAINTAIN HEALTH. COVER TEMPORARILY EXPOSED SURFACES WITH APPROVED ENHANCED ASPHALT PLANT COATING.
- C. REPAIR OR REPLACE VEGETATION DESIGNATED FOR REUSE, WHICH HAS BEEN DAMAGED. REMOVE ONLY DAMAGED VEGETATION. TOPSOIL CONTAINING NO LARGE STONES, FOREIGN MATTER AND WEEDS ON SITE FOR REUSE.
- D. COMPLETELY REMOVE ALL IMPROVEMENTS, STUMPS AND DEBRIS EXCEPT FOR THOSE INDICATED TO REMAIN. REMOVE BELOW GRADE IMPROVEMENTS AT LEAST 12" BELOW FINISHED GRADE. REMOVE ALL EXISTING IMPROVEMENTS WITH NEW CONSTRUCTION. REMOVE ABANDONED MECHANICAL AND ELECTRICAL WORK AS REQUIRED.
- E. PREPARE EROSION AND SLOPE CONTROL OF STREETS, CATCH BASINS AND PIPING. CONTROL EROSION AND SLOPE WITH MULCH, WICKED WATERSHEDS AND UNSATURABLE SOIL FROM SITE AND WINDROW DIRT WITHIN THE WATERSHEDS AND UNSATURABLE SOIL FROM SITE AND DEPOSE OF IN A LEGAL MANNER.
- F. EXCEPT WHERE EXCAVATION TO GREATER DEPTH IS INDICATED, FILL DEPRESSIONS RESULTING FROM CLEARING, GRUBBING AND DEMOLITION WORK COMPLETELY WITH SUITABLE FILL AND COMPACT AS REQUIRED.

3.3. EROSION CONTROL

- A. PROVIDE EROSION AND SLOPE CONTROL AS REQUIRED TO MEET ALL LOCAL AND A STATE REQUIREMENTS. END OF SECTION

PLANS PREPARED FOR



PLANS PREPARED BY  
 9500 West 189th Street, Suite 300  
 Overland Park, Kansas 66210  
 Phone: 913-434-7700  
 Fax: 913-434-7777



STATE OF KANSAS  
 DEPARTMENT OF AGRICULTURE  
 DIVISION OF PLANT INDUSTRY  
 1601 NORTH LINCOLN AVENUE  
 TOPEKA, KANSAS 66604  
 TEL: 785-296-3300 FAX: 785-296-3300

DRAWING NOTICE  
 THIS DRAWING HAS NOT BEEN REVISIONED AND IS THE ONLY VALID DRAWING FOR CONSTRUCTION. ANY CHANGES TO THIS DRAWING MUST BE MADE BY THE ARCHITECT OR ENGINEER. ANY CHANGES MADE BY OTHER PERSONS WITHOUT THE WRITTEN AUTHORIZATION OF THE ARCHITECT OR ENGINEER WILL BE AT THEIR OWN RISK. THIS DRAWING IS THE PROPERTY OF THE ARCHITECT OR ENGINEER AND IS NOT TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE WRITTEN PERMISSION OF THE ARCHITECT OR ENGINEER.

NO.	DESCRIPTION	DATE	BY	REV.
1	ISSUED FOR PERMITS	07/26/16	AK	A
2	ISSUED FOR BIDDING	07/26/16	AK	B
3	FOR CONTRACT COMMENTS	08/24/16	AK	C
4	ISSUED FOR REVIEW	07/26/16	AK	D
5		07/26/16	AK	E

SITE NAME  
 KCYC  
 EDWARDSVILLE

SITE NUMBER  
 3000431

SITE ADDRESS  
 NORTH FIFTH STREET  
 EDWARDSVILLE, KANSAS  
 66111

P-SET DESCRIPTION  
 SPECIFICATIONS  
 (4 OF 8)

ENC #  
 SHEET NUMBER  
 SP-4

RECEIVED  
 SEP 06 2016









**verizon**<sup>v</sup>

**Verizon Wireless**

15505 Sand Canyon Ave, Bldg. D  
Irvine, CA 92618

September 9, 2016

Planning & Development  
City of Edwardsville  
690 South 4th Street  
Edwardsville, Kansas 66111

**RECEIVED**

**SEP 13 2016**

Re: 76 Supporters for Verizon Wireless Facility  
5<sup>th</sup> and Kaw Drive

Dear Commissioners:

I am the Verizon Wireless Marketing Director over the team that maintains and manages all data and information messages that are sent to Verizon Wireless customers in Kansas. In connection with the application referred to above, Verizon Wireless arranged for a text message to be sent to customers with billing addresses within the ZIP code 66111 in Edwardsville. The entire text message sent reads as follows:

Free VZW Message: Reply YES to this text to show your support for improved Verizon Wireless service in Edwardsville. Add a message to tell the City that you support a wireless facility at 5th and Kaw Drive. Include your email address for hearing updates.

The text message above was sent on September 2, 2016. As of September 6, 2016, we have received 76 affirmative text message responses indicating support for the proposed facility and two respondents opposed. Text messages received confirmed the need to provide improved Verizon Wireless service in Edwardsville. Samples of the text messages of support received from Verizon Wireless customers appear on the attached pages.

I am available to verify the above information as you may require.

Sincerely,



Jeremy McCarty

Director

Customer Relationship Management

Attachment

**RECEIVED**

**SEP 13 2016**

**Sample Text Messages of Support  
for Verizon Wireless Facility  
5<sup>th</sup> and Kaw Drive**

Edwardsville is in need of better service

Support wireless facility at 5th and Kaw Drive.

We need something because I have dropped calls all the time at my house!

Yes I support improved wireless service in Edwardsville.. a wireless facility would be a great enhancement in service.

Yes need improvement 5th & Kaw

Yes. 5th & kaw drive will be another show of excellence on Verizons part. keep up the great work

Yes. I support a Verizon wireless facility in Edwardsville, Ks.

Yes. While my husband was still alive I had to call 911 and it took awhile for it to go thru to Shawnee.

Yes. we need better coverage in that area. i lose alot of calls.

## ITEM #6

**TO: MAYOR & CITY COUNCIL**  
**FROM: MICHAEL WEBB, CITY MANAGER**  
**DATE: NOVEMBER 14, 2016**  
**SUBJECT: SNOW AND ICE REMOVAL**

### RECOMMENDATION

City Council to consider renewing the Snow & Ice Removal contract with JHF Dirtworks, LLC for the 2016-17 season.

### FINANCIAL IMPACT

The budget for snow and ice removal is \$50,000 annually and is included in the Special Highway fund.

### BACKGROUND

After a 2013 request for bid process, the City entered into a contract with JHF DirtWorks as the lowest and best bidder for snow and ice removal. Per the bid specifications, the contract may be extended annually up to a maximum of three years. The 2016-2017 season would be the third and final extension, meaning the City would have to reissue a request for bids for the 2017-2018 season

The contractor, JHF DirtWorks, has requested the contract be extended for an additional year. Staff recommends extending the contract for the 2016-17 season under the same terms and conditions as prior years.

## ITEMS #7 & 8

**TO: MAYOR & CITY COUNCIL**  
**FROM: MICHAEL WEBB, CITY MANAGER**  
**TYLER ELLSWORTH, SPECIAL COUNSEL**  
**DATE: NOVEMBER 14, 2016**  
**SUBJECT: AMENDMENT OF REDEVELOPMENT DISTRICT (TIF & CID)**

### RECOMMENDATION

City Council to consider Resolution 2016-20 and Resolution 2016-21 setting public hearings for amending the Village South at Edwardsville Redevelopment District (Tax Increment Financing District) and Community Improvement District respectively.

### FINANCIAL IMPACT

Not applicable.

### BACKGROUND

The Edwardsville City Council established a Tax Increment Finance (TIF) District by adopting Ordinance No. 965 on June 27<sup>th</sup>, 2016. Additionally, the City also created a Community Improvement District by adopting Ordinance No. 970 on October 24, 2016 and also approved a TIF Plan for Project Area 1 on October 24, 2016.

Recently, the developer acquired additional property adjacent to the approved Village South at Edwardsville Redevelopment District/CID and has requested to amend the existing districts to include an additional 10 +/- acres. The process to amend follows the same steps as creating a new district with the first step being the adoption of resolutions setting public hearings on the proposed redevelopment district and community improvement district. The resolutions assign the date, time and place of the public hearings, describes the boundaries of the redevelopment district and community improvement districts, and provides for a general description of the proposed development plan for the project area.

Resolutions 2016-20 and 2016-21 set the respective public hearings for January 9, 2017 at 7:00 p.m. at Edwardsville City Hall. The resolutions also include the proposed boundaries of each district, maps depicting the boundaries and a general description of the buildings, facilities, and improvements to be constructed or improved.

The Resolution does not authorize or amend any previously approved incentives. Any change to the incentives will be outlined in an amendment to the Development Agreement previously considered and approved by the City Council in connection with the project. No change to the incentives will be made without the approval of the City Council,

In closing, staff recommends the City Council adopt Resolutions No. 2016-20 and 2016-21 calling for public hearings on January 9, 2017 at 7:00 p.m. at Edwardsville City Hall to consider amending the Village South at Edwardsville Redevelopment and CID districts.

**RESOLUTION NO. 2016-20**

**A RESOLUTION PROVIDING FOR NOTICE TO BE GIVEN FOR A PUBLIC HEARING TO CONSIDER ADDING AREA TO A REDEVELOPMENT DISTRICT WITHIN THE CITY PURSUANT TO K.S.A. 12-1770 *ET SEQ.*, AS AMENDED (VILLAGE SOUTH AT EDWARDSVILLE REDEVELOPMENT DISTRICT).**

**WHEREAS**, pursuant to K.S.A. 12-1770 *et seq.*, as amended (the “Act”), the City of Edwardsville, Kansas (the “City”), is authorized to assist in the development and redevelopment of eligible areas within the City in order to promote, stimulate and develop the general and economic welfare of the State of Kansas and its communities;

**WHEREAS**, the City previously established a redevelopment district commonly referred to as the “Village South at Edwardsville Redevelopment District” (the “Redevelopment District”), generally located at the southeast corner of Interstate 70 and 110<sup>th</sup> Street within the City, pursuant to the Act and Ordinance No. 965 of the City;

**WHEREAS**, the City hereby finds and determines it desirable to modify the boundaries of the Redevelopment District by adding area to the Redevelopment District to further promote, stimulate and develop the general and economic welfare of the City; and

**WHEREAS**, the Act authorizes the City to add areas to the Redevelopment District subject to the same procedures for public notice and hearing as is required for the establishment of a redevelopment district;

**NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF EDWARDSVILLE, KANSAS, AS FOLLOWS:**

**Section 1.** Notice is hereby given that a public hearing to consider adding area to the Redevelopment District shall be held on January 9, 2017, at 7:00 p.m. (or as soon thereafter as is practical), Central Standard Time, at City Hall, 690 South Fourth Street, Edwardsville, Kansas.

**Section 2.** The proposed boundaries of the modified Redevelopment District are set forth in *Exhibit A* attached hereto and incorporated herein by reference. A map depicting the boundaries of the proposed modified Redevelopment District is attached hereto as *Exhibit B* and incorporated herein by reference.

**Section 3.** A description of the proposed district plan for the modified Redevelopment District which identifies all of the project areas and the general manner of all buildings, facilities and improvements in each project area that are proposed to be constructed or improved in each project area is attached hereto as *Exhibit C* and incorporated herein by reference.

**Section 4.** A description and map of the proposed modified Redevelopment District shall be available for public inspection prior to the public hearing during regular office hours in the

Office of the Assistant to the City Manager/City Clerk at City Hall, 690 South Fourth Street, Edwardsville, Kansas.

**Section 5.** At the public hearing, the Governing Body of the City will consider findings necessary in connection with the modified Redevelopment District.

**Section 6.** A copy of this Resolution shall be sent by certified mail, return receipt requested, to the Board of Commissioners of the Unified Government of Wyandotte County/Kansas City, Kansas, and the Board of Education of Unified School District No. 204 of Wyandotte County, Kansas. Copies of this Resolution also shall be mailed by certified mail, return receipt requested, to each owner and occupant of land within the proposed Redevelopment District not more than 10 days following the date of adoption of this Resolution. This Resolution, including *Exhibits A, B and C* attached hereto, shall be published once in the official City newspaper not less than one week nor more than two weeks preceding the date fixed for the public hearing.

**Section 7.** This Resolution shall be in full force and effect from and after its adoption.

**PASSED AND APPROVED** by the Governing Body for the City of Edwardsville, Kansas this 14<sup>th</sup> day of November, 2016.

---

John McTaggart, Mayor

ATTEST:

---

Zachary Daniel, Assistant to the City Manager/City Clerk

## EXHIBIT A

### Legal Description of Proposed Redevelopment District

All of Lots 1 & 2, Lustgraaf Acres, said lots being a replat of part of Tract 4 and Tract 5, the Norman Farms Subdivision and part of the Southeast Quarter of the Southwest Quarter, all in Section 11, Township 11 South, Range 23 East, City of Edwardsville, Wyandotte County, Kansas and being more particularly described as follows:

COMMENCING at the Southwest corner of said Section 11; thence North 87°31'44" East, along the South line of the said Southwest Quarter, a distance of 1330.00 feet to the Southwest corner of the Southeast Quarter of the Southwest Quarter of said Section 11, said point being the POINT OF BEGINNING; thence North 02°06'16" West, along the West line of said Quarter-Quarter, a distance of 471.80 feet to the Southeast corner of Lot 2, said Lustgraaf Acres; thence South 87°31'44" West (Measured – South 89°37'49" West, Platted) along the South line of said Lot 2, a distance of 1300.00 feet to the Westerly line of said Lot 2 and Easterly Line of 110th Street, as now exists; thence North 02°06'15" West (Measured – North 00°00'00" East, Platted), along the Easterly line of said 110th Street and Westerly line of said Lot 2, a distance of 10.71 feet; thence North 87°53'45" East (Measured – North 87°39'49" East, Platted), continuing along the Easterly line of said 110th Street and Westerly line of said Lot 2 a distance of 20.00 feet; thence North 00°17'22" East (Measured – North 02°24'03" East, Platted), continuing along the Easterly line of said 110th Street and Westerly line of said Lot 2 and said Lot 1, a distance of 746.89 feet to the Southerly line of Right of Way conveyed to the City of Kansas City, Kansas by Document No. 1197804, recorded in Book 3744 at Page 543 in the Office of the Register of Deeds, Wyandotte County; thence North 66°44'54" East, along said Southerly Right of Way, a distance of 655.90 feet to the Southerly right of way of the Kansas Turnpike, said point being on the Northwest Corner of Lot 2, Lustgraaf Acres; thence North 85°25'56" East (Measured, North 87°34'00" East, Platted) along the North line of said Lot 2 and South line of said Turnpike, a distance of 637.64 (Measured – 637.89', Platted) feet to the Northeast Corner of said Lot 2; thence North 85°25'56" East, continuing along the South line of said Turnpike, a distance of 197.31 feet (Measured – 199.01 feet, Deeded) to the Northeast corner of Tract recorded as Document No. 2005R-20405, said point being monumented with a 1.5 inch iron bar; thence South 02°07'26" East, along the Easterly line of said Tract, a distance of 1491.67 feet (Measured, 1489.90 feet, Deeded) to the South line of said Section 11; thence South 87°31'44" West, along said South line, a distance of 197.64 feet (Measured, 198 feet, Deeded) to the POINT OF BEGINNING,

#### LESS AND EXCEPT

All that part of Lot 2, Lustgraaf Acres, a Replat of part of Tract 4 and Tract 5, the Norman Farms Subdivision in Edwardsville, Wyandotte County, Kansas described as follows:

Commencing at the Northeast corner of said Lot 2; thence South 85°25'56" West (Measured - South 87° 34' 00" West, Deeded), along the North line of said Lot 2, 76.29 feet; thence South

04°34'04"E (Measured - South 02° 26' 00" East, Deeded) a distance of 9.17 feet to the POINT OF BEGINNING of the tract to be herein described; thence South 26°06'59" East (Measured - South 23° 58' 55" East, Deeded) a distance of 52.13 feet; thence South 76°41'41" West, (Measured - South 78° 49' 45" West, Deeded) a distance of 23.03 feet; thence North 00°35'20" West (Measured - North 01° 34' 54" West, Deeded), a distance of 52.11 feet (Measured - 52.03 feet, Deeded) POINT OF BEGINNING.

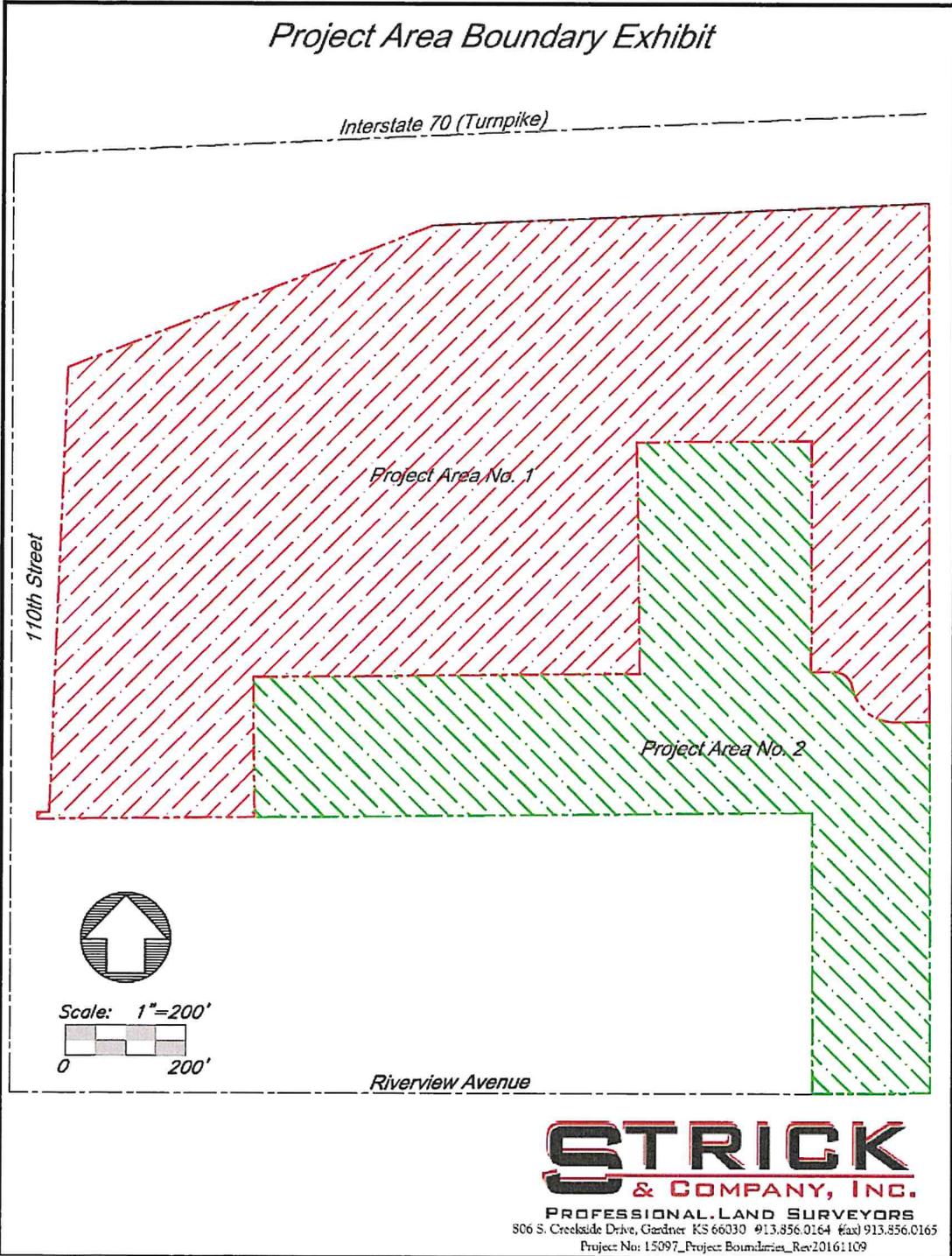
The Net Tract Area containing 1,477,015.6 square feet or 33.91 acres, more or less.

AND

Any and all public right-of-way immediately adjacent to the above-described land.

**EXHIBIT B**

**Map of Proposed Redevelopment District**



## EXHIBIT C

### Description of the Proposed District Plan

The Redevelopment District will consist of two redevelopment project areas, and a general description of the buildings, facilities and improvements that are proposed to be constructed or improved in each redevelopment project area is as follows:

- Project Area 1 (located generally in the northwest portion of the Redevelopment District)
  - Up to approximately eight (8) buildings to be utilized for a mixture of uses, including retail, restaurant, hotel, convenience store, conference/meeting center, or fast food, along with such associated site work, infrastructure, utilities, storm water control, access, street improvements, landscaping, lighting, parking facilities and other associated and appurtenant structures and facilities to the extent permitted under the City's Tax Increment Financing (TIF) Policy.
- Project Area 2 (generally located in the southeast portion of the Redevelopment District)
  - Up to approximately twelve (12) buildings to be utilized for a mixture of uses including residential, restaurant, retail, or any other commercial structure or use, along with such associated site work, infrastructure, utilities, storm water control, access, street improvements, landscaping, lighting, parking facilities and other associated and appurtenant structures and facilities to the extent permitted under the City's Tax Increment Financing (TIF) Policy.

**RESOLUTION NO. 2016-21**

**A RESOLUTION OF THE CITY OF EDWARDSVILLE, KANSAS, PROVIDING FOR NOTICE OF A PUBLIC HEARING TO CONSIDER ADDING AREA TO A COMMUNITY IMPROVEMENT DISTRICT WITHIN THE CITY PURSUANT TO K.S.A. 12-6a26 ET SEQ., AS AMENDED (VILLAGE SOUTH AT EDWARDSVILLE COMMUNITY IMPROVEMENT DISTRICT).**

**WHEREAS**, pursuant to K.S.A. 12-6a26 *et seq.* (the “Act”), the City of Edwardsville, Kansas (the “City”), is authorized to create a community improvement district and to provide for financing of certain costs associated with a project within such community improvement district (a “CID Project”);

**WHEREAS**, the City previously established a community improvement district commonly referred to as the “Village South at Edwardsville Community Improvement District” (the “CID”), generally located at the southeast corner of Interstate 70 and 110<sup>th</sup> Street within the City, pursuant to the Act and Ordinance No. 970 of the City;

**WHEREAS**, the City hereby finds and determines it desirable to modify the boundaries of the CID by adding area to the CID to further promote, stimulate and develop the general and economic welfare of the City; and

**WHEREAS**, the Act authorizes the City to add areas to the CID subject to the same procedures for public notice and hearing as is required for the establishment of a redevelopment district;

**NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF EDWARDSVILLE, KANSAS, AS FOLLOWS:**

1. Notice is hereby given that a public hearing to consider adding area to the CID shall be held on January 9, 2017, at 7:00 p.m. (or as soon thereafter as is practical), Central Standard Time, at City Hall, 690 South Fourth Street, Edwardsville, Kansas.

2. The general nature of the proposed CID Project to be constructed within the proposed modified CID is set forth on *Exhibit A* attached hereto.

3. The estimated cost of the CID Project is \$69,607,756.

4. The CID Project within the proposed modified CID will be financed, in part, on a pay-as-you-go basis from revenues received from the imposition of a 1.0% CID Sales Tax within the proposed CID. No special assessments are proposed as part of the CID. No special or general obligation bonds or notes will be issued to finance the CID Project.

5. A legal description of the proposed modified CID is set forth on *Exhibit B* attached hereto. A map generally outlining the boundaries of the proposed modified CID is attached hereto as *Exhibit C*.

6. The City Clerk shall give notice of the public hearing in accordance with the provisions of the Act by publishing this resolution at least once each week for two consecutive weeks in the official City newspaper and sending this resolution by certified mail to all owners. The second publication of this resolution shall occur at least seven days prior to the date of hearing and the certified mailed notice shall be sent at least ten days prior to the date of hearing.

**PASSED AND APPROVED** by the Governing Body for the City of Edwardsville, Kansas this 14<sup>th</sup> day of November, 2016.

---

John McTaggart, Mayor

ATTEST:

---

Zachary Daniel, Assistant to the City Manager/City Clerk

## **EXHIBIT A**

### **GENERAL NATURE OF THE PROPOSED PROJECT**

To acquire, redevelop and improve certain property located generally at or in the vicinity of the southeast corner of Interstate 70 and 110th Street in the City of Edwardsville, Kansas. The Project may be described in a general manner as consisting of: (a) two hotels containing approximately 185 rooms; (b) a conference center/meeting space; (c) a restaurant; (d) two (2) retail components; (e) a fast food restaurant; and (f) a convenience store, along with such associated site work, infrastructure, utilities, storm water control, access, street improvements, landscaping, lighting, parking facilities, and other associated and appurtenant structures and facilities to the extent permitted under the City's Community Improvement District (CID) Policy.

## EXHIBIT B

### LEGAL DESCRIPTION OF THE PROPOSED COMMUNITY IMPROVEMENT DISTRICT

All of Lots 1 & 2, Lustgraaf Acres, said lots being a replat of part of Tract 4 and Tract 5, the Norman Farms Subdivision and part of the Southeast Quarter of the Southwest Quarter, all in Section 11, Township 11 South, Range 23 East, City of Edwardsville, Wyandotte County, Kansas and being more particularly described as follows:

COMMENCING at the Southwest corner of said Section 11; thence North  $02^{\circ}06'15''$  West, along the West line of the Southwest Quarter of said Section 11, a distance of 471.80 feet; thence North  $87^{\circ}31'44''$  East, departing said West line, a distance of 30.00 feet to the Southwest corner of Lot 2, said Lustgraaf Acres, said point being the POINT OF BEGINNING; thence North  $02^{\circ}06'15''$  West (Measured – North  $00^{\circ}00'00''$  East, Platted), along the Easterly line of said 110th Street and Westerly line of said Lot 2, a distance of 10.71 feet; thence North  $87^{\circ}53'45''$  East (Measured – North  $87^{\circ}39'49''$  East, Platted), continuing along the Easterly line of said 110th Street and Westerly line of said Lot 2 a distance of 20.00 feet; thence North  $00^{\circ}17'22''$  East (Measured – North  $02^{\circ}24'03''$  East, Platted), continuing along the Easterly line of said 110th Street and Westerly line of said Lot 2 and said Lot 1, a distance of 746.89 feet to the Southerly line of Right of Way conveyed to the City of Kansas City, Kansas by Document No. 1197804, recorded in Book 3744 at Page 543 in the Office of the Register of Deeds, Wyandotte County; thence North  $66^{\circ}44'54''$  East, along said Southerly Right of Way, a distance of 655.90 feet to the Southerly right of way of the Kansas Turnpike, said point being on the Northwest Corner of Lot 2, Lustgraaf Acres; thence North  $85^{\circ}25'56''$  East (Measured, North  $87^{\circ}34'00''$  East, Platted) along the North line of said Lot 2 and South line of said Turnpike, a distance of 637.64 (Measured – 637.89', Platted) feet to the Northeast Corner of said Lot 2; thence North  $85^{\circ}25'56''$  East, continuing along the South line of said Turnpike, a distance of 197.31 feet (Measured – 199.01 feet, Deeded) to the Northeast corner of Tract recorded as Document No. 2005R-20405, said point being monumented with a 1.5 inch iron bar; thence South  $02^{\circ}07'26''$  East, along the Easterly line of said Tract, a distance of 869.60 feet; thence South  $87^{\circ}52'34''$  West, departing said East line, a distance of 62.90; thence Northwesterly and Northerly along a non-tangent curve to the right, said Curve having an Initial Tangent Bearing of North  $90^{\circ}00'00''$  West, Radius of 70.71 feet, Included Angle of  $78^{\circ}21'23''$ , for an Arc Length of 96.70 feet to a point of reverse curvature, thence Northwesterly and Westerly along a curve to the left, said Curve having a Radius of 30.00 feet, Included Angle of  $80^{\circ}51'53''$  for an Arc Length of 42.34 feet; thence South  $87^{\circ}29'30''$  West, a distance of 37.60 feet; thence North  $02^{\circ}06'15''$  West, a distance of 387.34 feet; thence South  $87^{\circ}42'26''$  West, a distance of 293.88 feet; thence South  $02^{\circ}49'04''$  East, a distance of 388.44 feet; thence South  $87^{\circ}29'30''$  West, a distance of 649.10 feet; thence South  $02^{\circ}30'30''$  East, a distance of 234.61 feet to the South line of Lot 2, said Lustgraaf Acres; thence South  $87^{\circ}31'44''$  West, along said South line, a distance of 363.51 feet to the POINT OF BEGINNING and containing 1014881.80 sq. ft. or 23.29 acres, more or less.

AND

Any and all public right-of-way immediately adjacent to the above-described land.

**TO: MAYOR & CITY COUNCIL**  
**FROM: MICHAEL WEBB, CITY MANAGER**  
**SCOTT ANDERSON, BOND COUNSEL**  
**DATE: NOVEMBER 14, 2016**  
**SUBJECT: ISSUANCE OF IRB's AND PUBLIC HEARING**

**RECOMMENDATION**

City Council to consider Resolution No. 2016-22 regarding the City's intent to proceed with the issuance of Industrial Revenue Bonds for the Woodend Holdings, LLC Project.

**FINANCIAL IMPACT**

Not Applicable

**BACKGROUND**

Woodend Holdings, LLC acquired the existing 15,000 sq. ft. office and warehouse building located at 9154 Woodend Road. The City issued its Series 2009 industrial revenue bonds to finance the construction of the facility, and the existing facility is receiving property tax abatement from 2010 through 2019.

Woodend Holdings has submitted an application for Industrial Revenue Bonds and property tax abatement for the construction of a 15,000 sq. ft. expansion of this existing facility.

Woodend Holdings has requested a fixed payment PILOT schedule with annual PILOT payments equal to approximately 50% of the property taxes that would have been due on the expanded portion of the facility if there was no abatement. This results in a first-year PILOT payment of \$14,500. The annual PILOT payments increase each year with a \$17,500 PILOT being paid in year ten.

The property tax abatement will have no impact on the existing facility and the PILOTS and term of abatement for the existing facility.

The attached resolution authorizes staff and Bond Counsel to proceed with the work necessary to issue the industrial revenue bonds. The resolution will expire in one year if bonds have not been issued for the project prior to that time.

Staff recommends the City Council adopt Resolution No. 2016-22 regarding the City's intent to proceed with the issuance of Industrial Revenue Bonds for the Woodend Holdings, LLC Project.

**RESOLUTION NO. 2016-22**

**RESOLUTION DETERMINING THE INTENT OF THE CITY OF EDWARDSVILLE, KANSAS, TO ISSUE ITS INDUSTRIAL REVENUE BONDS IN THE AGGREGATE APPROXIMATE PRINCIPAL AMOUNT OF \$1,385,000 TO FINANCE THE COSTS OF ACQUIRING, CONSTRUCTING AND EQUIPPING A COMMERCIAL FACILITY FOR THE BENEFIT OF WOODEND HOLDINGS, LLC AND ITS SUCCESSORS AND ASSIGNS**

---

**WHEREAS**, the City of Edwardsville, Kansas (the “City”), desires to promote, stimulate and develop the general welfare and economic prosperity of the City and its inhabitants and thereby to further promote, stimulate and develop the general welfare and economic prosperity of the State of Kansas; and

**WHEREAS**, the City is authorized and empowered under the provisions of K.S.A. 12-1740 to 12-1749d, inclusive (the “Act”), to issue industrial revenue bonds to pay the cost of certain facilities (as defined in the Act) for the purposes set forth in the Act, and to lease such facilities to private persons, firms or corporations; and

**WHEREAS**, Woodend Holdings, LLC, a Kansas limited liability company (the “Company”), has submitted an application for the issuance of industrial revenue bonds and property tax abatement requesting that the City finance the costs of acquiring, constructing and equipping a commercial project, consisting of an approximately 15,000 sq. ft. expansion to an existing 15,000 sq. ft. office and warehouse building located at 9154 Woodend Road, Edwardsville, Kansas (the “Project”) through the issuance of its industrial revenue bonds in an approximate aggregate principal amount of \$1,385,000, and to sublease the Project to the Company, or its successors and assigns, in accordance with the Act; and

**WHEREAS**, it is hereby found and determined to be advisable and in the interest and for the welfare of the City and its inhabitants that the City finance the costs of the Project by the issuance of industrial revenue bonds under the Act, to be payable solely out of rentals, revenues and receipts derived from the sublease of the Project by the City to the Company.

**NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF EDWARDSVILLE, KANSAS, AS FOLLOWS:**

**Section 1. Approval of Project.** The Governing Body of the City hereby finds and determines that the acquiring, constructing and equipping of the Project will promote the general welfare and economic prosperity of the City of Edwardsville, Kansas, and the issuance of the City’s industrial revenue bonds to pay the costs of the Project will be in furtherance of the public purposes set forth in the Act.

**Section 2. Intent to Issue Bonds.** The Governing Body of the City hereby determines and declares the intent of the City to acquire, construct and equip the Project out of the proceeds of industrial revenue bonds of the City in an aggregate approximate principal amount of \$1,385,000 to be issued pursuant to the Act.

**Section 3. Provision for the Bonds.** Subject to the conditions of this Resolution, the City will (i) issue its industrial revenue bonds to pay the costs of acquiring, constructing and equipping the Project, with such maturities, interest rates, redemption terms and other provisions as may be determined by ordinance of the City; (ii) provide for the sublease (with an option to purchase) of the Project to the Company; and (iii) to effect the foregoing, adopt such resolution and ordinance and authorize the

execution and delivery of such instruments and the taking of such action as may be necessary or advisable for the authorization and issuance of said bonds by the City and take or cause to be taken such other action as may be required to implement the aforesaid.

**Section 4. Conditions to Issuance.** The issuance of said bonds and the execution and delivery of any documents related to the bonds are subject to: (i) obtaining any necessary governmental approvals; (ii) agreement by the City, the Company and the purchaser of the bonds upon (a) mutually acceptable terms for the bonds and for the sale and delivery thereof, and (b) mutually acceptable terms and conditions of any documents related to the issuance of the bonds and the Project; (iii) the Company's compliance with the City's policies relating to the issuance of industrial revenue bonds and ad valorem tax abatement; and (iv) the receipt and approval by the City of an application for the issuance of industrial revenue bonds for the Project. Unless the City shall waive this requirement, the bonds issued pursuant to this Resolution shall be issued prior to the date that is one year from the adoption of this Resolution by the City.

**Section 5. Sale of the Bonds.** The sale of the bonds shall be the responsibility of the Company; provided, however, arrangements for the sale of the bonds shall be acceptable to the City.

**Section 6. Ad Valorem Tax Abatement.** In consideration of the Company's decision to acquire, construct and equip the Project, the City hereby agrees to take all appropriate action to request the Kansas Board of Tax Appeals to approve a 10-year ad valorem property tax abatement for all real property financed with the proceeds of the bonds. In consideration of the City's agreement to request such abatement, the Company will agree to make payments in lieu of tax to the City in the following amounts:

<u>Year</u>	<u>PILOT Amount</u>
1	\$14,500
2	14,750
3	15,000
4	15,500
5	15,750
6	16,000
7	16,500
8	16,750
9	17,000
10	17,500

This PILOT schedule and any other terms of the property tax abatement shall be set forth in the performance based tax agreement executed by the City and the Company.

**Section 7. Limited Obligations of the City.** The bonds and the interest thereon shall be special, limited obligations of the City payable solely out of the amounts derived by the City under a Lease Agreement with respect to the bonds and as provided herein and are secured by a transfer, pledge and assignment of and a grant of a security interest in the Trust Estate to the Trustee and in favor of the owners of the bonds, as provided in the Indenture. The bonds shall not constitute a general obligation of the City, the State or of any other political subdivision thereof within the meaning of any State constitutional provision or statutory limitation and shall not constitute a pledge of the full faith and credit of the City, the State or of any other political subdivision thereof and shall not be payable in any manner by taxation, but shall be payable solely from the funds provided for as provided in the Indenture. The issuance of the bonds shall not, directly, indirectly or contingently, obligate the City, the State or any other political subdivision thereof to levy any form of taxation therefor or to make any appropriation for their payment.

**Section 8. Required Disclosure.** Any disclosure document prepared in connection with the placement or offering of the bonds shall contain substantially the following disclaimer:

NONE OF THE INFORMATION IN THIS OFFICIAL STATEMENT, OTHER THAN WITH RESPECT TO INFORMATION CONCERNING THE CITY CONTAINED UNDER THE CAPTIONS "THE CITY" AND "LITIGATION - THE CITY" HEREIN, HAS BEEN SUPPLIED OR VERIFIED BY THE CITY, AND THE CITY MAKES NO REPRESENTATION OR WARRANTY, EXPRESS OR IMPLIED, AS TO THE ACCURACY OR COMPLETENESS OF SUCH INFORMATION.

**Section 9. Authorization to Proceed.** The Company is hereby authorized to proceed with the acquiring, constructing and equipping of the Project, including the necessary planning and engineering for the Project and entering into of contracts and purchase orders in connection therewith, and to advance such funds as may be necessary to accomplish such purposes and, to the extent permitted by law, the City will reimburse the Company for all expenditures paid or incurred therefor out of the proceeds of the bonds.

**Section 10. Benefit of Resolution.** This Resolution will inure to the benefit of the City and the Company. The Company may, with the prior written consent of the City, assign all or a portion of its interest in this Resolution to another entity, and such assignee will be entitled to the benefits of the portion of this Resolution assigned and the proceedings related hereto.

**Section 11. Further Action.** Counsel to the City and SA Legal Advisors LC, Bond Counsel for the City, together with the officers and employees of the City, are hereby authorized to work with the purchaser of the bonds, the Company, their respective counsel and others, to prepare for submission to and final action by the City all documents necessary to effect the authorization, issuance and sale of the bonds and other actions contemplated hereunder.

**Section 12. Effective Date; Termination.** This Resolution shall take effect and be in full force immediately after its adoption by the Governing Body of the City. This Resolution shall terminate and be of no further force or effect one year after the effective date if bonds have not been issued for the Project by such time.

**ADOPTED** this 14<sup>th</sup> day of November, 2016.

**CITY OF EDWARDSVILLE, KANSAS**

[SEAL]

By: \_\_\_\_\_  
John McTaggart, Mayor

ATTEST:

\_\_\_\_\_  
Zachary Daniel, City Clerk

Approved as to form:

\_\_\_\_\_  
Scott W. Anderson, Bond Counsel

**TO: MAYOR & CITY COUNCIL  
FROM: ZACK DANIEL, ASSISTANT TO THE CITY MANAGER/CITY CLERK  
DATE: NOVEMBER 14, 2016  
SUBJECT: ORGANIZED COLLECTION SERVICE ORDINANCE**

**RECOMMENDATION**

City Council to consider adopting Ordinance No. 971 establishing an organized collection service for commercial businesses within the City of Edwardsville

**FINANCIAL IMPACT**

Not applicable

**BACKGROUND**

Pursuant to K.S.A. 12-2036, a process has been established for introducing organized collection services for solid waste. The City Council began this process by adopting Resolution 2016-07 on March 14, 2016, announcing its intent to consider adoption of an organized collection service plan for commercial businesses. Pursuant to the state legislation, a plan was developed with input from licensed solid waste haulers in the City. Additionally, public input was solicited online through the City's homepage and social media accounts. On October 24, 2016, following a public hearing, the City Council formally adopted the Organized Collection Service Plan for Commercial Businesses.

Ordinance No. 971 officially authorizes the establishment of an organized collection service for commercial solid waste. The ordinance does not obligate the City to establish said service, rather it allows the City to explore the available options within the parameters of the state mandated process at the appropriate time. If the ordinance is adopted, no service can be established for a period of at least 18 months or, in this case, April of 2018.

In closing, staff recommends adopting Ordinance No. 971 authorizing the establishment of a solid waste organized collection service for commercial businesses within the city limits of Edwardsville, KS.

**ORDINANCE NO. 971**

**AN ORDINANCE AUTHORIZING THE ESTABLISHMENT OF A SOLID WASTE ORGANIZED COLLECTION SERVICE FOR COMMERCIAL BUSINESSES WITHIN THE CITY LIMITS OF EDWARDSVILLE, KANSAS**

**WHEREAS**, K.S.A. 12-2036 establishes the procedures for municipalities to create an organized collection service as a municipal service by ordinance in the case of a city; and

**WHEREAS**, the Edwardsville City Council adopted Resolution 2016-07 on March 14, 2016 announcing the City's intent to consider adoption of an organized collection service plan for commercial solid waste services within the city limits of Edwardsville, Kansas; and

**WHEREAS**, the Edwardsville City Council conducted a public hearing regarding establishment of an Organized Collection Service for Commercial Businesses Plan (the "Plan") and approved said plan on October 24, 2016; and

**WHEREAS**, the adopted Plan outlined the following goals for establishing an organized commercial solid waste collection service: assist with the ongoing efforts and programs to beautify the City and provide service to its commercial businesses; ensure every commercial businesses has solid waste collection service on a regular periodic basis; establish a uniform commercial solid waste billing system for City businesses; and ensure the most cost efficient solid waste service rates for both commercial businesses and Edwardsville residents

**NOW, THEREFORE, BE IT ORDAINED**, by the Governing Body of the City of Edwardsville, Kansas and pursuant to K.S.A. 12-2036, the Governing Body of the City of Edwardsville, Kansas hereby provides and authorizes the following:

**Section 1.** The City may take the necessary steps to establish an organized collection service for commercial businesses in the City of Edwardsville.

**Section 2.** Pursuant to the Organized Collection Service for Commercial Businesses Plan, this process may elect to issue of a Request for Proposal (RFP) to select the most qualified and cost effective professional service provider

**Section 3.** The City shall not commence an organized collection service for commercial businesses for a period of at least 18 months from the adoption of this ordinance. The earliest possible date such service can be established is May 14, 2018.

**Section 4.** This Ordinance shall take effect and be in force from and after its passage and publication as required by law.

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF EDWARDSVILLE, KANSAS ON THIS 14<sup>th</sup> DAY OF NOVEMBER, 2016.**

---

John McTaggart, Mayor

ATTEST:

---

Zachary Daniel, City Clerk

**TO: MAYOR & CITY COUNCIL  
FROM: MICHAEL WEBB, CITY MANAGER  
DATE: NOVEMBER 14, 2016  
SUBJECT: SPEED LIMIT – 110<sup>TH</sup> STREET**

**RECOMMENDATION**

City Council to consider speed limit analysis at the intersection of 110<sup>th</sup> Street/Edwardsville Drive and Kansas Avenue including Ordinance 972 regarding the posted speed limit.

**FINANCIAL IMPACT**

The estimated cost of installing new signage is less than \$1,000.

**BACKGROUND**

The City Council requested staff to evaluate the speed limits in the vicinity of 110<sup>th</sup> Street/Edwardsville Drive and Kansas Avenue. K.S.A. 8-1560 states that whenever local authorities determine on the basis of an engineering and traffic investigation that the maximum speed permitted is greater or less than is reasonable and safe under the conditions found to exist upon a highway or part of a highway, the local authority may determine and declare a reasonable and safe maximum limit thereon. Therefore, City staff requested Randy Gorton, P.E. with BHC Rhodes, to conduct such investigation. A copy of his report is attached. Additionally, the Police Chief investigated the accident and speeding history in the area. His investigation determined there have been 8 accidents since 2008, two with minor injuries. Additionally, 10 speeding citations have been issued since 2014 in the 45 mph zone on 110<sup>th</sup> Street between Kansas Avenue and Riverview Avenue.

The report prepared by Mr. Gorton supports the installation of speed advisory signs north and south of the curve. Currently, a sign exist north of the curve warning south bound travelers. However, no such sign exist going north bound. Additionally, the current sign is difficult to see and may need to be relocated. Mr. Gordon also suggests the use of Chevron signs may be installed along the curve for additional driver notification of the curve.

The other option is to adjust the speed limit from the intersection of 110<sup>th</sup> Street/Edwardsville Drive and Kansas Avenue north about 740 feet (or approximately 407 S. 110<sup>th</sup> St) to 35 mph from the current 45 mph speed limit. This will require the adoption of the attached ordinance (Ordinance No. 972) and the installation of new speed limits signs and a reduced speed ahead sign.

In closing, staff is prepared to implement either option based on input from the City Council.

## MEMO

**To:** Michael Webb – City of Edwardsville  
**CC:**  
**From:** Randy Gorton, P.E., PTOE – BHC RHODES  
**Re:** Speed Limit Query on 110<sup>th</sup> Street/Edwardsville Drive at Kansas Avenue  
**Date:** November 4, 2016

---

In response to concerns relayed by City staff regarding the existing posted speed limit on 110<sup>th</sup> Street/Edwardsville Drive in the vicinity of Kansas Ave, I have reviewed the existing roadway alignment with respect to current geometric standards. The existing horizontal curve has a radius of approximately 600 feet. This horizontal radius is consistent with a design speed of 35 mph to 40 mph unless the roadway had superelevation (“banking”) of approximately 8%. For a



new roadway with this horizontal curve, the options would be to install a speed advisory plate (yellow warning sign) of 30 mph or 35 mph or a posted speed limit of 35 mph for a roadway that does not have significant superelevation of the pavement for vehicles approaching the curve.

In this instance, an advisory sign is already in place for southbound traffic, although the sign is somewhat obscured by vegetation and farther than 125 feet from the beginning of the curve (it is in vicinity of 347 S. 110<sup>th</sup> Street). An advisory sign with speed plaque does not appear to be in place for northbound traffic. Such a sign is recommended to be installed at least 125 feet before the beginning of the horizontal curve (in vicinity of 611 Edwardsville Drive). Chevron signs every 120 feet around the outside edge of the curve could also be installed if desired by the City. See graphic at end of this memo illustrating how these signs might be added in this area if desired by the City.

As the sight distance from the Kansas Avenue intersection to the north is somewhat limited due to the steep bank on the east side of the 110<sup>th</sup> Street roadway, it may be justified to go ahead and adjust the location of the transition between 35 mph and 45 mph speed limit from its current place (sign located just southeast of the Kansas Avenue intersection) to a point approximately 740 feet north of the intersection (in the vicinity of 407 S. 110<sup>th</sup> Street). This would call for more appropriate speeds for traffic on the curve.



We are always happy to assist you and the City. Please let me know if you have any questions regarding this matter or my recommendation.

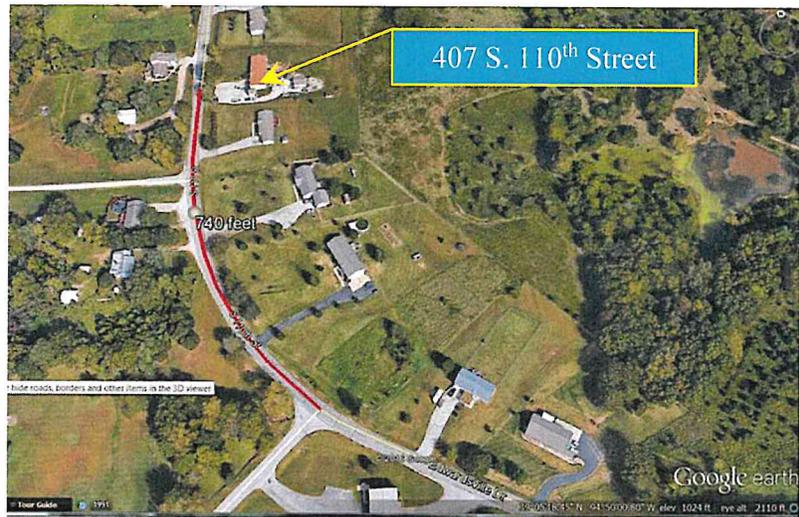
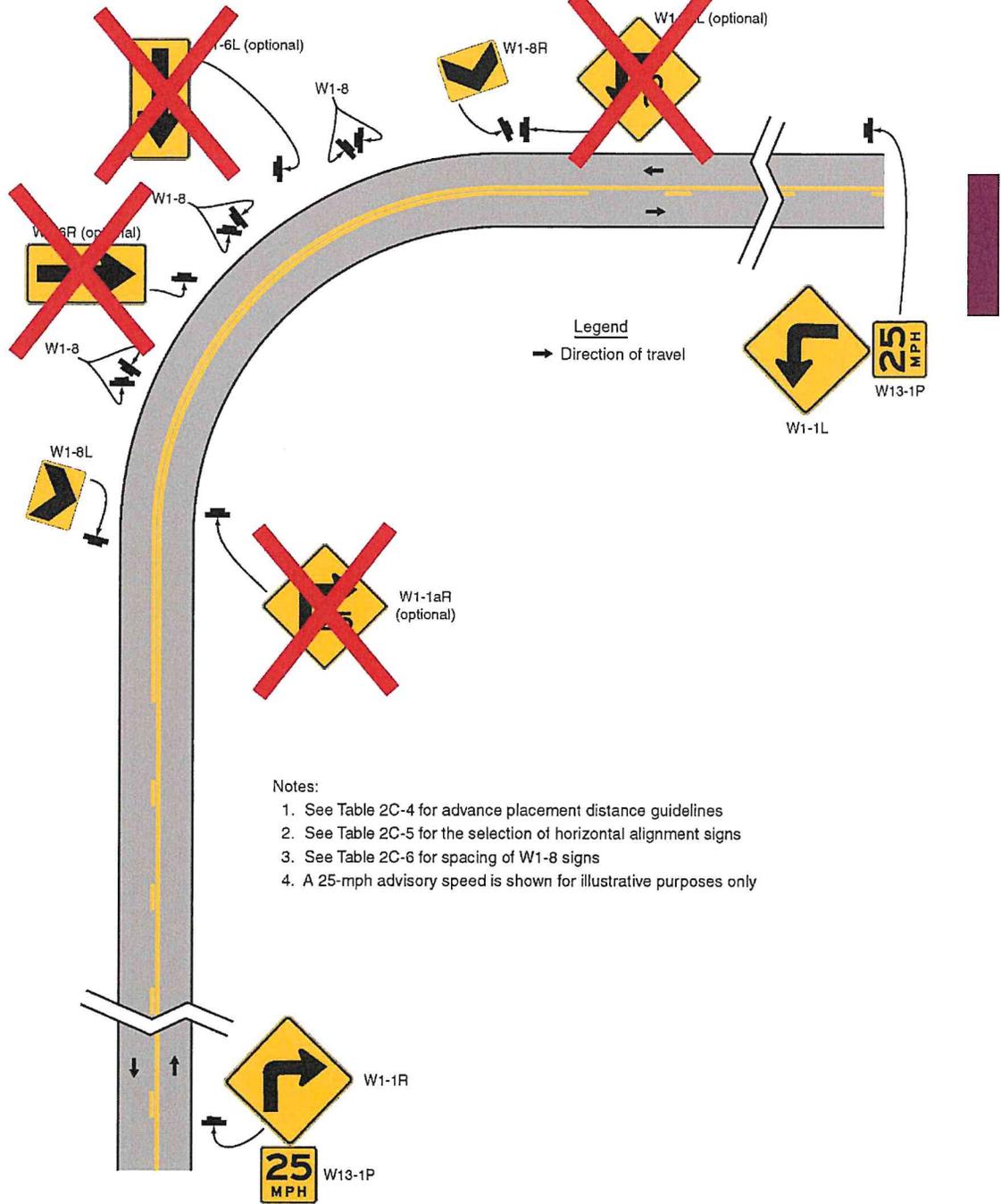


Figure 2C-2. Example of Warning Signs for a Turn



**ORDINANCE NO. 972**

**AN ORDINANCE AMENDING THE CODE OF THE CITY OF EDWARDSVILLE, KANSAS (“CODE”), SECTION 12.02.001 REGARDING MAXIMUM SPEED LIMITS AND REPEALING ALL OTHER ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT WITH THE PROVISIONS OF THIS ORDINANCE.**

**WHEREAS**, the City Council adopted Ordinance No. 967 on August 29, 2016 adopting the Standard Traffic Ordinance for Kansas Cities 2016; and

**WHEREAS**, Section 33, Maximum Speed Limits, was amended citing certain maximum speeds; and

**WHEREAS**, the City Council has determine additional amendments to maximum speeds are required.

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

**Section 1.** Code section 12.02.001 is hereby amended to read:

Section 33, “Maximum Speed Limits,” of the STO is hereby amended to read as follows:

Sec. 33. Maximum Speed Limits

(a) Except as provided in subsection (b), and except when a special hazard exists that requires lower speed for compliance with K.S.A. 8-1557 (section 32 of the “Standard Traffic Ordinance for Kansas Cities, 2014”), and amendments thereto, the limits specified in this section or established as hereinafter authorized shall be maximum lawful speeds, and no person shall drive a vehicle at a speed in excess of such maximum limits:

*1.0 Ten (10) miles per hour:* in any park.

*1.5 Fifteen (15) miles per hour.* Pursuant to the agreement with the owner thereof, on any street that is open to public use within the area of the mobile home park that is bounded by Fourth Street to the east, Mission Creek Drive to the west, Williamson Street to the north, and White Street to the south.

*2.0 Twenty (20) miles per hour:* As posted in the designated school zone of South 104<sup>th</sup> Street beginning 100 feet northeast of the centerline of 4<sup>th</sup> Street; thence north on South 104<sup>th</sup> Street to 690 feet north of the most northern property line of 1700 South 104<sup>th</sup> Street, Edwardsville School, between the hours of 7:45 A.M. and 8:45 A.M., and between the hours of 3:00 P.M. and 4:00 P.M. on regular school days as designated by the school calendar of the Edwardsville School; on 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> streets south of K-32 Highway; on Newton Street; on Beach

Street; on Kansas Avenue from 110<sup>th</sup> Street west to the western city limits; on 110<sup>th</sup> Street south of Kansas Avenue; on Trant Street from 4<sup>th</sup> Street to 9<sup>th</sup> Street; and in any business district not otherwise designated.

*2.5 Twenty-five (25) miles per hour:* On 5<sup>th</sup> and 7<sup>th</sup> streets north of K-32 Highway; on High Street; on Blake Street from 4<sup>th</sup> Street to the City Park; on 4<sup>th</sup> Street from the railroad tracks south to the southern City Limits; on 11<sup>th</sup> Street; on Orchard Street; on Shearer Road; on Crestwood Street; on Steele Road; and on Shawnee Street from Edwardsville Drive to 106<sup>th</sup> Street.

*3.0 Thirty (30) miles per hour:* On 96<sup>th</sup> Street; on 4<sup>th</sup> Street from K-32 Highway north to Edwardsville Drive; on Riverview; and in any urban, non-business district not otherwise designated.

*3.5 Thirty-five (35) miles per hour:* On Edwardsville Drive from 4<sup>th</sup> Street north to [740 Feet north of its intersection with](#) Kansas Avenue; on Woodend Road from 98<sup>th</sup> Street to 9<sup>th</sup> Street.

*4.0 Reserved.*

*4.5 Forty-five (45) miles per hour.* On K-32 highway beginning 0.512 miles east of the intersection of the section line common to Sections 26 and 27, T-11-S, R-23-E, and the centerline of the said highway, and continuing thence easterly for a total Distance of 0.37 miles; on Woodend Road from the Eastern City limits to 98<sup>th</sup> Street; and on 110<sup>th</sup> Street from the northern City Limits south to [740 Feet north of its intersection with](#) Kansas Avenue.

*5.0 Reserved.*

*5.5 Fifty-five (55) miles per hour.* On K-32 Highway, in all areas not forty-five (45) miles per hour as set out in Section 4.5 above.

*6.0 Reserved.*

*6.5 Sixty-five (65) miles per hour.* On all other highways except for any separated multi-lane highway, so designated and posted by the Secretary of Transportation.

*7.0 Reserved.*

*7.5 Seventy-five (75) miles per hour.* On any separated, multi-laned highway as designated and posted by the Secretary of Transportation.

(b) No person shall drive a school bus to or from school, or interschool or intraschool functions or activities, at a speed in excess of the maximum speed limits provided in subsection (a), except that the board of education of any school district may establish by board policy lower maximum speed limits for the operation of such district's school buses. The provisions of this subsection relating to school buses shall apply to buses used for the transportation of students enrolled in community colleges or area vocational schools, when such buses are transporting students to or from school, or functions or activities.

(c) The maximum speed limits established by or pursuant to this section may be altered as authorized in K.S.A. 8-1559 and 8-1560 and amendments thereto.

**Section 2.** All other ordinances or parts of ordinances in conflict with the provisions of this ordinance shall be and are hereby repealed.

**Section 3.** This Ordinance shall take effect and be in force from and after its passage and publication as required by law.

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF EDWARDSVILLE, KANSAS ON THIS 14<sup>TH</sup> DAY OF NOVEMBER, 2016.**

---

John McTaggart, Mayor

ATTEST:

---

Zachary Daniel, City Clerk

APPROVED AS TO FORM:

---

David K. Duckers, City Attorney

**TO: MAYOR & CITY COUNCIL**  
**FROM: ZACK DANIEL, ASSISTANT TO THE CITY MANAGER/CITY CLERK**  
**DATE: NOVEMBER 14, 2016**  
**SUBJECT: RECORD RETENTION**

**RECOMMENDATION**

City Council to consider Resolution 2016-23 adopting the City of Edwardsville Records Retention and Destruction Schedule and Policy

**FINANCIAL IMPACT**

Not applicable

**BACKGROUND**

State legislation defines the responsibilities of state and local government agencies to organize, protect, provide access to, and properly dispose of their records. Currently, there is no official policy in place in the City of Edwardsville that enumerates the record retention schedule for materials used in the course of conducting the City's regular businesses. This has resulted in a backlog of materials which are no longer useful to ongoing City operations and have no legal basis for their retention.

The attached policy uses the framework in the associated state legislation to establish a retention and destruction schedule for materials and documents used by City departments. Resolution 2016-23 officially adopts the policy but allows for revisions and amendments as needed. Following the adoption of the policy, staff will engage in an inventory of existing materials. After completion of the inventory, staff will begin destruction of records pursuant to the policy. A certificate of destruction and log of destroyed materials will be maintained in order to have a record of the disposed records.

Staff recommends adoption of Resolution 2016-23 adopting the City of Edwardsville, Kansas Records Retention Schedule and Policy.

**RESOLUTION NO. 2016-23**

**A RESOLUTION OF THE CITY OF EDWARDSVILLE, KANSAS ADOPTING BY REFERENCE THE CITY OF EDWARDSVILLE, KANSAS RECORDS RETENTION SCHEDULE AND POLICY**

**WHEREAS**, the City of Edwardsville, Kansas (hereinafter the “City”), wishes to improve its records management practices through the adoption of a Records Retention Schedule and Policy; and

**WHEREAS**, the City recognizes the value of adopting a records retention schedule to provide legal authority for the destruction of nonpermanent municipal records when they are no longer needed and the permanent retention of municipal records that have enduring value; and

**WHEREAS**, local adoption of the Edwardsville Municipal Records Retention Schedule and Policy will benefit the City, its residents, and taxpayers by providing acceptable retention periods for City records; and

**WHEREAS**, the City wishes to recognize and follow the State of Kansas Public Records Act K.S.A. 75-3501 through 75-3518, the State of Kansas Government Records Preservation Act K.S.A. 45-401 through 45-413, the State of Kansas Open Records Act K.S.A. 45-215 through 45-223, and K.S.A. 12-120 related to the destruction of certain records

**NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF EDWARDSVILLE, KANSAS, AS FOLLOWS:**

**Section 1.** The City of Edwardsville Records Retention Schedule and Policy is hereby adopted and may be revised and amended as needed.

**Section 2.** Adoption of this Resolution supersedes any previous records retention and destruction schedules and policies adopted by the City of Edwardsville, Kansas.

**Section 3.** This Resolution shall be in full force and effect from and after its adoption.

**PASSED AND APPROVED** by the governing body for the City of Edwardsville, Kansas this 14<sup>th</sup> day of November, 2016.

---

John McTaggart, Mayor

ATTEST:

---

Zachary Daniel, Assistant to the City Manager/City Clerk

# City of Edwardsville Records Retention Schedule & Policy

## **Records Policy:**

The Public Records Act (K.S.A. 75-3501 through 75-3518) and the Governmental Records Preservation Act (K.S.A. 45-401 through 45-413) define the responsibilities of state and local government agencies to organize, protect, provide access to, and properly dispose of their records. The agency records officer has the responsibility for overseeing the disposition of agency records, for protecting records with enduring value, and for ensuring that records are not destroyed without authorization. The legislature declares that state and local government records with enduring value should be stored in conditions which are not adverse to their permanent preservation and should be properly arranged so that appropriate public access to such records is possible.

## **Scope of records retention schedule:**

City of Edwardsville Record Retention and Destruction Policy is adopted to help each Department maintain records and follow a records retention and destruction schedule. This policy defines the mission and principles of the City's records management program, incorporates applicable Federal and State requirements into standard City practices, enumerates basic records management program requirements, and sets forth responsibilities for records management. Since all City staff are involved in creating, maintaining, and using City records, it is imperative that everyone understand their records management responsibilities. This policy provides the framework for specific guidance and details procedures governing management of the City's records.

## **Disposition of public records:**

The City of Edwardsville Records Retention and Destruction Schedule sets the minimum retention requirements of records commonly found in the City of Edwardsville. The retention periods established in this schedule are not intended to prevent departments from establishing longer retention periods for any of their records. Regardless of the minimum retention period stated in this schedule, any department may determine that any of its records may be of permanent value to the operations of that department or may be useful for the study of history. Should any differences in retention periods be found between this schedule and State or Federal law, the applicable law will take precedence over this schedule.

The retention periods in this schedule apply only to the official version of the record. Duplicates of the official version have no retention requirements under this schedule.

Some records, due to their administrative, fiscal, legal, or historical value should be permanently retained. Records that do not have values that warrant permanent preservation should be destroyed upon reaching their retention period. The disposition of records should be approved by the City Clerk and recorded by a certificate of destruction. This document should include the description of the records, the quantity of the records disposed of, the manner of destruction, the inclusive dates covered and the date the destruction occurred. Records should be destroyed in a manner that ensures that no records shall fall into unauthorized hands and so that data cannot be reconstructed.

This records retention schedule was approved by the City Council by Resolution 2016-23 on November 14, 2016

---

John "Tiny" McTaggart  
Mayor

Michael Webb  
City Manager

Zachary Daniel  
Assistant to the City Manager/City Clerk

# City of Edwardsville Records Retention Schedule & Policy

## **ADMINISTRATION:**

City Administration includes the City Manager, City Clerk, Finance Department and Human Resource Department

<b>Record Title</b>	<b>Description</b>	<b>Retention Period</b>
Abstracts	Deeds, record of property history	<b>Disposition:</b> Permanent
Accident Reports/Claims (settled cases)	Includes claims filed against the City	<b>Active:</b> 5 years <b>Disposition:</b> Destroy 5 years after claims settled
Accounts payable check registrars and ledgers	Identifies balances, cash income, cash disbursements, and balance on hand	<b>Active:</b> 3 years <b>Disposition:</b> Destroy after 3 years
Accounts receivable ledgers (cash receipts)	Daily list of monies received and accounts credited	<b>Active:</b> 3 years <b>Disposition:</b> Destroy after 3 years
Agreements	Includes agreements for services	<b>Active:</b> 7 years <b>Disposition:</b> Destroy after 7 years
Annexations	Includes consents, petitions, and other related documents	<b>Disposition:</b> Permanent
Annual Budget	Includes operating and annual budgets for the City	<b>Active:</b> 10 years <b>Disposition:</b> One copy permanent
Annual Reports	Includes payroll, financial, and utility reports for City agencies	<b>Disposition:</b> Permanent
Asset Records	Inventory maintenance records, and other related documents for equipment	<b>Active:</b> Until sold or stored <b>Disposition:</b> Destroy
Assessments	Includes public improvement, code enforcement, and other assessments	<b>Active:</b> Until all accounts paid or written off <b>Inactive:</b> 3 years <b>Disposition:</b> Destroy
Audit Reports	Results of audits conducted by local, state, federal, and/or non-governmental auditing agencies	<b>Active:</b> 3 years <b>Disposition:</b> One copy permanent
Bank Reconciliation	Bank statements, deposit books and slips, check registers, and cancelled checks	<b>Active:</b> 1 year <b>Disposition:</b> Destroy after 5 years
Bond Documents	Includes coupons, applications, and other related documents	<b>Active:</b> Until all obligations are paid <b>Inactive:</b> 3 years <b>Disposition:</b> Destroy, retain 1 bond of each series permanently
Bond Transcripts	Includes Industrial Revenue Bonds (IRBs), no-fund warrants, and General Obligation Bonds (GOBs)	<b>Disposition:</b> Permanent
Budget Preparation Documents	All documents pertaining to the annual budget preparation including workbooks, budget requests, and budget appeals	<b>Active:</b> Until the adoption of the applicable budget document <b>Disposition:</b> May destroy after audit

# City of Edwardsville Records Retention Schedule & Policy

## **ADMINISTRATION:**

City Administration includes the City Manager, City Clerk, Finance Department and Human Resource Department

<b>Record Title</b>	<b>Description</b>	<b>Retention Period</b>
Candidate Filing Documents	Documents containing information of candidates filing to run for City Council	<b>Active:</b> Until close of subsequent election <b>Disposition:</b> Destroy
Capital Improvement Plan	Any strategic planning document for capital purchases and/or projects of the City	<b>Disposition:</b> Permanent
Certified Mail Receipts	Certified mailing receipts mailed for City business	<b>Active:</b> 1 year <b>Disposition:</b> Destroy
Charter Ordinances	Charter ordinances passed by the City Council	<b>Disposition:</b> Permanent
Checks (cancelled)	Cancelled checks for City departments	<b>Active:</b> 1 year <b>Disposition:</b> Destroy after 5 years
City Council Agenda items (not adopted)	Ordinances, Resolutions, and other documents that were presented before the City Council which were not formally adopted	<b>Active:</b> 1 year after removal from consideration <b>Disposition:</b> Destroy
City Council records	Includes minutes and agenda packet materials	<b>Active:</b> Until no longer useful <b>Disposition:</b> Related agenda materials should be kept in the associated project file
City Directories	Records of land owners and usage	<b>Disposition:</b> Permanent
Claims	Information about claims involving the City	<b>Active:</b> retain while useful, 7 years after litigation <b>Disposition:</b> Destroy
Code of Ordinances	City Code book of all Ordinances passed in the City	<b>Disposition:</b> Permanent
Complaint Files	Correspondence and documentation of action taken, if any, or related to policy change	<b>Retain</b> complaints related to policy change permanently. For others: <b>Active:</b> Retain while useful, no longer than 3 years <b>Disposition:</b> Destroy
Comprehensive Annual Financial Reports (CAFR)	Detailed report of annual financial records	<b>Disposition:</b> At least one copy permanent
Computerized Records	Includes scanned, microfilmed, or imaged documents	<b>Disposition:</b> Hard copies can be destroyed after the document has been electronically duplicated and verified for accuracy
Condemnations	Condemnations declared by the City Council	<b>Disposition:</b> Permanent
Contracts	All contracts signed by the city, including specifications, change orders, and addendums	<b>Disposition:</b> Permanent
Correspondence	Incoming and outgoing letters and memos related to ongoing City activity	<b>Active:</b> Until no longer useful <b>Disposition:</b> Destroy
Deeds	Original deeds for all property owned by the City	<b>Disposition:</b> Permanent

# City of Edwardsville Records Retention Schedule & Policy

## **ADMINISTRATION:**

City Administration includes the City Manager, City Clerk, Finance Department and Human Resource Department

<b>Record Title</b>	<b>Description</b>	<b>Retention Period</b>
Departmental Policies	Departmental policies as well as memoranda which set the precedence or record important events in the organizational history of the department	<b>Active:</b> retain until policy updated and/or amended <b>Disposition:</b> Destroy
Animal Registration Records	Records of pets with City registration	<b>Active:</b> 3 years <b>Disposition:</b> Destroy
Employment Applications (not hired)	Includes notes from interviews, rejection letters, etc.	<b>Active:</b> 2 years after vacancy is filled <b>Disposition:</b> Destroy
Employee Personnel File	Applications, evaluations, disciplinary actions, direct deposit authorization, payroll status, training records, and all other personnel forms	<b>Active:</b> Tenure + 5 years <b>Disposition:</b> Destroy
Employee Position Description	Formal descriptions of duties and details of particular employment positions, including marketing materials	<b>Active:</b> Until superseded + 3 years <b>Disposition:</b> Destroy
Equipment Maintenance & Ownership Records	Documents related to the legal ownership and maintenance of office equipment	<b>Active:</b> Retain for the life and/or ownership of the equipment <b>Disposition:</b> Destroy
Governing Agency Regulations	Includes City, State, and Federal Governing Agencies manuals and requirements	<b>Active:</b> Until superseded or obsolete <b>Disposition:</b> Destroy
Grievance Files	Any grievance filed within the City	<b>Active:</b> 5 years after grievance is settled <b>Disposition:</b> Destroy
Incident Reports	Documentation of incidents occurring on City property	<b>Active:</b> 3 years <b>Disposition:</b> Destroy
Insurance Policies	Insurance policy information for all City owned property	<b>Active:</b> Until cancellation or expiration <b>Inactive:</b> 5 years <b>Disposition:</b> Destroy
Inventories	Equipment, uniforms, records, vehicles	<b>Active:</b> until superseded or obsolete <b>Disposition:</b> Destroy
KPERS & KPF	Includes annual reports	<b>Disposition:</b> Permanent
Lawsuits	Related documents of legal cases involving the City	<b>Disposition:</b> Permanent
Leases – Real Estate Property & Capital Equipment	Documents related to the leasing of real estate and equipment	<b>Active:</b> Until superseded or inactive + 5 years <b>Disposition:</b> Destroy
Licensing Files	Includes applications and other related documents	<b>Active:</b> Until expired or obsolete <b>Inactive:</b> 5 years <b>Disposition:</b> Destroy
Medical Information files	All related FMLA, Workers Comp, etc. documents	<b>Active:</b> Tenure of employee <b>Inactive:</b> 10 years <b>Disposition:</b> Destroy

# City of Edwardsville Records Retention Schedule & Policy

## **ADMINISTRATION:**

City Administration includes the City Manager, City Clerk, Finance Department and Human Resource Department

<b>Record Title</b>	<b>Description</b>	<b>Retention Period</b>
Memoranda of Understanding (MOUs) and/or Shared Service Agreements	Formal agreements reached between state, local, and/or federal agencies	<b>Active:</b> Until agreement becomes inactive + 5 years <b>Disposition:</b> Destroy
Open Records Requests	Documents related to KORA requests	<b>Active:</b> 3 years <b>Disposition:</b> Destroy
Ordinances	All Ordinances passed by the City Council, including proof of publication	<b>Disposition:</b> Permanent
Payroll records	Includes timesheets, leave requests, adjustments, Registers	<b>Active:</b> 5 years then move to storage <b>Disposition:</b> Destroy after 10 years
Payroll (end of year)	End of year payroll reports regarding all City agencies	<b>Disposition:</b> Permanent
Petitions	All types regarding City issues	<b>Active:</b> 5 years <b>Disposition:</b> Destroy
Petty Cash Records	Documents related to petty cash accounting	<b>Active:</b> 3 years <b>Disposition:</b> Destroy
Policies	Includes adopted policies of the City	<b>Active:</b> Until superseded <b>Disposition:</b> Destroy
Press Releases	Public information issued to the news media	<b>Disposition:</b> 1 copy permanently
Project Files	Includes plans, change orders, insurance documents	<b>Active:</b> During project <b>Inactive:</b> 5 years <b>Disposition:</b> Permanent
Proof of Publication	Records of publication of all documents requiring publication (not including Ordinances)	<b>Active:</b> 5 years <b>Disposition:</b> Destroy
Purchasing Documents	Includes purchase orders, direct payment requests, inter-fund transfers, and other related documents	<b>Active:</b> 1 year <b>Inactive:</b> 3 years <b>Disposition:</b> Destroy
Receipts/Deposit Slips	Daily listing of monies received and accounts credited	<b>Active:</b> 3 years <b>Disposition:</b> Destroy
Sales Tax Reports	All sales tax reports pertaining to City agencies	<b>Active:</b> 1 year <b>Inactive:</b> 14 years <b>Disposition:</b> Destroy
Tax Reports	Includes 1099 forms, W-2 forms, 941 forms, K-3 forms, Quarterly reports	<b>Active:</b> 5 years <b>Disposition:</b> Destroy
Training Records (official)	Training manuals, course outlines, etc.	<b>Active:</b> Until superseded or obsolete <b>Disposition:</b> Permanent 1 copy
Utility Billing Records (monthly)	Includes adjustments, closed accounts, bank debits, registers, receipts, delinquent notices, service order, applications	<b>Active:</b> 5 years <b>Disposition:</b> Destroy
Utility Billing Records (annual)	Annual reports of all utility functions	<b>Disposition:</b> Permanent
Vehicle Operation Records	Included documents related to the use of City owned vehicles	<b>Active:</b> 3 years <b>Disposition:</b> Destroy

# City of Edwardsville Records Retention Schedule & Policy

**ADMINISTRATION:**

City Administration includes the City Manager, City Clerk, Planning, Finance Department and Human Resource Department

<b>Record Title</b>	<b>Description</b>	<b>Retention Period</b>
Vendor Files	Records concerning purchases from specific vendors; invoices, vouchers, ledgers, etc.	<b>Active:</b> 5-years <b>Disposition:</b> Destroy
Warranty Files	Includes warranties, promises, and other related documents	<b>Active:</b> Longer of either 5-years or life of the warranty <b>Disposition:</b> Destroy
Withholding Allowances Certificates	Internal Revenue Service W-4 forms completed by employees to establish rate of tax to be withheld from paychecks	<b>Retain:</b> Until no longer in effect <b>Disposition:</b> Destroy 4 years after tax was due or paid

# City of Edwardsville Records Retention Schedule & Policy

## **POLICE DEPARTMENT:**

The Edwardsville Police Department is comprised of approximately 16 sworn full-time officers and one civilian employee. The department is organized in two divisions; Operations and Administration.

<b>Record Title</b>	<b>Description</b>	<b>Retention Period</b>
Accident Reports	Includes interstate accidents, intersection and midblock books, fatalities, pedestrian, and highway accidents	<b>Active:</b> 1 year + current year <b>Disposition:</b> Permanent
Animal Control Materials	Documentation pertaining to animal control including bite records	<b>Active:</b> 3 years <b>Disposition:</b> Destroy
Asset Records	Inventory, maintenance records and other related documents for PD equipment	<b>Active:</b> Until equipment sold or surplus <b>Disposition:</b> Destroy
Case Files – Homicide	Includes offense reports, arrest reports, evidence cards, disposition cards, and other related documents	<b>Disposition:</b> Permanent
Case Files – Official	Includes offense reports, arrest reports, evidence cards, DUI report, mental illness/casualty report, and other related documents for cases with an assigned case number	<b>Disposition:</b> Permanent
Compliant Files – Official	May include Citizen Complaint Form, complainant's letter, notification of investigation, related interviews and tapes, witness statements, photographs, test and examination results, disposition, and any other related materials or evidence	<b>Active:</b> 3 years pending litigation <b>Retain:</b> Sustained and not sustained complaints 5 years after involved employee leaves PD <b>Disposition:</b> Destroy
Division Meeting Notes	Tracking devices for monitoring progress on projects	<b>Active:</b> Until useful or obsolete <b>Disposition:</b> Destroy
Education Materials	Includes handouts, magazines, and other materials to be distributed to the public	<b>Active:</b> Until superseded or obsolete <b>Disposition:</b> Destroy
Equipment Certifications and Maintenance Records	Includes standard solution certifications, radar certifications, tint meter certifications, and other related documents	<b>Active:</b> Retain for the life and/or ownership of the equipment <b>Disposition:</b> Destroy
Evaluation Schedules	Tracking devices to ensure completion of evaluations	<b>Active:</b> 1 year <b>Disposition:</b> Destroy
Evidence Files	Includes physical evidence custody receipt (supplements and tracking sheets) and disposition of property cards	<b>Active:</b> Retained in Property until final disposition of evidence <b>Disposition:</b> Destroy
Exit Interview Files	Includes notes and records of dialog with departing employees to gain suggestions, air complaints, and receive input	<b>Active:</b> 3 years <b>Disposition:</b> Destroy
Expungement Records	Records that are expunged	<b>Active:</b> 50 years <b>Disposition:</b> Destroy
Fingerprint Files	Records related to fingerprinting	<b>Disposition:</b> Permanent
Firearm Maintenance Records	Records related to the repair, upkeep, and cleaning of firearms	<b>Active:</b> While firearm in use <b>Inactive:</b> 2 years <b>Disposition:</b> Destroy

# City of Edwardsville Records Retention Schedule & Policy

## **POLICE DEPARTMENT:**

The Edwardsville Police Department is comprised of approximately 16 sworn full-time officers and one civilian employee. The department is organized in two divisions; Operations and Administration.

<b>Record Title</b>	<b>Description</b>	<b>Retention Period</b>
Firearm Qualification Records	Detailed records of individual employee performance	<b>Active:</b> 50 years <b>Disposition:</b> Permanent
General Orders/Standard Operating Procedures/Special Orders	Issued by Police Chief or his/her designee. Includes policies, regulations, and procedures as well as supporting documents.	<b>Active:</b> Until superseded or obsolete <b>Retain:</b> 1 copy permanently <b>Disposition:</b> Destroy
Grant Administrative and Financial Files	Includes application, award notice, public hearing notices, RFPs, purchase orders, banking records, accounting ledgers, reports, and other documents, maintained by project year	<b>Active:</b> Until project is closed and audit is complete <b>Inactive:</b> 5 years <b>Disposition:</b> Destroy
Historical Information	Any documents or materials thought to have historical value should be submitted to the Police Chief who shall determine its value and storage	
Hold Harmless Agreements	Includes ride along agreements, release or liability and other such agreements	<b>Active:</b> 5 years <b>Disposition:</b> Permanent
Inventories	Includes equipment, uniforms, records, vehicles, and other inventories	<b>Active:</b> Until superseded or obsolete <b>Disposition:</b> Destroy
Log Books for Case Numbers	Logged records of case numbers	<b>Disposition:</b> Permanent
NCIC Computerized Records	Includes stolen articles as well as missing and wanted persons	<b>Active:</b> According to applicable NCIC Operating Manual
Photographs – Crime Scenes and Evidence	Photographs used in investigation or for evidence	<b>Active:</b> Until written permission granted by Police Chief <b>Disposition:</b> Destroy
Sale of Assets	Includes items sold, price received, and delivery details	<b>Active:</b> 5 years <b>Disposition:</b> Destroy
Traffic Control Activities	Includes radar alert, driver license check lanes, smart trailer, and other related activity	<b>Active:</b> 2 years <b>Disposition:</b> Permanent
Training Records	Records of continuing education, courses completed, date, and any training certificates	<b>Active:</b> While individual is still employed <b>Disposition:</b> Permanent
Uniform Repair Requests	Records of requests to repair uniform	<b>Active:</b> Until filled <b>Disposition:</b> Permanent

# City of Edwardsville Records Retention Schedule & Policy

## **MUNICIPAL COURT:**

The Edwardsville Municipal Court holds conducts two dockets per month; one on the first Thursday and one on the third Thursday.

<b>Record Title</b>	<b>Description</b>	<b>Retention Period</b>
Annual Reports	Activity of division throughout the year	<b>Disposition:</b> Permanent
Asset Records	Inventory maintenance records, and other related documents for equipment	<b>Active:</b> Until sold or stored <b>Disposition:</b> Destroy
Bond Documents	Includes Cash Bond List and supporting documents	<b>Active:</b> Until expired or paid <b>Inactive:</b> 5 years <b>Disposition:</b> Destroy
Complaint Files	Correspondence and documentation of action taken (if any)	<b>Active:</b> Retain while useful, but not more than 5 years <b>Disposition:</b> Destroy
Computerized Records	Includes scanned, microfilmed, or imaged documents	<b>Disposition:</b> Hard copies can be destroyed after document has been microfilmed or scanned, provided the image has been verified for accuracy
Contracts	Includes vendors, contracted employees, and other service contracts	<b>Active:</b> Until contract expired or cancelled <b>Inactive:</b> 5 years <b>Disposition:</b> Destroy
Daily Fees Accounting Reporting	Contains payee name, docket, and case number (if applicable), amount paid and copies of deposit receipts	<b>Active:</b> 3 years <b>Disposition:</b> Destroy
Dockets	Official court records of conviction	<b>Active:</b> 5 years <b>Retain:</b> Any dockets that could be useful to establish criminal history on all offenses equivalent to an A or B misdemeanor for 15 years <b>Disposition:</b> Destroy
Probation Records	Includes client files, intoxication reports, shoplifting reports, and other related documents	<b>Retain:</b> Waivers of right to Counsel for 50 years. <b>Active:</b> Until individual has completed program <b>Inactive:</b> 10 years <b>Disposition:</b> Destroy
Purchasing Documents	Includes limited purchase orders, purchase orders, direct payment requests, inter-fund transfers and other related documents from all internal and external sources	<b>Active:</b> 1 year <b>Disposition:</b> Destroy
Standard Traffic Ordinances	Changes made the STO each year	<b>Active:</b> 1 year <b>Disposition:</b> Destroy
Tickets – Dismissed or Void	Tickets either dismissed or written in error	<b>Active:</b> 2 years, unless void then until no longer useful <b>Disposition:</b> Destroy
Tickets – Class C and Below	Class C and below misdemeanors and traffic violations	<b>Active:</b> 5 years <b>Disposition:</b> Destroy
Tickets – Offense Equivalent to an A or B	Class A or B misdemeanors	<b>Active:</b> 50 years <b>Disposition:</b> Destroy
Warrant Records	Failure to appear, failure to comply, and bench warrants	<b>Active:</b> Until served or expired <b>Disposition:</b> Destroy

# City of Edwardsville Records Retention Schedule & Policy

## **FIRE DEPARTMENT:**

The Edwardsville Fire Department includes both professional and volunteer members that handle standard fire operations including fire prevention, business inspections, burn permits, hydrant testing, public education, and more. Also within the Fire Department is the Edwardsville EMS division.

<b>Record Title</b>	<b>Description</b>	<b>Retention Period</b>
Annual reports	Activity of department throughout the year	<b>Disposition:</b> Permanent
Asset Records	Inventory, maintenance records, and other related documents for equipment	<b>Active:</b> Until sold or surplus <b>Disposition:</b> Destroy
Building Plans	Includes buildings in the City limits with an alarm or fire sprinkler system	<b>Active:</b> While building exists <b>Disposition:</b> Destroy
Call Back List	Roster of volunteers for overtime	<b>Active:</b> Until superseded <b>Disposition:</b> Destroy
Claims	Correspondence about claims involving current department	<b>Active:</b> Retain while useful, no more than 5 years <b>Disposition:</b> Destroy
Daily Assignment Sheet	Record of employee daily assignment	<b>Active:</b> 2 years <b>Disposition:</b> Destroy
Dispatch Records – Obsolete	Records of obsolete dispatch calls	<b>Active:</b> 5 years <b>Disposition:</b> Destroy
Equipment Tests	Records of pump checks, ladder tests, hose tests, aerial apparatus tests, and shelf contained breathing apparatus tests	<b>Active:</b> Retain for the life and/or ownership of the equipment <b>Disposition:</b> Destroy
Fire Hydrant Maps	Display location of all hydrants	<b>Active:</b> Until superseded <b>Disposition:</b> Destroy
Fire Inspection Street File	Documentation regarding inspections performed by fire department and any related citations	<b>Active:</b> While structure exists <b>Disposition:</b> Destroy
Fire Station Log	Daily journal of activity at fire station	<b>Disposition:</b> Permanent
Hazardous Materials Exposure Reports	Includes firefighter medical records, accident and injury reports, and exposure reports	<b>Active:</b> While employed + 30 years from last date of employment <b>Disposition:</b> Destroy
Inventories	Includes trees, equipment, uniforms, records, vehicles, and other inventories	<b>Active:</b> Until superseded or obsolete <b>Disposition:</b> Destroy
Kansas Fire Incident Reports	Electronic reports sent to the State Fire Marshal, includes fire, civilian casualty, and firefighter casualty reports; includes KFIR daily check sheets	<b>Active:</b> 10 years <b>Disposition:</b> Destroy, civilian and casualty reports are permanent
Knox Box Index	Listing of all key boxes and holders of the keys	<b>Active:</b> Until superseded <b>Disposition:</b> Destroy
Loss/Damage Reports	Records of tools, equipment, or gear destroyed	<b>Active:</b> Until item replaced or decision made not to replace <b>Disposition:</b> Destroy
Monthly Reports	Internal documentation to Fire Chief with progress on budget goals	<b>Active:</b> Until close of budget process <b>Disposition:</b> Destroy
Offense Reports	Reports sent to the Kansas Bureau of Investigation (KBI)	<b>Disposition:</b> Permanent

# City of Edwardsville Records Retention Schedule & Policy

## **FIRE DEPARTMENT:**

The Edwardsville Fire Department includes both professional and volunteer members that handle standard fire operations including fire prevention, business inspections, burn permits, hydrant testing, public education, and more. Also within the Fire Department is the Edwardsville EMS division.

<b>Record Title</b>	<b>Description</b>	<b>Retention Period</b>
Patient Reports	Includes first response medical records, patient's refusal of treatment, and other related documents	<b>Active:</b> 7 years <b>Disposition:</b> Destroy
Permits	Includes propane/liquid propane gas, salvage yard, fireworks, burn, etc.	<b>Active:</b> Until Expired <b>Inactive:</b> 2 years <b>Disposition:</b> Destroy
Personnel Database	Perpetual file of status, address and other related information (includes retiree list)	<b>Active:</b> Until superseded or obsolete <b>Disposition:</b> Destroy
Personnel Records	Applications, evaluations, disciplinary actions, direct deposit authorization, payroll status, training records, medical records, and all other personnel forms	<b>Active:</b> Medical records – 30 years past final day of employment <b>Disposition:</b> Destroy
Pre-Fire Plans	Fire escape routes, locations of residents, sprinkler systems, and other related documents provided for organization's use	<b>Active:</b> Until superseded or obsolete <b>Disposition:</b> Destroy
Residential Care Occupancy Files	Includes certificates and licenses which are regulated by the Kansas Department of Health & Environment (KDHE)	<b>Active:</b> Until certificate is expired while structure exists <b>Disposition:</b> Destroy
Training Records	Board of Emergency Medical Services (BMS) and other EMS trainings	<b>Active:</b> BMS - 5 years, EMS – 3 years <b>Disposition:</b> Destroy
Uniform Order Forms	Used by employees to request replacement uniform parts	<b>Active:</b> While employed <b>Disposition:</b> Destroy
Vehicle Operation Records	Includes documents related to the use of City-owned vehicles	<b>Active:</b> Until sold or surplus <b>Disposition:</b> Destroy
Volunteer Records	Includes application, job description, training, recruitment records, recognition, KBI background checks, Liability Waiver, Emergency Medical Authorization Form, schedule, accomplishments, health screenings, address, and related documents	<b>Active:</b> While current + 30 years past employment date for health screenings <b>Inactive:</b> 2 years <b>Disposition:</b> Destroy
Volunteer Time Sheets	Time sheets and accident reports for all volunteers of the Department	<b>Active:</b> 5 years <b>Disposition:</b> Destroy

# City of Edwardsville Records Retention Schedule & Policy

## **PLANNING AND COMMUNITY DEVELOPMENT:**

The City of Edwardsville conducts several planning and community development activities. These include issuing permits, reviewing easements and rights-of-way, processing applications, and more.

<b>Record Title</b>	<b>Description</b>	<b>Retention Period</b>
Board of Zoning Appeals Files	Includes minutes, appeals, correspondence, and other related documents	<b>Active:</b> Until case closed or no longer useful <b>Disposition:</b> Destroy
Building Codes	Adopted building code	<b>Active:</b> 1 copy permanently <b>Disposition:</b> Destroy
Building Permit Applications and Responses	Permits for building projects which are reviewed for compliance	<b>Active:</b> 3 years <b>Disposition:</b> Permanent in the property address file
Certificate of Occupancy Records	Includes documents certifying a building's compliance with applicable building codes and other laws regarding occupancy requirements	<b>Active:</b> Until superseded or obsolete <b>Disposition:</b> Permanent in the property address file
Computerized Records	Includes scanned, microfilmed, or imaged documents	Hard copies of a document can be destroyed after a document has been reproduced electronically provided the image has been verified for accuracy
Drainage Agreements	Includes application and other related documents	<b>Active:</b> Until superseded or obsolete <b>Disposition:</b> Permanent
Driveway Permits	Includes associated site development plans	<b>Disposition:</b> Permanent in property address file
Excavation Permits	For utility rights-of-way; Includes associated site plans	<b>Disposition:</b> Permanent in property address file
Forms (Blank)	Forms created to daily operating	<b>Active:</b> Until superseded or obsolete <b>Disposition:</b> Destroy
Home Occupation Documents	Includes applications, licenses, current renewal notices and other unique correspondence	<b>Active:</b> 3 years after denial or expiration of license <b>Disposition:</b> Permanent in property address file
Parking Lot Permits	Includes associated site development plans	<b>Active:</b> Until superseded or obsolete <b>Disposition:</b> Permanent
Planned Unit Development Plans	Planning Commission action files	<b>Active:</b> Hard Copy retained until build out <b>Disposition:</b> Electronic copy maintained as PC file
Planning Commission Records	Includes official minutes of Planning Commission meetings	<b>Active:</b> 7 years <b>Disposition:</b> 1 copy permanent
Plats for Quarter Section, Sanitary Sewers, Paving and Stormwater	Improvement Plans	<b>Active:</b> Until superseded or obsolete <b>Disposition:</b> Destroy
Plats for Subdivisions	Subdivision plats approved by the City Council legally establishing easements, ROW, and property legal descriptions	<b>Disposition:</b> Permanent with Register of Deeds office

# City of Edwardsville Records Retention Schedule & Policy

**PLANNING AND COMMUNITY DEVELOPMENT:**

The City of Edwardsville conducts several planning and community development activities. These include issuing permits, reviewing easements and rights-of-way, processing applications, and more.

<b>Record Title</b>	<b>Description</b>	<b>Retention Period</b>
Plat of Subdivision Files	Includes drainage reports, staff analyses, agenda memos, plats of survey, etc.	<b>Disposition:</b> Permanent
Project General Files	Includes ordinances, resolutions, contracts, specifications, and other related documents for projects	<b>Active:</b> Until accepted for maintenance <b>Disposition:</b> Permanent
Property Files	Records to include violations notices, building permits, certificates of occupancy, etc.	<b>Disposition:</b> Permanent in address property file
Zoning Petition Files	Includes documents related to BZA decisions, variances, protest petitions, etc.	<b>Disposition:</b> Permanent in address property file

# City of Edwardsville Records Retention Schedule & Policy

## **PARKS & RECREATION:**

The Parks & Recreation Division of the Public Works Department includes items related to recreation programming, special events, and maintenance of park equipment and grounds

<b>Record Title</b>	<b>Description</b>	<b>Retention Period</b>
Asset Records	Inventory, maintenance records, and other related documents for park equipment	<b>Active:</b> Until equipment sold or surplused <b>Disposition:</b> Destroy
Contracts	Includes instructors, vendors, labor unions, KDOT, and other contracts	<b>Active:</b> Until contract expired or cancelled <b>Inactive:</b> 5 years <b>Disposition:</b> Destroy
Grant Administration and Financial Files	Includes application, award notice, public hearing notices, RFPs, purchase orders, banking records, reports, and other documents	<b>Active:</b> project year is closed and audit completed <b>Inactive:</b> 5 years or until completion of any action (whichever is later) <b>Disposition:</b> Destroy
Inventory Computation for concessions	Used to reconcile concession sales	<b>Active:</b> 3 years <b>Disposition:</b> Destroy
Park Plans	Includes specifications and drawings of park facilities and land	<b>Active:</b> While the City owns park <b>Disposition:</b> Destroy
Rentals	Includes rental information for the Community Center, park shelters, and other City-owned areas	<b>Active:</b> 3 years <b>Disposition:</b> Destroy
Strategic Planning Documents	Files used in preparation of a strategic plan	<b>Active:</b> Until adoption of subsequent strategic plan <b>Disposition:</b> Destroy
Volunteer Records	Includes application, job descriptions, training, and other related documents	<b>Active:</b> While current <b>Inactive:</b> 2 years <b>Disposition:</b> Destroy
Volunteer Time Sheets	Time sheets and accident reports for all volunteers of the department	<b>Active:</b> 5 years <b>Disposition:</b> Destroy
Warranty Files	Includes warranties, promises and other related documents	<b>Active:</b> 5 years or life of warranty (whichever is longer) <b>Disposition:</b> Destroy

# City of Edwardsville Records Retention Schedule & Policy

## **PUBLIC WORKS:**

The Edwardsville Public Works Department is involved with the general maintenance and upkeep of City property, vehicles, rights-of-way, facilities, and streets.

<b>Record Title</b>	<b>Description</b>	<b>Retention Period</b>
Asset Records	Inventory, maintenance records, and other related documents for equipment	<b>Active:</b> Until equipment sold or surplused <b>Disposition:</b> Destroy
Capital Improvement Plans	Includes documents related to strategic plans for the City for a multi-year term	<b>Active:</b> Until CIP is implemented <b>Disposition:</b> Permanent
Backflow Device Test Forms	Forms used for backflow testing at City facilities	<b>Active:</b> 3 years <b>Disposition:</b> Destroy
Classification Specifications	KDHE, Operators requirements	<b>Active:</b> Retain while current <b>Disposition:</b> Destroy
Complaint Files	Correspondence and any documentation related to resident complaints	<b>Active:</b> Retain while useful, but not more than 5 years <b>Disposition:</b> Destroy
Contracts	Includes vendors, KDOT, KDHE, developers, and other contracts	<b>Active:</b> Until contract expired or cancelled <b>Inactive:</b> 5 years <b>Disposition:</b> Destroy
Equipment Maintenance & Ownership Records	Documents related to the legal ownership and maintenance of public works equipment	<b>Active:</b> Retain for the life and/or ownership of the equipment <b>Disposition:</b> Destroy
Forms – Blank	Forms created for daily operating	<b>Active:</b> Until superseded or obsolete <b>Disposition:</b> Destroy
Hold Harmless Agreements	Includes ride along agreements, release of liability, and other such agreements	<b>Active:</b> 5 years <b>Disposition:</b> Destroy
Incident Reports	Documentation of incidents occurring in current Department facilities	<b>Active:</b> 5 years <b>Disposition:</b> Destroy
Inventories	Includes equipment, uniforms, vehicles, and other inventories	<b>Active:</b> Until superseded or obsolete <b>Disposition:</b> Destroy
Inspection Records	Includes pump stations, bridges, and other inspections done on annual basis by outside agency	<b>Disposition:</b> 1 copy permanent
Project Files	Includes ordinances, contracts, specifications, correspondence, and other documents for projects which the Public Works Department is involved	<b>Disposition:</b> Permanent
Purchasing Documents	Includes limited purchase orders, purchase orders, direct payment requests, inter-fund transfers, and other related documents	<b>Active:</b> 1 year <b>Disposition:</b> Destroy
Safety Committee Materials	Meeting materials associated with the KMIT Safety Committee	<b>Active:</b> 3 years <b>Disposition:</b> Destroy
Supervisor's Files	Limited to required documents for current oversight of employee including: work schedule, leave information, attendance, over time hours, workers comp information, and other related documents	<b>Active:</b> While employee is under direct supervision <b>Disposition:</b> Destroy

# City of Edwardsville Records Retention Schedule & Policy

**PUBLIC WORKS:**

The Edwardsville Public Works Department is involved with the general maintenance and upkeep of City property, vehicles, rights-of-way, facilities, and streets.

<b>Record Title</b>	<b>Description</b>	<b>Retention Period</b>
Training Records	Records of continuing education, training manuals, and any training certificates	<b>Active:</b> While trained individual is employed, departmental training is until superseded or obsolete <b>Disposition:</b> Permanent 1 copy
Vehicle Operation Records	Includes vehicle inspection reports, and other documents related to the use of City-owned vehicles	<b>Active:</b> 3 years <b>Disposition:</b> Destroy

**TO: MAYOR & CITY COUNCIL  
FROM: MICHAEL WEBB, CITY MANAGER  
DATE: NOVEMBER 14, 2016  
SUBJECT: LEGISLATIVE AGENDA**

**RECOMMENDATION**

City Council to consider Resolution No. 2016-24 establishing a legislative agenda for 2017.

**FINANCIAL IMPACT**

Not Applicable

**BACKGROUND**

In preparation of each legislative session, the League of Kansas Municipalities (LKM) prepares its legislative agenda, known as the Statement of Municipal Policy. This Policy provides guidance to the League staff in advocating for its member cities.

Resolution No. 2016-24 would adopt the 2017 LKM Statement of Municipal Policy as the City's Legislative Agenda and authorize the City Manager and his designees to participate in the legislative process as may be necessary.

**RESOLUTION NO. 2016-24**

**A RESOLUTION OF THE CITY OF EDWARDSVILLE, KANSAS SUPPORTING THE 2016 LEAGUE OF KANSAS MUNICIPALITIES STATEMENT OF MUNICIPAL POLICY AND ADOPTING SUCH AS ITS LEGISLATIVE AGENDA.**

**WHEREAS**, on October 10, 2016, the League of Kansas Municipalities adopted the 2017 Statement of Municipal Policy; and

**WHEREAS**, the Governing Body of the City of Edwardsville, Kansas generally supports the 2017 Statement of Municipal Policy; and

**WHEREAS**, the Governing Body wishes to provide legislative guidance to the municipal staff.

**NOW, THEREFORE, BE IT RESOLVED** by the Governing Body of the City of Edwardsville, Kansas:

**Section 1.** Adopts the 2017 League of Kansas Municipalities Statement of Municipal Policy as the City of Edwardsville's 2017 Legislative Agenda.

**Section 2.** The 2017 Legislative Agenda may be amended from time to time by action of the Governing Body.

**Section 3.** The City Manager and his designees are authorized to participate in the 2017 legislative session in accordance with the adopted Legislative Agenda.

**Section 4.** This Resolution is effective upon its adoption by the Governing Body.

**PASSED AND APPROVED** by the Governing Body for the City of Edwardsville, Kansas this 14<sup>th</sup> day of November, 2016.

---

John McTaggart, Mayor

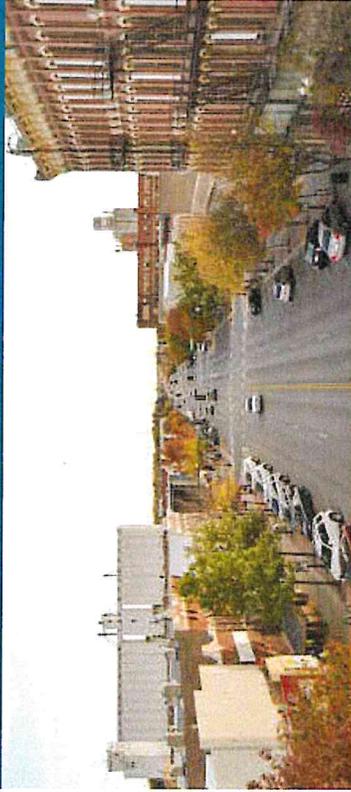
Attest:

---

Zachary Daniel, Assistant to the City Manager/City Clerk

-2017-

## Statement of Municipal Policy



## 2016-2017 GOVERNING BODY



**President**  
Kim Thomas  
Mayor, Stockton



**Vice President**  
Jeff Longwell  
Mayor, Wichita

### Immediate Past President

Larry Wolgast, Mayor, Topeka

### Past Presidents

Mike Boehm, Mayor, Lenexa

Brenda Chance, City Clerk, Phillipsburg

John Deardoff, City Manager, Hutchinson

Carl Gerlach, Mayor, Overland Park

Terry Somers, Mayor, Mount Hope

### Directors

Gary Adrian, Mayor, Colby

Jack Bower, Mayor, Atchison

Joe Denoyer, Mayor, Liberal

Kendal Francis, City Manager, Coffeyville

Daron Hall, City Manager, Pittsburg

Mark Holland, Mayor, Kansas City

Kelli Hansen, Mayor, Plainville

Jerry Lovett-Sperling, City Clerk, Lindsborg

John McTaggart, Mayor, Edwardsville

James Toews, Mayor, Inman

Joyce Warshaw, Commissioner, Dodge City

J. Michael Wilkes, City Manager, Olathe

### Executive Director

Erik Sartorius



## 2017 ACTION AGENDA

**The prosperity of the State of Kansas is absolutely dependent upon the prosperity of our cities. Over 82% of Kansans live in an incorporated city. In an effort to promote healthy and sustainable communities, the elected and appointed city officials of Kansas hereby establish the following as our action agenda for 2017:**

- Home Rule.** Consistent with the Home Rule Amendment of the Kansas Constitution approved by voters in 1960, we support local elected officials making decisions for their communities, particularly local tax and revenue decisions.
- City Elections.** City elections should remain non-partisan and separate from state and national elections.
- Tax Lid Election Process.** We support replacing the current election process for the tax lid law with a protest petition. The election process does not coordinate with municipal budget timelines, and the cost of elections will be excessive for cities.
- Abandoned and Blighted Structures.** We support legislation that streamlines and expedites the process for local governments, neighborhood organizations and private businesses to deal with the blight of abandoned, nuisance, and foreclosed housing, and commercial structures to protect the rights and property values of surrounding property owners.
- Internet Sales Tax Collections.** The inability of governments to collect local option sales or compensating use tax on remote sales continues to erode a viable and fair revenue source. The League supports state legislation establishing a program to help the state collect state and local sales and compensating use taxes due from in-state purchasers. Remitted taxes should be distributed using existing methods/formulas for the state and local governments.
- Service Territory.** We support the current state electric utility service territory law. Municipalities must retain the authority to purchase, construct, or extend the infrastructure necessary to supply the cities and their inhabitants with public utilities, including electric services. We support the current statutory framework allowing city's jurisdictional limits to change over time due to the annexation of land, including land located within the service territory of another utility provider.
- Weapons and Firearms.** We support the ability of local governments to set policies regarding the carrying of weapons and firearms by municipal employees while they are engaged in their work. Absent repeal of the current concealed carry law, cities should be provided civil and criminal immunity from the action of employees not required to carry a weapon but who choose to carry a concealed weapon.

- EMS/Hospital Funding.** Municipal hospitals and emergency medical services (EMS) are challenged in meeting their communities' needs. Between 2009 and 2014, city and county tax revenue budgeted for hospitals has increased 33.3% to meet these needs. We support the expansion of Medicaid in Kansas to allow such entities access to federal funding, helping cities maintain and provide critical services for their citizens.

- Streamlined Sales Tax.** We urge Congress to implement the mandatory collection of sales and use taxes on remote sales. The legislation should not preempt state and local sales and use tax authority. Should federal legislation allow for the state imposition of such taxes, we support the distribution of those funds to cities and counties using existing statutory formulas. Kansas should continue to participate in the Streamlined Sales Tax Project.

## TABLE OF CONTENTS

5	Finance & Taxation
8	Public Safety
9	Infrastructure
12	Personnel
13	Government Policies & Procedures
15	Federal Issues
17	League Legislative Staff
18	About the League
19	Mission Statement & Policy Development



## FINANCE & TAXATION

**An adequate source of revenue is necessary to fund the essential services of city government. Each city is unique in both services provided and the ability to pay for such services. Maximum flexibility should be granted to local governing bodies to determine the amount and source of funding for city services.**

- **Tax Lid Election Process.** We support replacing the current election process for the tax lid law with a protest petition. The election process does not coordinate with municipal budget timelines, and the cost of elections will be excessive for cities.
- **Internet Sales Tax Collections.** The inability of governments to collect local option sales or compensating use tax on remote sales continues to erode a viable and fair revenue source. The League supports state legislation establishing a program to help the state collect state and local sales and compensating use taxes due from in-state purchasers. Remitted taxes should be distributed using existing methods/formulas for the state and local governments.
- **EMS/Hospital Funding.** Municipal hospitals and emergency medical services (EMS) are challenged in meeting their communities' needs. Between 2009 and 2014, city and county tax revenue budgeted for hospitals has increased 33.3% to meet these needs. We support the expansion of Medicaid in Kansas to allow such entities access to federal funding, helping cities maintain and provide critical services for their citizens.
- **Tax Policy.** The League urges the Legislature to reconsider the imbalance in the Kansas tax system by returning to the long-established philosophy of balancing revenue from income, sales and property taxes. The income tax cuts approved by the Kansas Legislature in 2012 impacted the fiscal ability of the state and local governments to provide the services citizens want and need. Changes to tax policies should not be undertaken without a full understanding of the overall impact upon all taxpayers, taxing entities and the sources and amounts of tax revenues to be generated or eliminated by such policy changes.

## FINANCE & TAXATION

- **Tax/Spending Lid.** Local spending and taxing decisions are best left to the local officials representing the citizens that elected them. We strongly oppose any state-imposed limits on the taxing and spending authority of cities and support the repeal of the property tax lid.
- **Kansas Tax System.** Cities are important partners in creating jobs, reviving the economy, delivering vital services, and providing quality of life. The Governor and Kansas Legislature should include city leaders in discussions about restructuring the Kansas tax system and any changes should fully assess the resulting financial burden on local taxpayers.
- **Property Tax Exemptions.** We support a broad tax base, and believe the existing property tax base should be protected. We encourage the Legislature to resist any proposal to further exempt any specific property classification from taxation, including industry-specific exemptions. We support the current statutory definition of machinery and equipment and the exemption should not be expanded. The Legislature should actively review existing exemptions to determine if they should continue or be repealed.
- **Sales Tax Exemptions.** Given the current and future budget challenges facing state and local governments, we oppose the continued erosion of the state and local sales tax base by the passage of new exemptions. Should the state establish any sales tax holidays, the law should allow an opt-out for local governments. The Legislature should actively review existing exemptions to determine if they should continue or be repealed.
- **Unfunded Mandates.** We oppose unfunded mandates. If the state or federal governments seek to promote particular policy objectives, such mandates should be accompanied by an appropriate level of funding.
- **Alcoholic Liquor Taxes.** We support the current statutory framework with regard to the collection and distribution of alcoholic liquor taxes. Changes in the way alcoholic liquors are classified or where they can be sold should be revenue neutral to avoid a detrimental impact on local taxpayers.
- **Property Valuation.** To maintain fair and equal taxation, we support appraisals based on fair market value. We oppose caps in property valuations as unconstitutional and inequitable.
- **LAVTR.** The State Legislature, as required by Kansas statute, should help to relieve the burden on property taxpayers by funding the Local Ad Valorem Tax Reduction (LAVTR) program. This should include keeping the promises made with reference to the machinery and equipment mitigation legislation, future gaming revenues, and the existing statutory formula.
- **City and County Revenue Sharing.** The Legislature should fund existing city and county revenue sharing programs as required by Kansas statutes.
- **Alternative Revenue Sources.** Cities should be authorized to approve alternative revenue sources in order to maintain appropriate levels of funding for the health, safety, and welfare of our citizens.

## FINANCE & TAXATION

- **Municipal Bonds.** We support the removal or modification of overly burdensome and costly restrictions affecting the issuance of municipal bonds. Further, we support the continued tax-exempt status for municipal bonds.
- **Telecommunications Taxes.** We oppose restrictions on the ability of cities to impose and collect taxes and fees on telecommunications providers.
- **Local Sales Taxes.** We support the existing statutory authority for all cities to impose local sales taxes and seat taxes and the existing statutory distribution for all sales taxes.
- **Banking and Investment Restrictions.** We support maximum banking and investment choices for local government. At a minimum, all cities, counties, and school districts should have the same banking and investment authority the State has granted to itself.
- **Unclaimed Checks.** We support legislation reducing the administrative burden and costs of processing unclaimed checks.
- **Tax credits.** We support the continued availability of tax credits as a tool for economic development.
- **Summary Publication of Resolutions.** We support legislation allowing cities to publish a summary of a resolution, with the full text of any resolution posted on the city's official website, in lieu of publication of the full resolution.



7

## PUBLIC SAFETY

- Cities play a critical role in the protection of the health and safety of the citizens of Kansas. Because mandated programs are costlier and less efficient, government at all levels should cooperate in the development of health and safety programs.
- **Asset Forfeiture.** We support the current Kansas Standard Asset Seizure and Forfeiture Act as a component in reducing financial gains from criminal acts. All assets forfeited, or the proceeds of the sale of the same, should remain with the local government that seizes the property.
  - **Municipal Court Bonds.** Municipal courts serve a vital role protecting an individual's right to equal protection under the law following arrest or detainment. In order to continue to serve in this capacity, municipal courts must not be limited or restricted in bonding decisions used in their operations.
  - **Municipal Courts.** We support the local control of and judicial authority of municipal courts and the appointment of municipal judges. All assessed court funds under a municipal court order, other than restitution collected and payable to a third party and state assessments paid under K.S.A. 12-4117, should be retained by the local municipality.
  - **Law Enforcement and Public Safety.** We believe cooperative efforts, rather than state and federal mandated requirements, are vital to the efficient and effective development of local law enforcement and public safety programs.
  - **Emergency 911 Services.** Cities and counties should maintain local control of the 911 system and the 911 tax should continue to include both wireline and wireless communications. We support legislation providing flexibility for local governments to utilize these funds to provide emergency services.
  - **Emergency Management.** We request the Adjutant General and the State of Kansas review the role of cities in the state emergency management plan. Because cities play a crucial role in effective emergency management, implementation strategies must promote cooperative efforts between federal, state, and local governments.
  - **Alcohol and CMB Regulation.** We support the authority of cities to license and regulate alcoholic liquor and cereal malt beverage retailers and establishments.
  - **Firearms and Weapons.** We support the local regulation of firearms and weapons.
  - **Homeland Security.** First responders at the local level serve as the front line defense in the prevention and response to terrorism and other security risks. Local governments should be granted maximum flexibility and discretion over implementation of monies and strategies regarding homeland security.



8

## INFRASTRUCTURE

Cities construct, manage, operate and maintain numerous infrastructure components that provide a high quality of life. Infrastructure involving transportation, municipal utilities, energy services, and water and environmental structures are all dependent on the ability of local officials to self-determine what's appropriate for their own communities. This self-governance relies on the expectation of cooperation from the state government and full funding as required by law under current statutory programs from both the state and federal governments.

### Transportation

- **Comprehensive Transportation Program.** We support full funding of the Kansas T-Works comprehensive transportation program. We oppose any use of these funds to balance the State's general fund budget. Any reduction in T-Works funding jeopardizes existing programs.
- **City-County Highway Fund.** The City-County Highway Fund is essential to maintaining local roads and bridges and should be fully funded and not be diverted for other purposes. Such funding should include the transfer of fees from the registration of out-of-state commercial vehicles, as directed by K.S.A. 9-3425i.
- **Transportation Safety.** The State should work in cooperation with local governments to continue to provide safe roads and bridges within Kansas.
- **Development Infrastructure.** Because transportation infrastructure is critical to state and local development activities, we support the continued maintenance and expansion of the transportation infrastructure in Kansas.
- **Airport Funding.** We support the continued use of state economic development dollars (EDIF funds) to enhance airport facilities and services.
- **Transportation Development Districts.** We support the continued ability of cities to establish transportation development districts to meet the economic development and transportation infrastructure needs in the community.
- **Recreational Trails.** We support the development of recreational trails, including rails-to-trails, aquatic trails, and hike-and-bike on levee trails projects, and oppose any legislation that would make such development more burdensome or costly.
- **Connecting Links.** The State should increase KDOT's funding for connecting link programs to contract with cities to provide for the maintenance of state highways within city limits. The last increase in the connecting link program was in 1999. We support full funding of the KLINK and Geometric Improvement programs.
- **Cooperation with KDOT.** We support the continued efforts of the Kansas Department of Transportation to work with cities on cooperative programs, including the transportation revolving loan fund and various economic development projects.
- **Rail Service.** We support existing and enhanced passenger and freight rail service in Kansas and seek a strong partnership with the state and federal government to achieve this.

## INFRASTRUCTURE

### Municipal Utilities

- **Service Territory.** We support the current state electric utility service territory law. Municipalities must retain the authority to purchase, construct, or extend the infrastructure necessary to supply the cities and their inhabitants with public utilities, including electric services. We support the current statutory framework allowing city's jurisdictional limits to change over time due to the annexation of land, including land located within the service territory of another utility provider.
  - **Municipal Operation.** We support the ability of cities to operate municipal gas, water, electric, sewer, telecommunications, broadband, solid waste, stormwater, or other utility services. We further support the ability of cities to set and control the rates for locally owned and operated utilities, and support the current defined service territory statutes.
  - **Right of First Refusal.** We support municipal utilities having the ability to invest in new electric/transmission projects in order to provide reliable, affordable service to local customers. We oppose efforts to prohibit competition for transmission projects in Kansas.
  - **Franchise Authority.** We oppose any legislation restricting the current franchise authority for cities, including limits on franchise fees.
  - **Mandates.** We oppose unfunded federal and state mandates regulating the operation of municipal gas, water, electric, sewer, telecommunications, solid waste, stormwater utilities, or other utility services. Any mandates passed down to cities should not be imposed without a cost/benefit analysis and should be accompanied by appropriate funding. In addition, regulations should provide for a reasonable implementation schedule.
  - **One-Call.** We support a state one-call system that recognizes the diversity of cities in Kansas and provides reasonable options for cities of different sizes. The one-call notification center and board of directors should remain subject to the Kansas Open Meetings Act and the Kansas Open Records Act.
  - **Broadband.** The League recognizes the importance of affordable broadband services, as defined by the Federal Communications Commission, for all citizens in Kansas.
- ### Energy
- **Statewide Energy Policy.** We support the development of a coordinated and comprehensive energy policy, including the use of renewables, developed with strong input from cities. We encourage the State to adopt legislation providing the mechanism and staff support for the development of such policy.
  - **Energy Efficiency.** We support public and private incentives to encourage energy efficiency by local governments and citizens. We support the promotion of energy efficiency in local government and municipal utilities' operations through programs that recognize the diversity of utility structures serving local governments.

## INFRASTRUCTURE

### Water and Environment

- **Water Quality.** We support a clean and safe public water supply and the protection of public health and aquatic life. We endorse regional and cooperative solutions to water quality challenges that address point and non-point source pollution while balancing municipal cost concerns.
- **Water Quantity.** Government at all levels should aggressively pursue the conservation, protection, and development of current and future municipal water supplies. We support cost-effective efforts to extend the life of reservoirs and to expand reservoir storage for use by municipal water suppliers. We support immediate state action, in consultation with municipal providers, to address over appropriated surface and groundwater resources.
- **Water Planning.** We support increased municipal representation on the Kansas Water Authority, broad-based revenue sources and distribution for the state water plan fund; and a reevaluation of the process for adopting the annual state water plan fund budget.
- **Infrastructure Funding.** We support increased federal and state funding to assist local communities with their water, wastewater, stormwater, levee, and dam infrastructure and associated security needs.
- **Stormwater Management.** We endorse regional and cooperative solutions to stormwater quality and quantity challenges that address point and non-point source pollution.
- **Solid Waste.** The home rule powers of cities to dispose of and manage municipal solid waste should not be restricted.
- **Hazardous Waste.** We support a comprehensive state-local approach to provide assistance in identifying hazardous wastes and to develop programs to monitor and dispose of such wastes. We encourage state agencies to work cooperatively with local governments in the development and approval of programs to identify, monitor and dispose of hazardous waste. Further, appropriate education and training should be provided prior to the implementation of such programs.
- **Clean Air.** We support air quality controls and a state developed air quality plan that protects the health and safety of Kansans while balancing municipal cost concerns.

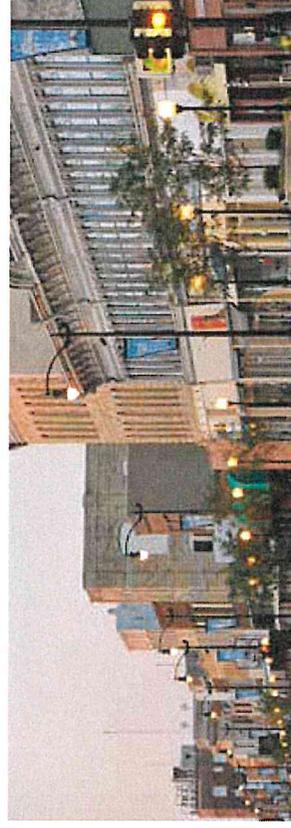


11

## PERSONNEL

**City employees are the foundation of effective city government. City governing bodies must have the authority to develop local personnel policies to attract and maintain a high quality public workforce.**

- **Weapons and Firearms.** We support the ability of local governments to set policies regarding the carrying of weapons and firearms by municipal employees while they are engaged in their work. Absent repeal of the current concealed carry law, cities should be provided civil and criminal immunity from the action of employees not required to carry a weapon but who choose to carry a concealed weapon.
- **KPERS.** We support the full funding of the KPERS retirement system and honoring all commitments that have been made by KPERS. The local KPERS system should remain separate from the state and school retirement system. Changes to the KPERS system should not impact a city's ability to hire and retain qualified public employees, including any undue burden on hiring KPERS retirees.
- **PEERA/Collective Bargaining.** We oppose any federal or state mandate requiring collective bargaining at the local level.
- **KP&F.** We support the current statutory framework regarding KP&F. We believe the retirement system for police and fire should remain fully funded.
- **Personnel Mandates.** We oppose state and federal mandates involving public personnel.
- **Workers' Compensation.** We support reasonable and just benefits for employees injured within the course and scope of their public employment and effective enforcement of the workers' compensation act to eliminate payment of unjustified benefits.
- **Prevailing Wage.** We oppose federal and state mandates requiring or prohibiting the payment of prevailing wage.
- **Health Care & Other Benefits.** We support cooperation and active study of ways to relieve the financial burden of securing employee health care coverage, including the continued option for cities to participate in the state health care program.
- **Unemployment.** We support reasonable and just benefits for employees who are qualified individuals under the Kansas Employment Security Law. We oppose the finding that volunteers who are paid a nominal stipend are considered a qualified individual. We support legislation to define "volunteer" in Kansas employment law, such that it is consistent with federal law.



12

## GOVERNMENT POLICIES & PROCEDURES

Abiding by the longstanding constitutional home rule authority of Kansas cities, there is a need to ensure local governments maintain autonomy and the authority of self-governance to create a safe and sustainable quality of life for residents. In an effort to construct appropriate policies for their community, such as economic and community development initiatives, cities should be committed to implementing procedures which ensure ethical and transparent governance from their officials.

### Home Rule

- **Home Rule.** Consistent with the Home Rule Amendment of the Kansas Constitution approved by voters in 1960, we support local elected officials making decisions for their communities, particularly local tax and revenue decisions.
- **City Elections.** City elections should remain non-partisan and separate from state and national elections.
- **Annexation.** The ability of cities to grow is inherent in the economic growth and development of the state. Therefore, we oppose any change that limits the authority of cities' orderly growth through annexation.
- **Sign Regulation.** We support the authority of local government to regulate signs in compliance with federal law.
- **Eminent Domain.** Eminent domain is a fundamental municipal power. The authority to acquire property through condemnation proceedings is critical for public improvement projects. We support increased flexibility for local governments to use eminent domain for economic development purposes, including blight remediation, without seeking legislative approval.
- **Interlocal Cooperation.** We support the principle of voluntary cooperation among all levels of government.
- **Governmental Immunity.** We support continued immunity for cities from tort liability.
- **Police Powers.** We support the authority of cities to regulate in order to protect the health, safety, and welfare of the public.
- **Public Property & Rights-of-Way.** We support the ability of cities to control and manage public property and rights-of-way and to impose franchise or use fees on those entities that utilize the rights-of-way.
- **Consolidation.** We support processes for local consolidation without undue statutory barriers. We further believe the issue of consolidation is an inherently local one and the voters should be allowed to determine whether consolidation with another unit of government occurs.

### Community Development

- **Abandoned and Blighted Structures.** We support legislation that streamlines and expedites the process for local governments, neighborhood organizations and private businesses to deal with the blight of abandoned, nuisance, and foreclosed housing, and commercial structures to protect the rights and property values of surrounding property owners.

## GOVERNMENT POLICIES & PROCEDURES

- **Economic Development Partnerships.** State and regional partnerships are vital to the sustained growth of the state and should be supported by policy and with adequate funding.
- **Tax Abatements.** We support the authority of cities to offer tax abatements to encourage business investment in their communities.
- **Tax Increment Financing (TIF).** We support the continued use of TIF to promote economic development. TIF laws should allow maximum flexibility and allow for efficient use by communities.
- **Revitalization Tools.** We support the continued use of the Neighborhood Revitalization Act, the Downtown Redevelopment Act, the Transportation Development District Act, and the Community Improvement District Act to promote local neighborhood development.
- **Tourism.** We support cooperative ventures between the state and local government in Kansas to promote tourism as an industry that is vital to growth and development all across the state. The State of Kansas should commit more resources to the promotion of tourism.
- **STAR Bonds.** We support the ability of cities to utilize STAR bonds to promote economic development in their communities.
- **Land Use and Zoning.** We support the ability of local officials to make land use and zoning decisions within their community, including decisions about the location, placement, size, appearance, and siting of transmission and receiving facilities and any other communications facilities.
- **Moderate Income Housing Program.** We support the continued funding of the Moderate Income Housing Program to promote affordable housing options. Accessibility to such housing stock is important to job growth and economic success in communities.
- **Exports.** We support the Kansas Department of Commerce providing assistance to Kansas businesses who may become Kansas exporters, whether by direct provision of services or through outsourcing.
- **Urban Opportunity Zones.** We support the creation of urban opportunity zones as a tool to build and revitalize urban neighborhoods in specific census tracts.

### Government Ethics

- **Open Meetings.** All levels of government should be subject to the same open meetings requirements. These laws should not be unduly burdensome.
- **Open Records.** All levels of government should be subject to the same open records requirements. State laws governing open records should balance the public's right of access with the necessity of protecting the privacy of individual citizens and the ability of public agencies to conduct their essential business functions.
- **Local Ethics Policies.** We support the establishment of local ethics policies by locally elected officials. We oppose legislation restricting the ability of city governing bodies to adopt local ethics policies for elected and appointed city officials.

## GOVERNMENT POLICIES & PROCEDURES

• **Intergovernmental Dialogue.** Communication between all levels of government is critical to the successful delivery of public services to the citizens of Kansas. Representatives from cities provide facts and information crucial to intergovernmental relations, and as such, should have the same rights and responsibilities as private interest lobbyists. We support current law regarding the use of state and local public moneys to provide information and advocate on behalf of our cities and citizens. Any reporting system should not increase the administrative burden on local governments.

## FEDERAL ISSUES

Local officials welcome the opportunity to work together with federal and state officials on policies impacting local communities. Federal agencies should research and understand the fiscal impact on local units of government when implementing new guidelines or laws. Cities manage their finances, infrastructure, and personnel more effectively without unfunded federal mandates.

- **Streamlined Sales Tax.** We urge Congress to take action to implement the mandatory collection of sales and use taxes on remote sales. The legislation should not preempt state and local sales and use tax authority. Should federal legislation allow for the state imposition of such taxes, we support the distribution of those funds to cities and counties using existing statutory formulas. Kansas should continue to participate in the Streamlined Sales Tax Project.
- **Municipal Bonds.** We support the continued tax-exempt status for municipal bonds. Further, we support the removal or modification of overly burdensome and costly restrictions affecting the issuance of municipal bonds.
- **Overtime Rule.** We support the Department of Labor reconsidering the new rule on overtime.
- **Immigration Reform.** We support a federal solution to immigration reform. Any immigration policy should not negatively impact local governments with additional law enforcement or administrative burdens. We support Congress continuing assistance to under-served areas with large immigrant populations, who are attempting to remain in compliance with the United States Citizenship and Immigration Services.
- **Transportation.** We support funding the Fixing America's Surface Transportation Act (FAST ACT), which allows investment in critical infrastructure.
- **Stormwater.** We support simple and flexible federal regulations of municipal stormwater run-off that allow for orderly and cost-effective development. The federal government should appropriate funds for research and for the development of pilot projects on stormwater management.
- **Collective Bargaining.** We oppose any federal mandate that would require collective bargaining at the local level.

## FEDERAL ISSUES

- **Water Quality.** We support a clean and safe public water supply and the protection of public health and aquatic life. We endorse federal investments and cooperative solutions that address water quality challenges and take into account municipal cost concerns.
- **Hazardous Waste.** We urge federal agencies to work cooperatively with state and local governments in the development and approval of programs to identify, monitor and dispose of hazardous waste. Appropriate education and training should be provided prior to the implementation of such programs.
- **Telecommunications Data.** We support the continued ability of public safety officials to access data from telecommunications companies in times of emergencies to assist investigations.
- **Rail Service.** We support existing and enhanced passenger and freight rail service in Kansas.
- **Railroad Quiet Zones.** We urge Congress to reexamine the Train Horn Rule with the Federal Railroad Administration. Rules for implementing quiet zones should be less burdensome and allow for differences in community circumstances while continuing to protect public safety. We also request Congress provide federal funds for the purpose of establishing quiet zones and consider new technology which may enhance the safety of quiet zones while minimizing or eliminating train horn noise.



## LEAGUE LEGISLATIVE STAFF



**Erik Sartorius**  
Executive Director  
esartorius@lkm.org  
(17th Session)

**Larry Baer**  
General Counsel  
lbaer@lkm.org  
(16th Session)

**Cindy Green**  
Deputy Director  
cgreen@lkm.org  
(6th Session)

**Eric B. Smith**  
Deputy General Counsel  
esmith@lkm.org  
(5th Session)

**Brock Ingmire**  
Research Associate  
bingmire@lkm.org  
(4th Session)

**Amanda Stanley**  
Legal Counsel  
astanley@lkm.org  
(1st Session)

## ABOUT THE LEAGUE

Established by municipal officials in 1910, the League of Kansas Municipalities is a voluntary, nonpartisan organization of over 590 Kansas cities. It operates as a public agency and is defined by state law as an instrumentality of its member cities. The powers and duties of the League are prescribed by state law and in bylaws adopted by the voting delegates of its member cities.

### **The League Advocates for Cities**

The League fields a legislative staff of six to represent cities at the statehouse in Topeka and, when appropriate, in Washington, D.C. The League promotes Home Rule, effective public policy, and the value of local control.

### **The League Offers Guidance**

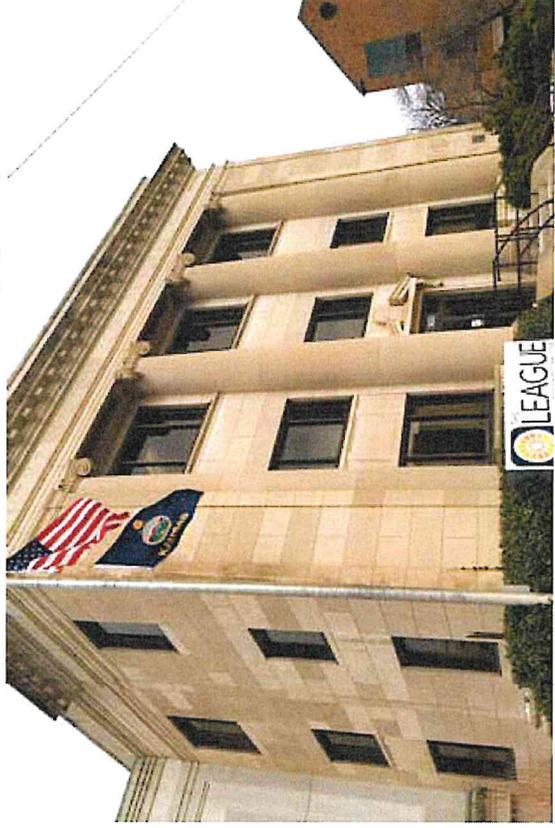
Through guidance on new laws and administrative rules, research activities, publications, and personnel and contract services, the League provides insight and guidance to cities.

### **The League Provides Training and Education**

The League provides training and education for elected city officials and city staff through conferences, the Municipal Training Institute, webinars and workshops.

### **The League Keeps Cities Informed**

The League publishes a multitude of publications, provides numerous webinars on hot topics, and answers thousands of legal calls each year for cities to provide up-to-date information and keep members aware of the changing municipal environment.

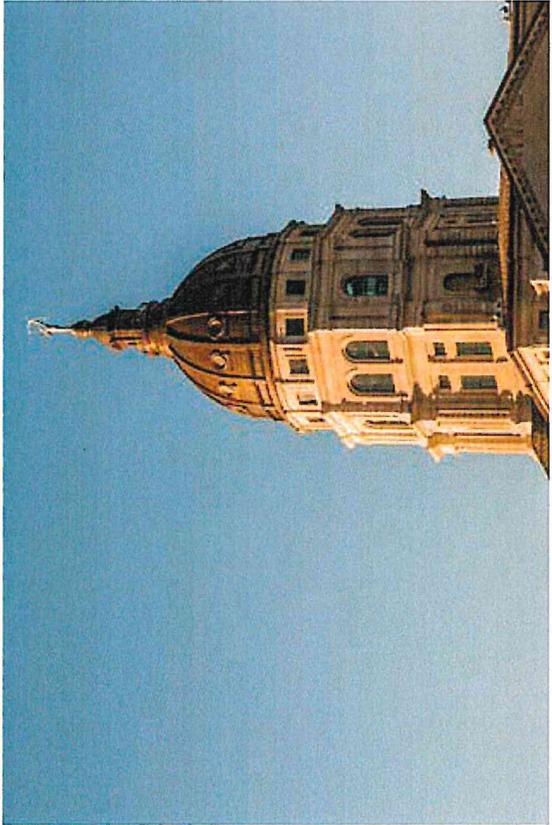


## MISSION STATEMENT

The mission of the League shall be to strengthen and advocate for the interests of the cities of Kansas to advance the general welfare and promote the quality of life of the people who live within our cities.

## POLICY DEVELOPMENT

This *Statement of Municipal Policy (SMP)* defines the core principles of the organization. It was developed by city officials through the League's policy committees. There are three policy committees that are focused in specific areas: Finance & Taxation, Public Officers & Employees, and Utilities & Environment. The fourth committee, the Legislative Policy Committee, reviews the entire SMP and the recommendations of the three specific committees. The SMP is then submitted to the Governing Body and is ultimately adopted by the Convention of Voting Delegates at the League's Annual Conference. For more information about the League policy committees or process, check out the League's website at [www.lkm.org](http://www.lkm.org) or contact us at (785) 354-9565.



THE  
**LEAGUE**  
OF KANSAS MUNICIPALITIES  
300 SW 8th Avenue, Suite 100  
Topeka, KS 66603

[www.LKM.org](http://www.LKM.org)



@LeagueKSMunis



@LeagueofKansasMunicipalities