

**MEETING NOTICE  
MAIZE CITY COUNCIL  
REGULAR MEETING**

**TIME: 7:00 P.M.**  
**DATE: MONDAY, November 18, 2013**  
**PLACE: MAIZE CITY HALL**  
**10100 W. GRADY AVENUE**

**AGENDA  
MAYOR CLAIR DONNELLY PRESIDING**

- 1) Call to Order
- 2) Roll Call
- 3) Pledge of Allegiance/Moment of Silence
- 4) Approval of Agenda
- 5) Public Comments
- 6) Consent Agenda
  - a) Approval of Minutes –City Council Meeting of October 21, 2013.
  - b) Receive and file minutes from the Park & Tree Board of September 10, 2013.
  - c) Receive and file minutes from the Planning Commission meeting of October 3, 2013.
  - d) Cash Disbursements from October 1, 2013 thru October 31, 2013 in the amount of \$932,116.58 (Check #57041 thru #57216).
- 7) Public Hearing – 2013 Amended Budget
- 8) Old Business
  - A. Employee Salary Plan
  - B. Industrial Park Report Phase 2
  - C. 2013 Budget Amendment
- 9) New Business
  - A. EDX Policy
  - B. Industrial Revenue Bond Policy
  - C. Extension of time for required platting associated with Z-02-011
- 10) Reports
  - Police
  - Public Works
  - City Engineer
  - Planning & Zoning
  - City Clerk
  - Legal

**MAIZE CITY COUNCIL  
REGULAR MEETING  
MONDAY, NOVEMBER 18, 2013**

- 10) Reports (continued)
  - Operations
  - Mayor's Report
    - Park & Tree Board Appointments
    - Marina Fulton
    - Justin Banks
  - Council Member's Reports
- 11) Executive Session
- 12) Adjournment

**MINUTES-REGULAR MEETING  
MAIZE CITY COUNCIL  
Monday, October 21, 2013**

The Maize City Council met in a regular meeting at 7:00 p.m., Monday, **October 21, 2013** in the Maize City Hall, 10100 Grady Avenue, with **Mayor Clair Donnelly** presiding. Council members present were **Donna Clasen, Alex McCreath, Pat Stivers, Karen Fitzmier** and **Kevin Reid**.

Also present were: **Richard LaMunyon**, City Administrator, **Rebecca Bouska**, Deputy City Administrator, **Matt Jensby**, Police Chief, **Ron Smothers**, Public Works Director, **Bill McKinley**, City Engineer, **Larry Kleeman**, Financial Advisor.

**APPROVAL OF AGENDA:**

The Agenda was submitted for Council approval with the following additions: Item 4a – Public Comments; Item 5a – Old Business – Item A – Watercress Village Third Addition Revised Petition and Resolution; Item 6D – Watercress Village Third Addition Paving Construction Bids and Resolution.

**MOTION:** **Clasen** moved to approve the Agenda as amended.  
**Stivers** seconded. Motion declared carried.

**CONSENT AGENDA:**

The Consent Agenda was submitted for approval including the Council Meeting Minutes of September 16, 2013 for approval, the Planning Commission of June 6, 2013 for receipt and file, the Cash Disbursement Report from September 1, 2013 through September 30, 2013 in the amount of \$745,078.94 (Check #56899 through #57040).

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

**WATERCRESS VILLAGE THIRD ADDITION RE-SPREAD ORDINANCE:**

An ordinance authorizing the re-spread of special assessments in Watercress Village 3<sup>rd</sup> Addition was submitted for Council approval.

**MOTION:** **Clasen** moved to adopt the re-spread ordinance approving the re-spread of certain special assessments and authorizes the mayor and clerk to sign the re-spread agreement.  
**McCreath** seconded. Motion declared carried.

*City Clerk assigned Ordinance #870.*

**WOODS AT WATERCRESS RE-SPREAD ORDINANCE:**

An ordinance authorizing the re-spread of special assessments in the Woods at Watercress addition was submitted for Council approval.

**MOTION:** **Clasen** moved to adopt the re-spread ordinance approving the re-spread of certain special assessments and authorizes the mayor and clerk to sign the re-spread agreement.  
**Fitzmier** seconded. Motion declared carried.

*City Clerk assigned Resolution #871.*

**CENTRAL STREET PROJECT AMENDING AUTHORIZATION RESOLUTION:**

A resolution authorizing the financing of the Central Street Project was submitted for Council approval.

**MOTION:** **Clasen** moved to approve the amending resolution authorizing the financing of improvements to Central Street in a total amount not to exceed \$375,000 and authorize the Mayor to sign.  
**McCreath** seconded. Motion declared carried.

*City Clerk assigned Ordinance #869 and Resolution #549-13.*

**2013 BUDGET AMENDMENT:**

Staff recommended an amendment to the 2013 budget to reflect additional expenditures in the wastewater fund.

**MOTION:** *Clasen* moved to approve the recommendation to amend the 2013 budget and set the public hearing for 7:00 pm on November 18, 2013 and publish in *The Clarion*.  
*McCreath* seconded. Motion declared carried.

**EXECUTIVE SESSION:**

*Mayor Donnelly* requested a 20-minute executive session to discuss personnel matters.

**MOTION:** *Clasen* moved to enter executive session for 20 minutes to discuss personnel matters.  
*Fitzmier* seconded. Motion declared carried.

The Council entered executive session at 8:55 pm and reconvened at 9:15 pm. No action was taken.

**ADJOURNMENT:**

With no further business before the Council,

**MOTION:** *Stivers* moved to adjourn.  
*Reid* seconded. Motion declared carried.  
Meeting adjourned.

**Respectfully submitted by:** \_\_\_\_\_  
Jocelyn Reid, City Clerk

**MAIZE PARK AND TREE BOARD  
MINUTES – REGULAR MEETING  
TUESDAY, September 10, 2013**

The Maize Park and Tree Board met in a regular meeting at 7:03PM, Tuesday, September 10, 2013 with **Tammy Learned** presiding. Board members present were **Betty Pew, Jennifer Herington, Mike Burks, and Becky Keiterbell**. Member absent was **Dennis Wyatt**.

Also present were **Laura Fearey**, Recording Secretary and **Richard LaMunyon**, City Administrator.

**Approval of Agenda:**

**MOTION:** **Pew** moved to approve the agenda.  
**Keiterbell** seconded. Motion declared carried.

**Approval of the August 13, 2013:**

**MOTION:** **Keiterbell** moved to approve the minutes.  
**Burks** seconded. Motion declared carried.

**Water Park Plan Update:**

**Learned** and **Fearey** will contact **Wyatt** regarding what the work and research he has already done. **Fearey** will contact smaller cities in the area to see what companies they used to install their water parks.

**Fall Festival Discussion:**

The Board will have tree books and tree reimbursement forms for interested individuals as well as a drawing towards the end of the day. Participants must be present to win. **Fearey** will contact **Wyatt** to see if he still has tickets that can be used for the drawing. **Fearey** will e-mail the Board once the booth location is determined. **Becky** will purchase the mums and **Burks** will purchase candy to hand out.

**MOTION:** **Burks** moved that the Board purchase mums for giveaways in an amount not to exceed \$100.  
**Pew** seconded. Motion declared carried.

**MOTION:** **Keiterbell** moved that the Board purchase candy in an amount not to exceed \$20.  
**Herington** seconded. Motion declared carried.

**Adjournment:**

With no further business before the board:

**MOTION:**   **Burks** motioned to adjourn.  
                  **Pew** seconded. Motion declared carried.  
                  Meeting adjourned at 7:48PM.

Approved by the Park and Tree Board on \_\_\_\_\_ 2013.

\_\_\_\_\_  
Park and Tree Board Member

\_\_\_\_\_  
Recording Secretary

**MINUTES-REGULAR MEETING  
MAIZE CITY PLANNING COMMISSION AND  
BOARD OF ZONING APPEALS  
THURSDAY, OCTOBER 3, 2013**

The Maize City Planning Commission was called to order at 7:00 p.m., on Thursday, June 6, 2013, for a Regular Meeting with **Gary Kirk** presiding. The following Planning Commission members were present: **Mike Burks, Gerald Woodard, Andy Sciolaro, Bryant Wilks, Gary Kirk, Bryan Aubuchon** and **Josh Donahue**.

Also present were **Sue Villarreal**, Recording Secretary, **Richard LaMunyon**, City Administrator, **Kim Edgington**, Planning Administrator and **Bill McKinley**, City Engineer.

**APPROVAL OF AGENDA**

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

**APPROVAL OF MINUTES**

**MOTION:** **Sciolaro** moved to approve the June 6, 2013 minutes as presented:  
**Donahue** seconded the motion.  
Motion carried unanimously.

**NEW BUSINESS – MAIZE PLANNING COMMISSION**

**V-01-13 – Request to vacate a portion of a platted building setback and utility easement at 208 N Heather Ln.**

**Hopp** was present before the commission requesting to vacate the north 9 feet of the platted 15 foot street-side building setback along the Hickory Street, the east 4 feet of the platted 10 foot drainage easement along the east property line, and the east 14 feet of the rear building setback at 208 N Heather Lane to construct a detached garage.

**MOTION:** **Burks** moved to deny the vacation request.  
**Sciolaro** seconded.

**Kirk** requested a roll call vote with the following results:

**Burks** - Denied  
**Wilks** – Denied  
**Scilaro** – Denied  
**Kirk** – Denied  
**Woodard** – Approved  
**Aubuchon** – Denied  
**Donahue** - Denied  
Motion carried.

**RECESS OF THE REGULAR PLANNING COMMISSION MEETING:**

**MOTION:** *Sciolaro* moved to recess as the Planning Commission at 7:30 p.m. and reconvene as the Board of Zoning Appeals.  
*Wilks* seconded. Motion carried unanimously.

**NEW BUSINESS – MAIZE BOARD OF ZONING APPEALS**

**BZA-V-01-013 Variance of a portion of the utility easement to allow a detached garage to be built.**

**MOTION:** *Sciolaro* moved to deny the request for variance because the structure would be too close to the utility easement.  
*Aubuchon* seconded.

*Kirk* requested a roll call vote with the following results:

*Burks* - Approved  
*Wilks* – Denied  
*Sciolaro* – Denied  
*Kirk* – Denied  
*Woodard* – Approved  
*Aubuchon* – Denied  
*Donahue* - Approved  
Motion Carried.

**MOTION:** *Burks* moved to adjourn as the Board of Zoning Appeals and reconvene as the Planning Commission at 7:48 p.m.  
*Wilks* seconded. Motion carried unanimously.

**MAIZE CITY PLANNING COMMISSION**

The Commissioners advised Mr. Hopp to modify his dimensions and resubmit a new siteplan.

**ADJOURNMENT**

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

Meeting adjourned at 7:53PM.

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Sue Villarreal  
Recording Secretary

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Gary Kirk  
Chairman





10/30/2013 8:45 AM  
PACKET: 00229 100013 CITY HALL BOND PAY  
VENDOR SET: 01 OF MAIZE AP  
SEQUENCE : ALPHABETIC  
DUE TO/FROM ACCOUNTS SUPPRESSED

A/P Direct Item Register

PAGE: 1

-----ID-----	ITM DATE BANK CODE	-----DESCRIPTION-----	GROSS DISCOUNT	P.O. # G/L ACCOUNT	--ACCOUNT NAME--	DISTRIBUTION
01-0245	SOUTHWEST NATIONAL BANK					
I-201310301160	10/30/2013	CITY HALL BOND INTEREST	5,994.73			
	AP	DUE: 10/30/2013 DISC: 10/30/2013		1099: N		
		CITY HALL BOND INTEREST		01 5-80-9904	INTEREST ON BON	5,994.73
		=== VENDOR TOTALS ===	5,994.73			
		=== PACKET TOTALS ===	5,994.73			

*Wonna Clasen*  
*11/7/2013*

-----ID-----	ITM DATE	BANK CODE	-----DESCRIPTION-----	GROSS DISCOUNT	P.O. # G/L ACCOUNT	---ACCOUNT NAME--	DISTRIBUTION
01-0024	AMAZON						
I-201310231141	10/10/2013	AP	MONITOR FOR MAPPING DUE: 10/10/2013 DISC: 10/10/2013 MONITOR FOR MAPPING	321.44	1099: N 01 5-10-8801	COMPUTERS	321.44
			=== VENDOR TOTALS ===	321.44			
01-0038	AUSTIN DISTRIBUTING						
I-1415871	10/09/2013	AP	BACKHOE HYDRAULIC LINE DUE: 10/09/2013 DISC: 10/09/2013 BACKHOE HYDRAULIC LINE	70.08	1099: N 02 5-00-8105	TRUCKS/HEAVY EQ	70.08
			=== VENDOR TOTALS ===	70.08			
01-0052	BRENNTAG SOUTHWEST, INC.						
I-BSW443319	10/16/2013	AP	CHEMICALS FOR WATER SYSTEM DUE: 10/16/2013 DISC: 10/16/2013 CHEMICALS FOR WATER SYSTEM	768.64	1099: N 21 5-00-7800	CHEMICALS	768.64
			=== VENDOR TOTALS ===	768.64			
01-0055	CARQUEST OF WICHITA						
I-12480-112077	10/11/2013	AP	OIL & AIR FILTERS DUE: 10/11/2013 DISC: 10/11/2013 OIL & AIR FILTERS	68.42	1099: N 02 5-00-8105	TRUCKS/HEAVY EQ	68.42
			=== VENDOR TOTALS ===	68.42			
01-0056	CASEY'S GENERAL STORES, INC.						
I-201310231158	9/30/2013	AP	UNLEADED FUEL DUE: 9/30/2013 DISC: 9/30/2013	3,023.54	1099: N		
			UNLEADED FUEL		01 5-20-8306	UNLEADED FUEL	2,001.39
			UNLEADED FUEL		02 5-00-8306	UNLEADED FUEL	295.25
			UNLEADED FUEL		20 5-00-8306	UNLEADED FUEL	295.25
			UNLEADED FUEL		21 5-00-8306	UNLEADED FUEL	295.26
			UNLEADED FUEL		98 5-00-8306	UNLEADED FUEL	136.39
			=== VENDOR TOTALS ===	3,023.54			

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01-0070			CITY OF WICHITA				
I-AR342776	10/10/2013	AP	ANIMAL CONTROL-SEPTEMBER 2013 DUE: 10/10/2013 DISC: 10/10/2013 ANIMAL CONTROL-SEPTEMBER 2013	144.00	1099: N 01 5-20-7502	PROFESSIONAL SE	144.00
			=== VENDOR TOTALS ===	144.00			
01-0326			CORNEJO & SONS, LLC				
I-13500*4	9/19/2013	AP	CENTRAL AVENUE IMPROVEMENTS DUE: 9/19/2013 DISC: 9/19/2013 CENTRAL AVENUE IMPROVEMENTS	19,094.62	1099: N 05 5-00-7500	CONTRACTORS	19,094.62
			=== VENDOR TOTALS ===	19,094.62			
01-0080			CS & S GRAPHICS				
I-226378	9/30/2013	AP	FALL FESTIVAL PD ITEMS DUE: 9/30/2013 DISC: 9/30/2013 FALL FESTIVAL PD ITEMS	360.56	1099: N 01 5-20-8603	COMMODITIES	360.56
			=== VENDOR TOTALS ===	360.56			
01-0118			HUBER MAINTENANCE SUPPLY				
I-026848	10/10/2013	AP	JANITORIAL SUPPLIES DUE: 10/10/2013 DISC: 10/10/2013 JANITORIAL SUPPLIES	57.60	1099: N 01 5-40-8601	CUSTODIAL SUPPL	57.60
			=== VENDOR TOTALS ===	57.60			
01-0123			IET				
I-7775	9/19/2013	AP	ELECTRICAL REPAIR - WWTP DUE: 9/19/2013 DISC: 9/19/2013 ELECTRICAL REPAIR - WWTP	987.00	1099: N 20 5-00-8109	ELECTRICAL EQUI	987.00
I-7889	10/15/2013	AP	ELECTRIAL REPAIR - WWTP DUE: 10/15/2013 DISC: 10/15/2013 ELECTRIAL REPAIR - WWTP	555.40	1099: N 20 5-00-8109	ELECTRICAL EQUI	555.40
I-7890	10/15/2013	AP	PUMP CIRCUIT BACKUP - WWTP DUE: 10/15/2013 DISC: 10/15/2013 PUMP CIRCUIT BACKUP - WWTP	902.50	1099: N 20 5-00-8109	ELECTRICAL EQUI	902.50
			=== VENDOR TOTALS ===	2,444.90			

-----ID-----	ITM DATE	BANK CODE	-----DESCRIPTION-----	GROSS DISCOUNT	P.O. # G/L ACCOUNT	--ACCOUNT NAME--	DISTRIBUTION
01-0131	JOHN D PALMER						
I-201310231145	10/22/2013	AP	CEMETERY MAINTENANCE DUE: 10/22/2013 DISC: 10/22/2013 CEMETERY MAINTENANCE	400.00	1099: N 98 5-00-7520	CEMETERY GROUND	400.00
=== VENDOR TOTALS ===				400.00			
01-0132	JOHN DEERE FINANCIAL						
I-201310231154	9/20/2013	AP	PARTS FOR MOWER DUE: 9/20/2013 DISC: 9/20/2013 PARTS FOR MOWER	3.98	1099: N 02 5-00-8106	LAWN CARE EQUIP	3.98
=== VENDOR TOTALS ===				3.98			
01-0136	KA-COMM, INC.						
I-119220	10/09/2013	AP	PART FOR LIGHTBAR REPAIR DUE: 10/09/2013 DISC: 10/09/2013 PART FOR LIGHTBAR REPAIR	25.23	1099: N 01 5-20-8111	TOOLS/EQUIPMENT	25.23
I-119505	10/22/2013	AP	FLASHLIGHT REPAIR DUE: 10/22/2013 DISC: 10/22/2013 FLASHLIGHT REPAIR	8.43	1099: N 01 5-20-8111	TOOLS/EQUIPMENT	8.43
=== VENDOR TOTALS ===				33.66			
01-0143	KANSAS DEPT OF REVENUE						
I-201310231143	10/23/2013	AP	SALES TAX - SEPTEMBER 2013 DRAFT CK# 102313 10/23/2013 SALES TAX - SEPTEMBER 2013	274.73	1099: N 21 5-00-9200	WATER TAX EXPEN	274.73
=== VENDOR TOTALS ===				274.73			
01-0145	KANSAS EMPLOYMENT SECURITY FUN						
I-201310231142	10/22/2013	AP	UNEMPLOYMENT TAX - 3RD QTR DRAFT CK# 102213 10/22/2013 UNEMPLOYMENT TAX - 3RD QTR	348.07	1099: N 01 5-80-5212	UNEMPLOYMENT IN	348.07
=== VENDOR TOTALS ===				348.07			

-----ID-----	ITM DATE BANK CODE	-----DESCRIPTION-----	GROSS DISCOUNT	P.O. # G/L ACCOUNT	--ACCOUNT NAME--	DISTRIBUTION
01-0146		KANSAS FIRE EQUIPMENT				
I-0378659	10/16/2013 AP	FIRE EXTINGUISHER RECHARGE DUE: 10/16/2013 DISC: 10/16/2013 FIRE EXTINGUISHER RECHARGE	18.50	1099: N 01 5-20-7502	PROFESSIONAL SE	18.50
I-0378788	10/18/2013 AP	FIRE SYSTEM 6 MONTH INSPECTIO DUE: 10/18/2013 DISC: 10/18/2013 FIRE SYSTEM 6 MONTH INSPECTION	65.00	1099: N 01 5-40-7502	PROFESSIONAL SE	65.00
=== VENDOR TOTALS ===			83.50			
01-0158		KANSASLAND TIRE				
C-201310231155	10/23/2013 AP	CREDIT MEMO DUE: 10/23/2013 DISC: 10/23/2013 CREDIT MEMO	46.52CR	1099: N 01 5-20-8104	AUTOMOTIVE	46.52CR
I-074464	10/16/2013 AP	OIL CHANGE - CAR #509 DUE: 10/16/2013 DISC: 10/16/2013 OIL CHANGE - CAR #509	31.45	1099: N 01 5-20-8304	OIL CHANGES	31.45
I-074485	10/17/2013 AP	OIL CHANGE-CAR #812 DUE: 10/17/2013 DISC: 10/17/2013 OIL CHANGE-CAR #812	27.45	1099: N 01 5-20-8304	OIL CHANGES	27.45
=== VENDOR TOTALS ===			12.38			
01-0165		KWIK SHOP, INC.				
I-201310231140	10/15/2013 AP	UNLEADED FUEL DUE: 10/15/2013 DISC: 10/15/2013 KWIK SHOP, INC.	1,330.69	1099: N 01 5-20-8306	UNLEADED FUEL	1,330.69
=== VENDOR TOTALS ===			1,330.69			
01-0171		LAURA RAINWATER				
I-201310231150	10/22/2013 AP	MILEAGE REIMBURSEMENT DUE: 10/22/2013 DISC: 10/22/2013 MILEAGE REIMBURSEMENT	40.68	1099: N 01 5-10-6305	MILEAGE/TRAVEL	40.68
I-201310231151	10/22/2013 AP	MILEAGE REIMBURSEMENT DUE: 10/22/2013 DISC: 10/22/2013 MILEAGE REIMBURSEMENT	29.38	1099: N 01 5-10-6305	MILEAGE/TRAVEL	29.38
I-201310231152	10/22/2013 AP	MILEAGE REIMBURSEMENT DUE: 10/22/2013 DISC: 10/22/2013 MILEAGE REIMBURSEMENT	28.25	1099: N 01 5-10-6305	MILEAGE/TRAVEL	28.25
=== VENDOR TOTALS ===			98.31			

-----ID-----	ITM DATE BANK CODE	-----DESCRIPTION-----	GROSS DISCOUNT	P.O. # G/L ACCOUNT	--ACCOUNT NAME--	DISTRIBUTION
01-0238	MABCD					
I-201310231146	10/09/2013 AP	MONTHLY PERMITS-SEPTEMBER DUE: 10/09/2013 DISC: 10/09/2013 MONTHLY PERMITS-SEPTEMBER	3,130.21	1099: N 01 5-80-7971	BUILDING INSPEC	3,130.21
		=== VENDOR TOTALS ===	3,130.21			
01-1	MISCELLANEOUS VENDOR					
I-10654414	10/07/2013 AP	SKILLPATH:SEMINAR-PRIDDLE DUE: 10/07/2013 DISC: 10/07/2013 SKILLPATH:SEMINAR-PRIDDLE SKILLPATH:SEMINAR-PRIDDLE SKILLPATH:SEMINAR-PRIDDLE	299.00	1099: N 02 5-00-6302 20 5-00-6302 21 5-00-6302	CONFERENCES WOR CONFERENCES/WOR CONFERENCES/WOR	99.67 99.67 99.66
		=== VENDOR TOTALS ===	299.00			
01-0189	MKEC					
I-100008	10/08/2013 AP	HAMPTON LAKES 2ND PHASE 2 DUE: 10/08/2013 DISC: 10/08/2013 HAMPTON LAKES 2ND PHASE 2	16.00	1099: N 05 5-00-7501	ENGINEERING SER	16.00
I-100010	10/08/2013 AP	HAMPTON LAKES 2ND PHASE 2 DUE: 10/08/2013 DISC: 10/08/2013 HAMPTON LAKES 2ND PHASE 2	4,232.50	1099: N 05 5-00-7501	ENGINEERING SER	4,232.50
I-100341	10/17/2013 AP	WATERCRESS VILLAGE 3RD DUE: 10/17/2013 DISC: 10/17/2013 WATERCRESS VILLAGE 3RD	8,864.00	1099: N 05 5-00-7501	ENGINEERING SER	8,864.00
		=== VENDOR TOTALS ===	13,112.50			
01-0196	NOWAK CONSTRUCTION CO., INC.					
I-201310231148	10/09/2013 AP	HAMPTON LAKES 2ND PHASE 2 DUE: 10/09/2013 DISC: 10/09/2013 HAMPTON LAKES 2ND PHASE 2 HAMPTON LAKES 2ND PHASE 2	34,090.51	1099: N 05 5-00-7500 05 5-00-7500	CONTRACTORS CONTRACTORS	15,415.17 18,675.34
		=== VENDOR TOTALS ===	34,090.51			

-----ID-----	ITM DATE BANK CODE	-----DESCRIPTION-----	GROSS DISCOUNT	P.O. # G/L ACCOUNT	---ACCOUNT NAME--	DISTRIBUTION
01-0205		PAVING MAINTENANCE SUPPLY, INC				
I-0135462	10/09/2013 AP	TRAFFIC CONES DUE: 10/09/2013 DISC: 10/09/2013 TRAFFIC CONES	105.00	1099: N 01 5-20-8111	TOOLS/EQUIPMENT	105.00
		=== VENDOR TOTALS ===	105.00			
01-0209		PITNEY BOWES, INC.				
I-1017193-OT13	10/13/2013 AP	POSTAGE MACHINE RENTAL DUE: 10/13/2013 DISC: 10/13/2013 POSTAGE MACHINE RENTAL	159.00	1099: N 01 5-10-7601	EQUIPMENT RENTAL	159.00
		=== VENDOR TOTALS ===	159.00			
01-0213		PRIDE AG RESOURCES				
I-201310231149	9/25/2013 AP	SUPPLIES DUE: 9/25/2013 DISC: 9/25/2013	1,423.77	1099: N		
		SUPPLIES		01 5-20-8104	AUTOMOTIVE	7.98
		SUPPLIES		01 5-20-8304	OIL CHANGES	4.99
		SUPPLIES		01 5-40-8106	LAWN CARE EQUIP	104.86
		SUPPLIES		01 5-40-8109	ELECTRICAL EQUI	91.96
		SUPPLIES		01 5-40-8603	COMMODITIES	100.98
		SUPPLIES		01 5-40-8404	FACILITY REPAIR	5.58
		SUPPLIES		01 5-40-8601	CUSTODIAL SUPPL	37.92
		SUPPLIES		01 5-40-8602	GROUNDS SUPPLIE	31.98
		SUPPLIES		02 5-00-8104	AUTOMOTIVE	24.99
		SUPPLIES		02 5-00-8105	TRUCKS/HEAVY EQ	2.99
		SUPPLIES		02 5-00-8106	LAWN CARE EQUIP	4.08
		SUPPLIES		02 5-00-8307	PROPANE	242.49
		SUPPLIES		02 5-00-8310	OTHER SUPPLIES	106.25
		SUPPLIES		02 5-00-8402	EQUIPMENT	52.98
		SUPPLIES		02 5-00-8403	GARAGE/SHOP EQU	108.91
		SUPPLIES		02 5-00-8508	HAND TOOLS	87.25
		SUPPLIES		02 5-00-8602	GROUNDS SUPPLIE	6.99
		SUPPLIES		20 5-00-8603	COMMODITIES	15.98
		SUPPLIES		20 5-00-8110	EQUIPMENT PARTS	5.49
		SUPPLIES		20 5-00-8302	BATTERIES (NON	88.94
		SUPPLIES		20 5-00-8310	OTHER SUPPLIES	12.47
		SUPPLIES		20 5-00-8603	COMMODITIES	41.85
		SUPPLIES		20 5-00-8603	COMMODITIES	44.09
		SUPPLIES		21 5-00-8310	OTHER SUPPLIES	154.81
		SUPPLIES		98 5-00-8106	LAWN CARE EQUIP	36.96
		=== VENDOR TOTALS ===	1,423.77			



-----ID-----	ITM DATE BANK CODE	-----DESCRIPTION-----	GROSS DISCOUNT	P.O. # G/L ACCOUNT	--ACCOUNT NAME--	DISTRIBUTION
01-0406		QUALITY TIMBER PRODUCTS, INC.				
I-15643	10/14/2013 AP	MULCH FOR PARK PLAYGROUNDS DUE: 10/14/2013 DISC: 10/14/2013 MULCH FOR PARK PLAYGROUNDS	450.00	1099: N 01 5-90-7982	TREE BOARD EXPE	450.00
I-15645	10/17/2013 AP	MULCH FOR PARK PLAYGROUNDS DUE: 10/17/2013 DISC: 10/17/2013 MULCH FOR PARK PLAYGROUNDS	450.00	1099: N 01 5-90-7982	TREE BOARD EXPE	450.00
I-15646	10/17/2013 AP	MULCH FOR PARK PLAYGROUNDS DUE: 10/17/2013 DISC: 10/17/2013 MULCH FOR PARK PLAYGROUNDS	765.00	1099: N 01 5-90-7982	TREE BOARD EXPE	765.00
I-15647	10/17/2013 AP	CEDAR CHIPS-PARK PLAYGROUNDS DUE: 10/17/2013 DISC: 10/17/2013 CEDAR CHIPS-PARK PLAYGROUNDS	765.00	1099: N 01 5-90-7982	TREE BOARD EXPE	765.00
=== VENDOR TOTALS ===			2,430.00			
01-0224		ROBERT'S HUTCH-LINE				
I-270388	10/08/2013 AP	OFFICE SUPPLIES DUE: 10/08/2013 DISC: 10/08/2013 OFFICE SUPPLIES OFFICE SUPPLIES	214.72	1099: N 01 5-10-8005 01 5-20-8005	OFFICE SUPPLIES OFFICE SUPPLIES	80.60 134.12
I-270388.1	10/09/2013 AP	OFFICE SUPPLIES DUE: 10/09/2013 DISC: 10/09/2013 OFFICE SUPPLIES	84.50	1099: N 01 5-10-8005	OFFICE SUPPLIES	84.50
I-271063	10/14/2013 AP	OFFICE SUPPLIES DUE: 10/14/2013 DISC: 10/14/2013 OFFICE SUPPLIES OFFICE SUPPLIES	83.26	1099: N 01 5-30-8005 01 5-10-8005	OFFICE SUPPLIES OFFICE SUPPLIES	37.98 45.28
I-271196	10/15/2013 AP	OFFICE SUPPLIES DUE: 10/15/2013 DISC: 10/15/2013 OFFICE SUPPLIES	8.20	1099: N 01 5-10-8005	OFFICE SUPPLIES	8.20
I-271519	10/17/2013 AP	SLEEVES FOR I-PADS DUE: 10/17/2013 DISC: 10/17/2013 SLEEVES FOR I-PADS	197.91	1099: N 10 5-00-8801	COMPUTERS	197.91
I-271519.1	10/18/2013 AP	SLEEVES FOR I-PADS DUE: 10/18/2013 DISC: 10/18/2013 SLEEVES FOR I-PADS	21.99	1099: N 10 5-00-8801	COMPUTERS	21.99
=== VENDOR TOTALS ===			610.58			

-----ID-----	ITM DATE BANK CODE	-----DESCRIPTION-----	GROSS DISCOUNT	P.O. # G/L ACCOUNT	--ACCOUNT NAME--	DISTRIBUTION
01-0407	S & S INVESTMENTS					
I-201310231157	10/07/2013 AP	REIMBURSE-DAMAGED IRRIGATION DUE: 10/07/2013 DISC: 10/07/2013 REIMBURSE-DAMAGED IRRIGATION	1,600.00	1099: N 47 5-00-8977	RIGHT OF WAY EA	1,600.00
=== VENDOR TOTALS ===			1,600.00			
01-0242	SHRED-IT WICHITA					
I-9402669434	10/14/2013 AP	SHREDDING SERVICE DUE: 10/14/2013 DISC: 10/14/2013 SHREDDING SERVICE - 04/30/12 SHREDDING SERVICE - 04/30/12	73.50	1099: N 01 5-10-7502 01 5-20-7502	PROFESSIONAL SE PROFESSIONAL SE	29.40 44.10
=== VENDOR TOTALS ===			73.50			
01-0245	SOUTHWEST NATIONAL BANK					
I-201310241159	10/24/2013 AP	INTEREST - CITY HALL BONDS DUE: 10/24/2013 DISC: 10/24/2013 INTEREST - CITY HALL BONDS	52,347.07	1099: N 01 5-80-9904	INTEREST ON BON	52,347.07
=== VENDOR TOTALS ===			52,347.07			
01-0252	THE CLARION					
I-348	10/17/2013 AP	NOTICE OF HEARING - VARIANCE DUE: 10/17/2013 DISC: 10/17/2013 NOTICE OF HEARING - VARIANCE	43.75	1099: N 01 5-10-7205	LEGAL PUBLICATI	43.75
=== VENDOR TOTALS ===			43.75			
01-0260	TRANSYSTEMS CORPORATION					
I-0002533193	10/04/2013 AP	CENTRAL AVENUE ENGINEERING DUE: 10/04/2013 DISC: 10/04/2013 CENTRAL AVENUE ENGINEERING	2,738.26	1099: N 05 5-00-7501	ENGINEERING SER	2,738.26
I-0002533208	10/04/2013 AP	INDUSTRIAL PARK PLAN STUDY DUE: 10/04/2013 DISC: 10/04/2013 INDUSTRIAL PARK PLAN STUDY INDUSTRIAL PARK PLAN STUDY	6,512.56	1099: N 01 5-90-7981 01 5-80-9010	ECONOMIC DEVELO CONTINGENCY FUN	3,672.04 2,840.52
=== VENDOR TOTALS ===			9,250.82			

-----ID-----	ITM DATE BANK CODE	-----DESCRIPTION-----	GROSS DISCOUNT	P.O. # G/L ACCOUNT	--ACCOUNT NAME--	DISTRIBUTION
01-0266	UNI FIRST					
I-2400425911	10/15/2013 AP	UNIFORMS AND MATS DUE: 10/15/2013 DISC: 10/15/2013	300.17	1099: N		
		UNIFORMS AND MATS		01 5-40-7804	UNIFORMS/MATS C	75.05
		UNIFORMS AND MATS		02 5-00-7804	UNIFORMS/MATS C	75.05
		UNIFORMS AND MATS		20 5-00-7804	UNIFORMS/MATS C	75.05
		UNIFORMS AND MATS		21 5-00-7804	UNIFORMS/MATS C	75.02
I-2400427380	10/22/2013 AP	UNIFORMS AND MATS DUE: 10/22/2013 DISC: 10/22/2013	298.52	1099: N		
		UNIFORMS AND MATS		01 5-40-7804	UNIFORMS/MATS C	74.63
		UNIFORMS AND MATS		02 5-00-7804	UNIFORMS/MATS C	74.63
		UNIFORMS AND MATS		20 5-00-7804	UNIFORMS/MATS C	74.63
		UNIFORMS AND MATS		21 5-00-7804	UNIFORMS/MATS C	74.63
=== VENDOR TOTALS ===			598.69			
01-0267	UNIVERSITY OF KS CONTINUING ED					
I-LE140218-32728-I	9/26/2013 AP	LEADERSHIP SEMINAR-HERR DUE: 9/26/2013 DISC: 9/26/2013	125.00	1099: N		
		LEADERSHIP SEMINAR-HERR		11 5-00-7806	MAIZE POLICE TR	125.00
=== VENDOR TOTALS ===			125.00			
01-0270	USA BLUE BOOK					
I-170397	10/07/2013 AP	METAL LOCATOR DUE: 10/07/2013 DISC: 10/07/2013	825.06	1099: N		
		METAL LOCATOR		20 5-00-8402	EQUIPMENT	825.06
=== VENDOR TOTALS ===			825.06			
01-0277	W.W. GRAINGER, INC.					
I-9262255574	10/07/2013 AP	SAFETY EQUIPMENT-PUBLIC WORKS DUE: 10/07/2013 DISC: 10/07/2013	214.01	1099: N		
		SAFETY EQUIPMENT-PUBLIC WORKS		02 5-00-8503	SAFETY EQUIPMEN	214.01
=== VENDOR TOTALS ===			214.01			
01-0278	WALMART COMMUNITY					
I-201310231139	10/16/2013 AP	OIL CHANGE/SUPPLIES DUE: 10/16/2013 DISC: 10/16/2013	106.13	1099: N		
		OIL CHANGE/SUPPLIES		01 5-10-8005	OFFICE SUPPLIES	25.59
		OIL CHANGE/SUPPLIES		01 5-10-8603	COMMODITIES	50.00
		OIL CHANGE/SUPPLIES		02 5-00-8304	OIL CHANGES	30.54
=== VENDOR TOTALS ===			106.13			

*meter*  
*cars*  
*To locate water*  
*WATER*

10/24/2013 8:40 AM  
 PACKET: 00 102413 AP  
 VENDOR SET: CITY OF MAIZE AP  
 SEQUENCE : ALPHABETIC  
 DUE TO/FROM ACCOUNTS SUPPRESSED

A/P Direct Item Register

-----ID-----	ITM DATE BANK CODE	-----DESCRIPTION-----	GROSS DISCOUNT	P.O. # G/L ACCOUNT	--ACCOUNT NAME--	DISTRIBUTION
01-0287		WICHITA STATE UNIVERSITY				
I-6	10/10/2013 AP	MUNICIPAL CLERKS ACADEMY DUE: 10/10/2013 DISC: 10/10/2013 MUNICIPAL CLERKS ACADEMY	280.00	OK 1099: N 01 5-10-6302	CONFERENCES/WOR	280.00
		=== VENDOR TOTALS ===	280.00			
01-0288		WICHITA TRACTOR CO.				
I-17211	7/11/2013 AP	PARTS FOR LOADER DUE: 7/11/2013 DISC: 7/11/2013 PARTS FOR LOADER	31.86	1099: N 02 5-00-8105	TRUCKS/HEAVY EQ	31.86
		=== VENDOR TOTALS ===	31.86			
01-0291		WILLIAM MCKINLEY				
I-201310231144	10/22/2013 AP	MILEAGE REIMBURSEMENT DUE: 10/22/2013 DISC: 10/22/2013 MILEAGE REIMBURSEMENT MILEAGE REIMBURSEMENT MILEAGE REIMBURSEMENT	165.55	1099: N 05 5-00-6305 05 5-00-6305 05 5-00-6305	MILEAGE REIMBUR MILEAGE REIMBUR MILEAGE REIMBUR	55.18 55.18 55.19
		=== VENDOR TOTALS ===	165.55			
		=== PACKET TOTALS ===	149,961.13			

*Donna Clasen*  
 10/25/2013

**CITY OF MAIZE**  
**Cash and Budget Position**  
**Thru October 31, 2013**

FUND	NAME	BEGINNING	MONTH	MONTH	END MONTH	ANNUAL	YTD	YTD	REMAINING	REMAINING
		CASH BALANCE	RECEIPTS	DISBURSEMENTS	CASH BALANCE	EXPENSE BUDGET	REVENUE	EXPENSE	EXPENSE BUDGET	BUDGET PERCENTAGE
01	General Fund	\$ 861,062.28	\$ 144,604.34	\$ 230,083.83	\$ 775,582.79	\$ 2,717,755.00	\$ 2,322,286.28	\$ 2,025,235.31	\$ 692,519.69	25.48%
02	Street Fund	76,365.09	49,238.95	17,748.66	107,855.38	251,050.00	254,870.78	223,193.70	27,856.30	11.10%
04	Capital Improvements Fund	368,558.27	16,771.40	-	385,329.67	389,000.00	167,677.39	32,380.68	356,619.32	91.68%
05	Long-Term Projects	1,443,443.02	-	619,873.10	823,569.92	-	2,895,400.00	1,552,331.72	-	-
10	Equipment Reserve	113,987.95	8,877.91	35,307.90	87,557.96	100,000.00	88,822.97	70,514.30	29,485.70	29.49%
11	Police Training Fund	5,386.84	551.00	862.50	5,075.34	10,000.00	4,463.00	9,936.81	63.19	0.63%
12	Municipal Court Fund	8,950.69	2,938.64	300.00	11,589.33	-	22,864.14	20,705.90	-	-
16	Bond & Interest Fund	306,346.23	54,359.22	-	360,705.45	1,968,272.00	1,812,502.80	1,800,449.55	167,822.45	8.53%
19	Wastewater Reserve Fund	152,669.40	1,000.00	-	153,669.40	29,800.00	10,000.00	-	-	-
20	Wastewater Treatment Fund	325,152.62	71,177.23	53,942.86	342,386.99	657,340.00	664,760.37	589,057.47	68,282.53	10.39%
21	Water Fund	315,614.15	72,846.87	55,071.34	333,389.68	737,800.00	684,905.58	608,331.65	129,468.35	17.55%
22	Water Reserve Fund	87,563.81	1,000.00	-	88,563.81	10,000.00	10,000.00	9,900.00	-	-
23	Water Bond Debt Reserve Fund	262,000.00	2,000.00	-	264,000.00	-	20,000.00	-	-	-
24	Wastewater Bond Debt Reserve Fund	141,800.09	2,000.00	-	143,800.09	-	20,000.00	-	-	-
32	Drug Tax Distribution Fund	4,603.57	-	-	4,603.57	-	-	2,302.58	-	-
38	Cafeteria Plan	836.50	906.42	872.00	870.92	-	11,815.00	12,666.66	-	-
40	Carlson Assessments Fund	79,280.21	-	-	79,280.21	-	54,584.06	20,255.00	-	-
47	53rd & Maize Road Expansion	129,894.12	-	2,672.28	127,221.84	-	75,403.91	660,542.98	-	-
56	IMAX Project Pre-Development	-	-	-	-	-	-	12,563.66	-	-
57	Emerald Springs	-	-	-	-	-	56,820.37	325,016.05	-	-
61	Carriage Crossing VI	114,522.87	-	-	114,522.87	-	-	1,377.34	-	-
65	Eagles Nest	-	-	-	-	-	49,902.85	95,581.41	-	-
67	Watercress Addition Phase 2	-	-	-	-	-	12,475.71	23,873.44	-	-
68	Fiddlers Cove Phase 2	-	-	-	-	-	17,466.00	17,733.35	-	-
70	Watercress Village Addition	-	-	-	-	-	31,934.05	65,121.50	-	-
71	Fiddlers Cove 3rd	(342.00)	-	-	(342.00)	-	-	-	-	-
73	Hampton Lakes Commercial	13,803.22	-	76.65	13,726.57	-	15,470.30	2,341.05	-	-
74	Hampton Lakes 2nd Addition	46,835.15	-	-	46,835.15	-	-	3,019.20	-	-
76	Series 2013B Refunding Bonds	12,233.25	-	11,500.00	733.25	-	33,850.00	33,116.75	-	-
77	Series 2012 WW Bonds Refunding	-	-	-	-	-	-	8,064.00	-	-
98	Maize Cemetery	167,851.21	2,282.49	2,615.38	167,518.32	139,107.00	35,904.42	17,806.04	121,300.96	87.20%
<b>Report Totals</b>		<b>\$ 5,038,418.54</b>	<b>\$ 430,554.47</b>	<b>\$ 1,030,926.50</b>	<b>\$ 4,438,046.51</b>	<b>\$ 7,010,124.00</b>	<b>\$ 9,374,179.98</b>	<b>\$ 8,243,418.10</b>	<b>\$ 1,593,418.49</b>	<b>22.73%</b>

**CITY OF MAIZE**  
**Bank Reconciliation Report**  
**For October 2013**

**Fund Balances**

FUND	NAME	BEGIN PERIOD	RECEIPTS	DISBURSEMENTS	END PERIOD
01	General Fund	\$ 861,062.28	\$ 144,604.34	\$ 230,083.83	\$ 775,582.79
02	Street Fund	76,365.09	49,238.95	17,748.66	107,855.38
04	Capital Improvements Fund	368,558.27	16,771.40	-	385,329.67
05	Long-Term Projects	1,443,443.02		619,873.10	823,569.92
10	Equipment Reserve Fund	113,987.95	8,877.91	35,307.90	87,557.96
11	Police Training Fund	5,386.84	551.00	862.50	5,075.34
12	Municipal Court Fund	8,950.69	2,938.64	300.00	11,589.33
16	Bond & Interest Fund	306,346.23	54,359.22	-	360,705.45
19	Wastewater Reserve Fund	152,669.40	1,000.00		153,669.40
20	Wastewater Treatment Fund	325,152.62	71,177.23	53,942.86	342,386.99
21	Water Fund	315,614.15	72,846.87	55,071.34	333,389.68
22	Water Reserve Fund	87,563.81	1,000.00	-	88,563.81
23	Water Bond Debt Reserve Fund	262,000.00	2,000.00	-	264,000.00
24	Wastewater Bond Debt Reserve Fund	141,800.09	2,000.00	-	143,800.09
32	Drug Tax Distribution Fund	4,603.57	-	-	4,603.57
38	Cafeteria Plan	836.50	906.42	872.00	870.92
40	Carlson Assessments Fund	79,280.21	-	-	79,280.21
47	53rd & Maize Road Expansion	129,894.12	-	2,672.28	127,221.84
61	Carriage Crossing VI	114,522.87	-	-	114,522.87
71	Fiddlers Cove 3rd	(342.00)	-	-	(342.00)
73	Hampton Lakes Commercial	389.62	15,338.00	76.65	15,650.97
74	Hampton Lakes 2nd Addition	44,910.75	-	-	44,910.75
76	Series 2013 B Refundng Bonds	12,233.25		11,500.00	733.25
98	Maize Cemetery	167,851.21	2,282.49	2,615.38	167,518.32
<b>Totals All Fund</b>		<b>\$ 5,023,080.54</b>	<b>\$ 445,892.47</b>	<b>\$ 1,030,926.50</b>	<b>\$ 4,438,046.51</b>

**Bank Accounts and Adjustments**

Emprise Bank Checking Account	\$ 440,913.51	\$ 993,463.19	\$ 1,032,914.56	\$ 401,462.14
Outstanding Items				\$ (102,566.10)
Emprise Bank Money Market Account	4,621,518.96	113.19	650,000.00	3,971,632.15
Maize Cemetery CD 85071	90,475.91	57.48	-	90,533.39
Maize Cemetery Operations	77,375.30	2,225.01	2,615.38	76,984.93
<b>Totals All Banks</b>	<b>\$ 5,230,283.68</b>	<b>\$ 995,858.87</b>	<b>\$ 1,685,529.94</b>	<b>\$ 4,438,046.51</b>

**MAIZE CITY COUNCIL  
REGULAR MEETING  
MONDAY, November 18, 2013**

**AGENDA ITEM #8A**

**ITEM:       Employee Salary Plan**

**BACKGROUND:**

During the 2014 budget process the possibility of an employee “Cost-of-Living” adjustment was discussed.

Since that time Council and staff have been in communications regarding this item.

If an adjustment is approved it would be applied to the entire pay plan for all employees.

It was requested the item be place on this month’s Council agenda for Council consideration.

**FINANCIAL CONSIDERATIONS:**

The 2014 approved budget contains \$38,000 that can be used for any salary plan adjustment the Council might consider up to 2½ %

**LEGAL CONSIDERATIONS:**

None

**RECOMMENDATION/ACTION:**

Council Discretion

**MAIZE CITY COUNCIL  
REGULAR MEETING  
MONDAY, November 18, 2013**

**AGENDA ITEM #8B**

**ITEM: Industrial Park Master Plan – Phase 2 Report**

**BACKGROUND:**

The Council received the Industrial Park – Phase one report in October. The purpose is to develop a plan and gather information for a potential Industrial Park. This is a continuation of last month's presentation.

The Phase two portion of the report will be presented this month.

Phase three is scheduled for December

A representative from Transystem's will make the presentation.

The presentation should require about 15-20 minutes with council questions to follow.

**FINANCIAL CONSIDERATIONS:**

In July the Council approved \$34,440 for this study.

**LEGAL CONSIDERATIONS:**

None

**RECOMMENDATION:**

Presentation and Council discussion.

No Council action required



**MAIZE CITY COUNCIL  
REGULAR MEETING  
MONDAY, November 18, 2013**

**AGENDA ITEM #8C**

**ITEM: ADOPTION OF THE 2013 AMENDED BUDGET**

**BACKGROUND:**

At the October 21, 2013 meeting, the Council accepted the 2013 amended budget and directed staff to publish the notice of budget hearing in *The Clarion*. In accordance with State Law, the notice was published November 7, 2013. A public hearing was conducted earlier tonight.

This budget amendment increases the budget authority in the wastewater fund to \$695,000 (originally \$657,340).

Council requested that some increased expenditures be clarified further:

Professional Services:

- Sludge removal – 15% increase from 2012
- Sewer line cleaning – 24% increase
- Water/sewer locates – 10% increase

Equipment Maintenance:

- Electrical equipment (generators at lift stations, electrical repairs) – 116% increase
- Other equipment (i.e., blowers at sewer plant, pump motors) – 67% increase

Utility Easements:

Due to a couple of multi-year easement payments, utility easement expenditures are up in 2013. There are five agreements which expire at the end of this year so in 2014 these expenditures will be down.

This amended 2013 budget satisfies the City's financial requirements and is in compliance with State Law.

**FINANCIAL CONSIDERATIONS:**

The wastewater fund will end the year "right-side-up" with expenditures being less than revenue. It is estimated that the cash will be around \$322,828 at year-end.

**LEGAL CONSIDERATIONS:**

Compliance with Kansas State Law has been accomplished.

**RECOMMENDATION/ACTION:**

Adopt the amended 2013 budget as published.

**Notice of Budget Hearing for Amending the  
2013 Budget**

The governing body of  
**Maize**

will meet on the day of November 18, 2013 at 7:00 PM at City Hall, 10100 Grady Avenue for the purpose of hearing and answering objections of taxpayers relating to the proposed amended use of funds.

Detailed budget information is available at City Hall  
and will be available at this hearing.

**Summary of Amendments**

<b>Fund</b>	2013 Adopted Budget			2013 Proposed Amended Expenditures
	Actual Tax Rate	Amount of Tax that was Levied	Expenditures	
Wastewater			657,340	695,000
			0	0
			0	0
			0	0
			0	0
			0	0

Jocelyn Reid  
Official Title: City Clerk

**MAIZE CITY COUNCIL  
REGULAR MEETING  
MONDAY, November 18, 2013**

**AGENDA ITEM #9A**

**ITEM: EDX Policy (Economic Development Incentive)**

**BACKGROUND:**

The purpose of this item is to establish the “official policy” of the City of Maize for the granting of economic development incentives, including uses in accordance with the provisions of Section 13 of Article 11 of the Constitution of the State of Kansas as required by K.S.A. 1990 Supp. 79-251.

The appropriate purpose and use of incentives is to broaden and diversify the tax base, create new job opportunities for the citizens of the City of Maize, and promote the economic growth and welfare of the City of Maize.

Economic development incentives are necessary because of the inherent competition between localities for new businesses and jobs. This policy is intended to complement any incentive programs offered by the State of Kansas.

In order for the Council to grant incentives in this area a policy must be approved and on file when an application is filed.

These incentives are for smaller manufacturing operations that increase employment and when it is not cost effective to utilize Industrial Revenue Bonds.

**FINANCIAL CONSIDERATIONS:**

None at this time. The policy will assist with Economic Development growth.

**LEGAL CONSIDERATIONS:**

The City Bond Attorney has reviewed the policy and approves it as to form.

**RECOMMENDATION:**

Approve the EDX Policy

## **City of Maize Economic Development Incentive (EDX) Policy**

### ***Purpose***

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

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

### ***Eligibility***

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

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

All or any portion of a building, together with the land upon which the building is located, and all associated tangible personal property, which is used for an eligible purpose and which creates new employment, is eligible for the EDX Incentive. All EDX Incentives shall be subject to requirements of Article 11, Section 13 of the Kansas Constitution and related statutes, including K.S.A. 79-213, K.S.A.79-221 and K.S.A.79-251.

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

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

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

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

1. The appraised valuation of the property in relation to the economic benefit to the City of increased employment;
2. The gain in tax revenue which may result from the new or expanded business, including the increase in the property tax base upon the expiration of the exemption;
3. The contribution that the new or expanded business will make towards increased employment and earnings within the community;
4. The number of new jobs created directly by the business in relation to the amount of tax incentives granted;
5. The kinds of jobs created in relation to the types of skills available from the local labor market;
6. The utilization by the business of labor skills and abilities of unemployed persons in the community.

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

### ***Application***

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

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

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

### ***Compliance***

All Economic Development Incentives will be formalized in a written agreement between the City of Maize and the recipient company. The recipient company will be required to

meet the following performance criteria:

- Jobs created as agreed upon
- Capital investment in real property as agreed upon
- Compliance with wage requirements
- Compliance with all applicable governmental laws, rules and regulations
- Compliance with any other conditions imposed by the Economic Development Incentive Agreement.

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

### ***Project Evaluation***

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

### ***Property Tax Abatement Matrix***

The maximum term of tax abatement on real property improvements under this Policy shall be ten years. The initial term shall be five years, plus an additional five years subject to review and approval of the City Council at the end of the initial term. The recommended percentage of property taxes to be abated shall be based on new job creation and capital investment by the eligible business, as follows:

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

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

The amount of recommended tax abatement based solely on FTE job creation is based on a sliding scale that allows smaller projects to benefit. A property tax abatement may be recommended for each new FTE job as follows: 3% for the first five new FTE jobs, 2% for six to 10 new FTE jobs, 1.5% for 11 to 20 new FTE jobs, 1% for 21 to 50 new FTE jobs and 0.6% for each new FTE job in excess of 50, up to a maximum tax abatement for job creation

of 100%.

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

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

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

### ***Exceptions***

Exceptions to the conditions set forth in this policy may be made by the Maize City Council.



**MAIZE CITY COUNCIL  
REGULAR MEETING  
MONDAY, November 18, 2013**

**AGENDA ITEM #9B**

**ITEM: IRB Policy (Economic Development Incentive)**

**BACKGROUND:**

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

The purpose of this item is to establish the “official policy” of the City of Maize for the granting of economic development incentives.

While state law does not require a “policy” in order for the City to utilize IRB bond financing this policy will provide a guideline and procedure for the applicants and staff.

Economic development incentives are necessary because of the inherent competition between localities for new businesses and jobs. This policy is intended to complement any incentive programs offered by the State of Kansas.

**FINANCIAL CONSIDERATIONS:**

None at this time. The policy will assist with Economic Development growth.

**LEGAL CONSIDERATIONS:**

The City Bond Attorney has reviewed the policy and approves it as to form.

**RECOMMENDATION:**

Approve the IRB Policy

## **CITY OF MAIZE INDUSTRIAL REVENUE BOND POLICY**

### **POLICY**

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

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

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

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

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

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

## APPLICATION

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

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

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

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

1. A certified audit of the last fiscal year's business of the Company prepared by an independent certified public accountant. Exceptions to this requirement may be made where:
  - a. The prospective tenant is a new venture that has no operating history;
  - b. The prospective tenant has an operating history of sufficient duration that it can provide tax statements for the past five years, accompanied by a Financial Review prepared by an independent certified public accountant;
  - c. The bonds are to be fully secured by bond insurance or a letter of credit, such that the purchasers are looking primarily to the financial status of the insurer or letter of credit provider rather than that of the prospective tenant; or
  - d. The bonds are to be privately placed with the prospective tenant, a parent, subsidiary or other affiliate of the prospective tenant, or a financial institution that has a substantial history as the regular financing lender of the prospective tenant's operations and hence has substantial, ongoing familiarity with the prospective tenant's financial matters and status.
2. Feasibility study
3. Proforma financial statements
4. History and experience of principals of Company
5. Area map or project plan
6. Commitment or letter of intent from underwriter(s)

## PROPERTY TAX ABATEMENT

The maximum term of tax abatement on real property improvements under this Policy shall be ten years. The recommended percentage of property taxes to be abated shall be at the discretion of the Governing Body based on its review of the application. Typically, the Governing Body will consider such factors as job creation, capital investment, and location.

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

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

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

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

No tax abatement will be granted by the City of Maize prior to a public hearing. Notice of hearing shall be published by the City Clerk at least seven days prior to the hearing in the official city newspaper. The City Clerk shall notify by certified mail the applicable taxing authorities.

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

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

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

Each performance agreement is subject to annual review and determination that: (i) the conditions originally qualifying the business for the exemption continue to exist, and (ii) the specific conditions of the performance agreement have been met. A non-refundable fee of \$250 is required no later than January 15 of each year for the term of the tax abatement to cover costs

associated with conducting the annual review. Any business granted tax abatement shall notify the Governing Body of any substantive change in the use of tax exempt property.

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

#### **EXCEPTIONS**

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

**MAIZE CITY COUNCIL  
REGULAR MEETING  
MONDAY, NOVEMBER 18, 2013**

**AGENDA ITEM 9C**

**ITEM:** Extension of time for required platting associated with Z-02-011

**BACKGROUND:** A Zone change request for approximately 10 acres of property at 9120 West 37<sup>th</sup> Street was approved by the City Council at the end of 2011. The zoning was changed from SF-5 Single-Family Residential to GO General Office with a Protective Overlay limiting development on the north 5 acres to only multi-family and with a maximum of 110 dwelling units. A condition of the zone change was that the property be platted within two years.

The agent for the property owner indicates that the property was under contract for purchase by a day care center at the time of the zone change but negotiations were never finalized. There have been other interested parties but no firm offers until just this past month.

Due to the time it is taking for deals to develop in the current economy and in light of the recent prospective sale of this property staff recommends that a one year extension of time be granted for the completion of platting on this property.

**FINANCIAL CONSIDERATIONS:** None.

**LEGAL CONSIDERATIONS:** None

**RECOMMENDATION/ACTION:** Grant an additional one year for completion of platting for zone change case Z-02-011.

# Monthly Council Report

November 2013



## Department Highlights

- All departmental operations are functioning as they should.
- All full-time officers have been rotated to an opposing shift one week during November. This will allow them to be active in other areas not routinely encountered during their regular shifts. Lt. Brassler and Sgt. Herr proposed the idea to encourage productivity and break the monotony of static shifts. We intend on incorporating this into our yearly schedules. It has been accepted well by all the officers.

## Patrol Mileage:

607- 85,121  
309- 72,208  
709- 79,005  
210- 90,273  
410- 96,007  
111- 24,343  
512- 19,005  
812- 14,978

**Monthly repairs:**  
General maintenance, no major repairs.

**Budget status: 80/100%**

**Major purchases:** The department purchased a 2014 Police car as scheduled for \$28,000.00. The unit will go into service after the first of the year.

## Current Staff Levels.

8 Full-time  
4 Part-time  
3 Reserve  
2 Reserve -Vacant  
1 Part-time - Vacant

## Monthly Activities

August Police Reports - 686  
August calls for service - 554

## Community Policing:

Officer Rudrow is compiling names of families who need assistance with food over the holidays. Contact him if you know someone who could use a food basket.

## **PUBLIC WORKS REPORT 11-12-2013**

### **Regular Maintenance**

- Graded all streets several times this past month. It helps that we don't have to grade Lakelane and north Maize Road. We still have to take care of 61<sup>st</sup>, 45<sup>th</sup> St west from 119<sup>th</sup> to 135<sup>th</sup>, and North Tyler Road from 61<sup>st</sup> north to the River.
- Continue to check the water quality and lift stations daily. We finally got a reasonable cost for the upgrade of the pumping system at the pond structure east of Central. Lee Matthews/Fluid Drive will install a new pump, piping, and electrical work for around 10,500 dollars. It will take four to six weeks to get this installed.

### **Special Projects**

- Finally got the wrought iron fencing complete along Maize Road and the gate installed as well. Put the bench back a little farther north but I think it looks good where we installed it.
- The sidewalk and wheelchair ramps along Central between King and Queen is complete. Worked with the Church to make the grass along the sidewalk fairly easy to maintain. It looks nice and we will get some crossing signs up soon.
- The contractor will start work on the east drive approach of the Cemetery today or tomorrow. We will remove the old fencing then and have the new steel wrought iron fence installed by Wichita Fence Company.
- The water and sewer lines have been installed at the new Hampton Lakes addition and Cornejo has poured most of the curb and gutter there. Soon to follow will be paving at that location.
- Watercress Village new addition has the water lines and sewer lines installed and Kansas Paving is still hauling in rock for the base. No curb or gutter has been installed there as yet.
- We all went to a safety demonstration put on by Westar. They demonstrated the power of electricity and what it can and can't do. Very informative.

Ron Smothers  
Public Works Director



**Water and Wastewater Report  
October 15, 2013 – November 12, 2013**

**Water Operations**

Maximum Contaminant Level (MCL) for both chlorine and fluoride is 4.0 mg/L.  
Minimum allowable free chlorine residual to the last free flowing tap is 0.2 mg/L.  
Recommended fluoride dosage for this area is now 0.7 mg/L.

Routine bacteriological samples remain good (non-detect).

October 29 – Conducted a hydrant flow test at Tyler and 45<sup>th</sup> for Carlson’s insurance provider.

**Wastewater Operation**

October 24 – Completed 503 quarterly report and submitted.

October 25 – Central Power replaced the water pump on the Plantation lift station generator.

November 3 – High winds cause a wide spread power outage. Operations returned to normal without incident.

November 5 – Wire burned off the motor starter of the #3 main lift pump. Made the repair and returned the pump to service.

In way of general comment, all water and wastewater structures or facilities have been made ready for winter weather.

Routine maintenance continues as scheduled.

Matt Meeks  
Water and Wastewater Operator

**City Engineer's Report**  
**11/18/13**

**Woods at Watercress**

The gate for the emergency access entrance has been installed.

**Hampton Lakes II**

Water and sewer have been installed. Curb and gutter is complete.

**Watercress Village III**

Water and sewer have been installed. The paving contractor has graded the roadway and put down the rock subgrade.

**Central Street Sidewalk**

Construction is complete. Sod was laid in front of the church. Crosswalk signs and crosswalk striping should be complete within the next couple of weeks.

**New Home Permits**

Since the last City Council meeting, a total of nine (9) new single-family permits have been issued. One (1) new permit was issued for Fiddler's Cove, one (1) new permit was issued for Watercress Village II, three (3) new permits were issued for Emerald Springs, and four (4) new permits for Eagle's Nest. Our yearly total for new single-family permits is 79 plus two (2) multi-family tri-plexes in Hampton Lakes.

# PLANNING ADMINISTRATOR'S REPORT

**DATE:** November 18, 2013

**TO:** Maize City Council

**FROM:** Kim Edgington, Planning Administrator

**RE:** Regular November Council Meeting

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

1. Eagle Point Shopping Center – Maize Family Dentistry requested a sign variance through the BZA to allow an illuminated wall sign on the south elevation of the building at 611 East 45<sup>th</sup> Street. The BZA reviewed and approved this request at their November 7<sup>th</sup> meeting.
2. Moxi Junction – Coffee shop at 319 S. Park is commencing construction.
3. 3932 Sage Ct. – Staff and I have been meeting with the developer, builder and neighboring property owner to address the issue of a concrete wall that was built at this house without a permit and without the approval of the Homeowner's Association. Citations have been issued to the builder. We expect the builder to request a variance from the BZA for approval of this permanent structure within the building setback. The BZA may impose specific restrictions and conditions if they grant an approval. We will continue to review the issue in light of our current codes and the requirements of the Restrictive Covenants of the subdivision.
4. Aces Engineering – Aces has requested that the Mikado Street right-of-way immediately south of their building at 202 N Park be vacated. The Planning Commission will review this request at their December 5<sup>th</sup> Meeting.
5. General planning issues – I continue to meet, both on the phone and in person, with citizens and developer's representatives requesting information on general planning matters, such as what neighboring property owners are planning to do, what they are allowed to do on their property, and what the process is for submitting various applications and materials to the Planning Commission.



**City Clerk Report  
REGULAR COUNCIL MEETING  
November 18, 2013**

Year to date status (Through 10/31/13):

<b>General Fund –</b>			
	Budget	YTD	
Rev.	\$2,447,327	\$2,322,286	94.89%
Exp.	\$2,717,755	\$2,025,235	74.52%
<b>Streets –</b>			
Rev.	\$279,140	\$ 254,871	91.31%
Exp.	\$251,050	\$ 223,194	88.90%
<b>Wastewater Fund-</b>			
Rev.	\$657,340	\$ 664,760	101.13%
Exp.	\$657,340	\$ 589,057	89.61%
<b>Water Fund-</b>			
Rev.	\$737,800	\$ 684,906	92.83%
Exp.	\$737,800	\$ 608,332	82.45%

**Health & Dental Benefits**

Per Council's request, here are the 2013 numbers (through 10/31/2013) for employee health, dental, and life (including accidental death and short-term disability).

	<u>City Portion</u>	<u>Employee Portion</u>	<u>Total Paid</u>
Health:	\$ 157,264.30	\$ 41,334.08	\$198,598.38
Dental:	8,793.48	2,279.84	11,073.32
Life:	<u>5,993.44</u>	<u>0</u>	<u>5,993.44</u>
	\$ 172,051.22	\$ 43,613.92	\$215,665.14

**Administrative Employees:**

As of 10/31/2013, we had the following number of administrative employees:

Part-Time:	8 (City Engineer, Planning Administrator, Code Enforcement, City Attorney, City Attorney's Assistant, Intern)
Full-Time:	7 (City Administrator, Deputy City Administrator, City Clerk, City Treasurer, Administrative Assistant, Front Desk Clerk, Court Clerk, Police Clerk)

**Dugan Park Funds**

Per Council's request, the following is a breakdown of the Dugan Park funds (as of 10/31/2013)

<b>Starting Balance:</b>	<b>\$304,736.57</b>
<b>Phase II Playground Equipment:</b>	<b>- 18,563.00</b>
<b>Master Park Plan:</b>	<b>- 10,000.00</b>
<b>Park Equipment:</b>	<b>- 8,000.00</b>
<b>Community Building Remodel:</b>	<b>- 36,580.00</b>
<b>Emergency Lighting Upgrade</b>	<b>- 1,057.47</b>
<b>Playground Signs (5-12 year old):</b>	<b>- 120.00</b>
<b>Volunteer Supplies:</b>	<b>- 19.12</b>
<b>Soap/Towel Dispensers:</b>	<b>- 454.56</b>
<b>Epoxy for Picnic Tables:</b>	<b>- 71.33</b>
<b>New Ceiling Registers:</b>	<b>- 123.33</b>
<b>Parts to Install Picnic Tables:</b>	<b>- 44.33</b>
<b>Concrete to Install Benches:</b>	<b>- 13.16</b>
<b>Ceiling Fans, Wall Plates:</b>	<b>- 171.44</b>
<b>Guttering for Comm. Building</b>	<b>- 955.50</b>
<b>New Chairs for Comm. Building</b>	<b>- 558.82</b>
<b>Appliances for Comm. Building</b>	<b>- 1,313.94</b>
<b>Electrical Receptacles at Park</b>	<b>- 1,679.21</b>
<b>Skate Park Equipment</b>	<b>- 7,214.04</b>
<b>Supplies to Install Equipment</b>	<b>- 871.80</b>
<b>Signs for Skate Park</b>	<b>- 340.00</b>
<b>Clean Up/Repair Bathrooms</b>	<b>- 127.49</b>
<b>Park Shelters</b>	<b>- 52,443.10</b>
<b>Remaining Balance:</b>	<b>\$164,014.93</b>

**CAPITAL PROJECTS**

**Temporary Note Resolution  
Series A 2011**

Project	Fund	Resolution of Advisability	Total Resolution Amount	Expenditures thru 12/31/12	Expenditures 1/1/13 thru 10/31/13	Total Expenditures	Resolution Authorization Less Expenditures	
Emerald Springs Paving	57	427-08	\$ 633,000	\$594,220.35	\$38,779.65	\$633,000.00	\$ -	Included in 2013 Series A GO Bonds
Emerald Springs Water	57	427-08	\$ 264,000	\$222,729.07	\$41,270.93	\$264,000.00	\$ -	Included in 2013 Series A GO Bonds
Eagles Nest Water	65	437-08	\$ 182,000	\$167,738.33	\$11,452.75	\$179,191.08	\$ 2,808.92	Included in 2013 Series A GO Bonds
Eagles Nest Storm Water Pump	65	438-08	\$ 250,000	\$116,044.64	\$21,032.16	\$137,076.80	\$ 112,923.20	Included in 2013 Series A GO Bonds
Eagles Nest Sanitary Sewer	65	439-08	\$ 404,000	\$312,058.84	\$21,032.16	\$333,091.00	\$ 70,909.00	Included in 2013 Series A GO Bonds
Eagles Nest Storm Water Sewer	65	445-08	\$ 357,000	\$299,330.32	\$21,032.16	\$320,362.48	\$ 36,637.52	Included in 2013 Series A GO Bonds
Eagles Nest Paving	65	441-08	\$ 749,000	\$472,149.31	\$21,032.18	\$493,181.49	\$ 255,818.51	Included in 2013 Series A GO Bonds
Watercress Addition Phase 2 Water	67	457-09	\$ 95,000	\$58,085.38	\$7,957.82	\$66,043.20	\$ 28,956.80	Included in 2013 Series A GO Bonds
Watercress Addition Phase 2 Paving	67	458-09	\$ 285,000	\$205,740.10	\$7,957.82	\$213,697.92	\$ 71,302.08	Included in 2013 Series A GO Bonds
Watercress Addition Phase 2 Sewer	67	459-09	\$ 125,000	\$60,776.79	\$7,957.80	\$68,734.59	\$ 56,265.41	Included in 2013 Series A GO Bonds
Fiddlers Cove Phase 2 Sewer	68	422-08	\$ 81,000	\$59,943.75	\$6,433.48	\$66,377.23	\$ 14,622.77	Included in 2013 Series A GO Bonds
Fiddlers Cove Phase 2 Water	68	423-08	\$ 110,000	\$84,074.95	\$6,433.48	\$90,508.43	\$ 19,491.57	Included in 2013 Series A GO Bonds
Fiddlers Cove Phase 2 Paving	68	424-08	\$ 405,600	\$332,713.95	\$4,866.39	\$337,580.34	\$ 68,019.66	Included in 2013 Series A GO Bonds
<b>Totals for Series A 2011</b>				<b>\$2,985,605.78</b>	<b>\$217,238.78</b>	<b>\$3,202,844.56</b>	<b>\$737,755.44</b>	

Temporary Note Resolution  
Series A 2013

Hampton Lakes Commercial Park Storm Water	73	470-09	\$ 117,000.00	\$ 65,950.32	\$ 780.35	\$ 66,730.67	\$ 50,269.33
Hampton Lakes Commercial Park Sanitary Sewer	73	471-09	\$ 64,000.00	\$ 60,751.22	\$ 780.35	\$ 61,531.57	\$ 2,468.43
Hampton Lakes Commercial Park Drainage Pond	73	472-09	\$ 328,000.00	\$ 290,201.14	\$ 780.35	\$ 290,981.49	\$ 37,018.51
Hampton Lakes 2nd Addition Phase 1 Storm Water	74	481-10	\$ 226,000.00	\$ 142,698.42	\$ 754.80	\$ 143,453.22	\$ 82,546.78
Hampton Lakes 2nd Addition Phase 1 Sanitary Sewer	74	482-10	\$ 92,000.00	\$ 71,151.50	\$ 754.80	\$ 71,906.30	\$ 20,093.70
Hampton Lakes 2nd Addition Phase 1 Water	74	483-10	\$ 56,000.00	\$ 54,007.15	\$ 754.80	\$ 54,761.95	\$ 1,238.05
Hampton Lakes 2nd Addition Phase 1 Paving	74	484-10	\$ 168,000.00	\$ 147,288.58	\$ 754.80	\$ 148,043.38	\$ 19,956.62
Maize Road Improvements	47	Temp Note Resolution #494-11	\$ 1,001,240.00	\$ 1,001,240.00	\$ -	\$ 1,001,240.00	\$ -
Carriage Crossing 6 - High Plains Paving	61	480-10	\$ 212,000.00	\$ 6,954.42	\$ 1,377.34	\$ 8,331.76	\$ 203,668.24
Watercress Village 2nd Addition Phase 2 Water	05	509-12	\$ 57,000.00	\$ 47,509.32	\$ 851.00	\$ 48,360.32	\$ 8,639.68
Watercress Village 2nd Addition Phase 2 Paving	05	510-12	\$ 164,000.00	\$ 103,045.88	\$ 38,897.39	\$ 141,943.27	\$ 22,056.73
Watercress Village 2nd Addition Phase 2 Sewer	05	511-12	\$ 70,000.00	\$ 60,789.82	\$ 851.00	\$ 61,640.82	\$ 8,359.18

Watercress Village 2nd Addition Phase 2 Storm Water	05	512-12	\$ 249,000.00	\$ 141,657.61	\$ 19,624.12	\$ 161,281.73	\$ 87,718.27
Watercress Village 2nd Addition Phase 3 Water	05	513-12	\$ 57,000.00	\$ 40,108.22	\$ 614.25	\$ 40,722.47	\$ 16,277.53
Watercress Village 2nd Addition Phase 3 Paving	05	514-12	\$ 103,000.00	\$ 72,762.14	\$ 21,041.36	\$ 93,803.50	\$ 9,196.50
Watercress Village 2nd Addition Phase 3 Sewer	05	515-12	\$ 64,000.00	\$ 53,254.88	\$ 614.25	\$ 53,869.13	\$ 10,130.87
Central Street Project	05	549-13	\$ 375,000.00	\$ -	\$ 279,183.62	\$ 279,183.62	\$ 95,816.38
Woods @ Watercress Water	05	523-13	\$ 191,000.00	\$ -	\$ 173,618.26	\$ 173,618.26	\$ 17,381.74
Woods @ Watercress Paving	05	524-13	\$ 444,000.00	\$ -	\$ 214,078.82	\$ 214,078.82	\$ 229,921.18
Woods @ Watercress Sewer	05	525-13	\$ 222,000.00	\$ -	\$ 195,439.60	\$ 195,439.60	\$ 26,560.40
Woods @ Watercress Storm Water	05	526-13	\$ 164,000.00	\$ -	\$ 94,937.60	\$ 94,937.60	\$ 69,062.40
<b>Totals for Series A 2013</b>			<b>\$ 2,359,370.62</b>	<b>\$ 1,046,488.86</b>	<b>\$ 3,405,859.48</b>	<b>\$ 1,018,380.52</b>	



Temporary Note Resolution  
Series B 2011

Project	Fund	Resolution of Advisability	Total Resolution Amount	Expenditures thru 12/31/12	Expenditures 1/1/13 thru 10/31/13	Total Expenditures	Resolution Authorization Less Expenditures	
Watercress Village 2nd Addition Storm Water	70	495-11	\$ 138,000.00	\$ 130,246.84	\$ 1,503.16	\$ 131,750.00	\$ 6,250.00	Included in 2013 Series A GO Bonds
Watercress Village 2nd Addition Water	70	496-11	\$ 111,000.00	\$ 59,241.05	\$ 26,809.47	\$ 86,050.52	\$ 24,949.48	Included in 2013 Series A GO Bonds
Watercress Village 2nd Addition Paving	70	497-11	\$ 272,000.00	\$ 219,953.66	\$ 26,543.87	\$ 246,497.53	\$ 25,502.47	Included in 2013 Series A GO Bonds
Watercress Village 2nd Addition Sanitary Sewer	70	500-11	\$ 69,000.00	\$ 52,485.00	\$ 10,265.00	\$ 62,750.00	\$ 6,250.00	Included in 2013 Series A GO Bonds
Maize Road Improvements	47	Temp Note Res #502-11	\$ 800,000.00	\$ 797,987.44	\$ 2,012.56	\$ 800,000.00	\$ -	
Maize Road Improvements	47	Temp Note Res #466-09	\$ 600,000.00	\$600,000.00	\$0.00	\$600,000.00	\$0.00	
<b>Totals for Series B 2011 Notes</b>			<b>\$ 1,990,000.00</b>	<b>\$ 1,859,913.99</b>	<b>\$ 67,134.06</b>	<b>\$ 1,927,048.05</b>	<b>\$ 62,951.95</b>	

Temporary Note Resolution Series A 2012

Project	Fund	Resolution of Advisability	Total Resolution Amount	Expenditures thru 12/31/12	Expenditures 1/1/13 thru 10/31/13	Total Expenditures	Expenditures Reimbursed by County	Resolution Authorization Less Expenditures
Maize Road Improvements	47	Temp Note Res #506-12	\$ 1,658,413.00	\$1,208,999.15	\$658,530.42	\$1,867,529.57	\$315,439.50	\$106,322.93

Other Project Fund Transfers to Debt Service

Project	Fund	Amount Transferred
Emerald Springs Stormwater	57	\$ 122,482.74
Emerald Springs Sanitary Sewer	57	\$ 122,482.73
<b>Total Transfers</b>		<b>\$ 244,965.47</b>

Temp Notes  
Series 2013B

Project	Fund	Resolution of Advisability	Total Resolution Amount	Expenditures thru 12/31/12	Expenditures 1/1/13 thru 10/31/13	Total Expenditures	Resolution Authorization Less Expenditures
Watercress Village 3rd Water	05	532-13	\$ 98,000.00	\$ -	\$ 10,054.89	\$ 10,054.89	\$ 87,945.11
Watercress Village 3rd Paving	05	533-13	\$ 230,000.00	\$ -	\$ 20,679.85	\$ 20,679.85	\$ 209,320.15

Watercress Village 3rd Sewer	05	534-13	\$ 129,000.00		\$ 17,399.85	\$ 17,399.85	\$ 111,600.15
Hampton Lakes 2nd Phase 2 Water	05	535-13	\$ 25,000.00	\$ -	\$ 20,409.29	\$ 20,409.29	\$ 4,590.71
Hampton Lakes 2nd Phase 2 Paving	05	536-13	\$ 89,000.00	\$ -	\$ 8,134.48	\$ 8,134.48	\$ 80,865.52
Hampton Lakes 2nd Phase 2 Sewer	05	537-13	\$ 35,000.00	\$ -	\$ 25,294.85	\$ 25,294.85	\$ 9,705.15
North Maize Road Paving	05	540-13	\$ 345,000.00	\$ -	\$ 322,407.23	\$ 322,407.23	\$ 22,592.77
Lakelane Paving	05	541-13	\$ 100,000.00	\$ -	\$ 88,200.01	\$ 88,200.01	\$ 11,799.99
<b>Totals</b>			<b>\$ 1,051,000.00</b>	<b>\$ -</b>	<b>\$ 512,580.45</b>	<b>\$ 512,580.45</b>	<b>\$ 538,419.55</b>

Grand Totals  
Series A  
2011, Series  
B 2011,  
Series B  
2012, Series  
A 2013

\$8,413,889.54 \$2,746,938.04 \$10,915,862.11

\$1,925,410.84

**CIP 2013 (As of 10/31/2013)**

<u>Detail</u>	<u>Reason</u>	<u>October Revenue</u>	<u>October Expense</u>	<u>Budget</u>	<u>Year to Date Actual Cash</u>
Beg Cash - 01/01/13					\$ 250,032.96
Ad Valorem	Tax			-	-
Motor Vehicle	Tax			-	-
Delinquent	Tax	71.42		500.00	174.61
Interest	From Bank Accounts	33.31		200.00	836.08
Transfers	From General Fund	16,666.67		200,000.00	166,666.70
Total Revenues		16,771.40		200,700.00	167,677.39
<b>Total Resources</b>					<b>417,710.35</b>
Street Improvements				-	150,000.00
Technology Upgrades*				-	27,565.68
Maize Road Project				-	0.00
Park Improvements	From Dugan Park Funds			-	164,000.00
Other Capital Costs				-	75,000.00
Total Expenditures				-	389,000.00
Cash Balance - 10/31/13					<b>\$ 385,329.67</b>

**\*Technology Upgrades - New software that was budgeted in 2012. This amount was encumbered in 2012 but paid out in 2013. This amount will go against the 2012 budget as planned.**

CITY OF MAIZE/REC COMMISSION  
 SHARED COSTS FOR CITY HALL COMPLEX  
 THRU 10/31/2013

	MONTHLY BILL	CITY PORTION	REC PORTION	YEAR TO DATE COSTS	CITY PORTION YEAR TO DATE	REC PORTION YEAR TO DATE	PERCENT OR FLAT RATE
Phone	\$745.88	\$609.91	\$135.97	\$7,369.49	\$6,008.19	\$1,359.70	Flat - based on number of lines
Internet	495.00	445.50	49.50	\$4,950.00	4,455.00	495.00	Flat - \$49.50/month
Gas	65.86	36.29	29.57	\$4,429.85	2,440.85	1,989.00	44.90%
Electric	2,616.75	1,441.83	1,174.92	\$19,459.40	10,722.13	8,737.27	44.90%
Janitor	1,748.98	963.69	785.29	\$1,930.98	1,063.97	867.01	44.90%
Water/Sewer	0.00	0.00	0.00	\$0.00	0.00	0.00	
Trash	51.75	28.51	23.24	\$515.11	283.83	231.28	44.90%
Insurance (Annual Bill)	0.00	0.00	0.00	\$8,804.00	4,851.00	3,953.00	44.90%
Pest Control	275.00	255.00	20.00	\$2,750.00	2,315.00	200.00	Flat - Exterminator breaks rate out
Lawn Service	0.00	0.00	0.00		0.00	0.00	Provided by Public Works
<b>Total</b>	<b>\$5,999.22</b>	<b>\$3,780.73</b>	<b>\$2,218.49</b>	<b>\$50,208.83</b>	<b>\$32,139.97</b>	<b>\$17,832.26</b>	

**Equipment Reserve 2013 (As of 10/31/2013)**

<u>Detail</u>	<u>Reason</u>	<u>October Revenue</u>	<u>October Expense</u>	<u>Budget</u>	<u>Year to Date Actual Cash</u>
Beg Cash - 01/01/13					\$ 69,249.29
Interest	From Bank Accounts	2.91		50.00	72.97
Transfers	From General Fund	8,875.00		106,500.00	88,750.00
Total Revenues		\$ 8,877.91		\$ 106,550.00	\$ 88,822.97
<b>Total Resources</b>					<b>\$ 158,072.26</b>
Trucks/Heavy Equipment			\$ -	\$ 25,000.00	\$ 10,069.44
Computers			7,199.90	20,000.00	32,336.86
Police Department Expenses			28,108.00	55,000.00	28,108.00
Total Expenditures			\$ 35,307.90	\$ 100,000.00	\$ 70,514.30
Cash Balance - 10/31/2013					<b>\$ 87,557.96</b>



# CITY OPERATIONS REPORT

**DATE:** November 14, 2013  
**TO:** Maize City Council  
**FROM:** Richard LaMunyon-Becky Bouska-Sue Villarreal-Laura Rainwater  
**RE:** October Report

**1) Electronic Council Packet System**

This month you received the Council Packets with the agenda and the “Blue Sheets”. We will email you the entire packet and well as the Industrial Park Phase 2 report.

**2) Cemetery East Entrance**

Weather permitting the construction of the east entrance for the Cemetery will begin this week.

**3) Project Updates**

- a. Pond fencing complete
- b. Central Street sidewalk complete
- c. Annexation discussions are ongoing with some property owners
- d. Code Enforcement-3 cases to court, 2 continued and 1 resolved

**4) 2013 Economic Development**

It has been an outstanding year for development. Vision and prior planning works:

- a. Residential Building
  - To date 79 new single family housing starts this year (average \$260,000 per home)
    - a. 64 single family housing starts last year
  - Currently have eight (8) active housing developments
  - Discussions regarding upscale gated apartment complex on Tyler Road north of 45<sup>th</sup>
  - 2 – senior tri-plexs housing starts (\$300,000+ each)

b. Commercial

- 5 – new 2013 commercial permits issued
  - a. O’Reilly’s Auto Parts – *open*
  - b. Maize Family Dentistry – *open*
  - c. Kumon Math and Reading Center - *open*
  - d. Moxi Junction Coffeehouse – Constructing
  - e. Knolla Pizza – Opening in November
- Working with Ace’s Manufacturing on expansion

c. Industrial

- Transystems Industrial Park Master Plan
- Phase 2 Council report November 18th

d. 2013 Street Improvement

- Maize Road (45<sup>th</sup> north to K-96)
- Central Street (Maize Road to Queen Street)
- Maize Road (K-96 north to 61<sup>st</sup> Street)
- Lakelane (Maize Road east 2 blocks (cul-de-sac))

**5) Employee Updates**

- Bill McKinley is doing well at home after his surgery following his truck accident. He will be in a neck brace for sometime. We have made some operational adjustments regarding engineering until he returns.
- Pat Longwell is home recovering from her foot surgery
- Laura Rainwater is started her duties with Economic Development, annexation and other new duties. She will continue to assist with front desk duties when required.

**6) City Meetings**

- November 18<sup>th</sup> @ 7PM Council
- December 5<sup>th</sup> @ 7PM Planning
- December 10<sup>th</sup> @ 7 PM Park and Tree Board
- December 16<sup>th</sup> @ 7 PM Council