

# MANAGERS REPORT



**DATE:** August 15, 2024  
**TO:** Mayor Benage and City Council  
**FROM:** Ted Henry, City Manager  
**RE:** August 20, 2024 Agenda

---

## Consent Agenda

- Minutes of August 6, 2024 regular City Council meeting.
- Authorization to use the Central Park Sidewalk Fund for Central Park sidewalk installations.
- Revised Petition for Sanitary Sewer Improvements to serve Chapel Landing 5th
- Resolution Authorizing Sanitary Sewer Improvements to serve Chapel Landing 5th

In addition to the August 6th Minutes, the Consent Agenda includes a revised petition and a related resolution for Sanitary Sewer Improvements to serve Chapel Landing 5th. The bids for Chapel Landing 5th will also be considered later in the meeting. Bids for the Chapel Landing water and sewer project were accepted on July 30th, but all bids for the sewer portion of the project exceeded the Engineer's Estimate. In this situation, the City has the option to reject all bids and rebid the project in hopes of receiving lower bids or to revise the petition if the estimate is increased. After discussions with the developer, it was decided to revise the petitions to proceed with the project. Additionally, the Consent Agenda authorizes spending from the Central Park Sidewalk Fund for Central Park sidewalk installations, as discussed in the August 13th City Council Workshop.

## Appropriations Ordinance

This appropriation ordinance encompasses 7/26/2024 through 8/14/2024 expenses and one payroll cycle. Expenditures amounted to \$397,591.30. Of the reported expenses, \$17,343.60 are infrastructure costs for new developments. These costs are paid through special assessments.

## City Requested Appearances

Aaron Maxwell, President of the Bel Aire Chamber, will give a report on Chamber activities.

## 2024 City of Bel Aire Budget publication (Item A)

Council held final discussions on the proposed 2024 budget at the August 13th workshop. The adoption process requires the mill rate and total revenues / expenditures to be calculated and published. This action approves the summary numbers and mill rate to be published and schedules a public hearing. Line items can be adjusted within the budget and dollars lowered before the final budget is approved. However, the total numbers and mill levy cannot be increased once published. If approved, the public hearing will be set for September 3rd at 7:00

p.m. Staff feels the final numbers reflect Council direction from the workshops and recommends the budget be approved for publication.

### **Contract for Architect/ Engineer, Public Works Facility (Item B)**

The City of Bel Aire is expanding its infrastructure service capabilities by constructing a Utilities and Public Works Facility within the Sunflower Commerce Park. This important infrastructure will house water and sewer materials and equipment, as well as provide additional administrative space with enhanced cybersecurity measures.

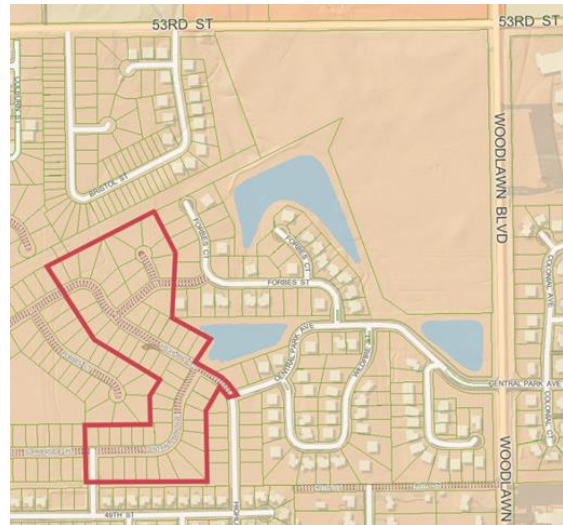
On June 24, 2024, a Request for Qualifications (RFQ) was issued to engage an architectural and engineering firm to design and engineer the project.

On July 30, 2024, the interview committee, which included Council Member Dehn, Council Member Schmitz, the City Engineer, the Public Works Director, and the City Manager, interviewed the top two respondents. The committee recommended selecting Schaefer Architecture for the design of the new public works facility. While both firms were well qualified, Schaefer Architecture was chosen for their more aggressive schedule and better alignment with the City's goals.

On August 6, 2024, the City Council approved the selection of Schaefer Architecture. The agreement with Schaefer now comes before the Council for final consideration. Kirk Jurgensen, the City's ownership representative, will be available to answer any questions.

### **Bid for Water and Sanitary Sewer Improvements for Chapel Landing 5<sup>th</sup> (Item C)**

The Developer of Chapel Landing 5th is ready to move forward with the construction of the Water and Sanitary Sewer Improvements to support the subdivision. Garver worked with the Developer to design the water and sanitary sewer improvements for Chapel Landing 5th. Bids were accepted on July 30th for the project. Four contractors responded to the solicitation. The water project fell within the initial petition amount, but the sanitary sewer project was over the original petition. A revised petition and resolution were approved in the consent agenda and the bids are now ready for the City Council's consideration. The cost of the improvements for these projects will be financed through a bond and spread as special assessments against the benefiting lots.



### **Bid for 2024 Pavement Marking Project (Item D)**

As part of the 2024 Pavement Maintenance Plan, the City requested bids for restriping several roadways throughout Bel Aire. Many of the pavement markings on the City's arterial roadways are fading and not easily visible during the daytime or at night. As part of the 2024 Pavement Maintenance Plan, City staff worked with PEC to develop plans and solicit pricing from contractors. Plans were sent to 3 contractors with a fourth finding the plans on PEC's website. One bid was received at the Bid Letting on August 13th. Due to Cillessen's current workload, they have requested the late start option of April, 2025, with a completion date of May, 2025. The funds for this project will come out of the City's Street Maintenance Fund. Staff recommends that the City Council accept the bid from Cillessen & Sons in the amount of \$84,561.30.

### **Quote for Sanitary Sewer Extension in Bristol Hollows Addition (Item E)**

The sanitary sewer line to serve Bristol Hollows Phase 1 was installed in late 2020. The sanitary sewer services to Lot 1, Block A were inadvertently left off of the plans and hence not installed. This oversight was not noticed until the Developer went to connect the sewer services from the home. The Developer reached out to both Kaw Valley Engineering (Phase 1 Design Engineer) and Garver (Phase 2 Design Engineer). Kaw Valley declined to assist with getting these services installed. An initial attempt was made to simply install the sewer services on the sewer line along 53rd Street, but costs were exorbitant due to the depth of the line and the proximity to both the foundation of the structure as well as a power pole. The City and Garver met on-site and it was determined that we might be able to extend a sewer line from the existing manhole in the southeast corner of Lot 2, Block A to serve Lot 1, Block A. After some double checking, this proved to be feasible. Garver reached out to five contractors to get quotes for the revised project. Three responded. Both Mies and McCullough have worked with the City on numerous water and sanitary sewer projects. Utility Solutions is a new company to the City, but has performed a number of sanitary sewer services installations for the Developer in both Bel Aire and on various projects in Wichita. Garver is checking references and ensuring that they have the equipment to safely install this sanitary sewer line in accordance with our specifications. Assuming that the references for Utility Solutions check out, staff recommends that the City Council accept the quote from Utility Solutions in the amount of \$10,753.20.

### **Ordinance & updated Municipal Water Conservation Plan (Items F&G)**

The City of Bel Aire receives water from the City of Wichita and the Chisholm Creek Utility Authority, and is governed by water restrictions imposed by these suppliers. Due to continued drought in the area, Wichita entered into Stage 2 drought response on Monday, August 5<sup>th</sup>. This will limit irrigating to one day per week and Bel Aire will also be required to limit watering during this time. At the August 13<sup>th</sup> workshop, the Council discussed the current situation and gathered feedback from City staff and the Bel Aire Utility Advisory Committee. Following the workshop, City Attorney Maria Schrock has drafted a proposed Ordinance and proposed updates to the Municipal Water Conservation Plan. The proposed Ordinance and updates to the Plan now come before Council for consideration. Maria will be available for any questions.

**Elect voting delegates & alternates to LKM Annual Business Meeting (Items H&I)**

As members of the League of Kansas Municipalities, Bel Aire is entitled to have three voting delegates at the annual business meeting held during the annual conference. Bel Aire is also entitled to elect three alternate delegates. This year the conference will be on October 10-12, 2024 in Wichita. The Annual Business Meeting will be on Saturday, October 12.

**Executive Session**

Staff is requesting one executive session.