

# MANAGER'S REPORT

**DATE:** November 14, 2024  
**TO:** Mayor Benage and City Council  
**FROM:** Ted Henry, City Manager  
**RE:** November 19, 2024 Agenda

---



## Consent Agenda (Item VI)

The Consent Agenda contains only the minutes of the November 19, 2024 regular meeting.

## Appropriations Ordinance (Item VII)

This appropriation ordinance encompasses 10/30/2024 through 11/12/2024 expenses and one payroll cycle. Expenditures amounted to \$3,661,135.66. Of the reported expenses, \$195,521.79 are infrastructure costs for new developments. These costs are paid through special assessments.

## City Requested Appearances (Item VIII)

The City will be recognizing James Schmidt for his 13 years of dedicated service to the Planning Commission.

City Engineer Anne Stephens will provide a brief update on the Woodlawn Expansion Project. Kirk Jurgensen with PEC will provide a brief update on the New Public Works Facility.

## Annexation Ordinance (Item A)

A detailed report is included in your packet regarding this proposed annexation. Earlier this year, Lynn Packer, Sedgwick County's Director of Public Works, reached out to Ty Lasher, former City Manager, to discuss the County's desire for Bel Aire to annex shared roadways. Sedgwick County's intent with these road annexations is to reach a mutual understanding of equitable responsibility for the road infrastructure. The County is pursuing similar arrangements with other local cities. Two areas near Bel Aire were selected based on several factors. In exchange for this annexation, Sedgwick County offered to construct the next pavement preservation treatment on the section of Webb Road. The Ordinance in your packet has been reviewed City Attorney Maria Schrock. Mr. Packer will be at tonight's meeting to answer any questions.

## Cost Share Agreement Sedgwick County for 53rd Street Road Project (Item B)

This agreement is between Sedgwick County and Bel Aire. Bel Aire reconstructed 53rd Street and requested assistance from Sedgwick County with some of the costs, as 16% of the adjacent property is unincorporated. Sedgwick County has agreed to contribute \$281,000 towards the project, which represents approximately 16% of the estimated total cost of \$1,756,211.

## PFWA Addition to Personnel Policy (Item C)

Council discussed this new Federal requirement at the last Council workshop on November 12<sup>th</sup>. An update to the Personnel Policy Manual has been included in your packet. City Attorney Maria Schrock will be at the meeting to answer any questions.

#### Bid for Phase 2 Sewer Improvements, Skyview 2nd (Item D)

The Developer of Skyview at Block 49 2nd, Phase 2 is ready to move forward with the construction of the sanitary sewer improvements to support the development. Bids were accepted on November 6th for the project. Six contractors responded. The low bid fell within the initial petition amount. The cost of the improvements for these projects will be financed through a bond and spread as special assessments against the benefiting lots. Staff recommend that the City Council accept the bid from Mies Construction, LLC, in the amount of \$150,526.60.

#### Bid for Phase 1 Water & Sewer Improvements, Bel Aire Lakes (Item E)

Certified Engineering Design (CED) worked with the Developer to design the water and sanitary sewer improvements for Bel Aire Lakes. Bids were accepted on November 12th for the project. Bids were solicited from 10 contractors, but only two chose to submit bids. The low bid fell within the initial petition amount. The cost of the improvements for these projects will be financed through a bond and spread as special assessments against the benefiting lots. Staff recommends that the City Council accept the bid from Nowak Construction, LLC in the amount of \$1,066,007.70.

#### Agreement for Construction Observation Services, Bel Aire Lakes (Item F)

The Developer is ready to initiate the construction of the water and sanitary sewer utilities in Bel Aire Lakes. Since City Staff do not have time to provide construction observation services, staff have asked PEC to provide a fee for construction observation and construction engineering/administration services. The construction observation services for the water and sanitary sewer improvements will be provided on a part-time basis. The construction staking and testing will be provided by the Contractor. The costs associated with the project will be financed through a bond and spread as special assessments against the benefiting lots. Staff recommends that the City Council accept the Agreement with PEC for Construction Observation services for \$43,400.00.

#### Food for Fines Program 2024 (Item G)

The Municipal Court would like to hold this program from November 20, 2024, through December 31, 2024. All non-perishable food items collected would be donated to the Kansas Food Bank. For a single can or box of non-perishable food donated to the food drive the Court would forgive \$5.00 of the person's fine or warrant fees only. Regardless of the number of food items donated, the maximum amount that would be forgiven is \$50.00 to any one case. Other Cities in the area (Andover, Valley Center) have held similar programs. Court Clerk Lindsie Nygaard has provided a report in your packet and Barry Smith, Director of Finance, will be at the meeting to answer any questions.

#### Executive Session (Item XIII)

Staff has no need for an executive session at this time.

#### Discussion And Future Issues

I will give a brief update on the ERP upgrade.