

**MINUTES-REGULAR MEETING
CITY OF GODDARD
118 NORTH MAIN, GODDARD, KS
MONDAY, MARCH 16, 2020**

The Goddard City Council met in a Regular Session at Goddard City Hall on Monday March 16, 2020. Mayor Blubaugh called the meeting to order at 7:00 p.m. followed by the Pledge of Allegiance and the Invocation. Council members present were Hunter Larkin, Sarah Leland, and Michael Proctor.

Also present were Brian Silcott, City Administrator, Teri Laymon, City Clerk; Micah Scoggan, City Planner; Fred Farris, Police Chief; Thatcher Moddie, Administrative Fellow; Micah Scoggan, City Planner; Harlan Foraker, City Engineer; and Ryan Peck, City Attorney,

APPROVAL OF THE AGENDA

Mayor Blubaugh asked to move all the items under old business to new business.

MOTION: Councilmember *Larkin* moved to approve the Agenda as amended. Councilmember *Leland* seconded the motion. The motion carried unanimously.

CITIZEN COMMENTS

Eric Brazill, 419 North Oak, expressed his concern for high speed traffic on Oak Street near the Oak Street Elementary School.

APPROVAL OF THE CONSENT AGENDA

The following was submitted to the City Council for approval:

- Approval of Minutes
 - Regular Meeting – March 2, 2020
- Accounts Payable
 - March 3, 2020 for \$203,016.48
 - March 12, 2020 for \$133,379.45
- Boards and Commissions Receive & File
 - Library Board
 - Planning Commission

MOTION: Councilmember *Proctor* moved to approve the consent agenda as amended. Councilmember *Leland* seconded the motion. The motion carried unanimously.

AUTHORIZE A DEVELOPMENT AGREEMENT WITH ARBOR CREEK

Brian Silcott, City Administrator, explained the purpose of the development agreement is to define financial, infrastructure and drainage conditions arising from the proposed development of single-family residential housing addition, for the development of Arbor Creek Addition Phase I and the City of Goddard. The City had previously authorized improvements through the special assessment process and issuance of temporary notes for Arbor Creek Phase I.

The City has agreed to provide infrastructure for special assessments with irrevocable letters of credit of thirty-five percent (35%) of the amount to be funded by the bonds and will remain in effect until occupancy permits are issued for 35 percent (35%) of the single family residential lots in Phase I, at which time 100% of the outstanding irrevocable letters of credit or surety bonds shall be released. There is a City administrative fee of up to two percent (2%), estimated to total \$54,800.00. Exhibit A of the agreement identifies the approved improvements and the authorized amounts. Any relocation cost will be the sole responsibility of the subdivision to cover. The sanitary sewer mains will be twelve (12) inches in diameter. If the City determines there is a need for larger than twelve (12) inch lines to accommodate expansion beyond this addition, the City shall install such increased capacity facilities, but the City shall bear all differential in costs caused by that decision. The infrastructure for water improvements will include the construction of a water main, approximately eight (8) inches in diameter to connect to the municipal water system.

The City shall construct and install a lift station to serve Arbor Creek, which station shall have capacity to serve a total of approximately 1,000-1,200 homes in neighborhoods within 3 ¼ sections of the development. The project is estimated to have a total cost of approximately \$1,012,000 and will be financed by the city through the issuance of four year temporary notes retired in 2024, and a portion of the notes financed through long-term debt issuance. A total of \$110,000.00 shall be specially assessed as an additional cost to Arbor Creek Addition. The lots in future phases of the Arbor Creek Addition shall not bear any additional costs of the lift station. Said costs shall be distributed to the lots in the addition at the discretion of the Developer.

Silcott recommended the City Council: Authorize the Mayor to execute the agreement with Arbor Creek Development, LLC.

MOTION: Councilmember *Proctor* moved to authorize the Mayor to execute the agreement with Arbor Creek Development, LLC. The motion was seconded by Councilmember *Larkin*. The motion passed with Councilmember Leland abstaining.

ACCEPT A PETITION FOR SANITARY SEWER IMPROVEMENTS AND ADOPT RESOLUTION

Brian Silcott presented a petition for Arbor Creek's portion of the regional growth area's sanitary sewer improvements in the amount of \$110,000. The estimated project cost for the lift station is \$778,107.75, however with contingencies and engineering and inspection costs this amount increases to \$1,011,540.08. Silcott stated the City will also purchase separate pumps for the lift station as the pump size and capacity will increase as additional users and demand increase.

Silcott presented a proposed resolution authorizing the improvement must be adopted by the governing body. The petitioners are the sole property owners within the proposed improvement district. Under K.S.A 12-6a04 the property owner is requesting that no public hearing or notice be given.

Silcott recommended the City Council accept the petition and adopt the proposed Resolution.

MOTION: Councilmember *Larkin* moved to accept the petition and adopt the proposed resolution. The motion was seconded by Councilmember *Proctor*. The motion passed unanimously.

Resolution 20-05

AWARD BID FOR CONSTRUCTION OF A SANITARY SEWER LIFT STATION

Brook Brandenburg provided a brief history of actions taken by the governing body related to the Southeast Growth Corridor Lift Station that will serve a minimum of 3 ¼ sections or an estimated 1000 to 1200 homes. Arbor Creek Addition will be one of those additions served by this project.

On January a single bid was received from Nowak Construction for construction of the Southeast Growth Corridor Lift Station for \$948,426.95. The bid award under consideration has been value engineered with Nowak, the City Engineer, and the developer's engineer.

The project is estimated to total just over \$1,000,000 and will be financed through the issuance of 4-year temporary notes with a portion of the notes planned to be retired in 2024 with the remainder being financed through a long-term debt issuance. Phase 1 of Arbor Creek property tax collections is projected to cash the entirety of debt service for the improvement with additional developments contributing to the cost through an access fee.

Brandenburg recommended the City Council: Award the bid to construct the Southeast Corridor Lift Station to Nowak Construction in the amount \$778,107.75 with a 10% contingency of \$77,810.78

MOTION: Councilmember *Larkin* moved to award the bid to construct the Southeast Corridor Lift Station to Nowak Construction in the amount of \$778,107.75 with a contingency of \$77,810.78. The motion was seconded by Councilmember *Proctor*. The motion passed unanimously.

CONSIDER A RESOLUTION AUTHORIZING SANITARY SEWER PUMP IMPROVEMENTS AND ISSUANCE OF TEMPORARY NOTES FOR SOUTHEAST GROWTH AREA LIFT STATION PUMPS

Brian Silcott provided a brief history of the lift station that will serve a minimum of 3 ¼ sections or an estimated 1000 to 1200 homes. Arbor Creek Addition will be one of those additions served by this project. The lift station bid omits the purchase of pumps as the City is providing these specifications and will be included in the financing of the lift station improvement.

The single bid received from Nowak Construction for construction of the Southeast Growth Corridor Lift Station omitted the purchase of the pumps as the City needed to ensure that proper size and time expediency and to account for the participation of property owners in the access fee formula calculation.

The cost of the pump purchase totals an amount not to exceed \$200,000. The resolution was authored by Bond Attorney Kevin Cowan and undertaken in accordance with K.S.A. 14-570 and K.S.A. 14-571, as amended by Charter Ordinance No. 12. Approved as to form.

Silcott recommended the City Council: Adopt the proposed resolution authorizing sanitary sewer

pump improvements and issuance of temporary notes related to the Southeast Growth Corridor Lift Station.

MOTION: Councilmember *Proctor* moved to adopt the proposed resolution authorizing sanitary sewer pump improvements and issuance of temporary notes related to the Southeast Growth Corridor Lift Station. The motion was seconded by Councilmember *Larkin*. The motion passed unanimously.

Resolution #20-06

SOUTHEAST GROWTH AREA LIFT STATION EQUIPMENT

Brooke Brandenburg stated the lift station bid omits the purchase of pumps and associated equipment that allows the lift station to function. The equipment purchase includes a USEMCO “Duplex” PumpMate above ground wetwell, two submersible Landia chopper pumps, and an Onmi-Site Beacon and 1-year of monitoring service.

Brandenburg stated the lift station equipment will be purchased from Fluid Equipment at a cost of \$176,382.00. Brandenburg added that Phase 1 of Arbor Creek property tax collections is projected to cash the entirety of debt service for the improvement with additional developments contributing to the cost through an access fee.

Brandenburg recommended the City Council approve the purchase of equipment for the Southeast Growth Corridor Lift Station in the amount of \$176,382.00.

MOTION: Councilmember *Larkin* moved to approve the purchase of equipment for the Southeast Growth Corridor Lift Station for \$176,382.00. The motion was seconded by Councilmember *Proctor*. The motion passed unanimously.

CLOVER LEAF PAVING BID AWARD

Brian Silcott provided a brief history of actions taken by the governing body related to Clover Leaf Addition and submitted a bid from Kansas Paving, which the lowest bid received from six contractors at \$305,948. The next lowest bid totaled \$325,164.00. The Engineer’s Estimate for these improvements totaled \$529,000. Staff recommends awarding the bid to Kansas Paving in the amount of \$305,948.40 for Phase 1 paving and to Authorize the Mayor & City Staff to Execute the contract presented substantially to form

In accordance with the approved petition, these improvements will be financed through the issuance of temporary notes, which upon reaching the maturity date will be converted into special assessments that will be paid by the property owner.

MOTION: Councilmember *Larkin* moved to award the bid to construct the Paving Phase 1 Improvements to Kansas Paving in the amount \$305,948.40 and to Authorize the Mayor & City Staff to Execute the contract presented substantially to form. The motion was seconded by Councilmember *Leland*. The motion passed unanimously

CONSIDER A REQUEST TO WAIVE A WATER TAP FEE FOR TANGANYIKA WILDLIFE PARK

Micah Scoggan, City Planner stated that Tanganyika Wildlife Park (TWP) is a vibrant private zoo, inside the city limits of Goddard, that has grown steadily over the years in terms of amenities and size. During that time TWP has drawn in many visitors during its open season, actively contributing to Goddard's tourism business.

With its growth TWP has begun to add in new amenities to further excite and charm its visitors. One of the amenities being brought onboard is a new splash park that will be featured next to the penguin and sloth exhibit.

This splash park will need to have a new water pipe installed to manage the large quantity of water that will be needed to run the splash park. This new pipe will need to feed into a water main which will require a tap fee as is typical of all new construction.

TWP would like the Governing Body to consider waiving the fee for the tap as the expense for this new splash park can add up quickly and they are hoping to offset some of those costs if possible.

The City has reviewed its own splash pad as a comparison for how much water consumption could be charged to the new TWP splash park. In reviewing the consumption, it gives insight into how long it could take to recoup the loss of the commercial water tap fee if the Governing Body decided to waive the fee.

Scoggan explained that If we matched the water consumption to the City's splash pad the City could recoup the water tap loss once 1,250 units were consumed which could be expected between May and July.

MOTION: Councilmember *Larkin* moved to waive the water tap fees for Tanganyika Wildlife Park. The motion was seconded by Councilmember *Leland*. The motion passed unanimously

DRC REMOVAL FROM SUBDIVISION REGULATIONS AND ADOPT AN ORDINANCE

Micah Scoggan explained that there is a sub-group of the Planning Commission called the Design Review Committee (DRC) and this committee reviews Site Plans for the Planning Commission and gives them their recommendation after its review. The DRC is currently a non-active subgroup with no existing members. The DRC only served one function and that was for the review of Site Plans and at no point did it have any other purpose.

Scoggan added that the Design Review Committee has the same function as the Planning Commission regarding Site Plans, making the committee redundant. Site Plans are also reviewed by the City Planner and the City planner has certain latitude to determine if a Site Plan needs to be reviewed by the Planning Commission. Because the DRC is currently non-active, and this can become misleading to developers who would want to have the DRC review a site plan if they missed a Planning Commission date. Reducing needless subcommittees unifies the City with less groups handling project material and decision making.

The Planning Commission approved the removal of the DRC on March 9, 2020 determining it was a currently needless subgroup and it is their recommendation the Governing Body make the same determination.

MOTION: Councilmember *Proctor* moved to waive the reading of the Ordinance. The motion was seconded by Councilmember *Larkin*. The motion passed unanimously

MOTION: Councilmember *Proctor* moved to adopt said Ordinance. The motion was seconded by Councilmember *Larkin*. The motion passed unanimously

Ordinance #847

APPROVAL OF NEW EMERGENCY OPERATIONS PLAN

Fred Farris, Police Chief stated the Sedgwick County Emergency Management Department has been working with local municipalities to create Emergency Operations Plans that would be a template for operations during natural or man-made incidents requiring city, county, state and federal resources. This plan was prepared utilizing a template provided by SGO Emergency Management.

The City of Goddard Emergency Operations Plan gives a general description of the city, identifies risks and vulnerabilities we would likely face, and establishes a chain of command and procedures that we would follow in the event of a large-scale incident. The plan was compiled with input from department heads and is submitted to the Council for approval.

Having such a plan is essential with incidents where state and federal resources and funding might be required and is in line with the National Incident Management System (NIMS).

Chief Farris recommended the City Council approve that City of Goddard Emergency Operations Plan and submission of the plan to Sedgwick County Emergency Management as part of their county-wide plan.

MOTION: Councilmember *Leland* moved to approve the City of Goddard Emergency Operations Plan and to submit the plan to Sedgwick County Emergency Management as part of their county-wide plan. The motion was seconded by Councilmember *Proctor*. The motion passed unanimously

AUTHORIZE THE 2020 FLEET PURCHASE FOR POLICE DEPARTMENT

Chief Farris noted that the Police Department is budgeted for \$110,000.00 for annual fleet purchasing in 2020. Our 2012 4WD Police Tahoe with 89K miles is currently being converted into an Animal Control vehicle and a 2014 2WD Police Tahoe with 83K miles has been converted into a public works vehicle for their use. To ensure enough patrol cars are available for use, we are requesting these two vehicles be replaced using money already budgeted for this purchase. One new vehicle will be assigned to a Sergeant and the other will be assigned to a Patrol Officer.

Farris said the purchase of two new SUV's is to replace those re-allocated and to provide a good starting point for a scheduled vehicle replacement program.

Below is a list of costs that would be associated with the purchase and outfitting each vehicle:

- (2) Black 2020 Ford Police Interceptor Explorers purchased and fully outfitted from Traffic Control Services – \$100,502.00
- Norris Collision Center painting 1 car with white doors and applying graphics to 2 cars - \$1,674.00
- Graphics from Universal Products for both vehicles - \$873.24

Chief Farris recommended the City Council approve the use of budgeted money for the purchase of two (2) fully outfitted 2020 Ford Police Interceptor Explorers, paint and graphics in the amount of \$103,049.24

MOTION: Councilmember *Larkin* moved to approve the purchase of two fully outfitted 2020 Ford Police Interceptor Explorers, paint and graphics in the amount of \$103,049.24. The motion was seconded by Councilmember *Proctor*. The motion passed unanimously

CONSIDER CHAMBER OF COMMERCE EVENT FUNDING REQUEST

Angie Duntz, President of the Goddard Chamber of Commerce presented a request to receive an additional \$30,000 in funding support to create a consistent one stop for community events and engagement beginning in January 2020.

The request is for \$6,000 per events plus an addition \$6,000 “reserve.” The proposal as presented would increase City support to \$49,200 (1.13 mills on a value of \$43,702.38).

The City currently budgets \$19,200 in Chamber support. \$17,000 is provided from the General Fund Chamber cost center, line item 10-560-9970 with an additional \$2,200 in direct City support to pay for phone and utilities, etc.

MOTION: Councilmember *Larkin* moved to approve the proposal for an additional \$30,000 to the Goddard Chamber of Commerce. The motion was seconded by Councilmember *Leland*. The motion passed unanimously.

CITY ADMINISTRATOR’S REPORT

To: Honorable Mayor and City Council
From: Brian W. Silcott, City Administrator
Cc: Department Directors & Staff
Re: City Administrator Report for the week of March 16, 2020
Date: March 16, 2020

Below is a brief update on City operations, projects, and future agenda items for the City.

183rd Street Frontage & Intersection: This project continues to proceed including a discussion with KDOT on the addition of Right-Turn Lanes at one or both lanes of travel on 183rd & Kellogg. We hope to advertise the project for construct within 30-60 days after design approval. Plan review often takes several weeks and once approved will proceed.

STAR Bond & Goddard Galleria RCUT: This project is currently in the field check plans phase of design. The City Engineer and City Administrator participated in a progress and design review meeting with Transystems design team on March 10th. The project design is on schedule. The design team and City staff plan to meet with KDOT staff in the next several weeks to finalize the design and complete the environmental assessment and plan before KDOT's final review of the design. This review process is scheduled to take six (6) weeks to complete. After the office check plans are approved by KDOT, final plans will be completed in late June with an advertising of bids occurring in late August and a project bid Award planned for the October 5th regular City Council meeting.

The approved design budget is \$186,210 with \$3,494.35 being expensed to date. The estimated total cost of construction is \$1,810,000 with KDOT covering the cost of construction. This is project # 2020-01 and KDOT Project #54-87 KA-4362-01.

STAR Bond Project: This project continues to progress and we should see significant movement on the construction of exterior walls to the aquatic center within the next two weeks. Weather dependent of course.

Rustic Creek Addition: There is nothing to report since the City Council's directive to draft a development agreement with City participation identified by improvements with a not to exceed dollar amount. Staff is proceeding on the basis of \$193,916.23 as presented at the March 2, 2020 regular City Council meeting. The specific request and the cost contained in the development agreement is as follows:

- Modifications required to onsite SWS System \$38,010.00
- Cost of Detention Improvements \$92,858.33
- Cost of Roundabout Pavement \$18,298.00
- 30% project costs at 30% \$44,749.90

Tanganyika CID: There will be a public hearing and special meeting on Monday, March 23, 2020 at 7pm. The meeting will live streamed on Facebook and will also include an open gallery at City Hall for the Public to present testimony on the proposed self-petitioned 2.00% CID sales tax to finance the capital improvements within the park.

COVID-19 Impact on City Operations: City Hall is currently operating in restricted capacity. This means restricting access to City Hall and conducting business electronically or over the telephone. Staff anticipates operating in this capacity for at least three to six weeks. The City is taking the lead from the CDC and the Sedgwick County Department of Health. ***I am attaching the City's COVID-19 Corona Virus News Release for reference HERE.*** Additionally the following language was posted to the City's Facebook page:

Goddard City Hall is Open but Closed for Visitation

Goddard City Hall is open for online and telephone business transactions but is closed for in person visitation on Monday, March 16, 2020, in a precautionary action in response to COVID19 / coronavirus and will remain so until further notice. Utility payments may be made online or over the phone. If you require the Goddard Police Department please call 911 or for non-

emergency contact 316-794-2051.

Tonight's City Council meeting is still scheduled, we are strongly encouraging people to watch the City's Facebook page where the meeting will be streamed on Facebook Live. For up to date information please follow up via the City's webpage: www.goddards.gov and our other social media outlets.

The city urges everyone to follow the CDC's general guidelines as this situation progresses:

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water if hands are visibly dirty.

Respectfully Submitted,
Brian W. Silcott,
City Administrator

GOVERNING BODY COMMENTS

Councilmember Larkin stated that the Nation is going through a hardship and asked that others stay calm and wash their hands.

Mayor Blubaugh asked the City Planner the status on the duplex. Micah Scoggan stated the Planning Commission approved the request for rezoning the property from R-1 to R-3 and now will go before the City Council for rezoning. Once it is approved the developer will submit a site plan followed with a building permit.

ADJOURNMENT

MOTION: Councilmember *Larkin* moved to adjourn the regular meeting.
Councilmember *Leland* seconded the motion. The motion carried unanimously.

Meeting adjourned at 8:20 pm.
Teri Laymon, City Clerk