

**MINUTES-REGULAR MEETING  
CITY OF GODDARD  
118 NORTH MAIN, GODDARD, KS  
MONDAY, APRIL 20, 2020**

The Goddard City Council met in a Regular Session at Goddard City Hall on Monday April 20, 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, Larry Zimmerman, Sarah Leland, Brent Traylor and Michael Proctor.

Also present were Brian Silcott, City Administrator, Teri Laymon, City Clerk; Matt Lawn, City Treasurer; Brooke Brandenburg, Public Works Director; Micah Scoggan, City Planner; Fred Farris, Police Chief; Thatcher Moddie, Administrative Fellow; Harlan Foraker, City Engineer; Kevin Cowan, Bond Counsel and Ryan Peck, City Attorney,

**APPROVAL OF THE AGENDA**

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

**CITIZEN COMMENTS**

**APPROVAL OF THE CONSENT AGENDA**

The following was submitted to the City Council for approval:

- Approval of Minutes
  - Regular Meeting – March 16, 2020
  - Special Meeting – March 23, 2020
- Accounts Payable
  - March 24, 2020 for \$223,177.55
  - March 31, 2020 for \$122,072.97
  - April 9, 2020 for \$110,061.27
  - April 16, 2020 for \$88,016.91
- Boards and Commissions Receive & File
  - Library Board Minutes of March 2020
  - Planning Commission Minutes of March 2020

**CONSIDER A RESOLUTION AUTHORIZING AND DIRECTING THE ISSUANCE OF 2020-01 GENERAL OBLIGATION TEMPORARY NOTES FOR SANITARY SEWER IMPROVEMENTS SERVING SOUTHEAST GROWTH CORRIDOR AND ARBOR CREEK**

Brian Silcott presented a proposed resolution authorizing the issuance, sale, and delivery of General Obligation temporary notes in the principal amount \$1,290,000 for a term of 2 years. The notes will be issued in denominations of \$100,000 with one as a \$112,000 note. Interest and issuance costs will be included upon conclusion of the placement. Closing date is May 7, 2020 with annual payments occurring on June 1 and December 1. The first payment will occur on December 1, 2020 with a two-year term ending on December 1, 2022. This term period coincides

with the issuance timeline of the Arbor Creek Addition special assessment petitions. The notes can be redeemed in whole or in part on or after December 1, 2021. The bonds were placed with the best bid being Commerce Bank of Kansas City, Missouri, with an interest rate of 1.300% interest costs of \$34,926.67. The principal amount of \$1,300,000 with a \$1,500 discount for a total purchase price of \$1,298,500 in accordance with terms identified above.

**MOTION:** Councilmember *Proctor* moved to adopt the proposed resolution. The motion was seconded by Councilmember *Zimmerman*. The motion passed unanimously.

***Resolution 20-07***

**CONSIDER AN ORDINANCE FOR ARBOR CREEK ENTRANCE VACATION**

Micah Scoggan, City Planner presented a proposed ordinance vacating a portion of an existing platted land dedicated for street right-of-way across certain real property within the corporate limits of the city of Goddard, Kansas. Scoggan said the City received a request from Arbor Creek Development, LLC requesting the realignment the north entrance to the Arbor Creek subdivision located at 23<sup>rd</sup> and 183<sup>rd</sup>, which will require a vacation of a portion of the entrance and a new dedication of a portion of the street right-of-way to shift the street slightly more to the east. At the April 13, 2020 regular Goddard Planning Commission meeting recommended the approval of the “Arbor Creek Street” realignment.

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

**MOTION:** Councilmember *Proctor* moved to adopt said ordinance. The motion was seconded by Councilmember *Leland*.

**Roll Call:**

Yea: Larkin, Zimmerman, Leland, Traylor, Proctor

Nay:

**CONSIDER A PROPOSAL FOR REPLACING FENCE AT THE WASTEWATER TREATMENT FACILITY**

Brooke Brandenburg, Public Works Director explained that in late February Public Works was contacted by Baughman Engineering and was informed that the fence separating the City wastewater treatment facility from the Clover Leaf Farms subdivision extends over the property line onto Clover Leaf Farms property. After having the property line surveyed, we learned the existing fence extends as far as 6.5 feet over the property line for approximately 800-900 feet.

The current fence is a well-worn five-foot-tall chain link with no barbed wire topper. Public Works proposes replacing the fence with an eight-foot-tall chain link fence with a three-strand barbed wire topper. Relocating the fence requires the demolition and replacement of 2000 feet of fencing.

The new fence will remedy the issue with the fence extending across the property line onto Clover Leaf Farms property. The new fence will also serve as a solid barrier making it more difficult for a child to gain access to the waste-water lagoons and treatment facility. The City received four bids for the removal and construction of the fencing.

Bids were carefully evaluated by staff and reviewed based on relevant experience, project understanding, ability to perform project requirements, and proposed fees. While the city received several bids from contractors capable of performing the desired scope of work, staff has determined that Arambula Construction submitted the bid that most accurately reflects the City's bid selection process criteria. The total cost of Arambula Construction building a new 2000-foot-long, 8-foot-high chain link fence with a three-strand barb wire topper is \$28,337.93 and will be allocated 100% to 90-830-8240.

**MOTION:** Councilmember *Zimmerman* moved to approve the installation of the 8-foot chain link fence with a three-strand barb wire topper for \$28,337.93 and to allocate the expenditure as presented. The motion was seconded by Councilmember *Larkin*. The motion passed unanimously.

#### **CONSIDER WELL #4 INSPECTION AND MAINTENANCE**

Brooke Brandenburg stated water well #4 has developed a noticeable vibration when in operation. Proper diagnosis of the vibration requires the removal and inspection of the well column and electric pump motor. The amount of maintenance and repairs required will be determined during disassembly and inspection. Repairs could include a complete rebuild of the well column and/or a rebuild or replacement of the electric well motor.

Brandenburg said the proposed cost of repairs depends on the amount of wear/damage found during disassembly and inspection. Known costs are \$8,065, which covers the cost of pulling and inspecting the well column, pump, and motor. Additional costs may include rebuilding/repairing the well column for \$9,114.45, and/or \$5,548.00 for a new Tesco-Westinghouse electric motor. Total project costs could exceed \$20,000. Public Works is requesting spending approval of \$25,000 to cover known and unknown repair costs and will be allocated 100% to 82-830-8240.

**MOTION:** Councilmember *Zimmerman* moved to approve the inspection and repair of Well #4 up to \$25,000 and to allocate the expenditure as presented. The motion was seconded by Councilmember *Larkin*. The motion passed unanimously.

#### **CONSIDER AN AGREEMENT FOR SLUDGE REMOVAL AT THE WASTEWATER TREATMENT FACILITY**

Brooke Brandenburg presented a contract for sludge removal at the Wastewater Treatment Facility and explained that the wastewater sludge is a semi-solid material produced during sewage treatment of municipal wastewater. The City is required to properly remove, transport, and dispose of sludge in compliance with regulations and guidelines set forth by the Kansas Department of Health and Environment (KDHE). The City of Goddard currently maintains an annual agreement with Agri Environmental Services LLC of Sedgwick, Kansas for the removal of wastewater sludge at the Goddard Wastewater Treatment Facility. The agreement states that Agri Environmental Services LLC will haul and spread up to 150 tons of sludge annually at the

cost of \$2,500 per month. The previous contract expired on April 15<sup>th</sup> and Agri Environmental Services LLC has requested an increase in fees increasing costs from \$2,000 per month to \$2,500 per month. Agri Environmental Services LLC attributed the cost increase to higher general operating costs. The proposed cost increase by Agri Environmental Services is the first cost increase for wastewater sludge removal since 2016.

The cost is included in the annual operating budget of the wastewater treatment facility and may be found in line item 30-860-6460.

**MOTION:** Councilmember *Larkin* moved to authorize the agreement with Agri Environmental Services for \$2,500 per month or \$30,000 annually. The motion was seconded by Councilmember *Proctor*. The motion passed unanimously.

### **DISCUSSION OF COVID-19 HAZARD PAY**

Matt Lawn, City Treasurer, explained that staff received a request from a couple of City Council Members to present this item for discussion.

Workers in essential occupations are being provided little additional support during the COVID-19 pandemic, and some policymakers are proposing the use of hazard pay (additional financial support often used in industries with high probability of death or injury) to compensate essential workers for the risks they are taking.

At their regular meeting on April 8, 2020, the Sedgwick County Board of Commissioners approved hazard pay for County staff. First responders and other employees directly in contact with the public will receive \$100 per week in hazard pay. Other employees not in direct contact with the public, but who's jobs are deemed essential to the community's health and wellness, are to receive an additional \$50 per week.

The County made hazard pay effective for the next two pay periods, with further board approval needed to extend the program.

The City management team recommends extending hazard pay benefits to City personnel. The proposal mirrors the County hazard pay program in providing a weekly bonus of \$100 to employees directly in contact with the public (Public Works and Police staff), and a weekly bonus of \$50 to essential employees not in direct contact with the public.

Staff recommends making the benefit retroactive for the pay period ending April 12, 2020, and extending it for the pay periods ending April 26, May 10, and May 24, 2020. If significant progress toward ending the pandemic has not occurred by the regular City Council Meeting of May 18, staff will propose extending the hazard pay program into the month of June at that time.

**MOTION:** Councilmember *Larkin* moved to provide hazard pay of \$100 per week to first responders and other workers directly in contact with the public and \$50 per week for employees not in direct contact with the public as presented. The motion was seconded by Councilmember *Leland*. The motion passed unanimously.

## **WATER AND SEWER RATE STUDY**

Matt Lawn stated the Mayor and City Council have expressed interest in lowering the monthly water and sewer bills for low consumption customers. During the 2020 Budget development process, the City Treasurer proposed a set of rate changes that would lower the base rates for water and sewer bills and increase the rates for consumption.

Due to the limited functionality of the City's accounting system software, it was difficult to determine how much the proposed rate changes would affect customers with moderate to high consumption. The Mayor and Council expressed interest in contracting with a consultant to appraise the City's utility rate structure and offer alternatives to the City Treasurer's proposal.

The City received a quote for a comprehensive utility rate study from MGT Consulting Group. In a partnership with GovRates, Inc, MGT proposes a comprehensive rate study that would include the following scope of services:

- Working with the City to establish business and financial goals, objectives, and targets to be incorporated into the financial and rate plan for each system. The plan should consider best management practices as recognized by the utility industry.
- Developing an in-depth understanding of each system's operations and processes such that the cost of service and revenue necessary to fully fund the system's operations can be identified.
- Developing optimal funding and financing strategies for the multi-year capital improvement program to minimize rate increases and help keep rates affordable and competitive while adhering to utility best management practices.
- Classifying costs as appropriate among customer classes and developing equitable and defensible rates, fee, and charges for each customer class.
- Performing rate / bill comparisons and benchmarking with other utilities.
- Developing high-quality, state-of-the-art, customized, and easy-to-use financial planning models that properly represent each utility's business attributes and allows for scenario, sensitivity, and risk assessment analyses given changes in key assumptions such as system growth, usage per customer, staffing changes, capital needs, etc. The models will have graphical management dashboards to allow the City to analyze the forecasted financial position of the utility system, to evaluate funding and rate scenarios, and to determine potential risks and business strategies. The management dashboard will graphically represent financial and operational metrics that add value to the presentation of the financial forecast results for each scenario that the City would like to explore.
- Preparing a comprehensive report documenting all assumptions, methodologies, and findings. A detailed report will help the City staff reconcile projected vs. actual results and will provide assurance that all relevant operational and financial considerations were incorporated into the financial plan.
- Providing easy-to-understand briefing documents and other deliverables to facilitate public acceptance of the study recommendations.

The project deliverables will include:

- Initial data request for information compilation.
- Financial models for all rates evaluated – drafts and final.

- Rate / bill comparisons of existing and proposed rates among customer classes and benchmarking with neighboring or other jurisdictions.
- Comprehensive rate study report providing the assumptions, findings, and conclusions of the study – drafts and final.
- Briefing document for presentation of study results to the City Council – drafts and final.

MGT hopes to complete the study within 45 days of project initiation. This timeline should provide for the results to be consulted in developing the 2021 Water and Sewer Utility Funds budgets.

MGT proposes a Not-to-Exceed budget of \$23,800. This assumes a level of service of up to 180 hours to complete the project. The project will be invoiced on a monthly basis based on the percentage of the progress achieved.

Staff proposes using Water and Sewer Replacement reserves to fund this capital expenditure. Currently the Water Reserve Fund balance is \$328,093, and the Sewer Replacement Reserve has a fund balance of \$138,879. The cost allocation would not exceed \$11,900 from either individual fund.

**MOTION:** Councilmember *Proctor* moved to approve the rate study. The motion was seconded by Councilmember *Leland*. The motion failed 3-2.

### **CITY ADMINISTRATORS REPORT**

Brian Silcott, City Administrator presented the City Administrator's Report of April 20, 2020.

### **GOVERNING BODY COMMENTS**

Councilmember Larkin wanted to clarify that he is for lowering utility rates for low consumption users but said that he doesn't want to spend \$23,800 for a study.

Councilmember Zimmerman expressed his concern for the approval of \$30,000 for the Chamber of Commerce at the previous council meeting. Zimmerman asked the City Attorney if it is a conflict of interest for City Council members that are also members of the Chamber to vote on approving funding to the Chamber. City Attorney Ryan Peck said it is not.

### **ADJOURNMENT**

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

*Meeting adjourned at 8:26 pm.*  
*Teri Laymon, City Clerk*