

Memorandum

TO: Mayor and City Council

From: Austin Gilley, City Administrator

RE: Notes to accompany agenda packet for City Council meeting **Monday, June 19, 2017**

Workshop/Community Presentation

6 p.m. Review of plans for Priority 1 Sewer Infrastructure Repairs (p. 2)

The City Engineer will be presenting an overview of the needed sewer line repairs. This presentation will be the same information that the Council heard previously, and your attendance is welcome but not required. This meeting is informational and open to the public. No decision about this will be made at this meeting. The public hearing for this loan application will be at 6 p.m. Monday, July 3, 2017, and your attendance will be necessary at that time. At the July 3 meeting, you will be considering a resolution to authorize application for a KDHE loan to fund the phase 1 repairs.

Special Note

New seating arrangement at dais

The Mayor advises that after speaking with some of you, he is implementing the following seating arrangement starting with this meeting. The nameplates will be set up this way at the start, and the Mayor asked me to express his thanks for your cooperation.

From left to right as viewed from the audience or upon entering the main door of the chambers:

Picture not provided



Bill Baker



Ross Chappell



Kevin Mohr



Mayor Roger Perryn



Danny Cunningham



Beth Pompa



Andrew Marino

Consent Agenda (Minutes, Claims, Routine Business)

Council Expense Approval Report (p. 12 to 24 of 52)

If you have any questions, please feel free to contact me prior to the meeting for more information. If there are any items that you believe deserve further consideration or debate by Council, those items can be added to the agenda at the meeting.

-Resolution to fund annual scholarships for USD 394 citizenship award (Pompa) (p. 25). The City has provided funding in the past, and with the City's leadership turnover and loss of continuity, a fair amount of confusion over the process, amounts, and authority have emerged in recent years. This resolution is an effort to provide long-term stability to the program.

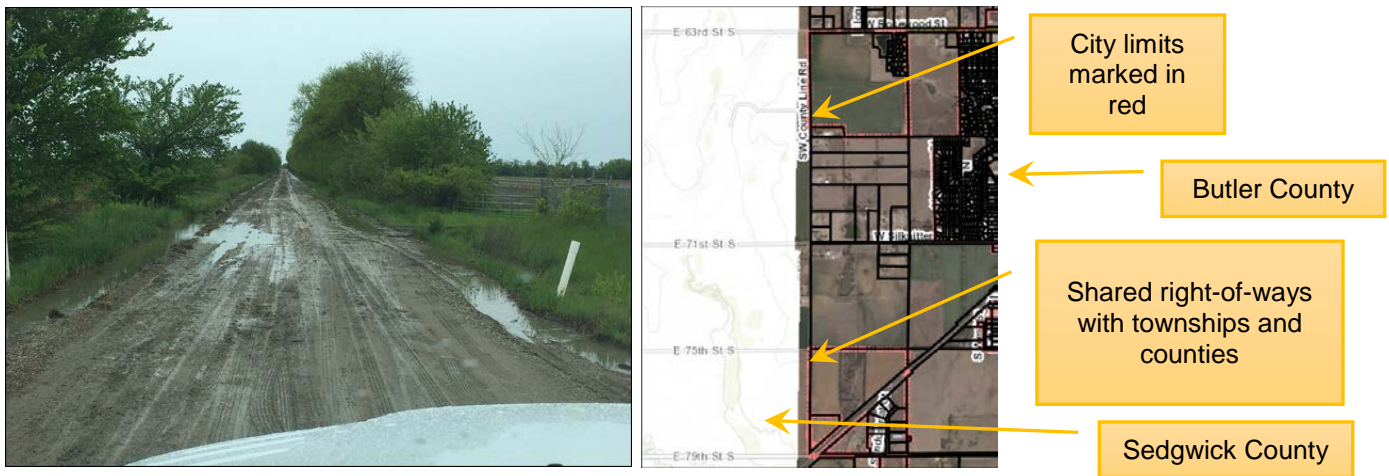
Presentations

2018 Library Budget

Director Cindy Maxey plans to attend the Council meeting to present the Library's 2018 budget. With so many new members to this process, it is important to note that no ordinance exists for the Rose Hill Library – which means this presentation is an informational courtesy since the City Council has no actual authority over the Library's budget.

Road maintenance request/City boundary clarification (Charlie Brown, PEC) (p. 26)

The Richland Township overseer contacted me to request that the City repair a stretch of County Line Road (see picture). Richland Township is under the impression that the City entered into an agreement to maintain this stretch of road during an annexation process in the late 90s or early 2000s. It is customary when jurisdictions share a right-of-way boundary to have agreements in place that spell out responsibilities for road maintenance. Neither the City nor the Township can locate such an agreement for this area, and upon further investigation, the City has very few agreements in place for its many shared right-of-ways. In order to remedy this, the City will need to address the City limits boundary issue that has been identified for several years. Essentially, the City’s legal limits on record are not clear. The Butler County GIS department has been very helpful in itemizing all of the areas of discrepancy. To correct this, a fair amount of technical survey and legal work will need to be done. I have approved the work order for PEC to proceed with this project, and it will result in an ordinance for Council’s consideration. The ordinance is a foundational document for the City. I have invited subject matter expert Charlie Brown of PEC to provide a brief overview of what this entails. At this point, no Council action is necessary.





2018 Street Budget (City Administrator)

A draft street maintenance plan update is included in the packet on page 27. I will review this at the meeting. Below is the remaining budget schedule. Also it is important to note that the second and third rounds of the City’s 4-round plan for double-chip seals will be starting soon – see Facebook post.

Meeting	Topic (Revised)	Notes (Revised)
January 17	Budget Process	Last year I received feedback that the process did not work
February 6	Financial Review	Review 2016, debt service, and personnel expenses
February 21	Compensation Review	Review of market data
March 6	Priority List	Review of priorities, add/remove, and rank items
March 20	Priority List	Continued
April 3	“Big Expenses”	Using direction on priorities, compile a tentative list of capital projects and equipment needs
April 17	“Big Expenses”	Continued
May 1	Utility Operations	Review water and sewer operation plans
May 15	(Council transition)	Delay budget discussion
June 5	(Council transition)	Delay budget discussion
June 19	Streets	Review street maintenance plans

July 3	Property Tax Funds	Review property tax funds, assess impact of new tax lid law and City's own tax lid
July 17	Utility Rate Review, Fee Schedule	Review and adopt fee schedule for upcoming year
August 7	Public Hearing, Adoption	

 **City of Rose Hill** added 2 new photos.
 Published by Austin Gilley [?] · Just now · 

Crews from Circle C Paving and Construction will be starting on June 19, 2017, the next rounds of major street work in Rose Hill neighborhoods. They will start with spot repairs to fill pot holes and cracks, then they will add two layers of specific road-grade rock aggregate onto the surface followed by a final sealant. The work will occur intermittently over a number of weeks. The finished product looks very similar to Asphalt and will help preserve the roads and improve appearance.

As with any construction project, the City and work crews greatly appreciate your patience and cooperation. Every effort is being made to avoid inconveniences as much as possible, and crews will work to keep specific areas informed as much as possible on the progress. Those who live on these streets may experience some exposure to some annoying little rocks and sticky residue. It has been our experience that this goes away relatively quickly.

Here is the resolution and map showing the locations to be done this year. This is rounds 2 and 3 of a 4-year plan.

-Austin Gilley, City Administrator

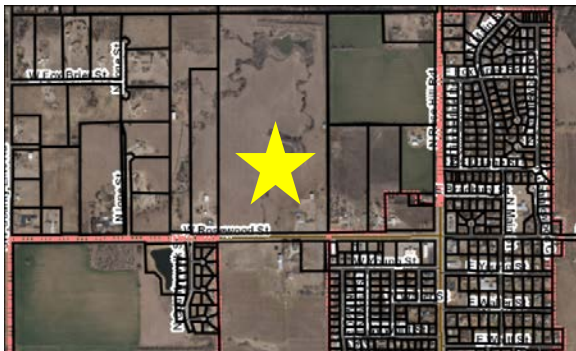
RESOLUTION #558

STINUING THE "60/40 STREET MAINTENANCE PLAN" FOR THE PUH

Action Items

1: Resolution providing official position for County consideration in July 3 zoning hearing regarding nearby development application (Vote required) (p. 29)

Butler County Planning Commission has received a zoning application for a dirt works business to operate at 330 W Rosewood. The 80 acre lot is not within Rose Hill limits. The site, however, is directly adjacent to City limits and the City owns property in the notification area. As such, the land use decision will be made by the Butler County Planning Commission. Jim Keller, the applicant who owns the dirt business, met in advance with the City's Development Review Team. City staff advised the owner that the City likely would oppose the application due to the proposed land use conflicting with the City's future land use plan, current planning efforts, and overall strategy for careful growth that promotes both businesses and retains the small-town appeal of the community. This resolution is the City's official statement to be considered at the public hearing on this application scheduled for July 3, 2017. The business or a similar business is currently operating at 4661 S Greenwich Rd. The web site is: <http://www.schuettesdirtworks.com/>



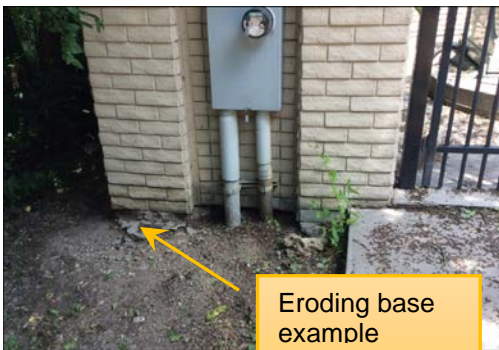
2: *Work order for survey and engineering services to establish right of ways at Yeager and Main and to design pavement repairs (Vote required) (p. 30)*

Yeager Street between Rose Hill Road and Main Street was identified in the 2015 street evaluations as needing significant work. Rains over the past 12 months have made the problems more readily apparent. This area is unplatted, which is not uncommon in older parts of communities, but as with this area it can make it difficult to determine boundaries – requiring additional survey work. While County GIS information is not survey/legal grade, it does help illustrate how the right-of-way and private property uses are overlapping in this area – see pictures.



3: *Work order for engineering services to repair Deer Creek lift station (Vote required) (p. 32)*

The Deer Creek Lift Station (which is one of the City’s major collection points for raw sewage on its way to the treatment plant) is experiencing significant erosion that is undermining the integrity of the facility. The area receives significant rainwater runoff, and the concrete pad does not appear to have been constructed to account for these conditions. The work order provides for the City Engineer to devise a solution.



4: *Work order for planning services for zoning case work (Vote required) (p. 35)*

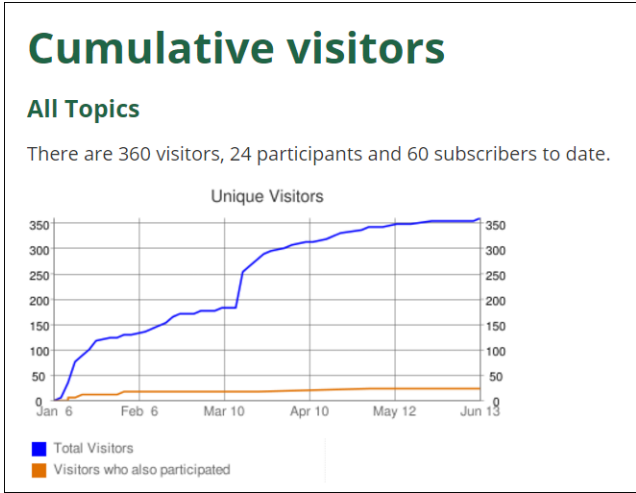
The Planning Commission voted unanimously June 13 to recommend the City Council approve this agreement for the City Planners to assist the City with zoning application case work. The Planners will review all applications, attend all meetings, and assist the Planning Commission with regulatory impacts. Currently, these duties are being handled by the City Treasurer, who also serves as the Zoning Administrator. This arrangement will allow greater efficiency and effectiveness in both the operation of the administrative departments and the planning and zoning function.

Staff Reports

Open Town Hall report (p. 42)

Included in the packet on page 42 is the final report from the Open Town Hall feedback regarding the City’s priorities. The City continues to see an increasing number of visitors to the Open Town Hall site, but

participation remains limited. We continue to plan for ways to engage and to provide opportunities for citizens to give feedback and input regarding all of the important issues with the City.



Thank you,

Austin Gilley
City Administrator
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