

**MINUTES OF THE GOVERNING BODY OF  
THE CITY OF PARK CITY, KANSAS  
COUNCIL CHAMBERS – 1941 E. 61<sup>st</sup> STREET NORTH  
May 23, 2023**

**ROLL CALL**

The following were present: Council Members Charley Davidson, George Glover, Ben Saucedo, Charles Schwanke, Tom Jones, George Capps, Brandi Baily, and Jim Schroeder.

Also present: Mayor John Lehnerr, City Clerk Marlo Rugg, City Administrator Sean Fox, Assistant City Administrator/Human Resources Manager Dana Walden, Chief of Police Phil Bostian, Public Works Director Jeana Estep, and City Attorney Doug Moshier,

**VISITORS**

Ark Valley News  
Terry Ford  
Troy Hill  
Jeff Stone

**MEETING CALLED TO ORDER**

The meeting was called to order by Mayor John Lehnerr at 7:00 pm. Council Member Charley Davidson gave the invocation and Police Chief Phil Bostian led the Pledge of Allegiance.

**APPROVAL OF AGENDA**

Council Member Brandi Baily moved to approve the agenda with the addition of Item #13 an Executive Session.

Council Member Jim Schroeder seconded the motion. Motion carried 8-0.

**AWARDS AND/OR PRESENTATIONS**

Assistant City Administrator/Human Resources Manager Dana Walden announced the promotion of Detective Aaron Miller to Detective Sergeant. Ms. Walden gave a brief background of Mr. Miller's career and highlighted his achievements.

**PUBLIC FORUM**

None.

**STAFF REPORTS**

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City Administrator Sean Fox stated the City of Park City won the second annual Battle of the Blood Drive competition with the City of Valley Center. He stated the City of Valley Center will host a barbeque for all the employees of both cities. Mr. Fox stated a public meeting was held for the purpose of residents weighing in on the Parks master plan. He stated a survey will be on the City's website for those who could not attend the meeting, but wanted to give their recommendations. Mr. Fox gave an update on the property at 1915 Fairchild. Mr. Fox also announced upcoming events happening in the City.

**CONSENT AGENDA**

- 1. Minutes of May 9, 2023 Regular Meeting.**
- 2. Approve Minutes of the May 9, 2023 Special Meeting.**
- 3. Appropriations 1008-2023 with Addendums**

Council Member George Capps moved to approve the Consent Agenda as presented.

Council Member Jim Schroeder seconded the motion. Motion carried 8-0.

**NEW BUSINESS**

**4. DISCUSS AND CONSIDER ECONOMIC INCENTIVE FOR EQUISSET, LLC**

City Administrator Sean Fox stated In January, TCRS LLC made application for property tax exemption for economic development purposes, with the intention to purchase an existing commercial facility (Hartman Arena) located at 8151 N Hartman Arena Dr., Park City, Kansas.

Mr. Fox stated they completed the required Tax Abatement Cost-Benefit Analysis, and based on a 100% abatement, projects a positive benefit to cost ratio of 1.44 and based on Resolution 870-2013, Park City's Incentive Policy, qualified for property tax exemptions based on capital investment and new job creation.

Mr. Fox stated the proposed purchaser wants to purchase the land and building under a different corporation/LLC than TCRS, LLC and therefore, requires it to be reapproved and an updated Resolution.

Council Member Ben Saucedo stated he would be in favor of reducing the percentage of the abatement incrementally each year rather than two years.

Mayor John Lehnerr opened the public hearing at 7:21 pm. No one from the public spoke.

Mr. Lehnerr closed the public hearing at 7:21 pm.

Council Member Brandi Baily moved to approve Resolution #1154-2023 a resolution of the Governing Body of the City of Park City, Kansas determining the advisability of issuing taxable industrial revenue bonds for the purpose of financing the acquisition, construction and equipping of a commercial facility to be located in the City; and authorizing execution of related documents.

Council Member Charley Davidson seconded the motion. Motion carried 8-0.

**15. DISCUSS AND CONSIDER DOCUMENTS INITIATING THE SPECIAL ASSESSMENT PROCESS AND ESTABLISHING THE PUBLIC HEARING DATE FOR IRONSTONE VILLAGE ADDITION, HIGH RIDGE 2ND ADDITIONS, AND PRAIRIE HILLS ADDITION PHASE 6.**

Larry Kleeman with Ranson Financial Group stated the Ironstone Village Addition, High Ridge 2nd Additions, and Prairie Hills Addition Phase 6 projects are complete, so special assessments can now be levied on the lots in those additions. He stated before levying assessments, state law requires the city to hold a hearing allowing property owners to comment on proposed assessments. Mr. Kleeman stated tonight's action schedules the hearing for the June 27 city council meeting and authorizes city staff and consultants to provide for the appropriate notices. He stated special assessment billings will begin with December 2023 tax statements. Mr. Kleeman stated assessments will be for 15 years to cover the related debt service payments of the General Obligations Bonds to be issued later this summer.

Mr. Kleeman stated the documents included in the packet summarize the costs for all the projects that have been completed. He stated that all the information has been compiled and have outlined the proposed special assessments for each individual property owner or business owner. Mr. Kleeman stated a hearing is required which is scheduled for June 27, 2023. He stated the process moving forward to assess the specials on the tax roll.

Council Member Jim Schroeder moved to approve Exhibit A – Statement of Final Costs, Exhibit B – Assessment Roll Certification, Exhibit C – Notice of Public Hearing, Exhibit D – Form of Notice of Public Hearing and Statement of Cost Proposed to be Assessed, and establish June 27, 2023 at 7:00 P.M. to meet for the purpose of hearing any and all written or oral objections to the respective assessments set forth therein.

Council Member Ben Saucedo seconded the motion. Motion carried 8-0.

**6. DISCUSS AND APPROVE THE RFP FOR WATER METER REPLACEMENT**

Public Works Director Jeana Estep stated Park City is currently operating on several different meter reading systems and a variety of meter brands. She stated manual meter reading and faulty Verizon read meters takes 3-4 employees approximately 7 business days to accomplish. Ms. Estep stated errors and inaccuracies result in the need to re-read meters, adding additional staff time to the task. She stated due to aging or damaged equipment, obsolete equipment (2G/3G), and employee constraints, staff recommends advertising an RFP for a total water meter replacement to an Advanced Metering Infrastructure (AMI) system. Ms. Estep stated AMI is capable of obtaining readings in real time, has built in alarms for leaks and high usage, contains a dashboard to monitor the status of meters, provides access to residents for an online portal to view water usage, and allows for monthly reads to occur with the touch of a button. She stated Staff also recommends the system installation to occur by the winning bidder in a time frame not to exceed 12 months and therefore will require the Governing Body to have a discussion on funding mechanisms for this unbudgeted item.

A discussion ensued.

Council Member Brandi Baily moved to allow staff to advertise an RFP for complete water meter replacement.

Council Member Ben Saucedo seconded the motion. Motion carried 7-0.

**7. DISCUSS AND CONSIDER APPROVING A CONTRACT WITH COX COMMUNICATIONS FOR INTERNET, TV AND TELEPHONE SERVICES.**

Police Chief Phil Bostian stated Staff is presenting a contract for your consideration with Cox Communications to switch from traditional copper line internet service to fiber optic internet service.

Mr. Bostian stated Cox Communications is the city's current provider for telephone, TV and internet services. (This includes public-access TV Channel 7.) He stated for quite some time, we have experienced intermittent problems with our internet service due to slow speeds and data-packet loss. This has caused several problems, such as difficulties with streaming city council meetings, difficulties uploading video from police vehicles to the cloud, difficulties connecting police vehicle computers to the PD server, inability to connect security cameras at McLean Park and Senior Center, and difficulties with security cameras at Sherwood and Maintenance buildings.

Mr. Bostian stated the City's Cox internet service at the City Administration Center is currently located on a residential node, rather than a business node. He stated this means that we are sharing internet service with the residential area north of the Administration Center. Mr. Bostian stated some of the wiring is located on Evergy electrical poles. He stated electrical voltage is leaking onto the Cox lines and is creating interference with our internet service. Mr. Bostian stated for these reasons, Cox has not been able to consistently provide the speeds that are stated in our service agreement, and we are experiencing significant data packet losses.

Mr. Bostian stated Cox is willing to waive what would otherwise be very significant costs to install fiber at these facilities. He stated although the proposed speed is slightly less with fiber than our current service (200/20 Mbps vs. 500/35 Mbps), it will be faster and far more reliable because it will be fiber optic service, and it will be located on our own business node. Mr. Bostian stated telephone service will continue to be provided by Cox as it has in the past.

Mr. Bostian stated Staff recommends approval of a 60-month contract with Cox Communications for telephone, TV and internet services at a cost of \$4,405 per month. He stated the contract will guarantee that pricing will not increase during the term. Mr. Bostian stated the contract also includes a standard non-appropriation clause, so future councils will not be bound by the contract.

Council Member Ben Saucedo moved to approve and authorize the Mayor to sign and execute a contract with Cox Communications for internet, TV, and telephone services in the amount of \$4,405.00 per month for 60 months.

Council Member Charles Schwanke seconded the motion. Motion carried 8-0.

**8. DISCUSS AND CONSIDER APPROVAL OF A CONTRACT WITH ENTERPRISE FLEET MANAGEMENT FOR (2) FORD POLICE VEHICLES AND INSTALLED VEHICLE EQUIPMENT**

Police Chief Phil Bostian stated the police department needs to purchase two Ford Police Interceptor Utility (Explorer) patrol vehicles to replace two other patrol vehicles that have reached their age and/or mileage limit. He stated staff is asking for council approval to proceed with the lease/purchase of these vehicles and the related vehicle equipment through a contract with Enterprise Fleet Management.

Mr. Bostian stated in April 2022, staff originally received approval from the Council to purchase two patrol vehicles and equipment.. He stated those vehicle orders were later cancelled by Ford, and the dealership re-ordered replacement vehicles at our request. Mr. Bostian stated the vehicles just recently arrived at the dealership. Since the time of the original orders, the price of the vehicles and the installed equipment has increased due to inflation and the fact that they are now 2023 models, as opposed to the 2022 models that were cancelled.

Mr. Bostian stated Enterprise has submitted quotes for two vehicles using the cash-fund model. He stated this essentially means that the city will be funding the purchase up front as opposed to making payments and paying interest. The price for each Ford vehicle is \$46,837.64.

Mr. Bostian stated Enterprise works directly with our upfitter, Superior Emergency Vehicle Equipment in Andover. The cost of the installed vehicle equipment is \$15,343.93 per vehicle.

The total cost for each Ford vehicle, including the installed emergency vehicle equipment, is \$62,181.57. The combined cost for two (2) Ford PIU patrol vehicles with equipment is \$124,363.14. Mr. Bostian stated Enterprise Fleet Management will also charge a monthly fleet management fee of \$95.70 per vehicle.

A discussion ensued.

Council Member George Capps asked for the explanation of the fleet management fee per month charge. Justin Harper with Enterprise was available to answer Mr. Capps question and any other questions Council had.

Council Member Charles Schwanke moved to approve and authorize the Mayor to finalize and execute a contract with Enterprise Fleet Management for two Ford PIU patrol vehicles with installed police vehicle equipment in the amount of \$124,363.14 and a monthly fleet management fee of \$95.70 per vehicle to be paid out of the Vehicle Replacement Fund.

Council Member Brandi Baily seconded the motion. Motion carried 8-0.

**9. DISCUSS AND CONSIDER APPROVING A RESOLUTION DETERMINING THE ADVISABILITY OF WATER DISTRIBUTION IMPROVEMENTS FOR AIR CAPITOL INDUSTRIAL PARK 5TH ADDITION.**

City Administrator Sean Fox stated a petition was filed with the City Clerk proposing improvements to the City's sanitary sewer system. He stated the petition was signed by the owners of record of more than one-half of the area liable for assessment for the proposed improvements and therefore, the Petitioners requested that such improvements be made without notice and hearing as required by K.S.A. 12-6a01 et seq.

Mr. Fox stated the “Improvements” include a water distribution system, including necessary water mains, pipes, valves, hydrants, meters, and appurtenances to serve the area described as the Improvement District, all in accordance with City standards and plans and specifications prepared or approved by the City Engineer.

Mr. Fox stated the estimated or probable cost of the proposed Improvements is: \$220,853, with said estimated cost to be increased at the pro rata rate of 1 percent per month from and after the date of adoption of this resolution authorizing the “Improvements.”

Council Member Jim Schroeder moved to accept the petition and approve Resolution #1155-2023, a resolution determining the advisability of the making of certain internal improvements in the City of Park City, Kansas; making certain findings with respect thereto; and authorizing and providing for the making of the improvements in accordance with such findings.

Council Member Brandi Baily seconded the motion. Motion carried 8-0.

#### **10. DISCUSS AND CONSIDER APPROVING A RESOLUTION DETERMINING THE ADVISABILITY OF PAVING IMPROVEMENTS FOR AIR CAPITOL INDUSTRIAL PARK 5TH ADDITION.**

City Administrator Sean Fox stated a Petition was filed with the City Clerk proposing improvements to the City’s streets and roads. He stated the petition was signed by the owners of record of more than one-half of the area liable for assessment for the proposed improvements and therefore, the Petitioners requested that such improvements be made without notice and hearing as required by K.S.A. 12-6a01 et seq.

Mr. Fox stated the “Improvements” include construction of pavement on Biggs Street, from the south line of W 61st south to the centerline of abandon railroad, with drainage to be installed where necessary, to serve the area described as the Improvement District, all in accordance with City standards and plans and specifications prepared or approved by the City Engineer.

Mr. Fox stated the estimated or probable cost of the proposed Improvements is: \$728,740, with said estimated cost to be increased at the pro rata rate of 1 percent per month from and after the date of adoption of this resolution authorizing the “Improvements.”

Council Member Ben Saucedo moved to accept the petition and approve Resolution #1156-2023, a resolution determining the advisability of the making of certain internal improvements in the City of Park City, Kansas; making certain findings with respect thereto; and authorizing and providing for the making of the improvements in accordance with such findings.

Council Member Charley Davidson seconded the motion. Motion carried 8-0.

#### **11. DISCUSS AND CONSIDER APPROVAL OF TEMPORARY TAX AND TAG OFFICE**

Council Member Brandi Baily recused herself from this agenda item.

Randy Bargdill with the Sedgwick County Treasurer’s office made a proposal to Council to have a satellite tag office at the City Administration Building. He stated it their intention to have the satellite office open two days a month and by appointment only.

A discussion ensued. Council was in support of the pilot program and stated it would be a great benefit to the community.

Council Member Tom Jones moved to approve the MOU Sedgwick County Treasurer's office.

Council Member George Glover seconded the motion. Motion carried 7-0-1 (Council Member Brandi Baily abstained)

Council Member Jim Schroeder left the meeting at 8:30 pm.

## **12. DISCUSS AND CONSIDER THE EMPLOYEE WELLNESS PROGRAM**

Assistant City Administrator/Human Resources Director Dana Walden stated approved in 2016, the Employee Wellness Program is designed to improve and support the health and fitness of our employees. She stated the program includes fitness programs, health screenings, preventative care and other activities such as stress management education, smoking cessation programs and wellness assessments.

Ms. Walden stated the benefits of an active Wellness Program to our employees and the City include improved employee health and health behaviors, reduced stress levels, increased productivity and improved morale, engagement and attendance.

Ms. Walden stated one facet of the Employee Wellness Program has been the City's participation or cost share in an employee's fitness center membership. She stated currently, the YMCA and Impulse Fitness are the only two fitness centers authorized and each bill the City on a quarterly basis a total of \$100 per employee annually. Ms. Walden stated it has been recommended to allow employees to be reimbursed for memberships from other fitness centers, that may be closer or more convenient for them and to increase the City's cost share reimbursement to \$20 per month per employee.

Council Member Ben Saucedo moved to increase the City's cost share reimbursement amount for the Employee Wellness Program to \$240 per employee annually, to be paid out of each individual department personnel expenditures.

Council Member Charley Davidson seconded the motion. Motion carried 7-0.

### **EXECUTIVE SESSION**

Council Member Charley Davidson moved to go into executive session for ten minutes at 8:33 pm to discuss the possible purchase of real estate in the vicinity of 61<sup>st</sup> Street North and Hydraulic with the Governing Body, City Attorney, City Administrator, and Assistant City Administrator.

Council Member Brandi Baily seconded the motion. Motion carried 7-0.

Mayor John Lehnerr reconvened the meeting at 8:43 pm with no binding action taken.

### **GOVERNING BODY REPORTS**

Council Member Brandi Baily stated the Chisholm Creek Utility Authority will have a meeting on May 25, 2023 at 4:30 pm.

Council Member Tom Jones announced that northbound to westbound 135 to 235 is opening up next week.

Council Member Charles Schwanke stated he attended the SCAC meeting and found it very informative.

Council Member Ben Saucedo thanked the Public Works department for all their hard work. Mr. Saucedo stated he served as an honorary Commander at McConnell Air Force Base and enjoyed having the opportunity to do so.

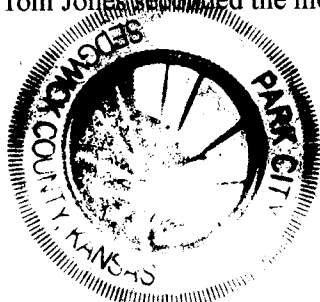
Council Member George Glover reminded everyone that Serve Day was on May 28<sup>th</sup> from 9:00 am to 12:00 pm at New Anthem Church. Mr. Glover also reminded everyone about the annual fishing derby on June 17, 2023.

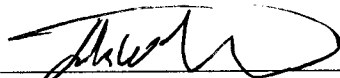
Council Member Charley Davidson congratulated Detective Aaron Miller on his promotion.

**ADJOURN**

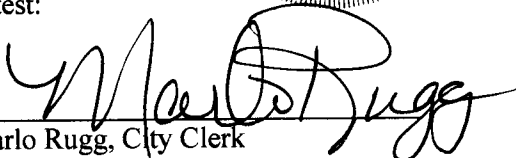
Council Member Jim Schroeder moved to Adjourn the meeting at 8:54 pm.

Council Member Tom Jones seconded the motion. Motion carried 7-0.



  
John Lehnerr, Mayor

Attest:

  
Marlo Rugg, City Clerk

The foregoing minutes were considered at the June 6, 2023, meeting and approved with the following amendment none.

The vote to approve the minutes 7-0.