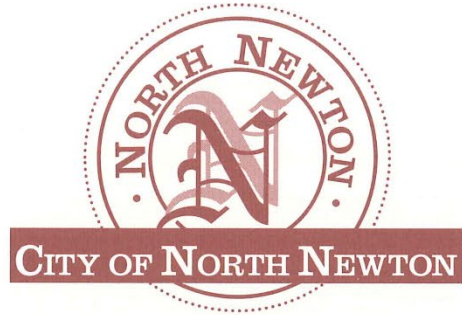




AGENDA
North Newton City Council
Regular Meeting
May 12, 2025 7:00 P.M.
North Newton City Hall

1. Call to order
2. Minutes of the April 14, 2025 regular meeting
3. Citizen Comments
4. Community Partner Update - RaileRobotics
5. Consider Authorizing the sale of the 2017 Dodge Charger
6. Consider a Resolution approving a Special Use Permit for a bed-and-breakfast or similar short-term lodging at 304 Old Colony Court
7. Consider rescheduling the June 9, 2025 Regular City Council meeting
8. Receive Financial Reports
9. Receive Monthly Reports
 - a. Mayor/Council
 - b. Police
 - c. Public Works
 - d. Administration
10. Non-Agenda Items
11. Consider recessing to Executive Session
12. Adjournment



Agenda Item

2

Meeting Minutes

MINUTES
North Newton City Council – Regular Meeting
April 14, 2025 – 7:00 P.M.
North Newton City Hall

1. Call to Order

Mayor Ron Ratzlaff called the meeting to order. Those present and constituting a quorum were:

COUNCIL: Dennis Campbell, Gregg Dick, Monty Graber, Mark Jenkins, and Marissa Murphy

STAFF: Brad Harris, Jim Bethards, Mari-Ruth Juhnke, Greg Nye, and Pat Redding

OTHERS: Fred Schroeder, Andi Schmidt Andres, and Wendy Nugent

2. Minutes of Previous Meeting

Minutes of the March 10, 2025 Regular Meeting were presented.

MOTION: Graber moved, Dick seconded, to approve March 10, 2025 Regular Meeting Minutes. Motion carried unanimously.

3. Citizen Comments

No one spoke.

4. Community Partner Update – Kauffman Museum

Andi Schmidt Andres, Director of Kauffman Museum, shared about the history of Kauffman Museum. The Museum partners with Bethel College and has its own governing board. Kauffman Museum employs approximately 6 FTE and also uses many volunteers. The Museum has received numerous awards throughout the years and appreciates the support from the City.

5. Consider authorizing staff to purchase a police patrol vehicle

Chief Bethards received five bids and is recommending the City purchase a 2025 Ford Police Interceptor for a cost of \$58,915.82 from SERV. SERV has this vehicle in stock and Bethards reported it will be approximately 3-4 months until delivery. This new vehicle would replace the Dodge Charger.

MOTION: Murphy moved, Jenkins seconded, to authorize City Staff to purchase a 2025 Ford Police Interceptor Utility AWD from SERV for an amount not to exceed \$60,000. Motion carried unanimously.

6. Consider authorizing the Mayor to sign an amendment to the Fire/EMS Agreement with the City of Newton

April 2025 Minutes

Harris met with the Newton Fire Chief and the finance team from the City of Newton regarding the budget challenge the current payment formula presents. Currently the City pays a ratio of projected expenses of the upcoming year. Newton has drafted an amendment which allows North Newton to pay a ratio of actual expenses from the prior year. So, going forward, the City will be billed in arrears and therefore pay the same amount in 2025 and 2026. This amendment will significantly improve our ability to accurately budget for this expense. Harris recommends the council approve this amendment.

MOTION: Murphy moved, Dick seconded, to authorize the Mayor to sign an amendment to the Fire/EMS Agreement with the City of Newton. Motion carried unanimously.

7. Consider amending Personnel Policy Manual

Harris reviewed the changes to the Personnel Policy Manual at the recent work session. Since that time, he has drafted a gift policy. Mayor Ratzlaff suggested some edits to the gift policy and the redline version is printed out for council to review. Among the highlights of the updated policy are the addition of Juneteenth and Veterans' Day as City holidays, a number of edits to better align the policy with existing practices, recent changes adopted by the City Council, and the addition of a gift policy.

MOTION: Graber moved, Murphy seconded, to amend the Personnel Policy Manual with the edits to the gift policy. Motion carried unanimously.

8. Receive Strategic Plan Update

Harris reported there are no action goals for April but he has been working on some of the goals for future months. City Ordinances have been handed over to American Legal Publishing for the codification process to start. Harris has had productive conversations with various land owners and wants to get this group together later in the year and share ideas.

9. Receive Financial Reports

Redding presented April accounts payable and miscellaneous bills and March/April payroll for consideration.

MOTION: Dick moved, Graber seconded, to receive April accounts payable and miscellaneous bills in the amount of \$131,000.48 and March/April payroll in the amount of \$36,238.22. Motion carried unanimously.

10. Receive Monthly Reports

a. Mayor and Council

There was nothing to report.

b. Police

Chief Bethards reported there was increased police activity as seen in the case report this past month. Bethards posted the 4th Police Officer position a month ago and there have been no applications.

c. Public Works

Entz was absent so Harris reviewed the Public Works report.

d. Administration

Harris reported that next week he and Entz will be out a couple days at different conferences. At the May Council Meeting a budget work session date will need to be finalized. Harris has some polos on display embroidered with the City seal or flag for council to view and give feedback.

11. Non-agenda items

Campbell attended the Kansas Rural Water Conference and stressed the importance of protecting North Newton's water supply. Graber thanked the Public Works department for their hard work during spring cleanup.

12. Consider recessing to Executive Session

Ratzlaff stated an executive session is not needed.

13. Adjournment

There being no further business, Mayor Ratzlaff asked for a motion to adjourn the meeting.

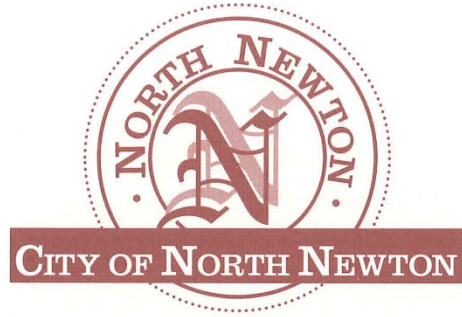
MOTION: Dick moved, Campbell seconded, to adjourn the meeting. Motion carried unanimously.

Mayor Ratzlaff declared the meeting adjourned at 7:52 p.m.

City Clerk

Mayor

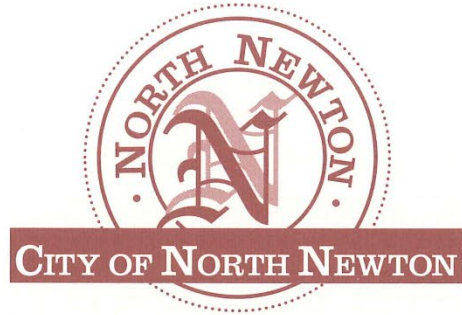
Date Approved



Agenda Item

3

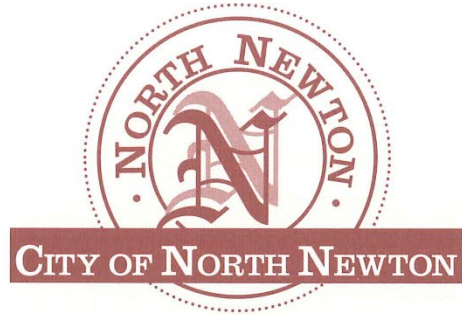
Citizen Comments



Agenda Item

4

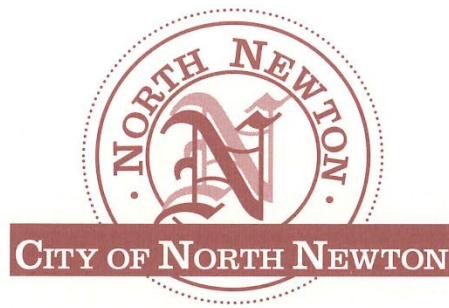
Community Partner Update



Agenda Item

5

Authorize Vehicle Sale



Agenda Item Report

City Council – May 12, 2025

Agenda Item #5

Recommendations:

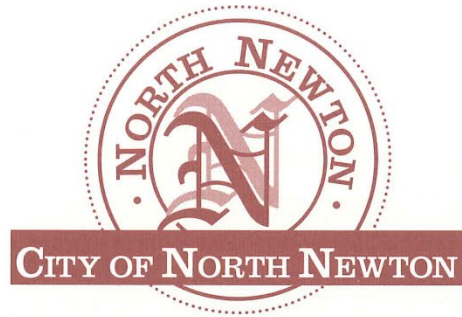
Consider authorizing the City Staff to sell the 2017 Dodge Charger via auction.

Executive Summary:

The North Newton Police Department has ordered a new patrol vehicle to replace its 2017 Dodge Charger. The Dodge Charger has been stripped of police equipment and may now be sold at auction to recover some of its remaining value.

Action Requested:

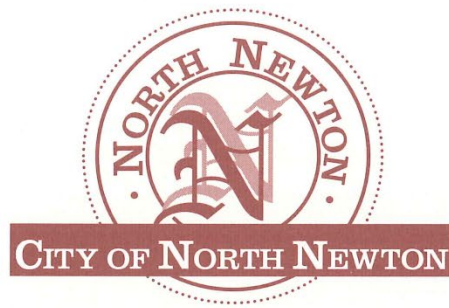
Authorize City Staff to sell the 2017 Dodge Charger via auction.



Agenda Item

6

Special Use Permit
for short-term lodging
at 304 Old Colony Ct



Agenda Item Report

City Council – May 12, 2025

Agenda Item #6

Recommendations:

Consider adopting Resolution No. 402-25, approving a Special Use Permit for a Bed-and-Breakfast or similar short-term lodging at 304 Old Colony Ct.

Executive Summary:

The proposed Special Use Permit allows for a departure from existing R-1 zoning regulations by allowing a Bed-and-Breakfast, or similar short-term lodging. This request was passed by the Planning Commission and it satisfactorily met the standards for issuance of Special Use Permits.

This request was recommended by City staff and approved by the Planning and Zoning Commission. Therefore, Staff recommends the City Council approve this resolution.

Action Requested:

Adopt Resolution No. 402-25, approving a Special Use Permit for a Bed-and-Breakfast or similar short-term lodging at 304 Old Colony Ct.

RESOLUTION NO. 402-25

A RESOLUTION APPROVING A SPECIAL USE PERMIT FOR SHORT TERM LODGING IN AN R-1 DISTRICT; APPLICATION FILED BY LAURA SHARP AND NICK SHARP AND DATED JANUARY 16, 2025.

WHEREAS, Laura Sharp and Nick Sharp filed an application for a Special Use Permit dated January 16, 2025, requesting the house located at 304 Old Colony Ct., North Newton, Kansas be used as short term lodging; and

WHEREAS Special Use Permits that are approved by the North Newton City Council are subject to the allowances and restrictions set out in City's zoning regulations; and

WHEREAS, proper notice was given; and

WHEREAS, a public hearing was held before the City of North Newton Planning and Zoning Commission on April 7, 2025, to receive input and evidence regarding said application; and

WHEREAS, based upon said evidence including the Staff report dated March 24, 2025, the City of North Newton Planning and Zoning Commission recommends approval of said Special Use Permit subject to restrictions in the City's zoning regulations including the maximum number of sleeping units limited to 4 and the maximum number of guests limited to 12.

NOW THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF NORTH NEWTON, KANSAS AS FOLLOWS:

1. Based upon evidence received, Special Use Permit application filed by Laura Sharp and Nick Sharp dated January 16, 2025, is approved.

2. Said Special Use Permit is subject to the requirements and procedures for short term lodging which requirements and procedures are the same for Bed-and-Breakfast Facilities, as provided in the North Newton City zoning regulations, as amended.

2. The maximum number of sleeping units are limited to 4 and the maximum number of guests are limited to 12.

3. Guests are to park their vehicles in the garage or the driveway.

4. This Resolution shall become effective upon its approval.

[Approval on following page]

PASSED AND ADOPTED by the Governing Body of the City of North Newton, Kansas,
this 12th day of May, 2025.

RON RATZLAFF, Mayor

ATTEST:

PATRICIA S. REDDING, City Clerk

MINUTES

North Newton Planning and Zoning

April 7, 2025 – 6:00 P.M.

North Newton City Hall

1. Call to Order

Chairperson, Keith Schroeder, called the meeting to order. Those present and constituting a quorum were:

P&Z COMMISSION: Chairperson, Keith Schroeder, Gary Roth, Joe Slechta and Tyson Weidenbener, vice chair.

STAFF: Brad Harris, City Administrator; Greg Nye, City Planner

ABSENT: Tim Hodge

OTHERS: Laura Sharp (applicant), Gerhard Neufeld, Scott Davies, Rev. Kim Andrews, Rod Kliewer, Amy Kliewer

2. Minutes of December 2, 2024 meeting.

Schroeder asked if all Commissioners had a chance to review the minutes of the December 2, 2024 meeting and if there were any corrections that need to be made. No one proposed any changes.

There was a motion by Commissioner Weidenbener and second by Commissioner Slechta to approve the minutes of the December 2, 2024 meeting.

Motion carried unanimously.

3. Consider a Special Use Permit for a bed and breakfast at 304 Old Colony Ct.

Nye reviewed the staff report.

Schroeder invited the applicant to address the commission.

Mrs. Sharp shared that the house is a five bedroom and would allow for a maximum of twelve guests. The maximum stay allowed is 28 days. The Sharp Family intends to return to living in the home after approximately one year, and will have a local property manager while they are away.

Nye noted that in his recommendation that no more than four bedrooms may be used, with three guests allowed per living unit. The fifth room may be used as an entertaining area or some other purpose besides sleeping.

Schroeder asked if there were any public comments for or against.

Gerhard Neufeld expressed some concerns with the high guest count, and hoped that a quality property manager is used.

Scott Davies expressed the need for assurances that noise will not become an issue. Nye informed him that there are City noise ordinances which can be acted upon if needed.

Rod Kliewer said he was unfamiliar with AirBnBs with more than 10 guests allowed. He is concerned that the house could be used for parties. He ultimately supports the SUP.

Rev. Kim Andrews expressed concerns about the behavior that could come from large groups of people, and if this SUP could set a precedent.

Schroeder closed the public comment portion.

Slechta moved, Roth seconded to approve the Special Use Permit for a bed and breakfast based on the information received and as stated in the **general standards and specific Bed-and-Breakfast standards with the reminder that guest counts are limited to twelve.**

Motion carried unanimously.

Schroeder had each commissioner confirm that they had reviewed the **general standards and specific Bed-and-Breakfast standards and staff report.**

4. Adjournment.

There being no further business, Schroeder asked for a motion to adjourn the meeting.

MOTION: Said motion was moved and seconded. Motion carried unanimously.

Schroeder adjourned the meeting at 6:45 p.m.



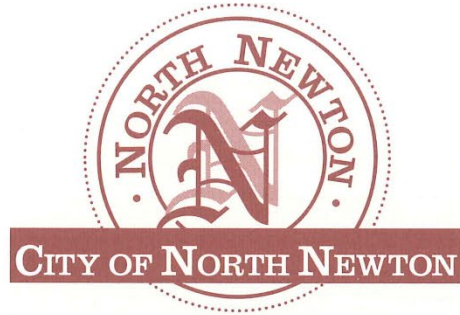
City Attorney/Planner



Planning & Zoning Chair

5-5-25

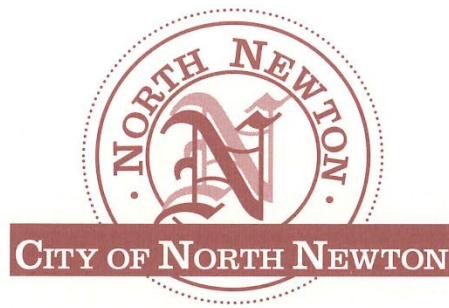
Date Approved



Agenda Item

7

Consider
rescheduling
June meeting of
City Council



Agenda Item Report

City Council – May 12, 2025

Agenda Item #7

Recommendations:

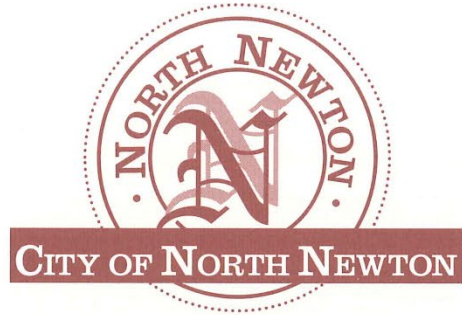
Consider rescheduling the June 9, 2025 regular meeting of the City Council.

Executive Summary:

Mayor Ratzlaff will be unable to attend the June 9, 2025 regular meeting of the City Council. There are a number of important business items on that meeting, so it would be preferable to reschedule that meeting so he can participate. At least one item would require a follow-up special meeting if this meeting is not rescheduled.

Action Requested:

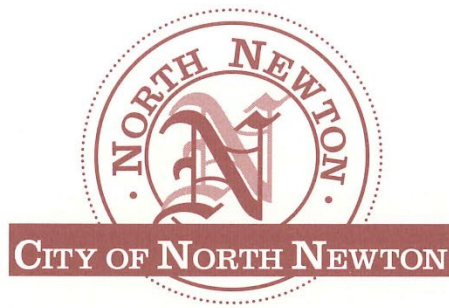
Reschedule the June 9, 2025 regular meeting of the City Council.



Agenda Item

8

Financial Reports



Agenda Item Report

City Council – May 12, 2025

Agenda Item #8

Recommendations:

Consider receiving the April accounts payable in the amount of \$250,795.96, the April/May payroll in the amount of \$34,903.33, and the miscellaneous accounts payable.

Executive Summary:

The April accounts payable minus miscellaneous billings totaled \$250,795.96. The April/May payroll totaled \$34,903.33.

City Council must vote to receive these reports.

Action Requested:

Receive the April accounts payable in the amount of \$250,795.96, the April/May payroll in the amount of \$34,903.33, and the miscellaneous accounts payable.



Agenda Item

9

Monthly Reports



JUNE 14, 2025

10AM-2PM

**2601 N Main
North Newton**

CONTACT US

North Newton Police
Department
nnpd@northnewton.org
316-283-3191

**NORTH NEWTON POLICE
DEPARTMENT**

BICYCLE SAFETY DAY!

**Free gear and bicycle
safety checks!!**



North Newton PD

Design B Update

Date:4/22/25 Proof #3



Notice:

This is actually what will be produced.
Pdecals is not liable for any corrections once approved.
This is a 2 dimensional rendering. The end result may deviate in size and placement due to 3 dimensions of the actual vehicle or product surface.

10 DYKE RD - WEST SENECA, NY 14224 • phone:716-676-6129 • email: philip@vspgraphicgroup.com

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 approval signature

date

POLICE



**NORTH NEWTON
KANSAS**

April 2025 Type Total Report

Print Date: 01-May-25

Print Time: 10:30:55 AM

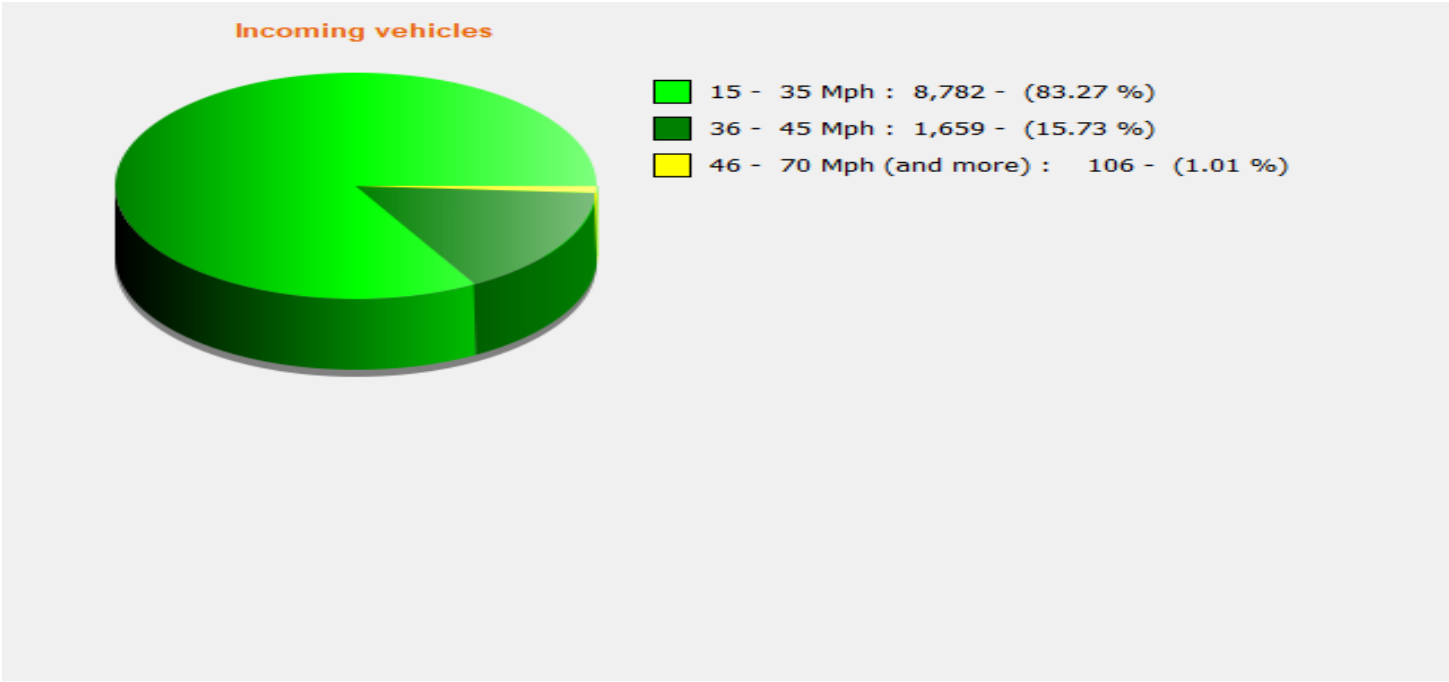
User Name: 959

Incidents Created From: 01-Apr-25 00:00:00 AM To: 30-Apr-25 23:59:59 PM; Unit Org: HVCO 911.LAW.NORTH NEWTON POLICE; Unit(s): All; Source: All; Community: All

Unit Org	Event	Event Description	Type Count
NORTH NEWTON POLICE	911DIS	911 DISCONNECT	2
NORTH NEWTON POLICE	ACO	ANIMAL CONTROL CALL	4
NORTH NEWTON POLICE	ALAFIR	FIRE ALARM	2
NORTH NEWTON POLICE	ASSOUT	ASSIST OUTSIDE AGENCY	1
NORTH NEWTON POLICE	BATTERY	BATTERY / AGGRAVATED BATTERY	1
NORTH NEWTON POLICE	BOMB	BOMB THREAT	1
NORTH NEWTON POLICE	CHEDOO	CHECKING DOORS/AREA	4
NORTH NEWTON POLICE	CITIZEN	CITIZEN CONTACT	5
NORTH NEWTON POLICE	CIVIL	CIVIL COMPLAINT	1
NORTH NEWTON POLICE	DISTURB/DOM	DISTURBANCE / DOMESTIC DISTURBANCE	1
NORTH NEWTON POLICE	DISVEH	DISABLED VEHICLE	2
NORTH NEWTON POLICE	DRIVCOMP	DRIVING/RECKLESS COMPLAINT	6
NORTH NEWTON POLICE	FALL	FALL	2
NORTH NEWTON POLICE	FOLLOW	FOLLOWUP	3
NORTH NEWTON POLICE	HARASS	HARASSMENT/PHONE HARASSMENT	1
NORTH NEWTON POLICE	HITRUN	HIT AND RUN ACCIDENT	1
NORTH NEWTON POLICE	INFOREP	INFORMATION REPORT	1
NORTH NEWTON POLICE	KEYLOC	KEYS LOCKED IN VEH	2
NORTH NEWTON POLICE	LOBBY	LOBBY CALL	1
NORTH NEWTON POLICE	MISPER	MISSING PERSON	2
NORTH NEWTON POLICE	ORANGE	CODE ORANGE	1
NORTH NEWTON POLICE	PARKING	PARKING COMPLAINT	1
NORTH NEWTON POLICE	REMUNW/TRESP	REMOVE UNWANTED/TRESPASSING	2
NORTH NEWTON POLICE	ROBBERY	ROBBERY/ARMED ROBBERY	1
NORTH NEWTON POLICE	SCAM	SCAM CALL	1
NORTH NEWTON POLICE	SPECIAL	SPECIAL ASSIGNMENT	16
NORTH NEWTON POLICE	SUSACT	SUSPICIOUS ACTIVITY	1
NORTH NEWTON POLICE	SUSVEH	SUSPICIOUS VEHICLE	2
NORTH NEWTON POLICE	TRAHAZ	TRAFFIC HAZARD	1
NORTH NEWTON POLICE	TS	TRAFFIC STOP	59
NORTH NEWTON POLICE	UNCSUB	UNCONSCIOUS / FAINTING	1
NORTH NEWTON POLICE	VEHDIT	VEHICLE IN DITCH	1
NORTH NEWTON POLICE	WELFARE	WELFARE CHECK	2

Type Count -NORTH NEWTON POLICE: 132

Total Incidents: 132

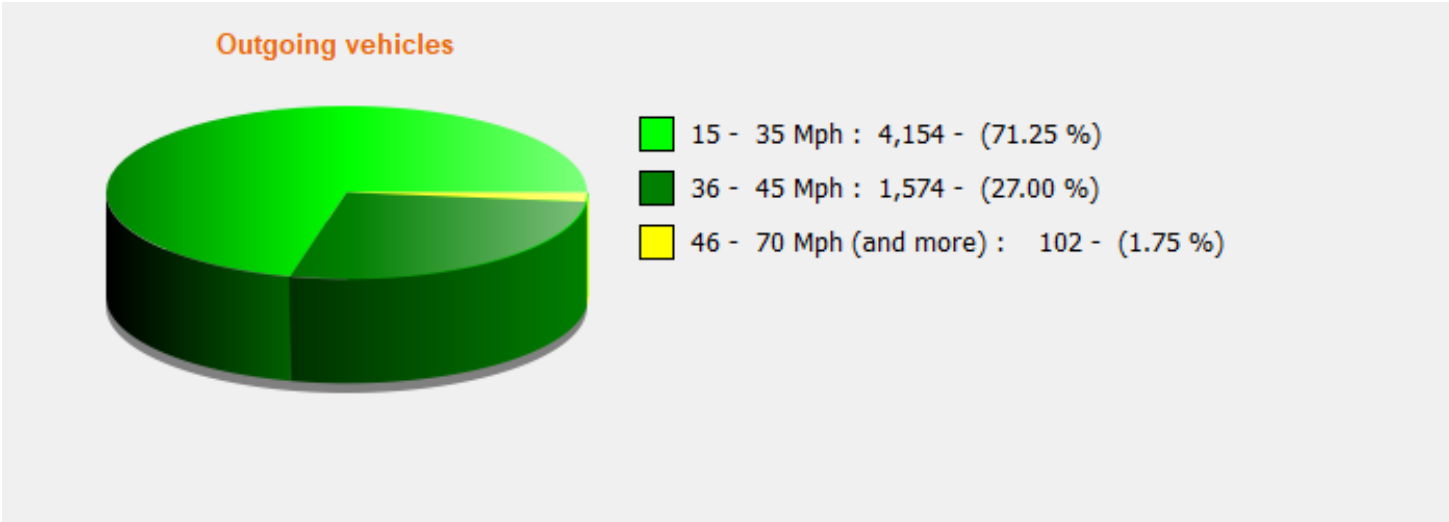


3000 Block Anderson Ave

Start date: Wednesday, April 2, 2025 1:30 AM
End date: Monday, May 5, 2025 11:30 AM

Location:

Comments:



3000 Block Anderson Ave

Start date: Wednesday, April 2, 2025 1:30 AM
End date: Monday, May 5, 2025 11:30 AM

Location:

Comments:



Maintenance Department
Monthly Report
May 2025

Finished Spring clean up

Attended the APWA (American Public Works Association) Spring Conference

Installed 1 new water service for duplex on Lakewood Circle

Hauled off tree that fell on Main St.

Cleaned culvert ends in Cottonwood Park

Mowing

Spray weeds

Trim trees along sidewalks and bike path

North Newton Water Usage

