



**** AGENDA ****

City Commission Study Session

Wednesday, January 12, 2022

Municipal Court Room

518 Mechanic Street

11:00 a.m.

- Discuss CDBG Commercial Rehab Application.
- Discuss Housing Opportunity Overlay.
- Discuss 2022 Street Rehab Recommended Street Segments.
- Discuss Proposed Mechanic Street Lot and Alley Improvements.
- Discuss Strategic Planning.

Joint Luncheon w/BZA & Planning Commission at Noon in Little Theatre

Tentative Agenda for January 19th Commission Meeting at 7:00 p.m.

- Consent Agenda.
- Public Comment.
- Report from City Manager on City Activities.
- City Commission Reports and Comments.

**If you need accommodations due to a disability to participate in this event, meeting, or activity, or alternative format of written materials contact Jeff Lynch, City of Emporia ADA Coordinator at least 48 hours before the event at 620-343-4275 or jlynch@emporia-kansas.gov*

Agenda Statement

Date: January 5, 2022
To: Mayor and City Commissioners
From: Trey Cocking, City Manager
Re: CDBG Commercial Rehab App

Background

T3LB, LLC, the ownership group of the former dry-cleaning building at 17 W 4th Avenue, is interested in partnering with the City to pursue a Community Development Block Grant Program (CDBG) commercial rehabilitation grant for their building. If the grant is awarded, the owners of the building will use the funds to rehabilitate the building to put it to its highest and best use.

As part of the grant application process, a public hearing must be held to allow for comments before the application is submitted. And before the public hearing is set, the governing body is required to adopt a resolution declaring the building a blight with respect to the Kansas Small Cities Community Development Grant Program. Attached to this agenda statement is a sample resolution declaring the 17 W 4th Avenue building as a blighted structure. Also attached is a sample public hearing notice.

As required by program rules, the building ownership group will supply all matching funds for the project. As grantee, the City will effectively act as a pass-through entity for the grant funds. At this time, it is anticipated that the project will consist of two phases. The first phase will be the CDBG portion of the project with an estimated budget of about \$335,000, with \$250,000 of that coming by way of CDBG grant funds. The second phase has a preliminary estimated budget of about \$450,000 and will be funded by the ownership group.

Staff recommends approval of the blight resolution and setting January XX as the public hearing date for the application. Due to the nature of the program's application window, the goal is to submit the application as soon as reasonably possible. The building ownership group has retained the services of Governmental Assistance Services to write the grant application.

Budget Impact– None. As previously stated, owners will provide the required matching funds.

City Manager Approval – N/A.

Recommended Commission Action:

Suggested Motion: I move to approve Resolution XXXXX declaring 14 W 7th Avenue a blighted building with respect to the Kansas small cities community development block grant (CDBG) program and authorize Mayor Gilligan to sign the Resolution.

Suggested Motion: I move to set January XX as the public hearing date for the 17 W 4th Avenue CDBG application and direct staff to publish notice of said hearing.

CITY OF ^{EMPORIA} _____, KANSAS

RESOLUTION NO. _____

A RESOLUTION DECLARING A BUILDING BLIGHTED WITH
RESPECT TO THE KANSAS SMALL CITIES
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM

WHEREAS, Congress recognized the prevention and elimination of slum and blight as a national objective under the Housing and Community Development Act of 1974; and

WHEREAS, The State of Kansas in its Urban Renewal Law of 1955 declared that the prevention and elimination of slums and blight is a matter of state policy and concern; and

WHEREAS, The City of ^{EMPORIA} _____ wishes to stabilize and improve the economic viability of the downtown commercial district by encouraging private property owners to make improvements on existing blighted buildings; and

WHEREAS, The Kansas Department of Commerce has grant funds available through the CDBG Program to assist property owners in addressing deficiencies on blighted buildings in cooperation with the municipality; and

WHEREAS, ^{T3LB, LLC} _____, the owner of the building located at ^{17 W 4TH AVE} _____ in the City of ^{EMPORIA} _____ wishes to participate in the program.

NOW, THEREFORE, BE IT RESOLVED THAT: The Governing Body of the City of ^{EMPORIA} _____, Kansas hereby declares that the above mentioned building is a blighted structure under the Kansas Urban Renewal Law and that it has the following conditions of blight, decay or environmental contamination:

and, FURTHERMORE these conditions are detrimental to public health and safety.

ADOPTED BY THE GOVERNING BODY OF THE CITY OF ^{EMPORIA} _____, KANSAS THIS _____
DAY OF JANUARY _____, 2022.

ATTEST:

Mayor

City Clerk

(Seal)

THE CITY OF ^{EMPORIA} _____, KANSAS

RESOLUTION NO. _____

Resolution Certifying Legal Authority
TO APPLY FOR THE 2021 KANSAS
SMALL CITIES COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
FROM THE KANSAS DEPARTMENT OF COMMERCE
AND AUTHORIZING THE MAYOR
TO SIGN AND SUBMIT SUCH AN APPLICATION

WHEREAS, The City of ^{EMPORIA} _____, Kansas, is a legal governmental entity as provided by the laws of the STATE OF KANSAS, and

WHEREAS, The City of ^{EMPORIA} _____, Kansas, intends to submit an application for assistance from the COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM.

THE APPLICANT hereby certifies that the City of ^{EMPORIA} _____, Kansas, is a legal governmental entity under the status of the laws of the STATE OF KANSAS and thereby has the authority to apply for assistance from the KANSAS SMALL CITIES COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM.

THE APPLICANT hereby authorizes the MAYOR of ^{EMPORIA} _____, Kansas, to act as the applicant's official representative in signing and submitting an application for the assistance to the COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM.

THE APPLICANT hereby dedicates \$ ^{85,000} _____ in cash funds toward this project and \$⁰ _____ in in-kind material and/or labor for same.

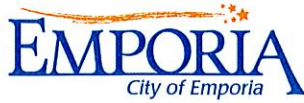
APPROVED BY THE GOVERNING BODY OF THE CITY OF ^{EMPORIA} _____, KANSAS, this _____ day of JANUARY, 2022.

APPROVED _____
MAYOR

ATTEST _____

(SEAL)

THE CITY OF ^{EMPORIA} _____, KANSAS



Memo

TO: City Commission

FROM: Jeff Lynch, Community Development Coordinator
Justin Givens, City Planner

CC: Department Heads

DATE: January 6, 2022

SUBJECT: Housing Opportunity Overlay (HO-O)
(January 12, 2022 Study Session Agenda Item)

ITEM- Introduction and Discussion of a recent Housing Opportunity Overlay application.

An application for a conditional use for the creation of a Housing Opportunity Overlay district was recently approved by the Planning Commission, and will soon be on the City Commission agenda for consideration of approval. This is the first known HO-O application to be received since the regulations were adopted in 2000. The intent of an HO-O is to provide for denser single-unit detached residential development within a residential district (R-1 or R-2). It is designed to encourage the construction of affordable housing. Attached is a significant portion of HO-O regulations.

The proposed development is located on a vacant parcel located directly to the east of the intersection of S. Exchange St. and Soden's Road (see map).

Lot Size: Approximately 16.8 acres

Existing Zoning: A-L Agricultural Zoning District

Surrounding Zoning: North- Ag, East- Ag, South- Ag, West- Public Use

Surrounding Actual Uses: North- Ag; East Ag, South- Ag, West- Historic Property

Future Zoning in ELC Comp. Plan: Single Family Detached

The Planning Commission approved the application by a vote of 5-1, with one member abstaining.

It is planned for this application to be on the January 19th City Commission agenda for consideration of approval.

HOUSING OPPORTUNITY OVERLAY DISTRICT (HO-O) Regulations, (Excerpt)

SECTION 8-3 PARKING REGULATIONS

8-301. Two (2) off-street parking spaces shall be provided for each dwelling unit.

SECTION 8-4 HEIGHT, AREA AND YARD REGULATIONS

8-401. Height: Main buildings or structures shall not exceed thirty-five (35) feet and/or two and one-half (2-1/2) stories in height. Detached accessory structures shall not exceed a maximum of fifteen (15) feet.

8-402. Yards:

a. Front Yard: The depth of the front yard shall be at least thirty (30) feet.

b. Side Yard: There shall be a side yard of at least five (5) feet on each side of a dwelling. All detached accessory buildings shall provide a minimum side yard of five (5) feet.

c. Rear Yard: The depth of the rear yard shall be at least twenty (20) feet. All detached accessory buildings shall provide a minimum rear yard of five (5) feet.

8-403. Lot Dimensions: The minimum width of a lot shall be fifty (50) feet on an interior lot and seventy (70) feet on a corner lot. The minimum depth of a lot shall be ninety (90) feet. Lots fronting a cul-de-sac with at least a fifty (50) foot radius may have width at the front lot line of not less than twenty-five (25) feet.

8-404. Lot Area Per Household: Every single-household dwelling or residence established shall provide a minimum lot area of five thousand eight hundred (5800) square feet per household.

8-405. Size of Dwelling: Every dwelling hereafter erected, constructed, reconstructed or altered in the HO-O District shall have a minimum habitable area, excluding basements, open and screened porches and garages, of not less than nine hundred (900) square feet.


8-406. Maximum Building Coverage: The maximum building coverage of a lot including accessory buildings but excluding swimming pools shall not exceed forty (40) percent.

8-407. Minimum District Size: The minimum district size shall be twenty three thousand and two hundred (23,200) square feet.





Memo

Topic: City Commission
Date: January 6, 2022
Re: 2022 Street Rehab Recommended Street Segments
From: Jim Ubert 

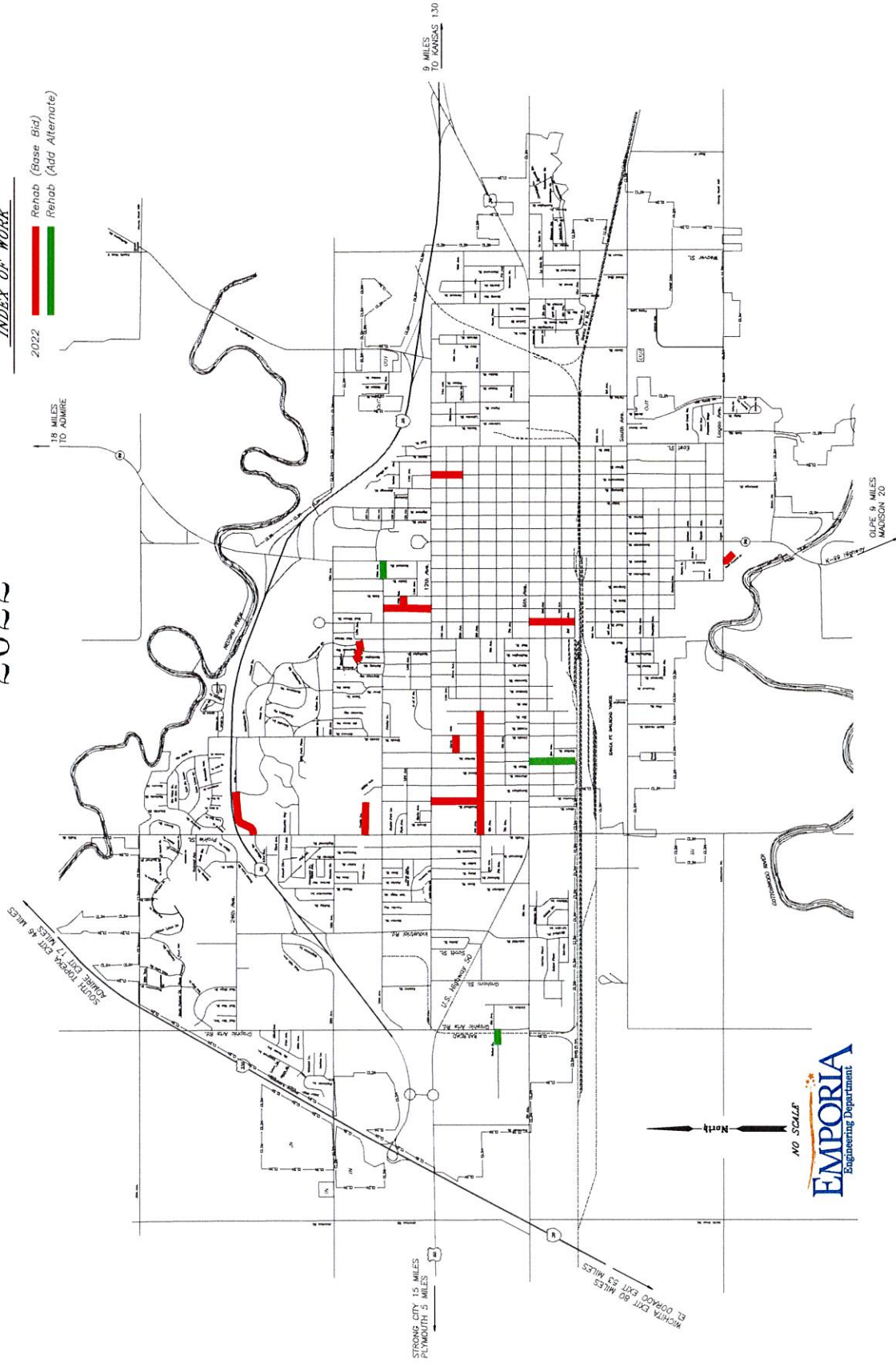
1. Attached is the Overall City Map showing recommended 2022 Street Rehab segments for the project.
2. Attached is the 2022 Street Rehab recommended Street Segments in a tabular format with Street Name, Location, Overall work description, Year of last maintenance/repair, Pavement Condition Index (PCI, from 0 to 100), & Preliminary Budget Estimate for each segment.
3. Attached is the overall preliminary project budget with add alternate streets for consideration (if scope of project changes these are alternate recommended street segments).
4. Attached is the Overall City Map showing the 2016 – 2021 Street Rehab Projects completed and includes the recommended 2022 Street Rehab Project and Alternates.

STREET REHAB SELECTION MAP

2022

INDEX OF WORK

- 2022
- Rehab (Base Bid)
- Rehab (Add Alternate)



NO SCALE
EMPORIA
Engineering Department

2022 Street Rehabilitation Suggested Streets 12/21/2021					
Street	Location	Description of work to be done	LAST REHAB	PCI Avg.	Estimated Cost
SHERWOOD WAY	Mayfair Street to Washington Park	1.5" average mill and overlay of entire area.	1988	4 Failed	\$33,677.60
NEOSHO STREET	12th Avenue to 15th Avenue	5' average mill and overlay of entire area. Surface Grading and Compaction.	2012	8 Failed	\$131,602.95
SOUTH MERCHANT	Cul de Sac to Logan Avenue	1.5" average mill and overlay of entire area. Crack Sealing and Stress Relief Interlay Fabric.	1979	20 Serious	\$13,682.85
WOODLAND STREET	9th Avenue to 12th Avenue	2" average mill and overlay of entire area. Some curb & gutter to be replaced where existing has heaved and/or settled and no longer efficiently carries storm water. Removal and Replacement of Concrete driveway approaches that have deteriorated.	2011 (Slurry)	23 Serious	\$70,172.30
RURAL STREET	3rd Avenue to 4th Avenue	1.5" average mill and overlay of entire area. Some curb & gutter to be replaced where existing has heaved and/or settled and no longer efficiently carries storm water. Removal and Replacement of Concrete driveway approaches that have deteriorated. Sidewalk replacement to meet ADA standards along with installation of Ramps.	2016 (Slurry)	25 Serious	\$19,301.25
RURAL STREET	4th Avenue to 6th Avenue	1.5" average mill and overlay of entire area. Some curb & gutter to be replaced where existing has heaved and/or settled and no longer efficiently carries storm water. Sidewalk replacement to meet ADA standards along with installation of Ramps.	1987	49 Poor	\$31,278.80
9TH AVENUE	Elm Street to Prairie Street	1.5" average mill and overlay of entire area. Some curb & gutter to be replaced where existing has heaved and/or settled and no longer efficiently carries storm water. Sidewalk replacement to meet ADA standards along with installation of Ramps. Utility adjustments of valve boxes and manhole lids.	2001	35 Very Poor	\$120,230.70
24TH AVENUE	Jones Park Entrance to Prairie Street	1.5" average mill and overlay of entire area.	1995	36 Very Poor	\$32,810.05
14TH AVENUE	State Street to Neosho Street	2" average mill and overlay of entire area. Sidewalk replacement to meet ADA standards along with installation of Ramps.	2000	45 Poor	\$11,273.35
GROVE AVENUE	Lincoln Street to Garfield Street	1.5" average mill and overlay of entire area.	1999	39 Very Poor	\$10,574.15
COTTONWOOD STREET	East 10th Avenue to East 12th Avenue	1.5" average mill and overlay of entire area. Some curb & gutter to be replaced where existing has heaved and/or settled and no longer efficiently carries storm water. Sidewalk replacement to meet ADA standards along with installation of Ramps.	2006	39 Very Poor	\$24,692.40
PRAIRIE LANE	Cul de Sac to Prairie Street	2" average mill and overlay of entire area.	2012 (Slurry)	35 Very Poor	\$35,123.30
Mobilization and Traffic Control					\$45,910.00
Total Base Estimated Cost					\$580,329.70

Alternate Streets					
Street	Location	Description of work to be done	LAST REHAB	PCI Avg.	Estimated Cost
WILSON STREET	3rd Avenue to 5th Avenue	1.5" average mill and overlay of entire area. Some curb & gutter to be replaced where existing has heaved and/or settled and no longer efficiently carries storm water. Sidewalk replacement to meet ADA standards along with installation of Ramps.	2016 (Slurry)	14 Serious	\$14,897.80
WILSON STREET	5th Avenue to 6th Avenue	1.5" average mill and overlay of entire area. Some curb & gutter to be replaced where existing has heaved and/or settled and no longer efficiently carries storm water. Sidewalk replacement to meet ADA standards along with installation of Ramps.	2007	29 Very Poor	\$15,597.55
OAKES DRIVE	Graphic Arts Road to Pet Food Entrance	1.5" average mill and overlay of entire area. Crack Sealing and Stress Relief Interlay Fabric.	1979 (New)	29 Very Poor	\$10,344.95
15TH AVENUE	Merchant Street to Center Street	1.5" average mill and overlay of entire area. Curb & gutter to be replaced throughout. Removal and Replacement of Driveway Approaches. Sidewalk replacement to meet ADA standards along with installation of Ramps.	2002	37 Very Poor	\$57,250.40
Mobilization and Traffic Control					\$3,800.00
Total Alternate Estimated Cost					\$101,890.70
Total Base and Alternate Estimated Cost					\$682,220.40

OPINION OF PROBABLE COST

Name of Project: 2022 STREET REHABILITATION

RECAPITULATION

By: J. Gentz

Date: 12/21/2021

Project No. PV22xx

PRELIMINARY (FIELD CHECK)

BASE

ITEM	QUANTITY	UNIT	UNIT PRICE	AMOUNT
Mobilization	1	LS	\$30,000.00	\$30,000.00
Asphalt Milling (2" Avg. Depth)	34135	SQYD	\$2.05	\$69,976.75
Asphalt Milling (5" Avg. Depth)	3179	SQYD	\$4.05	\$12,874.95
HMA (Commercial Grade) (Class A)	4318	TON	\$78.00	\$336,804.00
Surface Grading and Compaction	2703	SQYD	\$16.00	\$43,248.00
Crack Filling (>1/2" to <2")	156	LF	\$5.00	\$780.00
Stress Relief Interlay Fabric (24" Wide)	156	LF	\$4.00	\$624.00
Curb & Gutter (2'-6" Combined) (AE) (Remove & Replace)	626	LF	\$40.00	\$25,040.00
Concrete Pavement (6" Plain) (AE) (Remove & Replace)	184	SQYD	\$75.00	\$13,800.00
Concrete Sidewalk (4" Plain) (AE) (Remove & Replace)	79	SQYD	\$68.00	\$5,372.00
ADA Sidewalk Ramp	84	SQYD	\$250.00	\$21,000.00
Concrete Removal	6	SQYD	\$25.00	\$150.00
Utility Adjustment (Valve Box Riser) (Valve Box) (Water)	6	EA	\$100.00	\$600.00
Utility Adjustment (Concrete) (Valve Box) (Water)	3	EA	\$600.00	\$1,800.00
Utility Adjustment (Manhole Riser) (Manhole) (Sewer)	6	EA	\$225.00	\$1,350.00
Utility Adjustment (Concrete) (Manhole) (Sewer)	1	EA	\$1,000.00	\$1,000.00
Temp Seed and Mulch	1	LS	\$250.00	\$250.00
Inlet Sediment Barrier	1	EA	\$100.00	\$100.00
Sediment Removal (Set Price)	1	CY	\$35.00	\$35.00
Permanent Seeding, Fertilizer and Mulch	1	LS	\$500.00	\$500.00
Traffic Control	1	LS	\$15,000.00	\$15,000.00
Flagger (Set Price)	1	HR	\$25.00	\$25.00
SUBTOTAL (BASE PRICE)				\$580,329.70

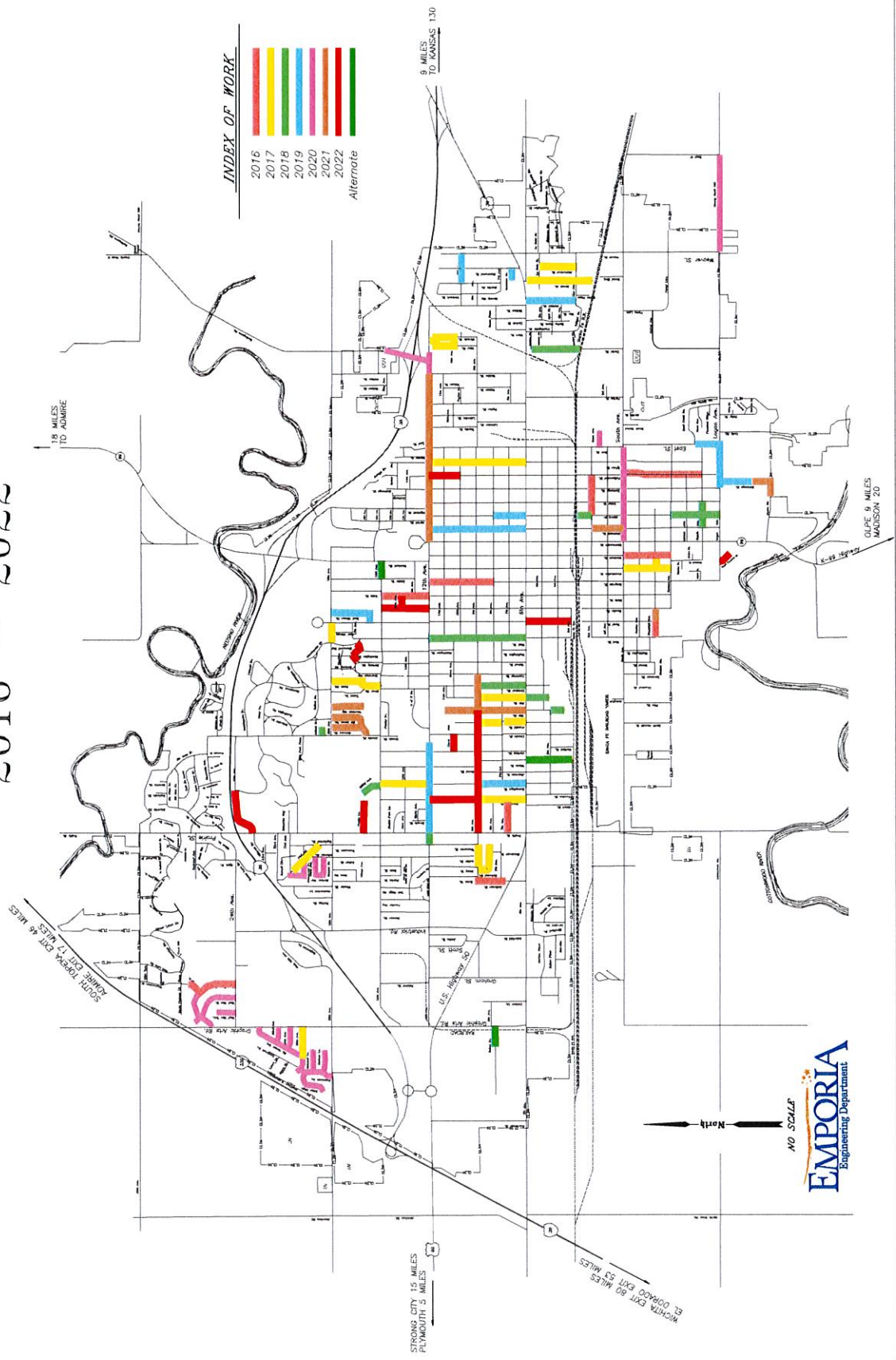
ADD ALTERNATE

ITEM	QUANTITY	UNIT	UNIT PRICE	AMOUNT
Mobilization	1	LS	\$2,500.00	\$2,500.00
Asphalt Milling	5794	SQYD	\$2.05	\$11,877.70
HMA (Commercial Grade) (Class A)	524	TON	\$78.00	\$40,872.00
Crack Filling (>1/2" to <2")	120	LF	\$5.00	\$600.00
Stress Relief Interlay Fabric (24" Wide)	120	LF	\$4.00	\$480.00
Curb & Gutter (2'-6" Combined) (AE) (Remove & Replace)	810	LF	\$40.00	\$32,400.00
Concrete Pavement (6" Plain) (AE) (Remove & Replace)	103	SQYD	\$75.00	\$7,725.00
Concrete Sidewalk (4" Plain) (AE) (Remove & Replace)	2	SQYD	\$68.00	\$136.00
ADA Sidewalk Ramp	16	SQYD	\$250.00	\$4,000.00
Temp Seed and Mulch	1	LS	\$100.00	\$100.00
Permanent Seeding, Fertilizer and Mulch	1	LS	\$200.00	\$200.00
Traffic Control	1	LS	\$1,000.00	\$1,000.00
SUBTOTAL (ALTERNATE PRICE)				\$101,890.70

TOTAL BASE AND ALTERNATE

				\$682,220.40
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STREET REHABILITATION 2016 - 2022



INDEX OF WORK

2016	Red
2017	Orange
2018	Yellow
2019	Light Green
2020	Green
2021	Light Blue
2022	Blue
Alternate	Dark Blue

NO SCALE
EMPORIA
Engineering Department



STRONG CITY 18 MILES
PLYMOUTH 5 MILES

WICHITA 80 MILES
EL DORADO 53 MILES

18 MILES
TO ADMIRE

9 MILES
TO KANSAS 130

OLPE 9 MILES
MADISON 20



Memo

Topic: City Commission
Date: January 6, 2022
Re: Proposed Mechanic Street Parking Lot & Alley Improvements
From: Jim Ubert *JUbert*

1. Attached is the aerial photo base and overlay of the proposed 600 Block of Mechanic Street parking lot improvements.
2. Attached is the aerial photo base and overlay of the proposed 700 Block of Mechanic Street parking lot, storm sewer and 700 Block Alley reconstruction improvements.
3. The overall project budget is \$750,000, to be funded by the multi-year fund.

Memo

TO: City Commission

FROM: Trey Cocking, City Manager

CC: Department Heads

DATE: January 7, 2022

SUBJECT: Strategic Planning

As Emporia moves into a new era it is important to be strategic as we move forward and have critical conversation on how to identify those items which are the highest priority to the organization and community. A strategic plan is one of the strongest methods to be successful in that process.

Key elements in strategic planning:

1. Have a clear core mission for the organization.
2. Reviewing the current condition of the organization.
3. Engaging stakeholders.
4. Evaluating future opportunities and threats.
5. Creating a vision of the future.
6. Develop goals for the organization to achieve the vision.
7. Develop action steps to implement the goals.
8. Continuously reviewing the progress of the plan.

The first step for the commission to decide on is the process to utilize in strategic planning:

1. Turnkey Method: Hire a firm to run a strategic planning process, estimated costs-\$20,000-\$40,000.
2. Facilitator Method: Look for a local facilitator to assist with the development of a strategic plan-\$5,000-\$10,000.
3. Internal Method: Utilize Staff to Develop a strategic plan-staff time, loss of ability to work on other projects.



Strategic Planning Why, When, and How to Start

League of Kansas Municipalities

October 8, 2018

- What is Strategic Planning
- Approaches to Strategic Planning
- The Environmental Scan
- Visioning
- Action Planning
- Implementation
- Lessons Learned
- Questions & Answers



What is Strategic Planning?

Strategic Planning answers three questions.

- What do we know to be true today?
- Where do we want to be in the future?
- What is our plan?

Strategic Planning has four distinct phases:

- Environmental Scan – *What do we know to be true today?*
- Visioning – *Where do we want to be in the future?*
- Action Planning – *What is our plan?*
- Execution

Nothing without implementation...

Execution is everything!

Approaches to Strategic Planning

*What strategic planning approach is right for your
organization?*

Local Government Organization

- Led by the governing body or the administration
- Facilitated sessions
- Start with core values of each member
- Find areas of commonality
- Develop common vision
- Address how body does its work
- Encourage staff engagement
- Agree on implementation
- With or without input from the community

Single Department

- Typically led by department leadership
- Involves staff from the department
- Can fall within the umbrella of an organization-wide strategic plan if one exists

Community

- Broad participation
- Shared decision-making
- Shared implementation
- Communication strategy
- Ongoing support for implementation
- Ongoing facilitation

- What approach is right for your organization?
- Who should participate in developing the strategic plan?
- Who will facilitate the group developing the plan?
- What is the best process to develop your strategic plan?
- How should the community be involved?



Environmental Scan

What do we know to be true today?

Determine the present condition of the community:

- Strengths, Weaknesses, Opportunities, and Challenges (SWOC)
- Customer and Stakeholder input
- Demographic information
- Financial information
- Trend Analysis – Social, Economic, Political, Environmental, Technological

Visioning

Where do we want to be in the future?

Articulate a vision for the community in the future:

- Think of the future in the present tense
- What do you hope will be true in the future?
- What is your community like?
 - *Who lives there? Why do they stay? What is unique? What do you value?*
- What should be retained?
 - *What should be dropped? What is missing that should be created?*

Sample Vision Statements

- *Tonganoxie, Kansas:* Small town charm, big City access, quality local amenities, and beautiful neighborhoods of caring and engaged residents make Tonganoxie a place to call home.
- *Lawrence, Kansas:* The City of Lawrence – supporting an unmistakably vibrant community with innovative, equitable, transparent, and responsible local government.
- *Ada, Michigan:* The Township provides exceptional public services that enhance the experience of living, working, and visiting Ada.

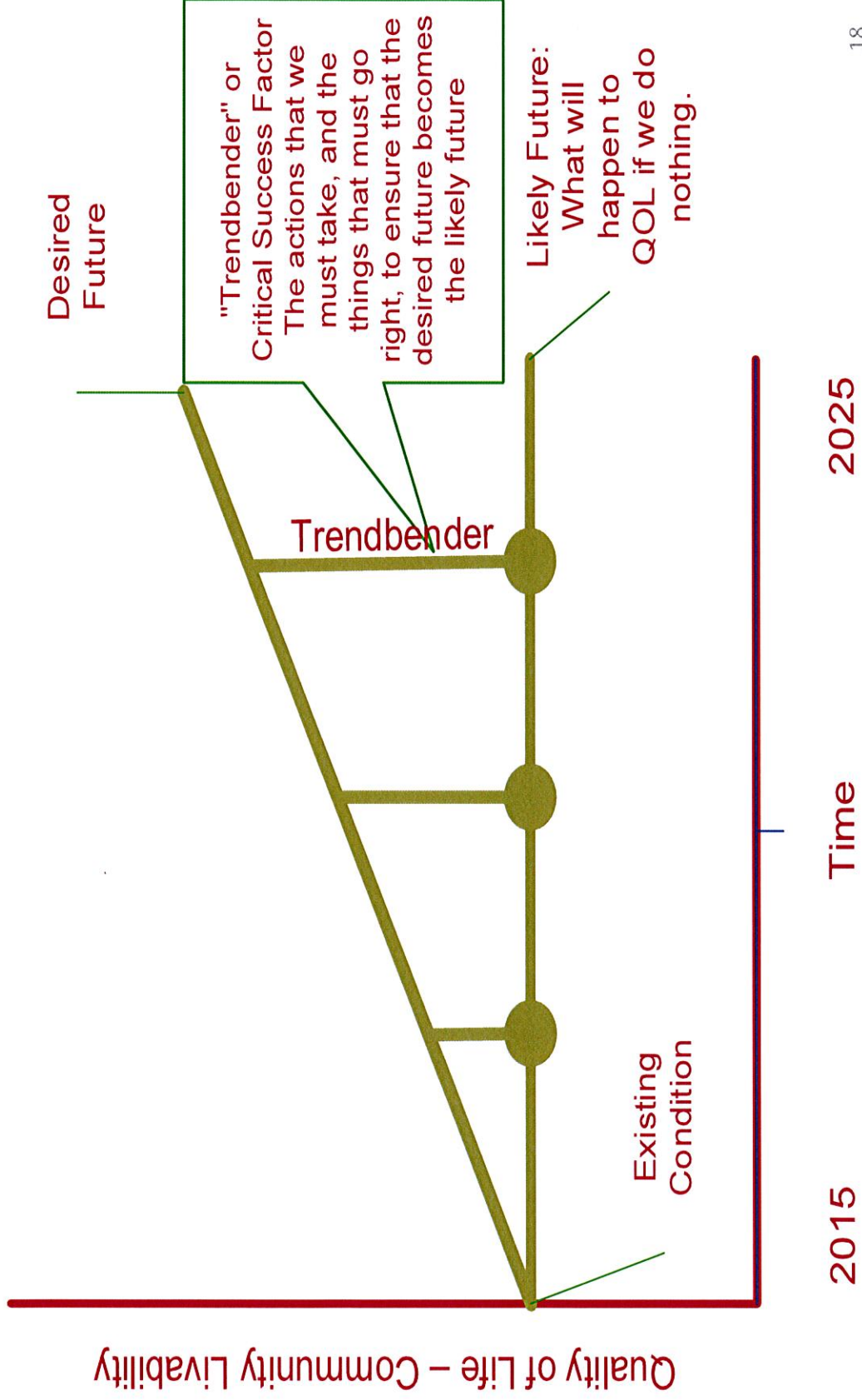
Thinking of your own community...

- Where are you today in terms of quality of life?
- What will happen to the quality of life in your community if you do nothing?
- Where do you want quality of life to be in 5,10, or 20 years?

Action Planning

What is our plan?

Action Planning



Sample Critical Success Factors - *City of Lawrence, Kansas*

- Effective Governance and Professional Administration
- Safe, Healthy, and Welcoming Neighborhoods
- Innovative Infrastructure and Asset Management
- Commitment to Core Services
- Sound Fiscal Stewardship
- Collaborative Solutions
- Economic Growth and Security

Implementation

Execution is everything!

Implementation

- Leadership and project management are critical
- Those developing the plan must be willing to spend time implementing
- The strategic plan must become part of the organization's conversation and culture
- It's important to provide regular status updates
- Adjustments over time
- Celebrate success



Lessons Learned

- Location and time of the year is important
- Use an outside facilitator
- Focused time and attention
- Participation of the governing body
- Utilize staff expertise
- Prepare in advance
- Allow time for bonding/teamwork
- Start with data you already have
- Update every 1-2 years



Questions & Answers

Jennifer Reichelt

The Novak Consulting Group

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513-801-6326