



MINUTES

City Council Meeting

6:30 PM - Tuesday, February 11, 2025
Council Room

1 CALL MEETING TO ORDER

The City Council meeting was called to order on February 11, 2025, at 6:30 p.m. in the Council Room.

2 FLAG SALUTE

Council President Nick Engle led the flag salute.

3 INVOCATION

Pastor Richard Sparks, The Well Worship Center, gave the invocation.

4 ROLL CALL

PRESENT: Council Member Kristi Truitt
Council Member Mike Neel
Council Member Elizabeth Stanton
Council President Nick Engle
Mayor Mark Staats
Council Member Jenny Webster
Council Member Rick Coleman
Council Member Chris Unkel
Council Member Wayne Molt, Jr.

ABSENT: None

5 ACCEPTANCE OF AGENDA

5.1 Adoption of the Agenda

Nick Engle moved, seconded by Jenny Webster, to approve the meeting agenda, as presented.

RESULT:	Carried
MOVER:	Nick Engle
SECONDER:	Jenny Webster
AYES:	Kristi Truitt, Mike Neel, Elizabeth Stanton, Nick Engle, Jenny Webster, Rick Coleman, Chris Unkel, and Wayne Molt, Jr.

6 PRESENTATIONS

6.1 Fire and Rescue 2024 Annual Report

John Turner, Fire Chief, gave the annual report.

BACKGROUND:

- The 2024 Annual Report is an opportunity to report to the community the activities of the year while also maintaining a focus on the Fire and Rescue Department's mission, goals, and objectives.

Council Member Wayne Molt, Jr. said I am Derby proud, and think we have an outstanding fire department. When you count the overlapping calls, are both calls counted? Were they counted the same way in 2020?

John Turner, Fire Chief, replied yes, both calls are counted and that is how all the years shown are recorded.

Mr. Molt said I asked because the chart shows overlapping calls have nearly doubled in only four years. That's a concerning rise, but your staff seems to be handling it well, nonetheless.

Council Member Rick Coleman said Engine 83 has been our fallback or reserve; are we planning to roll the older 81 into 83's position?

Chief Turner said we plan to keep both. They are both older apparatus without much resale value, so we would like to keep both on-hand until we replace the 2019. Of course, if there is some catastrophic failure to one, we would dispose of it.

Kiel Mangus, City Manager, added we used to just roll the older model into that reserve position, but now that we are replacing 83 with a new model, we hope to space the cycle out a bit more. The build times are now 48 months or more, so we need to plan ahead knowing that the year we approve a new apparatus, we will not be seeing it for another 4 years or more.

Council Member Elizabeth Stanton asked will you name the Fire Pup like PD did their canine?

Chief Turner said his name is Fire Pup, and he's probably a bit cuddlier than Jax over at PD.

Ms. Stanton said I know last week we had multiple fires, and I see your guys racing around town a lot. Everything you do is appreciated. One of the things I am most proud of about my time on Council is when we vote to use taxpayer funds to provide things for our community they cannot provide for themselves, such as the services of Derby Fire & Rescue. You are doing the Lord's work. You go out and pick up naked grandmas when they fall. While that may not be as exciting as being on the front lines fighting a fire, it is a very big need in the community. We appreciate you and thank you for all the many ways you help our residents. Keep up the good work.

Chief Turner said I am also very proud of our team; we are a tight-knit crew, too. I think the opportunity to hire 3 more in June will be highly competitive. We are getting quite a reputation among the response community, and that is in no small part due to the continued support of Council.

Ms. Stanton said I love seeing all of our departments being the ones that other cities look up to and want to be like. That shows the resources we spend and pour into various areas and departments is being put to good use.

Mr. Mangus added I am excited to see the career pathways program being able to expand to include Fire and EMS. It is good for Derby, and for the profession at-large. It has taken a lot of work over a long time in conjunction with the schools.

Mayor Mark Staats asked if we are adding more firefighters at Fire Station 82, is there room? It has been a while since I have been over there to recall how it is laid out.

Mr. Mangus pointed out we remodeled that in 2019 after 81 was completed to better use the space.

Mayor Staats said I want to brag about our Fire Department and their paramedic program. We have the benefit of a paramedic on every shift, which is a huge benefit to our community. When a County EMS unit cannot get here quickly, we have someone who can provide all the services of the EMS except for transport.

Ms. Stanton said on our very worst day, we only want the very best showing up. That is why we as a Council advocate so strongly for our police and fire personnel. We rely on them in the most difficult of situations.

Mr. Coleman asked do we track Sedgwick County's response times?

Chief Turner said they have a dashboard online we can go to for that information.

Mr. Mangus pointed out the County times have improved. Over the last year or so, they have gotten new CAD technology which has helped. Our own new reporting software will help us have better and more specific data to share, too. An example is related to our overlapping calls. About 60% of our fire calls are medical; a large portion of those are related to vehicle accidents, which becomes a police call as well. I think we are just scratching the surface of what the new CAD can provide related to usable data for continuing to improve service and staffing.

Mr. Coleman said I'd like to have us look into overlapping calls that require transport. As we continue to grow, there are only going to be more incidents,

so there may come a time we need to go to the County and request two full-time ambulances.

Mr. Mangus said I have some conversations with Sedgwick County about this. We have had one ambulance for 20 years, and we are a lot larger than we were 20 years ago. Since Wesley ER has begun private transports, that has helped. We will continue to advocate for a second spot.

Mayor Staats said I have also had some of those conversations and it seems to come down to being a budgetary issue. We will keep having those conversations and work with the County toward a solution.

Mr. Mangus noted we do have a good working relationship with the County. Whether we are successful in getting a second ambulance or not, Chief's move to have paramedics staffing every shift, we are able to respond to calls in ways medically we could not previously. Specifically with drug-related responses, we can have more of the necessary medications onboard, which have been provided by the County. Of course, every community wants to have an ambulance, and the County has to decide where to best allocate those resources. With the additional data these new reporting systems provide, we will hopefully be able to justify the request for a second unit.

6.2 Derby Public Library Annual Report

Eric Gustafson, Library Director, gave the annual report.

FINANCIAL/SUSTAINABILITY CONSIDERATIONS:

- The purpose of the 2024 annual report is to inform the City Council of the activities and accomplishments of the Derby Public Library during the last year.

Council Member Wayne Molt, Jr. said I love your enthusiasm; it is contagious. My family and I visit the library often. The materials and programs available are great.

Council Member Kristi Truitt said I went in for a passport last weekend. Your staff was very knowledgeable, patient, and helpful throughout the process. I'm glad to hear this added service is not only benefiting those who use it, but also helping add another revenue stream for the library.

Eric Gustafson, Library Director, replied the passport process can be one that is already a bit uncomfortable for folks, so we try to not only offer the service, but to also make it better. I had a gentleman drive down from Newton recently because he heard it was easier to do in Derby, and our hours fit his work schedule.

Council Member Elizabeth Stanton asked what was the prize for adult readers? I remember growing up with the Book It program and loved getting my pizza as a reward.

Mr. Gustafson said we took a survey among participants, and from those results, we offered their choice of a reading light, tote bag, journal, or t-shirt.

Ms. Stanton joked I'd still read for pizza if you could find a way to make that happen! Our library provides so many wonderful services, be it the physical books, e-books, or audiobooks. Another great example of our tax dollars being well-spent, resulting in a top-of-the-line department others want to match.

Council Member Mike Neel said I want to plug the great apps offered through the library. I love Libby; I love Hoopla. I got them after your presentation last year and use them all the time.

Council Member Chris Unkel said everything in Derby is great and is run well, but you are the top of the top. You and your staff are always very welcoming, helpful and enthusiastic about serving customers. I'll admit I'm not a library or books guy, so how do you go about reaching guys like me about all the great things the library has to offer?

Mr. Gustafson replied word-of-mouth is the number one way. When people find something they like, they like to tell others. It's not just customers, though. Our staff loves what they do and where they work, so they enjoy getting out and spreading the word. We have a strong social media presence, which we track. We are in Zoom magazine; we do articles in *The Informer*. We have radio ads during the Panther football games. So, there are many ways we try to spread the word.

Mr. Unkel said your excitement filters down to and through those who work for you; it is great. I like how the library has worked to be financially responsible and look for new revenue streams while providing so many free services to the community. Good job.

Mr. Gustafson said fiscal responsibility has been a priority. I live in Derby, too, and pay taxes here. We want to provide the most efficient services we can. When we grow and change, adding something, we also look to what could be removed or done differently.

Kiel Mangus, City Manager, said I am very excited about your park. People are wanting a splash pad, and this will fill that desire before our big one at High Park is finished. I believe the park will bring even more visitors to the library and be a great amenity.

Ms. Stanton said I like that the splash pad has been made larger than originally planned and agree it will increase numbers. Your parking lot is already pretty busy with your regular day-to-day business; does it need to be made bigger to accommodate those coming to the park?

Mr. Gustafson replied we had a statistical analysis done as part of the plan review process. The west end of the parking lot has between 75 and 100 unused parking spaces that were determined to be enough. We actually had around 20 to spare from what was required. They are just a little further out from the main entrance, so they don't often get used currently. We will be adding two new handicapped parking spaces right in front of the splash pad.

7 PUBLIC FORUM & ANNOUNCEMENTS

Council Member Elizabeth Stanton said Dan Bronson and I had the opportunity last week to take a tour out at McConnell Air Force Base. I wanted to share with Council one of the challenges Base leadership says they are facing is additional local costs. These include public school registration fees, bus fees, housing affordability, housing availability, property tax, and high rental costs. Council has no control over the school-related items, but we can control some of the housing and property tax issues. We are already working with developers to build more homes in the area, and lately have even seen an increase in proposed duplexes. Rental costs continue to rise, however, which in part can be directly tied to the increased property tax fees. We as a Council need to be mindful of this and take the steps we can to try and lower property tax.

Council Member Mike Neel noted the Derby High School boys' basketball team is playing tonight. They are currently ranked #1 in the state and the girls' team is ranked second or third. Go out and support our local teams, when you can. Our winter sport teams are really doing some great work.

8 CONSENT AGENDA

8.1 Consideration of Minutes

8.2 Farmer's Market Agreement Renewal

BACKGROUND:

- The attached agreement authorizes Kansas Grown Farmers Market to use the parking lot of Madison Avenue Central Park for its 2025 seasonal markets.
- The market would be open to the public from 8 a.m. to noon on Saturdays beginning May 4, 2025, through October 25, 2025.
- Kansas Grown annually provides the City with information demonstrating the market's community impact.
 - Throughout the 2024 season, Kansas Grown had between 33-54 vendors each month.
 - In 2024, Kansas Grown hosted or participated in several community events including Kids Day, Dog Days, Trunk-or-Treat, and food demonstrations.
 - Kansas Grown participates in the Double Up Food Bucks grant program that doubles up to \$25 weekly for shoppers with SNAP or Vision food assistance cards to allow additional purchases of fruits, vegetables, or plant seeds that grow vegetables, from the market.

- Other than dates, times, and shifting locations, most of the terms of this agreement have not changed since 2015.
- For 2025, we have changed the dates to reflect this year's schedule and updated the agreement to allow for two rentals at Madison Avenue Central Park and removed the one for Warren Riverview Park.
 - They use the rentals for winter markets at the park.

FINANCIAL/SUSTAINABILITY CONSIDERATIONS:

- The attached agreement requires Kansas Grown to provide proof of insurance and provide its own traffic cones and flags to separate pedestrians from vehicular traffic.

RECOMMENDED MOTION

- Authorize execution of the agreement.

8.3 One-Step Plat: 75th Estates (County)

BACKGROUND:

General Location: 11011 E. 75th St. South; southwest corner of 75th St. South and Greenwich Rd. (Location Map attached).

Applicant/Agent:

- Applicant: Eric & Rebecca Gilbert
- Agent: Philip Meyer, Baughman Company

Reason for Request: Plat the subject property into four lots for future single-family residential construction.

Background Information:

- The subject property is approximately eight acres in size, located within unincorporated Sedgwick County and within the City of Derby's subdivision jurisdiction. Properties within the subdivision jurisdiction are required to be platted in accordance with Derby's Subdivisions Regulations to ensure compliance with the regulations in the event the property is annexed.
- The request qualifies for one-step review in accordance with Article 418 of the Subdivision Regulations.
 - Residential developments qualify for one-step plat approval if the plat contains no more than 20 lots and does not propose to dedicate a public street across the property.
- The proposed plat (Final Plat attached) would create four lots for the construction of single-family residences on large lots.
- The Derby Planning Commission voted unanimously to recommend City Council approval of the plat at its meeting on January 2, 2025 (excerpt of meeting minutes attached).

FINANCIAL/SUSTAINABILITY CONSIDERATIONS:

- The applicant has not requested extension of City services to serve the property. If the applicant desires City services in the future, they are required to petition the City to extend services, which costs will be assessed in accordance with the City's public improvement finance policy.

LEGAL CONSIDERATIONS:

- In approving the plat, the Planning Commission determined the plat conforms to Kansas law and the City's subdivision regulations. The plat has been reviewed in accordance with both the City and the County zoning regulations to ensure compliance with each.
- As a multi-jurisdictional review, the Derby Planning Commission first reviews the plat, followed by the Derby City Council. If approved by the City Council, the plat will proceed to the Board of County Commissioners for final approval.
- The applicant is responsible for submitting any necessary documents or guarantees required by the County. Two additional documents will be recorded along with the plat:
 - A Grant of Joint Access Easement, detailing maintenance and ownership responsibilities for the shared driveways for Lots 2, 3, and 4.
 - A Restrictive Covenant, detailing maintenance and ownership responsibilities for the drainage easement and detention pond.
- Building permits and inspections will be administered through the Metropolitan Area Building and Construction Department (MABCD).

POLICY IMPLICATIONS:

- In accordance with Article 502.Q.10 of the 2021 Subdivision Regulations, language has been included on the plat that indicates that the property owners within the subdivision consent to future annexation by the City of Derby.

RECOMMENDED MOTION

- Approve the one-step plat of 75th Estates, authorize the Mayor to sign the plat, and direct staff to forward the plat to the Board of County Commissioners.

8.4 District Collaboration Board Appointment

BACKGROUND:

- Sedgwick County Commissioner Jim Howell has proposed the creation of a new District Collaboration Board for the Fifth County Commission District (DCB5).
 - The board will be formed with members from various stakeholders including cities, school districts, townships, and districts located in the Fifth District.
 - The board would replace the current District Advisory Board (DAB) used by Commissioner Howell.

- Commissioner Howell plans to take a Resolution to the BOCC to officially form the DCB5 on March 5, 2025, and requests the City of Derby nominee no later than February 24.
- Once formed, the group will meet for a working lunch on the second Monday of each odd-numbered month.
 - Meetings will take place in the Austin Room at the Derby Welcome Center from 11:30 a.m. to 12:45 p.m.
- Mayor Mark Staats is seeking appointment on the Board.
 - The term would run through December 31, 2026.

RECOMMENDED MOTION

- Approve the Mayor's appointment to serve as Derby's representative on Sedgwick County's DCB5.

8.5 Pay Matrix Update

BACKGROUND:

- The revised pay matrix reflects organizational changes completed due to approved budget positions and changes needed due to changing needs of the organization.
- Pay matrix updates include the following changes:
 - Combines the part-time Events & Marketing Specialist position and the part-time Communications Specialist position into one full-time Communications Specialist.
 - The proposed pay grade is the same as for current part-time positions.
 - Reduces the part-time position count by two employees and increases the full-time position count by one employee.
 - Includes the Project Engineer position on the pay matrix, as an entry-level Engineer position was approved during the 2025 budget process.
 - The pay grade selected is commensurate with the expectations for the position and provides for compensation and benefits within the budgeted amount.

FINANCIAL/SUSTAINABILITY CONSIDERATIONS:

- The cost of combining the part-time Events and Marketing Specialist and part-time Communication Specialist position into one full-time Communications Specialist will be approximately \$7,178 in 2025.
 - This includes providing KPERS and health and dental insurance benefits.
- The estimated cost for the Project Engineer position change will be approximately \$60,887 in 2025 (mid-year hire), which was approved during the 2025 budget process.

<u>Position</u>	<u>Department</u>	<u>2025 Min</u>	<u>2025 Max</u>
Communications Specialist	Administration	\$24.50	\$33.07
Project Engineer	Planning and Engineering	\$35.65	\$48.12

POLICY IMPLICATIONS:

- By making organizational changes as needed, the City is better able to meet changing needs and ensure efficiencies within City operations.

RECOMMENDED MOTION

- Approve changes to the pay matrix, as presented.

8.6 K-15 Traffic Signal Project Agreement

BACKGROUND:

- In the course of routine maintenance and inspection it was determined that the signal pole arms and mast arms along K-15 from Meadowlark Blvd. to MacArthur Rd. were fatigued and in need of replacement.
- Mast arms and signal poles that were deemed unsafe at any of these intersections were removed and the signal heads were suspended on temporary wire supports.
- KDOT has created and designed a project to upgrade the signal poles and controllers at the intersections of K-15 and Meadowlark Blvd.; K-15 and E. 47th St. S.; and K-15 and MacArthur Rd.
 - Staff has identified a potential concern with the controller replacement and will address the concern with KDOT and their design engineer. It is important that all controllers along the K-15 corridor are compatible as the City works with regional partners to coordinate the signal system along the corridor.
- Similar traffic signal improvements were added, at the request of KDOT, to the City of Derby's Patriot Ave intersection avenue during the turn Lane project that was constructed in 2021.
- KDOT is required to receive authorization in the form of an agreement from both the City of Derby and Sedgwick County to proceed with the improvement project.

FINANCIAL/SUSTAINABILITY CONSIDERATIONS:

- KDOT is financially responsible for the project and there is no cost to the City of Derby.
- Sedgwick County has maintenance responsibility of the traffic signal poles and controller at all three proposed intersections.
- KDOT is responsible for the utility expenses of the signal poles and controller at the intersection of K-15 and Meadowlark.

RECOMMENDED MOTION

- Authorize the execution of the KDOT agreement to allow for the upgrade of signal poles and controllers along K-15.

Nick Engle moved, seconded by Wayne Molt, Jr., to approve the Consent Agenda, as presented.

RESULT:	Carried
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MOVER:	Nick Engle
SECONDER:	Wayne Molt, Jr.
AYES:	Kristi Truitt, Mike Neel, Elizabeth Stanton, Nick Engle, Jenny Webster, Rick Coleman, Chris Unkel, and Wayne Molt, Jr.

9 NEW BUSINESS

9.1 Facilities Energy Improvement Project

Tom Keil, Assistant Public Works Director, provided an overview of the item and introduced **Peter Hinkle, Schneider Electric**, who gave the agenda report.

BACKGROUND:

- In October 2023, City Council approved Schneider Electric to conduct an Investment Grade Audit (IGA) to analyze energy use and operational efficiency across City facilities.
- Goals of the audit included:
 - Reducing deferred maintenance
 - Providing proactive, planned maintenance
 - Improving energy performance and
 - Enhancing internal environmental conditions including temperature controls and humidity.
- In March 2024, Schneider Electric provided City Council with the results of the audit, including equipment replacement recommendations, operational control system updates, estimated financial impact, and long-term savings of implementation.
- Since the audit was completed, several energy efficiency recommendations have been implemented:
 - Replaced hot water tanks at Rock River Rapids and Police Department with tankless systems
 - Installed weather stripping at City Hall, Public Works, Library, and rental facilities to deter air infiltration
 - Replaced aging HVAC equipment at Fire Station 82
 - Replacing lighting control system at the Derby Public Library
- The largest financial and operational impact recommended by the IGA is the implementation of standardized Building Automation Controls System (BAS).
- Our facilities currently have rudimentary controls that are outdated, not synchronized and do not work with the more efficient HVAC equipment that has been installed over time.
- A comprehensive plan has been developed to integrate BAS into existing facilities, ongoing remodels, and new construction projects, ensuring efficiency and operational consistency.
- The implementation of the BAS System will allow uniform controls throughout the major City facilities, which will provide financial and operational benefits.
- Staff proposes a Phase 1 installation project to include the following facilities:
 - Derby Public Library

- The Venue at Central Park
- The Pavilion at Central Park
- Fire Station 81
- North end of City Hall (from the Main Lobby North)
- Future phases will include BAS installations and HVAC system replacements at:
 - Senior Center
 - Police Department
 - Future Courts location at City Hall (South end of City Hall)
 - Costs for these BAS installations will coincide with the project budgets approved for these construction projects.
- Schneider Electric will serve as the design-builder and will manage the bidding and construction process for BAS implementation of Phase 1.
- Schneider Electric will provide long-term energy consumption measurements and verification of financial savings, ongoing support, troubleshooting, and training.
- Peter Hinkle from Schneider Electric will review the project with Council at the meeting.

FINANCIAL/SUSTAINABILITY CONSIDERATIONS:

- The total project cost will be \$700,995.
- The project will be financed through general obligation (G.O.) bonds.
- The 2025 approved budget included \$2M dollars for energy efficiency projects.
 - As noted above the cost is much less because other BAS installations will be absorbed in the remodel/construction costs of those projects.
- Schneider Electric will pursue the following incentives and savings opportunities.
 - 179D Tax Incentives. This is a one-time benefit to the City estimated to be valued between \$65,000 - \$75,000. Would be received following completion of the Phase 1 project.
 - Estimated energy savings from Phase 1 improvements over 20 years is \$550,000.
 - One-time Phase 1 utility rebates of ~\$8,000.
- Incentives are contingent upon federal funding and will be reinvested into further energy projects.

LEGAL CONSIDERATIONS:

- The City Attorney will review and approve the final version of the energy and construction services contract.
- Bond Counsel (Gilmore and Bell) wrote the project resolution and will assist in the bond sale process for the project.

POLICY IMPLICATIONS:

- Implementation of the Phase 1 BAS system project will meet the goals of the IGA Audit for the identified facilities.

- Proposed improvements will increase efficiencies, increase financial savings and help better manage our indoor building environment.

RECOMMENDED MOTION

- Authorize execution of an Energy and Construction Services contract with Schneider Electric and a project resolution authorizing certain public improvements and providing for issuance of bonds for payment of costs in the amount of \$700,995.

Council Member Rick Coleman left the meeting at 7:56 p.m.

Council President Nick Engle thanked Mr. Hinkle for a thorough presentation that answered every question I had. Historically, Derby has tried to squeeze as much out of equipment and infrastructure as possible, but over the last decade or so, we have moved more toward a scheduled replacement approach in order better plan and prepare for large expenditures. Now we are getting to this same point with our buildings, improving and extending the life cycle by being more efficient in building controls. The report maps out and estimates a 20-year savings, but what is the expected lifespan of the system?

Peter Hinkle, Schneider Electric, replied 15 to 20 years. We try to make it last as long as your mechanical equipment. We also want to commission every portion of your building for comfort as well as energy efficiency.

Mr. Engle commented there is a saying, "Buy it nice or buy it twice" which fits here. If we do the right things the right way, they are going to last longer and lead to savings in the long run.

Tom Keil, Assistant Public Works Director, added the ability for more detailed reporting will be helpful for staff, but we can also provide data in our bimonthly reporting to Council so you can see how effective the system is.

Nick Engle moved, seconded by Wayne Molt, Jr., to authorize execution of an Energy and Construction Services contract with Schneider Electric and a project resolution authorizing certain public improvements and providing for issuance of bonds for payment of costs in the amount of \$700,995.

Council Member Elizabeth Stanton said this is all very high-tech and very interesting. Will there be a monthly subscription fee for the reports and the use of the software?

Mr. Hinkle replied it is all included in the first year. After that, we can tailor it back to meet the specific needs of the City with ongoing support. It will be negotiated and determined each year.

Kiel Mangus, City Manager, said based on the IGA completed back in March, there were about \$2 million of improvements so we put that amount in the budget. However, we will be renovating PD and the south end of City Hall, so we

do not want to make improvements that will just be torn up during renovation. It makes more sense to do the things up front that we can and then build these systems in as we remodel as part of those individual projects. The remaining funds from the budgeted \$2 million can go toward that piece. That is how the numbers have fluctuated since we first started looking into the building automation system.

Council Member Mike Neel said I believe anything we do to be proactive rather than reactive is a good thing. I am onboard with this item.

RESULT:	Carried
MOVER:	Nick Engle
SECONDER:	Wayne Molt, Jr.
AYES:	Kristi Truitt, Mike Neel, Elizabeth Stanton, Nick Engle, Jenny Webster, Chris Unkel, and Wayne Molt, Jr.
ABSENT:	Rick Coleman

9.2 Purchase of Utilities Combo Truck

Tom Keil, Assistant Public Works Director, gave the agenda report.

BACKGROUND:

- The 2025 approved budget includes the purchase of a new utilities combo truck.
 - The truck will replace a 2007 Vactor Ramjet with 3,045 hours, equivalent to approximately 100,485 miles.
- A Combo Truck is equipped with a high-pressure jet hose utilized for cleaning sewer lines and is equipped with a power plant to run a vacuum tube that can siphon and/or excavate debris, roots, rocks, and mud after they are jetted free.
- This vehicle is one of two pieces of equipment used in the daily operations of the Wastewater division for cleaning of sanitary sewer and storm sewer lines.
 - Staff clean approximately 20% of the sewer system annually, or just over 100,000 linear feet.
- Additionally, this equipment is used in the Water division as a hydro excavator to dig safely around existing utility lines or hazards in the digging areas.
 - This is especially helpful in tight spaces around water main repairs, etc.
- In preparation for this purchase, staff reached out to known vendors to demonstrate their products.
 - Three vendors responded for demonstrations, and all submitted bid proposals.
- Bid specifications were posted on December 23, 2024.
- Bids were opened on January 16 with the following results:

<u>Vendor</u>	<u>Model</u>	<u>Bid Price</u>	<u>Meets Specs</u>
Elliott Supply	Camel 9 yd	\$498,750	No
Key Equipment	Vactor 10 yd	\$531,325	Yes
RED Equipment	Vac Con 10 yd	\$540,000	Yes

RED Equipment	Vac Con 9 yd	\$535,305	Yes
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- Key Equipment provided the lowest responsible bid meeting specs in the amount of \$531,325K.
- Elliott Supply (Camel unit) did not meet specifications for the centrifugal blower but rather provided for a positive displacement blower to power the suction of the vacuum tube.
 - Centrifugal blowers are better suited for all-around usage and are designed with greater tolerances in the unit should any material enter the fan housing during vacuum operations. They also work better in low to moderate flowing lines during jetting, which is better suited for our daily operations.
- City staff recommends purchasing the Vactor 10 yd combo truck from Key Equipment.
 - The City has purchased equipment from Key in the past and been happy with the vendor.

FINANCIAL/SUSTAINABILITY CONSIDERATIONS:

- The recommended bid for a Vactor from Key Equipment and Supply came in at \$531,325.
 - That amount is \$28,675 under the approved budget of \$560,000.
- The vehicle will be paid for using Water and Wastewater Funds.
- Bid Board reviewed and recommended approval of this purchase on January 22.
- The 2007 Ramjet will be repurposed as a brine truck for snow removal operations.
- The unit will be delivered in July 2025.

RECOMMENDED MOTION

- Approve the purchase of a Combo Truck from Key Equipment and Supply in the amount of \$531,325.

Council Member Elizabeth Stanton commented this looks like a very useful piece of equipment, especially for work on sewer and water lines.

Kiel Mangus, City Manager, added it is amazing to watch it work, especially in tight spaces. The vacuum can pull out all the rock and debris from around where a water main broke to allow for repairs. Then we don't have to take large scoops out with an excavator and risk snapping things like fiber optic lines.

Ms. Stanton said I am all for this purchase, as long as I am invited to come see it in action when it arrives.

Elizabeth Stanton moved, seconded by Jenny Webster, to approve the purchase of a Combo Truck from Key Equipment and Supply in the amount of \$531,325.

Council Member Chris Unkel said I am glad to see we are repurposing the older model. What is involved in converting it to use as a brine truck?

Tom Keil, Assistant Public Works Director, said we can do most of the required work in-house, so it will not take much to repurpose it.

RESULT:	Carried
MOVER:	Elizabeth Stanton
SECONDER:	Jenny Webster
AYES:	Kristi Truitt, Mike Neel, Elizabeth Stanton, Nick Engle, Jenny Webster, Chris Unkel, and Wayne Molt, Jr.
ABSENT:	Rick Coleman

9.3 Purchase of Single Axle Dump Truck

Tom Keil, Assistant Public Works Director, gave the agenda report.

BACKGROUND:

- The 2025 approved budget includes the purchase of a new single axle dump truck and snowplow attachment.
- The truck we had in the fleet was previously owned by El Paso Water Company and was removed from the fleet and never replaced.
 - The truck is used in the daily operations for hauling and removal of concrete, asphalt, sand, and other material for the repair and installation of utility infrastructure.
 - This equipment has a much larger carrying capacity than the current vehicle used in Utilities, which should decrease trips and load times.
 - The truck will also be used to clear City facility parking lots during inclement weather events.
 - This vehicle will also assist in keeping 2 crews working more consistently. Currently one truck has to be moved between jobs or borrowed from other divisions when available.
 - Additionally, the dump truck can also be used by other divisions within Public Works when necessary.
- Bid were posted on December 5, 2024, and a bid opening was held on January 7, 2025.

<u>Vendor</u>	<u>Model</u>	<u>Total Cost</u>
Truck Center Companies	2026 Freightliner 108SD	\$190,129
Master Teck Truck	2026 Kenworth T480	\$260,506

- Truck Center Companies provided the lowest, responsible bid meeting specifications in the amount of \$190,129.
- City staff recommends purchasing the truck and plow from Truck Center Companies.

FINANCIAL/SUSTAINABILITY CONSIDERATIONS:

- The recommended bid from Truck Center Companies came in at \$190,129.
 - The total amount is \$6,871 under budget in the approved 2025 Equipment Replacement Plan.

- The vehicle will be paid for using Water and Wastewater Funds
- Bid Board reviewed and recommended approval of this purchase on January 31, 2025.

RECOMMENDED MOTION

- Approve the purchase of the truck and plow from Truck Center Companies in the amount of \$190,129.

Council Member Chris Unkel asked how long ago was the old truck taken out of service?

Tom Keil, Assistant Public Works Director, said I was unable to find that information.

Kiel Mangus, City Manager, said it had to be 20 years ago or more. From the records we could find, it seems it was given to El Paso Cemetery for their use years ago. We do not have anyone still on staff who was around then and involved in the decision.

Mr. Unkel said I think it is a good idea to get another truck and have an additional plow available. Out of curiosity, what are our water and wastewater funds at now? Both of the trucks tonight are being paid for from there.

Mr. Mangus said I do not know exactly, but I can get that to you. These equipment purchases were all part of the utility rate study we brought to you earlier this year, so they were planned and budgeted items. I believe the water fund is in better shape than wastewater right now because we did Phase 1 construction for wastewater but have not yet begun Phase 1A with water yet. I can send Council exact numbers to you of current balances via email later this week.

Chris Unkel moved, seconded by Wayne Molt, Jr., to approve the purchase of the truck and plow from Truck Center Companies in the amount of \$190,129.

RESULT:	Carried
MOVER:	Chris Unkel
SECONDER:	Wayne Molt, Jr.
AYES:	Kristi Truitt, Mike Neel, Elizabeth Stanton, Nick Engle, Jenny Webster, Chris Unkel, and Wayne Molt, Jr.
ABSENT:	Rick Coleman

9.4 Updates to the List of Council Priorities

Kiel Mangus, City Manager, gave the agenda report.

BACKGROUND:

- Staff and Council have made progress on the 15 approved priorities from October.

- Some items have been completed and are recommended for removal from the list. A brief status report and updates on items will be presented at the Council meeting.
- Four items are proposed to be removed from the list. Items 6, 8, 10 are proposed to be removed from the list.
 - Shorter Term:
 - Item 6- Organizational customer service survey improvements. The new website and surveys were stood up and publicly pushed out at the end of 2024. Press releases and social media was pushed out regarding the surveys. The new website hosts all the surveys and departments are pushing out QR codes to the surveys and providing to customers who utilize City services.
 - Item 8- Purchasing Policy, Debt Policy, Investment Policy. Council approved updates to the purchasing policy, debt policy, and passed a new investment policy on November 26, 2024.
 - Item 10- Specialty Vehicle Code Updates. Council considered ordinance updates to the specialty vehicle code with a first reading on November 26 and a second reading on January 14. Council ultimately decided to not allow UTV's on most city streets and passed an ordinance with general code cleanup to clarify where specialty vehicles were allowed in Derby and what types.
- The following items are recommended to added to the priority list as a new item:
 - Shorter Term:
 - Subdivision and Zoning Regulations Updates. Committee has started meeting to look at proposed zoning and subdivision regulation updates for 2025. Committee will make recommendations to the Planning Commission (PC) and then PC will send recommendation to Council. Timeline as of now is going to Council in April.
 - Longer-Term:
 - STAR Bond Projects. This has been an ongoing project with multiple phases since 2017. Adding it to the priority list in the longer-term section will allow staff to provide Council updates on the project and where various aspects of the project are at.
- Recommend the following additions to the Watch List:
 - Wichita Water Contract Updates. As the City completes the new water treatment plant the plan is to update the long-term water contract with Wichita. Things will be looked at like % of water provided by Derby vs Wichita, watering restrictions and how those play out, long-term financial costs to each entity, etc.

POLICY IMPLICATIONS:

- When a governing body agrees on priorities, staff time is used most productively. This list mostly includes enhancement projects to be worked

on as time allows amid routine responsibilities.

RECOMMENDED MOTION

- Provide feedback and approve the City Council's updated list of priorities.

Council Member Elizabeth Stanton asked have we had any response from the public since we voted on the specialty vehicle code?

Kiel Mangus, City Manager, said I only know of one call. It was from a gentleman who owns a UTV but was not in favor of allowing them on streets. He just called to ask which way the vote went.

Ms. Stanton said I am glad to see High Park adding more power. I had chatted with you earlier saying how lovely Winfield's Isle of Lights is. Since we are already adding power, I'd like for us to look into enough additional power sources to facilitate something similar for the holidays in Derby. Could we try to partner with some businesses or non-profits to manage it?

Mr. Mangus said I think it would be a great idea. I had the conversation with Mr. Mendoza and Mr. White as well. We will be emphasizing to Confluence how vital the access to power is for High Park. I have also reached out to Winfield's City Manager asking how they have it set up to work with the non-profit who runs the Isle of Lights. We need to look into a possible structure to do something similar. It would be a wonderful addition to our holiday celebrations. We definitely want to pursue partnership with other entities, though, because our Public Works and Parks employees are already so busy elsewhere. That can all be worked out later, though. Step One is getting the power.

Mayor Mark Staats said I have been thinking along the same lines because I've had people ask for something like the Isle of Lights before. I think it is a great idea and would be a welcome addition to Derby's holiday experience.

Mr. Mangus said it has been a discussion brought up for several years. Since we are already adding power, now is the time to look into it. We want to get High Park right because it is a regional destination park. Derby Difference park funding will also be spent in updating and improving some of our smaller neighborhood pocket parks, but those improvements are not as expensive as the needs at our larger, high-use parks. High Park is a very popular park, but it was built very inexpensively 30 years ago. Let's continue to invest in it and have it be widely used for another 50 years.

Council Member Wayne Molt, Jr. said I really like this idea. My family is big on Christmas lights and every year we visit the Isle of Lights. I like we are being forward-thinking about adding something similar as we make the other park improvements. I would love to be a part of helping see it happen as things progress.

Mr. Mangus said on the operational side, I think we will likely have an opportunity for some Council members to serve on a taskforce to help generate interest, recruit business partners, and define how it would all work.

Mr. Molt said there is a great opportunity to tie this in with our Holiday Lights contest, too. If people come to town for the park lights, we can promote the map to the residences with displays as well.

Nick Engle moved, seconded by Wayne Molt, Jr., to provide feedback and approve the City Council's updated list of priorities.

RESULT:	Carried
MOVER:	Nick Engle
SECONDER:	Wayne Molt, Jr.
AYES:	Kristi Truitt, Mike Neel, Elizabeth Stanton, Nick Engle, Jenny Webster, Chris Unkel, and Wayne Molt, Jr.
ABSENT:	Rick Coleman

10 ADJOURNMENT

Elizabeth Stanton moved, seconded by Jenny Webster, to adjourn the meeting at 9:11 p.m.

RESULT:	Carried
MOVER:	Elizabeth Stanton
SECONDER:	Jenny Webster
AYES:	Kristi Truitt, Mike Neel, Elizabeth Stanton, Nick Engle, Jenny Webster, Chris Unkel, and Wayne Molt, Jr.
ABSENT:	Rick Coleman

City Clerk

Mayor