

# MANAGER'S REPORT

**DATE:** August 14, 2025  
**TO:** Mayor Benage and City Council  
**FROM:** Ted Henry, City Manager  
**RE:** August 19, 2025 Agenda



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## **Consent Agenda (Item VI)**

The consent agenda contains only the Minutes of the August 5, 2025 City Council meeting.

## **Appropriations Ordinance (Item VII)**

This appropriation ordinance encompasses 07/30/2025 through 08/12/2025 expenses and one payroll cycle. Expenditures amounted to \$701,665.49. Of the reported expenses, \$204,223.74 are infrastructure costs for new developments. These costs are paid through special assessments.

## **City Requested Appearances (Item VIII)**

Jesse Miller will give an update regarding the steering committee for Sedgwick County Fire District 1. Then, Tara Laughlin with Allen, Gibbs & Houlik, will give a presentation about the City's annual audit. (Barry will be in attendance to address any concerns as well)

## **Public Hearing regarding Special Assessments (Item IX)**

Around 2022, several Developers petitioned the City for improvements such as water distribution, sanitary sewer, paving, etc. The full list of improvements is included in your packet. As a result, the cost of said improvements are now to be special assessed against the benefiting properties. All properties being assessed have been notified and the public hearing allows property owners the ability to ask questions or share any comments. The mayor will open the public hearing. After all individuals present have been given the opportunity to speak on the matter, Council will close the hearing with a motion and vote.

## **Ordinance Levying Special Assessments (Item A)**

Several infrastructure projects related to new developments are complete, ready for permanent financing and ready to be special assessed to benefiting properties. On August 5<sup>th</sup>, the City Council approved the Assessment Roll and started the formal adoption process. As required, notices were mailed to the property owners of record and notice of the public hearing was published. Earlier in the meeting, the public hearing will be held. Following the public hearing, the Council may consider the Ordinance to levy the special assessments. If approved, notice will be sent to all affected property owners, notifying them of a 15 day "prepayment" window. During the 15 days, property owners will have the opportunity to pay a portion or all of the assessed costs

without interest. After the 15-day period closes, any remaining balance will be reported to the County Clerk's office to be incorporated in the property's tax bill and spread over a period of 20 years. Staff, as well as Gilmore & Bell, will be at the meeting to explain the process and answer questions.

### **Resolution for Budget, Notice of Public Hearing (Item B)**

Since April, the City Council has held several workshops to discuss the proposed 2026 budget. Council held final discussions on the proposed budget at the August 12th 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 2nd at 7:00 p.m. Staff feels the final numbers reflect Council direction from the workshops and recommends the budget be approved for publication.

### **SEH Engineering Contract, Sunflower Commerce Park 3rd, Phase 2 (Item C)**

The Developer of Sunflower Commerce Park 3rd is ready to move forward with developing the rest of the addition. This contract provides Engineering Design Services for the Water, Sanitary Sewer (including a Lift Station), Storm Sewer/Drainage and Paving for the remaining 5 Industrial lots of the addition. SEH designed the first phase of improvements for this addition. Construction Phase services, including construction observation, administration and staking will be provided under a separate contract.

### **Amendment No 1 to Garver Engineering Contract, 45<sup>th</sup> Street (Item D)**

When Garver was originally awarded the contract for the 45<sup>th</sup> Street, Woodlawn to Oliver Reconstruction, the replacement of the culvert structure on Oliver just south of 45<sup>th</sup> was included in the design and was intended to be replaced with the 45<sup>th</sup> Street Reconstruction project. After the award of the design contract, the City was awarded a grant from KDOT to remove and replace the structure. Anne worked with Garver to remove the culvert replacement from the overall 45<sup>th</sup> Street project and develop a completely separate set of plans that could be executed outside of the larger project. While the majority of the design work was already covered under Garver's contract for 45<sup>th</sup> Street, there was additional work involved in separating the culvert replacement project into a separate set of plans and bidding services for such. There was also a small amount of design work necessary for interim grading to ensure proper flow through the new culvert in advance of the overall 45<sup>th</sup> Street project. This amendment covers the additional work necessary to separate the plans, grading design and bidding services. Ken Lee with Garver will be available to answer questions on the change order.

### **Change Order for 45th and Oliver Bridge Project (Item E)**

Following the bidding of the project, utility lines were discovered in the vicinity of the project. These lines needed to be supported during removal and replacement of the bridge structure. This change order is to pay for additional work necessary to support the utilities during the execution of the project. Ken Lee with Garver will be available to answer questions on the change order.

### **Change Order for Paving, Chapel Landing 5<sup>th</sup> Phase 1 (Item F)**

During the grading operations, it was discovered that two existing inlets needed to be adjusted to meet the design grades. The note instructing the contractor of the inlet adjustment was inadvertently left off of the plans and the bidding documents. This change order is necessary to raise the inlets to the height of the paving grade. Ken Lee with Garver will be available to answer questions on the change order.

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

As a member 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 held in Overland Park from October 9-11. The business meeting / convention of voting delegates will be held at Noon on Saturday, October 11<sup>th</sup>.

### **Executive Session (Item XII)**

There is one executive session on the agenda.