

**MINUTES OF THE GOVERNING BODY OF  
THE CITY OF PARK CITY, KANSAS  
COUNCIL CHAMBERS – 1941 E. 61<sup>st</sup> STREET NORTH  
July 25, 2023  
REGULAR MEETING**

**ROLL CALL**

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

Also present: Mayor John Lehnerr, 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. Pastor Bill Koons gave the invocation and Council Member Charles Schwanke led the Pledge of Allegiance.

**APPROVAL OF AGENDA**

Council Member Jim Schroeder moved to approve the agenda as presented

Council Member George Glover seconded the motion. Motion carried 5-0.

**AWARDS AND/OR PRESENTATIONS**

None.

**PUBLIC FORUM**

None.

**STAFF REPORTS**

City Administrator Sean Fox stated Park City won the battle of the blood drive competition. Mr. Fox stated Valley Center will host the Park City employees and Council Members for lunch on July 31, 2023

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from 11:30 to 1:00 at the Valley Center Community Center. He stated the Park City BMX has submitted an application to the USA BMX to host a Gold Cup Final next year. Mr. Fox stated they are one of two finalists. Mr. Fox announced the local sales tax referendum election will be August 1, 2023.

### **CONSENT AGENDA**

- 1. Minutes of June 22, 2023 Special Meeting.**
- 2. Minutes of June 27, 2023 Special Meeting.**
- 3. Appropriations 1012-2023 with Addendums**
- 4. June Financial Report**
- 5. Approve expenditures associated with Sales Tax Referendum**
- 6. Approval of Contract with iWorQ Systems Inc.**
- 7. Approval of estimate from Schulte Supply Inc. for Neptune water meters.**
- 8. Approval of Expenditures of Transient Guest Tax as Recommended by the Convention and Tourism Board: (1) Triumph Wrestling, \$10,000; (2) Jeeps Motorcycle Club, \$10,000; (3) Wichita Wings, \$15,000.**

Council Member Charley Davidson moved to approve the Consent Agenda as presented.

Council Member Jim Schroeder seconded the motion. Motion carried 5-0.

### **NEW BUSINESS**

- 9. CONSIDER FRANCHISE ORDINANCE FOR IDEATEK TELCOM, LLC PERMITTING THE CONSTRUCTION, OPERATION AND MAINTENANCE OF A TELECOMMUNICATIONS SYSTEM IN THE CITY.**

City Attorney Doug Moshier stated IDEATEK TELCOM, LLC has requested that it be granted a franchise within the City to construct, operate and maintain a telecommunications system.

Mr. Moshier stated over the past several years the Kansas Legislature has adopted statutes that limit the terms of franchise agreements that Cities can set for the granting of telecommunications franchises. He stated the proposed franchise ordinance is consistent with the statutory limitations and is one that the franchisee is willing to enter into.

Council Member Jim Schroeder moved to approve Ordinance # 1172-2023 an ordinance granting to IDEATEK TELCOM, LLC a contract franchise to construct, operate and maintain a telecommunications system in the City of Park City, Kansas, and prescribing the terms of said contract franchise.

Council Member George Glover seconded the motion.

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**Roll Call**

Council Member Charley Davidson	Yes	Council Member Tom Jones	Yes
Council Member George Glover	Yes	Council Member George Capps	Absent
Council Member Ben Saucedo	Absent	Council Member Brandi Baily	Absent
Council Member Charles Schwanke	Yes	Council Member Jim Schroeder	Yes

**10. DISCUSS AND CONSIDER APPROVAL OF RESOLUTION AUTHORIZING THE OFFERING FOR SALE OF 2023-A GENERAL OBLIGATION BONDS AND 2023-1 TEMPORARY**

Larry Kleeman with Ranson Financial Group stated if the resolution is approved, bids will be accepted on the bonds until 10:00 am and temporary notes until 11:00 am on August 22, 2023. He stated the Series 2023-A General Obligation Bonds will pay off Temporary Note #2021-1 and provide long-term financing for 61<sup>st</sup> Street, 77<sup>th</sup> Street, 53<sup>rd</sup> Street Lift Station, and improvements in Ironstone Village Addition, Ironstone Village Addition and High Ridge 2<sup>nd</sup> Addition, and Prairie Hills Addition. Mr. Kleeman stated specials are being assessed to properties in each of the additions to fund those improvements. He stated the Series 2023-1 Temporary Note provides temporary financing for improvements in Barr Estates Addition, Ironstone Addition, Prather Addition, Cambridge Valley 2<sup>nd</sup> Addition, Echo Hills Commercial Addition, Prairie Hills Addition Phase 7, and Saddlebrook 3<sup>rd</sup> Addition.

Council Member Jim Schroeder moved to approve Resolution #1163-2023 authorizing the offering for sale of General Obligation Bonds, Series 2023-A and General Obligation Temporary Notes, Series 2023-1 of the City of Park City, Kansas.

Council Member Charles Schwanke seconded the motion. Motion carried 5-0.

**11. DISCUSS AND CONSIDER APPROVAL OF DESIGN AND CONSTRUCTION ENGINEERING CONTRACTS FOR PAVING, WATER AND STORMWATER DRAINAGE FOR AIR CAPITOL INDUSTRIAL PARK 5TH ADDITION.**

City Administrator Sean Fox stated Air Capitol Industrial Park 5th Addition is located south of 61st Street and west of Prospect Road. He stated the developer, presented petitions for paving, water and storm water drainage improvements on May 23, 2023, that were approved by Council, subject to receiving the required letter of credit.

Mr. Fox stated included in Council's packet is the associated contract from ASM Engineering Consultants, LLC for the design and construction engineering for \$78,000.

Council Member Charley Davidson moved to approve and authorize the Mayor to finalize and execute contracts with ASM Engineering Consultants, LLC in an amount not to exceed \$78,000 to be paid out of the Capital Projects Fund.

Council Member Jim Schroeder seconded the motion. Motion carried 5-0.

**12. DISCUSS AND CONSIDER APPROVAL OF DESIGN AND CONSTRUCTION ENGINEERING CONTRACTS FOR PAVING, SANITARY SEWER, WATER AND STORM WATER DRAINAGE FOR PRAIRIE HILLS 4TH ADDITION.**

City Administrator Sean Fox stated Prairie Hills 4th Addition is located east of Hydraulic and south of Beaumont Street. He stated the developer, Mike Love, presented petitions for paving, sanitary sewer, water and storm water drainage improvements on April 11, 2023, that were approved by Council, subject to receiving the required letter of credit.

Mr. Fox stated included in the Council packet are the associated contracts from K.E. Miller Engineering P.A. for the design and construction engineering.

Council Member Charles Schwanke moves to approve and authorize the Mayor to finalize and execute contracts with K.E. Miller Engineering, P.A. in an amount not to exceed \$146,200.00 to be paid out of the Capital Projects Fund.

Council Member Charley Davidson seconded the motion. Motion carried 5-0.

**13. DISCUSS AND CONSIDER APPROVAL OF BID FROM MIES CONSTRUCTION FOR WATER, SANITARY SEWER, STORMWATER DRAINAGE AND PAVING IMPROVEMENTS FOR PRAIRIE HILLS 4TH ADDITION.**

City Administrator Sean Fox stated Prairie Hills 4th Addition is located east of Hydraulic and south of Beaumont Street. The developer presented petitions for water, sanitary sewer, storm water drainage and paving improvements on April 11, 2023 and was approved by Council.

Mr. Fox stated a bid opening was conducted on July 19th and a total of five companies submitted bids. Mies Construction submitted the lowest bid of \$858,933.68, which was below the Engineer's estimate of \$1,075,881.43.

Council Member Jim Schroeder moved to approve the bid tabulation and authorize the Mayor to finalize and execute a contract with Mies Construction in the amount not to exceed \$858,933.68 to be paid out of the Capital Projects Fund.

Council Member Charley Davidson seconded the motion. Motion carried 5-0.

**14. DISCUSS AND CONSIDER APPROVAL OF AN ORDINANCE OF ANNEXATION FOR PROPERTY LOCATED AT 1500 E 77TH STREET NORTH, SEDGWICK COUNTY, KS 67147.**

City Administrator Sean Fox stated Staff received a Petition For and Consent to Annexation Form from the property owners of three parcels located at 1500 East 77th Street. Mr. Fox gave the legal description of the property.

Council Member Tom Jones moved to approve Ordinance # 1173-2023 an ordinance including and incorporating certain land within the limits and boundaries of the City of Park City, Kansas.

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Council Member Jim Schroeder seconded the motion.

**Roll Call**

Council Member Charley Davidson	Yes	Council Member Tom Jones	Yes
Council Member George Glover	Yes	Council Member George Capps	Absent
Council Member Ben Saucedo	Absent	Council Member Brandi Baily	Absent
Council Member Charles Schwanke	Yes	Council Member Jim Schroeder	Yes

**15. DISCUSS AND CONSIDER APPROVAL OF DELINQUENT STORMWATER ACCOUNTS & SETTING PUBLIC HEARING DATE**

City Clerk Marlo Rugg stated Resolution No. 990-2018, adopted by the Council in April 2018 to establish stormwater fees, provides authorization to assess delinquent stormwater fees to properties. She stated unpaid amounts that have been billed in the last 60 days have been excluded. Ms. Rugg stated a list of the proposed amounts to be assessed to properties is included in the Council’s packet. She stated a public hearing must be held to hear any objections or protests, and letters will also be mailed to the property owners at least ten days prior to the hearing date to notify them of the date, time, and place of the hearing. Staff recommends holding the hearing at the next regularly-scheduled Council meeting on August 8, 2023 at 7:00pm in order to meet the County’s August 25th deadline for assessments. She stated after the hearing, Council will then be asked to consider a resolution to approve the report of delinquent fees to be assessed against the properties.

Council Member Charley Davidson moves to approve the list of delinquent stormwater accounts and to establish August 8,2023 at 7:00pm to meet for the purpose of hearing any objections or protests to the respective assessments.

Council Member Jim Schroeder seconded the motion. Motion carried 5-0.

**16. DISCUSS AND CONSIDER APPROVAL OF DELINQUENT RECYCLING AND TRASH ACCOUNTS & SETTING PUBLIC HEARING DATE**

City Clerk Marlo Rugg stated K.S.A. 65-3410 allows cities to assess delinquent recycling and trash fees to properties, excluding any unpaid amounts that have been billed in the last 60 days. She stated a list of the proposed amounts to be assessed to properties is included in the Council’s packet. Ms. Rugg stated the Statute requires holding a public hearing to hear any objections or protests, letters will also be mailed to the property owners at least ten days prior to the hearing date to notify them of the date, time, and place of the hearing. Staff recommends holding the hearing at the next regularly-scheduled Council meeting on August 8, 2023 at 7:00pm in order to meet the County’s August 25th deadline for assessments. She stated after the hearing, Council will then be asked to consider a resolution to approve the report of delinquent fees to be assessed against the properties.

Council Member Charley Davidson moved to approve the list of delinquent recycling and trash accounts and to establish August 8, 2023 at 7:00 pm to meet for the purpose of hearing any objections or protests to the respective assessments.

Council Member Tom Jones seconded the motion. Motion carried 5-0

**17. DISCUSS AND CONSIDER APPROVING AN UPDATED PAY PLAN AND AUTHORIZE A ONE-TIME PAY ADJUSTMENT FOR ALL EMPLOYEES.**

City Administrator Sean Fox stated understanding having a competitive Pay Plan is a key component in both recruiting and retaining a quality work force and good employees, He stated Council was presented an updated Pay Plan during their July 11th Budget Workshop meeting.

Mr. Fox stated the Plan was based on the 2022 League of Kansas Municipalities (LKM) Salary Survey, which was comprised of more than 250 cities across Kansas. He stated more importantly, the survey included sixteen second or first-class cities within 50 miles of Park City, providing a very detailed and accurate survey sample for comparison. He stated once completed, the new baseline numbers were increased an additional 3.0% to account for the 2023 inflationary factors and an additional 5.0% for 2024. Mr. Fox stated the Plan was compared to recent/current local job advertisements to ensure accuracy and competitiveness. He stated each time the comparative wage fell within the top third of the job description/category.

Mr. Fox stated wanting to ensure Park City wages are competitive within the region both now and going forward, the new Pay Plan will be adjusted annually to take into consideration the current economic environment/conditions with a General Pay Adjustment (GPA). He stated individual employees will also be adjusted 2.5% annually, to account for an additional year of expertise/experience, until they reach the top of the pay band (~ 15 years). Mr. Fox stated by combining both these annual adjustments, the Pay Plan should always remain competitive and relevant with our neighboring communities, as well as ensure our employees are fairly compensated for their expertise and experience.

Mr. Fox stated that this updated Plan is crucial to Park City's recruiting and retention efforts, Staff is also recommending a one-time pay adjustment go into effect for all employees beginning the pay period starting July 30th and reflected on the August 17th paycheck. This one-time adjustment will take into account both the 2024 GPA, as well as each employee's years of experience up to December 31, 2024.

All Council members gave their input on the new pay plan. All were in favor of implementing the plan.

Council Member Charles Schwanke moved to approve the 2024 Pay Plan and authorize a one-time pay adjustment for all employees.

Council Member Charley Davidson seconded the motion. Motion carried 5-0.

**GOVERNING BODY REPORTS**

Council Members Jim Schroeder, Charles Schwanke, and Charley Davidson encouraged everyone to get out and vote.

Council Member George Glover encouraged everyone to check in on their neighbors during the extremely hot weather.

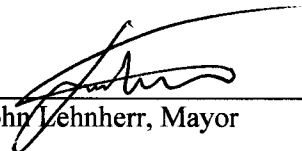
**ADJOURN**

Council Member Jim Schroeder moved to Adjourn the meeting at 7:32 pm.

Council Member Charley Davidson seconded the motion. Motion carried 5-0.

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John Lehnherr, Mayor

Attest:

  
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Marlo Rugg, City Clerk

The foregoing minutes were considered at the August 22, 2023, meeting and approved with the following amendment None.

The vote to approve the minutes 7-0.