

**MEETING NOTICE
MAIZE CITY COUNCIL
REGULAR MEETING**

TIME: 7:00 P.M.
DATE: MONDAY, JUNE 17, 2019
PLACE: MAIZE CITY HALL
10100 W. GRADY AVENUE

**MAIZE CITY COUNCIL AGENDA
MAYOR DONNA CLASEN PRESIDING**

- 1) Call to Order
- 2) Roll Call
- 3) Pledge of Allegiance/Moment of Silence
- 4) Approval of Agenda
- 5) Public Comments
- 6) Consent Agenda
 - a. Approval of Minutes – City Council Regular Meeting of May 20, 2019.
 - b. Receive and file minutes from the Planning Commission meeting of May 2, 2019.
 - c. Cash Disbursements from May 1, 2019 thru May 31, 2019 in the amount of \$551,649.24 (Check #68569 thru #68773).
 - d. Eagles Nest II Final Plat
- 7) Old Business

None
- 8) New Business
 - A. Policy Manual
- 9) Reports
 - Police
 - Public Works
 - City Engineer
 - Planning & Zoning
 - City Clerk

- Legal
- Operations
- Council Members' Reports
- Mayor's Report

10) Executive Session

11) Adjournment

**MINUTES-REGULAR MEETING
MAIZE CITY COUNCIL
Monday, May 20, 2019**

The Maize City Council met in a regular meeting at 7:00 p.m., Monday, **May 20, 2019** in the Maize City Hall, 10100 Grady Avenue, with **Mayor Donna Clasen** presiding. Council members present were **Karen Fitzmier, Alex McCreath, Pat Stivers** and **Jennifer Herington**. **Kevin Reid** was absent.

Also present were: **Richard LaMunyon**, City Administrator; **Jolene Graham**, Executive Assistant; **Sue Villarreal**, Deputy City Clerk; **Matt Jensby**, Police Chief; **Ron Smothers**, Public Works Director; **Kim Edgington**, Planning Administrator; **Bill McKinley**, City Engineer, and **Tom Powell**, City Attorney; **Larry Kleeman**, Financial Advisor and **Mitch Walter**, Bond Counsel.

APPROVAL OF AGENDA:

The agenda was submitted for approval.

MOTION: **Fitzmier** moved to approve the agenda as submitted.
McCreath seconded. Motion declared carried.

PUBLIC HEARING-INDUSTRIAL REVENUE BONDS (Evans Building Co.):

Mayor Clasen opened the public hearing at 7:03 pm. Hearing no public comments, the public hearing was closed.

Mayor Clasen reconvened the regular Council meeting at 7:03 p.m.

CONSENT AGENDA:

The Consent Agenda was submitted for approval including:

- a. Approval of Minutes – City Council Regular Meeting of April 15, 2019.
- b. Receive and file minutes from the Planning Commission meeting of April 11, 2019.
- c. Receive and file minutes from the Park and Tree Board meeting of April 9, 2019.
- d. Cash Disbursements from April 1, 2019 thru April 30, 2019 in the amount of \$570,876.60 (Check #68408 thru #68568).
- e. Vacation Case #V-02-019 (61st Street North)

MOTION: **Stivers** moved to approve the Consent Agenda as presented.
Fitzmier seconded. Motion declared carried.

2019 PROJECT FUNDING:

The 2019 Project Funding Plan was submitted for Council approval:

MOTION: **Fitzmier** moved to approve the 2019 project funding plan as presented.
Stivers seconded. Motion declared carried.

CARRIAGE CROSSING PHASE 7 PETITIONS AND RESOLUTIONS OF ADVISABILITY:

Petitions and resolutions of advisability for Carriage Crossing Phase 7 sanitary sewer, water distribution and paving improvements were submitted for Council approval.

MOTION: **Fitzmier** moved to accept the petitions for Carriage Crossing Phase 7 in the total amount of \$490,000 and adopt the resolutions of advisability.
Herington seconded. Motion declared carried.

City Clerk assigned Resolution #630-19 (Sanitary Sewer), #631-19 (Water Distribution) and #632-19 (Paving).

CARRIAGE CROSSING ADDITION PHASE 7 ENGINEERING CONTRACT:

A contract with Garver, LLC for engineering services for Carriage Crossing Addition Phase 7 was submitted for Council approval.

MOTION: *Fitzmier* moved to approve the Garver, LLC contract in a total amount not to exceed \$110,300 for engineering and construction services for Carriage Crossing Phase 7 and authorize the Mayor to sign.
Stivers seconded. Motion declared carried.

APAC CONTRACT:

A contract with APAC-Kansas, Inc. for paving improvements on 45th Street, 37th Street , Academy Avenue and the Cemetery was submitted for Council approval.

MOTION: *Stivers* moved to approve the agreement with APAC-Kansas, Inc. in a total amount not to exceed \$236,746.86 and authorize the Mayor to sign.
McCreath seconded. Motion declared carried.

MAYOR'S RE-APPOINTMENTS:

Mayor Clasen recommended the following re-appointments:

- Lori Heger to the Recreation Commission through May, 2023
- Patrick Atchison and Joshua Belcher to the Park and Tree Board through May, 2022
- Bryant Wilkes and Mike Burks to the Planning Commission through May, 2022

MOTION: *Fitzmier* moved to approve the Mayor's re-appointments to the Recreation Commission, Park and Tree Board and the Planning Commission.
Stivers seconded. Motion declared carried.

EXECUTIVE SESSION:

Mayor Clasen requested 15-minute executive session to discuss stormwater process with the City Attorney.

MOTION: *Fitzmier* moved to enter into an executive session to discuss stormwater process with the City Attorney pursuant to the exception for matters which would be deemed privileged in the attorney-client relationship under the Kansas Open Meetings Act, and the open meeting will resume in this room at 8:40 p.m.
Herington seconded. Motion declared carried.

Council entered executive session at 8:25 p.m. and reconvened at 8:40 p.m. No action was taken.

ADJOURNMENT:

With no further business before the Council,

MOTION: *Fitzmier* moved to adjourn.
McCreath seconded. Motion declared carried.
Meeting adjourned.

Respectfully submitted by:

Jocelyn Reid, City Clerk

**MINUTES-REGULAR MEETING
MAIZE CITY PLANNING COMMISSION AND
BOARD OF ZONING APPEALS
THURSDAY, MAY 2, 2019**

The Maize City Planning Commission was called to order at 7:00 p.m., on Thursday May 2, 2019, for a Regular Meeting with **Brian Aubuchon**, presiding. The following Planning Commission members present were **Mike Burks, Andy Sciolaro, Brian Aubuchon** and **Dennis Downes**. **Mike Strelow, Bryant Wilks** and **Hugh Nicks** were absent. Also present were **Sue Villarreal**, Recording Secretary; **Kim Edgington**, Planning Administrator; **Rebecca Bouska**, Deputy City Administrator and **Bill McKinley**, City Engineer.

APPROVAL OF AGENDA

MOTION: **Sciolaro** moved to approve the agenda as presented.
Burks seconded the motion.
Motion carried unanimously.

APPROVAL OF MINUTES

MOTION: **Sciolaro** moved to approve the minutes of April 11, 2019 as presented.
Downes seconded the motion.
Motion carried unanimously.

V-02-019 VACATION OF STREET RIGHT-OF-WAY AND VARIANCE OF FRONT YARD SETBACK AT 10015 W 61ST STREET NORTH (V-02-019 AND BZA-V-01-019)

Edgington explained that the applicant would like to expand his existing barn. The existing barn was built over the street right-of-way that had been dedicated by a former property owner. The dedication was not included in the property description and the property was not surveyed when he purchased it. It has been determined that the 20 feet of right-of-way is not likely to be needed in the future.

MOTION: **Burks** moved to approve V-02-019 vacating a portion of the street right-of-way.
Downes seconded the motion.
Motion carried unanimously.

RECESS OF THE REGULAR PLANNING COMMISSION MEETING:

Chairman Aubuchon recessed the regular Planning Commission meeting at 7:15 p.m.

NEW BUSINESS - MAIZE BOARD OF ZONING APPEALS

BZA-V-01-019 VARIANCE TO REDUCE A PORTION OF THE FRONT YARD SETBACK FROM 25 FEET TO 10 FEET

MOTION: **Sciolaro** moved to approve BZA-V-01-019 variance to reduce a portion of the front yard setback from 25 feet to 10 feet, removing the encumbrance & allowing applicant to expand his barn, subject

to the following recommendations:

1. The particular physical surroundings, shape or topographical conditions of the specific property involved would result in a practical difficulty or unnecessary hardship upon or for the owner, lessee or occupant, as distinguished from a mere inconvenience, if the provisions of these regulations were literally enforced. **If held to the setback requirements for this lot, the property owners would have an encumbrance on the property and would not be able to expand as they wish.**
2. The request for a variance is not based exclusively upon a desire of the owner, lessee, occupant or applicant to make more money out of the property. **The request is based upon information that was recently discovered and was not caused by the applicant.**
3. The granting of the variance will not be materially detrimental or injurious to other property or improvements in the neighborhood in which the subject property is located. **The granting of the variance would not have a negative affect on neighboring property owners, as the barn has been in existence for several decades and will merely be expanded to the west.**
4. The proposed variance will not impair an adequate supply of light or air to adjacent property, substantially increase congestion on public streets or roads, increase the danger of fire, endanger the public safety or substantially diminish or impair property values within the neighborhood. **The granting of the variance would have none of these negative affects.**

and subject to the following criteria:

1. That the variance requested arises from such condition which is unique to the property in question and which is not ordinarily found in the zoning district, and is not created by an action or actions of the property owner or applicant: **The applicant has only recently learned that the existing structure is not in conformance with current regulations and the structure was built by a previous owner.**
2. That granting of the variance will not adversely affect the rights of adjacent property owners or residents: **The granting of the variance would have no negative effect on adjacent property owners.**
3. That strict application of the provisions of these regulations from which a variance is requested will constitute unnecessary hardship upon the property owner represented in the application: **The owners will be unable to expand their barn and will be subject to a greater burden if and when they decide to sell the property.**
4. That the variance desired will not adversely affect the public health, safety, morals, order, convenience, prosperity or general welfare: **The granting of the variance would have no negative affect on public health, safety, morals, order, convenience, prosperity or general welfare.**
5. That granting the variance desired will not be opposed to the general spirit and intent of the Zoning Code. **The granting of the variance will not be opposed to the general spirit and intent of the Zoning Code.**

Burks seconded the motion.
Motion carried unanimously.

ADJOURNMENT:

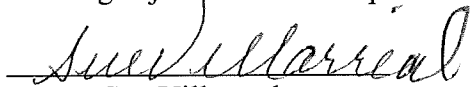
MOTION: With no further business before the BZA
Burks moved to adjourn.
Downes seconded the motion.
Motion carried unanimously.

Chairman Aubuchon reconvened the regular Planning Commission meeting at 7:18 p.m

ADJOURNMENT:

MOTION: With no further business before the Planning Commission,
Burks moved to adjourn.
Downes seconded the motion.
Motion carried unanimously.

Meeting adjourned at 7:26 pm.



Sue Villarreal
Recording Secretary



Bryan Aubuchon
Chairman

CITY OF MAIZE

Bank Reconciliation Report For May 2019

Fund Balances

FUND	NAME	BEGIN PERIOD	RECEIPTS	DISBURSEMENTS	END PERIOD
01	General Fund	\$ 772,829.30	\$ 155,339.16	\$ 368,127.39	\$ 560,041.07
02	Street Fund	189,989.90	13,162.50	20,440.23	\$ 182,712.17
04	Capital Improvements Fund	413,666.50	34,648.29	-	448,314.79
05	Long-Term Projects	(1,455,296.64)	2,071,784.00	33,468.80	583,018.56
06	Mayor Donnelly Memorial Fund	4,280.00	-	-	4,280.00
10	Equipment Reserve Fund	122,504.73	17,113.30	8,760.00	130,858.03
11	Police Training Fund	12,639.52	459.00	300.00	12,798.52
12	Municipal Court Fund	49,050.07	2,211.79	8,087.61	43,174.25
16	Bond & Interest Fund	740,617.20	71,692.36	-	812,309.56
19	Wastewater Reserve Fund	235,858.87	9,117.36	11,897.75	233,078.48
20	Wastewater Treatment Fund	1,081,254.36	86,910.83	68,011.60	1,100,153.59
21	Water Treatment Fund	1,079,948.49	98,319.29	87,796.31	1,090,471.47
22	Water Reserve Fund	210,722.81	3,000.00	-	213,722.81
23	Water Bond Debt Reserve Fund	268,000.00	-	-	268,000.00
24	Wastewater Bond Debt Reserve Fund	147,800.09	-	-	147,800.09
32	Drug Tax Distribution Fund	2,404.57	-	-	2,404.57
38	Cafeteria Plan	5,981.38	2,703.87	1,678.14	7,007.11
76	Bond Refundings	(60,637.82)	-	-	(60,637.82)
98	Maize Cemetery	137,234.35	2,347.99	4,379.26	135,203.08
Totals All Fund		\$ 3,958,847.68	\$ 2,568,809.74	\$ 612,947.09	\$ 5,914,710.33

Bank Accounts and Adjustments

Halstead Checking Account	\$ 484,743.05	\$ 2,427,420.66	\$ 2,577,935.60	\$ 334,228.11
Outstanding Items				\$ (21,026.27)
Halstead Bank Money Market Account	3,456,406.56	2,009,898.85	-	5,466,305.41
Maize Cemetery Operations	137,225.57	2,343.35	4,365.84	135,203.08
Totals All Banks	\$ 4,078,375.18	\$ 4,439,662.86	\$ 2,582,301.44	\$ 5,914,710.33

CITY OF MAIZE
Cash and Budget Position
Thru May 31, 2019

FUND	NAME	BEGINNING	MONTH	MONTH	END MONTH	ANNUAL	YTD	YTD	REMAINING	REMAINING
		CASH BALANCE	RECEIPTS	DISBURSEMENTS	CASH BALANCE	EXPENSE BUDGET	REVENUE	EXPENSE	EXPENSE BUDGET	BUDGET PERCENTAGE
01	General Fund	\$ 772,829.30	\$ 155,339.16	\$ 368,127.39	\$ 560,041.07	\$ 4,052,763.00	\$ 2,039,178.95	\$ 1,744,925.48	\$ 2,307,837.52	56.94%
02	Street Fund	189,989.90	13,162.50	20,440.23	182,712.17	313,550.00	138,293.88	142,483.82	171,066.18	54.56%
04	Capital Improvements Fund	413,666.50	34,648.29	-	448,314.79	600,115.00	169,111.39	-	600,115.00	100.00%
05	Long-Term Projects	(1,455,296.64)	2,071,784.00	33,468.80	583,018.56	-	2,071,784.00	763,445.16		
06	Mayor Donnelly Memorial Fund	4,280.00	-	-	4,280.00		-	-		
10	Equipment Reserve	122,504.73	17,113.30	8,760.00	130,858.03	201,500.00	85,203.91	67,275.64	159,632.86	79.22%
11	Police Training Fund	12,639.52	459.00	300.00	12,798.52	3,000.00	2,247.96	2,505.53	494.47	16.48%
12	Municipal Court Fund	49,050.07	2,211.79	8,087.61	43,174.25	-	12,526.35	14,934.89		
16	Bond & Interest Fund	740,617.20	71,692.36	-	812,309.56	2,579,232.00	1,239,550.62	553,740.94	2,025,491.06	78.53%
19	Wastewater Reserve Fund	235,858.87	9,117.36	11,897.75	233,078.48	142,773.00	44,767.20	59,488.75	83,284.25	
20	Wastewater Treatment Fund	1,081,254.36	86,910.83	68,011.60	1,100,153.59	892,000.00	451,001.34	353,156.74	538,843.26	60.41%
21	Water Fund	1,079,948.49	98,319.29	87,796.31	1,090,471.47	948,000.00	507,056.84	379,431.30	568,568.70	59.98%
22	Water Reserve Fund	210,722.81	3,000.00		213,722.81	-	15,000.00	-		
23	Water Bond Debt Reserve Fund	268,000.00	-	-	268,000.00	-	-	-		
24	Wastewater Bond Debt Reserve Fund	147,800.09	-	-	147,800.09	-	-	-		
32	Drug Tax Distribution Fund	2,404.57		-	2,404.57	-	-	-		
38	Cafeteria Plan	5,981.38	2,703.87	1,678.14	7,007.11	-	11,966.77	11,669.86	6,477.92	
76	Bond Refundings	(60,637.82)	-	-	(60,637.82)		-	-		
98	Maize Cemetery	137,234.35	2,347.99	4,379.26	135,203.08	127,643.00	40,242.19	10,907.82	116,735.18	91.45%
Report Totals		\$ 3,958,847.68	\$ 2,568,809.74	\$ 612,947.09	\$ 5,914,710.33	\$ 9,860,576.00	\$ 6,827,931.40	\$ 4,103,965.93	\$ 6,578,546.40	66.72%

**MAIZE CITY COUNCIL
REGULAR MEETING
MONDAY, JUNE 17, 2019**

AGENDA ITEM #6d

ITEM: Final plat of Eagle's Nest 2nd Addition (S/D 01-019)

BACKGROUND: This is a 164-lot single-family plat for Eagle's Nest 2nd Addition. This is an expansion of the existing Eagle's Nest subdivision and provides additional connections to Maize Road and 45th Street North. The site is 67.43 acres and is located on the west side of Maize Road, south of 45th Street. The property is currently zoned SF-5, single-family, which does allow the proposed development.

The first phase of development will be that portion adjacent to Maize Road and will include 30-40 homes. Following that development will continue on to the west until connections are made with the existing development.

Planning Commission unanimously approved this project contingent upon a sidewalk plan being submitted and approved by the Planning Administrator. The approved sidewalk plan is attached for your review

The Planning Commission, based on its findings, recommended approval with the following conditions: guarantee for the installation of all utilities and facilities; if necessary, notarized certificate listing the petitions, with cost estimates to be submitted to the City of Maize for recording; submittal of homeowner's association bylaws and restrictive covenants and submittal of a title binder and any relevant conditions found by such a review.

FINANCIAL CONSIDERATIONS: Petitions for public improvements will be submitted at a later date.

LEGAL CONSIDERATIONS: The final plat document will be reviewed and approved as to form by the City Attorney and the County Surveyor. All utilities have reviewed the plat and requested additions have been incorporated.

RECOMMENDATION/ACTION: Accept the Eagle's Nest 2nd Addition final plat with accompanying dedications, with plat to be filed with the County Register of Deeds. Authorize the mayor to sign.

EAGLES NEST 2ND ADDITION MAIZE, SEDGWICK COUNTY, KANSAS

State of Kansas) SS We, Baughman Company, P.A., Surveyors in
Sedgwick County) and state do hereby certify that we have surveyed and
platted "EAGLES NEST 2ND ADDITION", Maize, Sedgwick County, Kansas and
that the accompanying plat is a true and correct exhibit of the property
surveyed, described as follows: Government Lot 1 in the Northeast
Quarter of Section 30, Township 26 South, Range 1 West of the 6th P.M.,
Sedgwick County, Kansas, EXCEPT that part of Government Lot 1 described
as beginning at the northeast corner of said Government Lot 1; thence
west, along the north line of said Government Lot 1, 1043.55 feet; thence
south, parallel with the east line of said Government Lot 1, 208.71 feet;
thence east, parallel with the north line of said Government Lot 1,
1043.55 feet to the east line of said Government Lot 1; thence north,
along the east line of said Government Lot 1, 208.71 feet to the place of
beginning; AND EXCEPT that part of Government Lot 1 described as
commencing at the northeast corner of said Government Lot 1; thence
west, along the north line of said Government Lot 1, 1043.55 feet; thence
south, parallel with the east line of said Government Lot 1, 208.71 feet to
the point of beginning; thence continuing south, parallel with the east line
of said Government Lot 1, 328.44 feet; thence east, parallel with the
north line of said Government Lot 1, 1043.55 feet to the east line of said
Government Lot 1; thence north, along the east line of said Government
Lot 1, 328.44 feet; thence west, parallel with the north line of said
Government Lot 1, 1043.55 feet to the place of beginning. TOGETHER with
Government Lot 2 in the Northeast Quarter of Section 30, Township 26
South, Range 1 West of the 6th P.M., Sedgwick County, Kansas, AND
TOGETHER with, The north 30 acres of the South Half of the Northeast
Quarter of Section 30, Township 26 South, Range 1 West of the 6th P.M.,
Sedgwick County, Kansas, EXCEPT a tract described as beginning at a
point on the east line of the Northeast Quarter of Section 30, Township
26 South, Range 1 West of the 6th P.M., Sedgwick County, Kansas, said
point being 959.61 feet north of the southeast corner of said Northeast
Quarter; thence west, at right angles, 238.71 feet; thence south, at right
angles, 208.71 feet; thence west at right angles, 191.29 feet; thence
north, at right angles, 640 feet; thence east, at right angles, 430 feet to
the east line of said Northeast Quarter; thence south, along the east line
of said Northeast Quarter, 431.29 feet to the point of beginning; AND
EXCEPT a tract described as beginning at a point on the east line of the
Northeast Quarter of Section 30, Township 26 South, Range 1 West of the
6th P.M., Sedgwick County, Kansas, said point being 1390.90 feet north of
the southeast corner of said Northeast Quarter; thence west at right
angles, 430 feet; thence north at right angles 100 feet; thence east at
right angles, 430 feet to the east line of said Northeast Quarter; thence
south along the east line of said Northeast Quarter, 100 feet to the point
of beginning; AND EXCEPT a tract of land located in the Northeast
Quarter of Section 30, Township 26 South, Range 1 West of the 6th P.M.,
Sedgwick County, Kansas, described as beginning 750.9 feet North of the
Southeast corner of the Northeast Quarter, thence West 238.7 feet,
thence North 208.7 feet, thence East 238.7 feet to a point on the East
line of said Northeast Quarter, thence South 208.7 feet to point of
beginning.

Existing public easements and dedications
being vacated by virtue of K.S.A. 12-512b, as amended.

Baughman Company, P.A.

_____, Surveyor
Michael G. Conrey

Know all men by these presents that we,
the undersigned, have caused the land in the surveyors certificate to be
platted into Lots, Blocks, Streets and Reserves, to be known as "EAGLES
NEST 2ND ADDITION", Maize, Sedgwick County, Kansas. The utility
easements are hereby granted as indicated for the construction and
maintenance of all public utilities. The drainage and utility easements are
hereby granted as indicated for drainage purposes and for the construction
and maintenance of all public utilities. The drainage easements are
hereby granted as indicated for drainage purposes. The streets are
hereby dedicated to and for the use of the public. Reserve "A" is hereby
reserved for open space, landscaping, entry monuments, signage, berms,
pool and related appurtenances, drainage purposes, and utilities as
confined to easements. Reserve "B" is hereby reserved for open space,
landscaping, entry monuments, signage, berms, drainage purposes, and
utilities as confined to easements. Reserves "C" and "D" are reserved for
open space, landscaping, berms, lakes, drainage purposes and utilities as
confined to easements. Reserve "E" is reserved for open space,
landscaping, berms, drainage purposes and utilities as confined to
easements. Reserves "A", "B", "C", "D" and "E" shall be owned and
maintained by the home owners association for the addition. Access
controls shall be as depicted on the face of the plat and are hereby
granted to the City of Maize, Kansas. The Minimum Building Pad
Elevations for the lowest opening to the structures shall be as indicated
on the face of the plat.

Kick "N" Development, Corp.,
a Kansas corporation

_____, President
Paul E. Kelsey

State of Kansas) SS The foregoing instrument acknowledged before
Sedgwick County) me, this _____ day of _____, 2019, by Paul E. Kelsey, President of
the Kick "N" Development, Corp., a Kansas corporation, on behalf of the
corporation.

_____, Notary Public

My App't. Exp. _____

We the undersigned holders of a mortgage on the
above described property, do hereby consent to this plat of "EAGLES
NEST 2ND ADDITION", Maize, Sedgwick County, Kansas.

Legacy Bank

_____, (Title)

State of Kansas) SS The foregoing instrument acknowledged be-
Sedgwick County) fore me, this _____ day of _____, 2019, by _____,
_____, of Legacy Bank, on behalf of the bank.
(Title)

_____, Notary Public

My App't. Exp. _____

This plat of "EAGLES NEST 2ND ADDITION",
Maize, Sedgwick County, Kansas has been submitted to and approved by
the Maize City Planning Commission, Maize, Kansas.

Dated this _____ day of _____, 2019.
Maize City Planning Commission

_____, Chairman
Bryan Aubuchon

_____, Secretary
Dennis Downes

_____, Planning
Administrator
Kim Edgington

This plat approved and all dedications
shown hereon accepted by the City Council of the City of Maize,
Kansas, this _____ day of _____, 2019.

_____, Mayor
Donna Clasen

_____, City Clerk
Jacelyn Reid

Reviewed in accordance with K.S.A. 58-2005
on this _____ day of _____, 2019.

_____,
Tricia L. Robello, P.S. #1246
Deputy County Surveyor
Sedgwick County, Kansas

Entered on transfer record this _____ day
of _____, 2019.

_____, County Clerk
Kelly B. Arnold

State of Kansas) SS This is to certify that this plat has been
Sedgwick County) filed for record in the office of the Register of Deeds, this _____ day
of _____, 2019 at _____ o'clock _____ M.; and is duly recorded.

_____, Register of Deeds
Tonya Buckingham

_____, Deputy
Kenly Zehring

EAGLES NEST 2ND ADDITION

FINAL PLAT

EAGLES NEST 2ND ADDITION

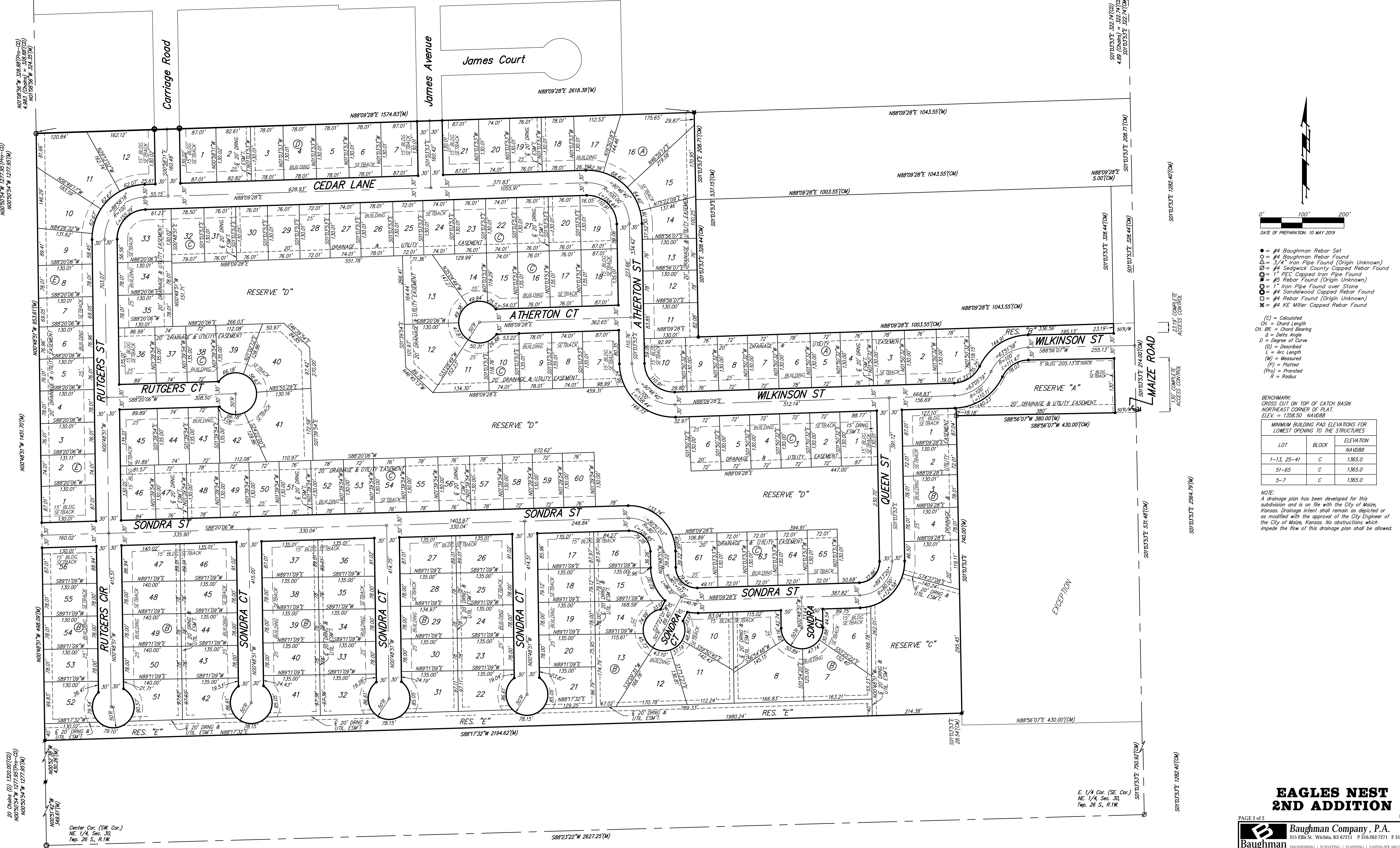
MAIZE, SEDGWICK COUNTY, KANSAS

Basis of Bearings (Kansas South Grid (NAD 83) N88°11'35"E 2618.84'(M))

45TH STREET NORTH

NE 1/4 Cor. (NE Cor.)
NE 1/4, Sec. 30,
Twp. 26 S., R.1W.

N 1/4 Cor. (NW Cor.)
NE 1/4, Sec. 30,
Twp. 26 S., R.1W.



0' 100' 200'

DATE OF PREPARATION: 10 MAY 2019

- #4 Baughman Rebar Set
- #4 Baughman Rebar Found
- #3 1/4" Iron Pipe Found (Origin Unknown)
- #4 Sedgwick County Capped Rebar Found
- #1 PEC Capped Iron Pipe Found
- #5 Rebar Found (Origin Unknown)
- #1 Iron Pipe Found over Stone
- #4 Sandalwood Capped Rebar Found
- #4 Rebar Found (Origin Unknown)
- #4 KE Miller Capped Rebar Found

- (C) = Calculated
- CH = Chord Length
- Δ = Delta Angle
- D = Degree of Curve
- (D) = Described
- L = Arc Length
- (M) = Measured
- (P) = Platted
- (Pro) = Prorated
- R = Radius

BENCHMARK:
CROSS CUT ON TOP OF CATCH BASIN
NORTHEAST CORNER OF PLAT.
ELEV. = 1358.50 NAVD88

LOT	BLOCK	ELEVATION
1-13, 25-41	C	1,365.0
51-65	C	1,365.0
5-7	C	1,365.0

NOTE:
A drainage plan has been developed for this subdivision and is on file with the City of Maize, Kansas. Drainage intent shall remain as depicted or as modified with the approval of the City Engineer of the City of Maize, Kansas. No obstructions which impede the flow of this drainage plan shall be allowed.

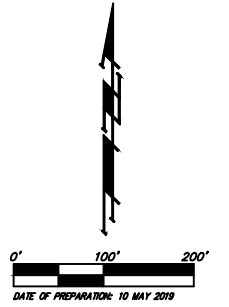
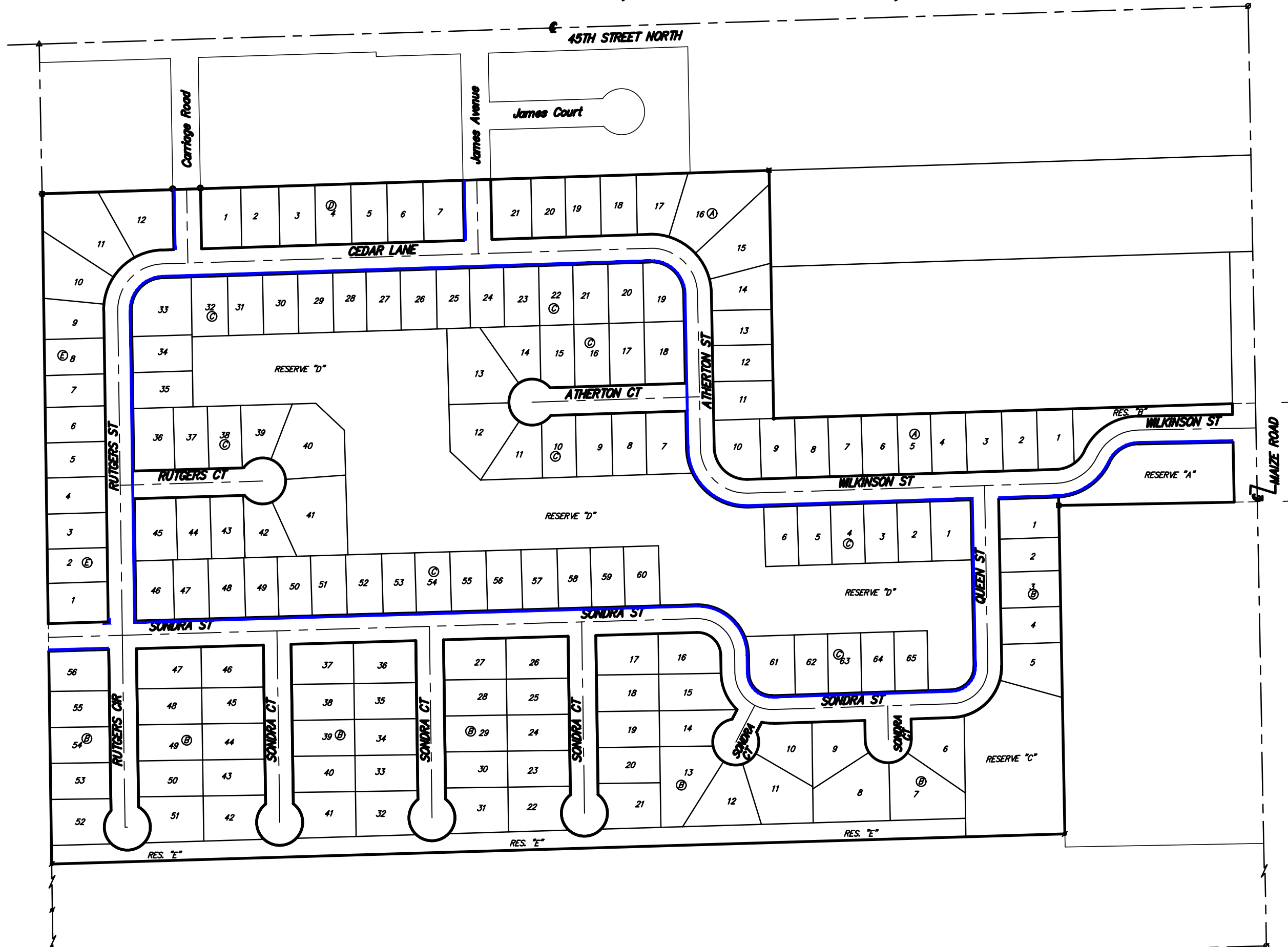
EAGLES NEST 2ND ADDITION

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Baughman Company, P.A.
315 Ellis St. Wichita, KS 67211 F 316-262-7271 F 316-262-0149

ENGINEERING | SURVEYING | PLANNING | LANDSCAPE ARCHITECTURE

SIDEWALK EXHIBIT
EAGLES NEST 2ND ADDITION
 MAIZE, SEDGWICK COUNTY, KANSAS



5' SIDEWALK

**MAIZE CITY COUNCIL
REGULAR MEETING
MONDAY, JUNE 17, 2019**

AGENDA ITEM #8A

ITEM: Policy Manual

BACKGROUND:

The Policy Manual of the City of Maize is a new compilation of all city policies gathered into one document. A committee consisting of Mayor Clasen, Councilmember Fitzmier and staff have carefully revised each policy. The majority of changes to the policies were formatting in nature with the following exceptions:

1. The EDX and IRB policies to reflect changes in State law that provide up to 8 mills of property taxes to school districts exclusive of tax incentives offered by these programs (pgs 9 and 22).
2. Significant content changes were made to the following policies:
 - Purchasing (pg 26-27)
 - ✓ Updated for modern purchasing options (eg. online options, government bid vendors, etc.)
 - ✓ Acknowledgement of current laws applicable to any purchases made by employees and Council members on behalf of the City
 - ✓ Purchase authority modified to streamline and expedite purchase items that have been approved by the Governing Body as part of the adopted budget process
 - Sale of Obsolete or Surplus Equipment, Vehicles and Scrap Metal (pg 28)
 - ✓ Updated to be inclusive of modern options for resell (eg. online auctions)
 - ✓ Authority delegated to department heads for overseeing sales
3. The following policies were determined to be obsolete or otherwise covered by the Personnel Policy, other fiscal policies in this document and operating procedures:
 - Administrative Regulation
 - Capital Improvements Task Force
 - Community Building

FINANCIAL CONSIDERATIONS:

None

LEGAL CONSIDERATIONS:

The City Attorney and the Bond Attorney has reviewed and approved the revisions and updates to the polices in the manual.

RECOMMENDED ACTION:

Motion to adopt the Policy Manual of the City of Maize.

Motion to rescind the Administrative Regulation, Capital Improvements Task Force and Community Building Policies.



"Where Community Counts"

Policy Manual of the City of Maize



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Policy Brush and Limb Pick Up

Adopted: August 29, 1996

Revised: June 17, 2019

PURPOSE:

The City of Maize (City) will provide a means by which citizens can safely and properly dispose of their brush and limbs.

PROCEDURE:

Maize Residents

The first Saturday morning of each month will be set aside by the City to receive brush and limbs at the Public Works Shop located at 5600 North Maize Road, between 8 a.m. and noon from Maize residents with proof of residency. A City employee will staff the facility and has the authority to refuse illegal materials.

Senior Citizens & Physically Disabled Residents

The City will provide a free brush and limb pick-up service for Maize senior citizens (sixty years and over) as well as physically disabled individuals. Residents are required to contact City Hall before the scheduled pick-up day to request this service. This service will only be provided to those individuals who have called and requested pick-up.

Emergency Services

The City will provide citywide pick up in the event of a major storm. Residents are requested to place brush and limbs at the curb area.



Policy Debt Management and Fiscal

Adopted: May 23, 2005

Effective: January 1, 2006

Revised: June 17, 2019

Resolution No. 370-05

PURPOSE:

The City of Maize (City) has an important responsibility to its citizens to carefully account for public funds, to manage municipal finances wisely and to plan for adequate funding of services and improvements.

GENERAL POLICIES:

1. The City will conduct its debt management functions in a manner designed to maintain or enhance its existing credit worthiness.
2. The City will use debt issuance only in those cases where public policy, equity and efficient use of resources favor debt over current financing. Decision criteria considered shall include the following:
 - a. Debt shall be self-supporting whenever possible. Self-supporting means the use of revenue bonds, special assessments, impact fees, special revenue sources, and other capital improvement charges.
 - b. Debt, excluding lease-purchase agreements, shall be used to finance capital projects/equipment with a period of probably usefulness of ten years or more.
 - c. Debt shall be issued in such a way so that the term of the financing does not exceed the period of probably usefulness of the capital asset.
 - d. Public need debt priorities will supersede any other debt needs. The total amount of public need debt for a given fiscal year will be established in accordance with a capital improvement program. The amount of debt issuance capacity available for non-public need projects will be determined by subtracting the amount of public need debt from the increase in the assessed valuation of the City in the prior year.
3. It shall be the responsibility of the City Administrator and/or the staff to maintain all necessary documents associated with the issuance of City debt.
4. The City Administrator shall submit for consideration by the Governing Body, a fiscal impact statement before any Governing Body action to authorize a project involving the issuance of debt. The fiscal impact statement shall contain, at a minimum, an estimate of the debt service levy to be required at the time of the

long-term debt issuance and a calculation showing the impact of this additional levy on the existing debt service levy. The fiscal impact statement shall provide information on projected user fee rate increases in the case of revenue bond financing. The impact on any limitations or requirements as set forth in this policy or state statute shall also be presented.

TYPES OF DEBT PERMITTED:

1. Temporary Notes. These notes will be issued in order to construct the capital improvement. These notes will be issued in a form callable in one year. The decision to extend the temporary financing longer than one year will be that of the Governing Body.
2. General Obligation Bonds. General Obligation bonds will be used to refinance temporary notes and/or finance the purchase of a capital item. The term of these bonds will be no longer than fifteen years nor longer than the period of probable usefulness of the capital improvement.
3. Revenue Bonds. Revenue bonds will be issued to fund improvements, which are financed by non-tax revenue sources. These bonds are not backed-up by the full faith and credit of the City. Rather, the user fees or dedicated revenue source pledged for the repayment of the bonds must demonstrate, prior to the date of issuance, that there will be sufficient revenue to repay the bonds.
4. Special Assessments. Special assessments constitute a general obligation debt of the City. The use of special assessment debt will be governed by the policies in effect at the time of request for public financing.
5. Leasing. Leasing shall be used on items that cannot be finance in one year but do not warrant the use of long term general obligation bonds.

ADVANCE REFUNDING:

At least once per year, staff and a financial advisor will review the existing debt of the City to determine the benefits and costs of advanced refunding of portions of all of the City's debt.

LONG RANGE CAPITAL IMPROVEMENT PROGRAM:

1. A Capital Improvement Plan shall be prepared and submitted to the Governing Body for review each year.
2. The Capital Improvement Plan shall be for a period of at least five years. It shall consist of a priority listing for each improvement for each year in the plan. Each improvement plan shall be accompanied by revenue sources for the funding of the improvement.
3. It is the intent of this policy that authorized projects must be part of an adopted capital improvement plan.

4. The plan shall include a multi-year forecast of annual debt service requirements. This will permit the examination of the future implications of debt issuance in the later years of the plan.

DEBT AFFORDABILITY:

It is the intention of the City to actively manage its debt burden and insure that the capacity exists to repay any additional debt that is contemplated. As a measure of debt affordability, the City will not incur debt in excess of the following benchmark:

The amount of new general obligation debt, including temporary notes, issued in any one fiscal year shall not exceed sixty percent (60%) of the amount of new growth in the prior year's assessed valuation of the City.

REPAYMENT SCHEDULES:

Repayment schedules shall be designed to control the size of outstanding debt, protect the future capacity to borrow and relate to the useful life of the asset. Repayment schedules shall generally be in accordance with the following:

1. Ten to twenty years for the financing of special assessment debt with level debt service payments over the life of the project.
2. Up to twenty years for public need projects, but not beyond the period of probably usefulness of the capital improvement. The Governing Body will review the use of a level principal payment method or a level debt service payment method on a case-by-case basis.

EXCEPTIONS:

Exceptions to this policy may be granted on a case-by-case basis.



Policy Economic Development Incentive (EDX)

Adopted: December 16, 2013
Effective: December 16, 2013
Revised: June 17, 2019

PURPOSE:

The purpose of this policy is to establish the official policy of the City of Maize (City) for the granting of economic development incentives, in accordance with the provisions of Section 13 of Article 11 of the Constitution of the State of Kansas as required by K.S.A. 79-251 (EDX Incentives). This policy will be reviewed annually or more frequently if deemed necessary, by the Governing Body of the City. The appropriate purpose and use of incentives is to broaden and diversify the tax base, create new job opportunities for the citizens of the City, and promote the economic growth and welfare of the City. Economic development incentives are necessary because of the inherent competition between localities for new businesses and jobs. This policy is intended to complement any incentive programs offered by the State of Kansas.

All requests by businesses for EDX Incentives will require a Cost Benefit Analysis (CBA) to be completed prior to consideration by the Governing Body of the City. A designated agent, selected by the Governing Body of the City will conduct the Cost Benefit Analysis and any fees associated with this application will be the responsibility of the applicant. The CBA will be used initially to determine the viability of the proposed project and must show a positive economic impact upon the City. The ratio of public benefits to public costs should not be less than 1.3 to one.

ELIGIBILITY:

To be eligible for an EDX Incentive, a business must be engaged in one or more of the following activities:

- *Manufacturing.* Determined by appropriate NAICS (North American Industry Classification System) codes.
- *Research and Development.* The conducting of research, development or testing for scientific, medical, food product or industrial purposes.
- *Warehousing and Distribution.* Storing goods or commodities which are sold or traded in interstate commerce.

All or any portion of a building, together with the land upon which the building is located, and all associated tangible personal property, which is used for an eligible

purpose and which creates new employment, is eligible for the EDX Incentive. All EDX Incentives shall be subject to requirements of Article 11, Section 13 of the Kansas Constitution and related statutes, including K.S.A. 79-213, K.S.A.79-221 and K.S.A.79-251.

A business shall be considered for public incentives only if the average wages paid to its employees are equal to or greater than the average wages for that type of business as determined by 3-digit NAICS codes within the Wichita MSA or greater than the average wage for all jobs in the Wichita MSA when wages are calculated excluding the wages for the transportation equipment manufacturing sector (NAICS sector 336). A business must also be current in its payments of *ad valorem* property taxes to be considered for any public incentives.

No incentive shall be granted if the incentive would create, in the judgment of the Governing Body, an unfair advantage for one business over another competing business within the City.

Any incentive granted by the Governing Body shall be subject to the "but-for" principle, meaning that the incentive must make such a difference in determining the establishment or expansion of the business that the business would not otherwise be established or expanded in the City, if it were not for the availability of the incentive. It is the policy of the Governing Body that private business should not be subsidized with public funds, the indirect consequences of tax incentives, unless some public good results and the public subsidy can reasonably be expected to make a significant difference in achieving economic growth and the creation of new jobs within the City.

In addition to the above criteria, in making a decision to approve or disapprove an incentive, the Governing Body will consider the following information:

1. The appraised valuation of the property in relation to the economic benefit to the City of increased employment;
2. The gain in tax revenue which may result from the new or expanded business, including the increase in the property tax base upon the expiration of the exemption;
3. The contribution that the new or expanded business will make towards increased employment and earnings within the community;
4. The number of new jobs created directly by the business in relation to the amount of tax incentives granted;
5. The kinds of jobs created in relation to the types of skills available from the local labor market;
6. The utilization by the business of labor skills and abilities of unemployed persons in the community.
7. The degree to which the business improves the diversification of the economy of the City and its environs;
8. The degree to which the ultimate market for the manufactured products is outside the community; recognizing that outside markets bring in "new money" to the local economy;

9. The potential of the business for future expansion and additional job creation;
10. The beneficial impact the business may have by creating other new jobs and businesses, including the utilization of local products or other materials and substances in manufacturing;
11. The beneficial economic impact the business will have on a particular area of the City, including designated enterprise zones and areas of needed revitalization or redevelopment;
12. The compatibility of the location of the business with land use and development plans of the City and the availability of existing infrastructure and essential public services, and the extent to which additional direct or indirect public costs to the City and to other local units of government would be necessary, such as the cost of extension of public services;
13. The extent to which the economic and employment benefits of the tax incentive accrue to the residents and taxpayers of those taxing subdivisions which indirectly "subsidize" the business as a result of the foregone tax revenue.

APPLICATION:

Any potential applicant should arrange for a pre-application meeting with City of Maize Staff, and if requested, with the Governing Body, to explore the applicant's interest prior to formally submitting an application.

Applications submitted to the City should be in letter form and contain the following minimum information:

1. Name(s) and address(es) applicant(s).
2. Names and addresses of the principal officers and directors of the requesting applicant, if different.
3. A general description of the nature of the business of the requesting business and a list of the principal competition in the local market.
4. A general description of the proposed project or improvements.
5. The specific location of the proposed project (not a legal description.)
6. A statement of the projected benefits to the City, including information regarding job creation.
7. The dollar amount of the request.
8. A detailed breakdown of the proposed costs including a cost/benefit analysis and other miscellaneous expenses.
9. Once an application has been reviewed by City Staff, a public hearing will be held prior to the Governing Body consideration.

COMPLIANCE:

All Economic Development Incentives will be formalized in a written agreement between the City and the recipient company. The recipient company will be required to meet the following performance criteria:

- Jobs created as agreed upon
- Capital investment in real property as agreed upon
- Compliance with wage requirements
- Compliance with all applicable governmental laws, rules and regulations

- Compliance with any other conditions imposed by the Economic Development Incentive Agreement.

The City reserves the right to audit a company to assure compliance with the Economic Development Incentive Agreement. The Governing Body may discontinue any ongoing incentives and require the incentives already received to be repaid in full or in part, as set forth in the Economic Development Incentive Agreement, if the performance criteria are not met.

PROJECT EVALUATION:

Each project will be evaluated on an individual basis. Changing economic conditions and availability of funds may cause the City to modify, amend or discontinue any economic development incentive program. Should an incentive program be discontinued, the Governing Body will honor any incentive committed to before the discontinuance of the program. Economic development incentives may not be transferred or otherwise conveyed to another party, unless agreed to by the Governing Body.

PROPERTY TAX ABATEMENT MATRIX:

The maximum term of tax abatement on real property improvements under this Policy shall be ten years. The initial term shall be five years, plus an additional five years subject to review and approval of the Governing Body at the end of the initial term. The City may not grant an exemption from the ad valorem property tax levied by a school district pursuant to the provisions of K.S.A. 72-53,113, and amendments thereto, which may currently be imposed up to 8 mills. The recommended percentage of property taxes to be abated shall be based on new job creation and capital investment by the eligible business, as follows:

Job Creation: For the purpose of determining the recommended percentage of tax abatement, the number of new full-time equivalent (FTE) jobs created by the project will be adjusted by a factor based on the relationship between the wages to be paid for the new jobs and the average wage for all jobs in the Wichita MSA. For example, if the area average wage is \$40,000 and the average wage for the created jobs is \$50,000, the factor for adjusting the number of created FTE jobs would be 125%. If the actual number of FTE jobs created is 60, the adjusted number of new FTE jobs used to determine the recommended abatement would be 75.

For the purpose of this Policy, FTE jobs are defined as full-time employees who are paid to work at least 2,080 hours per year, or part-time or temporary employees consolidated to obtain the full-time equivalent of 2,080 hours per year.

The amount of recommended tax abatement based solely on FTE job creation is based on a sliding scale that allows smaller projects to benefit. A property tax abatement may be recommended for each new FTE job as follows: 3% for the first five new FTE jobs, 2% for six to 10 new FTE jobs, 1.5% for 11 to 20 new FTE jobs, 1% for 21 to 50

new FTE jobs and 0.6% for each new FTE job in excess of 50, up to a maximum tax abatement for job creation of 100%.

Capital Investment: A property tax abatement may be recommended for each \$50,000 of private investment in plant and equipment as follows: Between \$50,000 and \$500,000-1.0% (up to 9%); between \$500,000 and \$1 million- 0.75% (up to 7.5%); between \$1 million and \$2 million- 0.5%; (up to 10%) between \$2 million and \$5 million- 0.25% (up to 15%); above \$5 million- 0.10%. The maximum recommended tax abatement for capital investment is 100%.

Location Premium: Businesses in the City of Maize shall be encouraged to locate and/or expand within special redevelopment areas of the City if any such areas are determined by the Governing Body. To foster such action, businesses may be recommended for an additional tax abatement equal to 20% for locating into special redevelopment areas, as may be determined from time-to-time by separate action of the Governing Body.

Payments-In-Lieu-of-Taxes (PILOTs): Any business receiving a tax abatement may be required to make payments in lieu of taxes equal to the amount of property tax abated. Said PILOT payments shall be payable to the Sedgwick County Treasurer for proportional distribution to all local taxing jurisdictions which levy taxes on the abated property. A business may also be required to make PILOT payments at any time in the event of non-compliance with the conditions imposed by the economic development incentive agreement, as an alternative to complete cancellation of the tax abatement.

EXCEPTIONS:

Exceptions to the conditions set forth in this policy may be made by the Governing Body.



Policy Financing Public Improvements

Adopted: November 25, 1996
Effective: November 25, 1996
Revised: June 17, 2019
Resolution No. 259-96

PURPOSE:

It is the policy of the City of Maize (City) to encourage development within the city through the use of special assessment financing for public improvements under K.S.A. 12-6a01 et. Seq.

PUBLIC IMPROVEMENTS – FINANCIAL COMMITMENT:

The City will facilitate new development by providing for the installation of public improvements (streets, sidewalks, storm drains, sanitary sewers, water lines when water is available, etc.) upon submission of a valid petition of the property owners and the required financial commitment. Said commitment is considered to be provided wherever the City has been furnished with:

- a) Funding (cash, cashiers check or escrow account) equal to 20% of the estimated principal cost of the project; or
- b) Financial guarantee (irrevocable letter of credit, corporate completion bond) equal to 35% of the estimated principal cost of the project.

Project cost shall include engineering design, construction, inspection, temporary note interest, fiscal, legal and administration. The required funding or financial guarantee shall be provided prior to the City awarding any construction contract. Cash funding will be used to reduce the amount of project costs covered by special assessment bond financing. The financial guarantee will be applied annually to satisfy the principal and interest costs of bonded public improvements, should any applicable special assessments not be paid when due. The financial guarantee will be released, upon request of the developer, when certificates of occupancy for a principal building are issued for at least 35% of the properties within the development that received the improvements or five years from the issuance date of the guarantee, whichever occurs sooner. At the time bonds are issued, any funds in excess of the petitioner's contribution shall be refunded by the City or the financial guarantee shall be reduced by an equivalent amount.

DELINQUENT SPECIAL ASSESSMENTS:

Special assessment financing may not be approved if the petitioner has a financial interest in an existing development that has delinquent special assessment taxes. All petitioners for new development under this policy will be required to certify, under oath, that they have no financial interest in any property with delinquent special assessments anywhere within the City, State or United States.

INSTALLATION OF PUBLIC IMPROVEMENTS WITHOUT FINANCIAL COMMITMENT:

Installation of public improvements with special assessment financing may be authorized by the Governing Body without a financial commitment when deemed to be in the public interest and when one of more of the following conditions exist:

- a) Improvements are ordered in by resolution of the Governing Body.
- b) The majority of land in the benefit district is in public ownership.
- c) The benefit district is in multiple ownership and a majority of the land therein is developed with residences or other principal buildings.

COSTS DISTRIBUTION THEREOF:

The distribution of costs for financing public improvements shall be in accordance with the following policies:

1. Streets
 - a. The cost of construction of local streets, including two curbs and related storm drains, shall be assessed 100% to the property within the benefit district. The benefit district shall include those properties as provided by statute.
 - b. The costs of construction of collector and arterial streets shall be distributed whereby property within the benefit district shall pay the cost equivalent for a local street and the city-at-large shall pay the cost of any excess width or thickness to meet city standards and specifications. The costs of collector and arterial street construction where total access control is required by or dedicated to the city will be paid in full by the city-at-large.
 - c. The cost of improvements of direct benefit to adjacent property such as curb cuts, driveways, frontage roads, special turn lanes, etc. shall be assessed 100% to the benefited property.

2. Sidewalks
 - a. The cost of all sidewalk improvements shall be paid by the benefited property. The cost of handicapped accessible ramps built at the intersection in conjunction with new street construction shall be assessed to the benefit district.
 - b. When sidewalk improvements are initiated by resolution of the Governing Body along arterial streets, 50% of the cost shall be paid by benefited property and 50% shall be paid by the city-at-large.

3. Storm Drainage
 - a. Drainage improvements in developed areas of the city that have been included in a previous benefit district shall be funded 100% by the city-at-large.
 - b. Drainage improvements in developed areas of the city that have not been included in a previous benefit district shall be funded 50% by the city-at-large and 50% by the benefit district.
 - c. Drainage improvements in undeveloped areas of the city shall be funded 100% by the benefit district.

4. Sanitary Sewers
 - a. In residential areas, the cost of mains, manholes and pump stations for eight (8) inch sewer mains shall be assessed 100% to the benefit district. If the city desires to place a larger sewer main to or through the area to benefit the overall system, the benefit district shall pay the cost equivalent of an eight (8) inch line and the city's sewer utility fund shall pay the remainder.
 - b. In a commercial or industrial area, the benefited property owner or owners shall pay 100% of the cost of the collection system necessary to satisfy their requirements.
 - c. The cost of service lines shall be paid by the benefited property.

IMPROVEMENTS – METHOD OF DISTRIBUTING COSTS

The petitioner of improvements shall indicate on the petition the recommended method of distributing the costs of improvements within the benefit district. Special assessments shall be distributed in accordance with the state statute under which the improvements was initiated.

NOTIFICATION OF PROPERTY OWNERS

The City shall notify all property owners within a proposed benefit district that certain improvements have been requested and the date, time and place the Governing Body will consider authorizing the improvements. The petitioner shall provide the City with a current list of property owners within the proposed benefit district.



Policy Garage Sales

Adopted: August 25, 1997

Revised: June 17, 2019

PURPOSE:

The City of Maize (City) allows each residence in the City to have a maximum of two garage sales per year.

GUIDLINES:

1. A resident shall obtain a Garage/Yard Sale Permit and pay any applicable fee at City Hall. The Permit shall be displayed on the premises for the duration of the sale.
2. Each sale shall be no longer than three consecutive days.
3. Any “sale” signs posted by the resident must be removed immediately following the sale. Signs shall not be posted on utility poles per City Code.
4. If a resident participates in the Annual Maize City-Wide Garage Sale, it will count as one of the resident’s two permitted sales for that year.



Policy Identity Theft Prevention

Adopted: October 20, 2008

Effective: October 20, 2008

Revised: June 17, 2019

PURPOSE:

The City of Maize, Kansas (City) developed this Identity Theft Prevention policy pursuant to the Federal Trade Commission's (FTC) Red Flag Rule, which implements Section 114 of the Fair and Accurate Credit Transaction Act of 2003. 16 C. F. R. § 681.2. This Program is designed to detect, prevent and mitigate Identity Theft in connection with the opening and maintenance of certain city accounts.

DEFINITIONS:

For purposes of this policy, "Identity Theft" is considered to be "fraud committed using the identifying information of another person." The accounts addressed by the policy, are defined as:

1. An account the City offers or maintains primarily for personal, family or household purposes, that involves multiple payments or transactions; and
2. Any other account the City offers or maintains for which there is a reasonably foreseeable risk to customers or to the safety and soundness of the Utility from Identity Theft.

IDENTIFICATION OF RED FLAGS:

A "Red Flag" is a pattern, practice, or specific activity that indicates the possible existence of Identity Theft. In order to identify relevant Red Flags, the Utility considered the types of Accounts that it offers and maintains, the methods it provides to open its Accounts, the methods it provides to access its Accounts, and its previous experiences with Identity Theft. The City identifies the following Red Flags, in each of the listed categories:

- A. Notifications and Warnings from Consumer Reporting Agencies.
 - 1) Receiving a report or notice from a consumer reporting agency of a credit freeze;
 - 2) Receiving a report of fraud with a consumer report;
 - 3) Notice or report from a credit agency of an active duty alert for an applicant; and
 - 4) Receiving indication from a consumer report of activity that is inconsistent with a consumer's usual pattern or activity.

- B. Suspicious Documents.
- 1) Receiving documents that are provided for identification that appear to be forged or altered;
 - 2) Receiving documentation on which a person's photograph or physical description is not consistent with the person presenting the documentation;
 - 3) Receiving other documentation with information that is not consistent with existing customer information; and
 - 4) Receiving an application for service that appears to have been altered or forged.
- C. Suspicious Personal Identifying Information.
- 1) A person's identifying information is inconsistent with other information the customer provides;
 - 2) A person's identifying information is inconsistent with other information the customer provides (such as inconsistent SSNs or birth dates);
 - 3) A person's identifying information is the same as shown on other applications found to be fraudulent;
 - 4) A person's identifying information is consistent with fraudulent activity;
 - 5) A person's SSN is the same as another customer's SSN;
 - 6) A person's address or phone number is the same as that of another person;
 - 7) A person fails to provide complete personal identifying information on an application when reminded to do so; and
 - 8) A person's identifying information is not consistent with the information that is on file for the customer.
- D. Unusual Use Of or Suspicious Activity Related to an Account.
- 1) A change of address for an Account followed by a request to change the Account holder's name;
 - 2) An account being used in a way that is not consistent with prior use;
 - 3) Mail sent to the Account holder is repeatedly returned as undeliverable;
 - 4) The City receives notice that a customer is not receiving his paper statements; and
 - 5) The City receives notice that an Account has unauthorized activity.
 - 6) The City receives notice that there has been a breach in the City's computer system;
 - 7) The City receives notice that there has been unauthorized access to or use of customer Account Information; and
 - 8) The City receives notice that there has been unauthorized access to the City's plans to take steps with certain data it maintains that contains customer information (i.e. destroying computer files).
- E. Notice Regarding Possible Identity Theft.
- 1) The City receives notice from a customer, an identity theft victim, law enforcement or any other person that it has opened or is maintaining a fraudulent Account for a person engaged in Identity Theft.
 - 2) Notification from another company or utility that identity fraud is suspected.

DETECTION OF RED FLAGS:

In order to detect any of the Red Flags identified above with the opening of a new Account, City personnel will take the following steps to obtain and verify the identity of the person opening the Account:

- 1) Requiring certain identifying information such as name, date of birth, residential or business address, principal place of business for an entity, SSN, other identification;
- 2) Verifying the customer's identity, such as by copying and reviewing a driver's license or other identification card;
- 3) Verifying identity via a consumer reporting agency;
- 4) Reviewing documentation showing the existence of a business entity; and
- 5) Independently contacting the customer.

In order to detect any of the Red Flags identified above for an existing Account, City personnel will take the following steps to monitor transactions with an Account:

- 1) Verifying the identification of customers if they request information (in person, via telephone);
- 2) Verifying the validity of requests to change billing addresses;
- 3) Do not share identity and banking information with anyone including the customer; require them to give the information and verify with the information on the account; and
- 4) Verifying changes in banking information given for billing and payment purposes.

PREVENTING AND MITIGATING IDENTITY THEFT:

In the event City personnel detect any identified Red Flags, such personnel shall take one or more of the following steps, depending on the degree of risk posed by the Red Flag:

- 1) Continuing to monitor an Account for evidence of Identity Theft;
- 2) Contacting the customer;
- 3) Not opening a new Account;
- 4) Closing an existing Account;
- 5) Notifying law enforcement;
- 6) Determining that no response is warranted under the circumstances; or
- 7) Notifying the Program Administrator (as defined below) for determination of the appropriate step(s) to take.

In order to further prevent the likelihood of identity theft occurring with respect to City accounts, the City will take the following steps with respect to its internal operating procedures:

- 1) Providing a secure website or clear notice that a website is not secure;
- 2) Ensuring complete and secure destruction of paper documents and computer files containing customer information;

- 3) Ensuring that office computers are password protected and that computer screens lock after a set period of time; and
- 4) Requiring only the last four digits of SSNs (if any);
- 5) Keep offices clear of papers containing customer information;
- 6) Review reports and documentation and delete any unneeded identity information;
- 7) Ensure computer virus protection is up to date; and
- 8) Require and keep only the kinds of customer information that are necessary for utility purposes.
- 9) Secure information that is being stored for state or federal retention guidelines.

DUTIES REGARDING ADDRESS DISCREPANCIES:

In the event the City receives a notice of address discrepancy from a nationwide consumer reporting agency indicating the address given by the consumer differs from the address contained in the consumer report, the City may reasonably confirm that an address is accurate by any of the following means:

- 1) Verification of the address with the consumer;
- 2) Review of the utility's records;
- 3) Verification of the address through third-party sources; or
- 4) Other reasonable means.

If an accurate address is confirmed, the City shall furnish the consumer's address to the nationwide consumer reporting agency from which it received the notice of address discrepancy if:

UPDATING THE PROGRAM AND THE RED FLAGS:

This Policy will be periodically reviewed and updated to reflect changes in risks to customers and the soundness of the City from Identity Theft. At least annually, the City Treasurer will consider the City's experiences with Identity Theft situations, changes in Identity Theft methods, changes in Identity Theft detection and prevention methods, changes in types of Accounts the City maintains and changes in the Utility's business arrangements with other entities. After considering these factors, the City Treasurer will determine whether changes to the Policy, including the listing of Red Flags, are warranted. If warranted, the City Treasurer will present the Governing Body with his or her recommended changes and the Governing Body will make a determination of whether to accept, modify or reject those changes to the Policy.

PROGRAM ADMINISTRATION:

- A. Oversight
The City's Policy will be overseen by a Program Administrator. The Program Administrator shall be the City Treasurer. The Program Administrator will be responsible for the Policy's administration, for ensuring appropriate training of Utility staff on the Policy, for reviewing any staff reports regarding the detection of Red Flags and the steps for preventing and mitigating Identity Theft, determining which steps of prevention and mitigation should be taken in particular circumstances, reviewing and, if necessary, approving changes to the Policy.

- B. Staff Training and Reports
City staff responsible for implementing the Policy shall be trained either by or under the direction of the Program Administrator in the detection of Red Flags, and the responsive steps to be taken when a Red Flag is detected. Training will occur on an annual basis and when new City staff is hired.

- C. Service Provider Arrangements
In the event the Utility engages a service provider to perform an activity in connection with one or more Accounts, the Utility will take the following steps to ensure the service provider performs its activity in accordance with reasonable policies and procedures designed to detect, prevent, and mitigate the risk of Identity Theft.
 - 1) Requiring, by contract, that service providers have such policies and procedures in place;
 - 2) Requiring, by contract, that service providers review the City's Program and report any Red Flags to the Program Administrator.

For the effectiveness of Identity Theft prevention Programs, the Red Flag Rule envisions a degree of confidentiality regarding the City's specific practices relating to Identity Theft detection, prevention and mitigation. Therefore, under this Program, knowledge of such specific practices is to be limited to the Identity Theft Committee and those employees who need to know them for purposes of preventing Identity Theft. Because this Program is to be adopted by a public body and thus publicly available, it would be counterproductive to list these specific practices here. Therefore, only the program's general red flag detection, implementation and prevention practices are listed in this document.



Policy Industrial Revenue Bond

Adopted: November 18, 2013
Effective: November 18, 2013
Revised: June 17, 2019

PURPOSE:

The purpose of industrial revenue bond financing is to promote, stimulate, and develop the general economic welfare of the City of Maize (City) through promotion and advancement of physical and mental health, industrial, commercial, agricultural, natural resources and recreational development in the City, to encourage and assist in the location of new business and industry in the City and the expansion, relocation or retention of existing business, industry and health facilities; and to more the economic stability of the City by providing greater employment opportunities, diversification of industry and improved physical and mental health of the City and, is deemed to be in the best interests of the City.

In evaluating a request for the issuance of industrial revenue bonds, the Governing Body shall consider whether the proposed bond issue will help achieve the following objectives:

1. Add substantially to employment in the City or preserve existing jobs in the City.
2. Help produce diversification of the local economy.
3. Create a positive impact on an area of the City where economic assistance is needed.
4. Expand the type of job skills available to the job market in the City or use of key skills of locally unemployed persons.
5. Create economic growth through the production of goods and/or services that will be exported from the City or that will replace goods and/or services that are currently imported to the City.
6. Increase the property tax base of both residential and commercial properties to further support the costs of municipal services provided by the City and increase the credit worthiness of the City by enhancing the tax base.
7. Open up other property for future development due to extension of utilities associated with the project.

In evaluating an application for the issuance of industrial revenue bonds, the Governing Body shall also consider the positive or negative influence for the City of the following factors:

1. Whether the issuance of the requested bonds would grant an unfair advantage to the applicant over other firms providing the same or similar services in the City.
2. Whether the land used for the project fits the land use and development plans of the City.
3. Whether the applicant is requesting a property tax abatement and whether such applicant is willing to pay payments in lieu of taxes.
4. Whether the applicant proposed to use existing resources within the City (contractors, suppliers, sources of funding, services, etc.) for the development of the proposed project.
5. Whether the proposed project includes refinancing any existing debt.

Gilmore and Bell shall serve as the City's designated Bond Counsel for the issuance of industrial revenue bonds.

APPLICATION:

Any potential applicant should arrange for a pre-application meeting with City of Maize Staff to explore the applicant's interest prior to formally submitting an application.

Applications submitted to the City of Maize should be in letter form and contain the following minimum information:

1. Names and addresses of all persons who would be obligated as either tenant or guarantor on the bond documents.
2. Names and addresses of the principal officers and directors of the requesting tenant.
3. A general description of the nature of the business of the requesting tenant and a list of the principal competition in the local market.
4. A general description of the proposed project or improvements.
5. The specific location of the proposed project (not a legal description.)
6. A statement of the projected benefits to the City.
7. The dollar amount of the bonds being requested.
8. A detailed breakdown of the proposed costs including an estimate of underwriting fees and other miscellaneous expenses.
9. The name and address of the proposed underwriters or an explanation as to how and when the underwriters will be selected.
10. A statement relative to an agreement to make payments in lieu of taxes.
11. A statement the Company is willing to pay any costs relative to the issuance of the Bonds whether or not the Bonds are actually approved and/or issued.

In addition to the letter of request, the following information and/or documents are required as part of the proposal:

1. A certified audit of the last fiscal year's business of the Company prepared by an independent certified public accountant. Exceptions to this requirement may be made where:
 - a. The prospective tenant is a new venture that has no operating history;
 - b. The prospective tenant has an operating history of sufficient duration that it can provide tax statements for the past five years, accompanied by a Financial Review prepared by an independent certified public accountant;

- c. The bonds are to be fully secured by bond insurance or a letter of credit, such that the purchasers are looking primarily to the financial status of the insurer or letter of credit provider rather than that of the prospective tenant; or
 - d. The bonds are to be privately placed with the prospective tenant, a parent, subsidiary or other affiliate of the prospective tenant, or a financial institution that has a substantial history as the regular financing lender of the prospective tenant's operations and hence has substantial, ongoing familiarity with the prospective tenant's financial matters and status.
2. Feasibility study
 3. Proforma financial statements
 4. History and experience of principals of Company
 5. Area map or project plan
 6. Commitment or letter of intent from underwriter(s)

PROPERTY TAX ABATEMENT:

The maximum term of tax abatement on real property improvements under this Policy shall be ten years. The City may not grant an exemption from the ad valorem property tax levied by a school district pursuant to the provisions of K.S.A. 72-53,113, and amendments thereto, which may currently be imposed up to 8 mills. The recommended percentage of property taxes to be abated shall be at the discretion of the Governing Body based on its review of the application. Typically, the Governing Body will consider such factors as job creation, capital investment, and location.

Payments-In-Lieu-of-Taxes (PILOTS): Businesses receiving tax abatement may be required to make PILOTS equal to the amount of property tax abated. Said PILOT payments shall be payable to the Sedgwick County Treasurer for proportional distribution to all local taxing jurisdictions that levy taxes on the abated property. A business may also be required to make PILOT payments at any time in the event of non-compliance with the conditions imposed by a performance agreement as an alternative to complete cancellation of the tax abatement. (See: Performance Agreement)

Kansas Retailer's Sales Tax: Under the existing provisions of K.S.A. 79-3606, subsections (b) and (d) and other applicable laws, sales of certain tangible personal property or services purchased in connection with the IRB-financed improvements may be entitled to exemption from the tax imposed by the Kansas Retailers' Sales Tax Act.

Cost-Benefit Analysis: In determining whether tax abatement should be granted a Cost-Benefit Analysis shall be performed by a City-approved company. Any fees associated with the analysis will be paid by the applicant. The results of the analysis must be provided to the Governing Body.

Initial Review and Public Hearing: Each completed application will be reviewed by staff to determine whether (a) the application is complete and sufficient, and (b) the applicant's business is eligible for tax abatement, if abatement is requested.

No tax abatement will be granted by the City of Maize prior to a public hearing. Notice of hearing shall be published by the City Clerk at least seven days prior to the hearing in

the official city newspaper. The City Clerk shall notify by certified mail the applicable taxing authorities.

Federally tax exempt IRBs require publication of a TEFRA (Tax Equity and Fiscal Responsibility Act) Notice at least 14 days prior to the holding of a public hearing.

Resolution of Intent: Following the public hearings the Governing Body may issue a Resolution of Intent (to issue IRBs). The Resolution will set forth its proposed plans for granting tax abatement and any conditions of performance. Such Resolution of Intent shall expire six months after issuance but may be renewed.

Performance Agreement: To provide reasonable assurance that the projected benefits to the City will be realized, the agreement for PILOTS shall include a performance agreement requiring the applicant to maintain certain standards of performance (i.e. minimum job levels, minimum capital investment, etc.) while the abatement is in place.

Each performance agreement is subject to annual review and determination that: (i) the conditions originally qualifying the business for the exemption continue to exist, and (ii) the specific conditions of the performance agreement have been met. A non-refundable fee of \$250 is required no later than January 15 of each year for the term of the tax abatement to cover costs associated with conducting the annual review. Any business granted tax abatement shall notify the Governing Body of any substantive change in the use of tax exempt property.

Special Assessments: Any tax abatement granted under this policy shall not affect the liability of such property for any special assessments levied or to be levied against such property.

EXCEPTIONS:

Exceptions to the conditions set forth in this policy may only be made by the Governing Body of the City of Maize. No other group or individual shall be authorized to speak for and commit the Governing Body unless specifically designated by the Governing Body.



Policy Open Records Act

Adopted: July 31, 2000

Revised: June 17, 2019

PURPOSE:

To ensure the City of Maize (City) is in compliance with the Kansas Open Records Act.

DEFINITIONS:

Public Records

A public record (record) means any recorded information, regardless of form or characteristics which is made, maintained or kept by or is in the possession of the City, including those exhibited at City meetings. There shall be a Freedom of Information Officer (Information Officer) and an official custodian of the records (Custodian) who shall have the duties described herein.

Custodian

The City Clerk is designated as the Custodian. In addition to those records required by law, the City Clerk shall be responsible for preparing and keeping other records necessary for the City's efficient operation. The Custodian shall, in addition to duties set forth in this policy, perform duties as required of the Custodian under KORA and as assigned from time to time by the Governing Body.

Freedom of Information Officer

The City Administrator is designated as the Information Officer and shall serve at the pleasure of the Governing Body. The Information Officer shall, in addition to duties set forth in this policy, perform duties as required of the Information Officer under KORA and as assigned from time to time by the Governing Body.

PROCEDURE:

All records except those subject to exception under the Kansas Open Records Act shall be open to inspection by the general public during regular office hours of the City. Copies of open records shall be available on written request.

Requests for access to open records shall be made in writing to the Custodian. The Custodian shall examine each request to determine whether the record requested is an open record or is subject to an exception under the Kansas Open Records Act. The Custodian shall either grant or deny a request.

If the Custodian does not grant a request, the person requesting the record may request that a written explanation be provided. The Custodian, if such a request is received, shall provide a written explanation as to why the denial was made within three business days. If the requestor disagrees with the explanation, the requestor may request that the dispute between the requestor and the Custodian be settled by the Information Officer.

To the extent possible, requests for access to records shall be acted on immediately. If the request is not acted on immediately, the Custodian shall inform the requestor of when and where the open record will be made available. The record shall be made available within three business days of the request. The Custodian shall file all requests and their dispositions in the City office and make reports to the Governing Body.

The Governing Body shall annually set a fee for copying records. Advance payment of the expenses of copying records shall be borne by the individual requesting the copy. Under no circumstances shall original documents be allowed out of the City office without approval of the Custodian. The disposition of a request for open records shall be recorded on the form attached hereto as Exhibit A. Revenue from copying open records will be deposited in the City's General Fund.

All City records shall be kept for at least the minimum length of time required by law.



Policy Purchasing

Adopted: May 21, 2012

Effective: May 21, 2012

Revised: June 17, 2019

PURPOSE:

- A. This policy provides a written set of guidelines and prescribed methods of procedures that outline and establish the general rationale and manner by which the City of Maize (City) acquires goods and services.
- B. Expenditures for construction, reconstruction, remodeling, the purchase of goods, materials or wares and the purchase of services made on behalf of the City will be made in accordance with this policy to ensure accountability and good stewardship of City funds.

GENERAL GUIDELINES:

- A. Budget Authority. City purchases cannot exceed budget authority.
- B. Buying Locally. Every effort should be made to purchase goods and services in the region when available and competitive.
- C. Personal Purchases. The use of city funds for the purchase of personal items is prohibited.
- D. Conflict of Interest. Employees and City Council members will not make or participate in the making of a contract with any person or business by which the employee or council member is employed or in which the employee or council member has a substantial interest, as the term “substantial interest” is defined at K.S.A. 75-4301a.
- E. Compliance. In making purchases, the City will at all times comply with applicable laws, rules and regulations.

PURCHASE PROCEDURE:

- A. General. The City is not legally required to make a formal request for bids. However, as established by this policy, under certain circumstances a bid process will be followed as outlined below under the “Bid Procedure” section, including, but not limited to other methods, such as on-line bidding, on-line research and

telephone inquiries. When the bid process is not utilized, written explanation will be provided to the Governing Body.

- B. Emergency Expenditures. The City Administrator and/or a Department Head may make emergency purchases when a threat exists to public health, welfare or safety.
- C. Change Orders. The City Administrator may approve change orders that do not exceed authorized budget authority.

BID PROCEDURE:

- A. Bid Process. Due diligence will be made to solicit bids from multiple vendors. These bids may be sealed or unsealed, formal or informal. Sole source purchases such as online bidding or Government bid vendors is an exception to the multiple vendor process.
- B. Bid Award. The lowest responsible bidder meeting all bid specifications may be awarded the bid. When the low bid is not accepted, written rationale is required. After review of the bids, the bid award will be made by the City Administrator or the Governing Body.
- C. Right of Refusal. The City Administrator or Governing Body reserves the right to refuse all or any part of a bid.
- D. Bid Waiver. The Governing Body may grant a waiver to the bid process.

REQUEST FOR PROPOSALS:

- A. Request for proposals (RFP). RFPs are the preferred method for securing services.
- B. Award. After review of the responses to an RFP, a recommendation to the Governing Body will be made by the City Administrator.

PURCHASE AUTHORITY:

Items identified and provided for in the adopted budget may be approved by the City Administrator unless the item exceeds the Governing Body's approved budget authority or cash basis law.



Policy
Sale of Obsolete or Surplus
Equipment, Vehicles and Scrap Metal

Adopted: January 7, 1991
Effective: January 7, 1991
Revised: June 17, 2019

PURPOSE:

To provide guidelines when the City of Maize (City) has no further use for equipment, vehicles or scrap metal.

GENERAL GUIDELINES:

Department heads are responsible for overseeing the sale of the equipment at a justifiable market-value rate. Prior to the sale of obsolete or surplus vehicles or equipment, other City departments will be offered the first right of refusal.

Department heads shall notify the City Administrator and the City Clerk of the sale. The Governing Body shall be kept informed of vehicle or equipment sales via normal communication channels and reports.

City Employees are not eligible to purchase city equipment. Exceptions may be made with the approval of the City Administrator.



Policy Water and Wastewater Utility User

Adopted: January 21, 2013

Effective: January 21, 2013

Revised: June 17, 2019

PURPOSE:

This policy provides for fair and equitable water and wastewater service as provided by the City of Maize's (City) Water and Wastewater Utility. A service connection is the physical tap, line, curb stop, meter and meter box supplied by and owned by the City. A User Agreement provides a contract between the account holder and the City.

WATER/WASTEWATER UTILITY (UTILITY) BILLING:

- Utility meters are read and statements are calculated the first of the month. Monthly statements are mailed on or about the fifth day of each month.
- If the statement has not been received by the tenth day of the month it is the account holder's responsibility to contact the Utility Clerk. The total amount is due and payable by the twentieth day of the month. Payments received after the twentieth day of the month will be assessed a late fee.
- Failure to receive a monthly statement does not relieve the obligation of payment nor does it prevent the termination of a service connection.

WATER/WASTEWATER UTILITY PAYMENTS:

Utility Payments are posted upon receipt. Payments are received in the following ways:

In person or by the drop box located at the east end of the parking lot at City Hall
10100 Grady Avenue

By mail Maize City Hall
 PO Box 245
 Maize, KS 67101

Online www.cityofmaize.org

Or automatic bank draft set up by request at City Hall.

DELINQUENT ACCOUNTS:

An account is considered delinquent if any portion of the account has a balance on the 21st day of each month. All charges including current, past due, late fees and associated

service fees must be paid in full **prior** to the shut off date to avoid disconnection. Utility accounts not current on the shut off date will be disconnected (terminated).

Utility service terminated for delinquency will be assessed an administrative reconnection fee. If the service meter has been removed from the property a reinstallation fee is assessed. ***ALL CHARGES CURRENT & PAST-DUE, LATE FEES AND ASSOCIATED SERVICE FEES MUST BE PAID IN FULL BEFORE THE UTILITY SERVICE IS RESTORED.***

PAYMENT EXTENSION:

A payment extension may be applied for and granted before the twentieth day of the month if the utility account cannot be paid by the disconnect date. Applicants must apply in person at City Hall for a payment extension. The Payment Extension Agreement (a written agreement between the user and the City) requires payment of the current amount due and a portion of the arrearage to be determined for each subsequent month until the account is current. Failure to abide by the Payment Extension Agreement will result in termination of the City utility service. Only two (2) extensions beyond the termination date will be granted within a one (1) year period. Account holders that have entered into a Payment Extension Agreement are ineligible for payment extensions beyond the termination date.

PAYMENT GRIEVANCES:

It is the responsibility of the account holder to notify the Utility Clerk in writing of any discrepancy including an improperly credited or missing payment. The Utility Clerk will investigate the merits of the complaint then the account holder will be notified of the findings. Late fees or service charges will not be assessed during the investigation period. Based on the findings of the Utility Clerk the account must be paid in full within five (5) business days of the findings notification. Applicable late charges or service fees will apply on the sixth day after notification and thereafter if the account has not been paid in full.

PROOF OF PAYMENT:

It is the responsibility of the account holder to provide proof of payment in the event of a disputed payment posting. The unpaid portion of the account balance is due before the 20th of the month. The following will be accepted as proof of payment:

- a. Original bank statement copy of the canceled check;
- b. City of Maize payment receipt;
- c. Statement and photocopy of a canceled money order from the issuing company. A money order receipt is not proof of payment but is needed to request a trace from the company issuing the money order.

LEAKS:

In the event of a confirmed leak the account will be adjusted upon presentation of a receipt for completion of repair. The account will be adjusted *one month* of the effected billing cycle by averaging three (3) comparable service months.

TERMINATION OF SERVICE:

If utility service has been terminated all charges current, past due, late fees, associated service fees and an administrative reconnection fee must be paid in full **prior** to service being restored.

OUTSTANDING DEBT:

An account holder with an outstanding balance thirty (30) days after termination of service will be notified in writing that the account must be paid in full within thirty (30) days. If the account remains delinquent, it will be certified to a collection agency or the County Clerk for collection.

TAMPERING WITH METER:

Persons tampering with or removal of a locking device from a terminated service connection meter will be prosecuted and a civil lawsuit may be filed against the account holder. The City will seek a judgment to recover all charges current, past due, late fees, associated service fees, charges for damage to the lock and/or meter, and any applicable court costs.

THEFT OF WATER:

Users benefiting from the theft of water will be held accountable, not necessarily the person that has removed or tampered with the meter lock. The City will seek to prosecute anyone that is engaged in the theft of water as well as assess a penalty which shall be paid in full prior to reconnection.

CROSS CONNECTION:

A cross connection is any potential hazard that exists past a customer's service connection that could introduce contaminants into the City's water supply. All potential cross connections shall have approved backflow/back-siphonage prevention devices installed and maintained at the service connection by a certified plumber at the user's expense.



Record of Rescinded Policies

1. Administrative Regulation
 - a. Adopted: 5/1/1995
 - b. Effective: 5/1/1995
 - c. Rescinded: 6/17/2019

2. Capital Improvements Task Force
 - a. Adopted: 5/2/1995
 - b. Effective: 5/2/1995
 - c. Rescinded: 6/17/2019

3. Community Building Policy
 - a. Adopted: 7/24/1995
 - b. Effective: 6/24/1995
 - c. Rescinded: 6/17/2019

4. Snow Removal, Two-Way Radio, Cable TV Policies
 - a. Rescinded: 11/21/2016



Monthly Council Report

Department Highlights

- ◆ All Departmental functions and activities are normal.
- ◆ Officers are working to complete their 40 hours of annual service training hours. All officers are on course to complete their required hours.
- ◆ Our first of two 911 camps will start the week of June 17th. The camp is at capacity with 40 youth participating.
- ◆ Police administration has been working with city staff in development of our 2020 budget. As detailed during last months budget workshop, equipment tops our list of priorities. We will continue working to submit a fiscally responsible departmental budget that coincides with the overall direction and needs of the City.
- ◆ The department is still in the process of filling two vacancies. As reported last month, our applicant pool has been shallow and finding qualified applicants continues to be a challenge.

Budget status: N/A/100%

Major purchases: None

Current Staff Levels.

13 Full-time - 2 vacant

2 Part-time

4 Reserve

4 Reserve -Vacant

Monthly Activities

May Police Reports - 420

May calls for service - 514

Community Policing:

Working on summer camps

PUBLIC WORKS REPORT 6-11-19

Regular Work

- Graded the gravel streets a couple of times since it quit raining so much.
- Picked up 12 locations for brush this month. Many loads brought in on brush day.
- Had Over 100 locates this month.
- Shut off 7 water meters on shut off day.
- We have kept up pretty good on mowing City Hall, EMS and the park despite the rains.

Special Projects

- Ross, along with several others got the planters filled with plants and flowers at City Hall and the park. After we finished getting the stamped concrete completed along the front of City Hall we installed four new planters there which really look nice.
- Had several more burials this past month. We had the cemetery looking pretty good for Memorial Day with the flags for the veterans and the larger flags on the posts, and with all the decorations it really looked nice.
- We have milled and overlaid asphalt on 37th St and on Academy. Had a couple of base repairs on Academy but I think both turned out very good. We are working with the contractor to get the base repairs completed on 45th and should be paving it on Tuesday and Wednesday if the weather holds out. When that is completed the contractor will move over and pave the back roads and parking area of the Cemetery. We have accumulated several hundred tons of good asphalt millings from the streets we are overlaying. We have paid 12.00 per ton for those in the past. I plan to use some of them to install a base on 61st. Have not tried that before on a road but I think it might work. If we get them down and rolled I will have some rejuvenating oil applied and we will see what happens.

Ron Smothers, Public Works Director

City Engineer's Report

6/11/2019

Copper Creek Apartments

Second building should be open within the next two weeks.

Cypress Point

Two model homes are complete, two being framed and two footings are being poured for a total of six homes.

Carriage Crossing

Currently building eight duplexes on the north side of Longbranch. Two new permits have been pulled for two duplexes on the south side. More excavating of the pond has now recommenced due more favorable weather.

Hampton Lakes Villas

Sidewalk is to be poured this week. The contractor with then begin construction of the units.

Evans Building

Rough-in plumbing and framing in preparation to pave the floor are underway.

Dollar Tree

Currently under construction. The exterior of the building is going up fast.

PLANNING ADMINISTRATOR'S REPORT

DATE: **June 17, 2019**

TO: **Maize City Council**

FROM: **Kim Edgington, Planning Administrator**

RE: **Regular June Council Meeting**

The following is a summary intended to keep the Council apprised of the status of ongoing planning projects.

1. Comprehensive Plan Update – The last round of public survey questions and presentation to the community is being scheduled by Gould Evans. Once these items have taken place the final document will be presented to Council for final approval.
3. Zone change at 109, 111 and 117 W. Academy – The developer (Joanna Kilgore) is making arrangements for the relocation of an existing building onto the property located at 109 W. Academy. The building is planned for relocation at the end of July.
4. Zone change at 5500 N Maize Road – an application for a zone change for 1.57 acres has been filed to change the zoning of this property from SF-5 Single Family Residential to LC Limited Commercial for the construction of a Dollar General store. The Planning Commission reviewed this request and recommended approval at a public hearing on June 6, 2019 along with a preliminary plat for the property. This case will be on the July 15th Council agenda.
5. Zone change at 5711 N Tyler – an application for a zone change for 0.34 acres has been filed to change the zoning of this property from SF-5 Single Family Residential to LC Limited Commercial for the construction of a private Supper Club. There is an existing Conditional Use on this property that was granted by the Planning Commission in 2017 which allows banquet facilities and special events on the property. The Planning Commission reviewed this request and recommended approval at a public hearing on June 6, 2019. This case will be on the July 15th Council agenda.
6. Eagles Nest 2nd Addition final plat – The final plat was reviewed and recommended for approval at the June 6, 2019 Planning Commission meeting. This case will be on the July 15th Council agenda, once the engineer has provided all items requested by the Planning Commission.
7. General planning issues – I continue to meet, both on the phone and in person, with citizens and developer's representatives requesting information on general planning matters, such as what neighboring property owners are planning to do, what they are allowed to do on their property, and what the process is for submitting various applications and materials to the Planning Commission.



**City Clerk Report
REGULAR COUNCIL MEETING
June 17, 2019**

Year to date status (Through 05/31/19):

General Fund –			
	Budget	YTD	
Rev.	\$3,926,887	\$2,039,179	51.93%
Exp.	\$4,052,763	\$1,744,925	43.06%
Streets –			
Rev.	\$ 323,270	\$ 138,294	42.78%
Exp.	\$ 313,550	\$ 142,484	45.44%
Wastewater Fund-			
Rev.	\$ 892,000	\$ 451,001	50.56%
Exp.	\$ 892,000	\$ 353,157	39.59%
Water Fund-			
Rev.	\$ 948,000	\$ 507,057	53.49%
Exp.	\$ 948,000	\$ 379,431	40.02%

Health & Dental Benefits

Per Council's request, here are the 2019 numbers (through 05/31/2019) for employee health, dental, and life (including accidental death and short-term disability).

	<u>City Portion</u>	<u>Employee Portion</u>	<u>Total Paid</u>
Health:	\$143,916.29	\$ 37,797.72	\$181,714.01
Dental:	8,585.32	2,146.80	10,732.12
Life:	<u>5,484.39</u>	<u>0</u>	<u>5,484.39</u>
	\$157,986.00	\$ 39,944.52	\$197,930.52

Bulk Waste Coupons:

The City is distributing coupons for citizens to use at the Waste Connections transfer stations again this year. As of 6/11/19, 151 coupons (200 were printed) have been given out. As of 5/31/19, 32 coupons have been redeemed at the transfer station. The City pays \$35/redeemed coupon (an increase of \$3.00 from 2018). The coupons are good through 9/30/19.

In 2018, the City distributed 163 out of 175 coupons and 102 were redeemed.

CIP 2019 (As of 05/31/2019)

<u>Detail</u>	<u>Reason</u>	<u>May Revenue</u>	<u>May Expense</u>	<u>Budget</u>	<u>Year to Date Actual Cash</u>
Beg Cash - 01/01/19					\$ 279,203.40
Ad Valorem	Tax	-		-	-
Motor Vehicle	Tax	-		-	-
Delinquent	Tax	-		-	-
Interest	From Bank Accounts	3,398.29		10,000.00	12,841.39
Other Revenues		20.00			20.00
Transfers		31,250.00		400,000.00	156,250.00
Total Revenues		<u>34,668.29</u>		<u>410,000.00</u>	<u>169,111.39</u>
Total Resources					<u><u>448,314.79</u></u>
Street Improvements		-	-	30,000.00	-
Sidewalk/Bike Paths		-	-	100,000.00	-
Park Improvements		-	-	200,115.00	-
Other Capital Costs		-	-	-	-
Total Expenditures		-	-	<u>330,115.00</u>	-
Cash Balance - 05/31/2019					<u><u>\$ 448,314.79</u></u>

CITY OF MAIZE/REC COMMISSION
 SHARED COSTS FOR CITY HALL COMPLEX
 THRU 04/30/2019

	MONTHLY BILL	CITY PORTION	REC PORTION	YEAR TO DATE COSTS	CITY PORTION YEAR TO DATE	REC PORTION YEAR TO DATE	PERCENT OR FLAT RATE
Phone	\$769.95	\$669.86	\$100.09	\$3,849.75	\$3,349.30	\$500.45	Flat - based on number of lines
Internet	750.51	675.46	75.05	3,752.55	3,377.30	375.25	Flat - \$75.05/month
Gas	164.92	90.87	74.05	4,015.14	2,212.34	1,802.80	44.90%
Electric	1,778.74	980.09	798.65	9,351.42	5,152.63	4,198.79	44.90%
Janitor	2,947.74	1,624.20	1,323.54	8,510.33	4,689.19	3,821.14	44.90%
Water/Sewer	0.00	0.00	0.00	0.00	0.00	0.00	
Trash	99.18	54.65	44.53	456.48	380.19	204.96	44.90%
Insurance (Annual Bill)	0.00	0.00	0.00	0.00	0.00	0.00	44.90%
Pest Control	300.00	275.00	25.00	1,500.00	1,375.00	125.00	Flat - Exterminator breaks rate out
Lawn Service	0.00	0.00	0.00		0.00	0.00	Provided by Public Works
Total	\$6,811.04	\$4,370.13	\$2,440.91	\$31,435.67	\$20,535.96	\$11,028.38	

Shared Costs for City Hall
 Updated 6/11/2019

Equipment Reserve 2019 (As of 05/31/2019)

<u>Detail</u>	<u>Reason</u>	<u>May Revenue</u>	<u>May Expense</u>	<u>Budget</u>	<u>Year to Date Actual Cash</u>
Beg Cash - 01/01/19					\$ 112,929.76
Interest	From Bank Accounts	296.63		2,500.00	1,120.56
Reimbursements	From Insurance	-			-
Transfers	From General Fund	16,816.67		221,800.00	84,083.35
Total Revenues		\$ 17,113.30		\$ 224,300.00	\$ 85,203.91
Total Resources					\$ 198,133.67
Trucks/Heavy Equipment			\$ -	\$ 40,500.00	\$ 35,434.30
Computers			- 6,500.00	50,000.00	6,500.00
Police Department Expenses			- 2,260.00	60,000.00	25,341.34
Police Department Tech Expenses				51,000.00	
Total Expenditures			\$ 8,760.00	\$ 150,500.00	\$ 67,275.64
Cash Balance - 05/31/2019					\$ 130,858.03

CITY OF MAIZE/USD #266
 SHARED COSTS FOR SCHOOL RESOURCE OFFICERS
 THRU 05/31/2019

	MONTHLY BILL	CITY PORTION	USD #266 PORTION	YEAR TO DATE COSTS	CITY PORTION YEAR TO DATE	USD #266 PORTION YEAR TO DATE
Wages	\$ 21,818.16	\$ 5,454.54	\$ 16,363.62	\$ 70,995.66	\$ 17,748.92	\$ 53,246.75
FICA/Medicare Taxes	1,640.58	\$ 410.15	\$ 1,230.44	5,276.86	1,319.22	3,957.65
KPERS (Employer)	2,157.82	\$ 539.46	\$ 1,618.37	7,021.47	1,755.37	5,266.10
Health/Life/Other Employer Paid Benefits	1,487.84	\$ 371.96	\$ 1,115.88	7,665.41	1,916.35	5,749.06
Total Shared Costs	\$ 27,104.40	\$ 6,776.10	\$ 20,328.30	\$ 90,959.40	\$ 22,739.85	\$ 68,219.55



DATE: June 12, 2019

TO: Maize City Council

FROM: Richard LaMunyon-Becky Bouska-Sue Villarreal-Jolene Graham

RE: June Operations Report

1. 2020 Budget Information

We received our assessed valuation from the County last week. It increased by almost 11% from last year: \$49,633,682 in 2018 to \$55,339,992 in 2019. Attached is a summary of the annual assessed valuations since 2000.

The Staff Budget Management team will meet June 13th and 20th for 2020 budget development. No decisions or recommendations have been formalized at this point, however some assumptions under consideration include:

- If possible ensure cash carry over for 2020 exceeds 2019 budget year
- Attempt to increase street fund from \$300,000 (2019) to \$400,00 (2020)
- Increase Contingency funds
- Enhance budget funds “tracking” capacities
- Ensure employee salary & benefits
 - ✓ Pay plan adjustment
 - ✓ Insurance
 - ✓ Other
- Debt Service review
- Utility Rate adjustments
- Parks
 - ✓ Amphitheater grant funding
 - ✓ 2020 Budget impact (*if received*)
- Cemetery & Parks & Public Works
- Departmental equipment requests
- Technology
- Economic Development
- Training

During Monday’s Council meeting, staff will provide a “brief, general overview” of the 2020 budget process and options being considered.

2. Pending Council Items

- Black Hills Franchise Ordinance *July*
- 2 – Planning Commission Zoning Cases (*consent agenda*) *July*
- Columbarium @ Cemetery *July*
- Accept 2020 Budget & set Public Hearing *July*
- Shuttle Aero Systems IRB's *July*
- 2020 Budget Public Hearing & Adopt Budget *August 5th*
- Trash Service *Pending*
- Storm Water Fees *Pending*

3. BOE 266 Potential School Expansions

Staff met with the BOE superintendent and staff to discuss possible school campus expansions. Assuming the pending bond issue passes in August 2019:

- One new Intermediate school for 5th and 6th grades would be built on the south campus (south of 37th).
- Another 1000 student capacity Intermediate school would possibly be located on 70 acres on the north side of 45th street west of 119th street. Discussion included utility capabilities, roadway/intersection improvement requirements, possible partnership with City, BOE and others for planning, construction and funding.
- A third campus building housing a Natatorium and an auditorium for the performing arts could be located on south side of Academy street, west of the BOE Administrative offices or possibly to the west of the proposed Intermediate school on 45th street.

Plans are preliminary at this time, however planning and engineering are important and require consideration at this time.

4. Technology

No updates regarding the Request for Proposals for a new Sedgwick County Treasurer's Tag Renewal Kiosk. The City of Maize has agreed to be the County's test site for the new kiosk. As always, Staff will keep you posted as the process continues.

5. Cemetery

The concrete pad for the new columbarium will be poured this week by the public works staff, weather permitting.

6. Commodities

Staff will distribute commodities tomorrow afternoon at the Community Building. Fresh produce is now being offered as part of the packages that each family receives.

7. Upcoming Meetings

- Wednesday's - Mayor's Weekly Meeting @ 11 am
- July 8th Council Workshop @ 6pm
- July 9th Park and Tree Board @ 5:30 pm

- July 11th Planning Commission @ 7 pm
- July 15th Council @ 7 pm
- August 1st Planning Commission @ 7 pm
- August 5th Special Meeting @ 7 pm



"Where Community Counts"

Summary of City of Maize Assessed Valuation

2000	\$ 7,884,397
2001	8,140,884
2002	8,791,067
2003	10,019,356
2004	13,130,537
2005	14,697,326
2006	16,577,935
2007	18,377,171
2008	21,363,291
2009	24,402,545
2010	27,487,770
2011	28,361,994
2012	28,706,476
2013	30,880,463
2014	34,312,017
2015	37,194,830
2016	40,288,624
2017	43,845,513
2018	49,633,682 <i>(Nov 2018)</i>
2019	55,339,992 <i>(June 2019)</i>