

**City of Edgerton, Kansas**  
**Minutes of City Council Special Session**  
**October 19, 2023**

A Regular Session of the City Council (the Council) was held in the Edgerton City Hall, 404 E. Nelson, Edgerton, Kansas October 19, 2023. The meeting convened at 7:01PM with Mayor Roberts presiding.

**1. ROLL CALL**

Clay Longanecker	present
Josh Lewis	present
Josh Beem	absent
Deb Lebakken	present
Bill Malloy	present

With a quorum present, the meeting commenced.

Staff in attendance:

- City Administrator, Beth Linn
- City Clerk, Alex Clower
- Assistant City Administrator, Meagan Borth
- Marketing & Communications Manager, Kara Banks
- Finance Director, Karen Kindle
- Accountant, Justin Vermillion
- Development Services Director, Zach Moore

**2. WELCOME.** Mayor Roberts welcomed all in attendance.

**3. PLEDGE OF ALLEGIANCE.** All present participated in the Pledge of Allegiance.

**Consent Agenda** *(Consent Agenda items will be acted upon by one motion unless a Council member requests an item be removed for discussion and separate action)*

- 4. Approve Minutes from September 28, 2023 Regular City Council Meeting.
- 5. Approve Final Acceptance 2023 Street Preservation - Chip Seal
- 6. Approve Final Acceptance for the Streetlight Study and Inventory Project

Councilmember Lebakken moved to approve the remaining items on the Consent Agenda. Councilmember Malloy seconded the motion. The consent agenda was approved, 4-0.

**Regular Agenda**

**7. Declaration.** There were no declarations made.

**8. Public Comments.** There were no public comments made.

**Business Requiring Action**

**9. CONSIDER AGREEMENT WITH SWT DESIGN, INC. FOR THE TRAILS MASTER PLAN PROJECT**

Mr. Zach Moore addressed the Council. He stated when the 2022-2026 CIP was approved, the budget and scope of the Trails Master Plan was included. No changes to the budget were made for the 2023-2027 approved CIP. He stated this project will supplement and support the soon to be updated Comprehensive Plan and the existing Parks Master Plan. He stated Trails Master Plan will focus on improving accessibility and connectivity throughout the City and future growth areas. He stated the design team will collect data and review existing conditions, engage the public, provide a priority list of projects, cost estimates, suggested improvements, and expand upon the City's existing plans.

Because the intended goals of the project are in alignment with the ongoing Glendell Acres Park Project in which SWT Design, Inc. (SWT) is currently designing and the Parks Master Plan, City Staff recommends retaining SWT for The Trails Master Plan. Since SWT has been involved in community engagement, design decisions, and City goals, he stated this approach should maximize the budget allocated for this project.

He stated the funding source is identified as the Economic Development Fund with a project budget listed as \$50,000. SWT provided a draft scope and fee of \$48,257 which is within the project budget approved in the CIP. The draft scope of work and fee is included. As the scope is revised during negotiations, the fee will be adjusted accordingly. He stated upon final approval from City Attorney, staff recommends authorizing the Mayor to execute the agreement.

He stated if approved, staff anticipates beginning the exploration of the project immediately with final report expected in mid-2024.

With no questions or comments, Mayor Roberts requested motion to approve the agreement once all final approval has been made and requested authorization to then sign the final agreement.

Councilmember Lewis moved to approve, seconded by Councilmember Lebakken. The motion was approved, 4-0.

Councilmember Lebakken asked if there was any update on Glendell Acres project.

Ms. Linn stated staff continues to move forward on finalizing the design to go to bid. She stated staff is working hard with consultants to keep the project moving forward. One of the biggest hurdles is the skate park component because there are only a few contractors that are available and permitted to do these types of builds. She added Edgerton must compete with larger, more expensive projects, which are often prioritized by contractors over our smaller project. She stated this project has gone longer than anyone ever thought.

Mayor Roberts stated skate park designers are highly sought after.

**10. CONSIDER AMENDMENT #1 TO AGREEMENT WITH TETRA TECH FOR 2023 CDBG – 1<sup>ST</sup> AND HULETT SANITARY SEWER REHABILITATION PROJECT**

Ms. Linn stated in 2022 submission was approved for the project, and in 2023 a contract with Tetra Tech was then approved for the design of the project and with RIC for construction inspection. She stated the construction phase scope would include project administration, coordination with the contractor, review of construction CCTV, final inspection, etc. The method of design proposed by Tetra Tech includes finalizing design and recommendations based on the CCTV inspection footage provided by the contractor at the beginning of construction. She stated Havens is the approved contract for the construction phase, staff would anticipate the construction phase with Tetra Tech to begin immediately.

With no questions or comments, Mayor Roberts requested motion to approve the agreement.

Councilmember Longanecker moved to approved, seconded by Councilmember Malloy. The motion was approved, 4-0.

**11. CONSIDER RESOLUTION NO. 10-19-23A AUTHORIZING A SPECIAL EVENT PERMIT FOR TRUNK OR TREAT, AN EVENT WITHIN THE CITY OF EDGERTON, KANSAS**

Ms. Borth addressed the Council. She stated the event sponsor, Scott Williams, has worked diligently to get everything needed for his permit. She stated he went to local businesses involved in the street closure to notify them and receive signatures per our code, he was able to get 5 out of 7 businesses to sign off which is 71% of the required signatures. She stated the outstanding piece to date is the sanitation plan.

Mr. Williams stated he's had sponsors help with the costs, decorations, and candy for the event. He's had a lot of community support. He stated a portion of the proceeds will go to Wigs for Kids and Pattie's Salon will participate in the event as well.

He stated bathrooms will be located in his shop with trashcans, etc. where needed. He stated this won't be a huge event and thinks the space he has will work out great. He stated he would also like to have the event from 4:30PM – 8:30PM.

Councilmember Longanecker asked if there's a cost point for something like this and the city being involved.

Ms. Linn stated there will be some prep work for staff as far as the road closure, however she does not anticipate having staff present during the event.

Councilmember Longanecker stated down the line, if other businesses want to do this, he would be interested in having a standard moving forward to recoup some costs on the city side.

Mayor Roberts stated he agrees with Councilmember Longanecker, there needs to be some recoupment of expenses the City may have, but he doesn't necessarily think an answer for that needs to happen tonight but should there be further community events it would be great to have a policy in place for it. He stated he's thankful Scott took the time out to go to businesses and ask. He stated businesses could see loss in revenues with the street closure, so that would need to be considered within this policy moving forward. He stated trunk or treats are becoming very popular now and this could be a good event for the community.

Ms. Linn stated this request is much like Frontier Days, similar on the agenda. Staff is requesting motion to authorize the permit, closure of streets related to the event, and designate as public festival for the event of having music. She stated Scott is not doing alcohol and the times will need to be adjusted considering motions.

Mayor Roberts requested motion to approve Resolution No. 10-19-23A with the updated time of the event and road closures from 4:30PM – 8:30PM.

Councilmember Longanecker moved to approve the motion, seconded by Councilmember Lewis. The motion was approved, 4-0.

**12. CONSIDER RESOLUTION NO. 10-19-23B AUTHORIZING THE CLOSURE OF CERTAIN PUBLIC STREETS FOR THE TRUNK OR TREAT IN THE STREET EVENT**

Mayor Roberts requested motion to approve Resolution No. 10-19-23B with the updated times.

Councilmember Longanecker moved to approve the motion, seconded by Councilmember Lebakken. The motion was approved, 4-0.

**13. CONSIDER RESOLUTION NO. 10-19-23C RECOGNIZING TRUNK OR TREAT IN THE STREET AS A "PUBLIC FESTIVAL" FOR PURPOSES OF THE CITY'S NOISE RESTRICTIONS**

Mayor Roberts requested motion to approve Resolution No. 10-19-23C with the updated times.

Councilmember Lewis moved to approve the motion, seconded by Councilmember Malloy. The motion was approved, 4-0.

**14. CONSIDER RESOLUTION NO. 10-19-23D - ESTABLISHING FEES AND RATES FOR PERMITS, LICENSES AND SERVICES WITHIN THE CITY OF EDGERTON, KANSAS**

Ms. Linn stated annually staff prepares and updates the fee resolution, specifically for the utility rates to become effective January 1 of the next year. She stated the red line copy of the resolution provides the change in those number and they were discussed in depth during the budget process.

She stated the SIU fees came about related to project door for a cargo container facility and with a new one under construction, staff thought it best to get his established. She stated staff went through extensive review process.

She stated the temporary sales and events permit came about a few months ago regarding sidewalk sales. She stated this now sets the councils direction to add a permit and set the current price at \$0 to see if there is any use and then go from there.

With no questions or comments, Mayor Roberts requested motion to approve Resolution No. 10-19-23D.

Councilmember Lebakken moved to approve, seconded by Councilmember Longanecker. The motion was approved, 4-0.

#### **15. Report by the City Administrator**

Ms. Linn stated as part of the requirement for CDBG, Mayor needs to sign an amendment for the Buy America Build America Federal requirement. She stated there are no changes in project cost, this amendment just states the City will comply with this requirement.

Councilmember Lewis motioned to allow the Mayor to sign the amendment, seconded by Councilmember Lebakken. The motion was approved, 4-0.

#### **16. Report by the Mayor**

- November/December Council Meeting Schedules

Ms. Linn stated staff is working to finalize a date for the Joint Work Session for the Comprehensive plan, but the tentative date right now is November 30<sup>th</sup>.

Mayor Roberts stated typically in November and December the second meeting of the month is canceled because of holidays, but if there are items that need to be addressed, we can add a special meeting. He requested motion to cancel the second council meetings in November and December.

Mayor Roberts requested motion to cancel November 23<sup>rd</sup> Council Meeting. Councilmember Lebakken moved to approve, seconded by Councilmember Malloy. The motion was approved, 4-0.

Mayor Roberts requested motion to cancel December 28<sup>th</sup> Council Meeting. Councilmember Malloy moved to approve, seconded by Councilmember Lewis. The motion was approved, 4-0.

#### **17. Future Meeting Reminders**

Mayor Roberts reminded council of the future meetings for council and planning commission.

He stated he also wanted to recognize Edgerton Elementary School as they were named a National Blue Ribbon school this year. He stated staff also went to present the school with a road sign and declared the day through proclamation Edgerton Elementary Day. He stated there are only 4 schools in the state of Kansas that received this award and greatness happens in Edgerton.

**Adjourn**

Councilmember Lewis moved to adjourn, seconded by Councilmember Lebakken. All in favor. The meeting was adjourned at 7:48PM.

Submitted by Alexandria Clower, City Clerk