



## COUNCIL MEETING

Council Chambers, City Hall – 131 N Main St

February 08, 2024 at 7:00 PM

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### MINUTES

HONORABLE MAYOR MIZE AND MEMBERS OF THE COUNCIL

#### CALL REGULAR MEETING TO ORDER

#### MEMBERS PRESENT

Mayor Philip Mize called the meeting to order at 6:59pm. Council members Jeff Albers, Tyler Cramer, Kassie Gile, and Ryan Graf were present. Staff present were City Administrator Danielle Young, City Clerk Angie Gassmann, Police Chief Ken Winter, Maintenance Superintendent/Fire Chief Jerry Peitz. Councilmember Greg Williams, Director of Golf Kevin Fowler, and Attorney Austin Parker were absent. Guests present were Jonas Stucky, Grady Laverentz, Tara Durr, Bret Albers, and Part-time officer Jeff Cole.

#### PLEDGE OF ALLEGIANCE TO THE AMERICAN FLAG

#### DETERMINE AGENDA ADDITIONS - None

#### CONSENT AGENDA

*All matters listed on the Consent Agenda are considered one motion and will be enacted by one motion. There will be no separate discussion on these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.*

- A) Building Permits
  - 216 E 6th - Building - Precision Contracting
  - 216 E 6th - Wrecking - Precision Contracting
  - 104 N Main - Roofing - Precision Contracting
  - 312 E 1st Ave - Roofing - Roofing Freund
- B) Minutes of the January 11, 2024 Council Meeting
- C) BILLS LISTS JANUARY 2024

Motion: Approve consent agenda as listed.

Motion made by Councilmember Gile, Seconded by Councilmember Graf.

Voting Yea: Councilmember Albers, Councilmember Gile, Councilmember Graf, Councilmember Cramer

#### PUBLIC AGENDA *(Please limit comments to 5 minutes)*

No one spoke during the public agenda.

#### OLD BUSINESS

#### NEW BUSINESS

**DISCUSSION OF PLANNED UNIT DEVELOPMENT (PUD) FOR 100 N MAIN STREET**

Grady Laverentz submitted a PUD for the lay-out of a new 32' x 100' building at 100 N Main Street with the possibility to hold 2 tenants. One tenant with access off of Main Street and one with access off of Santa Fe. The building would be used for retail or trade type businesses.

Administrator Young reviewed the setbacks, parking, doors, placement of utilities, type of structure, and exterior of structure. The structure will be a metal building with 3 foot of brick wainscoting around the base. The walls will be 16' high with a peak of 22'. There will be a 13' gap between this building and his existing building to the North. A fence would be constructed between the two buildings on Main Street side as a screening mechanism for the 10' open area that will contain the HVAC systems for this building and the one to the North. Currently, there is no plan for signage. It is zoned C2 which allows for a variety of general commercial use. If used as storage, it would require a special use permit.

Mayor Mize questioned the timeline of construction and if Grady would personally use any of the space for his business or if it would all be for rental purposes. Grady stated he would begin construction as soon as approved and permits are obtained with 90-100 days to finish. The use will depend on the interest in the building. He currently has a couple people interested. Council member Cramer questioned what type of garage door would be used on the side of the building facing Main Street. Grady stated it would be a white garage door with a row of windows with an optional all-glass door in the future. Councilmember Albers felt it was not cost effective to do an all-brick building and that wainscoting was sufficient. Councilmember Gile inquired about the color scheme that was planned for the building. Grady stated it would be white walls and a charcoal roof but he had not picked out a brick color yet. It was discussed adding additional parking to South and East. The PUD presented showed 8 parking stalls and 2 ADA stalls. The code requires 12 parking spaces and 1 ADA.

Motion: Accept the PUD for 100 N Main Street with added parking to meet city code.

Motion mad by Councilmember Graf, Seconded by Councilmember Albers.

Voting Yea: Councilmember Albers, Councilmember Cramer, Councilmember Gile, Councilmember Graf.

**DISCUSSION OF PLANNED UNIT DEVELOPMENT (PUD) FOR 120 E SANTA FE**

Grady Laverentz submitted a PUD for the lay-out of a new 40' x 100' building at 120 E Santa Fe. He discussed the building will be a metal structure with 5 units. Each unit will have a separate utility meter, separate bathroom and be accessed via a garage door and a walk-through door off of Santa Fe. The structure would have the potential for as many as 5 tenants or as few as 1 tenant. The design shows 10 parking stalls to south off of Santa Fe.

Administrator Young discussed the building would be allowed for a variety of general commercial use, but would not be allowed for storage without a special use permit. The building will have 18' sidewalls with a 25' peak. The building will be metal with 3' of brick wainscoting along the west, south, and east sides. The north side will be solid metal. It will be set 10' off the property on the east side and have a 5' sidewalk on the South. 15 parking spaces are required per code. She was concerned the proposed handicap parking stall might cause problems blocking the garage door entrance for that unit. 5' of the parking stalls will be in the right of way. She mentioned there was no type of screening listed. A screening mechanism is required when commercial building will be next to a residential property. She suggested some trees along the east side.

Councilmember Albers felt you could add some parking to the west of the building. Councilmember Cramer questioned if Grady will be utilizing the building until it is rented out. Grady stated he already had a couple potential tenants. Councilmember Mize inquired where Grady planned to store the equipment and items he now has sitting on the lot. Grady stated in his current building or between the two buildings that will be on Main St. Councilmember Cramer asked if the building is not rented out and Grady stores stuff in the building is that considered storage or part of his business? The question was deferred to Attorney Parker who was absent. Jonas Stucky, property owner to the North, asked where the HVAC units would be and what the plan was for the North side landscaping. Grady stated all HVAC will be on the North side of the building and the entire North side of the lot will be concrete to the property line. Property Owner to the east, Tara Durr, questioned if the area to the east of the building is not landscaped would items be allowed to be parked/stored there. Administrator Young stated all outside storage needed to be screened but felt the sight triangle for Jefferson would not allow room for any type of storage or fence. It was discussed no parking signs would be placed on the East side of the building. Council stated Grady will need to work with City staff and attorney to determine east side landscaping in regards to not blocking drainage and making landscaping aesthetically pleasing.

Motion: Accept the PUD with additional parking to City code, concreting the north 4'-5' of lot, and placing no parking signs

on east side of building for 120 E Santa Fe.

Motion made by Councilmember Albers, Seconded by Councilmember Graf.

Voting Yea: Councilmember Albers, Councilmember Cramer, Councilmember Gile, Councilmember Graf.

#### **DISCUSSION OF WATER/SEWER STUDY FOR FUTURE DEVELOPMENT NE OF 23RD ST & 383RD ST**

Councilmember Albers recused himself from the agenda item discussion and voting due to conflict of interest.

The developer at the northeast corner of 23rd Street and 383rd Street has formally asked if the city can serve the property with sanitary sewer and water, if so, they would annex the land into the city. Baughman did a preliminary lay out of a sanitary sewer lift station for the developer, but in order to look at the city's overall sewer and water capacity, updates needed to the existing infrastructure, and to see if the lift station can service other future developments, city engineers Schwab Eaton have put together a plan and cost to do a utility study. The cost for the study would be \$5,000 - \$10,000 for water and \$12,000-\$17,000 for sewer. If we expand the area farther North and West for other future development, the cost would be \$15,000 - \$17,000 for water and \$20,000 - \$30,000 for sewer. This would include looking at and evaluating the existing lagoons. Administrator Young felt the study would be a benefit to the City for future growth and development. She would like to have the ability to talk further with the engineers and requests council approve up to the max of \$17,000 for water and \$30,000 for sewer with discretion of staff. She had looked into grants and currently there are none available for sewer infrastructures. It was discussed that specials would still be assessed for water, sewer, and roads inside development, but it would be up to developer as to how to assess. The question was on who would pay and who would benefit from the lift station. It was mentioned that an impact fee could be assessed to future developments.

Motion: Approve study from Schwab Eaton up to the amount of \$47,000.

Motion made by Councilmember Cramer, Seconded by Councilmember Graf.

Voting Yea: Councilmember Cramer, Councilmember Gile, Councilmember Graf. Councilmember Albers abstained.

#### **DISCUSSION OF GRANT AND PURCHASING BODY CAMERAS FOR POLICE DEPARTMENT**

Chief Ken Winter discussed the need of new body cameras for the police department. He would like to have enough body cameras for every officer going on calls with a couple spares. Digital Ally has a grant available that would be for 9 licenses, 8 for cameras and 1 for the docking station. It is a 5-year cost from Digital Ally for \$29,322.00 in upfront costs for the entire 9 licenses and equipment. The grant would reimburse up to \$16,000. This includes the 50/50 in-kind grant plus additional credit for paperwork and documentation at the end of the 5 years.

Councilmember Albers questioned if there was a warranty, what the lifespan of the cameras were, how the data is stored, and if other departments are using this type of equipment. Part-time Officer Jeff Cole stated there is a 5-year warranty and the data is stored on the cloud. Multiple departments are using this type of camera. At the end of the 5 years the City would pay a licensing fee every year with the option for cloud storage or cloud storage with a warranty. Chief Winter stated the cameras would be a one-piece unit instead of a two-piece unit and they would still be usable after the 5 years. The grant would close out in July 2025.

Motion to approve the purchase of body cameras from Digital Ally in the amount of \$29,322.00

Motion made by Councilmember Albers, Seconded by Councilmember Graf.

Voting Yea: Councilmember Albers, Councilmember Cramer, Councilmember Gile, Councilmember Graf.

#### **CONSIDERATION OF PURCHASING AWNINGS FOR FIRE STATION**

The Fire Station plans included two metal awnings on the front of the station, but the city chose not to include it in the original bid. Quotes were received from three companies for a 14' and 16' black awning to go over the walk-thru doors/window. Staff recommendation was to use Oilfield Shelters.

Oilfield Shelters Inc \$11,428.57 (includes installation)

Rusco Custom Canopies \$11,969

General Awnings \$10,723

Motion: Approve purchase of awnings from Oilfield Shelters Inc up to the amount of \$11,428.57.

Motion made by Councilmember Cramer, Seconded by Councilmember Gile.

Voting Yea: Councilmember Gile, Councilmember Graf, Councilmember Cramer. Councilmember Albers abstained.

**CONSIDERATION OF UPDATES TO JOB DESCRIPTIONS**

Staff recommended changes to the job descriptions of Clubhouse Manager and Golf Shop Worker.

Motion to adopt the changes to the listed job descriptions of Clubhouse Manager and Golf Shop Worker.

Motion made by Councilmember Gile, Seconded by Councilmember Cramer.

Voting Yea: Councilmember Albers, Councilmember Gile, Councilmember Graf, Councilmember Cramer.

**REPORTS****Police Report**

- Dare graduation is on February 14<sup>th</sup> in the high school auditorium.
- New officers start KLETC academy on March 4<sup>th</sup> & March 25<sup>th</sup>.
- Still have one remaining position open.

**Fire Report**

- Saturday breakfasts at the Fire Station saw good turnouts.
- Met with Sedgwick County EMS regarding the placement of one of their vehicles in Bay 1.
- Discussed remodeling the office area.
- Removed the bed off the 6x6 and installed on freightliner. Will need to redo some plumbing and hook up the lights, but does handle the 1000-gallon water capacity without any adjustments.
- Placed 3 temporary blocks to stop traffic from cutting across the parking lot.

**Maintenance Report**

- South main radar installed. Police will be able to download the data.
- Plan to place mobile temporary radar in near future. Requested guidance on placement from council. It was suggested to place on East Sixth St first.
- Dip signs have been installed on West Second.
- Speed limit signs have been installed on East Sixth.

**Golf Course Report**

- Director of Golf Kevin Fowler was absent.

**Administrator's Report**

- The South Main Park shelter plans are to be updated by March 1<sup>st</sup>.
- Discussed letter from Sedgwick County requesting the City annex in the public rights of way in the unincorporated areas along the City limits. Would allow for police jurisdiction in those areas, but would make all the repairs and maintenance the City's responsibility adding additional costs to the City. There are bridges and multiple culverts within the designated areas.

**ATTORNEY'S ITEMS**

- Attorney Austin Parker was absent.

**CLERK REPORT**

- Clerk Angie Gassmann had nothing to report.

**MAYOR'S ITEMS**

- Enjoyed the breakfasts at the Fire Station.

- Appreciated the repair work on East Second Ave.
- Mentioned the potholes on Santa Fe & Jefferson need repaired.

**COUNCIL ITEMS**

- Councilmember Albers had nothing to report.
- Councilmember Gile had nothing to report.
- Councilmember Graf had nothing to report.
- Councilmember Cramer had nothing to report.
- Councilmember Williams was absent.

**ADJOURN**

Motion to adjourn at 9:11 pm. Motion made by Councilmember Gile, Seconded by Councilmember Cramer. Voting Yea: Councilmember Albers, Councilmember Cramer, Councilmember Gile, Councilmember Gile.

**WORKSHOP- Comprehensive Plan Goals**



Philip Mize, Mayor

Attest:

Angie Gassmann, City Clerk