

**WORK SESSION AGENDA**  
**5:00pm, January 11, 2022**  
**City Hall - 220 E. First Avenue, El Dorado, KS**

- I. Work Session Discussion Items:**
- a. Governing Body Code of Procedure
  - b. Advisory Committee Nominating Process
  - c. Staffordshire Terrier Registration Fee
- II. Regular Agenda Preview:**
- a. **Items to be Placed on the Consent Agenda**
    - i. Meeting Minutes
  - b. **Items to be Placed on the Regular Agenda**
    - i. Governing Body Code of Procedure
  - c. **Items to be Placed on the Land Bank Consent Agenda**
    - i. None
- III. Reports:**
- a. City Commission Reports
  - b. City Manager Report

# CODE OF PROCEDURE

City of El Dorado, Kansas

2022 Edition

Adopted by Resolution No. \_\_\_\_\_

## 1. DEFINITIONS

- a. **Governing Body.** The term “governing body” shall mean the City Commission of the City of El Dorado, and includes the mayor and commissioners.
- b. **Quorum.** Per Charter Ordinance No. 19, the governing body shall require a quorum consisting of at least three of its members to conduct business.

## 2. MEETINGS

- a. **Regular Meetings.** The City Commission will conduct regular business meetings each month as established by ordinance.
- b. **Special Meetings.** The City Commission may hold special meetings for the purposes of conducting its business, provided such special meetings are called in accordance with local ordinance and applicable state law.
- c. **Work Sessions.** No formal agenda is required for a work session, and the City Commission will not consider any binding action during a work session. The City Commission will not require a quorum to conduct a work session since no binding action will be taken.
- d. **Quorum.** A quorum is required at all meetings during which the City Commission will consider binding action.
- e. **Public Comment.** If public comment is allowed during a City Commission meeting, the citizen desiring to comment on matters of a general nature, not specific to an agenda item, shall sign up in advance of the meeting and shall provide his or her name and address for the purpose of recording both in the official minutes of the meeting. Any public comments taken on specific agenda items shall require a citizen to state his or her name and personal address for the record and inclusion in the official minutes. The governing body may limit the time of each citizen based upon the number of people wishing to speak and the amount of time available for the public comment portion of the meeting. The governing body will not take any binding action with respect to public comments received on items not on the agenda.
- f. **Presiding Officer.** The mayor, or in the place of the mayor the vice-mayor, shall be responsible for maintaining order during meetings. Members constituting a quorum for a meeting may select a member to serve as the presiding officer in the absence of both the mayor and vice-mayor. He or she may take such actions deemed appropriate to maintain order. Such actions may include requesting the removal of any individual not complying with any request to maintain order during the meeting.

### 3. PUBLIC HEARINGS

- a. **Notice of Public Hearings.** All public hearings scheduled before the governing body shall be noticed in the official newspaper of the City, as required by applicable state statute or local ordinance. Notices of public hearings shall not require action by the governing body unless otherwise required by applicable state statute or local ordinance. Unless otherwise required, notices of public hearings shall be published in the official newspaper at least once a minimum of ten days prior to a scheduled public hearing. The City shall also publish notices of public hearings on its website with the same requirements as the newspaper publication.
- b. **Order of Proceedings.** The mayor, or in the place of the mayor the vice-mayor, shall convene public hearings scheduled before the City Commission. At the start of the public hearing, the mayor or vice-mayor, shall state the subject of the public hearing and the rules governing the proceeding. At the direction of the presiding elected official, staff may provide an overview of the subject of the public hearing prior to the hearing of any public comments from the public. Members of the public may then provide comments to the governing body within any time restrictions placed on such comments by the governing body. Public comments shall cease once the presiding elected official closes the public hearing.
- c. **Time Limits.** Generally, comments from the public during a public hearing shall be limited to three minutes per individual participant. The governing body, at its discretion, may allow for longer or shorter periods for public comments, although such modification of time limits shall be provided equally to all participants. Modifications to time restrictions shall be declared at the beginning of the public hearing by the presiding elected official so that all participants may be made aware of the applicable time limit for public comments.
- d. **Adjourn to a Later Date and Time.** The governing body, by motion and vote, may establish a maximum time limit for a public hearing. If the public hearing is unable to conclude during the time allotted, the governing body may adjourn the public hearing to a specified date, time, and place. The motion shall state the date, time, and place for the public hearing to reconvene. If the governing body adopts a motion to adjourn the public hearing, the public hearing will adjourn to the specified date, time, and place. Adjourned public hearings do not require reconvening at a regular or special meeting if no action will be taken following the conclusion of the hearing.
- e. **Presiding Officer.** The presiding officer shall be responsible for maintaining order during public hearings and for overseeing the time limits of participants.

### 4. AGENDAS

- a. **Distribution of the Agenda.** Prior to each regular and special meeting, the city clerk, or designee, will distribute an agenda to each governing body member. The city clerk will also make the agenda available to the public at City Hall and on the City's website.
- b. **Setting the Agenda.** The mayor, in consultation with the city manager, shall oversee the setting of the agenda for governing body meetings. The governing body shall approve the agenda at the start of each regular or special meeting and shall not act on items not included on the approved agenda.

- c. **Agenda Items.** Any governing body member or staff member of the City may request to have an item placed on the agenda. Members of the public may not place an item on the agenda, but may have a governing body member sponsor an item.
- d. **Scheduling of Items.** A governing body or staff member shall refer action items requested for inclusion on an agenda to either an upcoming work session or regular meeting prior to the City Commission considering action on a topic or issue requested for an agenda. The governing body will not take action on any matter not previously scheduled on the agenda. The purpose of this requirement is to allow the City Commission to properly evaluate agenda items prior to the considering action on a subject.
- e. **Additions to Agenda.** Governing body members may add or remove items from the agenda at regular meetings by motion approved by a majority of those governing body members present and voting. Governing body members may not add items to the agenda of a special meeting.
- f. **Order of Business.** At the time appointed for the meeting, the presiding officer shall call the meeting to order. Upon having a quorum present, the governing body shall conduct its business in the order set by the governing body.
- g. **Consent Agenda.** Administrative items, as determined by the city manager, may be placed on the consent agenda. A majority of the governing body may remove any item placed on the consent agenda for separate action.
- h. **Order of Business, Suspended or Amended.** Generally, the governing body will conduct business in the order such matters are scheduled on the agenda to respect the time of all those in attendance. The governing body may change the order of business to add or delete sections as appropriate, or may suspend the order of business in its entirety to consider other matters by a majority vote. The governing body may hold executive sessions at any time in the order of business as provided by state law.

## 5. MOTIONS

- a. **Motions; Second.** All motions require a second before consideration of such motion for action by the governing body.
- b. **Debate.** All motions are debatable unless otherwise expressly noted in the motion.
- c. **Substantive Motion.** Only one main substantive motion may be pending on the floor at any one time. The active motion must be withdrawn or advanced to a vote before another substantive motion is introduced.
- d. **Substitute Motion.** Substitute motions are prohibited. Substantive motions must be withdrawn or advanced before another substantive motion is introduced.
- e. **Motion to Amend.** A motion to amend is in order when the proposal is to change, add, or delete words from the main substantive motion. If the motion is to amend a document before voting on its adoption, it is advisable to reduce the change to writing, but it is not required if

all members of the governing body understand the amendment. A vote on an amendment is not a final vote on the underlying substantive motion. Adoption of the underlying substantive motion requires a vote.

- f. Motion to Pass an Ordinance.** The governing body shall consider all proposed ordinances of the City at a public meeting of the governing body. After consideration and amendment of the ordinance, if any, the question shall be: *“Shall the ordinance pass?”* No ordinance shall contain more than one subject, which shall be clearly expressed in its title, and no section or sections of an ordinance shall be amended unless the amending ordinance contains the entire section or sections as amended and the section or sections amended shall be repealed.
- g. Motion to Refer.** If the governing body deems it appropriate, it may refer an ordinance, resolution, contract, or other matter back to staff, committee, board, or other appropriate venue for further review and consideration. Such motion may or may not contain a time certain for the item to be returned to the governing body.
- h. Motion to Reconsider; Prohibited.** Motions to reconsider are prohibited during the same meeting. Any governing body member may make a new substantive motion on a matter previously considered by the City Commission at a prior meeting.
- i. Motion to Call the Previous Question.** This motion is not debatable and, if passed by a majority of the governing body, calls for an immediate vote on the substantive motion. This motion requires a vote.
- j. Motion to go into Executive Session.** The motion to go into executive session shall be made as follows: *“I move to recess into executive session pursuant to the \_\_\_\_\_ (cite applicable state law) exception in order to discuss \_\_\_\_\_ (general description), the open meeting to resume in the Commission Chambers at \_\_\_\_\_ (time).”*

The motion may also state who is to be present in the executive session, although this is not required. This motion must be made, seconded, and carried. Such motion shall be recorded in the minutes of the meeting. The meeting may not reconvene until the time stated in the motion.
- k. Motion to Adjourn to a Later Date and Time.** If the governing body may adjourn a meeting to a specified date and time if the body is unable to complete its agenda during the time allotted for the meeting. The motion shall state the date, time, and place for the meeting to reconvene. The meeting is adjourned to the specified date, time, and place if the motion is adopted.
- l. Motion to Adjourn.** At the conclusion of the agenda, a motion to adjourn is in order and requires a majority vote of the governing body.

## 6. VOTING

- a. Form of Vote.** All votes, other than votes concerning proposed ordinances, shall be by voice vote or, in the alternative, the mayor may request that a vote be by “show of hands.” Votes involving proposed ordinances shall be made by roll call with governing body members

voting “yea” if in favor of the proposed ordinance and voting “no” if voting in opposition to the proposed ordinance. No vote shall be by secret ballot.

- b. Division.** Any member may request a formal division of vote. At the discretion of the mayor, division may be by either a roll call vote of each member or a show of hands.
- c. Duty to Vote.** Members of the governing body have a duty to vote unless a member has a conflict of interest or other conflict that appears to make voting on an issue improper and chooses to abstain. Any member abstaining from a vote must state, for the purpose of its inclusion in the minutes, the reason for the abstention.
- d. Recording.** The city clerk shall record a record of voting in the minutes following final passage of a matter.
- e. Votes; Non-Ordinance Matters.** Unless otherwise specifically required by law, the adoption or rejection of resolutions and other motions shall be by a majority of those governing body members present. An abstention shall be counted with the prevailing side.
- f. Votes; Ordinary Ordinances and Non-Ordinance Matters.** The adoption of an ordinary ordinance or approval of non-ordinance matters requires at least three affirmative votes of the governing body. All governing body members, to include the mayor, shall exercise one vote on matters before the governing body and each vote shall have equal weight.
- g. Same; Charter Ordinance.** The adoption of a charter ordinance requires four affirmative votes of the City Commission. All governing body members, to include the mayor, shall exercise one vote on charter ordinances before the governing body and each vote shall have equal weight.
- h. Same; Commission Appointments.** The mayor has a vote on all matters. The mayor does not have a “second vote” to break a tie. Appointments in commission-manager cities are made by motion, second, and a vote.
- i. Amendments.** The City Commission shall consider amendments to ordinances, resolutions, and other written policies only when a written document containing the proposed amendment language is presented before the governing body. The governing body may not consider amendments as one action item that are not of a similar nature.

## **7. APPLICATION AND AMENDMENT**

- a. Rules.** For those matters not covered by these rules, the procedure shall be as decided by a majority vote of the governing body. The City Commission may amend these rules after adoption by a subsequent resolution amending specific rules as identified in the resolution. Such resolution amends the adopting resolution. The governing body may not suspend these during any meeting.

# EL DORADO

## K A N S A S

TO: City Commission  
FROM: David Dillner, City Manager  
SUBJ: Advisory Committees Appointments  
DATE: December 29, 2022

At the December 28, 2023 work session, the City Commission discussed a “nominating committee” process for filling vacancies on advisory committees. This method starts with a brainstorming process whereby the governing body thinks of people in the community who might be interested in serving on a specific committee.

Names are placed on a list and then narrowed down to three to five candidates the City Commission feels would be good additions to the committee based on the City Commission’s goals for the committee. The governing body should consider individuals who will bring the most value to advisory committees based on experience, community involvement, and knowledge and skills.

The nominating committee should not say “no” for a suggested prospect. A governing body member will meet with the identified prospects and invite him or her to serve on the specified committee. At this time, prospects will consider the invitation and make a decision on his or her willingness and availability to serve.

Staff included a roster for each advisory committee with this memorandum for the City Commission’s review. The City Commission should begin thinking of potential prospects to share during an initial brainstorming session scheduled for the January 11 work session. The purpose of the discussion during the regular meeting is to review the nominating process and answer any questions the City Commission may have concerning it.





The City Commission has not established a policy on limiting the number of terms an individual could serve before “sitting out” for a time. The governing body discussed establishing a limit during the last work session as a way to facilitate broad community participation and idea generation. The body may wish to discuss such a policy before proceeding with the nominating process if the governing body wishes to apply a limit to this year’s appointment process.

In addition to the “standing committees,” the City Commission will also need to appoint an ad hoc Sales Tax Advisory Committee to review and recommend a ballot question for the one-cent sales tax that expires in 2024. The City will need to place a ballot question on either the primary or general election this upcoming year in order to continue this funding source without interruption.

Board of Appeals/Code Review		
Term Limit: No Limit	Term Length: 2 or 4 years	Appointed By: Commission

Term Expires	First Name	Last Name	Term	Year Appt'd	Served Since	Notes
	Scott	Pechin				Bldg. Official
1						Appt'd by Mayor Young (2-year term)
2						Appt'd by Comm. Leachman (4-year term)
3 12/31/2025	Eddie	Dean Jr.	4th	2018	2010	Appt'd by Comm. Tetrick (4-year term)
4 12/31/2023	Britt	Moore	2nd	2020	2017	Appt'd by Comm. Lewis (4-year term)
5 12/31/2023	Dave	Stewart	4th	2020	2007	Appt'd by Comm. Wilkinson (4-year term)

**Quorum**                      **3**

-  Seat is up for renewal
-  Open/Vacant Seat due to resignation or non-renewal
-  Renewal Application Received
-  New Application Received

**Important Notes:**





Per bylaws: Members must be qualified to make decisions on matters pertaining to building construction and not be employees of the jurisdiction. Board should consist of individuals from diverse backgrounds; new members should be similar to those being replaced

Discusses building code adoption, methods of construction and training  
 Meetings are held quarterly, as needed, and are usually on a Tuesday during lunchtime.

Board of Zoning Appeals		
Term Limit: No Limit	Term Length: 3 years	Appointed By: Commission

Term Expires	First Name	Last Name	Term	Year Appt'd	Served Since	Notes
	Jay	Shivers				Planning and Zoning Dir.
1 12/31/2023	Eddie	Dean Jr.	5th	2021	2008	
2 5/1/2025	Brad	Long		2022		Seat Appointed by Planning Commission
3 12/31/2023	Shane	Krause	2nd	2021	2015	
4 12/31/2024	Sean	Schwartz	1st	2022	2022	
5						

**Quorum 3**

	Seat is up for renewal
	Open/Vacant Seat due to resignation or non-renewal
	Renewal Application Received
	New Application Received

\*Includes a partial term

**Important Notes:**

\*\*\*Per state statute: at least one member needs to be a resident outside of the city's limits

\*\*\*Per zoning code, one member will be appointed by Planning Commission

Discusses zoning variance requests

Meets as needed with no set schedule

Experience El Dorado Committee		
Term Limit: No Limit	Term Length: 2 years	Appointed By: Commission

Term Expires	First Name	Last Name	Term	Year Appt'd	Served Since**	Notes
	Leon	Leachman				Ex-Officio
	Javan	Gonzalez				Destination Services Coordinator
1 12/31/2023	Kelly	North	2nd	2022	2020	
2 12/31/2022	Deanna	Bonn	2nd	2021	2019	
3 12/31/2022	Lake	Representative	2nd	2021	2017	Lake Representative -
4 12/31/2023	Phil	Benedict	1st	2022	2022	
5 12/31/2023	Stephanie	Deen	1st	2022	2022	
6 12/31/2023	Lawrence	Fischetti	1st	2022	2022	
7 12/31/2022	Tiya	Tonn	2nd	2021	2019	Kansas Oil Museum

Ross Viner

Ex-Officio - non-voting  
 Ex-Officio - non-voting  
 \*Includes a partial term

**Quroum**

**4**

Seat is up for renewal  
 Open/Vacant Seat due to resignation or non-renewal  
 Renewal Application Received  
 New Application Received





**Important Notes:**

**(B)** At least four members must be representative of businesses connected to hotel/motel industry

Makes recommendations regarding programs and expenditures for the promotion of conventions and tourism  
 Meets every other month on the second Tuesday at 4:00. Meeting location varies.

<b>EFABC</b>		
<b>Term Limit:</b>	<b>Term Length:</b>	<b>Appointed By: Commission</b>

	<b>Term Expires</b>	<b>First Name</b>	<b>Last Name</b>	<b>Term</b>	<b>Year Appt'd</b>	<b>Served Since**</b>	<b>Notes</b>
1	12/31/2022	Kendra	Wilkinson	3rd	2020	2019	
2	12/31/2022	Bill	Young	2nd	2020	2020	
	12/31/2022	Gregg	Lewis	4th	2020	2018	Alternate Member

-  Seat is up for renewal
-  Open/Vacant Seat due to resignation or non-renewal
-  Renewal Application Received
-  New Application Received

<b>El Dorado Inc.</b>		
<b>Term Limit: No Limit</b>	<b>Term Length: 4 years</b>	<b>Appointed By: Commissioner</b>

	<b>Term Expires</b>	<b>First Name</b>	<b>Last Name</b>	<b>Term</b>	<b>Year Appt'd</b>	<b>Served Since**</b>	<b>Notes</b>
1	12/31/2023	Gregg	Lewis	2nd	2015	2015	Appt'd by Comm. Lewis (#2)
2	12/31/2023	Kim	Smith	2nd	2020	2015	Appt'd by Comm. Wilkinson (#4)
3	12/31/2023	Bill	Young	2nd	2020	2020	Mayor Automatic Seat
4	12/31/2025	Jordan	Buxton	1st	2022	2022	Appt'd by Comm. Tetrick (#1)
5				1st	2021	2021	Appt'd by Comm. Leachman (#3)

**Quorum** One-third plus one of the total





	Seat is up for renewal
	Open/Vacant Seat due to resignation or non-renewal
	Renewal Application Received
	New Application Received

**Important Notes:**

Goal - further economic development of the El Dorado community in measurable ways: increased employment, business volume, etc.  
 Meets on the fourth Thursday of each February, March, April, May, June, August, September and October of each year at 3:30p.m.  
 There is also a November meeting, which is usually held on the 2nd or 3rd Thursday. Meetings are held other months, as needed.

Joint Corrections Advisory Board		
Term Limit: No Limit	Term Length: 3 years	Appointed By: Commission





	Term Expires	First Name	Last Name	Term	Year Appt'd	Served Since**	Notes
1	3/31/2023	Miles	Erpelding	8th	2019	2000	Staff Representative City Rep for County Board

-  Seat is up for renewal
-  Open/Vacant Seat due to resignation or non-renewal
-  Renewal Application Received
-  New Application Received

Library Board		
Term Limit: 2 Consecutive	Term Length: 4 years	Appointed By: Commission

Term Expires	First Name	Last Name	Term	Year Appt'd	Served Since**	Notes
	Kelly	Tetrick	1st	2022	2022	Ex-Officio
1 12/31/2024	David	Worley	2nd	2021	2017	
2 12/31/2023	Nancy	Wagner	3rd	2017	2013	(had to sit out a year due to KPERS)
3 12/31/2025	Nick	Badwey	1st	2022	2022	
4 12/31/2025	Lanette	Cadle	1st	2022	2022	
5 12/31/2025	Amy	Clites	1st	2022	2022	
6 12/31/2024	Judith	Cole	2nd	2021	2014	
7 12/31/2023	Roseanna	Carter	1st	2020	2020	

**Quorum**                      **4**

-  Seat available for new or renewal
-  Open/Vacant Seat due to resignation or non-renewal
-  Renewal Application Received
-  New Application Received

\*Includes a partial term (prefers to not include partial terms as part of term limits)

**Important Notes:**

Per bylaws, board members must be residents of El Dorado

Makes and directs library policy, in accordance with State Statue; promotes library interests;  
 selects and provides direction to the Library Director; administration and control of library funds and equipment  
 Meetings are held bi-monthly, on the second Monday of each odd numbered month at 4:30





<b>Planning Commission</b>		
<b>Term Limit: No Limits</b>	<b>Term Length: 3 years</b>	<b>Appointed By: Commission</b>

Term Expires	First Name	Last Name	Term	Year Appt'd	Served Since**	Notes
	Jay	Shivers				Planning and Zoning Dir.
1 12/31/2023	Donald	Nichols	1st	2021	2021	
2 5/1/2025	Scott	Leason	4th	2022	2011	
3 5/1/2025	Gerald	Watson	3rd	2022	2013	
4 5/1/2025	Brad	Long	3rd	2022	2013	
5 12/31/2023	Scott	Hackler	2nd	2021	2018	Outside City Rep.
6 5/1/2025	Lawrence	Fischetti	1st	2022	2022	
7 12/31/2023	Frank	Hughes	1st	2021	2021	Outside City Rep.
8 5/1/2025	Steve	Fellers	2nd	2022	2019	
9 12/31/2023	David	Stewart	3rd	2021	2016	

**Quorum**

5

\*Includes a partial term

	Seat available for new or renewal
	Open/Vacant Seat due to resignation or non-renewal
	Renewal Application Received
	New Application Received

**Important Notes:**

\*\*\* To fulfill statutory obligation: two members must reside outside of but within three miles of city limits

Makes recommendations for the preparation, development and adoption of the comprehensive plan; formulates zoning and subdivision regulations; and holds public hearings for proposed zoning changes and makes recommendations to the City Commission  
 Meetings are held monthly, as needed, on the fourth Thursday of the month at 6:30. Schedule may be slightly altered during Holidays

**Main Street Advisory Board**

**Term Limit: No Limit**





**Term Length:**

**Appointed By: Commission**

Term Expires	First Name	Last Name	Term	Year Appt'd	Served Since**	Notes
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1	David	Dillner				Voting Member
12/31/2022	Kendra	Wilkinson	1st	2022	2022	Ex-Officio <b>(follows term of office)</b>

Appointees are per Main Street Bylaws

-  Seat available for new or renewal
-  Open/Vacant Seat due to resignation or non-renewal
-  Renewal Application Received
-  New Application Received

**Important Notes:**

Meetings are held monthly on the fourth Tuesday at noon

<b>REAP</b>		
<b>Term Limit: No Limits</b>	<b>Term Length: 1 year</b>	<b>Appointed By: Commission</b>

<b>Term Expires</b>	<b>First Name</b>	<b>Last Name</b>	<b>Term</b>	<b>Year Appt'd</b>	<b>Notes</b>
12/31/2023	Bill	Young			Ex-Officio
	David	Dillner			Staff
					Staff

**Recreation Advisory Board****Term Limit: No Limits****Term Length: 2 years****Appointed By: Commission**

	Term Expires	First Name	Last Name	Term	Year Appt'd	Served Since	Notes
		Kevin	Wishart				Parks and Rec Dir.
		Kendra	Wilkinson				Ex-Officio
1	12/31/2023	Debbra	LaForge	1st	2022	2022	
2	12/31/2023	Brett	Remsberg	4th	2022	2016	
3	12/31/2022	Russ	McCaig	5th	2021	2011	
4	12/31/2023	Tyson	Nielsen	3rd	2022	2018	
5	12/31/2022	Loren	Anthony	6th	2021	2009	

**Quorum 3**

Seat available for new or renewal

Open/Vacant Seat due to resignation or non-renewal

Renewal Application Received

New Application Received

**Important Notes:**

No specific requirements for membership

Makes recommendations concerning recreation programming; long term needs; long term planning and other duties as determined by the Commission

Meetings held bi-monthly (except for summer months) on the third Wednesday of each month at 6:00. Special meetings on occasion

Sales Tax		
<b>Term Limit: No Limits</b>	<b>Term Length: 1 year</b>	<b>Appointed By: Commission</b>

Term Expires	First Name	Last Name	Term	Year Appt'd	Served Since	Notes
	Alyssa	Warner				Finance Director
	Tabitha	Sharp				Administration Director
1 12/31/2022	Wade	Wilkinson	<b>2nd</b>	<b>2022</b>	<b>2020</b>	Appt'd by Mayor Young
2 12/31/2022	Matt	Jacobs	<b>2nd</b>	<b>2022</b>	<b>2020</b>	Appt'd by Bill Young
3 12/31/2022	Brett	Remsberg	<b>3rd</b>	<b>2022</b>	<b>2022</b>	Appt'd by Comm. Tetrick
4 12/31/2022	Mel	Arnold	<b>3rd</b>	<b>2022</b>	<b>2020</b>	Appt'd by Comm. Wilkinson
5 12/31/2022	Steve	Waite	<b>1st</b>	<b>2022</b>	<b>2022</b>	Appt'd by Comm. Leachman
6 12/31/2022	Dan	Davis	<b>6th</b>	<b>2022</b>	<b>2015</b>	Appt'd by Comm. Lewis
7 12/31/2022	Steve	Fellers	<b>2nd</b>			Appt'd by Planning Commission

**Quroum**                      **4**

	Seat is up for renewal
	Open/Vacant Seat due to resignation or non-renewal
	Renewal Application Received
	New Application Received

**Important Notes:**





No specific requirements for membership

Considers requests for use of excess sales tax collections and makes recommendations. Purpose of excess sales tax collected is additional street rehabilitation; additional property tax reduction and capital expenditures

Meets 2-3 times a year (as needed, to make a recommendation) in January/February

<b>Solid Waste</b>		
<b>Term Limit: No Limits</b>	<b>Term Length: 3 years</b>	<b>Appointed By: Commission</b>

	<b>Term Expires</b>	<b>First Name</b>	<b>Last Name</b>	<b>Term</b>	<b>Date Appt'd</b>	<b>Notes</b>
1						Term C, Butler Co. Board
2		Brad	Meyer			Term B, by position - Public Works, BC Board
3						County Commission

-  Seat is up for renewal
-  Open/Vacant Seat due to resignation or non-renewal
-  Renewal Application Received
-  New Application Received

# EL DORADO

## K A N S A S

TO: City Commission  
FROM: David Dillner, City Manager  
SUBJ: Annual Registration Fee for Staffordshire Terriers  
DATE: December 29, 2022

**Policy Issue:** Should the City Commission amend the registration fee for Staffordshire Terriers and mixed breeds thereof?

**Background:** The City Commission recently received public comment during a regular meeting concerning the annual \$50 registration fee specifically attributed to Staffordshire Terriers and mixed breeds thereof. The City requires dog owners residing within the corporate limits of El Dorado to register their dogs.

Staffordshire Terriers and mixed breeds thereof have an additional fee as part of the registration process. Per Section 6.20.040(b) of the City Code,

*“The owner or keeper of the Staffordshire Terrier and mix breeds thereof shall pay a fifty dollar (\$50.00) annual registration fee for each dog, and such fee shall be submitted to the city clerk or his or her designee with the registration form for the keeping of Staffordshire Terrier and mix breeds thereof.”*

The City charges this additional fee to offset the cost of a Kansas Bureau of Investigation background check as required by Section 6.20.040(c) as follows:

*“The City of El Dorado shall request and obtain conviction information in Articles 54, 55, 56, 57 and 63 in Chapter 21, and in Article 41 of Chapter 65 from the Kansas Bureau of Investigation as a part of the registration process.”*

**Legal Review:** The City Attorney has not reviewed this matter since it is a policy decision.

**Trade-offs:** El Dorado taxpayers could be considered subsidizing the cost of ownership for owners of Staffordshire Terriers and mixed breeds thereof if the City reduced or altogether ended the additional registration fee and paid for the annual background checks from general revenue. Alternatively, an argument could be made that the public should bear some of the cost since it has determined annual background checks are necessary for owners of certain breeds.

The City Commission could amend the ordinance to no longer require a criminal background check for owners of the specified species, although staff does not believe this action would be in the public’s best interest.

**Staff Recommendation:** Staff recommends maintaining the existing fee structure. Owners of these specific breeds should pay the necessary fees to offset the cost of the annual background check so the general taxpayer does not subsidize ownership of these animals.

**Recommended Motion:** A motion is only warranted if the City Commission desires to change the current language. The governing body will need to specify what changes to prepare so an ordinance and motion may be drafted.