



# MANAGERS REPORT

**DATE:** June 1, 2023  
**TO:** Mayor Benage and City Council  
**FROM:** Ted Henry, Assistant City Manager  
**RE:** June 6, 2023 Agenda

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## **Proclamation (Item V)**

*National Flag Week* - Flag Day occurs every year on June 14<sup>th</sup>, the date the United States Flag was created. The week of June 14<sup>th</sup> is designated as “National Flag Week” which will be June 11–17, 2023.

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

The Consent Agenda contains the minutes of the May 16<sup>th</sup> City Council meeting, as well as two appointments. Mayor Benage would like to reappoint Gary O’Neal to the Public Building Commission for another 4-year term. He would also like to appoint Edgar Salazar to the Planning Commission to fill the unexpired term of David Floyd. If approved, Mr. Salazar’s term will be for three years, expiring on June 1, 2026.

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

This reporting period includes two payroll periods. The amount paid to Imagine IT includes migration to GCC 365.

## **City Requested Appearances (IX)**

Garver Engineering will give their monthly update on Woodlawn construction. Brian Meier, Managing Associate, Burns & McDonnell will give an update on CCUA upgrades.

## **Resolution for Solid Waste and Recycling Rates (Item A)**

On May 16<sup>th</sup>, the City Council approved a request from Waste Connections for a 2% increase in solid waste and recycling fees charged to the City, per Waste Connections contract. The City handles all administrative tasks involved in managing the program, which encompasses activities such as setting up accounts, managing move-ins and move-outs, and addressing customer inquiries. Additionally, we acknowledge the impact of trash trucks on local streets and, as a result, allocate \$100,000 for street maintenance purposes.

The Resolution tonight proposes a 2% increase in the current fees for trash and recycling services charged to customers. This adjustment is aimed at ensuring the sustainability and effectiveness of waste management operations, while also accounting for the costs associated with providing these services to the community.

### **Request for Woodlawn Access (Item B)**

The City's usual procedure for permitting driveways requires the applicant to submit detailed building plans, including details of structures, before the City issues a permit. Appropriate access (width and placement of driveways) is evaluated by City staff based on building plans before the permit is issued.

Bill King owns the empty lots south of Dollar General and north of Danbury. During the early stages of the Woodlawn project, Mr. King met with City staff to request access points for Lots 2-5. In 2020, Baughman drew up site plans showing 2 driveways into the lots. However, the plans lack specifications for the structures that the access points (drives) would serve. In addition to the inadequacy of the plans, the City Engineer had concerns about stormwater drainage and maintenance of the access points. If the driveway is not installed in a timely manner after the access points are made (curbs cut/lowered), stormwater will likely cause erosion problems. Also, with no intent to build structures in the near future, there is a possibility that the access points would be inappropriate for future buildings and would need to be moved at an additional cost to the property owner. Because of these concerns, the City Engineer recommended that the initial request be denied.

Recently, Mr. King met with City Staff again to request that the driveways be installed with the Woodlawn project. City Staff talked with Mr. King and staff was under the impression that Mr. King was asking for permission to create the access points identified on Baughman's drawings. That request would need to go before City Council as an alteration to the Planned Unit Development (PUD) for the property. Therefore, staff asked Mr. King to submit his request in writing for the next City Council meeting. However, after receiving the letter from Mr. King, which is included in your packet, it appears that he is requesting that the City install the driveway as part of the Woodlawn project.

It is staff's recommendation that Council adhere to City Policy regarding driveway installations. Additionally, the PUD states very clearly that the Developer should be responsible for paying for improvements when the lots are developed. Mr. King will be in attendance and City staff will be at the meeting to answer questions.

**Woodlawn Change Order, Storm Sewer Extension (Item C)**

Following the installation of the storm sewer line on the southeast side of 45th and Woodlawn, it was discovered that the slope between the sidewalk and the open ditch was too steep. The steep slope would make it difficult to mow and could be dangerous to sidewalk users. MKEC and City staff decided the best solution is to extend the drainage pipe and connect it to the pipe underneath St. James. This work will remove the safety and maintenance concerns regarding the slope. The cost for the change order is \$11,327.75. The additional cost associated with the work will be included in the bonds and paid from the general fund. This Change Order will increase the total annual debt service payment by \$900. Staff recommends that Council to approve Change Order 16 in the amount of \$11,327.75.

**Resolution Designating City Bank Account Signers (Item D)**

The City owns and leases a building (the previous city hall) to the Believer Bible Church. This bank account at Southwest National Bank holds the lease payments, which is its sole purpose. Authorized signers on the account are City Manager Lasher and the previous mayor, previous finance director and previous treasurer. This Resolution updates signers for the account to align with current officials and city staff in these positions.

**Executive Session (Item XIII)**

Will need an executive session.

**Discussion And Future Issues - June Workshop (Item XIV)**

The regularly scheduled workshop for June is on the 13<sup>th</sup> at 6:30 p.m.