



## MANAGERS REPORT

**DATE:** March 6, 2023  
**TO:** Mayor Benage and City Council  
**FROM:** Ty Lasher, City Manager  
**RE:** March 7, 2023 Agenda

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### **Proclamation (Item V)**

March is American Red Cross Month. The Red Cross uses this month to honor and celebrate all the volunteers who support the mission of their organization. Local civic groups often host blood drives in Bel Aire. This proclamation supports the Red Cross in the great work they do.

### **Consent Agenda (Item VII)**

In an effort to make meetings more efficient, Mayor Benage has requested that the Consent Agenda be utilized more. For this meeting, several items have been included under consent:

- Minutes of the February 21<sup>st</sup> City Council meeting.
- Four applications for permits to sell fireworks have been received and are on the agenda. Bel Aire codes allow four (4) retail fireworks permits to be issued annually. All of the applicants held permits last year and all have submitted the required paperwork for 2023.
- A Final Amendment to Employment Agreement for the City Attorney.
- Mayor's appointment of Gary Breault to the Aurora Park Gravel Roads Task Force – The Task force currently has 10 members and can have a maximum of 12.

### **Appropriations Ordinance (Item VIII)**

The finance department has formatted the AP Ordinance report in a manner that is hopefully easier to read. Feedback is appreciated. The reporting period includes \$200,000 for capital projects, meter installation totaling \$48,000, trash service at \$39,000 and CCUA expenses of \$260,000.

### **Incentive Agreement Between the City and Integra Technologies (Item A)**

City staff and Integra representatives have been working on an incentives package over the last month. Various alterations occurred over that timeframe and council has seen what those look like. We believe the agreement will be

completed by Tuesday. A special meeting for an executive session will be held prior to the regular meeting. Staff will present the final agreement for any last-minute changes. On the agenda is action for final approval.

**Letter of Support for Integra CHIPS Incentives (Item B)**

The federal CHIPS application requires a letter of support from the local jurisdiction of where the business will be located. Staff worked with Integra on the wording. Once approved, the letter will be included in the application packet.

**Resolution of Support for Integra CHIPS Incentives (Item C)**

The CHIPS grant also requires a formal Resolution of Support approved by the governing body. The resolution has been approved by Integra as meeting the requirements in the grant and is on the agenda for formal adoption.

**Letter of Intent to Issue IRBs for Integra Technologies, Inc. (Item D)**

One of the incentives outlined in the Incentives Agreement for Integra is a 10-year, 100% property tax abatement. This is achieved through the Industrial Revenue Bond (IRB) process. Since the Integra proposal includes a phase 1 building of 1 million square feet and a phase 2 of an additional 1 million square feet, the Letter of Intent addresses both phases. This is the same process used for Bayside Development a month ago. Gilmore & Bell will be at the meeting to answer any questions.

**Special Presentation and Recess (Item E)**

This is Jaci's last meeting as City Attorney, as she has accepted a position in Derby. Mayor Benage would like to recognize her five years spent in Bel Aire. Also on the agenda, following the presentation, is a motion for a recess. The recess will allow guests from the public and the media who may be here only for the Integra items (A-D) to leave the meeting. During the recess, light refreshments will be served in the foyer outside Council Chambers.

**Quote for Comprehensive Development Plan (Item F)**

The current Comprehensive Development Plan was adopted in 2014. The comprehensive development plan is required by state statute to be updated periodically. The plan serves as a reference point for developers and also for Planning Commission decisions. With as much growth as Bel Aire has experienced since 2014, and with major new growth on the horizon, it is time to update the plan.

In 2014, the Planning Commission and staff invested a lot of time in coordinating the required community input meetings, research, and writing for the plan. This time around, the Planning Commission and staff have decided that more expertise is needed for this very time-intensive project. Planning

Commission and staff agree that it is necessary to hire a firm to do this work. Planning Commission will serve as the steering committee and provide regular feedback to the firm throughout the project. The final draft of the plan will be reviewed by Planning Commission and then sent to the City Council for adoption.

Staff requested quotes from three firms that have provided plans for other local cities. At their February meeting, Planning Commission reviewed examples of the companies' work; links to those examples have been provided in your agenda packet. All of the companies have good reputations. Although Multistudio provided the lowest quote, Planning Commission and staff are recommending that Council select PEC for this project. PEC has many years of experience with these kinds of projects and is currently working on other studies for Bel Aire. PEC's knowledge of Bel Aire's infrastructure will be useful for completing the plan. Funding for the project will be paid from the Capital Improvement Reserve Fund. Staff recommends that council accept the quote from PEC in the amount of \$53,000.

#### **Change Order from Pearson Construction for retaining walls (Item G)**

This Item was tabled at the last meeting because the Council wanted more information on future maintenance responsibilities. Jaci will be at the meeting to answer questions.

#### **Dondlinger Quote to Lower 18" Water Line, Cap 6" Water Line (Item H)**

During the installation of storm sewer pipe on the west side of Woodlawn, Dondlinger discovered a conflict with the City's 18" water line pipe. After reviewing the situation, the only way to remediate the conflict is to lower the water line underneath the proposed storm sewer pipe. Normally, this work would be done through the KDOT contract with Pearson. However, if done through KDOT, the current lead time on materials would be 12 weeks. After discussion with KDOT and contractors, the project team came up with an alternative that will reduce the wait time. The alternative is for the City to negotiate directly with the subcontractor, Dondlinger, which would reduce the lead time for materials to 1-2 weeks. This will require a change order be approved.

In addition to the cost of the water line lowering, the change order presented in your packet includes costs for capping a 6" water main that runs along the west side of the road. Capping this unnecessary line will prevent other conflicts with storm sewer. The line originally served properties in the southwest corner of 45th and Woodlawn but due to water system improvements made prior to the KDOT Woodlawn Reconstruction, this line is no longer needed. The additional cost for the Change Order will be included in the project bonds and paid out of the general fund. This Change Order will increase the total annual debt service payment by \$3,400. Staff recommends that Council

approve Dondlinger's quote in the amount of \$44,500.00 to lower the 18" water main and cap the existing 6" water main.

**Agreement For Ordinance Annexation -Kilgore property (Items I&J)**

Jaci has been working with the owners of this property to annex it into the City. This property includes a roughly 15-acre tract of land along 53<sup>rd</sup> street. The owners have signed (as of Tuesday) an agreement to have their property annexed into Bel Aire. The agreement includes a temporary tiered tax rebate, zoning plan, plan for their current animals and an agreement to allow the property to attach to city water and sewer at a later time, most likely initiated by the owners. This allows the city to clean up an "island" that is completely surrounded by the city limits. Annexing this property into Bel Aire would make the boundary lines of the City contiguous. The City is able to provide sewer, water, and police service to the property. Staff recommends that Council approve the agreement for consent annexation and the related ordinance.

**City Requested Appearances (Item XII)**

Ken Lee and Chris Bohm from Garver will be here to give an update on 45<sup>th</sup> Street construction progress.

**Executive Session (Item XIII)**

Staff has no need for an executive session.

**Discussion and Future Issues - March Workshop (Item XIV)**

This month the City Council workshop is planned for March 14<sup>th</sup> at 6:30 p.m. Included on the agenda is street, water & sewer CIP projects for 2023. Also, discussion on the City Attorney position. If time, we will discuss public versus private utilities.