

**MINUTES OF THE GOVERNING BODY OF  
THE CITY OF PARK CITY, KANSAS  
COUNCIL CHAMBERS – 1941 E. 61<sup>st</sup> STREET NORTH  
October 26, 2021**

**ROLL CALL**

The following were present: Council Members: John Lehnherr, George Glover, Ben Saucedo, Melvin Kerr, Tom Jones, George Capps, Brandi Baily, and Jim Schroeder.

Also present: Mayor Ray Mann, City Clerk Marlo Rugg, City Administrator Sean Fox, Assistant City Administrator/Human Resources Manager Dana Walden, Finance Director Dee Anne Grunder, Chief of Police Phil Bostian, City Attorney Doug Moshier, and Public Works Director Simon Wiley.

**VISITORS**

Ark Valley News  
Cecil Goldsmith  
Kyle Nordick  
Terry Ford  
Linda Westhafer

**MEETING CALLED TO ORDER**

The meeting was called to order by Mayor Ray Mann at 7:00 pm. Council Member George Glover gave the invocation and Council Member Melvin Kerr led the Pledge of Allegiance.

**APPROVAL OF AGENDA**

Council Member Jim Schroeder moved to approve the amended agenda as presented.

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

**AWARDS AND/OR PRESENTATIONS**

**PUBLIC FORUM**

Cecil Goldsmith came forward to address his concerns to the Council.

**STAFF REPORTS**

Finance Director Dee Anne Grunder gave an update on the City's revenue streams. She stated revenues are not back to normal due to the delta variant. Ms. Grunder went through the revenue report in detail.

Council Member Brandi Baily asked if the City has received any payments from the casino. Ms. Grunder stated the City had received its second payment. Ms. Baily asked Ms. Grunder to include the casino revenue in her reports moving forward.

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City Administrator Sean Fox stated the 77<sup>th</sup> Street round-about was near complete and will officially open to traffic on October 27, 2021 at 5:00 pm. Mr. Fox recognized and thanked the Kansas Department of Transportation, Sedgwick County, and the City of Valley Center for partnering with the City on this project. Mr. Fox reminded citizens that the speed limit north of the round-about had been reduced to fifty-five miles per hour. He stated the Public Works Department completed the 2021 Road Improvement Plan. Mr. Fox stated the 53<sup>rd</sup> Street lift station construction will start in the next week and expected to be completed in mid-December. Mr. Fox stated a letter was given to each Council Member in reference to Covid Premium Pay. He stated he outlined what Sedgwick County recently approved as well as other various options staff is researching.

### **CONSENT AGENDA**

1. Minutes of the October 12, 2021 Regular Meeting
2. Appropriations 971-2021 with Addendums
3. September Monthly Financials

Council Member Brandi Baily moved to approve the consent agenda as presented.

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

### **NEW BUSINESS**

#### **4. DISCUSS DOWNTOWN DISTRICT REQUEST FOR QUALIFICATION (RFQ NO. 2021-001).**

City Administrator Sean Fox stated in August, the City advertised RFQ 2021-001, seeking to partner with an experienced Development Team to develop a Downtown District on the City-owned property adjacent to the City Administration Center.

Mr. Fox stated RFQ submissions are due by November 19<sup>th</sup>, at which time the City will evaluate all submittals based their qualifications, financial capacity, references, capacity to perform the work and ultimately, their proposed concept. He stated the RFQ outlines City Staff will evaluate submittals and that they may invite consultants and representatives from other qualified organizations to evaluate the submittals as deemed necessary.

Mr. Fox stated due to the importance and substantial impact this project will have on the community, Staff believes it would be very beneficial to have two to three Council members participate in the selection process. He stated if there are Park City residents, that due to background, chosen profession or specialized expertise that could add value to the selection process, Staff would welcome those recommendations as well.

Several Council Members expressed interest in serving on the downtown district committee.

Council Member Brandi Baily moved to approve Tom Jones, Ben Saucedo, Jim Schroeder, and herself be on the downtown district committee.

Council Member John Lehnerr seconded the motion. Motion carried 8-0.

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**5. DISCUSS AND CONSIDER APPROVAL OF A TEXT AMENDMENT TO THE ZONING REGULATIONS OF THE CITY OF PARK CITY TO INCREASE THE MAXIMUM BUILDING HEIGHT IN THE I-2 HEAVY INDUSTRIAL DISTRICT.**

Interim Zoning Administrator Russ Ewy the proposed amendment under consideration is to increase the maximum building height in the I-2 General Industrial District from 35 feet to 80 feet.

Mr. Ewy stated the Zoning Regulations limit the height of buildings to 35 feet throughout the majority of zoning districts, including the I-2 Heavy Industrial District. In 2020 the City Council amended the regulations for the C-2 Service Business and I-1 Light Industrial Districts in a similar fashion. He stated as noted then, the Zoning Regulations permit the restriction of bulk regulations (e.g., building height) using a Protective Overlay (P-O) in the event there is a need to limit the height of certain industrial buildings.

Mr. Ewy stated Staff’s position on the proposed amendment is (1) it will improve the zoning regulations by aligning the height standards with the historic development practices in Park City and surrounding jurisdictions; (2) it will promote business development in the City by providing greater flexibility for future projects; (3) it will eliminate several existing nonconformities; and (4) it will not increase the likelihood of negative impacts to adjacent properties. He stated during the October 18, 2021 public hearing, the Planning Commission voted 6-0 to recommend approval of the amendment.

Council Member Ben Saucedo moved to approve Ordinance #1133-2021 an ordinance amending Article 4, Zoning Districts, of the Zoning Regulations of the City of Park City, Kansas.

Council Member George Capps seconded the motion.

**Roll Call**

Council Member John Lehnherr	Yes	Council Member Tom Jones	Yes
Council Member George Glover	Yes	Council Member George Capps	Yes
Council Member Ben Saucedo	Yes	Council Member Brandi Baily	Yes
Council Member Melvin Kerr	Yes	Council Member Jim Schroeder	Yes

**6. DISCUSS AND CONSIDER APPROVAL OF A TEXT AMENDMENT TO THE ZONING REGULATIONS OF THE CITY OF PARK CITY TO CREATE THE D-D DOWNTOWN DISTRICT**

Interim Zoning Administrator Russ Ewy stated the proposed amendment under consideration is to create a new zoning district as part of the implementation of the recently approved Downtown District Master Plan.

Mr. Ewy stated the Downtown District Master Plan directs the development of city-owned property south and east of Hydraulic Avenue and 61st Street North, behind the Park City Public Library and City Administration Building. He stated the Plan envisions a mixed-use project within this 48-acre site with several unique design elements. Mr. Ewy stated in order to best manage its development, the plan seeks to create a special zoning district to ensure future projects are allowed adequate flexibility in design, while maintaining the plan’s vision for a quality development.

Mr. Ewy stated the proposed district’s distinctive features include the requirement for site plan review by the Planning Commission and final approval by the Governing Body, increased screening and landscaping requirements, specific lighting, and signage restrictions, as well as limitations on the types of uses permitted in the district. He stated the proposed language for the “D-D” Downtown District was included in the

Council packet. He stated during the October 18, 2021 public hearing, the Planning Commission voted 6-0 to recommend approval of the amendment.

Council Member Brandi Baily moved to approve Ordinance #1134-2021 an ordinance amending Article 4. Zoning Districts, of the Zoning Regulations of the City of Park City, Kansas, creating D-D Downtown District.

Council Member John Lehnherr seconded the motion.

**Roll Call**

Council Member John Lehnherr	Yes	Council Member Tom Jones	Yes
Council Member George Glover	Yes	Council Member George Capps	Yes
Council Member Ben Saucedo	Yes	Council Member Brandi Baily	Yes
Council Member Melvin Kerr	Yes	Council Member Jim Schroeder	Yes

**7. CONSIDER APPROVAL OF MASTER SERVICES AGREEMENT FOR ADVISORY SERVICES TO ASSIST IN THE PROCESS OF PURCHASING NEW ERP SOFTWARE**

Finance Director Dee Anne Grunder stated Council directed staff to purchase new software to replace the Incode 9 software. She stated as mentioned during the 2022 Budget Workshop, assistance is needed with the large workload related to that process. Ms. Grunder stated Staff received two proposals from Baker Tilly and the Government Finance Officers Association (GFOA).

Ms. Grunder stated these are both reputable vendors. GFOA is a non-profit organization, so it does not have a profit motive. She stated each of the vendors included an estimate of the cost of an implementation phase in their proposal. Ms. Grunder stated both vendors bill based on an hourly rate, and both have indicated the number of hours that will be needed is based on the needs that are specific to each city.

Ms. Grunder stated Staff recommends GFOA’s proposal due to the lower overall cost. She stated they will assist in planning the project, developing the RFP, determining the software vendors, analyzing our processes, and making recommendations for improvements, reviewing vendor responses, and assisting in selection, contract negotiations, and implementation. Ms. Grunder stated GFOA has indicated the typical cost of the implementation phase for a city our size ranges from \$40,000 to \$75,000, so their proposal includes a not-to-exceed amount of \$75,000 for that phase. GFOA believes the RFP for software can be developed prior to the end of 2021, and implementation of the software is tentatively planned for the last quarter of 2022.

Kyle Nordick stated he commended staff for identifying a need and working towards implementing an updated ERP system. He stated it is a difficult project to complete. Mr. Nordick stated his concern that there was no formal solicitation made to obtain the proposals given to Council. Mr. Nordick went on to state his concerns on the process in which Staff came to their recommendation.

A discussion ensued.

Council Member Brandi Baily moved to approve GFOA’s Master Services Agreement and Advisory Services Proposal/Statement of Work related to the purchase of ERP software in an amount not to exceed \$137,500 to be paid from the Capital Projects Fund, and to also approve a transfer of \$300,000 in 2021 from the General Fund to the Capital Projects Fund for the purpose of funding the costs of the ERP software project.

Council Member Melvin Kerr seconded the motion.

A discussion ensued. Council directed staff to do more research and provide more information at a later date.

Motion failed 1-7

**8. DISCUSS AND CONSIDER APPROVING A CONTRACT WITH WICHITA HOME WORKS TO RECONSTRUCT EIGHT ADA SIDEWALK RAMPS AT THE 61ST STREET/I-135 INTERSECTIONS.**

Public Works Director Simon Wiley stated on September 14th, when discussing the recommended options for the 2021 Pedestrian and Connectivity Plan, Staff was directed to research the cost of installing ADA sidewalk crossings along 61st Street at the on and off ramps of Interstate 135.

Mr. Wiley stated Staff reached out to several concrete contractors and received three responses, with Wichita Home Works being the low bidder at \$8,851.20. He stated the bid/quote is to remove the existing curb section and sidewalk, to place tapered ADA specified curbs and install eight ADA sidewalk street approach ramps. Mr. Wiley stated Public Works will provide eight ADA compliant tactile panels that will be installed by the contractor at the time of concrete placement.

Council Member Tom Jones moved to approve and authorize the Mayor to sign a contract with Wichita Home Works for the reconstruction of eight ADA sidewalk ramps at 61st Street/I-135 Intersections in the amount of \$8,851.20 to be paid out of the Special Streets and Highway Fund.

Council Member Jim Schroeder seconded the motion.

Council Member Jim Schroeder asked if both sides of 61<sup>st</sup> Street were getting ramps installed. Mr. Wiley clarified the scope of the project.

Motion carried 8-0.

**9. DISCUSS AND CONSIDER APPROVING A CONTRACT WITH CILLESSEN & SONS, INC. TO PROVIDE TRAFFIC CONTROL DURING THE RECONSTRUCTION OF EIGHT ADA SIDEWALK RAMPS AT THE 61ST STREET/I-135 INTERSECTIONS.**

Public Works Director Simon Wiley stated on September 14th, when discussing the recommended options for the 2021 Pedestrian and Connectivity Plan, Staff was directed to research the cost of installing ADA sidewalk crossings along 61st Street at the on and off ramps of Interstate 135. Mr. Wiley stated a total of eight ADA sidewalk ramps would be required and being within the Kansas Department of Transportation's (KDOT's) right-of-way, requires permitting. He stated a traffic control plan will be necessary to apply for this permit. Cillessen & Sons, Inc. will provide a traffic control plan and will perform all installation of advance warning signage and traffic control items as required in the Manual on Uniform Traffic Control Devices (MUTCD).

Council Member John Lehnerr moves to approve and authorize the Mayor to sign a contract with Cillessen & Sons, Inc. for traffic control in the amount of \$1,923.00 to be paid out of the Special Streets & Highway Fund.

Council Member Tom Jones seconded the motion. Motion carried 8-0.

**10. DISCUSS AND CONSIDER APPROVING A CONTRACT WITH SMITHCON, LLC. TO CONSTRUCT THREE PICKLEBALL COURTS IN HAP MCLEAN PARK.**

Public Works Director Simon Wiley stated on February 23rd, Council approved the quote from Versa Sports to construct three pickleball courts in Hap McLean Park for the total cost of \$20,900.00. He stated the original contract included a mil and overlay of the asphalt, installing nets and painting three pickleball courts over the existing tennis courts. Mr. Wiley stated in July, Versa Sports submitted an updated/increased quote that included options of staying with asphalt (\$30,765) or switching to concrete (\$46,297). He stated Staff worked with Versa Sports to honor their original quote, but after numerous attempts to schedule the work and several correspondences back and forth, Staff has determined Versa Sports is either unable or unwilling to complete the project as approved and has since regrouped and sought additional bids.

Mr. Wiley stated staff reached out to several concrete contractors and received three responses, with Smithcon, LLC being the low bidder at \$23, 820.00. He stated this bid is only to perform the concrete portion of the court. Mr. Wiley stated Public Works Staff would remove the existing fence and asphalt and then the installation of nets and painting the court would be completed as a separate project, most likely by Multicon Construction who recently completed the Senior Center's pickleball court.

A discussion ensued.

Council Member Ben Saucedo moved to approve and authorize the Mayor to sign a contract with Smithcon, LLC for three pickleball courts in the amount of \$23,820.00 to be paid out of the General Fund - Parks Department.

Council Member Melvin Kerr seconded the motion. Motion carried 7-1

**GOVERNING BODY REPORTS**

Council Member Jim Schroeder expressed his concern over the contention between the Governing Body.

Council Member Brandi Baily urged Council to continue to act professional and courteous to each other during meetings and work together as a Council.

Council Member George Capps reminded everyone that November 2<sup>nd</sup> was election day.

Council Member Ben Saucedo thanked the Sedgwick County Register of Deeds Tonya Buckingham for all she did to help with the Vietnam Memorial Moving Wall. He also thanked the VFW and American Legion for all their hard work. Mr. Saucedo reminded everyone that November 11<sup>th</sup> is Veteran's Day.

Council Member George Glover thanked all those who attended the Fall Festival and all the donors to the event. Mr. Glover encouraged everyone to get out and vote on November 2<sup>nd</sup>.

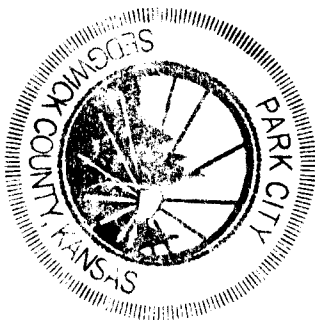
Council Member John Lehnerr stated the Fall Festival was a great success.

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**ADJOURN**

Council Member Jim Schroeder moved to Adjourn the meeting at 8:31 pm.

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



*John W. Johnson*  
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~~Ray Mann~~, Mayor - *ACTING*

Attest:

*Marlo Rugg*  
\_\_\_\_\_  
Marlo Rugg, City Clerk

The foregoing minutes were considered at the November 9, 2021 meeting and approved with the following amendment none.

The vote to approve the minutes 8-0.