

**SPRING HILL CITY COUNCIL
REGULAR MEETING
AGENDA
THURSDAY, OCTOBER 27, 2016
7:00 P.M.
SPRING HILL CIVIC CENTER
401 N. MADISON – ROOM 15**

CALL TO ORDER

INVOCATION Pastor Joel Atwell, Grace Community Church

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF AGENDA

CITIZEN PARTICIPATION

PRESENTATIONS:

Johnson County Fire District No. 2 Review, Mr. Rod Richardson, Board Chairman

Civic Center Revitalization Project

CONSENT AGENDA:

The items on the Consent Agenda are considered by staff to be routine business items. Approval of the items may be made by a single motion, seconded, and a majority vote with no separate discussion of any item listed. Should a member of the Governing Body desire to discuss any item, it will be removed from the Consent Agenda and considered separately.

1. Approval of Minutes: October 13, 2016
2. Appropriation Order 2016-10-27
3. Consider Approval of Audit Engagement for December 31, 2016 Financials, Mize Houser & Co.
4. Consider Approval of Purchase: Playground Equipment for City Park and Veterans Park
5. Consider Approval of Site Plan: SP-02-16, 801 N. Webster, Mr. Michael Grann

FORMAL COUNCIL ACTION

6. Resolution 2016-R-30: Authorizing Public Building Improvements for Spring Hill Civic Center

ANNOUNCEMENTS and REPORTS

EXECUTIVE SESSION

Consideration of motion to recess into executive session under the Attorney-Client Privilege
Exception to the Kansas Open Meetings Act

ADJOURN

**City of Spring Hill, Kansas
Minutes of City Council Regular Session
October 13, 2016**

A Regular Session of the City Council was held in the Spring Hill Civic Center, 401 N. Madison, Council Chambers, Spring Hill, Kansas on October 13, 2016. The meeting convened at 7:00pm with Mayor Ellis presiding, and Glenda Gerrity, City Clerk recording.

Councilmembers in attendance: Chris Leaton
Floyd Koder
Scott Snavely
Andrea Hughes

Councilmembers absent: Clint Gillis

Staff in attendance: City Administrator Jonathan Roberts
Finance Director Melanie Landis
Community Development Director Jim Hendershot
Police Chief Richard Mann arrived at 7:40pm

Consultants in attendance: City Attorney Frank Jenkins
City Engineer John Brann

ROLL CALL

The City Clerk called the roll of the City Council. With a quorum present, the meeting commenced.

APPROVAL OF THE AGENDA

The Mayor requested to move Item 11. Appropriation Order to Consent and delete Ordinance 2016-16 listed in Item 16.

Motion by Leaton, seconded by Koder, to approve the agenda as revised. Motion carried 4-0-0

CITIZEN PARTICIPATION:

Pastor Janice Hawley, Hillside Community Lutheran Church, gave an update about Project 17 "CIRCLES" program which launched on June 9, 2015. Pastor Hawley reported that the work will continue to help families lead the way out of poverty and the name of the program will change to THRIVE. Pastor Hawley thanked the Governing Body for their support in the program and they hope to increase awareness in agencies to help direct families to this program.

CONSENT AGENDA:

Motion by Leaton, seconded by Koder, to approve the Consent Agenda.

1. Approval of Minutes: September 22, 2016
2. Consider Approval of Contract: Document Conversion of Case Files for Spring Hill Police Department, Scanning America, Inc.
3. Consider Approval of Contract: Design Services for Audio Visual Installation, Civic Center Revitalization Project, CCS Presentation Systems
4. Consider Approval of Contract: Microsoft Government Server and Cloud Program Enrollment, SHI International Corp
5. Consider Approval of Improvement Agreement: Dayton Creek, PV Investments, LLC
6. Consider Approval of Final Plat: FP-06-16, Dayton Creek, Northwest corner 191st Street & 169 Highway, PV Investments, LLC

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7. Consider Acceptance of Permanent Utility and Drainage Easement and Dedication of Public Street for Blackhawk Apartments: Blackhawk Apartment Homes, LLC and Blackhawk Development, LLC
8. Consider Approval of Special Event: Mother/Son Date Night, Spring Hill Recreation Commission
9. Consider Approval of Special Event: Spooktacular, Spring Hill Recreation Commission
10. Consider Approval of Special Event: Family Movie Night, Spring Hill Recreation Commission
11. Appropriation Order 2016-10-13

Motion carried 4-0-0.

FORMAL COUNCIL ACTION

12. Consider Approval of Reimbursement Agreement for Dayton Creek: PV Investments, L.L.C., a Kansas limited liability company, and Bradley D. Vince

The Finance Director reported that the City's benefit district policy and procedures require an approved benefit district petition in order to begin incurring expenses toward a proposed benefit district. The submission of a benefit district petition for Dayton Creek may be submitted only after the County has recorded the final plat. PV Investments has requested that the City engage professional services, including but limited to, legal, engineering, and consulting prior to the submission of the benefit district petition.

The reimbursement agreement will require a cash deposit of an approximate amount of the services plus staff time to be rendered prior to the engagement of those services in which the City will hold the funds until the benefit district petition is approved by City Council. If the professional service expenses are not reimbursed to the City by June 30, 2017, for any reason (whether it be because the Bonds are not issued, the Bonds proceeds are not used to reimburse the City, the application for the Benefit District is denied, or for any other reason), then the City will draw against the amount deposited by PV Investments to reimburse the City.

If the City is reimbursed through Bonds issued for an approved benefit district, the City will reimburse to PV Investments, as applicable, to the extent of the amount the City is reimbursed, the amount paid the City.

Staff recommended approval of a reimbursement agreement with PV Investments related to the proposed Dayton Creek benefit district.

Motion by Leaton, seconded by Snavelly, to approve the reimbursement agreement with PV Investments related to the proposed Dayton Creek benefit district.

Motion carried 4-0-0.

13. Consider Approval of Resolution 2016-R-29: Approving and Authorizing Execution of Agreement with Richard Caplan and Associates for a Housing Needs Analysis of the City Relating to Oak Woods Subdivision Pursuant to the Kansas Rural Housing Incentive District Act

The City Administrator presented the resolution approving and authorizing an Agreement with Richard Caplan and Associates for a Housing Needs Analysis of the City relating to Oak Woods Subdivision pursuant to the Kansas Rural Housing Incentive District Act (RHID).

The Applicant has recently purchased the Oakwood Subdivision and is investigating the possibility of approaching the City of Spring Hill to implement an RHID for the property in an effort to help diversify the Spring Hill housing stock. This analysis is the first statutorily mandated step in such an effort. The subject Analysis will provide the Applicant, the City and eventually the State with the information necessary to determine what type and price level of housing stock would be most appropriate for the site. Both Staff and the Applicant share the same goal in diversifying the Spring Hill housing stock to include affordable new housing for the region.

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Staff recommended approval of Resolution No. 2016-R-29 approving and authorizing execution of Agreement with Richard Caplan and Associates for a Housing Needs Analysis of the City Relating to Oak Woods Subdivision pursuant to the Kansas Rural Housing Incentive District Act.

Motion by Leaton, seconded by Koder, to approve Resolution No. 2016-R-29. Motion carried 4-0-0.

Note: Mr. Roberts noted later in the meeting that this study does not bind the City Council to the rural housing district.

14. Ordinance No. 2016-14: Consider approval of the contract for assignment of City Solid Waste Contract to Waste Management of Kansas, Inc. and amendments to City Solid Waste Contract relating to the term of the contract and rates for solid waste service

The City Administrator presented the Ordinance to approve the contract for assignment of the City solid waste contract to Waste Management of Kansas, Inc.; further approving amendments to the contract relating to the term of the contract and rates for services.

On December 11, 2011, the City of Spring Hill entered into a contract with L&K Services, Inc. for waste collection within its City limits. This contract will expire on December 31, 2016. L&K Group Holdings, LLC is the company that presently provides this service. It is the group that resulted since the original company's purchase by Deffenbaugh and eventual purchase by Waste Management of Kansas, Inc.

This Amendment to the existing contract secures the very same level and quality of service that City residents presently enjoy with the following four amendments;

- 1) Formal assignment of the existing contract from L&K Holdings, LLC to Waste Management of Kansas, Inc.
- 2) Extend the terms of the contract for five years from January 1, 2017 until December 31, 2021.
- 3) The rates for the service will remain constant throughout 2017 and will increase by 2% each following year.
- 4) The Contractor, with consent of the City, may limit intakes of industrial sludge.

Motion by Leaton, seconded by Snavelly, to approve Ordinance No. 2016-14.

Motion carried by roll of the City Council 4-0-0. Snavelly – Yea, Koder – Yea, Hughes – Yea, Leaton – Yea.

15. Ordinance No. 2016-15: Chapter XVIII of the Spring Hill Municipal Code and incorporating by reference the Spring Hill Uniform Technical Specifications and Design Criteria for Public Improvement Projects, First Edition 2016

The City Engineer presented the ordinance to incorporate by reference the Spring Hill Uniform Technical Specifications and Design Criteria for Public Improvement Projects, First Edition 2016. City staff, with the assistance of the City Engineer, made a comprehensive review of the current Uniform Technical Specification and Design Criteria and found that many of the sections needed to be updated to assure adherence to the changing industry standards. The City Engineer confirmed that the changes requested by Mr. Leaton will be added to the specifications.

Motion by Leaton, seconded by Snavelly, to approve Ordinance 2016-15.

Motion carried by roll of the City Council 4-0-0. Koder – Yea, Hughes – Yea, Leaton – Yea, Snavelly – Yea.

16. Transition of Elections and Terms of Office of the Governing Body from April Election Cycle to November Election Cycle:

Charter Ordinance No. 36

~~Ordinance 2016-16~~ *This item deleted.*

The City Attorney presented the Charter Ordinance for the transition of elections and terms of office of the Governing Body from April Election Cycle to November Election Cycle.

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Effective January 1, 2017, the election law changes are as follows:

1. The general election of the Governing Body will be changed from April 2017 to the Tuesday following the first Monday in November 2017 and each such date thereafter. [K.S.A. 25-2107 (a)]
2. The term of members of Governing Body that expire in April 2019 will be extended to the second Monday in January of 2020 and on such date thereafter. [K.S.A. 25-21a01 (b)]

The new terms of office of the Governing Body are summarized as follows:

- A. Mayor Steven M. Ellis elected April 11, 2013, elected term was to expire on April 2017.
Council Member Chris Leaton elected April 11, 2013, elected term was to expire April 2017.
Council Member Scott Snavelly, appointed on July 14, 2016 to the unexpired term of Council Member Chad Eckert was to expire on April 2017.

These Terms extended to 2nd Monday of January 2018 – General election of office Tuesday succeeding first Monday in November 2017.

- B. Council Member Clint Gillis, Jr. elected April 23, 2015, elected term was to expire April 2019.
Council Member Floyd Koder elected April 23, 2015, elected term was to expire April 2019.
Council Member Andrea Hughes elected April 23, 2015, elected term was to expire April 2019.

These Terms extended to 2nd Monday of January 2020 – General election of office Tuesday succeeding first Monday in November 2019.

To comply with the new law, the Charter Ordinance provides for procedures for implementing the November Election Cycle. The changes are summarized as follows:

- A. Provides for the adoption the November Election Cycle.
- B. Affirms that it has adopted Charter Ordinance No. 26 which establishes the City has adopted the Mayor/Council of government; that the terms of office are four years; and it has adopted a vacancy filling procedure.
- C. Affirms that it has adopted Charter Ordinance No. 28 which establishes the procedures for appoint of the President of the Council.
- D. States that candidates are to file for office with the Johnson County Election Officer and not the City Clerk.
- E. Nomination petitions (write-in candidates) must be signed by 100 qualified elector or number of qualified electors of the City or equal to 1% of the ballots cast at the last general City Election, whichever is less.
Note: The required number of signers of the petition is to be established by each individual city.
- F. Deletes Section 5 in Charter Ordinance No. 26 relating to vacancy in City Council due to military service.
This provision was added to permit the appointment of former Councilmember Beck during his tour of duty in Iraq.

Motion by Leaton, seconded by Koder, to approve Charter Ordinance No. 36.

Motion carried by roll of the Governing Body 4-1-0 Koder – Yea, Hughes – Yea, Leaton – Yea, Snavelly – Nay, Ellis – Yea.

EXECUTIVE SESSION – Attorney-Client Privilege Exception

Motion by Leaton, seconded by Koder to recess into Executive Session for 10 minutes under the Attorney-Client Exception to the Kansas Open Meetings Act: Subject – Contract with Fire District No. 2 of Johnson County, Kansas. The following persons are to be in attendance: City Administrator, Finance Director, and City Attorney.
Motion carried 4-0-0.

The meeting recessed at 8:27pm with the executive session to begin at 8:40pm.

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The meeting reconvened at 8:50pm with everyone present.

Mayor Ellis announced that no votes were taken or decisions made during the executive session. The discussion was limited to the subject stated.

ADJOURN

Motion by Leaton, seconded by Snavelly, to adjourn.

The meeting adjourned at 8:51pm.

Approved by the Governing Body on _____.

Glenda Gerrity, City Clerk

INVOICE NO	DATE	VENDOR/DESCRIPTION	GL ACCT #	AMOUNT	CK #	CK DATE
		AETNA				
PR20161007	10/7/2016	AETNA-457 PLAN	01-00-2035	575.65	1E+06	10/14/2016 E
PR20161007	10/7/2016	AETNA-457 PLAN	01-18-5120	40.00	1E+06	10/14/2016 E
PR20161007	10/7/2016	AETNA-457 PLAN	20-00-2035	30.00	1E+06	10/14/2016 E
		AETNA		645.65		
		ALEXANDER OPEN SYSTEMS				
BT000906	2/9/2016	CONSULTING SERVICES	01-11-7720	834.00	217169	10/11/2016
BT000907	2/9/2016	CONSULTING SERVICES	01-11-7720	834.00	217169	10/11/2016
		ALEXANDER OPEN SYSTEMS		1,668.00		
		ANDREA JESBERG				
162309	9/23/2016	TRAINING/SEMINARS	01-06-7640	26.46	217170	10/11/2016
163108	8/31/2016	TRAINING/SEMINARS	01-06-7640	19.55	217170	10/11/2016
		ANDREA JESBERG		46.01		
		B & B CLOTHING				
252154	9/22/2016	UNIFORMS	20-14-7680	71.96	217171	10/11/2016
252154	9/22/2016	UNIFORMS	01-03-7680	67.96	217171	10/11/2016
252154	9/22/2016	UNIFORMS	25-15-7680	31.98	217171	10/11/2016
252154	9/22/2016	UNIFORMS	01-02-7680	95.94	217171	10/11/2016
		B & B CLOTHING		267.84		
		BLUE VALLEY TRACTOR & SUP				
93993	9/15/2016	EQUIPMENT MAINTENANCE	01-02-7670	154.78	217172	10/11/2016
		BLUE VALLEY TRACTOR & SU		154.78		
		BRUCE HEDRICK				
161010	#####	LEGAL SERVICES	01-06-7710	150.00	78762	10/20/2016
		BRUCE HEDRICK		150.00		
		CHAMPION BRANDS, LLC				
507033	9/16/2016	VEHICLE MAINTENANCE	01-02-6150	817.12	217173	10/11/2016
		CHAMPION BRANDS, LLC		817.12		
		CINTAS FIRST AID & SAFETY				
5.006E+09	10/6/2016	FIRST AID SUPPLIES	01-02-6090	105.92	78763	10/20/2016
5.006E+09	10/6/2016	FIRST AID SUPPLIES	25-15-6090	41.44	78763	10/20/2016
5.006E+09	10/6/2016	FIRST AID SUPPLIES	20-14-6090	41.44	78763	10/20/2016
		CINTAS FIRST AID & SAFET		188.80		
		CROFT TRAILER SUPPLY, INC				
226913	9/8/2016	PARK SUPPLIES/MATERIALS	01-03-6330	45.26	217174	10/11/2016
		CROFT TRAILER SUPPLY, IN		45.26		

INVOICE NO	DATE	VENDOR/DESCRIPTION	GL ACCT #	AMOUNT	CK #	CK DATE
		DELL FINANCIAL SERVICES				
78693976	9/17/2016	COMPUTER EQUIPMENT	01-09-8120	415.00	78764	10/20/2016
78693976	9/17/2016	COMPUTER EQUIPMENT	20-14-8120	415.00	78764	10/20/2016
78693976	9/17/2016	COMPUTER EQUIPMENT	25-15-8120	405.50	78764	10/20/2016
78693977	9/17/2016	COMPUTER EQUIPMENT	01-09-8120	426.36	78764	10/20/2016

		DELL FINANCIAL SERVICES		1,661.86		
		E EDWARDS WORK WEAR				
31662942	10/3/2016	STREETS BIBS	01-02-7680	197.98	217175	10/11/2016
31662942	10/3/2016	PARKS JEANS	01-03-7680	98.97	217175	10/11/2016

		E EDWARDS WORK WEAR		296.95		
		EUDORA EYE CARE P.A.				
5573	9/17/2016	SEWER - INSURANCE/BENEFIT	25-15-5120	250.00	78765	10/20/2016

		EUDORA EYE CARE P.A.		250.00		
		FARMERS UNION CO-OPERATIVE				
148003	10/4/2016	SEED/FERTILIZER	01-03-6320	43.90	78766	10/20/2016

		FARMERS UNION CO-OPERATIVE		43.90		
		FASTENAL COMPANY				
SKC1120508	9/14/2016	UNIFORMS	01-02-7680	49.24	217176	10/11/2016

		FASTENAL COMPANY		49.24		
		FOREMOST PROMOTIONS				
360309	9/14/2016	PUBLIC RELATIONS	01-05-7750	867.15	78767	10/20/2016

		FOREMOST PROMOTIONS		867.15		
		GALLS/QUARTERMASTER				
6066442	9/15/2016	UNIFORMS	01-05-7680	259.90	78768	10/20/2016
6100604	9/21/2016	UNIFORMS	01-05-7680	1,109.82	78768	10/20/2016
6100605	9/21/2016	UNIFORMS	01-05-7680	64.99	78768	10/20/2016

		GALLS/QUARTERMASTER		1,434.71		
		GRAFIX SHOPPE				
110164	9/19/2016	POLICE MISC	01-05-6090	601.63	78769	10/20/2016

		GRAFIX SHOPPE		601.63		
		H.E.R.S. INC				
52033	10/7/2016	VEHICLE MAINTENANCE	01-02-6150	10.50	78770	10/20/2016
52036	#####	VEHICLE MAINTENANCE	01-02-6150	2.25	78770	10/20/2016

		H.E.R.S. INC		12.75		
		HERITAGE TRACTOR, INC				
1667198	10/7/2016	EQUIPMENT MAINTENANCE	01-03-7670	9.37	78771	10/20/2016
		HERITAGE TRACTOR, INC				

		HERITAGE TRACTOR, INC		9.37		

INVOICE NO	DATE	VENDOR/DESCRIPTION	GL ACCT #	AMOUNT	CK #	CK DATE
161010	#####	ICMA MEMBERSHIP RENEWALS MEMBERSHIPS/DUES/SUBSCRI	01-01-7630	851.97	78772	10/20/2016
		ICMA MEMBERSHIP RENEWALS		851.97		
163009	9/30/2016	INTEGRITY LOCATING CONTRACTUAL SERVICES	20-14-7740	861.66	217177	10/11/2016
163009	9/30/2016	CONTRACTUAL SERVICES	25-15-7740	861.67	217177	10/11/2016
163009	9/30/2016	PROFESSIONAL SERVICES	01-02-7740	861.67	217177	10/11/2016
		INTEGRITY LOCATING		2,585.00		
PR20161007	10/7/2016	INTERNAL REVENUE SERVICE FED/FICA TAX	01-00-2020	17,896.73	1E+06	10/14/2016 E
PR20161007	10/7/2016	FED/FICA TAX	20-00-2020	1,313.87	1E+06	10/14/2016 E
PR20161007	10/7/2016	FED/FICA TAX	25-00-2020	1,823.00	1E+06	10/14/2016 E
		INTERNAL REVENUE SERVICE		21,033.60		
32966	10/4/2016	JAMAR TECHNOLOGIES, INC EQUIPMENT MAINTENANCE	01-02-7670	126.76	78773	10/20/2016
		JAMAR TECHNOLOGIES, INC		126.76		
3994	10/4/2016	JOHNSON COUNTY SHERIFF'S PRISONER BOARDING	01-06-7120	2,380.00	78774	10/20/2016
		JOHNSON COUNTY SHERIFF'S		2,380.00		
PR20161007	10/7/2016	KANSAS PAYMENT CNTR CHILD SUPPORT 1	01-00-2040	158.31	78761	10/14/2016
		KANSAS PAYMENT CNTR		158.31		
163009	9/30/2016	KDHE STATE FEES/PERMITS	25-15-7210	185.00	78775	10/20/2016
		KDHE		185.00		
20161004	10/4/2016	KERRY'S KENNELS KENNEL CHARGES	01-18-7110	252.00	78776	10/20/2016
		KERRY'S KENNELS		252.00		
PR20161007	10/7/2016	KP&F KP&F LIFE	01-00-2030	59.60	1E+06	10/14/2016 E
PR20161007	10/7/2016	KP&F	01-00-2030	6,578.05	1E+06	10/14/2016 E
		KP&F		6,637.65		

INVOICE NO	DATE	VENDOR/DESCRIPTION	GL ACCT #	AMOUNT	CK #	CK DATE
		KPERS				
PR20161007	10/7/2016	KPERS TIER 1	01-00-2030	4,050.12	1E+06	10/14/2016 E
PR20161007	10/7/2016	KPERS TIER 1	20-00-2030	518.35	1E+06	10/14/2016 E
PR20161007	10/7/2016	KPERS TIER 1	25-00-2030	350.35	1E+06	10/14/2016 E
PR20161007	10/7/2016	KPERS LIFE	01-00-2030	137.40	1E+06	10/14/2016 E
PR20161007	10/7/2016	KPERS LIFE	20-00-2030	27.70	1E+06	10/14/2016 E
PR20161007	10/7/2016	KPERS LIFE	25-00-2030	16.70	1E+06	10/14/2016 E
PR20161007	10/7/2016	KPERS post 7/09	01-00-2030	2,748.76	1E+06	10/14/2016 E
PR20161007	10/7/2016	KPERS post 7/09	25-00-2030	1,040.39	1E+06	10/14/2016 E
PR20161007	10/7/2016	KPERS TIER 3	01-00-2030	797.98	1E+06	10/14/2016 E

		KPERS		9,687.75		
		KS DEPT OF REV				
163009	9/30/2016	LEGAL PUBLICATION/FILLIN	01-08-7120	40.00	78777	10/20/2016

		KS DEPT OF REV		40.00		
		KS HEAVY CONSTRUCTION				
160410	10/4/2016	WEBSTER ACCEL LANE	85-00-7760	84,484.80	78778	10/20/2016
160410	10/4/2016	RIDGEVIEW SIDEWALK	82-00-7760	405.00	78778	10/20/2016

		KS HEAVY CONSTRUCTION		84,889.80		
		KS WITHHOLDING TAX				
PR20161007	10/7/2016	STATE TAX	01-00-2020	2,448.86	1E+06	10/14/2016 E
PR20161007	10/7/2016	STATE TAX	20-00-2020	170.51	1E+06	10/14/2016 E
PR20161007	10/7/2016	STATE TAX	25-00-2020	225.07	1E+06	10/14/2016 E

		KS WITHHOLDING TAX		2,844.44		
		LAWRENCE HUMANE SOCIETY				
16007393	10/1/2016	KENNEL CHARGES	01-18-7110	240.00	78779	10/20/2016

		LAWRENCE HUMANE SOCIETY		240.00		
		MAJESTIC FRANCHSING				
SC10160406	10/1/2016	JANITORIAL SERVICES/SUPP	01-17-7610	995.00	217178	10/11/2016

		MAJESTIC FRANCHSING		995.00		
		MANAHAN CONSULTING				
160110	10/1/2016	CONSULTING SERVICES	01-11-7720	880.00	78780	10/20/2016
160110	10/1/2016	CONSULTING SERVICES	20-14-7720	440.32	78780	10/20/2016
160110	10/1/2016	CONTRACTUAL SERVICES	25-15-7740	440.32	78780	10/20/2016

		MANAHAN CONSULTING		1,760.64		
		MIAMI COUNTY SHERIFF OFFI				
20160930	9/30/2016	PRISONER BOARDING	01-06-7120	120.00	78781	10/20/2016

		MIAMI COUNTY SHERIFF OFF		120.00		
		MID-STATES MATERIALS, LLC				
58818	9/27/2016	STREET MATERIALS	10-02-6330	1,103.57	78782	10/20/2016

		MID-STATES MATERIALS, LL		1,103.57		

INVOICE NO	DATE	VENDOR/DESCRIPTION	GL ACCT #	AMOUNT	CK #	CK DATE
45664	9/28/2016	MOWER DOCTOR PARK SUPPLIES/MATERIALS	01-03-6330	39.30	217179	10/11/2016
		MOWER DOCTOR		39.30		
320625	10/5/2016	NAPA SPRING HILL, LLC EQUIPMENT MAINTENANCE	01-03-7670	5.20	78783	10/20/2016
320635	10/5/2016	VEHICLE MAINTENANCE	01-02-6150	39.78	78783	10/20/2016
320671	10/6/2016	VEHICLE MAINTENANCE	01-02-6150	2.20	78783	10/20/2016
		NAPA SPRING HILL, LLC		47.18		
1.829E+09	7/28/2016	NPG NEWSPAPERS, INC LEGAL PUBLICATION/FILING	01-08-7120	90.56	217180	10/11/2016
		NPG NEWSPAPERS, INC		90.56		
992733	9/14/2016	OFFICE MAX OFFICE SUPPLIES	01-09-6110	288.31	217181	10/11/2016
		OFFICE MAX		288.31		
115103 00	10/3/2016	OLATHE WINWATER WORKS DRAINAGE PIPE	10-02-6320	33.00	78784	10/20/2016
		OLATHE WINWATER WORKS		33.00		
163108	8/31/2016	PONZER - YOUNGQUIST ENGINEERING	82-00-7730	860.00	217182	10/11/2016
163108A	8/31/2016	ENGINEERING SERVICES	76-00-7730	6,545.50	217182	10/11/2016
163108B	8/31/2016	ENGINEERING SERVICES	76-00-7730	198.00	217182	10/11/2016
163108C	8/31/2016	TECHNICAL SPECS	01-16-7730	1,155.00	217182	10/11/2016
163108C	8/31/2016	MID AM	20-14-7730	963.00	217182	10/11/2016
163108C	8/31/2016	WEBSTER/OLD KC ROAD	01-16-7730	472.50	217182	10/11/2016
163108C	8/31/2016	HWY 169 ANNEX	01-16-7730	337.50	217182	10/11/2016
163108C	8/31/2016	CITY HALL REMODEL	31-31-8500	423.00	217182	10/11/2016
163108C	8/31/2016	BLACKHAWK APTS	81-00-7730	540.00	217182	10/11/2016
163108C	8/31/2016	PRAIRIE RIDGE 2	01-16-7730	135.00	217182	10/11/2016
163108C	8/31/2016	BROOKWOOD FARMS	01-16-7730	202.50	217182	10/11/2016
163108C	8/31/2016	VILLAGE ON VICTORY	01-16-7730	148.59	217182	10/11/2016
		PONZER - YOUNGQUIST		11,980.59		
6845538	6/22/2016	QUILL OFFICE SUPPLIES	01-05-6110	19.78	78785	10/20/2016
9460641	9/26/2016	OFFICE SUPPLIES	01-05-6110	35.25	78785	10/20/2016
		QUILL		55.03		
11203	10/5/2016	SHAWNEE MISSION FORD EQUIPMENT	86-00-8110	40,405.48	78786	10/20/2016
		SHAWNEE MISSION FORD		40,405.48		

INVOICE NO	DATE	VENDOR/DESCRIPTION	GL ACCT #	AMOUNT	CK #	CK DATE
		SPRING HILL OIL (CITY)				
163009	9/30/2016	FUEL	01-02-6140	719.28	217183	10/11/2016
163009	9/30/2016	FUEL	01-03-6140	426.31	217183	10/11/2016
163009	9/30/2016	FUEL	20-14-6140	315.98	217183	10/11/2016
163009	9/30/2016	FUEL	25-15-6140	211.90	217183	10/11/2016
163009	9/30/2016	FUEL	01-13-6140	118.81	217183	10/11/2016
163009	9/30/2016	PROPANE	01-03-7624	249.80	217183	10/11/2016

		SPRING HILL OIL (CITY)		2,042.08		
		TASER INTERNATIONAL				
1452652	9/19/2016	WEAPONS/ AMMUNITIONS	01-05-6310	904.20	78787	10/20/2016

		TASER INTERNATIONAL		904.20		
		TREANOR ARCHITECTS P.A.				
36976	9/30/2016	CIVIC CENTER REVITALIZAT	31-31-8500	10,183.68	78788	10/20/2016

		TREANOR ARCHITECTS P.A.		10,183.68		
		VALIDITY SCREENING				
136404	9/1/2016	PROFESSIONAL SERVICES	01-08-7740	45.00	217184	10/11/2016

		VALIDITY SCREENING		45.00		
		WICHITA STATE UNIVERSITY				
65033	9/30/2016	TRAINING & SEMINARS	01-11-7640	95.00	78789	10/20/2016
65064	9/30/2016	TRAINING & SEMINARS	01-11-7640	245.00	78789	10/20/2016

		WICHITA STATE UNIVERSITY		340.00		

		***** REPORT TOTAL *****		#####		

AGENDA ITEM REVIEW SHEET

TO: GOVERNING BODY
SUBMITTED BY: MELANIE LANDIS, FINANCE DIRECTOR
MEETING DATE: OCTOBER 27, 2016
DATE: OCTOBER 20, 2016

Consent Action Item

Issue: Audit engagement for December 31, 2016 financials

Background: Each year the City engages in audit services with a certified public accounting firm for the purpose of auditing and preparing the City's financial statements. The objective of the audit is the expression of opinions as to whether the basic financial statements are fairly presented in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information.

Analysis: The City of Spring Hill has engaged auditing services with Mize Houser & Company (previously Lowenthal, Webb & Odermann, P.A.) since 2001. The engagement letter must first be accepted by the Council and signed by the mayor in order to secure an audit date for the December 31, 2016 financial statements. It is expected that the audit will be completed no later than mid-year 2017.

Alternatives:

1. Approve the engagement letter for the audit of fiscal year ending December 31, 2016.
2. Deny the engagement letter for the audit of fiscal year ending December 31, 2016.
3. Table the issue.

Legal Review: n/a

Funding Review or Budgetary Impact: This recommendation is being presented in accordance with Section 1.01C of the Spring Hill Purchasing Policy. This expenditure will be drawn from the General Fund under the General Obligation budget (01-09-7140).

Recommendation: Staff recommends that the Council approve the audit engagement with Mize Houser & Company for the year ending December 31, 2016.

Attachments:

- 1) Engagement Letter



MIZE & HOUSER
COMPANY P.A.

October 7, 2016

Mayor and City Council
City of Spring Hill
PO Box 424
Spring Hill, KS 66083

We are pleased to confirm our understanding of the services we are to provide the City of Spring Hill, Kansas, (the City) for the year ended December 31, 2016. We will audit the financial statements of the governmental activities, the business-type activities, each major fund, budgetary comparison schedules and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of the City as of and for the year ended December 31, 2016.

Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management discussion and analysis (MD&A), to supplement the City's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the City's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited: Management Discussion and Analysis, the OPEB information and the Pension Liability information.

We have also been engaged to report on supplementary information other than RSI, such as combining and individual fund financial statements, that also accompanies the City's basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole: combining statements and individual fund statements.

Audit Objective

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the City's financial statements. Our report will be addressed to the governing body of the City. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or may withdraw from this engagement.

Audit Procedures-General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws and governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors or any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will also require certain written representations from you about the financial statements and related matters.

Audit Procedures-Internal Control

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Audit Procedures-Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City's compliance with applicable laws and regulations and the provisions of contracts and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Other Services

We will also prepare the financial statements of the City in conformity with U.S. generally accepted accounting principles based on information provided by you. We will also compile the capital assets depreciation schedule for the year ended December 31, 2016, based on information provided by you. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for establishing and maintaining effective internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the fair presentation in the financial statements of the respective financial position of the governmental activities, the business-type activities, each major fund, budgetary comparison schedules and the aggregate remaining fund information of the City's and the respective changes in financial position and where applicable, cash flows, in conformity with U.S. generally accepted accounting principles.

Management is responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Management is responsible for adjusting the financial statements to correct material misstatements and for confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the representation letter that (a) you are responsible for presentation of the supplementary information in accordance with GAAP; (b) that you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP, (c) that the methods of measurement or presentation have not changed from those used in the prior period; and (d) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. You have requested that we prepare the financial statements that are the subject matter of this audit and the capital assets depreciation schedule for the year ended December 31, 2016, hereinafter referred to as nonattest services. You are responsible for those financial statements and for the selection of useful lives, depreciation methods and capitalization thresholds used in this capital assets depreciation schedule. You agree to assume all management responsibilities for any nonattest services we provide, including our assistance with the preparation of your financial statements and related notes and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

In connection with this engagement, we may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that emails from us will be properly delivered and read only by the addressee. To mitigate these risks, we offer a method for you to send sensitive information to us securely and also one for us to securely send sensitive information to you. We strongly encourage the use of these secure methods, particularly for the transmission of Personally Identifiable Information (PII).

Audit Administration, Fees and Other

When delivered to the City, the audit reports and financial statements produced in connection with this engagement letter are public records and may be used (a) to fulfill the requirements of continuing disclosure under SEC Rule 15c2-12, (b) as inserts or incorporated by reference in offering documents issued by the City, and (c) for any lawful purpose of the City, all without subsequent consent from us. Any official statements in connection with debt issuances which include the above mentioned audit reports and financial statements shall contain the following: "Our independent auditor has not been engaged to perform and has not performed, since the date of its report included herein, any procedures on the financial statements addressed in that report. The independent auditor also has not performed any procedures relating to this official statement."

Our audit engagement ends on delivery of our audit report. Any follow-up services that might be required will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service.

The workpapers for this engagement are our property and constitute confidential information. However, we may be requested to make certain workpapers available to others pursuant to authority given by law, regulation or other legal process. If requested, access to such workpapers will be provided under the supervision of firm personnel. Furthermore, upon request, we may provide photocopies of selected workpapers to governmental agencies who may intend or decide to distribute the photocopies or information contained therein to others, including other governmental agencies. You agree to reimburse us for our personnel and other costs associated with our compliance with such requests. Our policy is to retain workpapers for five years after the engagement. During the term of this engagement, we agree to comply with the provisions of K.S.A. 44-1030.

You agree that the term "those charged with governance", as used in Statement on Auditing Standards No. 114 for defining our communication responsibilities under that standard, consists of the mayor, city council, and the city administrator.

It is understood that the services provided by our firm necessarily rely, to some extent, on information provided by your organization, including management representations, as well as information and documents. Accordingly, your organization indemnifies our firm and its owners and employees, and holds them harmless from all claims, liabilities, losses or costs in connection with services provided by our firm that are affected in any way by erroneous, misleading, or incomplete information furnished by your organization. This indemnification will survive any terminations under this letter.

Mize Houser & Company P.A. and the City agree that any dispute arising hereunder (other than our efforts to collect unpaid fees and expenses) will, prior to resorting to litigation, be submitted to mediation by the parties. The parties will engage in the mediation process in good faith and such process shall be commenced by the written request by either party to the other to mediate any such dispute or alleged breach of this Agreement. Any mediation initiated as a result shall be administered within the state and county of the Mize Houser & Company P.A. office servicing the City by a mutually agreed-upon mediator in accordance with generally accepted mediation rules. Such mediation shall be binding on both parties only after execution of a written agreement setting forth the terms and conditions agreed to pursuant to such mediation. Any and all costs of mediation shall be divided equally between the parties hereto.

Audrey M. Odermann, CPA is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. We agree that our gross fee, including all expenses, for the above services shall not exceed \$15,470, except as noted above. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit, including delays resulting from the untimely delivery of and incomplete preparation of schedules and questionnaires we have requested from your staff. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to the City of Spring Hill, Kansas and believe this letter accurately summarized the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

MIZE HOUSER & COMPANY P.A.
Certified Public Accountants

By Audrey M. Odermann

RESPONSE:

This letter correctly sets forth the understanding of the City of Spring Hill, Kansas.

By: _____

Title: _____

Date: _____

AGENDA ITEM REVIEW SHEET

TO: GOVERNING BODY
SUBMITTED BY: BEAU FORD
MEETING DATE: OCTOBER 27, 2016
DATE: OCTOBER 20, 2016

Consent: Approval

Issue: Purchase of playground equipment for City Park and Veterans Park

Background: The City Park modular playground replacement was requested for \$40,000.00 as part of the CIP budget. An opportunity to purchase equipment at a 50% cost savings has presented itself and staff would like to purchase playground equipment for both Veterans Park and City Park.

Analysis: The Original request for the City Park equipment was submitted for \$40,000 to replace the modular unit and swing bays. Staff agrees that utilizing the 50% matching funds grant would be beneficial in purchasing both pieces of equipment versus purchasing only one piece of equipment. Staff is requesting funds be approved for the purchase of both units not exceed \$90,000.00 of out of pocket expense. Final out of pocket cost will be determined by the finance department. Final design of equipment will be determined by the Parks Department within the budget limit. The purchase will include the individual modular components, border timbers, surfacing material and freight. The grant deadline is November 13, 2016 and all items must ship by December 7, 2016.

Alternatives: Alternatives include; approval, denial, remand to staff for further consideration.

Legal Review: No legal review has been completed.

Funding Review or Budgetary Impact: Funded by Special Parks Fund and Special Sales Tax designated for Veterans Park.

Recommendation: Staff recommends approving the 50% matching funds not to exceed \$90,000.00 with approval for Mayor Ellis to sign the purchase order verifying cost and products described above, and authorizing Mayor Ellis to sign the 2016 Playground Grant application with GameTime.

Attachments: Copy of Grant Application and examples of types of equipment for purchase.

Scan and email your application to grant@gametime.com or fax your completed application to 423-648-5902.

Instructions

Read carefully

Please complete the appropriate sections of the application form. Once completed, validate the information by means of the project administrator's signature. Immediately return the completed and signed application form to your GameTime representative.

Project Info

List contact info and address of your project

Project Name: _____ **Type:** _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Contact Person: _____ **Title:** _____

Phone: _____ **Fax:** _____ **E-mail:** _____

Background

Please provide a description of your organization, its goals, and why it should be considered for a grant.

Site Info

List specific info about the area in which the play equipment will be located

Number of players: _____ **Age range:** _____ **Total play area size:** _____ **Is the site level?:** _____

Special site conditions: (utilities, retaining walls, soil conditions, excessive slope, concrete slab, etc.) _____

Budget Info

List your actual contribution to the play equipment purchase only.

Dollar amount you want GameTime to match: _____

Equipment Choices

Consult your GameTime catalog for complete product information and model numbers.

Equipment Selection:

2016 Catalog model #: _____

Find a unit with these play events:

Rules & Limitations

Read carefully

Grant Rules and Limitations:

GameTime grants can only be applied to additional GameTime purchases and only in conjunction with the original purchase. GameTime standard policies and warranties as listed in the 2016 GameTime Playground Design Guide apply. Freight and applicable sales tax are extra and not included. To qualify for a 100% matching grant, list price of the qualifying playground system must exceed \$75,000 and payment in full must accompany your order. For play systems that require credit terms or for systems with a list price of less than \$75,000, GameTime playground grants are available with matching funds ranging between 45-80%. Matching funds are subject to rounding rules and may vary based on qualified purchase. No other offer, discount, or special programs can be used with this grant program. This special matching fund offer applies to PowerScape®, PrimeTime®, Xscape® and IONiX® systems only. All applications must be validated by the project administrator. GameTime reserves the right to decline any application for a GameTime grant. Orders accepted by GameTime must ship by December 7, 2016. This offer expires November 13, 2016.

Authorization Signature

Project administrator's signature

Authorized Signature: _____ **Date:** _____

Name (please print): _____ **Title:** _____





Veterans Park Playground Option 1 Spring Hill, KS



Alternate
View



www.cunninghamrec.com

Site shown in rendering is an interpretation
and may not reflect exact site conditions. 800.438.2780

AGENDA ITEM REVIEW SHEET

TO: GOVERNING BODY
SUBMITTED BY: JIM HENDERSHOT, COMMUNITY DEVELOPMENT DIRECTOR
MEETING DATE: OCTOBER 27, 2016
DATE: OCTOBER 20, 2016

Consent Agenda: Site Plan SP-02-16, Michael Grann Office Building

Issue: Approval of site development plan for 801 N. Webster Street Michael Grann Office Building.

Background: The applicant, Michael Grann, has submitted a request for approval of a site development plan at 801 / 807 N. Webster Street. The project consists of a new office building with one storage / garage unit. The property has an existing commercial use building on the property and is large enough to accommodate both uses. The office building will comprise of 8 offices, conference room, restrooms, and kitchen area and on small bay or garage. The site plan shows the installation of new parking and entrance off of Webster Street.

Analysis: After discussion, the Planning Commission voted unanimously to recommend approval of the site development plan as presented.

Alternatives: Alternatives include approval, denial, continuation, or returning the application to the Planning Commission for further review.

Legal Review: n/a

Funding Review or Budgetary Impact: n/a

Recommendation: The Planning Commission and staff recommend approval of site plan SP-02-16 including the issuance of permits for Michael Grann office Building located at 801 N. Webster Street.

Attachments: Staff report
PC minutes of 10-06-2016
Site plan
Building Elevations
Floor Plan

**SPRING HILL PLANNING COMMISSION
SITE PLAN STAFF REPORT**

Case #: SP-02-16 **Meeting Date:** October 6, 2016
Description: Michael Grann Office Building
Location: 801 N. Webster St.
Applicant: Michael Grann
Engineer/Architect: Sullivan Palmer Architects, Merriam, KS – Mark Murdick
Site Area: 1.03 ac.

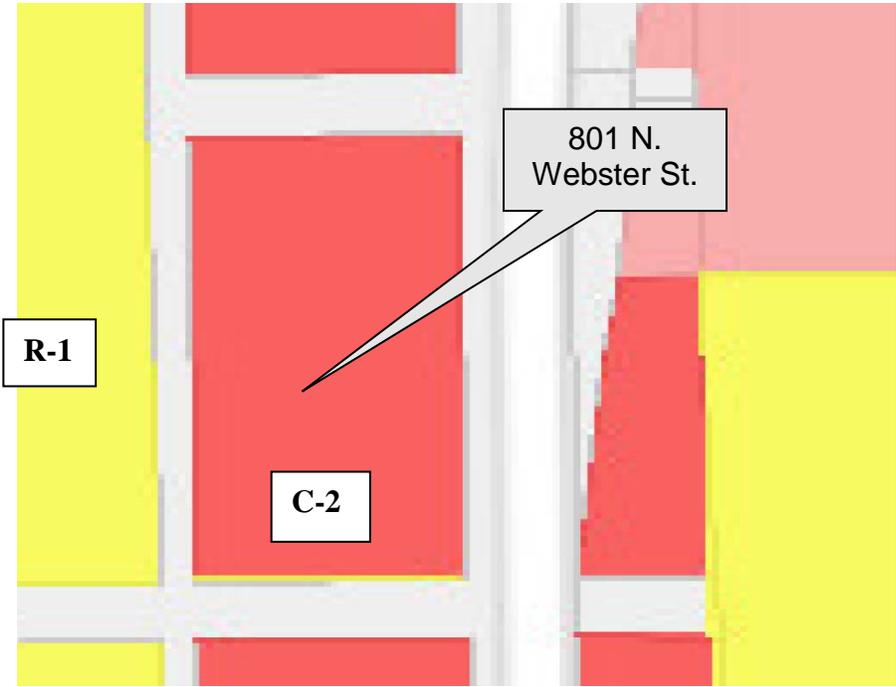
Minimum Lot Area: N/A **Related Case:**
Current Zoning: C-2 **Proposed Use:** Office Building

	Current Zoning	Existing Land Use	Future Land Use Map
Site:	C-2	Commercial	Mixed Use Comm.
North:	C-2	Commercial	Mixed Use Comm.
South:	C-2	Commercial	Mixed Use Comm.
East:	C-2	Commercial	Mixed Use Comm.
West:	R-1	Recreational (ball fields)	Residential

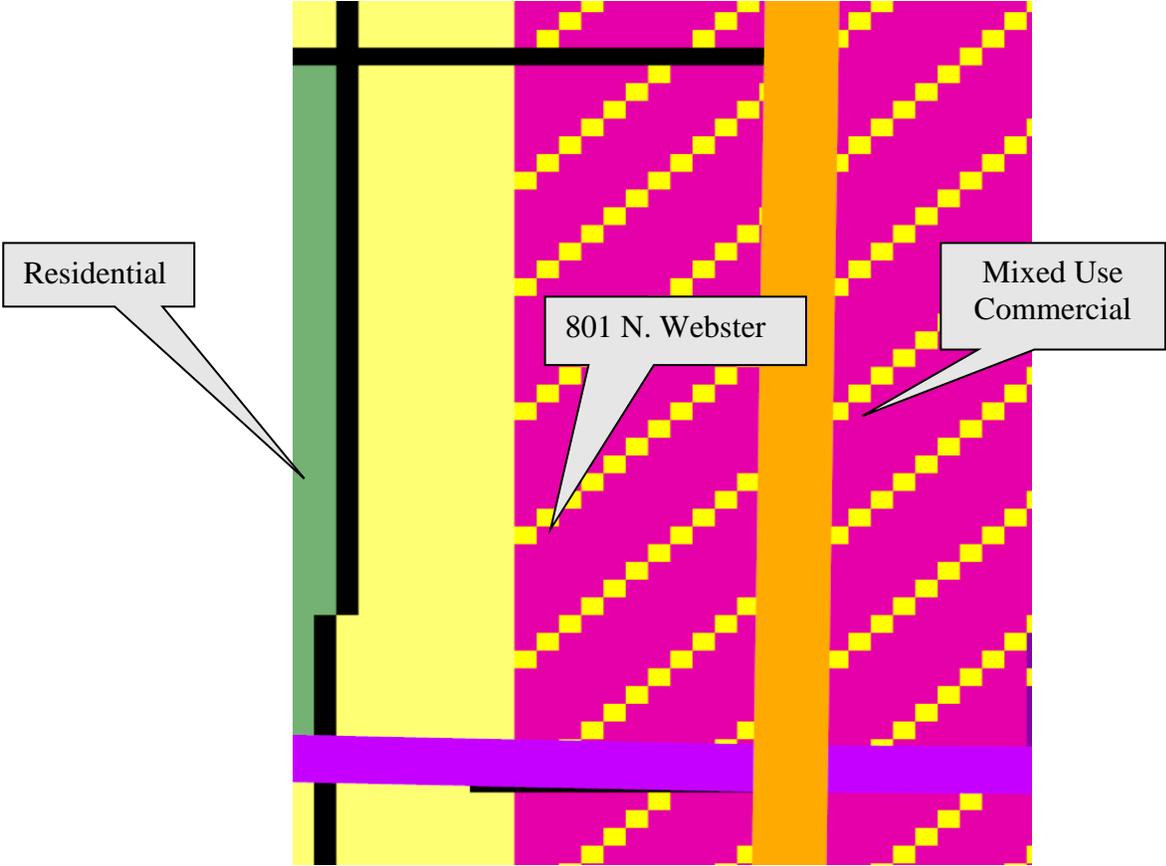
Aerial Photo



Zoning Map



Future Land Use Map



BACKGROUND: The applicant has submitted a request to construct a new office building with one storage / garage unit. The building is proposed to be constructed on the lot in conjunction with the existing buildings on the lot at 801 N. Webster St. This lot and the existing building have had a multitude of commercial uses over the previous years. The larger existing building presently has a commercial use in it. The proposed new building shows 8 offices, conference room, restrooms, kitchen area for employees and small one bay garage. The site plan also reflects the installation of new parking and entrance off of Webster Street. Included with this packet is a site plan, building elevations and floor plan for the proposed project.

STAFF REVIEW:

Staff has reviewed the site plan under the requirements of Section 17.340 of the Spring Hill Zoning Ordinance as follows:

- All lot lines and right-of-ways are identified
- All proposed structures with applicable data are identified
- All parking areas and the type of surface have been identified, including the ADA requirements and parking space markings.
- No trash receptacle is shown. The owner is going to have a small roll out trash container.
- The exterior finish of the building is shown to be enhanced by the use of some stone type veneer material.
- Utilities are available and will be identified on the revised site plan.
- The exterior lighting will be provided by lights mounted on the surface of the building. Staff will review all lighting for compliance with zoning regulations to ensure no negative impact on traffic and surrounding neighborhood
- Consultants, utility providers, and City Staff have reviewed the site plan and provided comments. These comments and recommendations have been implemented into the site plan as applicable
- Parking is provided and in compliance with applicable regulations

STANDARDS OF REVIEW

In addition to the above noted items the site plan has been reviewed for compliance with the following standards:

1. *The extent to which the proposal conforms to the provisions of the Code.*
The existing use is an allowed use in a C-2, General Business District. The building is a legal use as it is within the 25 foot rear yard setback required for commercial properties adjacent to residential districts.
2. *The extent to which the proposal conforms to the provisions of the Spring Hill Subdivision Regulations.*
The site is in compliance with the Subdivision Regulations adopted in 2006. Landscape shown is in compliance.
3. *The extent to which the development would be compatible with the surrounding area.*
The new building and use is in conformity with general uses of the zoning district and surrounding future land use areas
4. *The extent to which the proposal conforms to the recommendations of the Spring Hill Comprehensive Plan including but not limited to the Vision Plan, the Community Development Recommendations, and the Planning and Principles and Design Guidelines.*
The proposal is in conformance with the recommendations of the Comprehensive Plan including the Future Land Use map that identifies this area as mixed-use commercial.
5. *The extent to which the proposal conforms to customary engineering standards used in the City.*
The building has been designed by recognized and licensed architects and engineers.

Agenda item #2

6. *The extent to which the location of streets, paths, walkways, and driveways are located so as to enhance safety and minimize any adverse traffic impact on the surrounding area.*
As detailed in the site plan, this proposed entrance onto Webster Street has good visibility.
7. *All structures shall be required to have permanent or continuous footings and foundations.*
All structures are adequately designed and engineered.

STAFF RECOMMENDATION:

Staff recommends approval of site plan application SP-02-16, Michael Grann Building with the following conditions:

1. All Utilities and connection point be shown on the site plan.
2. Storm water discharge will be review by the City Engineer for compliance.
3. The applicant will supply the City with a signed agreement dealing with the sewer connection.
4. All exterior lighting must be approved at the building permit stage and inspected to ensure lighting will not negatively affect traffic and the neighborhood.
5. All Staff Comment and Additional Staff Comments must be applied and complied with on the revised site plan.

PLANNING COMMISSION REVIEW AND ACTION: Upon review of the site plan application, the Planning Commission may by a majority vote of those members present:

- Recommend approval of the application to the Governing Body, or
- Recommend denial of the application to the Governing Body and notify the applicant of such action, or
- Table action on the application to a specific date and notify the applicant of such action

Attachments: Site Plan
Building elevations
Floor Plan

RECOMMENDATION:

It is the recommendation of Staff that the Planning Commission recommend approval of site plan SP-02-16 for Michael Grann Office Building as per Staff's report and recommendations.

1. Site Plan Application (SP-02-16) – Office Building (Michael Grann)

Beginning of Staff Report

End of Staff Report

Mr. Hendershot, Community Development Director, presented the staff report to the Planning Commission, as outlined above.

Commissioner Vaughan asked if the applicant already has tenant prospects to occupy the office space. The applicant, Michael Grann, stated that he does have prospects for the space. He added that the concept of the building is to create a regency center that caters to small businesses that have just a few employees; making it more affordable and efficient for the small business owner. These tenants would also have access to utility and technology options that are included with the leased space.

Commissioner Squire asked if there are any conflicts with the applicant's driveway and the adjacent driveway. Mr. Hendershot stated that the driveways are in the same general area, but there should not be a traffic flow issue due to the fact that there is a center turn lane along Webster Street. He added that Mid-Am's access road along Webster Street is not a primary access point for their business.

Commissioner Mitchell stated that he has had previous conversations with the applicant, Mr. Grann, about his business concept.

Motion by Ms. Squire, seconded by Ms. Pollom, to recommend approval of Final Plat Application, FP-06-16, Dayton Creek, First Plat with the following five conditions as per Staff's report and recommendations.

Roll Call Vote: Ray-Aye, Squire-Aye, Sly-Aye, Mitchell-Aye, Pollom-Aye, Vaughan-Aye

Motion carried 6-Aye, 0-Nay, 0-Abstain

The Site Plan application (SP-02-16) will be forwarded to the City Council for consideration on October 27, 2016.

AGENDA ITEM REVIEW SHEET

TO: GOVERNING BODY
SUBMITTED BY: JONATHAN ROBERTS, CITY ADMINISTRATOR
MEETING DATE: OCTOBER 27, 2016
DATE: OCTOBER 20, 2016

Formal Action: Resolution 2016-R-30 authorizing public building improvements

Background/Analysis: The Spring Hill Civic Center is consistently abuzz with activity: civic group meetings, a senior lunch program, fitness classes, private resident rentals, the Spring Hill Recreation Commission's offices, and Spring Hill City Hall fill this former elementary school building year-round. Since the City of Spring Hill purchased the building in 1994, minimal investments have been made to the facility. The community has expressed a need for better gathering places, meeting rooms, and fitness facilities, through engagement programs like Project Connect, surveys, and Neighborhood Walk & Talks. Staff have also been working to find solutions to the facility's poor security, insufficient heating and cooling systems, lack of ADA-entrances, and other issues commonly associated with aging buildings.

In early 2016, staff began working with Treanor Architects to develop a cost-effective plan to provide quality public spaces and a safe place for city staff to work within the building's existing footprint. Treanor's design for the facility would make the gymnasium available for use throughout the year, improve public meeting and gathering spaces, address mechanical problems throughout the building, and provide enhanced security for staff.

Authorization of the project will allow staff to move forward with seeking bids for construction and securing financing for the construction phase of the project.

Legal Review: Resolution was prepared by Kutak Rock, the City's bond counsel and sent to the City's legal counsel for review.

Funding Review or Budgetary Impact: This project will be financed through general obligation temporary notes during construction with interest capitalized until long term financing through general obligation bonds is secured within two years.

The principal cost of design, construction and financing costs, based on current estimates prior to actual construction bids, is approximately two million two hundred thousand (\$2,200,000) dollars. Debt payments will be budgeted through the debt service fund and partially paid from increased property valuation provided by community growth and anticipated sales tax revenues over twenty years.

Alternatives:

1. Approve Resolution 2016-R-30 authorizing the improvements to the public building.
2. Deny Resolution 2016-R-30 authorizing the improvements to the public building.
3. Table the issue.

Recommended Motion:

Move to approve Resolution 2016-R-30 authorizing the City of Spring Hill, KS to alter, repair and improve a public building and authorizing the issuance of general obligation bonds of the City to pay the costs thereof, all pursuant to K.S.A 12-1736 *et seq.*

Attachments: Resolution 2016-R-30

RESOLUTION NO. 2016-R-30

A RESOLUTION AUTHORIZING THE CITY OF SPRING HILL, KANSAS, TO ALTER, REPAIR AND IMPROVE A PUBLIC BUILDING AND AUTHORIZING THE ISSUANCE OF GENERAL OBLIGATION BONDS OF THE CITY TO PAY THE COSTS THEREOF, ALL PURSUANT TO K.S.A. 12-1736 *ET SEQ.*

WHEREAS, K.S.A. 12-1736 to 12-1739, inclusive, as amended, authorizes the Governing Body of the city of Spring Hill, Kansas (the "City"), to alter, repair, reconstruct, remodel, replace or make additions to any public building and to issue general obligation bonds of the City for such purposes; and

WHEREAS, the Governing Body of the City has determined that it is necessary to alter, repair and improve the Civic Center, owned by the City and used for public purposes, consisting of ADA access improvements, window replacement, installation of safety features, replacement of heating and cooling systems, improvements to interior building finishes including but not limited to walls, flooring and ceilings and all related appurtenances, and demolition of the structure located on the west side of the building at a total estimated cost of \$2,200,000 (the "Public Building Project"); and

WHEREAS, it is necessary and desirable to pay such costs through the issuance of general obligation bonds of the City;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SPRING HILL, KANSAS, AS FOLLOWS:

Section 1. In accordance with K.S.A. 12-1736 to 12-1739, inclusive, as amended, the Governing Body of the City hereby finds and declares the necessity for and authorizes the Public Building Project.

Section 2. For the purpose of providing funds to pay the cost of the Public Building Project, the City authorizes the issuance of its general obligation bonds in an aggregate amount not to exceed \$2,200,000 pursuant to K.S.A. 12-1736 to 12-1739, inclusive, as amended.

Section 3. The obligations authorized by this Resolution are authorized to reimburse expenditures made by the City 60 days before and during the time after the date of this Resolution or expenditures as otherwise in accordance with United States Treasury Regulation 1.150-2.

Section 4. This Resolution shall be in full force and effect from and after its adoption.

ADOPTED by the Governing Body of the City of Spring Hill, Kansas on October 27, 2016.

CITY OF SPRING HILL, KANSAS

(Seal)

Mayor

ATTEST:

City Clerk