



## CITY COUNCIL AGENDA

**April 7, 2020**

**THE CITY COUNCIL SHALL HOLD ITS REGULAR MEETINGS IN THE COUNCIL CHAMBER IN THE CITY HALL, LOCATED AT 121 S. MERIDIAN, BEGINNING AT 7:00 P.M.**  
*Please use link below to access meeting via Zoom On-line Meeting.*

<https://zoom.us/j/407154152>

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **APPROVAL OF AGENDA p 3**
4. **ADMINISTRATION AGENDA p 4**
  - A. City Council Meeting Minutes – March 17, 2020 p 4
  - B. City Council Meeting Minutes - Special Called meeting –March 26, 2020 p 9
5. **PRESENTATIONS / PROCLAMATIONS p 13**
6. **PUBLIC FORUM** (*Citizen input and requests*) p 13
7. **APPOINTMENTS p 13**
8. **COMMITTEES, COMMISSIONS p 13**
  - A. Planning and Zoning Board minutes
9. **OLD BUSINESS p 13**
10. **NEW BUSINESS p 30**
  - A. Memorandum of Understanding – Sedgwick County Emergency Management & PHEP & Park City p 30
  - B. Change Order – Waterline Project p 37
11. **CONSENT AGENDA p 40**
  - A. Appropriation Ordinance - April 16, 2020 p 41
12. **STAFF REPORTS p 51**
13. **GOVERNING BODY REPORTS p 55**
14. **ADJOURN**

*All items listed on this agenda are potential action items unless otherwise noted. The agenda may be modified or changed at the meeting without prior notice.*

*At any time during the regular City Council meeting, the City Council may meet in executive session for consultation concerning several matters (real estate, litigation, non-elected personnel and security).*

*This is an open meeting, open to the public, subject to the Kansas Open Meetings Act (KOMA). The City of Valley Center is committed to providing reasonable accommodations for persons with disabilities upon request of the individual. Individuals with disabilities requiring an accommodation to attend the meeting should contact the City Clerk in a timely manner, at [cityclerk@valleycenter-ks.gov](mailto:cityclerk@valleycenter-ks.gov) or by phone at (316)755-7310.*

*For additional information on any item on the agenda, please visit [www.valleycenter-ks.gov](http://www.valleycenter-ks.gov) or call (316) 755-7310.*

**CALL TO ORDER**

**ROLL CALL**

**APPROVAL OF AGENDA**

**RECOMMENDED ACTION:**

**Staff recommends motion to approve the agenda as presented / amended.**

## **ADMINISTRATION AGENDA**

### **A. MINUTES:**

Attached are the Minutes from the March 17, 2020 regular City Council Meeting as prepared by the City Clerk.

REGULAR COUNCIL MEETING  
March 17, 2020  
CITY HALL  
121 S. MERIDIAN

Mayor Cicirello called the meeting to order at 7:00 p.m. with the following members present: Matt Stamm, Chris Evans, Paul Davis, Ben Anderson, Gina Gregory, Robert Wilson and Ronald Colbert.

Members Absent: None

Staff Present: Barry Arbuckle, City Attorney  
Brent Clark, City Administrator  
Kristi Carrithers, City Clerk

Press present: The Ark Valley News

**APPROVAL OF THE AGENDA**

Gregory moved to approve the agenda as presented, seconded by Stamm. Vote yea: unanimous. Motion carried.

**ADMINISTRATION AGENDA –**  
MARCH 3, 2020 CITY COUNCIL MINUTES-

Evans moved to accept the minutes of the March 3, 2020, regular City Council meeting, seconded by Davis. Vote yea: unanimous. Motion carried.

**PRESENTATIONS/PROCLAMATIONS –**

Mayor Cicirello presented a plaque recognizing his years of service as a Ward 2 Councilmember to Brendan McGettigan.

**PUBLIC FORUM –**

Nathan Thurman with Lifepoint Church addressed Council. He stated that even though the church's park use request had been removed from the agenda, he wanted to offer the church's service to the community during this time.

**APPOINTMENTS –**  
WARD 2 CITY COUNCILMEMBER

Mayor Cicirello stated that 2 persons had expressed interest in the open Ward 2 Councilmember position. He stated that his choice of appointment is Dale Kerstetter. Kerstetter has previously served as Ward 1 Councilmember until he resigned due to a move outside of his ward.

Anderson moved to approve the appointment of Dale Kerstetter, seconded by Gregory. Vote yea: unanimous. Motion carried.

City Clerk Carrithers administered the Oath of Office to Dale Kerstetter to serve as City Councilmember.

**OUTDOOR SPACES BOARD**

On the recommendation from Parks Director Ownings, Mayor Cicirello is requesting approval of Michael Mosher and Jordan Wright to serve on the Outdoor Spaces Board.

Gregory moved to approve Mayor Cicirello's appointments of Mosher and Wright to the Outdoor Spaces Board. Motion seconded by Colbert. Vote yea: unanimous. Motion carried.

**COMMITTEES, COMMISSIONS – None**

**OLD BUSINESS – None**

**NEW BUSINESS-**

**A. AGREEMENT WITH PEC FOR BRIDGE INSPECTIONS**

Administrator Clark explained the proposed agreement is for biennial inspections of the City's ten (10) structures.

Evans moved to approve the biennial bridge inspection agreement with PEC and authorize Mayor to sign, seconded by Anderson. Vote yea: unanimous. Motion carried.

**B. ORDINANCE 1344-20; 2020 APPROPRIATIONS AUTHORITY**

Clark requested waiver of first reading and approval of Ordinance 1344-20. This ordinance would appropriate the amounts set up in each fund in the budget for the remainder of calendar year 2020, providing for the payment of all claims and charges against the accounts provided for therein. Mayor Cicirello stated that listing of appropriations will still be reviewed.

Anderson moved to waive 1st reading of Ordinance 1344-20, seconded by Davis. Vote yea: unanimous. Motion carried.

Anderson moved to approve Ordinance 1344-20 appropriating the 2020 funds. Motion seconded by Evans. Vote yea: unanimous. Motion carried.

**C. RESOLUTION 686-20: COVID-19 EMERGENCY**

Clark explained that the proposed Resolution is similar to a Resolution passed by Sedgwick County. He stated that this does not declare a disaster, but outlines the process. The Mayor can make a declaration when necessary for 7 days, then it must be extended by Council if needed.

Public Safety Director Newman stated that the foresight of Council in approving an Emergency Disaster Plan and the POD agreement with the school has placed the City in a better position to deal with this COVID-19 emergency.

Kerstetter questioned the length and type of disaster this resolution addresses. Mayor Cicirello stated that he has full confidence in City Administrator Clark and Public Safety Director Newman. If the need to declare a disaster is needed, he will notify all councilmember immediately. This is also a resolution not an ordinance.

Wilson moved to approve Resolution 686-20. The motion was seconded by Davis. Vote yea: unanimous. Motion carried.

**CONSENT AGENDA**

- A. APPROPRIATION ORDINANCE-MARCH 17, 2020
- B. CHECK RECONCILIATION – FEBRUARY 2020
- C. TREASURER’S REPORT – FEBRUARY 2020
- D. REVENUE AND EXPENSE SUMMARY – FEBRUARY 2020
- E. DELINQUENT ACCOUNT REPORT – DECEMBER 2019

Anderson moved, seconded by Colbert to approve the Consent Agenda as presented. Vote Yea: Unanimous. Motion carried.

**STAFF REPORTS**

**CITY ADMINISTRATOR CLARK**

Updated Council regarding the response to COVID-19. All City buildings are closed to public access, however, staff continue to work regular schedules with social distancing procedures. The senior lunches on Tuesday and Thursday are considered vital to the residents and continue by drive-thru/pick up only. Anderson stated that 42 people came to the park lot in the community building to receive a meal and another 4 were delivered to porches of homebound residents. Anderson reminded everyone that this program is self-funded by the persons they serve and staffed entirely by volunteers.

Clark stated that a COVID-19 page has been added to the City website. Updates are also posted to twitter and Facebook.

**GOVERNING BODY REPORTS –**

MAYOR CICIRELLO

Thank you to all staff. This includes City, School and public businesses. We will all work together to get through this.

Reminded Council of Land Bank meeting following the adjournment of Council meeting.

COUNCILMEMBERS STAMM, EVANS, DAVIS, KERSTETTER and WILSON

Thanks to Administrator Clark and city staff to the work they do during this time.

COUNCILMEMBER ANDERSON

Thanked the staff and also reminded the community even during this time, library staff will get books to you. Send email or call staff and they will check out books to you and deliver them to your car.

COUNCILMEMBER GREGORY

Stated that as a member of the Sedgwick County Emergency Planning Committee, she knows how lucky we are to have the leadership of Clark and Newman.

COUNCILMEMBER COLBERT

Thanked staff and welcomed Kerstetter to the Council. Colbert also reported that Sedgwick County is continuing upcoming meetings, but they will be held remotely via internet, not in person.

Colbert moved to adjourn, second by Kerstetter. Vote Yea: Unanimous.

**ADJOURN -**

**Meeting adjourned at 7:35 PM.**

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**Kristi Carrithers, City Clerk**

**ADMINISTRATION AGENDA**  
**RECOMMENDED ACTION**

**A. MINUTES:**

**RECOMMENDED ACTION:**

**Staff recommends motion to approve the minutes of the March 17, 2020 Regular Council Meeting as presented/ amended.**

**B. MINUTES:**

Attached are the Minutes from the March 26, 2020 special called City Council Meeting as prepared by the City Clerk.

SPECIAL CALLED COUNCIL MEETING  
March 26, 2020  
CITY HALL  
121 S. MERIDIAN

Mayor Cicirello called the meeting to order via zoom meeting with remote access at 7:00 p.m. with the following members present via remote: Matt Stamm, Paul Davis, Ben Anderson, Gina Gregory, Dale Kerstetter, Robert Wilson and Ronald Colbert.

Members Absent: Chris Evans

Staff Present: Barry Smith, Asst. City Administrator  
Lloyd Newman, Public Safety Director  
Rodney Eggleston, Public Works Director  
Ryan Shrack, Community Development Director  
Neal Owings, Parks and Public Buildings Director  
Josh Golka, City Engineer  
Brent Clark, City Administrator  
Kristi Carrithers, City Clerk

Press present: The Ark Valley News

**APPROVAL OF THE AGENDA**

Gregory moved to approve the agenda as presented, seconded by Kerstetter. Vote yea: unanimous. Motion carried.

**NEW BUSINESS-**

**A. RESOLUTION 687-20; EMERGENCY DECLARATION**

Administrator Clark requested Council approve Resolution 687-20. Following Mayor Cicirello's emergency declaration on March 20, 2020, Council action is needed to continue. This resolution declares a local State of emergency expanding the authority of the City Administrator to act on behalf of the City and ratifying previous decisions regarding the COVID-19 emergency.

Colbert questioned how does this fit in with the Declaration from Sedgwick County. Clark pointed to section 4 regarding the timeline.

Colbert moved to approve Resolution 687-20; declaring a state of emergency in Valley Center, Kansas. seconded by Davis. As Mayor Cicirello asked for discussion prior to the vote, Kerstetter's microphone had been muted. Kerstetter stated that he wasn't in favor of the timeline and would like to see the date changed to the next regular scheduled council meeting on April 7<sup>th</sup>. Following more discussion and with the knowledge that Kerstetter wasn't able to enter into the discussion, Colbert withdrew his motion and Davis withdrew his second. More discussion was held regarding the proposed resolution as written. Most Councilmembers spoke in support of the resolution and Clark stated his concern would be staff uncertainty if it is brought up to Council again at the April 7<sup>th</sup> meeting.

Gregory moved to approve Resolution 687-20; declaring a state of emergency in Valley Center, Kansas. seconded by Stamm. Vote yea: Stamm, Davis, Anderson, Gregory, Wilson and Colbert. Opposed: Kerstetter. Motion carried.

Kerstetter inquired whether the April 7, 2020 regular council meeting will be held in City Hall Council Chambers. Clark stated that no not at this time. It will be held via Zoom-meetings with remote public access as well as City Hall being open for public attendance if they do not have internet access. He stated that in addition to Janice Sharp and Chris Strunk two other citizens logged into the zoom meeting to attend tonight's meeting.

**GOVERNING BODY REPORTS –**

**COUNCILMEMBER GREGORY**

Thank you to all the City Staff that are working so hard.

Colbert moved to adjourn, second by Stamm. Vote Yea: Unanimous.

**ADJOURN -**

**Meeting adjourned at 7:20 PM.**

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**Kristi Carrithers, City Clerk**

**ADMINISTRATION AGENDA**  
**RECOMMENDED ACTION**

**A. MINUTES:**

**RECOMMENDED ACTION:**

**Staff recommends motion to approve the minutes of the March 26, 2020 Special called Council Meeting as presented/ amended.**

**PRESENTATIONS / PROCLAMATIONS**

**PUBLIC FORUM**

**APPOINTMENTS**

**COMMITTEES, COMMISSIONS**

A. Planning and Zoning Board minutes- March 24, 2020

**OLD BUSINESS-NONE**

# PLANNING AND ZONING BOARD/BOARD OF ZONING APPEALS MEETING MINUTES

CITY OF VALLEY CENTER, KANSAS

TUESDAY, MARCH 24, 2020, 7:00 P.M.  
CITY HALL, 121 S. MERIDIAN AVE.

**CALL TO ORDER:** Vice Chairperson Kelsey Parker called the meeting to order at 7:00 P.M. via Zoom (video chat) with the following members present: Don Keenan, Mike Boyd, Katie Patry present and Rick Shellenbarger via Zoom

**Members Absent:** Gary Janzen and Toby Meadows

**Staff Present:** Ryan Shrack via Zoom, Tristan Hendrickson, and Brent Clark

**Audience:** Tobias Conrady, Michael and Kathleen George via Zoom video chat

Meeting started with the Pledge of Allegiance to the American Flag.

**AGENDA:** A motion was made by Board Member Kelsey Parker and seconded by Board Member Shellenbarger to set the agenda. Motion passed unanimously.

**APPROVAL OF DRAFT MINUTES:** Vice Chairperson Parker made a motion to approve the February 25, 2019 DRAFT meeting minutes. The motion was seconded by Board Member Shellenbarger. Motion passed unanimously.

**COMMUNICATIONS:** Ryan had no communications for the board.

## **PUBLIC HEARING BEFORE THE PLANNING AND ZONING BOARD/BOARD OF ZONING APPEALS:**

- A. Review of LS-2020-02, application of Michael and Kathleen George, pursuant to Section 16.09.01, who are petitioning for a lot split involving the splitting of property the applicants own north of the intersection of 5<sup>th</sup> Street and Seneca St. on the west side of the street, Valley Center, KS 67147.

Community Development Director Ryan Shrack presented the following staff report to the Planning and Zoning Board:



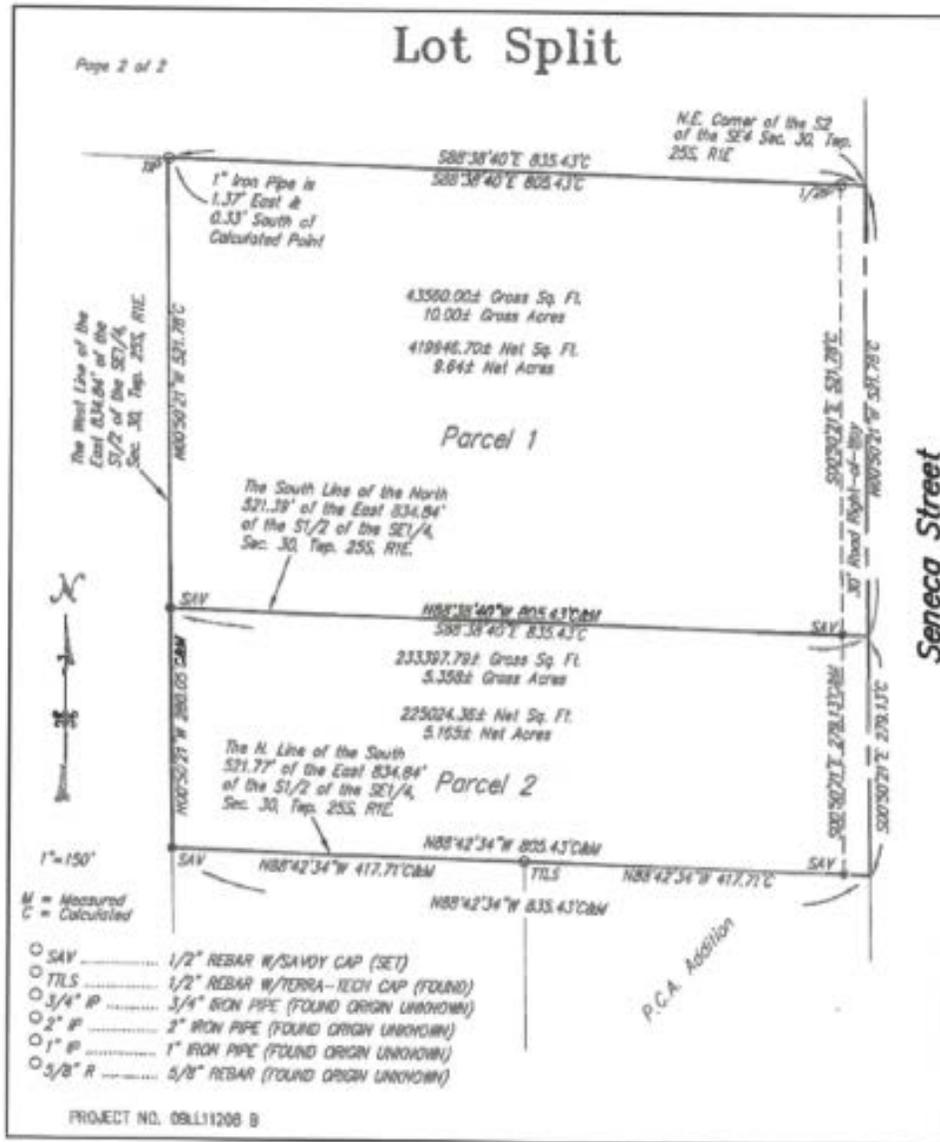
**Date:** March 12, 2020

**To:** City of Valley Center Planning and Zoning Board

**From:** Ryan W. Shrack, Community Development Director

**RE:** Lot Split Application (LS-2020-02)

**Petition:** Michael and Kathleen George are petitioning for a lot split to separate the land located north of the intersection of 5<sup>th</sup> Street and Seneca Avenue (on the west side of the street) into two lots as shown in the image below:



**Existing Lot with Proposed New Lot Lines (approximate boundaries in black):**



**Staff Comments:**

The applicants live at 1224 W. 5<sup>th</sup> Street (see map above) and own the parcel directly to the north of their house. Currently, the lot in question contains one small accessory building, as well as many trees and meadow area. The land is zoned A-1 (Agricultural District). After the lot split is approved, the applicant plans to sell the north lot to a family that is going to build a single-family residence on that property and retain ownership of the south lot. The completed survey documents can be found at the end of this report, along with a letter from the applicants.

A public notice was sent out to all adjacent property owners and a public notice was published in *The Ark Valley News*. To date, no responses have been received.

**City staff recommends approval of this lot split application.**

02/25/2020

City of Valley Center KS  
Ryan Shrack

Re: Lot Split

Mr. Shrack;

This letter is for requesting a lot split of our 15 acres near 85<sup>th</sup> street north and Seneca. We are needing to split off 10 acres of the 15 we own in order to sell the property to a family wishing to build a home. Please let me know if there is anything additional you need from us in order to start moving forward.

Thank you!  
Kathleen George  
1224 W 85<sup>th</sup> N  
Valley Center KS 67147



**Savoy Company, P.A.**  
Land Surveyors  
www.savoyco.com

**Wichita, Kansas**  
433 S. Hydraulic  
Wichita, KS 67211-1911  
Tel. (316) 265-0005  
Fax. (316) 265-0275

**El Dorado, Kansas**  
120 N. Main, Suite 3  
El Dorado, KS 67042-2058  
Tel. (316) 452-5552  
Fax. (316) 452-5682

**Kensington, Kansas**  
129 S. Main, Suite 100  
P.O. Box 95  
Kensington, KS 66951-9804  
Cell. (785) 476-8061

Page 1 of 2

## LOT SPLIT

February 12, 2020

**PARCEL 1:**

The North 521.39 feet of the East 834.84 feet of the South Half of the Southeast Quarter of Section 30, Township 25 South, Range 1 East of the Sixth P.M., Sedgwick County, Kansas.

**PARCEL 2:**

The East 834.84 feet of the South Half of the Southeast Quarter of Section 30, Township 25 South, Range 1 East of the Sixth P.M., Sedgwick County, Kansas. EXCEPT: The North 521.39 feet and the South 521.77 feet thereof.

Surveyor



**Savoy Company, P.A.**  
 Land Surveyors  
 www.savoyco.com

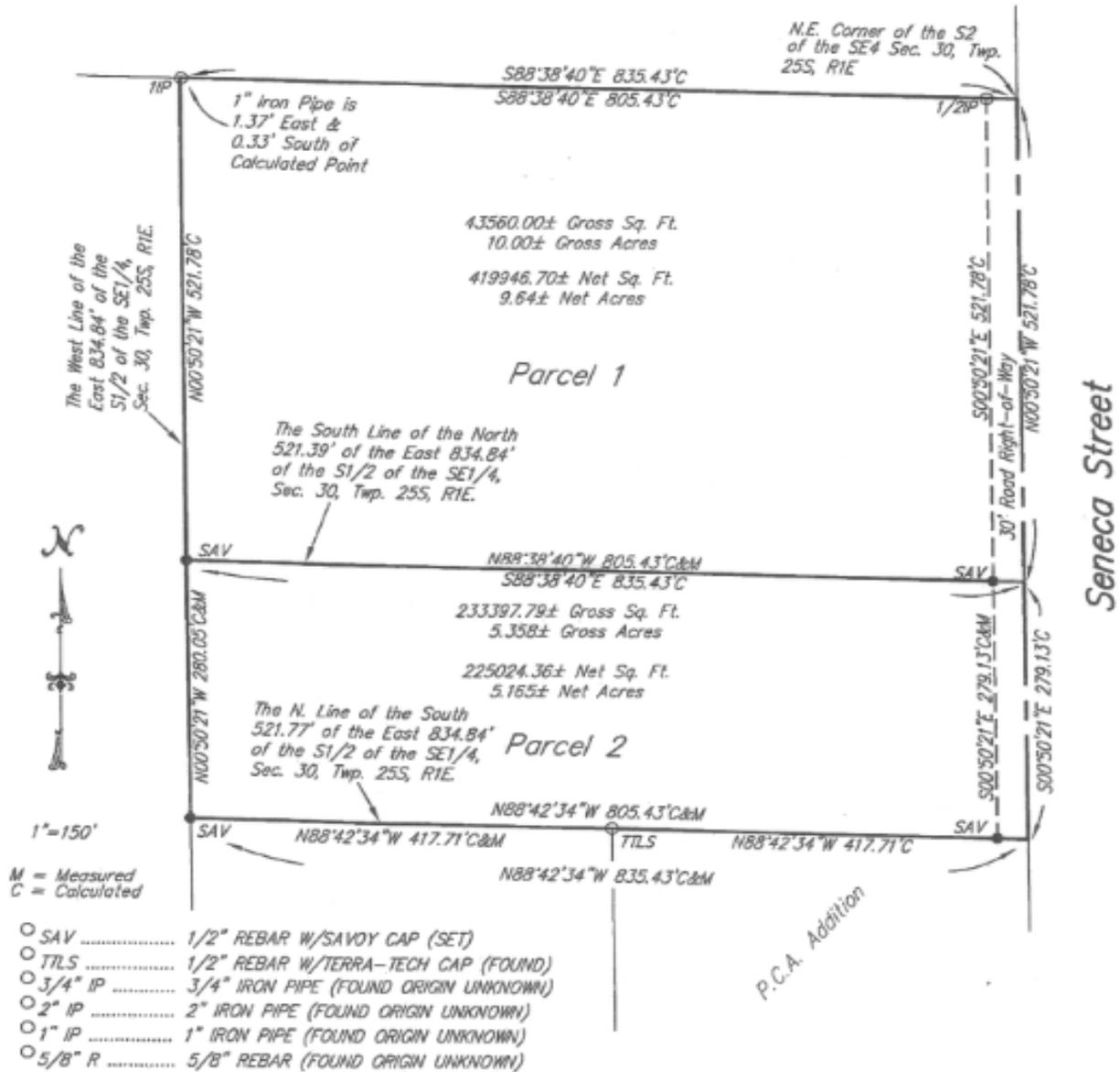
**Wichita, Kansas**  
 433 S. Hydraulic  
 Wichita, KS 67211-1911  
 Tel. (316) 265-0005  
 Fax. (316) 265-0275

**El Dorado, Kansas**  
 120 N. Main, Suite 3  
 El Dorado, KS 67042-2058  
 Tel. (316) 452-5552  
 Fax. (316) 452-5662

**Kensington, Kansas**  
 129 S. Main, Suite 100  
 P.O. Box 95  
 Kensington, KS 66951-9804  
 Cell. (785) 476-8061

# Lot Split

Page 2 of 2



PROJECT NO. 09LL11208 B

Vice Chairperson Parker opened the public hearing at 7:05 P.M.

There were not questions or comments.

Vice Chairperson Parker closed the public hearing at 7:07 P.M.

Based on City Staff recommendations, public comments, and discussion by the Planning and Zoning Board, Board Member Keenan made a motion to approve LS-2020-02. Board Member Boyd seconded the motion. The vote was unanimous.

- B. Review of SP-2020-02, application of Tobias Conrady, pursuant to Section 17.12, who is petitioning to build a two duplex residential development on the property formerly addressed as 338 N. Ash Ave., Valley Center, KS 67147.

Community Development Director Ryan Shrack presented the following staff report to the Planning and Zoning Board:



**Date:** March 12, 2020

**To:** City of Valley Center Planning and Zoning Board

**From:** Ryan W. Shrack, *Community Development Director*

**Applicant:** Tobias Conrady (SP-2020-02)

**Location of Site Plan:** The proposed two duplex development will be constructed on the property formerly addressed as 338 N. Ash Avenue. The map below shows the lot on which the duplexes will be constructed (outlined in black).



**Existing Zoning:** R-3 (Multi-Family Residential District).

**Size of Parcel:** The lot on which the duplexes will be constructed is .33 acres in size. The submitted site plan meets all bulk regulations required of the zoning district.

**Purpose of Site Plan Application:**

**17.12.05 Site Plan Requirements:**

*Projects which are subject to review by the Planning and Zoning Board generally are required to meet the following standards:*

- A. *Show the location and dimensions of all right-of-way, easements and setback lines either required by these regulations or by platting or separate instruments.*
  - The proposed duplexes will be constructed within the site development area noted on the attached site plan sheets, which also show the location of all right-of-way, easements, and setback lines.
  
- B. *The site plan map generally should be oriented to the north with north arrow and scale plus dimensions and property boundary lines for the zoning lot.*
  - Dimensions are shown on the site plan and the site plan is generally oriented to the north and a scale is present. Property boundary lines are also shown on the site plan map.
  
- C. *Topography by contour lines may be required if slopes exceed 5%, buffer berms are used, or a drainage plan is required.*
  - A contour map is provided as part of the site plan. Per the City Engineer, a drainage plan was not required for this construction project.
  
- D. *Show existing and proposed structures by bulk dimensions plus number of stories, gross floor area and entrances.*
  - The site plan shows the dimensions for the proposed duplexes. A set of blueprints for each duplex (the duplexes will be identical in design and size) has also been submitted and reviewed.
  
- E. *Existing and proposed curb cuts, aisles, off-street parking, loading spaces and walkways, including type of surfacing and number of parking spaces. Delineate the traffic flow with directional arrows and indicate the location of direction signs and other motorist's aids (if any).*
  - As shown on the site plan, each duplex will be served by one driveway. One new driveway will be constructed and connect to 3<sup>rd</sup> Street and one new driveway will be constructed and connect to Ash Avenue. The completed driveways will be inspected by Valley Center Public Works Dept. staff.
  
- F. *Location, direction and intensity of proposed lighting. All exterior lighting must be "full-cut-off" light fixtures when located near adjacent residential properties (no light should spill over on adjacent residential parcels)*
  - Exterior lighting will conform to residential standards.
  
- G. *Location and height of all existing (to remain) and proposed signs on the site, the setback dimensions from any sign to property lines, location and routing of electrical supply, surface area of the sign in square feet, size of letters and graphics, description of sign, frame materials and colors.*
  - No exterior signs are proposed for this project.

H. *If disposal containers will be on the site, indicate how such areas will be fully screened from public view by means of a structure (including swinging doors) constructed with either solid treated lumber walls, cement block (with or without brick), or other materials deemed acceptable. The enclosure must also have the capability of latching the doors in a closed position, or when trash is being picked up, in an open position. Outdoor storage areas may also need to be screened if required by these zoning regulations.*

- There are no disposal containers proposed for this project. Each duplex unit will maintain its own trash service with the City of Valley Center's waste provider.

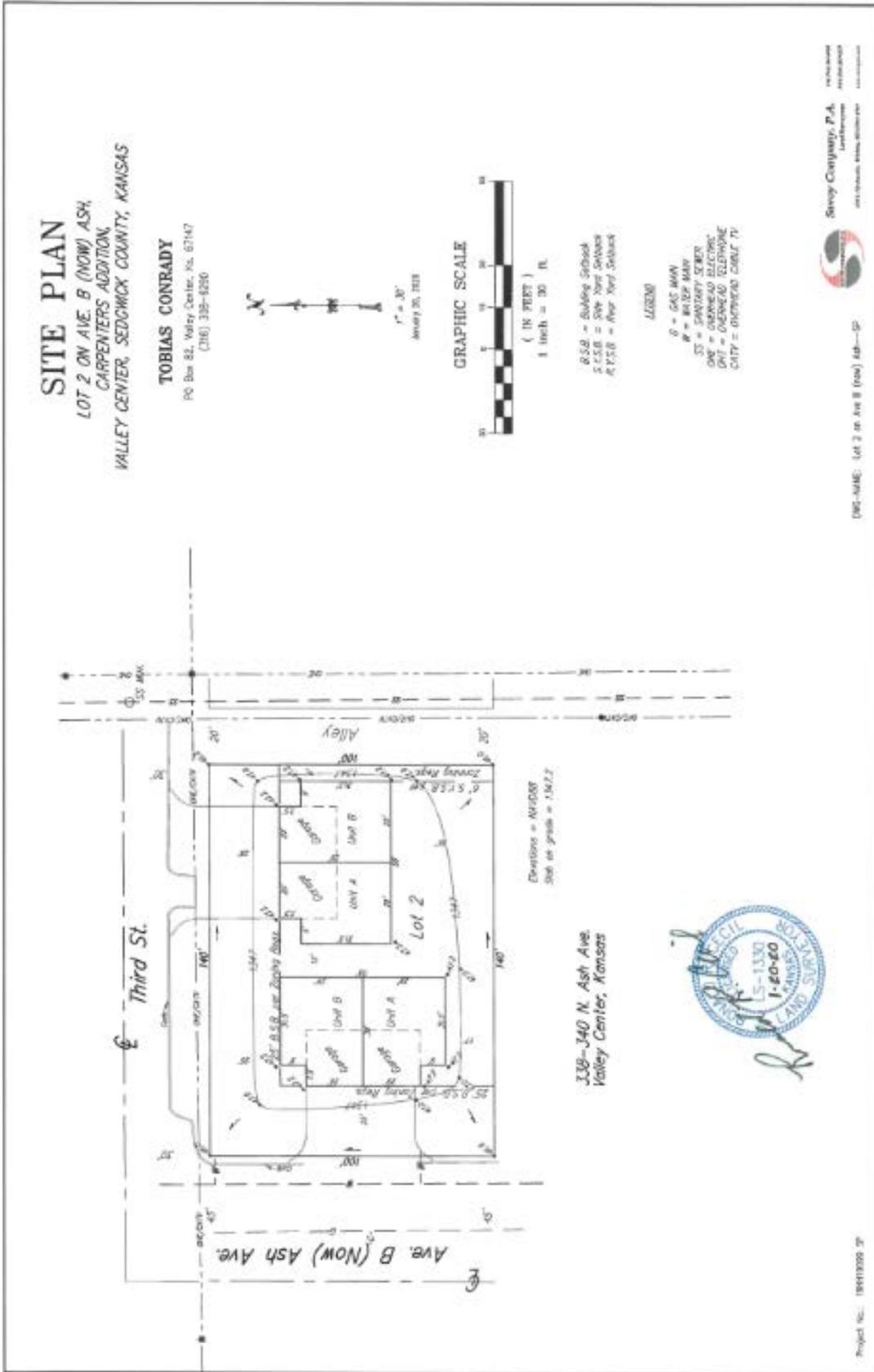
I. *Vehicular ingress and egress to and from the site and circulation within the site to provide safe, efficient and convenient movement of traffic, not only within the site but on adjacent roadways.*

- Vehicular ingress and egress to and from the site will be safe, efficient, and convenient. As noted on the site plan sheets, there will be two driveways constructed to serve the two duplexes.

J. *Site plan provides for the safe movement of pedestrians within the site.*

- The proposed development is a private residential development, so no public pedestrians should have access to the site. Currently, there is a public sidewalk located on the west side of this property along Ash Avenue that will remain a public sidewalk.

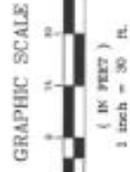
**STAFF RECOMMENDATION:** City staff recommends approval of this site plan application.



# SITE PLAN

LOT 2 ON AVE. B (NOW) ASH,  
CARPENTERS ADDITION,  
VALLEY CENTER, SEDGWICK COUNTY, KANSAS

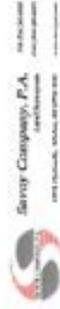
**TOBIAS CONRADY**  
PO Box 62, Valley Center, KS 67147  
(316) 208-6280



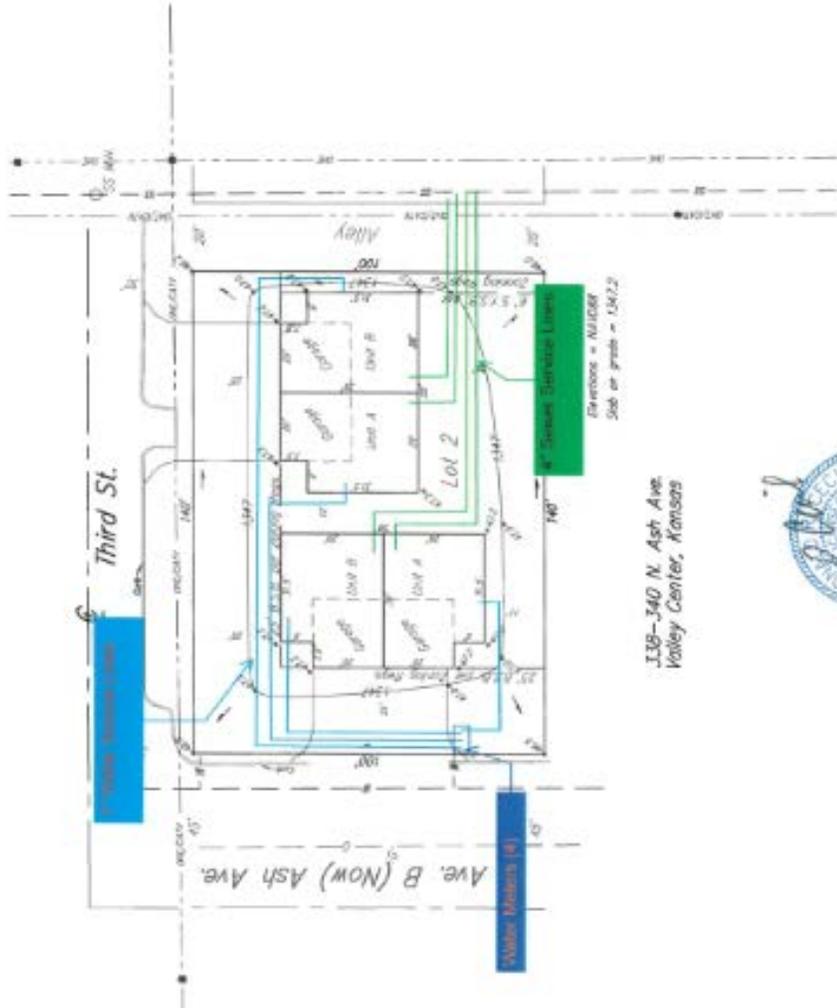
- B.S.B = Building Setback
- S.V.S.B = Set-Back Setback
- R.V.S.B = Rear Yard Setback

**LEGEND**

- G = GAS MAIN
- P = WATER MAIN
- SS = SANITARY SEWER
- DMF = OVERHEAD ELECTRIC
- DMT = OVERHEAD TELEPHONE
- DMTY = OVERHEAD CABLE TV



END-SHEET - Lot 2 on Ave B (now) Ash--04



138-340 N. Ash Ave.  
Valley Center, Kansas

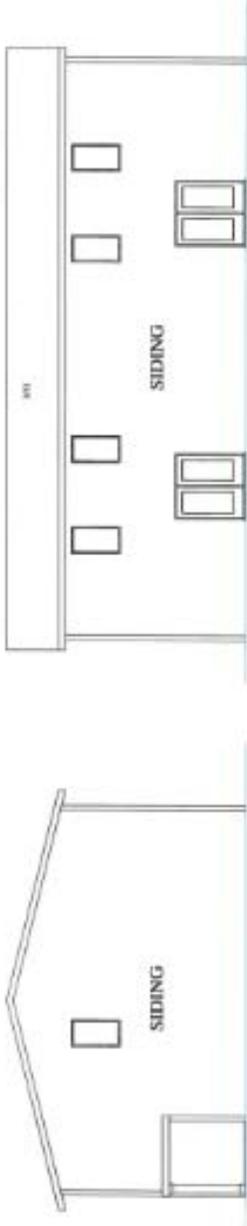


Project No.: 18888888 3P

1/31/2020

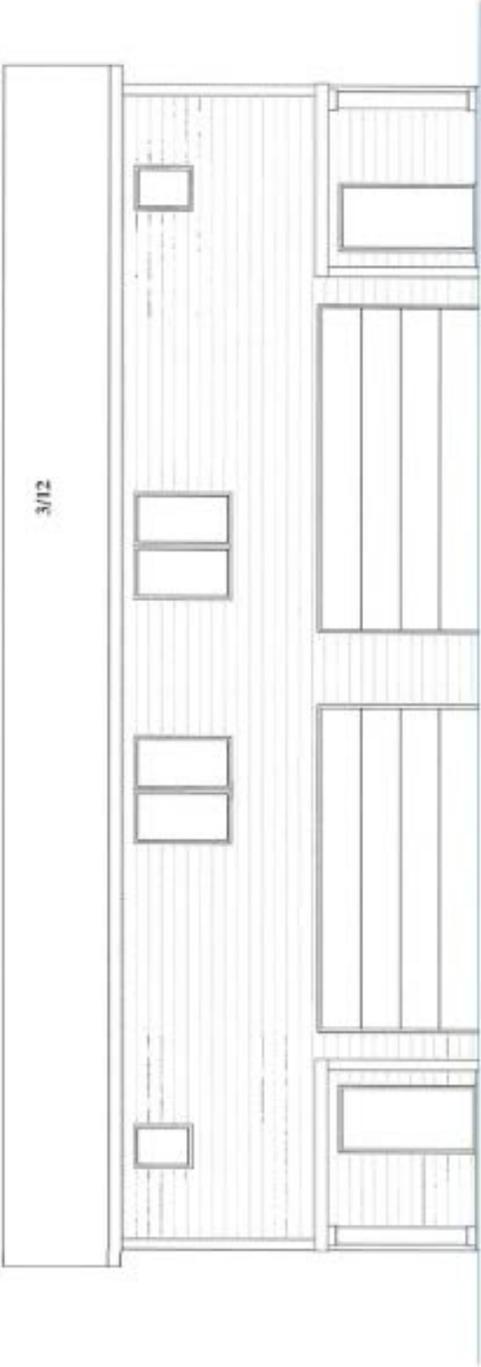
# TOBIAS CONRADY

 R.B. Drafting  
316-729-0648



**REAR ELEVATION**

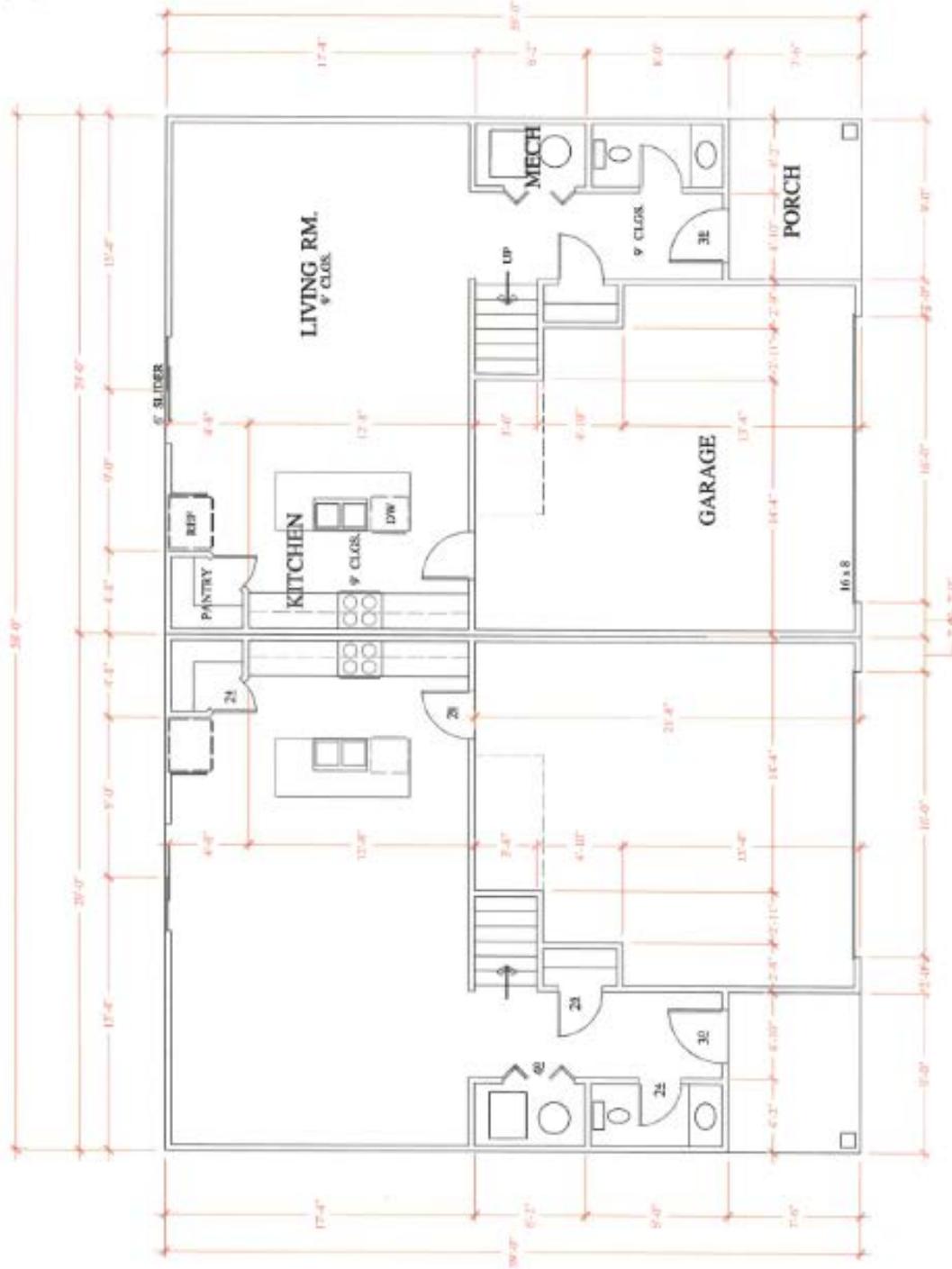
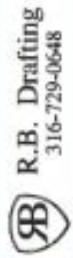
**RIGHT SIDE ELEVATION**  
(LEFT SIDE SIMILAR)



**FRONT ELEVATION**

1/31/2020

TOBIAS CONRADY



MAIN LEVEL PLAN

665 S.F.



Vice Chairperson Parker opened the public hearing at 7:10 P.M.

Tobis Conrady stood in front of the zoom computer to explain that he has talked to city staff so he could make sure the duplexes are in compliance and conform to city standards.

Vice Chairperson Parker asked if the duplexes would be two stories

Ryan responded that yes they will be two stories

Vice Chairperson Parker closed the public hearing at 7:13 P.M.

Based on City Staff recommendations, public comments, and discussion by the Planning and Zoning Board, Vice Chairperson Parker recommended approval of SP-2020-02, Board Member Shellenbarger seconded the motion. The vote was unanimous.

**NEW BUSINESS-** Ryan had no new business.

**OLD OR UNFINISHED BUSINESS-** None

**COMMITTEE AND STAFF REPORTS-** Ryan reminded the Board the next Planning and Zoning Meeting will be Tuesday, April 28, 2020 at 7 P.M. at City Hall or Via Zoom.

**ITEMS BY PLANNING AND ZONING BOARD MEMBERS:**

Gary Janzen-Not present

Don Keenan-Nothing

Kelsey Parker-Nothing

Rick Shellenbarger-Nothing

Katie Patry-Nothing

Mike Boyd- Nothing

Toby Meadows – Not present

**ADJOURNMENT OF THE PLANNING AND ZONING BOARD MEETING:** At 7:15 P.M., a motion was made by Vice Chairperson Parker to adjourn and was seconded by Board Member Keenan. Vote was unanimous.

Respectfully submitted,

---

Ryan Shrack, Community Development Director

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Gary Janzen, Chairperson

## **NEW BUSINESS**

### **A. MEMORANDUM OF UNDERSTANDING- SEDGWICK COUNTY EMERGENCY MANAGEMENT & PHEP & PARK CITY:**

Staff will present and discuss proposed Memorandum of Understanding between Sedgwick County Emergency Management & PHEP and City of Valley Center & City of Park City. The purpose is for cooperation and coordination as it relates to emergency preparedness to a community health emergency.

- Memorandum of Understanding

**MEMORANDUM OF UNDERSTANDING BETWEEN**  
**Sedgwick County Emergency Management & PHEP Staff (EMPS)**  
**AND**  
**Park City**  
**Regarding Mass Prophylaxis Dispensing Hybrid Points of**  
**Dispensing (POD)**

This Memorandum of Understanding (MOU) is made and entered into by and between the *Sedgwick County Emergency Management and PHEP Staff ("EMPS")* and *Park City* on March 24, 2020. The purpose of this MOU is for cooperation and coordination as it relates to emergency preparedness and response to a community health emergency requiring prophylaxis to the community.

**WHEREAS**, *EMPS* has requested *Park City* to serve as a Point of Dispensing (POD) facilities in the event that community prophylaxis is necessary to respond to a large-scale community health emergency.

**WHEREAS**, *EMPS* is responsible for supporting and maintaining mass dispensing locations within Sedgwick County for residents, preparing the community for public health disasters and/or emergencies, and responding to public health threats, emergencies, and disasters; and

**WHEREAS**, the Centers for Disease Control and Prevention (CDC) through the Kansas Department of Health and Environment will provide resources from the Strategic National Stockpile (SNS) which includes medications and medical supplies, to the Local Distribution Site for dispensing; and

**WHEREAS**, *EMPS* intends to transfer a pre-determined quantity of the aforementioned medication and/or medical supplies to *Park City* as needed to respond to a particular public health emergency in accordance with the Sedgwick County Mass Dispensing Annex and *Park City* own Mass Prophylaxis Dispensing Plan; and

**NOW, THEREFORE**, *EMPS* and *Park City* have promised to undertake the roles and responsibilities expressed in this memorandum.

**Responsibilities:**

***EMPS:***

1. Serve as the lead local governmental agency for preparedness and response to public health threats, disasters, and emergencies in Sedgwick County within the Sedgwick County Emergency Operation Plan framework. Establish and comply with the specific reporting/recording requirements necessary for public health designated sites to dispense the vaccine/prophylaxis in a quick and efficient manner.
2. Provide to *Park City* vaccine/prophylaxis in such quantities and at such times and places as shall be determined by *EMPS* to protect the health and welfare of Sedgwick County residents.
3. Provide to *Park City* medical fact sheets, medical forms, and other pertinent dispensing documents, as appropriate.
4. Provide After-Action Report to *Park City*.
5. Conduct an annual call-down drill.
6. Will provide the opportunity for *Park City* to participate in exercises.
7. Will provide training for personnel who will staff the POD.

8. Assist with the coordination of extra security personnel, if requested.
9. Assist with the coordination of extra injection-based staff as requested.
10. Assist with the coordination of extra mental health staff as requested.
11. Will work with *Park City* to create plans for the Hybrid POD location in conjunction with the City of Valley Center and USD 262 – Valley Center School District.

***Park City:***

1. The City of Valley Center and USD 262- Valley Center School District will provide one (1) location for Closed Points of Dispensing of Medical Countermeasures to *Park City* employees and their families. Then at a pre-determined time, will convert the location to Closed POD for the citizens of Valley Center and Park City, as well as students and families that attend USD 262. The school being utilized is Valley Center Middle School located at 800 N. Meridian Ave.
2. Designate three (3) points of contact in the event a POD activation.
3. Adhere to all dispensing and documentation guidelines related to the vaccine and other medications as directed by the CDC, *EMPS*. Such guidelines may be provided as appropriate and will be subject to written revisions as conditions warrant.
4. Use *Park City* facilities, personnel, and equipment to distribute pharmaceuticals, medical equipment, vaccines, antitoxins, other medical supplies or clinical support free of charge for the purposes of disease prevention and control under the direction of *EMPS*, state, and federal authorities.
5. Utilize Dispense Assist to determine which medical countermeasure is to be dispensed.
6. *Park City* shall distribute medical fact sheets, medical forms, and other dispensing paperwork as requested and provided by *EMPS*.
7. Provide *EMPS* with the anticipated number of doses required for *Park City* target population of the Closed POD and at least three points of contact, including a designated representative responsible for showing specified identification badges and for receiving medications and supplies from the Local Distribution Site. *Park City* shall update this information annually, or as needed, consistent with the Scope of Dispensing provision contained herein.
8. Develop and maintain facility plans for dispensing services, including emergency communications and alerting protocols, training safety and security procedures, use of forms or processes such as translation or interpretation and other procedures deemed necessary for successful dispensing. Provide such plans to the Public Health Planner.
9. Document the use of personnel, equipment, supplies, or potentially reimbursable expenditures during a public health emergency.
10. *Park City* will participate in a Site Security Assessment with the Valley Center Police Department and the *EMPS* Liaison as often as required by federal statute.
11. Allow *Park City* to be listed in a confidential annex to the local plan to distribute Strategic Nation Stockpile (SNS).
12. Communicate with *EMPS* Liaison throughout an emergency event and as related to dispensing procedures at *Park City* location through Valley Center POD Manager.

13. When requested, promptly return all unused vaccine/prophylaxis provided to the *EMPS* Liaison to a designated location.
14. Additionally, decisions regarding the allocation of SNS supplies during an emergency are at the discretion of *EMPS*. During an emergency, the state, local, or federal government may require reallocation of SNS supplies to priority groups (e.g., emergency response and medical personnel).
15. POD Management Staff will complete specific, required training with the *EMPS* in the time requirements as needed.
16. Conduct an exercise every three (3) years. This can be in conjunction with *EMPS* exercises.
17. Participate in the *EMPS* yearly call-down drill.
18. To develop and file an after-action report with *EMPS* Liaison, identifying shortfalls and accomplishments of the operation.
19. Will utilize the school nurses from USD 262 – Valley Center School District to help in an injection-based medical countermeasure.
20. Will utilize the USD 262- Valley Center School District mental health workers to help with the mental health aspect of the POD.
21. *Park City Police Department* will assist in providing security at the POD location in conjunction with the Valley Center Police Department.
22. The *City of Park City* will split any associated cost with the City of Valley Center.

**EMPS and Park City:**

Both parties shall cooperate without any attempt to obtain reimbursement.

**Liability:**

*Park City* recognizes that generally during a non-declared emergency, an entity may assume or take responsibility for the liability of employees or volunteers. In certain circumstances, this means that liability protections that exist in a declared emergency may not be triggered.

During a federally declared emergency, the Public Readiness and Emergency Preparedness (PREP) Act offers some legal protections for entities. The PREP Act allows the Secretary of Department of Health and Human Services to extend liability protection to entities and individuals for injuries resulting from the distribution of covered countermeasures (e.g., flu vaccines, antiviral medications) during a declared emergency. This protection would allow an entity to distribute prophylactic medications which have been deemed covered countermeasures, without risk of civil liability for adverse drug reactions.

K.S.A. 48-915: **Immunity from liability of the state, local governments, and certain individuals; Kansas tort claims act, applicability.** (a) Neither the state nor any political subdivision of the state, nor the agents or representatives of the state or any political subdivision thereof, shall be liable for personal injury or property damage sustained by any person appointed or acting as a volunteer worker, or member of any agency, engaged in emergency management activities. The foregoing shall not affect the right of any person to receive benefits or compensation to which such person otherwise may be entitled under the workers' compensation law or any pension law or any act of congress.

(b) Whenever a proclamation is issued declaring a state of disaster emergency pursuant to K.S.A. 48-924, and amendments thereto, neither the state nor any political subdivision of the state nor, except in cases of willful misconduct, gross negligence or bad faith, the employees, agents, or representatives of the state or any political subdivision thereof, nor

any volunteer worker, or member of any agency, engaged in any emergency management activities, complying with or reasonably attempting to comply with this act, or any proclamation, order, rule and regulation promulgated pursuant to the provisions of this act, or pursuant to any ordinance relating to blackout or other precautionary measures enacted by any political subdivision of the state, shall be liable for the death of or injury to persons, or for damage to property, as a result of any such activity performed during the existence of such state of disaster emergency or other such state of emergency.

As this memorandum is designed to allow for authorized distribution of materials under any of these possible situations, *Park City* accepts responsibility for these risks, as well as interpreting which risk environment it faces.

**Compliance with Applicable Laws, Regulations, and Policies:**

Both parties understand that this memorandum is intended to comply with all applicable Federal, State, and Local laws, regulations, and *EMPS* and *Park City*, including HIPAA. Any part of this memorandum that is in conflict with aforementioned laws, regulations, and policies shall be deemed invalid. The balance of the memorandum shall survive and shall remain in full force and effect.

**Scope of Dispensing:**

As a Hybrid POD, *Park City* in conjunction with the *City of Valley Center & USD 262 Valley Center School District* determines its target population for dispensing prophylactic medication. *Park City* in conjunction with the *City of Valley Center & USD 262 Valley Center School District* has determined that it will provide prophylactic medication to *Park City* personnel and their immediate families. *Park City* in conjunction with the *City of Valley Center & USD 262 Valley Center School District* will then open up the location to all citizens of Valley Center and Park City, as well as students and families that attend USD 262. With the assistance of the *EMPS*, *Park City* will ANNUALLY identify the number of doses of medication that it will require for distribution to its target population. In the event of a community health emergency, *Park City* will follow the predetermined plans to obtain the pre-identified doses from the Local Distribution Site. In accordance, trained personnel from *Park City* will be responsible for dispensing medication to its population. At all times, *EMPS* Liaison will be available to *Park City* for guidance with all aspects of the Hybrid POD memorandum.

The scope of dispensing is scalable and can be modified by the memorandum of both parties to meet the needs of the event.

**Duration of the MOU:**

This document shall be in effect for three (3) years from the date the MOU is fully executed. Termination of this MOU can be with or without cause, by giving thirty (30) days written notice to the other party.

**Nonbinding**

The parties acknowledge that this is not a binding agreement and cannot be legally enforced.

**Approvals:**

***EMHD***

By: \_\_\_\_\_  
Carl Link, Emergency Management Director

\_\_\_\_\_  
Date

***Park City***

By: \_\_\_\_\_  
Signature   
\_\_\_\_\_  
Printed Name 

\_\_\_\_\_  
Date 3/26/20

Title

**City of Park City Legal**

By: *Douglas Moshier*  
 Signature  
Douglas Moshier  
 Printed Name  
City Attorney  
 Title

3/26/20  
 Date

**City of Valley Center**

By: \_\_\_\_\_  
 Signature  
 \_\_\_\_\_  
 Printed Name  
 \_\_\_\_\_  
 Title

\_\_\_\_\_  
 Date

**NEW BUSINESS**  
**RECOMMENDED ACTION**

**A. MEMORANDUM OF UNDERSTANDING- SEDGWICK COUNTY**  
**EMERGENCY MANAGEMENT & PHEP & PARK CITY:**

Should Council choose to proceed

**RECOMMENDED ACTION**

**Staff recommends motion of approval of Memorandum of Understanding between The City of Valley Center and Sedgwick County Emergency Management & PHEP & City of Park City and authorize Mayor to sign.**

## **NEW BUSINESS**

### **B. CHANGE ORDER – WATERLINE REPLACEMENT:**

Golka will report on change order requested on the waterline replacement project. This change order is for the addition of 884 meter adapters. The meter adapters are required to transition for 1” service line and 1” setter to a ¾” meter. The change order also includes addition of tracer line on all long services.

- Change order

**CHANGE ORDER No. 1**

Date of Issuance: March 18, 2020

Project Name: Valley Center Waterline Replacements	Owner: City of Valley Center	Owner's Project Number:
Engineer's Project Number (if applicable): 35-171031-001-2502	Date of Contract: January 7, 2020	
Contractor: Nowak Construction Company, Inc.	Funding Agency Project Number (if applicable):	

**The following changes are hereby made to the CONTRACT DOCUMENTS:**

**Justification:** Change in contract price for the addition of 884 meter adapters (\$10.90/each, 442 meters, 2 required per meter = \$9,635.60), plus labor (\$2,210.00), plus 15% markup (\$1,776.84), totaling \$13,622.44. The meter adapters are required to transition from 1" service line and 1" setter to a 3/4" meter. Also, City Staff requested adding tracer wire on all long services (12,821 feet, \$0.18/ft), totaling \$2,307.78.

**Change to CONTRACT PRICE**

Original CONTRACT PRICE: \$ 2,925,753.30  
 Current CONTRACT PRICE (as adjusted by previous CHANGE ORDERS): \$ 2,925,753.30  
 Increase in CONTRACT PRICE as of this Change Order: \$ 15,930.22  
 The new CONTRACT PRICE incorporating this CHANGE ORDER: \$ 2,941,683.52

**Change to CONTRACT TIME:**

Original Contract Times:  Working Days  Calendar Days

Substantial completion (days or date): \_\_\_\_\_

Final completion (days or date): \_\_\_\_\_

The CONTRACT TIME (as adjusted by previous CHANGE ORDERS):

Substantial completion (days or date): \_\_\_\_\_

Final completion (days or date): \_\_\_\_\_

[Increase] [Decrease] in CONTRACT TIME as of this Change Order:

Substantial completion (days or date): \_\_\_\_\_

Final completion (days or date): \_\_\_\_\_

CONTRACT TIMES with all approved CHANGE ORDERS:

Substantial completion (days or date): \_\_\_\_\_

Final completion (days or date): \_\_\_\_\_

REQUESTED:

By: Ryan Wilson 3/20/2020  
 Contractor (Authorized Signature)

RECOMMENDED:

By: [Signature] 3/23/20  
 Engineer (Authorized Signature)

ACCEPTED:

By: \_\_\_\_\_  
 Owner (Authorized Signature)

**NEW BUSINESS**  
**RECOMMENDED ACTION**

**B. CHANGE ORDER – WATERLINE REPLACEMENT:**

Should Council choose to proceed

**RECOMMENDED ACTION**

**Staff recommends motion of approval of change order for the waterline replacement project in the amount of \$15,930.22 and authorize Mayor to sign.**

**CONSENT AGENDA**

**A. APPROPRIATION ORDINANCE – APRIL 7, 2020**

**RECOMMENDED ACTION:**

**Staff recommends motion to approve the Consent Agenda as presented.**



A/P HISTORY CHECK REPORT

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I-JED202003105111	ACCT # 1019322044	R	3/13/2020	176.33		051464		176.33
0035	BARRY ARBUCKLE							
I-202003125136	BARRY ARBUCKLE	R	3/13/2020	330.00		051465		
I-202003125141	BARRY ARBUCKLE	R	3/13/2020	800.00		051465		1,130.00
0042	LARRY LINN							
I-202003125137	LARRY LINN	R	3/13/2020	1,700.00		051466		1,700.00
0059	CITY OF WICHITA							
I-202003105124	CITY OF WICHITA	R	3/13/2020	70.00		051467		70.00
0080	KDHE-BUREAU OF WATER							
I-202003105109	KDHE-BUREAU OF WATER	R	3/13/2020	25.00		051468		25.00
0113	VALLEY OFFSET PRINTING, INC.							
I-202003095107	VALLEY OFFSET PRINTING, INC.	R	3/13/2020	91.00		051469		
I-202003105113	VALLEY OFFSET PRINTING, INC.	R	3/13/2020	60.00		051469		
I-202003125135	VALLEY OFFSET PRINTING, INC.	R	3/13/2020	258.00		051469		409.00
0129	JCI INDUSTRIES INC							
I-202003095106	JCI INDUSTRIES INC	R	3/13/2020	595.00		051470		595.00
0142	SOUTHWEST BUTLER QUARRY, LLC.							
I-202003095103	SOUTHWEST BUTLER QUARRY, LLC.	R	3/13/2020	945.02		051471		945.02
0153	ARK VALLEY NEWS							
I-202003105112	ARK VALLEY NEWS	R	3/13/2020	299.52		051472		299.52
0156	BEALL & MITCHELL, LLC							
I-202003125139	BEALL & MITCHELL, LLC	R	3/13/2020	1,850.00		051473		1,850.00
0183	KANSAS ONE-CALL SYSTEM, INC							
I-202003105108	KANSAS ONE-CALL SYSTEM, INC	R	3/13/2020	100.80		051474		100.80
0447	VIETNAM COMBAT VETERANS LTD							
I-202003095105	VIETNAM COMBAT VETERANS LTD	R	3/13/2020	2,500.00		051475		2,500.00
0457	CHRISTOPHER MICHAEL LEE DAVIS,							
I-202003125138	CHRISTOPHER MICHAEL LEE DAVIS,	R	3/13/2020	125.00		051476		125.00
0585	SCOTT - MERRIMAN INCORPORATED							
I-202003105126	SCOTT - MERRIMAN INCORPORATED	R	3/13/2020	675.00		051477		675.00

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0601	JOY K. WILLIAMS, ATTORNEY AT L							
I-202003125140	JOY K. WILLIAMS, ATTORNEY AT L	R	3/13/2020	1,350.00		051478		1,350.00
0631	OVERHEAD DOOR COMPANY							
I-202003125134	OVERHEAD DOOR COMPANY	R	3/13/2020	108.00		051479		108.00
0656	DRAGONFLY LAWN & TREE CARE LLC							
I-202003095098	DRAGONFLY LAWN & TREE CARE LLC	R	3/13/2020	380.00		051480		380.00
0708	UNIFIRST							
I-202003105119	UNIFIRST	R	3/13/2020	95.72		051481		
I-202003105120	UNIFIRST	R	3/13/2020	105.17		051481		
I-202003105121	UNIFIRST	R	3/13/2020	88.13		051481		289.02
0768	MABCD							
I-202003105110	MABCD	R	3/13/2020	32.00		051482		32.00
0784	MERIDIAN ANALYTICAL LABS, LLC							
I-202003095104	MERIDIAN ANALYTICAL LABS, LLC	R	3/13/2020	450.00		051483		450.00
0796	BARDAVON HEALTH INNOVATIONS							
I-202003105127	BARDAVON HEALTH INNOVATIONS	R	3/13/2020	110.00		051484		110.00
0809	VALLEY CENTER SENIOR ASSOCIATI							
I-202003105114	VALLEY CENTER SENIOR ASSOCIATI	R	3/13/2020	455.00		051485		455.00
0817	H.M.S. LLC							
I-202003095099	H.M.S. LLC	R	3/13/2020	249.93		051486		
I-202003095102	H.M.S. LLC	R	3/13/2020	134.96		051486		
I-202003105116	H.M.S. LLC	R	3/13/2020	124.97		051486		
I-202003105125	H.M.S. LLC	R	3/13/2020	29.99		051486		
I-202003115130	H.M.S. LLC	R	3/13/2020	197.95		051486		737.80
0898	GREATER WICHITA YMCA							
I-202003105117	GREATER WICHITA YMCA	R	3/13/2020	31.25		051487		
I-202003105118	GREATER WICHITA YMCA	R	3/13/2020	265.00		051487		296.25
0988	FELD FIRE							
I-202003105122	FELD FIRE	R	3/13/2020	5,324.30		051488		
I-202003105123	FELD FIRE	R	3/13/2020	701.36		051488		6,025.66
1056	WEX BANK							
I-202003095097	WEX BANK	R	3/13/2020	4,108.53		051489		4,108.53

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1078	FLEXIBLE BENEFIT SERVICE CORPO							
I-202003105115	FLEXIBLE BENEFIT SERVICE CORPO	R	3/13/2020	53.75		051490		
I-202003105129	FLEXIBLE BENEFIT SERVICE CORPO	R	3/13/2020	165.00		051490		218.75
1084	DCF							
I-202003105128	DCF	R	3/13/2020	10.00		051491		10.00
0270	INTRUST CARD CENTER							
I-202003195174	INTRUST CARD CENTER	R	3/20/2020	21,693.54		051495		21,693.54
0006	AT&T							
I-202003175157	AT&T	R	3/20/2020	305.12		051496		
I-202003175158	AT&T	R	3/20/2020	305.12		051496		
I-202003175159	AT&T	R	3/20/2020	1,414.15		051496		2,024.39
0059	CITY OF WICHITA							
I-202003175149	CITY OF WICHITA	R	3/20/2020	7,200.00		051497		
I-202003195168	CITY OF WICHITA	R	3/20/2020	7,680.00		051497		14,880.00
0088	DONDLINGER & SONS CONSTRUCTION							
I-202003195176	DONDLINGER & SONS CONSTRUCTION	R	3/20/2020	98,660.60		051498		98,660.60
0110	LKM - LEAGUE OF KANSAS MUNICIPAL							
I-202003175151	LKM - LEAGUE OF KANSAS MUNICIPAL	R	3/20/2020	225.00		051499		225.00
0224	SUMNERONE, INC.							
I-202003175152	SUMNERONE, INC.	R	3/20/2020	105.33		051500		
I-202003195167	SUMNERONE, INC.	R	3/20/2020	61.05		051500		166.38
0259	CRAIN CHEMICAL COMPANY							
I-202003175147	CRAIN CHEMICAL COMPANY	R	3/20/2020	169.94		051501		169.94
0280	KANSAS JUDICIAL COUNCIL							
I-202003195172	KANSAS JUDICIAL COUNCIL	R	3/20/2020	45.00		051502		45.00
0284	KDHE BUREAU OF ENVIRONMENTAL R							
I-202003195169	KDHE BUREAU OF ENVIRONMENTAL R	R	3/20/2020	10.00		051503		10.00
0360	APPLIED CONCEPTS, INC							
I-202003175148	APPLIED CONCEPTS, INC	R	3/20/2020	10,533.00		051504		10,533.00
0578	PHILIP L. WEISER, J.D.							
I-202003175144	PHILIP L. WEISER, J.D.	R	3/20/2020	450.00		051505		450.00

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0623	CORE & MAIN							
I-202003175160	CORE & MAIN	R	3/20/2020	109.12		051506		109.12
0708	UNIFIRST							
I-202003175153	UNIFIRST	R	3/20/2020	24.31		051507		
I-202003175154	UNIFIRST	R	3/20/2020	18.76		051507		
I-202003195170	UNIFIRST	R	3/20/2020	86.81		051507		129.88
0784	MERIDIAN ANALYTICAL LABS, LLC							
I-202003195173	MERIDIAN ANALYTICAL LABS, LLC	R	3/20/2020	451.00		051508		451.00
0817	H.M.S. LLC							
I-202003185165	H.M.S. LLC	R	3/20/2020	39.99		051509		
I-202003195177	H.M.S. LLC	R	3/20/2020	109.98		051509		
I-202003195178	H.M.S. LLC	R	3/20/2020	113.97		051509		263.94
0910	EMPAC, INC							
I-202003175156	EMPAC, INC	R	3/20/2020	210.00		051510		210.00
0961	PINNACLE FIRE & AUTOMATION							
I-202003175155	PINNACLE FIRE & AUTOMATION	R	3/20/2020	115.00		051511		115.00
1004	GILMORE SOLUTIONS							
I-202003175150	GILMORE SOLUTIONS	R	3/20/2020	2,000.00		051512		
I-202003195175	GILMORE SOLUTIONS	R	3/20/2020	15,957.75		051512		17,957.75
1	MAY, JAMI							
I-000202003165142	US REFUND	R	3/20/2020	253.54		051518		253.54
1	GAMBOA, CRISTINA							
I-000202003165143	US REFUND	R	3/20/2020	15.00		051519		15.00
0244	BNSF RAILWAYS							
I-202003205189	BNSF RAILWAYS	R	3/20/2020	7,784.00		051520		7,784.00
0254	CITY OF WICHITA							
I-202003205190	CITY OF WICHITA	R	3/20/2020	37,263.78		051521		37,263.78
0372	U S DEPT OF EDUCATION AWG							
I-JED202003235195	ACCT # 1019322044	R	3/27/2020	176.33		051522		176.33
0032	AFLAC							
I-AF 202003105111	SUPPLEMENTAL INSURANCE	R	3/27/2020	52.52		051523		
I-AF 202003235195	SUPPLEMENTAL INSURANCE	R	3/27/2020	52.52		051523		
I-AFC202003105111	SUPPLEMENTAL INSURANCE	R	3/27/2020	22.62		051523		
I-AFC202003235195	SUPPLEMENTAL INSURANCE	R	3/27/2020	22.62		051523		
I-AFO202003105111	SUPPLEMENTAL INSURANCE	R	3/27/2020	29.12		051523		
I-AFO202003235195	SUPPLEMENTAL INSURANCE	R	3/27/2020	29.12		051523		208.52

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0445	DELTA DENTAL OF KANSAS, INC.							
I-DDS202003105111	DENTAL INSURANCE	R	3/27/2020	288.88		051524		
I-DDS202003235195	DENTAL INSURANCE	R	3/27/2020	200.28		051524		
I-DEC202003105111	DENTAL INSURANCE	R	3/27/2020	195.48		051524		
I-DEC202003235195	DENTAL INSURANCE	R	3/27/2020	195.48		051524		
I-DES202003105111	DENTAL INSURANCE	R	3/27/2020	132.20		051524		
I-DES202003235195	DENTAL INSURANCE	R	3/27/2020	132.20		051524		
I-DFM202003105111	DENTAL INSURANCE	R	3/27/2020	609.29		051524		
I-DFM202003235195	DENTAL INSURANCE	R	3/27/2020	553.90		051524		2,307.71
0566	SURENCY LIFE AND HEALTH							
I-VEC202003105111	VISION INSURANCE	R	3/27/2020	7.59		051525		
I-VEC202003235195	VISION INSURANCE	R	3/27/2020	7.59		051525		
I-VMC202003105111	VISION INSURANCE	R	3/27/2020	49.86		051525		
I-VMC202003235195	VISION INSURANCE	R	3/27/2020	49.86		051525		
I-VME202003105111	VISION INSURANCE	R	3/27/2020	71.39		051525		
I-VME202003235195	VISION INSURANCE	R	3/27/2020	55.44		051525		
I-VMF202003105111	VISION INSURANCE	R	3/27/2020	112.98		051525		
I-VMF202003235195	VISION INSURANCE	R	3/27/2020	96.84		051525		
I-VMS202003105111	VISION INSURANCE	R	3/27/2020	38.72		051525		
I-VMS202003235195	VISION INSURANCE	R	3/27/2020	38.72		051525		528.99
0014	WICHITA WINWATER WORKS CO.							
I-202003235196	WICHITA WINWATER WORKS CO.	R	3/27/2020	130.76		051526		
I-202003235197	WICHITA WINWATER WORKS CO.	R	3/27/2020	1,355.00		051526		
I-202003235198	WICHITA WINWATER WORKS CO.	R	3/27/2020	79.50		051526		
I-202003275217	WICHITA WINWATER WORKS CO.	R	3/27/2020	79.50		051526		1,644.76
0061	VALLEY CENTER PUBLIC LIBRARY							
I-202003245201	VALLEY CENTER PUBLIC LIBRARY	R	3/27/2020	7,692.72		051527		7,692.72
0092	TYLER TECHNOLOGIES INC							
I-202003235199	TYLER TECHNOLOGIES INC	R	3/27/2020	22,756.41		051528		
I-202003235200	TYLER TECHNOLOGIES INC	R	3/27/2020	205.00		051528		22,961.41
0113	VALLEY OFFSET PRINTING, INC.							
I-202003245202	VALLEY OFFSET PRINTING, INC.	R	3/27/2020	169.00		051529		169.00
0133	MAYER SPECIALTY SERVICES							
I-202003265209	MAYER SPECIALTY SERVICES	R	3/27/2020	18,122.24		051530		18,122.24
0427	CINTAS CORPORATION NO 2							
I-202003265212	CINTAS CORPORATION NO 2	R	3/27/2020	33.01		051531		
I-202003265213	CINTAS CORPORATION NO 2	R	3/27/2020	54.55		051531		
I-202003265214	CINTAS CORPORATION NO 2	R	3/27/2020	90.66		051531		178.22

A/P HISTORY CHECK REPORT

3/31/2020 3:51 PM  
 VENDOR SET: 02 City of Valley Center  
 BANK: APBK INTRUST CHECKING  
 DATE RANGE: 0/00/0000 THRU 99/99/9999

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0457	CHRISTOPHER MICHAEL LEE DAVIS, CHRISTOPHER MICHAEL LEE DAVIS,	R	3/27/2020	60.00		051532		60.00
0623	CORE & MAIN CORE & MAIN	R	3/27/2020	245.58		051533		245.58
0708	UNIFIRST UNIFIRST UNIFIRST	R R	3/27/2020 3/27/2020	31.95 18.37		051534 051534		50.32
0799	ELITE FRANCHISING INC DBA JANI ELITE FRANCHISING INC DBA JANI ELITE FRANCHISING INC DBA JANI	R R	3/27/2020 3/27/2020	909.38 696.01		051535 051535		1,605.39
0809	VALLEY CENTER SENIOR ASSOCIATI VALLEY CENTER SENIOR ASSOCIATI	R	3/27/2020	511.00		051536		511.00
0824	GALLS, LLC GALLS, LLC GALLS, LLC GALLS, LLC	R R R	3/27/2020 3/27/2020 3/27/2020	82.99 27.60 39.00		051537 051537 051537		149.59
1085	DERBY OVERHEAD COMPANY DERBY OVERHEAD DOOR	R	3/27/2020	450.00		051538		450.00
1086	ABBY MILLER ABBY MILLER	R	3/27/2020	514.00		051539		514.00

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	68	296,158.32	0.00	296,158.32
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	0	VOID DEBITS 0.00 VOID CREDITS 0.00	0.00	0.00

TOTAL ERRORS: 0

VENDOR SET: 02 BANK: APBK TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
	68	296,158.32	0.00	296,158.32

A/P HISTORY CHECK REPORT

3/31/2020 3:51 PM  
 VENDOR SET: 03 City of Valley Center  
 BANK: APBK INTRUST CHECKING  
 DATE RANGE: 0/00/0000 THRU 99/99/9999

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0102	SCOTT HAMLIN							
I-202003115133	SCOTT HAMLIN	R	3/13/2020	50.00		051492		50.00
0105	GLEN DAVIDSON							
I-202003115132	GLEN DAVIDSON	R	3/13/2020	50.00		051493		50.00
0110	BRENT CLARK							
I-202003115131	BRENT CLARK	R	3/13/2020	56.35		051494		56.35
0082	SHELLEY JOHNSON							
I-202003255204	SHELLEY JOHNSON	R	3/27/2020	31.05		051540		31.05
0085	STACY SHAY							
I-202003255205	STACY SHAY	R	3/27/2020	31.62		051541		
I-202003255206	STACY SHAY	R	3/27/2020	18.43		051541		50.05

\* \* T O T A L S \* \*

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	5	237.45	0.00	237.45
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	0	VOID DEBITS 0.00		
		VOID CREDITS 0.00	0.00	0.00

TOTAL ERRORS: 0

VENDOR SET: 03 BANK: APBK TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
	5	237.45	0.00	237.45

A/P HISTORY CHECK REPORT

3/31/2020 3:51 PM  
 VENDOR SET: 04 City of Valley Center  
 BANK: APBK INTRUST CHECKING  
 DATE RANGE: 0/00/0000 THRU 99/99/9999

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0135	JENNIFER STAPLETON							
I-202003175161	JENNIFER STAPLETON	R	3/20/2020	160.00		051513		160.00
0136	SHELBY NACCARATO							
I-202003175162	SHELBY NACCARATO	R	3/20/2020	200.00		051514		200.00
0137	LIFE POINT CHURCH							
I-202003175163	LIFE POINT CHURCH	R	3/20/2020	400.00		051515		400.00
0138	GAVIN DEWEY							
I-202003175164	GAVIN DEWEY	R	3/20/2020	200.00		051516		200.00
0139	MORRIS LEWIS							
I-202003195171	MORRIS LEWIS	R	3/20/2020	400.00		051517		400.00

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	5	1,360.00	0.00	1,360.00
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	0	VOID DEBITS	0.00	
		VOID CREDITS	0.00	0.00

TOTAL ERRORS: 0

VENDOR SET: 04	BANK: APBK	TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
			5	1,360.00	0.00	1,360.00
BANK: APBK	TOTALS:		78	297,755.77	0.00	297,755.77
REPORT TOTALS:			78	297,755.77	0.00	297,755.77

3/31/2020 3:51 PM

A/P HISTORY CHECK REPORT

SELECTION CRITERIA

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VENDOR SET: \* - All  
VENDOR: ALL  
BANK CODES: All  
FUNDS: All  
-----

CHECK SELECTION

CHECK RANGE: 051464 THRU 051541  
DATE RANGE: 0/00/0000 THRU 99/99/9999  
CHECK AMOUNT RANGE: 0.00 THRU 999,999,999.99  
INCLUDE ALL VOIDS: YES  
-----

PRINT OPTIONS

SEQUENCE: CHECK NUMBER

PRINT TRANSACTIONS: YES  
PRINT G/L: NO  
UNPOSTED ONLY: NO  
EXCLUDE UNPOSTED: NO  
MANUAL ONLY: NO  
STUB COMMENTS: NO  
REPORT FOOTER: NO  
CHECK STATUS: NO  
PRINT STATUS: \* - All  
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## **STAFF REPORTS**

- A. Community Development Director Shrack**
- B. Parks & Public Buildings Director Owings**
- C. Public Safety Director Newman**
- D. Public Works Director Eggleston**
- E. City Engineer Golka**
- F. City Attorney Arbuckle**
- G. Asst. City Administrator of Finance Smith**
- H. City Administrator Clark**



**Contractor's Application for Payment No. 2**

Application Period: 02/01/2020 through 02/27/2020	Application Date: 03/02/2020
To (Owner): City of Valley Center	From (Contractor): Nowak Construction Company, Inc.
Project: City of Valley Center Waterline Replacements	Via (Engineer): Professional Engineering Consultants, PA
Contract: Valley Center Waterline Replacements	
Owner's Contract No.:	Contractor's Project No.: 191027
	Engineer's Project No.: 35-171031-001-2502

**Application For Payment  
Change Order Summary**

Approved Change Orders			
Number	Additions	Deductions	
<b>TOTALS</b>			
<b>NET CHANGE BY</b>			
<b>CHANGE ORDERS</b>			

<b>1. ORIGINAL CONTRACT PRICE</b> .....	\$	<u>\$2,925,753.30</u>
<b>2. Net change by Change Orders</b> .....	\$	
<b>3. Current Contract Price (Line 1 ± 2)</b> .....	\$	<u>\$2,925,753.30</u>
<b>4. TOTAL COMPLETED AND STORED TO DATE</b>		
(Column F total on Progress Estimates).....	\$	<u>\$849,577.74</u>
<b>5. RETAINAGE:</b>		
a. 10% X <u>\$422,183.32</u> Work Completed.....	\$	<u>\$42,218.33</u>
b. 10% X <u>\$427,394.42</u> Stored Material.....	\$	<u>\$42,739.44</u>
c. Total Retainage (Line 5.a + Line 5.b).....	\$	<u>\$84,957.77</u>
<b>6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c)</b> .....	\$	<u>\$764,619.97</u>
<b>7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)</b> .....	\$	<u>\$337,915.96</u>
<b>8. AMOUNT DUE THIS APPLICATION</b> .....	\$	<u>\$426,704.01</u>
<b>9. BALANCE TO FINISH, PLUS RETAINAGE</b>		
(Column G total on Progress Estimates + Line 5.c above).....	\$	<u>\$2,161,133.33</u>

**Contractor's Certification**  
 The undersigned Contractor certifies, to the best of its knowledge, the following:  
 (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;  
 (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances), and  
 (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

**Contractor Signature**  
 By: Jeffery Murphy Date: 3/2/20

**Resident Project Representative (RPR/OSR) Signature**  
 By: JAG for Kirk Kinzle Date: 3/3/2020

Payment of: \$ \$426,704.01  
 (Line 8 or other - attach explanation of the other amount)

is recommended by: [Signature] 3/3/2020  
 (Engineer) (Date)

Payment of: \$ \$426,704.01  
 (Line 8 or other - attach explanation of the other amount)

is approved by: [Signature] 3-31-2020  
 (Owner) (Date)

Approved by: N/A N/A  
 Funding or Financing Entity (if applicable) (Date)



**TO:** City of Valley Center **DATE:** April 7, 2020  
**ATTENTION:** Mayor Cicirello and Members of Council **PROJECT NO.:** 35-197013-000-2502  
**FROM:** Josh Golka, P.E. **PROJECT:** Valley Center – City Engineer  
**REFERENCE:** Project Status Update **COPIES TO:** Brent Clark, Rodney Eggleston, Barry Smith

Please advise immediately of any misconceptions or omissions you believe to be contained herein.

Shown below is a list of current PEC projects with status updates:

### **Current Projects:**

#### **1. Waste Water Treatment Plant Phase 3 Improvements (161372)**

- A. Clarifier electrical power has been completed and checked out by WesTech (manufacturer). The controls are being finalized and field modifications needed will occur in the next week or so.
- B. Mow strip around clarifier has been poured and the trough grout and perimeter handrail have been installed.
- C. Installation of the power conduit for the east DO probe in the aeration basin has been started.
- D. South sludge holding tank: finished new outside wall and grouting of the south sludge inside wall is ongoing. The catwalk has been installed and a portion of the yard piping has been completed.
- E. Conduits for the lighting at the sludge blower pad are being installed.
- F. UV SCADA controls have been completed.
- G. Blowers have arrived in the US and were to be shipped from Virginia on 3/31.

#### **2. Waterline Replacements (171031)**

- A. Nowak is working on main installation on:
  - WL 1 (3<sup>rd</sup> Street from Sheridan to railroad tracks)
  - WL 2 (2<sup>nd</sup> Street from Sheridan to railroad tracks)
  - WL 10 (Ash Avenue from 2<sup>nd</sup> to 5<sup>th</sup>)
  - WL 11 (Park Avenue form Main to 5<sup>th</sup>)

Also working on service installations on:

- WL 3 (Hickory Lane from 3<sup>rd</sup> to 5<sup>th</sup>)
- WL 4 (Meeds Drive from 3<sup>rd</sup> to 5<sup>th</sup>)
- WL 6 (4<sup>th</sup> Street from Meeds to Birch)
- WL 7 (Albert Street from Meeds to Birch)

#### **3. Water Tower Rehabilitation (187013-004)**

- A. On hold until completion of waterline replacement project.

#### **4. Meridian from 69th Street to Railroad Paving Improvements (197013-004)**

- A. Project kickoff meeting to be scheduled with City staff upon completion of field survey.

**Miscellaneous**

1. Inspection services for water and sanitary sewer improvements at Fieldcrest awaiting construction start date from the developer (197013-003).
2. Update cost estimate for Ford Street (77<sup>th</sup>) from floodway bridge to Broadway in preparation for submission of KDOT Cost Share application.

**Warranty Projects**

1. Storm Water Improvements along Allen from Park to Meridian (197013-002) - Dondlinger & Sons Construction Co., Inc - November 13th, 2021
2. 5th Street from Fiddler's Creek to Broadway (187013-002) - Cornejo & Sons, LLC - April 5, 2021

## **GOVERNING BODY REPORTS**

- A. Mayor Cicirello**
- B. Councilmember Stamm**
- C. Councilmember Evans**
- D. Councilmember Davis**
- E. Councilmember Anderson**
- F. Councilmember Gregory**
- G. Councilmember Kerstetter**
- H. Councilmember Wilson**
- I. Councilmember Colbert**

**ADJOURN**