



**AGENDA**  
TUESDAY, NOVEMBER 21, 2023  
CITY COMMISSION ROOM  
CITY HALL  
1101 POYNTZ AVENUE  
MANHATTAN, KS 66502

**City Commission Meeting**  
6:00 P.M.

---

NOTE: Agenda items are available on the City's website at <https://www.cityofmhk.com/Archive.aspx?ADID=8967>. If you would like to provide public comment at the meeting for an item on the agenda, you may sign up-in person at the meeting. The guidelines for public comments can be found in Resolution No. 062122-B, <https://cityofmhk.com/meetingspolicy>. If you would like to provide written comment for an item on the agenda in lieu of coming to City Hall, comments may be submitted through the City's website at <https://cityofmhk.com/contactcommissioners> or by emailing or calling the Commissioners directly. Contact information for each Commissioner is located on the City's website at <https://cityofmhk.com/202/City-Commission>.

The City Commission Meeting will be televised live on local Cox Cable Channel 3, on the City's website at <http://cityofmhk.com/tv>, and also on Facebook at <https://www.facebook.com/Cityofmanhattan>. A recording will be made available on the City's website after the meeting.

---

**1. CALL TO ORDER**

**2. ROLL CALL AND ANNOUNCEMENT OF A QUORUM**

**3. PLEDGE OF ALLEGIANCE**



This meeting is being held in the City Commission Room at City Hall, 1101 Poyntz Avenue. In accordance with provisions of the ADA, every attempt will be made to accommodate the needs of persons with disabilities. Please contact the Human Resources Department (587-2443) for assistance.

#### 4. PROCLAMATIONS

- A. November 24, 2023, - January 1, 2024, [Festival of Lights](#). (Brad Everett, Partner, and Belinda Snyder, Fundraising and Event Coordinator, Whoville, Inc., will be present to receive the proclamation.)
- B. November 25, 2023, [Small Business Saturday](#). (Craig Lauppe, President, Advanced Property Management, will be present to receive the proclamation.)

#### 5. COMMISSIONER COMMENTS

#### 6. CONSENT AGENDA

[Items on the Consent Agenda are those of a routine and housekeeping nature or those items which have previously been reviewed by the City Commission and may be approved in one motion. A Commissioner may request an item be removed for separate discussion and considered immediately following the Consent Agenda. [Comment from the public](#) related to any item on the Consent Agenda to the City Commission is allowed. Each person will be limited to one speaking opportunity for up to five (5) minutes for this section.]

- A. **MINUTES**
  - 1. Approve the [minutes](#) of the Regular City Commission Meeting held Tuesday, November 7, 2023.
- B. **CLAIMS/PAYMENTS**
  - 1. Approve [Claims Register No. 3047](#) authorizing and approving the payment of claims from November 1, 2023 – November 14, 2023, in the amount of \$6,517,731.53.
- C. **LICENSES**
  - 1. [Approve](#) a Tree Maintenance License for calendar year 2024 for B&B Tree Service, 1781 Meadowlark Road, Clay Center; Done Right LLC, PO Box 1924; Grogg's Stump Grinding Service, 5007 Vista Acres Drive; Tree BioLogics, Inc, 2880 Zeandale Road; and Wildcat Tree Service LLC, 3361 Cumberland Road; and an annual Cereal Malt Beverage Off-Premises License for Dillons #15, 130 Sarber Lane.
- D. **FINAL PLATS**
  - 1. [Keyser Addition, Unit 2](#):
    - a. Accept the easements and rights-of-way, as shown, on the Final Plat of Keyser Addition, Unit Two, based on conformance with the Manhattan Development Code and approval by the Manhattan Urban Area Planning Board; and
    - b. Authorize the Mayor and City Clerk to execute an Agreement Creating a Restrictive Covenant with the owner of Lots 1 and 2, requiring that property to maintain the drainage easement and the structures therein.

E. **FIRST READINGS**

1. Approve [first reading of an ordinance](#) amending Chapter 6 Article II Division 2 and Chapter 6 Article III of the Code of Ordinances regarding animal licenses and the T. Russell Reitz Animal Shelter.

F. **RESOLUTIONS**

1. Ratify acceptance of the best bid for the notes to Robert W. Baird & Co., Inc., of Milwaukee, Wisconsin; and approve [Resolution No. 112123-A](#), issuing \$9,460,000.00 in temporary notes (Series 2023-03) to finance the following three (3) capital projects: *North Manhattan Avenue/Campus Creek/Bayberry Lane (ST2208)*; *North Tuttle Creek Boulevard Channel Water Relocation Improvements (WA2013)*; and *North Campus Corridor-Kimball/Denison Ph. 11 Improvements (ST2207)*.
2. Adopt [Resolution No. 112123-B](#) updating Community Development application fees, effective January 1, 2024, and repealing Resolution 120721-A.
3. Adopt [Resolution No. 112123-C](#) approving Manhattan Housing Authority's ability to obtain Financing to acquire Flint Hills Place Apartments.

G. **PROFESSIONAL SERVICES**

1. [Sunset Zoo African Plains and the America's Habitat Project \(PR2322\)](#):
  - a. Authorize the Mayor and City Clerk to execute an Agreement for Professional Services, in an amount not to exceed \$111,090.00 with Anderson Knight Architects, LLC, of Manhattan, Kansas, for design of the project; and
  - b. Authorize the Mayor and City Clerk to execute an agreement with the Sunset Zoological Park and Wildlife Conservation Trust for the Trust's reimbursement of the fees for Professional Services from Anderson Knight Architects, LLC, in an amount not to exceed \$111,090.00.
2. Authorize the Mayor and City Clerk to execute Contract Amendment No. 1 to the Professional Engineering Services Agreement with BG Consultants of Manhattan, Kansas, with an amount not to exceed \$57,314.00, for the design of the [North Campus Corridor, Phase XI Project \(ST2207\)](#).
3. Authorize the Mayor and City Clerk to execute Contract Amendment No. 3 to the Engineering Services Agreement with Bartlett & West, Inc., of Manhattan, Kansas, in an amount not to exceed \$39,878.00, for the [Kimball Avenue Improvements, from Vanesta Drive to Berkshire Circle Project \(ST1910\)](#).

H. **BID AND AWARD**

1. Authorize the Mayor to execute Change Order No. 3 resulting in a net increase in the amount of \$6,076.04 (+.96%) to the construction contract with Clarkson Construction Company, of Kansas City, Missouri, for a material change to [Runway 3/21 Reconstruction Project \(AP2202, CIP#AP030P, AIP 056\)](#), increasing the total price to \$27,116,078.84.

I. **MISCELLANEOUS AGREEMENTS**

1. Approve and authorize the Mayor and City Clerk to execute a [First Amendment to the Pre-Development Agreement](#) extending the terms until

June 1, 2025, with the Manhattan Housing Authority to develop a portion of the City parking lot at 5<sup>th</sup> and Pierre Streets into low-income senior public housing.

2. Authorize City Administration to finalize and the Mayor and City Clerk to execute a [Water Supply Agreement with Rural Water District No. 1, Riley County](#), Kansas for an additional 20 years.

J. **MISCELLANEOUS**

1. Accept the [USD 383 Safe Routes to School Plan](#), dated 2023.
2. Accept the [Flood Insurance Coverage Assessment report](#).

K. **PURCHASES**

1. Authorize a sole source [purchase of a 2024 F-550 Brush Truck and related equipment for the Fire Department \(CIP #FR080E\)](#), in an amount not to exceed \$207,000.00, from Weis Fire and Safety Equipment of Salina, Kansas, utilizing the H-GAC cooperative purchasing program, and \$13,000.00 for the additional equipment.

**7. ITEM REMOVED FROM CONSENT AGENDA**

**8. PUBLIC HEARING**

[The hearing procedure and public participation will be based upon the legal requirements for the required hearing.]

A. **CONSIDER AMENDING THE AGGIEVILLE TAX INCREMENT FINANCING REDEVELOPMENT PLAN**

*[City Administration recommends recessing the public hearing with a continuation of the public hearing and first reading of an ordinance amending the redevelopment plan for the Aggieville TIF district to December 5, 2023.]*

1. Open the public hearing; and
2. Recess the public hearing with a continuation of the public hearing and first reading of an ordinance amending the redevelopment plan for the Aggieville TIF district to December 5<sup>th</sup> at 6 pm in the City Commission Room at City Hall.

B. **CONSIDER AMENDING THE 2023 BUDGET FOR FIVE (5) BUDGETED FUNDS**

1. Conduct a public hearing; and
2. Approve first reading of an ordinance amending the 2023 City Budget.

## **9. GENERAL AGENDA**

**[Comment from the public related to any item on the General agenda to the City Commission is allowed. Each person will be limited to one speaking opportunity for up to five (5) minutes for each item in this section.]**

### **A. CONSIDER SOCIAL SERVICES FUNDING AND SPECIAL ALCOHOL FUNDING RECOMMENDATIONS FOR 2024**

*[Community Support Funds Advisory Board recommends approval]*

1. Approve 2024 Community Support Funds Advisory Board funding recommendations for Special Alcohol Funds and authorize the City Manager to execute the 2024 grant agreements with respective agencies consistent with the City Commission's funding approval; and
2. Approve 2024 Community Support Funds Advisory Board funding recommendations for Social Services Funds and authorize the City Manager to execute the 2024 grant agreements with respective agencies consistent with the City Commission's funding approval.

### **B. CONSIDER REZONING LOTS 1 AND 2 OF THE WHITNEY ADDITION FROM PUD, PLANNED UNIT DEVELOPMENT DISTRICT, TO RL, LOW-DENSITY RESIDENTIAL DISTRICT**

*[Manhattan Urban Area Planning Board recommends approval]*

#### **REQUESTED ACTION BY APPLICANT:**

1. Approve first reading of an ordinance rezoning a 1.45-acre tract of land, generally located southeast of the intersection of Claflin Road and Hylton Heights Road, from PUD, Planned Unit Development, to RL, Low-Density Residential District, based on findings in the Staff Report and recommendation by the Manhattan Urban Area Planning Board.

### **C. CONSIDER AMENDING THE MANHATTAN DEVELOPMENT CODE**

*[Manhattan Urban Area Planning Board recommends approval]*

1. Approve first reading of an ordinance amending the Manhattan Development Code, as presented in the Staff Report, and recommended by the Manhattan Urban Area Planning Board.

## **10. CITY MANAGER BRIEFING**

**[The purpose of this Briefing is for the City Manager to review future agenda items and provide general updates, Commissioners report on meetings attended as a City Commission Representative and seek feedback, discuss potential training/educational opportunities, and coordinate calendars, invitations/notices and scheduling. Public Comment is not permitted during this briefing period.]**

## **11. ADJOURNMENT**

- A. Move to adjourn the November 21, 2023, City Commission Meeting.