

MANAGER'S REPORT

DATE: July 31, 2025
TO: Mayor Benage and City Council
FROM: Ted Henry, City Manager
RE: August 5, 2025 Agenda



Consent Agenda (Item VI)

The consent agenda contains only the Minutes of the July 15, 2025 City Council meeting.

Appropriations Ordinance (Item VII)

This appropriation ordinance encompasses 07/09/2025 through 07/29/2025 expenses and one payroll cycle. Expenditures amounted to \$2,248,885.26. Of the reported expenses, \$567,353.12 are infrastructure costs for new developments. These costs are paid through special assessments.

Special Assessments (Item A)

Several infrastructure projects related to new developments are complete, ready for permanent financing and ready to be special assessed to the benefiting properties. The actions on the agenda will start the formal adoption process that will take place over the next few weeks.. As required, notices will be mailed to the property owners of record, a public hearing will be scheduled, and notice of the public hearing will be published. Staff, as well as Gilmore & Bell, will be at the meeting to explain the process and answer questions. The following seventeen (17) projects are included in the Assessment Roll certification in your packet:

Project No. 1 – Chapel Landing Addition Phase 2
Paving Improvements--Authorized by Resolution No. R-21-50

Project No. 2 – Chapel Landing Addition Phase 2
Sanitary Sewer Improvements--Authorized by Resolution No. R-21-51

Project No. 3 – Chapel Landing Addition Phase 2
Storm Water Drain Improvements--Authorized by Resolution No. R-21-52

Project No. 4 – Chapel Landing Addition Phase 2
Water Distribution Improvements--Authorized by Resolution No. R-21-53

Project No. 5 – Skyview at Block 49 Phase 2
Paving and Sidewalk Improvements--Authorized by Resolution No. R-22-27 and R-22-29

Project No. 6 – Skyview at Block 49 Phase 2
Sanitary Sewer Improvements--Authorized by Resolution No. R-22-28

Project No. 7 – Skyview at Block 49 Phase 2
Storm Water Drain Improvements--Authorized by Resolution No. R-22-30

Project No. 8 – Skyview at Block 49 Phase 2
Water Distribution Improvements--Authorized by Resolution No. R-22-31

Project No. 9 – Bristol Hollows Addition Phase 2
Paving Improvements--Authorized by Resolution No. R-22-09

Project No. 10 – Bristol Hollows Addition Phase 2
Sanitary Sewer Improvements--Authorized by Resolution No. R-22-51

Project No. 11 – Bristol Hollows Addition Phase 2
Water Distribution Improvements--Authorized by Resolution No. R-22-11

Project No. 12 – Chapel Landing Addition and Homestead Senior Landing
Sanitary Sewer Main Improvements--Authorized by Resolution No. R-22-33

Project No. 13 - Chapel Landing Addition and Homestead Senior Landing
Sanitary Sewer Pump Station Improvements--Authorized by Resolution No. R-22-34

Project No. 14 – Cedar Pass Addition Phase 1
Paving Improvements--Authorized by Resolution No. R-22-13

Project No. 15 - Cedar Pass Addition Phase 1
Sanitary Sewer Improvements--Authorized by Resolution No. R-22-14

Project No. 16 - Cedar Pass Addition Phase 1
Drainage Improvements--Authorized by Resolution No. R-22-15

Project No. 17 - Cedar Pass Addition Phase 1
Water Distribution Improvements--Authorized by Resolution No. R-22-16

Contract with Central Equipment (Item B)

As construction of our new public works facility progresses, it's time to order equipment. The requested purchases on the agenda have been solicited and reviewed by our Ownership Representative, Project Architect, and Staff. These purchases include industrial fans, vehicle lifts, an air compressor, and wash bay equipment. I've attached a total cost breakdown of the equipment. If we purchase all requested equipment (including the undercarriage wash system), we will be under budget. Kirk Jurgensen will attend the meeting to discuss the details and address any questions.

Resolution & Contract for Customized Catwalks (Items C & D)

On July 15, 2025, the Governing Body of the City of Bel Aire approved a contract with Ultra Fiberglass Systems to supply customized catwalks at the new Public Works Facility. After the contract was approved, Ultra Fiberglass Systems told City staff that they had omitted the freight fee, in the amount of \$2,250 from the initial quote. The Contractor then submitted a new contract

which includes the freight fee. Under Kansas law, the governing body has the authority to rescind prior actions, including agreements, when such actions are deemed appropriate and in the public interest. The Resolution before the Council would rescind the prior contract. After approval of the Resolution, the Council could then consider the new contract. Maria will be available for questions.

Contract with UMC for Replacement Gate Valves, South Water Tower (Item E)

The South Water Tower has four valves to isolate the tower's water supply in the event of an emergency or for routine maintenance. Recently, while performing routine maintenance, staff discovered that three of the valves have failed. The three failed valves are 12" valves that were installed in 1983 and the fourth valve that is currently functioning is a 16" valve that was installed in 2006. Due to the urgency of the situation, staff recommend that the valves be replaced as soon as possible. Staff reached out to two local companies, McCullough and Utility Maintenance Contractors (UMC) to provide quotes for replacing the valves. Staff recommends that Council accept the low bid from UMC in the amount not to exceed \$36,750.00. The City Attorney has prepared a contract with UMC which is included in your packet. Public Works Director Marty McGee will be available for questions.

Resolution to Withdraw from CRS Program (Item F)

The Community Rating System (CRS) is a voluntary incentive program that encourages community floodplain management practices that exceed the minimum requirements of the National Flood Insurance Program (NFIP). In CRS communities, flood insurance premium rates are discounted to reflect the reduced flood risk. In May 2014, Bel Aire was approved as a CRS community. In order to retain the CRS rating, the City must submit an annual report. Every year, multiple City departments devote many employee work hours to gathering the information for the annual report. In your packet, Paula Downs, Director of Community Development, has provided a detailed report on Bel Aire's CRS participation. Based on the information gathered and reported by the City to the CRS program, insurance holders receive a 5% discount on their insurance; and the three (3) benefiting Bel Aire homeowners receive a total combined discount of about \$600 - \$900 per year.

Recently, staff have re-evaluated the program. They found that the monetary value of the staff hours involved to maintain the program exceeds the actual dollar value of the benefits. Staff also looked at participation in CRS by nearby communities. Staff found that four (4) Sedgwick County communities have withdrawn from the program in recent years.

Due to the fact that staff time and printing costs exceed the citizen discount, staff are proposing that Bel Aire withdraw from the CRS program. If Bel Aire withdraws from the program, the three flood insurance policy holders who are currently receiving the benefit will be notified by FEMA that their 5% discount will end in October 2026. This provides time for them to prepare for an increase in premiums. Paula will be at the meeting to answer any questions.

Resolution Establishing Policy for Sidewalk Repair Program (Item G)

Under Kansas State statute, sidewalk repairs are the responsibility of the owner of the abutting property. However, in 2021 the City Council recognized that there is a benefit to all citizens for sidewalks to be in good condition and therefore adopted a policy aimed at assisting homeowners with the cost of repairs. Each year since then, the City Council has approved a new grant program for the fiscal year. Recently, staff have identified some concerns about how to administer the program. Paula Downs has provided a detailed report in your packet outlining the concerns and possible solutions. Paula will be available for questions at the meeting.

Executive Session (Item XII)

There is one executive session on the agenda.

Discussion And Future Issues – August workshop (Item XIII)

The next workshop is scheduled for August 12th at 7:00 p.m.