



***MINUTES
SPECIAL CITY COMMISSION MEETING
MONDAY, JANUARY 8, 2018
7:00 P.M.***

The Special Meeting of the City Commission was held at 7:00 p.m. in the City Commission Room. Mayor Linda Morse and Commissioners Michael L. Dodson, Wynn Butler, Karen McCulloh, and Usha Reddi were present. Also present were Commissioner-elect Jerred McKee, City Manager Ron R. Fehr, Deputy City Manager Jason Hilgers, City Attorney Katharine Jackson, City Clerk Gary S. Fees, 10 staff, and approximately 65 interested citizens.

PLEDGE OF ALLEGIANCE

Mayor Morse led the Commission in the Pledge of Allegiance. She then acknowledged former Manhattan City Commissioners and Riley County Commissioners that were in attendance to recognize Commissioner Karen McCulloh.

PROCLAMATION

Mayor Morse proclaimed January 13-15, 2018, ***Dr. Martin Luther King, Jr. Community Celebration and Days of Service***. Kevin Bryant, Rachel Shivers, and Randi Dale, Members, Manhattan Martin Luther King Junior Committee, were present to receive the proclamation.

PUBLIC COMMENTS

Mayor Morse opened the public comments.

Hearing no comments, Mayor Morse closed the public comments.

COMMISSIONER COMMENTS

Commissioner Reddi informed the community the week of December 31, 2017-January 6, 2018, was a difficult and trying time for personnel and families with the Wamego Fire Department and the Riley County Police Department. She asked that we keep them and their families in our prayers for putting their lives on the line. She stated that she attended a harassment training session that was provided to City employees by Loretta Summers, Trainer, titled, "Creating the Respect Effect." She highlighted the accomplishments of Commissioner McCulloh and voiced her appreciation for her leadership and thanked her for her service to the community in serving two terms as a City Commissioner as well as two terms as a Riley County Commissioner. She thanked Commissioner McCulloh for her mentorship and for providing a voice for women throughout the years.

Commissioner McCulloh also mentioned the dangerous incident with the recent shooting and stated the Riley County Police Department is well trained and does a good job. She thanked those that attended her reception and expressed their kindness. She extended her appreciation to the Dr. Martin Luther King, Jr. Committee for their efforts and said that it was an honor to be involved with the Community Celebration and associated events.

Mayor Morse stated that she and Commissioner Reddi attended the Junction City Commission meeting last week to welcome the new commissioners and to wish those going off the commission well. She highlighted the upcoming Leaders Retreat in Olathe with community members from Junction City, Wamego and Manhattan attending the Retreat. She informed the community that Governor Sam Brownback would be delivering his state of the state address on Tuesday, January 9, 2018. She also said the Commission would be having its goal setting session later in the month and if any citizen wants something proposed, to let the Commission know. Finally, she stated that Karen McCulloh has made a positive difference in our community and thanked her for being a good mentor.

OLD BUSINESS

(* denotes those items discussed)

MINUTES

The Commission approved the minutes of the Regular City Commission Meeting held Tuesday, December 19, 2017.

CLAIMS REGISTER NO. 2867

The Commission approved Claims Register No. 2867 authorizing and approving the payment of claims from December 13, 2017 - January 2, 2018, in the amount of \$2,802,314.62.

OLD BUSINESS (CONTINUED)

ORDINANCE NO. 7334 - AMEND RESERVED STALLS - COMMUNITY HOUSE PARKING LOT

The Commission approved Ordinance No. 7334 amending Section 31-52 of the Code of Ordinances authorizing the City Manager to designate up to eight parking stalls reserved for use by public vehicles only in the public parking lot on the south side of Humboldt Street between Third and Fourth Streets.

ORDINANCE NO. 7335 - AMEND EXPIRATION DATE - PET LICENSES

The Commission approved Ordinance No. 7335 amending Section 6-41 of the Code of Ordinances to match up the expiration dates of the pet license and rabies vaccination.

RESOLUTION NO. 010818-A - SECTION 108 LOAN COLLATERAL - SOUTH EAST NEIGHBORHOOD RECREATION CENTER

The Commission approved Resolution No. 010818-A pledging the “Full Faith and Credit of the City” as collateral for the Section 108 Loan for the South East Neighborhood Recreation Center and authorizing the Mayor to execute documents associated with the Loan.

EMPLOYMENT AGREEMENT - CITY MANAGER

The Commission authorized the Mayor and City Clerk to execute a modified Employment Agreement between the City of Manhattan and City Manager Ronald R. Fehr, effective with the first pay period of 2018.

Mayor Morse opened the public comments.

Hearing no comments, Mayor Morse closed the public comments.

Commissioner McCulloh moved to approve the old business. Commissioner Reddi seconded the motion. On a roll call vote, motion carried 5-0.

RE-ORGANIZATION

Commissioner Karen McCulloh provided outgoing comments and highlights during her term as City Commissioner and as Mayor. She thanked her fellow and past Commissioners as well as City and Riley County staff that she worked with. She stated that people serving in local government have an important role to provide public safety and said we are working to make Manhattan and Riley County prosperous and forward thinking. She also encouraged more women to get involved in local government and to serve on boards and committees.

RE-ORGANIZATION (CONTINUED)

City Clerk Gary Fees administered the Oath of Office to Commissioners-elect Usha Reddi, Wynn Butler, and Jerred McKee.

Mayor Linda Morse and City Manager Ron Fehr recognized outgoing Commissioner Karen McCulloh and presented her with a Manhappiness t-shirt and beautiful lavender floral silk arrangement to express appreciation for her term in public office and dedicated service to the community. Her husband, John, was presented with a City of Manhattan coffee mug.

CONSENT AGENDA

(* denotes those items discussed)

LICENSE

The Commission approved an annual Cereal Malt Beverages Off-Premises License for Wildcat Creek Fun and Fitness, 800 Anneberg Circle.

RESOLUTION NO. 010818-B - ISLAND ANNEXATION - HERITAGE SQUARE NORTH, UNIT TWO, RIVER TRACT

The Commission approved Resolution No. 010818-B, requesting that the Board of Pottawatomie County Commissioners make certain findings regarding the island annexation of the River Tract of Heritage Square North, Unit Two.

CHANGE ORDER NO. 1 - WATER TREATMENT PLANT IMPROVEMENTS (WA1403)

The Commission approved and authorized the Mayor to execute Change Order No. 1, resulting in a net increase in the amount of \$54,633.67 (+1.6%) to the contract with P1 Group, Inc., of Topeka, Kansas, for the Water Treatment Plant Improvements project (WA1403).

AWARD CONTRACT - AIRPORT TERMINAL OFFICE SPACE (AP1702)

The Commission accepted the Architect's Opinion of Probable Cost in the amount of \$96,250.00 and awarded and authorized the Mayor and City Clerk to execute a construction contract in the amount of \$79,108.00 (Base Bid in the amount of \$64,790.00 and Alternate No. 1 in the amount of \$14,318.00) with Cheney Construction, Inc., of Manhattan, Kansas, for the Airport Terminal Office Space project (AP1702).

CONSENT AGENDA (CONTINUED)

CONTRACT AMENDMENT NO. 1 - CONSTRUCTION ADMINISTRATION SERVICES - AIRPORT TERMINAL OFFICE SPACE (AP1702)

The Commission authorized the Mayor and City Clerk to execute Contract Amendment No. 1 in an amount not to exceed \$3,200.00 with Bruce McMillan Architects, P.A., of Manhattan, Kansas, for construction administration services for the Airport Terminal Office Space project (AP1702).

* **AUTHORITY TO AWARD - SAFE ROUTES TO SCHOOL, PHASE IIA (ST1613)**

Ron Fehr, City Manager, responded to questions from the Commission and provided additional information on the item.

The Commission authorized the Mayor and City Clerk to execute the Authority to Award Contract and Commitment of City Funds with the Kansas Department of Transportation (KDOT) to Amino Brothers Company, Inc., of Kansas City, Kansas, in the amount of \$291,933.00, plus \$85,938.00 in construction engineering with Alfred Benesch, of Manhattan, Kansas, for a total project cost of \$377,871.00, and authorized the matching payment in the amount of \$178,000.00 (City's portion) for the project from the new Special Street Maintenance Fund created from the \$.20 sales tax initiative for the Safe Routes to School, Phase IIA, project (ST1613).

AUTHORITY TO AWARD - OLD BIG BLUE BEAUTIFICATION PHASE 5/STORMWATER IMPROVEMENTS AND MULTI-USE TRAIL PROJECT (SM1605, CIP #SW077P)

The Commission authorized the Mayor and City Clerk to execute the Authority to Award Contract and Commitment of City Funds with the Kansas Department of Transportation (KDOT) to Ebert Construction, of Wamego, Kansas, in the amount of \$927,749.00, plus \$200,400.00 for construction engineering with Schwab-Eaton, of Manhattan, Kansas, for a total project cost of \$1,128,149.00, and authorized the matching payment in the amount of \$230,000.00 (City's portion) for the Old Big Blue Beautification Phase 5/Stormwater Improvements and Multi-Use Trail project (SM1605, CIP #SW077P) from the Stormwater Fund.

FIRST READING - ISSUE GENERAL OBLIGATION BONDS - OLD BIG BLUE BEAUTIFICATION PHASE 5/STORMWATER IMPROVEMENTS AND MULTI-USE TRAIL PROJECT (SM1605, CIP #SW077P)

The Commission approved first reading of an ordinance authorizing the issuance of general obligation bonds to finance the Old Big Blue Beautification Phase 5/Stormwater Improvements and Multi-Use Trail project (SM1605, CIP #SW077P).

CONSENT AGENDA (CONTINUED)

* **AUTHORITY TO AWARD - JULIETTE AVENUE, LARAMIE STREET TO OSAGE STREET, BRICK REHABILITATION, PHASE II, (ST1614, WA1709)**

The Commission authorized the Mayor and City Clerk to execute the Authority to Award Contract and Commitment of City Funds with the Kansas Department of Transportation (KDOT) to Pavers, Inc., of Salina, Kansas, in the amount of \$746,935.00, plus \$154,984.00 for construction engineering with Bartlett and West, of Manhattan, Kansas, for a total project cost of \$901,919.00, and authorized the matching payment in the amount of \$450,000.00 (City's portion) for the Juliette Avenue, Laramie Street to Osage Street, Brick Rehabilitation, Phase II, (ST1614, WA1709) project from the Water Fund and the Special Street and Highway Fund.

RENTAL AGREEMENT - FHDC EXHIBIT - HAND ON HARLEY DAVIDSON

The Commission authorized the Mayor and City Clerk to execute an agreement in the amount of \$42,500.00 with Betty Brinn Children's Museum, of Milwaukee, Wisconsin, for the exhibition of *Hand On Harley Davidson* at the Flint Hills Discovery Center (FHDC) for the period of May 22, 2021 - September 12, 2021.

AGREEMENT - 2018 CITY-UNIVERSITY PROJECTS

The Commission authorized the Mayor and City Clerk to execute an Agreement between the City of Manhattan and Kansas State University to administer City-University Funds in the amount of \$750,000.00 for 2018 projects (*See Attachment No. 1*).

PURCHASE - WASTEWATER TREATMENT PLANT - COMPACT TRACTOR (CIP #WW059E)

The Commission authorized City Administration to purchase a 2018 Kubota M6060HDC compact/utility tractor (CIP #WW059E), including the trade-in of the existing 1998 John Deere 1250 tractor, from KanEquip, Inc., of Wamego, Kansas, in the amount of \$36,000.00 (Base Bid in the amount of \$42,500.00 and Alternate No. 1 in the amount of \$6,500.00 trade-in value) for the Wastewater Plant, to be paid from the Wastewater Fund.

PAYMENT – 2018 MEMBERSHIP - FLINT HILLS REGIONAL COUNCIL

The Commission authorized City Administration to finalize the 2018 membership payment in the amount of \$31,368.60 to the Flint Hills Regional Council for the City's annual membership contribution from the Industrial Promotion Fund.

CONSENT AGENDA (CONTINUED)

PAYMENT - 2018 MEMBERSHIP - LEAGUE OF KANSAS MUNICIPALITIES

The Commission authorized the 2018 Membership payment in the amount of \$23,724.29 to the League of Kansas Municipalities for the City's annual membership contribution from General Services in the General Fund, the Water Fund, the Wastewater Fund, and the Stormwater Fund.

PAYMENT - 2018 ASSESSMENT - FLINT HILLS METROPOLITAN PLANNING ORGANIZATION

The Commission authorized payment of the 2018 Flint Hills Metropolitan Planning Organization annual assessment up to a maximum of \$28,018.44 and authorized the first installment in the amount of \$13,778.15 to the Flint Hills Metropolitan Planning Organization, to be paid from Outside Services in the General Fund.

BOARD APPOINTMENTS

The Commission approved the following appointments by Mayor Morse to various boards and committees of the City.

Board of Zoning Appeals

Re-appointment of Connie Hamilton, 120 Longview Drive, to a three-year term. Ms. Hamilton's term begins immediately and will expire December 31, 2020.

Downtown Business Improvement District Advisory Board

Appointment of Heather Peterson, 9982 Rosemary Lane, to a two-year term. Ms. Peterson's term begins immediately and will expire December 31, 2019.

Flint Hills Discovery Center Advisory Board

Appointment of Mary Beth Reese, 2008 Ivy Drive, to fill the unexpired term of Christine Benne. Ms. Reese's term begins immediately and will expire on January 31, 2020.

Appointment of James Sherow, 617 Colorado Street, to a three-year term. Mr. Sherow's term begins February 1, 2018, and will expire on January 31, 2021.

Mayor Morse opened the public comments.

Hearing no other comments, Mayor Morse closed the public comments.

After discussion and comments from the Commission, Commissioner Butler moved to approve the consent agenda. Commissioner Dodson seconded the motion. On a roll call vote, motion carried 5-0.

GENERAL AGENDA

FLINT HILLS DISCOVERY CENTER 2017 YEAR-END REPORT

Susan Adams, Director of Flint Hills Discover Center (FHDC), introduced the item. She highlighted activities and events in 2017; provided overall attendance numbers and revenue generated for 2015, 2016 and 2017; highlighted signature events and traveling exhibitions; discussed education and programming activities; presented rental activity for 2015, 2016 and 2017; updated the Commission on the strategic plan for the FHDC and objectives for 2018; presented membership activity; highlighted upcoming travel exhibits for 2018-2021; and provided activities of the Flint Hills Discovery Center Foundation. She recognized and thanked the FHDC Advisory Board members, the FHDC Foundation Board members, supporting members, volunteers, and staff of the FHDC. She then responded to questions from the Commission regarding reported revenues and transient guest tax.

Bruce Snead, President, Flint Hills Discovery Center Foundation, responded to questions from the Commission and provided information on their fundraising efforts. He highlighted areas of support provided to the FHDC by the Foundation and discussed the endowment received to support the equipment associated with the immersive experience theater. He then responded to additional questions from the Commission regarding fundraising and marketing efforts as well as highlighted the goals of the Foundation.

Susan Adams, Director of Flint Hills Discover Center, responded to questions from the Commission regarding partnership opportunities with the Boys and Girls Club and Wonder Workshop. She discussed grants received, the number of volunteers and hours contributed to the FHDC, recent and future exhibits, and ongoing efforts to increase revenues.

Commissioner Butler stated that everyone likes the facility, but it comes down to revenue. He said that residents assumed the subsidies for the FHDC would go down and he is hearing concerns regarding the subsidy and use of transient guest tax. He stated that he did not see in the strategic plan areas to address additional revenues and suggested to look at the Friends of Sunset Zoo model.

Commissioner Dodson stated that the FHDC is a great facility, but we are trying to balance the goodness of what the facility offers, which is tremendous, with some of the financial concerns expressed from other citizens.

Commissioner Reddi stated that she would like to see the FHDC less dependent on transient guest tax, but said the Center is only five years old and needs time to develop. She said we can work together to make those numbers increase in the right direction and voiced her appreciation to the volunteers and the many hours they provide to the FHDC.

Commissioner McKee stated that he wanted to see information on how the FHDC draws money into the community with money spent outside the facility.

GENERAL AGENDA (*CONTINUED*)

FLINT HILLS DISCOVERY CENTER 2017 YEAR-END REPORT (*CONTINUED*)

After comments and additional questions from the Commission, Susan Adams, Director of Flint Hills Discover Center, responded to questions about the use of transient guest tax funds for the Discovery Center and the contribution from many volunteers.

Ron Fehr, City Manager, responded to questions from the Commission regarding the use of transient guest tax funds and provided clarification on the funds received.

Susan Adams, Director of Flint Hills Discover Center, and Ron Fehr, City Manager, responded to additional questions from the Commission regarding exhibits, customer surveys and feedback, and tracking of economic development impact in the community.

Bruce Snead, President, Flint Hills Discovery Center Foundation, provided background information during his tenure on the City Commission on the creation of the Flint Hills Discovery Center and the Downtown Redevelopment project. He highlighted the significance and uniqueness of the FHDC. He encouraged the Commission to continue to support the FHDC so that it can be successful, much like the Sunset Zoo.

Mayor Morse thanked the presenters for the report and updates. She opened the public comments.

Hearing no other comments, Mayor Morse closed the public comments.

As this was a discussion item, the Commission took no formal action.

SUNSET ZOO MASTER PLAN AND STRATEGIC PLAN UPDATE

Scott Shoemaker, Zoo Director, introduced the item.

Lori Guthridge, GLMV Architecture, presented an overview of the Sunset Zoo Master Plan and Strategic Plan update. She highlighted the Strategic Master Planning process; discussed the organizational profile at the Sunset Zoo; presented benchmark organizations; and provided stakeholder interview summaries. She also highlighted the priorities and constraints with the Sunset Zoo Master Plan; discussed the preliminary site and exhibit concepts; presented the public input survey summary responses; highlighted the preliminary master plan and the proposed new entry for the Sunset Zoo, and the proposed areas for the Americas and Africa. She then responded to questions regarding accessibility and Americans with Disabilities Act (ADA) compliance.

Scott Shoemaker, Zoo Director, provided additional information and clarity on accessibility considerations at Sunset Zoo.

GENERAL AGENDA (*CONTINUED*)

SUNSET ZOO MASTER PLAN AND STRATEGIC PLAN UPDATE (*CONTINUED*)

Lori Guthridge, GLMV Architecture, responded to questions from the Commission regarding climate control areas. She stated that this is an important consideration and will increase the stay time of guests visiting the Zoo.

Scott Shoemaker, Zoo Director, provided additional information on the collection at the Zoo, discussed the master plan process, and responded to questions from the Commission regarding the current Zoo entrance and the proposed new entry.

Lori Guthridge, GLMV Architecture, provided additional information on the proposed plan and talked about the surrounding communities that would or currently attend the Sunset Zoo.

Scott Shoemaker, Zoo Director, responded to questions from the Commission regarding the number of usable acres to further develop and the need to improve the Zoo entrance. He informed the Commission that each recommendation will have an estimated cost and this will be part of the strategic plan and prioritization process.

Mayor Morse opened the public comments.

Eric Martin, P.O. Box 841, voiced concern with the safety of the proposed moat and the location of the lions.

Lori Guthridge, GLMV Architecture, stated there would be a barrier installed to ensure safety and would also require precise separation, depth and width measurements.

Jason Willits, 3212 Ella Lane, informed the Commission that this is an exciting plan, but raised caution with the significant economic impact of Fort Riley and especially, if Fort Riley downsizes or ceases. He asked how much of the Zoo membership and visitation comes from the soldiers and families on Fort Riley.

Lori Guthridge, GLMV Architecture, responded to additional questions and said that they did not have impact data on Fort Riley.

Scott Shoemaker, Zoo Director, stated that the Zoo does not have Fort Riley information; however, they track zip code data and have anecdotal information. He informed the Commission that this would be a phased plan and would not be done all at once.

Hearing no other comments, Mayor Morse closed the public comments.

As this was a discussion item, the Commission took no formal action.

ADJOURNMENT

At 9:28 p.m., the Commission adjourned.

A handwritten signature in blue ink, appearing to read "Gary S. Fees", is written over a horizontal line.

Gary S. Fees, MMC, City Clerk

2018 City-University Projects

University

Southeast Campus Corner Lighted Path (\$100,000)

The University will use a maximum of \$100,000 to construct a crushed stone, lighted pathway through the southeast corner of campus adjacent to Aggieville. This trail is focused on improving lighting and safety in the area.

Blue Light Infrastructure (\$75,000)

The University will use a maximum of \$75,000 to construct Blue Light Emergency telephones on campus. Blue Light emergency telephones provide easy access to campus police by anyone within the area with the push of a button. These emergency phones are directly connected to campus police and dispatch and will automatically designate the caller's location once the call is made. These phones are placed outside of buildings in heavily traveled areas to provide the community with quick access to emergency services. This proposal would add five additional blue light poles in three areas of campus which currently have limited availability to this service.

Lover's Lane Sidewalk Extension (\$80,000)

The University will use a maximum of \$80,000 to construct a sidewalk on the south side of Lover's Lane from the President's residence to Mid-Campus Drive. Pedestrian traffic in this area has increased significantly due to the new College of Business Building. The only available sidewalk in the area is on the north side of Lover's Lane. During the day, students often times walk in the roadway when traversing towards Mid-Campus Drive. Installation of a sidewalk would provide an orderly system to guide pedestrian traffic in this area.

Lighting Improvements at North Campus Gardens (\$76,000)

The University will use a maximum of \$76,000 to install lighting improvements at the Kansas State University Gardens. The Kansas State University Gardens is a 19-acre feature which is open to the public and accessed by more than 10,000 visitors per year. Prior funding from the City/University Fund has provided infrastructure support to the gardens, walkways, lighting for the walkways around the gardens, educational and communication exhibits, and parking. This project would install lighting improvements to the Conservatory Garden north of the visitor's center which has experienced some graffiti and damage now possibly due to dark conditions in the area.

Campus Bicycle Infrastructure (\$39,000)

The University will use a maximum of \$39,000 to install additional bicycle parking infrastructure on campus. With the ongoing development and construction of new facilities across campus, vehicle parking is becoming more limited, which has increased the usage of bicycling to and from campus. Increasing the campus bicycle parking infrastructure would promote additional utilization of this mode of transportation and ease congested parking areas.

The total amount proposed for University project management in 2018 is \$370,000.

City

North Manhattan Avenue Improvements (\$200,000) (Third of three-year request)

The City shall use a maximum of \$200,000 to construct curb and gutter, storm sewer, sidewalk, grading, retaining wall, signal, and road improvements to North Manhattan Avenue adjacent to K-State Research Park. Project was completed in 2015. Total project amount requested from City-University Fund was \$500,000.

Colbert Hills Special Assessment Support (\$30,000) (Third of four-year request)

The City shall use a maximum of \$30,000 to assist in payment of special assessment tax funding associated with the construction of Grand Mere Parkway. Support payment will be contingent on Colbert Hills providing a profit-loss statement to City staff that shows no profit was made the year prior. Total project amount requested from City-University Fund was \$120,000.

North Campus Corridor Improvements (\$150,000)

The City shall use a maximum of \$150,000 of the Grant Funds to assist in this project. The North Campus Corridor extends along Kimball Avenue between College Avenue to North Manhattan Avenue. The area is anticipated to experience significant growth demands due to the National Bio and Agro-Defense Facility coming in along with continued efforts to increase research capacity in the corridor. This project includes multiple pedestrian scale, traffic control, and other infrastructure/streetscape improvements. There is an estimated \$40 million worth of improvements in the corridor that would occur in the right-of-way. These funds will be used to help offset some of the design costs on the project.

The total amount for the City project management in 2018 is \$380,000 with total funding for projects out of the City-University Fund set at \$750,000.