

**LOUISBURG CITY COUNCIL  
REGULAR MEETING  
MAY 18, 2020  
6:30 P.M.**

1. CALL TO ORDER – ROLL CALL
2. CONSENT AGENDA
  - A. Adopt Agenda
  - B. Approval of Minutes of the Regular Meeting May 4, 2020
  - C. Approval of the Bills
3. PUBLIC COMMENTS: For the time being public comments are accommodated by providing written comments by a dedicated time prior to the meeting and will be read aloud by a member of City staff during this scheduled time.
4. DEPARTMENT REPORTS
5. CITY ATTORNEY’S REPORT
6. MAYOR’S REPORT
7. ADMINISTRATOR’S REPORT
  - A. Work-Site Utility Vehicle, Utility Task Vehicle, Golf Carts – Code Amendment – Continued
  - B. Stormwater Engineering RFQ Submittals
  - C. KMGA Board of Directors Appointment
  - D. Louisburg Aquatic Center Opening
  - E. Special Meeting
8. COUNCIL/LIAISON REPORTS
9. ADJOURNMENT

**CITY OF LOUISBURG, KANSAS  
MINUTES OF REGULAR MEETING  
MAY 4, 2020**

The Council of the City of Louisburg, Kansas met at 6:30 p.m. in regular session via Zoom video conferencing. Mayor Marty Southard presiding.

Council Members: Steve Town, Kalee Smith, Sandy Harris, Donna Cook, Thorvald McKiernan

City Administrator Nathan Law

City Clerk Traci Storey

City Attorney Kelly Stohs

Police Chief Tim Bauer

Fire Chief Gerald Rittinghouse

Communications Coordinator Jean Carder

Public Works Supervisor Craig Hufferd

Finance Director Pat McQueen

Press

Visitors

**APPROVAL OF CONSENT AGENDA**

The Louisburg City Council was held by a remote meeting tonight that took place over Zoom, a video and phone conferencing platform. This was a move made necessary by the coronavirus pandemic and allowed under the state's Open Meeting Act.

Councilmember Thorvald McKiernan inquired about a Louisburg Ford invoice. City Administrator Nathan Law said it looks to be repairs for Public Works. Law said he would send the information to McKiernan. Councilmember Sandy Harris moved, seconded by Councilmember Kalee Smith, motion carried 5-0, approve the consent agenda to include adoption of the agenda, approval of the regular meeting minutes of April 20, 2020 and special meeting minutes April 22, 2020 and bills list.

**VISITORS**

None

## **PUBLIC COMMENTS**

None

## **CITY ATTORNEY'S REPORT**

City Attorney Kelly Stohs said the Moratoria for the Resolutions approved on 4-20-2020 had been lifted. Councilmembers had discussion. Stohs said unless the Council wanted to extend the Moratoria, otherwise it is expired.

## **MAYOR'S REPORT**

None

## **DEPARTMENT REPORTS**

None

## **ADMINISTRATOR'S REPORT**

**Work Site Utility Vehicle or Utility Task Vehicle, & Golf Carts:** City Administrator Nathan Law said during the last meeting Staff was asked to look into options to amend City Code to allow for off-highway vehicles. Staff presented information to help clarify various types of vehicles, safety considerations paid by other agencies, and for discussing draft ordinance.

Safety considerations discussed by staff include, generally, that these vehicles were manufactured with the intent of off-road use. Because of this, they do not follow National Highway Traffic Safety Administration requirements and regulations for safety restraints and other safety considerations. Off-road vehicles do not come equipped with roadway tires, and when combining pressure and design of these tires with a high center of gravity, these vehicles pose additional risk to the safety of an individual on roadways.

A draft ordinance includes consideration for work-site utility vehicles, utility task vehicles, and golf carts.

Councilmembers had a lengthy discussion. Councilmember Sandy Harris moved, seconded by Councilmember Donna Cook to table this discussion to the next meeting in order to have additional consideration on registration and annual renewal fees, along with additional information on insurance requirements of owners. Councilmember McKiernan asked about property tax on vehicles. Motion carried 5-0, to table until the next meeting.

**Governing Body Compensation:** Staff was directed at the last meeting to provide an ordinance to amend the section of City Code to remove compensation for Governing Body. Councilmember Donna Cook said she would rather not give up pay and would rather spend the money locally. Mayor Southard said some members of volunteer boards stop showing up to meetings and he would hate for this to happen to Council if stipends were removed. Councilmember Harris asked why are we even doing this. Councilmember McKiernan said it costs more money to process than what the check is for. Councilmembers Smith agrees with Cook to keep the compensation. Councilmember Town said he often spends his on things, like snacks, for the public safety departments. Councilmember Harris asked McKiernan why do you want this changed. McKiernan said nothing has changed. No action was taken.

**New Curb on Aquatic Dr. And Amity/K68:** The City was approached by the school to see if there was anything we could do to help stop cars from cutting the corner when exiting off Amity/K68 south onto Aquatic Drive. A good solution would be to extend the existing curbs to Amity/K68. This would help the safety of the people trying to cross the highway as well. Other work would include cutting out and raising about 30ft of sidewalk. Some regrading on the west side of Aquatic Drive would have to be done as well.

Before further work is done the City was looking for direction or recommendations on this improvement. If approved, the next step would be to get cost estimates, coordinate with KDOT and come back to City Council for final approval.

Councilmember Cook asked if we could just put rock or shrubs there. Administrator Law said KDOT would not allow that. McKiernan asked if the school district was going to cost share with us. Law said he would reach out to the school. Councilmembers had discussion. Administrator Law will bring this back when more information is available from KDOT.

**Out of City Limit Customers:** The City has two potential natural gas customers that are requesting service that live outside city limits. Both properties have city-owned natural gas very near or on their property. It is requested that Council allow these two properties to attach to our natural gas system. Councilmember Cook asked who pays for the gas line. Administrator Law said the customer pays the connection fee. Councilmember McKiernan asked if this was an oversight to have this request follow some work to install services. Law stated yes. Councilmember Harris asked how often does this happen. Administrator Law said since he has been here, this was the first request he has seen. Councilmember Cook said are these two locations already hooked up by us. Why is this even on the agenda? Law said yes, the service line to at least one of the properties has been installed up to a meter, but is not yet connected to the house. The reason staff is bringing this up now is because staff makes a point to bring to Council's attention when a mistake has been made and to make sure requirements are followed whenever possible. Staff apologized for the delay in presenting this consideration for approval. Councilmembers had discussion. Councilmember Thorvald McKiernan moved, seconded by Councilmember Steve Town and carried 5-0, to allow the two properties to attach to our natural gas system.

**General Fund Revenue Presentation:** City Administrator Nathan Law gave a presentation to Council regarding General Fund revenue sources and options. Please email Traci with a list of dates that everyone could attend for a workshop. City Attorney Stohs asked if she needed to attend. Law said he would leave it up to her own discretion.

## **COUNCIL REPORTS**

**Councilmember McKiernan:** Councilmember Thorvald McKiernan inquired about guidelines for getting the pool open. Administrator Law said staff has concerns in limits of gatherings and recommended guidelines from health entities like the CDC. Law will bring back information at the next meeting to allow Council to make the decision to open or not.

**Councilmember Smith:** Councilmember Kalee Smith asked if there was going to be a make-up date for the bulk trash pickup. Administrator Law said we might be able to have one in the fall. One other option could be a dumpster that we put on City property and residents take their items to the dumpster.

Councilmember Smith said she got a phone call, asking why the sewer rates increased. Smith said she thought we weren't raising rates. Administrator Law said that is correct, rates are not intended to change this year, and if rates were increased, it would have to be approved by Council. There was just the sewer billing quantity change for the year, which was calculated by water usage during a 3-month average consumption.

**Councilmember Town:** Councilmember Steve Town asked if there was a completion date for the trails at Lewis-Young. Administrator Law said it all depends on weather, but more work is intended to occur this week or next. Town asked if the lake at L/Y was treated for moss. Law said he will talk to Public Works and let him know.

Town asked if the small soccer goals could be moved and grass replanted. Law replied the City doesn't move the goals, but he would check with Louisburg Recreation Commission director Diana Moore.

**Councilmember Harris:** Councilmember Sandy Harris asked what kind of material is the trail at L/Y. Law said it will be asphalt.

Harris said something has to be done at the City Lake near where he lives and asks if this is a city issue or a HOA issue.

Harris said the playground at the pool looks great. Good job to Public Works on putting it together.

**Councilmember Cook:** Councilmember Donna Cook asked how much sales tax revenue have we lost with the stay home orders. Administrator Law said the information isn't available yet but we should know more when sales tax distributions from collections during the time since stay home orders have been effective.

Cook asked if the gas line parts for N. Elm are in yet. Law said he will check and let her know.

## **ADJOURNMENT**

At 8:12 p.m. Councilmember Thorvald McKiernan moved, seconded by Councilmember Sandy Harris and carried 5-0, to adjourn the meeting.

Approved:

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Marty Southard, Mayor

Attest:

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Traci Storey, City Clerk

**BILLS TO BE APPROVED 05/18/2020**

<b>VENDOR</b>	<b>AMOUNT</b>	<b>DEPARTMENT</b>
ADVANCED ASPHALT PAVING	\$317,675.80	ANNUAL STREET WORK
APPARATUS SERVICES LLC	\$653.74	SERVICES - FIRE
BLUE CROSS/BLUE SHIELD	\$24,856.98	INSURANCE - ALL
CCL SUPPLY LLC	\$195.78	SUPPLIES - PWD
CHRIS BURGE FENCE	\$25,185.00	LY B FIELD FENCE - PKS CONTRIB
CK POWER	\$240.00	GENERATOR SERVICE - POLICE
CLAYTON CRYSTAL	\$25.00	PARK RENTAL REFUND
DELTA DENTAL OF KANSAS	\$2,366.02	INSURANCE - ALL
DIVISION OF WATER RESOURCES	\$250.00	FEE - PUA
ELLIOTT INSURANCE INC	\$981.00	INSURANCE - ALL
FAMILY CENTER OF PAOLA	\$221.99	SUPPLIES - PWD
FIRST OPTION BANK	\$19,993.89	PUMPER TRUCK PAYMENT 3 OF 14
GALLS INCORPORATED	\$235.36	SERVICES - POLICE
GARNETT HOME CENTER	\$86.89	SUPPLIES - PWD
GT DISTRIBUTORS	\$197.96	UNIFORMS/EQUIPMENT - POLICE
HICKEY, KRAIG	\$275.00	SERVICES - CEMETERY
HIGH SPEED MOWING	\$90.00	MOWING SERVICES - BZ
HOME DEPOT CRC	\$1,155.72	EQUIPMENT - PWD
HOSS STEVEN	\$90.00	POOL PASS REFUND - AQUATIC
INDELCO	\$322.20	EQUIPMENT - PUA
JOHN DEERE FINANCIAL	\$2,122.40	EQUIPMENT, SUPPLIES - ALL
KANSAS MUNICIPAL GAS	\$17,767.73	NATURAL GAS
LAMP, RYNERSON & ASSOC.	\$27,600.00	WWTP CONST PHASE ENGINEERING
LEGACY CONTRACTORS	\$6,820.00	FOX HALL ADDITION - FINAL
LOUISBURG ANIMAL CLINIC	\$875.00	SERVICES - POLICE
LOUISBURG FORD	\$3,897.42	SERVICES - FIRE, POLICE, PWD
LOUISBURG REC COMMISSION	\$400.00	POOL PARTY REFUND - AQUATIC
MAYFAIR CLEANERS	\$59.71	UNIFORM CLEANING - POLICE
MCI	\$65.21	TELEPHONE - ALL
MCON LLC	\$23,429.97	WWTP PAY APP 11 - WW CAPITAL
MDC PUA	\$102.85	REIMBURSEMENT
MIAMI COUNTY KANSAS	\$3,718.75	METCALF 2.0 - STREETS
MIDWEST FERTILIZER, INC.	\$1,308.34	FERTILIZER - PARKS
NAPA AUTO PARTS	\$86.07	SUPPLIES - PWD
NPG NEWSPAPERS	\$731.63	PUBLICATIONS
OCCUPATIONAL HEALTH	\$138.00	PHYSICAL - POLICE
O'REILLY AUTO PARTS	\$815.14	SUPPLIES - PWD
PAOLA HARDWARE	\$86.89	CONDUIT - PUA
PARTNERS PRINT & COPY INC	\$1,025.05	PRINTING, SHIPPING, SUPPLIES
PEREGRINE CORP.	\$927.35	UTILITY BILLING
PHILLIPS 66 CARD	\$942.33	FUEL - ALL
PRICE BUSINESS ENTERPRISE	\$26.25	IT SERVICES - POLICE
PRINCIPAL LIFE INSURANCE	\$230.95	LIFE INSURANCE - ALL
QUADIENT FINANCE USA INC	\$600.00	POSTAGE - ALL
RURAL WATER DISTRICT #2	\$47.41	WATER - PARKS
SCARECROW FARM LAWN CARE	\$2,320.00	CEMETERY MOWING
SHRED-IT USA	\$80.99	SERVICES - ADMIN
SI FUNERAL SERVICES	\$725.00	SERVICES - CEMETERY
STAPLES ADVANTAGE	\$236.26	OFFICE EQUIPMENT - ADMIN
SUNSET LAW ENFORCEMENT	\$1,356.00	EQUIPMENT/SUPPLIES - POLICE
TRITECH FORENSICS	\$157.00	SUPPLIES - POLICE
WASTE MANAGEMENT	\$388.52	TRASH SERVICES - ALL
WESTERN CONSULTANTS	\$3,325.00	CDBG-CV SERVICES - ADMIN
WHITE'S AUTOMOTIVE	\$2,215.22	TIRES, REPAIR SERVICES - PWD, PUA
	\$499,726.77	



# LOUISBURG POLICE DEPARTMENT



209 S. Metcalf  
Louisburg, Kansas 66053  
Administrative: (913) 837-3191  
Fax: (913) 837-4340  
Chief of Police, Timothy J. Bauer

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To: Mayor and City Council  
From: Chief Tim Bauer  
Date: May 15, 2020  
Re: Full-time Police Officer Position

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Background: The Louisburg Police Department is working to fill Full-time Police Officer positions with a qualified candidates to serve the Louisburg community.

Mason Lamb has applied for the Full-time Police Officer position and has successfully completed the Police Department's hiring process to become a police officer.

Mason lived in Fort Scott, Kansas until he was 12 years old, at which time he moved to Louisburg with his Mother and sister. Mason attended Middle and High School in Louisburg, and graduated from Louisburg High School in 2016. After High School, Mason worked and saved money to pay for the E.M.T. Course at Fort Scott Community College. Mason completed the E.M.T. Course in May 2017, but due to unforeseen circumstances was not able to finish the final testing and process for E.M.T. certification.

Since High School, Mason has worked as an Armed Security Guard, Customer Service Manager, and as a Deputy Jailer with the Miami County Sheriff's Office. Mason has a desire to serve and protect others as a Police Officer, and to have a career in Law Enforcement. Mason is currently employed with a large department store retailer in a managerial position and lives in Louisburg.

If hired as a Full-time Police Officer, Mason Lamb will be required to attend the Kansas Law Enforcement Training Center's Basic Academy to become a Kansas Certified Police Officer.

Recommendation: Staff recommends approving Mason Lamb to be hired as a Full-time Police Officer, at pay scale grade 2-5B, with a start date of June 1, 2020.

## Requested water leak adjustment

Willingham Properties/Wildcat Storage

1502 N Metcalf  
Louisburg, KS 66053  
Account #507501

**This Leak adjustment is for a total of 3 months**

<b>Total Water Consumption</b>	<b>36,639</b>	<b>\$347.96</b>
<b>Average Consumption</b>	<b>378</b>	<b>\$77.81</b>
<b>Leaked Water</b>	<b>36,261</b>	<b>\$325.20</b>
		<b>\$19.95 (credit)</b>
<b>Sewer</b>	<b>Commercial Service</b>	<b>\$408.98</b>
<b>Sewer Average</b>		<b>\$81.00</b>
		<b>\$327.98 (credit)</b>
	<b>Total Credit to account</b>	<b>\$347.93</b>

## Jessica McGowin

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**From:** Debbie Willingham <debbie\_willingham@yahoo.com>  
**Sent:** Tuesday, March 10, 2020 4:13 PM  
**To:** Jessica McGowin  
**Subject:** Water Main Break Bill Forgiveness

Dear Jessica McGowin - City of Louisburg, Utility Clerk

Ref: Wildcat Storage / Willingham Properties

Our commercial property located at 1502 N. Metcalf Road, Louisburg, KS. 66053, recently experienced a water main break on February 10, 2020. We received a call from the City Dept. who had found a leak and they shut off our main waterline to the business until we could arrange someone to repair the leak. The leak was repaired same day without much disputation to our business, however our monthly bill was \$531.28. Our average monthly bill from City of Louisburg is around \$60.

We would like to ask for a one time bill reduction for the water main break. I have paid \$60 towards the balance of \$531.28 until a re-calculation of the total amount is determined.

Thank you in advance for consideration in this matter. If you have any questions, please contact Joe at 913-636-4677 or Debbie at 913-636-4083.

Sincerely,

Joe & Debbie Willingham  
Wildcat Storage / Willingham Properties, LLC  
1502 N. Metcalf Road  
Louisburg, KS 66053

Per our conversation about

Sent from my iPad

# Memo

To: Louisburg Governing Body

From: Nathan Law

Date: May 15, 2020

Re: Work-Site Utility Vehicle, Utility Task Vehicle, Golf Carts – Code Amendment – Continued

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Background: Staff was asked to look at registration and renewal pricing options and to revisit the insurance requirements presented at the last meeting. Chief of Police reviewed pricing of tag options and checked preferences for those versus adhesive decals. A hard tag that can be attached to the vehicle is being recommended as it does not require for a full adhesive item to be placed on the special use vehicle and either prove difficult upon removal or otherwise damage the surface of the vehicle body, soft covers of roll cages, etc. The pricing of hard tags and renewal stickers, along with the time of the police department and time of those at city office, has an estimated cost of \$100 for the initial review. That being the case, staff has included in the draft ordinance the permit costs of \$100 for the first year and \$50 for tag renewal stickers.

Kansas insurance requirements for vehicles may be utilized for this draft ordinance. Current requirements are as follows:

- Liability Coverage
  - \$25,000/person for bodily injury
  - \$50,000/accident for bodily injury
  - \$25,000/accident for property damage
- Personal Injury Protection (PIP or No-Fault)
  - Minimum amount required by law:
    - \$4,500/person for medical expenses
    - \$900/month for one year for disability/loss of income
    - \$25/day for in-home services
    - \$2,000 for funeral, burial or cremation expense
    - \$4,500 for rehabilitation expense
  - Survivor Benefits: Disability/loss of income up to \$900/month for one year
  - In-home services up to \$25/day for one year

- Uninsured/Underinsured
  - \$25,000/person
  - \$50,000/accident

Council would have the option to add Collision or Comprehensive insurance to this list of requirements, but only benefits the operator of the unit and is not being recommended.

Financial: None.

Legal: None.

Recommendation: Discuss and take action as desired.

Sample Tag



**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE AUTHORIZING THE OPERATION OF WORK-SITE UTILITY VEHICLES OR UTILITY TASK VEHICLES, OR GOLF CARTS ON THE STREETS WITHIN THE CORPORATE CITY LIMITS OF THE CITY OF LOUISBURG; PROVIDING FOR RELATED MATTERS, INCLUDING PENALTIES FOR VIOLATION THEREOF; BY ADDING CHAPTER XIV, ARTICLE 5a, OF THE CODE OF THE CITY OF LOUISBURG; AND REPEALING PORTIONS OF SUBSECTIONS IN CHAPTER XIV, ARTICLE 5.**

WHEREAS, the City of Louisburg, Kansas has adopted the current version of the “Standard Traffic Ordinance for Kansas Cities” as published by the League of Kansas Municipalities; and

WHEREAS, said Standard Traffic Ordinance prohibits the operation of work-site utility vehicles, utility task vehicles and golf carts on city streets; and

WHEREAS, the City of Louisburg wishes to specifically allow the operation of work-site utility vehicles, utility task vehicles and golf carts on city streets under certain conditions;

NOW THEREFORE, BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF LOUISBURG, KANSAS:

**Section 1.** Article 5a of Chapter XIV of the Code of the City of Louisburg is hereby added as follows:

**ARTICLE 5a. SPECIAL PURPOSE VEHICLES**

**14-5a01. Definitions.**

As used in this ordinance, the following words and phrases shall have the meanings respectively ascribed to them in this section, except when the context requires otherwise.

(a) “Work-Site Utility Vehicle or Utility Task Vehicle” means any vehicle designed for off-highway use which has: a width no less than 48 inches; an overall length, including the bumper, of not more than 160 inches; four or more wheels; low-pressure tires; side by side seating; a steering wheel; non-straddle seating; manufacturer provided foot controls for throttle and braking, excluding any modifications for use by handicapped persons; occupant restraints; and, rollover protective structures, excluding lower speed work-site vehicles which may have been manufactured without such rollover protection.

(b) “Golf Cart” means a motor vehicle that has not less than three (3) wheels in contact with the ground, an unladen weight of not more than one thousand eight hundred (1,800) pounds, is designed to be operated at not more than twenty-five (25) miles per hour and is designed to carry not more than six persons, including the driver.

14-5a02. Operation of a WSUV or UTV in City Limits.

(a) It shall be unlawful for any person to operate, or for the owner thereof knowingly to permit the operation, any WSUV or UTV, upon any street or alley within the City limits of Louisburg, Kansas or upon any City owned or leased property within or without the City limits of the City of Louisburg, Kansas, except as provided for in this article.

(b) A WSUV or UTV, may be operated upon the public highways, streets, roads and alleys within the corporate limits of the city as provided:

(1) No WSUV or UTV may be operated upon Kansas Highway-68/Amity Street or any public highway, street, road and alley with a posted speed limit in excess of 35 miles per hour, however, that the provisions of this subsection shall not prohibit a WSUV or UTV from crossing any public highway, street, road or alley unless otherwise prohibited by state law.

(2) No WSUV or UTV shall be operated upon any public highway, street, road or alley between sunset and sunrise unless such vehicle is equipped with lights and reflectors as required for motor vehicles under Article 17 of Chapter 8 of the Kansas Statutes Annotated (K.S.A.), and amendments thereto.

(c) In addition to any equipment required by 49 CFR 571.500, or by this ordinance, a WSUV or UTV operating upon any public highway, street, road or alley shall be equipped with at least one rear view mirror and one side mirror.

(d) A WSUV or UTV capable of speeds in excess of 25 mph is defined by the State of Kansas as a Motor Vehicle and is required to meet equipment and operating standards of Article 17 of Chapter 8 of the Kansas Statutes Annotated and amendments thereto.

(e) All WSUV or UTV shall comply with noise and muffler requirements as set forth in K.S.A. 8-1739, and amendments thereto.

(f) Every person operating a WSUV or UTV on the public highways, streets, roads and alleys of the City shall be subject to all of the duties applicable to a driver of a vehicle imposed by law.

(g) No person shall operate a WSUV or UTV on any public highway, street, road or alley within the corporate limits of the City unless such person has a valid, unrestricted driver's license. Violation of this Subsection is punishable by a fine of not more than one thousand dollars (\$1,000.00) or by imprisonment for not more than six (6) months or by both such fine and imprisonment.

(h) Every owner of a WSUV or UTV, before operating said vehicle on the public highways, streets, roads or alleys within the corporate limits of the City of Louisburg, shall register said vehicle with the Louisburg Police Department and obtain a license plate. The license plate issued by the City shall be valid through December 31 for the year for which it is issued and be permanently affixed to the vehicle's left-rear quarter panel.

(1) Before the City will issue any annual registration license for a WSUV or UTV, the owner of said vehicle must provide:

(A) Current valid, unrestricted driver's license.

(B) Proof of liability insurance, as required of any motor vehicle within the State of Kansas, specifically listing the WSUV or UTV.

(C) Payment of the initial registration fee of one hundred dollars (\$100) or the annual license renewal fee of fifty dollars (\$50).

(i) It shall be illegal for any person to operate a WSUV or UTV on any public highway, street, road or alley with more passengers than the WSUV or UTV is designed to seat, and all persons are required to wear seatbelts.

(j) Unless specifically provided herein, a violation of this Section shall be deemed an ordinance traffic infraction. Upon an entry of a plea of guilty or no contest or upon being convicted of such violation, the penalty imposed shall be in accordance with Section 201 of the Standard Traffic Ordinance, and amendments thereto, or such other similar provision as the City may then have in effect.

#### 14-5a03. Operation of Golf Carts.

(a) Golf carts may be operated upon the public highways, streets, roads and alleys within the corporate limits of the City; provided, however, that no golf cart may be operated upon Kansas Highway-68/Amity Street or any public highway, street, road and alley with a posted speed limit in excess of twenty-five (25) miles per hour. No golf cart shall be operated on any interstate highway, federal highway or state highway; provided, however, that the provisions of this Subsection shall not prohibit a golf cart from crossing a federal or state highway with a posted speed limit greater than twenty-five (25) miles per hour.

(b) No golf cart shall be operated on any public highway, street, road or alley between sunset and sunrise.

(c) Every person operating a golf cart on the public highways, streets, roads and alleys of the City shall be subject to all of the duties applicable to a driver of a vehicle imposed by law.

(d) No person shall operate a golf cart on any public highway, street, road or alley within the corporate limits of the City unless such person has a valid, unrestricted driver's license. Violation of this Subsection is punishable by a fine of not more than one thousand dollars (\$1,000.00) or by imprisonment for not more than six (6) months or by both such fine and imprisonment.

(e) It shall be illegal for any person to operate a golf cart on any public highway, street, road or alley with more passengers than the golf cart is designed to seat.

(f) Unless specifically provided herein, a violation of this Section shall be deemed an ordinance traffic infraction. Upon an entry of a plea of guilty or no contest or upon being

convicted of such violation, the penalty imposed shall be in accordance with Section 201 of the Standard Traffic Ordinance, and amendments thereto, or such other similar provision as the City may then have in effect.

(g) It shall be illegal to operate a golf cart vehicle on any public highway, street, road or alley within the corporate limits of the City unless such vehicle displays a slow-moving vehicle emblem on the rear of the vehicle.

(1) For the purpose of this Section, “slow-moving vehicle emblem” has the same meaning as contained in K.S.A. § 8-1717, and amendments thereto.

(2) The slow-moving vehicle emblem shall be mounted and displayed in compliance with K.S.A. § 8-1717, and amendments thereto.

**Section 2.** Existing Subsections Repealed. Any portion of other subsections of the Code of the City of Louisburg that is in direct conflict with the allowances stated herein shall be repealed, but shall not invalidate the remaining portions of those other subsections.

**Section 3.** Effective Date. This ordinance shall take effect and be in force upon publication in the official City newspaper.

**PASSED AND APPROVED** by the Governing Body of the City of Louisburg, Kansas, on May 18, 2020.

**APPROVED AND SIGNED** by the Mayor.

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MARTY SOUTHARD, Mayor

ATTEST:

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TRACI STOREY, City Clerk

# Memo

To: Louisburg Governing Body

From: Nathan Law

Date: May 15, 2020

Re: Stormwater Engineering RFQ Submittals

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Background: Jean Carder, Communications Coordinator, sent out requests for qualifications (RFQ) directly to area engineers either previously utilized by the city, having expressed interest in city work recently, or known to provide stormwater engineering services. The RFQ document was also announced on Facebook, posted on the City of Louisburg website, posted on a public bidding website named Deltek Systems (formerly Onvia). The RFQ included services for engineering and design of the remaining four stormwater project areas listed in the top six list of priorities of the Louisburg Stormwater Master Plan document. Staff conducted in-house review of the submittals and is including a list of the submittals in order of preference for this work.

Affinis  
Olsson  
MHS  
RIC  
BHC Rhodes

As with most of these processes, the rankings were very close among the four reviewers of the submittals, but all agreed on the final ordered list. Staff will answer any questions Council may have on the criteria of review. Attached is a copy of the RFQ document, which was the basis for the review of submittals.

Financial: None at this time. Qualifications-based selection removes financial consideration, instead having a project budget negotiated once a firm is selected and contracted.

Legal: None.

Recommendation: Council approve Affinis as the selected firm and direct staff to sign all necessary contract documents.

# Request for Qualifications for Design and Engineering of Various City Stormwater Projects

## City of Louisburg, Kansas

Affinis Corp

8900 Indian Creek Parkway, Suite 450

Overland Park, Kansas 66210

Brad Schleeter, PE, CFM, ENV SP

Office: 913-239-1114 | Cell: 913-433-8181

May 11, 2020



# Request for Qualifications for Design and Engineering of Various City Stormwater Projects

## City of Louisburg, Kansas

Affinis Corp

8900 Indian Creek Parkway, Suite 450

Overland Park, Kansas 66210

Brad Schleeter, PE, CFM, ENV SP

Office: 913-239-1114 | Cell: 913-433-8181

May 11, 2020



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Ultimately, Affinis was able to keep homeowners happy, while providing a new design that improved existing infrastructure and increased safety. Their responsiveness and attention to detail reduced construction issues during construction and provided for a project that property owners are proud to have in their backyard.

David Ley, City Engineering, City of Leawood, Kansas





### 3. Letter of Transmittal

May 11, 2020

Nathan Law  
City Administrator  
City of Louisburg  
215 S. Broadway  
Louisburg, Kansas 66053

RE: Request for Qualifications for Design and Engineering of Various City Stormwater Projects

Dear Nathan and the Selection Committee,

We applaud your forward thinking approach to planning and implementation of stormwater improvements. With these four project areas, you want to use city dollars wisely to resolve recurring problems. What do you get when you hire Affinis? **A fresh perspective** that focuses on **common sense, cost-effective solutions**. We truly tailor our design to meet your needs for today and tomorrow. Balancing design and dollars can be tricky. With our experience, we know implementing the right solution now, can save you dollars in future maintenance. We want to work with you to design these projects and move your community forward. See Section 4.1.B for more information on why Affinis is the right team to design your projects.

- A. Briefly state the firm’s understanding of the services to be performed and make a solid commitment to provide the services as specified:  
We understand you want a firm that can give you quality stormwater design services; **keep these projects on schedule** for bidding in December 2020; and **save you construction dollars**. Affinis is committed and fully capable of providing you the services that you outline in the RFQ.

**B. Persons Authorized to make representations for the firm:**

Brad Schleeter, PE, CFM, ENV SP  
Project Manager  
8900 Indian Creek Parkway, Suite 450  
Overland Park, Kansas 66210  
913-239-1114 | 913-433-8181

Kristen Leathers-Gratton, PE, Assoc. DBIA  
President  
8900 Indian Creek Parkway, Suite 450  
Overland Park, Kansas 66210  
913-239-1122 | 816-813-1161

We design stormwater improvements like this for communities like you every day. It’s what we do, and we do it very well. Our purpose is to move communities forward with our talents. We want to help you move Louisburg forward.

For the team,

C. Brad Schleeter, PE, CFM, ENV SP  
Project Manager

Kristen Leathers-Gratton, PE, Assoc. DBIA  
President



**Qualifications, certifications and abilities of key staff demonstrated by performance/role in projects of similar nature.**

## 4.1. Qualifications and abilities of key staff demonstrated by performance/role in projects of similar nature.

A.

- ▶ **Description of company, origin, background:** Affinis Corp is celebrating 19 years of building long-lasting relationships in 2020. Our mission, to move communities forward, defines how we do business. We focus on communities as a whole and how infrastructure projects improve quality of life. We do that by providing civil engineering, land surveying, and construction observation services. The Affinis team has been together longer than Affinis - many worked together at a previous firm, taking the leap together to start Affinis to “do engineering differently”, and they haven’t looked back.

**4.6**  
Out of 5  
Affinis’s Client  
Satisfaction Rate

- ▶ **Current size, general organization, available resources:** Affinis Corp is proud to have five co-worker owners. Kristen Leathers-Gratton, PE, serves as our president. Other clients have said that **our small firm culture helps us be more responsive to our clients’ needs because each co-worker is empowered to make decisions.** There are five team members assigned to your stormwater design projects and that team is supported by Affinis’s 40 co-workers. Given our size and practice of weekly design team meetings, we are able to share information between co-workers quickly so that **everyone assigned to your project team is in the loop and can help answer questions.** Affinis is prequalified with KDOT in a variety of categories, including major and minor highway design, engineering surveying, and hydraulic and hydrologic studies.

**96%**  
Affinis’s Repeat  
Client Rate

- ▶ **Company headquarters:** Affinis Corp is headquartered at Corporate Woods in Overland Park, Kansas – just a quick drive on 69 Highway from Louisburg. From our Overland Park office, we serve clients across the Kansas City Metropolitan Area.

- ▶ **Financial capacity:** \$5.5 million (2019 annual revenue)

- ▶ **Persons authorized to enter into the agreement with the city:**

Brad Schleeter, PE, CFM, ENV SP  
Project Manager  
8900 Indian Creek Parkway, Suite 450  
Overland Park, Kansas 66210  
913-239-1114 | 913-433-8181

Kristen Leathers-Gratton, PE, Assoc. DBIA  
President  
8900 Indian Creek Parkway, Suite 450  
Overland Park, Kansas 66210  
913-239-1122 | 816-813-1161

The team’s commitment to exploring innovative solutions combined with their expertise in hydraulics created a project that captures the flood waters at a price we could afford in a physically attractive way. Their focus on practical solutions helped the city with permitting issues and saved public funds.

Courtney Christensen, City Administrator, City of Mission Hills, Kansas



**B. Describe the firm’s interest in the RFQ and the unique advantages the firm and team brings to the City**

## Why Affinis?

At Affinis, it is our vision to engage in our communities both personally and professionally by building long-lasting relationships with co-workers, clients, and colleagues by knowing their needs and proactively fulfilling their expectations. We want to continue building a relationship with you!

When you hire Affinis, you get a fresh look at the project areas you have identified in your stormwater master plan. We will bring enthusiasm and a new perspective to these projects. We look beyond the concept improvements to provide you with solutions that fit your needs, resolve the problem, and are budget conscious.

**BUILDING ONLY THE PIPES NEEDED COULD SAVE YOU UP TO \$250,000 IN CONSTRUCTION MONEY FOR THE SOUTH FIRST AND SOUTH VINE PROJECT ALONE.**

Frankly, the concept improvements for the South First & South Vine, South Fifth & South Broadway, and South Ninth and South Rogers projects, are more than you need. Each project includes extensive storm sewer networks as well as overflow swales to convey drainage to proposed area inlets. In downstream locations, this may be warranted as flows are greater and conveyance in pipes reduces erosion and flooding. In upstream areas, a better approach is to increase the capacity of the existing ditch and culvert, creating a more efficient drainage system and eliminating additional infrastructure. This change significantly reduces the project cost, reduces future maintenance costs, and keeps the neighborhood character of existing streets. This is an example of how Affinis delivers designs that work best for you and your community.

Our stormwater team has worked on over 15 pipe replacement projects just like yours in the last 5 years. We know what you need and how to design it to save you money. On Pages 5-8, you can read about some of these example projects to better understand how we are the right choice for you, and from the change order table below, you can see that the construction documents we produce are clear and constructible.

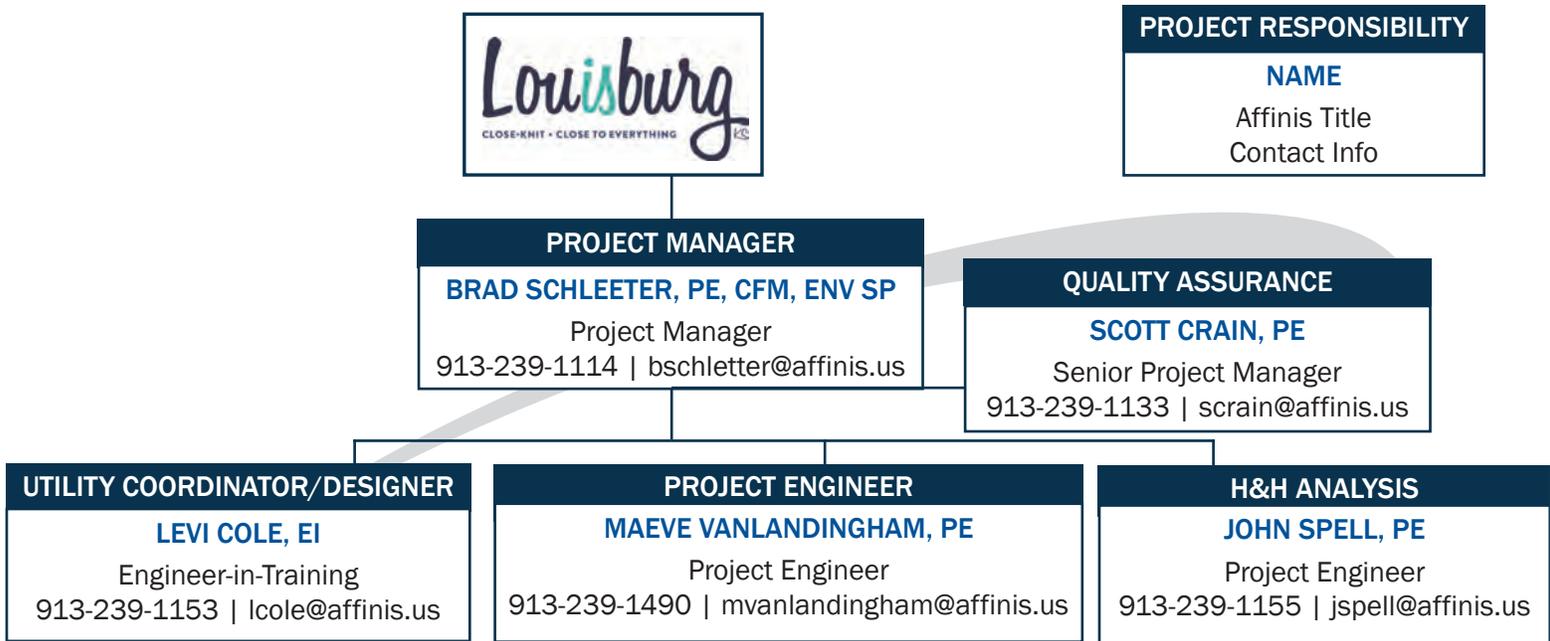
We believe our proven quality design services, our desire to help move your community forward, and our commitment to building long-lasting relationships make Affinis uniquely qualified to complete your projects.

Project	Bid	Final Cost	% change
2018 NSRP (SR-1529) & MS-1486, Overland Park	\$7,261,903	\$7,256,770	-0.07%
2018 Major Storm Sewer Repair, Lamar Avenue Improvements, Overland Park	\$1,408,008	\$1,454,063	3.27%
2018 Major Storm Sewer Repair, Walmer Street Improvements, Overland Park	\$1,766,744	\$1,637,865	-7.29%
Johnson Drive Improvements, 2018 CARS, Shawnee	\$1,934,032	\$2,069,471	7.00%
Jefferson Pedestrian Walkway, Harrisonville	\$185,521	\$177,359	-4.40%
Johnson Drive Improvements, 2018 CARS, Merriam	\$1,353,182	\$1,247,182	-7.83%
2017 Major Storm Sewer Repair, Metcalf Avenue Improvements, Overland Park	\$913,291	\$934,565	2.33%
Residential Streets Group V, Merriam	\$1,123,631	\$1,081,070	-3.79%
159th Street Improvements (Nall Ave to Mission Road), Overland Park	\$8,950,000	\$8,928,308	-0.24%
Mission Road (71st to 75th Street) Prairie Village	\$1,055,309	\$1,055,309	0.00%
College Boulevard Improvements, Woodland to Lone Elm, Olathe	\$4,331,794	\$4,540,968	4.83%
159th Street Improvements (Metcalf Ave to Nall Ave), Overland Park	\$7,879,072	\$7,474,413	-5.14%
92nd Place & Switzer Road Stormwater Improvements, Overland Park	\$5,579,099	\$5,393,020	-3.34%
	<b>\$43,741,586</b>	<b>\$43,250,363</b>	<b>-1.12%</b>

**We have noticed a consistency and excellence in the design of sewers and streets by Affinis that are a cut above other consultants and design firms. Affinis covers all the details necessary to complete a successful project.**  
 John J. Will, Project Manager, Linaweaver Construction, Inc.



C. Organizational Chart

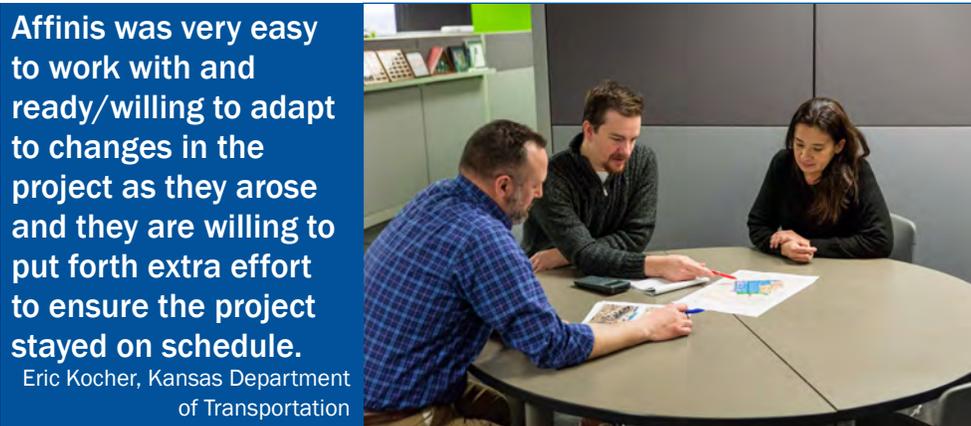


We have summarized the requested information about key team members in the organization chart above, as well as provided details licenses, certifications, and similar project experience on resumes on the following pages. The co-workers assigned to your project are based from our Overland Park, Kansas headquarters: 8900 Indian Creek Parkway, Suite 450, Overland Park, Kansas 66210. All similar projects are Affinis projects with individual co-worker involvement included on their resumes.

Affinis’s water resources team has been growing over the last five years, Maeve and Scott are new to Affinis and bring great relevant experience to your projects.

D. Resumes appear on the following pages

E. Affinis Corp and its key team members do not have any conflicts of interest working with the City of Louisburg.



# Brad Schleeter, PE, CFM, ENV SP

## Project Manager



### BACKGROUND

Brad brings 20 years of urban drainage analysis, system design, and implementation knowledge to the team. Brad's experience covers a wide variety of storm water related projects and he has a passion for addressing drainage issues at a local scale. Having worked on many storm sewer repair projects in the Kansas City region, Brad understands potential project pitfalls and how to navigate these challenges for a successful project outcome.

**Kansas City, Missouri – N. Holmes Sidewalk & Stormwater Design-Build:** Brad was the hydraulic engineer for this design-build project. He performed the initial site assessment and directed the hydraulic analysis and design of the proposed system improvements. The project added ADA compliant sidewalks and ramps, curb, and storm sewer along Holmes Road to provide a safe walking route for elementary school students from the surrounding neighborhood to Crestview Elementary school.

**USACE-Kansas City - Fort Riley Camp Funston Storm Sewer Design, Fort Riley, Kansas:** Hydraulic Engineer/Project Manager: Brad is the project manager and primary contact between the design team, USACE-Kansas City, and the Ft. Riley Directorate of Public Works. As lead H&H engineer, Brad is leading the storm system design work, which includes existing system analysis to identify flooding and comprehensive drainage system design to address flood risk at Camp Funston. Design efforts include: open and enclosed storm sewer, reinforced concrete boxes (RCBs), entrance culvert pipes, levee drainage structures, and surface detention. We are using PCSWMM to design the system improvements.

**Olathe, Kansas – Upper Cedar Creek Stormwater Improvements:** Brad is the project manager and lead hydraulic engineer for this project which includes coordinating the development of plans and quantities, preparing federal and local permit applications, and tracking utility relocation plans. Brad prepared the preliminary engineering study for this project that allowed the city to tap into funding to cover 75 percent of the project cost. The project includes the replacement of two failed culverts with larger RCB culverts and channel improvements to reduce localized flooding in the area. HEC-RAS was used to analyze and design system improvements.

**Leavenworth County, Kansas – 147th Street Improvements:** Brad performed the hydrology and hydraulic analysis and drainage system improvement design for this project. Brad also led the utility coordination efforts and collaborated with regulatory agencies to obtain the needed permits to allow the project to proceed. In addition to sizing the two large RCBs under 36-foot roadway, Brad designed all roadway culverts and ditch sections on the project. The permit process included the preparation of 100-year flood inundation mapping and updated HEC-RAS modeling.

### EDUCATION

Bachelor of Science Civil Engineering South Dakota School of Mines and Technology, 1999

### PROFESSIONAL LICENSES

Professional Engineer: Kansas | Minnesota | Missouri | North Dakota | Wisconsin

### CERTIFICATIONS

Certified Floodplain Manager

Envision™ Sustainability Professional (ENV SP)

PCSWMM and EPA SWMM5 modeling

### COMMUNITY INVOLVEMENT

Missouri ACEC, Future Leaders Academy – 2019

Leadership Northland – 2015

American Public Works Association

## Brad Schleeter, PE, CFM, ENV SP

### Project Manager

**Shawnee, Kansas – Johnson Drive Improvements:** Brad provided design oversight for project improvement solutions. The project included existing pipe and structure condition assessments to determine which pipes could remain, would need to be repaired (spot repair, pipe lining, slip-lining, etc.), or would need to be replaced. The design solution included a mix of all these solutions, which maximized the city's available funds and minimized the amount of disruption to the businesses and residents in the project area.

**Kansas Department of Transportation – K-68 Improvements, Miami County, Kansas:** Brad is the lead hydraulic engineer reviewing culvert design calculations for the project design. This 8-mile stretch received \$10 million from the KDOT T-Works program. Affinis is assisting KDOT in studying the corridor and creating a plan to best use the money to reach the ultimate goal of widening the section to a 4-lane expressway.

**Overland Park, Kansas – 2020 Major Storm Sewer Repair Program – Seven Locations:** As project manager, Brad is leading the team designing the storm system improvements to replace the deteriorated pipe systems, increase system efficiency, and add system capacity at seven separate project sites in the city. This project involves ongoing utility coordination activity and includes project sites ranging from residential backyards areas to major thoroughfares. The design solutions include pipe replacement, swale design, and RCB rehabilitation.

**Olathe, Kansas – Brougham Drive Regional Detention Improvements, 2020:** Brad is the project manager for this roadway and hydraulic improvements, in the vicinity of Brougham Drive, aimed at reducing downstream roadway and structure flooding. The project involves regional detention ponding, box culvert conveyance, and roadway embankment improvements to reduce flow rates in the main stem of Coffee Creek and address the existing downstream flooding. This watershed planning effort focused on reducing the 100-year flooding of Black Bob Road and adjacent homes, while also providing a regional detention benefit for new development in the area.

**We have been very happy with both the speed and thoroughness of their work on projects ranging in scale and scope. Their deliverables have always meet or exceeded expectations, and their professionalism in dealing with any issues we encounter is crucial to the success of our projects. I look forward to continuing our relationship with Affinis.**

Neil Meredith, PE, Stormwater Project Manager, City of Olathe, Kansas

**Overland Park, Kansas – Lamar Avenue Storm Sewer Repair:** As project manager and lead hydraulic engineer, Brad took this project from beginning to end, which included a preliminary engineering study to identify flooding and secure project funding and the design of drainage improvements to address flooding and replace the deteriorated pipe system. The project area included both residential and commercial properties and improvements included storm sewer and backyards swales to efficiently drain the project area.

**Johnson County Stormwater Master Plan – Watershed 1:** Brad is managing a team of experts to evaluate key watershed concerns within the northeast corner of Johnson County, including flooding, water quality, stream geomorphology, watershed hydromodification, and stormwater system management. The master plan document prepared for Watershed 1 will help guide capital investment within the watershed by prioritizing project improvements. Throughout the development of this master planning process, Brad served on multiple Johnson County volunteer sub-committees including: Funding Approach, Master Plan RFP Development, and Home Buyout.

# Maeve VanLandingham, PE

Project Engineer



## BACKGROUND

Maeve joined Affinis in 2019. Her project experience includes hydrology and hydraulics (H&H) analysis and geotechnology analysis, as well as landfill and civil design. She listens attentively to client’s needs and her attention to detail and technical expertise lets her deliver practical solutions to meet those needs.

**USACE-Kansas City - Fort Riley Camp Funston Storm Sewer Design, Fort Riley, Kansas:** Maeve provided quality control review of the H&H calculations for this project. Work includes design of a comprehensive storm sewer for flood risk reduction at Camp Funston. Design effort includes: open and enclosed storm sewer, RCBs, entrance culvert pipes, levee drainage structures, and underground detention.

**Olathe, Kansas – Upper Cedar Creek Stormwater Improvements:** Maeve is the project engineer for this project which includes coordinating the development of plans and quantities, preparing federal and local permit applications, and tracking utility relocation plans. The project includes the replacement of two reinforced concrete box culverts and channel improvements to reduce localized flooding in the area.

**Overland Park, Kansas – 2020 Major Storm Sewer Repair Program – Seven Locations:** As a design engineer for this project, Maeve is responsible for developing design drawings and specifications for storm system improvements to replace the deteriorated pipe systems, increase system efficiency, and add system capacity at seven separate project sites in the city. Maeve is working closely with utilities on their relocations, overseeing easement document preparation, and reviewing drawing set updates for improvements at seven sites within the project. While the storm system improvements largely follow the existing system alignment, constructability challenges to fit city standard design elements are present at every project site

**Overland Park, Kansas – 2019 Preliminary Engineering Studies:** As project engineer for this project, Maeve was involved with evaluating existing system hydraulic performance and making recommendations for system improvements. Maeve reviewed potential utility conflicts with the proposed improvements and prepared the preliminary engineering study that identified the existing flooding, described potential solution alternatives, and outlined the preferred alternative. Maeve developed concept cost estimates for the proposed project alternatives.

## EDUCATION

Master of Civil Engineering, Case Western Reserve University 2014

Bachelor of Civil Engineering, Case Western Reserve University 2013

## PROFESSIONAL LICENSES

Professional Engineer: Missouri 2018, Kansas 2019

## CERTIFICATIONS

Proficient in AutoCAD Civil 3D and Microstation. Familiar with HydroCAD, HEC-RAS, HEC-HMS, ArcGIS, XPSWMM, HELP, EPANET 2.0, and Primavera

## COMMUNITY INVOLVEMENT

Women’s Transportation Seminar International – Kansas City

American Public Works Association

# John Spell, PE

## H&H Analysis



### BACKGROUND

John understands hydrology and hydraulics which allows him to be an integral part of our stormwater projects. His modeling expertise and attention to detail helps our team effectively analyze project drainage issues, develop practical solutions to address the issues, and produce construction documents that clearly convey the design intent to contractors.

**Kansas City, Missouri – N. Holmes Sidewalk & Stormwater Design-Build:** John assisted with the project hydrology and hydraulics for this design-build project. He performed the hydraulic analysis and properly sized the proposed system improvements. The project added ADA compliant sidewalks and ramps, curb, and storm sewer along Holmes Road to provide a safe walking route for elementary school students from the surrounding neighborhood to Crestview Elementary school.

**USACE-Kansas City - Fort Riley Camp Funston Storm Sewer Design, Fort Riley, Kansas:** As the H&H engineer on this project, John performed the analysis to identify existing flooding issues and size proposed ditch and pipe improvements to address those issues. John developed the PCSWMM model used to perform the system analysis. He is working with the design team to generate detailed construction drawings that clearly convey our design intent to the client and potential construction contractors.

**Leavenworth County, Kansas – 147th Street Improvements:** John assisted with the hydrology and hydraulic analysis and drainage system improvement design for this project. John was responsible for performing all HEC-RAS modeling on this project and creating the floodplain inundation mapping. John worked with our structural engineers to properly size the concrete baffled chute to reduce flow velocities at one culvert crossing due to a 15-foot vertical drop.

**Overland Park, Kansas – 2020 Major Storm Sewer Repair Program – Seven Locations:** John performed the hydraulic system sizing calculations for the storm system improvements that replace deteriorated pipe systems, increase system efficiency, and add system capacity at seven separate project sites in the city. This project involves ongoing utility coordination activity and includes project sites ranging from residential backyards areas to major thoroughfares. The design solutions include pipe replacement, swale design, and RCB rehabilitation.

**Edgerton, Kansas– Homestead Lane and 207th Street Improvements:** John performed the HEC-RAS modeling, ArcGIS flood map creation, and engineering calculations for the bridge replacement for this project. A new 65-foot precast arch bridge is designed to convey the Big Bull Creek tributary with a no-rise.

### EDUCATION

Bachelor of Science in Civil Engineering, University of Missouri - Kansas City, 2015

### PROFESSIONAL LICENSE

Professional Engineer: Kansas

### CERTIFICATIONS & TRAINING

Two-Dimensional Hydraulic Modeling of Rivers at Highway Encroachments  
PCSWMM and EPA SWMM5 modeling

### COMMUNITY INVOLVEMENT

Affinis Servant Leadership Coordinator

Overland Park Chamber of Commerce

American Public Works Association – Water Resources Management Knowledge Team

## John Spell, PE

### H&H Analysis

***Olathe, Kansas – Brougham Drive Regional Detention Improvements:*** John was instrumental in designing the Brougham Drive Regional Detention project. This project involved watershed planning to manage multiple regional detention facilities along Coffee Creek. He performed the H&H analysis using HEC-HMS and HEC-RAS to develop flow rates, water surface profiles and flood limits, and prepared data for a FEMA Conditional Letter of Map Revision to modify the 100-year floodplain limits due to the detention improvements. This watershed planning effort focused on reducing the 100-year flooding of Black Bob Road and adjacent homes, while also providing a regional detention benefit for new development in the area.

***Kansas Department of Transportation – K-68 Improvements, Miami County, Kansas:*** John is performing the design calculations for all hydraulic structures in the project corridor. This 8-mile stretch received \$10 million from the KDOT T-Works program. Affinis is assisting KDOT in studying the corridor and creating a plan to best use the money to reach the ultimate goal of widening the section to a 4-lane expressway.

***Overland Park, Kansas – Lamar Avenue Storm Sewer Repair:*** John assisted with the H&H design on this project from beginning to end, which included a preliminary engineering study to identify flooding and secure project funding and the design of drainage improvements to address flooding and replace the deteriorated pipe system. The project area included both residential and commercial properties and improvements included storm sewer and backyards swales to efficiently drain the project area.



# Levi Cole, EI

## Utility Coordination & Designer



### BACKGROUND

Levi assists with roadway and stormwater design projects. He has a keen understanding for storm sewer design for municipal streets. As he lays out the pipe network, he considers impacts to yards and utilities to find the best fit. He also assists with the roadway design elements which lets him see how the two components work together. He is exposed to every aspect of a project from design to public engagement, and learning what it takes to deliver quality plans and client service.

**Olathe, Kansas – Upper Cedar Creek Stormwater Improvements:** Levi was responsible for RCB and channel design, and early utility coordination efforts that moved this project forward. The project includes the replacement of two failed culverts with larger RCB culverts and channel improvements to reduce localized flooding in the area. HEC-RAS was used to analyze and design system improvements

**Leavenworth County, Kansas – 147th Street Improvements:** Levi assisted with the roadway design elements associated with this project. The improvements included widening the existing gravel road to a 36-foot wide, three-lane roadway. Design analysis included roadway alignment and profile determinations to minimize adjacent property and utility impacts.

**Shawnee, Kansas – Johnson Drive Improvements:** Levi was the intern engineer for this project that involved a mill and overlay of the existing pavement; CMP repair and replacement; inlet repair and replacement; concrete curb and sidewalk repair and replacements; LED street lighting upgrades; and improvement of a pedestrian crossing using LED blinker signs and in-pavement lighting. Levi performed the existing system pipe assessment, and made recommendations for which pipes could remain, would need to be repaired (spot repair, pipe lining, slip-lining, etc.), or would need to be replaced. In addition, Levi performed a field assessment of the existing storm sewer structures to determine if structures needed to be replaced or their lids/throats repaired. This assessment exercise maximized the city’s available funds and minimized the amount of disruption to the businesses and residents in the project area.

**Prairie Village, Kansas - Reinhardt Storm Sewer Improvements:** Levi is assisting with final design. This project addresses residential structure and roadway flooding. The team performed a preliminary engineering study (PES) for the area to confirm flooding and provide design alternatives. The PES allowed the City of Prairie Village to leverage county stormwater management funds to pay for 75-percent of the project costs. The project area included two residential neighborhoods, working in yards and requiring that the design minimize impacts to adjacent properties.

**Edgerton, Kansas – Homestead Lane and 207th Street Improvements:** Levi assisted with design and utility coordination for this 4-lane divided arterial from Waverly Road to I-35. Converting the existing gravel road to the city’s standard arterial required additional rights-of-way, adding enclosed storm sewer, replacing the existing bridge at Big Bull Creek tributary with a 65-foot span precast arch bridge, street lighting, and coordination with KDOT for connection to the interchange.

### EDUCATION

Bachelor of Science Civil Engineering University of Missouri – Kansas City, 2017

### PROFESSIONAL LICENSES

Engineering Intern: Kansas

### COMMUNITY INVOLVEMENT

APWA

# Scott Crain, PE

## Quality Assurance Manager



### BACKGROUND

Scott and Affinis have a long-lasting relationship, dating back to 2002 when Scott was the client and we were the consultant. The Affinis team is excited to have him joining us on the consultant side as of June 2019. Scott's approach to engineering, as a way to improve communities and quality of life, is a great match for our mission.

Scott's professional experience includes **8 years serving as the City Engineer** for the Cities of Merriam and Manhattan, Kansas plus 12 years as the Director of Design and Construction at Blue Valley School District. Scott's insight into the needs of public agency clients and the residents and constituents they serve will be a big value add for Affinis clients who manage the same issues for their communities.

***Scott's has filled with Quality Assurance Manager Role on the following projects at Affinis:***

- ▶ USACE Fort Riley – Main Post Stormwater Study/Master Plan
- ▶ USACE Fort Riley – Camp Funston Storm Sewer Design
- ▶ USACE and Prairie Band Patowatomi Nation – Section 203 Feasibility Study
- ▶ Overland Park, Kansas – 179th Street Improvements
- ▶ Johnson County, Kansas – Pflumm Road 159th to 175th Street Study
- ▶ Olathe, Kansas – Upper Cedar Creek Stormwater Improvements
- ▶ Olathe, Kansas – 159th & Black Bob Intersection Alternatives Analysis and Design
- ▶ Aberdeen, South Dakota – Levee SWIF Assessment & Design
- ▶ Johnson County, Kansas – Watershed Master Plan – Phase 1

***Scott's Project Manager/Design Work at Affinis has included:***

- ▶ Overland Park, Kansas – Metcalf Avenue, 91st to 99th Street Roadway Improvements
- ▶ Shawnee, Kansas – Pflumm Road Improvements
- ▶ Leawood, Kansas – Mission Road Improvements

### EDUCATION

Bachelor of Science Engineering, Kansas State University, 1992

### PROFESSIONAL LICENSE

Professional Engineer: Kansas

### CERTIFICATIONS

10-Hour OSHA Occupational Safety and Health Training Course in Construction Safety and Health

### COMMUNITY INVOLVEMENT

Order of the Engineer

American Council of Engineering Companies

Kansas Society of Professional Engineers



**Experience of the firm providing similar services for similar projects.**

## References

List at least three (3) companies or governmental agencies (preferably municipalities) where the same or similar products and/or services as contained in this package were recently provided.

### **City of Prairie Village, Kansas**

---

Company Name

#### **Cliff Speegle, PE, Stormwater Project Manager**

---

Contact Person

Title

**3535 Somerset Drive**

**Prairie Village**

**KS**

**66208**

Address

City

ST

ZIP

**cspeegle@pvkansas.org**

**913-385-4011**

Email

Phone

### **City of Merriam, Kansas**

---

Company Name

#### **Carl Sanders, CIP Project Coordinator**

---

Contact Person

Title

**9001 W. 62nd Street**

**Merriam**

**KS**

**66202**

Address

City

ST

ZIP

**csanders@merriam.org**

**913-722-7700**

Email

Phone

### **City of Basehor, Kansas**

---

Company Name

#### **Leslee Rivarola, City Administrator**

---

Contact Person

Title

**2620 N 155th Street**

**Basehor**

**KS**

**66007**

Address

City

ST

ZIP

**lrivarola@cityofbasehor.org**

**913-724-1370**

Email

Phone

## 4.2.a. Experience of the firm providing similar services for similar projects.

Project ID	1 Project Title	2 Owner's Representative	3 Initial award (I) and final (F) contract amounts	4 Total time period to complete the work	6 Name of key team members involved	7 Skills demonstrated by key team members	10 Opinion of probable construction cost (OPCC)
<b>A</b>	Fort Riley Camp Funston Storm Sewer Design	Clif Rope, Project Manager U.S. Army Corps of Engineers 601 E. 12th Street, Kansas City, Missouri 64106 816-389-3446 Clifton.J.Rope@usace.army.mil	I: \$1,200,000 F: \$1,316,434 Additional services to break 2 project areas into 19 project areas.	Contract award = Oct. 2018 Design complete = July 2020 (anticipated)	1. Brad Schleeter 2. John Spell 3. Maeve VanLandingham 4. Scott Crain	1. Project management 2. PCSWMM modeling 3. System design review 4. QC review	OPCC: \$4,250,000 (Volumes 1-4 only) Project is currently out for bid.
<b>B</b>	Upper Cedar Creek Stormwater Improvements	Scott Ward, Project Manager City of Olathe, Kansas 1385 S. Robinson, Olathe, Kansas 66061 913-971-9032 scward@olatheks.org	I: \$244,540 F: \$253,828 Additional services for utility potholing requested by the client.	Contract award = April 2019 Design complete = May 2020	1. Brad Schleeter 2. John Spell 3. Levi Cole 4. Maeve VanLandingham	1. Project management 2. HEC-RAS modeling 3. Channel design and utility coordination 4. System design	OPCC: \$1,530,710 Final design is underway now.
<b>C</b>	N. Holmes Road Sidewalks and Stormwater Design-Build	Mario Vasquez, Project Manager City of Kansas City, Missouri Public Works 414 East 12th Street, Kansas City, Missouri 64106 816-513-6984 mario.vasquez@kcmo.org	Design/Build Contract Amount I: \$360,750 F: \$596,580 The project was extended to include 2 additional blocks.	Design/Build work started May 2017. Work completed in April 2018.	1. Brad Schleeter 2. John Spell 3. Levi Cole	1. Project design 2. Retrofit storm sewer design 3. Utility coordination	Design/Build Contract Amount I: \$360,750 F: \$596,580 The project was extended to include 2 additional blocks.
<b>D</b>	Johnson Drive Improvements	Paul Lindstrom, PE, Senior Project Engineer City of Shawnee, Kansas 11110 Johnson Drive, Shawnee, Kansas 66203 913-742-6234 plindstrom@cityofshawnee.org	Initial: \$116,600 Final: \$116,600	Contract award = Dec. 2017 Design complete = May 2018	1. Brad Schleeter 2. John Spell 3. Levi Cole	1. H&H Oversight 2. H&H Analysis 3. Project design and utility coordination	Estimate: \$2,000,000 Bid: \$1,934,031 Final: \$2,069,471 One change order due to unknown field conditions.
<b>E</b>	147th Street Improvements	Mark Loughry, County Administrator County of Leavenworth, Kansas 300 Walnut Street, Leavenworth, Kansas 66048 913-684-0417 mloughry@leavenworthcounty.org	I: \$732,230 F: \$732,230	Contract award = July 2015 Design complete = April 2017	1. Brad Schleeter 2. John Spell 3. Levi Cole	1. Project design 2. HEC-RAS and baffled chute design 3. Utility coordination	OPCC: \$11,325,357 Bid: \$5,071,202 Final: \$5,664,409 Significant earthwork quantity was worked out privately to remain on-site and not hauled off.

### A. Fort Riley Camp Funston Storm Sewer Design

**Brief Description:** The Camp Funston Storm Sewer Design project includes the comprehensive design for the repair or replacement of the storm sewer system on Camp Funston. The project area for Camp Funston is just under one square mile. The existing drainage system is primarily open ditch with culverts, and some segments of enclosed storm sewer. Topography within Camp Funston is relatively flat and Fort Riley Directorate of Public Works has indicated that frequent nuisance flooding and periodic structure flooding occurs in numerous places in the project area.

Our design work includes initial field data collection, an H&H analysis of the existing storm drainage system to identify system deficiencies, and design of proposed storm sewer improvements to address the flooding issues. The existing system analysis and proposed system design were completed using PC-SWMM, which is a complex H&H modeling program that can handle both pipe and open channel drainage systems in the same model. This level of H&H modeling was necessary because of the flat system grades and the integrated nature of flooding issues.

**Work completed on time and budget?** Yes      **Construction claims?** None.

**Changes to the team?** No changes to key team members have occurred, all key members who started the project have been working on it and are scheduled to finish it.

**Status notes:** Project is split into 2 design packages. The first design package is complete and out for bid. We are completing the 90% design on the second design package. The second design package will be complete on schedule by August 2020.

**Modeling & Analysis:** We used PC-SWMM to model project hydrology (using SCS based TR-20 methodology) and fully dynamic hydraulics of this pipe and open channel drainage system. Additionally, we used HY-8 for a critical culvert design check and HydroCAD to check the detention basin design.

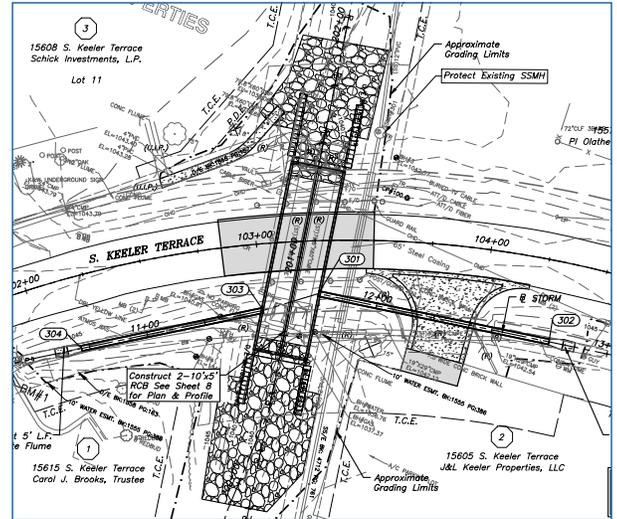
**Notes on Effective, Timely, Economical, and Professional Manner:** Wherever possible, we maintained the open ditch conveyance system, which reduced construction cost while providing our client with an efficient and effective drainage system. We worked with our client to break up the project design packages into multiple volumes that could be constructed over a period of years that better fit with their available construction budget.



## B. Upper Cedar Creek Stormwater Improvements

**Brief Description:** The proposed Upper Cedar Creek Stormwater Improvements project from 169 Hwy to Mahaffie, addresses existing street and structure flooding at the existing culverts at South Keeler Street and South Keeler Terrace. The improvements will provide the city with a more efficient and lower maintenance drainage system. Expedited construction solutions also help minimize disruption and restore access for adjacent businesses.

The existing CMP culverts at these two locations have reached the end of their design life and are under capacity, causing upstream street and structure flooding. Affinis designed RCB culvert solutions at each crossing that address the existing flooding and provide the city with a long-term solution for the project area.



To expedite construction, we included precast RCB sections and large block wingwalls that greatly reduce the time needed for cast in place concrete wing walls. In addition, creative construction sequencing allows for commercial truck traffic to be maintained throughout the project duration. Relocation of existing utilities in conflict with the proposed improvements is a critical path to keeping the project construction on schedule. Affinis utility coordination efforts early in the project timeline to notify utilities of conflicts and work with them as they develop their plans for relocation.

**Work completed on time and budget?** Yes

**Construction claims?** None.

**Changes to the team?** The only change to the project team included the addition of Maeve VanLandingham to the team. Maeve took over as project design lead when she came to Affinis. All other key members who started the project have been working on it and are scheduled to finish it.

**Status notes:** Final design plans for this project are complete, waiting on the city to complete the easement acquisition and bid the project.

**Modeling & Analysis:** As this project was mainly an open channel project, we used HEC-HMS (project hydrology) and HEC-RAS (project hydraulics) to analyze the existing flooding and design channel and box culvert improvements.

**Notes on Effective, Timely, Economical, and Professional Manner:** The project area is in an active commercial business park. Vehicle access on South Keeler Terrace is critical during construction for the businesses located south of the improvements, as this is their only access route available. Affinis is phasing the construction improvements at South Keeler Terrace to allow one signaled lane of traffic through the construction site at all times. In addition, the construction methods for the RCB will be precast box sections tying into large block wingwalls to speed up the construction timeframe and limit disruptions to the active businesses in the area.

## C. N. Holmes Road Sidewalks and Stormwater Design-Build

**Brief Description:** The residents surrounding Crestview Elementary wanted a safe route for their children to walk to school and pulled together to make this project happen. The city was able to secure enough funding to provide the pedestrian connectivity to the school and to replace the deep ditches with an enclosed drainage system.

The city chose the design-build procurement process to quickly get the project started. Affinis provided the engineering services along with both the design field survey and construction staking on the project. We analyzed the existing drainage system to determine where it was feasible to replace with an enclosed system. We designed ADA compliant sidewalks and ramps within the existing right-of-way and added curb along Holmes Road to create a safe route for pedestrians.

Some constraints within the project limits included existing 45-foot right-of-way, buried and overhead utilities, and yard drainage issues. We developed a design that fit within these constraints and completed the needed pedestrian connections while eliminating the open-ditch section on the west side of Holmes Road from NE 44th Terrace to NE 45th Terrace. This ditch was a hazard to both pedestrians and vehicles. New curb, and storm sewer inlets and pipe were constructed to convey the runoff from the street.



**Work completed on time and budget?** Yes

**Construction claims?** None.

**Changes to the team?** No changes to key team members have occurred, all key members who started the project have been working on it and are scheduled to finish it.

**Status notes:** Project is complete.

**Modeling & Analysis:** We analyzed the existing drainage system using the Rational method for culverts and ditch design calculations to identify capacity. Where existing ditches were sufficient, they remained and where these ditches needed to be enclosed to eliminate the deep ditch hazard, pipes were sized. This simple analysis approach was all that was needed to provide the client an efficient and safe drainage system that worked within the project constraints.

**Notes on Effective, Timely, Economical, and Professional Manner:** We provided design solutions that worked within the site constraints of narrow right-of-way and steep slopes within the project corridor, without having to add more expensive design elements like retaining walls or acquire additional property. The solutions provided residents with a safe option for walking in the corridor and kept the project within the city’s budget and construction schedule.

## D. Johnson Drive Improvements (Martaindale to I-435)

**Brief Description:** This project involved CMP repair and replacement; inlet repair and replacement; concrete curb and sidewalk repair and replacements; LED street lighting upgrades; improvement of a pedestrian crossing using LED blinker signs and in-pavement lighting; and a mill and overlay of the existing pavement.



To maximize cost savings for the CMP replacement, we performed an existing pipe condition assessment from CCTV videos provided by the city. Based on this assessment, we identified pipes to be left in place, lined, or replaced. A hydraulic pipe analysis was performed to indicate where existing pipe segments were under capacity. Paired with the pipe condition assessment, this hydraulic analysis sized new pipe segments with sufficient capacity. The coordination of these two activities maximized city replacement dollars by making smart decisions about what action to take with each pipe segment in the project area.

We coordinated the construction schedule of the city’s improvements with WaterOne who performed water main replacements in the project area. The effort required coordination of staging areas, lane closures, and traffic control.

**Work completed on time and budget?** Yes

**Construction claims?** None.

**Changes to the team?** No changes to key team members occurred during the duration of the project.

**Status notes:** Project was constructed on-schedule in 2019.

**Modeling & Analysis:** A pipe capacity evaluation was performed on the existing storm sewer system with a Rational design spreadsheet. This straightforward approach to analysis provided the city with an adequately sized storm sewer system meeting city design standards.

**Notes on Effective, Timely, Economical, and Professional Manner:** The condition assessment paired with the pipe capacity evaluation provided an effective method of identifying pipe improvements. Leaving some pipes in place, lining pipe segments, and spot repairing pipes allowed the city to get more project for their budget. In addition to cost efficiencies, this assessment cut the construction schedule by reducing the amount of street repair and pipe replacement, allowing the contractor to move faster through construction.

## E. 147th Street Improvements

**Brief Description:** The 147th Street from Parallel Road to Fairmount Road is a 4-mile section of roadway flanked by a mix of agricultural, golf course, and large-lot single family tracts. The existing gravel road had open ditches with undersized culverts in need of replacement. The project reconstructed the existing 2-lane, country road to a 36-foot asphalt paved section with open ditches and new culverts and RCBs. New right-of-way and permanent easement needed for the project was acquired.



Two unique aspects of the project included the H&H analysis for two new RCBs and the collaboration with adjacent development. An 8x6-foot RCB with multi-stage weir control was designed to mimic the existing hydraulic performance; therefore, limiting downstream impacts in low flows and preventing adverse upstream impacts for the 50-year storm event. A double, 8x6-foot RCB bridge was designed with a concrete baffled chute to reduce velocities outlet created by a 15-foot drop in elevation.

Expanding the existing right-of-way to 100 feet and improving the existing 2-lane dirt road to a 36-foot wide asphalt pavement required significant utility relocations and land acquisition. Using a combination of group meetings, one-on-one meetings, and emails, early in the design process our team worked closely with property owners and utility companies to keep the project on schedule and within budget.

**Work completed on time and budget?** Yes

**Construction claims?** None.

**Changes to the team?** No changes to key team members occurred, all key members who started the project finished the project.

**Status notes:** Project is complete.

**Modeling & Analysis:** We used a varied approach to the H&H analysis on this project to match with the design conditions. Most of the ditches and culverts were analyzed with Rational design calculations, as they acted hydraulically independent of one another. The large RCB and baffled chute structure on the project was analyzed in HEC-RAS to determine any changes to the floodplain limits and design the proposed RCB.

**The collaborative spirit and detailed reports foster a very successful design schedule.**

Sarah Shafer, PE, Former Leavenworth County Project Manager

**Notes on Effective, Timely, Economical, and Professional Manner:** With all of the utility relocation and property acquisition needed to keep the project on schedule, we had multiple utility coordination and public involvement meetings, starting very early in the project design process. This allowed project information to be communicated to all utilities and property owners in the project area most efficiently. The roadway and drainage design solutions designed for this project matched the rural character of the project area. We limited the amount of enclosed drainage system and took advantage of the natural topography to have primarily a ditch and culvert conveyance system, allowing our client to apply those funds to other projects.



## **Engineering Firm's approach to providing quality services for stormwater projects**

## 4.3. Engineering Firm’s approach to providing quality services for stormwater projects.

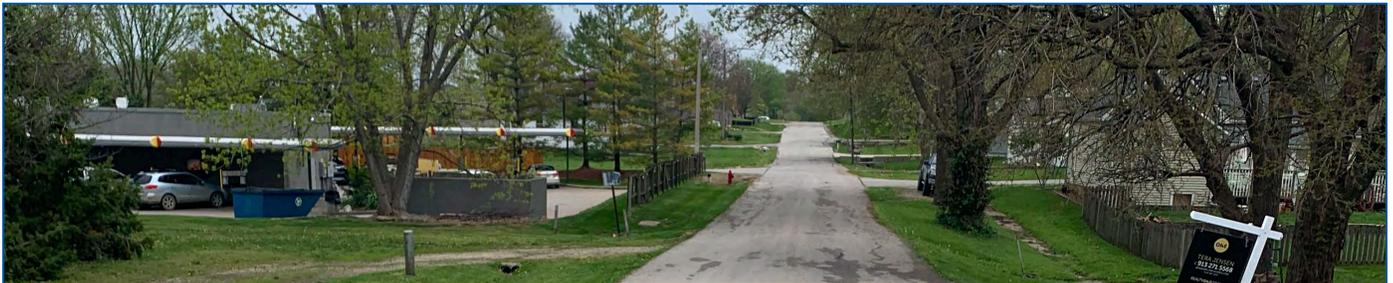
A. Through the development of a stormwater master plan, your proactive approach to prioritizing Louisburg’s stormwater system needs sets you up for future success. We understand that your goals for the four projects you have identified include: addressing known flooding issues, replacing pipes and culverts with a condition rating of fair or poor, and looking for opportunities to stretch city funds by right-sizing the analysis and design to provide what you need, and not more.

### OUR FOCUS WHEN COMPLETING YOUR FOUR DESIGN PROJECTS WILL DRAW UPON OUR YEARS OF EXPERIENCE DELIVERING OUR CLIENTS QUALITY PROJECT SOLUTIONS, INCORPORATING THE FOLLOWING KEY CONSIDERATIONS:

- ✓ Cost Consciousness - We will provide you with design solutions that fit with Louisburg and stretch your improvement dollars, by giving you the right-sized solutions responding to identified needs.
- ✓ Timeliness - Our practical project experience working on multi-site projects gives us insight into the project design timelines for your four projects, allowing us to meet your schedule.
- ✓ Constructability - Our experience developing concept level improvements and bringing those improvements to final design provides you with professional design engineering services you can count on to give you a sound, constructible, and cost-effective project.

These key considerations work together to provide you with quality design services that fit with the character of Louisburg and allow you to stretch your improvement dollars to complete more improvements in less time than is proposed in your stormwater master plan.

In addition, we provide you with a fresh look at the information provided in your stormwater master plan. We will apply our experience to your four project areas, impartial to the concept improvements proposed in the master plan to provide you with system improvements that best fit you and your budget.



### UNIQUE DESIGN CONSIDERATIONS TO HELP DEFINE NEEDED IMPROVEMENTS

The concept improvements identified in the stormwater master plan have not been analyzed for stormwater capacity, which means these concept improvements may not be sufficient to address the flooding issues identified or they may be more than you need. While this approach is an effective tool for providing you with concept level costs to program future improvements, the concept improvements identified for the South First and South Vine, South Fifth and South Broadway, and South Ninth and South Rogers projects are more than you need to achieve your project goals. **You can accomplish your project goals and stretch your improvement dollars by:**

- ▶ Reducing the storm sewer pipe and inlets in the upstream area and focusing on improvements to existing ditches and culverts in these areas.
- ▶ Designing new buried storm sewer in the downstream areas where it is needed most.
- ▶ Looking for opportunities to phase improvements so critical issues get addressed first and the remaining improvements can be constructed with future infrastructure improvements.
- ▶ Combining these drainage improvements with other infrastructure projects reduces disruption to residents and saves you dollars with economy of scale.

Our approach reduces the overall length of pipe per project, replaces it with less expensive ditch and culvert improvements, and focuses the initial project phase on the most critical need, stretching your improvement dollars. This cost savings can be applied to other priority projects identified in your stormwater master plan.

**AFFINIS BRINGS COST SAVING IDEAS. SEE PAGE 11 FOR DETAILS ON HOW TO SAVE 38% ON CONSTRUCTION COSTS.**

**H&H MODELING**

In areas where a detailed H&H analysis is necessary, we will use PCSWMM, a modeling tool that is tied to the design drawings, allowing us to move seamlessly from our design calculations to the project drawings. We will focus modeling efforts on project areas where pipe and ditch capacity are the driving factors in addressing flooding issues.

There are some areas where, frankly, a full H&H model is not necessary. In the upstream reaches in each of the four project areas, where limited flows are conveyed in a ditch with driveway culverts, we will rely on simpler culvert and ditch design calculations to size improvements. This flexible approach to our design analysis will save you both time and money. **When you hire Affinis, we won't sell you what you don't need.** Our project experience included on Pages 5-8 discusses our breadth of experience and range of H&H analysis capabilities that will be put to use for you.

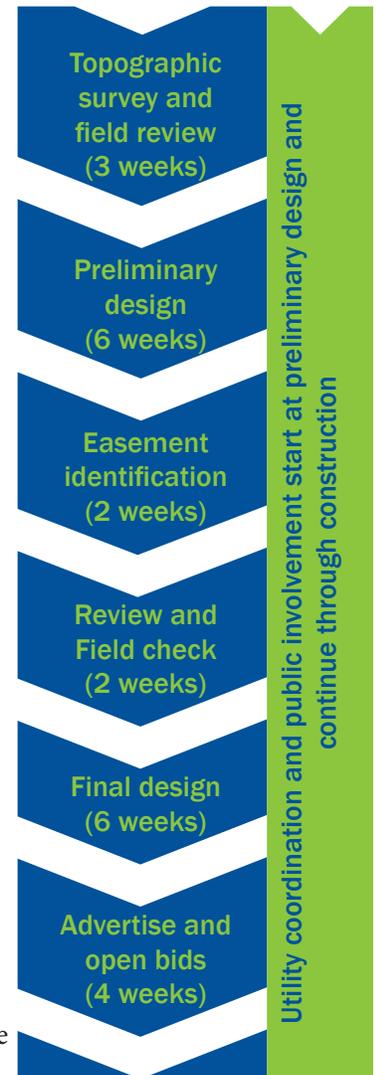
**SYSTEMATIC DESIGN APPROACH**

Through our experience designing stormwater projects in multiple locations just like your four proposed projects, we will take a systematic approach to our design effort. This approach is effective and efficient at balancing the overall project schedule with sufficient time for utility coordination and public involvement efforts. We know that your time is valuable, and you have a variety of responsibilities. **You can have confidence that our design approach will allow you to engage in the design process as your time allows.** Our design effort follows this project-tested and effective systematic approach:

Our design begins with a thorough **field review and efficient topographic survey.** The field review gives us the opportunity to walk the project areas with city staff to help us better understand your priorities and provides the project team insight into site specific design challenges and opportunities. Quality topographic survey information is the starting point for all civil design projects, but especially for projects like this one working close to homes and businesses, along main roadway corridors, and around buried utilities. Affinis survey crews have the experience to know what survey information is needed to keep your project on time and within budget from the start.

With field data collected, our **preliminary design** effort will analyze the system deficiencies, identify where system expansion is beneficial, and size needed improvements. We will identify where temporary construction **easement** and permanent drainage easement are needed to construct and maintain the proposed improvements. Our preliminary plans provide you with project design details that identify all major design elements. **You can be confident that the preliminary project costs we develop from the preliminary plans provides you with a solid and comprehensive project cost estimate.**

Following our preliminary design submittal to you for review, we will perform a **field check with city staff** to review the preliminary design, note any field changes, and discuss your review comments. This field check provides a great opportunity to dialogue with you on how our preliminary design fits with your vision of improvements in the project areas.



**Utility coordination** activities will begin once preliminary plans are developed to confirm utility conflicts, update utilities on the project schedule, and direct utilities to provide utility relocations plans were necessary. We find that an initial utility coordination meeting with all utilities present in the project areas is the best method for communicating consistent information at the start of the project.

**Public involvement will include, at a minimum, three public meetings to engage residents and businesses throughout the design process.**

- 1st.** The first public meeting provides a general overview of the project limits and scope of the preliminary improvements. This meeting serves as a great opportunity to gather feedback and insight from the people who live and work in the project areas.
- 2nd.** The second meeting occurs once the project construction limits and easement needs have been established. We have found it to be most effective to have easement documents mailed out prior to this public meeting to allow property owners the opportunity to review them and come with their project related questions.
- 3rd.** The final public meeting occurs once the project has been bid and a contractor selected to inform residents and business owners of the construction details, including the schedule. We have found that an open house format works best to allow residents and businesses the opportunity to ask site specific questions, in an informal setting directly with those involved in the project.

Following the field check, and an initial round of utility coordination and public meetings, we will move into **final design**. This design stage works with the final improvement layout to add design detail to the plans, including project phasing, traffic control plans, structural detailing, and final quantity tables. Our experience designing stormwater projects just like yours will give you the confidence that **our final design plans are constructible and provide you with the improvements you need to meet your project goals.**

With the development of final plans we will update our construction cost estimate, providing you with a solid cost estimate based on recent pricing trends within the region. We will also work with you to prepare the project specifications that correspond to the detailed project design elements included in the project, and provide you with the necessary documentation necessary to **efficiently and successfully bid these projects.**

#### **EXAMPLE DESIGN APPROACH: SOUTH FIRST AND SOUTH VINE PROJECT**

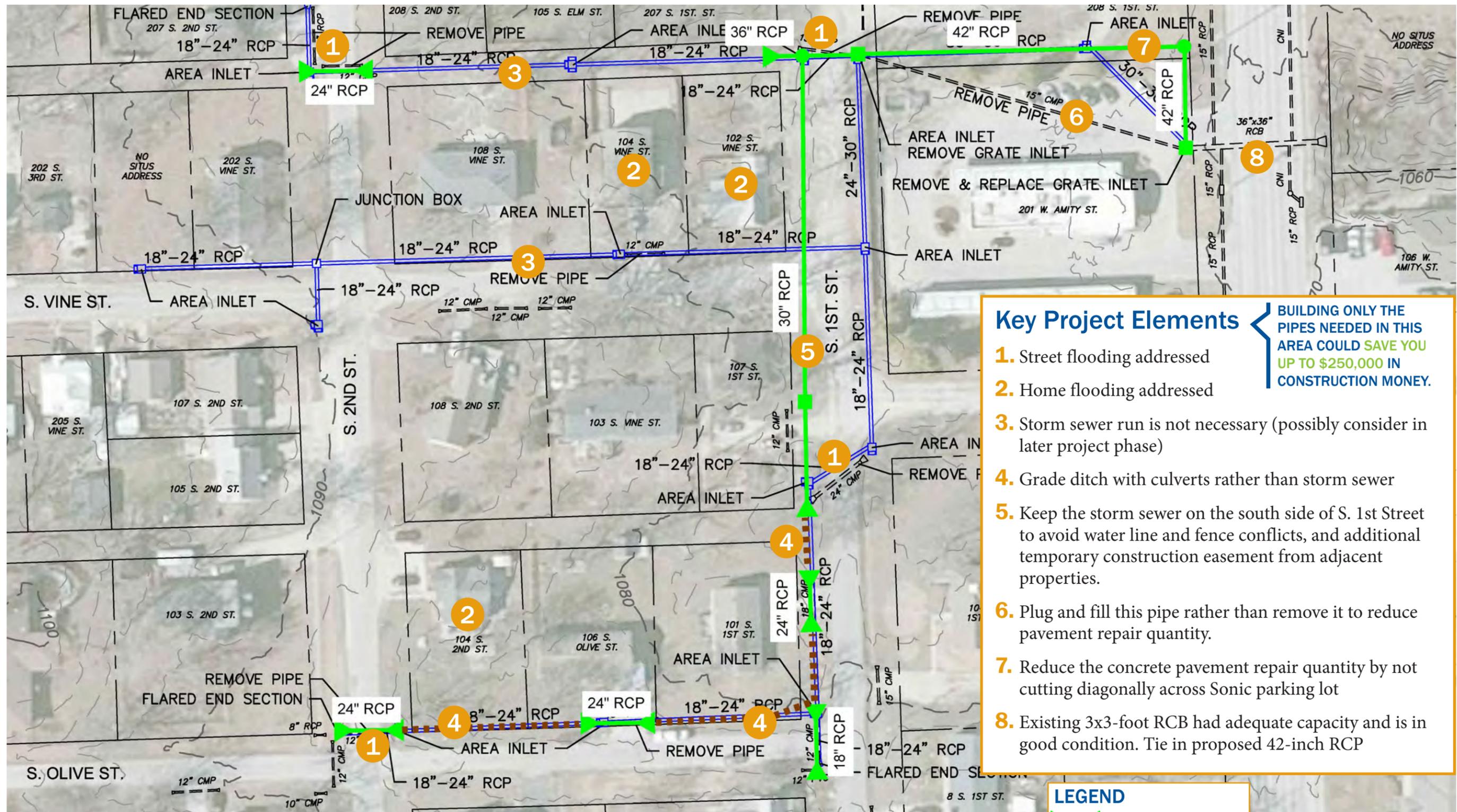
To provide you with an example of our design approach, **we performed a hydraulic analysis** of the South First and South Vine project to determine improvements you need to accomplish your design goals for this project. In areas where storm sewer was not needed, we included ditch and culvert upgrades to improve drainage and stretch your improvement dollars.

**SEE EXHIBIT ON THE NEXT PAGE FOR MORE DETAILS ABOUT THE FIRST & VINE LOCATION.**

The exhibit on the following page provides you with a robust project design that addresses the known flooding issues south of South First, between Elm and Vine Streets and replaces pipes either in poor condition or that lack hydraulic capacity. This design also significantly reduces the amount of enclosed storm sewer, much of which you do not need to accomplish you design goals for this project. This approach saves you both upfront capital cost and long-term maintenance cost. Using the cost in your stormwater master plan, the improvements we propose on the following page reduce the overall project cost for the South First and South Vine project from \$677,290 to \$420,830, or a reduction of 38-percent that can be applied to other improvements elsewhere in Louisburg.

**BUILDING ONLY THE PIPES NEEDED IN THIS AREA COULD SAVE YOU UP TO \$250,000 IN CONSTRUCTION MONEY.**

Our design approach would apply a similar philosophy to the South Fifth and South Broadway, and South Ninth and South Rogers projects. You will also see project cost savings on these two projects that increases your capacity to improve your stormwater system with the same amount of funds.



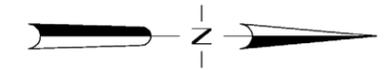
### Key Project Elements

**BUILDING ONLY THE PIPES NEEDED IN THIS AREA COULD SAVE YOU UP TO \$250,000 IN CONSTRUCTION MONEY.**

1. Street flooding addressed
2. Home flooding addressed
3. Storm sewer run is not necessary (possibly consider in later project phase)
4. Grade ditch with culverts rather than storm sewer
5. Keep the storm sewer on the south side of S. 1st Street to avoid water line and fence conflicts, and additional temporary construction easement from adjacent properties.
6. Plug and fill this pipe rather than remove it to reduce pavement repair quantity.
7. Reduce the concrete pavement repair quantity by not cutting diagonally across Sonic parking lot
8. Existing 3x3-foot RCB had adequate capacity and is in good condition. Tie in proposed 42-inch RCP

### LEGEND

- Culvert
- Storm Sewer
- Ditch Grading



### SOUTH FIFTH AND SOUTH BROADWAY

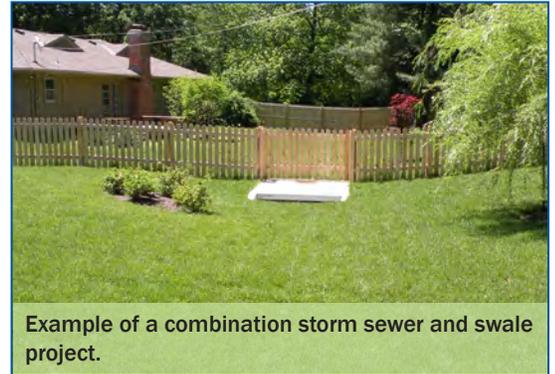
You have a great opportunity with your South Fifth and South Broadway project of combining this project with sidewalk improvements identified in your 2017 Master Trails Plan, which considers South Fifth Street a critical pedestrian corridor. As you note in the RFQ, we identified two projects in your Master Trails Plan within this storm project area, the first between Broadway and Metcalf is a short term (1-3 year) priority and the second from Rogers to Broadway is a mid-term (3-6 year) priority. Combining your storm project with all or a portion of the two sidewalk improvement projects identified would address multiple issues in a single project, saving you money and time, and limiting impacts to adjacent residents. Combining different types of improvements into a single project moves forward two priorities we know are important to you in improving quality of life and updating infrastructure.



### SOUTH NINTH AND SOUTH ROGERS

This project drains much of residential Louisburg, south of South Third Street. The concept solution provided in your stormwater master plan provides you with a very pipe-heavy solution, which is reflected in the \$1.1 million project cost. Looking at the concept design, there are a number of less costly alternatives that will meet your design objectives to reduce flooding and replace failing infrastructure, including:

- ▶ Include ditch and culvert upgrades rather than storm sewer and area inlets where the system is currently shallow along Sims and Doyle Streets
- ▶ If it is aesthetically acceptable, leave the existing open swales between Mulberry and South Eighth Street. They will need to be lowered and widened to carry more flow in a deeper system, but leaving these areas as surface swales would greatly reduce project costs.
- ▶ An alternative to leaving the existing open swales, would be a combination storm sewer and swale option. This alternative would route the low flows (between a 2-year and 5-year storm) in a pipe and be designed to surcharge into the surface swale when the pipe capacity is exceeded. This alternative would address the ongoing maintenance hassle of erosion in a surface swale by carrying the majority of erosion-causing smaller rainfall events in pipes and allowing less frequent larger events to bypass in the surface swales, reducing the size of pipes.



### NORTH NINTH AND NORTH METCALF

Your stormwater master plan proposes roadside ditch and culvert improvements in the upstream portion of this project area. These improvements will provide residents much needed relief to existing nuisance ponding issues currently present due to the significant number of obstructed culverts and very shallow and flat ditches. Working within the constraints of narrow right-of-way in some areas and flat grades, projects like our Camp Funston project (see Page 5) give us recent project examples of designing a ditch drainage system with these constraints.



## B. DESCRIBE THE FIRM'S PROJECT MANAGEMENT AND QUALITY CONTROL PROCEDURES

Brad Schleeter is the project manager for this project. He will bring a hands-on approach to managing the Affinis team and will regularly connect with you. At Affinis, we pride ourselves on being of service to you in the way we manage our projects. From initial project scoping, to our field review with you to gather as much institutional knowledge as we can, to regular progress meetings to keep to aware of our progress, we aim to give you the information you need to stay connected to the project.

Affinis is in the process of **elevating our quality control and quality assurance processes** by implementing a quality management system to raise the bar for ourselves in ways that will translate to even less chance for errors or omissions that can lead to post-bid costs to projects. This added focus on quality further differentiates Affinis from our competition. The quality management system will include quality assurance deliverables accompanying project submittals to demonstrate proof of the completed process and that any specific aspects important to the client have been achieved.

**When it comes to consultant produced plans, Affinis would rate at the top of the list. We can bid accurately, knowing we don't have to worry about errors in their plans. Their plan accuracy reduces construction change orders resulting in lower total project costs.**  
 Mark Dombroski, O'Donnell & Sons Construction

A unique and effective element of our quality assurance (QA) program is our after-action reviews. Once construction is complete, we meet with the owner, contractor, and inspector to discuss the project. **We apply this feedback to the next project to deliver higher quality construction documents and better convey a constructible, well-designed project.**

Accurately conveying design intent is critical to contractors and construction observers, and can reduce bid costs and change orders. Our QA program is a vital component of our project process. The construction change order history, on Page 3, clearly shows our focus on delivering high-quality, accurate documents, saving our clients money.

## C. CONSTRUCTIBILITY AND OPCC

With each milestone submittal during design, we prepare an opinion of probable construction cost (OPCC) for you to review. This gives you a reality check of the cost versus your project budget. We are in regular contact with contractors, suppliers, and vendors to monitor market trends and keep our unit prices current, giving you a chance to adjust scope or budget.

**Construction Cost Savings Proof Point:** For example, planned corridor improvements along 179th Street in Overland Park demonstrate the quality of construction documents produced by Affinis. The project bid in December 2019. **Five bids were received. Bids were below the engineers estimate and the lowest three bidders were within 0.88 percent of each other.**

We have a solid track record of our concept level cost estimates being comparable to the actual construction cost. The following table compares the PES cost estimates with the actual construction cost estimates for two recent projects we brought from concept design to full construction.

Storm Sewer Improvement Project	PES Estimate	Construction Cost
Lamar Avenue	\$1,528,397	\$1,320,962
Walmer Street	\$3,000,700	\$1,766,774

## D. SUPPORT NEEDED FROM CITY STAFF

We recognize that your time is valuable, and you are partnering with us to provide you with quality design services to get your four projects designed and out for construction. Our goal is to keep you informed about the project progress, but not burden you with too many design details, project communications, and utility coordination efforts. At this time, we envision support from city staff in the following areas:

- ▶ Resident communications (survey notices, public meeting invitations, construction details, etc.)
- ▶ Participation in regular project progress meetings
- ▶ Review and provide feedback on our design submittals for the project
- ▶ Engagement in a field review to pass on your historic knowledge and a field check to give feedback on our preliminary plans
- ▶ Easement acquisition activities
- ▶ Project bidding



## Depth of Team

## 4.4 Depth of Team

### A. DISCUSS THE TEAM'S ABILITY TO HANDLE MULTIPLE CONCURRENT PROJECTS IN TERMS OF RESOURCES INCLUDING EQUIPMENT, STAFF AVAILABILITY AND SCHEDULING CAPACITY

**Affinis is committed to providing unparalleled client service** and our stormwater design team is ready to serve you! The nature of stormwater design work is the ability to work on multiple concurrent projects and successfully meet all project deadlines. Your stormwater design project will be no exception as we have the capacity in the next 8 months to complete this project design by December 2020. You can have confidence that even in these challenging times, with nearly all Affinis co-workers working from home, we have not seen a decline in our productivity or ability to meet project deadlines. We have become adept at virtual project communication and are ready to put this experience to use to serve you.



As a 40-person firm, we have the flexibility of assigning additional co-workers and prioritizing our current workload. Sharing co-workers across projects lets us dedicate the hours needed to complete projects on-time. We have weekly internal work plan meetings for all project managers and also regular design team meetings to track project progress and identify upcoming deliverables and deadlines.

### B. DISCUSS THE TEAM'S ABILITY TO RESPOND TO ROUTINE PROJECT MEETING AND/OR URGENT REQUESTS

Responsiveness is very much a part of our Affinis culture. While these last months have had Affinis co-workers working from home, we believe the skills learned in virtual connecting, running virtual meetings, and presenting on-line will provide you with even more options for connecting. While we firmly believe that in-person meetings are most effective, you can have confidence that if meeting in-person is not possible, we have tools to connect with you virtually to address pressing questions or urgent requests.

Our engineers have earned a reputation of responding to emergencies fast; getting roadways, bridges, and drainage systems repaired and operational quickly. Because we are a local company, and given our size and flat organization structure, we are able to respond quickly to meet your needs. Here is one recent example of our commitment to responding to clients needs quickly:

After a week of rain last summer, there was a slope failure on our Shawnee Creek project in Merriam, Kansas. The contractor was preparing to build the channel wall, when the saturated soil slope gave way. The failure was also in the backyard of a resident and threatened their deck. **Within hours, our engineers were onsite** evaluating the situation and offering recommendations to mitigate further sloughing and to repair the disturbed slope.

**When I call Affinis with a question, I know I'll get an answer. They understand the time-sensitive nature of construction and are quick to respond. In the field or in the office, they help me resolve issues and keep our projects moving.**

Carl Sanders, City of Merriam, CIP Project Manager

We take seriously **our engineering obligation to protect the health, safety, and welfare of the public**. We are committed to making your life easier as well as that of the general public. When an emergency need arises, you can count on Affinis to respond.



# Memo

To: Louisburg Governing Body

From: Nathan Law

Date: May 15, 2020

Re: KMGGA Board of Directors Appointment

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**Background:** As part of regular process with the Kansas Municipal Gas Agency, the group that oversees procurement and management of natural gas on behalf of the City of Louisburg, consideration for city representation is required as this group is a board driven agency. Every two years the City of Louisburg is required to appoint an individual to the KMGGA Board of Directors as a "Director". Last appointment by Council was in June of 2018, appointing Nathan Law to a two-year term.

Separately there is an "Alternate" position that has been appointed on a permanent basis. This alternate position can be amended at any annual interval to change the individual filling the position (Pat McQueen) or change to a set term.

**Financial:** None.

**Legal:** Appointment is made according to current Bylaws of the KMGGA.

**Recommendation:** Appoint Nathan Law as the City of Louisburg Director to the KMGGA Board of Directors for a term of two years, and direct City Clerk to file necessary certification of this action to KMGGA.



**To:** Louisburg Governing Body  
**From:** City Staff  
**Date:** May 15, 2020  
**Re:** Louisburg Aquatic Center opening

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**New information since Monday in yellow highlight**

Staff has listened to **five** virtual meetings on opening pools for the season hosted by the Kansas Parks and Recreation Association involving professionals from local health departments, the CDC, Department of Labor, American Red Cross, training facilitators, aquatic center staff, municipality representatives, HOAs and the like. Staff has also spoken with the City's trainers and aquatic staff from other areas.

Staff has reached out to the County Emergency Management Officer who informed Staff that the Kansas Department of Emergency Management is working on additional guidance for pools that should be available either over the weekend or sometime early next week. At this time Miami County Emergency Management and the Miami County Health Department both say Miami County is to follow the state plan and other than backyard pools, no swimming pool should open prior to Phase 2, which is now slated for June 1.

Several more municipal pools in the state have officially announced they will not open: Paola, Gardner, Ottawa, Pleasanton, KCK, Roeland Park, Prairie Village, Mission, Lenexa will only open 1 of their 3 outdoor pools, Shawnee plans to open 1 of 2 because of staffing concerns, Bonner Springs, Fairway, Pittsburg, Manhattan, Holton, Effingham, Atchison, Yates Center, Erie, Waverly, Carbondale, Osborne, Ellinwood, Andale (*is now considering opening*), Salina, Valley Center, Bird City and additionally Harrisonville, Butler, Nevada, Independence and St. Joseph in Missouri. An Overland Park city committee is recommending to the OP council to close outdoor pools in that community. A Spring Hill representative said its council plans to make a decision May 28. (*Aquatic sources say OP will decide Monday evening.*) La Cygne plans to open its pool June 1. Osawatomie plans to open their indoor pool May 18 (*this opening has now been delayed*) with June 15 the target date for the outdoor pool.

The state's phased approach has been delayed with Phase 2 (30 persons with social distancing) now set to begin no earlier than June 1, Phase 3 (90 persons with social distancing) not before June 15 and the Phase-out portion now at June 29.

From these meetings there are guidelines and items to consider when making the determination to open a pool.

- 1) Can your facility maintain the 6-ft. social distancing requirements set out by authorities (either state or county government level) if opening prior to the Phase-Out period? To meet this requirement many facilities say they will need to limit the number of patrons that can be at the facility at one time. Depending on opening date, this number may be less than what will be allowed in the state's Ad Astra plan for a particular phase. Social distancing must be maintained in all areas including standing in line to enter the pool, use the restrooms, sitting on the deck, be in the slide line or even in the water.
- 2) Can staff be safely trained? How will training be conducted to maintain social distancing? Some training such as CPR and first aid can happen this way. Other training, like team rescues as might occur in a spinal injury, can't happen and maintain distance. In the meeting May 8, the American Red Cross recommends that team training not occur until social distancing is lifted. Our training facility has said training will start once their county lifts social distancing. They have indicated they will be able to train fairly quickly once given the go-ahead. Returning guards take a refresher course prior to the pool opening. If proper training does not occur, then returning and new guards may be lifeguarding without completing skills in a proper manner.
- 3) Guards may be required to wear enhanced PPE (personal protective equipment). This may include N-95 masks, goggles and gowns. (Gowns would be worn to clean and remove trash.) How likely will it be that aquatic staff will be able to secure PPE ahead of the healthcare field? (Normally LAC staff only wear gloves for PPE when cleaning.) American Red Cross is recommending surgical masks while StarGuard, another training service, is recommending the N95 masks. Fire Chief Rittinghouse has said there may be enough surgical masks in the county to get us through the summer season.
- 4) How often should surfaces be cleaned and disinfected? A facility should establish an enhanced cleaning and disinfecting policy. Surfaces cannot be disinfected if they are not clean. This will require more staff time to clean and disinfect. Depending on the disinfectant appropriate for each surface there is a wait time before it can be used. Cleaning and disinfecting should be done to all high touch-point surfaces like railings, pool ladders, stairway railings, slide entry handles, all bathroom surfaces. The CDC recommends: Cleaning and disinfecting frequently touched surfaces at least daily and shared objects each time they are used. For example:
  - Handrails, slides, and structures for climbing or playing
  - Lounge chairs, tabletops, pool noodles, and kickboards
  - Door handles and surfaces of restrooms, handwashing stations, diaper-changing stations, and showers
- 5) The CDC also recommends:
  - Modified Layouts - Changing deck layouts to ensure that in the standing and seating areas, individuals can remain at least 6 feet apart from those they don't live with.
  - Physical Barriers and Guides - Providing physical cues or guides (for example, lane lines in the water or chairs and tables on the deck) and visual cues (for example, tape on the decks, floors, or sidewalks) and signs to ensure that staff, patrons, and swimmers stay at least 6 feet apart from those they don't live with, both in and out of the water.
- 6) The CDC recommends all patrons wear cloth facing coverings when at the pool except when in the water.

Other considerations (of which some may be mandated by state or county government):

- 1) Can you establish a separate entry and exit for the facility?
- 2) Can you establish a separate entry and exit for the restrooms?
- 3) Should you establish a limit to the number of persons in the restrooms? (Historically boys like to congregate in the bathrooms and cause problems.) If yes, how is that monitored?
- 4) Should you consider eliminating concession services? In a typical pool year it takes 2 or 3 persons to handle pool break concession buying. A reduction in pool patrons might allow just one concession staffer to handle the load.
- 5) Recommendations call for all pool employees to wear a mask at all times. This could cause issues with skin conditions, could trigger heat exhaustion and although it may seem funny, unsightly tan lines. (Think if you are a senior and want to get senior photos taken before school starts but you've got funny tan lines on your face.)
- 6) Should there be a full-time deck monitor(s)? Children have a hard time judging appropriate distance. A monitor can help maintain safe practices. Should this monitor be an adult? If social distancing needs to be maintained on the pool deck and adults aren't adhering by these rules will they listen to a teen-ager?
- 7) Should the pool deck and grass area be marked to help patrons determine areas to sit in maintain distancing?
- 8) It has been suggested that taking temperatures might not be effective if persons walked or biked in hot weather to the pool. But should patrons be asked to complete a symptom questionnaire each time they come to the facility? Contact tracing information can be pulled from our Pool Pass software for persons that have passes. Information will need to be gathered from those who pay by cash.
- 9) A consideration could be made to eliminate the entry fee but still distribute and use the pass card system for tracing. Guests that would normally pay cash would be assigned a card to be utilized for contact tracing if necessary.
- 10) Some pools that plan to open will not provide deck chairs but will require patrons to either bring their own chairs or sit on the ground. One pool is thinking of using a plastic disk that is handed out to each guest/family to place on a deck chair. When the family leaves and takes their items but the disk is left on the chair, then guards know that chair can be cleaned for the next guest. The LAC has about 50-60 chairs. There would have to be consideration on how to clean the concession stand tables after each use.
- 11) Some pools, possibly indoor only, are considering only opening for swim lessons, aerobics and lap swim where it might be easier to maintain social distancing. There was some discussion among aquatic managers whether you can effectively teach swim lessons and maintain social distancing. Many thought it not possible or would not be effective.
- 12) The legal and insurance issues haven't been discussed yet. During the meeting with the DOL representative it was learned seasonal employees that have not worked at all would not be eligible for any of the CARES Act funding. But if the pool were to open in June and we experience a coronavirus spike in July and the pool closed, those seasonal employees would be eligible for the CARES Act and also eligible for unemployment based on average hours worked per week. Another aspect to consider is what happens if a 16-year-old guard makes a save or has to perform CPR, contracts COVID-19 and suffers debilitating injuries or even dies?
- 13) Since we don't know what a potential opening might look like, even if patron numbers might be restricted, it is hard to determine if we have enough staff to operate a full two weeks in

hopes new guards could be trained by end of June. We have received notification that 1 returning guide has found new employment.

- 14) Some aquatic facilities are considering some kind of restricted access based on the area of the facility to maintain distancing. This could be X numbers of persons may use the pool for an X time and then the pool closes to clean. It can then reopen for another set time period for another group of patrons, then closes for cleaning and just keeps repeating. How would those persons be selected? Is it some kind of online sign-up; first-come, first-served basis; or scheduled rotation? Staff would anticipate if there were a weather delay/closure those patrons affected would miss out on that time slot.
- 15) Some form of social distancing may be necessary after the Phase-Out period to make the public feel secure in the gate & concession lines, on the pool deck, etc.

The Ad Astra Phase 2 plan allows for a gathering of no more than 30 and no earlier than May 18 June 1. Under this phase that would allow for about 22 patrons to enter the pool with the other five persons being staff.

In Phase 3, 90 persons are allowed to gather if maintaining social distancing and no earlier than June 1-now June 15. Under this phase that would allow for about 70-75 persons to enter the pool with the rest being staff.

Under both of these scenarios consideration would need to be made for shortened pool times to allow the maximum number of patrons to visit per day and also allow for cleaning and disinfecting

In the Phase Out period, starting no earlier than June 15 now June 29, there is no limit to the number that can gather but social distance is recommended.

In checking with our insurance provider, we have been told that there is no insurance liability as long as we are following KDHE guidelines and our training does not deviate from standard (normal) training.

The Kansas Tort Claims Act should limit exposure from guests at the facility, as long as we follow all expected regulations; staffing, however, may be a concern because by providing PPEs to employees, we may be telling employees the work environment is inherently unsafe. That second aspect means, if an employee were to get sick, and if they can show it occurred at work, then any lack of regulation or enforcement could open the City up to a claim by that employee. The problem with all of this is that insurance companies still don't know what is or isn't covered in regard to COVID-19. The only clarity has been on insurance coverage for certain essential functions.

According to legal representatives we might be able to restrict access to those who are non-residents from using the pool. But to prevent discrimination the City would have to show a rational basis for the distinction between city residents and everyone else. Operationally this might be difficult to enforce. Would it require utility bills to establish residency? Someone might share a utility bill to someone who lives outside the city. How do you check for that?

Another consideration is to have staff sign waivers. This waiver could cover things like work rules, health agreements, the willingness to work and be in the public and anything else that might be necessary.

A staff member, and not necessarily an aquatic staff member, should be designated as the COVID-19 point of contact. It is recommended this be just one person so the message and information communicated is the same and there aren't conflicting messages.

It also takes about 2-3 weeks to prepare the pool to open and have staff in-service at the LAC.

If council decides to open the pool, these are the decisions that need to be made:

- 1) Training would need to be completed. We are waiting to hear from the training facility when they will be able to start training. This training has already been paid for and the guards have already taken the online, class portion of the training and only need to complete the water training.
- 2) Depending on open date, a limit of guests may be needed. If guests need to be limited, staff recommends 2 hour time blocks and then a 30 minute cleaning/break block. Regarding the above legal guidance it might not be possible to restrict patrons to just the City of Louisburg or the 66053 ZIP. Therefore do you prefer:
  - First-come, first-served entry
  - Online reservations required by noon the day before entry is desired for the requested time slot to allow for those guests to be notified they made the entry list. Staff would assume that guests would only be allowed to sign up for one session a day to allow entry to as many as possible. Is that correct? If not all entry slots are taken, should there be some kind of notification posted that more entry slots are available? Or should these empty slots go to walk-up guests. Please know that if all slots are taken there would be no walk-up guests.
  - Assign all patrons to some kind of rotating schedule that varies by times of day and number of days per week so not everyone gets the "good" time slots, whatever those may be.
  - If the pool were closed for rain/lightning, these guests would not automatically be moved to the next day as that day would already have reservations made.
- 3) If the pool opens prior to Phase-out, guest limit on June 1 would be 20-25 guests. In phase 3, June 15, guest limit would be 60-65 guests based on our pool and deck size.
- 4) The swim team has indicated it will not conduct a normal swim team season but plans to have some kind of work-out for swim team members and plans to conduct swim lessons if possible. If it were assumed that lessons would not start until after Phase-out, Staff recommends opening the pool to 60+ swimmers from 10-11 a.m., on Tuesdays, Thursdays and Saturdays, closing for a 15-minute cleaning session and then opening the pool for regular swim at 11:30. The pool would open at 10 a.m. on Mondays, Wednesdays and Fridays for regular swim. (\*see daycares below). Early openings would be eliminated to allow for swim lessons in the months of July and perhaps August, depending on how the swim team wants to conduct those lessons.
- 5) Staff recommends the concession stand be closed until the Phase-out period is over. The concession stand area would become an area for the guards to be on breaks and maintain social distancing. After restrictions are lifted the concession stand can open but only sell pre-packaged foods.
- 6) A large amount of cleaning supplies and equipment will be needed to maintain recommended cleaning measures. Additional PPE might be needed depending on what chemicals guards are using.

- 7) Council should make a recommendation on whether guards should be required to wear masks while on duty – unless they have to enter the water to conduct a rescue – as recommended by the CDC. Should patrons be required to wear masks when not in the water until Phase-out as CDC recommends? This would be standing in line, on the deck, in restrooms, etc.
- 8) If the pool opens prior to the Phase-out period, should the slides be opened or closed? If the slides are to be opened, the recommendation calls for a spray bottle/pump of some sort with either bleach or some other disinfectant that would be used to spray down the slide entry area during each cleaning session. Another recommendation is to have guards go down the slides and spray the entire surface of the inside of the slides with the solution to effectively clean the slides. These guards will need to wear goggles, masks and gloves at the minimum.
- 9) With a delayed start, Staff recommends free pool passes for all that sign up for one. One-time guests will still be given a pass. This allows for contact tracing in the event a suspected COVID-19 case attends the pool.
- 10) Staff recommends no pool parties this year. These are difficult to staff in a good year and this might be an unusual season for staffing. Staff would not want to book pool parties, not have enough staffing and then have disappointed guests.
- 11) Staff is reaching out to pool employees to determine their interest in still working with the delayed start. Both managers are willing to work. Among returning lifeguards, 12 have indicated they will return, one has not responded yet, and two more requesting reduced hours because they have secured other jobs. One returning guard has quit as she has found another full-time job. For new guards, five are still willing to work, another is willing if the delay is not too long; and we are waiting to hear from five new guards. For concessions/gate, three have indicated they are willing to work and we are waiting to hear from the other two. If the pool is opened prior to Phase-out and the concession stand remains closed, the concession/gate employees can serve as roving cleaners. These employees will still need to work the front gate.
- 12) If the pool is opened prior to Phase-out, we may need to consider having both managers work with one serving as head manager and the other serving as monitor/cleaning supervisor. Either manager would have to be prepared to handle front-desk complaints. Staff is sure that a 15-year-old concession/front gate worker would not be able to handle the complaints if a guest were told they could not enter.
- 13) \*Considerations need to be made for day-care centers. We have two centers that will bring anywhere from 10-25 children one to three times per week. One center said they would like to come as soon as the pool can open with 25 children and 5 adults. Those would need to be taken into consideration for daily pool guest limits. If guest numbers were limited, a consideration could be paid that would give daycares a morning time slot.
- 14) If the LAC opens, Council should keep in mind that many neighboring pools have closed and this may mean an increase in the number of persons wanting to use the city's facility.

Council has previously asked about number of patrons at the pool. Our Pool Pass entry software notes check-in times but there is no way to gather check-out information. (Pool Pass only checks in those persons that use a pool pass. Guests paying cash or day cares are not counted in these totals) With that caveat, here are some snapshots of pool use from June 2019 using the noon, 1 and 2 p.m.

time slots as these times are the most popular for pool check-in times. Most guests stay an average of 2.5 to 3 hours:

Monday, June 3: Noon - 64 persons; 1 p.m.-31 persons; 2 p.m. - 48 persons

Wednesday, June 5: Noon - 105 persons; 1 p.m. - 77 persons; 2 p.m. - 38 persons

Saturday, June 8: Noon - 24 persons; 1 p.m. - 25 persons; 2 p.m. - 23 persons

Tuesday, June 11: Noon - 67 persons; 1 p.m. - 34 persons; 2 p.m. - 24 persons

Saturday, June 15 - noon - 9 persons; 1 p.m. - 33 persons; 2 p.m. - 16 persons

Tuesday, June 18 - noon - 38 persons; 1 p.m. - 43 persons; 2 p.m. - 14 persons

Thursday, June 20 - noon - 83 persons; 1 p.m. - 56 persons; 2 p.m. - 34 persons

Tuesday, June 25 - noon - 88 persons; 1 p.m. - 28 persons; 2 p.m. - 26 persons

Friday, June 28 - noon - 96 persons; 1 p.m. - 71 persons; 2 p.m. - 46 persons

Sunday, June 30 - noon - 43 persons; 1 p.m. - 26 persons; 2 p.m. - 49 persons

# Memo

To: Louisburg Governing Body

From: Nathan Law

Date: May 15, 2020

Re: Special Council Meeting

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Background: Staff is asking Council to conduct a special meeting on Tuesday, May 26 at 6:30 p.m. to accommodate the requirements of an application for CDBG-CV funding recently made available. There are a number of items that will need to be taken care of at this special meeting. A public hearing must be held regarding the application for the grant funding. Action must be taken by the governing body that authorizes the grant submittal. Additional documentation will need to be accepted, including a disclosure report, and will be provided by the firm whose service staff has secured for initial surveying for qualifying businesses. A grant administrator should be selected based on responses to a RFP already sent out by staff. Please note there is no cost for the grant administrator, if no funds are awarded.

Financial: Contract for initial work to apply for CDBG-CV funding is \$3,325.

Legal: None.

Recommendation: Approve the special meeting on Tuesday, May 26 at 6:30 p.m. to accommodate requirements of an application for CDBG-CV funding, including public hearing on the application, action to authorize the application, additional documentation including a disclosure report, and selection of a grant administrator based on responses to the RFP.