

**City of Baldwin City
PO Box 86
Baldwin City, Kansas 66006
Council Meeting Agenda**

**Baldwin City Public Library
800 7th Street
Baldwin City, KS 66006**

**TUESDAY
January 10, 2023
7:00 PM**



A. Call to Order-Mayor Casey Simoneau

B. Approval of Agenda

C. Consent Agenda

1. Minutes 12.20.2022

D. Public Comment:

Members of the public are welcome to comment on items relating to City business not listed on this Agenda. Please stand and wait to be recognized by the Mayor. As a general practice, the comments may or may not be acted upon by the Council during the meeting, or Council may refer the items to staff for follow up.

*If you wish to comment on an item listed on the Agenda, a **sign-up sheet** is provided for you to sign in and provide your address. You will be called on when the Agenda item of interest is under discussion by the Council.*

E. Special Reports or Presentations

Presentation to Cary James from KMU

F. Old Business

G. New Business

1. Conditional Use-Raven Naramore
2. Appointments - Treasurer, Judge, Attorney, City Clerk, Police Chief, and Fire Chief
3. City Depositories
4. Council Committee Appointments

H. Council Committee Reports

1. Budget and Finance - Scott Lauridsen/Cory Venable
2. Community Development - Cory Venable/Susan Pitts

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-
3. Public Safety - Susan Pitts/Jerry Smith
 4. Public Works and Utilities - Julie Constantinescu/Jerry Smith
 5. Strategic Planning - Scott Lauridsen/Julie Constantinescu

I. City Administrator and Staff comments

J. Council & Mayor Comments

K. Executive Session

Power Purchase Agreement

L. Adjourn

City Council meets every first and third Tuesday of each month at 7:00 p.m. in the Library community meeting room. Council work sessions are held the last Tuesday of each month at 7:00 p.m. in the American Legion Hall.

City of Baldwin City
Minutes
Tuesday, December 20th 2022

A. Call to Order

The Baldwin City Council was called to Regular Session at 7:00 p.m. at the Baldwin City Public Library, 800 7th Street, with Mayor Casey Simoneau presiding.

Present were Council Members: Cory Venable, Susan Pitts and Scott Lauridsen.

Also, attending: Glenn Rodden-City Administrator; Amara Packard-City Clerk; Lynn Meador-Communications Director; Stu Young-Building Official/Zoning Official; Russ Harding-Planning and Zoning;and Corporal Underwood-Police Department.

B. Approval of Agenda

Cory Venable moved and Susan Pitts seconded to approve the agenda. Motion carried with a vote of 3 yes and 0 no.

C. Consent Agenda

1. Minutes 12.06.2022

Susan Pitts moved and Scott Lauridsen seconded to approve the consent agenda. Motion carried with a vote of 3 yes and 0 no.

D. Public Comment

E. Special Reports or Presentations

F. Old Business

1. Road right of way vacate-Ordinance 1463-second reading

This request to vacate the right of way, owned by the city, went through the planning commission and was approved unanimously. It is located on Jersey, a portion of the right of way between 3rd and 4th St.

Susan Pitts moved and Cory Venable seconded to approve the vacation of the city right of way as presented. Motion passes 3-0.

Susan Pitts-yes, Cory Venable-yes and Scott Lauridsen-yes.

G. New Business

1. COLA

The Budget and Finance Committee recommended a 3% increase beginning January 1st 2023 and possibly doing an adjustment mid year after looking at inflation and other factors.

Cory Venable moved and Susan Pitts seconded to approve maintaining the merit and doing 3% for COLA with the understanding that we will revisit it in June to review potential open ended stipend. Motion passes 3-0.

2. 2023 Calendar

The Mayor has proposed to move the meetings in January to the 10th and 24th to allow extra family time for the Council over the holidays. February would resume back to the 1st and 3rd Tuesdays.

City Administrator Glenn Rodden requested to add the holiday of Juneteenth to the city holiday calendar to follow the federal holiday schedule.

Cory Venable motioned and Susan Pitts seconded to designate Juneteenth as an official city holiday, and to approve the amendment to the January calendar which will put the second and fourth Tuesday instead of the first and third for council meetings. Motion passes 3-0.

3. Budget Policy-Reserve Balance Fund

The budget and finance committee recommended adjusting the policy from 25% to a range of 15-25%.

Susan Pitts moved and Cory Venable seconded to adjust the budget policy from 25% to 15-25%. Motion passes 3-0.

4. Electric Rate Ordinance

The intent of this ordinance is to make everyone's bills more transparent. This would separate out the meter fee to pay for the amount that the city's bonds are paying for. That fee would adjust annually based on when bonds are paid down which then would adjust rates because you are pulling that money out. This would then let citizens know the meter fee pays for anything the city bonds. That is the intent of the next two ordinances as well. After a lengthy discussion, this discussion will go back to budget and finance to discuss the different rates and how to reach the goal of transparency with the meter fee.

5. Water Rate Ordinance

There are only two water types, residential and business and the only difference is that residential waters get sewer average. That is to help residents that are watering their lawn, plants, filling a pool etc.

6. Sewer Rate Ordinance

Budget and Finance will discuss more.

H. Committee Reports

1. Budget and Finance - Scott Lauridsen/Cory Venable
Discussed:

- COLA
- Rate schedule
- Substation
- Fund balance projections
- Sales tax 2022

Next meeting will be 01/13/23 at 7:45am.

2. Community Development - Cory Venable/Susan Pitts

Next meeting will be 01/23/23 at 4:00.

3. Public Safety - Susan Pitts/Jerry Smith

Next meeting 01/10/2022 at 4:00.

4. Public Works and Utilities - Julie Constantinescu/Jerry Smith

- Generators
- New substation update
- Newton substation
- Fire at Baldwin solar-inverter and combiner box are installed and working at 100%.
- GRIP program
- Creek at Firetree has been cleaned up and cleared, work has started on fixing the bridge.

Next meeting will be 01/12/23 at 9:00a.m.

5. Strategic Planning - Scott Lauridsen/Julie Constantinescu

There will be a joint work session with USD 348 at the Performing Arts Center on January 12th at 7:00p.m.

Next meeting will be 01/04/2023 at 3p.m.

I. City Administrator and Staff Comments

J. Council & Mayor Comments

Christmas light winners are as follows:

1307 8th - 1st Place

618 5th St - 2nd Place

520 3rd - 3rd Place

614 9th St - 3rd Place

Congratulations to the winners!

K. Executive Session

L. Adjourn

Susan Pitts moved and Cory Venable seconded to adjourn the regular meeting. Motion carried with a vote of 3 yes and 0 no. Time: 8:12 p.m.

Attest:

Amara M. Packard

City Clerk

Sent from [Mail](#) for Windows

From: [Raven Naramore](#)

Sent: Wednesday, June 29, 2022 5:08 PM

To: [Russell Harding](#)

Subject: RE: Conditional Use Permit

Ok, please put me on the agenda for August, and I will fill out the paperwork again.
Raven

Sent from [Mail](#) for Windows

From: [Russell Harding](#)

Sent: Wednesday, June 29, 2022 5:07 PM

To: [Raven Naramore](#)

Subject: Re: Conditional Use Permit

You would have to go through the process again. This is a separate conditional permit.

Russ

On Jun 29, 2022, at 4:13 PM, Raven Naramore <raven_n@hotmail.com> wrote:

Hello Again,

I spoke to Glenn Rodden about the short term rental permit and he said that it would be on a conditional use permit, so I am wondering if I have to go through the process again to get another permit, or if we can add it as an addendum to the conditional use permit I already got. It would be two separate spaces with separate entrances.

Also needing info about the curb cut.

Thanks

Raven

Sent from [Mail](#) for Windows

From: [Russell Harding](#)
Sent: Thursday, March 24, 2022 12:41 PM
To: raven_n@hotmail.com
Cc: [Russell Harding](#)
Subject: Conditional Use Permit

Raven,

Attached is the form you will need to fill out. Let me know if you have any questions.

Thanks,
Russ Harding

town during the next building commission meeting, which is when Mattie told me my petition will be reviewed. I am wondering if it's possible to call in for the meeting or to send a proxy as a designated speaker. If I wrote out my proposal could it be read publicly? I am happy to attend via zoom, if my physical presence isn't required.
Thanks Raven

From: Raven Naramore <raven_n@hotmail.com>
Sent: Thursday, July 14, 2022 2:44 PM
To: print@baldwin.lib.ks.us <print@baldwin.lib.ks.us>
Subject: Fw: Conditional Use Permit

From: Mattie Robertson <mrobertson@baldwincity.org>
Sent: Monday, July 11, 2022 3:42 PM
To: Raven Naramore <raven_n@hotmail.com>; codesdepartment <codesdepartment@baldwincity.gov>; Russell Harding <rharding@baldwincity.gov>
Subject: RE: Conditional Use Permit

Raven,
Here is the application you requested.

Mattie Robertson

Admin. Asst.
P.U.B. / Oakwood Cemetery
Baldwin City, KS
[785-594-6907](tel:785-594-6907)

From: Raven Naramore <raven_n@hotmail.com>
Sent: Monday, July 11, 2022 2:07 PM
To: codesdepartment <codesdepartment@baldwincity.gov>; Russell Harding <rharding@baldwincity.gov>
Subject: Conditional Use Permit

Hello! I would like a conditional use permit to operate a short term rental at my residence at 902 7th St. and would like to be put on the agenda for August. I just received a permit for my commercial kitchen, so the mailing information has already been compiled.

Thanks
Raven Naramore

Stuart Young

From: Raven Naramore <raven_n@hotmail.com>
Sent: Thursday, November 10, 2022 11:28 PM
To: Stuart Young
Subject: Fwd: Conditional Use Permit

Follow Up Flag: Follow up
Flag Status: Flagged

More emails

Sent from my iPhone

Begin forwarded message:

From: Russell Harding <rharding@baldwincity.gov>
Date: August 19, 2022 at 4:03:05 PM CDT
Subject: Re: Conditional Use Permit

Raven

You can send a proxy as your designated speaker. Or you can send a written proposal that can be read aloud. We also could move it to the October meeting if you want to talk in person. Let me know what you are thinking.

Thanks,

Russ

On Aug 19, 2022, at 8:51 AM, Raven Naramore <raven_n@hotmail.com> wrote:

Hello, I was sorry to miss your call last night I was in the woods without my phone. I realize that you are juggling a lot at the moment, but I hadn't realized that the conditional use permit would take so long to go through. I am going to be out of

On Sep 8, 2022, at 2:11 PM, Russell Harding <rharding@baldwincity.gov> wrote:

Got it.

Russ

On Sep 8, 2022, at 8:52 AM, Raven Naramore <raven_n@hotmail.com> wrote:

Hi Russ,

I regret to say that I will not be at the 9/13 meeting, as I am out of town. I sent an email to be read at the meeting. Could you let me know that you received the letter, and could open it. I will include it here as well just in case.

Raven Naramore

902 7th St
Baldwin City, KS 66006
785-766-2240

September 08, 2022

Russ Harding
1015 Orange St
Baldwin City, KS 66006

To Russ Harding and the Building and Planning Commission,

Thank you to everyone for being here today, I apologize for my absence, and hope that this letter serves to answer any questions about my request.

I am writing this letter to explain my petition for a **second conditional use permit** at my property at 902 7th St. I came before this body back in April and received a conditional use permit for a commercial kitchen. After discussing ideas with my architect, we decided that adding a second story to the kitchen for use as a short term rental would help to pay off the cost of the kitchen, and add value to our property. After talking with members of building and zoning, it was suggested to me to apply for the

special use permit for this endeavor, although there are several properties in Baldwin, currently, that are being used as short term rentals who do not have special use permits.

While there are several private room rentals, and a couple of whole house multi-bedroom rentals, in Baldwin, our idea is to have a small one bedroom apartment above our commercial kitchen with a separate entrance. We imagine renting the space once or twice a month. We have plenty of parking at our house and don't envision the rental causing any increase in traffic to the neighborhood.

Thank you for time and service to the community,

Raven Naramore

I sent you an email with my

Sent from [Mail](#) for Windows

Stuart Young

From: Raven Naramore <raven_n@hotmail.com>
Sent: Tuesday, December 13, 2022 6:26 PM
To: Stuart Young
Subject: Fwd: Conditional Use Permit 902 7th St

Sent from my iPhone

Begin forwarded message:

From: Russell Harding <rharding@baldwincity.gov>
Date: September 21, 2022 at 8:02:22 PM CDT
Subject: RE: Conditional Use Permit 902 7th St

Raven,

Planning Commission vote 5-0 to deny the CUP. They recommended you getting the property rezoned commercial. Let me know if you have any questions.

Russ

From: Raven Naramore <raven_n@hotmail.com>
Sent: Sunday, September 18, 2022 2:33 PM
To: Russell Harding <rharding@baldwincity.gov>
Subject: Re: Conditional Use Permit 902 7th St

Hi Russ what was decision on the permit request?
Raven

Sent from my iPhone

Stuart Young

From: Raven Naramore <raven_n@hotmail.com>
Sent: Tuesday, December 13, 2022 10:44 AM
To: Stuart Young
Subject: meeting with city council

Hi Stew, I hope this finds you happy and healthy. I would like to take the necessary steps to talk with City Council about the CUP. Please let me know what I need to do, or if you can put me on the agenda.

Thank You,

Raven Naramore
902 7th St

Sent from [Mail](#) for Windows



902 7th street



Show search results for 902 7th street

Indiana St

← 7th Street →

Layers

Sanitary

Layers

Cleanout

DischargePt

Gravity/Main

Water

Layers

Hydrant

NetworkStructure

Meter

Electric

Layers

ElectricStation

Fuse

Solar

Zoning

Layers

Zoning

misc.

Layers

City Water Zones

Parcel

ExternalData Layer

20ft

2,114,158.419 172,796.928 Feet

Off Street
Parking may be
a issue!



Strategic Planning Framework

Vision: The safe, affordable,
connected, responsible hometown
for all

Focus Areas

Municipal Services

Economic Development

Quality of Life

Municipal Services

Performance Areas	Performance Indicators
Provide affordable, reliable, and diverse services	Quantitative: internal and external markers
Modernize outdated infrastructure and maintain historical assets	Quantitative: Budget spend and number of projects
Attract, develop, and retain quality staff	Qualitative and Quantitative: Employee survey, compensation package market comparison, turnover and open position metrics
Increase transparency and community feedback	Qualitative and Quantitative: Community survey, media reach, number of platforms employed, Social media hits, number of media outlets and events, city meeting participation, digital engagement



Economic Development

Performance Areas	Performance Indicators
Attract and retain businesses and residents	Quantitative analysis
Increase tourism and exposure	Quantitative: sales tax, event attendance, social media metrics
Revenue growth	Quantitative: Property and sales tax, utility customers & revenue

Quality of Life

Performance Areas	Performance Indicators
Foster a family-oriented experience	Qualitative: Community Survey
Support resident's physical, mental, financial, and social quality of life	Qualitative: Community Survey Quantitative: number of projects, dollars spent
Connected City	Quantitative & qualitative

Next Steps

Performance Indicators

- Define and refine how to measure performance in each performance area.

Strategies

- Work with city staff to identify and define strategies for each performance area.