



Governing Body, City of Garden Plain  
City Building, 507 N Main St  
Wednesday, April 3, 2024 at 6:00 pm

1. Call to Order by Mayor Kevin Hammond
2. Oath of Office – Jessica Lyman
3. Approval of April 3, 2024 Agenda
4. Citizen Comments:
5. Consent Agenda:
  - a. Approval of March 7, 2024 CC Meeting Minutes:
  - b. Approval of March 2024 bills (checks to include 43402 – 43508):
  - c. Department reports:
  - d. Arbor Day Proclamation & Tree City USA:
6. New Business:
  - a. FY 2023 Audit – Randy Ford, BFR, LLC
  - b. Bond Issue, Trail Ridge – Larry Kleeman
  - c. Resolution 228 – Special event
7. Municipal Court Report:
8. Planning Commission report:
9. Executive Sessions:
  - a. Attorney/Client Meeting: K.S.A. 75-4319(b)(2)
10. Pardon City Attorney
11. Library Board update
12. Eco/Devo Committee update:
13. Treasurer Report:
14. Governmental Remarks:
15. Adjournment:

\*NOTE: this agenda is subject to change without notice



**Governing Body, City of Garden Plain**  
**City Building, 507 N Main**  
**March 7, 2024 at 7:00 pm**

**1. Call to Order by Mayor Kevin Hammond: (7:00)**

Mayor Kevin Hammond called the March 7, 2024 City Council meeting to order followed by Pledge of Allegiance and moment of silence. Council members present were Brent Randolph, Amy Hunter, Tracy Thul, and Jenny Zoglman. Also present were Kimberly McCormick – City Clerk, Kelly McElroy – City Administrator, Tylor Struckman – Water/Wastewater Superintendent, Morgan Koon – City Attorney, John Riggins – Kirkham Michael, Kathy Angulo, Elaine Squires, Belinda Rausch, and Nancy Jackson.

**2. Approval of March 7, 2024 Agenda:**

*Tracy Thul made a motion to adopt the March 7, 2024 agenda, 2<sup>nd</sup> by Amy Hunter. Vote: 4-0 motion carries.*

**3. Citizen Comments:**

None

**4. Consent Agenda:**

- a. Approval of February 7, 2024 CC Meeting Minutes
- b. Approval of February 2024 bills (checks to include 43306 – 43401)  
Special Projects (check 1059)
- c. Department reports

*Brent Randolph made a motion to approve the consent agenda items a – c, 2<sup>nd</sup> by Jenny Zoglman. Vote: 4-0 motion carries.*

**5. New Business:**

- a. Request to extend water service-development at 407<sup>th</sup> & 21<sup>st</sup>: Owners of the property, Nancy Jackson, Belinda Rausch, and Elaine Squires stated that they would like to put a development on their property located at 407<sup>th</sup> St W and 21<sup>st</sup> St N. They were wondering what it would take to have city water in the development. First step is council agreeing to allow the extension of the services, then it would have to go through Department of Ag and KDHE for all the proper permissions. We would not have a cost until engineering was done. Our line runs past the property and it should not be an issue to put connections in. Discussion ensued. *Tracy Thul made a motion to move forward with permission to connect to city water, 2<sup>nd</sup> by Amy Hunter. Vote: 4-0 motion carries.*
- b. Award contract for Drainage Phase 1: Bid tabs were distributed, discussion ensued. *Brent Randolph made a motion to award bid to Vogts-Parga at a cost of \$90,286, 2<sup>nd</sup> by Tracy Thul. Vote: 4-0 motion carries.*

- c. CDBG grant for Senior Center: Kelly explained that it was recently discovered that the Senior Center could get access to CDBG funds if they are moved through the City. The Senior Center board and City officials met at the center with a preliminary architect review. For a small amount of money we could have someone write the grant. *Tracy Thul made a motion to have Ranson Financial write the grant and the engineering firm write up a design and expected cost, 2<sup>nd</sup> by Brent Randolph. Vote: 4-0 motion carries.*
- d. Council Vacancy: Due to the death of Council Member Mollenkamp there is a vacancy, per statute we have 10 days to appoint. Mayor Hammond would like to appoint Jessica Lyman. *Tracy Thul made a motion to appoint Jessica Lyman to fill the vacancy on the council, 2<sup>nd</sup> by Jenny Zoglman. Vote: 4-0 motion carries.*
- e. New Mowers (replacement): Our mower was taken in for service and was stolen from the dealership. Prairieland partners are offering well over book value as a discount toward a new mower. They are offering 2 mowers for what would have been the cost of one. *Brent Randolph made a motion to purchase the two mowers at a cost of \$21,734, 2<sup>nd</sup> by Tracy Thul. Vote: 4-0 motion carries.*

**6. Old Business:**

- a. New Gator – maintenance: Discussion ensued. *Brent Randolph made a motion to purchase the new Polaris from Wichita Tractor with a light bar, 2<sup>nd</sup> by Tracy Thul. Vote: 4-0 motion carries.*
- b. Resolution 227-city sales tax fund distribution: Discussion ensued. *Brent Randolph made a motion to adopt Resolution 227, 2<sup>nd</sup> by Jenny Zoglman. Vote: 4-0 motion carries.*

**7. Municipal Court Report:** City Attorney Koon advised how he is handling some of the speeding in the school zone tickets. He advised that we will not have court in March due to a conflict.

**8. Planning Commission:** City Attorney Koon stated that the Planning Commission has completed review of residential, commercial and manufactured housing districts of the code. They will move forward with the rest of the code and get it streamlined. The commission is trying to get it in line with what the community would want so that they only need to see something that would may be questionable. He is hoping that by the end of the year we will have a new code ready to go.

**9. Pardon City Attorney: 7:53**

**10. Library Board update:** Nothing

**11. Eco/Devo Committee update:** Discussion of new fund raisers. It was stated that they do not want to be just fund raising. They are looking at fonts for the Welcome to GP sign on the Bentwood wall and would like to see what can be

done with the old unsightly business signs along Harry. The committee would like to see what can be done to clean them up.

**12. Treasurer Report:**

Darren was not at the meeting.

**13. Government remarks:**

Advised of the Blane Howard concert at the Vintage Market on June 1. Everyone seems to be really excited for this to happen.

**14. Adjournment:** *Brent Randolph made a motion to adjourn, 2<sup>nd</sup> by Tracy Thul.*

Vote: 4-0 motion carries.

Respectfully submitted by City Clerk, Kimberly McCormick, MMC



# ACCOUNTS PAYABLE CHECK REGISTER

BANK#	BANK NAME	ACCOUNT#	NAME	CHECK AMOUNT	CLEARED	MANUAL	VOID	REASON FOR VOID
1 GARDEN PLAIN STATE BANK								
*	43402 Thru	43406						
	43407	3/01/2024	224 AFLAC ADMIN SERVICES	300.00				
	43408	3/01/2024	474 BECKER COMPUTER SERVICES INC	1,311.25				
	43409	3/01/2024	922 BRYAN CROWNOVER	40.00				
	43410	3/01/2024	845 EVERGY	2,624.06				
	43411	3/01/2024	9 FISHER LUMBER COMPANY INC	1,517.52				
	43412	3/01/2024	15 GATEWAY OF GARDEN PLAIN	200.00				
	43413	3/01/2024	918 GENE GARCIA	40.00				
	43414	3/01/2024	843 JOHNSON'S OUTDOOR POWER EQUIP	131.97				
	43415	3/01/2024	904 KANSAS ASSOC OF CITY/CNTY MGR	100.00				
	43416	3/01/2024	490 KANSAS GOLF AND TURF INC	127.50				
	43417	3/01/2024	106 KANSAS RURAL WATER ASSOC	400.00				
	43418	3/01/2024	924 KOON LAW FIRM LLC	2,575.00				
	43419	3/01/2024	737 MERIDIAN ANALYTICAL LABS	717.00				
	43420	3/01/2024	755 METROPOLITAN COMPOUNDS INC	245.20				
	43421	3/01/2024	510 RAY LINDSEY COMPANY	3,504.43				
	43422	3/01/2024	957 ROYAL PUBLISHING	150.00				
	43423	3/01/2024	9999999999 SO KAN NO OKLA PEACE OFFICERS	30.00				
	43424	3/01/2024	17 TIMES-SENTINEL NEWSPAPERS	106.63				
	43425	3/01/2024	140 TRACTOR SUPPLY CREDIT PLAN	214.98				
	43426	3/01/2024	565 VERIZON WIRELESS	288.83				
	43427	3/01/2024	311 WATERWISE ENTERPRISES LLC	46.32				
*	43428 Thru	43429						
	43430	3/08/2024	897 ALERT 360 - WICHITA	356.80				
	43431	3/08/2024	779 CORE & MAIN	3,304.22				
	43432	3/08/2024	928 CULLIGAN OF WICHITA	20.00				
	43433	3/08/2024	882 ECONO SIGNS LLC	542.71				
	43434	3/08/2024	845 EVERGY	1,102.55				
	43435	3/08/2024	657 FARM SUPPLY	143.88				
	43436	3/08/2024	35 FARMERS COOP ELEVATOR CO	1,560.17				
	43437	3/08/2024	199 GODDARD ACE HARDWARE	127.87				
	43438	3/08/2024	916 IDEATEK TELCOM LLC	392.00				
	43439	3/08/2024	37 KANSAS ONE-CALL SYSTEM INC	54.00				
	43440	3/08/2024	52 KANSAS STATE TREASURER	23.50				
	43441	3/08/2024	908 KURT BOOKOUT	680.22				
	43442	3/08/2024	551 M6 CONCRETE ACCESSORIES	4,343.70				
	43443	3/08/2024	709 MABCD	81.00				
	43444	3/08/2024	737 MERIDIAN ANALYTICAL LABS	90.00				
	43445	3/08/2024	902 MID STATES ORG CRIME INFO CTR	100.00				
	43446	3/08/2024	680 MIDWEST SINGLE SOURCE	15.00				
	43447	3/08/2024	29 STUHLSTZ SERVICE INC	105.59				
	43448	3/08/2024	930 THE CREATIVE INTERNET LLC	195.00				
	43449	3/08/2024	961 TOOLS PLUS INDUSTRIES LLC	631.78				
	43450	3/08/2024	959 TYLOR STRUCKMAN	100.00				
	43451	3/08/2024	54 U.S. POST OFFICE	154.00				
	43452	3/08/2024	762 ULINE	800.44				
	43453	3/08/2024	633 UNITED RENTALS	200.55				
	43454	3/08/2024	594 VISA	874.99				
	43455	3/08/2024	45 WASTE CONNECTIONS OF KS INC	5,754.10				
	43456	3/12/2024	751 HORSCH TRAILER SALES	5,420.00				
	43457	3/12/2024	759 AMERICAN FENCE COMPANY INC	243.00				

**ACCOUNTS PAYABLE CHECK REGISTER**

BANK#	BANK NAME	ACCOUNT#	NAME	CHECK AMOUNT	CLEARED	MANUAL	VOID	REASON FOR VOID
CHECK#	DATE							
43458	3/15/2024	174	BEST SUPPLY CO INC	512.46				
43459	3/15/2024	932	CENTRAL POWER SYSTEMS & SERV	2,400.00				
43460	3/15/2024	928	CULLIGAN OF WICHITA	103.00				
43461	3/15/2024	68	D C & B SUPPLY INC	278.58				
43462	3/15/2024	199	GODDARD ACE HARDWARE	174.96				
43463	3/15/2024	962	GOV'T FINANCE OFFICERS ASSOC	160.00				
43464	3/15/2024	806	KIRKHAM MICHAEL	6,000.00				
43465	3/15/2024	999999999	LINEX OF WICHITA	400.00				
43466	3/15/2024	551	M6 CONCRETE ACCESSORIES	745.36				
43467	3/15/2024	777	R K BLACK INC	403.73				
43468	3/15/2024	436	SEDGWICK CO REGISTER OF DEEDS	199.00				
43469	3/15/2024	24	SEDGWICK COUNTY ELECTRIC COOP	323.70				
43470	3/15/2024	867	SYMMETRY ENERGY SOLUTIONS	27,659.41				
43471	3/15/2024	594	VISA	.00				VOID:
43472	3/15/2024	594	VISA	5,462.45				
43473	3/15/2024	487	VISION CARE DIRECT	152.94				
43474	3/15/2024	906	WELLS FARGO	58.41				
43475	3/18/2024	613	PRAIRIELAND PARTNERS INC	21,734.00				
43476	3/29/2024	224	AFLAC ADMIN SERVICES	450.00				
43477	3/29/2024	296	BASCOM-TURNER INSTRUMENTS INC	335.15				
43478	3/29/2024	88	BFR CPA, LLC	9,950.00				
43479	3/29/2024	33	BLACK HILLS ENERGY	131.22				
43480	3/29/2024	2	BCBS OF KANSAS	9,039.20				
43481	3/29/2024	488	BONNIE KOPPER	201.00				
43482	3/29/2024	960	BRIAN HELTEN	64.67				
43483	3/29/2024	952	CASEY CRADDOCK	54.67				
43484	3/29/2024	802	CENTRAL SAND COMPANY INC	2,849.04				
43485	3/29/2024	405	CNA SURETY	100.00				
43486	3/29/2024	999999999	COAST TO COAST SOLUTIONS	345.59				
43487	3/29/2024	779	CORE & MAIN	12,745.91				
43488	3/29/2024	928	CULLIGAN OF WICHITA	18.80				
43489	3/29/2024	68	D C & B SUPPLY INC	865.68				
43490	3/29/2024	845	EVERGY	.00				VOID:
43491	3/29/2024	845	EVERGY	2,390.31				
43492	3/29/2024	657	FARM SUPPLY	94.70				
43493	3/29/2024	332	FP MAILING SOLUTIONS INC	93.60				
43494	3/29/2024	199	GODDARD ACE HARDWARE	694.95				
43495	3/29/2024	371	HOME DEPOT	89.91				
43496	3/29/2024	891	KANEQUIP INC	1,500.00				
43497	3/29/2024	700	KIMBERLY MCCORMICK	201.00				
43498	3/29/2024	529	MAINZ & ASSOCIATES	500.00				
43499	3/29/2024	737	MERIDIAN ANALYTICAL LABS	46.50				
43500	3/29/2024	556	MID CONTINENT MARKET CENR	1,830.02				
43501	3/29/2024	509	MIDWEST TRUCK EQUIPMENT INC	10,575.00				
43502	3/29/2024	777	R K BLACK INC	106.23				
43503	3/29/2024	436	SEDGWICK CO REGISTER OF DEEDS	89.00				
43504	3/29/2024	205	USA BLUEBOOK	28.99				
43505	3/29/2024	11	UTILITY CONSULTANTS INC	390.00				
43506	3/29/2024	565	VERIZON WIRELESS	762.94				
43507	3/29/2024	787	VISION ALLIANCE MARKETING LLC	250.00				
43508	3/29/2024	906	WELLS FARGO	167.10				
*	43509							
	1378	3/01/2024	1 KPERS	3,255.27				E-PAY

# ACCOUNTS PAYABLE CHECK REGISTER

BANK# CHECK#	BANK NAME DATE	ACCOUNT# NAME	CHECK AMOUNT	CLEARED	MANUAL	VOID	REASON FOR VOID
1379	3/01/2024	6 KS DEPARTMENT OF REVENUE	861.85				E-PAY
1380	3/01/2024	562 EFTPS	5,478.52				E-PAY
1381	3/06/2024	79 SALES & EXCISE TAX	1,768.85				E-PAY
1382	3/06/2024	710 STATE OF KANSAS DEPT OF ADMIN	22.33				E-PAY
1383	3/08/2024	909 CSG FORTE PAYMENTS INC	62.50				E-PAY
1384	3/15/2024	1 KPERS	3,376.48				E-PAY
1385	3/15/2024	6 KS DEPARTMENT OF REVENUE	877.36				E-PAY
1386	3/15/2024	562 EFTPS	5,150.75				E-PAY
1387	3/29/2024	1 KPERS	3,412.54				E-PAY
1388	3/29/2024	6 KS DEPARTMENT OF REVENUE	994.95				E-PAY
1389	3/29/2024	562 EFTPS	5,700.63				E-PAY
1390	3/29/2024	725 KPERS-OGLI	22.20				E-PAY

\* See Check Summary below for detail on gaps and checks from other modules.

BANK TOTALS:	
OUTSTANDING	196,801.17
CLEARED	.00
	-----
BANK 1 TOTAL	196,801.17
**VOIDED**	.00

FUND	TOTAL	OUTSTANDING	CLEARED	VOIDED
10 GENERAL FUND	51,955.93	51,955.93	.00	.00
13 LOCAL SALES TAX	38,994.90	38,994.90	.00	.00
40 SPECIAL STREETS	1,234.51	1,234.51	.00	.00
55 SOLID WASTE	5,769.73	5,769.73	.00	.00
60 GAS FUND	45,451.80	45,451.80	.00	.00
70 SEWER FUND	21,202.88	21,202.88	.00	.00
80 WATER FUND	31,888.20	31,888.20	.00	.00
98 LIBRARY FUND	303.22	303.22	.00	.00



**ACCOUNTS PAYABLE CHECK REGISTER**  
\*\*\* CHECK SUMMARY \*\*\*

**BANK# BANK NAME**  
**CHECK# DESCRIPTION**

---

1 GARDEN PLAIN STATE BANK

43402 Thru	43406	Payroll Checks
43407 Thru	43427	Accounts Payable Checks
43428 Thru	43429	Utility Billing Checks
43430 Thru	43508	Accounts Payable Checks
1378 Thru	1390	Accounts Payable E-Pay

## GARDEN PLAIN PAYROLL REPORT

EMPLOYEE	DATE	DATE	DATE	TOTAL
	← 3/1/2024	3/15/2024	3/29/2024	→
Bonnie Kopper	1030.67	1075.16	1310.09	3,415.92
Kimberly McCormick	2132.10	2246.52	2410.46	6,789.08
Michael Martinez	2508.50	2373.67	2360.70	7,242.87
Kevon Abrams	1553.65	1645.55	15538.90	18,738.10
Casey Craddock	1444.38	1498.11	1461.51	4,404.00
Brian Helten	1411.49	1916.36	2118.76	5,446.61
Gene Garcia	2575.00	2575.00	2575.00	7,725.00
Bryan Crowmover	2356.64	2503.93	2142.40	7,002.97
Michael Roths	298.70	123.60	319.30	741.60
Kelly McElroy	3702.30	3642.30	3642.30	10,986.90
Tylor Struckman	2630.84	2474.47	2612.62	7,717.93
Michele McGregor	975.00			975.00
Judy Smith	153.00			153.00
Darren Haukap	557.89			557.89
Harold Flaigle	471.47			471.47
Kevin Hammond	200.00			200.00
Jenny Zoglmann	100.00			100.00
Tracy Thul	100.00			100.00
Brent Randolph	100.00			100.00
Amy Hunter	100.00			100.00
Dwight Mollenkamp	100.00			100.00
<b>TOTAL</b>	<b>24,501.63</b>	<b>22,074.67</b>	<b>36,492.04</b>	<b>83,068.34</b>

**To:** Garden Plain City Council  
**FR:** City Staff  
**RE:** **March Department Reports and Project Updates**

**Background:**

City staff is pleased to provide the following updates on current projects and initiatives.

**Development:**

- *Housing:*
  - **Bentwood Addition:** There are still a few spec homes for sale in Bentwood Addition constructed by [Liberty Communities](#). Additionally (by Liberty) five new single family home permits have been pulled, as well as a new duplex permit that should begin construction in the next few weeks from [C&J Construction](#)! Individual lots remain for sale for custom builds.
  - **Pretty Flowers:** There is one remaining lot for sale in [Trail Ridge at Pretty Flowers Addition](#); as well as two existing homes on [Blue Bells Court](#).
  - **Renner Multi-Family Addition:** The developer continues to work with their A&E firm on preliminary and final plats, as well as an engineers estimate for the project. Once those numbers are obtained, the next step will be for the City to work with the Developer to complete a development plan/agreement that will be utilized by the Department of Commerce and their Reinvestment Housing Incentive District (RHID) plan. As a reminder, the site is located at the southeast corner of Main and Harry/15<sup>th</sup> Street; directly to the south of the Senior Center. There have been recent discussions at the Sedgwick County Commission about limitations to the RHID program within Sedgwick County; staff has been participating in these discussions and providing feedback in support of the program, as it was written by the department of Commerce and adopted by the state legislature. This is a valuable development program and opportunity that helps reduce the costs to the developer for build out of the public infrastructure, as well as helps reduce the cost of necessary rent/sale prices for all residents within the development.

**Finance:**

- ***Sales tax revenue:*** March sales tax revenues totaled \$28,614.62, with the City's local 1% portion representing \$11,449.87 of the total amount. This is a decrease of 2.44 % compared to March 2023 total revenues, and a decrease from last month (February 2024) revenues of 35.87%. The following chart represents the City's 1% sales tax collections over the past several months, for ease of reference (note these figures may be different than the total sales tax revenues reported above, as this is just the City's portion). It is not uncommon for sales tax to fluctuate month to month, as retailers have some discretion as to when they report and file their revenues as does the Kansas Department of Revenue (KDOR) as to when they remit revenues back to a City or County.

Month	City's 1% Sales Tax	% Change over Previous Month
Jan. 2024	\$13,206.35	-84.87%
Feb. 2024	\$17,852.82	35.81%
Mar. 2024	\$11,449.87	-35.87

We are thankful to have diversified our revenues away from total dependence on property taxes and that people are shopping at our local merchants and dining at our local restaurants. In partnership with the Chamber, we continue to promote every available opportunity to shop and support local businesses.

- **Grants:**
  - **KDHE Waste Tire Grant Application: Picnic Tables/Park Benches:** In January staff submitted a grant application to KDHE to fund half the cost of several park benches and picnic tables, both regular and ADA accessible. The total amount of the grant application was approximately \$4,800, with the City providing half of the funds, if awarded. The tables and benches are made in Concordia Kansas, consist of recycled tires, rubber, and plastics, and have an estimated 50 year life span. We are pleased to report that we have been awarded the grant, and expect the contract to arrive on or around May 1<sup>st</sup>!
  - Staff continues to review multiple grant opportunities from both private foundations and public funds, and are still awaiting award or decline notifications from multiple entities at the state and federal levels for items such as the swimming pool, park benches and tables, housing, etc.

**Police:** GPPD was involved in a week-long program sponsored by both the Police Department and Garden Plain High School. School administration had requested assistance with finding a program that would address and educate the students in the dangers and recognition of Human Trafficking entails and we were able to guide them to the organization that other area school districts utilize.

We are currently investigating two criminal investigations within the city, one which coincides with a similar crime that occurred in Wichita.

Lt. Crowover is on an extended vacation and will return to duty in April. I am receiving assistance from our part-time officer in coverage as he has volunteered to work additional hours. We have unfortunately received no applications from our posting on law enforcement related career listings as well as reaching out to individuals that we believe might be interested. As you know, it is a highly competitive market as well as a smaller pool of those that seek a career in law enforcement. I hear similar stories from other surrounding departments.

Activity: 27 area checks, Wichita ICTSOS Programs at GPHS entailed trafficking crimes/best safety practices all week beginning March 18<sup>th</sup>, 1 funeral escorts- , 26 building checks, 10 outside agency assists, 11 dispatched calls for Garden Plain (check welfare, calls for service, etc.)

---

4 VIN inspections. 2 medical calls ,11 traffic stops resulting in 2 citations. 13 citizen assistance requests.

School zone coverage was normal.

We did not have a safety luncheon this past month due to conflicting schedules.

**Public Works:** Over the past few weeks our teams have worked on the following projects and initiatives.

- *Parks:*
  - City Park: renovations continue at the pavilions at City Park, and our public works staff is working on rebuilding and repairing the existing picnic tables to coordinate with the new, more modern and subtle color scheme. Additionally, staff removed old plantings near the entrance of City Park and rebuilt planter boxes that will house new seasonal and perennial flowers and bushes to beautify the park entrance.
  - Ternes Park: improvements continue at Ternes Park, including the new “Willy Goat” toddler spring toy, and the new tree swing. Additional improvements will continue over the next few weeks including the installation of the new pet waste stations and signage, people and pet watering fountain, and backstop fencing replacement. Other minor improvements will include the installation of new trees to the park, benches, a pavilion for shade, and replacement of the benches in the team areas of the ballfield area.
- Grants for public park improvements: still no word from the federal or state governmental entities regarding the grant for the construction of the pool, recycled picnic tables/benches, etc. We continue to monitor the awards and announcements, as well as additional opportunities.
- *Streets/Stormwater:*
  - Work has begun to relocate the gas services lines to a lower level in the “canal” area of Loomis and B street. This was necessary for our partners at Black Hills Energy to complete before we can move forward with the scheduled repairs to the “floodway” to improve water flow in that area of town.
  - *Annual street crack and edge sealing and asphalt overlay and repairs:* Recently the City accepted a bid from SCS Sealing for our annual crack and edging seal and overlay program for maintenance and repairs to City streets and roadways, in the amount of approximately \$37,000, as well as \$12,901 for asphalt repair. Repairs will take place over the next few months and will be focused on the areas of Main and Garnett, with the alternate repairs made to areas of Main Street. This cost was anticipated and included as part of the annual street/General Fund operating budget.

*Other:*

- *2024 – 2028 Capital Improvement Plan (CIP):* Staff is preparing an updated five-year CIP for the 2024-2028 fiscal years. We hope to bring it to you as a first review/read at an upcoming City Council meeting in advance of the annual budgeting process.

*Upcoming Special Events/City Closures:*

- 04.04.24: Senator Marshall Visit to GP
- 04.05.24: First Friday Luncheon (open to the public; Free Will Donations) Senior Center: noon
- 04.24.24: Planning Commission Meeting: 7 PM
- 04.26.24: Arbor Day
- 04.27.24: Celebrate Trails Day Event: 9 AM to 1 PM
- 05.01.24: City Council Meeting: 6 PM
- 05.01.24: New GP City Flag/Logo Revealed at CC meeting: 6 PM
- 06/01/24: [Vintage Market/Blane Howard Concert](#): 400-600 blocks of Main Street & City Wide Garage Sales (TR/F/S May 30-June 1)
- 06/29/24: City Wide Clean Up Day

**Recommended Action:** The City Council is asked to:

1. Receive and file.

**Attachments:**

None

---

**To:** Garden Plain City Council  
**FR:** Kelly McElroy, City Administrator  
**RE:** **Tree City USA Program and 2024 Arbor Day Proclamation**

**Background:**

During the community survey process in 2023, the City received feedback from residents that they would like to see additional trees and greenspaces within the community. One of the very specific requests included improvements to the existing medians on 295<sup>th</sup> street, such as trees, plants, public art, etc. to improve the City's "gateway" entrance from the interstate. As follow up to this request, staff proposes that Garden Plain pursue becoming part of the "Tree City USA" program and initiating improvements and beautification to the 295<sup>th</sup> medians. Additional trees are already scheduled to be planted as part of the Ternes Park improvements authorized by the Council in 2023, and plantings will be proposed as part of the new Bentwood Addition Park.

**Tree City USA:** Founded in 1976 by the Arbor Day foundation, in partnership with the USDA Forest Service and National Association of State Foresters, the Tree City USA program celebrates communities that dedicate time and resources to manage and expand their public tree cover. The program is completely free, and participating in the program on an annual basis makes communities eligible for a Growth Award and other urban forestry opportunities including points toward grant applications for parks and greenspace improvements within the community.

There are four requirements for the program for a community to receive an annual Tree City status. They include:

1. Maintaining a tree board or department;
2. Having a community (public) tree ordinance;
3. Spending at least \$2 per capita annually on urban forestry initiatives; and
4. Celebrating Arbor Day.

Garden Plain historically had a tree board that hasn't been active in many years; however, it is not required to be a separate entity. For example, the City Council, EDC, or even the parks/public works department can serve in this capacity. Should the City wish to pursue being a Tree City USA program, a public tree Ordinance will need to be adopted by the City Council at a future meeting. Attachment A is additional information regarding the Tree City USA program.

**Arbor Day:** Arbor Day is a nationally celebrated observance that encourages tree planting and tree care. The first Arbor Day was celebrated in the state of Nebraska in 1872, in response to a state proclamation urging settlers and homesteaders to plant to provide shade, shelter, fruit, fuel, and beauty for residents of the largely treeless plains. On the first Arbor Day, more than one million trees were planted in Nebraska's communities and on its farms. Today, Arbor Day celebrations are held in communities all over America, with National Arbor Day observed on the last Friday in April. Attachment B is a proclamation declaring Arbor Day as Friday, April 27 in the City of Garden Plain. In addition to the proclamation, staff will reach out to our schools and coordinate some arbor day activities that could include a poster or essay contest and working to plant a tree(s) with the Mayor at one of our City parks.

**Financial Implications:**

The Tree City USA program is free to participate in, as long as the four qualifying standards are established and observed on an annual basis. According to the Kansas Secretary of State certified populations report for 2023, Garden Plain's population is 943, making the \$2 per capita funding requirement \$1,886 for this calendar year. The cost for the two trees for Bentwood Park are estimated to be approximately \$800; the program also allows for tree trimming, maintenance and removal to be counted toward the per capita investment. Staff is aware that we will need to do some additional tree maintenance in the parks, and if a tree or two is planted in honor of Arbor Day, we are confident that we will more than meet the funding standard.

**Recommended Action:** The City Council is asked to:

1. Consider participating in the Tree City USA Program
2. Approve the Arbor Day Proclamation
3. Direct staff to draft an Ordinance as required by the Tree City USA program for adoption at the May 1, 2024 meeting.

**Attachments:**

- A. Tree City USA Program Information and Requirements
- B. 2024 City Arbor Day Proclamation





**Cooler temperatures. Cleaner air. Healthier residents.**

The benefits trees bring to urban environments are endless — and by meeting the four Tree City USA standards, your community can experience them firsthand.



**TREE CITY USA**  
An Arbor Day Foundation Program



**PROGRAM SUMMARY**

The Tree City USA program was founded in 1976 to celebrate towns and cities committed to growing their urban canopy. Led by the Arbor Day Foundation, with partners at USDA Forest Service and National Association of State Foresters, it provides the foundational framework necessary for communities to manage and expand their tree cover.

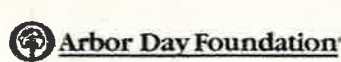
Program applications are completely free. Many cities renew their Tree City USA status every year, making them eligible for a Growth Award and other urban forestry opportunities.

**THE FOUNDATION OF URBAN FORESTRY PROGRAM DEVELOPMENT**

The Tree City USA program has helped more than 3,600 communities across the country build out their urban forests. Recognition forms the base layer for five different areas of growth, including expansion of personnel, financial investment, defined policies and plans, and engagement with residents.

**GROWTH AWARD QUALIFYING ACTIVITIES**

BUILDING THE TEAM	MEASURING TREES & FORESTS	PLANNING THE WORK	PERFORMING THE WORK	THE COMMUNITY FRAMEWORK
BUDGETS	TREE CANOPY	POLICIES	PLANTING TREES	COLLABORATION
STAFF	TREE INVENTORY	PLANS	MAINTAINING TREES	VOLUNTEERS
TRAINING	URBAN FORESTS	▲	TREE RISK MANAGEMENT	OUTREACH
			▼ RECYCLING & REUSE	▲ AWARENESS



### STANDARDS FOR RECOGNITION

To receive recognition, a community must meet four core standards for its public trees:

✓ **Standard 1:  
Form A Tree Board Or Department**

Delegating responsibility for city- or town-owned trees is the first official step to becoming a Tree City. By forming a tree board or department, cities can create a more organized and effective urban forestry plan.

✓ **Standard 2:  
Establish A Tree Care Ordinance**

A public tree care ordinance assigns clear authority over public trees and provides clear guidance for planting, maintaining, and/or removing trees from streets, parks, and other public spaces.

✓ **Standard 3:  
Maintain A Community Forestry Program With  
An Annual Budget Of At Least \$2 Per Capita**

Your community most likely already spends at least \$2 per capita on the planting, care, and removal of trees. This is intended to demonstrate an ongoing investment into your public trees.

✓ **Standard 4:  
Proclaim and Observe Arbor Day**

Celebrating Arbor Day and passing an official holiday proclamation helps create pride for your city's entire urban forestry program.



### BENEFITS OF RECOGNITION

By becoming a Tree City, your community will:

- Receive flags, signs, and other materials to proudly display your award
- Educate residents about the value of trees and green space
- Gain national recognition for your commitment to environmental stewardship
- Create a cleaner, healthier, and more beautiful urban landscape

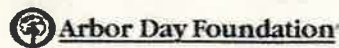


### GETTING STARTED

Interested in joining, but not quite sure where to begin? It's as simple as following these five steps!

1. Make the case to friends and leaders in your community
2. Contact your state's urban and community forestry coordinator
3. Work together to fulfill the four Tree City USA standards
4. Celebrate Arbor Day
5. Submit your free application!

Learn and apply today at [arborday.org/treecityusa](http://arborday.org/treecityusa)



*City of*  
**Garden Plain**  
**PROCLAMATION**

WHEREAS: in 1872, the Nebraska Board of Agriculture established a special day to be set aside for the planting of trees, and

WHEREAS: this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and

WHEREAS: Arbor Day is now observed throughout the nation and the world, and

WHEREAS: trees can be a solution to combating climate change by reducing the erosion of our precious topsoil by wind and water, cutting heating and cooling costs, moderating the temperature, cleaning the air, producing life-giving oxygen, and providing habitat for wildlife, and

WHEREAS: trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and countless other wood products, and

WHEREAS: trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, and

WHEREAS: trees - wherever they are planted - are a source of joy and spiritual renewal.

NOW, THEREFORE, I, Kevin Hammond, Mayor of the City of Garden Plain, do hereby proclaim April 27, 2024, as ARBOR DAY in the City of Garden Plain and urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands.

Further, I urge citizens to plant trees to promote the well-being of this and future generations.

DATED this 3<sup>rd</sup> day of April, 2024.

\_\_\_\_\_  
Kevin Hammond, Mayor

Attest: \_\_\_\_\_  
Kimberly McCormick, City Clerk

**EXHIBIT A**

**CITY OF GARDEN PLAIN, KANSAS**

**PROJECT NO. 1 - TRAIL RIDGE AT PRETTY FLOWERS ESTATES ADDITION -- -- PAVING,  
SEWER AND WATER IMPROVEMENTS  
ORIGINALLY AUTHORIZED BY RESOLUTION NOS. 197, 198 AND 199**

**SUMMARY OF PROJECT COSTS**

		Res. 197	Res. 198	Res. 199
	<b>Trail Ridge at Pretty Flowers-Phase 1</b>			
		<b>Paving</b>	<b>Sewer</b>	<b>Water</b>
Construction	\$322,159.00	\$182,378.00	\$73,758.00	\$66,023.00
Engineering	75,365.38	43,369.38	27,169.00	4,827.00
Admin, Publications, Interest, Misc	21,926.65	12,452.14	5,567.18	3,907.33
<b>Const/Eng/Admin Subtotal</b>	\$419,451.03	\$238,199.52	\$106,494.18	\$74,757.33
2022 Temp Note Underwriting Discount	\$4,112.50	\$2,335.48	\$1,044.17	\$732.85
2022 Temp Note interest on 9-1-2024	2,937.50	1,668.20	745.84	523.46
<b>Subtotal</b>	\$426,501.03	\$242,203.20	\$108,284.19	\$76,013.64
COST BEFORE 2024A Bond COI	\$426,501.03	\$242,203.20	\$108,284.19	\$76,013.64
2024A Bonds Cost of Issuance	\$33,498.97	\$19,023.54	\$8,505.04	\$5,970.39
		-	-	-
<b>Less Pre-paid specials (if any)</b>				
<b>FINAL PROJECT COST to be bonded</b>	<b>\$460,000.00</b>	<b>\$261,226.74</b>	<b>\$116,789.23</b>	<b>\$81,984.03</b>

**EXHIBIT B**

**ASSESSMENT ROLL CERTIFICATION**

The undersigned having been designated by the City of Garden Plain, Kansas (the "City"), to determine the amounts of the respective assessments and to prepare the proposed Assessment Roll therefor in connection with certain internal improvements heretofore authorized by the governing body hereby reports that each and all of said respective assessments have been determined to be as shown on the Schedule(s) attached hereto and made a part hereof by reference as though fully set out herein.

Dated April 3, 2024.

**THE CITY OF GARDEN PLAIN, KANSAS**

By \_\_\_\_\_  
City Clerk

**SCHEDULE I**

**TRAIL RIDGE AT PRETTY FLOWERS ESTATES ADDITION-- IMPROVEMENTS**

<b>Legal Description (Trail Ridge at Pretty Flowers Estates Addition)</b>	<b>Paving, Sewer and Water</b>
Lot 1, Block A	\$37,358.60
Lot 2, Block A	\$37,358.60
Lot 3, Block A	\$37,358.60
Lot 6, Block A	\$37,358.60
Lot 1, Block B	\$37,358.60
Lot 2, Block B	\$37,358.60
Lot 3, Block B	\$37,358.60
Lot 4, Block B	\$37,358.60
Lot 1, Block C	\$37,358.60
Lot 2, Block C	\$37,358.60
Lot 3, Block C	\$37,358.60
Lot 4, Block C	\$37,358.60

**EXHIBIT C**

(Published in the *Times Sentinel* on April 11, 2024)

**NOTICE OF PUBLIC HEARING**

TO: RESIDENTS OF THE CITY OF GARDEN PLAIN, KANSAS

You and each of you are hereby notified that the governing body of the City of Garden Plain, Kansas (the "City") will meet for the purpose of holding a public hearing, as provided by K.S.A. 12-6a01 *et seq.*, at 505 N. Main St., Garden Plain, Kansas 67050, on May 1, 2024 at 6:00 p.m. Said public hearing is for the purpose of hearing any and all oral or written objections to proposed assessments in connection with the following described improvements:

**Project No. 1 – Trail Ridge at Pretty Flowers Estates Addition — Paving Improvements Originally Authorized By Resolution No. 197**

**Resolution No. 197**

Constructing paving and street improvements to serve Trail Ridge at Pretty Flowers Estates Addition.

**Property Description:**

Lots 1 through 3, and lot 6, Block A; Lots 1 through 4, Block B; and Lots 1 through 4, Block C; all in Trail Ridge at Pretty Flowers Estates Addition to the City of Garden Plain, in Sedgwick County, Kansas.

**Cost of Improvements:**

\$261,226.74.

100% to be assessed against the Improvement District and 0% to be paid by the City-at-large.

**Project No. 2 – Trail Ridge at Pretty Flowers Estates Addition – Sewer Improvements Originally Authorized By Resolution No. 198**

**Resolution No. 198**

Constructing a lateral sanitary sewer, including necessary sewer mains and appurtenances to serve Trail Ridge at Pretty Flowers Estates Addition.

**Property Description:**

Lots 1 through 3, and lot 6, Block A; Lots 1 through 4, Block B; and Lots 1 through 4, Block C; all in Trail Ridge at Pretty Flowers Estates Addition to the City of Garden Plain, in Sedgwick County, Kansas.

**Cost of Improvements:**

\$116,789.23.

\$105,092.40 to be assessed against the Improvement District and \$11,696.83 to be paid by the City-at-large.

**Project No. 3 – Trail Ridge at Pretty Flowers Estates Addition -- Water Improvements Originally Authorized By Resolution No. 199**

**Resolution No .199**

Constructing a water distribution system, including necessary water mains, pipes, valves, hydrants, and appurtenances to serve Trail Ridge at Pretty Flowers Estates Addition.

**Property Description:**

Lots 1 through 3, and lot 6, Block A; Lots 1 through 4, Block B; and Lots 1 through 4, Block C; all in Trail Ridge at Pretty Flowers Estates Addition to the City of Garden Plain, in Sedgwick County, Kansas.

**Cost of Improvements:**

\$81,984.03.

100% to be assessed against the Improvement District and 0% to be paid by the City-at-large.

An Assessment Roll prepared in accordance with the referenced Resolution(s) approved by the governing body is on file in the Office of the City Clerk and may be examined by any interested party. At the conclusion of the public hearing, the governing body will consider an Ordinance levying such special assessments.

DATED April 3, 2024.

/s/Kimberly McCormick, City Clerk



**EXHIBIT D**

**NOTICE OF HEARING  
AND  
STATEMENT OF COST PROPOSED TO BE ASSESSED**

April 3, 2024  
City of Garden Plain, Kansas

Property Owner:

You are hereby notified, as owner of record of the property described on **Schedule I** attached hereto, that there is proposed to be assessed against said property, certain amounts for the costs of certain internal improvements (the "Improvements") heretofore authorized by the governing body of the City of Garden Plain, Kansas (the "City"). The description of the Improvements, the resolution number authorizing the same and the proposed amount of assessment are set forth on **Schedule I** attached hereto.

You are hereby further notified that the governing body of the City will meet on May 1, 2024, at 6:00 p.m., at 505 N. Main St., Garden Plain, Kansas 67050, for the purpose of considering the proposed assessments.

The proposed Assessment Roll is on file in my office for public inspection. **WRITTEN OR ORAL OBJECTIONS TO THE PROPOSED ASSESSMENTS WILL BE CONSIDERED AT SAID PUBLIC HEARING.**

At the conclusion of the public hearing, the governing body of the City will consider an ordinance levying such special assessments. A subsequent Notice of Assessment will be mailed to affected property owners at that time indicating that each property owner may pay the assessment in whole or in part by June 7, 2024. Any amount not so paid within the time period prescribed will be collected in 20 annual installments, together with interest thereon at the rate obtained by the City for its general obligation bonds issued to finance the costs of the Improvements.

Kimberly McCormick, City Clerk

*SCHEDULE I*

**TRAIL RIDGE AT PRETTY FLOWERS ESTATES ADDITION-- IMPROVEMENTS**

<b>Legal Description (Trail Ridge at Pretty Flowers Estates Addition)</b>	<b>Paving, Sewer and Water</b>
Lot 1, Block A	\$37,358.60
Lot 2, Block A	\$37,358.60
Lot 3, Block A	\$37,358.60
Lot 6, Block A	\$37,358.60
Lot 1, Block B	\$37,358.60
Lot 2, Block B	\$37,358.60
Lot 3, Block B	\$37,358.60
Lot 4, Block B	\$37,358.60
Lot 1, Block C	\$37,358.60
Lot 2, Block C	\$37,358.60
Lot 3, Block C	\$37,358.60
Lot 4, Block C	\$37,358.60

## RESOLUTION 228

### **A RESOLUTION TEMPORARILY EXEMPTING A CERTAIN PORTION OF THE PUBLIC STREETS FROM THE PROHIBITIONS ON POSSESSION AND CONSUMPTION OF ALCOHOLIC LIQUOR OR CEREAL MALT BEVERAGE ON PUBLIC PROPERTY IN THE CITY OF GARDEN PLAIN, KANSAS.**

**WHEREAS**, K.S.A. 41-719(a)(1) generally prohibits consumption of alcoholic liquor on public streets, alleys, roads, or highways; and

**WHEREAS**, K.S.A. 41-719(a)(2) allows alcoholic liquor to be consumed at a special event held on public streets, alleys, roads, sidewalks, or highways when a temporary permit has been issued pursuant to K.S.A. 41-1201 or 41-2703; and

**WHEREAS**, the Governing Body of the City of Garden Plain desires to issue a permit for the consumption of alcoholic liquor pursuant to K.S.A. 41-1201 and at the City of Garden Plain Vintage Market and Concert event between the hours of 9:00 am to 3:00 pm on June 1, 2024; and

**WHEREAS**, the Governing Body of the City of Garden Plain desires to approve, by resolution, the consumption of alcoholic liquor on public streets, alleys, roads, sidewalks, or highways pursuant to K.S.A. 41-719(a)(3)

### **NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF GARDEN PLAIN, KANSAS:**

**Section 1:** Pursuant to the request by The Garden Plain Vintage Market for a special event and permit, which includes consumption and possession of alcoholic liquor held at the location depicted in **Exhibit A** between the hours of 9:00 am and 3:00 pm on June 1, 2024, is hereby approved.

**Section 2:** Pursuant to K.S.A. 41-719(a)(2), the blocked area on public streets, alleys, roads, or sidewalks at the location depicted in **Exhibit A** is hereby exempted from the requirements of K.S.A. 41-719(a)(1) from 9:00 am to 3:00 pm on June 1, 2024. During such time, persons who may legally consume alcoholic liquor may do so within the boundaries of such public property for the limited time as prescribed. The blocked area on the public streets, alleys, and roads at the location depicted in **Exhibit A** will be closed to vehicle traffic from 9:00 am to 3:00 pm on June 1, 2024.

**Section 3:** Temporary permits may be issued either individually or on behalf of any groups or organizations associated with the event, subject to all applicable state statute and City ordinances.

**Section 4:** The boundaries of the special event depicted in **Exhibit A** shall be clearly marked by signs and barriers identifying the area in which alcoholic liquor may be possessed or consumed at such special event. No drinking will be allowed in vehicles. Any licensed seller of alcohol shall

ensure that no one under the age of 21 is served alcoholic liquor. Attendees shall comply with all alcohol laws of the city and State.

**Section 5:** This Resolution shall take effect immediately upon its approval of the Governing Body of the City of Garden Plain, Kansas.

ADOPTED: By the Governing body this 3<sup>rd</sup> day of April 2024.

---

Kevin Hammond, Mayor

ATTEST:

---

Kimberly McCormick, City Clerk

Exhibit A



Exhibit A

