

City of Eudora Modified Public Meeting Procedure

The City of Eudora will hold its regular City Commission meeting on Monday, April 27, 2020 beginning at 7:00 P.M. Due to the concerns of spread of COVID-19, the City Commission meeting will be held remotely. To meet the spirit and intent of the Kansas Open Meetings Act (KOMA), anyone can listen to the meeting live via a conference call. This access can be gained as follows:

Dial-in number (US): (701) 802-5407

Access code: 7548666#

If anyone wishes to make a public comment, they may do so by sending or e-mailing their comment to City Clerk Pam Schmeck by 5:00 P.M. on Monday, April 27, 2020. Public comments can also be mailed to the City Clerk at P.O. Box 650, Eudora, Kansas 66025 (please keep in mind delivery time; if they do not arrive by 5:00 P.M. Monday, April 27, 2020 they will not be read), submitted via the utility bill drop box on the east side of City Hall, or e-mailed to pschmeck@cityofeudoraks.gov. The public comments will be read by the City Clerk during the public comment portion of the meeting. All public comments must include the name and address of the person submitting the comment. Please remember that public comment is limited to 5 minutes per person.

Members of the City Commission, presenters, or staff will identify themselves when speaking so that everyone will know who is speaking at the time.

**EUDORA CITY COMMISSION
MEETING AGENDA
May 11, 2020
Eudora City Office
4 East 7th Street Eudora, Kansas
7:00 P.M.**

Mayor: Tim Reazin

Vice Mayor: Ruth Hughs

City Commissioners: Jolene Born, Roberta Lehmann & Tim Bruce

- I. CALL TO ORDER Roll Call Pledge of Allegiance**
- II. CHANGES OR ADDITIONS TO AGENDA – Approve agenda**
- III. CONSENT ITEMS:**
 - A. Consider minutes of April 27, 2020 Eudora City Commission meeting**
 - B. Consider warrants against the City of Eudora**
 - C. Consider April Fire Department report**

PUBLIC COMMENTS: Please state name and address prior to addressing the Governing Body. Public comments are limited to 5 minutes per speaker.

- IV. BUSINESS ITEMS:**
 - A. Consider rescheduling May 25, 2020 City Commission meeting to Wednesday, May 27, 2020**
 - B. Consider sign permit application from Eudora School District**
 - C. Consider 2019 annual report**
 - D. Consider results and recommendation of the brush disposal service pilot program**
- V. Mayor & City Commission comments**
- VI. City Manager & staff comments**
- VII. WORK SESSION:**
 - A. Nottingham Project: Infrastructure Cost and Financing**
- VIII. EXECUTIVE SESSION:**
 - A. Non-elected personnel**
- IX. Adjournment**

As a courtesy, please silence all cell phones while the City Commission meeting is in session.

Eudora City Commission Meeting
City Hall – 4 E. 7th Street
Eudora, Kansas
April 27, 2020
7:00 pm

Call to Order

Mayor Tim Reazin

Vice Mayor Ruth Hughs participated remotely

Commissioner Jolene Born participated remotely

Commissioner Roberta Lehmann participated remotely

Commissioner Tim Bruce participated remotely

Quorum noted.

Pledge of Allegiance was recited.

Changes or additions to agenda

Mayor Reazin requested the Executive Session be removed from the agenda.

Commissioner Hughs moved the City Commission approve the agenda with the noted change, motion seconded by Commissioner Lehmann, all ayes, motion carried, 5-0.

Consent agenda items

A. Consider minutes of April 13, 2020 Eudora City Commission meeting

B. Consider warrants against the City of Eudora

C. Consider 1st Quarter Codes Department report

Mayor Reazin moved the City Commission approve the consent items, motion seconded by Commissioner Born, all ayes, motion carried, 5-0.

Public comments

Public comments were invited and none were submitted.

Business Items

A. Consider Proclamation declaring May National Bike Month, September 21st – September 27th as Bike to Work Week and September 22nd as Bike to Work Day

Mayor Reazin moved the City Commission proclaim the month of May as National Bike Month, the week of September 21st – September 27th as Bike to Work Week and September 22nd as Bike to Work Day, motion seconded by Commissioner Bruce, all ayes, motion carried, 5-0.

B. Consider Proclamation declaring May 3rd – 9th as Public Service Week

Commissioner Hughs moved the City Commission approve the Proclamation proclaiming May 3rd – 9th, 2020 as Public Service Recognition Week, motion seconded by Commissioner Lehmann, all ayes, motion carried, 5-0.

C. Consider 2020 Nottingham Center parking lot asphalt milling bids

Public Works Director Branden Boyd attended the meeting. Staff decided to leave the existing parking lot during the demolition to alleviate some of the mud and debris being tracked out of the site. It was decided to remove the asphalt now to allow a clean slate for the development. Both milling bids include moving the millings to the wastewater plant. The city intends to use the millings in other public works projects. Staff

recommends approval of Sunflower Paving's bid for \$29,702.40. Currently, staff is not sure of the depth of the asphalt which explains the different depth bids.

Mayor Reazin moved the City Commission award Sunflower Paving the 2020 Nottingham Elementary School Parking Lot Asphalt Milling contract in an amount not to exceed \$29,702.40, motion seconded by Commissioner Hughs, all ayes, motion carried, 5-0.

D. Presentation of COVID-19 Utility Payment Plan

Staff was instructed to create a payment plan to assist utility customers impacted by the COVID-19 virus. City Clerk Schmeck outlined the payment plan and explained the plan is to be available for accounts that were delinquent during the COVID-19 pandemic only. This policy can be used for any state of emergency or national disaster in the future. Any late payments during this time frame and during any approved payment contract will not affect a customer's ability to receive level payments or effect their current level payment plan. It was decided to add an ending date to the bullet point which states: Penalty fees assessed on the account at any time. The word assessed needs to be changed to assessed in the guidelines. Staff will update the City Commission should any changes need to be made to the guidelines once the complete results of the pandemic are known.

E. Recognize Assistant City Manager Leslie Herring

The city would have hosted a small reception in Ms. Herring's honor had we been able to meet but since the pandemic, times have changed. Matite took this time to formally recognize Herring and show our gratitude for her contributions to the organization and the community. All her accomplishments were geared toward making our organization and community better. We wish her the best and will miss her.

Mayor and City Commission Comments

Mayor Reazin thanked Herring for her work with the city and also thanked her for personally just tossing around ideas with him. The mayor also thanked staff for continuing to work through the COVID-19 pandemic and their individual struggles.

Commissioner Bruce – No comment.

Commissioner Hughs commented although the thought of Herring leaving is difficult, it is an amazing opportunity for her. Hughs complimented Herring's energy and enthusiasm. Hughs also commented on Herring's willingness and ability to help her personally.

Commissioner Born – No comment.

Commissioner Lehmann thanked Herring for embracing her during the time she worked with Herring.

City Manager and Staff Comments

City Manager Barack Matite commented the dates for the rescheduled retreat did not work because the pandemic is still limiting gatherings. Matite will contact the facilitator and set a date for the strategic planning retreat once the Governor's orders are known. Matite understands the Commission wants this retreat to happen before in depth talks regarding the 2021 budget take place.

Assistant City Manager Leslie Herring joined the meeting remotely and commented she is honored to have been allowed to work on so many different projects and to suggest changes in so many different areas of the city. Herring thanked the Commission for allowing her to proceed with ideas and suggestions regarding the community. Herring will be eternally grateful for the opportunity to work in Eudora for the last four years.

Director of Public Works Branden Boyd thanked Herring for her work with public works. Herring did a lot of behind the scenes work especially before the Public Works Director position was filled. It's important to recognize Herring as she has done a lot of work for all departments.

Police Chief Wes Lovett did not attend meeting.

Fire Chief Ken Keiter did not attend meeting.

Parks & Recreation Director Sally Pennington joined the meeting remotely and thanked Herring for her help. Pennington started taking pictures of the pool for an update but decided to make a video to show the Commission what was happening in Parks & Recreation even though buildings are closed to the public.

City Clerk Pam Schmeck – No comment.

Mayor Reazin moved to recess for Proposed 2020 Street Projects and 2020 Budget: Preliminary Outlook work sessions, motion seconded by Commissioner Born, all ayes, motion carried, 5-0.

Work Session

A. Proposed 2020 Street Projects

Public Works Director Boyd presented the proposed street projects for 2020. It has been particularly challenging this year because of the budget uncertainty. Staff has forecasted where they think the budget will be and which projects can be completed this year. Part of the proposed street project is ongoing improvements that were set by Consultant Norm Bowers including chip seal, mill & overlay, curb & gutter replacement and Intech Business Park joint repair. Last year the design improvements at 8th and 9th Streets at Church Street were approved along with sidewalk improvements on Church Street from 7th Street to 10th Street. The proposed 2020 street improvements that will be going out to bid with a base bid and an alternate bid. Bid day will be May 19th; the bids will be considered at the second meeting in May. The plan is to have a notice to proceed ready to go the next day. Hopefully, we will have a start date of June 8th. Matite commended staff for a remarkable job working together on this project. Matite explained how he proposes to fund the street projects. Although staff has estimated the revenues, these numbers could go up or down depending on the results of the pandemic. Matite will calculate the percentage of fund balances once bids come in and sent them to the Commission. Consensus of the Commission was to move the second meeting in May to Wednesday, May 27th.

B. 2020 Budget: Preliminary Outlook

Matite thanked Budget Analyst Renee Davis and Financial Consultant Brad Smith for their work on forecasting the 2020 budget. The pandemic is impacting the sales tax revenue the city will receive from Douglas County. The budget is also impacted by not processing late fees and disconnect fees to utility customers. There may be a fluctuation in the revenue from property taxes. Parks & Recreation is currently shut down which is not bringing in revenue at all. Considering all options, staff has created three financial forecast scenarios. Matite discussed all three scenarios.

Mayor Reazin brought the meeting to order at 8:37 pm.

Commissioner Bruce moved to adjourn, motion seconded by Mayor Reazin, all ayes, motion carried, 5-0.

Meeting adjourned at 8:38 pm.

Tim Reazin, Mayor

Pam Schmeck, City Clerk

City of Eudora Fire Department

Eudora, KS

This report was generated on 5/4/2020 11:40:19 AM



Incident Statistics

Start Date: 04/01/2020 | End Date: 04/30/2020

INCIDENT COUNT			
INCIDENT TYPE		# INCIDENTS	
EMS		32	
FIRE		14	
TOTAL		46	
TOTAL TRANSPORTS (N2 and N3)			
APPARATUS	# of APPARATUS TRANSPORTS	# of PATIENT TRANSPORTS	TOTAL # of PATIENT CONTACTS
0	0	0	0
C1200	1	1	1
C1201	1	1	1
E1232	2	2	2
M12	1	1	1
S1251	2	5	5
TOTAL	7	10	10
PRE-INCIDENT VALUE		LOSSES	
\$0.00		\$0.00	
CO CHECKS			
736 - CO detector activation due to malfunction		1	
TOTAL		1	
MUTUAL AID			
Aid Type		Total	
OVERLAPPING CALLS			
# OVERLAPPING		% OVERLAPPING	
2		4.35	
LIGHTS AND SIREN - AVERAGE RESPONSE TIME (Dispatch to Arrival)			
Station	EMS	FIRE	
City of Eudora Fire Department	0:04:22	0:02:02	
AVERAGE FOR ALL CALLS		0:04:22	
LIGHTS AND SIREN - AVERAGE TURNOUT TIME (Dispatch to Enroute)			
Station	EMS	FIRE	
City of Eudora Fire Department	0:01:50	0:00:32	
AVERAGE FOR ALL CALLS		0:01:32	
AGENCY		AVERAGE TIME ON SCENE (MM:SS)	
City of Eudora Fire Department		16:59	

Only Reviewed Incidents included. CO Checks only includes Incident Types: 424, 736 and 734. # Apparatus Transports = # of incidents where apparatus transported. # Patient Transports = All patients transported by EMS. # Patient Contacts = # of PCR contacted by apparatus. This report now returns both NEMSIS 2 & 3 data as appropriate. For overlapping calls that span over multiple days, total per month will not equal Total count for year.

City of Eudora Fire Department

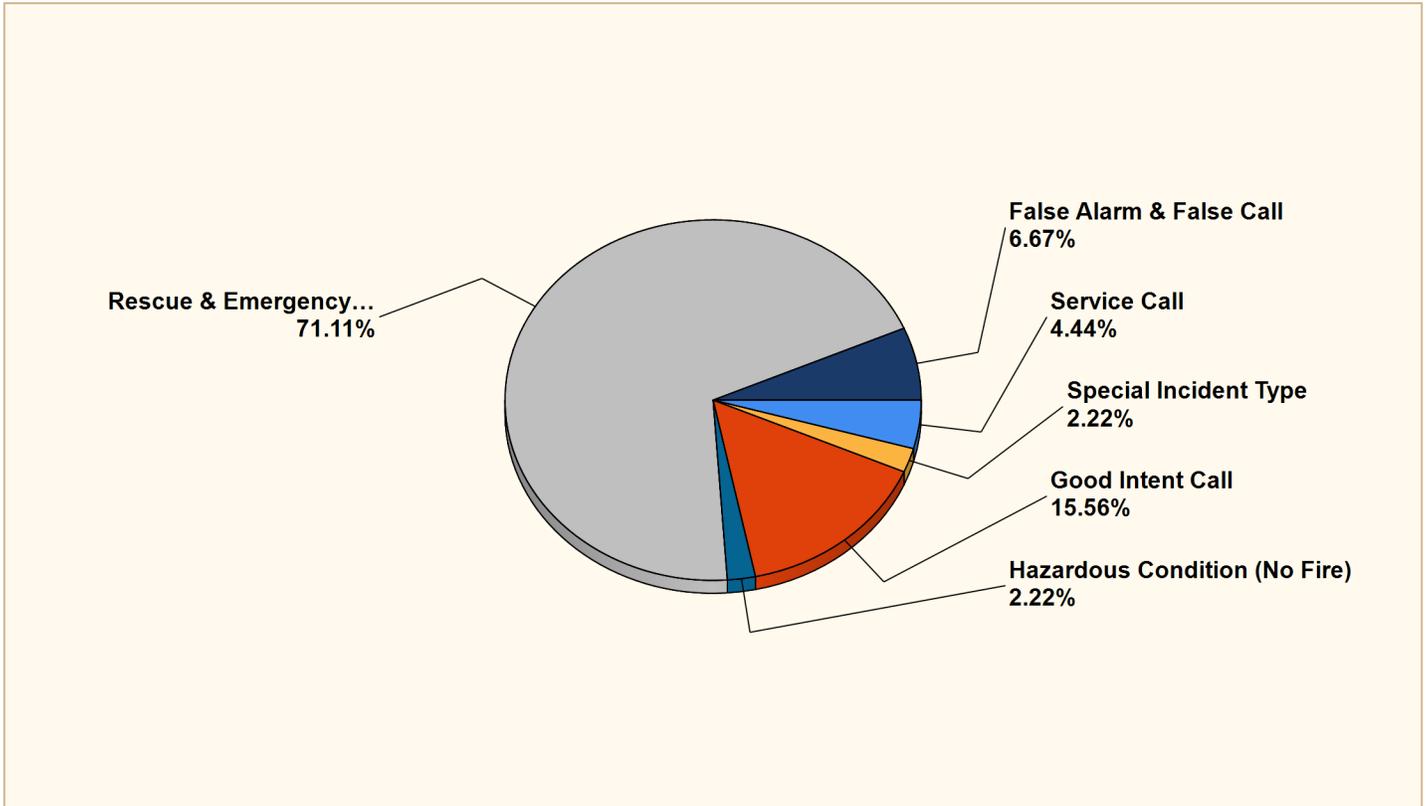
Eudora, KS

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Breakdown by Major Incident Types for Date Range

Zone(s): All Zones | Start Date: 04/01/2020 | End Date: 04/30/2020



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Rescue & Emergency Medical Service	32	71.11%
Hazardous Condition (No Fire)	1	2.22%
Service Call	2	4.44%
Good Intent Call	7	15.56%
False Alarm & False Call	3	6.67%
Special Incident Type	1	2.22%
TOTAL	46	100.00%

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.

Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
321 - EMS call, excluding vehicle accident with injury	30	65.22%
322 - Motor vehicle accident with injuries	2	4.35%
411 - Gasoline or other flammable liquid spill	1	2.17%
500 - Service Call, other	1	2.17%
554 - Assist invalid	1	2.17%
611 - Dispatched & cancelled en route	3	6.52%
631 - Authorized controlled burning	1	2.17%
641 - Vicinity alarm (incident in other location)	1	2.17%
651 - Smoke scare, odor of smoke	1	2.17%
671 - HazMat release investigation w/no HazMat	1	2.17%
700 - False alarm or false call, other	1	2.17%
736 - CO detector activation due to malfunction	1	2.17%
745 - Alarm system activation, no fire - unintentional	1	2.17%
911 - Citizen complaint	1	2.17%
TOTAL INCIDENTS:	46	100.00%

Only REVIEWED and/or LOCKED IMPORTED incidents are included. Summary results for a major incident type are not displayed if the count is zero.



Agenda Statement

To: Mayor and City Commission
From: Pam Schmeck, City Clerk
Date: Monday, May 11, 2020
Re: Rescheduling the May 25, 2020 City Commission meeting

Background

The second meeting in May is scheduled for May 25th. This date is Memorial Day which is a recognized city holiday. During the April 27th City Commission meeting, it was discussed whether to cancel the meeting or reschedule it. After recognizing the fact there may be city business that needs to be conducted, the consensus of the Governing Body was to reschedule the meeting to Wednesday, May 27, 2020.

Budget Impact - N/A

City Manager Approval - N/A

Recommended Commission Action

Suggested Motion: I move the City Commission reschedule the May 25, 2020 City Commission meeting to Wednesday, May 27, 2020.

Agenda Statement

Date: May 11, 2020
To: Mayor, Vice Mayor and City Commissioners
From: Curt Baumann, Codes Administrator
Re: Portable Display Sign Permit Application: Eudora High School, 2203 Church St/1402 Church St
Applicant: USD 491 - Eudora High School

Background

On May 6, 2020, Eudora Public Schools (USD 491) submitted a sign permit application and requested to appear before the City Commission. This request is in support of Eudora High School's sign permit application requesting city approval to utilize a portable display sign to recognize the 2020 graduating class of Eudora High School.

City sign regulation

Section 16-1210 Prohibited Signs, Item (4) Portable Display Signs, (5) Moving/Flashing Sign/Prohibited Signs. *These types of signs are prohibited and may be removed by the City of Eudora at any time and without notice if on the public right-of-way; or otherwise, through adopted regulatory enforcement proceedings.*

Staff Comments and Recommendations

The proposed portable display sign face is approximately 105 square feet. The illuminated sign will provide recognition to the 2020 graduating class of Eudora High School who have been impacted by the COVID-19 pandemic and who have lost out on a graduation ceremony and associated activities.

Should the Governing Body move to approve the application, staff recommends the City Commission require USD 491 to obtain formal permission from the property owner if the display sign is to be located at any other privately owned location other than 1402 Church Street.

Budget Impact – N/A

Recommended Commission Action

Suggested Motion: I move the City Commission approve issuing a sign permit for the proposed portable display sign with the following condition:

- (a) If the location of the sign is not on property owned by USD 491, permission is obtained from the impacted property owner and the property owner's signature is placed on the permit application.

Eudora Sign Permit Application

Name of Applicant: Eudora Public Schools

Phone: 785-542-4910

Applicant Email: stevesplichal@eudoraschools.org

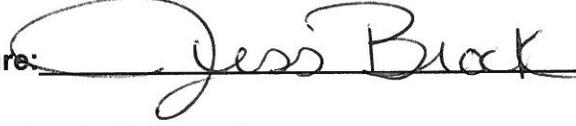
Project Address: 1402 Church Street

Name of Business: Gene's Heartland

Information: Jess Brock

Phone: 785-542-2727

Address: 1402 Church Street, Eudora KS 66025

Signature: 

Sign Contractor Information

Name: Cody VandeWeerd, Daktronics

Phone: 605-651-3840

Address: Eudora KS 66025

Type of Sign:

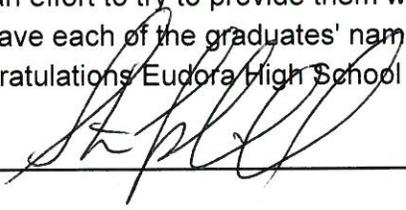
Please see attached photo of the lighted sign we would like to use. It would be temporary (set up as early as Thursday, May 14th (probably late in the day) and set to run from Friday, May 15th through Sunday, May 17th.

Measurements: The sign is on a trailer and measures about 11' x 9'6" .

Value: The approximate value of the sign is \$60,000.

Construction Materials: The sign is made of steel and is illuminated.

Purpose: Due to the pandemic our seniors have lost out on the opportunity to participate in several meaningful activities. In an effort to try to provide them with some recognition, we would like to partner with Cody and Daktronics to have each of the graduates' names and photo placed on the board along with messages such as "Congratulations Eudora High School Class of 2020". See attached photo from Cody.

Signature of Applicant: 

Date: 5/7/20





Agenda Statement

To: Mayor and City Commissioners
From: Jeffery Rhodes, Management Intern
Date: Monday, May 11, 2020
Re: Consider 2019 Annual Report

Background

The 2019 Annual Report for the City of Eudora is included in your packet for review. Staff will be present at the meeting to review the report and answer any questions you may have.

Staff Comments/Recommendation - N/A

Budget Impact – N/A

City Manager Approval – N/A

Recommended Commission Action

Suggested Motion: No motion required.



2019 Annual Report



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Public Safety

Police | Fire & EMS | Municipal Court



The Eudora Police Department had an excellent 2019. Throughout the year, the department held several unique events around Eudora, collaborated with local and national partners on community-based initiatives, and continued to provide valuable service to the people of Eudora. Some highlights include:

- Partnered with the DEA on National Prescription Take Back Day on October 26th. This will become an annual event in Eudora
- Worked with stakeholders in the community and at the school district to implement the Special Needs Awareness Program (SNAP)
- Created a second School Resource Officer (SRO) position that's being partially funded by the Eudora School District. Officer Fred Ramirez moved from patrol to the SRO position.

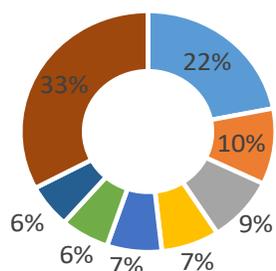
Eudora Police Department

In October, the Eudora Police launched a collaborative effort with school and community partners to educate police officers about working with special needs residents in the city.

The Special Needs Awareness Program (SNAP) enables and encourages residents to fill out a special needs awareness form so that officers can better know and interact appropriately with residents living with special needs. The goal is to enable officers to interact proactively with special needs residents and serve them effectively.



Priority Police Dispatch Calls



- Medical - 410
- Adult/Child Welfare Check - 191
- Car Accident - 164
- Warrants Served/Attempted - 138
- Alarm - 130
- Thefts/Burglaries - 116
- Suspicious Activity - 109
- Other - 613

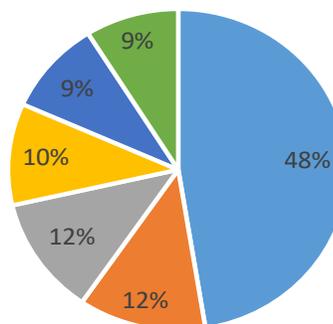
Police were dispatched to 1,871 priority calls in 2019. The chart to the left represents all of those calls and the category of the calls, as determined by Douglas County Dispatch.

Eudora Police made 227 arrests in 2019, down from 258 in 2018. Those arrests represented 6% of the priority calls dispatched in 2019.

Eudora Police made 2,363 traffic stops in 2019. Those stops resulted in 624 citations issued, or 26% of all traffic stops resulted in a citation. The chart represents the traffic citations that were issued in 2019, a total of 371.

The remaining 253 citations were issued for non-traffic related incidents. All information is a part of the public record and available as part of the City Commission meeting packet and are produced monthly by the Eudora Police Department.

Traffic Citations - 2019

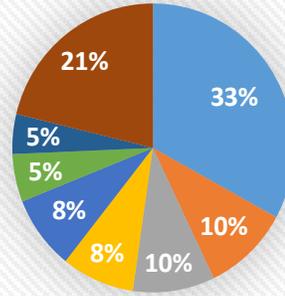


- Speeding Tickets - 176
- Driving While Suspended - 45
- Illegal Registration - 44
- No Insurance - 38
- Driving Under the Influence - 35
- Stop Sign Violations - 33

Non-Priority Police Calls

Eudora Police were dispatched to 2,200 non-priority calls in 2019. These are calls that do not represent an immediate threat to life or property.

The 'other' category represents many things that cannot be easily summarized into another category. The most common non-priority call was to speak to an office.



- Request Speak to Officer - 732
- Investigate Vehicle - 220
- Animal Calls - 209
- Motorist Assist - 186
- Parking Violations - 184
- Pedestrian Checks - 119
- Follow-Up Investigations - 99
- Other - 471

The Eudora Police Department continued their community outreach and relationship building efforts in Eudora. Throughout the year, the department conducted numerous events around Eudora to meet the community, engage residents, and participate in public service around the city.

Chief Lovett and several officers had lunch at the Eudora Elementary School in the spring. The department conducted several community outreach events including "Cones with a Cop" and "Coffee with a Cop." Additionally, the department participated in the annual Angel Tree program to help families in need during the holidays.



Eudora Fire & EMS

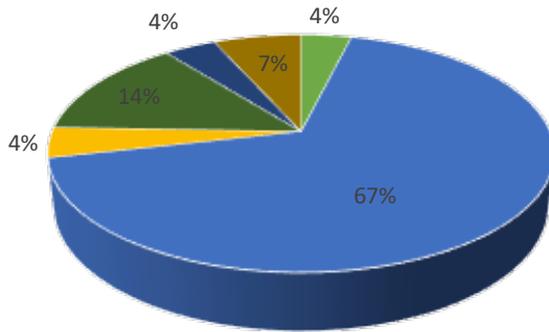


The Eudora Fire Department completed 2019 as a department on the move. The department brought on 13 new volunteer fire fighters, upgraded equipment and replaced outdated gear, and continued their strong and impressive engagement with the Eudora community.

The department hosted an immunization blitz at the firehouse in partnership with the Douglas County Public Health Department in the fall. During EudoraFest in September, EFD also hosted a public health fair in the firehouse to inform and educate festival goers about opportunities, resources, and support available in the community.



Fire Dispatch - Major Incidents



- Fires - 27
- Rescue & EMS - 476
- Hazardous Condition (No Fire) - 29
- Service Call - 97
- Good Intent Call - 28
- False Alarm & False Call - 47

The Eudora Fire Department responded to 705 major incident calls in 2019. Of those, the single biggest category was for Rescue & EMS - 67%.

EFD responded to 27 fires in 2019 and 29 calls that included hazardous conditions with no fire present.

Eudora Fire Department is a “combination department.” The Chief and Assistant Chief are full-time. There is one part-time firefighter and 29 volunteers.



Public Works

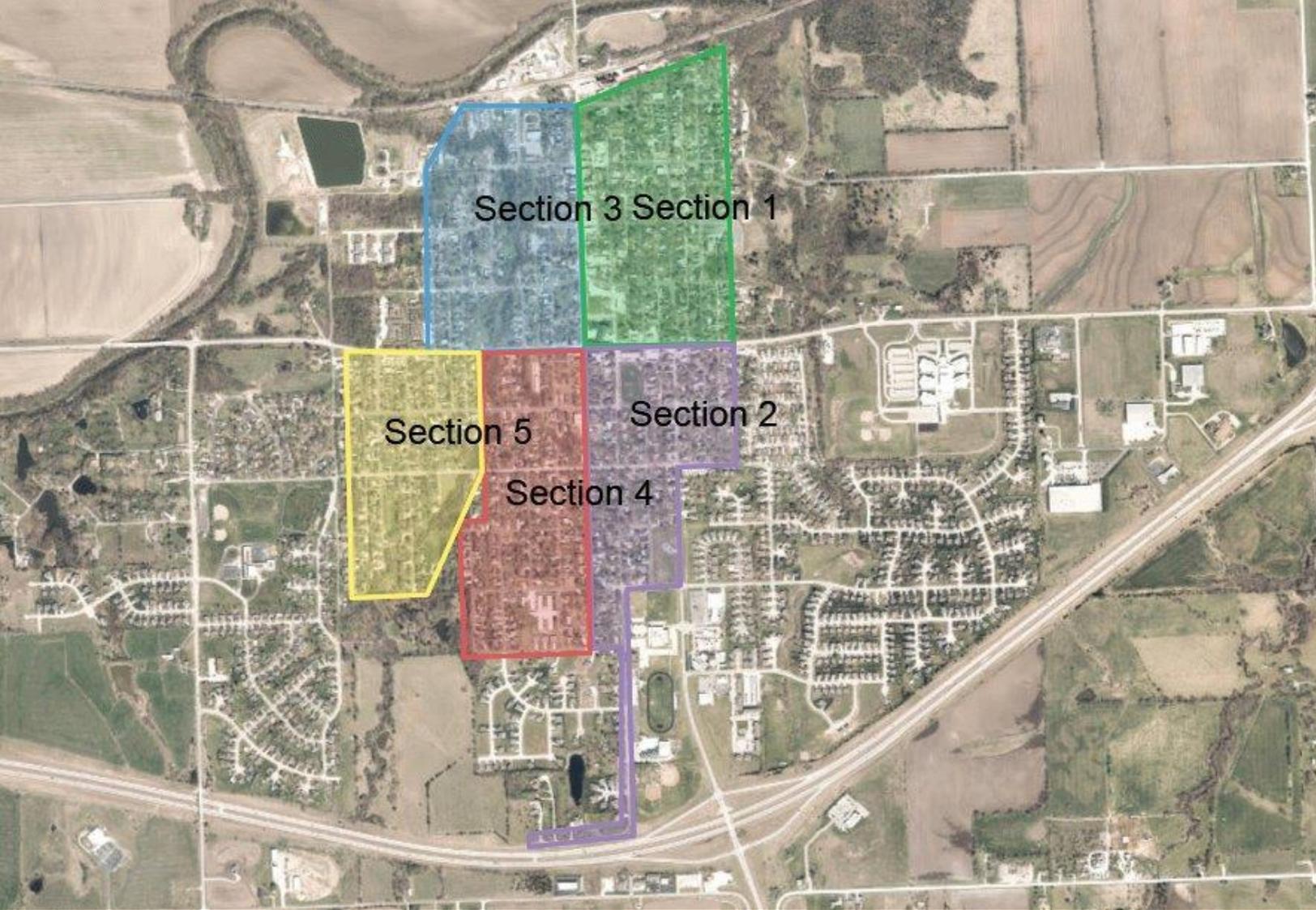


The Eudora Department of Public Works continued its work toward updating and improving the City's infrastructure. One of the main projects that saw completion in 2019 was the mill and overlay of Peach St and 12th St. in the Prairie Estates subdivision on the east side of town. The picture above is of the completed project.

Additionally, in the streets department, the City completed a total of 13,641 square yards of mill and overlay work. Projects in 2019 also included 4,456 linear feet of curb replacement, a complete rebuild of Winchester Rd. from the K-10 Bridge to 20th St, and the installation of parking next to Lucy Kaegi Park. The City also completed phase 3 and 4 of the annual chip and seal maintenance work – which includes neighborhoods on the west and north side of town. Please see the map on the following page.

In the water department, the City treated and processed 159,254,000 gallons of water in 2019! That is actually 10 million gallons fewer than in 2018. A big project in the water department was the completion and connection of Well #10. This well increases the city's available reserve of water to meet peak demand and future growth.

Another big accomplishment in the Public Works Department was the completion of several infrastructure reports – for water treatment, wastewater treatment, and for the electric utility. These reports give the City an update on the status of these systems and allows us to start planning for long-term capital improvement projects.



The Public Works Department added new vehicles and equipment to its fleet in 2019 to improve service delivery and enable the City to save money on street maintenance and repair.



Parks & Recreation



2019 was a big year for the Eudora Parks and Recreation Department to engage with our community. A big highlight of our work was the establishment of more senior programming through the Parks Department. Eudora is home to a congregate meal site for Meals on Wheels of Eastern Kansas. Additionally, we also partnered with the Douglas County Senior Resource Center to host a Senior Wheels vehicle in the community.

Also, partnering with SRC we started our monthly Senior Fun, Fellowship, and Food program which is the second Friday of the month in the community room at the Eudora Community Center.

Eudora made big strides in our parks improvement projects with the upgrading and completion on Lucy Kaegi Park. It is a beautiful gem of a park with now complete added parking along Elm Street, new sidewalks and fencing! The Eudora Parks and Recreation Foundation helped fund the install of our new batting cage net, turf, and bullpens for Lucy Kaegi ball fields! The picture above highlights the ribbon-cutting for the Lucy Kaegi Park playground, completed in 2019.

2019 also saw the retirement of long-time Parks and Recreation Director Gary Scott. After Gary's departure, the City hired Sally Pennington as the new Director and she has come on board with an eye to the future and building strong community partnerships.



The City of Eudora hired a company clean, strip, and repaint the community pool. The pool looks as good as new and is ready for the next swim season! We also celebrated the opening of the new and improved Lucy Kaegi Park playground, parking area, and landscaping with a ribbon cutting ceremony.

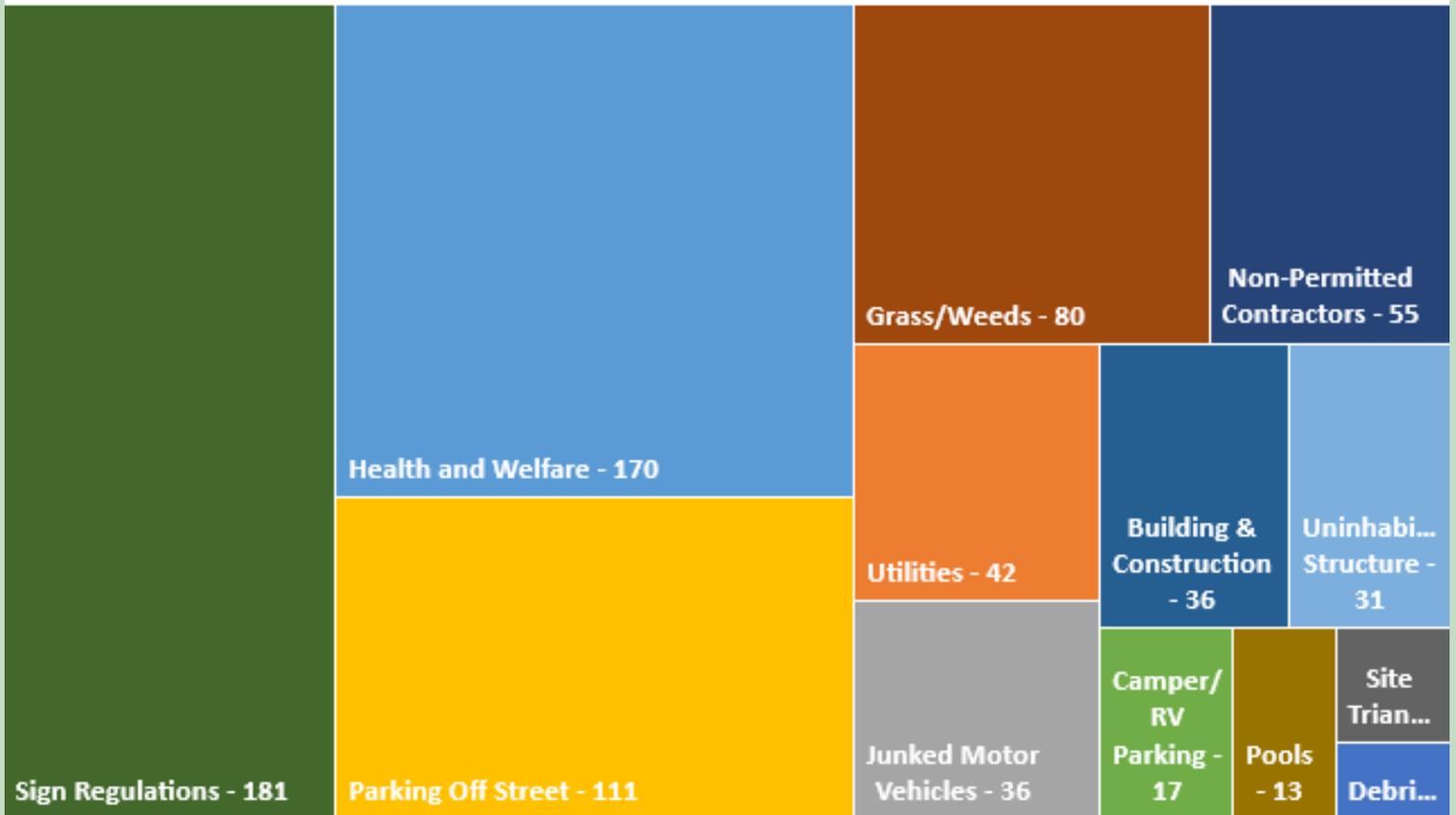


Building & Codes

The Codes Administrator / Building Inspector was busy throughout 2019. The City issued 321 building permits throughout the year. This included 13 new housing starts. This is down from 32 in 2018 and 21 in 2017. The median home price for new housing starts in 2019 was \$285,000; the average price was \$283,000.

The Codes Enforcement Officer also kept busy in 2019, issuing more than 800 citations in a variety of categories. This was up from 764 in 2018. The chart below highlights the main categories. Sign regulation violations top the list, followed by health and welfare, off-street parking, and grass/weeds.

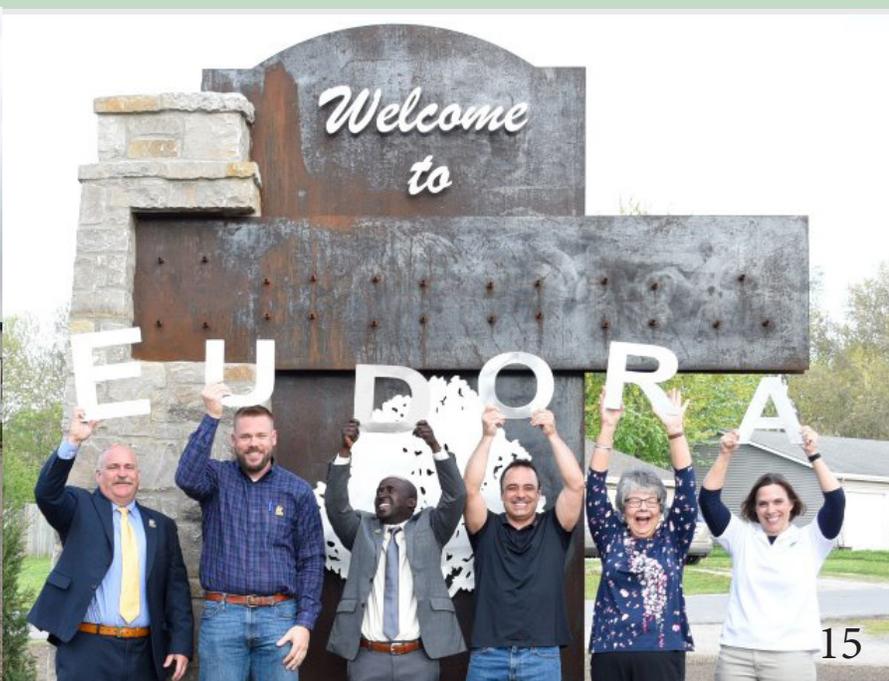
2019 CODE VIOLATIONS SUMMARY



Economic Development



The big story in economic development in Eudora in 2019 was the start of the Nottingham Re-development Project. The old Nottingham School was demolished in the fall to make way for the construction of new retail development space in Eudora. The project looks to convert the 15 acres of former school property into a marquee entry point for the City and a source of jobs and revenue.







EUDORA
KANSAS



Memorandum

To: Mayor and Commissioners
From: Branden Boyd, Public Works Director
Date: May 11th, 2020
Re: 2020 Brush Disposal Service Pilot Program Update & Recommendation

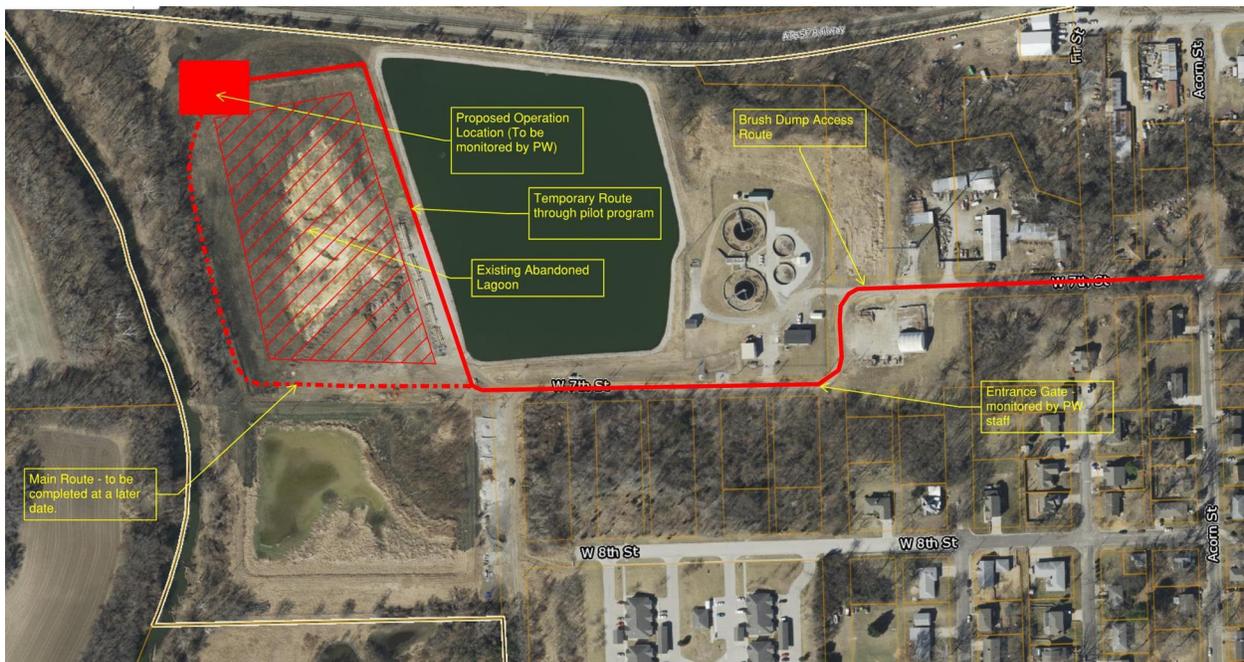
Background:

The brush disposal service has been a recurring topic with the City of Eudora for the past few years. The main issues have been – location of the service, size of the service, health impacts on nearby residents due to open burning, monitoring the inflow of debris at the site, and the availability of staff to maintain the service per Local/State requirements. In prior attempts to determine a solution, staff installed cameras to monitor deposited materials, installed informative on-site signage outlining the service, eliminated open-burning and implemented a pilot program to address hauling the debris to a landfill. The pilot program was halted due to feasibility concerns, however the cameras, signage and the elimination of open burning were successful. In December of 2018, due to safety concerns, the brush disposal service was relocated to the abandoned lagoon at the City’s wastewater treatment facility. The brush service was closed to the public and was only opened to accommodate major storm events. At the November 12th, 2019 City Commission meeting, staff presented a 4-month pilot program recommendation for the future of the brush dump at the City’s Wastewater Treatment facility. The original outline for the pilot program is listed below for your reference:

1. Open the brush dump on the first Saturday of the month for the next four months starting in December 2019. Open dates are – December 7th, 2019, January 4th, February 1st and March 7th, 2020.
2. The proposed brush dump hours will be from 8 a.m. to Noon.
3. Utilize (2) Public Works employees to manage, monitor and maintain the operations during the open hours. One employee will monitor the gate and the other will monitor and maintain the dump site.
4. Brush dump will only be open to current Eudora residents. Driver’s license will be required at the gate to allow entry.
5. As per the City’s open burn permit issued by KDHE, the only material that can be disposed of at the brush dump and open burned are trees and brush only. Wood chips will be allowed from tree grinding only. Grass and leaves will not be allowed; however, our local waste management contractor will pick this material up with their weekly route service.
6. If a Eudora resident utilizes a Commercial company to remove their trees and brush, the resident will be required to either accompany the Commercial company to the brush dump or write a letter with their name, address and phone number stating they are using this company to remove their material.
7. Composting is not included with the pilot program due to staffing limitations.

8. Due to KDHE burning and monitoring regulations, tree stumps will not be allowed over 18" in diameter. All other stumps will either need to be ground down or cut up to a size of 18" or smaller.
9. The brush dump may be opened outside of the above-mentioned dates pending major storm events. Public notice will be sent out via social media and or utility inserts.
10. Between brush dump open dates, staff will notify the local fire department, KDHE and BNSF when staff intends to open burn the deposited material. These dates will hinge upon the weather and KDHE requirements but will be performed during normal weekly operations as time allows. The trees and brush will be separated into small piles that can be completely burned and disposed of within an 8-hour working day. Each open burn will require full-time observation and maintenance while active.
11. Staff will work to communicate the requirements and opening dates to the public.

7th Street Brush Dump Layout



Staff Comments:

As outlined above, two staff members were present during each monthly opening of the brush dump to monitor traffic and to log data. Fortunately, the City experienced a mild Winter with very few ice-storms preventing additional tree debris and a demand to open the brush dump on un-scheduled dates during the pilot program. On May 6th, staff was able to open burn the debris generated from the pilot program. The labor and equipment costs associated with the burning are included in the costs below. The following

information was tracked to determine usage and to aid in recommendations moving forward:

BRUSH DUMP DATA

DATE	12/7/2019	1/4/2020	2/1/2020	3/7/2020	TOTALS:
# OF USERS	20	11	6	27	64
RETURN USER	5	0	2	7	14
# OF LOADS	25	11	8	40	84
PICK-UPS	18	7	4	22	51
CAR/SUV/ETC.	2	4	4	5	15
TRAILER	2	0	0	3	5
COMMERCIAL CO.	0	0	0	0	0
LOADS PER HOUR	6.25	2.75	2	10	5.25
DAILY COST TO CITY	\$ 1,090.34	\$ 1,090.34	\$ 1,090.34	\$ 1,090.34	\$ 4,361.36
REFUSALS	3	0	0	4	7

Based on the above information, staff recommends extending the pilot program for an additional six (6) months to capture the Spring, Summer and Fall seasons. Extending the pilot program will allow staff to determine each seasons usage as well as the volume of debris generated. Staff will open burn the debris each month pending weather, projects, and staff availability.

Staff recommends the continuation of opening the brush service the first Saturday of the month – May 9th, June 6th, July 4th, August 1st, September 5th, and October 3rd. Upon completion of the pilot program, staff will present the findings in the December 14th, 2020 Commission meeting along with recommendations.

Staff Recommendations:

Staff plans to proceed with the six (6) month extension of the pilot program as outlined above unless directed otherwise by the City Commission. The first date was May 9th, 2020. Upon completion of the pilot program, staff will present the results and recommendations to the City Commission to consider as to the future of the public brush disposal service.



Memorandum

To: Mayor and City Commissioners
From: Barack Matite, City Manager
Date: Monday, May 11th, 2020
Re: Nottingham Project: Financing

Background

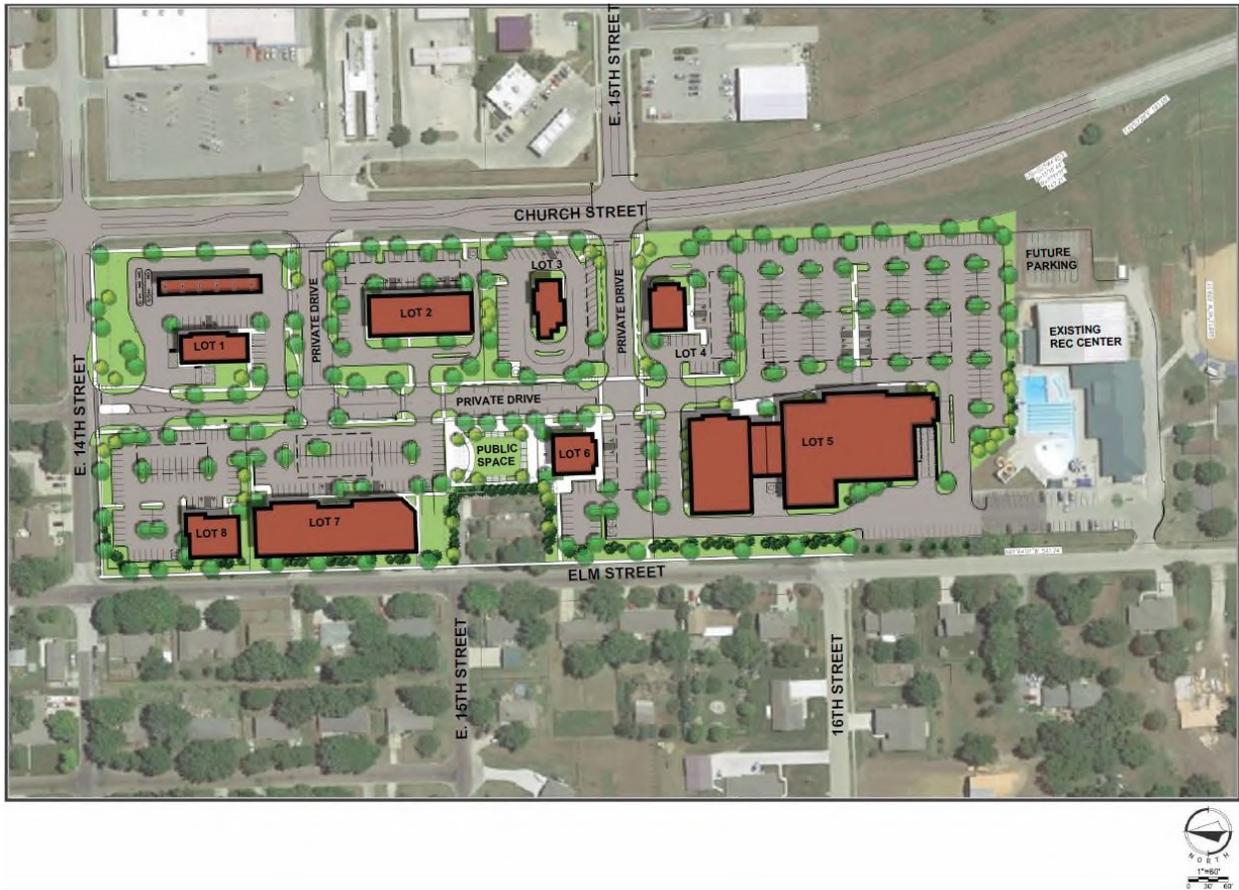
City staff and the development team have been working diligently on the Nottingham project. To date, the team has managed to obtain the necessary planning and zoning approvals and has been working with Casey's through their due diligence. The developer has also been recruiting potential tenants/users who have expressed interest in being part of the development.

Since the approval of the planning documents, city staff and the development team have worked closely on the infrastructure scope of work. Everyone involved in these discussions agree that we must do the project right the first time. i.e. piecemealing key infrastructure improvements such as Church Street will not be prudent not just for the project but for the community. This development being the gateway to the community, City Commission has stated that such key infrastructure improvements must be in place day one, not only to accommodate the needs of the community today but tomorrow.

Full Development¹

During the planning review process, the project engineer shared a site rendering (see below) of what the development would be once fully development. The site plan included the proposed Church Street improvements. These improvements include, a traffic signal at 15th and Church, sidewalks, improvements at 14th and Church, turn lanes, among others.

¹ The phasing plan is attached to the memorandum as reference.



Project Budget and Financing

With the desired project scope completed, and estimates obtained, the team updated the budget and worked with Baker Tilly to update the pro forma. Attached to this memorandum is the presentation that will be reviewed by Baker Tilly. The team reviewed the updated cash flow model and the assumptions and plans to discuss in detail at the meeting.

As previously mentioned, staff worked with the project engineer to submit a Kansas Department of Transportation (KDOT) Cost Share Grant application. If awarded, the grant will significantly aid in the completion of the project without the City incurring much debt.

Next Steps

After City Commission discussion, and unless directed otherwise, the team will work towards bringing forth, all the necessary documents needed for approval as we work to secure funding for the project.

Nottingham redevelopment

Eudora, KS
City Commission
May 11, 2020

Jack A. Ryan-Feldman
Director





UPDATED ASSUMPTIONS

Public cash flow analysis

- Note assumptions:

- Issued Q2 2020
- Non-rated
- Taxable
- Current rates + 200bps
- Capitalized interest
- Final Maturity 9/1/2023
- Project proceeds:
\$5,097,814

- Revenue source:

- Pad sale proceeds
 - Scenario 1
 - Scenario 2
- TIF revenue generated by each scenario

TXB GO Bond:

- Issued 9/1/2023
- Takeout 2020 TN less pad sale proceeds from each scenario
- 20 year level debt service
- Rates current + 50 bps

SUMMARY

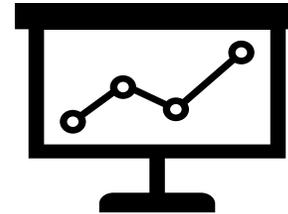
Public cash flow model scenarios

Scenario 1

- Casey's & Pad #2 only
- Net pad sale revenue: \$1.26 million

Scenario 2

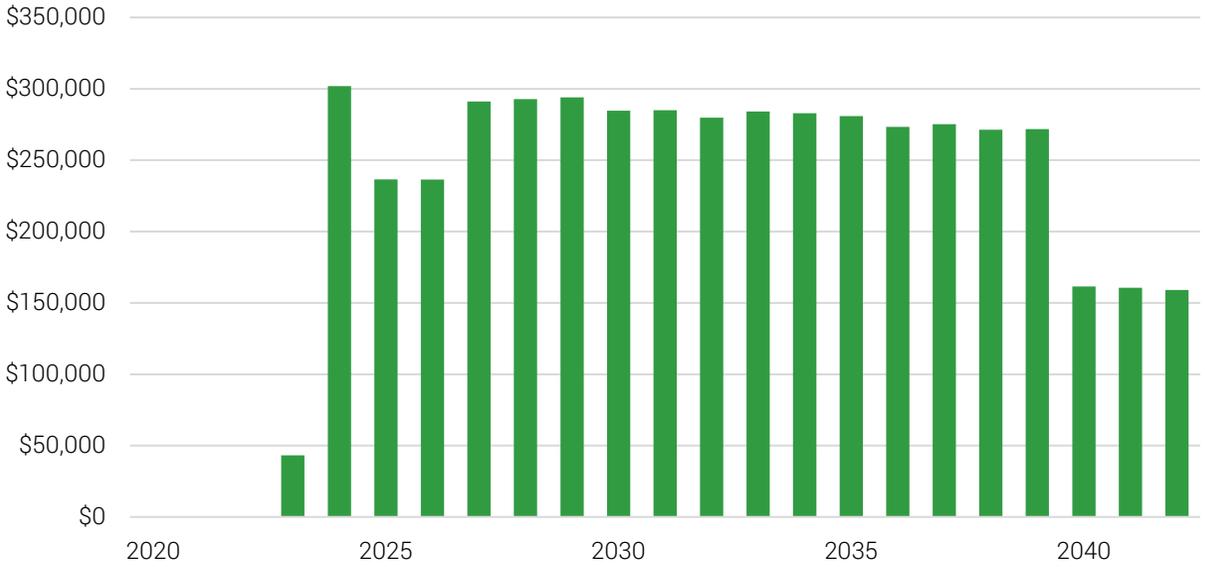
- All pad sales at assumed timing provided by CBC
- Net pad sale revenue: \$2.19 million



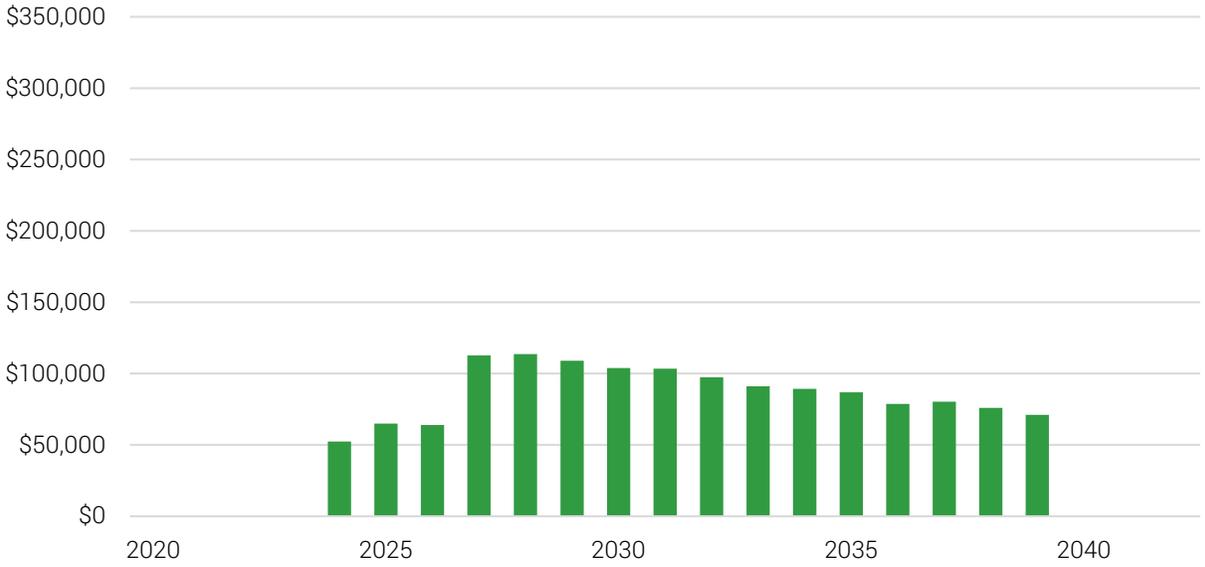
See packet for current projections

Projected city contribution for debt service

Scenario 1



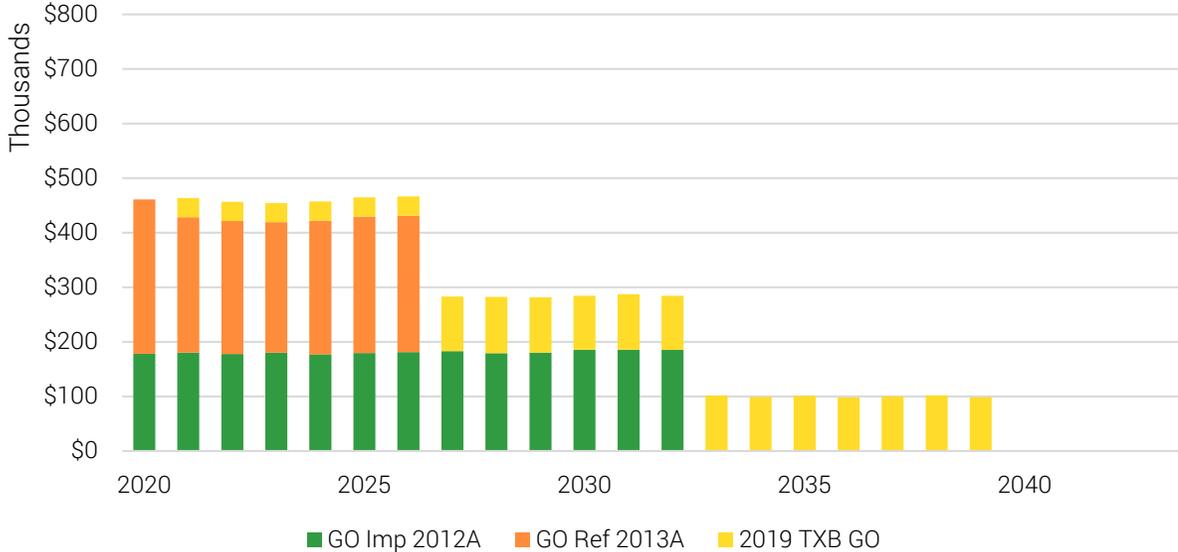
Scenario 2



– Projected City contribution calculated to be Series 2019A (actual) and Series 2023A (est.) debt service minus available Nottingham TIF revenue

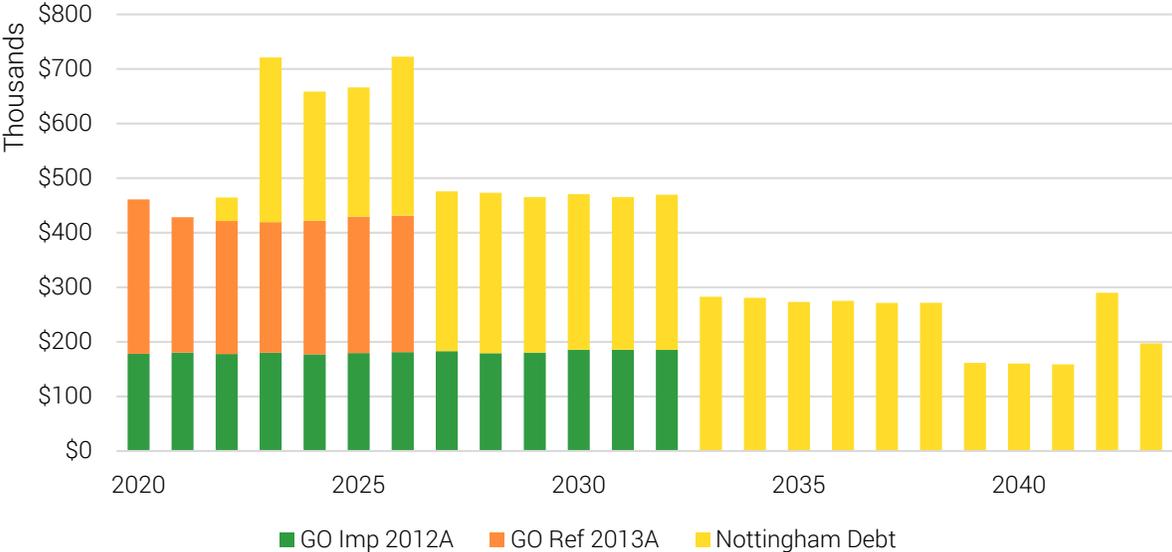


B&I fund forecast: Today



- 2019 TXB GO Bonds provided permanent financing for the land purchase
- If no additional TIF revenue is generated, the B&I mill levy will be required to service 2019 Bonds

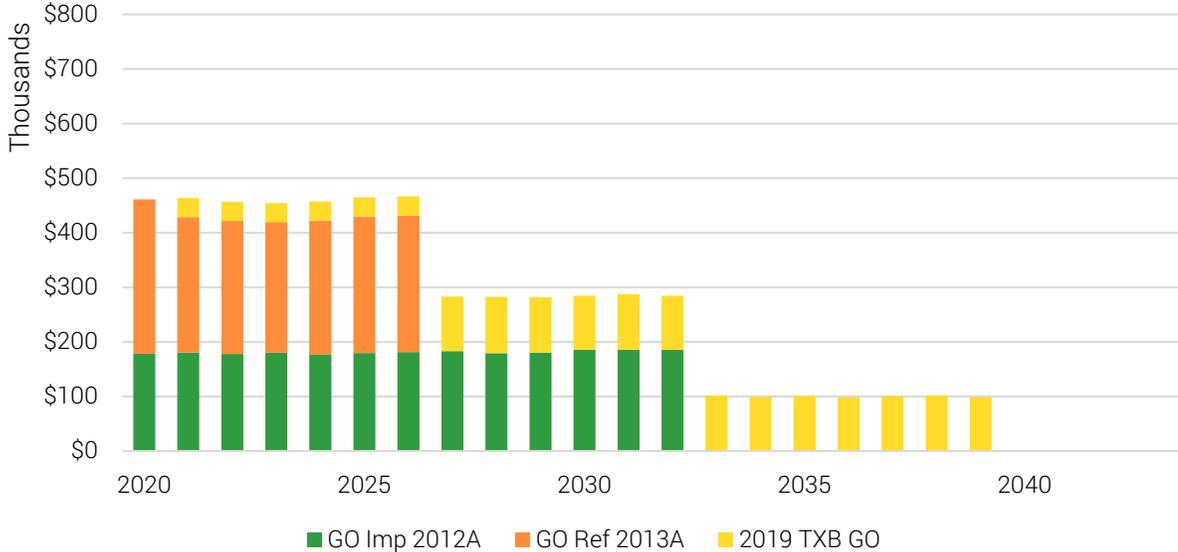
B&I fund forecast: Scenario 1



- City contribution from previous slide in yellow
- Assumes entire contribution from B&I Fund to cover TIF revenue deficit

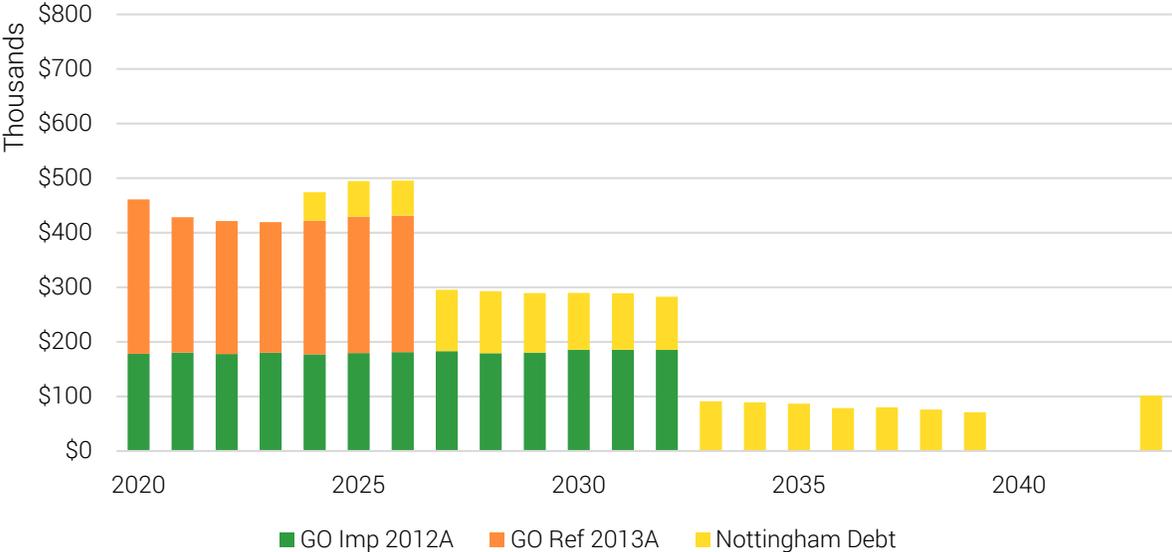


B&I fund forecast: Today



- 2019 TXB GO Bonds provided permanent financing for the land purchase
- If no additional TIF revenue is generated, the B&I mill levy will be required to service 2019 Bonds

B&I fund forecast: Scenario 2



- City contribution from previous slide in yellow
- Assumes entire contribution from B&I Fund to cover TIF revenue deficit

LOOKING AHEAD

Next steps

Strictly from your MA's perspective:

- Discuss with bond counsel project authorizations and taxability analysis
- Issue RFP for GO Temp Note Series 2020A when Nottingham benchmarks are satisfactorily met.
- Monitor Nottingham development for absorption and revenue generation
- Monitor bond market and devise plan for refunding and restructuring of GO Bonds in anticipation call and maturity dates.



Sources of Funds	Scenario 1	Scenario 2
2019A TXB GO Bond	960,687.50	960,687.50
2020A TXB Temp Note	5,097,814.00	5,097,814.00
City Cash	151,130.00	151,130.00
Total Sources	\$6,209,631.50	\$6,209,631.50

Uses of Funds		
2015A TXB Temp Note (Land)	960,687.50	960,687.50
Phase 1 Infrastructure	5,097,814.00	5,097,814.00
Demolition	151,130.00	151,130.00
Total Uses	\$6,209,631.50	\$6,209,631.50

Pad sale revenue	\$1,380,272.00	\$2,485,642.00
Expenses	\$116,900.00	\$292,098.00
Net pad sale revenue	\$1,263,372.00	\$2,193,544.00

Scenario 1: Casey's & Pad 2 only

Scenario 2: All four pad sales at assumed timing