

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

Baldwin City Public Library
800 7th St
Baldwin City, KS 66006

TUESDAY
May 2nd, 2023
7:00 PM



A. Call to Order-Mayor Casey Simoneau

B. Approval of Agenda

C. Consent Agenda

1. Minutes 04.18.2023
2. El Patron-Drinking Establishment renewal license
3. Special Event-Street Closure-Baker University

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

Introduction of Officer Travis Zweydoff

F. Old Business

G. New Business

H. Council Committee Reports

1. Budget and Finance - Scott Lauridsen/Cory Venable
2. Community Development - Cory Venable/Susan Pitts
3. Public Safety - Susan Pitts/Jerry Smith
4. Public Works and Utilities - Julie Constantinescu/Jerry Smith

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5. Strategic Planning - Scott Lauridsen/Julie Constantinescu

I. City Administrator and Staff comments

J. Council and Mayor comments

K. Executive Session

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, April 18th 2023

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, Jerry Smith, and Scott Lauridsen.

Also, attending: Glenn Rodden-City Administrator; Amara Packard-City Clerk; Lynn Meador-Communications Director; Stu Young-Codes Administrator; Officer Butrum-Police Department; and Dakota Loomis-City Attorney.

B. Approval of Agenda

Mayor Simoneau clarified that under G.1. the recommendation is regarding handicap parking downtown.

Susan Pitts moved and Jerry Smith seconded to approve the agenda. Motion carried with a vote of 4 yes and 0 no.

C. Consent Agenda

1. Minutes 04.04.2023
2. Resolution-2023-08
3. Special Event-STAG-Resolution 2023-09

Cory Venable moved and Jerry Smith seconded to approve the consent agenda. Motion carried with a vote of 4 yes and 0 no.

D. Public Comment

E. Special Reports or Presentations

F. Old Business

1. General Obligation Bonds, Series 2023-A

Tom Calico with Baker Tilly stepped in for Ben Hart to discuss the bond issue for the electric system. This evening, the council will need to authorize the beginning of the process to get the bond sold. The bond is \$4,185,000.00 in general obligation bonds to fund the improvements to the electric system. The market is relatively stable, rates are up from what they were a couple of years ago, but still favorable if you look at them from a historical perspective. The city's intention is to pay it from the electric system revenue. Baker Tilly is forecasting an interest rate of around 4.4.

Cory Venable moved and Susan Pitts seconded to adopt the resolution to authorize the sale of general obligation bonds. Motion passes 4-0.

G. New Business

1. Recommendation from the Public Safety Committee regarding downtown handicap parking

A citizen had requested to move the handicap parking from the south side of Edward Jones, along High Street, to the east side, along 8th Street. There wouldn't be any handicap parking spots along High Street between 8th and 9th if they were moved. The handicap parking spaces are very evenly spaced downtown and exceed the required number to be ADA compliant. The committee recommends keeping the spaces the way they are.

H. Committee Reports

1. Budget and Finance - Scott Lauridsen/Cory Venable

- Reviewed March financials
- Proforma funding discussions on the community center, Highway 56 and the substation
Jerry asked to be caught up on the community center project since it all started before he joined the council.
- The initial cost for the Highway 56 project was significantly lower than it is now. This will be a budget conversation.
- Need to discuss the 2024 budget calendar, would like to have a work session in both May and June.

Next meeting will be 05/05/23 at 7:45am.

2. Community Development - Cory Venable/Susan Pitts

Next meeting will be 04/24/23 at 4:00, 2nd floor of City Hall.

3. Public Safety - Susan Pitts/Jerry Smith

- Discussed handicap parking spots
- Discussed parking along a curve along Signal Ridge Drive.
- Discussed the significant increase in dispatch fees

Next meeting will be on 5/09/2023 at 4:00.

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

- One of the generators needed some parts, picked up used parts from Holton, but they didn't fit.
- Discussed the lead/copper testing
- Talked about the chemical that is in the pvc pipe

Next meeting will be 05/11/23 at 9:00a.m.

5. Strategic Planning - Scott Lauridsen/Julie Constantinescu

- The committee asked Glenn to come up with an RFP for a company to do a community survey for the qualitative performance indicators for the strategic plan. Austin Wegener does a lot of RFPs for his work and he provided some very good feedback for what Glenn needs to be asking for.

Next meeting to be determined.

I. City Administrator and Staff Comments

J. Council & Mayor Comments

Mayor Simoneau asked the council if they wanted to have the July 4th scheduled meeting on July 3rd or 5th. Council agreed to move the meeting to the 3rd of July.

K. Executive Session

Cory Venable moved and Jerry Smith seconded to recess into executive session with the City Attorney Dakota Loomis, City Administrator Glenn Rodden and Mayor Simoneau to join the council for an attorney-client privilege and return at 7:50 p.m.

Mayor Simoneau called the meeting back to order at 7:50 p.m.

Susan Pitts moved and Jerry Smith seconded to recess into executive session with Dakota Loomis, Glenn Rodden and Mayor Simoneau to discuss the acquisition of real property pursuant to K.S.A. 75-4319 (B) (2) until 8:06 p.m.

Mayor Simoneau called the meeting back to order at 8:06 p.m.

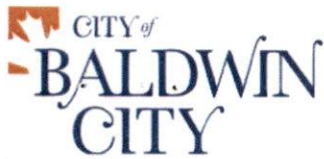
L. Adjourn

Cory Venable moved and Susan Pitts seconded to adjourn the regular meeting. Motion carried with a vote of 4 yes and 0 no. Time: 8:04 p.m.

Attest:

Amara M. Packard

City Clerk



P.O. Box 86, 803 Eighth St. | Baldwin City, KS 66006 | (785) 594-6427 | FAX 594-6586 | www.baldwincity.org

**City of Baldwin City, Kansas
Alcohol License Application**

Application is hereby made for a ☐ Drinking Establishment ☐ Retail Liquor license from the City of Baldwin City, Kansas.

If a corporation or partnership, please attach a list of names, addresses and birth dates of all officers/partners.

Name of Business to be licensed: <u>EL patron</u>			
Address: <u>711 East 8th Street</u>	<u>Baldwin</u>	<u>KS</u>	<u>66006</u>
Street	City	State	Zip
Mailing Address: _____			
Street	City	State	Zip

Is the establishment within 500 feet of a church, school, or library (measured from building to building)? ☐ Yes ☐ No

The place of business will be managed by:

Name: Noel Ortiz Phone: (785) 550-9569
Home Address 907 Westfield Ct Lawrence KS 66049
Street City State Zip
Place of Birth: Chicago, Illinois Date of Birth: 4/12/80
Length of Kansas Residency: 14 yrs

I hereby certify the above information to be true and correct to the best of my knowledge. I have attached a copy of the current license from the State of Kansas and the appropriate fee has been paid to the City Clerk's office. It is understood that should the ownership or location of this establishment change or the status of the establishment change for any reason, this license in null and void and the fees are not refundable or prorated.

Noel Ortiz
Applicant's Printed Name

[Signature]
Applicant's Signature

Date: 4/6/23

For office use only:

All documents and appropriate fee received this _____ day of _____, 20____.

License issued this _____ day of _____, 20____.

City Clerk

**City of Baldwin City
803 Eighth Street
P.O. Box 86
Baldwin City, KS 66006-0086**

Name of Business:

EL patron

**Driver's License Number/State
Or Government issued identification**

Noel Ortiz

4/12/80

K02-85-5709

Margarita Ortiz

11/14/80

K03-03-5535

Sauy Ortiz

11/5/01

K03-90-1776

Ramon Ortiz

6/22/00

K03-76-0025



SPECIAL EVENTS APPLICATION

Submit completed application to City Clerk Office thirty (30) days prior to event

Date: 4/25/2023

Name of contact person Nicholas Goodman

Phone 785-594-4792

Email ngoodman@bakerU.edu

Name of Sponsoring Business or Organization *(if different than above)*

Address or location of event Baker University

Describe the **type of event** proposed Family residential camp

Date(s) of proposed event: 6/10-17, 2023

Hours of operation: 7a-10p daily

Please describe the **details** of your event in the space provided below. Attach additional sheets if necessary

*Family/youth camp renting Baker facilities.
Dearborn St closed for child safety transiting.*

Attendance: Total anticipated attendance: Persons 300 Vehicles 100

Electrical - does your event require electricity? ☒ No ☐ Yes (if yes, show location(s) on map)

Barricades - does your event require street closure? ☐ No ☒ Yes (if yes, show location(s) on map)

Trash: How will trash be managed? ☒ Provide Own Trash Receptacles

☐ Request City Services (show location(s) on map)

Restrooms: Number of Portable Restrooms 0

Company to place/remove n/a

Company contact info n/a

Structures: Are temporary buildings, site improvements or alterations, grills, tents, canopies, inflatable structures, or live music proposed with this request? ☒ No ☐ Yes

If yes, please describe:

Signs: Are signs or attention attracting devices proposed with this event? ☒ No ☒ Yes (if yes, show on map)

Publicizing Event: Will the proposed event be advertised to the public?

☒ No ☐ Yes – Flyers ☐ Yes – Newspapers ☐ Yes – Radio/TV (*Please attach copy*)

REQUIRED DOCUMENTS CHECK LIST:

☒ **Completed Application**

☒ **Map** - Attach a map showing street(s) and location of the event as described above.

☒ **Insurance coverage** – Applications for all events *held on public property and/or assisted by the City of Baldwin City* must be accompanied by a Certificate of Insurance identifying the City as "Additional Insured." Proof of liability and bodily injury insurance coverage at a minimum amount of \$500,000.00 combined single limit per occurrence with a minimum aggregate limit of \$1,000,000 is required. Insurance certificates must reference the event to be held and be dated within 30 days of the event. Contact City Clerk, Laura Hartman at lhartman@baldwincity.org or call 785.594.6427 to confirm if applicable to your event.

☒ **Non-Profit:** Fee's may be waived by the City Administrator if a letter showing non-profit status is included with application.

☐ **Application fees:** \$100.00

☐ **Utility fees:** If electric service is requested, a fee of \$25.00 plus the cost of electricity used will be assessed. Applicants must complete a utility card in advance and include with the application.

☐ **Alcohol:** If alcohol is to be served or sold a copy of the *approved KSDR Form ABC-830 Temporary Permit Application and Agreement* on file with the City Clerk.

I certify that the information contained in and attached to this application is correct, and I agree to abide by the terms of the Code of the City of Baldwin City, Kansas, which regulate special events, and by the specific terms and stipulations of this permit.

By signing this application, the applicants for a Special Event Permit agree to hold the City of Baldwin City and its employees harmless for any and all claims, lawsuits, or liability including attorney fees, costs allegedly arising out of loss, damages, or injury to person or person's property occurring during the course of or pertaining to the Special Event caused by the conduct of employees or agents of applicants.

Applicants Signature: _____



Applications for a special event filed after thirty (30) days prior to the event may not be considered

CITY CLERK OFFICE USE

Event Name: _____

Date Received: _____

Cash _____ or Check # _____

Fee Paid \$ _____

Receipt No. _____

Fee Waived _____, City Administrator

☐ Permit issued Council Approved _____
Date approved

☐ Permit denied:

Reason for denial: _____

Application and map sent to and response received from appropriate Department(s) where applicable:

☐ Emailed Police
☐ Response received

☐ Emailed Inspection
☐ Response received

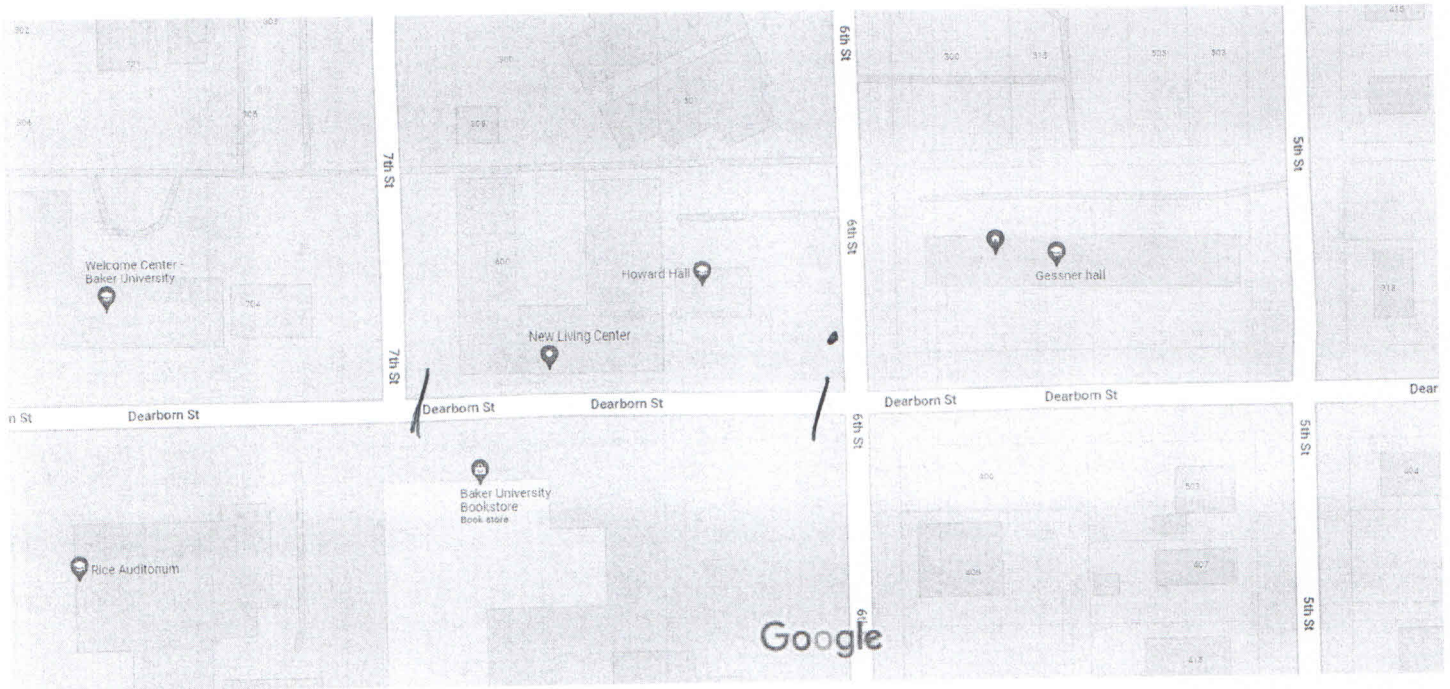
☐ Emailed Fire
☐ Response received

☐ Emailed Electric
☐ Response received

☐ Emailed Public Works
☐ Response received

Additional Notes:

Google Maps



Map data ©2023 50 ft

1 = barricade

• = sign