

# Kansas

GOVERNMENT JOURNAL

VOLUME 105 - NUMBER 5

JUNE 2019



A Publication of  
The League of Kansas Municipalities



# SAVE THE DATE!

## 2019 Annual Conference *Find Your Balance*

October 12-14

Overland Park Convention Center &  
Sheraton Overland Park Hotel

Additional information, including hotel reservation and conference registration will be released in the July *Kansas Government Journal* and listed online. [www.lkm.org/annualconference](http://www.lkm.org/annualconference)

### Annual Conference Schedule-at-a-Glance\*

#### Friday, October 11

8:45 a.m. - 4:00 p.m.  
City Attorneys CLE

12:00 p.m. - 1:00 p.m.  
City Attorneys Luncheon

1:00 p.m. - 1:50 p.m.  
City Attorneys Concurrent Break-out Sessions

2:00 p.m. - 3:45 p.m.  
City Attorneys CLE, continued

3:45 p.m. - 4:15 p.m.  
City Attorneys Reception

#### Saturday, October 12

10:30 a.m. - 6:00 p.m.  
Registration Open

11:00 a.m. - 12:45 p.m.  
Legislative Policy Committee

1:00 p.m. - 5:00 p.m.  
Municipal Training Institute

5:00 p.m. - 5:30 p.m.  
Governing Body Meeting

5:30 p.m. - 6:15 p.m.  
'Appy Hour/Welcoming Reception

6:15 p.m.  
Open Evening

#### Sunday, October 13

8:00 a.m. - 5:00 p.m.  
Registration Open

9:00 a.m. - 10:00 a.m.  
Nominating Committee Meeting

10:00 a.m. - 10:45 a.m.  
"Ask an Expert" Session

11:00 a.m. - 12:30 p.m.  
Opening General Session -  
Andy Core

12:30 p.m. - 2:15 p.m.  
Trade Show Opening & Lunch

2:30 p.m. - 3:20 p.m.  
Concurrent Workshops Session I

3:30 p.m. - 5:00 p.m.  
For those not attending KMIT,  
trade show hall will remain open  
for additional networking

3:45 p.m. - 4:45 p.m.  
KMIT Annual Meeting

5:00 p.m. - 7:00 p.m.  
Trade Show & Vendor Prizes;  
bar service/reception

7:00 p.m. - 8:30 p.m.  
League & Host City Social Event

#### Monday, October 14

8:00 a.m. - 9:15 a.m.  
Affiliate Breakfasts

9:30 a.m. - 10:45 a.m.  
"Rapid Fire" Workshops

11:00 a.m. - 11:50 a.m.  
Concurrent Workshops II

12:00 p.m. - 1:20 p.m.  
Public Service Awards Luncheon

1:30 p.m. - 2:20 p.m.  
Concurrent Workshops III

2:30 p.m. - 3:00 p.m.  
Community/Innovation  
Awards Panel

3:00 p.m. - 3:45 p.m.  
Closing Business Meeting

REGISTRATION  
BEGINS

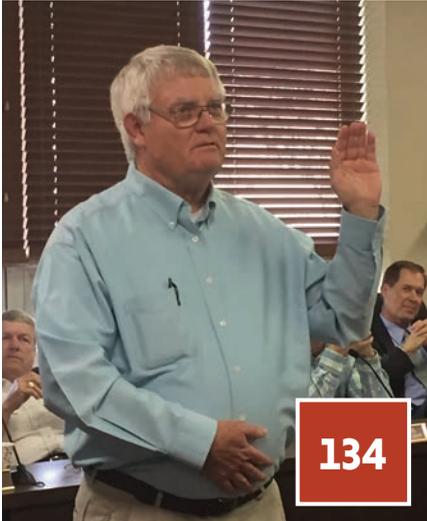
July 1

\*Tentative and Subject to Change. Please see [www.lkm.org/annualconference](http://www.lkm.org/annualconference) for the most up-to-date information.

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# Kansas

## GOVERNMENT JOURNAL

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Nothing herein shall be construed to have the endorsement of the publisher unless expressly stated.

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*The mission of the League shall be to strengthen and advocate for the interests of Kansas municipalities to advance the general welfare and promote the quality of life of the people who live within our cities.*

### Connect with the League on Social Media



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@LeagueofKansasMunicipalities



### 2019 League Events Calendar

#### AUGUST

August 2..... MTI: KOMA/KORA (Lyons)  
 August 9..... MTI: KOMA/KORA (Liberal)  
 August 16..... MTI: KOMA/KORA (Burlington)  
 August 20..... Policy Cmte: Public Officers & Employees (Topeka)  
 August 22..... Policy Cmte: Utilities and Environment (Topeka)  
 August 27..... Policy Cmte: Finance & Taxation (Topeka)  
 August 29..... Policy Cmte: Legislative Policy (Topeka)

#### SEPTEMBER

September 6 ..... MTI: Harassment in the Workplace (Russell)  
 September 13..... MTI: Planning and Zoning (Winfield)

Visit [www.lkm.org/events](http://www.lkm.org/events) for event registration.

## Obituaries

**Carol Ann (Schweer) Reffner, 84**, Valley Center, entered into rest on Friday, May 17. She was retired and had served the City of Valley Center as City Clerk and City Administrator. She was preceded in death by her husband of 64 years, Edward Reffner.

**Ervin E. "Erv" Hodges, 89**, of Lawrence, died Saturday, June 8. He was born December 30, 1929 in rural Lawrence. Erv graduated from Liberty Memorial High School and attended the University of Kansas. In 1948 he joined the U.S. Marine Corps and after serving three years in the Pacific was commissioned as a 2<sup>nd</sup> Lieutenant in 1952. Following retirement from the Marine Corps as a Lieutenant Colonel, Erv joined the City of Lawrence as Director of Personnel, Assistant Director of Finance, and Director of Utilities until his departure to Grinnell Corporation as a Regional Manager until 1990.

Returning to Lawrence, Erv was active in local service. Recognizing a need to honor the many heroes of our community who have given their lives in service, Erv organized the Douglas County Memorial of Honor Foundation to create a Memorial featuring the sculpture "From the Ashes" by Jim Brothers at the Lawrence Visitors Center. In 1997, he was elected to the Lawrence City Commission and served as Mayor in 2000.

In 1951, Erv married Shirley Rothberger. They were blessed with 68 years of marriage. Erv is survived by wife Shirley, son Mark Hodges, and daughter Cynthia Fritzel (Tim).

# DIRECTOR'S FOREWORD

By Erik Sartorius

This issue arrives to you with a "June" label on it, but maybe now it should be labeled "primary season in municipal government." Congratulations to those of you seeking re-election, and a heartfelt "thank you" to the elected officials who have decided your public service will end in 2019.

In this month's edition, look for our legislative wrap-up article for the lowdown on the 2019 legislative session. In July, we will publish the *Standard Traffic Ordinances* and *Uniform Public Offense Code* manuals with a Legal Forum on changes to the STO and UPOC from this most recent session.

Concurrently, we are pivoting to 2020 and already preparing for next year's legislative session! Some issues will be carrying over from this year: the need for local and state sales taxes to be applied to online purchases; broadband expansion and local government's role; expansion of Medicaid for EMS and hospital funding; and, within public safety, clarification on law enforcement discretion and who pays for medical expenses of individuals in custody. Plenty of new issues will emerge; identifying and researching those to present to the policy committees will constitute some of our summer work.

Remember, our Statement of Municipal Policy belongs to YOU! Your participation in our policy committees, and sharing with us issues important to your community, are the building blocks of the document guiding the League's stances in the statehouse. We need to hear from you about your city's priorities, both for broad policies in the state as well as any legislative issue that may only affect your city.

In addition to policy committee participation, we need your help in identifying those people deserving of recognition via the E. A. Mosher Excellence in Local Government Award. This award is presented annually to an elected city official who has demonstrated outstanding service to not only his or her own city but has also shown an active commitment to strong local government and service with the League of Kansas Municipalities. Please think about those city officials whose service amazes you and nominate them! The nomination form can be found here: <https://www.lkm.org/page/Excellence>.



Later this summer, we will welcome our newest University of Kansas MPA intern, Sydney Bannister. We are excited to have her join the office and continue a long, valuable tradition of having a public administration student continuing to learn about cities with the League. When reviewing the incoming students, several referenced their entrance essay to KU, which reflected upon the Athenian Oath and its applicability to today's municipal government. The oath reads:

"We will never bring disgrace on this our City by an act of dishonesty or cowardice. We will fight for the ideals and Sacred Things of the City both alone and with many. We will revere and obey the City's laws, and will do our best to incite a like reverence and respect in those above us who are prone to annul them or set them at naught. We will strive unceasingly to quicken the public's

sense of civic duty. Thus, in all these ways, we will transmit this City not only, not less, but greater and more beautiful than it was transmitted to us."

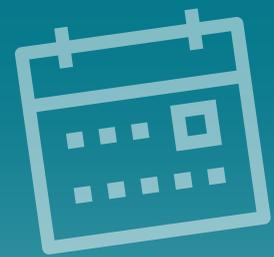
What a message and calling to service! The Oath was originally required of men in ancient Athens before they were allowed to become citizens, and several public service-oriented organizations today point to it as a guidepost for their members' service. How are you and your city doing in meeting these ideals? Do you "revere and obey the City's laws", or would residents say city officials receive preferred treatment? Are your governing body and city departments "striv[ing] unceasingly to quicken the public's sense of civic duty?" Are your actions and decisions leading toward your leaving your city "greater and more beautiful than it was transmitted" to you?

The Oath and the questions it raises may be worth some reflection within your city. These elements may get overlooked by your focus on the need for street repairs, sewer improvements, and public

safety needs as you begin working on next year's budget. However, the ethics contained within the Oath and your commitment to them is what gives soul to your work with the city. It is that soul, that spirit, that leads to your city being "greater and more beautiful" than when you began your association with it.

Please share with me any questions, concerns, or comments with me at [esartorius@lkm.org](mailto:esartorius@lkm.org) or (785) 354-9565. 

Your participation  
in our policy  
committees, and  
sharing with us issues  
important to your  
community, are the  
building blocks of the  
document guiding  
the League's stances  
in the statehouse.



# Off to a Great Start

## Ideas for Creating a Comprehensive Elected Official Orientation Program

By Davianna Humble, Management Intern, League of Kansas Municipalities

### Introduction

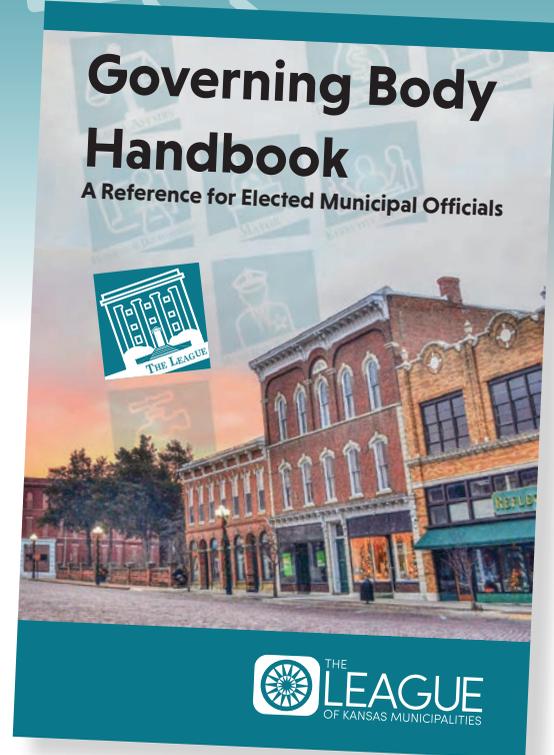
You've just had an election and there are newly elected officials on your governing body. The next step is to establish an orientation to provide them with all of the tools to be successful in this new journey. But, you are unsure about what is necessary for an effective orientation. This article serves as a guideline for what should be included in commission council orientations.

### Responsibilities and Duties

The League's *Governing Body Handbook: A Reference for Elected Municipal Officials* serves as a valuable tool for municipal elected officials and incorporates provisions explaining major federal and state laws concerning municipal operations. It also includes practical ideas and suggestions for those in public service.

An important topic in the Handbook is the essential responsibilities and duties of elective office. Responsibilities and duties include reading; training and education; observation; consultation with residents; interaction with advisory boards; and attendance at and participation in Governing Body meetings.

- **Reading.** An elected official should familiarize themselves with the issues before the Governing Body, especially before meetings with agendas and other supporting materials.
- **Training and Education.** The League offers various trainings and educational opportunities for officials to amplify their public service careers. Offerings include Regional Suppers, Governing Body Institute, the Annual Conference, and the Municipal Training Institute to name a few.



- **Observation.** General observation of the appearance and functions of the city can assist in pinpointing and preventing issues.
- **Consultation with Residents.** Engaging with residents is a tool in remaining accessible after election. Attendance at community events, hosting town halls, and responding to residents' phone calls or emails are easy ways to continue citizen interactions and to receive input.
- **Interaction with Advisory Boards.** While the Governing Body typically makes final decisions, officials should keep in mind those that volunteer on boards and commissions. Differences in opinions are inevitable but it is extremely important to express appreciation for the contributions of those on boards to their betterment of the city.
- **Attendance at and Participation in Governing Body Meetings.** Attendance at meetings is perhaps the most important responsibility. Meetings are a platform for residents to see what the Governing Body's priorities are and to meet the council.

Depending on the community that a council serves, responsibilities and duties may vary and it is an important discussion to have.

### Important Documents

A significant part of orienting a new elected official, or providing a refresher, is to equip governing body members with important city documents for reference. These documents can include the city code, list of officials with contact information, organizational charts, various community projects, and promotional materials.

New governing body members should familiarize themselves with the City Code relating to administrative issues and be aware that in Kansas the city procedures can be governed by state law, city charter ordinances, and ordinances. A list of officials with contact information is a significant document in times of questions, concerns, or emergencies. Organizational charts serve as a method to address the chain of command, especially when there are specific duties that must be done or concerns that need to be addressed by a specific individual. Clear organizational charts eliminate confusion within roles, lack of coordination among functions, failure to share ideas, and slow decision-making. Information about community projects equips governing body members with necessary background and current details, especially if a resident has questions. Promotional materials are a good way to introduce governing body members to city communication methods and the official social media of the organization.

There are countless other materials and documents that can be included in an orientation packet and they may be specific to a city such as procedural policies, board and committee lists, and strategic plans and priorities.

### How to Run Effective Meetings

Governing body – also known as council – meeting planning and organization have great influence in what the body can accomplish. There are several factors that contribute to the success of effective meetings.

- **Master Meeting Calendar.** Preparing a calendar for the year with meeting times and special business information is a tool to outline the priorities of the council.
- **Prepare an Agenda.** Preparing a written agenda to be distributed to the council, the news media, and others that requested it via Kansas Open Meeting Act, in addition to memoranda and minutes, can assist in running efficient and effective meetings. However, discussion during meetings can be outside the scope of the agenda. It is important for officials, officers, and department heads to communicate about potential topics that can be brought forward.
- **Keep to the Schedule.** Beginning meetings on time and sticking to a schedule contributes to the efficiency of the meeting.
- **Use Motions to Permit Discussion.** It is a best practice for a city's Governing Body to adopt a code of procedure and to require all persons to abide by it. Motions should be used to discuss any matter.
- **Use a Consent Agenda.** A special consent agenda can be used to approve multiple, routine items by a single motion and vote. These items can include minutes, payment of claims, and certain staff reports to name a few. If a councilmember wishes to talk about an item on the consent agenda, it must be separated from the consent agenda and considered at a later time on the regular agenda.

## Council & Staff Work Flight Analogy



Infographic adapted from *Public Management* magazine, courtesy of Mike Conduff, The Elim Group

- **Use Committees.** Committees are designed to delegate matters and provide them with the necessary study by committees or officers to get full consideration and recommendation.
- **Public Comment.** If the city allows for public comment, it should be made clear to those appearing before the Governing Body that they have an allotted amount of time for their presentation. Public comment should be limited to only certain times.
- **Importance of Formal Procedures.** There should be a sense of formality and decorum that is appropriate for an official meeting. Without formal procedures, meetings become more inefficient and less effective.

### Conclusion

For a governing body to function at its highest level, governing body members must be provided the necessary materials and information. Responsibilities and duties allow governing body members to understand the expectations of their public service. Important documents such as the city code, organizational charts, and promotional materials contribute to elected officials' understanding the scope of their positions. Lastly, running effective meetings are vital to ensure that important topics are discussed in a timely manner. With these tools and assistance from staff and other governing body members, a governing body member should have all they need to be properly oriented and to begin their public service career. For more information regarding the League's *Governing Body Handbook*, please visit the League website at [lkm.org/store](http://lkm.org/store). 🌐

🌐 *Davianna Humble is a first-year Master of Public Administration student at the University of Kansas.*

### Sources:

<sup>1</sup> Corkindale, G. (2014). The Importance of Organizational Design and Structure. Retrieved from <https://hbr.org/2011/02/the-importance-of-organization>

# Orientation Packet Contents

- Governing Body Code of Procedure
- Current Budget
- Capital Improvement Plan
- Organizational Chart
- Roster of City Officials (elected and key staff with contact information)
- City Code
- Planning and Zoning Code
- Latest Audit
- Current Comprehensive Plan
- Governing Body Handbook* (League Publication)
- Current Strategic Plan / Goal Setting Documents
- Rosters of all City Boards and Commissions
- Schedule of Meeting Times
- Code of Ethics Ordinance
- Statement of Substantial Interest
- Kansas Open Meeting Act / Kansas Open Records Act Manuals* (League Publications)
- City Flyer on Public Information Requests
- City Newsletter / City Publications
- City Map with Wards (if applicable)
- City-Provided shirt or jacket
- City Manager/Administrator's Contract

### Additional Items to Consider in Your Orientation Program:

- Appropriate HR forms
- Payroll forms (if needed)
- Security/access cards to City Hall (if needed)
- Purchasing card (if applicable)
- Business cards
- Name badge
- Name plates
- Set up appointment for official photo
- City E-mail address and login instructions
- City-provided technology (provide training as needed)
- Train elected officials on how to use Microphones or other technology in meeting room
- Request an official biography and preferred contact information for city website



# League Policy Committees Are Now Forming

## *What is a Policy Committee?*

.....

League Policy Committees help to establish the policies that guide the organization's legislative efforts. See below for a detailed description of each committee.

## *Who Can Join?*

.....

Any current city official is eligible to serve on policy committees.

## *When do Policy Committees Meet?*

.....

Policy Committees meet three times annually; August, September in conjunction with the Annual Conference, and January as part of Local Government Day.

## *Need More Information*

.....

Contact Trey Cocking, Deputy Director  
Email : [tcocking@lkm.org](mailto:tcocking@lkm.org)

### *Utilities & Environment : Tuesday, August 20*

This committee reviews and recommends League positions on water supply, water quality, water planning, solid waste, air quality, other environmental quality issues, franchise authority, and infrastructure.

### *Public Officers & Employees : Thursday, August 22*

This committee reviews and recommends League positions dealing with a range of employment matters, including KPERS, wage and hour laws, unions, workers' compensation, unemployment insurance, etc. This committee also handles League positions relating to public officials, including ethics, elections, and other requirements of holding public office.

### *Finance & Taxation : Tuesday, August 27*

This committee reviews and recommends League positions on finance & taxation issues, including local option taxes, property tax lid, tax exemptions, motor vehicle tax, franchise fees, etc.

### *Legislative Policy : Thursday, August 29*

This committee reviews and recommends League positions in all other policy areas and provides general oversight of the policy statement.

Sign up Today!

<https://www.lkm.org/page/polcommittees>

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\*Source: Bloomberg, based on number of transactions \*\*Personal experience of Gregory Vahrenberg, Public Finance Managing Director.

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## Make 2019 Your Best Year Ever!

### Sign Up Now for League Trainings to Boost Your Professional Knowledge

The League’s Municipal Training Institute (MTI) is a great way to expand your knowledge of local government processes, procedures, and best practices. Cost for trainings are reasonable and we try to place classes across the state. See full class descriptions and register online at [www.lkm.org/MTI](http://www.lkm.org/MTI).



**MUNICIPAL TRAINING INSTITUTE**

A Program of The League

#### June

**Advanced Municipal Finance (Elective)**  
June 21 (Garden City)

#### August

**KOMA/KORA (Core)**  
August 2 (Lyons)  
August 9 (Liberal)  
August 16 (Burlington)

#### September

**Harassment in the Workplace (Elective)**  
September 6 (Russell)  
**Planning & Zoning (Elective)**  
September 13 (Winfield)

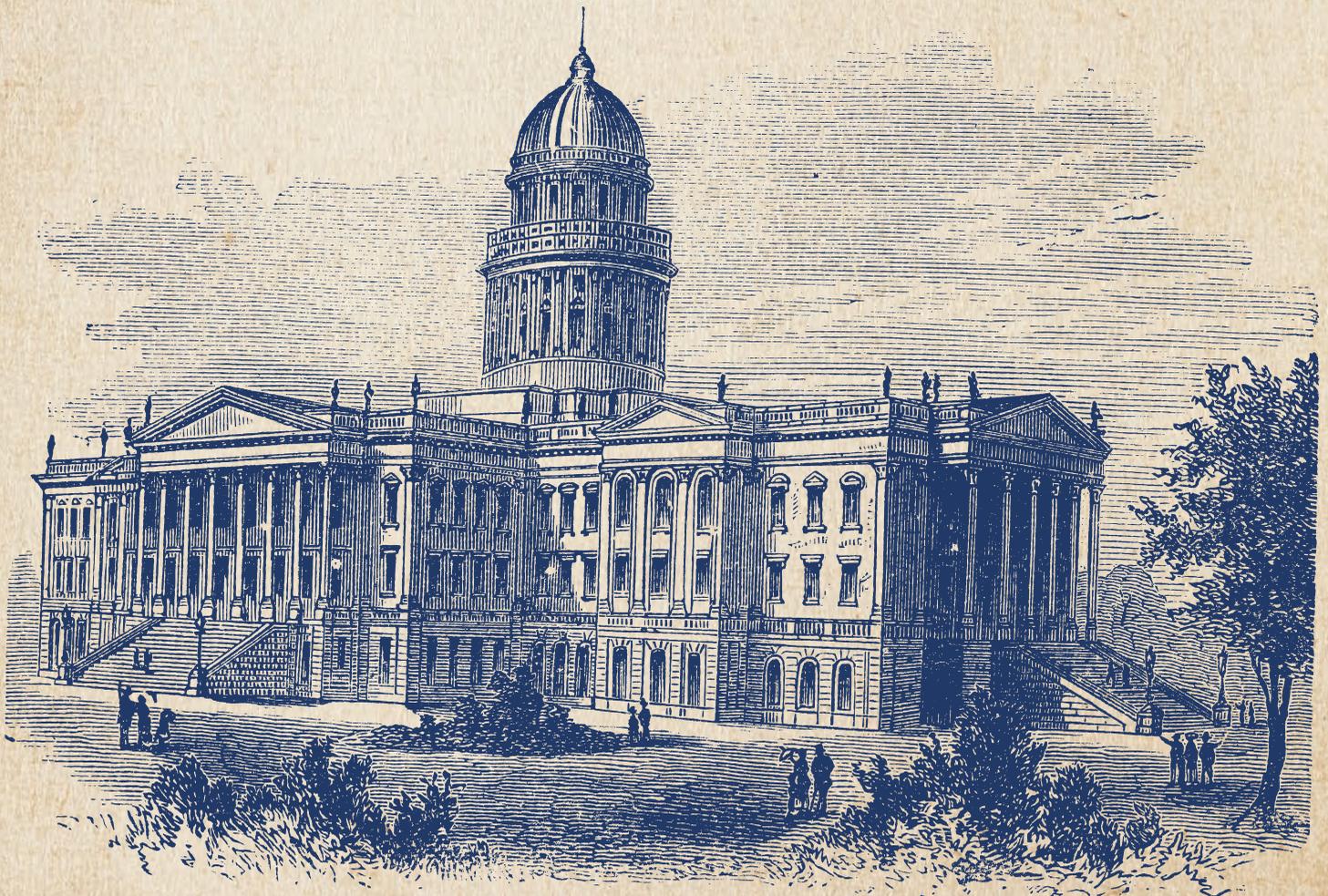
# LEGISLATIVE ★★ ★

# ★★ UPDATE

*By League Legislative Staff*

The 2019 legislative session was one of the shortest in recent memory as Kansas returned to divided government. Laura Kelly was sworn in on January 14 as the 48<sup>th</sup> Governor of the State of Kansas, returning the control of the executive branch to a Democrat. At the same time, the Kansas Legislature moved in a more conservative direction with the House Republicans electing Dan Hawkins as Majority Leader. At the end of the regular session, the Kansas Legislature adopted the Senate's education plan that provides for inflation funding as ordered by the Kansas Supreme Court. The legislature is now waiting for the Kansas Supreme Court to issue an opinion on the legality of the legislative effort. The legislature spent significant time and effort restoring budget cuts from the past eight years. The final budget, as approved by the legislature, for fiscal year 2020 is \$696,442,376 higher than the amount that was authorized for fiscal year 2019 by the 2018 legislature.

Our legislative team testified over 55 times and worked with local officials on issues that are important to cities across Kansas. As always, our testimony plus our day-to-day interactions, and the efforts of local officials across the state sharing the first-hand impact of proposed legislation, is what enables us as an organization to be successful.



# Here is a list of bills that passed this session impacting Kansas municipalities.

## **INSTALLATION OF ELECTED OFFICIALS**

Senate Bill 105 allows cities to set the date when newly elected officials will take office. As of July 1, 2019, cities may set that date between December 1 and the second Monday in January. The League will send out guidance on the procedure needed to set the date for taking office and best practices for implementing this new law.

## **TAX LID MODIFICATION**

House Bill 2188 made a change to the tax lid law to allow for the tax levy to be increased without a need for an election when a city or county assumes the duties of a smaller unit of government. The bill also provided for the dissolution of the White Clay Watershed District in Atchison County and the transfer of its duties and property to the City of Atchison.

## **ELECTRIC SCOOTERS, ATVs, AND RIDE SHARING SERVICES**

Senate Bill 63 includes many amendments to the Uniform Act regulating traffic on highways. One section of the bill allows cities to regulate the use of electric scooters. The legislation allows for electric scooters to be operated similar to bicycles; however, a city or county may adopt an ordinance or resolution that further restricts or prohibits the operation of electric-assisted scooters. Additionally, the bill provides for the use of transportation network company lights. For example, Uber and Lyft will be allowed to have company lights in the front center of vehicles when the driver is connected to the network.

The statute requiring vehicles to stop at a railroad crossing was expanded to include a requirement to stop not only for trains but also for other on-track equipment. This bill creates an exemption allowing all-terrain vehicles and work-site utility vehicles to operate on a federal or state highway if the operator meets certain restrictions and the operation is for an agricultural purpose. This bill does not allow the operation of these vehicles within city limits unless authorized by the city.

## **PREEMPTION OF WIRELESS TELECOM FRANCHISES**

Senate Bill 68 prohibits cities from requiring franchise agreements for wireless infrastructure or service providers. Cities will retain significant abilities to control their public rights-of-way and will be able to require agreements with wireless providers prior to deploying service. We expect discussions over the summer with other service and infrastructure providers, including cable companies, on this issue and the desire for increased broadband deployment in the state.

## **ELECTRIC RATES STUDY**

Senate Bill 69 authorizes a study of retail electric rates in Kansas to seek ways to bring them more in line with nearby states. Practices of the Kansas Corporation Commission in ratemaking will be reviewed. How the KCC and the legislature can make Kansas markets more competitive, increase investment in renewable energies, and the impact of taxes on rates paid by consumers will also be studied. The study will be conducted in two parts – one due next January and one due January, 2021.

## **911 FUNDING**

House Bill 2084 increases the monthly 911 fee from \$.60 to \$.90. As part of this increase, each public service answering point (PSAP) will see its annual minimum distribution of funds increase from \$50,000 to \$60,000. Additionally, PSAPs will be required to keep their GIS data current. The legislation also adjusts the membership, duties, and authority of the 911 Coordinating Council.

## **DRIVER'S LICENSE FEE WAIVER**

House Bill 2211 arose out of a best practice recommendation from the Kansas Supreme Court Ad Hoc Committee on Municipal Courts. This bill allows a person to petition the court to waive the payment of the driver's license reinstatement fee and surcharge upon showing the payment would be a manifest hardship.

## **SCRAP METAL**

Senate Bill 219 amends the Scrap Metal Theft Reduction Act. The goal of the bill is to finally get the statewide Scrap Metal Data Repository database operational. It also makes some modifications to the information required for scrap metal dealer registrations.

## ECONOMIC DEVELOPMENT

House Bill 2223 requires the Legislative Division of Post Audit and the Department of Commerce to analyze and report on economic development incentive programs with the goal of increasing transparency and determining which programs create the best value for the state. It also contains the contents of House Bill 2147 which extends the maximum maturity on bonds issued to finance projects under the Kansas Rural Housing Incentive District Act.

## EUDORA COMMUNITY LIBRARY DISTRICT ACT

Senate Bill 59 allows the City of Eudora to continue being a part of the library district previously established by the City and the township. When the City transitioned to a City of the 2<sup>nd</sup> class, by statute they were removed from the library district. This bill was driven by the residents of Eudora who are passionate about maintaining their community library.

## TOLL ROAD EXPANSION

House Bill 2007 provides for the further expansion of toll roads in Kansas, under certain circumstances. The bill does require, prior to constructing a toll project or turnpike project, that the state obtains permission from the local unit of government.

The following bills or issues did not pass this session, but we may still see some version of the bills next session.

## INTERNET SALES TAX

There were two mega tax bills this year that included provisions for the collection of sales tax revenues from out-of-state and online vendors. Both bills included provisions dealing with corporate and individual taxes, and were vetoed by the Governor because of the impact on the State's bottom line. We will continue to work with the legislature to move this important item forward.

## EMS/HOSPITAL FUNDING

Senate Bill 54 and House Bill 2102 were both bills related to the expansion of Medicaid during the 2019 legislative session; however, neither bill received a committee hearing. The House passed a Medicaid expansion bill, House Bill 2066, to the Senate after the bill was amended to remove the original language and replaced with language allowing for Medicaid expansion. The Senate voted to leave the bill in committee through a motion to withdraw that was not adopted.

## EXPANDED GAMING

The House Federal and State Committee Chair authorized a subcommittee to examine the effects expanded gaming would have on state finances. Although the subcommittee provided the House and Senate Federal and State Committees with options for enactment, no action was taken. The League will continue to monitor this issue.

## SERVICE ANIMAL FRAUD

A letter has been sent to the Judicial Council asking for further study over the interim on the issue of service animal fraud in Kansas.

The League encourages members to sign up to serve on a League Policy Committee this August. Meetings are held in Topeka and focus on four areas: public officers and employees; utilities and environment; finance and taxation; and overall legislative policy. Sign up online at [www.lkm.org/page/PolCommittees](http://www.lkm.org/page/PolCommittees) and see ad on page 137 for more information



# Three Kansas Cities Receive Federal Aviation Funding

By Megan Gilliland, Communications and Education Manager, League of Kansas Municipalities

In May, the Federal Aviation Administration announced three Kansas cities would receive funding for airport infrastructure. In total, 127 airports in all 50 states and Puerto Rico received funding.

"This supplemental funding allows us to invest in important infrastructure needs at the nation's airports, especially those serving smaller and rural communities," said U.S. Secretary of Transportation Elaine L. Chao.

The three Kansas communities receiving funding are Concordia, Ellsworth, and Wichita. Concordia's Blosser Municipal Airport received \$6,950,000 for runway and taxiway construction. The Ellsworth Municipal Airport received \$9,180,800 for runway/taxiway rehabilitation and taxiway construction. Wichita's Dwight D. Eisenhower National Airport received \$6,660,000 for runway rehabilitation projects.

The selected airports will receive funding for construction or equipment to increase their safety, capacity, and security. Airports are vital to the local and regional economy and support critical transportation needs. The construction and equipment supported by this funding increase the airports' safety, emergency response capabilities, capacity, and could support further potential growth and development within each airport's region.

"The FAA's funding will allow us to adjust our runway from flying over the correctional facility, which has been a concern for many years," says Scott Moore, City of Ellsworth, City Administrator.

The FAA is administering the supplemental funding to strengthen the safety and efficiency of America's airports. These investments increase the nation's competitiveness and improve the quality of life for the traveling public. According to the FAA's most recent economic analysis, U.S. civil aviation accounts for \$1.6 trillion in total economic activity and supports nearly 11 million jobs.

For more information on this program, visit [https://www.faa.gov/airports/aip/aip\\_supplemental\\_appropriation/](https://www.faa.gov/airports/aip/aip_supplemental_appropriation/). 



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# Serving Kansas: The Quiet, Yet Urgent, Need for Poll Workers

By Scott Schwab, Kansas Secretary of State

Since taking office in January, our team has focused on strengthening relationships with local elected officials; reviewing and modernizing office operations and programs; and prioritizing efficient delivery of services to constituents. While progress has been made, significant work remains.

Among the items needing attention is the recruitment of poll workers. In visiting with local election officials over the past few months, this issue is consistently mentioned as one of their biggest concerns. We have since realized there is a largely untapped resource to help alleviate this problem – high school students.

All high school students in Kansas are required to take at least three credits of history and government in order to graduate. A good GPA and satisfactory ACT or SAT scores are no longer enough for students seeking entrance to post-secondary education institutions. Increased priority is also being placed on students who are civically engaged.

To raise awareness of the need for poll workers, our office has partnered with the Kansas Association of School Boards (KASB), the Kansas National Education Association (KNEA) and the Kansas State High School Activities Association (KSHSAA) on a new program to encourage high school students to volunteer as poll workers. This endeavor will be promoted throughout Kansas with administrators, teachers, student groups, and other education associations. Our desire is not to place another mandate on educators but to work with them to provide students with additional volunteer opportunities while also providing local election officials with the help they need.

We also need the help of you, our local leaders, to serve as poll workers or to recruit poll workers. You know the importance of elections and the impact they have on our respective communities. Voters in Kansas are fortunate in that they have multiple options for casting their ballot. However, without poll workers we risk possible consolidation of polling locations, the inconvenience of longer lines to vote, increased wait times for results and other unintended consequences.

There are numerous opportunities to inspire and incentivize employees to volunteer. Many are being used by employers to encourage civic engagement among the workforce. The most creative ideas include:

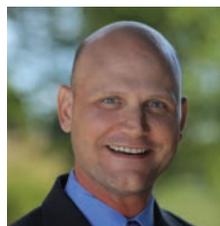
- allowing volunteer hours to be credited to personal development or training requirements;
- permitting employees to volunteer without requiring them to use vacation or discretionary leave;
- inviting local election officials to host a lunch and learn session to educate employees on how elections are administered;
- implementing a rewards system for employees who volunteer;
- offering in-house training on how to become a poll worker; and
- authorizing flexible work schedules that allow volunteers to balance their work responsibilities with their civic interests.



Becoming a poll worker is easy. Individuals can get started by contacting our office at 1 (800) 262-8683 or by emailing [election@ks.gov](mailto:election@ks.gov). Volunteers must complete training, be registered to vote, an American citizen, at least 16 years old, and willing to take an oath of office. In addition, volunteers get compensation for their time. Election hours for full-time positions are approximately 6:00 a.m. to 8:00 p.m. or for part-time workers approximately 6:00 a.m. to 1:00 p.m. and 1:00 p.m. to 8:00 p.m. If volunteers are unable to work an entire day, we encourage them to take a part-time shift or split the day with a friend, family member, or colleague.

Experienced poll workers will tell you they take their responsibility of administering elections seriously. Without poll workers, Kansas would not have the secure and efficient elections so many of us take for granted. We cannot thank our election officials and volunteers enough for the work they do each and every day. 🗳️

🗳️ **Scott Schwab** grew up in Great Bend and graduated from Fort Hays State University. First elected to the Kansas House of Representatives in 2002, Schwab served as Chairman of the House Elections Committee, Chairman of the House Insurance & Financial Institutions Committee and as House Speaker Pro Tempore. In November 2018, Schwab was elected to his first term as Kansas Secretary of State. He resides in Olathe with his wife, Michele, and their children.



CONTACT SECRETARY SCHWAB  
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Street, Topeka, KS 66612  
(785) 296-4575 | [sos.kansas.gov](http://sos.kansas.gov)

# League Governing Body Nominations

The League encourages officials from all member cities to participate in our organization and to consider serving on the governing body. Being part of the governing body is an excellent way to shape the future development of the organization. The League welcomes officials from all cities, in all regions of Kansas, to nominate their colleagues or themselves for governing body positions.

Article 4 of the League Bylaws charges the Nominating Committee with submitting a written report at least 24 hours before the start of the annual business meeting of the organization. This year's business meeting, including elections, will be held Monday, October 14, during the League's Annual Conference in Overland Park.

**In order to facilitate the process, we ask that all nominations be received by Friday, September 13 at 5:00 p.m. to the League of Kansas Municipalities, 300 SW 8<sup>th</sup> Ave., #100, Topeka, KS 66603. You can also go online and submit your form electronically at [www.lkm.org/GovBodyNomination](http://www.lkm.org/GovBodyNomination).**



# NLC NATIONAL LEAGUE OF CITIES

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## Interested in Serving Cities on a National Level?

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The League Awards Committee is in charge with reviewing applicants who seek the endorsement of the League with regard to a position on the National League of Cities Board of Directors. If you are interested in being considered for endorsement, please send a cover letter and resume to Kaitlyn Willis at [kwillis@lkm.org](mailto:kwillis@lkm.org) or 300 SW 8<sup>th</sup> Ave., #100, Topeka, KS 66603, (785) 354-9565 by 5:00 p.m. on Friday, September 6, 2019. The Awards Committee will review all requests for endorsement and make a recommendation to the League Governing Body for final action.

# Kansas Association of City-County Managers Awards Scholarships

At their spring conference in April, The Kansas Association of City/County Management awarded three public management students with scholarships to further their education in Master of Public Administration programs at the state's three major universities. The group also recognized three current public management professionals from Kansas cities who will use their scholarship proceeds to advance their public service careers by serving Kansas communities.

## The following students received scholarships:

- Virgil Basgall Scholarship (\$3,000) – Brooke Bailey, Wichita State University
- KACM Scholarship (\$2,000) – Marissa Jones-Flaget, Kansas State University
- KACM Scholarship (\$2,000) – Jeffery Rhodes, Kansas University

## Rising Star Scholarships (\$1,000 each):

- Jennifer Martin, City of Lenexa
- Chad Musick, City of Eudora
- Tristin Terhune, City of Bel Aire

## KACM Scholarship Recipients:



Marissa Jones-Flaget, Kansas State University, received the first KACM Scholarship. Pictured with Becky Berger, City of Atchison, and Cherise Tieben, City of Dodge City.



Jeffery Rhodes, The University of Kansas, received the second KACM Scholarship.

## Rising Star Scholarship Recipients:



Jennifer Martin (Lenexa), Tristin Terhune (Bel Aire), and Chad Musick (Eudora) received the Rising Star Scholarships. They are pictured with Becky Berger, City Manager, City of Atchison, and Cherise Tieben, City Manager, City of Dodge City.

## Virgil Basgall: Scholarship Recipients:



Brooke Bailey, Wichita State University, received the Virgil Basgall Scholarship. Pictured with Becky Berger, City of Atchison, and Cherise Tieben, City of Dodge City.

# Municipal Elections

## Ideas to Equip Your Local Government Candidates with Knowledge Ahead of Election Day

By Megan Gilliland, Communications and Education Manager, League of Kansas Municipalities

Now that the filing deadline has passed, cities know if they have incumbents running for local government seats or if there is a slate of new candidates vying for public office. Local governments can take this time between now and the primary or general elections to provide general information to candidates. Remember, all candidates must be treated equally. You can have a meeting to explain city government issues and policies, however, make sure that information given isn't benefiting just one candidate.

### Educate Candidates About the City

When talking to candidates, offer to provide information on how the city is organized, major issues or goals the current elected officers have set, and even discuss the form of government that your city uses. Discuss upcoming projects and issues that have been publicly identified. Make sure candidates know if a major issue is set for action or discussion on the governing body's agenda. Ask if the candidate has questions about the fiscal condition of the city and/or the budget.

### Home Rule

Constitutional Home Rule is the single most important source of a city's legal authority to act. Home Rule is a direct grant of the power of local self-government from the people of Kansas through the state constitution (Art. 12, § 5) to each of the cities of this state. Home Rule is the right of the people of every city (no matter the class) to govern themselves by enacting and administering laws concerning local matters. Discuss examples of how your city has used Home Rule and why self-governance is important to your city.

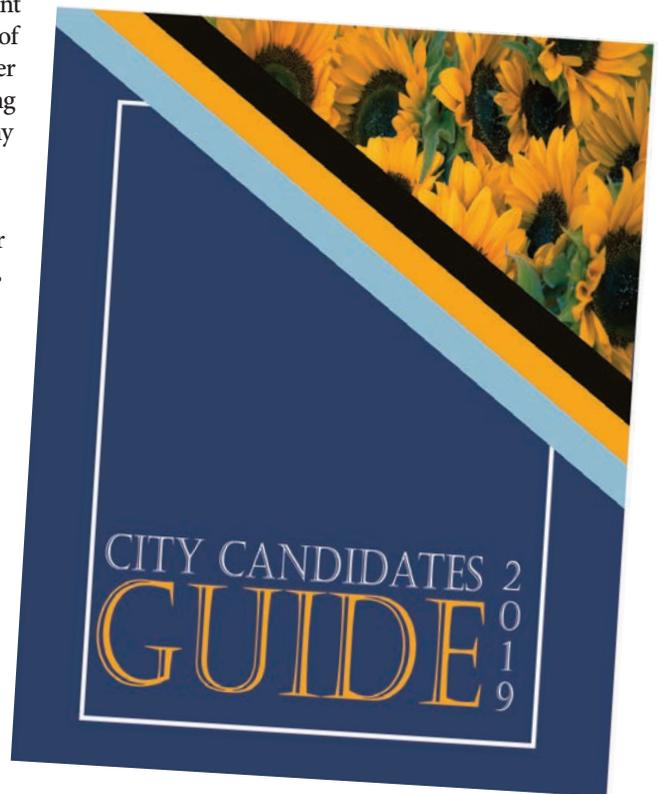
### Campaigning on Public Property

K.S.A 25-4169a states that no city officer or employee shall use, or authorize the use of public funds, vehicles, machinery, equipment, supplies, or the compensated time of any officer or employee to expressly advocate the nomination, election, or defeat of a clearly identified candidate for state or local office. No municipality shall allow any person to distribute any document which expressly advocates for the nomination, election, or defeat of a clearly identified candidate within any city building or structure unless each candidate for the office is permitted to do so in the same manner.

Lastly, just like in any relationship-building scenario, creating a positive atmosphere to civilly discuss issues is crucial to creating trust and goodwill. As current city staff, you can help set the tone for your city and create a climate that is open and engaging to potential leaders as well as the general public.

Download and print the full City Candidate's Guide online at [www.lkm.org/page/citycandidateguide](http://www.lkm.org/page/citycandidateguide). 

 **Megan Gilliland** is the League's Communications and Education Manager. She can be reached at (785) 354-9565 or [mgilliland@lkm.org](mailto:mgilliland@lkm.org).



Timeless Advice  
on Successful  
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# BEST PRACTICES

## Former League Executive Director E.A. Mosher's Tips Stand the Test of Time

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*Compiled from the League's "52 Tips for Successful Public Service"*

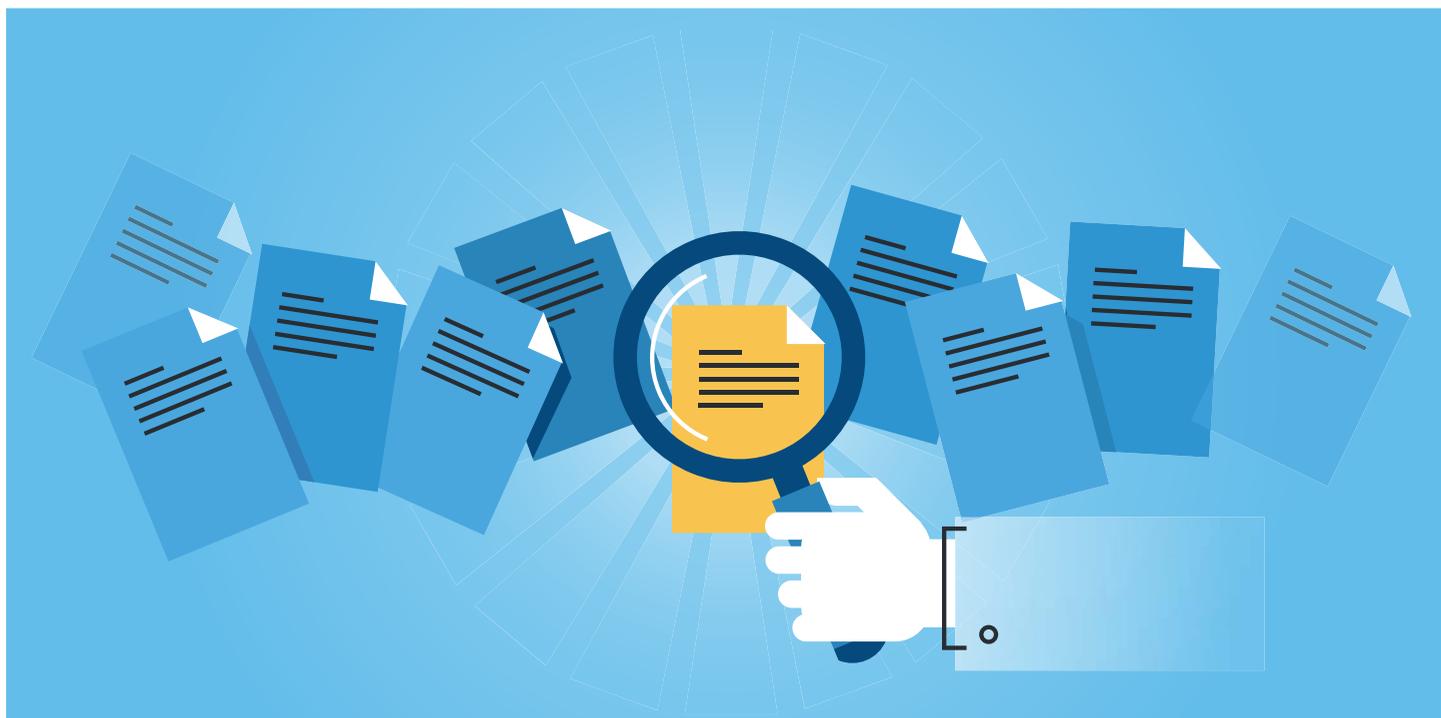
**E**rnie Mosher, the namesake of the E.A. Mosher Excellence in Local Government Award, was Executive Director of the League from 1960 to 1991. Almost 25 years have elapsed since he left the League, but the support, wisdom, and spirit he brought to local government most certainly lives on today. Mr. Mosher's heart and soul was in local government. He was a strong advocate of cities' constitutional Home Rule authority. Although he didn't focus on personal accomplishments, he played a key role in the amendment being adopted by Kansas voters in 1960.

Ernie also cared deeply about the elected officials and employees of Kansas cities. His "52 Tips for Successful Public Service" provide great advice – some philosophical, some practical – for elected and appointed officials as they engage in the rewarding work of public service.

Here are some of E.A. Mosher's tips that stand the test of time and are as practical today as they were in the mid-century.

- Learn all you can about your city, its history, its operations, its financing.
- Do your homework. Know your city ordinances. Take a look at the comprehensive plan.
- Devote sufficient time to your office and to studying the present and future problems of your community.
- Don't burn yourself out on the little things, while recognizing that they are often important to the public. Save some energy and time for the important matters.
- Don't act as a committee of one; governing a city requires a team effort practically and legally.
- Establish policy statements. Written policy statements let the public, and the city staff, know where they stand. They help the governing body govern, and writing them provides a process to develop consensus.
- Focus your attention on ways to prevent problems, rather than trying to solve them as they occur. Filling potholes is one approach; developing plans to prevent them is another.
- Don't give quick answers when you are not sure of the real answer. It may be embarrassing to appear ignorant, but it can be more embarrassing, and damaging, to tell a person something that is wrong.
- Don't spring surprises on your fellow governing body members or your city staff, especially at formal meetings. If a matter is worth bringing up for discussion, it is worth being on the agenda. Surprises may get you some publicity, at the embarrassment of others, and tend to erode the "team" approach to governance.
- Participate in official meetings with the dignity and decorum fitting those who hold a public trust. Personal dress and courteous behavior at meetings help create an environment for making sound public decisions.
- Once a majority decision of the governing body has been made, respect that official position, and defend it if needed, even if you personally disagree.
- Don't always take no for an answer. The right question may be "How can we do this?" instead of "May we do this?" Be positive!
- In determining the public interest, balance personal rights and property interests, the possible harm to a few versus the good of the many. Recognize that in some situations, everyone cannot be a winner.
- Learn to listen - really listen - to your fellow governing body members and the public. Hear what they are trying to say, not just the words spoken.
- Focus on the future, and try to leave your city better than that which you inherited as a city officer.
- Celebrate! Good things do happen. Let the public share your successes. Always focusing on problems and issues may leave you, the governing body, and the public, to believe that nothing positive ever happens. 🍷

 Check out all 52 tips online at [www.lkm.org/page/52tips](http://www.lkm.org/page/52tips).



## Administrative Search Warrants

By Eric Smith, J.D.

**Y**ou are a city code enforcement officer and you are concerned about the condition of a former apartment building that is now being used for storage by the current owner. In the past there have been complaints about tall grass and weeds on the property and, each time after you have contacted the owner, he has taken care of the complaints. A neighboring property owner has now complained about the deteriorating condition of the building. You are contacted by some members of the city council asking if something can be done about this building. What can you do? The outside of the building could use some paint, and the trees and shrubs are overgrown and need cleaned up, but you don't know the full condition of the building unless you can get inside to inspect. You remember the city attorney said not to enter a building unless you had the permission of the owner, but the owner won't answer your calls or respond to a certified letter asking for permission to inspect the inside of the building. Now what do you do? Most of your work has involved inspecting and reporting on code violations you can see from the street or the sidewalk. In those cases, you send a notice of violation and give the property owner time to correct the code violation. If they don't take care of the violation, then there is a procedure for the city to either remove the violation or file a case in municipal court to enforce the code ordinance.

Can you go to the municipal court to get an administrative search warrant to enter the building and inspect for code violations? No, the municipal court has no authority to issue a search warrant. K.S.A. 12-4104(b) specifically prohibits the municipal court from doing so. Since a municipal court is prohibited from issuing a search warrant, it will be necessary for the code enforcement officer to go to the district court to seek a search warrant. But, why does the code enforcement officer have to ask a judge to issue an administrative search warrant when in other cases they can just proceed with alleging a code violation? The difference is those other cases involve violations that are visible from the public street or sidewalk. In this case, the code officer is wanting to enter a private structure to look for potential code violations that cannot be seen from outside the structure.

Remember, the city attorney has told you not to enter into any building without the owner's permission. The reason for this warning is the 4<sup>th</sup> Amendment to the U.S. Constitution which states:

“The right of the people to be secure in their persons, houses, papers, and effects, against unreasonable searches and seizures, shall not be violated, and no warrants shall issue, but upon probable cause, supported by oath or affirmation, and particularly describing the place to be searched, and the persons or things to be seized.” (U.S. Const. Amend. 4.)

This amendment is a highly litigated area of the law concerning both arrest of the individual as well as the search of property by the government. For the purpose of this article, the focus will be on the search of a person's home or commercial property and how the search can be carried out without violating the rights of the individual.

"The basic purpose of this Amendment, as recognized in countless decisions of this Court, is to safeguard the privacy and security of individuals against arbitrary invasions by governmental officials." *Camara v. Municipal Court of City and County of San Francisco*, 387 U.S. 523, 528 (1967). The *Camara* case establishes how the term "probable cause" is analyzed in a non-criminal matter. The court recognized that in a criminal matter if the police can show probable cause that stolen goods will be found in a specific house, the court can issue a search warrant limited in scope to a location and the items expected to be located in the house. In code enforcement cases, the court found that inspection programs "are aimed at securing city-wide compliance with minimum physical standards for private property." (Id. 535) After discussing the public safety principals and goals behind the need for code enforcement ordinances and the need for inspections the court explained how probable cause is determined. "In determining whether a particular inspection is reasonable—and thus in determining whether there is probable cause to issue a warrant for that inspection—the need for the inspection must be weighed in terms of these reasonable goals of code enforcement." (Id. 535)

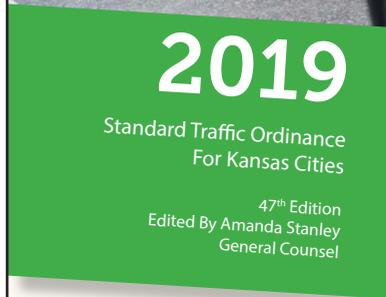
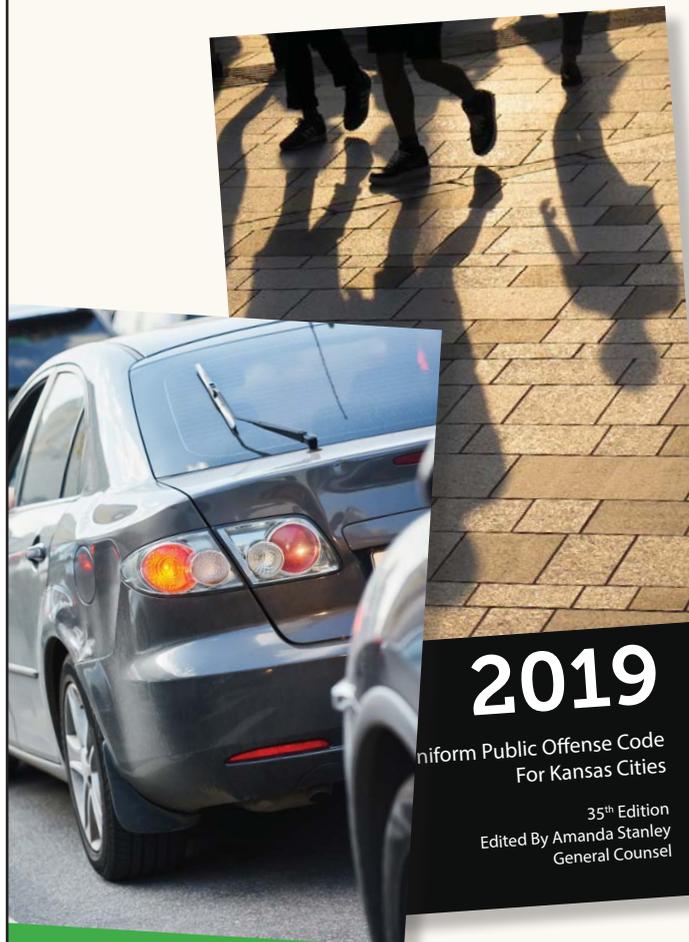
In *Board of County Com'rs of Johnson County v. Grant*, 264 Kan. 58, 954P.2d 695 (1998) the court found that in *Camara* "The Supreme Court distinguished warrants issued for the search of a particular residence for the purpose of locating evidence of criminal activity from administrative warrants issued for routine, nonemergency inspections of residences within an area." (Id. 63) This language is why we refer to search warrants issued for a code enforcement inspection as an administrative search warrant. The key point to understand is, if there is a valid public interest to justify the intrusion into private property, then there is probable cause to issue an administrative search warrant.

Knowing that the 4<sup>th</sup> Amendment protects the owner of the building you want to inspect from arbitrary invasions by government officials, you, as the code enforcement officer, need to provide a court with probable cause of code violations for entry into the building for an inspection. This is done by the submission of an affidavit to the district court requesting the court to issue an administrative search warrant. In this affidavit you will want to point out all the complaints you have received, how the building looks from the outside, roof shingles on the ground and being scattered around the neighborhood, and other issues that make the building unsightly and a blight on the neighborhood.

The situation I have described so far is what the code enforcement officer in the City of Beloit faced in the unpublished case, *Jorgensen v. City of Beloit*, 99 P.3d 150 (Table) (2004). The district court issued the administrative search warrant based on the affidavit of the code enforcement officer, and she, along with the city building inspector, fire chief and two police officers executed the search warrant by entering the property and performing an inspection of the building. Based on the inspection, the code

# Order Your 2019

## Standard Traffic Ordinance Uniform Public Offense Code



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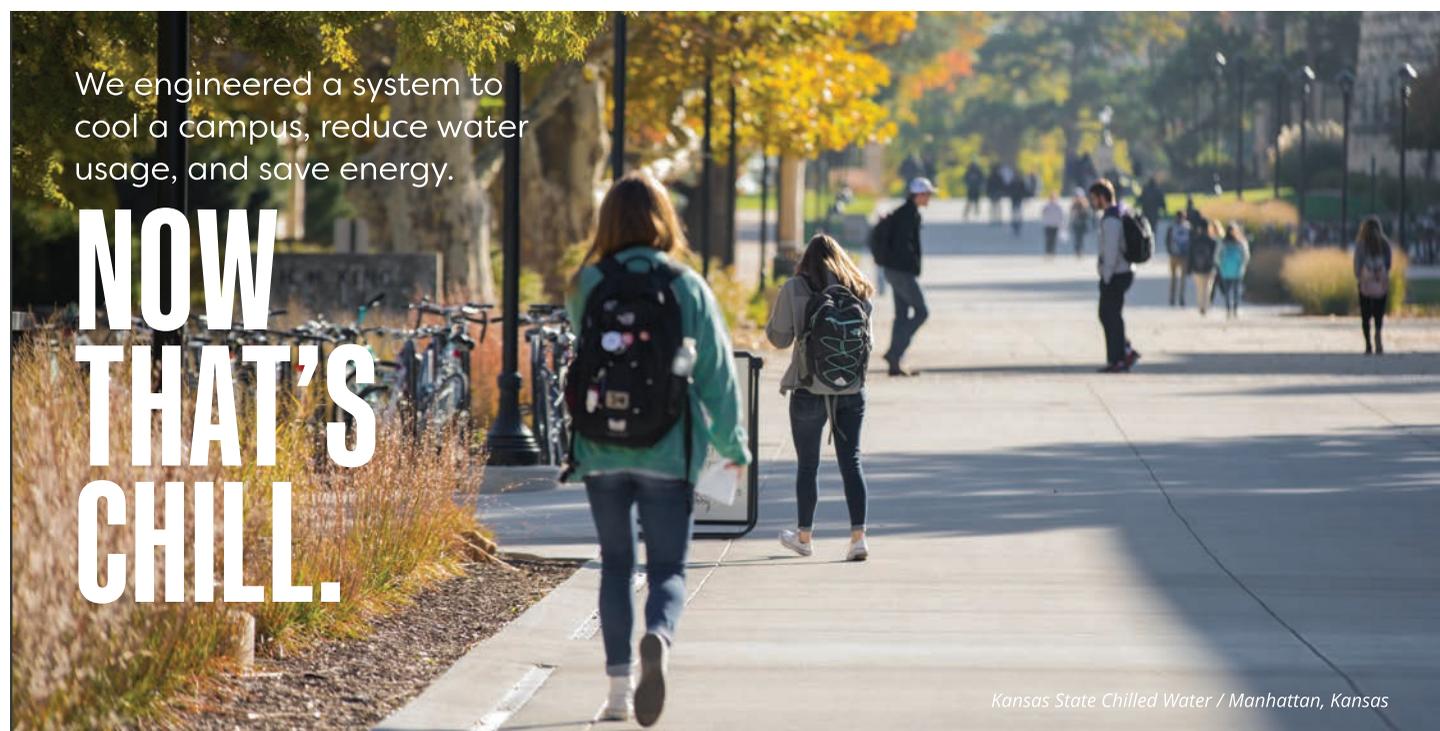
enforcement officer “recommended that the building be deemed dangerous, unfit, and unsafe for human habitation.” (Id. 2) The others who inspected the building also found the building to be a fire hazard and concluded that it was both a potential safety issue for children and susceptible to criminal activity due to the ease of access to the building.

As often happens in a code enforcement case, it became clear the building was in such a state of disrepair the city acted to have it condemned. After notice and hearing, the city’s governing body ordered the building either be “rendered safe and fit for human use or habitation” within 120 days or that it be remove, or demolished within the same time period. (Id. 5) The owner then appealed to the district court and one of the issues alleged by the owner of the property was that much of the evidence presented to the governing body was based on the reports generated after the court issued a search warrant relying on false information. (Id. 7)

The *Jorgensen* court, in analyzing if probable cause existed for the search warrant, relied on the *Camara* case as authority, stating that as long as “a valid public interest justifies the intrusion contemplated, then there is probable cause to issue a suitably restricted search warrant.” (Id. 7, citing 387 U.S. at 539) The *Jorgensen* court found the conditions in the affidavit that were not in dispute “showed probable city code violations. As a result, even though the code enforcement officers’ affidavit may have contained some inaccuracies, the undisputed information contained in the affidavit furnished sufficient probable cause for issuance of the search warrant.”

In the *City of Overland Park v. Niewald*, 258 Kan. 697, 907 P.2d 885 (1995) the question was put before the court if a district court could issue an administrative warrant for the search of a commercial property. The court supported the conclusion of the Court of Appeals that the district court has jurisdiction to issue an administrative search warrant to search a business under the same reasoning found in the prior analysis of noncommercial property. (285 Kan. 697, 682)

Most code enforcement cases will only involve information gathered by the officer from the public street or sidewalk. The fourth amendment does not come into play in these cases because, by viewing the property from the public area, the code officer is not “invading” the owner’s home. The other way a code enforcement officer avoids the need for an administrative search warrant is if the owner or occupant of the structure gives permission for the inspection. It is clear from reading the *Jorgensen* case how important it is for a code enforcement officer to establish a practice of citing violations of code ordinances. If a city does not have a regular practice of code enforcement, it may be more difficult to explain the valid public interest needed to justify an intrusion into an owner’s property if it becomes necessary. 🍷



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# KANSAS GOVERNMENT

Cheyenne ★



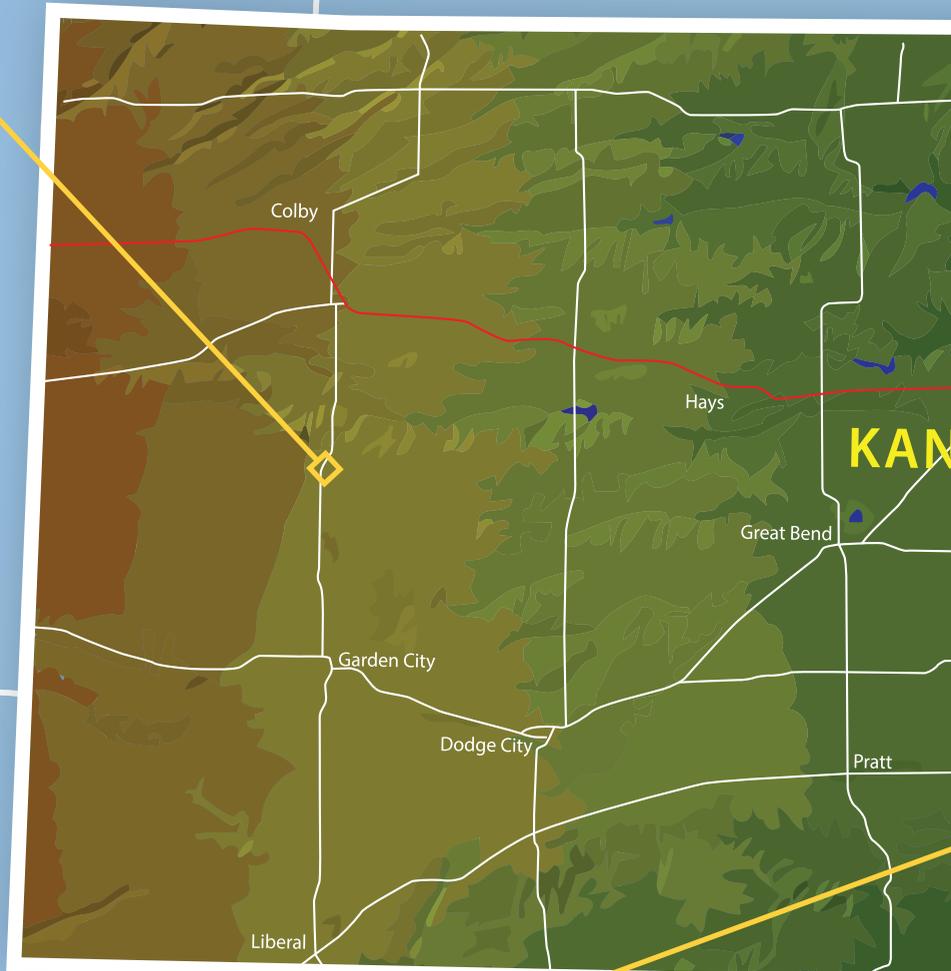
We are always seeking content ideas for stories and briefs. Please send your ideas and thoughts for content or story ideas to Megan Gilliland at [mgilliland@lkm.org](mailto:mgilliland@lkm.org).

## Scott City

### Scott City Passes Mobile Home Inspection Ordinance

In May, the City of Scott City established an ordinance setting permit and inspection policies for manufactured homes. The ordinance sets out safety regulations, skirting and porch requirements, a notice procedure, and fees for manufactured homes within the city limits. The inspections are required when a manufactured home is placed or moved within the city, or when a permit is needed for the manufactured home (repairs requiring building permit fees, mechanical, installations, or utility connections, etc.). The inspections will not cost when a manufactured home is placed or moved within the city limits.

**Source:** *City of Scott City*



★ Santa Fe

## Wichita

### Wichita City Council to Discuss Electric Scooter Rules

The Wichita City Council is discussing proposed rules and regulations surrounding electric scooters. Wichitans could be zooming around Wichita as soon as August, but there are a few more steps before they roll out. This includes changes in the ordinance, since electric scooters do not fall within the definition of a vehicle, motor vehicle, or bicycle under current City law. In June 2018, elected officials were contacted by electric scooter companies interested in bringing scooters to town. In 2019, the Kansas Legislature passed SB 63 which allows cities to craft regulations for electric scooters in city limits.

**Source:** *KAKE TV*

Oklahoma

# GOVERNMENT NEWS



## Paola

### Paola City Council Modifies Food Truck Ordinance

Paola City Council members recently approved an ordinance regulating food trucks. The ordinance offers the city's Parking Lot No. 1 off the northwest corner of Park Square as a public location that food trucks could set up at on Saturdays, Sundays, and Mondays. This is in addition to private property, where food trucks already can operate with the property owner's permission. Food truck vendors also would be required to acquire a city license to operate at a cost of \$25 per day or \$250 per year.

*Source: The Miami County Republic*

## Chanute

### Chanute City Commission Passes Dome & Tiny Home Limits

Chanute commissioners passed ordinance amendments that allow dome and tiny houses, under certain conditions. The measure proposed by the Planning Commission passed 3-2 at the City Commission. Tiny homes will be allowed within R-1 districts, except for lots of less than 3,000 square-feet. The ordinance prohibits metal shipping containers, accessory structures designed as utility sheds, scuttled aircraft, buses, railcars, and campers used as tiny homes. Both dome and tiny homes must have a minimum of 600 square-feet.

*Source: Chanute Tribune*

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# CLASSIFIED ADVERTISING

## **Executive Director Position Announcement, Kansas Association of Chiefs of Police**

The Kansas Association of Chiefs of Police is seeking a dynamic and energetic Executive Director to assume responsibility for managing all activities of the association while developing the resources and programs necessary to grow the association and better serve its membership. The Executive Director reports directly to the board of directors of the association.

Under the general direction of the Board of Directors, the Executive Director is responsible for overall financial health, management and operation of the Kansas Association of Chiefs of Police.

The Executive Director is responsible for the administrative functions associated with operating a professional association, including maintaining records, preparing documents and reports, sending membership communications, acting as a central point of contact for members and the public, planning meetings, and maintaining a current membership roster.

The Executive Director is responsible for membership solicitation, recruiting and tracking, including the development and maintenance of a membership database and timely performing renewal efforts.

One of the principal responsibilities of the Executive Director is fundraising. The director will develop and execute an annual fundraising plan to ensure the ongoing viability of the association.

The Executive Director will plan and execute the many events of the association including association conferences, the annual awards banquet, and chiefs round table discussions.

### **Required Qualifications:**

- Experience working with non-profit or government organizations;
- Direct experience with fundraising activities;
- Demonstrated ability to negotiate and manage contracts;
- Knowledge of basic budgets and accounting;
- Excellent oral, written and interpersonal communication skills.

### **Preferred Qualifications:**

- An undergraduate degree in a field relevant to the position; experience with Facebook,

Twitter or other social media and basic internet website maintenance.

### **How to Apply / Contact**

TO APPLY: email cover letter and resume to Michael A. Keller, President, Kansas Association of Chiefs of Police at [KACP@KSACP.net](mailto:KACP@KSACP.net). To be considered for this position, resume and cover letter must be received no later than July 1, 2019.

## **Electric Lineman, Herington**

Performs skilled line work in the operation, maintenance and repair of overhead and underground electrical distribution and transmission systems; operates a variety of specialized related equipment and vehicles. Works under the close supervision of a Lead Lineman or Service Man and the general supervision of the Electric Superintendent.

### **Examples of Work Performed**

- Performs skilled work in the reconstructing, maintaining and repairing electrical systems and equipment, including substation, distribution systems, transformers, and power lines.
- Performs skilled work in placing and removing crossarms, stringing wires, tapping wires, replacing crossarms and wires, placing and replacing insulators and setting transformers.
- Digs holes, frames poles, sets poles, hangs transformers, sags wire, energizes power lines.
- Sets distribution and transmission poles, anchors and guys.
- Digs trenches and lays conduit and vaults. Splices wire and cable.
- Inspects, tests, calibrates and adjusts various controls or meters used in the electrical system.
- Operates a variety of equipment and trucks, and the use of attached equipment such as power diggers, winches or cranes.
- Installs and maintains underground or overhead wiring systems as required.
- Provides temporary power connection for contractors.
- Installs and connects wire, meters and other electrical services on customer premises.
- Installs and maintains street lights and security lights.
- Maintains safety practices and procedures,

reports unsafe working conditions to immediate supervisor.

- Keeps inventory, time and material records, as assigned; stocks service vehicles as required
- Other duties as assigned.

### **Requirements of Work**

- Working knowledge of methods, materials and tools used in electrical distribution and transmission system maintenance work;
- Working knowledge of the occupational hazards and safety precautions of the trade;
- Considerable knowledge of the principles of electrical theory as applied to electrical circuits and wiring systems and ability to apply this knowledge to work situations.
- Skill in operation of the listed tools and equipment; Skill in the application of first aid methods including artificial respiration.
- Ability to follow proper methods, procedures and safety precautions of line work;
- Ability to understand and follow complex oral and written instructions;
- Ability to work under extreme weather conditions.
- Skill in the operation of aerial manlifts, climbing poles and rescue techniques for both.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, limited color vision, peripheral vision, depth perception, and the ability to adjust focus.

Graduation from high school or GED equivalent. Certification as a journey line worker and two to four years' experience is preferred. An equivalent combination of experience and training may be considered. Offers of employment are contingent upon passing a pre-employment physical, which includes drug screening, and upon satisfactory evaluation of a criminal record check.

### **How to Apply / Contact**

Interested candidates should fill out an application at [cityofherington.com](http://cityofherington.com) or contact

David Kahle at (785) 258 4221 or [electricdept@cityofherington.com](mailto:electricdept@cityofherington.com) for additional details.

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**City Administrator,  
Oak Grove, Missouri**

The City of Oak Grove, Missouri is seeking candidates for the City Administrator's position. Oak Grove has a population of 8,000 and is located 28 miles east of Kansas City on the Interstate 70 corridor.

Policymaking and legislative authority are vested with the Mayor and six member Board of Aldermen, all elected on a non-partisan basis. The Mayor is elected to a two year term and the Aldermen are elected from three wards to two year staggered terms. The City Administrator is the chief administrative and the chief finance officer of the City and is responsible to the Mayor and Board for the administration of the City's affairs as set forth in the City's Code. This includes carrying out the policies and ordinances of the City, overseeing the day-to-day operations of the City, and preparing and administering the annual budget. City services include police, the construction and maintenance of streets and other public infrastructure; parks and recreation; water distribution; wastewater collection and treatment; and storm water management.

The City currently has 46 fulltime employees. The 2019 General Fund budget is \$5.4 million and the 2019 budget for all funds, including debt service, is \$14.3 million. The person appointed shall be a graduate of an accredited college or university majoring in public administration or municipal administration or shall have the equivalent qualifications and experience in financial, administration and/or public relations. The City is seeking candidates with proven leadership, managerial, and interpersonal skills; a team oriented, participatory approach toward staff relations; and excellent human relations, supervisory, and communication skills. Financial, analytical, and budget management skills are essential. Experience in zoning, planning, and economic development is a plus.

**How to Apply / Contact**

The salary range is \$84,816 to \$132,692 and the salary of the last administrator was \$102,000. Send a letter of interest, resume, salary history, and the names and contact information of five work related references by email to Cathy Smith: [csmith@cityfoakgrove.com](mailto:csmith@cityfoakgrove.com). For additional information contact Mark Pentz, Interim City

Administrator at (816) 690-3773 ex. 1000. The first review of applications is expected to occur the week of July 8. The position is open until filled. EOE.

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**Deputy Director of Planning, Development  
and Codes  
Johnson County**

The Johnson County Planning, Development and Codes Department is seeking a Deputy Director of the Planning, Development and Codes Department that is a dynamic individual that enjoys working with the public, advisory boards and the Governing Body. This position is a high-profile position that requires a significant amount of interaction with the public and the County's departments/agencies. The position functions as a key resource and senior leadership position within the Planning Division and acts as the Departmental Director in the absence of the Director.

Johnson County, Kansas is a vibrant community with a national reputation for excellence. The Johnson County community is nestled in the southwestern quadrant of the Kansas City metropolitan area and exhibits all of the hallmarks of a great community: a thriving and growing business sector; nationally-recognized public schools; first-class cultural and recreational amenities; and distinctive and welcoming neighborhoods. Johnson County is a growing and diverse community of more than 580,000 residents. The County Planning Department's jurisdiction is the unincorporated area which accounts for approximately forty percent of the County's 477 square miles.

The Johnson County Planning Department, located in the Johnson County Administration Building in Olathe, Kansas, has 21 employees and a \$2.5 million budget. The Department is responsible for ensuring coordinated, efficient, and safe development of the County for all current and future residents by providing professional contractor monitoring, building codes enforcement, development, and land use reviews and recommendations, long-range planning, and geographic and socioeconomic analyses.

Serves as the principal planner and oversees the daily operations of the Planning Division, for current and long range planning, including serving as an internal consultant to all County units, divisions, and departments/agencies concerning planning and development, three

zoning boards, a planning commission, and codes issues, and formulates and administers related policies and procedures. The Deputy Director will also collaborate with the Director to ensure communication and input for key success with zoning boards, planning commission, and other key stakeholders. The position will also provide key leadership directing and supervising the department management team, and participating in the divisional and organizational strategic planning.

Bachelor's degree in Urban and/or Regional Planning, Public Administration, Civil Engineering, Landscape Architecture, or relevant field required. Ten years of progressive related experience in planning, development, code, or related experience. Experience with medium-to long-range land use planning, zoning and subdivision regulation administration, code enforcement or relevant experience. Five years leading, directing, supervising, or coordinating the work of others is required.

Public sector experience along with working knowledge of managing an entire planning department and awareness of the economic development impact this department makes in our community is preferred. American Institute of Certified Planners (AICP) certification and a Master's degree in Urban and/or Regional Planning, Public Administration, Civil Engineering, Landscape Architecture, or a related field also preferred.

Johnson County is an equal opportunity/equal access employer and offers a competitive salary and benefits package. The expected salary range for this position is \$92,473 to \$138,709 annually and based on experience. EOE

**How to Apply / Contact**

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