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CITY COUNCIL AGENDA

Tuesday, June 1, 2010
7:00 p.m.

1. CALL TO ORDER

- A. Roll Call
- B. Invocation
- C. Pledge of Allegiance

2. MAYOR AND COUNCIL REPORTS

3. STAFF REPORTS

- A. City Attorney Report
- B. City Administrator Report

4. PUBLIC HEARING

- A. Neighborhood Revitalization Act Program

5. PUBLIC COMMENT

6. CONSENT AGENDA

- A. 5/18/10 City Council Meeting Minutes
- B. Appropriations 6A

7. ORDINANCES

- A. Ordinance 2075 Neighborhood Revitalization Act Program

8. RESOLUTIONS

- A.

9. FORMAL ACTIONS

- A. Hours of Work Policy
- B. Neighborhood Revitalization Interlocal Agreement

10. CLOSED SESSION

None

11. ADJOURNMENT

WORK SESSION AGENDA

1. CORRESPONDENCE AND STAFF REPORTS

- A. City Attorney Report
- B. City Administrator Report

2. DISCUSSION ITEMS

- A. Cemetery Endowment Fund.
- B. Vacant Property Registration.

3. ADJOURNMENT

NOTE: Background information is available for review in the office of the City Clerk prior to the meeting.

The Public Comment section is to allow members of the public to address the Council on matters pertaining to any business within the scope of Council authority and not appearing on the Agenda. Kansas Statutes prohibit the Council from taking action on any item not appearing on the Agenda, except where an emergency is determined to exist.

DRAFT
BELOIT CITY COUNCIL MEETING MINUTES
MAY 18, 2010

The Beloit City Council met in regular session on May 18, 2010 in the Council Chambers. Mayor Koster called the meeting to order at 7:00 p.m. City Council members in attendance were Frank Delka, Rick Brown, Bob Richard, Tom Naasz, Matt Otte and James Crowley. Also present were City Administrator Glenn Rodden, City Attorney Harry Gantenbein, and Director of Finance/City Clerk Kerry Benson. Councilors Struble and Shumate were absent.

Department heads in attendance were Chris Jones, Lloyd Littrell, Lloyd Littrell, Jerry Blass Ryan Stocker and Murray McGee.

Bob Richard gave the invocation and the Pledge of Allegiance was recited.

Mayor Koster reported on various upcoming weekend activities that include: Relay for Life, Homecoming Weekend Activities, Chad McDaniel Race, 8-Man All Star Game, K-18 Tourney.

Councilor Richard thanked the Mayor Koster, Administrator Rodden and Chief Stocker for taking time to visit with him and get him acclimated. Councilor Delka thanked Chris Jones for his article in the paper regarding private swimming pools. Councilor Naasz congratulated all the graduates and wished them well. Councilor Otte reported that he attended the KanCap training put on by Kansas Rural Water Association last week in Beloit. He indicated that it was well worth the time spent as he learned a great deal.

Councilor Brown asked Chris Jones for an update on the various cases that he is working on. Mr. Brown was particularly interested in the junk vehicles around town, mowing and vacant lots.

City Administrator Rodden reported on a variety of issues including: 1. The former cafeteria at the North Campus would require approximately \$60,000 to completely gut it. The city should consider having an auction to get rid of the remaining equipment and allow the public to view the building. He indicated that auction time would be a good time to sell any available unoccupied land owned by the city. 2. John Divine will be facilitating a council retreat mid-June. 3. The backstops at the Cooper addition will be moved to the North Campus in order to allow for more practice fields. 4. Glenn will be getting with Janelle Budke, Murray McGee and Mike Haeffele to search for possible locations for the bike racks. 5. Staff will be surveying property owners on Mill Street in the near future to see if they would like to see the street widened or stay the same.

The Consent Agenda consisted of the meeting minutes of May 4, 2010, special meeting minutes of May 6, 2010 and Appropriations 5B. A motion was made by Councilor Crowley and seconded by Councilor Delka to approve the Consent Agenda in its entirety. Roll call vote: Yeas: Crowley, Naasz, Delka, Brown, Otte and Richard. Nays: None.

A motion was made by Councilor Crowley seconded by Councilor Otte to adopt Charter Ordinance No. 12 appointment of officials and their terms. This change specifically addresses the city clerk and the chief of police appointments. They will now be appointed for a term of one year and until their successors are appointed and qualified, except that the Chief of

Police and City Clerk shall be appointed and confirmed as employees at-will. Roll call vote: Yeas: Crowley, Naasz, Delka, Brown, Otte and Richard. Nays: None.

Staff is recommending that Resolution No. 13-2010 abatement of nuisance located at 3085 US Highway 24 be approved. This is property owned by John Boeckman. Mr. Boeckman has been properly notified over a period of time and has not complied with cleaning up the property. Mr. Jones will contact the independent contractor to start the clean-up process. Roll call vote: Yeas: Crowley, Naasz, Delka, Otte and Richard. Nays: Brown.

Jerry Blass is recommending that the casing pipe bid submitted by Municipal Supply in the amount of \$3,224.00 be approved. This pipe will be used on Lincoln, Bell and Mill Street. A motion was made by Councilor Crowley seconded by Councilor Otte to approve the bid from Municipal in the amount of \$3,224.00. Motion carried 6-0.

A motion was made by Councilor Crowley seconded by Councilor Brown to table the Umbrella Insurance Coverage until next year when the funds can be budgeted. Motion carried 6-0.

Councilor Crowley made a motion to accept the mower bid from Kan Equip in the amount of \$11,448.84. Motion was seconded by Councilor Naasz. Motion carried 6-0.

Ron Boden was present to explain his plan of action for the wrap up work on the former Mainstreet Theater Project. The property is no longer dangerous or unsafe however the clean-up is not yet completed. A motion was made by Councilor Richard seconded by Councilor Delka to accept Mr. Boden's plan with the stipulation that Mr. Jones monitors the progress and periodically reports to the governing body. Motion carried 5-1. Councilor Brown voted no.

An agreement for the construction of the north end of Pine Street with Mike and Glada Cooper was presented for consideration. The agreement would place the cost incurred for the materials on the tax rolls. A motion was made by Councilor Naasz seconded by Councilor Crowley to approve the agreement. Attorney Gantenbein indicated that the Cooper's would like to immediately reimburse the city for the expenses upon the completion of the project. Councilor Crowley made a motion to withdraw his original motion to accept the agreement. Councilor Naasz seconded the motion. A motion was made by Councilor Naasz seconded by Councilor Crowley to approve the cost estimate for materials and engineering costs for the Pine Street construction with the Cooper's reimbursing for such costs at the completion of the project. The City will pay for the labor and equipment. Motion carried 6-0.

A motion to adjourn the Council meeting was made by Councilor Naasz and seconded by Councilor Crowley. Motion passed 6-0. The meeting ended at 8:00 p.m.

The work session began at 8:08 p.m. Present were Councilors Brown, Delka, Naasz, Crowley, Otte, and Richard. Also present were Mayor Koster, City Administrator Rodden, City Attorney Gantenbein and City Clerk Kerry Benson.

The department heads present were Murray McGee, Lynn Miller, Lloyd Littrell, Jerry Blass, and Mike Haeffele.

Correspondence included the May Community Development Report.

Mr. Dick Blodgett was in attendance to go over the results of the Paradigm 2000 Study. He gave a little bit of background for the benefit of the new councilors regarding the recently updated pay plan of which his company provided. He then reviewed the Paradigm 2000 Study and the results. Mr. Blodgett explained that the study was a tool for organizational assessment. It allowed for input from all employees through a written survey. The surveys were individualized per department with one for employees and one for department heads. In addition, personal interviews were held with staff and with department heads. The results of the surveys were analyzed and then reviewed with departments as a whole. Department goals were then developed as a result of the study. Mr. Blodgett indicated that overall staff was very satisfied with city operations.

Stuart Porter of Schwab-Eaton presented information regarding proposals for a new water source and for securing the city's water rights. Mr. Porter spoke with Calvin Bohnert, a representative for RWD #3 and Mr. Bohnert said that they are still very much interested in tying into our line. Mr. Porter's recommendation was to obtain a Water Treatment Plant Assessment. This would give a clear understanding as to the condition and capacity of our facility.

City Attorney Gantenbein handed out copies of an updated airport lease. These leases have been reviewed by the Airport Advisory Board. After reviewing the leases and receiving input from Larry Gourley, the leases will be brought back for consideration at a future meeting.

Administrator Rodden distributed handouts explaining the Neighborhood Revitalization Act Program. The City has participated and endorsed this program for a number of years. This program is incentive for individuals and business to make improvements on their current structures as well as encourages growth through tax incentives. This will be presented for approval the second meeting in June.

A request was made to review the Hours of Work policy in the Personnel Policies and Procedures Manual. The Governing Body would like to revise the policy to reflect that break time be extended from fifteen (15) minutes to twenty (20) minutes as to include travel time. Consideration will be given to this policy change at the next meeting.

The work session adjourned at 10:07 p.m.

REBECCA KOSTER, Mayor

ATTEST:

KERRY BENSON, Director of Finance/City Clerk

Accounts Payable Detail Listing

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6	ABRAM READY-MIX							
42354	6/3/2010	6/3/2010	13,032.54			03228		Posted
	30-00-8400			INV 2339 73 CU YRDS PAVEMENTFOR N			6,218.14	0.00
	30-00-8400			INV 2304 80 CU YRDS PAVEMENTFOR N			6,814.40	0.00
							13,032.54	0.00
767	AIRGAS MID SOUTH INC							
42320	6/3/2010	6/3/2010	264.15	106410740		02985		Posted
	51-43-6000			GLOVES & WIRE			264.15	0.00
42352	6/3/2010	6/3/2010	97.36	106430377		03230	5/24/2010	Posted
	25-00-6000			Oxygen & Acetylene			97.36	0.00
813	AMERIPRIDE LINEN SERVICES							
42342	6/3/2010	6/3/2010	6,926.13	1056502		03877		Posted
	51-43-2911			P12-50056 UNIFORMS			749.18	0.00
	52-43-2911			P12-50056 UNIFORMS			657.25	0.00
	53-43-2911			P12-50056 UNIFORMS			176.16	0.00
	51-41-2911			P12-50056 UNIFORMS			943.77	0.00
	53-41-2911			P12-50056 UNIFORMS			985.03	0.00
	10-15-2911			P12-50056 UNIFORMS			1,686.19	0.00
	10-18-2911			P12-50056 UNIFORMS			1,295.79	0.00
	52-41-2911			P12-50056 UNIFORMS			432.76	0.00
							6,926.13	0.00
42378	6/3/2010	6/3/2010	49.43	T667568		03233		Posted
	10-15-3000			SHOP RAGS & RUGS			49.43	0.00
70	BELOIT FLORAL							
42312	6/3/2010	6/3/2010	37.45	1888		03198		Posted
	10-13-6000			GIFT BASKET FOR BRIANNE HEIMAN			37.45	0.00
1810	BOBCAT OF SALINA							
42379	6/3/2010	6/3/2010	700.00	09 BOBCAT		03232	5/27/2010	Posted
	25-00-7450			BOBCAT			700.00	0.00
1200	CHEMQUEST INC							
42334	6/3/2010	6/3/2010	415.00	1425		03306		Posted
	53-41-6170			2-5 GAL BUCKETS OF CR-496 WATER T			415.00	0.00
143	CITY ATTORNEY'S ASSOCIATION OF KS							
42348	6/3/2010	6/3/2010	35.00	05/30/10		03882		Posted
	10-11-5410			H GANTENBEIN MEMBERSHIP DUE			35.00	0.00
2038	COMPRESSION SYSTEMS							
42332	6/3/2010	6/3/2010	10.71	912056400		03327		Posted
	53-41-4360			FREIGHT ON THE OIL MODULATING RE			10.71	0.00
158	COMPUTER SOLUTIONS INC							
42337	6/3/2010	6/3/2010	60.00	125608		03226		Posted
	10-15-3000			SETUP CHARGE FOR NEW COMPUTER			60.00	0.00
2152	CONSTELLATION NEW ENERGYGAS DIVISION							
42356	6/3/2010	6/3/2010	2,568.85	C218016		03886		Posted
	10-18-6210			SERVICES FOR N CAMPUS APRIL 2010			2,568.85	0.00
42360	6/3/2010	6/3/2010	4,811.51	C220575		03820		Posted
	10-18-6210			SERVICES FOR N CAMPUS MARCH 201			4,811.51	0.00
1685	CREATIVE PRODUCT SOURCING INC DARE							
42310	6/3/2010	6/3/2010	60.00	28171		03202	5/21/2010	Posted
	10-13-3842			JACKET 4XL			60.00	0.00
2151	DJ ENVIROMENTAL							
42324	6/3/2010	6/3/2010	82.50	7609		03225		Posted
	30-00-6000			PORTABLE RESTROOMS			82.50	0.00
222	FARMWAY COOP							
42314	6/3/2010	6/3/2010	8,881.55	UTILITIES		01761		Posted
	51-41-6500			UTILITY REIMBURSEMENT			4,440.78	0.00
	52-41-6500			UTILITY REIMBURSEMENT			4,440.77	0.00
							8,881.55	0.00
387	FLEX ONE-AFLAC							
42350	6/3/2010	6/3/2010	115.00	139631ER		03884		Posted
	10-11-3000			FLEX ONE SPENDING			115.00	0.00

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427	FOLEY EQUIPMENT INC (continued)							
42380	6/3/2010	6/3/2010	178.96			03236		Posted
	10-15-4330			PCSL0801586 SEALS & ORINGS			37.65	0.00
	10-15-4330			PCSL0801776 SEALS & ORINGS			137.17	0.00
	10-15-4330			22C003692B SEALS			4.14	0.00
							<u>178.96</u>	<u>0.00</u>
241	KENDAL FRANCIS							
42335	6/3/2010	6/3/2010	1,224.00	670469		03284		Posted
	51-41-2400			TICKET FOR TUITION REIMBURSEMENT			1,224.00	0.00
243	FRASIER AND JOHNSON LLC							
42305	6/3/2010	6/3/2010	1,083.25			01379		Posted
	10-12-3000			COURT APPOINTED ARRY FEES FOR M			256.00	0.00
	10-12-3000			COURT APPOINTED ARRY FEES FOR TI			136.44	0.00
	10-12-3000			COURT APPOINTED ARRY FEES FOR C			264.00	0.00
	10-12-3000			COURT APPOINTED ARRY FEES FOR R			88.88	0.00
	10-12-3000			COURT APPOINTED ARRY FEES FOR G			281.49	0.00
	10-12-3000			COURT APPOINTED ARRY FEES FOR P			56.44	0.00
							<u>1,083.25</u>	<u>0.00</u>
1445	GINDER HYDRAULIC							
42353	6/3/2010	6/3/2010	1,486.30	S88992		03231		Posted
	25-00-7450			SUBMERSIBLE PUMP			1,486.30	0.00
1908	GRAYBAR							
42321	6/3/2010	6/3/2010	12,760.95			02988		Posted
	30-00-8300			WIRE FOR K-14 PROJECT			12,870.95	0.00
	30-00-8300			FREIGHT			0.00	110.00
							<u>12,870.95</u>	<u>110.00</u>
297	HARRISON LAW OFFICE							
42304	6/3/2010	6/3/2010	192.88	201000045	5/4/2010	01380		Posted
	10-12-3000			COLE ZOBEL 201000045			192.88	0.00
2150	HERCULES HARDWARE							
42322	6/3/2010	6/3/2010	177.98	740263		02990		Posted
	51-43-6000			INVERTED TIP PAINT BLUE			177.98	0.00
2111	HOMMAN ELECTRONICS							
42331	6/3/2010	6/3/2010	1,048.50			03887		Posted
	10-13-7470			STMT #3466 - INSTALL W/ ALARM SYST			995.00	0.00
	10-13-7470			STMT #3467 - CHANGE CONTROL CONP			53.50	0.00
							<u>1,048.50</u>	<u>0.00</u>
1494	IKON OFFICE SOLUTIONS							
42338	6/3/2010	6/3/2010	463.00	82150110		03873		Posted
	10-11-3000			IKON SUPPORT			463.00	0.00
330	INTERNATIONAL CODE COUNCIL-AR							
42327	6/3/2010	6/3/2010	178.32	1206105-IN		03871		Posted
	10-11-6000			'03 IZC SOFT & '06 IRC - QUEST SINGLE			178.32	0.00
619	INVENTORY TRADING CO							
42309	6/3/2010	6/3/2010	455.00	182894		03203		Posted
	10-13-2911			SHIRTS FOR OFFICERS			455.00	0.00
1922	JNT COMPANY LLC							
42339	6/3/2010	6/3/2010	250.00	72		03874		Posted
	10-11-3000			JUNE HOSTING FEE			250.00	0.00
2149	KANSAS JUVENILE OFFENDERS ASSOC							
42315	6/3/2010	6/3/2010	100.00	1		03199		Posted
	10-13-2400			REG FEES FOR RYAN STOCKER AND S			100.00	0.00
389	KOHLER'S GARAGE							
42381	6/3/2010	6/3/2010	175.00	80736		03237		Posted
	10-15-4330			AIR VALVE & FREIGHT FOR IHC			175.00	0.00
394	KRIERS' AUTO PARTS							
42311	6/3/2010	6/3/2010	67.60			03200		Posted
	10-13-4310			TIRE PRESSURE GAUGE			11.34	0.00
	10-13-4310			OXYGEN SENSOR			56.26	0.00
							<u>67.60</u>	<u>0.00</u>

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2154	KU PUBLIC MANAGEMENT CENTER (continued)							
42349	6/3/2010	6/3/2010	5,758.56	242	5/24/2010	03883		Posted
	10-11-2400			BASIC SUPERVISORY TRAINING 18 @ \$			639.84	0.00
	10-12-2400			BASIC SUPERVISORY TRAINING 18 @ \$			319.92	0.00
	10-13-2400			BASIC SUPERVISORY TRAINING 18 @ \$			639.84	0.00
	10-15-2400			BASIC SUPERVISORY TRAINING 18 @ \$			959.76	0.00
	10-18-2400			BASIC SUPERVISORY TRAINING 18 @ \$			639.84	0.00
	53-41-2400			BASIC SUPERVISORY TRAINING 18 @ \$			319.92	0.00
	52-41-2400			BASIC SUPERVISORY TRAINING 18 @ \$			319.92	0.00
	51-41-2400			BASIC SUPERVISORY TRAINING 18 @ \$			319.92	0.00
	53-41-2400			BASIC SUPERVISORY TRAINING 18 @ \$			106.64	0.00
	52-41-2400			BASIC SUPERVISORY TRAINING 18 @ \$			106.64	0.00
	51-41-2400			BASIC SUPERVISORY TRAINING 18 @ \$			106.64	0.00
	53-43-2400			BASIC SUPERVISORY TRAINING 18 @ \$			106.64	0.00
	52-43-2400			BASIC SUPERVISORY TRAINING 18 @ \$			106.64	0.00
	51-43-2400			BASIC SUPERVISORY TRAINING 18 @ \$			106.64	0.00
	52-43-2400			BASIC SUPERVISORY TRAINING 18 @ \$			319.92	0.00
	51-43-2400			BASIC SUPERVISORY TRAINING 18 @ \$			319.92	0.00
	26-00-2400			BASIC SUPERVISORY TRAINING 18 @ \$			319.92	0.00
							<u>5,758.56</u>	<u>0.00</u>
1037	LATTIN AVIATION-TRAVIS LATTIN							
42346	6/3/2010	6/3/2010	900.00	05/30/10		03880		Posted
	10-22-3000			JUNE CONTRACT			900.00	0.00
46	MURRAY MCGEE							
42361	6/3/2010	6/3/2010	61.00	052610		07890		Posted
	26-00-5800			5-3 GLEN ELDER CITY COUNCIL MTG 2			12.00	0.00
	26-00-5800			5-5 GLEN ELDER TO MEET WITH CITY C			12.00	0.00
	26-00-5800			5-25 NCK REGIONAL DEV COUNCIL MEI			37.00	0.00
							<u>61.00</u>	<u>0.00</u>
424	MCHENRY ELECTRIC & SUPPLY							
42336	6/3/2010	6/3/2010	48.50	000714		02992		Posted
	53-43-4310			REPAIR ON SKID LOADER			48.50	0.00
42383	6/3/2010	6/3/2010	387.81			03245		Posted
	10-15-7450			000739 WEAD EATER			234.99	0.00
	10-15-7450			000662 COIL FOR CONCRETE SAW			152.82	0.00
							<u>387.81</u>	<u>0.00</u>
438	MCPHERSON CONCRETE PRODUCTS INC							
42351	6/3/2010	6/3/2010	7,784.40			03229		Posted
	30-00-8200			10020557- inlet tops & pipe			4,170.40	0.00
	30-00-8200			10020556- 30" RCP & 1" Sealant			3,614.00	0.00
							<u>7,784.40</u>	<u>0.00</u>
470	MITCHELL COUNTY SOLID WASTE							
42384	6/3/2010	6/3/2010	18.30	013581		03242		Posted
	10-15-6000			DUMP FEES FOR WASTE LUMBER			18.30	0.00
342	MUNICIPAL SUPPLY OF NEBRASKA							
42358	6/3/2010	6/3/2010	1,587.50			03797		Posted
	51-43-8100			0440893-IN 8" HYMAX & FIRE HYDRANT			267.47	0.00
	51-43-8100			0440892-IN 1-15" X 8 & 1-12.5" X 8" REP/			248.94	0.00
	51-43-8100			0441413-IN 2- 2.5" X 2" SWEAT REDUCE			40.24	0.00
	30-00-8100			0441329-IN OFFSETS & GATE VALVE			1,030.85	0.00
							<u>1,587.50</u>	<u>0.00</u>
827	NETWORKS PLUS							
42329	6/3/2010	6/3/2010	265.00	80248		03870		Posted
	10-11-3360			SERVICE CONTRACT JUNE 2010			265.00	0.00
42330	6/3/2010	6/3/2010	265.00	80249		03208		Posted
	10-13-3360			PD SERVICE CONTRACT JUNE 2010			265.00	0.00
517	PDQ EMERGENCY PRODUCTS							
42307	6/3/2010	6/3/2010	214.35	13643		03205	5/21/2010	Posted
	10-13-2911			UNIFORMS			214.35	0.00
530	PITNEY BOWES							
42341	6/3/2010	6/3/2010	148.00	3848488-MY10	5/24/2010	03876		Posted
	10-11-3000			LEASE			148.00	0.00

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1263	PRAIRE FIRE COFFEE ROASTERS (continued)							
42385	6/3/2010	6/3/2010	59.80	191347		03235		Posted
	10-15-3000			COFFEE			59.80	0.00
1519	QUALITY RESOURCE GROUP INC							
42347	6/3/2010	6/3/2010	738.45	22934		03881		Posted
	10-11-6110			UTILITY BILL FORMS			738.45	0.00
94	SCHENDEL PEST CONTROL							
42319	6/3/2010	6/3/2010	50.00	4935.06		02995		Posted
	53-43-3000			PEST CONTROL			50.00	0.00
488	SCHWAB EATON BELOIT							
42318	6/3/2010	6/3/2010	4,246.50			02996		Posted
	52-43-3000			KIBBE SEWER PLANS & SPEC			4,014.00	0.00
	30-00-3000			COST ESTIMATE - MILL ST			232.50	0.00
							<u>4,246.50</u>	<u>0.00</u>
608	SHARE CORPORATION							
42323	6/3/2010	6/3/2010	210.80	740370		02997		Posted
	53-43-6000			SUNBLOCK WIPES & GLASS CLEANER			210.80	0.00
2148	MARK SPEAR							
42316	6/3/2010	6/3/2010	90.00	33462		03227		Posted
	10-15-2911			BOOT REIMBURSEMENT			90.00	0.00
84	ST JOHN'S SCHOOL - CROSSWALK GUARD							
42345	6/3/2010	6/3/2010	77.00	5/30/10		03879		Posted
	10-13-3000			CROSSWALK MAY 2010			77.00	0.00
1533	ULTRA CLEAN CAR WASH							
42308	6/3/2010	6/3/2010	55.01	82		03204		Posted
	10-13-4310			CAR WASHES FOR APRIL 2010			55.01	0.00
1887	UMB BANK-KMEA GRDA FUND							
42317	6/3/2010	6/3/2010	153,492.78	GRDA-BE-10-06		03326		Posted
	53-41-6220			GRDA POWER SUPPLY PROJECT BILLII			153,492.78	0.00
822	USA BLUE BOOK							
42359	6/3/2010	6/3/2010	373.40			03798		Posted
	52-43-8200			INV #148050 -FIRE BEAM WARNING LIG			80.80	0.00
	52-43-8200			INV #150780 -3-30' FLOAT & 2-50' FLOAT			292.60	0.00
							<u>373.40</u>	<u>0.00</u>
697	USD 273							
42344	6/3/2010	6/3/2010	273.00	5/30/10		03878		Posted
	10-13-3000			CROSSWALK MAY 2010			273.00	0.00
712	WACONDA TRADER							
42306	6/3/2010	6/3/2010	8.00	17795	5/21/2010	03206		Posted
	10-13-5500			BHS MAPS			8.00	0.00
42362	6/3/2010	6/3/2010	8.56	17921		07891		Posted
	26-00-5500			BROCHURE PRINTING			8.56	0.00
721	WATER PRODUCTS OF OKLAHOMA							
42357	6/3/2010	6/3/2010	5,195.43			03799		Posted
	51-43-8100			2" SWEAT ADAPTERS & 2" HYMAX COP			315.14	0.00
	51-43-8100			2" METER BOX, LID & ADOPTER TINGS I			473.65	0.00
	30-00-8300			KIBBY 8" PVC SEWER PIPE AS BID			4,406.64	0.00
							<u>5,195.43</u>	<u>0.00</u>
1452	WELLNESS CENTER							
42326	6/3/2010	6/3/2010	22,977.00			03869		Posted
	21-00-5410			2010 CORPORATE MEMBERSHIP			22,977.00	0.00
758	ZEP SALES AND SERVICE							
42386	6/3/2010	6/3/2010	176.56	50674601		03234		Posted
	10-15-6000			CENTER PULL TOWELS			176.56	0.00

Accounts Payable Detail Listing

City of Beloit

Vend# Vendor Name

<u>Pay#</u>	<u>Post Date</u>	<u>Due Date</u>	<u>Amount</u>	<u>Invoice</u>	<u>Date</u>	<u>PO#</u>	<u>Date</u>	<u>Status</u>
	<u>Account#</u>	<u>Work Order</u>					<u>Debit</u>	<u>Credit</u>
			263,459.63	60 Non-voided payables listed.				

Report Setup
AP - Accounts Payable Listing : Vendor Name
Filter Options
Starting: 6/3/2010
Ending: 6/3/2010
Banks: All
Payable Status: Posted, Printed, ACH, Recorded
All Vendors Selected

REQUEST FOR COUNCIL ACTION

DATE:	TITLE:
June 1, 2010	ORDINANCE NO. 2075 ADOPTING NEIGHBORHOOD REVITALIZATION ACT
ORIGINATING DEPARTMENT:	TYPE OF ACTION: <input checked="" type="checkbox"/> ORDINANCE <input type="checkbox"/> RESOLUTION
Administration	<input type="checkbox"/> FORMAL ACTION <input type="checkbox"/> OTHER

RECOMMENDATION:

I recommend that the Council approve Ordinance No. 2075 adopting the Neighborhood Revitalization Act program.

FISCAL NOTE:

- The City will forego some property taxes over the life of this program, but it is difficult to determine the exact amount. However, these short-term losses will be offset by long-term gains from the development that is encouraged by the NRA program.

DISCUSSION:

Attached is an Ordinance adopting the Neighborhood Revitalization Act program for the City of Beloit. The purpose of this plan is to provide incentives for individuals or businesses that renovate, remodel, or otherwise improve property within the City limits of Beloit. Highlights of the plan include:

- The area of the plan is the City limits of Beloit. This is attached as Exhibit B.
- The plan is for a period of 2 years, beginning once the Ordinance is published and concluding on October 1st, 2012. This period applies to the application period, not the rebate period.
- The application period is for two years, but the rebate period is for 10 years. The rebates work on a sliding percentage that decreases over the 10-year period.
- There is a minimum investment of \$10,000.
- Non-real estate items are typically exempt from the program.
- Tax rebates will transfer with ownership of the qualifying property.

If approved, this would be the third time the Council has put this plan into action. In addition to the fact that other taxing entities within Mitchell County are participating, staff has done a good job of promoting this program which has increased the participation. Many improvements have been made in the City with the help of this program. The City will see financial benefit from these improvements in the future. Therefore, I recommend that the Council approve Ordinance No. 2075 adopting the Neighborhood Revitalization Act program.

Respectfully submitted,

Glenn Rodden
City Administrator

ORDINANCE NO. 2075

AN ORDINANCE ADOPTING A NEIGHBORHOOD REVITALIZATION PLAN AND DESIGNATING A NEIGHBORHOOD REVITALIZATION AREA

WHEREAS, the City Council of the City of Beloit, Kansas, pursuant to the authority provided in KSA 12-17,114 *et seq.* wishes to adopt a plan to assist in the revitalization of certain designated areas of the City of Beloit; and

WHEREAS, the City Council of the City of Beloit, Kansas, pursuant to public notice did hold a public hearing on June 1, 2010 to hear and consider public comment on the Neighborhood Revitalization Plan.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Beloit in accordance with KSA 12-17, 114 *et seq.*:

Section 1. Neighborhood Revitalization Plan. That the City Council does hereby adopt the Neighborhood Revitalization Plan, incorporated herein by reference, labeled Exhibit "A", consisting of an Application Process, Criteria for Determining Eligibility, and Criteria for New and Rehab Projects.

Section 2. Designation of Neighborhood Revitalization Area. That the City Council hereby designates the real property, incorporated herein by reference, labeled Exhibit "B", which real property consists of all real property within the city limit boundaries of the City of Beloit, as the Neighborhood Revitalization Area, and finds that the following conditions exist within said Area: 1) a predominance of buildings which, by reason of dilapidation or obsolescence, are detrimental to public health, safety and welfare; 2) a substantial number of deteriorating structures which impair the sound growth of the city, retards the provision of housing and constitutes an economic liability; and 3) a predominance of buildings which, by reason of age, history or architecture, are significant and should be restored to productive use, and finds that the rehabilitation, conservation and redevelopment of said area is necessary to protect the health, safety and welfare of the residents of the City of Beloit.

Section 3. There is hereby incorporated by reference for purposes of the Neighborhood Revitalization Plan and designation of a Neighborhood Revitalization Area within the corporate limits of the City of Beloit, Kansas, those certain Exhibits "A" and "B", referred to in Sections 1 and 2, respectively, prepared by the City of Beloit. Said exhibits shall be attached to Ordinance 2054, marked "Official Copy as Adopted by Ordinance No. 2054", and filed with the City Clerk to be open to inspection and available to the public at all reasonable hours.

Section 4. Program Termination Date. The Neighborhood Revitalization Plan tax rebate program shall terminate on October 1, 2012.

Section 5. That this ordinance shall be in full force and effect upon publication in the official city newspaper.

PASSED AND ADOPTED by the Governing Body and signed by the Mayor this 1st day of June, 2010.

Rebecca Koster, Mayor

ATTEST:

Kerry Benson, City Clerk



REQUEST FOR COUNCIL ACTION

DATE:	TITLE:
June 1, 2010	HOURS OF WORK POLICY CHANGE
ORIGINATING DEPARTMENT:	TYPE OF ACTION:
Administration	<input type="checkbox"/> ORDINANCE <input type="checkbox"/> RESOLUTION <input checked="" type="checkbox"/> FORMAL ACTION <input type="checkbox"/> OTHER

RECOMMENDATION:

I recommend that the Council approve the attached statement of policy for hours of work.

FISCAL NOTE:

- There is no direct cost associated with this item.

DISCUSSION:

Adopting this statement of policy would change break times from 15 to 20 minutes. The change is meant to include the entire break time, including travel to and from the worksite. Supervisors are expected to strictly enforce this new policy.

Respectfully submitted,

Glenn Rodden
City Administrator

SUBJECT: HOURS OF WORK

PURPOSE:

To establish a policy setting uniform hours of work for employees.

STATEMENT OF POLICY:

Except as otherwise provided, the normal working hours for employees are eight (8) hours, from 8:00 a.m. to 5:00 p.m., with a one (1) unpaid hour lunch period. This does not include personnel engaged in shift work. Employees are expected to be at their work location and ready to begin work at the beginning of their work schedule.

Except as otherwise provided, the normal working hours for police personnel are twelve (12) hour shifts. Employees are expected to be at their work location and ready to begin work at the beginning of their work schedule.

Employees shall receive a rest period of not less than twenty (20) minutes for each four (4) hour work period. Rest periods shall be scheduled as near as possible to the midpoint of each four (4) hour work period.

All rest breaks and meal breaks shall be arranged by the employee at the discretion of her/his supervisor.

The standardization of working hours is necessary to provide:

- A. Continuity in access by and service to the citizenry;**
- B. Facilitation of teamwork; and**
- C. Facilitation of supervisory assistance.**

Occasions may arise when the service to the citizen can be improved through the adjustment of an employee's work hours by the Department Head.

Individual requests for adjustment of working hours for personal reasons must be evaluated in light of the effect of the criteria enumerated in items A-C above.

Advance notice of anticipated tardiness is expected; notice of unavoidable tardiness is expected, when possible. Tardiness must be made up during the pay period in which it occurs. Frequent tardiness or other attendance irregularities may be cause for disciplinary action.

Daily attendance records will be maintained by each department, including date and time absent and reason for absence. Attendance shall be a consideration in determining promotions, transfers, satisfactory completion

of training periods, and continued employment with the City.

Unexcused failure to report for work for a period of five days will be deemed a resignation.

Hours for part-time and certain employees may vary from the normal office hours noted above due to the nature of their duties and will be determined by the appropriate Department Head, with concurrence of the City Administrator.

REQUEST FOR COUNCIL ACTION

DATE:	TITLE:
June 1, 2010	NEIGHBORHOOD REVITALIZATION INTERLOCAL AGREEMENT
ORIGINATING DEPARTMENT:	TYPE OF ACTION: <input type="checkbox"/> ORDINANCE <input type="checkbox"/> RESOLUTION
Administration	<input checked="" type="checkbox"/> FORMAL ACTION <input type="checkbox"/> OTHER

RECOMMENDATION:

I recommend that the Council approve the attached neighborhood revitalization inter-local agreement.

FISCAL NOTE:

- There is no direct cost associated with this item.

DISCUSSION:

This act allows the city to participate in the neighborhood revitalization program that offers incentives for businesses and home owners to investment in our community.

Respectfully submitted,

Glenn Rodden
City Administrator

Neighborhood Revitalization Interlocal Agreement

THIS INTERLOCAL AGREEMENT (hereinafter referred to as Agreement) entered into this _____ day of _____, 2010, by and between the City of Beloit a duly organized municipal corporation hereinafter referred to as "City" and the County of Mitchell, Kansas hereinafter referred to as "County".

WHEREAS, K.S.A. 12-2904 allows public agencies to enter into interlocal agreements to jointly perform certain functions including economic development; and

WHEREAS, K.S.A. 12-17, 114 et seq. provides a program for neighborhood revitalization and further allows for the use of interlocal agreements between municipalities to further neighborhood revitalization; and

WHEREAS, it is the desire and intent of the parties to hereto to provide the maximum economic development incentive as provided for in K.S.A. 12-17, 119 by acting jointly.

NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL COVENANTS CONTAINED HEREIN, THE PARTIES AGREE AS FOLLOWS:

1. The parties agree to adopt a neighborhood revitalization plan as contained in Exhibit A, attached hereto and incorporated by reference as if fully set forth herein. The parties further agree the neighborhood revitalization plan as adopted will not be amended without approval of the parties except as may be necessary to comply with applicable state law or regulation.
2. The parties further agree that the County shall administer the neighborhood revitalization plan as adopted by each party on behalf of the signatory parties. The county shall create a neighborhood revitalization fund pursuant to K.S.A. 12-17, 118 for the purpose of financing the redevelopment and to provide rebates. Any increment in property taxes received by the City, the County, and the resulting from qualified improvements to property pursuant to the neighborhood revitalization plan shall be credited to the County's neighborhood revitalization fund.
3. This agreement shall expire October 1, 2012. The parties agree to undertake a review of the neighborhood revitalization plan on or before October 1, 2012 to determine any needed modifications to the neighborhood revitalization plan and participation in a new interlocal agreement. The parties agree that any party may terminate this agreement prior to October 1, 2012 by providing thirty (30) day advance notice provided however any applications for tax rebate submitted prior to termination shall, if approved, be considered eligible for the duration of the rebate period.

IN WITNESS WHEREOF, the parties have hereto executed this agreement as of the day and year first above written.

City of Beloit, Kansas

/s/ Mayor

ATTEST:

/s/ City Clerk

County of Mitchell, Kansas

By _____
/s/ County Commission Chairman

ATTEST:

/s/ County Clerk

Approved this _____ day of _____, 2010 by the Attorney General of the State of Kansas.

Kansas Attorney General

By _____
/s/ Assistant Attorney General

ITEMS FOR COUNCIL DISCUSSION

DATE:

June 1, 2010

TITLE:

WORK SESSION DISCUSSION

DISCUSSION:

Items for discussion at your June 1, 2010 Work Session will include the following:

1. **Cemetery Endowment Fund.**

Enclosed is a memo from the city attorney about the changes he is recommending for the cemetery endowment fund.

2. **Vacant Property Registration.**

Enclosed is a property registration form that I would like the council to consider adopting as part of the city's on-going effort to clean-up vacant property. Code Enforcement Officer Chris Jones and I will discuss the item at the next meeting.

Respectfully submitted,

Glenn Rodden
City Administrator

MEMO

TO: Mayor Koster, City Council members, and City Administrator
FROM: Harry W. Gantenbein
DATE: May 27, 2010
RE: Cemetery Endowment Fund

The Cemetery Endowment Committee met on May 4, 2010. The first order of business was to discuss pertinent sections of the cemetery code. (See copy attached).

With the amendments to the Cemetery ordinance we discussed the need to keep accurate records of cemetery deeds and Cemetery Endowment Funds to insure permanent records of one-half the cost of each grave for each person who purchased a grave space.

The City Attorney has developed the attached Beloit Cemetery Endowment Certificate to insure recognition of each persons funds are used for care for all times for any lot or lots in the cemetery.

The following are recommendations of the committee to increase the amount of endowment funds for proposed needs of the cemetery:

1. Since the endowment fund has been depleted to the sum of \$26,873.41, the fund needs to be increased. To accomplish this the cost of each grave space should be increased from \$200 to \$300 with one-half of the cost placed in the endowment fund.

2. There is an area in the cemetery designated which contains single grave spaces for people who can not afford the regular cost of opening and closing a burial space. Single grave spaces should be increased from \$15.50 to \$30. (See attached form to be used to determine eligibility at reduced grave space.) This form is similar to one now used by city judges to determine eligibility for indigent defendants.

3. Cost for city grave space opening and closing for burial should be increased from \$250 to \$300 with cost of cremation remaining at \$100, with some exceptions which Lynn Miller will recommend.

4. The committee discussed the possibility of charging a "plotting fee/administrative fee" to help defray cost of maintenance to equipment. St. John's Cemetery now charges an opening fee of \$75. Please consider a fee.

5. There are rocky areas in the cemetery that can't be dug deep enough for a regular grave space. Lynn Miller and Charles Gastley are recommending that this area be designated for cremation grave spaces only. They are asking the governing body to approve this use.

6. At this time the cemetery endowment fund total in the general fund is \$26,873.41 and is earning .01% a year. Last year the city earned \$12.00. The committee recommends that the funds be turned over to the endowment committee to invest at a greater rate of return. The committee wants the principal to grow to reach a point where significant amount of interest is earned each year to be used for care of the cemetery. Your auditor agrees with this recommendation.

Hopefully all committee members (John Bell, Aaron Lampert, Phil Roberts, along with Cemetery Superintendent Charles Gastley, and Parks and Recreation Director Lynn Miller) will be present to discuss these issues with you and answer any questions you may have.

ARTICLE 2 CEMETERY

14-201. CEMETERY COMMITTEE. The general care of the city cemetery endowment fund shall be under the charge of the cemetery committee. The cemetery committee shall be comprised of three representatives appointed by the Mayor with the consent of the governing body who shall be appointed for a term of one year and until their successors are appointed and qualified to be done at the same time as other officers are appointed pursuant to Article III, Section 1-301 of the City Code and shall:

(a) Manage and maintain the Cemetery Endowment Fund and control the spending of the income generated by the Fund;

(b) Meet one time during the spring months and one time during the winter months to discuss general cemetery concerns, identify cemetery needs and decide on items to spend the income generated by the Cemetery Endowment Fund;

14-202 CEMETERY SUPERINTENDENT. The city administrator shall hire a cemetery superintendent and the superintendent shall:

(a) Superintend and direct all improvements in the cemetery such as grading, planting, trimming plants and trees, laying out avenues, and keeping the grounds, lots and avenues in proper order;

(b) Have sole and exclusive charge in the cemetery of the excavation of all graves, the burying of the dead, and keep an exact record of the location of graves in the various lots in a book for that purpose, and not allow any burial without a permit for the same from the city clerk;

(c) Superintend the building of all foundations for vaults, tombs, and monuments and see that all rules regulating such structures are enforced, and set all landmarks and corner stones of lots in their proper places;

(d) Have sole and exclusive charge of all labor necessarily employed in the cemetery in the excavation of graves and in the making of avenues and walks and have charge of all implements and tools belonging to the cemetery.

14-203 INTERMENT CHARGES, NOTICE. (a) Whenever an interment is to be made in the city cemetery, time and notice thereof must be given to the superintendent.

(b) All interments will be subject to interment charges as provided by ordinance by the governing body. These charges shall be paid to the city clerk upon the giving of notice.

14-204 UNLAWFUL ACTS. (a) No person other than the superintendent shall be permitted to excavate any grave or remove any body from any grave where it may have been interred.

(b) It shall be unlawful for any person or persons to walk over or upon or to drive any vehicle over or upon any improved lot or lots in the cemetery unless authorized to do so by the superintendent of the cemetery.

(c) It shall be unlawful for any person to hunt with a gun or to discharge a gun or other firearms, in, upon or about the cemetery grounds, except soldiers and

sailors and members of their organizations at funerals or on Memorial Day, or any other appropriate occasion.

(d) No person shall cut down, injure, destroy, pluck or pull up any tree, shrub, flower, or plant placed, standing, or growing in the cemetery; nor shall any person destroy, deface, remove, or in any manner injure any monument, tombstone, fencing, railing, post, stake, head-board or foot-board of a grave, vase, urn, flowerpot, or anything whatever placed for use or ornament in the cemetery.

14-205

CEMETERY ENDOWMENT FUND. There shall be a fund known as the Cemetery Endowment Fund to be held in trust, and disbursed as provided in this article and pursuant to Kansas Statutes Annotated 12-1408 et. seq. Any person desiring to secure permanent and good care for all time of a grave space in the city cemetery, known as Elmwood Cemetery, and all additions thereto, may pay to the city treasurer an amount to be set by resolution by the governing body. One half of this amount shall be placed in the endowment fund. The tract of land for which the endowment is paid shall also be designated, and be known as "Endowment Tract No. _____," to be numbered consecutively as the endowment is paid and recorded in a book kept by the city clerk. The city clerk shall deliver to the party creating the endowment a deed certifying as such.

14-206

SAME, ACCOUNTING. (a) An accounting will be kept for the fund tracking contributions to the fund and particularly noting funds donated by popular subscriptions or donated by grant, will or gift.

(b) A separate accounting will be maintained showing the balance of the fund, the balance of specific funds donated by popular subscriptions or donated by grant, will or gift, the amount of interest or income accruing on the fund, and disbursements made by the fund.

14-207

SAME; PERMANENT TRUSTS. (a) The provisions of this chapter create a permanent trust, separate from city funds, and are positive and certain for all time, and nothing shall ever be done by any person which shall destroy or impair the fund herein provided for or interfered with the work for which it was intended.

(b) Under no circumstance shall any monies donated to the fund by way of popular subscriptions or donated by grant, will or gift be removed from the fund.

(c) Upon a majority vote by the governing body, money may be removed from the corpus

14-208

SAME; GRAVE SPACE FEES. Once every two years during the spring meeting of the cemetery committee beginning in 2010, the cemetery committee will evaluate and examine the grave space fees being assessed at Elmwood Cemetery to ensure that the fees are adequate to maintain and improve the cemetery. Following this meeting, the committee will advise the Mayor and governing body regarding the fees to be considered by the governing body.

14-209

SAME; MAINTENANCE OF FUND. (a) All money in the Cemetery

Endowment Fund shall be invested by the city treasurer from time to time under the supervision and direction of the cemetery committee in such interest bearing securities as in their judgment are safe and sufficiently remunerative. The proceeds in interest returns from such investment shall be turned into the cemetery fund and form a portion of the same. The cemetery committee shall direct how these funds shall be used to help maintain and improve the cemetery.

(b) The cemetery committee will review the balance of the fund at every meeting and if necessary at a special meeting called by the members of the committee or the governing body and decide if the fund needs to be reinvested. The committee will also advise the governing body and the Mayor on the status of the fund and its income.

14-210

SAME; CARE OF TRACTS. (a) In consideration of the deposit of the proceeds from the interest arising from the fund in the cemetery fund as a part of the same it shall be the duty of the cemetery committee to see that all tracts of land in the said cemetery and additions known as endowment tracts shall be at all times and for all time cared for and kept in first class condition.

Cemetery Endowment Certificate



County of Mitchell
State of Kansas,

}ss.

Whereas, under the provisions of article 3 of the by-laws of the St. John's Catholic Cemetery Upkeep Association, a duly organized, incorporated and existing under and by virtue of the laws of Kansas and having its principal place of business at Beloit, Kansas, said by-laws adopted at a meeting of the members of the said association, called for the purpose of adopting by-laws which are to govern the said association, there is provided a means and method whereby persons desiring to secure permanent and good care for all time of any lot or lots in St. John's Catholic Cemetery at Beloit, Kansas, may pay into the hands of the treasurer of said association, to be credited in a separate fund known as the Endowment Fund, a sum of money to create an Endowment Fund for such purpose.

Now, under the provisions of the aforementioned by-laws of said association,

_____ of _____

having paid into the Endowment Fund of the St. John's Catholic Cemetery Upkeep Association the sum of _____ dollars, and designated the following trust of land, to wit:

Lot _____ in Block _____ in St. John's Catholic Cemetery in Beloit, Kansas, to participate in the benefits of the said Endowment Fund, and to be for such purposes hereinafter known as Endowment tract No. _____.

This agreement is in all respects bound by the terms and provisions of the by-laws of said St. John's Catholic Cemetery Association, hereinbefore mentioned, and made a part thereof.

Done in Beloit, Kansas, this _____ day of _____, 20_____.

The St. John's Catholic Cemetery,

Attest: _____ By _____
Secretary President

FINANCIAL AFFIDAVIT
For eligibility of grave space in Potter's Field

City of Beloit

Name _____ Age _____ D.O.B. _____ SS# _____

Address _____ City _____ State _____ Zip Code _____

Spouse (if married-including common-law) _____

1. Are you Self-employed Employed Unemployed

If self-employed, what line of work? _____

If employed, who do you work for? _____

If unemployed, for how long? _____

2. List the places you have worked in the last six months:

1. Name _____ Address _____

2. Name _____ Address _____

3. Name _____ Address _____

3. If employed, give an approximate monthly rate of pay _____

4. Is your spouse Self-employed Employed Unemployed

If self-employed, what line of work? _____

If employed, who does he/she work for? _____

If employed, give an approximate monthly rate of pay _____

If unemployed, for how long? _____

5. Do you own a car, truck or motorcycle? Yes No

If yes, give year, make and model: _____

Please give value _____ Is it paid for? Yes No Amount owing _____

6. Do you receive, or have you received, in the past six months, income from rental property, public assistance support, or other sources, including from a business? Yes No

If yes, give source and monthly income: _____

7. Do you have any money or cash in savings, checking accounts or other funds? Yes No

If yes, list amount of money available to you _____

8. Do you own a home, land or other property? Yes No If yes, give value _____

9. Can you afford to pay for a grave space in Potter's Field of \$30.00? Yes No

(Check One)

TOTAL NUMBER
OF DEPENDANTS

(List Name, Age & Relationship to you)

MONTHLY BILLS

- Single _____
- Married _____
- Widowed _____
- Separated/
Divorced _____

Rent/House Payment _____

Food/Clothing _____

Utilities _____

Alimony _____

Child Support _____

Installment Payments _____

Other Payments _____

TOTAL Payments _____

I certify under the penalty of perjury that the foregoing is true and correct. By signing below, I authorised the City of Beloit to verify my past and present employment earnings, records, bank accounts, stock holdings and any other assets that are needed to process this affidavit.

Executed this _____ day of _____, _____

Signature

For Parks and Recreation Director Use Only

- REQUEST DENIED
- REQUEST APPROVED UPON PAYMENT OF \$30.00

Parks and Recreation Director

Schedule of Eligibility Needs

Size of Family Unit	Poverty Guideline
1	\$ 9,800
2	13,200
3	16,600
4	20,000
5	23,400
6	26,800
7	30,200
8	33,600

For family unites with more than 8 members, add \$2,900 for each additional member. (The same increment applies to the smaller sizes also, as can be seen in the figures above.)

JELOIT YOUTH CENTER

29 Ac(c)

STREET

24

245.96
251.61
1.01
3 Ac(c)
285.53
37325

6 Ac(c)

23
47.3 Ac(c)

18
65 Ac(c)

19
24
284.40

GAYLORD ST

475 (G) 01

3.1 Ac(c)

300 (G)

MITCHELL COUNTY FAIR GROUNDS

WALNUT

66

STREET

15
14 Ac.
375 Ac(c)

ELMWOOD CEMETERY

13.01
L.I.

CHURCH OF CHRIST

12TH STREET

66

POPLAR

SEE 1"=100'
MAP NO. 092-04-40

16
10.7 Ac(c)

ST. JOHN'S CEMETERY

17
4 Ac.
3.4 Ac(c)

500 (G)

JELOIT

CITY ROAD COUNTY

50



CITY OF BELOIT

VACANT PROPERTY REGISTRATION FEE PROGRAM

Dear Fellow Citizens:

The City of Beloit has embarked on an unprecedented effort to hold the owners of vacant properties accountable for the physical condition of their properties and to the overall well being of the communities and neighborhoods in which the vacant properties are located.

The City's new Vacant Property Registration Fee Program, outlined in this policy, seeks to do something about an issue than no one can dispute...vacant properties are a detriment to people who live in proximity to these properties, to entire neighborhoods, and to the city's overall image as an attractive and inviting City in which to live, own property, work and be entertained.

The Mayor's Office, through the City's Code Enforcement Office and Beloit City Council has joined forces to revise the City's Vacant Property Registration Fee Program requiring that yearly registration fees ranging from \$500 to as high as \$5,000 be paid to the City by the owners of vacant properties. The program is intended to encourage owners of vacant properties to immediately rehabilitate the property or to sell the property to an individual or an agency that will make the property attractive for sale or rental. The new policy is summarized for you in this policy along with a section on what you can do to help in this effort.

We have contacted to owners of more than 14 vacant properties scattered throughout the City and advised them in writing of their responsibilities under the new policy. If owners of vacant properties ignore the policy, the City can and will institute legal proceedings that could result in fines. The City could also bring civil action against the property owner to collect any unpaid registration fees.

In reality, the City would prefer that the owner of a vacant property use their money to fix up and rehabilitate a property rather than pay a registration fee to the City. But it is vital that vacant property owners understand the importance to which the City has attached to reducing vacant properties and how determined the City will be in terms of moving to resolve the problem.

If the new registration fee policy is ignored, the City is ready to take additional actions to remove an eyesore property from a neighborhood. If the new policy is followed, vacant properties will begin to disappear giving our neighborhoods a chance to continue to grow stronger.

Thank you for your interest in this matter and for taking time to understand and assist with this new effort.

Sincerely,

_____, Mayor

ANNUAL REGISTRATION OF VACANT BUILDINGS AND ASSOCIATED FEES

An owner of a building that has been vacant for more than sixty (60) consecutive days is required to file with the Code Enforcement Officer a notarized registration statement containing all the relevant information with respect to the vacant property. Registration forms are available City Hall, 119 N. Hersey, phone (785) 738-3551. A registration fee is assessed to each property that has been vacant for at least one (1) year. Registration fees are billed by the City of Beloit in November of each year and must be paid in full by January 1. If the status of the property or the information contained in your registration statement changes, it is your responsibility to inform the Code Enforcement Officer in writing within 30 days of the change.

FEE STRUCTURE

The registration fee due for each property is determined by the number of years the property has been vacant. The following is the current fee structure:

1 year vacant:	\$500.00
2 years vacant:	\$1,000.00
3 - 4 years vacant:	\$2,000.00
5 - 9 years vacant:	\$3,500.00
10 years vacant:	\$5,000.00
10+ years vacant:	\$5,000.00, plus an additional \$500.00 for every year the property is vacant over 10 years.

VACANT PROPERTY REGISTRATION FORM

Click here to download a PDF version of the Vacant Properties Registration Form. The entire form must be filled out completely and accurately to be accepted. Mail to: Vacant Structures Registration, c/o Code Enforcement Officer, PO Box 567, Beloit, Ks. 67420.

If an owner fails to return the registration form for all their vacant properties, to amend the registration statement, if applicable, or pay the registration fee, the City of Beloit may institute legal proceedings against the owner of the property. An owner is subject to a potential fine of \$500.00. In addition, the City of Beloit may bring a civil action to collect any unpaid registration fees.

Please call the Code Enforcement Officer regarding any questions you may have about the completion and/or submittal of this form at (785) 738-3553.

APPEAL RIGHTS

As the owner, you have the right to appeal the fee assessed to your property. To appeal your vacant registration fee, you must submit an application in writing to the Governing Body of the City of Beloit with a \$50.00 non-refundable filing fee. Appeals must be sent to:

City of Beloit
c/o Code Enforcement Officer
PO Box 567
Beloit, Ks. 67420

To be considered, your application must be received with the \$50.00 filing fee by the City of Beloit no later than 15 calendar days from the date of the billing statement. On appeal, the owner bears the burden of proving the property was occupied during that period of time he or she was assessed a vacant registration fee.

ONE TIME WAIVER OF REGISTRATION FEE

You may request a one time waiver of your registration fee from the City Administrator if you can clearly and fully prove one of the following:

1. You are in the process of demolition, rehabilitation, or other substantial repair of the vacant building, and work will be completed in a reasonable time; or
2. You were actively attempting to sell or lease the property during the vacancy period.

In order to request a waiver, you must follow the procedure for an appeal. (Non-profit organizations may request a two (2) year waiver of their registration fees.)

FAILURE TO REGISTER

If an owner fails to register all vacant properties, to amend the registration statement if applicable, or pay the registration fee, the City of Beloit may institute criminal proceedings against the owner of the property. An owner is subject to a potential fine of \$500.00. In addition, the City of Beloit may bring a civil action to collect any unpaid registration fees.

WHAT YOU CAN DO TO HELP

You can help the City of Beloit eliminate vacant property by reviewing the City's current list of addresses of vacant properties. If there is a property in your neighborhood that is vacant and is NOT on our list, please call Chris Jones, Code Enforcement Officer at (785) 738-3553.

CITY OF BELOIT VACANT PROPERTIES LIST

The City currently has a database of over 14 property owners that either owe registration fees or have recently paid their fees.

Click here to view the current City of Beloit Vacant Properties List.