

**MINUTES-REGULAR MEETING  
CITY OF GODDARD  
118 NORTH MAIN, GODDARD, KS  
MONDAY, JULY 6, 2020**

The Goddard City Council met in a Regular Session at Goddard City Hall on Monday July 6, 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; Matt Lawn, City Treasurer, Micah Scoggan, City Planner; Fred Farris, Police Chief; Thatcher Moddie, Administrative Fellow; Harlan Foraker, City Engineer; Brook Brandenburg, Public Works Director; and Ryan Peck, City Attorney.

**APPROVAL OF THE AGENDA**

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

**CITIZEN COMMENTS**

Mary Caruso, 24 S. Lakeview Dr. Goddard, Kansas, stated she is a registered nurse and has worked at area hospitals and in the healthcare industry for over 35 years. Caruso expressed her concern over the seriousness of the Corona Virus in the State of Kansas and the lack of people wearing masks in the Goddard area. Caruso explained that all experts agree that the only way to slow the spreading of the virus is to practice social distancing, wash your hands frequently, stay away from crowds and wear a mask. Caruso asked the City Council to do the right thing and mandate that citizens wear masks in the City of Goddard.

**APPROVAL OF THE CONSENT AGENDA**

The following was submitted to the City Council for approval:

Approval of Minutes  
Regular Meeting – June 15, 2020

Accounts Payable  
June 17, 2020 for \$113,153.02  
June 24, 2020 for \$90,058.07  
June 26, 2020 for \$16,650.00

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

**RECEIVE AND FILE 2019 AUDIT**

Randy Ford of Busby, Ford & Reimer, LLC review the 2019 Audit and concluded with the “Opinion on Regulatory Basis of Accounting” which states that the 2019 financial statements are accurate and fairly presented.

**ST. ANDREWS 4<sup>TH</sup> ADDITION SPECIAL ASSESSMENT ROLL AND NOTICE OF PUBLIC HEARING**

Brian Silcott City Administrator stated the City Council authorized improvements to St. Andrews Place Fourth Addition for water and paving improvements on April 4, 2017. The City Council unanimously adopted the following resolutions for improvements to serve new construction in St. Andrews 4<sup>th</sup> Addition.

- Res. 17-03 for 8” water main improvements serving 53 parcels: Lots 7-51, Block A and Lots 6-13, Block B. with an estimated cost of \$165,000 and apportioned on a 1/53<sup>rd</sup> per lot basis to finance the improvement. The resolution was published in the April 6, 2017 edition of the Times-Sentinel.
- Res. 17-04 for paving improvements (24’ wide asphalt mat) serving 53 parcels: Lots 7-51, Block A and Lots 6-13, Block B. with an estimated cost of \$602,000 and apportioned on a 1/53<sup>rd</sup> per lot basis to finance the improvement. The resolution was published in the April 6, 2017 edition of the Times-Sentinel.
- Please note that the Engineering Service Agreement, Inspection Services Agreement, Construction Staking, Issuance Costs, as well as contingency and administration overhead is included in the total amount of issuance of \$767,000.

Silcott added that Resolution 17-08 was unanimously approved on June 19, 2017 authorizing the sale of Series 2017-01 General Obligation Temporary Note Sale for a principle amount of \$767,000 with Cooper Malone submitting the best bid at an interest rate of 1.4% and a total interest payment of \$34,898.50. The improvements have been constructed with the next step in the process being placing the long-term financing of the improvements onto the special assessment roll. In accordance to the desires of the developer, the assessments are presented as 20-year annual payment assessments.

Silcott presented the following for City Council Review:

Exhibit A Statement of Final Costs

Construction Cost of Improvements	\$493,423.70
Engineering Cost of Improvements	\$91,230.34
Total Cost of Issuance	\$40,508.02
Bond Capitalized Interest	\$22,127.55
Temporary Note Interest	\$34,898.50
Administration Fee	\$3,140.00
<b>Total Issuance Cost</b>	<b>\$685,328.11</b>

Exhibit B Assessment Roll Certification

The Assessment Roll Certification is the apportionment of costs of the improvements to each parcel and the amount apportioned for each improvement. The cost to each lot is established in Schedule I of the Assessment Roll Certification (Exhibit B).

Exhibit C Notice of Public Hearing

This is the notice of public hearing to be published in the Times-Sentinel on July 9, 2020 for the assessment of the improvements.

Exhibit D Notice of Hearing & Statement of Costs to be Assessed

This exhibit is the notice of public hearing that will be mailed to each property owner of the lot(s) being assessed. The notice asks that written or oral objections to the assessments be presented at the hearing. The notice also allows property owners to pay the assessment as a portion or in its entirety within 30 days, otherwise payments are to be made annually in 20 installments. As required by statute, a public hearing will be held on Monday, July 20, 2020 at 7:00 pm to consider objections to the assessment of costs for the improvements.

Silcott added that the process presented for the assessment of St. Andrews Addition Phase IV is identical to that used for St. Andrews Phases I, II, & III, as well as, all other subdivisions within Goddard. Failure to assess the parcels as petitioned by the developer and defined within the presented statutory process, results in the City at-large incurring the cost of improvements.

Silcott recommended the City Council take as a single action motion:

- 1) Approve the Statement of Final Cost
- 2) Approve the Assessment of Roll Certification
- 3) Establish July 20, 2020 at 7:00 p.m. to meet for the purpose of hearing and all written or oral objections to the respective assessments set forth in the Statement of Final Costs and Assessment Roll Certification
- 4) Direct the Clerk to Publish Notice of Public Hearing in the paper of record and distribute the Notice of Public Hearing and Statement of Proposed Cost to all affected property owners and retain these documents for public inspection

**MOTION:** Councilmember *Larkin* moved to approve the Statement of Final Cost, approve the Assessment of Roll Certification, Establish July 20, 2020 at 7:00 p.m. to meet for the purpose of holding a public hearing and to direct the Clerk to publish Notice of Public Hearing as presented. The motion was seconded by Councilmember *Proctor*. The motion passed unanimously.

**CONSIDER 2<sup>ND</sup> STREET ROADWAY IMPROVEMENTS**

Brooke Brandenburg, Public Works Director explained that there is a section of 2<sup>nd</sup> Street east of Main Street that is gravel and over the years the gravel has deteriorated to the point the crown is virtually non-existent, the shoulder holds water after a rain and the entire length is littered with potholes.

Brandenburg said to make the gravel portion of 2<sup>nd</sup> St. more passable Public Works is proposing rebuilding that section of the road. The improvements will include breaking up the existing road and grading the surface to rebuild the crown and improve shoulder drainage. Once grading is complete, additional material will be added to the road, packed and rolled, and finally road sand will be spread and rolled into the surface.

Public Works initially considered purchasing the required material and renting the required equipment, and rebuilding the road ourselves, but we learned it is less costly to hire a contractor to make the improvements. We spoke with several contractors and chose the bid submitted by Becker Building Inc. Becker Building will supply all the materials, equipment and labor required to make the needed improvements.

If this item is approved by the City Council improvements will begin in mid-July and should take approximately a week to complete.

The cost of rehabilitating the one-thousand-foot-long section of 2<sup>nd</sup> street between Main St. and 199<sup>th</sup> Street is \$16,234.00 and will be allocated 100% to Street Fund Capital Improvement line item 40-410-8410.

Brandenburg recommended that the City Council authorize Public Works to hire Becker Building Inc. to rehabilitate the gravel section of 2nd street at a cost of \$16,234.00.

**MOTION:** Councilmember *Leland* moved to authorize Public Works to hire Becker Building Inc, to rehabilitate the gravel section of 2<sup>nd</sup> Street at a cost of \$16,234.00. The motion was seconded by Councilmember *Proctor*. The motion passed unanimously.

### **CONSIDER WATER MAIN VALVE REPLACEMENT**

Brooke Brandenburg stated that Well 7 has developed a leak on the water main that connects it to Well 8 and the transmission line. Repairing the leak requires replacement of a non-functioning valve on the 8” water main that connects the wells to the water distribution system. Due to the location of the valve it must be replaced while the main line is operational. Replacing a valve on a ‘live’ water main requires specialized equipment not owned by the City.

The City solicited bids from 4 companies capable of replacing the valve. The Wichita Winwater Company was lowest bidder at \$6,630.44. The work will include the insertion of an 8’ valve in the water main running adjacent to 119<sup>th</sup> street. If approved the expenditure will be allocated 100% to 82-620-6150 Water Reserve Fund.

**MOTION:** Councilmember *Larkin* moved to authorize Wichita Winwater Company to complete the work and allocate the expenditure as presented. The motion was seconded by Councilmember *Traylor*. The motion passed unanimously.

### **2021 OPERATING BUDGET AND SET PUBLIC HEARING FOR JULY 20, 2020**

Matt Lawn, City Treasurer stated the 2021-2022 Proposed Budget and the 2020-2025 Capital Improvement Program have been developed over the past couple of months with input from the public and direction from the Governing Body. The proposed budget and CIP have been developed to reflect the vision of our neighbors, the desires of the Governing Body, and to fulfill the City’s mission: **Goddard: A vibrant community, growing and accessible; the destination for a family oriented active lifestyle.**

*The Proposed Budget does not raise City of Goddard personal property taxes.* The proposed budget maintains a consistent mill levy of 33.230; with 29.250 going for general government operations, 0.980 to debt service, and 3.000 to the City’s Library. The 2021 Proposed Budget

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totals \$10,434,550. Interfund transfers, appropriated reserves, and discretionary outlay accounts for \$1,777,000 of the total amount. The City’s valuation for the 2021 operating budget totals \$46,897,259, which is an increase of \$3,194,875, over the current \$43,702,384 assessed valuation. Lawn reviewed the General Fund, Water Fund, Sewer Fund, Street Fund, Debt Service Fund, and the Library Fund.

The Notice of Public Hearing will be published on Thursday, July 9, 2019 in the Times Sentinel, the City of Goddard’s paper of record. It will set the maximum dollars that may be expended in each fund in the Proposed Budget. The City Council may reduce expenditures required, and the proposed tax dollars to be levied, but may not increase expenditures previously established and published.

Lawn recommended the City Council:

1. Receive the 2021- 2022 Proposed Budget
2. Set the Public Hearing for July 20, 2020 at 7:00 PM and authorize staff to publish the Notice of Public Hearing in the paper of record.

**CITY ADMINISTRATOR’S REPORT**

Brian Silcott reviewed the following City Administrator’s Report dated July 6, 2020

To: Honorable Mayor and City Council  
 From: Brian W. Silcott, City Administrator  
 Cc: Department Directors & Staff  
 Re: City Administrator Report for the week of July 6, 2020  
 Date: July 6, 2020

Below is a brief update on City operations, projects, and future agenda items for the City. The next City Council meeting is scheduled for Monday, July 20, 2020. City Administrator reports can be found online on the City webpage for City Administration reports from 2008 to present.

<u>Disbursement #</u>	<u>Date</u>	<u>Amount</u>	<u>Developer</u>	<u>Total to Developer</u>
1	09.29.2014	\$ 2,907,966.48	Worner	\$ 2,907,966.48
2	11.20.2018	\$ 2,131,225.20	R. Steven	
3	02.08.2019	\$ 2,552,466.60		
4	04.17.2019	\$ 1,914,790.50		
5	06.06.2019	\$ 2,290,951.80		
6	08.09.2019	\$ 1,839,832.20		
7	10.29.2019	\$ 1,910,912.40		
8	12.20.2019	\$ 2,034,346.14		
9	02.24.2020	\$ 1,791,610.20		
10	03.31.2020	\$ 2,045,210.40		
				<b>\$ 18,511,345.44</b>
TOTAL		<b>\$ 21,419,311.92</b>	Tie Line	\$ 21,419,311.92
			\$ -	
Accounty Fund Initial Deposit		\$ 25,400,000.00	% Remaining	% Expended
Project Balance:		<b>\$ 3,980,688.08</b>	15.67%	84.33%

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STAR Bond: Construction of the aquatic center/natatorium continues to make significant progress the construction of the pool roof trusses is complete, and installation of the rooftop is ongoing. After the roof is constructed work on the interior will begin. Further dirt work around the site has also increased in the last two weeks. The open area at the top left-hand side is the aquatic park, which is privately funded and beyond the scope of the City's participation I the project. Almost the entirety of the interior work requires preorder processing. Below is a list of STAR Bond project funds and updated pictures of the development. There have been no new project fund distributions since March.



Arbor Creek Addition: Work continues to on Phase 1 of this this addition, which includes 55 homes, sanitary sewer mains & laterals, and paving the middle of the subdivision's club house. Total special assessments for this phase is \$2,891,000. The estimated average home value of this addition is \$300,000 each home generating approximately \$1,150 in municipal property tax with Phase 1 generating an estimated \$63,250 annually and \$281,750 annually at full build out. Arbor Creek has 245 lots with 12 lots already sold with 43 phase 1 lots and 233 total lots remaining. Arbor Creek has \$2,891,000 issued with A-1 rated (AAA equivalent) special temp notes issued and \$1,104,635 paid to date.



Clover Leaf Addition: Work on the water, sanitary sewer, and stormwater is complete, and the installation of paving is underway. Clover Leaf contains 133 total lots. Phase 1 consists of 50 total homes

with 22 lots sited along Martens Ct. for duplex units which will increase water and sewer customer



count by 44 users. Phase 1 also includes 28 lots for single family residential homes. Clover Leaf Phase 1 has \$2,211,000 in special assessments. Below is an updated picture of the development. Clover Leaf has \$2,211,000 issued with A-1 rated (AAA equivalent) special temp notes issued and \$1,033,857 paid.



Elk Ridge: There is nothing new to report on Elk Ridge. The final phase of Elk Ridge Addition includes 24 lots bringing the total lots in Elk Ridge to 77 total homes. There are currently 53 homes in Elk Ridge with 31% of the lots available for purchase. This phase includes \$830,800 in special assessments. The average home value is \$300,000, an assessed valuation of \$34,500, and generates \$1,150 in municipal property taxes. At full build out Phase 3 will generate \$27,600 in City taxes and a total subdivision generation of more than \$88,500. Below is an update picture of the development. Elk Ridge Phase 3 issued \$830,800 in A-1 rated (AAA equivalent) special temp notes issued and has been finalized with \$659,527 paid for improvements.

Medical Lodge Sr. Housing Update: Work is near final completion on this senior housing project that was approved in 2017. The development adds 12 parcels and 24 utility customers plus the club house to Goddard's housing inventory. The average value is approximately \$160,000/\$80,000 per unit/duplex. Each unit valued at approximately \$80,000 will generate an assessed valuation of \$9,200 and a total

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assessment of \$220,800 (excluding the clubhouse). Each unit generates a municipal property tax of \$307 or an estimated total municipal property tax generation of \$7,360 plus the clubhouse valuation. Each unit is individually metered. Below is an updated picture of three duplex homes under construction.



RCUT Project: KDOT has completed its preliminary field plan review. The City Engineer and staff is meeting with TranSystems late this week to review the changes. The project continues to be on pace for a September 24, 2020 bid letting. The approved design budget is \$186,210 with \$59,085.97 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.



183<sup>rd</sup> Street Frontage & Intersection: Thanks to the assistance and shepherding of the City Engineer and his team at Certified Engineering Design, we've submitted a request for funding for the intersection improvement at 183<sup>rd</sup> Street West & US-54/400/Kellogg. On June 9<sup>th</sup> we submitted the request to

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advertise for bids on the Kellogg Drive Relocation Project (KDOT Project #87 KA-5215-01). We hope to receive authorization this week.



WWTF Fence: Work has started on the fence between the Wastewater Treatment Facility and the new Clover Leaf Housing Development. This project was approved at the April 20, 2020 Regular City Council Meeting. It is necessary for both the safety of residents of the development and the WWTF lagoons. Below is an updated picture of the posts being installed to hold the wire fencing.



Rustic Creek Addition: The plat for this project was approved at the February 2, 2020 regular City Council meeting and the Governing Body directing staff to construct a development agreement to include \$193,916.23 for infrastructure assistance. Rustic Creek Addition will build homes ranging in value from

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\$200,000 to \$250,000, with Phase I consisting of 35 lots. Given the City's current mill levy of 33.323, the City's contribution will cashflow at 20 homes with a valuation of \$200,000 ea. The developer has submitted petitions for three phases of development to construct sanitary sewer, water distribution, paving, and stormwater improvements for 20 years and a per lot annual payment estimated at 3.5% interest of \$176.20. At the June 15, 2020 Regular City Council Meeting, the Governing Body approved the development agreement for all previous aspects discussed of the development agreement, excluding the funding for a roundabout entrance totaling \$18,298.00. The funding assistance now totals \$170,128.83 with modifications required to onsite SWS System \$38,010.00, Cost of Detention Improvements \$92,858.33 and 30% of the City's total participating cost (not to exceed amount of \$39,260.50). The Engineering Service Agreement with Garver Engineering is planned to be presented at the July 20th meeting.



North Park Update: As reported in the June 8<sup>th</sup> report, Staff continues to prepare for the development of the North Park. Task items include the following: Property Platting, Defining the short-term Capital Budget and long-term Capital Plan, Demolition & Removal of Buildings, Plan Improvements, Building the Plan. The platting process is underway with the City Engineer as the staff lead on this item. The 2020-2025 CIP contains \$343,250 in the 2022 fiscal year. Should the City Council decide not to accept a forthcoming purchase offer and with the current CIP calendar, staff anticipates North Park planning to begin 1<sup>st</sup> quarter 2021. The calendar can be amended but would require foregoing/delaying a planned project or the issuance of debt that would be financed with either an increase in property taxes or the reduction of projects through a dedication of local sales tax. Below is a recent picture of the park property looking to the Southeast. The plat should be completed in time for the July 20<sup>th</sup> or August 17<sup>th</sup> regular meeting.

2020 Budget Process: Finance Director Matt Lawn & I are working on a “status quo” budget that



maintains the same property tax neutral mill levy of 33.323. This means staff will be present a budget that maintains the same property tax mill levy as the 2020 fiscal year. The City of Goddard has the lowest property tax level of any City in Sedgwick County except the City of Viola which lacks any fulltime staff members of a municipal paved road. The 2020 Assessed Valuation for the 2021 budget has been received and has increased from \$43,702,384 to \$46,897,259. This is an increase of \$7.31% or \$3,194,875 in valuation. The 2021 budget calendar is below:

- July 6<sup>th</sup>            General Fund & Set Public Hearing
- July 15<sup>th</sup>          Conduct Budget Hearing & Adopt 2021 Operating Budget

Respectfully Submitted,  
Brian W. Silcott, City Administrator

### **GOVERNING BODY COMMENTS**

Councilmember Larkin asked about the future staffing needs of the Police Department. City Administrator said that staff is anticipating the need of increasing the Police Department staff in 2022.

Councilmember Zimmerman stated that he sympathizes with the nurse that is wanting to mandate masks in the City but said that it will be impossible to enforce.

Mayor Blubaugh said he was glad everyone stayed safe on the 4<sup>th</sup> and thanked the Lions Club for the Fireworks Exhibit on the 4<sup>th</sup> of July.

### **EXECUTIVE SESSION**

**MOTION:** Councilmember *Larkin* moved to recess into executive session in order to discuss a performance matter involving a city employee pursuant to the

non-elected personnel matters exception, K.S.A. 75-4319(b)(1), to include the City Attorney. The City Council will reconvene the open meeting in the City Council Chamber at 9:40 p.m. The motion was seconded by Councilmember **Zimmerman**. The motion carried unanimously.

***The City Council recessed into executive session at 8:45 p.m. and reconvened at 9:40 p.m. Mayor Blubaugh announced there was no binding action taken in executive session.***

**MOTION:** Councilmember **Zimmerman** moved to recess into executive session in order to discuss a performance matter involving a city employee pursuant to the non-elected personnel matters exception, K.S.A. 75-4319(b)(1), to include the City Attorney and the City Administrator. The City Council will reconvene the open meeting in the City Council Chamber at 10:05 p.m. The motion was seconded by Councilmember **Proctor**. The motion carried unanimously.

***The City Council recessed into executive session at 9:45 p.m. and reconvened at 10:05 p.m. Mayor Blubaugh announced there was no binding action taken in executive session.***

**MOTION:** Councilmember **Zimmerman** moved to recess into executive session in order to discuss a performance 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 Chamber at 10:45 p.m. The motion was seconded by Councilmember **Proctor**. The motion carried unanimously.

***The City Council recessed into executive session at 10:15 p.m. and reconvened at 10:45 p.m.***

**MOTION:** Councilmember **Larkin** moved to increase the City Administrator's Salary to \$120,000 per year effective immediately. Councilmember **Zimmerman** seconded the motion. The motion carried unanimously.

Councilmember Zimmerman proposed that the City Council have an Executive Session once per month to keep the communication lines open.

### **ADJOURNMENT**

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

***Meeting adjourned at 10:45 pm.  
Teri Laymon, City Clerk***