

ABILENE CITY COMMISSION - STUDY SESSION AGENDA
DWIGHT D. EISENHOWER MEMORIAL BUILDING - 419 N. BROADWAY AVENUE
December 5, 2017 - 4:00 pm

1. PUBLIC COMMENTS

2. ITEMS PROPOSED FOR THE CONSENT AGENDA

- a. Meeting Minutes: November 27, 2017.
- b. Employee Health Insurance Renewal for 2018 (See table)
- c. Cereal Malt Beverage License Applications Approval for 2018 (See draft memo)

3. ITEMS TO BE PLACED ON THE REGULAR AGENDA

- a. Public Hearing for proposed condemnation of garage located at 911 N. Mulberry Street. (See draft memo & Resolution.)
- b. Resolution Condemning garage located at 911 N. Mulberry Street. (See draft memo & Resolution.)
- c. Work Order for Engineering services for faith Drive drainage structure. (See Work Order)
- d. Consider Cancellation of the 2nd meeting in December. (Christmas Day)
- e. Resolution for rebate of guest tax for hotel development application. (Undrafted, materials pending)

4. DISCUSSION

5. MEETINGS OF NOTE *(Meetings at Abilene Public Library unless otherwise provided)*

- City Commission, Dec. 11 at 4:00 pm
- Planning Commission, Dec 12 at 4:30 pm
- Sister City, Dec 14 at 7:00 pm (CVB)
- City Commission Study Session, Dec 19 at 4:00 pm (City Bldg)
- Economic Development, Dec 20 at 4:00 pm
- Heritage Commission, Dec 21 at 4:00 pm

**Abilene City Commission Minutes
Abilene Public Library
November 27, 2017 @ 4:00 p.m.
Abilene, Kansas**

1. Call to Order

2. Roll Call – City Commission Present: Mayor Shafer, Commissioners Marshall, Weishaar, Casteel and Chaput.

Staff Present: City Manager Gilley, City Attorney Guilfoyle, City Clerk/Human Resources Director Soukup, Finance Director Rothchild, Public Works Director Schrader, Parks & Recreation Director Foltz, Police Chief Mohn and Community Development Director Holland.

Others Present: Mike Heronemus, Sharon Petersen, Elgin Glanzer, Mary Carson, Patti O’Malley and Renee Lopez.

3. Pledge of Allegiance - Mayor Shafer led the Pledge of Allegiance.

Consent Agenda

4. Agenda Approval for the November 27, 2017 City Commission Meeting.

5. Meeting Minutes: November 13, 2017 Regular Meeting.

Motion by Commissioner Casteel, seconded by Commissioner Marshall to approve the Consent Agenda as presented. Motion carried unanimously 5-0.

Public Comments and Communications

6. Public Comments. Persons who wish to address the City Commission regarding items not on the agenda and that are under the jurisdiction of the City Commission may do so when called upon by the Mayor. Comments on personnel matters and matters pending before court are not permitted. Speakers are limited to three (3) minutes. Any presentation is for informational purposes only. No action will be taken.

Mayor Shafer asked for any comments or communications from the public that are not on the agenda.

There were no public comments or communications.

7. Declaration. At this time City Commissioners may declare any conflict or communication they have had that might influence their ability to impartially consider today’s issues.

There were no declarations.

Proclamations and Recognition

8. There were no proclamations or recognitions.

Public Hearings

9. There were no public hearings.

Old Business

10. There was no old business.

New Business

11. Consider a motion to approve Ordinance No. 3342, an ordinance of the City of Abilene, Kansas authorizing the execution of a first supplemental lease agreement between the City, as lessee, and the Abilene, Kansas Public Building Commission, as lessor; authorizing the execution of a first supplemental sublease between the City, as sublessor and Hospital District No. 1, Dickinson County, Kansas, as sublessee and approving the issuance of Abilene, Kansas Public Building Commission Refunding Revenue Bonds, Series 2017, and approving and authorizing various documents and actions related thereto.

City Manager Gilley explained this ordinance is the City of Abilene accepting the refinancing of the Public Building Commission Revenue Bonds, Series 2017 that were approved by the Public Building Commission.

Motion by Commissioner Marshall, seconded by Commissioner Casteel to approve Ordinance No. 3342 **AN ORDINANCE OF THE CITY OF ABILENE, KANSAS, AUTHORIZING THE EXECUTION OF A FIRST SUPPLEMENTAL LEASE AGREEMENT BETWEEN THE CITY, AS LESSEE AND THE ABILENE, KANSAS PUBLIC BUILDING COMMISSION, AS LESSOR; AUTHORIZING THE EXECUTION OF A FIRST SUPPLEMENTAL SUBLEASE BETWEEN THE CITY, AS SUBLESSOR AND HOSPITAL DISTRICT NO. 1, DICKINSON COUNTY, KANSAS, AS SUBLESSEE AND APPROVING THE ISSUANCE OF ABILENE, KANSAS PUBLIC BUILDING COMMISSION REFUNDING REVENUE BONDS, SERIES 2017, AND APPROVING AND AUTHORIZING VARIOUS DOCUMENTS AND ACTIONS RELATED THERETO.** Motion carried unanimously 5-0.

12. Consider a motion to approve the 2018 requests from the Special Alcohol and Drug Fund.

Finance Director Rothchild presented information regarding the requests received for disbursements from the Special Alcohol and Drug Fund for 2018. Staff recommends the following disbursements for 2018: Central Kansas Foundation - \$7,000.00, Cedar House Foundation - \$7,000.00 and Safe Night After Prom - \$1,500.00.

Commissioner Weishaar stated the City has been very generous to the Cedar House and he did not think we planned on continuing to support the Cedar House.

Mayor Shafer and Commissioner Casteel stated they are OK with continued support of the Cedar House.

Commissioner Marshall stated she wants there to be help available to those in need wherever they go.

Commissioner Chaput asked if this money had to be spent.

City Manager Gilley explained the statutory laws and how the money can be spent and that it was up to the commission to make the decision.

Motion by Commissioner Casteel, seconded by Commissioner Marshall to approve the disbursement from the Special Drug and Alcohol Fund for 2018 as recommended of \$7000.00 to Central Kansas Foundation, \$7000.00 to Cedar House Foundation and \$1500.00 to Safe Night After Prom. Motion carried 3-2, Commissioners Weishaar and Chaput voting no.

13. Consider a motion to consider the street closings, parking lot closing and Little Ike Park closing for an antique festival to be held May 12, 2018.

Police Chief Mohn presented information regarding a request from Jeff and Ricki Elliott and Ann and Chuck Brussow to close Kirby Street from NE 3rd to NE 4th, NE 4th Street from Kirby Street to Buckeye, NE 4th Street from Buckeye to Broadway, Spruce Street from NW 3rd to NW 5th, the City Parking lot on Spruce Street and Little Ike Park on May 12, 2018 for antique festival. All business owners in the area that would be affected have signed off on the request.

Motion by Commissioner Casteel, seconded by Commissioner Chaput to approve the street closing request. Motion carried unanimously 5-0.

Reports and Announcements

14. The County Clerk has certified the City General Election results. Terry Chaput with 420 votes will be a four year term, Chris Ostermann with 312 votes will be a four year term and Sharon Petersen with 282 votes will be a two year term.

There will be a City Commission orientation on December 19th from 4:00 p.m. to 6:30 p.m.

Some items to be considered in the near future:

Engineer Estimate on storm water
Conversation about the hotel incentive policy
Health insurance renewal

Adjournment

15. Consideration of a motion to adjourn the November 27, 2017 City Commission meeting.

Motion by Commissioner Chaput, seconded by Commissioner Casteel to adjourn at 4:29 p.m. Motion carried unanimously 5-0.

(Seal)

Timothy Shafer, Mayor

ATTEST:

Penny L. Soukup, CMC
City Clerk

**City of Abilene
Renewal
January 1, 2018**

Medical	Current 6/30/17		Renewal 6/30/18	
	IND	FAM	IND	FAM
Deductible - PPO	\$6,500	\$13,000	\$6,500	\$13,000
Coinsurance - PPO	100%		100%	
Out-of-Pocket	\$350	\$700	\$350	\$700
Deductible/Coinsurance Out-of-Pocket	\$6,850	\$13,700	\$6,850	\$13,700
Deductible - Non-PPO	\$13,000	\$26,000	\$13,500	\$27,000
Coinsurance - Non-PPO	70%		70%	
Deductible/Coinsurance Out-of-Pocket - Non-PPO	\$18,000	\$32,000	\$20,550	\$41,100
PPO Office Visits	Deed/Coins		Deed/Coins	
PPO Specialty Office Visits	Deed/Coins		Deed/Coins	
Prescription Drugs - Generic	\$3/815		\$3/815	
Prescription Drugs - Brand Formulary	Deed/Coins		\$70	
Prescription Drugs - Brand Non-Formulary	Deed/Coins		\$90	

	Fully Insured	Fully Insured
Rates - Medical (4-tier)		
Employee Only	\$325.00	\$325.00
Employee/Spouse	\$683.00	\$683.00
Employee/Child(ren)	\$586.00	\$661.00
Employee/Family	\$976.00	\$1,141.00
44		
Estimated Monthly Premium	\$30,268.00	\$34,811.00
Estimated Annual Premium	\$363,432.00	\$417,732.00
Renewal Percentages		14.34%

Medical	FreedomChoice 3/1/2017		Freedom Choice 3/1/2017	
	Projected	Actual (thru 10/31/17)	IND	FAM
Deductible - PPO	\$1,000	\$2,000	\$1,000	\$2,000
Coinsurance - PPO	80%		80%	
Out-of-Pocket	\$1,000	\$2,000	\$1,000	\$2,000
Deductible/Coinsurance Out-of-Pocket	\$2,000	\$4,000	\$2,000	\$4,000
Deductible - Non-PPO	\$2,000	\$4,000	\$2,000	\$4,000
Coinsurance - Non-PPO	60%		60%	
Deductible/Coinsurance Out-of-Pocket - Non-PPO	\$3,200	\$6,400	\$3,200	\$6,400
PPO Office Visits	\$20		\$20	
PPO Specialty Office Visits	\$40		\$40	
Prescription Drugs - Generic	\$3/815		\$3/815	
Prescription Drugs - Brand Formulary	\$35		\$35	
Prescription Drugs - Brand Non-Formulary	\$55		\$55	

	Fully Insured	Fully Insured
Rates - Medical (4-tier)		
Employee Only	\$318.16	\$442.35
Employee/Spouse	\$650.35	\$898.21
Employee/Child(ren)	\$550.27	\$775.28
Employee/Family	\$1,091.56	\$1,237.14
44		
Estimated Monthly Premium	\$43,915.06	\$38,350.75
Estimated Annual Premium	\$525,780.72	\$472,208.96
Renewal Percentages		-10.19%

*This is only a brief description of benefits, please see the full proposal for complete benefits
 ** Rates illustrated above are based on an effective date of 1/1/2018. Changes to the effective date, demographics and/or census may result in a revision of quoted rates. Please contact Freedom Claims Management, Inc. to request an updated proposal if needed.



MEMORANDUM

TO: City Commission
FROM: Penny Soukup, City Clerk
SUBJ: 2018 CMB Licenses
DATE: December 5, 2017

State statute K.S.A. 41-2703 requires the following for the issuance of Cereal Malt Beverage license application. K.S.A. 41-2703 - (a) After examination of an application for a retailer's license, the governing body of the city shall, if the applicant is qualified as provided by law, issue a license to such applicant.

Name Of Business	Location	Type of License
Abilene 24-7 Store Mgr. Steve Hall	2200 N. Buckeye	Packaged Sales
Casey's General Store Mgr. Josh Anderson	201 S. Buckeye	Packages Sales
Down South Tavern Mgr. Michael Teasley	210 W. First	On Premise
Historic Abilene, Inc. Hitching Post, Mgr. Kasey Haney	100 SE 5th	On Premise
Kwik Shop, Inc. Mgr. Cindy Jewell	1401 N. Buckeye	Packaged Sales
Pizza Hut, Mgr Shawna Boller	1703 N. Buckeye	On Premise
Robson Oil Co., Inc DBA Corner Stop Mgr. Kathy Payne	100 S. Buckeye	Packaged Sales
Robson Oil Co., Inc DBA Liberty Store Mgr. Penny Davis	601 S. Buckeye	Packaged Sales
Shopko Hometown, Mgr Chad Michaelis	1903 N. Buckeye	Packaged Sales
Snacks Abilene, Mgr Dana Aslam	2000 N. Buckeye	Packaged Sales
West Stop Mgr. James D. West	420 N. Buckeye	Packaged Sales
West Stop West Mgr. James D. West	1324 NW 3 rd	Packaged Sales
West's Plaza County Mart, Inc Mgr. Christopher West	1900 N. Buckeye	Packaged Sales
Zey's Inc. Mgr. David Zey	1020 W. First St	Packaged Sales

DRAFT



MEMORANDUM

TO: City Commission
FROM: James D. Holland, Community Development Director
SUBJ: 911 N. Mulberry Street, Dilapidated Garage
DATE: November 20, 2017

ISSUE:

City staff has made a determination that the garage/barn at 911 N. Mulberry Street is dilapidated and should be demolished. Resolution 121117-2 would order repair or removal of the structure.

BACKGROUND:

The City Commission adopted Resolution No. 102317-1 affixing a public hearing for December 11, 2017 to hear testimony from the property owner, lienholders, and other interest parties regarding the condition and improvement of the garage/barn at 911 N. Mulberry Street. The property owner received a copy of the resolution on November 8, 2017 by certified mail.

After the public hearing the Commission may consider Resolution 121117-2, which will order that the structure be removed or repairs commence within 30 days by the property owner or the City may initiate removal after the 30 day period. In the event the property owner doesn't take action, City staff will seek bids for the removal of the structure and present them to the City Commission in early October. The cost of removal less any salvage value would be certified as a lien against the property.

RECOMMENDATION:

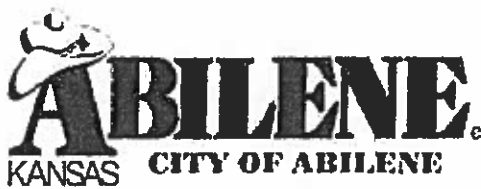
Adopt Resolution 121117-2 providing 30 days for the removal or initiation repairs of the garage/barn at 911 N. Mulberry Street.

FISCAL NOTE:

It is estimated by a contractor that demolition will cost between \$1,000. The City would go out for competitive bids on demolition, if the repair or remove resolution isn't adhered to. We have sufficient budget to complete the work based on this estimate.

ATTACHMENTS:

- Letter to owner of record dated September 29, 2017;
- Copy of Resolution 102317-1;
- Photos.



Voice: 785.263.2355

Fax: 785.263.2552

www.abilenecityhall.com

419 N. Broadway, PO Box 519
Abilene, Kansas 67410

September 29, 2017

Leona Bell
7920 Sebago Ct.
Orlando, FL 32835

RE: Dilapidation of accessory structure

Dear Leona,

Based on an exterior and interior evaluation of the accessory structure at 911 N. Mulberry St., it has been determined that this structure is unsafe. The following deteriorating conditions were observed and documented.

- Roof concaving inward and is missing roofing material
- The second floor has water damage
- Stairs rotten and deteriorated
- Structural supports are rotten and termite damaged
- Outside leaning to the south
- Rotted wood on structure member(s)

Along with said structure being unsafe, overgrowth of vegetation has become a problem along all right of ways of the property. The alley and front sidewalk must be trimmed and vegetation removed for safe travel.

Travis Steerman, the Community Development Inspector finds the accessory structure unsafe and represents a threat to the public health, safety, and general welfare. As such I will recommended to the Abilene City Commission that the accessory structure be condemned and the appropriate legal processes commence to have the structure removed and properties vegetation conform to city code.

If you have any further questions, contact me at (785) 263-2355 or send e-mail to development@abilenecityhall.com.

Sincerely,

A handwritten signature in black ink that reads "James D. Holland". The signature is written in a cursive style with a large initial "J".

James D. Holland
Community Development Director

RESOLUTION NO. 102317-1

A RESOLUTION ESTABLISHING A PUBLIC HEARING DATE TO CONSIDER THE CONDEMNATION OF A GARAGE LOCATED AT 911 N. MULBERRY STREET, ABILENE, KANSAS.

WHEREAS, a statement has been filed by the Building Official declaring a garage structure located on the following described real estate:

Lots 6 and the south 30' of Lot 5, Block 2, Rice and Austin's Addition, to the City of Abilene, Dickinson County, Kansas.

To be unsafe and dangerous.

WHEREAS, the Governing Body pursuant to K.S.A. 12-1751, as incorporated by the City Code, has the authority to cause the removal of any structure within the city, which may have become unsafe or dangerous, after proper notice and hearing.

NOW, THEREFORE BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF ABILENE, KANSAS, that a hearing be held on December 11, 2017, at 4:00 P.M. in the meeting room of the Abilene City Commission, located in the Abilene City Library, 2nd floor, to consider the condemnation and subsequent demolition of said structure; that the owner, the owner's agent, any lien holder of record, and any occupant of said structure may appear and show cause why such structure should not be condemned and ordered demolished; that this resolution shall be published once a week for two (2) consecutive weeks with the last publication being more than thirty (30) days prior to the hearing in the official city newspaper; and that a certified copy of this resolution be mailed by certified mail, marked "deliver to addressee only," to each owner, agent lien holder and occupant at the last known place of residence within three (3) days of the first publication.

PASSED on this 23rd day of October, 2017.



ATTEST

Penny Soukup, CMC
Penny Soukup, CMC
City Clerk

CITY OF ABILENE, KANSAS

By:

Timothy Shafer
Timothy Shafer, Mayor

APPROVED AS TO FORM:

Mark A. Guilfoyle
Mark A. Guilfoyle, City Attorney

DRAFT

RESOLUTION NO. 121117-2

A RESOLUTION FINDING THAT THE GARAGE/BARN STRUCTURE LOCATED AT 911 N. MULBERRY STREET, ABILENE, KANSAS, MORE PARTICULARLY DESCRIBED AS LOT 6 AND THE SOUTH 30' OF LOT 5, BLOCK 2, RICE AND AUSTIN'S ADDITION TO THE CITY OF ABILENE, DICKINSON COUNTY, KANSAS, IS UNSAFE OR DANGEROUS AND DIRECTING THE STRUCTURE TO BE REPAIRED OR REMOVED AND THE PREMISES MADE SAFE AND SECURE.

WHEREAS, the building official of the City of Abilene, Kansas, did on the 29th day of September, 2017, file with the governing body of said city a statement in writing that the structures, hereinafter described, were unsafe and dangerous, and

WHEREAS, the governing body did by Resolution No. 102317-1 fix the time and place of a hearing at which the owner, his agent, any lienholders or record and any occupant of such structure could appear and show cause why such structure should not be condemned and ordered repaired or demolished, and did duly publish and serve said resolution in the manner provided by law, and

WHEREAS, on the 11th day of December, 2017, the governing body heard all evidence submitted by the property owner, as well as evidence submitted by the building official.

NOW, THEREFORE BE IT RESOLVED, by the Governing Body of the City of Abilene:

That said governing body hereby finds that the garage/barn structure located at 911 N. Mulberry Street, more particularly described above, within the City of Abilene, Kansas, is unsafe and dangerous and hereby directs such structure to be repaired or removed and the premises made safe and secure. The owner of such structure is hereby given thirty (30) days from the date of publication of this resolution within which to commence the repair or removal of the same and if such owner fails to commence such repair or removal within the time stated or fails to diligently prosecute the same until the work is completed, said governing body will cause the structure to be razed and removed and the costs of such razing and removing, less salvage, if any, will be assessed as a special assessment against the lot or parcel of land upon which the structure is located as provided by law.

The Governing Body further finds that the roof is concaving inward and is missing roofing materials; the second floor has water damage; the stairs are rotten and deteriorated; the structural supports are rotten and termite damaged; it leans to the south; and there is rotten wood on structural members. All work must be performed in conformance with building code requirements. Any building permits must be obtained prior to beginning work.

Be It Further Resolved, that the city clerk shall cause this resolution to be published once in the official city paper and a copy mailed to the owners, agents, lienholders and occupants as provided by law.

PASSED AND APPROVED by the Governing Body of the City of Abilene, Kansas this 11th day of December, 2017.

CITY OF ABILENE, KANSAS

By: _____
Timothy Shafer, Mayor

ATTEST:

Penny Soukup, CMC
City Clerk

APPROVED AS TO FORM:

Mark A. Guilfoyle, City Attorney

MASTER AGREEMENT WORK ORDER

This exhibit is hereby attached to and made a part of the Master Agreement for Professional Services dated July 13, 2015 between City of Abilene, Kansas ("Client") and Olsson Associates ("Olsson") providing for professional services. Olsson's Scope of Services for the Agreement is as indicated below.

GENERAL

Olsson has acquainted itself with the information provided by Client relative to the project and based upon such information offers to provide the services described below for the project. Client warrants that it is either the legal owner of the property to be improved by this Project or that Client is acting as the duly authorized agent of the legal owner of such property. If Client is neither legal owner nor duly authorized agent of the legal owner of the property to be improved by this Project, then Client agrees to negotiate with legal owner terms and conditions to proceed with storm water management system improvements on said property.

PROJECT DESCRIPTION AND LOCATION

Project will be generally located at: Property located south of NE 21st Street, west of Faith Avenue (Dawson Estates Subdivision), north of Eagle Drive, and east of developed commercial properties along the east side of N. Buckeye Avenue (Unplatted Tracts 2, 3, and 4).

The first phase of the project prepared a preliminary engineering report and Alternate 1 was selected from the Engineering report dated October 2017.

SCOPE OF SERVICES

Olsson shall provide the following services (Scope of Services) to Client for the Project:

TASK 1 – PROJECT MANAGEMENT (\$2,000.00)

General Project Management

Project management is responsible for coordination of the various disciplines that have involvement in the project, tracking of work completion, maintenance of project schedule, and project management updates. Specific activities include coordination and meetings with the City, coordination and meetings with permitting agencies, internal project meetings, bimonthly updates of project management tracking worksheets, billings, collections, and project wrap-up documentation.

Project Kickoff Meeting

A project kickoff meeting will be conducted with all parties involved to identify needs for the project, obtain further background information, establish schedule for completion, and establish channels of communication.

Review Meetings

Project progress meetings including the project team will be held at 60% completion to discuss the project status, critical milestones, review progress submittals and design issues. A preliminary cost estimate will be updated and submitted at each stage.

- a. **60% Meetings:** Conduct progress review meetings with the entire project team at 60% design completion stages to review the progress and status of the design.

TASK 2 – TOPOGRAPHIC SURVEY AND DATA COLLECTION (\$6,750.00)

Design Survey

Survey and Easements - A topographic survey will be conducted within the proposed project area where detention basin will be designed per Alternate 1. The area for survey will be the be a strip of land 300 feet wide from NE 21st street south to Eagle Drive behind the houses that face east on Faith Street. Provide a legal description of the proposed detention basin and provide to the city to obtain.

Establish a Horizontal Control Network

OA will locate the section line and existing property corners to define boundary information for the existing right of way and proposed new right of way and easements. Additional control points will be established for use during the preliminary survey, design and construction phases of this project.

Establish a Vertical Control Network

Vertical benchmarks will be established in the vicinity of the project for use during the preliminary survey, design and construction phases of this project.

Conduct a Topographic Survey

Topographic features will be surveyed to create a surface represented by 1 foot contours. Improvements within the limits will be located, including: roads, structures, pipes, fences, gravel surfaces, concrete surfaces, asphalt surfaces, trees, and utilities.

- Field survey will cover the area defined by an approximately 300-foot wide strip of land located adjacent to and west of the west property line of Dawson Estates and all that undeveloped property located approximately 300 feet west of Dawson Estates, south of NE 21st Street, and north of Eagle Drive.
- A Utility-One-Call will be made for the site. Utilities that are marked will be located. Above ground visible utilities will be located. Olsson will not be responsible for underground utilities not marked by the utility locate, also underground structures or tanks that are not visible on the surface of the site. An attempt will be made to obtain utility maps from the utilities listed on the Utility-One-Call. If maps are provided those utilities will be placed on the survey. Manholes will be inverted to get the pipe size and flow lines elevations.

TASK 3 – STORM WATER DESIGN AND CONSTRUCTION DOCUMENTS (\$13,500.00)

Olsson will attend City staff and/or other permitting agencies meetings as required. Using the topographic survey Olsson will develop a detention basin layout and design that best fits the site that is sized to be long and skinny as possible to allow for future development west of the proposed basin.

Develop berm height, section and storm sewer design to connect to the existing pipes on Faith Ave.

Develop low flow channels in the bottom of the detention basin to control low flow conditions in the detention basin.

Design a berm to direct the water from the north and south of the proposed basin into the basin for storm water control and to keep water from the homes backyards.

Note on plans to retain all soil on site per the direction of the land owner and the city.

Site Construction Documents. Olsson will attend City staff, and/or other permitting agencies meetings as required. Olsson will prepare final construction documents for submittal for approval in accordance with City's design criteria and will include:

- **Site Civil General Layout** - shall include name of development, sheet index, vicinity maps and general site plan this will also include location, type, and specifications for the detention basin and storm water piping.
- **Dimension Plan** - shall include general notes, detention basin layout and other miscellaneous information required to properly locate and describe the project.
- **Final Detailed Grading** - including horizontal and vertical design information necessary for construction of the detention basin and general notes for construction.
- **Detailed Drainage Plan and Storm Piping** - shall include plan and profile sheets and details for storm with sizes 12" and above.
- **Erosion Control Plan**
- **Site Details** - general details will be provided for the work.

TASK 4 – PERMITTING (\$2,500.00)

Olsson will prepare application and supporting technical data for submittal of the Notice of Intent to Kansas Department of Health and Environment for discharge of Stormwater from Construction Activities. Olsson will also prepare and provide 2 bound copies of a SWPPP to the owner for use on site and kept with construction documents.

TASK 5 – GEOTECH (\$900.00)

Olsson will have one hole drilled in the detention basis to determine soil consistency and depth to ground water. This information will be placed in the construction documents, so the contractor will not be bidding rock excavation or dewatering.

TASK 6 – PUBLIC/NEIGHBORHOOD MEETING (\$2,500.00)

A public/neighborhood meeting will be held following the 60% review meeting to gather information from the public about the proposed design. This meeting will be held close to the project site. Olsson will show the drawings of the storm water detention basin improvements planned for the area and illustrate how they may affect adjacent properties in Dawson Estates.

Present findings of the public/neighborhood meeting to the City Commission.

TASK 7 – BIDDING AND CONSTRUCTION PHASE SERVICES (\$7,250.00)

For the bidding of the project Olsson will perform the following:

- Olsson will prepare an opinion of probable construction costs
- Address questions from bidders during the bid phase and attend the bid opening.
- Evaluate bids and make written recommendation to the City concerning contract award to the lowest responsive bidder.
- Olsson will provide 5 sets of plans and specifications for the City and Contactor.

Construction Phase Assistance:

- Attend the Pre-Construction Conference.
- Review shop drawings, samples, and other data contractor is required to submit for conformance with contract documents and compatibility with the design. Eight hours is allocated.
- Provide assistance during construction to address questions and assistance with unique construction items. Thirty hours is allocated.

TASK 8 – ADDITIONAL MEETINGS AND TIME AND MATERIAL SERVICES

Olsson will prepare for and attend additional meetings as directed by the owner on a time and material basis with prior approval.

EXCLUDED SERVICES

The following are additional services that Olsson can provide.

- Construction Staking
- QA/QC for Construction
- Materials Testing
- Landscape Design

Should Client request work in addition to the Scope of Services, Olsson shall invoice Client for such additional services (Optional Additional Services) at the standard hourly billing labor rate charged for those employees actually performing the work, plus reimbursable expenses if any. Olsson shall not commence work on Optional Additional Services without Client's prior written approval.

Olsson agrees to provide all of its services in a timely, competent and professional manner, in accordance with applicable standards of care, for projects of similar geographic location, quality and scope.

SCHEDULE FOR OLSSON'S SERVICES

Unless otherwise agreed, Olsson expects to perform its services under the Agreement as follows:

Anticipated Start Date: December 2017
Anticipated Completion Date: June 2018

Olsson will endeavor to start its services on the Anticipated Start Date and to complete its services on the Anticipated Completion Date. However, the Anticipated Start Date, the Anticipated Completion Date, and any milestone dates are approximate only, and Olsson reserves the right to adjust its schedule and any or all of those dates at its sole discretion, for any reason, including, but not limited to, delays caused by Client or delays caused by third parties.

COMPENSATION

Client shall pay to Olsson for the performance of the Scope of Services a fixed fee of Thirty Five Thousand Four Hundred Dollars (\$35,400.00). Olsson's reimbursable expenses for this Project are included in the fixed fee. Olsson shall submit invoices on a monthly basis and payment is due within 30 calendar days of invoice date.

TERMS AND CONDITIONS OF SERVICE

We have discussed with you the risks, rewards and benefits of the Project, the Scope of Services, and our fees for such services and the Agreement represents the entire understanding between Client and Olsson with respect to the Project. The Agreement may only be modified in writing signed by both parties.

Client's designated Project Representative shall be Lon Schrader, Public Works Director for the City of Abilene.

If this Work Order satisfactorily sets forth your understanding of our agreement, please sign in the space provided below. Retain a copy for your files and return an executed original to Olsson. This proposal will be open for acceptance for a period of maximum 30 days from the date set forth above, unless changed by us in writing.

OLSSON ASSOCIATES, INC.

By _____
Brent Johnson

By _____
Brad Sonner

By signing below, you acknowledge that you have full authority to bind Client to the terms of the Agreement. If you accept this Work Order, please sign:

City of Abilene

By _____
Signature

Print Name _____

Title _____

Dated: _____