

# Kansas

GOVERNMENT JOURNAL

VOLUME 101-NUMBER 2

MARCH 2015



"If I Were Mayor"  
Essay Contest

Salina's  
Development  
Review Process

Downtown  
Solutions

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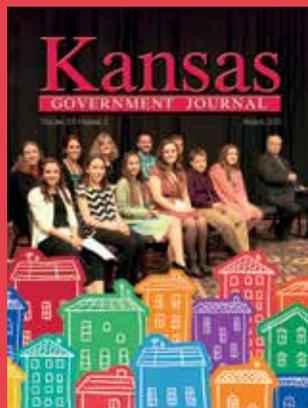
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*About the Cover:  
Winners of LKM’s annual “If I Were Mayor” Contest with teachers and Mount Hope Mayor and LKM President, Terry Somers. Photo by Jay Bachman.*

# Kansas

GOVERNMENT JOURNAL

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

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## 2015 LKM Events Calendar

### March

06 - Governing Body Meeting, Topeka

13 - MLA: Municipal Finance, Edwardsville

14 - MLA: Municipal Finance, Maize

27 - MLA: Municipal Finance, Galena

### April

10 - MLA: Emergency Planning, Crisis City (Salina)

11 - MLA: Emergency Planning, Greensburg

### May

15, 16 - Governing Body Institute, Topeka

25 - LKM Holiday: Memorial Day

## Obituaries

**Ruth Elizabeth Blome**, 91, died January 28, 2015.

Ms. Blome was born September 26, 1923, in Welda, Kansas, to George August and Retta Zoola (Collins) Biggs. She grew up in Wayside, Kansas, and graduated from the Wayside High School. Ruth attended Independence Community College and Pittsburg State University. Ruth was the City Clerk of Cherryvale, Kansas, for over 20 years before retiring in 1988.

**Brad A. Elliott**, 52, died January 21, 2015.

Mr. Elliott grew up in Lakin and graduated from Lakin High School in 1980. He then earned his associate's degree from Dodge City Community College in 1983 and his bachelor's degree from Fort Hays State University in 1986. Brad returned to Lakin where he worked as Deputy City Clerk.

**Cole D. Worrell**, 57, died January 30, 2015.

Mr. Worrell was born May 3, 1957, in Maywood, California, to V.C. and Edith (Dunsmore) Worrell. A longtime resident of Ellsworth, he was a former city mayor (2013-2014), member of the city council (2005-2013) and served on the golf advisory board. Mr. Worrell married Sherry L. Forbes, on June 12, 1976, in Pittsburg, Kansas.



## Director's Foreword by Erik Sartorius



DATA! DATA! DATA! Big data, little data, anecdotal data. It is alternately seen as the panacea for addressing all the world's problems, or the bane of our existence. I can't say I have ever agreed with the former, but I have definitely leaned toward the latter many times.

That said, data has a central role in how cities function. The data collected on myriad issues - pavement quality, public safety response times, transit routes and ridership, even snow plow routes - informs the policy decisions of governing bodies. You measure pavement quality to prioritize maintenance and replacement programs. Response times for public safety can affect patrol territories or the placement of fire stations. Ridership patterns of buses may cause the adjustment of routes.

The data you provide to the League when we make a request is of great assistance to us and, in turn, you. This time of the year, your quick responses to our inquiries can be the difference between legislation passing or failing. Information about your local elections, the status of abandoned housing in your communities and your use of a KDOT revolving loan fund are just a few recent examples of data we have gathered and used to make the case for cities here in Topeka.

While aggregate data is important, the anecdotal information you provide about your city breathes life into an issue for your legislators. It is one thing to hear that 75 cities hold staggered elections or 45 cities have used a revolving loan fund. Hearing about how Bel Aire or Lyndon or Potwin in their legislative district will be directly affected by a legislative decision takes the data to another level in the eyes of a legislator.

Just as us sharing data from a city in a legislator's district can have a greater impact on their view of a legislative proposal than aggregate data from all cities, your drilling down in your own data can similarly increase its impact. For instance, telling your legislators that you have twice used KDOT's revolving loan fund demonstrates that the program is important to your city. However, what happens if you explain to your legislators that the loans allowed two intersections to be improved, which in turn allowed four businesses to grow and residents to reduce their travel times? It helps the legislators understand how that program benefitted the cities' residents - who are also their constituents.

In this issue of the *Kansas Government Journal*, data is again on display in our annual "Kansas Tax Rate & Fiscal Data Book" insert. While I know the value our members find in receiving this annual report, I have been pleasantly surprised by the number of non-members who seek out this information. Several times over the past year, inquiries have come from reporters and others who follow municipal finances, as they too find value in this publication.

Although I have used several lines of this column offering my personal frustrations with data overload, I do want to share with you one data resource that might be handy for you when you are making presentations or pulling together information for reports. Federal Reserve Economic Data (FRED), is an amazing resource from the Federal Reserve Bank of St. Louis - my employer before coming to the League. FRED is a free website (and app) that aggregate's economic data from over 59 sources. Over 1,700 data series are available just for Kansas, including unemployment figures, homeownership rates, tax collections and median income data, to name just a few. I have found this to be a great tool for presentations or developing testimony.

We have several great features in this issue, and I hope you find them informative. My favorite is probably our coverage of the "If I Were Mayor" essay contest. If you read nothing else in this issue - even if that means you stop reading my column right now - turn to page 39 and read the essays. Our overall winner, Micayla Gutierrez, and the other regional winners offer bright ideas and an impressive understanding of the role of mayors in Kansas cities.

You can feel the pride these students have for their cities as you read about what they would seek to accomplish as mayor. Beyond that, I was surprised at the comprehension of our winners of the challenges that elected officials face. Many of their essays demonstrate trying to balance the needs and aspirations of the city with finding that "just right" budget level that does not overburden residents with taxes.

Finally, quick reminders for a couple of contests the League has underway. First, thank you to the cities that joined our inaugural "Hometown Showdown" competition. The bracket is quickly being winnowed, with the overall winner to be crowned in early April. Head to the League's Facebook page to "like" your favorite city to victory!

You should be receiving this KGJ issue just after your city has held any necessary primary elections, which makes it a perfect time to remind you about our other contest for cities. As we have discussed at conference and in these pages, a challenge mentioned for spring local elections is lower voter turnout. Our challenge to you is to drive voter turnout for your municipal elections this April. See last month's issue (p. 20) for turnout tips, or devise your own methods. Top turnout (as a percent of voters) of a city for each county will be recognized. The top overall turnout in three population categories will share the cover of a future *Kansas Government Journal*.

As always, if you have questions or concerns, please reach out to me at [esartorius@lkm.org](mailto:esartorius@lkm.org) or 785.354.9565.

# 2015 LKM Annual Conference

## Hotel Accommodations & Reservation Procedures

October 10-12 • Capitol Plaza Hotel • Maner Conference Center

Capitol Plaza Hotel\*\*  
1717 SW Topeka Blvd  
Topeka, KS 66612  
785.431.7200  
Rate: \$102 + tax per night  
Cut-off date: September 18, 2015

\*\*Capitol Plaza requires a non-refundable deposit equal to one night's stay in order to secure reservations.



### ADDITIONAL ACCOMMODATIONS:

Ramada, Downtown Topeka  
420 SE 6th St  
Topeka, KS 66607  
785.234.5400  
\$99 + tax per night  
Cut-off date: 10/1/2015

Hyatt Place Topeka  
6021 SW 6th Ave  
Topeka, KS 66615  
785.273.0066  
\$102 + tax per night  
Cut-off date: 9/25/2015

Clubhouse Inn & Suites  
924 SW Henderson  
Topeka, KS 66615  
785.273.8888  
\$ 83+ tax per night  
Cut-off date: 9/25/2015

### RESERVATION PROCEDURES:

- LKM has made special arrangements with the hotels listed to provide accommodations during our Annual Conference.
- Reservations may be made beginning February 1, 2015.
- Attendees are responsible for making their own reservations. Please contact the hotel directly.
- Remember to ask for the special LKM conference rate when making reservations.

### SPECIAL NOTE:

If you are making hotel reservations for someone else, please confirm with each person that they actually need hotel accommodations before making the reservation.

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# “If I Were Mayor”

## Essay Contest Winners



Governor Brownback with “If I Were Mayor” essay contest winners. All photos by Jay Bachman.



The “If I Were Mayor” essay awards were presented to the winners at LKM’s annual City Hall Day. From left to right: Terry Somers, Mayor of Mount Hope and LKM president; Jenna Martin, City of Hugoton; Savannah Gray and teacher Tim Born, City of Thayer; Micayala Gutierrez and teacher Cary Miller, City of Goddard; Aubrey Hammond and teacher Jamie Odle, City of Olpe; Ethan Beckman and teacher Edward Mense, City of Grinnell; Brandalyn Thyfault and teacher Heather Voss, City of Palco. Photos by Jay Bachman.



On February 4, 2015, the League of Kansas Municipalities (LKM) honored six Kansas students for their winning essays in the annual “If I Were Mayor” contest. As part of LKM’s civics education efforts, the essay contest asked seventh-graders from around the state to describe what they would do if they were elected mayor of their city. This year 1,322 students participated in the contest. Six were selected as regional winners and one was declared the overall state winner.

The “If I Were Mayor” essay contest awards were presented as part of LKM’s annual City Hall Day. Governor Brownback and Mayor of Mount Hope and LKM President Terry Somers presented the awards to the seventh-graders.

LKM believes that civic education is the foundation of an active and informed citizenry. Promoting good city government is important to LKM, and this essay contest provides students the opportunity to reflect on the role of key elected officials in their own city.

More information about all of LKM’s civic education initiatives can be found online at [www.lkm.org/youtheducation](http://www.lkm.org/youtheducation).

South Central Regional & Statewide Winner  
Dwight D. Eisenhower Middle School



MICAYLA  
GUTIERREZ

If I were mayor, there would be many things I would do to benefit the community in a positive way. I would surround myself with good people to help implement good laws. In order to make my city in Kansas safe I would make sure we had adequate police and fire departments. I would also make sure the highways and roads are appropriate to drive on, such as no pot holes or cracks. Entertainment would also be high on my list of things I would focus on. I would make sure Kansas had zoos and parks that are clean and well-kept for people to enjoy with their families. I would bring an attraction such as an amusement park to attract people to the cities for vacationing. I would attract and retain good businesses that provide jobs for citizens of Kansas. Most importantly I would do my best to minimize taxed including sales tax, property tax, and income tax. To offset the cost by controlling taxes I would promote volunteering. I would also encourage more scientific and mathematics education to kids in schools in order to prepare youth for future technology. Art and music has been put to the waste side in most schools, so I would like to bring back the creative mind to the youth of our generation. The job of a mayor is hard work but they are the leaders of the cities. In conclusion, I would try and lead my city to the greater good of the United States.

Southwest Regional Winner  
Hugoton Middle School

If I were mayor I would do my best to improve Hugoton. I would build a strong growing community, so our town can be an exciting place. I would make numerous things for my community.

The first thing I would do is making sure that my town is clean. I would have no junk sitting in alleys, and also be sure people throw away their trash. Next I would make out town eye-popping so people would feel like we are a clean town. Also I would have a clean town so people would want to come back, and stay.

I would make sure we have downtown businesses. I would want downtown businesses so that people could come and enjoy themselves. Next I would want stores so then people can have a fun time in my community. That way our town can be known as a good growing town. Also I would want downtown businesses so if people ever need entertainment they could come and have a good time.

I would also have a welcoming town. This is something I would want so more people would come to town. Also it shows that we are a friendly community, and that we want you to come and have a good time.

There's so much I would do for my community. But these are just the basics. That's what I would do if I were mayor.



JENNA  
MARTIN

Southeast Regional Winner  
Thayer School



SAVANNAH  
GRAY

If I Were Mayor, I would be an honest mayor. I would be a good leader and have great communication skills. Our town would be a much better place if we tried really hard to make it a better place.

I would be an honest mayor by promising only what I would be able to control. I would try to make the best choices for the city and its people.

I would be the best leader that I could be by leading people from point A to point B. The job of mayor is knowing where point B is located. I would be the best I could be to lead all of the people to the right place. I would sell my vision to the public by motivating people.

I would be able to communicate with everyone and listen to what the people have to say. I would try to persuade the people to see what I saw and I would lead them to the right place.

I would also make my town a tourist attraction so the town would bring in more revenue and provide better education for the students of the school. This town would be a much better place if I were mayor.

North Central Regional Winner  
Palco Junior High School

If I were mayor of Damar, Ks, I would fix the streets, bring more people into the community, and create more activities.

I would fix the streets. It would be safer for everyone, you would have a smooth road to drive on, and your tires would have to be replaced less often. When it storms, your chance of having a wreck lessens. It would also be easier for people to walk on the streets or ride their bikes.

If there were more people moving into the community it would be an amazing improvement. When more people move in, the budget could be increased and more businesses could be opened, which would create more jobs. As mayor I would plan to bring more people in by advertising local businesses and creating community events.

To bring more people into the community would create great enhancements. I would add more community activities, providing events for all ages. The citizens could take a survey on which events they want most, for example the community could host a 5k run. It would attract more people, and maybe convince them to move in. Everyone would also become healthier if they participated in these kinds of events. There could be a fundraiser for the school to put in a track, if the students have a track we could host track meets to bring more people in.

If I were mayor I would host community events, fix the streets, and push to have more people in the community.



BRANDALYN  
THYFAULT

## Northwest Regional Winner Grinnell Middle School



ETHAN  
BECKMAN

**M**ayors have multiple responsibilities, including coming to meetings and using the town's budget wisely. In my opinion a mayor's biggest duty is trying to make the community a better place. If I were mayor, the concerns I would like to address would be to find owners to open new businesses and getting people to help work at the old businesses.

My hometown of Grinnell is very small. To improve population and business production, I would like to have new families move into town and open new businesses. If we could open just a few new businesses, then all of the job opportunities would be something else to attract new people to our community.

Another way I would like to further my town, would be not only to open new businesses, but finding people to help work at the old businesses as well. With the small population, all of our businesses are shorthanded with "Help Wanted" signs in their windows. My dad, owning his own business in Grinnell, faces this issue every day. To fix that concern, I would like to create a website to advertise Grinnell and the job opportunities that are present.

If I were mayor, there are many concerns I would like to address, some issues may be huge while others may be small. The greatest issue I would take great pride in addressing, would be to open new business and find people to help work at the old businesses too.

## Northeast Regional Winner Olpe Jr/Sr High School

**"T**he elected head of a city or other municipality" In the dictionary, this is the definition for "mayor." But let's be honest, it is so much more than just a "head of a city." In my mind, mayor means one must be open-minded to make things better for your community, have passion to connect with fellow citizens, have the drive to want happiness for the people in the town, and lastly, they should be just a bit of an over-achiever – never settling for just good when they could have great.

Where I live we value our small town traditions. For instance our homecoming parade, and even just the Friday night football games. I believe we should nurture these things because they put people together. Essentially, if I were mayor, I would cherish these traditions while adding improvements to the town.

I also feel that a clean place is a happy place; in that matter, I would host a community clean up day once a month. Not only would such an even keep the community clean, but it would also help keep the small town traditions alive. I would also provide an in-school day care service for kids. I know that some kids have nowhere to go after school or must stay home alone. A day care would minimize the risk of kids crossing highways and possibly getting hit by a car.

If I were a mayor, I hope I would be described as loyal, sensitive, caring, optimistic, and intelligent. I hope I would be someone the citizens would love to re-elect.



AUBREY  
HAMMOND



# Salina's Development Review Team Process

*By Mike Schrage*

## DEVELOPMENT REVIEW TEAM

**B**uilding and development projects can strike fear in the hearts of the most experienced designer, developer or staff person! Why? It is due to the sheer number of variables, unknowns, and high stakes involved on the part of the owner, designers, and contractors. Design details, owner preferences, code requirements, submission deadlines, completion deadlines, change orders, site conditions and inspection results are just a few of the things that routinely arise as points of frustration as a project develops.

When code-related changes or surprises arise, it is not at all uncommon for city staff responsible for code enforcement, whether that be building codes, fire codes or planning and zoning codes, etc., to be seen as the keepers of the mystery manual eagerly awaiting an opportunity to pull some surprise out of their trick bag and spring into action. This is a sentiment that Salina has faced for many years.

### Development Review Team

For the past fifteen years, Salina has been developing and refining an approach that it refers to as the Development Review Team (DRT). Problems and frustrations still arise on projects, but the DRT approach has changed the conversation and it is seen as paying dividends.

### Commitment to Service Quality

For Salina, it starts with a Commitment to Service Quality. The result of a staff brain-storming session, the Commitment to Service Quality can be found hanging on the walls of the various departments involved with development, the meeting rooms frequented by the

public and on the backs of development staff's business cards. It espouses appreciation, courtesy and integrity; professionalism and open communication; valuing public input; and a value added development process which is described as accurate and solution based; efficient, reliable and timely; helpful, practical and quality driven, as well as simple and user friendly.

### Team Members

Salina has committed considerable staff resources to implement the DRT approach. A new position of Development Coordinator was created to be the central point of contact and communication for all development projects, and the DRT is comprised of staff representatives of all of the various city departments involved in reviewing and approving a development project. Meeting attendance can vary depending on the scope of a project, but a typical DRT meeting involves the Development Coordinator, Deputy City Manager, Director of Community and Development Services, a City Planner, the Building Official, the Fire Marshall, the Utilities Director, and a City Engineer.

### Collaboration – Making Ourselves Available

In order to facilitate meetings of the entire DRT and avoid the need for a designer or developer to work their way through our organization one staff person at a time, DRT members block out each Wednesday afternoon for a series of one hour DRT meetings. Over time, it has become known throughout the community that DRT welcomes meetings at the earliest stages of a project. Staff has learned that the sooner the conversation can begin, the more collaborative and less confrontational the dialogue can be. The more time, energy and design that has been invested before a code

compliance issue is identified, the more frustrating it can be and the more entrenched the designer, owner, and others can become.

It is routinely communicated that we are willing to meet over a napkin sketch or just an idea. It took some time to realize, but being willing to meet early and often is worth the time invested. It changes the perception of staff from being adversaries to willing partners and it is an opportunity to provide design guidance early and avoid countless problems.

### **Communication is Key**

While staff cannot anticipate every difficulty, the DRT process creates an opportunity to clearly communicate the overarching requirements that will apply to a project and handoff accountability for code compliance to the designer and developer. How many times have we heard some variation of, “Well, nobody told me!” and wanted to respond, “Well, you never asked!”

Obviously, staff cannot respond in that manner. A DRT meeting creates the opportunity to set the stage in terms of the overarching expectations as well as point out things that an applicant might not think to ask, before it is too late.

As we all know, it is not just what you say but how you say it. Early communication and collaboration creates an opportunity for staff to tactfully provide suggestions, identify options and forewarn a designer of code requirements before they find themselves faced with either approving or denying a design or installation.

### **Start with the Basics**

The DRT approach definitely creates an expectation that staff has communicated everything that a designer or owner needs to know by the end of the meeting. That can easily be addressed by sharing the responsibility with the designer and the applicant. It is not necessary to provide detailed code analysis for every possible scenario or minute detail that has yet to come to light. Instead, it is important to point out all of the applicable codes and requirements that will likely apply to a project; call special attention to unique code requirements that might apply; and be sure to address confusion or problems that noticeably reoccur from one project to the next. If the designer and applicant are provided good guidance they can

do their job better, and it is easier to hold them accountable when difficulties arise.

### **Have an Agenda**

Regardless of whether the project is large or small, a one hour meeting can easily be lost to disorganization and extraneous conversation without a well-organized agenda. We have found that a logical progression starts with introductions and project overview on the part of the applicant followed by staff discussion of the applicable code requirements starting with the most broad requirements and working our way to the most specific. Our typical order is planning and zoning, site plan considerations, utilities, emergency access, traffic, storm drainage, fire codes and building codes.

### **Handouts and Written Communications**

Over time, staff has developed handout templates that they are able to complete prior to the DRT meeting and provide as handouts to the attendees. Doing so helps ensure that staff consistently cover the key topics for each DRT meeting. For example, a planning and zoning handout identifies the zoning of the subject property, the permitted and conditional uses within the zoning district, bulk regulations, required yard setbacks, etc., while a building code handout identifies the applicable codes in effect and calls attention to particular requirements such as ADA parking requirements. Additional handouts include applications and submission calendars unique to the project.

Two of the most important written communications that come out of a DRT meeting are the meeting notes and a submission checklist. The notes are taken by the Development Coordinator and distributed to staff to review for accuracy before distributing to the applicant. The submission checklist is a fillable form that itemizes nearly every possible submission requirement known to staff that is filled out at the end of the meeting by staff based upon what is known about the proposed project.

Examples of the documents and forms referenced in this article can be found at [www.ci.salina.ks.us/](http://www.ci.salina.ks.us/). Use the following links - Departments Link - Development Review Team link – LKM DRT Article Link.





## DEVELOPMENT SERVICES REVIEW

Reviewing and approving building permits can and should be a highly detailed and technical process that requires exceptional communications to avoid confusion and frustration or worse. As part of our Development Review Team approach, Salina has developed a centralized and standardized approach to plan review with the very deliberate intent of improving customer service as well as accountability on the part of the reviewers, designer and applicant.

### Centralization

We have chosen to centralize submission of plans for review as well distribution of plan review comments under the Development Coordinator position. Doing so allows us to better track and meet our response time goals of ten working days for an initial submittal and five days for corrections. It also eliminates considerable confusion on the part of the applicant since they receive one comprehensive letter from the city regarding their application rather than multiple calls, emails or letters.

### One Letter - Many Topics

Upon receipt of a submission, the plans are distributed to all of the applicable city plan reviewers which typically includes planning and zoning, building services, the fire marshal, utilities and engineering. Each reviewer develops and submits their comments to the Development Coordinator to be compiled into one centralized plan review letter that is reviewed by the Deputy City Manager and Director of Community & Development Services before being distributed to the applicant. The various portions of the letter are

clearly divided by the reviewing department and further divided by the type of comment.

### Corrections, Deferred Submittals and Special Conditions

The vast majority of applications are described as being time sensitive or urgent, which consistently results in pressure to approve plans or issue building permits as soon as possible. In response to that ever-present sense of urgency, Salina has become very diligent about identifying and clearly communicating review comments or items that can be resolved after the issuance of a building permit.

Corrections are considered items that must be resolved prior to permit issuance. In order to facilitate clear communications, they are communicated in a separate section of the Plan Review Letter and further divided by department.

Deferred submittals are a concept provided for in the International Building Code and are heavily utilized by Salina to expedite building permits. Deferred submittals are items that can be submitted, reviewed, and approved after permit issuance. Common examples of deferred submittals include landscaping plans, truss drawings, and fire sprinkler plans. While deferred submittals can be helpful at the time of permit issuance, overlooked deferred submittals can certainly be problematic once a project is underway. Each deferred submittal comment includes a provision that they must be submitted, reviewed and approved ten days prior to installation, and when finalizing the details of a “hard stop” procedure to prevent scheduling of inspections related to an element that is related to an unapproved deferred submittal.

A willingness to allow and coordinate deferred submittals is definitely customer-service oriented. It is greatly appreciated by

applicants, contractors, and staff when the pressure is mounting to issue a building permit. But, it does require considerable management and communication to avoid creating additional delays once the project is under construction.

Similar to deferred submittals, special conditions are another tool used to expedite building permit issuance. If an issue can be addressed with written conditions and without the need for revised plans and there are no other plan revisions needed, a special condition is attached to the building permit communicating the requirement. Special conditions are another customer service approach that is well received at the time of permit issuance, but runs the risk of complications later if they are overlooked.

As an ongoing reminder, as well as a means to place accountability with the designer or contractor, Salina maintains a running list of outstanding deferred submittals and special conditions and attaches it to each email communicating inspections results or confirming that an inspection has been scheduled. Problems still arise occasionally, but when a frustrated contractor, designer, or owner is reminded that deferred submittals and/or special conditions were allowed in the interest of customer service and we have taken every opportunity to remind them of the outstanding items, they generally begrudgingly accept responsibility for any oversights.

### **Write It and Cite It**

Past experience has shown that some designers and contractors may not be as knowledgeable of the codes as one might hope, and more than we would like are willing to accuse staff of “making it up.” We have found that is easily remedied by incorporating code language directly into our review comments and providing a code citation for every review comment.

If staff isn’t already in the habit of providing a citation, that can seem onerous, but it pays dividends! Instead of having an ongoing discussion or disagreement with a designer or contractor, it provides them the information they need to look it up themselves; removes any concerns about subjectivity on the part of staff; and creates an expectation that they should be or should at least become knowledgeable of the codes rather than rely on staff to tell them what they have to do.

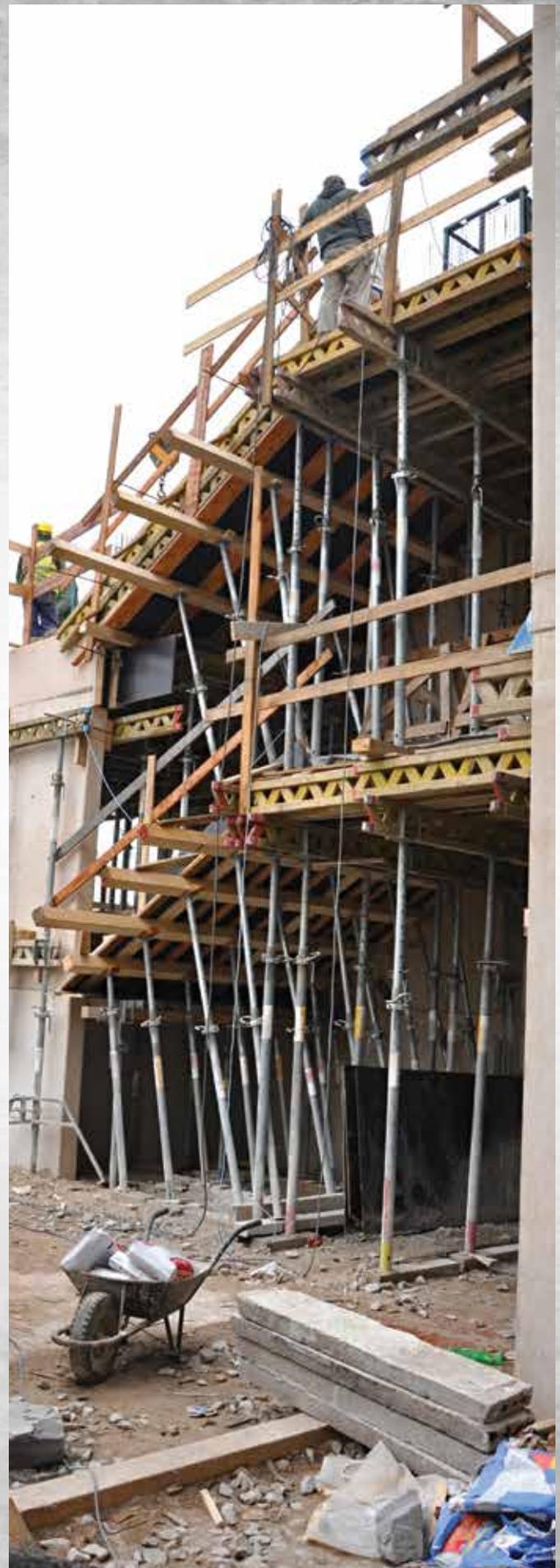
### **Standardization**

Salina has adopted a standardized approach to writing a review comment. As noted above, each review comment must provide a code citation. Additionally, each reviewer is expected to provide a reference for their comment whether that is a plan sheet number, a particular detail or a design element so that an uninformed reader can fully understand each review comment. A call to action is also required so that there is no doubt what must be done, such as provide revised plans, submit a deferred submittal or modify installation to be code compliant.

One of the benefits of standardization is that reviewers have been able to build a library of commonly used comments. Rather than draft a new comment that seems vaguely similar to a comment for a prior project (designers and contractors do compare notes and keep score), they are able to provide nearly identical comments from one project to the next. Doing so helps instill a sense of consistency and fairness in the part of staff within the development community.

### **Quality Control**

As noted above, the final draft of the plan review letter is reviewed and approved by the Deputy City Manager and Director of



Community and Development Services prior to it being distributed. They are looking for adherence to the formatting and content expectations. They are also looking for correct interpretation and consistent application of the codes from one project to the next and within a single plan review letter. It is not uncommon for plan review comments from different reviewers to overlap on a topic or create confusion that must be resolved prior to distribution of the plan review letter.

### Concurrent vs Consecutive Review

A fairly common approach to development projects is to take things one step at a time. Annexation and rezoning comes first, followed by platting followed by building permits. That is a very logical and deliberate approach that helps avoid possible conflicts and the need for revisions. But, as we all know, “Time is money!”

Many developers are willing to take some risks and even more developers seem to be in a hurry. In response to continued pressure to expedite projects and “work with” developers, the City of Salina made a very deliberate policy decision to receive and review plans concurrently. For example, if a developer wishes to submit building plans at the same time as a rezoning application, we will receive, distribute, review, and conditionally approve their plans concurrently rather than require that approvals be secured and plans be submitted in consecutive order.

Transitioning to concurrent review was a significant change in approach on the part of staff that was initially met with considerable fear. Understandably, there was concern about creating false expectations as well as the possibility of miscommunications or misunderstanding that left the applicant thinking they

were fully approved when they were not. Once again, the key is good communication.

Centralized communications and review by supervisors helps ensure that the steps and conditions are correctly synchronized and communicated within one plan review letter. Additionally, the wording of each condition becomes extremely important. However, as noted above, reviewers are able to develop a library of comments to draw from which allows comments and conditions to be refined and improved over time.

### What is the Right Answer?

Even though communities may have adopted the same standardized codes, approaches to development, code enforcement, and economic development vary from one community to the next. There is not one right answer. In Salina’s case, facilitating development, reducing development community frustration, and providing exceptional customer service were identified as priorities. So much so that the City was willing to commit considerable time and resources to customizing an approach intended to fit our community.

Problems still arise, but the dialogue has definitely improved as a result of our implementation of a Development Review Team and our approach to plan review.

Examples of Salina plan review letters can be found at <http://salina-ks.gov/>. Use the following links - Departments Link - Development Review Team link – LKM Plan Review Article Link

 *Mike Schrage is the Deputy City Manager for the City of Salina. He can be reached at [mike.schrage@salina.org](mailto:mike.schrage@salina.org) or (785) 309-5700.*

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## Food for Thought: Food Truck Regulation

As food trucks emerge in Kansas,<sup>1</sup> cities may consider regulation of these establishments. Mobile food unit or “food truck” regulation includes federal, state, and local law. While beyond the scope of this article, food trucks may be regulated by federal statute if offering food that is a part of interstate commerce.<sup>2</sup> The state also regulates food trucks through the Kansas Food Code and the Kansas Department of Agriculture. Finally—though limited by federal and state statutes and constitutions—cities may pass ordinances regulating food trucks.

### State Law

According to the Kansas Department of Agriculture, a food truck is a food establishment, as is “[a]ny place where food is served or prepared for sale or service on the premises or elsewhere.”<sup>3</sup> Kansas law requires licenses for a food establishment to operate.<sup>4</sup> Some exceptions exist; for example, certain nonprofits do not need licenses. Prior to receiving a license, food establishments are inspected for compliance with state regulations.

State regulations for food establishments are provided in the Kansas Food Code.<sup>5</sup> The Code includes rules involving employee practices, for example, by specifying proper hygiene. The Code also has provisions on properly handling food, like keeping food at specific temperatures and avoiding contamination. Additionally, the Code details correct usage of equipment in preparing food. Finally, the Code regulates water supply, waste disposal, and construction of food establishments.

Along with following these requirements to pass inspection, food trucks must provide a log of where they plan to operate—both the city and the location—before obtaining a license.<sup>6</sup> After receiving a license, food establishments must display the license conspicuously.<sup>7</sup>

### Municipal Ordinances

The federal and state constitutions empower cities “to enact ordinances designed to safeguard and protect public health” and “general welfare.”<sup>8</sup> This means that cities can pass rules for food trucks, including licensing. For example, the city of Lawrence, Kansas, has an ordinance that requires food trucks to have permission from the property owner before selling food at a specific location.<sup>9</sup>

However, a city risks violating the Equal Protection Clauses of the Kansas and U.S. Constitutions if the ordinance applies to businesses differently without sufficient justification. A discriminatory law “must be based upon real and substantial distinctions and not upon fictitious distinctions which have no reasonable or substantial relation to the public health or general welfare of the inhabitants.”<sup>11</sup>

For example, in *Hair v. Humboldt*, a baker from a neighboring city sold bread out of trucks to merchants within the city of Humboldt.<sup>12</sup> A city ordinance charged a higher licensing fee for those selling



*CoffeeCake KC food truck which features espresso and gourmet cupcakes. Photo by Celeste Lindell. <https://creativecommons.org/licenses/by/2.0/>*

bread without “a fixed place of business” within Humboldt.<sup>13</sup> Thus, the baker with trucks had to pay more for his license than bakeries located within Humboldt.<sup>14</sup> The Kansas Supreme Court ruled that this ordinance violated the 14th Amendment of the U.S. Constitution because it essentially charged nonresidents a higher amount than residents without justification.<sup>15</sup> This could potentially be the case if cities charge food trucks higher licensing fees than city restaurants with fixed locations or pass other ordinances found to unreasonably discriminate against food truck owners.

Additionally, business regulations must be reasonable, based on “whether it is for the benefit of the community in general... for the public health and general welfare, and whether the means adopted to produce the public benefit are reasonably necessary to accomplish that purpose and not unduly oppressive upon individuals.”<sup>16</sup>

Because food truck regulation includes interaction between state and federal law and constitutional limitations, cities should consult with an attorney before passing ordinances regulating food trucks.<sup>17</sup>

**Sources can be found on page 59.**

 Davina de la Torre is a Legal Intern for the League of Kansas Municipalities. She can be reached at [ddelatorre@lkm.org](mailto:ddelatorre@lkm.org) or (785) 354-9565.



# Downtown Solutions

*By The Clarion staff*

**A**t an early October meeting, the Haven city council heard an out-of-the-ordinary complaint from Susan Stucky, a business operator.

There weren't enough parking spots open along the main drag.

Willie Burger had opened and was drawing crowds. Papa's Pizza would open and draw more crowds. Kansas Avenue was filling up during rush times.

Too many cars on a small-town main street? That is a problem that seemed unlikely to happen in the area only a year ago.

In January, the Clarion ran a three-part series chronicling the number of vacant and run-down buildings in the downtowns of Haven, Colwich, Andale, and Mount Hope. Vacancy rates from an unscientific foot survey of 86 addresses conducted at that time averaged 36 percent, well above national retail and office vacancy numbers.

Revisiting those rates provides more concrete numbers to anecdotal evidence that's been mounting for a while: it's been a good year for community downtowns.

Andale's vacancy rate has dropped by 11 points to 29 percent. Colwich's rate dropped four points to 29 percent, and Mount Hope's rate inched down to 31 percent. Haven's dropped 11 points to 25 percent.

"It feels like there's a fresh breath of life in our downtown," Jessica Hoskinson, said director of the Haven Economic Development Council. "From a year ago it seems like it has really taken on its own energy."

The cause of the change is simple on the surface. Businesses have opened, and those already in business have stayed open. Enough people are shopping local to make that happen.

Jeremy Hill, director of the Wichita State Center for Economic

Development and Business Research, credited an improving economy and consumers with more money in their pockets for recent trends.

"We have noticed there's been a lot of retail development in the broad (South Central Kansas) area," he said. "Our retail forecast is fairly positive for the area and for the state. Today we think that, as jobs continue to grow, there's more upward pressure on wages, and those wages can spill over; we will see more spending than we've had before."

The City of Andale has seen new tenants occupying a number of buildings. Mid-Kansas Exteriors located an office downtown. Little Bear Bar and Grill bought an empty adjacent barber shop and expanded into it. Volition Metals now occupies what used to be the closed Ozzie B Pizza building.

"Because of our low overhead, we have a good set up and a lot of the disadvantages living in small town America have become opportunities," Brad Ruple of Volition Metals said of his decision to expand in Andale.

Andale Mayor Gary Sigg said the recent change has made for an exciting time.

"All the credit goes to the citizens and business owners that are out there trying to make things happen. We are seeing some activity on Main Street. There's housing activity going on in Andale. I think there's a little traction with the economy, and there's some optimism as to what direction the economy is going. People are optimistic about what can happen now."

In the last year and a half, Colwich has added Winter Roofing and Remodeling into an empty lumberyard building that had been vacant for seven years.

Clint Winter of Winter Roofing and Remodeling credited access to K-96 and a favorable town to their decision to move into Colwich when opening.

Colwich has also added an office for Results Realty. The Keg and What's The Scoop have made it to their one year anniversary.

In Mount Hope, Annie's Variety Store has opened its doors again to some extent, and a medical rehabilitation office has opened.

Haven's downtown has seen the opening of Willie Burger and the soon-to-be opening of Papa's Pizza.

"We got tired of working for other people and decided to do something on our own," Jacob Oehlert said of his and his brother's decision to open Willie Burger. "Obviously, it's a need in Haven that's not served."

The increase in the health of area business districts can be credited to many individuals choosing to invest in their local communities, landlords working to fill buildings and entrepreneurs deciding this is the time to try something new.

But governing bodies and organizations have also played a role in contributing to the change.

Figuring out the needs of a community and of a business owner is something many community leaders mentioned when asked about drawing commerce to a town.

The Haven Economic Development Council created a list of open buildings and compared that list to wants expressed by town residents.

“We’re trying to target specific individuals who might be interested in this building or that building, and it’s given something to guide us,” Hoskinson said. “It helps us have a resource so we’re not questioning ourselves what’s available. Frankly, we only have two buildings available now that would be useable.”

Andale is in the process of installing a large sign along 247th St. to advertise businesses and draw drivers into the downtown.

Mayor Terry Spexarth of Colwich said that retaining old businesses and drawing new ones is a large priority for the city.

“We talk a lot with businesses and we talk a lot with Harland (Priddle),” Spexarth said.

Priddle is the Executive Director of the K-96 Corridor Development Association, which Haven, Mount Hope, Colwich and Maize belong to. Priddle says his organization works as a facilitator for members, working to bring businesses to the area and connect communities with resources needed to draw the businesses.

Spexarth credited the corridor association with helping to bring a large employer, Quality Solutions, to Colwich. The corridor has also worked on the retention of Haven Steel for the City of Haven, the Tenawa Gas Plant expansion near Haven and the Maize Industrial Park project.

“We provide access because of previous experience,” said Priddle, who has served as the Kansas Secretary of both Agriculture and Commerce. “When needed, we become directly involved. Then there are many times where we make suggestions.”

Some industry doesn’t count as a downtown business, but more people working in town means there are more people who spend money in a town, explained Hill, and more spending in a community can bring across-the-board benefits.

“Instead of purchasing something in Wichita, now you will have

something purchased locally,” Hill said. “That’s sales tax revenue. Those are wages for high school students and lower wage workers that are captured.”

Besides a positive financial effect, business openings may have a psychological impact as well. Hoskinson called it a domino effect.

When nothing was happening in town, no one wanted to try something, she said. Now that a few people dipped their toes in the pool, “it feels like, wow, there is energy,” she said.

It’s the same sort of domino effect that has caused people to improve town store fronts, she said. Shep Chevrolet, the Haven City Building, Haven Fitness, the Rural Messenger and Loop Carpentry have recently painted or remodeled their building fronts.

In Andale, Main Street Liquor, The Clarion, the Post Office, the City Building and Brunin’s have all been painted or remodeled in the last year. This week, a new roof was going up on an office building which was formerly a bank.

The resurgence in the state of area downtowns is positive yet relatively recent. Hill said that begs the question, “Is it sustainable?”

Hill said he believes that the economic outlook for the area is positive in the near future. The sustainability of the new developments, however, depends on a number of factors.

“Demand for retail is simple: how many people are employed? What is their income? You come to full employment (in a community), you have more opportunity you might have that (retail) trend up, but you have to put caution to it,” he said. “More bodies moving in is necessary for fundamental growth. Those fundamentals drive it.”

 *Written by The Clarion staff. For more information call (316) 445-2444.*



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## Chicken Scoop

As local and organic foods become more popular, chickens are becoming increasingly common to urban neighborhoods. Many people believe that backyard chickens increase household food supply and provide companionship. This article will discuss the real “scoop” on “chicken coops,” and what your city should know about regulating chickens within city limits.

### **Background on Urban Chickens**

Chickens are energetic and friendly, though they require consistent care, restriction and maintenance, and often create neighborhood concerns. Chickens need special living quarters, including protection from extremely hot or cold climates, shelter from predators (e.g. dogs, raccoons, and opossums), and an appropriate nesting environment. Nesting is critical - each hen lays one egg a day and you must remove the eggs in a timely fashion so the hens do not make a habit of sitting on their eggs, eventually producing more baby chicks. Also, leaving the eggs for extended periods of time may cause the birds to peck, crack, and/or eat the eggs limiting the production of eggs for a household.<sup>1</sup> Chickens need at least 2-3 encounters with their owners daily to be cared for properly. They require veterinary attention and proper nutrition in order to provide the most value to a household.

Backyard chickens are prohibited in most cities.<sup>2</sup> Municipalities that permit chickens usually limit the number of chickens that one household can keep, with the exception of roosters. Roosters are generally not permitted at all; their high-sounding crowing can occur frequently during the day. Some roosters also become vicious and attack other backyard birds. Further, it’s hard to identify the gender of baby chicks - roosters may not be identified until they are roughly six to eight weeks old. By this time, it is too late to “return to sender” and the owner must abide by city statutes and potentially remove roosters from the flock. Shelters or sanctuaries may or may not be an option in your community, requiring the owner to use their own discretion when it comes to removal practices.

On the other hand, all backyard birds naturally love pecking and digging, so don’t expect yards they inhabit to remain a thick layer of forest green grass with well-maintained flowerbeds. For this reason, it’s important to keep the birds limited to the owners yard, which may require the owner to perform a harmless “wing-clipping ceremony” so the birds don’t fly over fences while roaming around outside of the coop.<sup>3</sup>

Another concern that should interest all city residents is the removal of manure. To keep chickens joyful and sterile, an owner can create an enclosed area to collect dropping, protecting neighbors from unpleasant smells that come from lodging chickens.<sup>4</sup>

### **What Questions Your City Should Consider**

Your residents may want backyard chickens to be allowed within city limits, but a city should consider the following before permitting them:

**Limit on number of chickens per square yard?** The more chickens, the more yard maintenance. Usually 3-6 per household are acceptable for most cities, while some cities in Kansas allow up to 20.

**Will the city allow roosters?** How will you enforce the removal of roosters? Should your city adopt nuisance rules? It’s hard to determine the gender of young birds, so a plan that addresses how to regulate/remove roosters is necessary. Further, noise, smells, public health concerns, attracting flies and rodents, and cleanliness of coops/disposal of manure can all be considered nuisances to neighbors.

**How are chickens to be housed and what are the specific requirements for housing?** How close can the chicken coop be to a neighboring yard? Are they allowed to house in a garage or within an area of the house? Chickens are heat and cold sensitive and may fall prey to predators, therefore they need shelter for protection. Also, specific nesting requirements are important for hens to lay consistently.<sup>5</sup>

**What kind of requirements are there for keeping the facility clean?** Will there be requirements for keeping waste and waste water run-off from other yards or people areas? It is important to remember coops and nests must be kept clean at all times for the health of the chickens and the food safety of the eggs.

**What about slaughtering?** Should residents have to slaughter out of sight of neighbors? How will they be allowed to kill the chickens? Is there a requirement for where the “left-overs” such as blood, and internal organs will go?

**If there is suspected cruelty or neglect, who will be responsible for investigations and is that person(s) trained in animal husbandry for chickens?**

**If the chickens are in close proximity to other animals on the owners property, will a health department have particular requirements for disease control?** Will the city enforce veterinary care requirements? Diseases can spread from chickens to pet birds and wild birds.<sup>6</sup>

**Should the city charge fees to register for chickens?** Most cities that do levy fees charge a one-time fee or an annual fee of \$5 to \$40.

**Sources can be found on page 59.**

 *Donyell Wolfe is an Intern for the League of Kansas Municipalities. She can be reached at [dwolfe@lkm.org](mailto:dwolfe@lkm.org) or (785) 354-9565.*

# Camp Great Adventure

By Bailey Hightower with contributions by Patty Nickell.



Children and camp staff. Photo by Mariah Seifert.

Summer is always an exciting time for children, but it often presents working parents with a problem. How do you ensure that your child is safe and entertained for three whole months? The City of Bonner Springs recognized this need, and in the summer of 2008 Camp Great Adventure was incorporated into the Bonner Springs Parks and Recreation Department.

What began with an average of only 49 campers a week has quickly grown in popularity and can reach up to 116 campers per week. Inexpensive and budget friendly, Camp Great Adventure is a perfect option for families. At only \$85 per week for residents of Bonner Springs and \$95 per week for nonresidents, this summer program is a reasonably priced way to guarantee your child an entertaining summer.

Directed by Patty Nickell, Camp Great Adventure is a day camp for children between the ages of 6 and 12 that provides a safe, active, and fun-filled environment. The days are filled with activities that entertain and educate all age groups. Frequent trips to the city's playgrounds and Aquatic Park encourage physical fitness and an appreciation of the outdoors. Children are also required to leave all electronics at home in order to better form social relationships with other campers and learn to live free from as many material things as possible. Other outings include trips to the Coterie Theatre and Mahaffie Farm. Each field trip provides a new and unique learning experience for the campers.

When the camp isn't traveling, the adventure comes to them. Visitors to Camp Great Adventure include TV personality Reggie Gray "The Magic Man," storyteller Pricilla Howe, and instructors from Mad Science. Bringing entertainers in to visit the children allows the campers a more personalized form of education and enables them to interact with their peers in exciting new ways.

At Camp Great Adventure the children are introduced to a variety of new skills and are encouraged to have a sense of pride in their community. Camp Great Adventure became involved with the community garden. Campers were educated on how to correctly plant, water, and maintain a healthy garden full of vegetables that they are able to take home to eat.

Camp Great Adventure doesn't just benefit the campers, but it also provides camp counselors with valuable life experience. The counselors are a group of high school and college students that spend the summer teaching the campers leadership skills and responsibility for themselves and their fellow campers. But, there are many learning experiences for the counselors as well. Working with the children requires patience, communication, and understanding.

"Camp Great Adventure has been fantastic preparation for my career," said camp counselor and University of Nebraska student Cameron Eckardt. "Leading activities for children for eight hours a day has been a fun summer job that leads well into how I want to spend my future, teaching music to kids."

The goal of Camp Great Adventure is to provide an environment where campers will be able to grow and develop their self-confidence and forge lasting positive relationships with one another. With the support of parents and the camp staff, Camp Great Adventure will continue to be a successful and enjoyable way for the children to spend their summer vacation.

✿ Written by Bailey Hightower, Counselor, with contributions by Patty Nickell, Director of Camp Great Adventure. For more information call (913) 238-2508.

## **Garden City Awarded Federal Funding**

The United States Department of Transportation has notified the United States Senate that the City of Garden City will receive part of a \$12,469,963 TIGER Grant for the Southwest Chief Improvement Project. The grant will be combined with \$9,300,000 of state, local, and private funds and used to restore several miles of the La Junta subdivision of the Kansas Division of the BNSF railway, over which Amtrak's Southwest Chief currently travels. See the full article at <http://tinyurl.com/p6jb5kw>



## **Cheney Completes Veterans Park Wall**

More than 400 names of Cheney area veterans cover the six-foot brick wall in Veteran's Park. The semi-circle of flagpoles with various branches of the US Military fly in the background honoring these heroes. American Legion Post 295 and a host of supporters from the Cheney community completed this project as a team. See the full article at <http://tinyurl.com/kouvhws>

# GOVERNMENT NEWS

## Joe Reardon to be Kansas City ATA President and CEO

Former Mayor of the Unified Government of WyCo/KCK and LKM President Joe Reardon was selected as the Kansas City Area Transport Authority (ATA) president and chief executive officer. Reardon's job will be to expand and unify the region's fractured public transit system at a time when transit is seen as a key driver of economic development. See the full article at <http://tinyurl.com/nvmxwhp>

## President Barack Obama Visits Lawrence

President Barack Obama visited the University of Kansas just a few days after his 2015 State of the Union Address. His speech placed emphasis on the importance of affordable higher education and childcare. President Obama was the fourth sitting U.S. president to visit KU. Presidents William H. Taft, Ulysses S. Grant, and Rutherford B. Hayes have visited KU as well. See the full article at <http://president.ku.edu/>

## Salina Honoring Women's History Month

The City of Salina Human Relations Commission and the Community Relations Department will recognize and honor Women's History Month with a proclamation signing and a presentation, both centered on the theme, "Weaving the stories of Women's Lives."

See the full article at <http://tinyurl.com/ppkk2rv>

## Roeland Parks's New Trail

Roeland Park has a new limestone trail, which is the first project to be completed from the R Park Master Plan. Funding for the trail was matched by the Sunflower Foundation of Kansas and Citizens Fundraising Initiative for R Park. See the full article at <http://tinyurl.com/n8ccg4b>

## USDA Provides Nearly \$50 Million to Kansas Water Systems

Public Wholesale Water District No. 23, which provides water to the cities of Altoona, Buffalo, Fredonia, and Thayer, received over \$24 million in loans and grants from USDA's Rural Development Department to construct a new six million gallon/day surface water treatment plant. The city of Severy also received almost \$2 million to install water service lines, gate valves, fire hydrants, and water meters. See the full article at <http://tinyurl.com/lscwcdx>



**Daron Hall**

**LKM**  
Governing Body Member

**What is your position and what are your typical duties?**

City Manager, responsible for the daily operations for the City of Pittsburg, including budget prep, fiscal management, planning and economic development.

**What is your favorite thing about Kansas?**

The hard working people, rich history, and wonderful communities which are all unique and different.

**Please share a little personal information about yourself.**

I am a husband, father, son, and brother, and was born and raised in Kansas. I have lived in the northeast, southwest, and southeast parts of the state, which adds to my appreciation for all it has to offer. I cherish my family.

**What is your favorite thing about your community?**

The beautiful land and wonderful people who work hard to make it a great place to live.

**What made you want to join city government?**

Desire to serve others and improve the quality of life for Kansans.

**Is this your first time on a statewide board?**

No. I served on the Kansas Municipal Insurance Trust Board as a trustee and the President.

**What is your position and what are your typical duties?**

City Manager. As the city manager I report directly to the city council and am responsible for implementing the policy direction of the city council. The City Manager submits an annual budget, advises the council on matters affecting the city, administers and oversees city operations, and appoints and removes all city personnel. I'm also active in all economic development issues.

**What is your favorite thing about Kansas?**

First of all, I like the changing of the seasons Kansas offers. Secondly, I think the local government environment in Kansas is top notch.

**Please share a little personal information about yourself.**

I have been married to an unbelievable lady, Jerri, for 34 years and have three absolutely beautiful daughters: Lindsay, 28; Lacey, 25; and Taylor, 20. I have invested in most of the State's universities, with one daughter a graduate of Emporia State, another from the University of Kansas, a third currently attending Kansas State University, and I graduated from Wichita State University.

**What is your favorite thing about your community?**

Probably the number of events we host each year, including things like the Kansas State Fair, National Junior College Basketball Tournament, high school basketball and football state championships, college and professional golf championships, performing arts, and a variety of conventions and meetings. These events bring energy and life to our community.

**What made you want to join city government?**

To be quite honest, I stumbled into local government as an undergraduate at St. Mary of the Plains College in Dodge City. I was a Political Science major and saw where the city manager of Dodge City had an internship position open. I jumped at the opportunity for two reasons, one it was a paying position, and number two, I received college credit and figured it would be an easy A. Midway through my internship I was asked if I would be interested in a full-time position upon graduation. It was not long after beginning work in the city manager's office and through the encouragement of the city manager that I discovered that local government could be a career for me. After a year or so on the job, I pursued a Master's in Public Administration and was off and running. Thirty five years later I can say I was fortunate to be in the right place at the right time, and to have some really good mentors in former Dodge City city managers Ed Daley and Bob Livingston helping me.

**Is this your first time on a statewide board?**

LKM is the largest organization I have served, but I previously served on the Board and was Past President of the Kansas Association of City/County Management.



**John Deardoff**

**LKM**  
Immediate Past President



**Tami Martin**

LKM Staff

**What is your position and what do you do?**

My position is Administrative Assistant.

Activities associated with my job include meeting and greeting visitors, answering phones, working with attorneys to codify codes for cities, maintaining CAAK files, completing attorney registrations and memberships, and sending out Labor Law Posters.

**How long have you been with the League?**

I have been with the League two years, since December 2012.

**What is your favorite thing about Kansas?**

The Cosmosphere in Hutchinson.

**A little bit of information about you.**

I am a mother of three, grandmother of six. I enjoy outdoor activities, hiking, walking, biking, and I also like watching movies and football (Go Chiefs).

**Have you always lived in Kansas?**

Yes, although I was not born here, I have lived here all my life.

**What is your favorite scenic part of Kansas?**

I like the view driving through the Flint Hills.

# Get in the Driver's Seat



## **Chief of Police**

City of Burlington, KS accepting applications w/resumes until 5 p.m. 3/15/15. Aps/Job Descriptions: available at City of Burlington, P.O. Box 207, 301 Neosho, Burlington, KS; at [www.burlingtonkansas.gov](http://www.burlingtonkansas.gov) (under Economic Development); email [sstroh@burlingtonkansas.gov](mailto:ssstroh@burlingtonkansas.gov). Ph: 620-364-5334. Required: 10 yrs. law enforcement and 3 yrs supervisory law enforcement, KLETC Grad.; valid KDL. Preferred: College Degree in Police Science or Criminal Justice. EOE

## **City Administrator, Lansing, KS (Pop.11,642)**

Reports to Mayor and 8 member Council; \$16.5M combined funds budget; 58 FT employees; Responsible for overseeing all municipal operations, plus wastewater utility. A growing community with strong infrastructure, Lansing is uniquely located on the Missouri River, 20 minutes from KCI Airport, and 15 minutes north of Kansas Speedway and other regional attractions, and a short distance from Historic Fort Leavenworth, including the US Army Command and General Staff College. Selected by Money Magazine as One of the Top 100 Best Places to Live, and recently named "one of the safest small towns in Kansas", Lansing possesses high quality schools with a new high school and remodeled middle school opening next August. Seeking an energetic leader with outstanding communication skills, economic development, and municipal finance experience to optimize opportunities for well planned development. BA required, MPA preferred + 5 yrs. min. experience as city administrator or assistant; Residency required. Low range of salary \$89,000. (EOE) Questions to Art Davis (816) 898-1962. Confidential resume, cover letter, salary history + 6 work related references by email to [ArtDavis@ArtDavisGroupLLC.com](mailto:ArtDavis@ArtDavisGroupLLC.com) by 4/3/15.

## **Coffey County Economic Development Director**

The Economic Development Director of Coffey County will develop, implement, and administer an economic development program that will expand employment, personal income, school enrollment, lodging, retail sales and the local tax base of Coffey

County. The Economic Development Director will be expected to advance Coffey County through the creation of new, and retention of, existing jobs, tourism development, infrastructure development, financial assistance via revolving loan and/or grants, job training, housing development, and leadership development. A Bachelor of Science Degree in business field, business administration, public administration, marketing or economics from an accredited college or university is recommended but not required. Equivalent combination of two to three years of economic development experience, grant writing, and training which provides the required knowledge, skills, and abilities will be accepted. Must reside in Coffey County within 90 days of employment. Salary negotiable depending on qualifications and experience. Applications are required and can be accessed at [www.coffeycountyks.org](http://www.coffeycountyks.org) on the County Services icon, or at Coffey County Clerk's Office, 110 S. 6th, Room 202, Burlington, Kansas. For questions please call: 620-364-2683. Application, cover letter and resume can be e-mailed to [dberland@coffeycountyks.org](mailto:dberland@coffeycountyks.org) or mailed to Coffey County Board of Commissioners, 110 S. 6th, Room 204A, Burlington, KS 66839. Applications accepted through April 1, 2015. Pre-employment drug testing is required with conditional offer of employment. Coffey County is an Equal Opportunity Employer.

## **Director of Public Works**

Director of Public Works - Pottawatomie County, KS

Salary: DOQ Open until filled

Responsible for the design, construction, & maintenance of county roads, bridges, & drainage structures, plus supervision of the sewer districts, solid waste transfer station, public buildings & grounds, sanitation, & more.

Education/Experience: Graduation from accredited college or university with a degree in Civil Engineering or related field required. Possession of or ability to obtain a Professional Engineer's license from the Kansas Board of Technical Professions strongly preferred. Possession & maintenance of land surveyor license desired.

Visit <https://www.hrepartners.com/>

[jobdetails.aspx?id=24661](http://jobdetails.aspx?id=24661) to apply and/or to learn more about the position.

## **Emergency Medical Services Director**

The City of Ellinwood is accepting applications for the position of Emergency Medical Services Director. The EMS Director position is an exempt position under the FLSA. The Director reports directly to the City Administrator. This employee is responsible for the administrative and supervisory responsibilities for the coordination and supervision of the department. The employee in this position prepares schedules and trains personnel in emergency medical procedures and oversees the smooth operation of the department. The EMS Director works with various health, fire, & law enforcement agencies in providing continuing education and public relations for emergency medical services.

Preferred Experience:

Five years of Emergency Medical Technician experience, previous administrative or supervisory experience; necessary information and skills to perform the job reasonably well within six months of employment.

Education/Certification:

Required: High School Diploma or GED, Current State of Kansas AEMT (Advanced Emergency Medical Technician) or Paramedic certification, valid Kansas Driver's license. Preferred: AHA or Red Cross CPR Instructor certification, KBEMS Training Officer or Instructor Coordinator Certification, NIMS 100, 200, 700 & 800, NIMS 300 & 400, PHTLS.

Salary commensurate with experience.

Resume and application review to begin immediately. Position will remain open until filled. Successful applicant will be required to establish residency within the city limits of Ellinwood within six months of date of hire. Anticipated start date mid March.

For a Full Job Description see [www.cityofellinwood.ks](http://www.cityofellinwood.ks) or contact the city office at (620) 564-3161.

Resumes and inquiries should be directed to City Administrator, City of Ellinwood, P. O. Box 278, Ellinwood, Kansas 67526. Applications may be obtained by contacting the City Offices at 620 564-3161.

### Planning Coordinator

Hays, Kansas ([www.haysus.net](http://www.haysus.net)) is seeking a dynamic, skilled, forward thinking, and energetic professional to serve as the Planning Coordinator.

The Planning Coordinator reports directly to the City Manager and is responsible for coordinating all functions of the City's planning and zoning program. The position serves as the coordinator to the Planning Commission and Board of Zoning Appeals.

The Planning Coordinator will work to develop planning related objectives, policies, and procedures. The City recently adopted an updated Comprehensive Plan and is in the process of rewriting the Zoning and Subdivision Regulations. This position will be instrumental in ensuring new development, and redevelopment is in accordance with these documents.

The Planning Coordinator will help perform economic analysis on all development proposals and opportunities to ensure future sustainability. The Planning Coordinator will ensure that redevelopment of downtown and unique neighborhoods is done in a manner that preserves existing character and integrity.

Possession of Bachelor's degree (a Master's degree is desirable) in Urban or Regional Planning, or a related field of study and a minimum of four years of progressively responsible planning experience is required. AICP Certification is required.

Full salary pay range: \$54,300—\$88,512. Hiring range DOQ and experience. The City of Hays offers generous benefits including free family health insurance, KPERS, longevity bonuses, and PTO.

To find out more about the job and benefits, please visit [www.haysusa.com](http://www.haysusa.com).

Resumes can be emailed to [jsterling@haysusa.com](mailto:jsterling@haysusa.com) or mailed to Human Resources, P.O. Box 490, Hays, KS 67601. Resumes must include a minimum of 3 references, 5-year salary history, and cover letter. Incomplete resumes will not be reviewed.

Position is open until filled. Applications will begin being reviewed on March 20, 2015.

### Power Plant Superintendent

The City of Chanute, Kansas is seeking a qualified individual to serve as Power Plant Superintendent. Under the general direction of the Director of Utilities, the Power Plant Superintendent participates in the installation, alteration and operation and maintenance of 2 power plants and oversees a staff of 16. Must have several

years of experience in power plant work. Hourly rate: \$30-\$34 D.O.Q. Must have working knowledge of SCADA system, fiber optics, diesel engines, combustion turbines, & natural gas markets. Must be effective in managing personnel. For a full job description and/or to apply online: go to [www.chanute.org](http://www.chanute.org) or apply in person at Human Resource Dept., third floor, Chanute Memorial Building, 101 S. Lincoln. Or email your resume to [tendicott@chanute.org](mailto:tendicott@chanute.org). (February 25, 2015 First Review-Open until Filled). Applicants from diverse backgrounds & men & women are encouraged to apply – EOE/M/F/D/V.

### Program Manager

Wichita State University is currently seeking applicants for the position of Program Manager. The primary role of the Program Manager will be to conduct community service projects and oversee programs for the Hugo Wall School of Public Affairs/Environmental Finance Center (here after "the School"). The position will provide assistance to communities through project and research assistance; develop and deliver professional development trainings; and provide on-site utility and financial technical assistance. Constituents include a variety of government professional groups, but the primary audience will be local government environmental professionals. The position will report to the Director of the Environmental Finance Center and will provide support on a variety of environmental and finance related topics. To apply online, go to <http://wichita.edu/wsujobs>. Offers of employment are contingent upon completion of background checks as required by the Kansas Board of Regents. Wichita State University is an Affirmative Action/Equal Opportunity Employer

### Water/Wastewater Operator

The City of Lucas (pop. 392) is accepting applications for a Water/Wastewater Operator. Duties include water leak repair, water service installation, operating and maintaining ion exchange nitrate treatment plant, wells, lift station, sewer lagoon as well as assisting Public Works staff with equipment maintenance, mowing, snow removal, street repair, building and grounds maintenance and electric line work. Must reside in Lucas or be willing to relocate within 90 days. Must have or be able to obtain Class 1 Water/Wastewater certification. Salary negotiable based on experience. Benefits include vacation, sick leave, health

insurance and KPERS retirement plan. Applications accepted until position is filled. Applications available at City of Lucas, P. O. Box 308, Lucas, KS 67648 or [lucascity@wtciweb.com](mailto:lucascity@wtciweb.com) EOE

#### Sources for Legal Forum, page 49

1. See Denise Neil, *Food Truck 'Movement' Took Time to Get Traction in Wichita*, THE WICHITA EAGLE (Oct. 17, 2014, 3:16 PM), <http://www.kansas.com/entertainment/restaurants/dining-with-denise-neil/article2951253.html>.
2. See <http://www.fda.gov/Food/ResourcesForYou/Industry/ucm322302.htm#subject> for more information.
3. <http://www.agriculture.ks.gov/divisions-programs/food-safety-lodging/starting-a-food-business>.
4. KAN. STAT. ANN. § 65-689.
5. Available at <http://www.agriculture.ks.gov/docs/default-source/fsl--handouts/kansas-food-code.pdf?sfvrsn=2>.
6. <http://www.agriculture.ks.gov/divisions-programs/food-safety-lodging/food-safety-licenses>.
7. KAN. STAT. ANN. § 65-689(c). See <http://www.agriculture.ks.gov/divisions-programs/food-safety-lodging/starting-a-food-business> for more information about starting a food business in Kansas.
8. *McCulley v. Wichita*, 151 Kan. 214, 223, 98 P.2d 192, 198 (1940).
9. Lawrence, Kansas, Municipal Code, § 6-1711, available at <http://lawrenceks.org/documents/Ordinances/Ordinances-9000s/Ord9026.pdf>.
10. *Id.*
11. *Id.*
12. 133 Kan. 67, 299 P. 268 (1931).
13. *Id.* at 70, 269.
14. *Id.*
15. *Id.*
16. *McCulley v. Wichita*, 151 Kan. 214, 224, 98 P.2d 192, 198 (1940).
17. See <http://www.agriculture.ks.gov> for more information on state regulations.

#### Sources for Best Practices, page 52

1. Living the Country Life. (2013). 10 poultry problems. Retrieved February 15, 2015, from <http://www.livingthecountrylife.com/animals/poultry/10-poultry-problems/>.
2. The Humane Society of the United States: Adopting and Caring for Backyard Chickens. 2012. Retrieved February 11, 2015, from [http://www.humanesociety.org/animals/chickens/tips/adopting\\_chickens.html](http://www.humanesociety.org/animals/chickens/tips/adopting_chickens.html).
3. Feather Barber / Wing Clipping (Part 20). (2007, January 1). Retrieved February 15, 2015, from <https://www.youtube.com/watch?v=kLaGpczNhEI>.
4. Backyard Chickens - Daily Care. 2013. Retrieved February 11, 2015, from <https://www.youtube.com/watch?v=aXGr9dBS0nA>.
5. Chickens in the city? Fact vs. fiction about backyard chickens (Part two). 2012. Retrieved February 11, 2015, from [http://www.wndu.com/news/specialreports/headlines/Chickens\\_in\\_the\\_city\\_Part\\_two\\_160773235.html](http://www.wndu.com/news/specialreports/headlines/Chickens_in_the_city_Part_two_160773235.html).
6. Urban Chickens – Backyard Chicken Keeping. 2012. Retrieved February 11, 2015, from <http://urbanchickens.org/>.

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### **Dodge City: Depot Theater Spring Production**

**April**

Nestled in the heart of beautiful Dodge City, Kansas! For close to three decades, the Depot Theater Company has been the crown jewel in Southwest Kansas's thriving theater scene.

620-225-1001 • [depottheaterco.com](http://depottheaterco.com)

### **Dodge City: Raceway Park Season starts**

**April**

Go watch races live throughout the year.

620-225-3277 • [dodgecityraceway.com/schedule](http://dodgecityraceway.com/schedule)

### **Edwardsville:**

#### **Edwardsville Days**

**April 24-25**

Come enjoy festivities and vendors at the Edwardsville City Park. Located at 1200 Blake St.

913-422-5044 • [bsedwchamger.org](http://bsedwchamger.org)

### **Herington: Throttle Jockey's Car Show and Drag Races**

**April 25**

See the car show and drag racing!

785-258-2115

### **Baldwin City: Winefest Last Weekend in April**

The Chamber's Annual WineFest is a festival where wine lovers will have the opportunity to sample hand crafted wines of local wineries in one convenient location. This event is a grape lovers delight. Wine enthusiasts can gather in the Lotatorium, downtown Baldwin City (710 High Street, east of the Lumberyard Arts Center) to sample wines being showcased.

785-594-3200 • [baldwincitychamber.com/contact-us](http://baldwincitychamber.com/contact-us)

### **Lenexa: Lenexa Art Fair**

**May 9**

The Lenexa Art Fair is a one-day, juried art fair featuring about 50 fine artists who offer a variety of 2D and 3D art. Attendees enjoy meeting artists while shopping at the various fine-art booths in the beautiful park setting in Central Green Park at City Center. Other activities include a wine and craft beer tasting, live jazz music and delicious food from food truck concessions. Admission is free; located at Central Green Part on 87th and Renner.

[lenexa.com/parks/festivals\\_artfair.html](http://lenexa.com/parks/festivals_artfair.html)

### **Marysville: Mother's Day Flea Market & BBQ**

**May 9-10**

The 38th Annual Koester House Museum Flea Market. Vendors will be open from sun up to sun down. Proceeds go to restoration and preservation of the Koester House Museum. The event is located at the Marysville City Park.

785-562-3101

### **Parsons: Katy Days**

**May 22-24**

In 1870, the first Missouri-Kansas-Texas train rolled into the new town of Parsons. Visit the city to celebrate its railroad heritage and town history with the Katy Days Festival. The event is located in Forest Park at 13th Street & Broadway.

620-421-6500 • [katydays.com](http://katydays.com)

#### **Have an upcoming city event?**

For events and instructions on how to submit your city event, visit <http://lkm.org/events/>.

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