

**AGENDA-REGULAR MEETING
GODDARD CITY COUNCIL
118 NORTH MAIN
GODDARD, KANSAS
MARCH 16, 2020, 7:00 P.M.**

- A) CALL TO ORDER**
- B) PLEDGE OF ALLEGIANCE AND INVOCATION**
- C) APPROVAL OF THE AGENDA**
- D) CITIZEN COMMENTS**
- E) APPOINTMENTS, PROCLAMATIONS, RECOGNITIONS, & NOMINATIONS**
- F) CONSENT AGENDA:**

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, the item will be removed from the Consent Agenda and considered separately.

- 1. Approval of Minutes
 - a. Regular Meeting – March 2, 2020
- 2. Accounts Payable
 - a. March 3, 2020 for \$203,016.48
 - b. March 12, 2020 for \$133,379.45
- 3. Boards and Commissions Receive & File
 - a. Library Board
 - b. Planning Commission

G) OLD BUSINESS

- 1. Authorize a Development Agreement with Arbor Creek
- 2. Accept a Petition for Sanitary Sewer Improvement
- 3. Award Bid for the Construction of a Sanitary Sewer Lift Station
- 4. SE Growth Area Lift Station Pumps

H) NEW BUSINESS

- 1. Clover Leaf Paving Bid Award
- 2. Consider a request to waive a water tap fee for Tanganyika Wildlife Park
- 3. DRC Removal from Subdivision Regulations
- 4. Approval of new Emergency Operations Plan
- 5. Authorize the 2020 Fleet Purchase for Police Department
- 6. Consider Chamber of Commerce Event Funding Request

I) CITY ADMINISTRATOR'S REPORT

J) GOVERNING BODY COMMENTS

K) EXECUTIVE SESSION

L) ADJOURNMENT

Next Assigned Numbers for:
Charter Ordinance No 14
Ordinance No. 847
Resolution 20-05

NOTICE: SUBJECT TO REVISIONS

It is possible that sometime between 6:30 and 7:00 pm immediately prior to this meeting, during breaks, and directly after the meeting, a majority of the Governing Body may be present in the council chambers or lobby of City Hall. No one is excluded from these areas during those times.



CONSENT AGENDA HIGHLIGHTS

F.1 Approval of March 2, 2020 Regular City Council Minutes

F.2 Review of Accounts Payable

March 3, 2020 for \$203,016.48

March 12, 2020 for \$133,379.45

F.3 Boards and Commissions Receive & File

Library Board

Planning Commission

- \$68,295.87 Pay Request #3 - Arbor Creek Phase I
- \$57,811.50 Kansas State Treasurer – Bonds Bi-Annual Go Temp Note Interest Due
- \$45,200.00 Baughman Billing for Professional Engineering Design Services - Elk Ridge Iv Street Improvements Project 2019-09. Billing for Professional Engineering Design Services - Clover Leaf Farms Phase 1 Street Improvements Project 2019-03
- \$25,900.00 Gilmore & Bell Professional Services Rendered- General Obligation Bonds Series 2020-1
- \$5,513.24 February 2020 Purchases - Lawn, Herron, Fulcher, Shelite, Lamar, Beagley, Public Works, Scoggan, Roney, Farris, Pike

**MINUTES-REGULAR MEETING
CITY OF GODDARD
118 NORTH MAIN, GODDARD, KS
MONDAY, MARCH 2, 2020**

The Goddard City Council met in a Regular Session at Goddard City Hall on Monday March 2, 2020. Mayor Blubaugh called the meeting to order at 7:00 p.m. followed by the Pledge of Allegiance and the Invocation. Council members present were Hunter Larkin, Larry Zimmerman, Sarah Leland, Brent Traylor and Michael Proctor.

Also present were Brian Silcott, City Administrator, Teri Laymon, City Clerk; Micah Scoggan, City Planner; Fred Farris, Police Chief; Thatcher Moddie, Administrative Fellow; Matt Lawn, City Treasurer; Harlan Foraker, City Engineer; Ryan Peck, City Attorney; and Kevin Cowan, Bond Counsel.

APPROVAL OF THE AGENDA

MOTION: Councilmember *Larkin* moved to approve the Agenda as presented. Councilmember *Leland* seconded the motion. The motion carried unanimously.

CITIZEN COMMENTS

Janine Eilert, Treasurer for the Local Girl Scouts Club, stated that the Girl Scouts placed a library loan box at the Maple Village Mobile Home Park and said the box had been vandalized. Eilert reported that she and her husband repaired the box but wanted the City Council to know that there have been problems with that location.

Janine Eilert, President of the Goddard Woman's Club announced a Student Art Show sponsored by the Goddard Woman's Club, Goddard Chamber of Commerce and Dove Estates on Tuesday, April 7 from 4 p.m. to p.m. at Dove Estates Lobby, 1400 South 183rd Street West.

APPOINTMENTS, PROCLAMATIONS, RECOGNITIONS AND NOMINATIONS

Micah Scoggan, City Planner explained that as the City grows and expands opportunities arise to offer the next generation of professionals an opportunity to experience the rigors and joys of working in the Public Sector.

The City recruits the young professionals that are about to transition into a career by offering an opportunity for them to work as an intern for the City to expose them to the day to day work and challenges that could arise in their own profession.

These internships provide a mutually beneficial experience as it allows the intern to bolster their resume as well as capture necessary credits for graduating from their college program.

The City in turn benefits from the infusion of new ideas as well as technical skills that can be leveraged towards projects that are in the pipeline for completion.

This year the City has selected Justin Lloyd as just such an intern. Justin is completing his bachelor's degree in Geo-computing from Brigham Young University and this internship will

give him the necessary credits to complete this degree. He has an exceptional technical skill set that he brings with him and he will be working from February – June and will be working under Micah Scoggan (City Planner) on various commercial and residential projects.

APPROVAL OF THE CONSENT AGENDA

The following was submitted to the City Council for approval:

- Approval of Minutes
 - Regular Meeting of February 18, 2020
- Accounts Payable
 - February 21, 2020 for \$54,805.56

MOTION: Councilmember *Zimmerman* moved to approve the consent agenda as amended. Councilmember *Larkin* seconded the motion. The motion carried unanimously.

CONSIDER A PETITION FOR THE CREATION OF COMMUNITY IMPROVEMENT DISTRICT

Brian Silcott stated the owners of Tanganyika Wildlife Park have presented the City with a petition for the creation the Tanganyika Wildlife Park Community Improvement District (CID). The location of the district is legally described as Lot 1, Block 1, Tanganyika Wildlife Park Addition. A map of the district is contained in the petition as *Exhibit A*. The district is limited to the Tanganyika Wildlife Park (TWP) grounds proper.

The petition requests the levying of a 2.00% sales tax limited solely to the confines of the district. The tax is essentially a self-imposed sales tax on TWP which would finance park improvements. The proposed project to be constructed within the District includes but is not limited to: construction, acquisition, furnishing and equipping of a Splash Park, event facilities, enlarged playground, Safari Park, Education building, Children’s zoo, new lion facility, enlarged gift shop, expanded parking; utilities; landscaping; lighting; signage; marketing, advertising and promotion; cleaning, maintenance, and upkeep of the property; art, sculptures and other cultural amenities; security personnel and facilities; water management and drainage related items; professional services; eligible financing costs; additional soft costs of the Project; and the City’s administrative and permit costs and fees in establishing, permitting and maintaining the CID.

The proposed park expansion will cost an estimated \$8,300,000 with approximately \$1,650,000 financed through the CID’s 2% revenue. The CID financed portion of the project will generate an approximate assessed valuation of \$412,500 and \$13,750 in City property taxes, \$29,920 to the USD 265, and \$20,330 to the state of Kansas for a total CID improvement tax revenue of \$64,000. \$69,145.23 is estimated City property tax revenue to be generated at the City’s current mill levy of 33.323. No special assessments are being requested and project financing is 100% “pay go.”

Silcott recommended the City Council: Accept the Petition for the creation of the Tanganyika Wildlife Park Community Development District.

MOTION: Councilmember *Larkin* moved to accept the petition for the creation of Community Improvement District. The motion was seconded by Councilmember *Leland*. The motion passed unanimously.

CONSIDER A RESOLUTION CALLING FOR A PUBLIC HEARING N THE ADVISABILITY OF CREATING THE TANGANYIKA WILDLIFE PARK COMMUNITY IMPROVEMENT DISTRICT

Brian Silcott stated the petition for the creation of the Tanganyika Wildlife Park Community Improvement District (CID) was presented and approved by the City Council.

The CID statute (K.S.A. 12-6a26 *et seq.*) authorizes the creation of a CID to finance allowed uses stipulated by the statute. The proposed \$8,300,000 project would utilize \$1,650,000 through a 22-year, 2% sales tax within the CID. The resolution calls for a Public Hearing on Monday, March 23, 2020 at 7:00 PM in the City Council Chambers.

There is a small publication cost to public the notice of public hearing once a week for two consecutive weeks. Publication Dates will be March 5, 2020 and March 12, 2020. The cost of the certified mail notification is required to be mailed to all property owners within the proposed CID at least ten days prior to the hearing, with a mail date of no later than March 13, 2020. The petitioner is the sole property owner within the CID.

Approved as to form. The resolution gives notice of a public hearing on the advisability of creating the Tanganyika CID, the intention to levy such community improvement district sales tax and the financing of CID projects, and publish notice of the hearing by publication at least once a week for two consecutive weeks in the official City newspaper and by certified mail to all property owners within the proposed CID, the second of such publications to be at least seven days prior to the hearing and such certified mailing to be at least ten days prior to such hearing;

It is recommended the City Council: Adopt the proposed resolution calling and providing for the giving of notice of a public hearing on the advisability of creating a community improvements district in the City of Goddard, Kansas and undertaking and financing of certain community improvement district projects therein; and providing for the giving of notice of said hearing.

Thereupon, Brian Silcott presented a proposed resolution providing for the giving of notice of aid hearing.

MOTION: Councilmember *Leland* moved to adopt the resolution giving notice of a public hearing on the advisability of creating the Tanganyika CID. The motion was seconded by Councilmember *Proctor*. The motion passed unanimously.

RECEIVE AND FILE AN UPDATE FROM THE CHAMBER OF COMMERCE

Angie Duntz, President and CEO of the Goddard Chamber of Commerce presented an update on the Chamber of commerce. Duntz reviewed their mission and vision along with their achievements and accomplishments.

AUTHORIZE THE 2020 FLEET PURCHASE FOR PUBLIC WORKS

Brooke Brandenburg, Public Works Director stated the City's Public Works department currently has six pickups. Four of the trucks are over ten years old and the other two are 2013

and 2017 model years. Many of the pickups have severe body rust and some are experiencing mechanical issues. They are used on daily basis for all types of projects and work.

Brandenburg explained that Public Works would like to start a vehicle replacement program where all pickups are replaced on a 7-year schedule. In order to do so we are requesting the purchase of new fully outfitted pickups to begin the process. The purchase of 2 pickups in 2020 and 1 additional new pickup in 2022 and 2023, then skip 2024 and purchase another in 2025.

The purchase of new pickups allows public works to begin updating our aging fleet and provides a good starting point for a scheduled pickup replacement program. We are requesting to purchase two (2) 2020 Dodge Ram 3500 4-wheel drive pickups that include a full light package, snowplow and salt-sand spreader. The additional spreaders give us some redundancy in our winter weather road prep process. Currently the only spreader the City has is the unit used in the 1997 International dump truck, if it has a mechanical breakdown, there is no backup and are unable to properly treat roadways for ice.

Below is a list of costs that would be associated with the purchase and outfitting each vehicle:

- 2020 vehicle purchase from Davis-Moore - \$39,060.00
- Western Pro Plus 9' Snowplow - \$6,319.00
- Western Striker 8' spreader - \$6,055.00
- Light bar w/controller with front & rear strobes - \$3,002.60

The total cost of replacement is \$54,436.60 per pickup.

The proposed cost of two (2) pickups is \$108,873.20 and will be allocated to the Equipment Reserve Fund.

Brandenburg recommended the City Council approve the purchase of two (2) fully outfitted 2020 Dodge Ram 3500 pickups.

MOTION: Councilmember *Larkin* moved to approve the purchase of two pickups for a total of \$108,873.20 and to be allocated as presented. The motion was seconded by Councilmember *Traylor*. The motion passed unanimously.

CONSIDER A REQUEST FOR ASSISTANCE WITH ROAD AND STORMWATER IMPROVEMENTS FOR RUSTIC CREEK ADDITION.

Brian Silcott stated that Thursday, mid-afternoon, on February 27th the Mayor emailed the City Administrator requesting this item be placed on the agenda for March 2, 2020. Staff's calendar had previously slotted this item for March 16th. The City Administrator and City Planner met with the developer on September 5, 2019 at City Hall for the preliminary discussion regarding the possibility of developing the land requesting the assistance. At that time City staff discussed the history of the land and stormwater issues to the west. It was also noted that the property had a blanket drainage easement on the property, which should be on the title work for the property. Staff also stated that any activity or cost share on the part of the City requires City Council approval and would also incorporate adoption of a development agreement.

The developer is requesting the City participate in the following cost estimate for Rustic Creek for a total cost of \$193,916.23

- Modifications required to onsite SWS System \$38,010.00
- Cost of Detention Improvements \$92,858.33

- Cost of Roundabout Pavement \$18,298.00
- 30% project costs at 30% \$44,749.90

Silcott explained that staff has not assessed the impact of this request pending stormwater cost validation. Staff recommends incorporation of a development agreement with City participation identified by improvements with a not to exceed dollar amount.

Mayor Blubaugh stated that this land is undeveloped because of the drainage issue on the property and the project would provide for another access road to the Autumn Blaze Addition. Blubaugh stated that because of these facts he did previously indicate to the developer that the City might be able to help with the drainage costs.

Councilmember Larkin wanted to make it clear that normally the City would not participate in cost sharing, however, due to the fact that this particular property is a unique situation and was incumbered with a drainage problem, the City Council will take it under consideration.

Councilmember Larkin also stated he is not in favor of subsidizing the round-a-bout as it is not part of the drainage problem.

Councilmember Zimmerman expressed his concern for the amount of time it would take for the property tax revenue to recuperate the roughly \$194,000.

MOTION: Councilmember *Leland* moved to draft a development agreement with City participation identified by improvements with a not to exceed dollar amount. The motion was seconded by Councilmember *Proctor*. The motion passed unanimously.

CITY ADMINISTRATOR'S REPORT

Honorable Mayor and City Council
From: Brian W. Silcott, City Administrator
Cc: Department Directors & Staff
Re: City Administrator Report for the week of March 2, 2020
Date: March 2, 2020

Below is a brief update on City operations, projects, and future agenda items for the City.

Design Review Committee: The Planning Commission will conduct a Public Hearing to consider the recommendation to dissolve the never used Design Review Committee. The dissolution of this committee, which consists of Planning Commissioners, is more administrative housekeeping and streamlining of government services. The Planning Commission also performs this function, which is why the committee has never historically been utilized. The Planning Commission Public Hearing is scheduled for Monday, March 9th at 7 p.m. Should a recommendation be forwarded to the City Council, this zoning code text amendment will be considered at the March 16th regular City Council meeting.

SE Growth Corridor Lift Station: This item was planned for presentation, however the developer for Arbor Creek is out of town and the development agreement is currently in final review form. The form of the development agreement is consistent with previous agreements used for Elk Ridge Addition and incorporates a cost participation of \$110,000 for Phase I with the additional allocation of equity fees to future development accessing the lift station. The lift station should be able to serve approximately

2,000 homes. This item will be presented at the March 16th City Council meeting along with the lift station bid award and amended petitions.

2020 GPD Fleet Purchase: Staff will present the 2020 Goddard Police Department fleet purchase at the March 16th regular City Council meeting.

Tanganyika Wildlife Park Tap Fee Waiver Request: Staff will present a request from Tanganyika Wildlife life Park for the waiver of splash pad tap fees.

Respectfully Submitted,
Brian W. Silcott, City Administrator

GOVERNING BODY COMMENTS

Councilmember Larkin wanted it to be known that the City Council is considering sharing some costs for a lift station to the east of town that would service Arbor Creek and other future developments to the east of town.

Councilmember Zimmerman reminded the City Council that issues of concern should be directed to the City Administrator. It is then the City Administrator's duty to bring the issues to the City Council for consideration. We cannot have members of the Governing Body individually promising things to developers that do not come before the City Council for a vote. Zimmerman explained that we as City Council members are just normal citizens when we walk out of a Council room and our authority stays on the bench.

City Administrator, Brian Silcott added that if City Council members do have questions or concerns to please come to him. Silcott stated that his primary function is to serve the Mayor and City Council and as the organization grows, it is important to allow staff to facilitate and collaborate with the Governing Body and the Public for bringing ideas to the City. The Governing Body then sets the objective and timeline and direction to staff to move forward.

Police Chief Fred Farris stated that he has wanted to say something for couple of meetings. Farris continued by saying that the City Administrator has taken some abuse from some people sitting in the audience in the last couple of meetings and said that he speaks for other department heads in that we have an incredible amount of trust in him and his leadership style and the Governing Body needs to trust him as well. Farris stated that some of the great things that are happening with the growth of the City is because Brian lets the department heads do their jobs. Farris expressed that the key to the leader's job is not to be blind cited. Farris said he has made it clear to his staff that the last thing he wants is to come into the office in the morning and hear that something bad happened and the City Council is calling to find out what is going on. Farris added that when something happens, department heads keeps Brian informed and Brian in turn keeps the Governing Body informed. Farris stated that without a proper chain of command it is difficult to manage the department.

EXECUTIVE SESSION

MOTION: Councilmember *Larkin* moved to recess into executive session to discuss a performance matter involving a city employee pursuant to the non-elected personnel matters exception, K.S.A. 75-4319(b)(1) for 10 minutes to

include the City Administrator. The City Council will reconvene the open meeting in the City Council Chambers at 8:50 p.m. The motion was seconded by Councilmember ***Leland***. The motion carried unanimously.

The City Council recessed into executive session at 8:35 p.m. and reconvened at 8:50 p.m. Mayor Blubaugh announced there was no binding action taken in executive session.

ADJOURNMENT

MOTION: Councilmember ***Leland*** moved to adjourn the regular meeting. Councilmember ***Traylor*** seconded the motion. The motion carried unanimously.

Meeting adjourned at 8:51 pm.
Teri Laymon, City Clerk

CITY OF GODDARD
ACCOUNTS PAYABLE LIST: MARCH 03, 2020
COUNCIL REVIEW: MARCH 16, 2020

VENDOR NAME	DESCRIPTION	AMOUNT
AGRI ENVIRONMENTAL SERVICES	MARCH 2020 SLUDGE REMOVAL SERVICE	\$ 2,000.00
ATLAS ELECTRIC LLC	TROUBLESHOOT & REPAIR LIFT STATION PUMP	\$ 300.00
AXON ENTERPRISES, INC	4TH ANNUAL INSTALLMENT FOR TASER LEASE - POLICE	\$ 3,696.00
BEST ONE TIRE & SERVICE	BACKHOE REPAIR	\$ 168.45
BLUE CROSS BLUE SHIELD	MARCH 2020 EMPLOYEE HEALTH & DENTAL INSURANCE PREMIUM	\$ 28,896.03
CENTRAL SAND COMPANY, INC	AB-3 ROCK FOR STREET REPAIRS	\$ 632.00
CINTAS - CINCINNATI	STOCK / ORGANIZE FIRST AID CABINET - PUBLIC WORKS/WWTF	\$ 324.61
CLIFTON CLEANING	FEBRUARY 2020 CUSTODIAL SERVICES - CITY HALL, COMMUNITY CENTER, LIBRARY.	\$ 1,235.00
CODE RED HEADSETS	HEAD SET - POLICE	\$ 83.90
CORE & MAIN	WATER PARTS	\$ 387.24
CREATIVE PRODUCTS	(500) MOOD SPARKLE PENCILS	\$ 420.31
CULLIGAN	BOTTLED WATER, COOLER RENTAL FEE - LIBRARY	\$ 38.15
D C & B SUPPLY	(25) KAMSTUP ULTRASONIC RADIO WATER METERS & ANTENNAS	\$ 4,475.00
DECKER ELECTRIC	INSTALL WIRELESS BRIDGE-CAMERA SYSTEM	\$ 775.00
EVERGY	MONTHLY ELECTRICAL SERVICE - LIBRARY, SIGNAL LIGHT, CITY HALL, COMMUNITY CENTER, MEANS PARK, POOL, WATER TOWER, WATER WELL, PUBLIC WORKS, SEWER LIFT STATIONS, LINEAR PARK, CHLORINATION BLDG, WWTF, SPLASH PAD	\$ 14,757.23
FISH WINDOW CLEANING	WINDOW CLEANING SERVICE - LIBRARY	\$ 308.00
GILMORE SOLUTIONS	BILLABLE IT TIME-POLICE	\$ 604.00
GREATER WICHITA YMCA	FEBRUARY MEMBERSHIP FEES	\$ 607.78
HAYNES EQUIPMENT CO	REPAIR KIT - CHLORINATION BLDG	\$ 520.00
KANSAS GAS SERVICE	MONTHLY GAS SERVICE - LIBRARY, WWTF, WATER TOWER/STORAGE TANK GENERATOR, POOL, COMMUNITY CENTER, CITY HALL	\$ 1,950.81
KANSAS ONE CALL	FEBRUARY 2020 LOCATE FEES	\$ 190.80
KANSAS STATE TREASURER - BONDS	BI-ANNUAL GO TEMP NOTE INTEREST DUE - SERIES 2017-1 BI #4810070117149. BI-ANNUAL GO REFUNDING BOND INTEREST DUE - SERIES 2016 BI#4810100616943. GO BONDS INTEREST DUE - SERIES 2017 BI #4810062117126, SERIES 2010 BI #4810101510780, SERIES 2014 BI #4810030114039, SERIES 2013 BI #4810021513677.	\$ 57,811.50
KANSAS STATE TREASURER - COURT	FEBRUARY 2020 COURT FEES.	\$ 519.00
LAVEIST, ARLENE - VISION ALLIANCE MARKETING LLC	(2) COURT ORDERED PRE-SENTENCE INVESTIGATIONS - 201700116, 201900544.	\$ 300.00
MAYER SPECIALTY SERVICES, LLC	EMERGENCY SERVICE TO CLEAN 8" SANITARY SEWER LINE	\$ 607.50
MERIDIAN ANALYTICAL LABS, LLC	LAB ANALYSIS - WWTF, DRINKING WATER	\$ 500.00
MKEC	PROFESSIONAL SERVICES RENDERED THROUGH 02.01.20-ARBOR CREEK ADDITION PHASE I	\$ 5,048.75
NOWAK CONSTRUCTION	PAY REQUEST #3 - ARBOR CREEK PHASE I	\$ 68,295.87

CITY OF GODDARD
ACCOUNTS PAYABLE LIST: MARCH 03, 2020
COUNCIL REVIEW: MARCH 16, 2020

VENDOR NAME	DESCRIPTION	AMOUNT
PAASCH, MIKE - ATOC TAX & ACCOUNTING	PROCESS FEBRUARY 2020 PAYROLL - LIBRARY	\$ 90.00
PHIL HAMILTON HEATING & AIR CONDITIONING, INC	CENTRAL HEAT & AIR REPAIR - CITY HALL	\$ 499.16
QUILL	CORRECTION PEN, HAND SOAP, POST-IT TABS, HP 962XL INK CARTRIDGES, PAPER TOWEL, COFFEE, CREAMER, FACIAL TISSUE, PENS, TRASH BAGS, CLIPBOARDS, LETTER OPENERS.	\$ 797.14
RED MUNICIPAL & INDUSTRIAL EQUIPMENT	STREET SWEEPER PARTS	\$ 138.30
SAVOY COMPANY	SURVEY PROPERTY LINE FOR FENCE BETWEEN CLOVERLEAF & WWTF	\$ 1,555.00
SCHONSTEDT INSTRUMENT CO	LOCATOR REPAIR PARTS - PUBLIC WORKS	\$ 422.58
TIMES-SENTINEL NEWSPAPERS	EISENHOWER HOMECOMING SUPPORT AD	\$ 50.00
USA BLUE BOOK	LAB SUPPLIES - WWTF	\$ 564.70
VERIZON WIRELESS	MONTHLY CELL PHONE SERVICE - POLICE, PUBLIC WORKS, CITY PLANNER, WWTF, CHAMBER OF COMMERCE	\$ 1,295.21
WASTE MANAGEMENT	FEBRUARY 2020 TRASH SERVICE - PUBLIC WORKS, COMMUNITY CENTER, CITY HALL, WWTF, LIBRARY	\$ 449.26
WATCH GUARD	BODY CAMERA ITEMS - POLICE	\$ 111.00
WATER WISE ENTERPRISES	SODIUM HYPOCHLORITE - CHLORINE BUILDING CHEMICALS	\$ 690.00
WEX FLEET UNIVERSAL	FEBRUARY 2020 FLEET FUEL - POLICE, PUBLIC WORKS/WWTF	\$ 901.20
	TOTAL	\$ 203,016.48

CITY OF GODDARD
ACCOUNTS PAYABLE LIST: MARCH 12, 2020
COUNCIL REVIEW: MARCH 16, 2020

VENDOR NAME	DESCRIPTION	AMOUNT
ARBOR MASTERS	TREE REMOVAL SERVICE AT BRAZOS CT/ARGON AREA. <i>(Tree removed to protect the City's Sewer Line)</i>	\$ 1,900.00
B & D WASH	(300) CAR WASH TOKENS	\$ 300.00
BAUGHMAN	BILLING FOR PROFESSIONAL ENGINEERING DESIGN SERVICES - ELK RIDGE IV STREET IMPROVEMENTS PROJECT 2019-09. BILLING FOR PROFESSIONAL ENGINEERING DESIGN SERVICES - CLOVER LEAF FARMS PHASE 1 STREET IMPROVEMENTS PROJECT 2019-03	\$ 45,200.00
BLUE CROSS BLUE SHIELD	APRIL 2020 EMPLOYEE DENTAL & HEALTH INSURANCE PREMIUMS	\$ 28,911.59
CANON SOLUTIONS	MONTHLY METERED MAINTENANCE FEE - POLICE COPIER	\$ 63.71
CARD SERVICES - UMB PURCHASE CARDS	FEBRUARY 2020 PURCHASES - LAWN, HERRON, FULCHER, SHELITE, LAMAR, BEAGLEY, PUBLIC WORKS, SCOGGAN, RONEY, FARRIS, PIKE	\$ 5,513.24
CORE & MAIN	WATER PARTS	\$ 51.54
COX BUSINESS	MONTHLY INTERNET/PHONE SERVICE - CITY HALL, WWTF/PUBLIC WORKS	\$ 1,083.36
CULLIGAN OF WICHITA	BOTTLED WATER	\$ 28.95
DAVIS-MOORE AUTOMOTIVE	FLEET VEHICLE REPAIR/MAINTENANCE - UNIT #36, UNIT #32, UNIT #37, UNIT #28	\$ 2,476.99
EVERGY	MONTHLY ELECTRICAL SERVICE - STREETLIGHTS	\$ 2,566.51
FISHER LUMBER CO	SUPPLIES FOR WELL HOUSE REPAIRS	\$ 22.19
GALLS	UNIFORM ITEMS	\$ 27.94
GILMORE & BELL	PROFESSIONAL SERVICES RENDERED IN CONNECTION WITH GENERAL OBLIGATION BONDS SERIES 2020-1	\$ 25,900.00
KANSAS FIRE EQUIPMENT	6 MONTH FIRE SYSTEM INSPECTION - COMMUNITY CENTER	\$ 70.00
KANZA COOPERATIVE ASSOCIATION	FEBRUARY 2020 DIESEL FUEL - PUBLIC WORKS	\$ 1,576.19
MEL HAMBELTON	F150 FLEET VEHICLE REPAIR/MAINTENANCE - PUBLIC WORKS	\$ 45.16
MERIDIAN ANALYTICAL LABS	LAB ANALYSIS - WASTEWATER, STORMWATER	\$ 875.00
QUILL	BATHROOM TISSUE, HARDWOUND PAPER TOWELS, NOTEPADS, PUSH PINS	\$ 136.44
SEDGWICK COUNTY DEPARTMENT OF FINANCE	FEBRUARY 2020 INMATE HOUSING FEES	\$ 1,550.40
SEDGWICK COUNTY ELECTRIC COOPERATIVE	MONTHLY ELECTRICAL SERVICES - ELKRIDGE SEWER LIFT STATION, SPRINGHILL STREETLIGHTS	\$ 259.86
THE DATA CENTER	PRINT/MAIL (348) DELINQUENT NOTICES, (1885) UTILITY BILLS, (1826) NEWSLETTERS. REPLENISH POSTAGE USED IN FEBRUARY 2020.	\$ 1,560.43
TIMES-SENTINEL NEWSPAPERS, LLC	GODDARD WRESTLING SUPPORT AD. PUBLICATION OF HEARING NOTICE FOR CONDITIONAL USE PERMIT AT 301 E FIRST STREET. PUBLICATION OF HEARING NOTICE TO CONSIDER VACATION OF STREET ROW & DEDICATION OF STREET ROW WITHIN THE ARBOR CREEK SUBDIVISION.	\$ 453.00
TRAFFIC CONTROL SERVICES, INC	SIREN UPGRADE IN UNIT #24 & UNIT #32 - POLICE INSTALL ALL LAPTOP MOUNTS IN REMAINING 8 POLICE UNITS	\$ 2,812.65

CITY OF GODDARD
ACCOUNTS PAYABLE LIST: MARCH 12, 2020
COUNCIL REVIEW: MARCH 16, 2020

VENDOR NAME	DESCRIPTION	AMOUNT
TRANSYSTEMS CORPORATION	PROFESSIONAL SERVICES RENDERED THROUGH JANUARY 24, 2020 - PROJECT 2020-01 RCUT DESIGN TO SERVICE STAR BOND AREA. <i>(Expenditure approved 08.09.19)</i>	\$ 3,494.35
TWOTREES	MARCH 2020 SHELTERBELT FIREWALL & INTERNET MANAGEMENT SERVICES - LIBRARY	\$ 100.00
UNITED STATES POST OFFICE	ANNUAL POST OFFICE BOX RENTAL FEE	\$ 120.00
UNIVERSITY OF KANSAS -EDWARDS CAMPUS	2020 KACP LEADERSHIP CONFERENCE FEES - FARRIS, BEAGLEY	\$ 600.00
VALLEY FEED & SEED	KANSAS WILDFLOWER SEED MIX - WWTF, PARKS	\$ 2,175.00
VISIT WICHITA	MARCH 2020 PARTNER ANNUAL INVESTMENT RENEWAL FOR CITY OF GODDARD	\$ 375.00
WATER WISE ENTERPRISES	POLYMER, ACH 275 GAL TOTE - WWTF CHEMICALS	\$ 2,897.00
XEROX FINANCIAL SERVICES	LEASE PAYMENT - LIBRARY COPIER <i>(Billing Period: 02.22.20 -03.21.20)</i>	\$ 232.95
	TOTAL	\$ 133,379.45

**MINUTES-REGULAR SESSION
CITY OF GODDARD
118 NORTH MAIN, GODDARD, KS
FEBRUARY 10, 2020**

The Goddard Planning Commission met in a Regular Session at Goddard City Hall on Monday February 10, 2020. Chairman VanAmburg called the meeting to order at 7:07 p.m. ViceChair Grafing led in the Pledge of Allegiance and the Invocation.

Commission members present were:

Justin Parks, Jody Dendurent, Shane Grafing, Doug Hall, Jamie Coyne, Doug VanAmburg

Commissioners absent were:

Darrin Cline

Also present were: Micah Scoggan, City Planner

APPROVAL OF THE AGENDA

MOTION: Commissioner *Grafing* moved to approve the agenda. Commissioner *Coyne* seconded the motion. The motion carried unanimously.

APPROVAL OF THE MINUTES

MOTION: Commissioner *Hall* moved to approve the minutes from January 10, 2020. Commissioner *Coyne* seconded the motion. The motion carried unanimously.

CITIZEN COMMENTS

Mike Walsh {1922 N Mcrae} *VERBATIM FROM WRITTEN LETTER*

My name is Mike Walsh and I am the owner of the Farmers insurance here in Goddard and also live at 1922. N. Mcrae in the Spring Hill neighborhood. I'm here tonight to express my concerns as a business owner for the lack of affordable housing in Goddard. By affordable, I mean houses less than \$150k, and rentals that would be less than \$1k/month. As a business owner, the lack of more affordable housing hinders my ability to recruit employees to my business because people that are making entry level

wages don't want to have a large commute to work due to the expense, or because bus routes don't come to Goddard.

I bought my house here in 2013 in Spring Hill and was fortunate to find a great 3-bedroom, 3 bath house with a finished basement that didn't need a lot of work for \$133k. Today, that same house would go on the market starting at around 170-180k so at today's market, I wouldn't have even considered my house because of the price point.

Additionally, in my line of work, I speak with real estate agents who are working with young professionals, young families, or otherwise, first time home buyers who want to live in Goddard for the school district but can't because even when a home does come on the market that is in their price

range, it sells very quickly and for more than asking price. That tells me that the supply of homes less than \$150k is very small. This pushes those potential taxpayers into west Wichita where they can find neighborhoods with duplexes, condos, or even nice apartments.

I don't have the answers on how to make it happen, but I feel that as a city we need to start about 3 years ago on building an employee base that can support the additional businesses that we hope to see in the coming years. I encourage the council to proactively work toward that end.

Russell Lowen {19894 W Kellogg Dr A/B} *OWNER OF THE ACE HARDWARE STORE*

Mr Lowen said that he spends a lot of money in the community even though he does not live inside the city. He said that he felt that high end housing is very good and bring in a lot of revenue to the City but he felt that high end housing would always be here and at some point the city needs to focus on getting in more affordable housing or entry level housing.

BOARD OF ZONING

NONE

OLD BUSINESS

NONE

NEW BUSINESS

NONE

CITY PLANNER REPORT

Scoggan informed the Planning Commission that on March 9,2020 they would be considering removing the Design Review Committee from the subdivision regulations. Scoggan informed the Planning Commission that state law requires 20 days advanced notice prior to any consideration for amending the subdivision regulations.

Scoggan informed the Planning Commission that on March 9,2020 they would be considering the rezoning of 227 Cedar St for an R-3 classification from an R-1. This Item has been on the agenda since December 2019 and In January the Planning Commission approved the developer re-submitting the application for rezoning.

Scoggan informed the Planning Commission that on March 9,2020 they would be considering the Site Plan for 227 Cedar St to be viewed concurrently with the re-zoning application.

Scoggan informed the Planning Commission that on March 9,2020 they would be considering a sign variance for the Arbor Creek subdivision. The developer wants to erect a marketing sign promoting the new development but since the development is zoned R-1 the sign requirements prohibit a sign exceeding a certain gross square footage. This has been published in the City newspaper and letters sent out to property owners within 200' within the City limit and 1000' outside the City limit (County)

GOVERNING BODY COMMENTS

Commissioner **Parks** asked about the removal of the design committee and did the City planner remember ever using it before in the past?

Scoggan replied he was not here when they utilized the DRC

Chair **VanAmburg** said he served on the DRC as well as the Planning Commission and he felt that during that time the work of the DRC was redundant as everything they approved eventually came before the Planning Commission who then approved it under the same guidelines.

Commissioner **Park** asked about design guidelines for facades and whether the Site Plan review incorporated the ideas they came up with several years ago.

Scoggan replied that as far as he could tell they did not incorporate a minimum standard in terms of material requirements.

Commissioner **Parks** said he felt that it would be a good idea to have a base line for design standards of maybe 5 checklist items that everyone could abide by for commercial buildings.

Commissioner **Dendurent** agreed and felt that this was similar to the sign ordinance in which a more defined measurement could be used when evaluating site plans.

Commissioner **Coyne** agreed and said it would help developers know what to expect on the front end when proposing a new development.

Commissioner **Dendurent** agreed and said these checklists would be helpful.

Scoggan mentioned that Site Plans are introduced before the Planning Commission at the discretion of the City Planner which would be why the Planning Commission sees more Site Plans now then previously.

He further stated that the Planning Commission has a certain amount of latitude to impose more stipulations upon a development if they feel it is necessary or would help with a specific project.

Commissioner **Parks** stated that he felt that the Planning Commission in some cases acted as arbitration for developers. He stated that if the City Planner was following the subdivision regulations and a Site Plan came before the Planning Commission, they could lessen the severity of the subdivision's application under certain situations.

Commissioner **Coyne** asked about the status of the up zoning review

Scoggan replied they were moving very slowly to introduce the idea to a broad audience of Planning Commissioners and Governing Body members before publishing anything for official review.

Commissioner **Dendurent** asked how they could encourage development in Old Goddard and what they could do to mitigate future blighted properties.

Scoggan replied that is a challenge that is multi-layered and takes a great deal of analysis and time to incorporate a plan to tackle this challenge.

Chair **VanAmburg** stated that is only individuals looked at the number of rentals in the area perhaps they would have a different sense of the issue at hand.

ADJOURNMENT

MOTION: Commissioner **Grafing** moved to adjourn the regular meeting.
Commissioner **Coyne** seconded the motion. The motion carried unanimously.

Meeting adjourned at 8:18 pm.
Micah Scoggan, City Planner

**City of Goddard
City Council Meeting
March 16, 2020**

TO: Mayor and City Council
SUBJECT: Arbor Creek Development Agreement
INITIATED BY: City Administrator
PREPARED BY: Management Fellow
AGENDA: Old Business

Background: The purpose of the development agreement is to define financial, infrastructure and drainage conditions arising from the proposed development of single-family residential housing addition, for the development of Arbor Creek Addition Phase I and the City of Goddard. The City had previously authorized improvements through the special assessment process and issuance of temporary notes for Arbor Creek Phase I.

Analysis: The City has agreed to provide infrastructure for special assessments with irrevocable letters of credit of thirty-five percent (35%) of the amount to be funded by the bonds and will remain in effect until occupancy permits are issued for 35 percent (35%) of the single family residential lots in Phase I, at which time 100% of the outstanding irrevocable letters of credit or surety bonds shall be released. There is a City administrative fee of up to two percent (2%), estimated to total \$54,800.00. Exhibit A of the agreement identifies the approved improvements and the authorized amounts. Any relocation cost will be the sole responsibility of the subdivision to cover. The sanitary sewer mains will be twelve (12) inches in diameter. If the City determines there is a need for larger than twelve (12) inch lines to accommodate expansion beyond this addition, the City shall install such increased capacity facilities, but the City shall bear all differential in costs caused by that decision. The infrastructure for water improvements will include the construction of a water main, approximately eight (8) inches in diameter to connect to the municipal water system.

The City shall construct and install a lift station to serve Arbor Creek, which station shall have capacity to serve a total of approximately 1,000-1,200 homes in neighborhoods within 3 ¼ sections of the development. The project is estimated to have a total cost of approximately \$1,012,000 and will be financed by the city through the issuance of four year temporary notes retired in 2024, and a portion of the notes financed through long-term debt issuance. A total of \$110,000.00 shall be specially assessed as an additional cost to Arbor Creek Addition. The lots in future phases of the Arbor Creek Addition shall not bear any additional costs of the lift station. Said costs shall be distributed to the lots in the addition at the discretion of the Developer.

Financial: Costs identified

Legal Considerations: Approved as to form

Recommendations/Actions: It is recommended the City Council: Authorize the Mayor to execute the agreement with Arbor Creek Development, LLC. (**VOICE**)

Attachments: Exhibit A: Final Arbor Creek Development Agreement (5 pages)

AGREEMENT
CONCERNING THE DEVELOPMENT OF
ARBOR CREEK ADDITION
TO THE CITY OF GODDARD, KANSAS

This agreement is made and entered into by and between Arbor Creek LLC, hereinafter referred to as the "DEVELOPER" and the CITY OF GODDARD, KANSAS, hereinafter referred to as the "CITY."

WHEREAS, the Developer desires to develop single family residential housing on a platted tract of land legally described and herein referred to as Phase I of the Arbor Creek Addition to the City of Goddard, Kansas; and

WHEREAS, the Developer is owner of the land in Arbor Creek Addition; and

WHEREAS, the parties are interested in entering into a development agreement to set forth the understanding of the parties as to the construction of improvements in Phase I of the Arbor Creek Addition,

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the Developer and the City agree as follows:

PURPOSE. This agreement defines financial, infrastructure and drainage conditions arising from the proposed development of single family residential housing which must be dealt with as a condition precedent to development of Phase I of the Arbor Creek Addition to the City of Goddard, Kansas as single family residential housing.

SUPERSEDE. The individual provisions of this agreement supersede all inconsistent provisions in any prior development agreements concerning the Arbor Creek Addition to the City of Goddard, Kansas.

DELINEATION. Attached to this document is an exact scale drawing from the plat of the Arbor Creek Addition to the City of Goddard, Kansas delineating Phase I of the single family residential housing development to be constructed upon the platted tract of land legally described and herein referred to as the Arbor Creek Addition to the City of Goddard, Kansas. Said drawing includes all rights of way, roadways, sidewalks, easements, reserves and lots upon said platted tract of land. The remaining portion of Arbor Creek Addition, not included in Phase I, shall not be covered by this Agreement.

INFRASTRUCTURE SPECIAL ASSESSMENTS. Developer shall petition the City to finance through the use of special assessments and special assessment bonding, all of the actual costs incurred by the city for Infrastructure Installation as set forth in this document. Developer agrees to provide the City with irrevocable letters of credit or surety bonds equal to thirty-five percent (35%) of the amount to be funded by the bonds. Said irrevocable letters of credit or surety bonds are to insure

bond payments and will remain in effect until occupancy permits are issued for 35 percent (35%) of the single family residential lots in Phase I, at which time 100% of the outstanding irrevocable letters of credit or surety bonds shall be released. It is further understood that each bond may include a City administrative fee of up to two percent (2%). The estimated cost of the infrastructure for the water mains, water main extension, sanitary sewer and paving totaling \$54,800.00 together with the estimated cost per lot is set forth in Exhibit A attached hereto.

DEDICATION. Upon the sale of the special assessment bonds, the Developer shall dedicate the necessary public right of ways and easements for the development of Phase I. Said improvements are the improvements set forth in Exhibit A.

Whenever existing sanitary or storm water sewers, water lines, drainage channels, culverts, underground and overhead electric, communications, gas lines, pipe lines or transmission lines are required to be installed, lowered, encased, or relocated due to the subdivision or construction of the improvements pursuant to this agreement, one hundred percent (100%) of the relocation cost shall be the responsibility of the subdivision, and no cost associated therewith shall be a general obligation of the City.

INFRASTRUCTURE INSTALLATION. After the submission of the necessary petition or petitions for the establishment of a special assessment district, and after the City has adopted a resolution authorizing the creation of such a district, the City shall contract for the engineering, design, advertising and preparing all bid documents, and the construction administration for the construction of all improvements necessary for the development of said single family residential housing development of Phase II. The cost of engineering shall be the responsibility of the subdivision, and those costs shall be paid out of the special assessment bonding. All plans, advertisements, bid packages, shall be subject to review and approval by the City, and the City shall inspect the construction for conformity to the plans, and customary standards and specifications. Said improvements shall be installed on City owned property or within public right of ways or easements. Installation of all improvements shall be in compliance with requirements of all applicable federal state and local legislation, including the Americans with Disabilities Act. All electric power, streetlights and telephone service shall be installed underground. The contract for construction of the improvement which the city will enter into with the successful bidder will contain language protecting and indemnifying the City and the Developer from any third party claims as a result of the construction activity.

SANITARY SEWER. The Infrastructure Improvements include the engineering, design, advertising and bidding construction of a sanitary sewer main, approximately twelve (12) inches in diameter, to transport sewage and discharge into the existing sanitary sewer system of the City. In the event that the City determines that the installation of facilities greater than twelve (12) inches in diameter is needed to accommodate expansion beyond this addition, the City shall install such increased capacity facilities, but the City shall be bear all differential in costs caused by that decision, and those increased costs shall not be charged as part of the Infrastructure Improvements. Upon completion, said sanitary sewer shall be owned and maintained by the City. All lots within Phase I shall be subject to all sewer connections fees required by City ordinance.

LIFT STATION. The City shall construct and install a lift station to serve Arbor Creek, which station shall have capacity to serve a total of approximately 1,000-1,200 homes in neighborhoods within 3 ¼ sections of the development. The project is estimated to have a total cost of approximately \$1,000,000, and will be financed by the city through the issuance of four year temporary notes retired in 2024, and a portion of the notes financed through long-term debt issuance. A total of \$110,000.00 shall be specially assessed as an additional cost to Arbor Creek Addition. The lots in future phases of the Arbor Creek Addition shall not bear any additional costs of the lift station. Said costs shall be distributed to the lots in the addition at the discretion of the Developer.

WATER. The Infrastructure Improvements include the engineering, design, advertising and bidding construction of a water main, approximately eight (8) inches in diameter, to connect to the municipal water supply system of the City of Goddard, Kansas. Upon completion, said water main and extensions shall be owned and maintained by the City. The cost of such plan will be paid for by the funds derived from the special assessment bonds. All lots within Phase I shall be subject to all Water User Fees and Hook Up Fees as required by City Ordinances.

DRAINAGE. The ultimate effect of increased drainage from development of said property on surrounding property must be addressed as part of the development process. The City and the Developer shall prepare a storm drainage plan which shall address the effect of increased drainage, meet City specifications and be approved by the City Engineer. The cost of such plan will be paid for by the funds derived from the special assessment bonds. Occupancy permits shall be specifically conditioned upon house construction and backfill, and lot grading and compaction compliance with said storm drainage plan, as approved by the City Engineer.

ROADWAYS. The Infrastructure Improvements include the installation, according to the design standards of Sedgwick County, paved streets with appropriate drainage in accordance with the above reference storm drainage plan upon all delineated street rights of way platted within the above delineated Phase I. The cost of such roadways will be paid for by the funds derived from the special assessment bonds. Upon roadway completion, said paved roadways shall be owned and maintained by the City.

STREET LIGHTS. Upon petition by the Developer, the City shall request installation of necessary street lights by Evergy.

LOT MAINTENANCE. All undeveloped lots within Phase I shall be maintained by the Owner of said lot in compliance with the vegetation standards applicable to single family residences within the City of Goddard, Kansas.

PERMITS. No construction shall commence on any lot within Phase I without the Developer, or its designated builder, having first obtained the proper building and zoning permits from the City. A specific purpose of this agreement is to assure that necessary improvements are in place to support the development of said single family residential housing within Phase I. Therefore, the Developer's compliance with the terms and conditions of this Agreement shall be a condition

precedent to the granting of building and/or occupancy permits for development on said property.

LEGAL COMPLIANCE. All applicable state, federal, and local laws, regulations, and ordinances concerning erosion control, littering and nuisance shall be complied with when developing single family residential housing within Phase I.

RECORDING. The Developer shall file an executed copy of this Agreement with the Sedgwick County Register of Deeds. A copy of this Agreement showing said recording along with a copy of the recorded plat shall be furnished by the Developer to the general contractor before building permits are issued.

BINDING. The terms and conditions of this Agreement, as set forth herein, shall be binding upon the City and the Developer, their successors, representatives, trustees, and assigns.

This Agreement is hereby executed on this ____ day of _____, 2020.

ARBOR CREEK DEVELOPMENT, LLC,
A Kansas Limited Liability Company

By: _____
Marvin L. Schellenberg, Sole Member

This Agreement was approved by vote the City Council of the City of Goddard, Kansas on the ____ day of _____, 2020 and is hereby executed on this ____ day of _____, 2020.

MAYOR, JAMEY BLUBAUGH

SEAL ATTEST:

CITY CLERK, TERI LAYMON

ACKNOWLEDGEMENTS

BE IT KNOWN BY ALL PERSONS that on this ____ day of _____, 2020 before me, a Notary Public, came Marvin L. Schellenberg, Sole Member of Goddard, LLC, the Manager of ARBOR CREEK DEVELOPMENT, LLC, a Kansas Limited Liability Company, known to me and who personally acknowledged execution of the forgoing Agreement Concerning the Development of Phase I of the Arbor Creek Addition to the City of Goddard, Kansas.

NOTARY PUBLIC

My Appointment Expires: _____

BE IT KNOWN BY ALL PERSONS that on this ____ day of _____, 2020, before me, a Notary Public, came Jamie Blubaugh, who is known to me be the Mayor of Goddard, Kansas and who personally acknowledged execution of the forgoing Agreement Concerning the Development of Phase I of the Arbor Creek Addition to the City of Goddard, Kansas, and Teri Laymon, who is known to me to be the City Clerk of Goddard, Kansas and who personally acknowledged attesting the signature of said Jamie Blubaugh.

My Appointment Expires:

NOTARY PUBLIC

**City of Goddard
City Council Meeting
March 16, 2020**

TO: Mayor and City Council
SUBJECT: Petition & Resolution for Sanitary Sewer Improvements serving the Southeast Growth Corridor & Arbor Creek
INITIATED BY: City Administrator
AGENDA: Old Business

Recommendations: It is recommended the City Council consider accepting the petition for improvements and adopt a resolution for making sanitary sewer improvements related to the Goddard Southeast Growth Corridor Lift Station related to Arbor Creek Addition access fee for connection to the regional lift station improvement.

Background: The City Council approved the petitions for Arbor Creek Addition on May 6, 2019 with the adoption of Resolutions 19-07 through 19-14. On August 19, 2019 the Council approved Resolution 19-29 repealing Resolution 19-14 Water Phase I petition Engineer's Estimate to \$147,466.00. On October 7, 2019 the City Council approved Resolution 19-30 repealing Resolution 19-06 for Grading improvements to increase the Engineer's estimate to 242,258.17.

A petition for Arbor Creek's portion of the regional growth area's sanitary sewer improvements in the amount of \$110,000 has been received. The estimated project cost for the lift station is \$778,107.75, however with contingencies and engineering and inspection costs this amount increases to \$1,011,540.08. The City will also purchase separate pumps for the lift station as the pump size and capacity will increase as additional users and demand increase.

Analysis: If the petition is accepted a resolution authorizing the improvement must be adopted by the governing body. The petitioners are the sole property owners within the proposed improvement district. Under K.S.A 12-6a04 the property owner is requesting that no public hearing or notice be given.

Financial Considerations: The petition provides for Arbor Creek Addition's access to the lift station improvement that will serve Goddard's southeast growth area as described in the background and analysis portion of this report.

Legal Considerations: The proposed documents have been reviewed by Bond Counsel Kevin Cowan of Gilmore & Bell and City Attorney Ryan Peck. Approve as to Form.

Recommendations/Actions: It is recommended the City Council accept the petition and adopt the proposed Resolution. This action may be taken in one motion. **(VOICE)**

Attachments: Copy of the petition (7 pages); Resolution (2 pages)

SANITARY SEWER PETITION
Goddard SE Growth Corridor - Lift Station

To the Mayor and City Council
City of Goddard, Kansas

1. We, the undersigned owners of record as below designated, of Lots, Parcels, and Tracts of real property described as follows:

ARBOR CREEK ADDITION

Lots 1 through 9, Block 1;
Lots 11 through 42, Block 1;
Lots 1 through 10, Block 2;
Lots 1 through 14, Block 3;
Lots 1 through 18, Block 4;
Lots 1 through 17, Block 5;
Lots 1 through 16, Block 6;
Lots 1 through 13, Block 7;
Lots 1 through 9, Block 8;
Lots 1 through 23, Block 9;
Lots 43 through 47, Block 10;
Lots 49 through 51, Block 10;
Lots 53 through 55, Block 10;

do hereby petition, pursuant to the provisions of K.S.A. 12-6a01 et seq., as amended, as follows:

- (a) That there be constructed a lateral sanitary sewer, including necessary sewer mains and appurtenances to serve the Improvement District. That said improvements be constructed with plans and specifications to be furnished by the City Engineer of the City of Goddard, Kansas.
- (b) That the estimated and probable cost of the foregoing improvement is **One Million Twelve Thousand Dollars (\$1,012,000.00)**. Said estimated cost as above set forth may be increased to include temporary interest or finance costs incurred during the course of design and construction of the project, and also may be increased at the pro rata rate of 1 percent per month from and after the date of approval of the resolution for this project.
- (c) The proposed method of assessment to the benefit district is as follows: equally on an individual per lot basis, being computed without regard to lot size: **Lots 1 through 9, Block 1; Lots 11 through 42, Block 1; Lots 1 through 10, Block 2; Lots 1 through 14, Block 3; Lots 1 through 18, Block 4; Lots 1 through 17, Block 5; Lots 1 through 16, Block 6; Lots 1 through 13, Block 7; Lots 1 through 9, Block 8; Lots 1 through 23, Block 9; Lots 43 through 47, Block 10; Lots 49 through 51, Block 10; and Lots 53 through 55, Block 10; Arbor Creek Addition shall each pay 1/172 of the total cost payable by the improvement district.**

The proposed apportionment of cost between the improvement district and the city at large is **10.9%** to be assessed against the improvement district, and **89.1%** to be paid by the city at large, provided that the total assessment for the improvement district will not exceed **\$110,000.00**.

Special taxes will be assessed over twenty (20) years. The yearly payments will be the same amount each year with the interest and principal portions of the payments fluctuating to make the yearly payments equal.

2. It is requested that the improvements hereby petitioned be made without notice and hearing, which but for this request, would be required by K.S.A. 12-6a04. This petition may be combined with other petitions of similar nature in order to form one public improvement project.

3. That names may not be withdrawn from this petition by the signers thereof after the Governing body commences consideration of the petition or later than seven (7) days after filing, whichever comes first.

Respectfully Submitted,

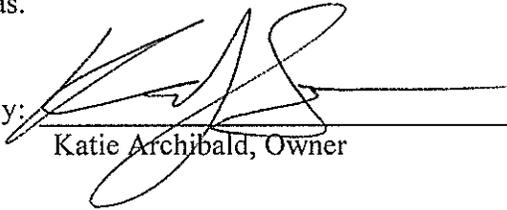
LEGAL DESCRIPTION	SIGNATURE	DATE
<p><u>ARBOR CREEK ADDITION</u> Lots 7, 9, 11 through 42, Block 1; Lots 1 through 10, Block 2; Lots 1 through 14, Block 3; Lots 1 through 18, Block 4; Lots 1 through 17, Block 5; Lots 1 through 16, Block 6; Lots 1 through 13, Block 7; Lots 1 through 9, Block 8; Lots 1 through 23, Block 9; Lots 43 through 47, Block 10; Lots 49 through 51, Block 10; and Lots 53 through 55, Block 10; Arbor Creek Addition, an addition to Goddard, Sedgwick County, Kansas.</p>	<p>ARBOR CREEK DEVELOPMENT, LLC, A Kansas Limited Liability Company</p> <p>By: GODDARD LLC, its Manager</p> <p>By:  Marvin Schellenberg, Sole Member</p>	

LEGAL DESCRIPTION	SIGNATURE	DATE
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ARBOR CREEK ADDITION

Lots 4 through 5, Block 1; Arbor Creek Addition,
an addition to Goddard, Sedgwick County, Kansas.

ARCHIBALD HOMES, LLC

By:  _____
Katie Archibald, Owner

LEGAL DESCRIPTION	SIGNATURE	DATE
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ARBOR CREEK ADDITION

Lot 1, Block 1; and Lot 8, Block 1; Arbor Creek Addition, an addition to Goddard, Sedgwick County, Kansas.

BEVERLIN, LLC

By: 

Matthew Beverlin, Owner

LEGAL DESCRIPTION	SIGNATURE	DATE
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ARBOR CREEK ADDITION

Lot 2, Block 1; Arbor Creek Addition, an addition to Goddard, Sedgwick County, Kansas.

MOEDER CONSTRUCTION, LLC

By: 
Quentin Moeder, Owner

LEGAL DESCRIPTION	SIGNATURE	DATE
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ARBOR CREEK ADDITION

Lot 3, Block 1; and Lot 6, Block 1; Arbor Creek Addition, an addition to Goddard, Sedgwick County, Kansas.

VISION HOMES INVESTMENTS, INC.

By: 
 Ann Allaire, Vice President

**ARBOR CREEK ADDITION
SANITARY SEWER PETITION – LIFT STATION
COST ESTIMATE**

Description	Quantity	Unit	Unit Price	Extension
BMP, Construction Entrance	1	EA	\$ 1,500.00	\$ 1,500.00
Mobilization	1	LS	\$ 5,000.00	\$ 5,000.00
Grading, Mass	1	LS	\$ 5,000.00	\$ 5,000.00
Traffic Control	1	LS	\$ 2,500.00	\$ 2,500.00
Dewatering	1	LS	\$ 150,000.00	\$ 150,000.00
Seeding	1	LS	\$ 2,500.00	\$ 2,500.00
Seeding, Temporary	1	LS	\$ 1,500.00	\$ 1,500.00
Gravel	615	SY	\$ 15.00	\$ 9,225.00
Lift Station Module	1	LS	\$ 390,000.00	\$ 390,000.00
Force Main Tie-In	1	LS	\$ 3,000.00	\$ 3,000.00
Pipe, SS Force Main 8"	4234	LF	\$ 25.00	\$ 105,850.00
SS FM MH, 5' w/ Air Relief Valve	1	EA	\$ 5,500.00	\$ 5,500.00
Pipe, SS Casing 18"	60	LF	\$ 150.00	\$ 9,000.00
Pipe, SS Gravity 10"	155	LF	\$ 90.00	\$ 13,950.00
SS MH, 5' Dia.	1	EA	\$ 10,000.00	\$ 10,000.00
SWS, Culvert 15"	79	LF	\$ 50.00	\$ 3,950.00
SS FM MH, 5' w/ Air Relief Valve	1	EA	\$ 5,500.00	\$ 5,500.00
Pipe, SS 8" (Gravity)	224	LF	\$ 45.00	\$ 10,080.00
Pipe, SS 8" Stub	1	EA	\$ 500.00	\$ 500.00
SS MH 4' Dia	1	EA	\$ 5,000.00	\$ 5,000.00
Connect to Existing MH	1	EA	\$ 1,500.00	\$ 1,500.00
			Contingencies @ 5% +/-	\$ 37,052.75
			Construction Total	\$ 778,107.75
			10% Engineering	\$ 77,810.78
			15% Administration & Inspection	\$ 116,716.16
			5% Contingencies	\$ 38,905.39
			TOTAL	\$ 1,011,540.88

For Petition Use \$1,012,000.00

(Published in the *Times-Sentinel*, on March 19, 2020)

RESOLUTION NO. _____

A RESOLUTION DETERMINING THE ADVISABILITY OF THE MAKING OF CERTAIN INTERNAL IMPROVEMENTS IN THE CITY OF GODDARD, KANSAS; MAKING CERTAIN FINDINGS WITH RESPECT THERETO; AND AUTHORIZING AND PROVIDING FOR THE MAKING OF THE IMPROVEMENTS IN ACCORDANCE WITH SUCH FINDINGS (SANITARY SEWER LIFT STATION IMPROVEMENTS/SE GROWTH CORRIDOR).

WHEREAS, a petition (the "Petition") was filed with the City Clerk of the City of Goddard, Kansas (the "City") proposing certain internal improvements; and said Petition sets forth: (a) the general nature of the proposed improvements; (b) the estimated or probable cost of the proposed improvements; (c) the extent of the proposed improvement district to be assessed for the cost of the proposed improvements; (d) the proposed method of assessment; (e) the proposed apportionment of the cost between the improvement district and the City at large; and (f) a request that such improvements be made without notice and hearing as required by K.S.A. 12-6a01 *et seq.* (the "Act"); and

WHEREAS, the governing body of the City hereby finds and determines that said Petition was signed by the owners of record of more than one-half of the area liable for assessment for the proposed improvements, and is therefore sufficient in accordance with the provisions of the Act.

THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF GODDARD, KANSAS:

Section 1. Findings of Advisability. The governing body hereby finds and determines that:

(a) It is advisable to make the following improvements:

Construction of a lateral sanitary sewer, including necessary sewer mains, lift station and appurtenances to serve the area described below, to be constructed with plans and specifications to be furnished by the City Engineer of the City of Goddard, Kansas (the "Improvements").

(b) The estimated or probable cost of the Improvements is: \$1,012,000. Said estimate as above set forth may be increased to include temporary interest or finance costs incurred during the course of design and construction of the project, and also may be increased at the pro rata rate of 1 percent per month from and after March 16, 2020.

(c) The extent of the improvement district (the "Improvement District") to be assessed for the cost of the Improvements is:

ARBOR CREEK ADDITION

Lots 1 through 9, Block 1
Lots 11 through 42, Block 1
Lots 1 through 10, Block 2
Lots 1 through 14, Block 3
Lots 1 through 18, Block 4
Lots 1 through 17, Block 5
Lots 1 through 16, Block 6
Lots 1 through 13, Block 7
Lots 1 through 9, Block 8

Lots 1 through 23, Block 9
Lots 43 through 55, Block 10

in the City of Goddard, Sedgwick County, Kansas.

(d) With respect to the costs of the Improvements to be assessed to the Improvement District, the method of assessment shall be on an equal per lot basis, computed without regard to lot size: Lots 1 through 9, Block 1; Lots 11 through 42, Block 1; Lots 1 through 10, Block 2; Lots 1 through 14, Block 3; Lots 1 through 18, Block 4; Lots 1 through 17, Block 5; Lots 1 through 16, Block 6; Lots 1 through 13, Block 7; Lots 1 through 9, Block 8; Lots 1 through 23, Block 9; Lots 43 through 55, Block 10, Arbor Creek Addition, shall each pay 1/174 of the total assessed costs of the Improvements.

In the event all or part of the lots or parcels in the Improvement District are replatted or the ownership of a single lot is or may be divided into two or more parcels, the assessments shall be calculated or recalculated on the basis of the method of assessment set forth herein.

(e) The apportionment of the cost of the Improvements, between the Improvement District and the City at large, is: 10.87% to be assessed against the Improvement District and 89.13% to be paid by the City-at-large, provided that the total assessment for the improvement district will not exceed \$110,000.00.

If this Improvement is abandoned, altered and/or constructed privately in part or whole that precludes building this Improvement under the authority of this resolution, any costs that the City incurs shall be assessed to the property described above in accordance with the terms of the petition. In addition, if the Improvement is abandoned at any state during the design and/or construction of the Improvement or if it is necessary for the City to redesign, repair or reconstruct the Improvement after its initial design and/or construction because the design or construction does not meet the requirements of the City, then such costs associated with the redesign, repair or reconstruction of said Improvement shall be assessed to the property described above in accordance with the terms of this resolution

Section 2. Authorization of Improvements. The abovesaid Improvements are hereby authorized and ordered to be made in accordance with the findings of the governing body of the City as set forth in *Section 1* of this Resolution.

Section 3. Bond Authority; Reimbursement. The Act provides for the Improvements to be paid by the issuance of general obligation bonds or special obligation bonds of the City (the "Bonds"). The Bonds may be issued to reimburse expenditures made on or after the date which is 60 days before the date of this Resolution, pursuant to Treasury Regulation 1.150-2.

Section 4. Effective Date. This Resolution shall be effective upon adoption. This Resolution shall be published one time in the official City newspaper, and shall also be filed of record in the office of the Register of Deeds of Sedgwick County, Kansas.

ADOPTED by the governing body of the City on March 16, 2020

(SEAL)

Jamey Blubaugh, Mayor

ATTEST:

Teri Laymon, Clerk

**City of Goddard
City Council Meeting
March 16, 2020**

TO: Mayor and City Council
SUBJECT: Southeast Growth Corridor Lift Station Bid Award
INITIATED BY: City Administrator
PREPARED BY: Public Works
AGENDA: Old Business

Background: Below is a brief history of actions taken by the governing body related to the Southeast Growth Corridor Lift Station.

- February 19, 2019 – Governing body agreed to annex the property for the Arbor Creek project into the Corporate limits of Goddard, KS.
- May 6, 2019 – Petition and Resolutions Authorizing Sanitary Sewer, Streets, Storm Water, and Water System improvements Approved.
- June 17, 2019 – Engineering Service Agreement with MKEC for Arbor Creek Improvements & SE Growth Corridor Lift Station to Serve Arbor Creek and at least 2 Future Residential Developments Approved.
- November 4, 2019 – Res. 19-31 Authorizing Solicitation of Bids for Arbor Creek Improvements to Include Improvements for Clover Leaf and Elk Ridge Additions
- This item has been referenced in the following City Administrator reports: January 6th & 21st, February 3rd & 18th, March 2, 2020.

The lift station will serve a minimum of 3 ¼ sections or an estimated 1000 to 1200 homes. Arbor Creek Addition will be one of those additions served by this project.

Analysis: On January a single bid was received from Nowak Construction for construction of the Southeast Growth Corridor Lift Station for \$948,426.95. The bid award under consideration has been value engineered with Nowak, the City Engineer, and the developer's engineer.

Financial: The project is estimated to total just over \$1,000,000 and will be financed through the issuance of 4-year temporary notes with a portion of the notes planned to be retired in 2024 with the remainder being financed through a long-term debt issuance. Phase 1 of Arbor Creek property tax collections is projected to cash the entirety of debt service for the improvement with additional developments contributing to the cost through an access fee.

Legal Considerations: Approved as to form

Recommendations/Actions: It is recommended the City Council: Award the bid to construct the Southeast Corridor Lift Station to Nowak Construction in the amount \$778,107.75 with a 10% contingency of \$77,810.78

Attachments: None

**City of Goddard
City Council Meeting
March 16, 2020**

TO: Mayor and City Council
SUBJECT: Southeast Growth Corridor Lift Station Bid Award
INITIATED BY: City Administrator
PREPARED BY: Public Works
AGENDA: Old Business

Background: Below is a brief history of actions taken by the governing body related to the Southeast Growth Corridor Lift Station.

- February 19, 2019 – Governing body agreed to annex the property for the Arbor Creek project into the Corporate limits of Goddard, KS.
- May 6, 2019 – Petition and Resolutions Authorizing Sanitary Sewer, Streets, Storm Water, and Water System improvements Approved.
- June 17, 2019 – Engineering Service Agreement with MKEC for Arbor Creek Improvements & SE Growth Corridor Lift Station to Serve Arbor Creek and at least 2 Future Residential Developments Approved.
- November 4, 2019 – Res. 19-31 Authorizing Solicitation of Bids for Arbor Creek Improvements to Include Improvements for Clover Leaf and Elk Ridge Additions
- This item has been referenced in the following City Administrator reports: January 6th & 21st, February 3rd & 18th, March 2, 2020.

The lift station will serve a minimum of 3 ¼ sections or an estimated 1000 to 1200 homes. Arbor Creek Addition will be one of those additions served by this project. The lift station bid omits the purchase of pumps as the City is providing these specifications and will be included in the financing of the lift station improvement.

Analysis: The single bid received from Nowak Construction for construction of the Southeast Growth Corridor Lift Station omitted the purchase of the pumps as the City needed to ensure that proper size and time expediency and to account for the participation of property owners in the access fee formula calculation.

Financial: Cost of this improvement will be financed through temporary notes as part of the larger SE Growth Corridor Lift Station Project.

Legal Considerations: The resolution was authored by Bond Attorney Kevin Cowan and undertaken in accordance with K.S.A. 14-570 and K.S.A. 14-571, as amended by Charter Ordinance No. 12. Approved as to form

Recommendations/Actions: It is recommended the City Council: Adopt the proposed resolution authorizing sanitary sewer pump improvements and issuance of temporary notes related to the Southeast Growth Corridor Lift Station. **(VOICE)**

Attachments: Resolution (1 page)

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING CERTAIN SEWER PUMP PUBLIC IMPROVEMENTS TO THE CITY OF GODDARD, KANSAS; AND AUTHORIZING THE ISSUANCE OF GENERAL OBLIGATION BONDS OF THE CITY TO PAY SUCH COSTS.

WHEREAS, K.S.A. 14-570 and K.S.A. 14-571, as amended by Charter Ordinance No. 12 of the City of Goddard, Kansas (the “City”) (enacted pursuant to the provisions of Section 5(c) of Article 12 of the Constitution of the State of Kansas) and K.S.A. 12-101 *et seq.* (collectively the “Act”), provides that whenever the Governing Body of the City has approved a master capital improvements plan (the “Plan”) for the physical development of the City within the boundaries of the City, which may include, but not be limited to, public infrastructure and park and recreation improvements, the acquisition of land necessary therefor, and the acquisition of equipment, vehicles or other personal property to be used in relation thereto, and may include and provide for assumption and payment of benefit district indebtedness heretofore created for public improvements, and which Plan may require a number of years to execute, and such Plan is approved by the Governing Body, the City is hereby authorized to issue its general obligation bonds in an amount sufficient to carry out such Plan and associated costs; and

WHEREAS, the Plan includes the sanitary sewer system improvements, including pumps that are a part thereof (the “Project”); and

WHEREAS, the Governing Body of the City determines it advisable to provide for the payment of the costs of the Project, as provided by the Act.

THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF GODDARD, KANSAS:

SECTION 1. Project Authorization. The acquisition, construction and installation of the Project is hereby authorized, ordered and directed, at an estimated cost, including financing costs, of \$200,000.

SECTION 2. Bond Authorization. The costs of the Project and associated financing costs shall be payable, in whole or in part, by the issuance of general obligation bonds of the City (the “Bonds”) under the provisions of the Act.

SECTION 3. Reimbursement. The Bonds may be issued to reimburse expenditures made on or after the date which is 60 days before the date of this Resolution, pursuant to Treasury Regulation § 1.150-2.

SECTION 4. Effective Date. This Resolution shall take effect and be in force from and after its adoption. This Resolution shall not be subject to any publication, petition in opposition or election under the Act.

ADOPTED by the Governing Body of the City of Goddard, Kansas, on March 16, 2020.

(Seal)

Jamey Blubaugh, Mayor

ATTEST:

Teri Laymon, City Clerk

**City of Goddard
City Council Meeting
March 16, 2020**

TO: Mayor and City Council
SUBJECT: Clover Leaf Subdivision Paving Bid Award
INITIATED BY: City Administrator
PREPARED BY: Public Works Director
AGENDA: New Business

Background: Below is a brief history of actions taken by the governing body related to Clover Leaf Addition.

- March 18, 2019 – Clover Leaf Final Plat Approved
- May 6, 2019 – Phase I Petitions and Authorizing Resolutions Approved
 - Res. 19-19 Phase I – Sanitary Sewer \$586,000
 - Res. 19-20 Phase I – Storm Water Collector & Grading \$924,000
 - Res. 19-21 Phase I – Paving \$529,000
 - Res. 19-22 Phase I – Water \$172,000
- June 3, 2019 – Ordinance approving a Special Assessment Respread Agreement for Clover Leaf Farms Lots 9-89 Block A & Lots 1-52 Block B for 1/133 of the existing 37.4% Special Assessments (Water (09-04) & Street (09-95) Levied by Ordinance 701
- October 7, 2019 – Clover Leaf , Water and Sanitary Sewer Bid Award to Mies Construction, Stormwater Bid Award to McCullough Construction
 - Res. 19-19 – Sanitary Sewer \$364,567.38
 - Res. 19-20 – Stormwater \$684,678.50
 - Res. 19-22 – Water Main \$134,156.04
- November 4, 2019 – Res. 19-31 Authorizing Solicitation of Bids for Arbor Creek Bonds to Include Improvements for Clover Leaf & Elk Ridge Clover Leaf
- November 26, 2019 – Res. 19-32 Authorizing Sale and Delivery of Arbor Creek Bonds to Include Improvements for Clover Leaf & Elk Ridge Clover Leaf

Analysis: On March 12, 2020 bids were received from six contractors with Kansas Paving being the lowest bid. Kansas Paving bid totaled \$305,948. The next lowest bid totaled \$325,164.00. The Engineer's Estimate for these improvements totaled \$529,000. Staff recommends awarding the bid to Kansas Paving in the amount of \$305,948.40 for Phase 1 paving and to Authorize the Mayor & City Staff to Execute the contract presented substantially to form

Financial: In accordance with the approved petition, these improvements will be financed through the issuance of temporary notes, which upon reaching the maturity date will be converted into special assessments that will be paid by the property owner.

Legal Considerations: Approved as to form

Recommendations/Actions: It is recommended the City Council: Award the bid to construct the Paving Phase 1 Improvements to Kansas Paving in the amount \$305,948.40 with \$304,103.40 for Phase 1 Paving Improvements. **(VOICE)**

Attachments: None

**City of Goddard
City Council Meeting
March 2, 2020**

TO: Mayor and City Council
SUBJECT: Waive the Fee for TWP Splash Pad
PREPARED BY: City Planner
AGENDA: New Business

Background: Tanganyika Wildlife Park (TWP) is a vibrant private zoo, inside the city limits of Goddard, that has grown steadily over the years in terms of amenities and size. During that time TWP has drawn in many visitors during its open season, actively contributing to Goddard's tourism business.

With its growth TWP has begun to add in new amenities to further excite and charm its visitors. One of the amenities being brought onboard is a new splash park that will be featured next to the penguin and sloth exhibit.

This splash park will need to have a new water pipe installed to manage the large quantity of water that will be needed to run the splash park. This new pipe will need to feed into a water main which will require a tap fee as is typical of all new construction.

TWP would like the Governing Body to consider waiving the fee for the tap as the expense for this new splash park can add up quickly and they are hoping to offset some of those costs if possible.

The City has reviewed its own splash pad as a comparison for how much water consumption could be charged to the new TWP splash park. In reviewing the consumption, it gives insight into how long it could take to recoup the loss of the commercial water tap fee if the Governing Body decided to waive the fee.

Analysis:

- Commercial Water Tap Fee = \$2,500
- If we matched the water consumption to the City's splash pad the City could recoup the water tap loss once 1,250 units were consumed which could be expected between May and July (see **Table 1**)
- Given this cost comparison, it is reasonable to expect the City to benefit from this new venture year over year

Table 1

Month	Units	Cost
May-June	94	\$225.34
June-July	1,523	\$3,326.27
July-August	1,524	\$3,328.44
August-September	1,422	\$3,107.10
September-October	585	\$1,290.81
October-November	56	\$142.88
Total	5204	\$ 11,420.84

Financial: None

Legal Considerations: Approved as to form

Recommendations/Actions: It is recommended the City Council consider the request to waive the water tap fee from Tanganyika Wildlife Park. **(VOICE)**

Attachments: Exhibit H.2a General location of new TWP splash pad (1 Page) Exhibit H.2b Master Fee Schedule (2 Pages)



New Splash Park location

Tanganyika Wildlife Park

S Hawkins Ln

Toy Box Ln

Office Pkwy

Sherr Ct

183rd St W

S 183rd St W

Winterset St

Sunset Ct

n Cir

Exhibit A

PERMIT/LICENSE	FEE AMOUNT	LENTH
Alcohol -Cereal Malt Beverage - on premises consumption	\$50 permit fee and \$25.00 Stamp Fee - Expires Dec 31	Annual
Alcohol - Cereal Malt Beverage - off premises consumption	\$200 permit fee and \$25.00 Stamp fee - Expires Dec 31	Annual
Alcohol - Retail Liquor Sales	\$300	Annual
Alcohol - Drinking Establishment	\$250	Annual
Alcohol - Special Event - Beer	\$25 permit fee & \$25 Stamp fee	Temp
Alcohol - Temporary Permit- Alcohol	\$25.00 per day	Temp
Hall Rent - Resident	1/2 day - \$60 Full Day \$120 For-Profit - \$300	
Hall Rent - Non Resident	1/2 day - \$100 Full Day \$150 For-Profit - \$600	
Open Records Staff Time	18 for Clerical; Attorney \$60; IT Services \$38	Hour
Open Records Photo Copies	.25 per page	Each
Open Records Mailing	\$.50 for first 5 pages, \$.25 for additional 5-page increm	
Open Records Fax	\$.65 per 10 -page fax	
Trash Hauler	\$100 - Expires December 31	Annual
Vendor License Application Fee	\$25 - Nonrefundable	Each
Vendor License (door/door)	\$200 - Not Prorated - Expires December 31	Annual
Vender Transient License	\$25	4 days
Vendor Food Truck License	\$100 Prorated by Quarter - Expires Dec 31	Annual
Vendor Ice Cream Truck License	\$75 - Not Prorated - Expires December 31	Annual
<u>Municipal Court</u>		
Court Cost	\$90	Each
State Fees (goes to State)	\$20.50	Each
Warrant Fee	\$50	Each
Court Appointed Attorney	\$100 - \$300	Each
Trial Fee	\$25	Each
Subpoenaed Witness	\$10/day plus \$.40/mile in excess of 20 miles	Each
Suspended License Fee	\$81	Each
Fine Installment Payments	\$25	One time
Collection Fee	33% of amount outstanding	
DUI Fee (goes to State)	\$250	Each
<u>Code Enforcement</u>		
Accessory Building	\$15	180 days
Backflow Device Inspection Report	\$10	Annual
Building Permit	Per Sedgwick County	180 days
Chicken Keeping Permit	\$15	Annual
Electrical Permit	Per Sedgwick County	180 days
Fence Permit	\$15	180 days
Mechanical Permit	Per Sedgwick County	180 days
Plumbing Permit	Per Sedgwick County	180 days
<u>Planning & Zoning</u>		
Zoning Change - Single Family	\$300	Each
Zoning Change - Other districts	\$400	Each
Special Use Application	\$400	Each
Appeal to Board of Zoning Appeals	\$125	Each

Variance	\$125	Each
Conditional Use	\$125	Each
Sign Permit	\$25 + \$6 per 10 sq feet	Each
Sign Real Estate (larger than standard)	\$35	Each
Sign -Temporary	\$15 - 30 days or less	Each
Sign -Face or copy change	\$25	Each
Sign - Commercial Balloon	\$15.00	Each
Service Charge for Redeeming Signs	\$25	Each
<u>Subdivisions</u>		
Sketch Plan	No Charge	
Site Plan	No Charge	Each
Preliminary Plat and Final Replat	\$300.00 plus \$10 for each lot/acre over one	Each
Final Plat	No Charge	
Lot Split	\$40	Each
Boundary line Adjustment	\$100	
Correction of Platting Error	Engineering costs & recording fee	Each
Vacation of a Street, Alley, etc	\$150	Each
Residential water tap fee	\$1,500	Each
Residential sewer tap fee	\$1,500	Each
Commercial water tap fee	\$2,500	Each
Commercial sewer tap fee	\$2,500	Each
<u>Pool</u>		
Daily Admission	\$2	Each
Punch Pass (20)	\$36	Each
Season Pass Individual - Resident within City Boundaries	\$70	Each
Season Pass Individual - Non Resident	\$90	
Season Pass - Family - Resident within City Boundaries	\$120	Each
Season Pass - Family - Non Resident	\$150	
Pool Parties - Resident within City Boundaries	\$125	Each
Pool Parties - Non Resident	\$150	
<u>Police</u>		
Background Check	\$25	Each
Document Retrieval	At Cost	Each
False Alarm Response Charges	\$100 for 4th False Alarm; \$200 for 5th, \$300 for 6th	
Fingerprints	\$20	Each
Golf Cart Registration/License Fee	\$50	Annual
Police Reports	\$10	Each
Video Tapes	\$30	Each
Dog Licenses	\$5/ \$10	Annual
Dog Impound Fee	\$25 for 1st Day \$15 per day thereafter	Daily
Dangerous Animal Permit	\$100	Annual
Electronic Fence Permit	\$15	Each

**City of Goddard
City Council Meeting
March 16, 2020**

TO: Mayor and City Council
SUBJECT: Design Review Committee - removal
PREPARED BY: City Planner
AGENDA: New Business

Background: There is a sub-group of the Planning Commission called the Design Review Committee (DRC) and this committee reviews Site Plans for the Planning Commission and gives them their recommendation after its review. The DRC is currently a non-active subgroup with no existing members. The DRC only served one function and that was for the review of Site Plans and at no point did it have any other purpose.

Analysis:

- The Design Review Committee has the same function as the Planning Commission regarding Site Plans, making the committee redundant.
- Site Plans are also reviewed by the City Planner and the City planner has certain latitude to determine if a Site Plan needs to be reviewed by the Planning Commission.
- The DRC is currently non-active, and this can become misleading to developers who would want to have the DRC review a site plan if they missed a Planning Commission date.
- Reducing needless subcommittees unifies the City with less groups handling project material and decision making.
- The Planning Commission approved the removal of the DRC on March 9, 2020 determining it was a currently needless subgroup and it is their recommendation the Governing Body make the same determination.

Financial: Public notice was given incurring a small cost.

Legal Considerations: Approved as to form

Recommendation/Actions: It is recommended that the City Council approve the removal of the Design Review Committee from the zoning & subdivision regulations (**VOICE**)

Attachments: Exhibit H.3a Notice of Affidavit (1 Page); Exhibit H.3b Design Review Committee section of the sub regulations (1 Page) Exhibit H.3c Ordinance of the revision (2 Pages)

Affidavit of Publication

Michelle R. Leidy-Franklin
Of lawful age being duly sworn upon oath states
That she is the lawful billing clerk at

**Times-Sentinel Newspapers, LLC
State of Kansas**

A weekly newspaper printed in the state of Kansas,
And published in and of general circulation in Sedgwick
County, with a general paid circulation on a yearly
Basis in Sedgwick County of Kansas, and that said
Newspaper is not a trade, religious, or fraternal
Publication. That said newspaper has been published
At least weekly 50 times a year, has been so published
Continuously and uninterruptedly in said county and state
For a period of more than five years prior to the first
Publication of said notice and has been admitted to the
Post Office of Cheney, Kansas, in Sedgwick County as
Second class matter. That the attached is a true copy
Thereof and was published on the following dates in the
Regular and entire Issue of said newspaper.

First Publication was made
On the 6th Day of Feb, 2020
Second Publication was made
On the _____ Day of _____, 2020
Third Publication was made
On the _____ Day of _____, 2020

Total Publication Fee \$ 94.50

Michelle R. Leidy-Franklin

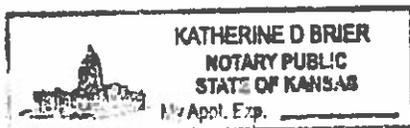
Subscribed and sworn to before me this

6th Day of Feb, 2020

Katherine D Brier

Notary Public

My Commission expires on 5/8/23



PUBLIC NOTICE

First Published in The Times-Sentinel February 6, 2020 (11)

NOTICE OF HEARING

TO ALL PERSONS CONCERNED:

Notice is hereby given that the Goddard Planning Commission/Board of Zoning Appeals will conduct a public hearing in the City Council chambers at Goddard City Hall, 118 N. Main Street, Goddard, KS on Monday, March 9, 2020 at 7:00 p.m., or as soon thereafter as the matter may be heard, to consider a text amendment to Article 11.102.G to remove the Development Review Committee as subcommittee of the Planning Commission.

At such time and place, all persons interested may appear and be heard as to this matter. After hearing the views and wishes of all persons interested in the case, the Planning Commission/Board of Zoning Appeals will close the public hearing and consider a recommendation to the Governing Body. The public hearing may be recessed and continued from time to time without further notice.

The proposed Amendment is on file at Goddard City Hall, 118 N. Main St. Goddard, KS 67052 and may be inspected during general business hours of 8:00 a.m. – 4:30 p.m. Monday – Friday. If you are unable to attend the meeting you may submit your comments in writing to the City and those comments will be presented to the Planning Commission/Board of Zoning Appeals during the public hearing.

If you have any questions concerning this matter please contact Goddard City Hall, 118 N. Main St; via phone at (318) 794-2441; or email at mscoggan@goddardks.gov

/s/ Micah Scoggan
City Planner/Code Enforcement
City of Goddard, Kansas

ARTICLE 11. SITE PLAN REVIEW CRITERIA

- 100 Purpose. The purpose of this Article is to establish requirements for Site Plan Review in Goddard and increase public participation in the design and physical development of the community.
- 101 JURISDICTION. These regulations shall apply to all land located within the City of Goddard and within the Urban Growth Boundary as defined by the Metropolitan Area Planning Commission and Sedgwick County Board of County Commissioners.
- 102 PROCESS.
- A. Projects that present potential impacts to surrounding properties and neighborhoods go to the Planning Commission.
 - B. The Community Development Director shall make a determination if a project is to be reviewed by the Planning Commission.
 - C. Plats are reviewed separately by the Planning Commission.
 - D. When required, a Site Plan Review application must then be submitted.
 - E. Each submittal must include the information listed on the application.
 - a. After accepting your application for processing, the Community Development Director will review the application for completeness.
 - b. If your application is found to be incomplete, you will be notified and asked to submit the additional information required to process your application. This may delay the scheduling of your project for the Planning Commission.
 - F. Applications are processed on a monthly cycle and are due 25 days prior to the Planning Commission meeting by 12:00 p.m. (If the due date falls on a weekend the application shall be submitted on the Friday before.) The City maintains a listing of the Planning Commission Calendar for all applicants.
 - G. The site plan may be reviewed by the Development Review Committee (DRC), a subcommittee of the Planning Commission, before going for approval with or without conditions or disapproval by the Planning Commission.
 - a. The Development Review Committee meets within ten days prior to the Planning Commission meeting.
 - b. Each meeting is publicly noticed and an agenda is made available. All meetings are open to the public.
 - c. The committee is composed of five members including three from the Planning Commission, one from the City Council or their designee and one at large member of the community. The at large member is appointed by the Planning Commission chairperson with consent of the Planning Commission. That member shall be selected with a technical background, business or other experience which aids the review process.
 - d. Members shall serve two year terms. Initially, the three members of the Planning Commission shall serve two year terms and the other members shall serve a one year term. Members may be reappointed when their term expires. Vacancies are filled by appointment for the unexpired term. A quorum requires three members be present. The Planning Commission then meets on the second Monday of the month.

THE CITY OF GODDARD, KANSAS
ORDINANCE NO. _____

AN ORDINANCE AMENDING THE CITY OF GODDARD SUBDIVISION REGULATIONS BY AMENDING THE SITE PLAN REVIEW CRITERIA TO REMOVE THE DESIGN REVIEW COMMITTEE AS FOLLOWS:

WHEREAS, notice of a March 9, 2020, Goddard Planning Commission public hearing on changing the subdivision regulations by removing the Design Review Committee was published in the official city newspaper on February ___6th___, 2020.

WHEREAS, the Goddard Planning Commission conducted a public hearing on March 9, 2020 on changing the Site plan review criteria process by removing the Design Review Committee from the text, and thereafter, based upon the public hearing and a discussion of the factors to consider in changing the Site Plan review criteria process, voted to approve said change.

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

Section 1. Amending Site plan Review Criteria Process

102 PROCESS.

- A. Projects that present potential impacts to surrounding properties and neighborhoods go to the Planning Commission.
- B. The Community Development Director shall make a determination if a project is to be reviewed by the Planning Commission.
- C. Plats are reviewed separately by the Planning Commission.
- D. When required, a Site Plan Review application must then be submitted.
- E. Each submittal must include the information listed on the application.
 - a. After accepting your application for processing, the Community Development Director will review the application for completeness.
 - b. If your application is found to be incomplete, you will be notified and asked to submit the additional information required to process your application. This may delay the scheduling of your project for the Planning Commission.
- F. Applications are processed on a monthly cycle and are due 21 days prior to the Planning Commission meeting by 12:00 p.m. (If the due date falls on a weekend the application shall be submitted on the Friday before.) The City maintains a listing of the Planning Commission Calendar for all applicants.

Section 2. Repeal Prior Provisions

All prior versions of Sections 102 Article 11, Site Plan Review Criteria, are hereby repealed

Effective Date

This Ordinance shall take effect and be in force thirty (30) days from and after its Publication in the official city newspaper.

Passed by the City Council this 16th Day of March 2020.

Approved by the Mayor this 16th Day of March 2020.

SEAL

JAMEY BLUBAUGH, MAYOR

ATTEST:

TERI LAYMON, CITY CLERK

**City of Goddard
City Council Meeting
March 16, 2020**

TO: Mayor and City Council
SUBJECT: City of Goddard Emergency Operations Plan
INITIATED BY: Chief Fred Farris
AGENDA: New Business

Background: The Sedgwick County Emergency Management Department has been working with local municipalities to create Emergency Operations Plans that would be a template for operations during natural or man-made incidents requiring city, county, state and federal resources. This plan was prepared utilizing a template provided by SGO Emergency Management.

Analysis: The City of Goddard Emergency Operations Plan gives a general description of the city, identifies risks and vulnerabilities we would likely face, and establishes a chain of command and procedures that we would follow in the event of a large-scale incident. The plan was compiled with input from department heads and is submitted to the Council for approval.

Having such a plan is essential with incidents where state and federal resources and funding might be required and is in line with the National Incident Management System (NIMS).

Financial: None

Legal Considerations: Approved as to form

Recommendations/Actions: It is recommended the City Council approve that City of Goddard Emergency Operations Plan and submission of the plan to Sedgwick County Emergency Management as part of their county-wide plan.

Attachments:

Exhibit A: Goddard Emergency Operations Plan draft (5 pages)

City of Goddard

Emergency Operations Plan

March 1, 2020



Prepared by Fred J. Farris, Chief of Police
Approved by Goddard City Council
March 16, 2020

Purpose

To provide for the safety and wellbeing of Goddard residents and visitors following any type of natural or man-made disaster, and to mitigate damage from such disaster in a safe and expeditious manner. This plan will serve as a template in mobilizing supporting agencies and resources, prompt and effective response by city personnel, and recovery to normal operations in a timely manner.

Description

Goddard is a city of the second class, located along US 54/400 Hwy adjacent to West Sedgwick County, KS and is governed by a mayor-council form of government. The population is approximately 5,000 residents with a daytime population of approximately 13,000. The Goddard USD 265 operates eleven schools in and around the city of Goddard with a student population of approximately 6,000. Access to and through Goddard is largely using East/West roadways US 54/400 (Kellogg Ave), MacArthur, Maple and E 23rd St S as well as North/South roadways 199th St W, 183rd St W, and 167th St W.

Risks/Vulnerabilities

Are there any inherent risks located within your city? Examples might include a business that stores or uses hazardous chemicals, railroad tracks that bisect the city or railcars that regularly transport hazardous chemicals, known areas that flood, a sewer lagoon system, and a given in Kansas, is your city prone to high wind, hail, ice, etc.

- Water and sewer public utility
- High pressure KPC Pipeline gas lines that traverse the city
- Elevated power lines
- High volume vehicle traffic on US 54/400 Hwy
- Large student population of USD 265 and the Holy Spirit Catholic School

Damage Assessment

Damage assessment would be conducted by the city administrator and finance director utilizing cause-loss econometrics, with input from affected department heads.

Needs

- Establishment of an Emergency Operations Center. Depending on affected areas we will utilize City Hall or the USD 265 Conference Center. IT support would be provided by Gilmore Solutions.
- Power supply to operate water/well equipment and wastewater treatment facilities.

Chain of Command

The city staff operates under a city manager and department heads over the police department, public works and finance. The Chief of Police serves as the Emergency Management Coordinator for the City of Goddard and would be responsible for requesting outside assistance from County, State and Federal resources. Fire protection is provided by the Sedgwick County Fire Protection District which operates a full-time fire station near 199th and US 54/400 Hwy. EMS service is provided by Sedgwick County EMS that houses a paramedic staffed ambulance in the same fire station.

City staff have all been trained in the Incident Command System (ICS) as directed under the National Incident Management System (NIMS). Levels of training is dependent on the positions within the city organizational chart with department heads being trained in ICS 100, 200, 300, 400, 700 and 800. In the event of a large-scale emergency or natural/man-made disaster, the City of Goddard would implement and follow the ICS system to manage such a large-scale incident.

Command Post

The council chambers at city hall, 118 N. Main Street, would be utilized as the primary command post.

The USD 265 Conference Center, 315 S. Main Street, has been designated as a backup command post location.

IT support for an Emergency Operations Center would be provided by Gilmore Solutions, the designated city IT subcontractor.

Victim Center/Shelter

There is not a designated victim center as there are multiple possibilities available depending on affected locations. Designating the victim center and/or shelters would be handled by the Incident Commander.

Emergency Declarations

Any emergency declaration will be made by either the City Administrator, Police Chief or their designee. Information will be sent via the Everbridge notification system (phone, email and text) and through the use of official social media platforms maintained by the City.

Inventory of Emergency Equipment

Police Department

All sworn police officers are assigned take-home vehicles and can be mobilized quickly in the event of an emergency. This includes nine (9) marked patrol units and three (3) unmarked units.

Public Works

6 Pickups (4 gasoline, 2 Diesel)

1 Tahoe

1 Bucket truck – 41' lift with 800 lb. material winch (diesel)

2 Backhoes

1 Skid steer

1 John Deere tractor with loader

2 Dump trucks

Waste Water Treatment Facility – 2 diesel generators used to power the WWT plant, plant lift station and storm siren

Lift Stations (Elk Ridge, Spring Hill)– 2 diesel generators

Water tower complex – Natural gas generator keeping tower full and/or creating water pressure in the event of a tower issue

2 trailer generators – 1 gasoline generator, 1 diesel. Used to power water well #4 and part of City Hall

Public Utility Concerns

Water System – Well #4 can be run via generator as can the booster station pumps at the water tower complex. In the event the water distribution system is damaged Public Works can divert water flow to an alternate water distribution route. Water can be chlorinated via a backup system at well #4 in the event of an outage at the chlorine building. A Memorandum of Understanding (MOU) exists between the City of Goddard and Rural Water District #4 to divert water to City customers in the event of a failure. A copy of the MOU is on file with the City Clerk.

Sewer System - In the event of a total power outage sewage influent can be diverted to the wastewater lagoons for treatment.

Debris Management

Debris will be removed using the above equipment and staged at the Public Works yard pending proper disposal. No permitting is required.

Solid waste removal is handled by Sedgwick County.

Immediate food, water, sanitary needs

We have the ability to utilize any of the schools in the USD 265 system as well as faith-based organizations to assist in this need. Coordination would be handled by the Incident Commander working with representatives from the respective organizations.

Memorandums of Understanding (MOU)

- MOU with RWD #4

Approval of the Emergency Operations Plan (EOP)

This Emergency Operations Plan was presented to the Goddard City Council on March 16th and approved as to form.

City of Goddard
City Council Meeting
March 16, 2020

TO: Mayor and City Council
SUBJECT: Budgeted Police Fleet Purchase
INITIATED BY: Police Captain & Police Chief
AGENDA: New Business

Background: The Police Department is budgeted for \$110,000.00 for annual fleet purchasing in 2020. Our 2012 4WD Police Tahoe with 89K miles is currently being converted into an Animal Control vehicle and a 2014 2WD Police Tahoe with 83K miles has been converted into a public works vehicle for their use. To ensure enough patrol cars are available for use, we are requesting these two vehicles be replaced using money already budgeted for this purchase. One new vehicle will be assigned to a Sergeant and the other will be assigned to a Patrol Officer.

Attached are the vehicles currently in our fleet and the replacement plan.

Analysis: The purchase of two new SUV's is to replace those re-allocated and to provide a good starting point for a scheduled vehicle replacement program.

Financial: Below is a list of costs that would be associated with the purchase and outfitting each vehicle:

- (2) Black 2020 Ford Police Interceptor Explorers purchased and fully outfitted from Traffic Control Services – \$100,502.00
- Norris Collision Center painting 1 car with white doors and applying graphics to 2 cars - \$1,674.00
- Graphics from Universal Products for both vehicles - \$873.24

Legal Considerations: None

Recommendations/Actions: It is recommended the City Council approve the use of budgeted money for the purchase of two (2) fully outfitted 2020 Ford Police Interceptor Explorers, paint and graphics in the amount of \$101,751.00

Attachments: Exhibit A: Fleet spreadsheet (1 page)

Vehicle	Year	Make	Miles	A.Y.M.	Usage
23	2012	Chev Tahoe	89000	12200	<i>converted to animal control vehicle</i>
24	2012	Chev Tahoe	78000	16700	Sergeant
27	2014	Chev Tahoe	83000		<i>converted to public works vehicle</i>
28	2014	Chev Tahoe	74000	10200	Patrol Officer
29	2014	Chev Impala	58000	8500	Detective (unmarked)
30	2016	Chev Tahoe	56000	15000	Patrol Officer
32	2016	Dodge Charger	79000	12600	Patrol Officer
33	2015	Dodge Charger	94000	20900	Patrol Officer
34	2016	Dodge Charger	61000	8000	Captain (unmarked)
35	2016	Dodge Charger	72000	12400	Patrol Officer
36	2016	Dodge Charger	5200	15500	Patrol Officer
37	2016	Ford PIU	66000	14000	Chief (unmarked)
38	2019	Chev Tahoe	8000	11300	Patrol Officer
39	2020	Ford PIU	0		<i>Sergeant</i>
40	2020	Ford PIU	0		<i>Patrol Officer</i>

**City of Goddard
City Council Meeting
March 16, 2020**

TO: Mayor and City Council
SUBJECT: Consider a request from the Chamber of Commerce for \$30,000 to Conduct Community Showcase Events beginning 2020
INITIATED BY: Mayor
AGENDA: New Business

Background: City received a Chamber request to receive an additional \$30,000 in funding support to "...create a consistent one stop for community events and engagement beginning in January 2020."

Analysis: The request is for \$6,000 per events plus an addition \$6,000 "reserve." The proposal as presented would increase City support to \$49,200 (1.13 mills on a value of \$43,702.38).

Financial: The City currently budgets \$19,200 in Chamber support. \$17,000 is provided from the General Fund Chamber cost center, line item 10-560-9970 with an additional \$2,200 in direct City support to pay for phone and utilities, etc. A breakdown of the 2020 budget is below:

Description	Amount	Line Item
Utilities/Phone/Internet	\$900.00	10-560-6230
Legal Services	\$500.00	10-560-6335
Technical Services	\$200.00	10-560-6347
Software Support/Licenses	\$500.00	10-560-6349
Meals, Travel, & Lodging	\$100.00	10-560-6570
Payment to Chamber	\$17,000	10-560-9970
TOTAL	\$19,200	10-560

Legal Considerations: Approved as to form

Recommendations/Actions: None (VOICE)

Attachments: Community Showcase Events Proposal to the City of Goddard: March 2020 (5 pages)

Community Showcase Events Proposal to City of Goddard March 2020

Overview:

The Goddard Chamber of Commerce is proposing the following plan in order to create a consistent one stop for community events and engagement beginning in January 2020.

Cost to City of Goddard:

Proposed additional funding for Four Community Events: \$30,000
(\$6,000 per event plus \$6,000 reserve)

Neighbors United – Spring, National Night Out – Summer, Christmas on Main Street* – Winter
Community Festival* – Fall (2021)

Summary of Proposal:

This proposal is a summary of services provided and would support professional leadership by the Goddard Chamber Board, President/CEO and appropriate staff.

1. Professional Leadership

Coordination and administration from start to finish of community events.

- a. Oversight by Goddard Chamber of Commerce Executive Director and Board.

2. Accountability for Success

- a. Develop partnerships – Every dollar invested by the City of Goddard, the Chamber will try and bring in through sponsorships through events.
- b. Transparency – Funding and budget transparency for all organizations/businesses involved in planning and sponsoring of events.
- c. Budgeting – Clear line item budget with funding sources provided to planning committee.
- d. Evaluation of events – Coordinate evaluation process through collecting feedback from participants.

3. Structure for Engagement

- a. Create an open platform for volunteers and planning committee members to be part of the decision making process and execution of the event.
- b. Concise event plan with timeline and deadlines.
- c. Coordination of meetings – Organize, plan and execute event meetings with community organizations/businesses/sponsors as necessary.

4. Communication

- a. Calendar of Events – One Calendar of events located on www.GoddardChamber.net
- b. Planning efforts – concise event plan with timeline, to do's and responsible parties.
- c. Event registration – Event registration hosted and collected on www.GoddardChamber.net
- d. Event information – Central location (website) for event and contact information
- e. Social Media – Promotion of event(s) on social media including event information, recognition of sponsors and event organizers, link to evaluation and oversee social media interaction with public.
- f. Media – Coordination of news releases, media interviews and public information for event.
- g. Monthly Calendar of community events listed in Times- Sentinel newspaper

Christmas on Main Street Vision:

Held the first Friday in December from 4pm – 8pm ending with the lighting of the Tree. Main Street closed to traffic. Sponsorships would be available for various activities. Small charge for businesses to be listed in official Christmas on Main Street Event guide.

Activities Could Include:

- Decorating contest between businesses on Main Street both outside and indoors.
- Main Street Businesses open or hold open houses
- Community Center open for businesses off of Main street to have booths to sell items
- Carriage rides
- Food trucks along Main Street
- Library activities
- Cookies with Santa
- Carol Singers along Main Street
- Tree Lighting Ceremony with Mayor

Neighbors United Vision:

Held the third or fourth weekend in April. The Chamber's LEAD G Committee to coordinate and grow Neighbors United. (Scheduled for April 25, 2020).

- Help secure volunteer sites and projects
- Coordinate Volunteers – provide streamlined registration for volunteers.
- Engage area businesses to provide support and promotion of Neighbors United as well as provide volunteer opportunities.
- Help coordinate logistical needs such as lunch, t-shirts, etc.
- Coordinate with area schools post event to continue to do good deeds in the community and teach youth the importance of giving back and serving.

National Night Out Vision:

Held the Friday either before or after the National Observation Date. (Scheduled for August 7, 2020).

- Coordinate with community organizations and businesses to provide a free event for Goddard Community.
- Provide registration platform for vendors. Vendors may provide information, samples and activities at their booths. Merchandise sales are not permitted at this event.
- Work with area law enforcement and public safety to provide information and displays at event.
- Coordinate with planning committee to approve proposals for charity fundraisers.
- Schedule and coordinate entertainment.
- Vendors display until 8:30pm.
- Free Hamburgers, Hot Dogs, chips and water to community.
- Activity following vendors and food such as Movie in the Park or Fireworks.
- Work with School District to welcome new families to the community.

Community Festival Vision:

Held in September/October on same weekend as Goddard vs. Eisenhower Football Game. Sponsorship packages available a year ahead and will help provide funding for all events. (See example). Buttons or tickets can be sold to allow for larger name band to be brought in on Saturday Night.

Friday Night Activity Suggestions:

- Chili Cook-Off/Tailgate in Linear Park (5-7pm)
- Pep Band/Class Float Parade from Oak Street to Stadium passing through tailgate in Linear Park
- Goddard vs. Eisenhower Football Game
- Movie in the Park and Food Trucks – Linear Park (post game)

Saturday Activity Suggestions:

- Morning Run (ex. Color Run or other?)
- Community Breakfast/Coffee in the Community Center, Church or School
- Schools Open House (work with School Alumni Association for class reunions)
- Community Parade
- Carnival
- Vendors, Food Trucks
- Activities all day with School bands, theater, etc.
- Coordinate schedule with Goddard Hall of Fame events
- Larger Name Concert in the Park – Linear Park
(Similar to concerts happening in other towns such as Andover, etc. Work with local radio stations)

Sponsorship Opportunities (sample):

Festival Sponsor: \$

This is the highest level of sponsorship for the festival. Sponsor will be an “overall” sponsor and have business name (or logo) on Festival marketing materials and all social media.

Media Sponsor: \$

This should be presented as an in-kind sponsor for one media outlet. Sponsorship would include on-air time (interviews with committee member), and coverage at the event. Sponsor will be listed as the sole media sponsor for the event on all promotional materials and social media.

Run Sponsor: \$

Can be done as an in-kind sponsor if organization wants to plan this event. Their information will be promoted at the Run and any promotional material that promotes the run as well as on Social Media.

Parade Sponsor: \$

This sponsorship is to help with any cost associated with the parade. Sound, security, etc. This sponsor will be listed at the event any promotional material that promotes the parade as well as on Social Media.

Car Show Sponsor: \$

This sponsorship is to help with any cost associated with the event. Sound, security, etc. This sponsor will be listed at the event any promotional material that promotes the event as well as on Social Media.

Carnival Sponsor: \$

This sponsorship is to help with any cost associated with the event. Sound, security, etc. This sponsor will be listed at the event any promotional material that promotes the event as well as on Social Media.

Parking Sponsor: \$

This sponsorship is to help with any cost associated with the parking. Security, renting space, etc. This sponsor will be listed at the event any promotional material that promotes the event as well as on Social Media.

Shuttle Sponsor: \$

This sponsorship can be done as in-kind or financial to help with any cost associated with transportation throughout the day. This sponsor will be listed at the event any promotional material that promotes the event as well as on Social Media.

Contest Sponsor: \$

This sponsorship is to help with any cost associated with the event. Sound, security, etc. This sponsor will be listed at the event any promotional material that promotes the event as well as on Social Media. This sponsorship can be open to more than one sponsor if we want to break down sponsorship by each contest. I.E. the pie eating contest is sponsored by (Blank).

Beer Garden Sponsor: \$

This sponsorship can be done as in-kind or financial to help with any cost associated with transportation throughout the day. This sponsor will be listed at the event any promotional material that promotes the event as well as on Social Media. An in-kind sponsor for this would be if a local brewery or supplier wants to run the beer garden and provide the beer, etc.

Stage Sponsor: \$

This sponsorship can be done as in-kind or financial to help with any cost associated with transportation throughout the day. This sponsor will be listed at the event any promotional material that promotes the event as well as on Social Media. This would be more than likely an in-kind sponsorship by the City since they have the stage. The cost associated would be what they would normally charge to rent the stage.

Entertainment Sponsor: \$

This sponsorship is to help with any cost associated with the event. Sound, security, etc. This sponsor will be listed at the event any promotional material that promotes the event as well as on Social Media. This would include the bands that are brought in, especially if a bigger name band is brought in for the evening. This sponsorship should cover the cost of the band.

Food Court Sponsor: \$

This sponsorship is to help with any cost associated with the event. Sound, security, etc. This sponsor will be listed at the event any promotional material that promotes the event as well as on Social Media.

Logistics Sponsor: \$

This sponsorship is to help with any cost associated with the event. This sponsor will be listed at the event any promotional material that promotes the event as well as on Social Media. This could be done as in-kind from PostNet for providing maps, etc.