

**MINUTES-REGULAR MEETING
CITY OF GODDARD
118 NORTH MAIN, GODDARD, KS
MONDAY, MAY 6, 2019**

The Goddard City Council met in a Regular Session at Goddard City Hall on Monday, May 6, 2019. Mayor Blubaugh called the meeting to order at 7:00 p.m. Councilmember Leland led in the Pledge of Allegiance and the Invocation. Council members present were, Joe Torske, Larry Zimmerman, Sarah Leland, Brent Traylor and Brook Brandenburg.

Also present were: Brian Silcott, City Administrator; Craig Crossette, Assistant to City Administrator; Teri Laymon, City Clerk; Micah Scoggan, City Planner; Fred Farris, Chief of Police; Matt Lawn, City Treasurer; Harlan Foraker, City Engineer; and Ryan Peck, City Attorney.

APPROVAL OF THE AGENDA

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

CITIZEN COMMENTS

None

APPOINTMENTS, PROCLAMATIONS, RECOGNITIONS, AND NOMINATIONS

Mayor Blubaugh presented the Goddard Gratitude Award to the Goddard Women's club. Blubaugh stated the Goddard Women's Club has served our community since 1933 and are the longest running service organization in the Goddard Community. In 2018 they celebrated their 85th Anniversary! Over the many years, Goddard Women's Club have shown their dedication to our community's improvement by enhancing the lives of our neighbors through their volunteer service. The Goddard Women's Club tackles difficult issues such as Human Trafficking through their community education programs. And lastly, perhaps a community favorite, is the Puppet Ladies, where the Goddard Women's Club performs free shows for our neighbors and the surrounding community. Thank you, Goddard Women's Club, for your passion and unwavering commitment to Goddard!

Craig Crossette, Assistant to the City Administrator introduced Goddard's new Library Director, April Hernandez. April was born and raised in Fort Scott, Kansas and spent over 20 years in Chanute, raising her seven children. While in Chanute, she began working at the community college library and in January 2014 decided to go back to school. She earned her Masters in Library Science from Emporia State University in August of 2015. Most of April's adult children live in the Wichita area, along with her grandson. She has two girls at home; both are active in extracurricular activities. Crossette announced that there will be an open house welcoming for April on Sunday May, 19 from 2:00-4:00 p.m. at Goddard Public Library. Neighbors will enjoy activities, books and refreshments. Tanganyika staff will be there with several cute animals!

Chief Farris introduced the new Community Service Officer Aja Fulcher who began her career with the Goddard Police Department on April 29. Aja is a graduate of Libby High School in Libby, Montana and a veteran of the United States Navy, having served from 2010 through 2014. She was an operations specialist on the Navy Destroyer USS Benfold, where she met her husband Thomas, who is a police officer with the Wichita Police Department. Aja and Thomas are the proud parents of 1 ½ year old Laura. Aja is currently working on a degree in Criminal Justice from Wichita State University.

APPROVAL OF THE CONSENT AGENDA

The City Clerk presented the consent agenda consisting of following items:

- Minutes of the regular city council meeting dated April 15, 2019
- Accounts Payable dated April 23, 2019 for \$83,320.72
- Accounts Payable dated April 25, 2019 for \$25,459.44
- Accounts Payable dated May 2, 2019 for \$77,051.64
- Lions Club Fireworks Stand Application

MOTION: Councilmember *Brandenburg* moved to approve the consent agenda as presented. Councilmember *Leland* seconded the motion. The motion passed with Councilmember Torske abstaining.

ARBOR CREEK PHASE 1 PETITIONS AND RESOLUTIONS

Micah Scoggan, City Planner, presented nine petitions which has been filed in the Office of the City Clerk requesting the making of certain internal improvements going into the Arbor Creek subdivision of the City pursuant to the authority of K.S.A. 12-6a01 *et seq.* Scoggan explained that a letter of credit for each improvement will be issued if the improvements are approved at 35% of the total improvement cost. Terms for the release of the letters of credit will follow that at 50% occupancy of the improvement district, 50% of the letter of credit will be released. At 80% occupancy the full letter of credit will be release. The proposed apportionment of cost between the improvement district and the city at large is 100% to be assessed against the improvement district, and 0% to be paid by the city at large.

Special taxes will be assessed over twenty (20) years. The yearly payments will be the same amount each year with the interest and principal portions of the payments fluctuating to make the yearly payments equal.

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

Scoggan added that Phase 1 improvements includes a Collector section which runs between Phases, so the letter of credit will be held longer because it will take longer to meet the threshold requirements of occupancy.

The petitions include the following Phase 1 improvements:

- Grading \$172,000
- Sanitary Sewer \$457,000/Collector \$80,000
- Storm Water \$336,000/Collector \$217,000
- Paving \$655,000/ Collector \$517,000
- Water \$157,000/ Collector \$154,000

Thereupon, there was presented nine Resolutions determining the advisability of the making of certain internal improvements in the City of Goddard, Kansas; making certain findings with respect thereto; and authorizing and providing for the making of the improvements in accordance with such findings:

- Grading Improvements Arbor Creek Addition Phase 1
- Sanitary Sewer Improvements Arbor Creek Addition - Collector
- Sanitary Sewer Improvements Arbor Creek Addition Phase 1
- Storm Water Improvements Arbor Creek Addition – Collector
- Storm Water Improvements Arbor Creek Addition Phase 1
- Paving Improvements Arbor Creek – Collector
- Paving Improvements Arbor Creek – Phase 1
- Water Distribution System Improvements Arbor Creed Addition – Collector
- Water Distribution System Improvements Arbor Creed Addition Phase 1

MOTION: Councilmember *Torske* moved to waive the reading of the Resolutions. Councilmember *Zimmerman* seconded the motion. The motion passed unanimously.

MOTION: Councilmember *Torske* moved to accept the Petitions requesting the making of certain internal improvements and adopt the resolutions as presented. Councilmember *Zimmerman* seconded the motion.

Roll Call Vote:

Yea: Torske, Zimmerman, Leland, Traylor, Brandenburg

Nay:

Resolution 19-06 Grading Improvements Arbor Creek Addition Phase 1
Resolution 19-07 Sanitary Sewer Improvements Arbor Creek Addition - Collector
Resolution 19-08 Sanitary Sewer Improvements Arbor Creek Addition Phase 1
Resolution 19-09 Storm Water Improvements Arbor Creek Addition – Collector
Resolution 19-10 Storm Water Improvements Arbor Creek Addition Phase 1
Resolution 19-11 Paving Improvements Arbor Creek – Collector
Resolution 19-12 Paving Improvements Arbor Creek – Phase 1
Resolution 19-13 Water Distribution System Improvements Arbor Creed Addition – Collector
Resolution 19-14 Water Distribution System Improvements Arbor Creed Addition Phase 1

ELK RIDGE PHASE 3 PETITIONS AND RESOLUTIONS

Micah Scoggan, City Planner, presented four petitions which has been filed in the Office of the City Clerk requesting the making of certain internal improvements going into the Elk Ridge subdivision of the City pursuant to the authority of K.S.A. 12-6a01 *et seq.*

Scoggan explained that a letter of credit for each improvement will be issued if the improvements are approved at 35% of the total improvement cost. Terms for the release of the letters of credit will follow that at 50% occupancy of the improvement district, 50% of the letter of credit will be released. At 80% occupancy the full letter of credit will be release. The proposed apportionment of cost between the improvement district and the city at large is 100% to be assessed against the improvement district, and 0% to be paid by the city at large.

Special taxes will be assessed over twenty (20) years. The yearly payments will be the same amount each year with the interest and principal portions of the payments fluctuating to make the yearly payments equal.

If the petition is accepted a resolution authorizing the improvement must be adopted by the governing body.

The petitions include the following Phase 1 improvements:

- Sanitary Sewer \$153,000
- Water Main \$35,000
- Paving \$420,000
- Water Line \$94,000

Thereupon, there was presented four Resolutions determining the advisability of the making of certain internal improvements in the City of Goddard, Kansas; making certain findings with respect thereto; and authorizing and providing for the making of the improvements in accordance with such findings:

- Sanitary Sewer Improvements Elk Ridge Addition Phase 3
- Water Main Improvements Elk Ridge Addition Phase 3
- Paving Improvements Elk Ridge Addition Phase 3
- Water Line Improvements Elk Ridge Addition Phase 3

MOTION: Councilmember *Brandenburg* moved to waive the reading of the Resolutions. Councilmember *Traylor* seconded the motion. The motion passed unanimously.

MOTION: Councilmember *Brandenburg* moved to accept the Petitions requesting the making of certain internal improvements and adopt the resolutions as presented. Councilmember *Traylor* seconded the motion.

Roll Call Vote:

Yea: Torske, Zimmerman, Leland, Traylor, Brandenburg

Nay:

Resolution 19-15 Sanitary Sewer Improvements Elk Ridge Addition Phase 3

Resolution 19-16 Water Main Improvements Elk Ridge Addition Phase 3

Resolution 19-17 Paving Improvements Elk Ridge Addition Phase 3

Resolution 19-18 Water Line Improvements Elk Ridge Addition Phase 3

CLOVER LEAF PHASE 1 PETITIONS AND RESOLUTIONS

Micah Scoggan, City Planner, presented four petitions which has been filed in the Office of the City Clerk requesting the making of certain internal improvements going into the Clover Leaf Farms Phase 1 subdivision of the City pursuant to the authority of K.S.A. 12-6a01 *et seq.*

Scoggan explained that a letter of credit for each improvement will be issued if the improvements are approved at 35% of the total improvement cost. Terms for the release of the letters of credit will follow that at 50% occupancy of the improvement district, 50% of the letter of credit will be released. At 80% occupancy the full letter of credit will be release. The proposed apportionment of cost between the improvement district and the city at large is 100% to be assessed against the improvement district, and 0% to be paid by the city at large.

Special taxes will be assessed over twenty (20) years. The yearly payments will be the same amount each year with the interest and principal portions of the payments fluctuating to make the yearly payments equal.

If the petition is accepted a resolution authorizing the improvement must be adopted by the governing body.

The petitions include the following Phase 1 improvements:

- Sanitary Sewer \$586,000
- Storm Water \$924,000
- Paving \$529,000
- Water \$172,000

Thereupon, there was presented four Resolutions determining the advisability of the making of certain internal improvements in the City of Goddard, Kansas; making certain findings with respect thereto; and authorizing and providing for the making of the improvements in accordance with such findings:

- Sanitary Sewer Improvements Clover Leaf Addition Phase 1
- Storm Water Improvements Clover Leaf Addition Phase 1
- Paving Improvements Clover Leaf Addition Phase 1
- Water Line Improvements Clover Leaf Addition Phase 1

MOTION: Councilmember *Torske* moved to waive the reading of the Resolutions. Councilmember *Leland* seconded the motion. The motion passed unanimously.

MOTION: Councilmember *Torske* moved to accept the Petitions requesting the making of certain internal improvements and adopt the resolutions as presented. Councilmember *Leland* seconded the motion.

Roll Call Vote:

Yea: Torske, Zimmerman, Leland, Traylor, Brandenburg
Nay:

- Resolution 19-19 Sanitary Sewer Improvements Clover Leaf Addition Phase 1*
- Resolution 19-20 Storm Water Improvements Clover Leaf Addition Phase 1*
- Resolution 19-21 Paving Improvements Elk Ridge Addition Phase 1*
- Resolution 19-22 Water Line Improvements Elk Ridge Addition Phase 1*

183RD STREET PATHWAY BID AWARD

Craig Crosse explained to the Governing Body that on April 11th, 2019 the City of Goddard shared it’s Request for Bids (RFB) for the installation of a walking path located on the west side of 183rd Street. Prior to the RFB posting, the City acquired right-of-way access agreements from the property/business owners who are impacted by the sidewalk. The scope of the project includes the installation of an eight (8) foot wide sidewalk beginning at the Holy Spirit Crosswalk south of U.S. 400 to the Prairie Sunset Trail along the western side of 183rd Street (See Exhibit A). Further, the project includes six (6) benches, sidewalk ramps, and a retaining wall. Site cleaning and restoration were also included in the request.

The project aligns with the City of Goddard’s mission to provide for a family oriented, active lifestyle by increasing our neighbors access to services and amenities, while also promoting active lifestyles with a walking path that connects to the Prairie Sunset Trail. Further, this project aligns with suggestions outlined within the City’s Bicycle and Pedestrian Plan. The City received a total of nine (9) bids from construction firms in the metro-area as follows:

183rd Street Sidewalk Improvements Bid								
Prado	Major	Kansas Paving	PPJ	Multicon	Barkely	Pearson	Cornejo	OPP
\$ 109,961.00	\$ 117,717.00	\$ 122,468.10	\$ 140,741.90	\$ 141,646.00	\$ 144,670.00	\$ 162,853.00	\$ 162,905.75	\$ 174,365.50

Prado Construction submitted the low bid for the 183rd Street Sidewalk Project. Upon receiving their low bid, the City of Goddard Engineer spoke with three professional references whom expressed satisfaction in their experiences working with Prado Construction. Staff believes Prado Construction will provide adequate services for the lowest cost.

If the bid is awarded, Staff recommends allocating the associated \$109,961.00 expenditure to the Capital Improvement Fund, Park/Trail Capital Projects, Contractors/Construction line-item 90-670-6320

Crosse recommended awarding the 183rd Street Sidewalk Improvements Bid to Prado Construction.

MOTION: Councilmember *Traylor* moved award the 183rd Street Sidewalk Improvements to Prado Construction for \$109,961.00. Councilmember *Torske* seconded the motion. The motion passed unanimously.

183RD STREET TURN-LANE & FRONTAGE ROAD RIGHT-OF-WAY AGREEMENT AMENDMENT

Brian Silcott, City Administrator stated that on February 4, 2019, the Governing Body unanimously approved a right-of-way purchase agreement for the for the 2019 Capital Improvement Program (CIP) project to install a turn lane and realign the existing frontage road on the Kellogg north frontage road & 183rd Street. The agreed upon purchase price was \$50,000. Because the project is utilizing Federal Highway Funds two property appraisals are required with the median value of the two appraisals. The median valuation is \$56,335 and is based upon

appraisals performed by Martens Appraisal (\$59,670) and the Roger Turner Group (\$53,000). The total difference is \$6,335. This amount exceeds staff authorization authority and necessitates Governing Body action.

Silcott presented a revised purchase agreement that amends the purchase price to \$56,335.00. Specifically, it amends Paragraph 2 “2. Purchase Price” to \$56,335.00. The amendment also inserts Paragraph 11 “11. Brokers” clarifying that the Seller (Marilyn & John Dugan) are paying a 4% sales commission.

Staff anticipates presenting a KDOT project agreement at the May 20th Regular City Council Meeting

Silcott added that the project is contained in the City’s Capital Improvement Program. This project has \$500,000 in encumbered funds. KDOT has agreed to finance 100% of this project’s construction, up to an amount not to exceed \$656,000. At present, this amount is more than enough to cover the anticipated 2019 construction cost. Construction is planned for late summer/early autumn 2019.

Silcott recommended the City Council: Authorize the Mayor to execute the purchase agreement as presented.

MOTION: Councilmember *Torske* moved to authorize the Mayor to execute revised purchase agreement as presented. Councilmember *Brandenburg* seconded the motion. The motion passed unanimously.

APPROVE WATER WELL METER REPLACEMENT AND TOWER DISTRIBUTION WATER METER INSTALL

Brian Silcott explained to the Governing Body that the City of Goddard tracks public water consumption through meters in its water tower and well system. The City’s existing mechanical meters are worn and comprised of old technology, potentially causing them to be functioning improperly. Over time, when scale builds up on the meters, it causes more water flow to move the metering wheel. As scale builds up it could cause a variable percentage of water loss to occur, resulting in reporting discrepancies.

The City Engineer and Public Works Department have been in discussion with Administration to introduce magnetic meters into the system to replace the outdated mechanical meters. The magnetic meters do not have the moving parts that result in scale build up issues. Magnetic meters utilize magnetic frequency to read the flow, are much more accurate than mechanical meters, and have a longer life-cycle.

Lastly, the meter specifically for the water tower is utilized to meter the flow of water leaving the tower complex as it enters into the distribution system. Magnetic meters will ensure that the measurements of the flow will be accurately tracked daily, assisting with the tracking of possible leaks and other potential discrepancies in the system.

The City received bids from two (2) different firms who provide equipment and installation of magnetic meters.

Axiom: \$60,796.65

Pedrotti: \$118,550.00

Silcott recommended the Governing Body award the project to Axiom for an amount of \$60,796.65. The low-bid was provided by Axiom and the City Engineer has approved the scope of work included in their proposal to ensure that the equipment will interface/configure properly to our existing system. Further, Axiom will be providing Siemens magnetic meters, which is the same brand that can be seen often throughout the rest of the City's system, making parts exchanges easy and harmonious.

Silcott added, if approved, the \$60,796.65 expenditure will be allocated to the Water Reserve Fund, Utility Administration, Capital Projects, line item 82-810-8600

MOTION: Councilmember *Torske* moved award the project to Axiom for an amount of \$60,796.65 and to allocate the expenditure as presented. Councilmember *Leland* seconded the motion. The motion passed unanimously.

SET 2020-2024 CAPITAL BUDGET WORKSHOP

The 2020-2024 Capital Budget Workshop was scheduled for Monday, May 13, 2019 at 4:00 p.m. in the City Council Chambers.

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 May 6th
Date: May 6, 2019

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

183rd & Kellogg: The right-of-way acquisition agreement amendment was presented at this evening's meeting. The next action will be the adoption of the KDOT construction agreement, which we anticipate presenting at the May 20th regular City Council meeting.

Kellogg & Crowne Drive: The traffic impact study, design review, design scope of works with Transystems, KDOT construction agreement, and an updated corridor management agreement with KDOT is planned for the May 20th regular City Council meeting.

183rd Pathway: The construction bids were presented at tonight's City Council meeting and the next course of action will be to mobilize and construct the improvement. As soon as the construction is known, I will regularly report on its progress as well as the budgetary status of the work.

North Park: Staff is meeting tomorrow morning (5/7) with the property owners of the possible north park ground to review the draft purchase agreement. We are hopeful that we will have an agreement to present at the May 20th Regular City Council meeting. Once the purchase agreement is finalized, the next step will be working with the Park Board to develop a park concept that will be the basis of the park's development.

2019 Roadway Maintenance Bid Approval: Staff will present the bid award request at the May 20th meeting. The RFP's were distributed to 15 paving contractors with follow-up calls. The City annually allocates \$200,000 for maintenance activities. These activities include isolated full depth repairs, crack sealing, mill & overlay of new asphalt, and a top coat sealant. In July 2019, another RFP will be distributed for crack sealing on roadways that will be the roadways to receive a sealant application in the spring of 2020. In short, the new process will crack seal in the autumn and the sealant will be applied in the following spring.

Linear Park Playground Improvement: The poured in place playground surface project that was approved at the 4/15 regular City Council meeting has been delayed. During the April 18th Park Board meeting, Mayor Blubaugh received a request from the Park Board to install new free-standing play equipment at Linear Park. The Park Board will meet on May 16th to finalize their recommended equipment purchase to the City Council. This request is planned for the May 20th or June 3rd regular City Council meeting. The estimated total cost of \$70,000, which includes the new playground equipment, as well as, the approved and additional poured in place surfacing. Given the concrete work, the splash pad may need to be taken out of service for a period of 3-6 days while the playground surface cures. **PLEASE NOTE**: The pool and splash pad will be fully operational on May 19th.

Cost of Development Analysis: I hope to have a revised spreadsheet on the cost of development finalized late this week. Once this is complete we will present and brief overview of its content and methodology in a budget workshop. The purpose of the spreadsheet is to provide an educated guess as to the relative value and cost of replacing new and existing infrastructure. The summer intern for planning & zoning will be working on a map visualization of this document to assist in presenting and discuss the "true cost of growth."

Community Center Siding: This item will be discussed during the planned capital budget & CIP workshop planned for Monday, May 13th with a possible presentation on May 20th or June 3rd. Craig Crossette, Assistant to the City Administrator, has been working to gather bids and assess the structural integrity of the flooring. We anticipate the cost to install new siding in the damaged area only to be approximately \$3,000 and the cost to reside the entire building is estimated to be \$25,000.

GFOA Budget Award: I am pleased, and proud to announce that the City of Goddard has once again received the Government Finance Officer's Association (GFOA) award for "Distinguished Budget Presentation". Thank you to our Finance Director Matt Lawn, CPFO for his diligent work.

The Inaugural Farmers Market: The City's first ever Farmers Market is planned for tomorrow, Tuesday, May 7th from 5pm to 8pm. This day & time is subject to weather and will occur regardless of tomorrow's weather, each Tuesday from 5pm to 8pm until October.

Respectfully Submitted,
Brian W. Silcott, City Administrator

GOVERNING BODY COMMENTS

Councilmember Zimmerman thanked staff for all their hard work.

Councilmember Blubaugh said that he appreciates staff for all they do.

EXECUTIVE SESSION

MOTION: Councilmember *Torske* moved to recess into executive session for 10 minutes after a 5 minutes break, for consultation with an attorney on matters that would be deemed privileged in attorney-client relationship K.S.A 75-4319 (b)(1); and, to discuss a matter involving a city employee pursuant to the non-elected personnel matters exception, K.S.A. 75-4319(b)(1). The City Council will reconvene the open meeting in the City Council Chambers at 8:25 p.m. Councilmember *Brandenburg* seconded the motion. The motion carried unanimously.

The City Council recessed into executive session at 8:10 p.m. and reconvened at 8:25 p.m. Mayor Blubaugh announced there was no binding action taken in executive session.

MOTION: Councilmember *Brandenburg* moved to recess into executive session for an additional 10 minutes for consultation with an attorney on matters that would be deemed privileged in attorney-client relationship K.S.A 75-4319 (b)(1). The City Council will reconvene the open meeting in the City Council Chambers at 8:35 p.m. Councilmember *Leland* seconded the motion. The motion carried unanimously.

The City Council recessed into executive session at 8:25 p.m. and reconvened at 8:35 p.m. Mayor Blubaugh announced there was no binding action taken in executive session.

ADJOURNMENT

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

Meeting adjourned at 8:39 p.m.
Teri Laymon, City Clerk