

## NOTICE OF STUDY SESSION

For Abilene City Commission  
4 p.m. Monday, February 18, 2019  
Dwight D. Eisenhower Memorial Building  
419 N. Broadway Avenue, Abilene, Kansas

**TO: Abilene City Commission**  
**FROM: Austin Gilley, City Manager**

### PURPOSE

The City Commission's Study Sessions are for the purpose of providing the Commission the opportunity to study items in more detail. The City Manager is responsible for the meeting and helping manage discussion.

### OPEN FORUM

This is an opportunity to bring up items to be informally addressed.

### STUDY ITEMS

IDEA   »  SUPPORT   »  STUDY   »  WRITING   »  VOTE   »  EXECUTE   »  EVALUATE

- Following the October 1, 2018, joint study session with the City and County Commissioners, I and County Administrator Brad Homman drafted a Memorandum of Understanding to memorialize the City and County's cooperative effort going forward specifically in the Northwest area of the City. We met individually with each Commissioner to discuss this further, and now we are discussing it in our work sessions with the intent to find consensus to move forward with placing it on a regular agenda for a vote. The draft is included here in the packet.

IDEA   »  SUPPORT   »  STUDY   »  WRITING   »  VOTE   »  EXECUTE   »  EVALUATE

- City Engineer Mark Bachamp has provided us with a letter requesting some direction regarding the firm's study of City Hall. Mr. Bachamp plans to attend the meeting to discuss this further.
- Following this discussion, we will take a tour of City Hall.

END###



# DRAFT Memorandum of Understanding

## By and Between Dickinson County, Kansas; and City of Abilene, Kansas.

This Memorandum of Understanding sets forth the understanding between the City of Abilene (City) and Dickinson County (County) on the current status of economic development opportunities as it relates to shared infrastructure, overlapping or adjoining jurisdiction, and mutually beneficial projects in the northwest area of Abilene from Vine Street to Fair Road and 8th street to Interstate 70. This also helps establish a renewed interest, focus, and effort on effective cooperation for the benefit of the broader community served by both jurisdictions.

### Background and Current Status

With the opening of Love's Travel Stop, Great Plains Manufacturing's expansion, the extension of 8<sup>th</sup> Street from Washington to Van Buren, this area is drawing interest for additional commercial, residential, and industrial development. Both the City and County have vested interests in the successful and orderly development of this area. Both the City and County have a shared interest in addressing challenges to help provide for successful and orderly development.

The City held a stakeholder meeting April 4, 2018, at the Civic Center for the property owners and governing jurisdictions near the Fair Road and 14th/I-70 area. From that and subsequent discussions and circumstances, initial challenges emerged to the orderly development of the area. To begin addressing some of the challenges, the City and County Commissions held a facilitated and combined workshop on October 1, 2018, to discuss their vision for this area. Consensus was reached for the County Administrator and City Manager to draft this memorandum of understanding to begin spelling out a path forward.

### Guiding Principles

The City and County seek a spirit of cooperation, collaboration, and coordination. In order to maintain a productive working relationship, both the County and City commit to the following:

- Focusing on outcomes that are in the best interest of all taxpaying citizens and not just any one individual, business, organization, or jurisdiction.
- Conducting all business in an open and transparent manner through the proper channels of good governance.
- Maintaining open and productive communication between the entities to ensure the spirit of cooperation.
- Providing opportunities for both jurisdictions to share the cost and benefit of shared challenges and opportunities.
- Respecting the other jurisdiction's role, responsibility, and limitations when conflict emerges.
- Committing to work through conflicts in a productive manner, including the use of third-party support when deemed necessary by either jurisdiction.
- Holding staff accountable for the same spirit of cooperation, collaboration, and coordination.

## Priority Issues

In line with these guiding principles, the City and County commit to pursuing the following priorities:

1. Help ensure the Great Plains and 8<sup>th</sup> street expansion are successful projects.
2. Commit to making long term plans for and providing for the funding of the improvement of 14<sup>th</sup> street from Buckeye to Fair road.
3. Develop a policy vision for economic development — establishing goals, defining targets, and clarifying roles of organizations.
4. Establish guidelines for continued cooperation between the County and City, asking the County Administrator and City Manager to lead the effort.

## Identified Challenges

The following is a working list of specific challenges to be addressed. This is not intended to be exhaustive or exclusive and it will change.

- Need for clear vision, goals
- Traffic safety
- Water capacity (pressure and volume)
- Sewer capacity
- Limited City GIS data
- Storm-water mitigation
- Absentee ownership in the area
- Land-use planning
- Island annexations leading to confusion about public safety jurisdiction and street maintenance responsibilities
- Multi-jurisdictional zoning
- Highway access road ownership confusion

## Next Steps

The following is a list of action items proposed by the County Administrator and City Manager to begin addressing the challenges within the priorities and principles here.

1. Both Governing Bodies formally adopt this memorandum.
2. County lead an engineering evaluation on the 14<sup>th</sup> street bridge options.
3. City leads the execution of the 8<sup>th</sup> street expansion project.
4. City and County both through their planning and engineering functions evaluate the alternatives for improving the intersections of 14<sup>th</sup> and Old 40/Van Buren and 14<sup>th</sup> and Fair.
5. County assists the City in the renewed look at its comprehensive plan in the context of the multiple roles and shared objectives.
6. County Administrator and City Manager meet monthly to review progress on these priorities and recommend additional steps as needed.

END###



February 12, 2019

Austin Gilley  
City of Abilene  
P.O. Box 519  
Abilene, KS 67410

Dear Austin,

Olsson was contracted by the city to evaluate the space needs for the police offices and courtroom within city hall. Olsson's mechanical, electrical, plumbing (MEP) and structural engineers along with Bruce McMillan Architect's staff reviewed your space on December 17, 2018. After several hours it was determined that without adding additional space somewhere else within the building the design team was not going to solve the issues with this review.

Below is a summary of what we found:

General Items:

- The current elevator is not Americans with Disabilities Act (ADA) compliant and should be replaced. The current location of the elevator may not fit the needs for the future of the building.
- The first floor of city hall is one foot lower than the stage elevation. This one-foot step causes ADA issues for the current police office.

Police:

- The police chief's office is currently on the ground floor and the police office is on the first floor.
- The police office currently occupies the maximum available space and additional space is not an option in this current location. Getting the police office in ADA compliance will be very difficult at best and that is without considering the restrooms, where the floor has been elevated even more.
- The vertical wall at the stage transition is a structural wall so, cutting a new door through that wall is not a concern. But the wall itself is a hinderance to any remodel for additional space.

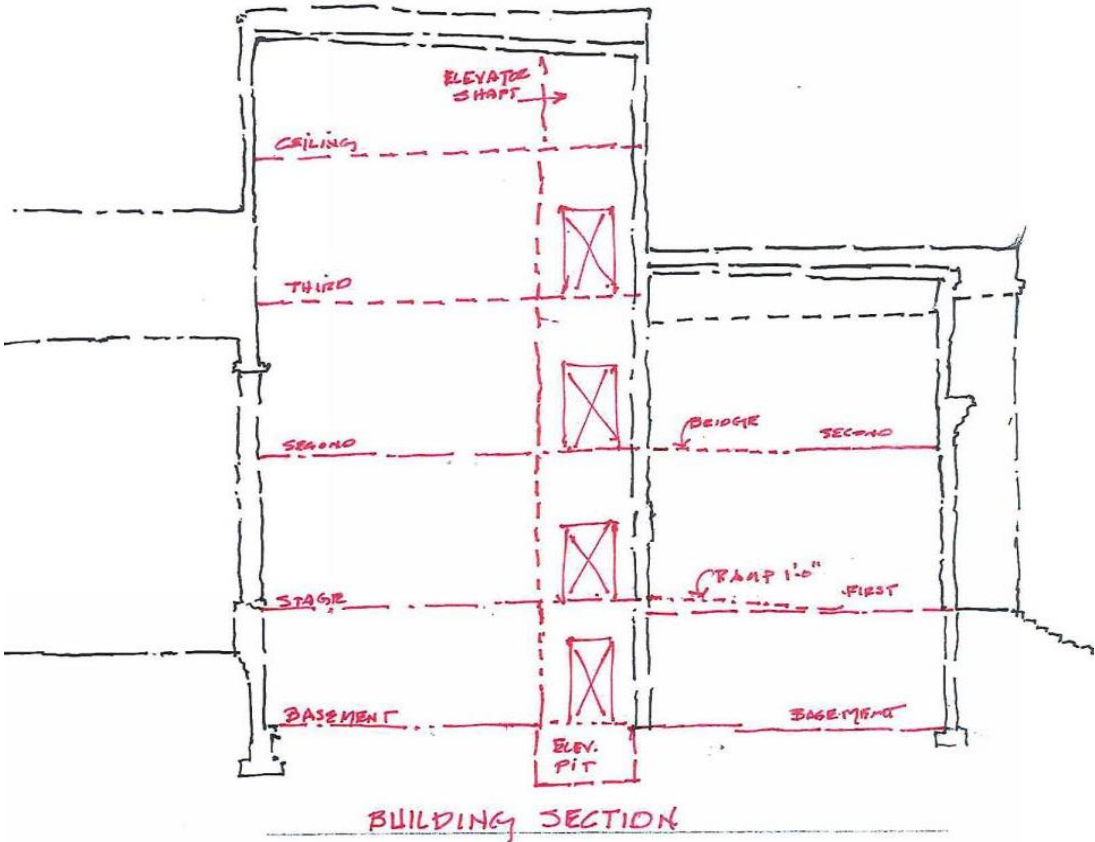
Courtroom:

- The courtroom has several issues but the most important is a lack of a second exit for security purposes.
- We looked at two options:
  - By using the police chief's office space to create a staircase up to the second floor, the courtroom would have its second exit. However, the layout of the entire courtroom would need to be flipped placing the judge's bench along the south wall.
  - Bringing in a second staircase over the stage in an elevated walk way. However, this would not provide the needed second exit outside the building.

STUDY SESSION

- The courtroom does not have an adequate waiting room with restrooms. On court day the hallways are full, and the restrooms are overcrowded.
- The current courtroom does not have an area for attorney/client private discussions. Any attorney/client discussion most likely happens in the public hallway.
- The courtroom's current layout provides no options for expansion.

The sketch below shows possible police office or courtroom expansion by adding two floors above the stage. Without evaluating the entire city hall, this option has not been fully vetted. Olsson did not want to provide you with a full report per our contract without first discussing the results of our early review process.



STUDY SESSION

Options to consider:

- Remove the police offices from the current first floor of the stage and construct a new courtroom and police offices on the stage with a three story addition with a relocated elevator
- Look further at the entire space such as the auditorium
- Abandon the project and look off-site for additional space

Sincerely,



Mark A. Bachamp, P.E.