



Sidewalk Reimbursement Program

The City of St. Marys has a cost-share program to assist individual property owners in making needed repairs to sidewalks located in medium-to-high pedestrian traffic areas, as determined by the City Commission. The sidewalk cost-share program is administered through Resolution No. 12-16, and Ordinance No. 1277, but here is a quick guide to the process:

- 1) Submit Action Form (Request) to City Hall.
- 2) City Commission reviews the Action Form at regular meeting.
- 3) If approved, applicant schedules pre-construction meeting with the Street Superintendent.
- 4) Applicant then builds the sidewalk to meet or exceed city specifications, Ord. No. 1277.
- 5) Applicant then schedules a post-construction inspection with the Street Superintendent.
- 6) If built to specs, applicant applies for the \$2.00 per square foot cost-share reimbursement.

Resolution No. 12-16, Ordinance No. 1277, and the Action form may be obtained at City Hall, or at: <http://www.smks.info/sidewalk.html>

CITY OF ST. MARYS
ACTION FORM

____/____/20____ @ _____ AM/PM

In person ____
Telephone ____
Other _____

Request made by: _____ Phone 785 / _____ - _____

Address: _____

Request/Complaint: _____

Person Receiving Request

*Administrative____ Parks & Rec _____ *
*Fire Dept _____ Police Dept _____ Assigned By _____ *
*GCclubhse _____ Street Dept _____ *
*GC Grounds _____ Utility Dept _____ Dated _____ *
*Inspections/Zoning _____ *
*Original (tan copy) to Department Head, photocopy to City Manager=s file for follow up. *

Corrective action taken as follows: _____

Date completed: ____/____/____ @ _____ AM/PM Completed By: _____

Date Customer Contacted: ____/____/____ Spoke to: _____ Contacted By: _____

RESOLUTION NO. 12-16 SIDEWALKS

A RESOLUTION ESTABLISHING REQUIREMENTS FOR A SIDEWALK REPLACEMENT VOLUNTEER GROUP AND A SIDEWALK REPLACEMENT COST SHARE PROGRAM, FOR THE CITY OF ST. MARYS KANSAS.

WHEREAS, the construction of sidewalks in all cities is governed by K.S.A. 12-1801:1816; see general improvement and assessment law, Chapter 12, Article 6a, Kansas Statutes Annotated, as amended;

WHEREAS, the St. Marys City Commission wants to create a Sidewalk Replacement Volunteer Group, in order to facilitate the sidewalk provisions of the St. Marys City Code, specifically Section 15-201.2:

- a. A Sidewalk Replacement Volunteer Group may be organized to assist the property owners in constructing, reconstructing, or repairing their sidewalk(s). This group shall include and be directed by at least one acting City Commissioner. This Commissioner must make a presentation to the City Commission and get approval of all planned sidewalk projects and cost estimates before any work is done.
- b. Any sidewalks to be replaced, repaired, and/or constructed by the Volunteer Group must be located in high pedestrian traffic areas. These areas are generally located on or near Bertrand Ave, Mission St., and Palmer St., but shall be determined by the City Commission.
- c. The Volunteer Group shall receive no compensation for their work to replace, repair, or construct any sidewalk. All concrete, wire mesh, and materials used directly for the sidewalk construction will be paid for by the City, but prior permission must be granted by the city manager before items are purchased. City crews shall assist the Volunteer Group by removing old sidewalks and initial dirt preparations.
- d. When a project and project date has been agreed upon by the City Commission, the City Manager, and city crews; the city crews will remove the old sidewalks and/or prepare the site where a new sidewalk will be built. The Volunteer Group will then complete all final grade preparations, sidewalk forms installation, wire mesh installation, and concrete pouring and finishing.
- e. Once the sidewalk is built, the City Commissioner directing the Volunteer Group shall make a presentation to the City Commission of the project and costs.

WHEREAS, St. Marys City Code Section 15-201.2a authorizes the City Commission to establish a cost share program(s) to assist property owners with repairing or reconstructing their sidewalks by resolution;

- a. When a Residential or Commercial property owner wishes to replace the sidewalk abutting their lot, they may request participation in the City's Sidewalk Replacement Cost Share Program.
- b. The property owner must fill out an Action Form at City Hall stating such request. The Action Form must include the address of the sidewalk and an estimated square feet that will be replaced. This request will be reviewed by the City Commission at the next regularly scheduled commission meeting. The City Commission may grant approval of the request, deny the request, or ask for more information. Once the requested information is presented, the City Commission must approve or deny the request at the next regularly scheduled meeting.
- c. The sidewalk under consideration must be a public sidewalk, must be in need of repair, and also must be in an area of medium to high pedestrian traffic usage as determined by the City Commission.
- d. The total amount of the cost share program will be determined annually by the City Commission. The Commission shall determine the percentage of the budget allocated to the cost share program and the volunteer group as they determine is best.
- e. When a sidewalk is approved, the approval is only valid for the calendar year in which it was approved.
- f. The sidewalk area must be inspected and measured both before and after it is poured. Inspections are performed by a representative of the City designated by the City Manager. The inspection shall determine if the sidewalk meets the city's sidewalk specifications and also document the exact square feet of sidewalk that is being replaced. The inspections must be requested by the property owner during regular business hours. These inspections must be done within two (2) regular business days after the request was made.
- g. After the completed sidewalk passes inspection, the city shall refund the property owner \$2.00 per square feet of concrete sidewalk that is replaced. For reimbursement amounts over \$599, additional forms must be completed and submitted to City Hall for tax and accounting purposes. (I.R.S. 1099 miscellaneous income, etc. prior to receiving reimbursements.)

PASSED AND ADOPTED THIS 19TH DAY OF JULY, 2016, BY THE GOVERNING BODY OF THE CITY OF ST. MARYS, KANSAS.

Seal

Francis Averkamp, Mayor

ATTEST: _____
Andrea Core, City Clerk

ORDINANCE NO. 1277

AN ORDINANCE AMENDING CHAPTER 15, ARTICLE 2, SECTION 15-201, "STREETS AND SIDEWALKS," OF THE CODE OF THE CITY OF ST. MARYS, KANSAS; RELATING TO SIDEWALK SPECIFICATIONS.

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF ST. MARYS, KANSAS:

Section 1. AMENDMENT. That Section 15-201 of the Ordinances of the City of St. Marys, Kansas is hereby amended and reads as follows:

15-201. SIDEWALKS GENERALLY; SPECIFICATIONS.

All sidewalks in the City of St. Marys shall be constructed, repaired, and reconstructed according to the following standards:

All sidewalks constructed or reconstructed in any residential zone, as defined by the zoning laws of the City of St. Marys, shall be a minimum of four feet in width by four inches in thickness, whereas all other sidewalks constructed or reconstructed in all other zones, according to the zoning laws of the city, shall be a minimum of five feet in width by four inches in thickness. Where a sidewalk crosses an existing driveway, the thickness must be at least six (6) inches. However, when a repair is made, regardless of zone, it is allowed to match the existing sidewalk width dimensions. Any variation must be approved by the city manager or an agent of same.

1. Provisions relating to the cement specifications for sidewalks shall be as follows:
 - a) Wire mesh, or other suitable reinforcement, is required in all sidewalks;
 - b) Expansion/contraction joints are required every fifty (50) feet or as necessary;
 - c) Sidewalks must be edged, have crack grooves every 5 feet, and have a broomed finish.
2. Provisions relating to temporary methods that the City Commission may establish to assist property owners in repairing or reconstructing their sidewalks are as follows:
 - a) Cost share program(s), as established by resolution;
 - b) Use of city employees, and city equipment, as approved by motion;

Note: Construction of sidewalks in all cities is governed by K.S.A. 12- 1801:1816; see general improvement and assessment law, Chapter 12, Article 6a, Kansas Statutes Annotated, as amended.

Section 2. EFFECTIVE DATE. This ordinance shall take effect and be in force from and after its publication in the official city newspaper.

PASSED AND APPROVED BY THE GOVERNING BODY OF THE CITY OF ST. MARYS, KANSAS this 7th day of July 2014.

ADAM MOATS, Mayor

ATTEST:

APRIL HUARACHA, City Clerk