



Notice of Study Session
ABILENE PUBLIC LIBRARY
209 NW FOURTH STREET
May 3, 2021 - 4:00 pm

THERE WILL BE A SPECIAL CITY COMMISSION MEETING FOLLOWING THE STUDY SESSION.

DUE TO COVID-19 AND SOCIAL DISTANCING WE ARE ENCOURAGING VIEWING ALL MEETINGS VIRTUALLY ON THE LIVE STREAMED CITY OF ABILENE'S YOUTUBE PAGE AT https://www.youtube.com/channel/UCNURrU0ueP6_dRpHYu1wJEg

PURPOSE

The City Commission's study sessions are for the purpose of providing the commission the opportunity to study items in more detail.

OPEN FORUM

This is an opportunity to bring up items to be informally addressed. The Mayor may impose a time limit on open forum.

STUDY ITEMS

1. Commercial Real Estate Development Agreement – Guffy Properties, LLC.
2. Airport Environmental Assessment.
3. Update on Police Department remodel.





City of Abilene
Item for City Commission Agenda

Meeting Date: 5/10/21

Originating Department

Planning & Zoning

Prepared By:

Kari Zook

Approved for Agenda By:
(Office Use Only)

AGENDA ITEM HEADING:

Small subdivision plat for Guffey Properties, LLC

BACKGROUND:

On April 6, 2021, the Planning Commission approved the small subdivision plat for Guffey Properties, LLC at the site address of 1700 Blk N Buckeye Ave with a vote of 4-0. The following conditions were attached with the approval:

- As a precondition to the City Commission's consideration of the plat, the plat shall be revised so that the area shown as a 60-foot "access easement" is shown as dedicated public right-of-way.
- As a precondition to the City Commission's consideration of the plat, the revised plat shall designate the name by which the proposed street shall be officially known.
- As a precondition to the City Commission's consideration of the plat, the applicant shall cause a right-of-way deed to be delivered to the City for the 30' portion of the right-of-way on property owned by Highland Homes. The right-of-way deed shall be in a form approved by the City Attorney.
- The property owner will maintain the detention basin and all piping. Maintenance will follow the landowner and is not the responsibility of the city for its maintenance.
- The property owner shall be responsible for installation of all public improvements, in conformity with the City's subdivision regulations. No building permit shall be issued until the owner has executed a written agreement with the City to undertake and complete all public improvements, including streets, sidewalks, water and sewer in the public right-of-way to city standards, pursuant to Section 2-403(e) of the City's subdivision regulations. After a year's warranty an inspection will be made and any repairs will be completed prior the city taking over the street, sidewalk, water and sewer maintenance.

Development agreement attached for the 60' access easement dedication to city public right of way.

Site work only permit (2021-058) issued 3/23/21. No foundation, building, structures, or other utilities can be installed without separately approved and issued building permits.

FISCAL NOTE:

N/A

COMMISSION ACTION:

Consider approval of the small subdivision plat for Guffey Properties, LLC

CITY OF ABILENE, KANSAS

DEVELOPMENT APPROVAL APPLICATION FORM

419 N. Broadway · Abilene, Kansas 67410 · Tel: (785) 263-2355 · Fax: (785) 263-2552 · www.abilenecityhall.com

INSTRUCTIONS: This Application and all required fees and information must be submitted in accordance with the Code of the City of Abilene and the City of Abilene Zoning and Subdivision Regulations. All information requested in this application must be provided and answered completely.

PART I: TO BE COMPLETED BY APPLICANT

APPLICATION INFORMATION

APPLICATION FOR (CHECK APPROPRIATE BOX):

- | | |
|---|--|
| ☐ ADMINISTRATIVE APPEAL | ☐ LOT SPLIT |
| ☐ ANNEXATION | ☐ NON-CONFORMING USE CERTIFICATE |
| ☐ CERTIFICATE OF APPROPRIATENESS | ☐ PRELIMINARY PLAT |
| ☐ COMPREHENSIVE PLAN AMENDMENT | ☐ PLANNED DEVELOPMENT |
| ☐ CONDITIONAL USE PERMIT | ☐ REPLAT |
| ☐ DEVELOPMENT CODE AMENDMENT | ☐ REZONING / ZONING MAP AMENDMENT |
| ☒ FINAL PLAT | ☐ SITE PLAN |
| ☐ HOME OCCUPATION PERMIT | ☐ VACATION (PLAT, STREET, EASEMENT) |
| ☐ LANDMARK DESIGNATION | ☐ VARIANCE |

FOR OFFICIAL USE ONLY

Appn Number: PC 21-04-2Date Received: 2/23/21Received By: K2

BRIEF DESCRIPTION OF APPLICATION PURPOSE:

Small Subdivision Plat

APPLICANT INFORMATION

APPLICANT/AGENT (If Not Property Owner):

Name: _____ Tel: ()

Business Name: _____ Fax: ()

Address: _____

City: _____ State: _____ Zip Code: _____

E-mail: _____

PROPERTY OWNER (If Different from Applicant/Agent):

Name: Kevin Guffey Tel: (573) 859-6998Business Name: Guffey Properties, LLC Fax: (573) 859-6962Address: PO Box 39City: Belle State: MO Zip Code: 65013E-mail: Kevin@AmericanRealtyMO.com

ENGINEER/ARCHITECT/SURVEYOR:

Name: Tim Hart Tel: (785) 404-3139Business Name: Schwab Eaton Fax: (785) 380-5007Address: 631 East Crawford St, Suite 203City: Salina State: KS Zip Code: 67401E-mail: T.Hart@schwab-eaton.com

PROPERTY INFORMATION

PROPERTY ADDRESS OR GENERAL LOCATION (IN RELATION TO NEAREST STREETS):

1709 N Buckeye Avenue

**PROPERTY TAX IDENTIFICATION
NUMBER:** _____

ZONING: Existing: C-3 Proposed: _____

LAND USE: Existing: Vacant Proposed: Commercial

GROSS SIZE OF PLAT/LOT:

Residential: _____ Commercial: 1.5 Acres Industrial: _____ Other: _____ Total: _____

NUMBER OF LOTS:

Residential: _____ Commercial: 1 Industrial: _____ Other: _____ Total: _____

IMPROVEMENT CHARACTERISTICS:

Number of Buildings or Structures: _____

Total Building Area: _____

Maximum Height of Buildings or Structures: _____

Total Impervious Area: _____

EXISTING PUBLIC FACILITIES:

Public Private Other (Describe)

Water Service: ☐ ☐ ☐ _____

Wastewater Service: ☐ ☐ ☐ _____

Roadway Access: ☐ ☐ ☐ _____

FLOODPLAIN INFORMATION:

Floodway: ☐ Yes ☒ No

FIRM Map-Panel Number: _____

Floodway Fringe: ☐ Yes ☒ No

Zone: _____

ARE ANY OTHER PERMITS OR DEVELOPMENT APPROVALS REQUIRED, APPLIED FOR OR RECEIVED FOR THE APPLICATION PROPERTY BY THE CITY OR ANY OTHER JURISDICTION OR AGENCY?

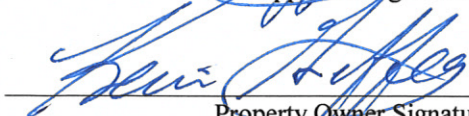
☐ Yes ☐ No If Yes, Describe Briefly and Attach a Copy of Each Permit, Approval or Application

APPLICANT/PROPERTY OWNER CERTIFICATION*

I/we acknowledge receipt of the instruction sheet explaining the method of submitting this application. I/we realize that this application cannot be processed unless it is completely filled in; is accompanied by a current abstractor's certificate as required in the instruction sheet; and is accompanied by the appropriate fee. I/we further certify that the foregoing information is true and correct to the best of our knowledge. I/we acknowledge that the City of Abilene Planning Commission, Board of Zoning Appeals or City Commission shall have authority to impose such conditions as it deems necessary in order to serve the public interest and welfare.


Applicant Signature

2-16-21
Date


Property Owner Signature

2-16-21
Date

* This Application must bear the signature(s) of the property owner(s). If an authorized agent signs on the owner's behalf, the agent shall sign his own name and attach the owner's written notarized authorization to this Application.

PART II - TO BE COMPLETED BY STAFF

DOCUMENTS TO BE SUBMITTED WITH APPLICATION**

- | | | |
|--|---|---|
| ☒ Copy of Deed | ☐ Easements and Covenants | ☐ Location Map |
| ☐ Site Plan | ☐ Preliminary Plat | ☒ Final Plat |
| ☐ Infrastructure Plans | ☐ Development Agreement | ☐ Grading and Stormwater Plans |
| ☐ Elevation Survey | ☐ Traffic Impact Study | ☐ Construction Plans |
| ☐ Performance Agreement | ☐ Proof of Notification | ☐ Utility Plans |
| ☐ Text Amendment Language | ☐ Property Owner List | ☐ Comprehensive Plan Amendment Justification |
| ☐ Annexation Boundary Map | ☐ Operating Characteristics Report | ☐ Administrative Appeal Justification |
| ☐ Variance Justification | ☐ Other _____ | |

Additional document requirements provided to applicant on _____. The applicant is advised that the application is not accepted for public review until such time as the above identified documents are submitted and a Determination of Complete Application is certified.

Kari Zook

Name

Planning & Zoning Administrator

Title

Kari Zook

Signature

3/8/21

Date

**** Number of copies for submission determined by Zoning Administrator. The Zoning Administrator may request additional information as deemed necessary to properly evaluate the permit application.**

APPLICATION REVIEW

DECISION-MAKING BODY: ☐ Staff ☒ Planning Commission ☐ Board of Zoning Appeals ☒ City Commission
☐ Heritage Commission ☐ Other (specify): _____

DATE OF INITIAL HEARING(S): 4/6/21

FEE AMOUNT: \$ 200 -

DATE FEE PAID: 2/23/21

CHK # 3346

DETERMINATION OF COMPLETE APPLICATION:

I certify that the Development Approval Application and attached documents are sufficient in form and content for review and recommendation by the decision-making bodies of the City of Abilene. As such, all required notifications and hearings may proceed pursuant to City regulations and procedures. This certification does not preclude the review, recommendation and/or decision-making bodies from requesting additional information as deemed necessary to serve the public interest.

Name

Title

Signature

Date



Dickinson County

Kansas

Welcome
[Log Out](#)



RMIS Detail Results for Instrument D265-557

[Print Friendly Version](#)

[Search Again](#) [Back to results](#)



General Information

Instrument Type	Book-Page:	Mortgage #:	Indebtedness	Reception Date	Pages	Date Signed	Doc Date	Return Date
WARRANTY DEED	D265-557		\$0.00	12/29/2020	3	12/15/2020	12/15/2020	12/30/2020

Party Information

Party Type	Name
Grantor	HIGHLAND HOMES LP
Grantee	GUFFEY PROPERTIES LLC

UnPlatted Parcel Information

QCode	Section	Township	Range	Quarter	Gov. Lot	Parcel	Consideration	Control No.	Key No.	Pin No.	Metes & Bounds
	9	13	2	SE		1120904001006000				1120904001006000	A PORTION OF THE NORTH HALF OF THE SOUTH HALF OF THE NORTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 9, TOWNSHIP 13 SOUTH, RANGE 2 EAST OF THE 6TH PRINCIPAL MERIDIAN, ABILENE, DICKINSON COUNTY KANSAS, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS: BEGINNING AT THE NORTHWEST CORNER OF SCHROEDER ADDITION TO THE CITY OF ABILENE; THENCE ALONG THE EAST RIGHT-OF-WAY LINE OF BUCKEYE AVE. N. 0°18'15" E. A DISTANCE OF 162.50 FEET; THENCE S. 89°30'51" E. A DISTANCE OF 402.00 FEET; THENCE S. 0°18'15" W. A DISTANCE OF 162.50 FEET TO A POINT ON THE NORTH LINE OF ASTRA BANK ADDITION TO THE CITY OF ABILENE; THENCE ALONG SAID NORTH LINE N. 89°30'51" W. A DISTANCE OF 402.00 FEET TO THE POINT OF BEGINNING.

Return Address

Return Address	Comments
SECURITY 1ST TITLE-ABILENE 209 NW 15 ABILENE, KS 67410	

This index information is for search purposes only. You may request a copy or certified copy of any document listed from the Register of Deeds Office.

FINAL PLAT

AMERICAN ADDITION

A PORTION OF THE NORTH HALF OF THE SOUTH HALF OF THE NORTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 9, TOWNSHIP 13 SOUTH, RANGE 2 EAST OF THE 6TH PRINCIPAL MERIDIAN, ABILENE, DICKINSON COUNTY, KANSAS



1/2" REBAR WITH "X" CLASP CAP
ORIGIN: SHOWN ON SURVEY BY
CAMPBELL & JOHNSON ENGINEERS
DATE: 08/04/2011 FILE: 15

PROJECT
LOCATION

LOCATION MAP
Not To Scale

PARENT TRACT
PAGES 600-601

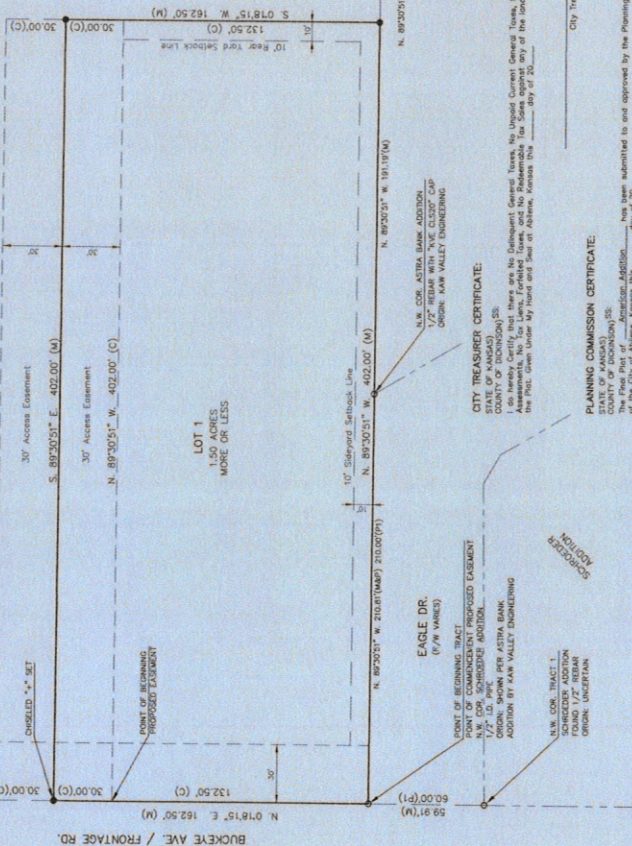
OWNER PROPERTY ADDRESS
1709 N. Buckeye Avenue, Abilene, Kansas, 67401

OWNER
Gulley Properties LLC
Attn: Gulley, Managing Member
1709 N. Buckeye Avenue, Abilene, Kansas, 67401

EXISTING ZONING
1709 N. Buckeye Avenue, Abilene, Kansas, 67401

EXISTING LAND USE
Residential

Nearest Point of Land



CITY TREASURER CERTIFICATE:

The Plat has been reviewed and approved for filing pursuant to and in compliance with K.S.A. 58-2505
COUNTY OF DICKINSON, KS
City of Abilene, Kansas this _____ day of _____, 2021.

PLANNING COMMISSION CERTIFICATE:

The Plat has been reviewed and approved for filing pursuant to and in compliance with K.S.A. 58-2505
COUNTY OF DICKINSON, KS
City of Abilene, Kansas this _____ day of _____, 2021.

CITY COMMISSION CERTIFICATE:

The Plat has been reviewed and approved for filing pursuant to and in compliance with K.S.A. 58-2505
COUNTY OF DICKINSON, KS
City of Abilene, Kansas this _____ day of _____, 2021.

CITY ATTORNEY CERTIFICATE:

The Plat has been reviewed and approved for filing pursuant to and in compliance with K.S.A. 58-2505
COUNTY OF DICKINSON, KS
City of Abilene, Kansas this _____ day of _____, 2021.

REGISTER OF DEEDS CERTIFICATE:

This is to certify that this instrument was filed for record in the Register of Deeds office on the _____ day
of _____, 2021, and is duly recorded in Plat Book _____ Page _____.

CORPORATE OWNER'S CERTIFICATE:

I, the undersigned, being duly qualified as a Notary Public in and for the State of Kansas, do hereby certify that the foregoing is a true and correct copy of the original instrument as the same appears in my records.

Notary Public in and for the State of Kansas
My Commission Expires 08/04/2022

NOTARY CERTIFICATE:

I, the undersigned, being duly qualified as a Notary Public in and for the State of Kansas, do hereby certify that the foregoing is a true and correct copy of the original instrument as the same appears in my records.

Notary Public in and for the State of Kansas
My Commission Expires 08/04/2022

NOTARY CERTIFICATE:

I, the undersigned, being duly qualified as a Notary Public in and for the State of Kansas, do hereby certify that the foregoing is a true and correct copy of the original instrument as the same appears in my records.

Notary Public in and for the State of Kansas
My Commission Expires 08/04/2022

My appointment expires _____

LAND BOUNDARY DESCRIPTION:

A PORTION OF THE NORTH HALF OF THE SOUTH HALF OF THE NORTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 9, TOWNSHIP 13 SOUTH, RANGE 2 EAST OF THE 6TH PRINCIPAL MERIDIAN, ABILENE, DICKINSON COUNTY, KANSAS, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHWEST CORNER OF SCHROEDER ADDITION TO THE CITY OF ABILENE, THENCE ALONG THE NORTH LINE OF SCHROEDER ADDITION N. 0°00'00" E. A DISTANCE OF 162.50 FEET, THENCE S. 89°20'51" W. A DISTANCE OF 402.00 FEET TO THE POINT OF BEGINNING, THENCE ALONG SAID NORTH LINE N. 89°20'51" W. A DISTANCE OF 402.00 FEET TO THE POINT OF BEGINNING, CONTAINS 1.50 ACRES, MORE OR LESS, END OF DESCRIPTION.

BASIS OF BEARINGS:

THE BASIS OF BEARINGS FOR THIS SURVEY IS A PLATTED BEARING OF N. 89°20'51" W. ALONG THE NORTH LINE OF ASHRA BANK ADDITION TO THE CITY OF ABILENE, DICKINSON COUNTY, KANSAS.

SURVEY NOTES:

1. BEARINGS AND DISTANCE SHOWN WERE MEASURED BY INSTRUMENT ON THE GROUND.
2. PERMANENT IMPROVEMENTS ARE SHOWN HEREON.
3. THE DATE OF SURVEY IS 03/04/2021.
4. NO EVIDENT ENCUMBRANCES OBSERVED AT THE DATE OF SURVEY.
5. NO LINES OF POSSESSION OBSERVED OTHER THAN THAT SHOWN HEREON. A COPY OF THE ZONING REGULATIONS CAN BE FOUND IN THE CITY OF ABILENE, KANSAS, OFFICE OF THE CITY CLERK.
6. THE SURVEY WAS CONDUCTED IN THE PRESENCE OF THE OWNER, GULLEY PROPERTIES LLC, AND THE CITY OF ABILENE, KANSAS, OFFICE OF THE CITY CLERK.
7. THE SURVEY IS RECORDED IN THE REGISTER OF DEEDS OFFICE OF DICKINSON COUNTY, KANSAS IN DEED BOOK 240, PAGES 600-601.

GENERAL NOTES:

1. There are no visible encumbrances on the subject property.
2. The legal description provided on this plat represents the land referred to in the title.
3. Property is currently zoned C-3 Commercial. Surveyed property currently meets zoning regulations. Future structures must be constructed within the lot shown hereon. A copy of the zoning regulations can be found in the City of Abilene, Kansas, Office of the City Clerk.
4. The area being surveyed is in Flood Zone X, one's determined to be outside the 0.2% and 1% annual chance flood plain, found on FEMA (Flood Insurance Rate Map) Community Flood Numbers 2004100002C. Map is available at the Federal Emergency Management Agency (FEMA) website.
5. The survey was conducted on 03/04/2021.
6. The survey was conducted by KAM VALLEY ENGINEERING.
7. The bearings and distances for the property shown hereon are 10 feet from the property line.
8. The bearings and distances for the property shown hereon are 10 feet from the property line.

N.E. COR. ASHRA BANK ADDITION
1/2" REBAR WITH "X" CLASP CAP
ORIGIN: SHOWN ON SURVEY BY
CAMPBELL & JOHNSON ENGINEERS
DATE: 08/04/2011 FILE: 15



LEGEND	CONTRIBUTOR
1	OWNER
2	ADJACENT PLATTED AS ADDITION
3	ADJACENT PLATTED AS ADDITION
4	ADJACENT PLATTED AS ADDITION
5	ADJACENT PLATTED AS ADDITION
6	ADJACENT PLATTED AS ADDITION
7	ADJACENT PLATTED AS ADDITION
8	ADJACENT PLATTED AS ADDITION
9	ADJACENT PLATTED AS ADDITION
10	ADJACENT PLATTED AS ADDITION
11	ADJACENT PLATTED AS ADDITION
12	ADJACENT PLATTED AS ADDITION
13	ADJACENT PLATTED AS ADDITION
14	ADJACENT PLATTED AS ADDITION
15	ADJACENT PLATTED AS ADDITION
16	ADJACENT PLATTED AS ADDITION
17	ADJACENT PLATTED AS ADDITION
18	ADJACENT PLATTED AS ADDITION
19	ADJACENT PLATTED AS ADDITION
20	ADJACENT PLATTED AS ADDITION

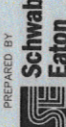
REVIEW SURVEYOR'S CERTIFICATE:
This Plat has been reviewed and approved for filing pursuant to and in compliance with K.S.A. 58-2505
COUNTY OF DICKINSON, KS
City of Abilene, Kansas this _____ day of _____, 2021.

SURVEYOR'S CERTIFICATE:

I, the undersigned, being duly qualified as a Notary Public in and for the State of Kansas, do hereby certify that the foregoing is a true and correct copy of the original instrument as the same appears in my records.

Notary Public in and for the State of Kansas
My Commission Expires 08/04/2022

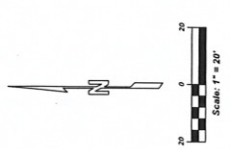
My appointment expires _____



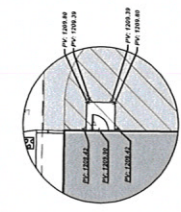
PREPARED BY
Schwab Eaton
CONSULTING ENGINEERS - LAND SURVEYORS - LANDSCAPE ARCHITECTS
601 E. CAMPBELL STREET, STE. 203 - ABILENE, KANSAS - PH 785-404-2139
FEBRUARY 2021

ENGINEER'S NAME: P.S. 1664

[illegible]



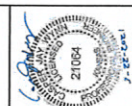
1. FINISHED DRAINAGE SLOPES SHALL BE NO STEEPER THAN 1 FT. VERTICAL TO 1 FT. HORIZONTAL.
2. SLOPES IN MANICURED PAVEMENT STALLS AND ACCESSIBLE WALKS SHALL NOT EXCEED 5% SLOPE IN ANY DIRECTION.
3. FINISHED GRADES SHOWN ON PLANS ARE TO BE THE FINAL LANDSCAPE. ALL WORK, INCLUDING PAVEMENT AND LANDSCAPING.
4. EXISTING UTILITIES ARE SHOWN IN APPROXIMATE LOCATIONS AND TO THE BEST AVAILABLE INFORMATION. CONTRACTOR TO RELEAD OR RELOCATE ANY EXISTING UTILITIES AND OTHER UTILITIES NOT SHOWN ON PLANS. CONTRACTOR SHALL BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES WHICH MAY OCCUR DURING THE CONSTRUCTION OF THE PROJECT AND SHALL BE RESPONSIBLE TO LOCATE AND PRESERVE ANY AND ALL EXISTING FACILITIES.
5. CONTOUR INTERVALS IS 1'.
6. COMPACTION REQUIREMENTS: UNLESS OTHERWISE SPECIFIED BY THE LOCAL AUTHORITY, ALL EXISTING AND MANICURED AREAS SHALL BE PROPERLY COMPACTED IN LIFTS NOT EXCEEDING 8 INCHES. LOOSE MATERIAL SHALL BE REMOVED AND REPLACED WITH PROPERLY TESTED MATERIAL AS RECORD FOR THE PROJECT, AND SHALL BE REFINISHED, DENSITY AND OPTIMUM MOISTURE REQUIREMENTS DETERMINED. DENSITY OF EXISTING MATERIAL SHALL BE DETERMINED IN RELATION TO THE MAXIMUM DENSITY AND OPTIMUM MOISTURE CONTENT OF THE MATERIAL TO BE PLACED. THE CORRELATION TEST SHALL BE RUN. COMPACTION SHALL BE AT LEAST 98 PERCENT OF THE MAXIMUM DENSITY OF THE MATERIAL TO BE PLACED. ALL EXISTING AREAS OF 12 INCHES SHALL BE COMPACTED TO 95 PERCENT OF THE MAXIMUM DENSITY. AREAS OF 12 INCHES OR DEEPER SHALL BE COMPACTED TO 98 PERCENT OF THE MAXIMUM DENSITY. TO A DEPTH OF 12 INCHES BELOW SUBGRADE, AGGREGATE BASE OR CONCRET SHALL BE COMPACTED TO 98 PERCENT OF THE MAXIMUM DENSITY. ALL EXISTING AREAS OF 12 INCHES OR DEEPER SHALL MEET 94 PERCENT MAXIMUM DENSITY OR AS OTHERWISE DIRECTED BY A GEOTECHNICAL ENGINEER.
7. BACKFILL OF UTILITY TRENCHES UNDER PAVEMENT CURBS SHALL BE COMPACTED TO 98 PERCENT OF THE MAXIMUM DENSITY. AREAS BACKFILLED WITH 36 INCH OR 48 INCH CLEAR CIRCLES SHALL BE



5" CONC. PAD/LANDING

SHEET NO.		C3	CIVIL NO. 2004	GP 12														
GRADING PLAN																		
<table><tr><td>SCALE VERB:</td><td>N/A</td></tr><tr><td>SCALE HORZ:</td><td>1" = 20'</td></tr><tr><td>CHECKED:</td><td>CAN</td></tr><tr><td>DRAWN:</td><td>CAN</td></tr><tr><td>DESIGN:</td><td>CAN</td></tr><tr><td>DWG:</td><td>2004-LA-01</td></tr><tr><td>DATE:</td><td>01/26/01</td></tr></table>					SCALE VERB:	N/A	SCALE HORZ:	1" = 20'	CHECKED:	CAN	DRAWN:	CAN	DESIGN:	CAN	DWG:	2004-LA-01	DATE:	01/26/01
SCALE VERB:	N/A																	
SCALE HORZ:	1" = 20'																	
CHECKED:	CAN																	
DRAWN:	CAN																	
DESIGN:	CAN																	
DWG:	2004-LA-01																	
DATE:	01/26/01																	
Survey by		CAN																
No. _____																		
Date _____																		

FAMILY DOLLAR
1709 N. BUCKEYE AVE
ABILENE, KS

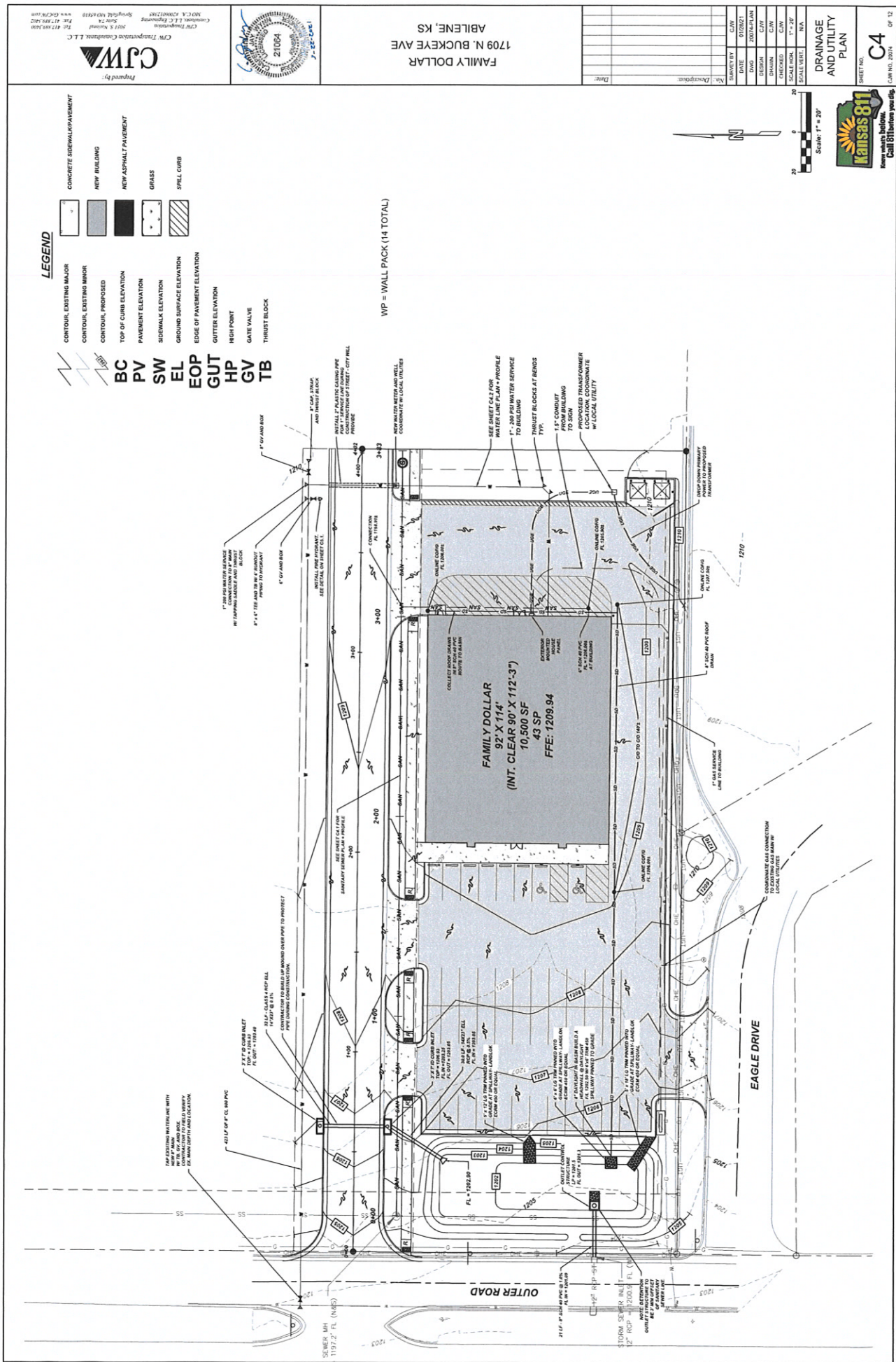


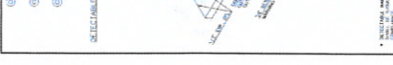
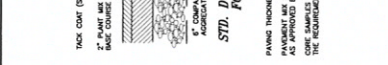
CJW

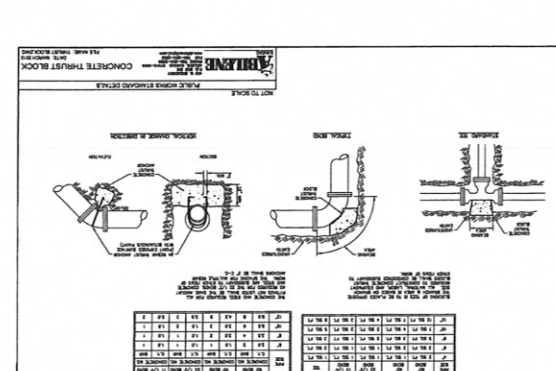
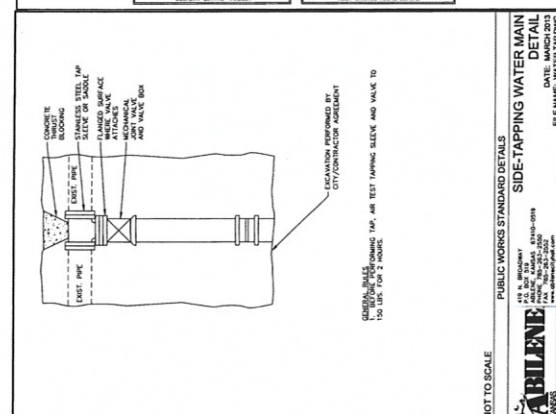
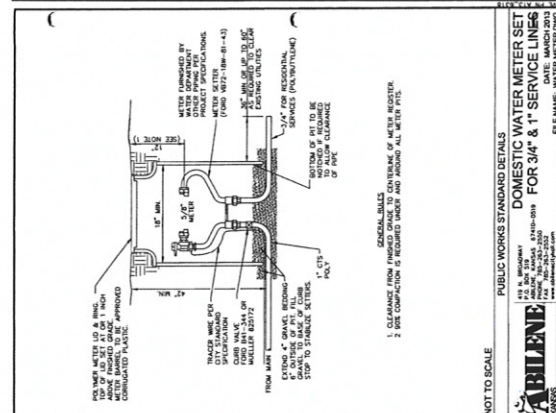
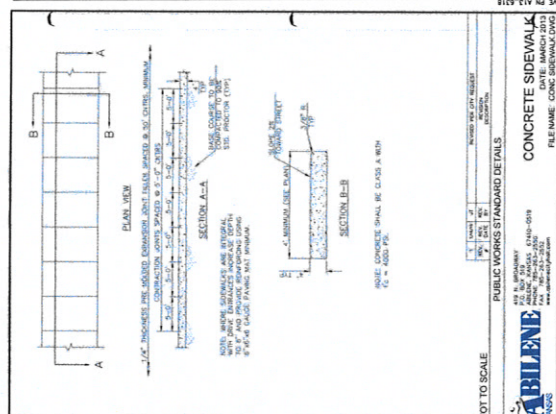
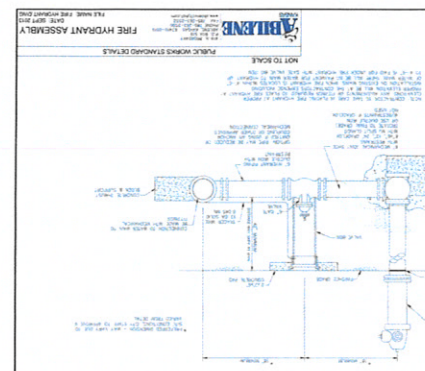
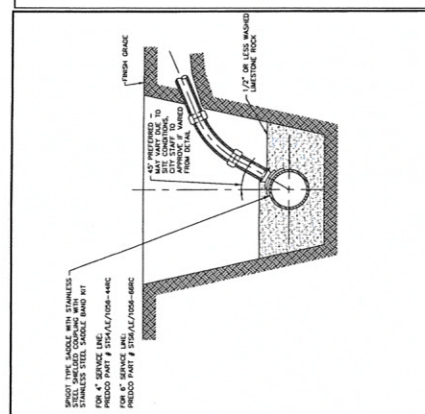
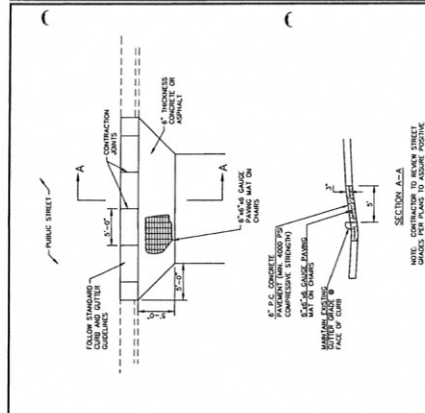
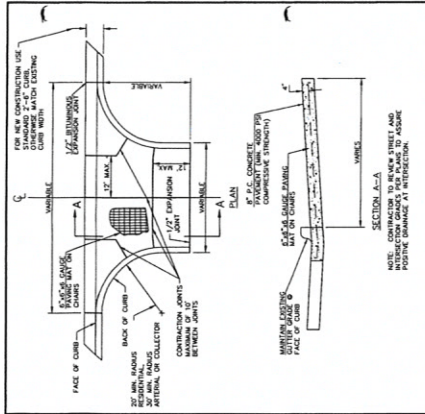
C/W Transportation
Construction, LLC Engineering
MO CA #2000612185
Springfield, MO 65810
www.CWTR.com

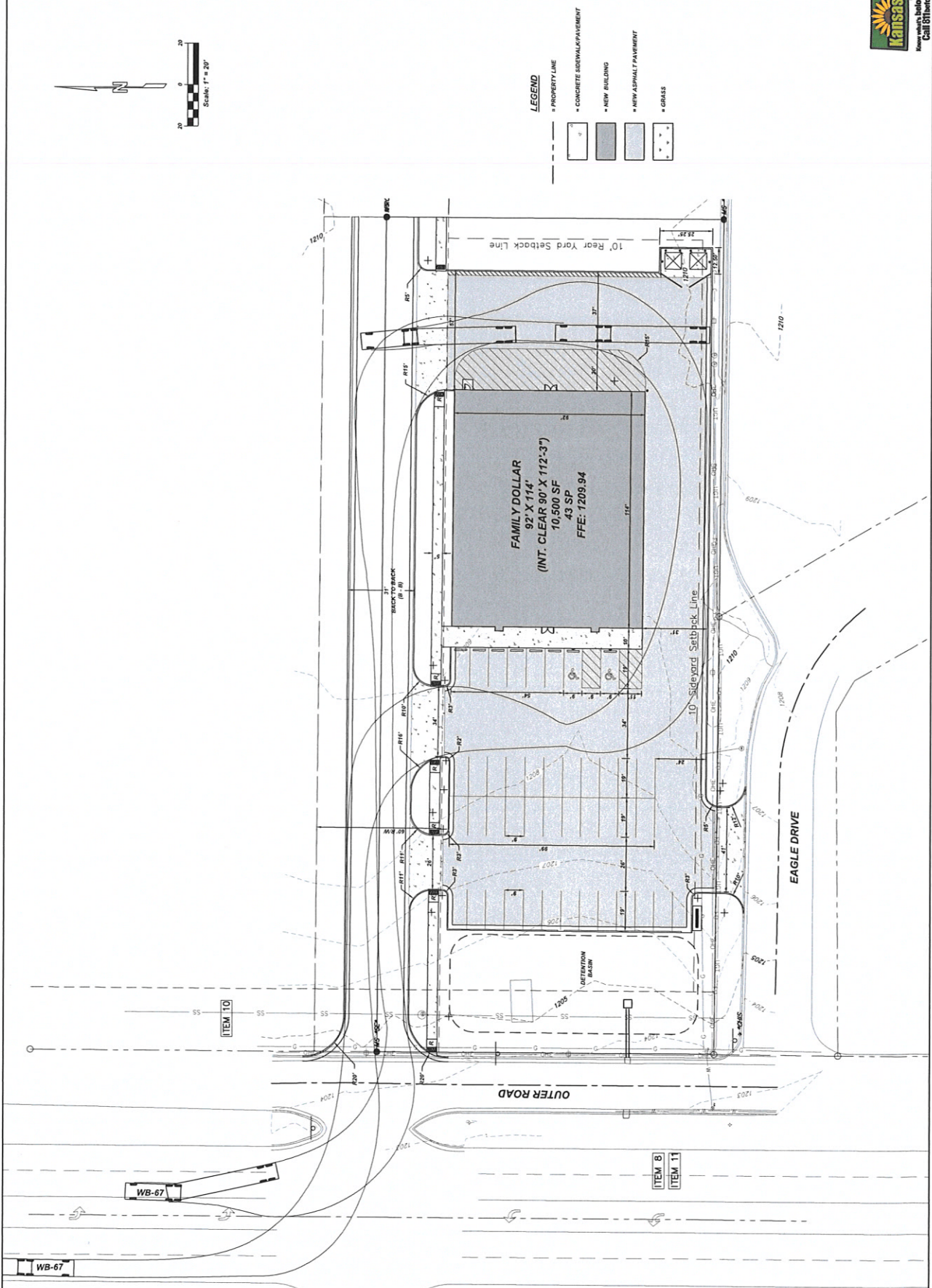


**Know what's below.
Call 811 before you dig.**











CITY OF ABILENE
Item for City Commission Agenda

Meeting Date:

5/3/2021

Originating Department

Abilene Municipal Airport

Prepared By:

Marcus Rothchild

Approved For Agenda By:
(Office Use Only)

AGENDA ITEM HEADING:

Master agreement with Olsson and Associates for Airport Environmental Assessment

BACKGROUND:

The Airport Master Plan identified an obstruction removal/mitigation project as a priority in our airport capital improvement plan. City staff has been working with Olsson and associates and the FAA to prepare all proper paperwork needed for this project to qualify for FAA funding. This project will qualify for 90% funding from the FAA. After a thorough review of the project, Olsson has prepared the attached work order to be presented to the City Commissioner for their consideration.

FISCAL NOTE:

The maximum amount for this project would be \$172,953.

FAA (90%): \$155,657.70

City Responsibility (10%): \$17,295.30

COMMISSION ACTION OPTIONS:

Consider Approval of Master Agreement Work Order No. 1 Environmental Assessment



MASTER AGREEMENT WORK ORDER NO. 1 ENVIRONMENTAL ASSESSMENT

This exhibit is hereby attached to and made a part of the Master Agreement for Professional Services dated October 9, 2020 between the City of Abilene, Kansas ("Client") and Olsson, Inc. ("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.

PROJECT DESCRIPTION AND LOCATION

Project will be located at: Abilene Municipal Airport

Project Description: Environmental Assessment

SCOPE OF SERVICES

Olsson shall provide the services list on Exhibit A (Scope of Services) to Client for the Project:

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: June 1, 2021
Anticipated Completion Date: December 31, 2022

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

Elements 1-6. Client shall pay to Olsson for the performance of the Scope of Services a lump sum of \$149,724 for Elements 1-6, as shown on Exhibit B, attached and made a part hereto.

Element 7. Optional Tasks 7.1 – 7.4 will be completed if needed. Payment for these tasks shall be the lump sums shown on Exhibit B, attached and made a part hereto, and as listed below.

- Task 7.1. \$12,312
- Task 7.2. \$14,332
- Task 7.3. \$8,326
- Task 7.4 \$11,488

The maximum amount of this work order is \$172,953. Olsson's reimbursable expenses for this project are included in the lump sum amounts. Olsson shall submit invoices on a monthly basis, and payment is due within 30 calendar days of invoice date. The final ten percent (10%) will not be billed until the work described for these tasks is completed and accepted by the FAA.

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 Marcus Rothchild

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, 302 S. Fourth Street, Suite 110, Manhattan, KS 66502. This proposal will be open for acceptance for a period of 90 days from the date set forth above, unless changed by us in writing.

OLSSON, INC.

By _____

By _____

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: _____

Attachments

Exhibit A: Scope of Services

Exhibit B: Project Cost Summary

EXHIBIT A

SCOPE OF SERVICES

FOR

ABILENE MUNICIPAL AIRPORT

ENVIRONMENTAL ASSESSMENT

FOR AIRSPACE OBSTRUCTION REMOVAL AND OTHER RELATED WORK

General Project Description

The project is described as the planning and environmental services necessary to fully evaluate the applicable environmental impact categories and prepare an Environmental Assessment (EA) pursuant to the requirements of Section 102(2)(c) of the *National Environmental Policy Act (NEPA) of 1969* (Public Law [PL] 91-190, 42 United States Code [USC] 4321 et. seq.) as outlined in 40 Code of Federal Regulations (CFR) 1500-1508. The format and subject matter included within the EA will conform to the requirements and standards set forth by the Federal Aviation Administration (FAA) as contained principally in FAA Order 1050.1F, *Environmental Impacts: Policies and Procedures* and Order 5050.4B, *National Environmental Policy Act (NEPA) Implementing Instructions for Airport Actions*.

The EA will specifically evaluate the following actions near Abilene Municipal Airport (Airport):

- Acquisition of permanent or temporary easements or fee property to allow for clearing of obstructions to the Airport's 20:1 approach surface to Runway 17
- Removal of trees which obstruct the Airport's 20:1 approach surface to Runway 17
- Acquisition of properties as identified on the Airport Layout Plan

The FAA will serve as the Lead Agency in the NEPA process. The preparation of an Environmental Impact Statement (EIS), should it prove necessary, is not included within this Scope of Services.

Project Team members include:

- **Olsson** – Olsson will perform land surveying for individual obstructions and real properties, environmental field surveys, cost estimation, and alternatives analysis.
- **Coffman Associates** – Coffman Associates will prepare the purpose and need, affected environment, environmental consequences, and will also be responsible for compiling the documentation for submittal to FAA.
- **CitySearch Preservation** – As needed, CitySearch Preservation will conduct historical evaluations related to properties that may be affected by the proposed project.

ELEMENT ONE - PROJECT INITIATION

Task 1.1 – Land Survey and Analysis

Complete topographic and legal surveys to include tree heights, tree locations, and property lines will be prepared.

- Research public records to obtain legal descriptions for the affected parcels.
- Recover existing property monumentation, section corners, and subdivision corners in order to establish property lines, city right-of-way and railroad right-of-way.
- Determine the height of the trees as identified by FAA or the master plan as obstacles, along with any groves of trees that appear close in height to these trees.
- Provide an electronic drawing showing property lines and tree locations with heights.
- Horizontal coordinate system will be in reference to the Kansas State Plane Coordinate System North American Datum of 1983 (NAD83) and vertical will be referenced to NAVD 88 and tied to the airport NGS Control Point Curtis.

The survey information will be analyzed and summarized to identify which trees obstruct airspace surfaces and, therefore, would be candidates for trimming or removal. This information will be summarized and presented to the Sponsor and FAA.

Task 1.2 – Purpose and Need Statement

A draft Purpose and Need statement will be prepared to identify the purpose of the project and the need to be met. This statement will be submitted to FAA's Central Region Office for review and concurrence. Once finalized, it will also be incorporated into Chapter One of the Draft EA (Task 1.5).

Task 1.3 – Site Visit, Kick-off Meeting, and Public Scoping Workshop

Soon after the Notice to Proceed is issued, a site visit will be scheduled to take pictures and obtain firsthand knowledge of the site. In addition, a project kick-off meeting will be held. This meeting will be held in person at the city offices or library in conjunction with the site visit or held via teleconference at another time. The purpose of the meeting will be to present the project schedule and work milestones and to discuss agency scoping, cumulative analysis activities, and public involvement for the project. Additional project description information will be obtained, including all reasonable and practicable alternatives. The kick-off meeting will be attended by up to two (2) Olsson and two (2) Coffman Associates' personnel. At the Airport Sponsor's discretion, the FAA Central Region may also be invited to participate.

During the site visit, an initial public information workshop will be conducted using an "open house" format. The workshop will be held during the evening following the kick-off meeting. The purpose of this workshop will be to educate the public on the NEPA process, as well as to allow an opportunity to

learn about, and comment on, the proposed project. The workshop will use informational display boards prepared by Coffman Associates to facilitate discussion with attendees. Up to two (2) members of the Olsson and two (2) members of Coffman Associates will attend the workshop to allow for one-on-one interaction with the public. Written comments received during the workshop will be summarized and included within a chapter or an appendix of the EA. Coffman Associates will also provide and maintain sign-in sheets, comment forms, or other materials used during the workshop.

Notification of the workshop can be accomplished using press releases, newspaper advertising, email blasts, and/or direct mailings (using a small fact sheet or postcard format) to adjacent landowners, interested citizens, neighborhood associations, and other groups in the area that may have an interest in the environmental documents. Coffman Associates will provide draft copy for any of these methods of communication, as requested by the Airport. The Airport will also be responsible for placing press releases, newspaper notices, or public advertisements in appropriate newspapers and for posting notices on appropriate websites, and for the mailing of any direct mailings or the sending of email blasts.

Task 1.4 – Resource Agency Coordination

An agency coordination list and scoping packet will be prepared to announce the preparation of the EA and solicit input regarding known environmental resources and environmental issues or concerns related to the project area. Per FAA practices, the scoping materials will be sent first to the Central Region Environmental Protection Specialist assigned to the project for review and comment. Subject to FAA approval, the scoping packet may be sent out by Coffman Associates on behalf of Abilene Municipal Airport and will be printed on the consultant's or the city's letterhead.

Task 1.5 – Project Description (Chapter One) and Alternatives (Chapter Two)

The first two chapters of an EA define the necessary analysis to follow. Chapter One of the EA will include an introduction to the FAA environmental process, an overview of the Airport and the project site, a description of the project and its purpose and need, a list of required Federal Actions, and a project implementation schedule. Chapter Two will contain an alternatives screening process that identifies the criteria to be used in the EA to determine the appropriate alternatives to be carried forward throughout the analysis. Alternatives to the project as proposed will then be developed based on comments and materials received during Tasks 1.3 and 1.4. These alternatives will be outlined in a manner consistent with FAA Orders 1050.1F and 5050.4B.

Chapters One and Two will be sent to the Airport and FAA Central Region for concurrent review and comment.

ELEMENT TWO - AFFECTED ENVIRONMENT

Task 2.1 – Existing Conditions Inventory

Coffman Associates will identify and review available environmental documents and secondary sources related to the project site and general area. These sources include but may not be limited to: soil and floodplain maps; existing and historic land use, including land ownership, zoning, General Plan land use designations, and known hazardous sites; available aerial photographs; socioeconomic data; watershed and groundwater data; and previous environmental and planning studies. Coffman Associates will also review any information which is made available from resource agencies as part of the agency scoping process to help identify the presence of sensitive environmental resources near the proposed project.

A description of the affected environment will then be prepared to succinctly describe the area to be developed, including the results of Tasks 2.1.1 through 2.1.5. This description of the affected environment will serve as Chapter Three of the Draft EA and will include the following information as required by FAA Order 1050.1F. Exhibits will be provided, as needed, to visually present the information.

All the items below will be addressed in a level of detail commensurate with the importance of the resource, with less important information summarized, consolidated, or referenced. Supplemental studies specific to the project site will be summarized and incorporated into Chapter Three of the Draft EA.

- Biological resources;
- United States (U.S.) *Department of Transportation Act*, Section 4(f) resources; Known hazardous materials sites and available solid waste facilities;
- Cultural resources;
- Existing land use and planning;
- Socioeconomic and environmental justice issues (such as population characteristics, growth, future land use);
- Visual resources, including airport lighting sources; and
- Water Resources to include Wetlands, Floodplains, Surface Water, Ground Water.

The following items are not affected because either they don't occur in the project area or there will be very little or no impacts.

- Air quality
- Climate
- Coastal Resources
- Farmlands;
- Availability of utilities (energy) and natural resources; and
- Wild and scenic rivers.

Task 2.1.1 – Land Use Inventory, including Department of Transportation, Section 4(f) Resources and Noise-Sensitive Land Uses

Existing and planned land uses and zoning in the project vicinity, including noise-sensitive land uses, such as nearby residences, will be identified based on a review of General Plan land use maps, zoning maps, aerial photography, and the site visit conducted as part of Task 1.3. Specific attention will be focused on U.S. Department of Transportation (DOT) Section 4(f) resources (i.e., public parks and recreation areas, and historic and archaeological sites), and any other existing land uses that could be adversely affected by the proposed project.

No noise modeling is included within this Scope of Services.

Task 2.1.2 – Water Resources Inventory

Information will be compiled on the existing water-related conditions of, and in the immediate vicinity of, the proposed project, including wetlands, floodplains, surface water, groundwater resources, and wild and scenic rivers. Floodplain information is available from the Federal Emergency Management Agency (FEMA) as well as the County/City Engineer. Once the information on surface water features has been compiled, on-site drainage will be discussed as well as its relationship to the overall watershed. The U.S. Environmental Protection Agency's (EPA) online database for impaired waters under Section 303(d) of the *Clean Water Act* will be utilized to assess surface water quality issues in the area. Any additional studies concerning water quality or water resources made available will also be reviewed.

Groundwater quality data will be obtained from existing databases, including those maintained by the U.S. Geological Survey (USGS), EPA, the Kansas Department of Health and Environment – Bureau of Water, and/or any local records for on-site wells made available from the Airport Sponsor.

Task 2.1.3 – Field Evaluation of Biological Resources and Wetlands

The site visit will specifically focus on sections of the project area that may require tree removal to identify areas to avoid, suggest project modifications, and inform permitting as needed.

Desktop Review. Prior to the site visit, Olsson will complete a desktop review of available databases to determine areas within the project study area that may have potential wetlands or other waters, endangered species, and other sensitive environmental resources. This review will include accessing information from the National Hydrography Dataset (NHD), National Wetland Inventory (NWI), U.S. Geological Survey (USGS) 7.5-minute topographic maps, Natural Resources Conservation Service (NRCS) soil data, and current and historical aerial imagery, among others. The review will also include accessing information from the U.S. Fish and Wildlife Service (USFWS) and the Kansas Department of Wildlife, Parks and Tourism.

Site Visit. Olsson will conduct a site visit to field-verify the presence or absence of wetlands and other waters, to document habitat characteristics and biological resources present within the study area, and to observe other resources identified during the desktop review. The site visit will not serve as a formal wetland delineation for permitting purposes or a formal biological survey. The site visit will be conducted by traversing the project study area to identify wetland characteristics, including hydrophytic vegetation, hydric soils, and wetland hydrology. The boundaries of potential wetlands and/or other waters will be identified using sub-meter accuracy global positioning system (GPS) units, if possible. Photographs documenting site conditions, including wetlands and other waters, will be taken. The site visit will be completed when no snow is present on the ground. The boundaries of wetlands and other waters will only be approximate and collected to assess the need for further study. Additional resources will also be documented during the site visit, including potential historic resources, special wildlife habitats, and other project concerns.

Memo. Upon completion of the site visit, Olsson will prepare a brief memo documenting the findings of the site visit detailing the presence or absence of wetlands and other waters, habitat characteristics and biological resources present within the study area, and other resources within the project study area. The memo will include a narrative of how the desktop review and site visit was conducted and a summary of the results. Figures showing the approximate wetland and other waters boundaries will be included, along with a photo log documenting conditions at the time of the site visit. The memo will identify areas to avoid and will be used to inform project design. Preliminary GIS data will also be provided.

Task 2.1.4 – Cultural, Historical, and Archaeological Resource Inventory

An Area of Potential Effect (APE), which delineates the areas of direct and indirect impacts, will be prepared and provided to the FAA for review and comment. Upon receiving approval from the FAA, a final APE will be defined. Coffman Associates will assist the FAA in preparing consultation materials to be used during the required coordination processes with the State Historic Preservation Officer (SHPO) and any Native American Tribes with interest in the project area.

To evaluate the properties within the study area, a historical narrative containing a description and brief history of the designated residences north and east of the Abilene Municipal Airport will be prepared. Documentation will include *as available*:

1. A brief history of the neighborhoods, plat maps, building permits, a chain of title history, and a discussion of the construction and style of the properties.
2. Brief descriptions of each building, including legal description, building materials, year of construction and any known alterations.
3. Digital images of each property taken from the public right-of-way.

4. Digital images of any found archival material regarding the residences, including parcel maps, plat maps, and photographs. Owners of historical documents will be encouraged to donate said items to the State Archives of Kansas.

Task 2.1.5 – Other Resource Categories per FAA Order 1050.1F

Information regarding all other Order 1050.1F resource categories will be summarized based on the overall research conducted as part of this element. This information will be used to justify the elimination of certain impact categories from further evaluation, as appropriate.

ELEMENT THREE - ENVIRONMENTAL CONSEQUENCES

The purpose of this element is to examine potential impact categories, based on the requirements of FAA Order 1050.1F, to determine if significant impacts would result from the Proposed Action alternative, the No Action alternative, or any other development alternatives appropriate for detailed analysis as determined during Task 1.5. Impact categories that may be affected by the proposed project are listed below, along with a brief discussion of activities that might be required for each. If it is determined that there are significant impacts in any given category, mitigation will be identified. All resource categories identified in FAA Order 1050.1F will be discussed in a level of detail commensurate with the potential for significant impact.

Task 3.1 – Biological Resources

Based on the provided biological survey report, the EA will include a discussion of potential direct and indirect impacts (including any hazardous wildlife attractants in accordance with FAA Advisory Circular 150/5200-33B) to the local habitat, flora, and fauna resulting from the proposed project. Impacts will be evaluated using thresholds cited in FAA Order 1050.1F. Any mitigation that is required to reduce or eliminate significant impacts to wildlife resources will be discussed. This task includes coordination with appropriate agencies, such as USFWS and Kansas Department of Wildlife Parks and Tourism, if necessary, as identified in Tasks 1.4 and 2.1.3.

This task does not include consultation with USFWS and Kansas Department of Wildlife, Parks, and Tourism to determine whether the proposed project could jeopardize the continued existence of any endangered or threatened species or result in the destruction or adverse modification of habitat of such species, as required under Section 7 of the *Endangered Species Act*. Depending on the effect determination, the consultant will coordinate with the resource agencies with input from the FAA.

Task 3.2 – Historical, Architectural, Archaeological, and Cultural Resources

Based on the provided cultural resource survey, the EA will include a discussion of potential impacts the alternatives could have on historical, archaeological, architectural, or cultural resources. Using the APE exhibit prepared in Task 2.1.4, Coffman Associates will also assist FAA, as necessary, with coordination with the SHPO to confirm the extent of impacts, if any. No tribal consultation is included in this Scope of Services since FAA must undertake government-to-government consultation itself.

Should an eligible or listed property be adversely affected, the Advisory Council on Historic Preservation's (ACHP) *Protection of Historic Properties* protocols will be consulted by the FAA. If it is determined that a mitigation plan is needed, it will be undertaken through an amendment to this Scope of Services.

Task 3.3 – Compatible Land Use

The land use analysis will also address the consistency of the alternatives with the comprehensive development plans adopted for the area and other plans used in the development of the area transportation plan. This section of the EA will provide documentation to support the required Airport Sponsor's land use compatibility assurance under Section 511(a)(5) of the *1982 Airport Act*.

Task 3.4 – Visual Effects

As part of the EA analysis, potential visual effects related to the project will be addressed qualitatively. Any impacts to protected visual resources located in proximity to the project and the overall visual character of the study area will also be evaluated.

Task 3.5 – Socioeconomics

FAA Order 1050.1F requires that the following socioeconomic factors be considered during environmental analysis under NEPA. Would the action have the potential to:

- Induce substantial economic growth in an area, either directly or indirectly;
- Disrupt or divide the physical arrangement of an established community;
- Cause extensive relocation of housing or community businesses;
- Disrupt local traffic patterns and substantially reduce the levels of service on roads serving an airport and its surrounding communities; or
- Produce a substantial change in the community tax base?

It is not anticipated at this time that any of these issues will warrant extensive study; no primary source data collection is proposed under this Scope of Services.

Task 3.6 – Water Resources

The results of the provided biological study and water resources inventories, summarized under Task 2.1, will be used to assess these related impact categories. The EA will include each separate impact category as required by FAA Orders 1050.1F to address the potential for the project to meet mandated thresholds of significance for impacts to water resources.

Wetlands or jurisdictional waters of the U.S. impact analysis will be based on the provided survey report. The project's potential to result in exposure to flooding hazards and impacts to surface water quality or groundwater will be based on Task 2.1.2.

Task 3.7 – Other Resource Categories and Considerations

The following resources are either not located within the project environs or are not expected to be impacted by the proposed project: air quality, noise, coastal resources, children's environmental health and safety risks; and wild and scenic rivers. The project site is not located in a coastal area, nor is it near any wild or scenic rivers or rivers listed as being considered for designation on the National Rivers Inventory.

Other impacts will be evaluated and discussed at a level commensurate to the potential for impact (for example, DOT Section 4(f) Resources and Natural Resources and Energy Supply). Also, as required by FAA Order 1050.1F, to the extent not covered in the specific impact categories discussed above, the EA will include a discussion of the possible conflicts between the Proposed Action and the objectives of federal, state, regional, and local land use plans, policies, and controls for the area in question; any inconsistency of the Proposed Action with any approved state or local plan and laws; means to mitigate adverse environmental impacts; and the project's degree of controversy on environmental grounds.

ELEMENT FOUR - DOCUMENTATION

Task 4.1 – Preliminary Draft EA

A Preliminary Draft EA for the proposed project will be prepared in accordance with FAA Orders 5050.4B and 1050.1F. The Preliminary Draft EA will evaluate feasible alternatives, including the No Action alternative. The Preliminary Draft EA, which is designed for internal review only, will be submitted to the Airport Sponsor and FAA for review and comment. Up to four (4) copies of the Preliminary Draft EA will be prepared for the Airport Sponsor and FAA's Central Region for concurrent review.

Task 4.2 – Revised Preliminary Draft EA

Following review, comments made by the Airport Sponsor and FAA as a result of Task 4.1 will be incorporated into the environmental document using track changes. Electronic copies of the chapters

containing the revisions will then be forwarded to the Airport Sponsor and FAA for review and concurrence prior to undertaking the FAA legal, “lines of business,” or regional review as necessary. For this review, FAA will be provided an electronic (pdf) copy and a link to download the revised Preliminary Draft EA.

Task 4.3 – Draft EA

A final “screen-check” version of the Draft EA will be submitted electronically to the Airport Sponsor and FAA for concurrence. Once the Airport Sponsor receives FAA authorization to print the Draft EA, two (2) printed copies and a link to download the Draft EA in Adobe PDF format will be prepared. FAA will be provided an electronic (pdf) copy of the Draft EA and a link to download the Draft EA.

Task 4.4 – Final EA

The Final EA for the proposed project will include an appendix containing an affidavit of publication of the Notice of Availability (Task 5.1). The appendix will also include pictures of any display boards or PowerPoint presentations given at workshops or public hearings. The Final EA document will also include copies of all written comments received during the public comment period (and any oral comments presented during a formal public hearing, if one is conducted) and responses to those comments as outlined in Task 5.2.

Before printing the Final EA, FAA will be provided an electronic submittal of the “Pre-Final” EA in Adobe PDF format. After the incorporation by Coffman Associates of any requested changes, FAA will then complete its final review. Once the Airport Sponsor receives approval to print the Final EA, two (2) printed copies and a link to download the Final EA will be prepared. FAA will be provided an electronic (pdf) copy and a link to download the Final EA.

ELEMENT FIVE – PUBLIC REVIEW AND RESPONSES TO COMMENTS

Task 5.1 – Notice of Availability of Draft EA

Once the Draft EA is available for public and agency comment, a Notice of Availability (NOA) and Opportunity to Request a Public Hearing will be prepared in accordance with the requirements of FAA Orders 1050.1F and 5050.4B and submitted to the Airport Sponsor for publishing in an area-wide or local newspaper of general circulation. The Airport Sponsor will be provided with an electronic copy of the Draft EA to make available on the city’s website.

The NOA will notify the public of the availability of the document and will allow for a 30-day public comment period. Additionally, NOA letters or emails will be sent to the various resource agencies consulted with during Task 1.3 to allow them an opportunity to review and comment on the Draft EA. Comments

made by the FAA’s legal, “lines of business,” or regional reviews will be incorporated into the environmental document at this time.

The Airport Sponsor has the responsibility of publishing the notices and ensuring the Draft EA is available for download on the city’s website.

Task 5.2 – Response to Public Comments

Responses will be prepared to address all written comments (and any oral comments received during a public hearing) raised during the official comment period for the Draft EA. Responses will be submitted to the Airport Sponsor for internal review and the FAA concurrently for review and resolution prior to inclusion into the Final EA. Revisions requested by the Airport Sponsor or FAA to the response to comments are included in Task 4.4.

ELEMENT SIX – PROJECT COORDINATION

Task 6.1 – Project Coordination

A portion of the environmental process involves coordination between the Consultant, Airport Sponsor, FAA, and environmental review agencies. Therefore, adequate time and budget must be provided to ensure that the necessary coordination can be carried out. This scope of work includes monthly teleconferences attended by Coffman Associates, if requested, throughout the process. It also includes telecommunication with FAA on an as-needed basis.

As identified in Tasks 4.2, 4.3, and 4.4, FAA requires approximately six (6) rounds of review:

- Initial review of project’s purpose and need statement and alternatives
- Initial review of cultural, wetland, and biological survey reports
- Coordination letters and notices
- Initial review of Preliminary Draft EA
- Initial review of Revised Preliminary Draft EA
- Initial review of Preliminary Final EA
- Review of revisions to Preliminary Final EA

ELEMENT SEVEN – OPTIONAL TASK

Task 7.1 – Public Hearing on the Draft EA (Optional)

If required, a public hearing will be conducted to solicit input from individuals, organizations, and agencies on the Draft EA and to provide an opportunity for the public to provide formal comments to a court

reporter. If requested by the Airport Sponsor, Coffman Associates will prepare a PowerPoint presentation to be used in conjunction with the hearing by either the Airport Sponsor or the Consultant. Two (2) Olsson and two (2) Coffman Associates' staff members will attend. Sign-in sheets, speaker registration forms, and written comment forms will be provided by Coffman Associates. The Airport Sponsor will be responsible for providing the hearing location and a court reporter. The court reporter will provide a transcript of the hearing for posting on the project website and for inclusion in the Final EA.

A public hearing notice will be prepared in accordance with the requirements of FAA Orders 1050.1F and 5050.4B and will be submitted to the Airport Sponsor for publishing in an area-wide or local newspaper of general circulation at least thirty (30) days prior to the public hearing date. The Sponsor will be responsible for placing press releases, newspaper notices, or public advertisements in appropriate newspapers, and for posting notices on appropriate websites. The Airport Sponsor will also be responsible for direct mailings or sending any email blasts. (These can occur in conjunction with the Notice of Availability notification discussed in Task 5.1).

Task 7.2 – Wetland Delineation (Optional)

If needed based upon the results of the desktop environmental review and site visit, Olsson will complete a Wetland Delineation of the project study area. Olsson will follow the methods described in the USACE Wetland Delineation Manual (1987) and the Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Great Plains Region (Version 2.0, March 2010).

Site Visit. A site visit will be conducted to field-verify the presence or absence of wetlands and other waters identified during the desktop review and initial site visit. The site visit must be conducted during the USACE specified growing season (generally May 1 – October 31). The site visit will be conducted by traversing the project study area to identify wetland characteristics, including hydrophytic vegetation, hydric soils, and wetland hydrology. Wetland and/or other waters boundaries will be delineated using sub-meter accuracy global positioning system (GPS) units. Great Plains Wetland Determination Data Forms will be filled out. Photographs documenting site conditions, including wetlands and other waters, will be taken. Agricultural areas require additional sample points primarily to document soil conditions. Transects will be developed through areas of potential farmed wetlands.

Report. Upon completion of the site visit, a report documenting the findings of the Wetland Delineation will be prepared detailing the presence or absence of wetlands and other waters within the project study area. The Wetland Delineation Report will include a narrative of how the Wetland Delineation was conducted and a summary of the results of the Wetland Delineation. Figures documenting information gathered during the desktop review and figures showing wetland and other waters boundaries, sample point locations, and photo point locations will be included, along with a photo log documenting conditions at the time of the site visit.

Jurisdictional Determination Request. If wetlands and other waterbodies are present within the study area, Olsson shall request a Jurisdictional Determination from the USACE. The Jurisdictional

Determination shall address whether the proposed actions will impact waters considered jurisdictional by the USACE or Environmental Protection Agency (EPA) under the *Clean Water Act*.

The submission prepared by Olsson will include a review of the wetlands and waters of the US, if any, identified in the Wetland Delineation Report, and other existing environmental data, including NWI maps, USGS topographic maps, soil survey data, the NHD, and aerial photographs. Olsson shall coordinate and attend a meeting with the USACE at the USACE office to discuss the Jurisdictional Determination, if requested by USACE or the client.

Task 7.3 - Species-Specific Surveys (Optional)

Based upon the project location, species-specific surveys may be required by the USFWS or Kansas DWPT based upon the result of the Biological Survey for a state and federal species of special concern.

If required, a qualified biologist will visit the site during agency-approved survey periods to document the potential presence/absence of target species and/or their habitat. Survey results will be summarized in a report, including site photographs and habitat descriptions, and submitted to the appropriate agency for review and approval. Olsson assumes that species-specific surveys will require no more than one site visit requiring two days of field work.

Olsson's ability to perform this task is dependent upon the particular species identified by the USFWS or Kansas DWPT for survey, as specific qualifications and/or permits may be required for particular species. Should specialized staff be required, this task would be considered out-of-scope.

Task 7.4 – Historic Property Evaluations (Optional)

Intensive surveys and property evaluations of up to five properties will be prepared. Each evaluation will incorporate neighborhood and building history discovered in Task 2.1.4, full description of each building's exterior, interview with property owner as available, digital photographs as permitted by owner and proposed determination of eligibility for listing in the National Register of Historic Places or Register of Historic Kansas Places. Each intensive survey will be entered into the Kansas Historic Resources Inventory (KHRI) platform. Intensive survey information will be entered into document form if requested.

The above scope of work is based on the consultant team's best professional judgment and incorporates information provided Olsson, Coffman Associates, and CitySearch Preservation, as well as preliminary internet research. However, should additional study, analysis, or coordination be needed beyond what is included in this Scope of Services, detailed addendums to this scope and associated costs will be prepared. Specific authorization will be sought prior to undertaking such tasks.

Olsson Project No 021-01266

ELEMENT / TASK		OLSSON								Sub-Consultants	Task / Element TOTAL	
		Principal \$245	Senior Engineer / Scientist \$175	Assistant Engineer / Scientist \$125	Surveyor \$150	Senior Technician \$100	Assistant Technician \$80	Clerical \$93	Total Labor Cost			Expenses
Element 1 - Project Initiation												
1.1	Land Survey and Analysis	2	8	8	24	12	72		\$13,450	\$475	\$9,096	\$23,021
1.2	Purpose and Need Statement	2	2						\$840		\$1,972	\$2,812
1.3	Site Visit, Kick-off Meeting, and Public Scoping Workshop	16	8					4	\$5,692	\$224	\$8,212	\$14,128
1.4	Resource Agency Coordination								\$0		\$2,128	\$2,128
1.5	Project Description (Chapter 1) and Alternatives (Chapter 2)	2	2			8			\$1,640		\$2,116	\$3,756
Element 1 Subtotal											\$45,845	
Element 2 – Affected Environment												
2.1	Existing Conditions Inventory								\$0		\$3,652	\$3,652
2.1.1	Land Use (Section 4(f) and Noise-Sensitive)								\$0		\$1,392	\$1,392
2.1.2	Water Resources Inventory								\$0		\$1,064	\$1,064
2.1.3	Field Evaluation of Biological Resources and Wetlands		4	8		20	48	6	\$8,098	\$1,440	\$552	\$10,090
2.1.4	Cultural, Historical, and Archaeological Resource Inventory											
	- Field work by City Search Preservation								\$0		\$7,500	\$7,500
	- Coordination by Coffman								\$0		\$1,644	\$1,644
2.1.5	Other Resource Categories per FAA Order								\$0		\$1,104	\$1,104
Element 2 Subtotal											\$26,446	
Element 3 – Environmental Consequences												
3.1	Biological Resources								\$0		\$552	\$552
	Historical, Architectural, Archaeological, and Cultural Resources								\$0		\$1,064	\$1,064
3.2	Compatible Land Use								\$0		\$2,484	\$2,484
3.4	Visual Effects								\$0		\$1,904	\$1,904
3.5	Socioeconomics								\$0		\$1,760	\$1,760
3.6	Water Resources								\$0		\$880	\$880
3.7	Other Resource Categories and								\$0		\$1,392	\$1,392
Element 3 Subtotal											\$10,036	

ELEMENT / TASK		OLSSON								Sub-Consultants	Task / Element TOTAL	
		Principal \$245	Senior Engineer / Scientist \$175	Assistant Engineer / Scientist \$125	Surveyor \$150	Senior Technician \$100	Assistant Technician \$80	Clerical \$93	Total Labor Cost			Expenses
Element 4 – Documentation												
4.1	Preliminary Draft EA	2	8					\$1,890		\$7,016	\$8,906	
4.2	Revised Preliminary Draft EA	2	4					\$1,190		\$3,364	\$4,554	
4.3	Draft EA	2	8					\$1,890		\$3,812	\$5,702	
4.4	Final EA	2	4					\$1,190		\$2,708	\$3,898	
Element 4 Subtotal										\$23,060		
Element 5 – Public Review and Responses to Comments												
5.1	Notice of Availability of Draft EA							\$0		\$736	\$736	
5.2	Response to Public Comments		4					\$700		\$2,484	\$3,184	
Element 5 Subtotal										\$3,920		
Element 6 – Project Coordination												
6.1	Project Coordination	30	2				16	\$9,188		\$8,000	\$17,188	
Element 6 Subtotal										\$17,188		
Element 7 – Optional Tasks												
7.1	Public Hearing on the Draft EA (Optional)	16	8				4	\$5,692	\$224	\$6,396	\$12,312	
7.2	Wetland Delineation (Optional)		8	8		20	80	8	\$11,544	1880	\$908	\$14,332
7.3	Species-Specific Surveys (Optional)		6	8		8	36	6	\$6,288	1130	\$908	\$8,326
7.4	Historic Property Evaluations (Optional)											
	- Field work by City Search Preservation							\$0		\$10,000	\$10,000	
	- Coordination by Coffman							\$0		\$1,488	\$1,488	
Element 7 Subtotal										\$46,458		
TOTALS								\$69,292	\$5,373	\$98,288	\$172,953	

EXHIBIT B - 1
SUBCONSULTANT COST PROPOSAL
FOR
ABILENE MUNICIPAL ENVIRONMENTAL ASSESSMENT
FOR AIRSPACE OBSTRUCTION REMOVAL AND OTHER RELATED WORK

Coffman Associates (Hourly Rates)						
Principal	Senior Professional	Professional	Technical/ Support	Total Labor	Expenses	Total
\$ 290	\$ 256	\$ 164	\$ 112			

Element 1 – Project Initiation

Task 1.1	Land Survey and Analysis	4	24	0	16	\$9,096	\$0	\$9,096
Task 1.2	Purpose and Need Statement	2	2	4	2	\$1,972	\$0	\$1,972
Task 1.3	Site Visit, Kick-off Meeting, and Public Scoping Workshop	16	0	16	4	\$7,712	\$500	\$8,212
Task 1.4	Resource Agency Coordination	0	4	4	4	\$2,128	\$0	\$2,128
Task 1.5	Project Description (Chapter 1) and Alternatives (Chapter 2)	2	0	8	2	\$2,116	\$0	\$2,116
Element 1 Subtotal		24	30	32	28	\$23,024	\$500	\$23,524

Element 2 – Affected Environment

Task 2.1	Existing Conditions Inventory	2	0	16	4	\$3,652	\$0	\$3,652
Task 2.1.1	Land Use (Section 4(f) and Noise-Sensitive)	0	2	4	2	\$1,392	\$0	\$1,392
Task 2.1.2	Water Resources Inventory	0	2	2	2	\$1,064	\$0	\$1,064
Task 2.1.3	Field Evaluation of Biological Resources and Wetlands	0	0	2	2	\$552	\$0	\$552
Task 2.1.4	Cultural, Historical, and Archaeological Resource Inventory	2	2	2	2	\$1,644	\$0	\$1,644
Task 2.1.5	Other Resource Categories per FAA Order 1050.1F	0	0	4	4	\$1,104	\$0	\$1,104
Element 2 Subtotal		4	6	30	16	\$9,408	\$0	\$9,408

Element 3 – Environmental Consequences

Task 3.1	Biological Resources	0	0	2	2	\$552	\$0	\$552
Task 3.2	Historical, Architectural, Archaeological, and Cultural Resources	0	2	2	2	\$1,064	\$0	\$1,064
Task 3.3	Compatible Land Use	2	4	4	2	\$2,484	\$0	\$2,484
Task 3.4	Visual Effects	0	4	4	2	\$1,904	\$0	\$1,904
Task 3.5	Socioeconomics	0	0	8	4	\$1,760	\$0	\$1,760
Task 3.6	Water Resources	0	0	4	2	\$880	\$0	\$880
Task 3.7	Other Resource Categories and Considerations	0	2	4	2	\$1,392	\$0	\$1,392
Element 3 Subtotal		2	12	28	16	\$10,036	\$0	\$10,036

Coffman Associates (Hourly Rates)							
Principal	Senior Professional	Professional	Technical/ Support	Total Labor	Expenses	Total	
\$ 290	\$ 256	\$ 164	\$ 112				

Element 4 – Documentation

Task 4.1	Preliminary Draft EA	4	4	24	8	\$7,016	\$0	\$7,016
Task 4.2	Revised Preliminary Draft EA	2	4	8	4	\$3,364	\$0	\$3,364
Task 4.3	Draft EA	2	4	8	8	\$3,812	\$0	\$3,812
Task 4.4	Final EA	2	4	4	4	\$2,708	\$0	\$2,708
Element 4 Subtotal		10	16	44	24	\$16,900	\$0	\$16,900

Element 5 – Public Review and Responses to Comments

Task 5.1	Notice of Availability of Draft EA	0	2	0	2	\$736	\$0	\$736
Task 5.2	Response to Public Comments	2	4	4	2	\$2,484	\$0	\$2,484
Element 5 Subtotal		2	6	4	4	\$3,220	\$0	\$3,220

Element 6 – Project Coordination

Task 6.1	Project Coordination	16	8	8	0	\$8,000	\$0	\$8,000
Element 6 Subtotal		16	8	8	0	\$8,000	\$0	\$8,000

Element 7 – Optional Tasks

Task 7.1	Public Hearing on the Draft EA (Optional)	12	0	12	4	\$5,896	\$500	\$6,396
Task 7.2	Wetland Delineation (Optional)	2	0	2	0	\$908	\$0	\$908
Task 7.3	Species-Specific Surveys (Optional)	2	0	2	0	\$908	\$0	\$908
Task 7.4	Historic Property Evaluations (Optional)	4	0	2	0	\$1,488	\$0	\$1,488
Element 7 Subtotal		20	0	18	4	\$9,200	\$500	\$9,700

Project Summary Total

Coffman Associates, Inc.

Element 1 – Project Initiation	24	30	32	28	\$23,024	\$500	\$23,524
Element 2 – Affected Environment	4	6	30	16	\$9,408	\$0	\$9,408
Element 3 – Environmental Consequences	2	12	28	16	\$10,036	\$0	\$10,036
Element 4 – Documentation	10	16	44	24	\$16,900	\$0	\$16,900
Element 5 – Public Review and Responses to Comments	2	6	4	4	\$3,220	\$0	\$3,220
Element 6 – Project Coordination	16	8	8	0	\$8,000	\$0	\$8,000
Total Without Optional Tasks	58	78	146	88	\$70,588	\$500	\$71,088
Element 7 – Optional Tasks	20	0	18	4	\$9,200	\$500	\$9,700
Total With Optional Tasks	78	78	164	92	\$79,788	\$1,000	\$80,788



CITY OF ABILENE
Item for City Commission Agenda

Meeting Date:

5/3/2021

Originating Department

Abilene Police Department

Prepared By:

Marcus Rothchild

Approved For Agenda By:
(Office Use Only)

AGENDA ITEM HEADING:

2021 Police Facilities Remodel

BACKGROUND:

Staff is going to provide a brief update on the Police department remodel discussion. Since our last discussion, staff has had multiple follow up meetings with the architects to complete the scope of work to seek bids for this project. Electrical engineers have reviewed the wiring at City Hall which identified concerns with old wiring throughout the building. Notice to bidders has now been sent out and bids will be received on Wednesday June 2, 2021 so that the City Commission can review the bids on the June 7th study session. There will be a pre-bid conference on Tuesday May 18th, 2021 at 2:30pm so that potential contractors/bidders can view the site and ask questions before offering a bid.

FISCAL NOTE:

After bids are reviewed staff will provide an update on potential cost.

COMMISSION ACTION OPTIONS:

No action required at this time.

NOTICE TO BIDDERS

Sealed bids will be received by the city of Abilene, KS at City Hall, 419 North Broadway until 3p.m., Wednesday June 2, 2021 C.D.T on behalf of City of Abilene for the furnishing of all labor and materials specified and the performance of all work in accordance with the Drawings and Specifications for:

**Abilene Police Department
419 North Broadway
Abilene, Kansas 67410**

The scope of work of the project includes remodeling of an existing +/- 3,200 sq. ft. space for offices, reception area, lobby, and training space for the police department, and related site requirements.

Plans and specifications will be available on or about May 3, 2021, for examination and can be obtained from the Architect, Bruce McMillan AIA, Architects, P.A., 332 West 7th St., Suite A, Junction City, Kansas 66441 (238-5678) or 555 Poyntz Ave Ste. 295 Manhattan, Kansas 66502 (776-1011) (admin@mcmillanarchitects.com) upon deposit of the sum of One Hundred Dollars (\$100.00) for each set. Requests for plans to be mailed will require a \$15.00 non-refundable postage and handling fee submitted separately from the deposit. A CD may be purchased and mailed for \$10.00 or plans may be provided electronically. Unsuccessful bidders only upon returning such set(s) promptly and in good condition within 10 days after date specified for receiving bids will be refunded the full amount. Plan deposits will not be refunded to planholders not supplying bids. A Contractor's Qualification Statement, AIA Document A305-2020 shall be submitted with the bid. Without this submittal and required verifications with the bid, it will be rejected.

Plans will be on file with:

- **Dodge Reports**
www.construction.com
(800-393-6343)

- **KCNR., llc.**
230 Laura
Wichita, KS 67211
(316-263-0265)
kcnr@kcnr.kscoxmail.com

Bid Security will be required in accordance with the Instructions to Bidders. Bidder qualifications may be required in accordance with Instructions to Bidders. Contract time will be set in accordance with the Instructions to Bidders and Agreement. OWNER reserves the right to reject any and all Bids and to waive irregularities in bidding.

No Bidder may withdraw a bid for a period of Thirty (30) days after the date of the opening of the Bids.

A pre-bid conference will be held Tuesday May 18, 2021 at 2:30 p.m. at 419 North Broadway Abilene, Kansas 67410.

Owner: City of Abilene, Kansas

N-1