

City of Beloit  
119 North Hersey Avenue  
P O Box 567  
Beloit, Kansas 67420



Office No (785) 738-3551  
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Jason M. Rabe  
City Manager  
jrabe@beloitks.org

### **April 1<sup>st</sup>, 2020 Beloit City Council Meeting Instructions**

The meeting will be held through GoToMeeting and can be accessed in the following ways:

1. By Internet at **<https://global.gotomeeting.com/join/760859845>**

OR

2. By Phone (Toll Free) at 1-877-309-2073 (enter access code 760-859-845 when prompted)

Instructions for citizen participation:

If using your phone, please mute your device upon connection by utilizing the function on your phone screen. If you would like to make a comment during the Public Comment section please take your phone off mute, provide your full name, and upon recognition you may make your statement.



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## CITY COUNCIL AGENDA

Wednesday, April 1, 2020

7:00 p.m.

**\*REVISED\***

### 1. CALL TO ORDER

- A. Roll Call
- B. Invocation
- C. Pledge of Allegiance

### 2. MAYOR AND COUNCIL REPORTS

### 3. STAFF REPORTS

- A. City Attorney Report
- B. City Manager Report
  - I. COVID-19
  - II. LEC HVAC Update
  - III. Storm Water Detention Study
  - IV. SRTS IIB
  - V. KDHE Loan Agreement
- C. Police Chief Report
- D. Economic Development Director Report

### 4. PUBLIC COMMENT

### 5. CONSENT AGENDA

- A. 3/17/2020 City Council Meeting Minutes
- B. Appropriations 4A

### 6. ORDINANCES

- A. None

### 7. RESOLUTIONS

- A. Resolution 2020-5 Mayor Appointments

### 8. FORMAL ACTIONS

- A. City Insurance Renewal
- B. Mower Bid
- C. Sidewalk/Demo Program Renewal
- D. Authorize Bid Process for LEC HVAC

### 9. CLOSED SESSION

- A. None

### 10. ADJOURNMENT

## ***WORK SESSION AGENDA***

### 1. CORRESPONDENCE AND STAFF REPORTS

- A. City Attorney Report
- B. City Manager Report

### 2. DISCUSSION ITEMS

- A. None

### 3. ADJOURNMENT

**NOTE: Background information is available for review in the office of the City Clerk prior to the meeting.**

**The Public Comment section is to allow members of the public to address the Council on matters pertaining to any business within the scope of Council authority and not appearing on the Agenda. Kansas Statutes prohibit the Council from taking action on any item not appearing on the Agenda, *except where an emergency is determined to exist.***

BELOIT CITY COUNCIL MEETING MINUTES  
March 17, 2020

The Beloit City Council met in regular session on March 17, 2020 in the Council Chambers. Mayor Tom Naasz called the meeting to order at 7:00 p.m. Council Members in attendance were Todd Adolph, Lee McMillan, Tony Gengler, Matt Otte, Jamie Meier, and Andrew Grabon, Also present was City Attorney Katie Schroeder, City Manager Jason Rabe, and City Clerk Amanda Lomax.

Department heads in attendance was Heather Hartman.

Mayor Tom Naasz gave the invocation and the Pledge of Allegiance was recited.

Mayor Naasz thanked City Manager Jason Rabe for being proactive with the COVID-19 city planning.

Councilor Grabon wanted everyone to be cautious and careful.

City Attorney Katie Schroeder discussed the following:

1. Katie has been working on construction easements for the Safe Routes to School 2C.
2. District court cases are being pushed back to May 1<sup>st</sup>.
3. Collection cases have been pushed back as well.

City Manager Jason Rabe discussed the following:

1. COVID-19 – Have been planning essential services plan for city services and keeping up with state and local recommendations.
2. USDA is working on permanent financing and hoping to lock in rates by April 1<sup>st</sup>.
3. Signage Committee met meet last week.

Director of Community Development Heather Hartman the Youth Entrepreneurship that was be held March 17<sup>th</sup> was cancelled. Destination Boot Camp will be done now remotely.

A motion was made by Councilor McMillan and seconded by Councilor Gengler to approve the March 3, 2020 Council Meeting Minutes, and Appropriations 3B in its entirety. Motion carried 6-0. Nays: None.

A motion was made by Councilor McMillan and seconded by Councilor Adolph to approve Ordinance 2270 Amending the Council Meeting Dates. Motion carried 6-0. Nays: None.

A motion was made by Councilor Meier and seconded by Councilor Otte to approve Charter Ordinance 18 Amending Council Meeting Dates. Motion carried 7-0 including Mayor Naasz. Nays: None.

A motion was made by Councilor McMillan and seconded by Councilor Meier to approve Ordinance 2271 Authorizing the Execution of Loan with KDHE. Motion carried 6-0. Nays: None.

A motion was made by Councilor Otte and seconded by Councilor Gengler to approve the Administration Office Improvements with a budget of \$20,000.00. Motion carried 6-0. Nays: None.

A motion was made by Councilor Grabon and seconded by Councilor Meier to approve the grant application to Dane Hansen for Entrance/Wayfinding in the amount of \$50,000.00 with a participation match of 20%. Motion carried 6-0. Nays: None.

A motion was made by Councilor Grabon and seconded by Councilor McMillan to approve the retainer relationship with HUB International Health Insurance Agency for an annual amount of \$10,000.00. Motion carried 6-0. Nays: None.

A motion was made by Councilor McMillan and seconded by Councilor Adolph to adjourn the meeting. Motion carried 6-0. The meeting ended at 7:50 p.m.

Work Session began at 7:50 p.m. Council Members in attendance were Council Members in attendance were were Todd Adolph, Lee McMillan, Tony Gengler, Matt Otte, Jamie Meier, and Andrew Grabon, Also present was City Attorney Katie Schroeder, City Manager Jason Rabe, and City Clerk Amanda Lomax.

Department heads in attendance was Heather Hartman.

City Manager Jason Rabe discussed the Sport Complex/Cemetery Land Purchase draft agreement.

Work Session Ended at 8:07 p.m.

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TOM NAASZ, Mayor

ATTEST:

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AMANDA LOMAX, City Clerk

# Accounts Payable Detail Listing

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		<u>Account#</u>	<u>Work Order</u>			<u>Description</u>			<u>Debit</u>	<u>Credit</u>
2757	<b>911 CUSTOM</b>									
79574		4/2/2020	4/2/2020	1,009.00	39321	VEST, CARRIER, NAME TAPE			1,009.00 ✓	Posted 0.00
1060	<b>ACCURATE LABS</b>									
79614		4/2/2020	4/2/2020	47.96	SU31617	PH BUFFER			47.96 ✓	Posted 0.00
9	<b>ACKERMAN SUPPLY</b>									
79561		4/2/2020	4/2/2020	66.95	299494	CLEANING WIPES			66.95 ✓	Posted 0.00
79594		4/2/2020	4/2/2020	83.95	299416	WIPES & LYSOL			83.95 ✓	Posted 0.00
79605		4/2/2020	4/2/2020	34.95	299245	MASKS			11.65 ✓	Posted 0.00
						MASKS			11.65 ✓	0.00
						MASKS			11.65 ✓	0.00
									34.95 ✓	0.00
79610		4/2/2020	4/2/2020	95.86	299281	TP & ANTIFREEZE			95.86 ✓	Posted 0.00
11	<b>ADVANCE INSURANCE COMPANY</b>									
79554		4/2/2020	4/2/2020	718.84	4/1/2020	APRIL LIFE INSURANCE			718.84 ✓	Posted 0.00
2272	<b>APPLIED CONCEPTS, INC.</b>									
79575		4/2/2020	4/2/2020	1,458.00		363971-BODY CAMERA ITEMS			218.00 ✓	Posted 0.00
						364133-BODY CAMS & ADAPTER			1,240.00 ✓	0.00
									1,458.00 ✓	0.00
3253	<b>AT&amp;T MOBILITY</b>									
79576		4/2/2020	4/2/2020	359.20	287289769859X03	PD PHONES			359.20 ✓	Posted 0.00
3344	<b>TARA BALLUCH</b>									
79630		4/2/2020	4/2/2020	10.00		BABYSITTING CLASS REFUND			10.00 ✓	Posted 0.00
63	<b>BELL MEMORIALS LLC</b>									
79577		4/2/2020	4/2/2020	1,343.78	13578	VINYL LETTERING & REMOVAL			1,343.78 ✓	Posted 0.00
64	<b>BELOIT AUTO AND TRUCK PLAZA</b>									
79579		4/2/2020	4/2/2020	662.32	130116	SOCKET & WIRE			662.32 ✓	Posted 0.00
2809	<b>BELOIT CAR WASH LLC</b>									
79578		4/2/2020	4/2/2020	181.54		FEBRUARY CAR WASHES			181.54 ✓	Posted 0.00
2674	<b>BELOIT FARM SUPPLY</b>									
79613		4/2/2020	4/2/2020	1,595.00	201503	UTILITY TRAILER			531.67 ✓	Posted 0.00
						UTILITY TRAILER			531.67 ✓	0.00
						UTILITY TRAILER			531.66 ✓	0.00
									1,595.00 ✓	0.00
88	<b>BLUE CROSS &amp; BLUE SHIELD INSURANCE</b>									
79555		4/2/2020	4/2/2020	80,674.14	4/1/2020	APRIL PREMIUMS	26217		80,674.14 ✓	Posted 0.00
109	<b>SPORT SUPPLY GROUP-BSN SPORTS</b>									
79589		4/2/2020	4/2/2020	52.48	302290549	TENNIS POST REELS			52.48 ✓	Posted 0.00
3043	<b>C &amp; B EQUIPMENT</b>									
79607		4/2/2020	4/2/2020	904.60		9590-00-SEALS & CASE GASKET SET			385.43 ✓	Posted 0.00
						9403-00-SEALS & SLEEVES			519.17 ✓	0.00
									904.60 ✓	0.00

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1358	<b>CUNNINGHAM TELEPHONE &amp; CABLE CO (continued)</b>							
79636	4/2/2020	4/2/2020	82.97	03362				Posted
	10-15-5310			STREET DEPT	82.97		✓	0.00
79637	4/2/2020	4/2/2020	83.71	10210				Posted
	26-00-5310			COMM DEV	83.71		✓	0.00
79638	4/2/2020	4/2/2020	352.02	11854				Posted
	10-11-5310			ADMIN	352.02		✓	0.00
79639	4/2/2020	4/2/2020	134.44	11856				Posted
	10-13-5310			PD	134.44		✓	0.00
79640	4/2/2020	4/2/2020	76.60	12334				Posted
	10-14-5310			FD	76.60		✓	0.00
79641	4/2/2020	4/2/2020	114.64	13609				Posted
	53-43-5310			SYSTEMS	38.22		✓	0.00
	52-43-5310			SYSTEMS	38.21		✓	0.00
	51-43-5310			SYSTEMS	38.21		✓	0.00
					114.64		✓	0.00
79642	4/2/2020	4/2/2020	223.37	13610				Posted
	10-22-5310			AIRPORT	223.37		✓	0.00
79643	4/2/2020	4/2/2020	196.51	13094				Posted
	10-18-5310			PARKS & REC	146.56		✓	0.00
	10-19-5310			PARKS & REC	49.95		✓	0.00
					196.51		✓	0.00
79644	4/2/2020	4/2/2020	280.01	12754				Posted
	51-41-5310			WATER PLANT	82.31		✓	0.00
	53-41-5310			POWER PLANT	197.70		✓	0.00
					280.01		✓	0.00
79645	4/2/2020	4/2/2020	5.00	13611				Posted
	10-21-5310			POOL	5.00		✓	0.00
3137	<b>CVA AREA 3 BELOIT OFFICE</b>							
79608	4/2/2020	4/2/2020	9,740.79					Posted
	53-41-6270			TRUCK LOAD OF DIESEL	9,740.79		✓	0.00
3336	<b>CATHERINE DINUZZO</b>							
79621	4/2/2020	4/2/2020	10.00					Posted
	10-17-6800			REFUND FOR YOUTH VB	10.00		✓	0.00
193	<b>DOLLAR GENERAL STORE-MSC-410526</b>							
79564	4/2/2020	4/2/2020	17.40	1000960684				Posted
	10-11-6000			BLEACH & WIPES	17.40		✓	0.00
2988	<b>ED M. FELD EQUIPMENT COMPANY, INC.</b>							
79588	4/2/2020	4/2/2020	1,029.20	0364922-IN				Posted
	10-14-7440			FUNCTION TEST	1,029.20		✓	0.00
3339	<b>BETH EILERT</b>							
79624	4/2/2020	4/2/2020	10.00					Posted
	10-17-6800			REFUND FOR YOUTH VB	10.00		✓	0.00
237	<b>FINN-KOOL INC</b>							
79597	4/2/2020	4/2/2020	50.00	22346				Posted
	10-15-4310			TUBE	50.00		✓	0.00
427	<b>FOLEY EQUIPMENT INC</b>							
79598	4/2/2020	4/2/2020	318.88	PS220029256				Posted
	10-15-4330			STRIPS	318.88		✓	0.00
243	<b>FRASIER, JOHNSON, &amp; MARTIN, LLC</b>							
79580	4/2/2020	4/2/2020	465.00					Posted
	10-12-3000			68879-ATTY FEES-DONALD MILLER-201	16.00		✓	0.00
	10-12-3000			69097-ATTY FEES-BRADON WATTS-202	96.00		✓	0.00
	10-12-3000			69095-ATTY FEES-LEVI WINTER-201900	216.00		✓	0.00
	10-12-3000			69018-ATTY FEES-MICHAEL COLLARD-2	137.00		✓	0.00
					465.00		✓	0.00
3340	<b>CASEY GOODAKER</b>							
79625	4/2/2020	4/2/2020	10.00					Posted
	10-17-6800			REFUND FOR YOUTH VB	10.00		✓	0.00



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409	<b>LIGHT &amp; WATER UTILITIES (continued)</b>							
79648	4/2/2020	4/2/2020	28,549.77					Posted
	10-11-6220			ADMIN			2,804.30 ✓	0.00
	10-11-6220			ADMIN SHARE			49.45 ✓	0.00
	10-13-6220			PD SHARE			49.44 ✓	0.00
	51-41-6220			WATER SHARE			49.44 ✓	0.00
	10-14-6220			FIRE DEPT			214.07 ✓	0.00
	10-15-6220			TRANSPORTATION			436.08 ✓	0.00
	10-18-6220			PARKS & REC			551.56 ✓	0.00
	10-20-6220			CEMETERY			212.89 ✓	0.00
	10-22-6220			AIRPORT			411.32 ✓	0.00
	51-41-6220			WATER PLANT			7,843.91 ✓	0.00
	52-41-6220			SEWER PLANT			10,301.57 ✓	0.00
	53-41-6220			POWER PLANT			305.09 ✓	0.00
	51-43-6220			WATER SYSTEMS			182.50 ✓	0.00
	52-43-6220			SEWER SYSTEMS			182.50 ✓	0.00
	53-43-6220			SYSTEMS OP SHARE			182.50 ✓	0.00
	51-43-6220			SYSTEMS OP SHARE			33.05 ✓	0.00
	52-43-6220			SYSTEMS OP SHARE			33.04 ✓	0.00
	53-43-6220			SYSTEMS OP SHARE			33.04 ✓	0.00
	10-13-6220			PD SHARE			33.04 ✓	0.00
	53-43-6220			ELECTRIC SYSTEMS			71.33 ✓	0.00
	10-19-6220			NORTH CAMPUS			4,473.96 ✓	0.00
	10-21-6220			POOL			74.79 ✓	0.00
	10-13-6220			PD			20.90 ✓	0.00
							28,549.77 ✓	0.00
3338	<b>DUSTIN LOWERY</b>							
79623	4/2/2020	4/2/2020	5.00					Posted
	10-17-6800			REFUND FOR YOUTH VB			5.00 ✓	0.00
3346	<b>LAUREN LUDWIG</b>							
79632	4/2/2020	4/2/2020	10.00					Posted
	10-17-6800			BABYSITTING CLASS REFUND			10.00 ✓	0.00
426	<b>CRAIG MARCOTTE</b>							
79606	4/2/2020	4/2/2020	141.36					Posted
	53-41-2911			BOOT REIMBURSEMENT			141.36 ✓	0.00
3345	<b>AMANDA MCGUIRE</b>							
79631	4/2/2020	4/2/2020	10.00					Posted
	10-17-6800			BABYSITTING CLASS REFUND			10.00 ✓	0.00
424	<b>MCHENRY ELECTRIC &amp; SUPPLY</b>							
79596	4/2/2020	4/2/2020	28.00	025623				Posted
	10-15-4330			OIL			28.00 ✓	0.00
467	<b>MITCHELL CO HIGHWAY DEPT</b>							
79601	4/2/2020	4/2/2020	631.80	14434				Posted
	25-00-6090			PREMIX			631.80 ✓	0.00
470	<b>MITCHELL COUNTY SOLID WASTE</b>							
79562	4/2/2020	4/2/2020	10.00	015549A				Posted
	10-18-3000			LUMBER			10.00 ✓	0.00
79565	4/2/2020	4/2/2020	40.80					Posted
	24-00-7200			015561A-SHEET ROCK DISPOSAL-REMO			10.00 ✓	0.00
	24-00-7200			015547A-LUMBER DISPOSAL-REMODEL			14.00 ✓	0.00
	24-00-7200			015541A-SHEET ROCK/LUMBER-REMOI			16.80 ✓	0.00
							40.80 ✓	0.00
79612	4/2/2020	4/2/2020	10.00	006250				Posted
	52-41-3000			TRASH			10.00 ✓	0.00
342	<b>MUNICIPAL SUPPLY INC. OF NEBRASKA</b>							
79616	4/2/2020	4/2/2020	948.79					Posted
	51-43-6080			0755911-IN-PIPE			723.00 ✓	0.00
	51-43-6000			0756118-IN-PIPE EXT			225.79 ✓	0.00
							948.79 ✓	0.00
498	<b>NATIONAL SIGN COMPANY</b>							
79602	4/2/2020	4/2/2020	3,700.00	IN-192936				Posted
	25-00-6000			BLINKER SIGNS			3,700.00 ✓	0.00

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	<u>Account#</u>	<u>Work Order</u>				<u>Description</u>						
2832	<b>NEX-TECH INC (continued)</b>											
79583	4/2/2020 4/2/2020 10-13-6110				37.90	MA-89176 DATA TRAVELER			37.90 ✓	Posted		0.00
2301	<b>NEX-TECH WIRELESS</b>											
79603	4/2/2020 4/2/2020 25-00-7450				89.74	7374075 STREET DEPT.-PHONE BILL			89.74 ✓	Posted		0.00
2897	<b>OFFICE DEPOT</b>											
79584	4/2/2020 4/2/2020 10-13-6110				680.81	451336218001 TONER, TAPE, POST IT NOTES, ETC			680.81 ✓	Posted		0.00
3348	<b>JULIE OLSON</b>											
79634	4/2/2020 4/2/2020 10-17-6800				10.00	BABYSITTING CLASS REFUND			10.00 ✓	Posted		0.00
2946	<b>PACE ANALYTICAL SERVICES, INC.</b>											
79617	4/2/2020 4/2/2020 51-41-3000 51-41-3000				1,182.50	2060100401-LAB TESTING 2060098249-LAB TESTING			617.50 ✓ 565.00 ✓	Posted		0.00 0.00
									1,182.50 ✓			0.00
3343	<b>KRISTA PILCHER</b>											
79629	4/2/2020 4/2/2020 10-17-6800				10.00	BABYSITTING CLASS REFUND			10.00 ✓	Posted		0.00
534	<b>PORT LIBRARY</b>											
79553	4/2/2020 4/2/2020 22-00-3200				7,800.00	3/23/2020 LIBRARY PAYMENT			7,800.00 ✓	Posted		0.00
1335	<b>PUR- O- ZONE, INC.</b>											
79590	4/2/2020 4/2/2020 10-18-6000 10-21-6000				938.65	801493 SOAP, HORNET KILLER, TP, PURELL SOAP, HORNET KILLER, TP, PURELL			638.65 ✓ 300.00 ✓	Posted		0.00 0.00
									938.65 ✓			0.00
2979	<b>RAY'S APPLE MARKET</b>											
79563	4/2/2020 4/2/2020 10-11-6000				55.30	9838 WATER, CREAMER, COFFEE			55.30 ✓	Posted		0.00
79595	4/2/2020 4/2/2020 10-15-6000 10-15-6000				51.36	8529-PLATES, FORKS, SPOONS, CLEAN 6600-CHLOROX			46.37 ✓ 4.99 ✓	Posted		0.00 0.00
									51.36 ✓			0.00
79604	4/2/2020 4/2/2020 53-43-6110 52-43-6110 51-43-6110 53-41-6000				100.70	9378-WIPES 9378-WIPES 9378-WIPES 9352-CHLOROX, LYSOL, BOUNTY, TP			4.77 ✓ 4.76 ✓ 4.76 ✓ 86.41 ✓	Posted		0.00 0.00 0.00 0.00
									100.70 ✓			0.00
79611	4/2/2020 4/2/2020 51-41-6110 52-41-6000				229.00	1436-TP, WIPES, CHLOROX 5945-WATER, CHLOROX, BOUNTY, LYS			43.03 ✓ 185.97 ✓	Posted		0.00 0.00
									229.00 ✓			0.00
321	<b>RICOH USA, INC</b>											
79567	4/2/2020 4/2/2020 10-11-3360				310.88	103449355 RICOH RENTAL			310.88 ✓	Posted		0.00
582	<b>SALINA SUPPLY COMPANY</b>											
79618	4/2/2020 4/2/2020 51-41-4360 51-41-4360				178.13	S100165105.001-DISC & ARM FOR CHEC S10167062.002-VALVE RETURNS			513.41 ✓ 0.00	Posted		0.00 335.28 ✓
									513.41 ✓			335.28 ✓
3347	<b>KATIE SCHROEDER</b>											
79633	4/2/2020 4/2/2020 10-17-6800				10.00	BABYSITTING CLASS REFUND			10.00 ✓	Posted		0.00
3301	<b>AMANDA SEYFERT</b>											
79586	4/2/2020 4/2/2020 10-12-3320				200.00	RESTITUTION FOR DOG BITE-20190033			200.00 ✓	Posted		0.00

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3337	<b>BRAD SMITH (continued)</b>							
79622	4/2/2020	4/2/2020	10.00					Posted
	10-17-6800			REFUND FOR YOUTH VB			10.00 ✓	0.00
628	<b>SOLOMON VALLEY VET HOSPITAL PA</b>							
79587	4/2/2020	4/2/2020	114.62	310281				Posted
	10-13-3510			EXAM, SHOTS, BATH			114.62 ✓	0.00
84	<b>ST JOHN'S SCHOOL - CROSSWALK GUARD</b>							
79593	4/2/2020	4/2/2020	45.00					Posted
	10-13-3000			CROSSWALK-9 DAYS @ 5.00			45.00 ✓	0.00
643	<b>STANION WHSE ELECTRIC COMPANY</b>							
79609	4/2/2020	4/2/2020	631.65	4907437-00				Posted
	53-43-6000			ADAPTER, COUPLING, PVC			631.65 ✓	0.00
2830	<b>SUNSHINE INDUSTRIAL INC</b>							
79619	4/2/2020	4/2/2020	204.00	40586				Posted
	51-43-7450			BLADE			204.00 ✓	0.00
3341	<b>COLE THOMAS</b>							
79627	4/2/2020	4/2/2020	10.00					Posted
	10-17-6800			BABYSITTING CLASS REFUND			10.00 ✓	0.00
2932	<b>THOMPSON &amp; THOMPSON, P.A.</b>							
79585	4/2/2020	4/2/2020	160.00					Posted
	10-12-3000			ATTY FEES-CASE NO. 201900371			160.00 ✓	0.00
201	<b>THYSSENKRUPP ELEVATOR</b>							
79568	4/2/2020	4/2/2020	1,466.50	5001241138				Posted
	10-11-3000			REPAIR ELEVATOR			1,466.50 ✓	0.00
3073	<b>U.S. BANK EQUIPMENT FINANCE</b>							
79646	4/2/2020	4/2/2020	194.92	409424884				Ck# 81587 Printed
	10-13-7460			INV. 409424884-PD COPIER			194.92 ✓	0.00
697	<b>USD 273</b>							
79592	4/2/2020	4/2/2020	175.50					Posted
	10-13-3000			CROSSWALK-9 DAYS @ 19.50			175.50 ✓	0.00
2067	<b>VERIZON WIRELESS SERVICES, LLC</b>							
79569	4/2/2020	4/2/2020	43.24	9850659554				Posted
	53-41-5310			POWER PLANT STAND BY PHONE			43.24 ✓	0.00
79570	4/2/2020	4/2/2020	210.57	9850650352				Posted
	10-11-5310			ADMIN			59.06 ✓	0.00
	53-43-5310			SYSTEMS			24.06 ✓	0.00
	52-43-5310			SYSTEMS			27.16 ✓	0.00
	51-43-5310			SYSTEMS			27.16 ✓	0.00
	51-43-5310			WATER PLANT STAND BY PHONE			22.08 ✓	0.00
	10-20-5310			CEMETERY			51.05 ✓	0.00
							<hr/> 210.57 ✓	<hr/> 0.00
3115	<b>NATHAN WEBSTER</b>							
79572	4/2/2020	4/2/2020	30.00	558193				Posted
	10-13-6600			CLEAN UP FOR DOUG-3 HRS			30.00 ✓	0.00

193,398.57 91 Non-voided payables listed.

Report Setup  
 AP - Accounts Payable Listing : Vendor Name  
 Filter Options  
 Starting: 4/2/2020  
 Ending: 4/2/2020  
 Banks: All  
 Payable Status: Posted, Printed, ACH, Recorded, Voided  
 All Vendors Selected

## REQUEST FOR COUNCIL ACTION

**DATE:** 4/1/2020

**TITLE:** Resolution 2020-5 Mayor Appointments

**ORIGINATING DEPARTMENT:**

Administration

**TYPE OF ACTION:**

ORDINANCE

RESOLUTION

FORMAL ACTION

OTHER

**RECOMMENDATION:**

Resolution 2020-5 Ratification of Mayor's Appointments of Officers and Members of Boards and Commissions is attached.

**BACKGROUND:**

Every year, the Mayor submits a list of City officers and members of Boards and Commission that they would like to appoint. The Mayor also appoints individuals to various boards and commissions. This number of appointments varies from year-to-year. Mayor Naasz may have some additional appointments available for the Council at the meeting Tuesday night. Article 3 of the City Code specifies that the Mayor shall appoint these positions, by and with the consent of the council. Therefore, Resolution 2020-5 Ratification of Mayor's Appointments of Officers and Members of Boards and Commissions is attached.

**FINANCIAL IMPACT:**

There is no direct cost associated with this agenda item.

**OPTIONS:**

**DISCUSSION:**

Respectfully submitted,  
Jason Rabe  
City Administrator

**RESOLUTION NO. 2020-5**

**THE CITY COUNCIL OF THE CITY OF BELOIT  
CONFIRMING CITY OFFICER APPOINTMENTS**

**WHEREAS**, the City of Beloit Municipal Code provides for the annual appointment of officers and the appointment of expired terms to Boards and Commissions by the Mayor;

**WHEREAS**, the appointments should be made for Municipal Judge, City Attorney, City Engineer, Tree Board, Library Board, Planning Commission, Recreation Board, and Sunnyslope Housing Authority etc. pursuant to the Municipal Code.

**WHEREAS**, it is in the best interests of the City to have appointments who are responsible for City operations and duties associated with the offices, Boards and Commissions of the City of Beloit.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Beloit as follows:

The following appointed individuals are hereby ratified by the Council to serve in the respective positions of the City of Beloit:

1. City Attorney – Katie Schroeder
2. Municipal Court Judge – Scott Wright
3. Official City Newspaper – Beloit Call
4. City Engineer – Stuart Porter
5. Cemetery Endowment Board – Aaron Lampert, Phil Roberts

**PASSED AND ADOPTED** at a regular meeting of the Governing Body of the City of Beloit and signed by the Mayor this 1st day of April, 2020.

\_\_\_\_\_  
Tom Naasz, Mayor

**ATTEST:**

\_\_\_\_\_  
Amanda Lomax, Director of Finance/City Clerk



## REQUEST FOR COUNCIL ACTION

**DATE:** 4/1/2020

**TITLE:** City Insurance Renewal

**ORIGINATING DEPARTMENT:**

Administration

**TYPE OF ACTION:**

ORDINANCE

RESOLUTION

FORMAL ACTION

OTHER

**RECOMMENDATION:**

I recommend that the Council purchase insurance from EMC Insurance through Fouts Insurance LLC in the amounts of \$326,205 for the main policy, \$3,267.00 for airport property insurance, and \$4,675 for our Fire Department Insurance.

\*Note: This is the premium at renewal. We have revised coverages on existing equipment (updated current cash value) that are not reflected, this is estimated to lower the premium to \$324,000 for the main property/casualty policy.

**BACKGROUND:**

April 1st is our annual renewal on the City of Beloit insurance policy, EMC was late in the month of March getting us our renewal documents. We did review the changes with Joel Fouts. Our insurance coverage is a constant work in progress as we change equipment, review and adjust values, and discover uncovered items.

Staff did explore other insurance options in 2018, however at this time EMC is roughly the same cost. The City has a 35 year history with EMC, with one of the big differentiators being they are able to cover the power plant. The City did switch to VFIS in 2017 for our Fire Department insurance which reduced the cost by roughly 50%.

**FINANCIAL IMPACT:**

- Last year's premium (main policy) was 323,949.00, 322,504.00 in 2018, 312,989.00 in 2017, 308,182.00 in 2016, \$296,143.00 in 2015, \$307,072.00 in 2014, and the 2013 premium was \$299,437.00.
- Funding for this type of item will be taken out of the appropriate insurance line items in all departments.
- Typically in May of each year we get a dividend check which has averaged about \$40,000 over the last 5 year period. This could potentially drive the policy cost below \$290,000.

**OPTIONS:**

**DISCUSSION:**

Respectfully submitted,  
Jason Rabe  
City Manager

2020 City of Beloit Renewal EMC Breakdown		Premium
Property	Blanket Coverage Buildings/BPP/Property In Open \$26,410,282	\$63,912
	\$10,000 All Peril/\$25,000 Wind Hail Deductible	
Airport Property	Misc. Airport Bldgs./BPP	\$3,188
	\$5,000 All Peril Deductible	
General Liability	\$1 Million/\$2Million Liability Limits	\$20,812
	Includes Employee Benefits Liability	
Linebacker	\$1 Million Each Loss/Aggregate	\$6,341
	Wrongful Acts/E&O Conducting Business-EPLI	
Law Enf. Liability	\$1 Million Each Loss/Aggregate	\$2,940
	Wrongful Act by Law Enforcement	
Cyber Solutions	\$250,000 Aggregate Data Compromise	\$2,201
	\$25,000 Aggregate Identity Recovery	
	\$250,000 Aggregate Cyber Coverage	
	Includes Defense	
Govt. Crime/Fidelity	\$100,000 Per Occurrence-Employee Dishonesty/Theft	\$714
	\$100,000 Forgery or Alteration	
Inland Marine	\$1,294,837 Contractors Equip. Catastrophe Limit	\$7,369
	\$2,500 Deductible	
	\$10K Camera Complete 94 System	
	\$10K Baby Grand Piano	
	\$2,500 Deductible	
Business Auto	\$500,000 Liability	\$42,677
	Comp & Collision Specified Autos	
Workers Comp	\$500K/\$500K/\$500K Limits	\$49,466
	Based on Payroll & Experience Mod 1.02 vs. .74 Prior	
Commercial Output	Power Plant Policy-See Policy for Specifics	\$126,585
	\$42,985,592 Building Inc. Generators/Transformers Etc.	
	\$20K Deductible All Peril, \$25K Deductible Equipment	
	Breakdown	
Annual Premium		\$326,205

## 2020 City of Beloit Airport Liability

April 17, 2020-April 17, 2021

Premium

Airport Liability		
Products-Completed Operations Aggregate Limit	\$500,000	
Personal Injury and Advertising Aggregate Limit	\$500,000	
Malpractice Aggregate Limit	\$500,000	
Each Occurrence Limit	\$500,000	
Fire Damage Limit Any One Fire	\$100,000	
Medical Expense Limit Any One Person	\$3,000	
Hangarkeepers Limity Any One Aircraft	\$150,000	
Hangarkeepers Limity Any One Occurrence	\$300,000	
	Liability Premium	\$2,970
	Terrorism Premium	\$297
	<b>Annual Premium</b>	<b>\$3,267</b>

## 2020 City of Beloit Fire Department VFIS

April 1, 2020-April 1, 2021

Premium

Property		
	Building Coverage \$1,349,837 Guaranteed RC	\$2,151
	Personal Property \$56,243 RC	
	Loss of Income 24 Months ALS	
	Extra Expense 24 Months ALS	
	\$1,000 All Peril/Flood Deductible	
	5% Earthquake Deductible	
Portable Equipment	Blanket Guaranteed Replacement Cost	\$312
	\$1,000 Deductible	
Business Auto	\$1Million Liability Limit	\$1,830
	1929 Dodge \$15,000	
	2012 Intn'l Rescue Hvy \$240,000	
	2002 IHC Pumper \$180,000	
	1991 Ford Pumper \$115,000	
	2016 Spartan Pumper \$317,000	
	Hired & Non-Owned	
	\$1,000 Comp & Collision Deductibles	
General Liability	\$1 Million Liability Limit Each Occurrence	\$382
	\$10 Million General Aggregate	
	<b>Annual Premium</b>	<b>\$4,675</b>

## 2020 City of Beloit Organized Billing

April 1, 2020-April 1, 2021

Premium

EMC		\$326,205
Airport Liability		\$3,267
VFIS		\$4,675
	<b>Annual Premium</b>	<b>\$334,147</b>

## REQUEST FOR COUNCIL ACTION

**DATE:** 4/1/2020

**TITLE:** Mower Bid

**ORIGINATING DEPARTMENT:**

Administration

**TYPE OF ACTION:**

ORDINANCE

RESOLUTION

FORMAL ACTION

OTHER

**RECOMMENDATION:**

I recommend Council approve the Mower Bid from Carrico Implement for a JD Z997R w/72-in deck for the amount of \$12,450.00.

**BACKGROUND:**

The City of Beloit Parks and Recreation Department rotates a mower annually for their department. The Parks and Recreation department is currently responsible for roughly 130+ acres of mowing across our system which includes the Elmwood Cemetery. We currently run 7 lawnmowers and have tried to rotate one mower out per year.

This price includes the trade in of a 2013 John Deere 997.

**FINANCIAL IMPACT:**

Funding for this item is available in Parks and Recreation Grounds 10-18-7400. As of 3/27/2020 there is \$17,947.01 remaining in this line-item.

**OPTIONS:**

**DISCUSSION:**

Respectfully submitted,  
Jason Rabe  
City Manager

Lynn Miller  
Director of Parks and Recreation  
119 North Hersey Avenue  
P O Box 567  
Beloit, Kansas 67420



Tel No (785) 738-2270  
Fax No (785) 738-2517  
Email: millerparks@nckcn.com

March 25, 2020

To: Jason Rabe, City Manager  
From: Lynn Miller, Parks and Recreation Director

RE: Mower Bid

The Parks and Recreation Department received the following bid for a mower:  
Carrico Implement                      12,450.00

- This is the only bid received after advertising in the Beloit Call and sending bid notices to 5 area dealerships.
- The bid from Carrico Implement meets all the specifications that were requested.
- This continues the yearly rotation of mowers for the Parks and Recreation Department; this one will replace the Sport Complex mower.
- Ground Division Fund, 10-18-7400, will be used for this purchase

Thanks for your consideration on this purchase.

Lynn Miller  
Director of Parks & Recreation  
119 North Hersey Avenue  
P O Box 567  
Beloit, Kansas 67420



Tel No (785) 738-2270  
Fax No (785) 738-2517  
Email millerparks@nckcn.com

### Bid Form

Bidder shall complete bid form, indicate with a check mark items being bid exactly as specified or a description to indicate any deviation from the specifications.

#### Minimum Specifications:

<i>Mid mount mower</i>	<u>✓</u>
<i>Hydrostatic Transmission</i>	<u>✓</u>
<i>Folding ROPS</i>	<u>✓</u>
<i>72" side discharge deck</i>	<u>✓</u>
<i>Water-cooled diesel engine (minimum 36 HP)</i>	<u>37.4 HP</u>
<i>Hydraulic/electric deck lift</i>	<u>✓</u>
<i>Hour meter/ Fuel gauge</i>	<u>✓</u>
<i>12 gallon fuel capacity or more</i>	<u>✓</u>
<i>Shaft driven deck</i>	<u>✓</u>
<i>3 year warranty</i>	<u>✓</u>

#### Trade In:

2013 John Deere 997  
72" deck with side discharge  
954 hours

I propose to supply the City of Beloit, Kansas with a Mower meeting the above specifications **with the trade in** for a total purchase price of \$ 12,450.00 this is FOB, Beloit, Kansas.

I understand that this bid is to be guaranteed for no less then thirty (30) days from the date of bid opening.

Bidder (name of company):	<u>CARRICO IMPLEMENT</u>
Authorized signature:	<u>Craig Illing</u>
Telephone number:	<u>785-738-5748</u>
Date:	<u>3-24-2020</u>

**Z997R (Model year 2020)**

**Key Specs**

Engine Manufacturer/model	3TNV88C
Engine Power	Gross at 3,000 rpm, PS: 37.4 hp 27.5 kW
Fuel tank capacity	12 U.S. gal. 45.4 L
Mower deck Size	Side discharge, Mulch On Demand™, rear discharge, 60 in. 152 cm Side discharge, 72 in. 183 cm
Blade tip speed	Approximately 18,000 fpm
Transmission	Hydrostatic
Speed range	0-11.5 mph 0-18.5 km/h
Drive wheels	26x12-12 square shoulder 4-ply turf, optional 26x12-12 Michelin Tweel™ turf tires
Caster wheels	15x6-6 flat free
Warranty	36 months or 1500 hours, whichever comes first, no hour limitation for the first 24 months.

**Engine**

Manufacturer/Model	3TNV88C
Power	Gross at 3,000 rpm, PS: 37.4 hp 27.5 kW

**Engine**

Displacement	100.2 cu in. 1,642 cc
Cylinders	Three
Crankcase capacity	3.8 U.S. qt 3.6 L
Oil filter	Full flow, replaceable, spin-on type
Lubrication	Full pressure
Cooling	Liquid
Air cleaner	Heavy-duty canister, dry type with safety element and air-restriction indicator
Pre-cleaner	Yes

**Fuel system**

Fuel type	Diesel or Biodiesel (up to B20)
Fuel tank capacity	12 U.S. gal. 45.4 L
Fuel tank switch/shut-off valve	Yes

**Electrical system**

Charge system	75 amp
Battery voltage	12 V
Cold cranking amp	At 18 degrees C, 490 amp
Hour meter	Digital multi-function display

## Electrical system

Operator presence starting system Standard

## Drivetrain

Transmission Hydrostatic

Wheel motors Parker Ross TG0310, 18.9 cu in.  
310 cc

Travel speed

Speed range 0-11.5 mph  
0-18.5 km/h

Forward 0-11.5 mph  
0-18.5 km/h

Reverse 0-5 mph  
0-8 km/h

Speed and direction control Zero turn

Hydraulic capacity Tank capacity, 3.2 U.S. gal.  
12.1 L

Hydraulic oil cooler Yes

Filter Spin-on Type

## Buyer's note

Warranty 36 months or 1500 hours, whichever comes first, no hour limitation for the first 24 months.

## Tires

## Tires

Drive wheels	26x12-12 square shoulder 4-ply turf, optional 26x12-12 Michelin Tweel turf tires
Rear tires	26x12-12 square shoulder 4-ply turf, optional 26x12-12 Michelin Tweel turf tires
Load rating	4PR

## Brakes

Dynamic braking	Dual hand controlled levers
Park brake	Caliper disc brake
Park brake actuation	Hand lever

## PTO

Type	Hydraulic clutch
Drive	Internal wet disk clutch

## Mower decks

Size	Side discharge, Mulch On Demand, rear discharge, 60 in. 152 cm Side discharge, 72 in. 183 cm
Deck construction	7Iron PRO: One piece stamped steel (except for 60 in. rear discharge)
Deck thickness	7 gauge 0.180 in. 4.6 mm
Discharge	Side-discharge, Mulch On Demand, rear-discharge

## Mower decks

Height-of-cut range	1.5-5 in. 3.8-12.7 cm
Increments	0.25 in. 0.64 cm
Cutting width	60, 72 in. 152, 183 cm

## Blades

Length	60-in. deck, 21 in. 53.3 cm 72-in. deck, 25 in. 63.5 cm
Thickness	0.25 in. 0.64 cm
Blade tip speed	Approximately 18,000 fpm
Number	Three

## Wheels

Caster wheel type	Flat free
Caster wheels	15x6-6
Front anti-scalp rollers	LH, RH, Center
Rear anti-scalp rollers	LH, RH, Center

## Dimensions

Length	60-in. side-discharge, 96 in. 244 cm
--------	---

**Dimensions**

**Width**

60-in. side-discharge and Mulch On Demand, 74 in.  
188 cm  
72-in. deck, 86 in.  
218.4 cm

**Height**

With ROPs up, 85 in.  
216 cm  
With ROPS down 48 in.  
122 cm

**Weight**

60-in. side-discharge, 1,774 lb  
805 kg  
60-in. rear-discharge, 1,827 lb  
829 kg  
72-in. side-discharge, 1,841 lb  
835 kg

**Additional information**

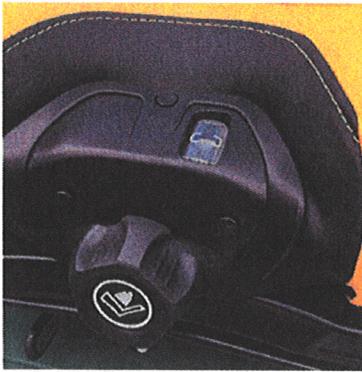
**Date collected**

9-Aug-2018

**Deluxe comfort seat is fully adjustable and includes ComfortGlide™ fore/aft suspension**



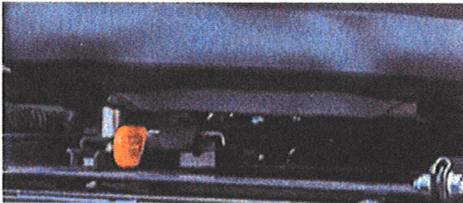
Suspension seat



Seat adjustment controls

The deluxe comfort professional-grade seat is included in base equipment. It provides the operator with an enjoyable ride by allowing the operator the ability to adjust the seat to their preference. It includes:

- 24-in. (60.9-cm) high-back seat
- Suspension-reaction dial that adjusts vertical suspension for operator weight and a firm or soft ride
- Adjustable armrests
- Adjustable back angle
- ComfortGlide 2-in. (50.8-mm) fore/aft suspension to absorb bumps
- Vibration reduction
- 3-in. (7.6-cm) fore-aft adjustment while operator is seated
- Retractable seatbelt



ComfortGlide fore/aft suspension control lever

ComfortGlide fore/aft suspension gives superior ride comfort over uneven areas:

- Seat can travel up to 2 in. (50.8 mm) fore and aft to absorb bumps for a significant enhancement to ride comfort.
- Control lever provides the ability to easily lock out fore/aft suspension movement if desired.
- One lever has three functions.
  - Slide seat forward and back 3 in. (10.2 cm) to allow the operator the ability to choose the leg room needed
  - Activate Comfort Glide fore/aft seat suspension
  - Lock out Comfort Glide fore/aft seat suspension

**Base Equipment On:** Z997R

Ask a product-related question ([JavaScript:open\\_win\("http://dlrdoc.deere.com/sales/salesmanual/feedback\\_form.html?referrer=http://dlrdoc.deere.com/sales/salesmanual/en\\_NA/commercial\\_mowers/2020/feature/\\_operator\\_station\\_controls\\_instrumentation\\_comfort\\_seats/z997r\\_seat\\_options.html"\)](http://dlrdoc.deere.com/sales/salesmanual/feedback_form.html?referrer=http://dlrdoc.deere.com/sales/salesmanual/en_NA/commercial_mowers/2020/feature/_operator_station_controls_instrumentation_comfort_seats/z997r_seat_options.html))

This information was helpful

This information was not helpful

*Last Updated: 17-Jun-2019*

[Home \(http://dlrdoc.deere.com/sales/salesmanual/index.html\)](http://dlrdoc.deere.com/sales/salesmanual/index.html) | [Feedback \(http://dlrdoc.deere.com/sales/salesmanual/feedback\\_form.html\)](http://dlrdoc.deere.com/sales/salesmanual/feedback_form.html) | [Help \(http://dlrdoc.deere.com/sales/salesmanual/en\\_NA/marketing\\_tools/help\\_videos\\_mt.html\)](http://dlrdoc.deere.com/sales/salesmanual/en_NA/marketing_tools/help_videos_mt.html) | [Privacy & Data \(http://www.deere.com/privacy\\_and\\_data/privacy\\_and\\_data\\_us.page\)](http://www.deere.com/privacy_and_data/privacy_and_data_us.page) | [Legal \(http://www.deere.com/en\\_US/footer/legal.page\)](http://www.deere.com/en_US/footer/legal.page)

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Engine horsepower and torque information for non-Deere engines are provided by the engine manufacturer for comparison purposes only. Actual operating horsepower and torque

## 60-in. (152-cm) and 72-in. (183-cm) 7Iron™ PRO commercial mower decks



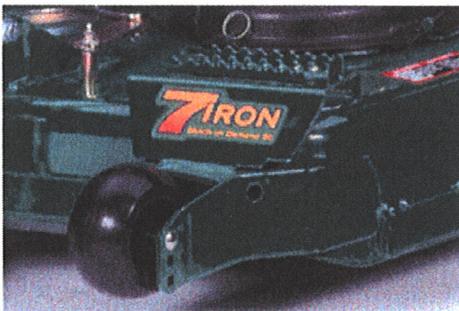
Z997R with 72-in. (183-cm) 7Iron PRO mower deck

Since 1998, the 7Iron mower deck has demonstrated commercial quality, performance, and durability. The 7Iron PRO mower decks deliver an even higher quality of cut in more-diverse conditions.

The Z997R is available with 60-in. (152-cm) and 72-in. (183-cm) side-discharge 7Iron PRO commercial mower decks.

Features include:

- Higher blade tip speed of 18,000 fpm (5486 m/min) gives more blade strikes per distance of forward travel.
- Redesigned front baffle better manages airflow and controls clippings.
- Spindle pocket reinforcement gives greater structural durability.
- Spindle housings are made of ductile cast iron.
- A gusseted spindle housing design puts additional reinforcement where it is needed.
- A raised discharge chute gives more even clipping distribution.



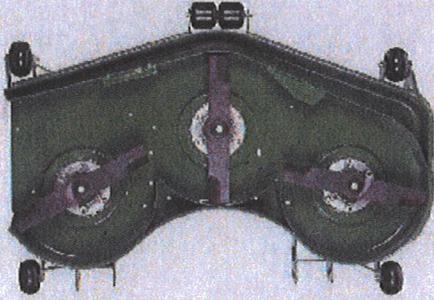
Double-captured anti-scalp wheel

Double-captured anti-scalp wheels provide increased durability.

7Iron PRO commercial mower deck features include:

- 7-gauge, 0.179-in. (4.5-mm) steel construction for commercial durability
- 3-spindle design for a smooth, even cut
- Plastic discharge deflector for reduced damage to foliage and resistance to bending
- Formed steel design stamped from a single sheet to eliminate corners where grass can collect
- Deep deck for increased vacuum action that reduces dropped clippings
- Shaft drive from engine to mower
- Belt drive from gearbox to spindles

- Spindle zerks greasable from the top
- Quick-change cutting-height adjustment
- Available Tricycler mulching kits
- Blade overlap of 1.57 in. (40 mm), nearly 0.79 in. (20 mm) greater than previous decks, to reduce missed grass blades

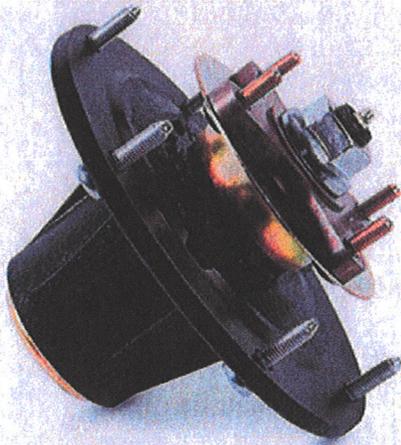


60-in. (152-cm) 7Iron PRO mower deck shown

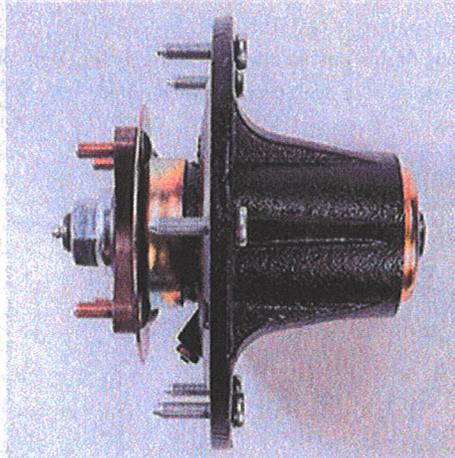
#### Key features of the 7Iron PRO Mower Deck:

- Deck is stamped-steel construction to minimize the number of welds and provide a smooth underside, with fewer sharp corners, for reduced material buildup.
- There are no welds on the deck shell to wear or break. It is stamped from a single sheet of steel.
- The rounded corners of the stamped deck help distribute impact stress to reduce the potential of damage when the mower contacts trees, rocks, curbs, and other fixed obstacles.
- A deep-deck design of 5.5 in. (14 cm) delivers excellent airflow so material can be processed quickly and efficiently.
- The wide-discharge opening provides even clipping dispersal for an excellent, finished appearance in all conditions.
- The front edge is raised above the blade plane to allow even cutting of tall grass.

#### Spindle housings are made of ductile cast iron for extra durability



Cast-iron spindle assembly



Cast-iron mower spindle

Commercial mower decks have three 1-in. (25-mm) spindles that are cold-forged and heat-treated for strength. Each spindle is supported by precision ball bearings, providing great performance and reliability.

The blade spindles are designed for many hours of trouble-free operation:

- The spindle housings are made of ductile cast iron and have a gusseted design that puts the reinforcement where it is needed.
- Ductile cast-iron material provides increased impact strength.
- Strength of cast iron protects against damage from blade impacts.
- Grease fitting is mounted at the top for easy access.
- Grease pressure-relief valve minimizes seal damage from overfilling with grease and keeps debris from entering housing.
- The 8-in. (20.3-cm) diameter housing distributes loads and impacts to minimize deck-shell damage.

## REQUEST FOR COUNCIL ACTION

**DATE:** 4/1/2020

**TITLE:** Reauthorize Sidewalk and Demolition City Program

**ORIGINATING DEPARTMENT:**

Administration

**TYPE OF ACTION:**

ORDINANCE

RESOLUTION

FORMAL ACTION

OTHER

### RECOMMENDATION:

I recommend that the Council Reauthorize the Sidewalk and Demolition Program for 2020. The framework would be \$10,000 allocated to the sidewalk replacement program and \$15,000 allocated to demolition. This better matches the need from the last few years of the program. Total dollars would remain the same between the two programs.

### BACKGROUND:

The City of Beloit has allocated funds for sidewalk replacement and demolition for the last few years. The framework last year was \$15,000 set aside for sidewalk replacement (city buys the concrete and labor is paid for by the property owner). On average we are able to help 7-8 property owners replace sidewalk. The City has set aside \$10,000 for demolitions and we pay out up to \$2,500 per property toward the demolition of that property, dependent on demand and cost of demolition. This assisted about 11 property owners in the demolition of derelict properties.

### FINANCIAL IMPACT:

Funding for this type of item was included in the 2020 CIP.

### OPTIONS:

### DISCUSSION:

Respectfully submitted,  
Jason Rabe  
City Manager

## REQUEST FOR COUNCIL ACTION

**DATE:** 4/1/2020

**TITLE:** LEC HVAC Replacement Bid Process

**ORIGINATING DEPARTMENT:**

Administration

**TYPE OF ACTION:**

ORDINANCE

RESOLUTION

FORMAL ACTION

OTHER

**RECOMMENDATION:**

I recommend Council approve moving forward with the LEC HVAC bidding process.

**BACKGROUND:**

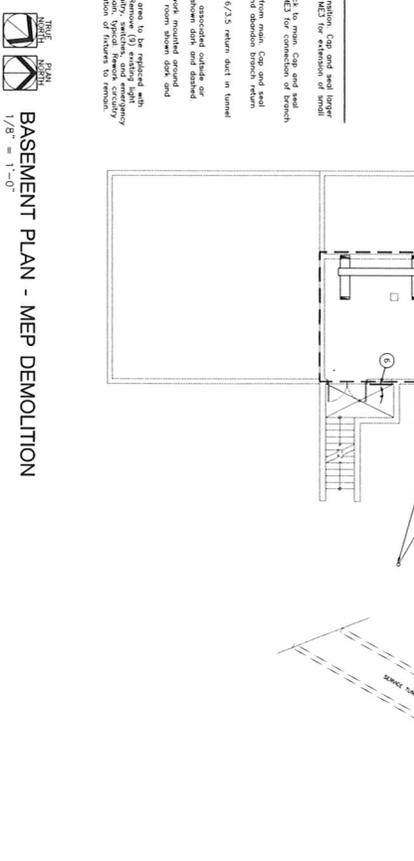
The City of Beloit is in the process of decommissioning the boiler system that has served the "girl's school" facility. Many of the buildings no longer use the system, which has made it costly to operate and therefore inefficient. The LEC HVAC was not upgraded or replaced during the conversion of the facility several years ago. The current HVAC system is roughly 40 years old. The cost opinion from the engineer is \$264,000. This new system will be more efficient, will allow the facility to meet the IBC code, and provide a better environment for the employees. Per the existing agreement on the facility, the split of the project is 78% county (\$205,920) and 22% city (\$58,080). Tentatively, bids will be opened on May 1st, with the project slated to commence in the late summer (COVID-19 will dictate some of this).

**FINANCIAL IMPACT:**

**OPTIONS:**

**DISCUSSION:**

Respectfully submitted,  
Jason Rabe  
City Manager



- NOTES BY SYMBOL**
1. Remove and replace ductwork and related piping, steam piping, condensate piping, return air ductwork, and electrical supply and power conduits, and related supply ductwork, penetration up to first floor level, in accordance with the notes on this sheet. See sheet ME2 for construction details.
  2. Return or duct from above to remain. Typical.
  3. Return or duct from below to remain. Typical.
  4. Return or duct from below to remain. Typical. See notes on associated steam traps and valves. Typical.
  5. Return or ductwork in steam shelter to remain. See notes on associated steam traps and valves. Typical.
  6. Return or ductwork in steam shelter to remain. See notes on associated steam traps and valves. Typical.
  7. Cap and seal existing 16/2.5 return duct in tunnel and add seal in place.
  8. Cap and seal existing 16/2.5 return duct in tunnel and add seal in place.
  9. Cap and seal existing 16/2.5 return duct in tunnel and add seal in place.
  10. Cap and seal existing 16/2.5 return duct in tunnel and add seal in place.
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  16. Cap and seal existing 16/2.5 return duct in tunnel and add seal in place.
  17. Cap and seal existing 16/2.5 return duct in tunnel and add seal in place.
  18. Cap and seal existing 16/2.5 return duct in tunnel and add seal in place.
  19. Cap and seal existing 16/2.5 return duct in tunnel and add seal in place.
  20. Cap and seal existing 16/2.5 return duct in tunnel and add seal in place.

**MEP SYMBOLS LEGEND**

Thermostat	Thermostat
90° Elbow down, round duct	90° Elbow down, round duct
90° Elbow up, round duct	90° Elbow up, round duct
Round duct offset	Round duct offset
Rectangular supply duct	Rectangular supply duct
90° Elbow down, rectangular supply duct	90° Elbow down, rectangular supply duct
90° Elbow up, rectangular supply duct	90° Elbow up, rectangular supply duct
90° Elbow down, rectangular return duct	90° Elbow down, rectangular return duct
90° Elbow up, rectangular return duct	90° Elbow up, rectangular return duct
Rectangular elbow with turning vanes	Rectangular elbow with turning vanes
Parallel duct	Parallel duct
Manual balancing damper	Manual balancing damper
Motorized damper	Motorized damper
Ceiling supply or diffuser	Ceiling supply or diffuser
Supply return or diffuser	Supply return or diffuser
Signal return or diffuser	Signal return or diffuser
Round top in bottom of duct	Round top in bottom of duct
Rectangular top in bottom of duct	Rectangular top in bottom of duct
High Pressure Steam	High Pressure Steam
High Pressure Steam Medium	High Pressure Steam Medium
High Pressure Steam Low	High Pressure Steam Low
High Pressure Steam	High Pressure Steam
Flange turning down	Flange turning down
Flange turning up	Flange turning up
Pressure reducing valve	Pressure reducing valve
Gas cock	Gas cock
Union	Union
Connection of new to existing	Connection of new to existing
Existing device	Existing device
Typical mechanical floor	Typical mechanical floor
Union	Union
Union in contact	Union in contact
Not in contact	Not in contact
General Contractor	General Contractor

**GENERAL DEMOLITION NOTES**

1. Provide cutting and patching of all affected building surfaces. Owner, see specifications.
2. Provide removal of equipment to be demolished.
3. Owner or dispose of as directed by Owner.

**GENERAL MECHANICAL AND ELECTRICAL NOTES**

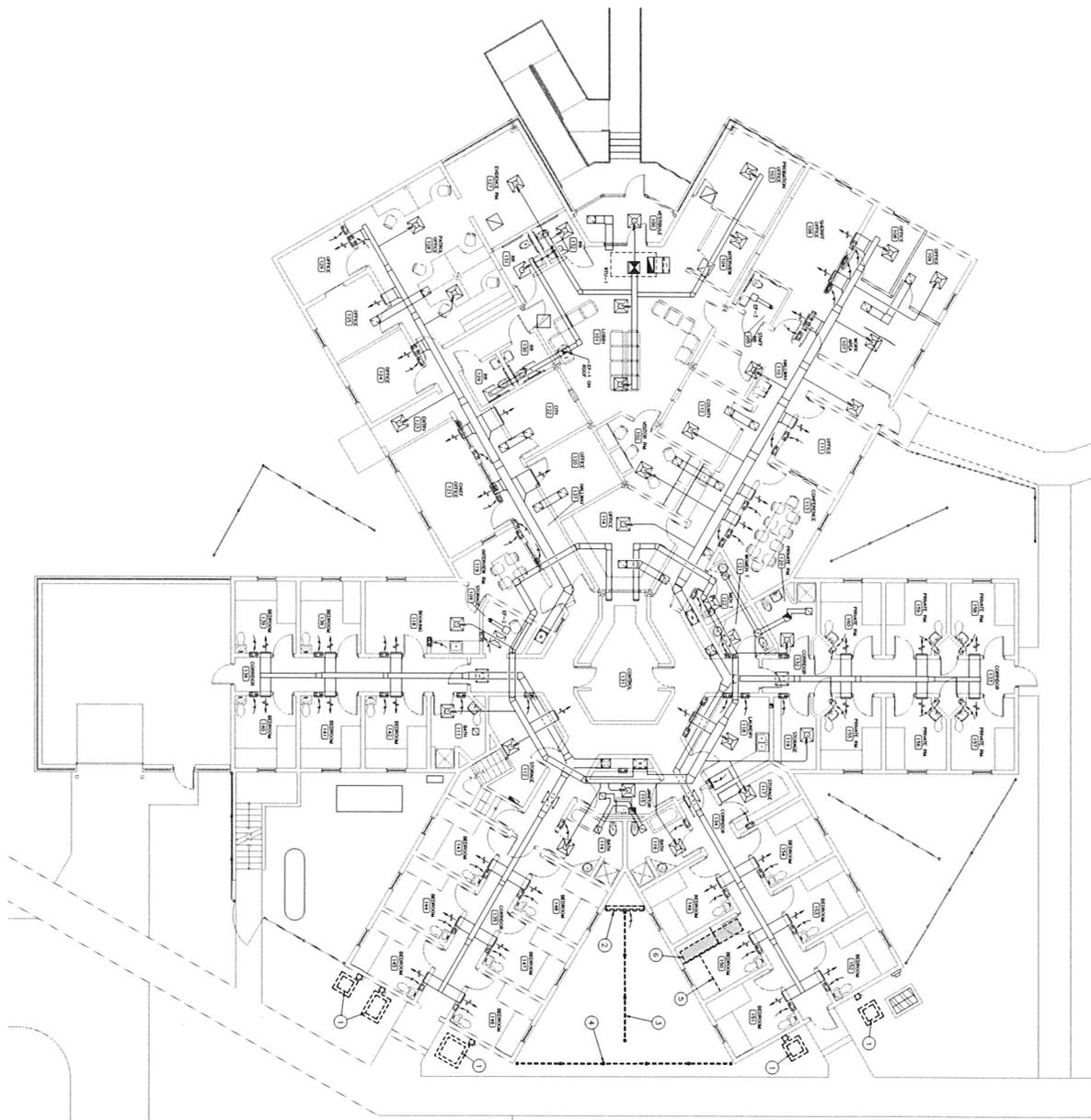
1. All work shall be in accordance with the Kansas State Fire Marshal's Office for approval in accordance with the Kansas Fire Prevention Code.
2. These drawings were produced from original drawings, and field survey and measurement. Existing architectural and structural characteristics of the building shall be shown as they exist. The Contractor shall verify all conditions, materials, and sizes at the site. The Contractor shall verify locations and sizes of all below floor and above floor piping, ductwork, and equipment.
3. Schematic of detailed piping and electrical control installation shop drawings are not required. However, the Contractor shall be responsible for field verification of all piping, ductwork, and electrical control installation shop drawings.
4. Maintain maximum possible vertical clearance beneath all new conduit equipment.
5. These drawings are a schematic representation of the work that is to be accomplished by this Contract.
6. Equipment shall be installed in accordance with the manufacturer's instructions. Removal of already completed work to accommodate other trades will be performed at the Contractor's expense.
7. Existing piping, ductwork, and electrical control systems which are to remain are to be maintained in good working order.
8. All piping shall be installed concealed in finished areas, unless noted otherwise.
9. All new conduit shall be concealed in finished areas, unless noted otherwise.

**FIRE ALARM SYSTEM NOTES**

1. The existing building is presently equipped with a simplex, 4100N addressable fire alarm system. The fire alarm system shall be expanded to accommodate the addition of new equipment, including labor and programming for a complete and fully functional fire alarm system in accordance with the local building codes and the manufacturer's instructions.
2. Equipment and accessories furnished for this system shall be the standard products compatible with the existing fire alarm system. All new equipment shall be UL listed.
3. The fire alarm system shall be installed in accordance with the manufacturer's instructions and the Kansas State Fire Marshal's Office for approval in accordance with the Kansas Fire Prevention Code.
4. Manufacturer: New circuitry shall be in a cabinet where concealed. Cabinet doors shall be finished to match the existing building finish.
5. In accordance with NFPA 72, and shall be conducted in the presence of the Owner's representative, a representative of the local fire department, and a representative of the fire alarm equipment manufacturer.
6. The fire alarm system shall be installed in accordance with the manufacturer's instructions and the Kansas State Fire Marshal's Office for approval in accordance with the Kansas Fire Prevention Code.

**BASEMENT PLAN - MEP DEMOLITION**

SCALE: 1/8" = 1'-0"



FIRST FLOOR PLAN - MEP DEMOLITION  
1/8" = 1'-0"

- NOTES BY SYMBOL**
- ① Remove conditioning unit and associated refrigerant piping, condenser, electrical disconnect, and controls. Also, ductwork for routing of refrigerant piping to remain. See sheet ME-1 for the refrigerant piping.
  - ② Remove 64" x 68" outside air lower. Patch hole wall new outside air ductwork. See sheet ME-3.
  - ③ Remove knee and below grade concrete footings to match existing at completion of new work.
  - ④ Remove and replace fence with post installation to match existing at completion of new work.
  - ⑤ Remove lead in well, constructed of concrete and CMU block, typical of (2).
  - ⑥ Remove portion of floor system exposed to patch floor to match existing at completion of new work.



For Final Review  
Only - Not For  
Construction  
03/29/2020

**MITCHELL COUNTY & CITY OF BELOIT LEC  
HVAC IMPROVEMENTS**  
1716 N Hersey  
Beloit, Kansas 67420

DATE: 3/27/2020  
PROJECT: HVAC IMPROVEMENTS  
REVISION: 01

FIRST FLOOR  
MEP DEMOLITION PLAN

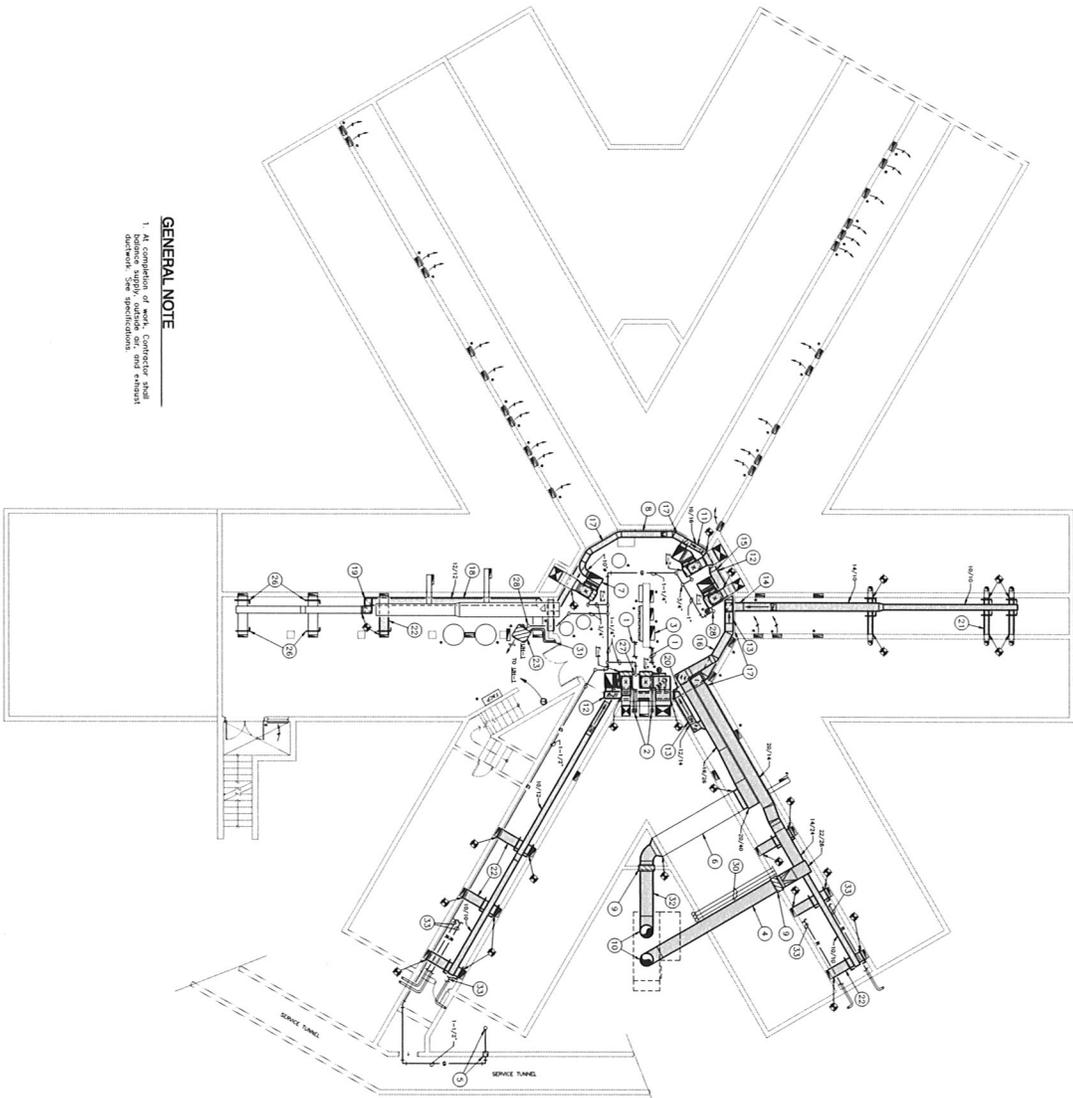
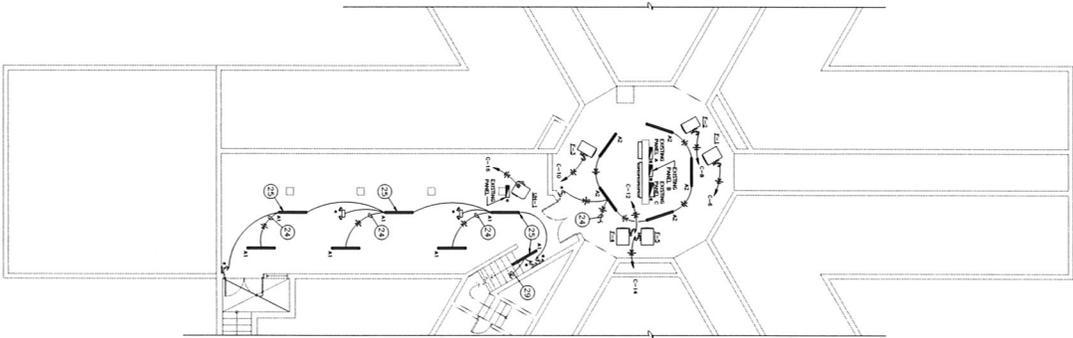
SHEET  
ME2  
OF 2  
TOTAL IN SET 5



PARTIAL BASEMENT PLAN - ELECTRICAL



BASEMENT PLAN - MECHANICAL AND PLUMBING



**GENERAL NOTE**  
 1. At completion of work, Contractor shall determine and report to the Owner the location of all existing and proposed conduits, ductwork, and piping. See specifications.

**NOTES BY SYMBOL**

- 1) Combination air intake and vent pipes to furnace, water heater, and condensing cooling of air conditioning units. High velocity routing of these pipes is required. See specifications for routing and installation. See sheet ME4 for up air venting chase. See sheet ME4 for existing Panel C. See postboard schedule on sheet ME3.
- 2) 22" Blueduct below grade exhaust duct.
- 3) Exhaust gas pipe from gas stove. Route exhaust system at penetration of tunnel wall below grade. See sheet ME4 for details.
- 4) Exhaust 30" below grade duct to be used on treaded outside or supply duct.
- 5) 24" x 12" return air duct. Typical of E-3 and E-4. See detail B/ME3 of E-3 and E-4.
- 6) 10" x 10" outside air duct above 12/12 exhaust or duct. Mount ducts high to wall. See existing floor exhaust air duct below tunnel finished mechanical room finish floor.
- 7) Provide sealing system at duct penetration of outside air and exhaust air. Hinged up into bottom of 30" x 30" cap above. See sheet ME4 for details.
- 8) Slope outside air duct up to ceiling.
- 9) Block top of ceiling air duct up light to bottom of furnace supply ductwork. Top side required. See specifications for furnace duct size, typical.
- 10) Slope outside air duct down. See note 12.
- 11) Exhaust duct from tunnel to turn down light to wall.
- 12) Transition 12/12 exhaust duct below to 14/16 transition 14/16 outside air duct to ceiling and 14/16 exhaust air duct below light to floor to tunnel in not blocked.
- 13) Block 12/12 exhaust duct light to wall below existing mechanical room exact routing.
- 14) Offset exhaust duct vertically and mount light to wall. See note 18.
- 15) Exhaust light to floor.
- 16) Modify and extend existing ductwork to duct. Typical of tunnel. See note 8'9".
- 17) Modify and extend existing ductwork to 16/15 duct. Typical of tunnel system only. See note 18.
- 18) Balance unit heater from ceiling. Coordinate manufacturer's recommendations and required clearance. Provide 24" x 24" duct to modify and extend existing ductwork to new light battery powered emergency Stokes room connected to unswitched power on circuit. Coordinate with contractor. Contact fabricator for switching ductwork.
- 19) Provide new manual balancing damper in existing 10/23 duct.
- 20) Furnace gas cock, valve and minimum 6" dirt leg at each gas fired unit. Typical.
- 21) Exhaust security up to existing light fixtures in duct. For control wiring, fire alarm cable, and location in tunnel. See sheet ME4 for details.
- 22) Provide combustion air intake and vent pipes up through floor. See sheet ME4 for details.
- 23) 30" Blueduct below grade outside air supply duct.
- 24) See refrigerant piping, clean from condensing furnace in central mechanical room. See sheet ME4.



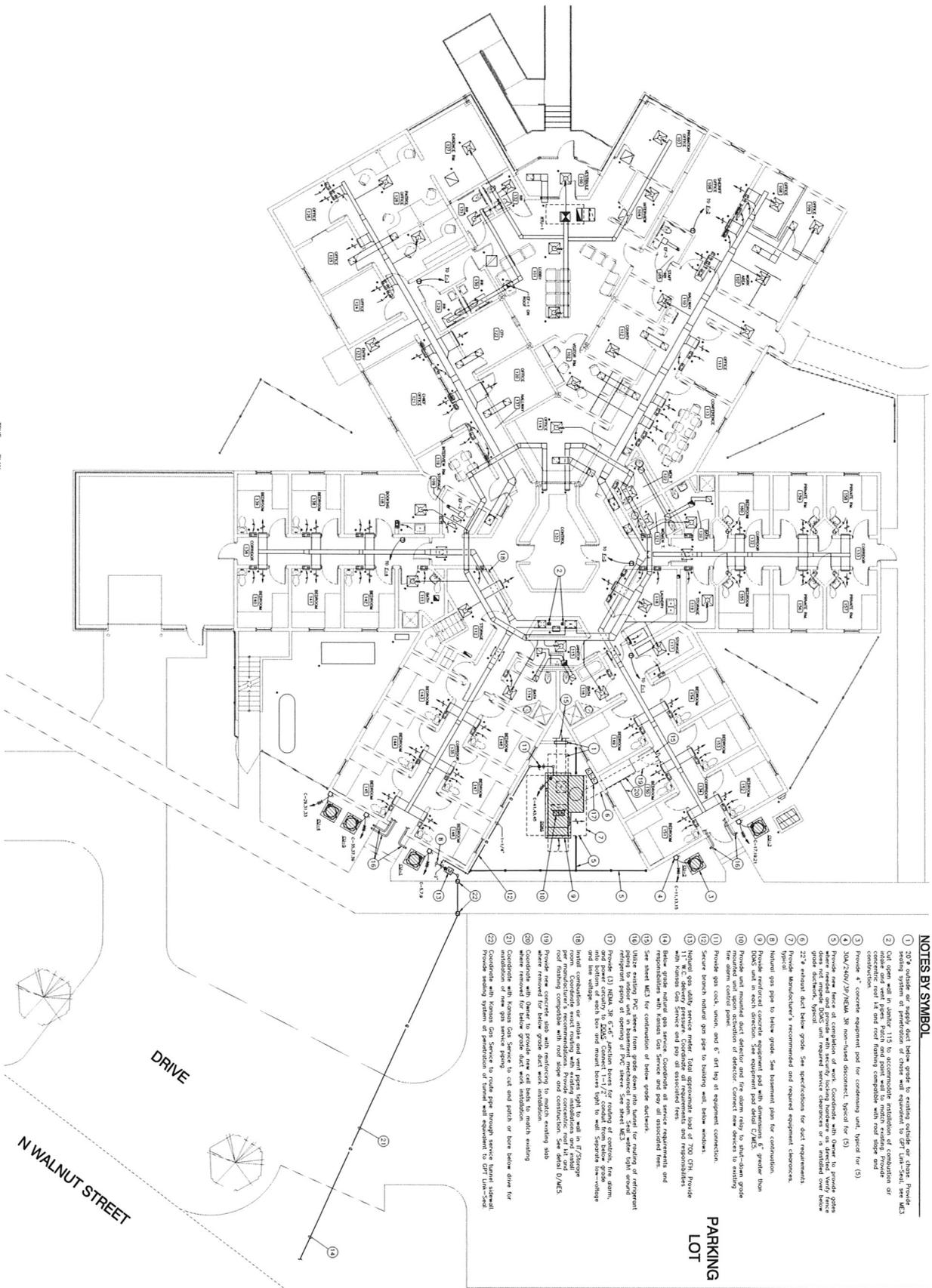
**OSER ENGINEERING, P.A.**  
 1000 N. 10th Street, Suite 200  
 Beloit, WI 53510  
 Phone: 608.735.1111  
 Fax: 608.735.1112  
 Website: www.osereng.com

**For Final Review Only - Not For Construction**  
 5/25/2020

**MITCHELL COUNTY & CITY OF BELOIT LEC  
 HVAC IMPROVEMENTS**  
 1716 N Hersey  
 Beloit, Kansas 67420

DATE: 3/27/2020	SHEET <b>ME3</b> OF 3 TOTAL SHEETS: 3
DATE PLOTTED: 05/25/2020	
PROJECT: HVAC IMPROVEMENTS	BASEMENT MEP PLANS

MEP PLAN  
FIRST FLOOR PLAN - MEP  
1/8" = 1'-0"



NOTES BY SYMBOL

- 1) 20' x 20' square air supply diffuser, supply grade to existing ceiling or above. Provide 20' x 20' square air return diffuser, return grade to existing ceiling or above. Provide grille and vent pipe. Factory and panel wall to match existing. Provide construction per detail D/MS.
- 2) Out panel wall in Junior 115 to accommodate installation of combustion air intake and vent pipe. Factory and panel wall to match existing. Provide construction per detail D/MS.
- 3) Provide 4" concrete equipment pad for condensing unit. Symbol for (5).
- 4) 30k/240/39/NSM 3P non-tand disconnect. Symbol for (5).
- 5) Provide new fence at completion of work. Coordinate with Owner to provide gas lines not required. D/MS unit required service clearance or is installed over below 22' structure. Symbol. See specifications for detail requirements.
- 6) 22' structure. Symbol. See specifications for detail requirements.
- 7) Typical.
- 8) Provide manufacturer's recommended duct required equipment clearance.
- 9) Natural gas pipe to below grade. See basement plan for combustion.
- 10) Provide prefabricated concrete equipment pad with dimensions 6' greater than D/MS unit in each direction. See equipment pad detail D/MS.
- 11) Provide 2" x 2" galvanized steel ductwork. Connect new service to existing fire alarm control panel.
- 12) Provide gas cook, vent, and 6" dirt leg at equipment connection.
- 13) Secure branch outdoor gas pipe to building wall, below windows.
- 14) Natural gas utility service meter. Tidal approximate load of 700 CFH. Provide with Kansas Gas Service and pay all associated fees. See responsibilities.
- 15) Below grade natural gas service. Coordinate all service requirements and provide construction per detail D/MS.
- 16) See sheet M-3 for continuation of below grade ductwork.
- 17) Utilize existing PVC system from grade through tunnel for routing of refrigerant piping to indoor unit in basement performance room. Seal entire right end of PVC pipe at grade. Coordinate with Owner. See sheet M-3.
- 18) Provide prefabricated concrete equipment pad with dimensions 6' greater than D/MS unit in each direction. See equipment pad detail D/MS.
- 19) Provide 2" x 2" galvanized steel ductwork. Connect new service to existing fire alarm control panel.
- 20) Provide gas cook, vent, and 6" dirt leg at equipment connection.
- 21) Secure branch outdoor gas pipe to building wall, below windows.
- 22) Natural gas utility service meter. Tidal approximate load of 700 CFH. Provide with Kansas Gas Service and pay all associated fees. See responsibilities.
- 23) Below grade natural gas service. Coordinate all service requirements and provide construction per detail D/MS.
- 24) See sheet M-3 for continuation of below grade ductwork.
- 25) Utilize existing PVC system from grade through tunnel for routing of refrigerant piping to indoor unit in basement performance room. Seal entire right end of PVC pipe at grade. Coordinate with Owner. See sheet M-3.

PARKING LOT

**OSE**  
ENGINEERING & SOLUTION  
INC.  
1000 N. 10TH STREET, SUITE 200  
BELLEVILLE, MO 63703  
TEL: 636.333.3333  
WWW.OSEINC.COM

**MITCHELL COUNTY & CITY OF BELOIT LEC**  
**HVAC IMPROVEMENTS**  
1716 N Hersey  
Beloit, Kansas 67420

For Final Review  
Only - Not For  
Construction  
3/26/2020

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SHEET  
**ME4**  
OF 4  
TOTAL IN SET 5

FIRST FLOOR  
MEP PLAN

DATE: 3/23/2020  
BY: JAMES H. HARRIS  
CHECKED: JAMES H. HARRIS  
APPROVED: JAMES H. HARRIS

