



**City of Baldwin City  
PO Box 68  
Baldwin City, Kansas 66006  
Council Meeting Agenda**

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

**MONDAY  
December 19, 2016  
7:00 PM**

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**A. Call to Order- Mayor Marilyn Pearse**

**B. Consent Agenda**

1. Consider the Draft Minutes of the 12.05.2016 Regular Meeting

**C. 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.*

**D. Special Reports or Presentations**

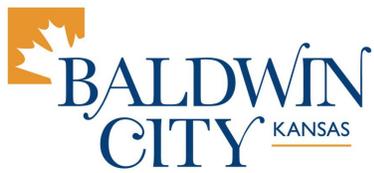
1. Hank Booth, BCED report

**E. Old Business**

1. Ordinance 1358, Animal Control revision 2-503

**F. New Business**

1. Investment Policy
  - a. Resolution 2016-22, Investment Management Policy



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**G. Committee and/or Commission Reports**

1. Budget and Finance/Kathy Gerstner, David Simmons
2. Community Development Committee/Steve Bauer, Tony Brown
3. Public Health and Safety Committee/David Simmons, Kathy Gerstner
4. Public Works Committee/Christi Darnell, Steve Bauer
5. Utilities Committee/ Tony Brown, Christi Darnell

**H. City Administrator and Staff comments**

1. Chris Croucher, Electric Department
2. Terry Baker, Fire Chief

**I. Council & Mayor Comments**

1. Appointment - MPO Bicycle Advisory Committee, Steve Hitchcock

**J. Executive Session**

**K. Adjourn**

**City of Baldwin City**  
**Minutes from the December 5, 2016**  
**Regular Council Meeting**

The Baldwin City Council met in Regular Session at 7:00 p.m. at the Baldwin City Public Library, 800 7th Street, with Mayor Marilyn Pearse presiding.

Present were Council Members: Kathy Gerstner, Tony Brown, Christi Darnell, David Simmons, Glenn Rodden-City Administrator, Laura Hartman-City Clerk. Also attending were Ed Courton, Brad Smith, Gregg Schiffelbien and City Attorney, Matt Hoy. Steve Bauer was absent.

A. Call to Order:

Mayor Pearse called the regular council meeting to order at 7:00 p.m.

B. Consent Agenda:

Christi Darnell moved and Kathy Gerstner seconded to approve the amended consent agenda. Motion carried with a vote of 4 yes and 0 no. The Douglas County Correction Agreement was moved to New Business, 2.

C. Public Comments – There were no public comments.

D. Special Reports or Presentations- No reports or presentations were given.

E. Old Business:

Council had discussed Ordinance 1357, zoning text amendments. Kathy Gerstner moved and Tony Brown seconded to approve Ordinance 1357, amending Ordinance 1247 zoning text. Motion carried with a vote of 4 ayes and 0 nays. Tony Brown, aye; Kathy Gerstner, aye; David Simmons, aye; Christi Darnell, aye.

Christi Darnell moved and Kathy Gerstner seconded to approve Ordinance 1356, repealing Ordinance 1293, Council meeting dates and time. Motion carried with a vote of 4 ayes and 0 nays. Tony Brown, aye; Kathy Gerstner, aye; David Simmons, aye; Christi Darnell, aye.

Dane Lee and Tom Kalico of Springsted were present to answer questions from Council regarding the General Obligation Temporary Notes. David Simmons moved and Tony Brown seconded to approve Resolution 2016-22, General Obligation Temporary Notes, Series 2017-A. Motion carried with a vote 2 yes, 1 abstention and 1 no.

F. New Business

Ms. Martin of the Lawrence-Douglas County Metropolitan Planning Organization (MPO) Policy Board gave a presentation regarding the pedestrian plan. The Regional Pedestrian Plan represents a vision of a more accessible and safer pedestrian environment in the region. This is the first Pedestrian Plan for the City of Baldwin City and other communities in Douglas County. Through a public participation process that included surveys, mobile meetings, and website feedback, residents of Baldwin City, Lawrence,

Eudora, and Lecompton expressed a desire for pedestrian friendly communities. Ms. Martin impressed that these communities should encourage people of all ages and abilities to walk for enjoyment, exercise, and daily transportation by providing a safe, convenient, and attractive pedestrian environment. This Plan considers the many benefits of walking and identifies a diverse set of approaches encouraging more pedestrian activity. This Plan presents a toolbox of policy, program, and infrastructure ideas that cities in Douglas County can implement to improve the pedestrian environment. Implementation of the plan's policies, programs and built environment recommendations will have fiscal impact to the City. The impact will be determined based on the level of implementation. Accepting the plan does not commit the City Council to funding implementation.

David Simmons moved and Christi Darnell seconded to approve Resolution 2016-21, Regional Pedestrian Plan. Motion carried with a vote of 4 yes and 0 no. Christi Darnell agreed to continue to serve in 2017 as the Council representative for Baldwin City for MPO.

Douglas County Correction Agreement – Brad explained the changes in rates for this agreement. Brad said we do not have many options and feel pretty lucky the County doesn't increase any more than what they currently are. David Simmons moved and Kathy Gerstner seconded to approve the agreement for housing inmates in Douglas County Corrections facility. Motion carried with a vote of 4 yes and 0 no.

#### G. Committee Reports:

Budget and Finance- Kathy Gerstner – No Report

Community Development Committee- No Report

Public Health and Safety Committee- David said the committee met November 29<sup>th</sup> to discuss the mobile home park and campground ordinance. He added the committee will meet again in January. David shared the Animal control ordinance has a couple of word references to pit bulls and dog that need removed. Staff will revise this ordinance and bring back to Council at the December 19, 2016 meeting.

Public Works Committee- no report

Utilities Committee- Tony Brown – no report

#### H. City Administrator and Staff Comments –

Brad spoke about doing a preliminary assessment to present in January so council can see where the City stands. Mayor Pearse asked about our ratings. Brad said he doesn't see any change, but will confirm with Tom Kaleco of Springsted. The rating call is scheduled in January.

#### I. Council & Mayor Comments –

David Simmons thanked staff that were involved in the new billing and newsletter. David said he is now looking forward to his utility bill. David also said the festival of lights parade festivities was wonderful and very well attended. Laura shared Jeannette Blackmar was the spear head of that event. Tony Brown added the festival is a Chamber of Commerce event. Council extended their congratulations to the Baker Wildcat football team.

#### J. Executive Session – none at this time

#### K. Adjourn

Kathy Gerstner moved and Christi Darnell seconded to adjourn the regular meeting. Motion carried with a vote of 4 yes and 0 no. Time 7:49 p.m.

Approved by the governing board on \_\_\_\_\_, 2016.

Attest:

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Laura E. Hartman, City Clerk

**ORDINANCE NO. 1358**

AN ORDINANCE REVISING SECTION 2-503 OF THE CITY CODE OF BALDWIN CITY.

**2-503 Violations and penalties.**

Any person violating or permitting the violation of any provision of this article shall upon conviction in municipal court be fined a sum not less than \$200 and not more than \$1,000. In addition to the fine imposed the court may sentence the defendant to imprisonment in the county jail for a period not to exceed 30 days. In addition, the court shall order the prohibited animal removed from the city. Should the defendant refuse to remove the prohibited animal from the city the municipal court judge shall find the defendant owner in contempt and order the immediate confiscation and impoundment of the animal. Each day that a violation of this article continues shall be deemed a separate offense. In addition, to the foregoing penalties, any person who violates this article shall pay all expenses, including shelter, food, handling, veterinary care and testimony necessitated by the enforcement of this article.

PASSED and ADOPTED by the Governing Body of the City of Baldwin City, Kansas, on this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Marilyn Pearse, Mayor

ATTEST:

\_\_\_\_\_  
Laura E. Hartman, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Matt Hoy, City Attorney

**RESOLUTION NO. 2016-23**

A RESOLUTION OF THE GOVERNING BODY OF THE CITY OF  
BALDWIN CITY ESTABLISHING AN INVESTMENT MANAGEMENT POLICY.

**WHEREAS**, the City should invest idle funds in compliance with applicable state laws; and

**WHEREAS**, the process for identifying investment opportunities should be limited to the most secure investments; and

**WHEREAS**, the most favorable return on investment should be obtained; and

**WHEREAS**, it is important for the City to be able to maintain financial flexibility.

**NOW, THEREFORE, BE IT RESOLVED** by the Governing Body of the City of Baldwin City, Kansas, that:

Section 1. The City adopts the General Fund - Fund Balance Policy as attached.

**ADOPTED AND APPROVED** by the Governing Body of the City of Baldwin City, Kansas on \_\_\_\_\_, 2016.

APPROVED:

\_\_\_\_\_  
Marilyn Pearse, Mayor

ATTEST:

\_\_\_\_\_  
Laura Hartman, City Clerk

# **INVESTMENT MANAGEMENT POLICY CITY OF BALDWIN CITY**

## **Section**

### **1. Purpose**

### **2. Responsibility for Policy**

### **3. Authorized Investment Instruments**

#### **1. Purpose**

The Investment Management Policy sets forth comprehensive guidelines for the investment of idle funds of the City. It is the objective of the policies that (1) the City invest idle funds in compliance with State Statute, (2) the process for identifying investment opportunities is limited to the most secure investments, (3) the most favorable interest rate is obtained, and (4) financial flexibility is maintained.

To enhance creditworthiness and prudent financial management, the City is committed to secure investments, and long-term financial planning.

#### **2. Responsibility for Policy**

The primary responsibility for administering this policy rests with the Finance Committee assisted by the Director of Finance. Their responsibilities include:

- Meet at least annually to consider the need changes in the composition of invested funds;
- Review changes in federal and state legislation that affect the City's investments and report findings to the City Council, as appropriate;

In developing investing recommendations, the Finance Committee will consider:

- Options for short term and long term investment, taking into consideration budgeted expenditures and long term capital planning;
- Trends in investment structures;
- Other factors as deemed appropriate;

#### **3. Authorized Investment Instruments**

The City will invest its funds pursuant to K.S.A. 12-1675, a state law which governs the investment of public funds by governmental subdivisions, units, and entities. K.S.A. 12-1675 authorizes the City to invest in the following:

- 1) its own temporary notes or no-fund warrants;
- 2) time deposit, open accounts, certificates of deposit or time certificates of deposit with maturities of not more than two years in banks, savings and loan associations and savings banks;
- 3) repurchase agreements with banks, savings and loan associations and savings banks;
- 4) United States treasury bills or notes with maturities not exceeding two years;
- 5) in the municipal investment pool fund established in K.S.A. 12-1677a, and amendments thereto;

- 6) in the investments authorized and in accordance with the conditions prescribed in K.S.A. 1997 Supp. 12-1677b; or
- 7) in multiple municipal client investment pools managed by trust departments of commercial banks which have offices located in the City or with trust companies incorporated under the laws of this state which have contracted to provide trust services under the provisions of K.S.A. 9-2107.
- (8) municipal bonds or other obligations issued by any municipality of the state of Kansas as defined in K.S.A. 10-1101, and amendments thereto, which are general obligations of the municipality issuing the same.

The investments authorized in paragraphs (4), (5), (6), (7) or (8) above shall be utilized only if the banks, savings and loan associations and savings banks eligible for investments authorized in paragraph (2), cannot or will not make the investments authorized in paragraph (2) available to the investing governmental unit at interest rates equal to or greater than the investment rate, as defined in subsection (g) of K.S.A. 12-1675a, and amendments thereto.

In selecting a depository pursuant to paragraph (2), if a bank, savings and loan association or savings bank eligible for an investment deposit thereunder has an office located in the investing governmental unit and such financial institution will make such deposits available to the investing governmental unit at interest rates equal to or greater than the investment rate, as defined in subsection (g) of K.S.A. 12-1675a, and amendments thereto, and such financial institution otherwise qualifies for such deposit, the investing governmental unit shall select one or more of such eligible financial institutions for deposit of funds pursuant to this section. If no such financial institution qualifies for such deposits, the investing governmental unit may select for such deposits one or more eligible banks, savings and loan associations or savings banks which have offices in the county or counties in which all or a part of such investing governmental unit is located which will make such deposits available to the investing governmental unit at interest rates equal to or greater than the investment rate, as defined in subsection (g) of K.S.A. 12-1675a, and amendments thereto, and which otherwise qualify for such deposits.

- (1) All security purchases and repurchase agreements shall occur on a delivery versus payment basis.
- (2) All securities, including those acquired by repurchase agreements, shall be perfected in the name of the investing governmental unit and shall be delivered to the purchaser or a third-party custodian which may be the state treasurer.

Public moneys deposited pursuant to subsection (b)(2) of K.S.A 12-1675, and amendments thereto, by the governing body of any governmental unit listed in subsection (a) of K.S.A. 12-1675, and amendments thereto, through a selected bank, savings and loan association or savings bank which is part of a reciprocal deposit program in which the bank, savings and loan association or savings bank:

- (1) Receives reciprocal deposits from other participating institutions located in the United States in an amount equal to the amount of funds deposited by the municipal corporation or quasi-municipal corporation; and
- (2) for which the total cumulative amount of each deposit does not exceed the maximum deposit insurance amount for one depositor at one financial institution as determined by the federal deposit insurance corporation.

End of Policy