

**MINUTES  
CITY COMMISSION MEETING  
CITY HALL, 701 WASHINGTON ST.**

Wednesday, March 15, 2023

5:30 p.m.

The governing body met in regular session March 15, 2023, at 5:30 p.m. in the City Commission Room at City Hall, with the following members being present: Commissioners Lambertz, Hutchinson, Jackson, Belden, and Wentz.

Absent: None.

Other Officers: City Manager Amy Lange, City Clerk Stacey Smith, Finance Director Amber Farha, City Attorney Justin Ferrell.

There being a quorum present, Mayor Lambertz called the meeting to order.

Visitors: Toby Nosker, Russell Gagnon, Tom Tuggle, Susie Haver, Brenda Gilliland, Kara Titus, Rick Barrett, Brad Waller, Kim Muff, Dave Garnas, Robert Vincent. Staff present: Jeremy Arnold, Utilities Director; Fuller Bates, Public Works Director; Brent Gering, Police Chief; Eric Voss, Fire Chief.

The invocation was followed by the reciting of the Pledge of Allegiance.

**APPROVAL OF AGENDA**

Commissioner Hutchinson moved to approve the agenda. Commissioner Belden seconded. Motion carried.

**PUBLIC COMMENTS**

None.

**PROCLAMATIONS/RECOGNITIONS/PRESENTATIONS/ITEMS SCHEDULED AT A CERTAIN TIME**

***CDBG Youth Job Training Grant***

The City has an opportunity to collaborate with USD 333 for a youth job training grant available through the Kansas Dept. of Commerce CDBG program. The City would need to apply for these funds, and the school would administer the grant. The maximum grant aware is \$100,000 with a 25% local match required, and the application is due May 1.

The funds would be used to address the shortage of skilled trades, among other things, and are designed to address the at-risk youth population.

Kim Muff, grant writer, answered questions concerning use of the funds. The commission requested more detailed information on the program.

***Community Foundation Highway Sign Approval***

A local committee has formed to raise private funds to erect signs on US Highway 81 honoring Concordia's Governor Frank Carlson. Nothing is requested of the City, other than approval of the project.

The commission was in full approval. Amy Lange said a resolution would need to be passed, and will bring it forward at the next meeting.

**ACTION AGENDA** (*Action Expected*)

***Minutes of March 1, 2023 Meeting***

Commissioner Wentz moved to approve the minutes of March 1, 2023. Commissioner Jackson seconded. Motion carried.

***Appropriation Ordinance #5***

Commissioner Hutchinson moved to approve appropriation ordinance #5. Commissioner Wentz seconded. Motion carried.

***Development Agreement with Cloud County Health Center***

Additional parking needs have been recognized at the new health care facility. At the time of planning, it was anticipated 150 stalls would be sufficient, but the new facility has seen an increase in traffic. An area to the south of the hospital, owned by the City and used as a public drainage easement, has been identified as a possible parking lot. Based on criteria in the City's land pricing policy, the cost to the hospital would be \$0.

Commissioner Wentz moved to authorize the mayor to sign the development agreement with Cloud County Health Center, Inc. for development of Lot 4, Block "A", College Drive Park as a new parking lot to support

the new hospital and rural health clinic. Commissioner Belden seconded. Motion carried 4-0, with Commissioner Hutchinson abstaining.

**Acquisition of Real Estate – 830 W. 11th St.**

The City has received acceptance of its offer to purchase the vacant, blighted building and single-family home next to the old hospital. The land use would be for the new subdivision of homes. The price accepted is \$52,710.12. The City would pay back taxes owed from 2021 and 2022, as well as taxes owed for the first quarter 2023, which total \$2,289.88. Nothing has been budgeted for the demolition of the 3-story structure. The home would either be relocated or demolished.

If the purchase is approved, it will be transferred to the Land Bank until the lots can be sold.

Commissioner Jackson moved to authorize the City Manager to sign the real estate purchase agreement for 830 W. 11th Street for \$52,710.12 and pay taxes owed in the amount of \$2,289.88 from City reserves. Commissioner Wentz seconded. Motion carried 4-0, with Commissioner Belden abstaining.

**Sale of Natural Gas Line**

The City’s natural gas pipeline to the north development, installed in 2013, has been negotiated for sale to ONE Gas, d/b/a Kansas Gas Service. There are presently three customers connected to this pipeline.

The sale would eliminate City staff from attending required annual safety training, and the City’s contract with USDI for maintenance and repairs of the pipeline.

The purchase agreement includes the base sale price of \$11,000 plus a percentage of future meters connected to this line during the next seven years.

Commissioner Hutchinson moved to authorize the City Manager to sign the asset purchase agreement with ONE Gas, Inc. for the sale of the natural gas pipeline serving the North Development. Commissioner Wentz seconded. Motion carried.

**Consultant Selection for Floodplain LOMR**

A consultant has been solicited in order to assemble data and submit an application for a Letter of Map revision (LOMR) to FEMA. It is the City’s intent to remove as many structures from the floodplain as possible.

The following proposals were received:

<u>Vendor</u>	<u>Rubric Score</u>	<u>Base Fee</u>	<u>LOMR Fee*</u>	<u>10 Elev Certs</u>	<u>Total Fee</u>	<u>Each Add’l Elev Cert</u>
Benesch	3.02	\$30,110	Excluded	\$5,350	\$35,460	\$500
PEC	3.02	\$12,850**	Excluded	\$11,300	\$24,150	\$1,850

After staff review, it was determined PEC would likely need to export data from model, resulting in an additional \$18,900 to the base fee. Due to the City’s relationship with Benesch, it was recommended to accept their proposal.

Commissioner Hutchinson moved to approve Benesch as the selected floodplain consultant and authorize the City Manager to sign a contract in the amount of \$35,460 to be paid from the City’s CIP fund. Commissioner Jackson seconded. Motion carried.

**Blosser Municipal Airport Box Hangar Bids**

The City intends to construct a new 80’x80’ hangar to accommodate larger aircraft resulting from the new runway. Right now, there is a total of \$865,972.00 in available funding sources from the FAA and the Bipartisan Infrastructure Law. In 2024, the City will receive additional funding from the FAA of \$263,000.00, for a total of \$1,128,978.00.

Bids were solicited and the following were received:

	<b>Engineer’s Estimate</b>	<b>Screed Tech LLC</b>	<b>Vogts Construction Co.</b>
BASE BID: CONSTRUCT BOX HANGAR	\$1,270,611.50	\$1,262,797.35	\$1,497,061.50
ADD ALTERNATE #1: INSTALL SECOND AVIATION DOOR & APPROACH PAVEMENT (INELIGIBLE)	\$87,995.00	\$172,582.80	\$124,193.00
ADD ALTERNATE #2: INSTALL SECOND TAXIWAY (INELIGIBLE)	\$332,625.50	\$258,387.35	\$245,038.00
ADD ALTERNATE #3: INSULATION (INELIGIBLE)	\$25,876.00	\$38,805.00	\$64,500.00
ADD ALTERNATE #4: WATER AND SANITARY SEWER INSTALLATION (INELIGIBLE)	\$127,561.00	\$195,027.87	\$155,342.00
ADD ALTERNATE #5: GAS HEATER INSTALLATION (INELIGIBLE)	\$55,784.00	\$37,960.00	\$74,100.00
ADD ALTERNATE #6: VEHICULAR GARAGE DOOR AND APPROACH PAVEMENT INSTALLATION (INELIGIBLE)	\$28,995.00	\$35,128.60	\$29,319.00

Due to the costs of the alternates, it was recommended the base bid only be accepted. There will also be design costs associated with the project. The City’s match for the total project would be \$133,450.36.

Commissioner Hutchinson moved to accept the bid from Screed Tech LLC, contingent upon FAA grant approval following the grant documentation that is due by April 1, 2023. Commissioner Wentz seconded. Motion carried.

**Consulting Services for Box Hangar**

The FAA will pay 90% of eligible costs, with the City providing the 10% match.

Commissioner Hutchinson moved to authorize the City Manager to sign the final design contract with Benesch in the amount of \$16,700, and the construction administration contract with Benesch in the amount of \$54,882 to be paid from City’s CIP Fund, subject to partial reimbursement by FAA. Commissioner Wentz seconded. Motion carried.

**DOJ Grant for Handheld & Mobile Radios**

The City intends to purchase handheld and mobile radios for countywide public safety departments with the DOJ grant received last year.

Bids received were as follows:

<u>Vendor</u>	<u>Base Bid</u>	<u>Add/Alternate #1</u>	<u>Add/Alternate #2</u>
Pierce Electronics	\$184,375.25		
Ka-Comm Inc.	\$137,981.25	\$1,498.00	\$22,055.50

Alternate #1 is for eight hands-free cordless push-to-talk headsets, allowing the dispatchers to move about freely. Alternate #2 is for handhelds for all City department heads and mobile radios for City vehicles. Staff recommended the low bid with alternates.

Commissioner Jackson moved to approve the purchase of the handheld and mobile radios from Ka-Comm Inc. with alternates #1 and #2 for a total of \$161,534.75 to be paid from the DOJ Communication Grant. Commissioner Hutchinson seconded. Motion carried.

**DOJ Grant for Dispatch Workstations**

The DOJ approved funds of the grant for dispatch workstations. The current desks used are from 1999. New workstations would allow for standing during the work day. The alternate is for filing cabinets and lockers for the dispatchers’ personal items.

Bids received were as follows:

<u>Vendor</u>	<u>Base Bid</u>	<u>Add/Alternate #1</u>
ErgoFlex Systems	\$34,974.36	\$8,000.00
AVI-SPL LLC	\$50,069.97	

Commissioner Hutchinson moved to approve the purchase of the dispatch workstation from Ergo Flex Systems with the alternate #1 for a total of \$42,974.35 to be paid from the DOJ Communication Grant. Commissioner Belden seconded. Motion carried.

**DOJ Grant for 911 Voice Recorder**

The City’s 911 voice recorder is over 10 years old, and beyond repair. The unit records 911 and admin lines. This purchase can utilize DOJ grant funds.

Bids received were as follows:

<u>Vendor</u>	<u>Base Bid</u>
Revcord, Inc.	\$8,813.00
Voice Products	\$20,427.00

Upon review, it was found the Revcord bid included 24 phone lines, which was 8 more lines than were needed. After the company removed the extra lines from their bid, the updated bid was \$8,413.00.

Commissioner Belden moved to approve the purchase of the 911 voice recorder from Revcord, Inc. with 16 lines for a total of \$8,413.00 to be paid from the DOJ Communication Grant. Commissioner Hutchinson seconded. Motion carried.

**Ordinance 2023-3198 – Repealing Code 20-208**

There was presented to the governing body an Ordinance entitled:

**AN ORDINANCE REPEALING SECTION 20-208 OF THE CONCORDIA CODE.**

Commissioner Hutchinson moved that the ordinance be passed. The motion was seconded by Commissioner Wentz. The ordinance was duly read and considered, and upon being put, the motion for the passage of the ordinance was carried by the vote of the governing body as follows:

Yea: Commissioners Lambertz, Hutchinson, Jackson, Belden, and Wentz.

Nay: None.

The Mayor declared the ordinance duly passed and the ordinance was then duly numbered Ordinance No. 2023-3198, was signed by the Mayor and attested by the City Clerk, and the Ordinance or a summary thereof was directed to be published one time in the official City newspaper.

**Ordinance 2023-3199 – Collection Fees**

There was presented to the governing body an Ordinance entitled:

**AN ORDINANCE PROVIDING FOR THE ASSESSMENT OF COSTS INCURRED IN CONNECTION WITH THE COLLECTION OF DEBTS OWED TO THE CITY AND A MEANS TO COLLECT DEBTS FOR SERVICES RENDERED; REPEALING CONCORDIA CODE SECTION 2-505; AND AMENDING THE CONCORDIA CODE BY ADDING A NEW SECTION 2-505.**

Commissioner Belden moved that the ordinance be passed. The motion was seconded by Commissioner Jackson. The ordinance was duly read and considered, and upon being put, the motion for the passage of the ordinance was carried by the vote of the governing body as follows:

Yea: Commissioners Lambertz, Hutchinson, Jackson, Belden, and Wentz.

Nay: None.

The Mayor declared the ordinance duly passed and the ordinance was then duly numbered Ordinance No. 2023-3199, was signed by the Mayor and attested by the City Clerk, and the Ordinance or a summary thereof was directed to be published one time in the official City newspaper.

**REPORTS**

***Manager’s Report***

Amy Lange attended the Board of Education meeting, where a school project was discussed. The Board hopes to partner with the City for upgrades, utilizing a City sales tax. She discussed Senate Bill 248, which would repeal sales tax on groceries. The potential impact to sales tax received is \$290,000 per year.

***Staff Reports***

Eric Voss stated he had recently attended training and is now certified as an ambulance biller, as backup for the current biller. He also said there will be two more projects brought to the commission to fulfill the DOJ grant.

Fuller Bates said he will soon be bidding out a 2-ton dump truck.

***Mayor/Commissioner Comments & Reports***

Commissioner Hutchinson asked about summer help apps. There is still a huge need for applications for playground and the pool, as well as groundskeepers for parks and sports complex.

Commissioner Wentz thanked Amy Lange for all her hard work on recent projects.

Commissioner Belden said she was impressed by student presentations at the recent YEC luncheon.

Mayor Lambertz said the hourly pay for summer workers might need to be revisited.

**EXECUTIVE SESSION**

***Attorney-Client Privilege***

Commissioner Hutchinson moved that the city commission recess into executive session for consultation with an attorney for information deemed privileged in the attorney-client relationship exception, K.S.A. 75-4319 (b)(2) with Amy Lange and Justin Ferrell in attendance, and to reconvene in the city commission chamber at 7:18 p.m. Commissioner Wentz seconded. Motion carried by the following vote:

Aye: Commissioners Lambertz, Hutchinson, Jackson, Belden, and Wentz.

Nay: None.

Time: 7:03 p.m.

The commission reconvened at 7:18 p.m.

Mayor Lambertz announced there was no binding action taken.

**ADJOURN**

There being no further business, at 7:19 p.m. it was moved and seconded to adjourn.



/s/ Stacey Smith  
City Clerk