

RE: PROCEDURES FOR ADOPTION OF REVITALIZATION PLANS BY TAXING UNITS  
IN NORTON COUNTY, KANSAS

**INFORMATION AND INSTRUCTIONS**

I. RE: NOTICE OF HEARING

1. Prior to adopting the Plan, each local taxing unit shall call and hold a hearing on the proposal. Notice of such hearing shall be published at least once each week for two consecutive weeks in a newspaper of general circulation.
2. If at all possible, publication should be commenced by May 2025
3. The Mayor or Chairman or President of the local unit can cause the publication of Notice of Hearing to be made. In other words, it is not necessary to call a special meeting of the Governing Body of the local unit to secure agreement to make the publication and set the hearing date.
4. Please make sure that the blank spaces which require insertion of information on the Notice of Hearing are properly completed.
5. The Notice of Hearing must identify the date, time, and location for the hearing and where the proposed Plan may be inspected or reviewed prior to the hearing date.
6. Several local units can simultaneously conduct their public hearings at the same time and place. A quorum of the Governing Body of each local unit must be present for the hearing and, following the hearing, will approve and adopt the Resolution or Ordinance and the Plan.
7. Please make every effort to see to it that the local unit making the publication will pay for the publication. If they will not agree to do so, please advise Dallas Gosselin, Economic Development Director.
8. Please return a copy of the Proof of Publication to the County Clerk for filing.

II. RESOLUTION OR ORDINANCE ADOPTING PLAN

1. Cities will be the only local unit required to publish an Ordinance officially adopting the Plan. All other local units will adopt by Resolution and no publication will be required.
2. If you believe that it is necessary, in any way, to modify the Ordinance or Resolution adopting a Plan, please inform NCCED of any change you consider necessary.

3. If at all possible, please have the hearing completed and the Ordinance or Resolution adopting the Plan passed by June of 2025.
4. The original copy of the Ordinance or Resolution will remain with the local unit adopting the Plan for its official records. The additional copy of the Ordinance should be delivered to the official City Newspaper for publication purposes. You should have the additional copy of the Ordinance or Resolution signed by the necessary Officers of the local unit, after which, such duplicate original copy should be returned to the County Clerk for filing.
5. Please make sure that the blank spaces which require insertion of information in the Ordinance or Resolution are properly completed and that the necessary public officials sign the Ordinance or Resolution on the lines indicated.

III. RE: MINUTES REFLECTING APPROVAL AND ADOPTION OF ORDINANCE OR RESOLUTION AND OF PLAN

1. On the original minutes, please be sure that the necessary and correct information and data is inserted on the appropriate blank lines.
2. Also, make sure that the Clerk or Secretary signs the Minutes.
3. In those cases where there is a Waiver and Confirmation requiring signature by all members of the Governing Body, please be sure that all members have signed that document and that the same is dated on the same date that the Ordinance or Resolution bears. The original copy of the Minutes is for the records of the local government.
4. The additional copy of the Minutes should be filled in, dated, and signed by all required persons, after which, the duplicate copy should be returned to the County Clerk for filing.

IV. RE: REVITALIZATION PLAN

1. On page 1, please insert the name of the newspaper in which the Notice of Hearing was published and the dates of such publication in paragraph 3 of the Findings on each copy of the local Plan.
2. On page 4 of each copy of the local Plan, please insert the date of approval and adoption by the Governing Body; also, make sure that each copy of the local Plan is signed by the necessary officers of the unit adopting the local Plan on the lines where indicated the seal is affixed in those cases where the local unit has a seal.
3. That copy of the local Plan to which is affixed the photocopy of the 13 page Revitalization Plan adopted by Norton County will be left with the local unit adopting the Plan as such local unit's official file copy for the local unit's records.

4. The other two copies of the Revitalization Plan should be completed and signed as indicated in paragraph 2 above, following which, both signed copies of the Plan should be returned to the County Clerk for filing.

V. INTERLOCAL COOPERATIVE AGREEMENT

1. The Interlocal Cooperative Agreement authorizes the County to administer the Revitalization on behalf of your unit of local government.
2. On the appropriate page designated for your taxing unit, please make sure the Interlocal Cooperative Agreement is signed by the necessary officers.
3. The original Interlocal Cooperative Agreement should be returned to the County Clerk for filing. The other copy of the Interlocal Cooperative Agreement will be left with the local unit for its files.

VI. GENERALLY

1. For your files, make additional photocopies of any or of all of the documents as you want to retain for your own files; either before or after the completion, execution, and adoption of the Resolution/Ordinance and Plan by the local unit.
2. Please make every effort to have all public hearings completed and all of the Plans approved and adopted by \_\_\_\_\_, 2025.
3. Please call Dallas Gosselin, Norton County Economic Development Director at (785) 874-4816.

Dated: \_\_\_\_\_, 2025\_\_

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Abigail R. Horn, Norton County Attorney  
102 East Lincoln  
Norton, Kansas 67654  
Phone: (785) 874-3262