

**City of Edgerton, Kansas**  
**Minutes of City Council Special Session**  
**October 29, 2024**

A Regular Session of the City Council was held in the Edgerton City Hall, 404 E. Nelson, Edgerton, Kansas October 29, 2024. The meeting convened at 4:00PM with Mayor Roberts presiding.

**1. ROLL CALL**

|                  |         |
|------------------|---------|
| Clay Longanecker | present |
| Josh Lewis       | present |
| Deb Lebakken     | present |
| Bill Malloy      | absent  |
| Ron Conus        | present |

With a quorum present, the meeting commenced.

Staff in attendance:      Assistant to the City Administrator, Kara Banks  
   City Clerk, Alex Clower  
   Public Works Director, Dan Merkh  
   Finance Director, Karen Kindle  
   Parks & Recreation Director, Levi Meyer  
   Recreation Superintendent, Brittany Paddock

**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. Confirm Request for a Special Meeting of the Edgerton City Council

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

**Regular Agenda**

5. **Declaration.** None.

6. **Public Comments.** None.

**Business Requiring Action**

**7. CONSIDER A MASTER SERVICES AGREEMENT WITH CIVICPLUS FOR RECREATION MANAGEMENT SOFTWARE INCLUDING THE APPLICABLE SOLUTION AND SERVICES TERMS AND CONDITIONS AND STATEMENT OF WORK ("SOW")**

Mr. Meyer addressed the council. He stated the City currently uses RecDesk for program and event registrations. Recently, staff has run into problems with this software including lack of automation, difficult user management, complex program registration process, and lack of integration with the City's financial software. With the opening of The Greenspace, staff opted to begin the search for new software that would better fit the current and future needs of the community. Listed within the documents included, staff noted the priorities needed for now and in the future.

Staff interviewed, received product demonstrations, and collected pricing estimates from eight vendors, including our current provider, RecDesk. Based on the initial meeting, staff eliminated four vendors due to pricing, compatibility, and ability to meet the City's needs. Four vendors were then invited to proceed with the RFP process, the City received three proposals, RecDesk was the only vendor that did not submit a response. The RFP required a second demonstration based on requirements created by City Staff. Included in the documents is a chart summarizing comparisons from each proposal submitted.

Based on the cost and ability to fulfill the growing needs of the department and community, staff recommends implementing CivicPlus. CivicPlus specializes in government clients and products, has robust administrative notifications for staff, efficient mass communication for patrons and citizens, and a high level of customization for a more Edgerton-specific software solution. One of the strongest factors in the recommendation of CivicPlus is their ability to integrate with the current software.

To implement, there will be a one-time set up fee of \$5,196. The City will also procure an estimated \$4,500 in hardware outside of the contract with CivicPlus. There is sufficient budget allocated to IT within The Greenspace Project for these costs.

The \$3,500 annual subscription cost is similar to the current providers annual cost and fits within the approved 2025 Budget. The Master Services Agreement for the software have been reviewed and approved by the City Attorney. Staff recommends approval of the agreement with CivicPlus for Recreation Management Software including the applicable Solution and Services terms and conditions and Statement of Work.

Councilmember Lebakken moved to approve the agreement, seconded by Councilmember Conus. The agreement with CivicPlus for Recreation Management Software was approved, 4-0.

**8. Report by the City Administrator**

There was no report by the City Administrator.

**9. Report by the Mayor**

Mayor Roberts stated he does not have a report but did have a few updates. He stated Ms. Linn is not here this evening because she is dealing with a family emergency. He asked Ms. Banks to update the Council on Glendell Acres Park.

Ms. Banks stated November 9<sup>th</sup> at 11am will be the official ribbon cutting for Glendell Acres Park. She showed Council a new skateboard that will be given away to one lucky winner as well as little finger skateboards to hand out to those that attend.

#### **10. Future Meeting Reminders**

Mayor Roberts reminded the Council of the future meetings for the Council and Planning Commission.

#### **11. Adjourn**

Councilmember Lewis moved to adjourn, seconded by Councilmember Longanecker. The meeting was adjourned at 4:10PM with a 4-0 vote.

Submitted by Alex Clower, City Clerk