

exemption for Trio Machine seconded by Cunningham. Motion carried 4-0.

Adoption of Ordinance authorizing KDHE loan for phase 1 sewer projects

Councilmember Pompa made motion to adopt Ordinance #667 authorizing KDHE loan for phase 1 sewer projects seconded by Chappell. Motion carried 4-0.

Resolution approving memorandum of understanding with Rose Hill Historical Society And USD 394 for Veterans Banner Project

Councilmember Chappell made motion to adopt Resolution #586 approving memorandum of understanding with Rose Hill Historical Society and USD 394 for Veterans Banner Project seconded by Baker. Motion carried 4-0.

Resolution for appointment of Interim City Administrator

Councilmember Chappell made motion to approved Resolution #587 for the appointment of Interim City Administrator seconded by Pompa. Motion carried 4-0.

Staff Reports

7 p.m. November 15, 2017, at City Hall – transition for newly elected officials.

The City Administrator updated the Council with the latest status report. No action was taken.

Adjournment

Councilmember Chappell made motion seconded by Baker to adjourn the meeting at 7:52 p.m. Motion carried 4-0.

Respectfully submitted:

Kelly Mendoza
City Clerk

**Employment Agreement
with
Kelly Mendoza, Interim City Administrator
And
City of Rose Hill, Kansas**

Introduction

This Agreement, made and entered into this 6th day of November, 2017, by and between the City of Rose Hill, Kansas, a municipal corporation, (hereinafter called “Employer”) and Kelly Mendoza, (hereinafter called “Employee”) an individual who has the education, training and experience to be an Interim City Administrator, both of whom agree as follows:

Section 1: Term

A. The term of this agreement shall be for an initial period of six (6) months from the 18th day of November, 2017, to the 18th day of May, 2018, or until a permanent City Administrator is appointed. At the conclusion of this initial term, this Agreement shall automatically be renewed for an additional one (1) month term continuing for subsequent months unless written notice provided by either party that the Agreement shall terminate is given at any time or until a permanent City Administrator is appointed.

B. At the expiration or termination of the Agreement by either party, the Employee shall return to serving as City Clerk.

Section 2: Duties, Authority, Commitment and Understanding

A. Employee shall have all authority and responsibility vested in the City Administrator, and shall perform the functions and duties specified in City Ordinance(s), the Rose Hill City Code and applicable policies, and to perform other legally permissible and proper duties and functions as the City Administrator.

B. Employee shall continue to be responsible for duties as City Clerk but may temporarily delegate or reorganize departmental duties as necessary to maintain optimal operational effectiveness.

Section 3: Compensation

A. Employer agrees to increase Employee’s hourly wage rate to \$38.75 per hour.
B. This agreement shall not affect any other compensation or benefits.

Section 4: General Business Expenses

A. Employer recognizes that certain expenses of a non-personal but job-related nature are incurred by Employee, and agrees to reimburse or to pay said general expenses. Staff is authorized to disburse such moneys upon receipt of duly executed expense or petty cash vouchers, receipts, statements or personal affidavits.

Section 5: Termination

For the purpose of this agreement, termination shall occur when:

A. The Mayor appoints a permanent City Administrator.
B. Written notice is provided by either part that the Agreement shall terminate.
C. The majority of the Governing Body votes to terminate the Employee at a duly authorized public meeting.

D. Nothing in this agreement shall prevent, limit, or otherwise interfere with the right of the Employer to terminate services at any time.

Section 16: Notices

Notice pursuant to this Agreement shall be given by depositing in the custody of the United States Postal Service, postage prepaid, addressed as follows:

(1) EMPLOYER: City of Rose Hill
125 West Rosewood,
Rose Hill, KS 67133

(2) EMPLOYEE: Kelly Mendoza
PO Box 185
Rose Hill, KS 67133

Alternatively, notice required pursuant to this Agreement may be personally served in the same manner as is applicable to civil judicial practice. Notice shall be deemed given as of the date of personal service or as the date of deposit of such written notice in the course of transmission in the United States Postal Service

Roger Perryn, Mayor

Kelly Mendoza, Interim City Administrator

APPROVED AS TO FORM:

ATTEST:

City Attorney

Kelly Mendoza, City Clerk

Rose Hill City Council Packet



Request for Street Closing

City Code 13-209 (c) Closing of Streets. For the use or closure of any public street(s), other than for normal traffic use, by any person, business or corporation, an application for "Request For Street Closing" must first be obtained, filled out in full, and submitted for review. All applications shall be approved by the chief of police, chief of fire, public works superintendent, with final approval by the city council. The applicant must agree to pay any and all costs associated with such street closing or use incurred by the city. Any person, business, or corporation failing to apply for and receive such permission shall be subject to penalties noted in section 1-116. (Ord. 433, Sec. 1; Code 2003)

Today's Date: 11/06/17

Name of organization requesting street closure: RH Historical Society / Hometown Christmas

Name of person making request: Chris Wendt Phone #: 316-371-8594

Organization's address: 106 S. Main St., Rose Hill, KS 67133

Date of proposed event: 12/09/16 Purpose for closure: Parade

List the streets / locations that need to be closed and the times they need to be closed along with a map of the proposed route:

6:30 pm to 7:30 pm - E. School Street (Stadium) to Rose Hill Rd.

Rose Hill Rd. to Berry Street

Berry Street to Main Street

Main Street to E. School Street

By signing below I certify that I am an authorized representative of the above organization. My signature also acknowledges agreement to pay any and all costs associated with such street closing or use incurred by the city.

Christine Wendt
Organization Representative

8 Nov 17
Date

William L. Manly
Police Chief

11-9-17
Date

James L. Woydzial
Fire Chief

9 Nov 17
Date

[Signature]
Public Works

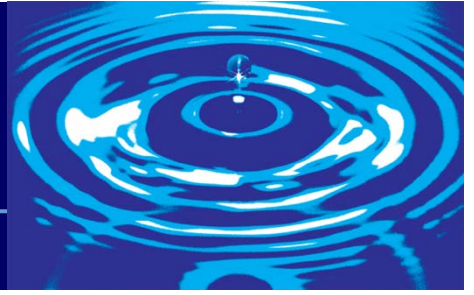
11/9/17
Date

For Office Use Only

City Council member _____ motioned to approve/deny street closure, second by _____.
Motion was approved/denied _____.

Signed: _____

Attest: _____



MUNICIPAL WATER CONSERVATION PLAN FOR THE CITY OF ROSE HILL

Rose Hill City Council Packet

Municipal Water Conservation Plan For the City of Rose Hill

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INTRODUCTION

The primary objectives of the Water Conservation Plan for the City of Rose Hill are to develop long-term water conservation plans (Long-Term Water Use Efficiency Section) and short-term water emergency plans (Drought Response Section) to assure the City customers of an adequate water supply to meet their needs. The efficient use of water also has the beneficial effect of limiting or postponing water distribution system expansion and thus limiting or postponing the resultant increases in costs, in addition to conserving the limited water resources of the State of Kansas.

The City of Rose Hill has undertaken a number of steps to ensure a dependable water supply for our customers. The water supply for our City is obtained from the City of Wichita. The City of Rose Hill has two elevated water storage tanks of 500,000 and 100,000 gallons, which under normal operating conditions water flows to the towers without pumping. The City uses valves, pumps and SCADA (Supervisory Control and Data Acquisition) to control the flow of water. Two 25 hp 6 inch pumps are available to boost water when demanded. Our City water supply and distribution system have ample capacity to meet current customer demands and future projected demands for several years. The City of Rose Hill believes that our Municipal Water Conservation Plan represents an additional major step in ensuring our customers of a dependable water supply in future years.

LONG-TERM WATER USE EFFICIENCY

Water Use Conservation Goals

The City of Rose Hill used 70 gallons per person per day (GPCD) in 2015. This GPCD figure included:

Water sold to residential/commercial customers;
Water lost by leaks in the water distribution system.

However, the GPCD figure does not include municipally supplied water for industries that use over 200,000 gallons per year. According to Figure 1, shown in the Public Supply Water Use in Kansas, 2015, our City is located in Region 7M. From this publication it was determined that our City GPCD water use was 70, which was 22 percent below the regional average of 90 GPCD among cities in Region 7M during 2015. The City desires to set a water use conservation goal for usage not to exceed 70 GPCD based on the City's five-year average (2011-2015). Our City anticipates not exceeding this goal by carrying out the specific actions that are outlined in our plan.

Water Conservation Practices

This subsection of the plan summarizes the current management and regulation efforts that relate to the long-term conservation of water in the City. Specific practices that will be undertaken to conserve water are listed and a target date to begin each practice is also shown.

Education

The City water bills show the total gallons of water used during the billing period and the amount of the bill. Water conservation tips are not normally provided with the water bills. The City has not provided information on water conservation to the local news media on a regular basis and has not encouraged the Board of Education and teachers to become involved in water conservation presentations in schools.

The City has chosen the following conservation practices and target dates for the Education Component of the Long-Term Water Use Efficiency Section of our Water Conservation Plan.

Education Conservation Practices to be Taken	Target Date
1. Water bills will show the amount of water used in gallons and the cost of the water.	Implemented

Management

The City of Rose Hill has water meters on all water supplies and water moved to the distribution system. Any new supply will have an individual meter on each source of supply. These meters are read once daily and calculated monthly by the City of Rose Hill SCADA (Supervisory Control and Data Acquisition) System.

Water meters were installed for all residential/commercial customers by 1965. Customer meters are scheduled for an accuracy check and possible repair or replacement upon receiving a request to do so from the customer.

The City of Rose Hill reads each customer's water meter and mails or emails a monthly water bill to each customer. Customer water meters are generally read on the 15th of the month; however, the meter reader sometimes deviates from the scheduled time period, due to the 15th falling on a non-working day.

Water leaks from the City public water distribution system are repaired when customers report leaks from the water mains or leaks are located by City Personnel. Water pressure is not checked unless, a customer requests or has an issue that needs attention.

The water rate structure for the City was passed on July 5th, 2016

Each account is charged a minimum monthly fee, which includes the first 1,000 gallons. Each additional 1,000 gallons is charged based on these increasing steps.

Water Rates

Monthly Minimum 1,000 gallons	\$25.01
1,000 – 4,000 gallons	\$4.74/kgal
5,000 – 6000 gallons	\$5.04/kgal
7,000 – 8,000 gallons	\$5.33/kgal

9,000 – 10,000 gallons	\$7.45/kgal
10,000 + gallons	\$9.22/kgal

The City of Rose Hill realizes that much greater emphasis must be placed on obtaining accurate measurement of water use at our source and at customer meters and that a water use records system must be developed that can be used to more effectively and efficiently manage the City public water distribution system. For that reason, the City of City of Rose Hill has chosen the following conservation practices and target dates for the Management component of the Long-Term Water Use Efficiency Section of our Water Conservation Plan.

Management Conservation Practices to be Taken	Target Date
1. All source water will have meters installed and the meters will be repaired or replaced within two weeks when malfunctions occur.	Complete
2. Meters for source water will be tested for accuracy once every year. Each meter will be repaired or replaced if its test measurements are not within industry standards.	Complete
3. Meters will be installed at all residential service connections and at all other service connections whose annual water use may exceed 300,000 gallons, including separate meters for municipally operated irrigation systems which irrigate more than one acre of turf.	Complete
4. All meters for source water will be read on a daily basis and meters at individual service connections will be read at least once every month.	Complete
5. A reading will be taken at each source water meter at the same time that meters for individual service connections are read.	Complete
6. Water sales will be based on the amount of water used.	Complete
7. A water rate structure designed to curb excessive use of water will be evaluated.	Complete
8. A water utility will implement a water management review, which will result in a specified change in water management practices or implementation of a leak detection and repair program or plan, whenever the amount of unsold water (amount of water provided free for public service, used for treatment purposes, water loss, etc.) exceeds 20 percent of the total source water for a four month time period.	Implemented

Regulation

The City of Rose Hill does not have any water conservation regulations in effect at the present time. Because of our ability to supply water during normal periods, regulatory controls on water use are included only in the Drought Response section of this plan and water drought/emergency ordinance where they constitute the primary means for conserving water during a supply shortage.

City of Rose Hill does have a plumbing code, but has not felt the need to incorporate mandatory use of water conservation units in the plumbing code. The enforcement of any regulations to require use of any water conservation plumbing measures would be very

difficult. Most new homes and/or remodeling projects do include the use of water conservation toilets and faucets.

DROUGHT RESPONSE

The City of Rose Hill will use the wholesale provider of potable water's Drought Response Plan. This plan addresses its short-term water shortage problems through a series of stages based on conditions of supply and demand with accompanying triggers, goals and actions. Each stage is more stringent in water use than the previous stage since water supply conditions are more deteriorated. The City Administrator is authorized by this plan to implement the appropriate conservation measures as this plan has already been approved by the Rose Hill City Council.

Stage 1: Water Watch

Goals

The goals of this stage are to heighten awareness of the public on water conditions and to maintain the integrity of the water supply system.

Triggers

This stage is triggered by any one of the following conditions:

1. The City's storage has fallen below 85 percent capacity, and will not recover;
2. Demand for one day is in excess of 0.500 million gallons per day;
3. Provider of purchased water has issued a Stage 1 Water Watch.

Education Actions

1. The City will make occasional news releases to the local media describing present conditions and indicating the water supply outlook for the upcoming season.
2. Water-saving tips will be included in billings to water utility customers.

Management Actions

1. Leaks will be repaired within 48 hours of detection.
2. The City will monitor its use of water and will curtail activities such as hydrant flushing and street cleaning.

Regulation Actions

The public will be asked to curtail some outdoor water use and to make efficient use of indoor water, i.e. wash full loads, take short showers, don't let faucets run, etc.

Stage 2: Water Warning

Goals

The goals of this stage are to reduce peak demands by 20 percent and to reduce overall weekly consumption by 10 percent.

Triggers

This stage is triggered by any one of the following conditions:

1. The City's storage has fallen below 70 percent capacity, and will not recover;
2. Demand for one day is in excess of 0.600 million gallons per day;
3. Provider of purchased water has issued a Stage 2 Water Warning.

Education Actions

1. The City will make weekly news releases to the local media describing present conditions and indicating the water supply outlook for the upcoming week.
2. Water conservation articles will be provided to the local news agencies.
3. Water-saving tips will be included in billings to water utility customers.

Management Actions

1. The City water supplies will be monitored daily.
2. Leaks will be repaired within 24 hours of detection.
3. The City will curtail its water usage, including operation of fountains, watering of City grounds and washing of vehicles.
4. The City will contact DWR for permission to require private well owners to comply with the City's drought response regulations as authorized under K.S.A. 82a-733(i).

Regulation Actions

1. An odd/even lawn watering system will be imposed on City residents. Residents with odd-numbered addresses will water on odd days; even addresses will water on even days.
2. Outdoor water use, including lawn watering and car washing will be restricted to before 10:00 am and after 9:00 pm.
3. Golf courses will restrict watering to tees and greens after sunset.
4. Refilling of swimming pools will be allowed one day a week after sunset.
5. Outdoor watering will be restricted to use of a hand-held hose or bucket only.
6. Excess water use charges for usage of water over the amount used in the winter will be considered.

7. Waste of water will be prohibited.

Stage 3: Water Emergency

Goals

The goals of this stage are to reduce peak demands by 50 percent and to reduce overall weekly consumption by 25 percent.

Triggers:

This stage is triggered by any one of the following conditions:

1. The City's storage has fallen below 50 percent capacity (typically 50);
2. Demand for one day is in excess of 0.750 million gallons per day;
3. Provider of purchased water has issued a Stage 3 Water Emergency.
4. Emergency conditions related to repairs or water quality.

Education Actions

1. The City will make weekly news releases to the local media describing present conditions and indicating the water supply outlook for the next day.
2. The City will hold public meetings to discuss the emergency, the status of the City water supply and further actions, which need to be taken.

Management Actions

1. The City water supplies will be monitored daily.
2. Leaks will be repaired within 24 hours of detection.
3. The City will seek additional emergency supplies from other users, the state or the federal government.

Regulation Actions

1. Outdoor water use will be banned.
2. Waste of water will be prohibited.

PLAN REVISION, MONITORING & EVALUATION

The City of Rose Hill will establish a monthly management practice of reviewing totals for water production, residential/commercial sales, water provided free-of-charge, and "unaccounted for water". Problems noted during the monthly review will be solved as soon as possible.

The City of Rose Hill Municipal Water Conservation Plan will be reviewed during the month of January each year and on a more frequent basis during drought or other water shortage conditions. If the water conservation GPCD goals for the previous year are not met, then the City will review the data collected from the previous year in relationship to the status and effectiveness of the conservation practices that are outlined in our plan and will provide a status report to the Kansas Department of Agriculture, Division of Water Resources, which will also include any additional water conservation practices that may need to be taken in order for the city to achieve and maintain its water use conservation GPCD goals.

DRAFT

Rose Hill City Council Packet