

MANAGERS REPORT



DATE: February 1, 2024
TO: Mayor Benage and City Council
FROM: Ty Lasher, City Manager
RE: February 6, 2024 Agenda

Consent Agenda (Item VI)

The Consent Agenda contains only the Minutes of the January 16, 2024 City Council meeting.

Appropriations Ordinance (Item VII)

This appropriations ordinance encompasses 01/10/24 through 01/29/24 expenses and one payroll cycle. Expenditures amounted to \$1,507,600.81. Of the reported expenses, \$334,188.78 are PBC bond payments and \$533,703.19 are infrastructure costs for new developments. These costs are paid through special assessments.

City Requested Appearances (Item VIII):

Commissioner Meitzner will be at the meeting to give an update from Sedgwick County. Pete is Bel Aire's representative on the Sedgwick County Board of Commissioners.

Appoint Delegate & Alternate Delegate To Annual KRWA Meeting (Item A)

The Kansas Rural Water Association (KRWA), of which the City is a member, will hold its annual meeting on Thursday, March 28, 2024 at 8:00 a.m. at Century II. City Engineer Anne Stephens has served as the Delegate in the past and Jon Stehman has served as the Alternate delegate. Both employees would be happy to serve in these roles again if Councilmembers do not wish to attend.

Flow Meter For Sanitary Sewer Lift Station (Item B)

All wastewater from Bel Aire is channeled through a network of mains and lift stations towards CCUA for treatment. The lift station located at 53rd Street, which also directs sewage from Bel Aire to CCUA, lacks a functional metering system. The existing Badger Mag flow meter at this station, installed in 2003, has been out of operation for several years and is unrepairable. Although staff can estimate wastewater volumes based on the operational run time, a new flow meter is necessary to precisely record the total volume of wastewater being sent to CCUA. The proposed upgrade involves installing a new Badger Mag flow meter, along with compatible controls, to seamlessly integrate with Bel Aire's

existing SCADA system. This system is specifically designed and maintained by R.W. Vaught. Therefore, it is recommended that R.W. Vaught Technical Services purchase the meter and JCI undertake the installation. After JCI's work is completed, R.W. Vaught will come back out to ensure full system compatibility and functionality. The funding for this project will be allocated from the lift station operations budget within the Sewer Utility funds. Staff recommends accepting the bid from R.W. Vaught, in the amount of \$17,500, for the new Badger Mag flow meter *and* accepting the bid from JCI, at a cost of \$6,925 to install the new Badger Mag flow meter. Assistant City Manager Ted Henry and Director of Public Works Marty McGee will be at the meeting to answer questions.

Ordinance Authorizing PUD, Arthur Heights Estates (Item C)

The Planning Commission held a public hearing regarding the final plat of this Planned Unit Development in April 2023. Following the hearing, Commissioners discussed the request and agreed that this was a reasonable request and met the guidelines for recommendation of the final plat to the Governing Body. The Commission voted (by a 4-0 Motion) to recommend the final plat for Arthur Heights as presented without changes or conditions. Now the developer has finalized some details and is ready to move forward. Staff has worked with the developer to create a Development Agreement, which is also on the agenda tonight. The Ordinance to formally adopt the PUD is now before Council for final approval.

Development Agreements, Arthur Heights Estates & Hollenbeck Farm (Item D-E)

City Code requires that Developers file a Development Agreement when platting parcels within the city. The Development Agreement outlines the Developer's responsibilities before and after construction. Two agreements now come before Council for approval.

Arthur Heights Estates – An Ordinance authorizing the PUD for this development is on the agenda.

Hollenbeck Farm – The Zoning Ordinance and dedications in the final plat were approved by Council on November 21, 2023.

Master Services Agreement with PEC (Item F)

Over the past four years, the City of Bel Aire has experienced significant growth, transitioning hundreds of acres of farmland into residential developments. The rapid pace of development, which includes 14 active projects over three years, has placed a considerable strain on our limited staff. Key personnel, including Keith Price (Planning and Zoning), Anne Stephens (City Engineer), the City Manager and the City Attorney, have faced an immense increase in workload. To address these challenges, we have initiated a phased approach:

Phase 1: Upgrade the ERP system to enhance service delivery and staff productivity.

Phase 2: Provide additional support to Keith Price to handle the massive increase in building inspection requests.

Phase 3: Form a strategic partnership to address gaps in planning, zoning, and engineering.

In October of 2023, staff and members of the City Council conducted a thorough interview process to select an ownership representative for potential projects, like Integra. After careful evaluation, PEC emerged as the clear choice. In January of 2024, staff, representatives of PEC, and the City Council held a workshop to discuss the contract and ask questions.

A master service agreement with PEC offers several key benefits. First, it brings specialization by leveraging PEC's expertise in various areas, such as engineering reviews. This specialization is crucial for enhancing the quality and precision of projects. Additionally, the agreement enables existing staff to concentrate on priority areas, city-wide projects, and strategic planning. Finally, the agreement is cost-effective as it eliminates the need to hire additional staff, thereby reducing our overall expenditure while still accessing top-tier expertise. The City Manager will monitor this ongoing agreement and regularly provide progress reports detailing costs and the effectiveness of the relationship. It is recommended that the City Council approve the Master Services Agreement with PEC to foster a more effective and sustainable growth management strategy for the City.

Ordinance, Zoning Map (Item G)

Occasionally, when new land is added to the City or new Zoning Districts approved, these changes need to be incorporated into the City's official zoning map. The City's zoning map was last updated in 2019. Last year, the City contracted with PEC to update the map to include the many new Zoning Districts and annexed land. The Planning Commission then held a public hearing and reviewed the map in December 2023. The Ordinance to approve the map and incorporate it into the City Code now comes before Council. As this is a zoning matter it will require a roll call vote of the Governing Body including the Mayor. Anne will be at the meeting to answer questions.

Proposal for Geotechnical Investigation, 45th Street (Item H)

City staff and Garver are preparing to start Design work for 45th Street, Oliver to Woodlawn. As a preliminary step, a pre-construction geotechnical investigation was desired to identify any potential subsurface concerns, as well as provide pavement, base and subgrade treatment recommendations that meet KDOT requirements. The cost of this work will be included in the temp note with the rest of the project costs. Due to a recent unsatisfactory experience with one of the three main geotechnical firms in the area, staff solicited proposals from the other two main geotechnical firms. On behalf of the City, Garver reached out to both Terracon and PEC for proposals. PEC provided a letter

agreement detailing their scope of services and expected fees. Terracon provided estimated fees in the form of an email response.

After receiving both responses, Garver reached out to both firms asking for costs involved in taking additional bores – for a total of 20 each. Both firms noted that water levels would be observed after drilling. Staff/Garver inquired about the cost of leaving the drill holes open a minimum of 24 hours to provide time for the groundwater to stabilize. The 24-hour measurement was used during recent KDOT geotechnical investigations of Woodlawn. Terracon noted that leaving the drill holes open for 24 hours would incur an additional \$350 mobilization fee.

PEC's proposal is a bit more robust than Terracon's and they were more timely in their response to questions. That being said, both firms have good reputations within the industry and should be able to provide the City with a good look at the subsurface conditions and appropriate recommendations. The Proposals now come before Council for consideration.

Executive Session (Item XII)

Will need three Executive Sessions.

Agreement with Jay Hinckle (Item XII D)

Bel Aire is busy with new developments, projects and growth. Many of the departments are needing legal assistance from the city attorney. Currently, the city attorney is working on a few projects taking large portions of time. Having a part-time attorney would be very beneficial to assist with the many tasks being requested of the city attorney. The projects needing completed are not time intensive, difficult or repetitive but are time sensitive. Having a part time assistant city attorney will help department directors complete their duties thereby keeping services being delivered while limiting legal exposure. Jay Hinkel is retired, a Bel Aire resident and has extensive municipal legal experience. Although his availability is limited, he will be able to assist with research, drafting, training, and rendering assistance with procurement/property development/ordinance creation, etc.

Discussion And Future Issues- Workshop (Item XIII)

The next City Council workshop falls on February 13th at 6:30 p.m.