

Minutes of the City Commission's August 10, 2023 Meeting

I. REGULAR SESSION

Commissioners Present: Mayor Louis Ysusi, Vice-Mayor Dean Hayse and Commissioner Tim Emert

City Staff Present: Kelly Passauer, City Manager; David Cowan, Assistant City Manager; Jeff Chubb, City Attorney; David Schwenker, City Clerk/City Treasurer; John Garris, City Engineer/Director of Public Works and Utilities; Shawn Wallis, Fire/EMS Chief; Dustin Stafford, Police Officer; April Nutt, Director of Housing Authority and Brian McHugh, Memorial Hall Supervisor

Visitors Present: Larry McHugh, Brea Sanford, Lori Kelly and Tabatha Snodgrass

A. Call to Order

Mayor Ysusi called the meeting to order.

B. Pledge of Allegiance to the United States of America

C. Adoption of Agenda

Motion:

On the motion of Tim Emert, seconded by Dean Hayse, the Commission adopted the agenda with the removal of Item B from the Consent Agenda and moved to Items for Commission Action.

Aye: Dean Hayse, Tim Emert, Louis Ysusi

Nay: None

II. APPOINTMENTS

A. Park Board -- Two Terms Expired

The City received three applications for two expired positions on the Park Board:

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PARK BOARD (3 year terms -- 9 members)			
Members	Term	Expires	Appointed/Reappointed
Anita Chappuie	2nd term	July 1, 2024	7/26/2018 / 06/24/2021
Alex Moore (Outside City)	2nd term*	July 1, 2024	2/9/2017 / 06/24/2021
Mardie Long (Outside City)	2nd term*	July 1, 2024	2/22/2018 / 06/24/2021
Steve McBride	1st term*	July 1, 2025	12/9/2021
Edward Epp	1st term	July 1, 2025	6/23/2022
Jim Hogan (Outside City)	2nd term*	July 1, 2025	6/8/2017
Mark Coder	2nd term*	July 1, 2023	7/13/2017
Modd Young	2nd term*	July 1, 2023	6/11/2015
Jill Warford	1st term*	July 1, 2026	8/25/2022
Cody Dixon	FORPAZ	Ex-officio	
	City Rec	Ex-officio	
* Previously served unexpired term			
Meeting Place: Garden Club House			
Meeting Date: First Monday			
Meeting Time: 5:30 p.m.			

Applicants must reside inside the City limits. To learn more about the Park Board, visit this link: [Park Board](#)

Motion:

On the motion of Louis Ysusi, seconded by Dean Hayse, the Commission appointed Breanne Sanford and Leslie Coder to a first term on the Park Board, expiring on July 1, 2026.

Aye: Dean Hayse, Tim Emert, Louis Ysusi

Nay: None

B. Housing Authority -- One Expired Term -- One Resignation

One of the members has resigned from the Housing Authority. We also have one member who is eligible for reappointment. We received one application for one vacancy.

HOUSING AUTHORITY (4 year terms -- 5 members)			
Members	Term	Expires	Appointed/ Eligible to be Reappointed
Danell Lawrie	Unexpired	April 11, 2023	9/10/2020
Eddie Rodgers	2nd term	April 11, 2026	4/26/2018 Moved
Rita Ortolani	1st term*	April 11, 2026	4/25/2019
Charles Doerr	1st term	April 11, 2027	4/27/2023
Cindy White	1st term	April 11, 2027	4/27/2023
Meeting Place: Penn Terrace			
Meeting Date: Third Tuesday			
Meeting Time: 12 p.m.			

Applicants must reside within the City limits. For more information about this

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board, contact Housing Authority Director April Nutt at 620-332-2536.

Motion:

On the motion of Louis Ysusi, seconded by Tim Emert, the Commission reappointed Darnell Lawrie to a first term on the Housing Authority Board, expiring on April 11, 2027.

Aye: Dean Hayse, Tim Emert, Louis Ysusi

Nay: None

Motion:

On the motion of Louis Ysusi, seconded by Dean Hayse, the Commission appointed Fred Meier to an unexpired term on the Housing Authority Board, expiring on April 11, 2026.

Aye: Dean Hayse, Tim Emert, Louis Ysusi

Nay: None

III. CONSENT AGENDA

Motion:

On the motion of Tim Emert, seconded by Dean Hayse, the Commission adopted the consent agenda with the removal of Item B from the Consent Agenda to Items for Commission Action.

Aye: Dean Hayse, Tim Emert, Louis Ysusi

Nay: None

- A. Consider approving City Commission minutes from June 8th, 15th, 22nd and 29th, 2023**

Suggested Motion:

I move to approve the City Commission minutes from June 8th, 15th, 22nd, and 29th, 2023.

- B. Consider approving a contract with TranSystems, Inc. for the design and construction engineering for the renovation of the parking lot north of City Hall.**

This item was removed from the Consent Agenda and moved to Items for Commission Action.

The City is in the process of renovating City Hall. As such, the parking

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configuration has changed around the building. The lot due north of City Hall, which is part of the Consent Decree with the DOJ, does not have sufficient numbers of ADA spaces to support the new building.

The Commission selected a Large, Plain Footprint for replacement of the lot. TranSystems has provided the attached contract that includes a \$28,000 not-to-exceed design fee, and a \$68,000 not to exceed construction engineering and inspection fee.

It is anticipated that the design work will take place this fall, with a bid in early spring, and construction likely in the second or third quarter of 2024.

Motion:

On the motion of Tim Emert, seconded by Louis Ysusi, the Commission authorized a contract with TranSystems, Inc. in the amount of \$96,000 for the design, construction engineering, and inspection of the parking lot due north of the City Hall and the execution of any necessary documents, pending approval of the City Attorney .

Aye: Louis Ysusi, Tim Emert

Nay: Dean Hayse

- C. Consider requesting proposals for the engineering services required to add a VFD and expand the capacity of the Low Service Pumps at the Water Treatment Plant.

There are three Low Service Pumps at the Water Treatment Plant. These pumps are used to pull water from the Verdigris and into the plant for treatment. The nominal capacity of these three pumps are 4 million gallons per day (MGD), 3 MGD, and 2MGD.

The largest volume pump (4MGD) is controlled using a variable frequency drive (VFD). This allows the rotation of the pump to vary so that the pump can match the rate of water production. Only one pump has this ability, and it is the most used pump.

The other pumps do not have VFDs and are either on at full capacity or off. This leads to an inconsistent water flow which, though manageable since the plant has operated without VFDs for decades, is one additional variable in plant operations.

Addition of a VFD has been a priority of the Plant Management for some time, with the goal of eventually having all three pumps on VFDs.

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Additionally, having each of the three pumps with a capacity sufficient to cover the flow range anticipated by the plant would provide greater redundancy, and the ability to upgrade the existing 2MGD pump to a higher capacity through upgrades (motor, impeller, etc.) or replacement will also be studied.

Suggested Motion:

I move to request proposals for the engineering services required to add a VFD and expand the capacity of the Low Service Pumps at the Water Treatment Plant.

- D. Consider allowing the bidding of pipe for the pipeline to Rural Water District #6 to serve Bartlett.**

As the water pipeline to Bartlett has been developed through the preliminary stages, the project has been sufficiently defined to issue a request for bids on piping and major materials. By directly purchasing the materials, the City will lower costs on the project as well as speed the project by at least six weeks.

Attached are the draft technical specifications and only minor modifications are anticipated. The documents will be released for bid (if approved) after the City Attorney has added and approved appropriate commercial terms and conditions.

Suggested Motion:

I move to allow the request for bids for piping and major materials for the water pipeline to RWD #6 to serve the Bartlett project, pending the City Attorney's approval of the bid documents.

- E. Consider bidding the installation of a pipe stopple at the Water Treatment Plant.**

The Water Treatment Plant produces finished water which is then sent to the clearwells for storage immediately prior to entering the main distribution or "high service" pumps. These high service pumps require periodic maintenance. In preparation of doing service on one of the pumps, it was determined that the valve used to isolate the pump was non-functional. After investigation, it was determined that there was no valve capable of isolating the north clearwell from the system, so the pumps cannot be maintained without draining the clearwell and taking the high service pumps offline, causing a major disruption to the City's water supply.

An alternative would be to add in the necessary valve while the system was in-service. A special kind of valve known as a "stoppie" is available that

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allows the valve to be installed during operation. This is a fairly expensive solution, but it will also provide an operable valve where one is needed.

Suggested Motion:

I move to allow bidding for the installation of a pipe stopple at the Water Treatment Plant.

IV. ITEMS FOR COMMISSION ACTION

A. Consider a change order for City Hall Phase II project.

The following change orders are part of the Phase II renovation of City Hall and issues they have encountered while doing the renovation and relocation of the 911 center.

- **\$300.00 - Gateway: Add two additional Cat 6 cables for the 911 center and clerk office analog backup service.**
- **\$4,200.00 - Gateway: To install delayed egress door hardware in the police department that meets the fire code.**
- **\$2,369.17 - CTI: Travel and work time on June 26, 2023, for courtroom electronics. The work had to be stopped due to construction delays caused by the wood and trim vendor going out of business and McCown Gordon having to find a new vendor.**
- **\$2,075.00 - CO 70: Koehn: To repair the west steps.**
- **\$2,492.19 - CO 71: Kelley Electric**
- **\$1,612.20 - CO 72: New locking mechanism**
- **\$5,658.49 - CO 73: McCown Gordon finish work on the existing trim and wall.**

The total of these change orders is \$18,707.05.

Motion:

On the motion of Dean Hayse, seconded by Tim Emert, the Commission approved change orders for City Hall Phase II project in the amount of \$18,707.05.

Aye: Dean Hayse, Tim Emert, Louis Ysusi

Nay: None

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- B. Consider requesting proposals for the installation of two electric vehicle (EV) charging stations at the City parking lot at the north east corner of 6th and Laurel St. and application for grants associated with these stations.

The only publicly available EV charging stations are located at the far east of Independence near the Evergy offices near the intersection of Cement and Main. It is thought that having a charging station may increase business for the downtown area as vehicles are charging.

With the planned refurbishment of the parking lot, this would be an opportune time to install these charging stations in an area that's close to the business district. A brochure with additional information is attached.

The primary hurdle to the installation of the EV charging stations is economic – most locations charge in the range of \$4 to \$5 an hour for charging, which would (given sufficient use) cover annual maintenance and subscription charges (\$2,854) plus costs of electricity. It would not cover the capital charges associated with installation.

It is thought that getting proposals for the furnishing and installation would provide cost certainty for the Commission to make a decision on the practicality of using City funds to assist in the installation. It is also likely that a clearer picture of available grant funding would be available at that time to better understand the full financial commitment that would be required for the EV charging stations.

Motion:

On the motion of Tim Emert, seconded by Dean Hayse, the Commission requested proposals for the furnishing and installation of two electric vehicle charging stations at the City parking lot on the northeast corner of 6th and Laurel and to apply for grants associated with this installation.

Aye: Dean Hayse, Tim Emert, Louis Ysusi

Nay: None

- C. Consider awarding a change order on the 2023 Mill and Overlay of Myrtle St. to Heckert Construction.

On June 13, 2023, bids were opened for the Mill and Overlay of Myrtle St. There were two bidders. The low bidder, Heckert Construction was low by \$32,248 with a bid of \$217,765. The bid is unit price, so additional areas were reviewed, and the cost estimates below are based on the unit prices in the Heckert bid. Heckert has reviewed the areas in question and validated

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that their unit prices would cover the work. The following areas, in order, are recommended. Note: There is no milling at the VFW lot.

Attached is a document that shows the location of three of the four areas. The fourth area, Wells Drive, is an approximate area approximately 200' south of the new culvert.

	Total Cost
Parking Lot	\$ 8,610
E. Cedar	\$ 9,780
Spruce	\$ 15,984
Wells	\$ 6,573
	\$ 40,947

Motion:

On the motion of Dean Hayse, seconded by Tim Emert, the Commission awarded a change order for the streets as listed in this motion (E Cedar, Spruce, Wells Drive and the Parking Lot adjacent to the VFW) in the amount of \$40,947 and the execution of any necessary documents.

Aye: Dean Hayse, Tim Emert, Louis Ysusi

Nay: None

V. REPORTS

A. Budget Session - August 16th

City Manager Passauer informed the Commission that there would be a special meeting on August 16, 2023 at 9:00 am.

B. July 2023 Sales Tax Report

C. 2023 Q3 Treasurers Report

VI. CITY MANAGER'S COMMENTS

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City Manager Passauer noted that City staff will be moving into the original City Hall on September 7 & 8, 2023 and City Hall will be closed on those days as well as September 14 & 15 for installation of new finance software.

It was also noted that Watco intends to repair the railroad crossing on 13th Street in a month and the crossings at 10th and 21st Streets have been repaired.

The County informed the City that paving on Peter Pan Road is complete and striping will begin tomorrow.

VII. COMMISSIONERS' COMMENTS

Commissioner Emert suggested that City staff consider removing the traffic lights at Penn & Laurel and Penn & Mrytle and replacing them with 4-way stop signs.

Commissioner Hayes would like progress updates on the disposal of Building D

Commissioner Ysusi noted that on Thursday and Friday from 8 am to 12 pm the tree dump is open to the public.

VIII. PUBLIC CONCERNS

None.

IX. ADJOURNMENT

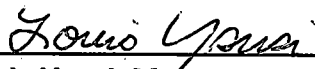
Motion:

On the motion of Louis Ysusi, seconded by Tim Emert, the Commission adjourned the meeting.

Aye: Dean Hayse, Tim Emert, Louis Ysusi

Nay: None

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Louis Ysusi, Mayor



Dean A. Hayse, Commissioner



Tim Emert, Commissioner

Attest:



City Clerk/Treasurer