

MAYOR
Anthony DaPrato

CITY OF CARBONDALE, KANSAS
OFFICE OF THE
CITY COUNCIL

PRESIDENT
Kevin Seals

COUNCIL
Cheryl Lister
Chad Moore
~~Kaitlyn Batt~~
Ronald Moeller



ATTORNEY
Tom Barnes II

CITY COUNCIL MEETING

Date: October 20, 2025

EMPLOYEES
Emily Bessette
Dustin Bretsnyder
Shannon Seals

Time: 7:00pm

Location: City Council Room, City Hall

Call to Order

The meeting was called to order at 7:00pm by Mayor Anthony DaPrato.

Minutes

Motion by Lister to approve meeting minutes from October 6, 2025, 2nd by Moore, motion carried.

Public Comment

None.

Zoning

Motion by Moore to approve fence permit for 202 Clay Ave, 2nd by Lister, motion carried.

Park

Heather Garrison provided a copy of park planning minutes from BG Consultants to the council. October 22, 2025 the steering committee will meet at City Hall at 6:30pm. There was discussion on whether or not walking path benches had been approved. After research only the benches in the dog park had been approved. October 22, 2025 the Park Steering Committee will be meeting at City Hall at 6:30pm, the public is welcome and encouraged to attend. They will be finalizing three park designs to put out to the public for voting.

Police

Chief Seals had BG Consultants architect in attendance to talk about USDA grants and loans. BG Consultants met with Chief Seals at 332 Main Street to view the building. She had been talking with the USDA about grants. She reached out to several architects and most of them stated it was too small of a project. BG Consultants looked over the building and put together a proposal.

Grant Urban was present to speak on BG Consultants behalf.

“The council was given a proposal to prepare a what we call a preliminary architectural report. Initially it is a concept plan for cost for the construction and the top cost for all the designs that go with it. Kind of a magnitude of scope effort that funding agencies whether through loan or through grant require to be able to support and understand the facility improvements what you're looking at in this scenario, that is kind of the scope of work. There's an exhibit with these proposed scope agreements that includes build documentation of the existing facility. Basically, measuring the building. It's a nice facility. It looks like it could very well meet the needs of your community. What we would do is work through that logistically understand the needs of the department. Lay that out and confirm that it aligns with accessibility, safety, security operations of that nature and then prepare documents that would show graphics of what the building would look like; floor plan, elevation, so forth with the cost. We prepare a report of our deliverables at the end of the day and we have proposed within twelve week period would be to kind of do something similar kind of the effort that was done for the park in the past which is that preliminary architectural report that can be utilized moving forward. I visited with GAS who worked with the community in the past as well suggesting that the process for this for USDA or for CDBG or other loan or grant applications, it's very similar as they really require the same. They want to know as a community you really look into the needs and options that your community has and understand the opportunities and pathways moving forward. So, that's really what we've offered for you to be able to review and consider at this time. We look forward to being able to work with you and get started on this process. And please feel free to ask any questions you may have while we're here.”

There was confirmation that this project was for the new police station, “old Casey’s”. The report is \$7,500. Lister confirmed what that cost was covering. Urban clarified “It's it's all of the work and the report itself. So, that's commutative of the cost of the time to do the field documentation to develop the documents for drawings to do the opinion of cost and to do that report deliverable. So, you'll receive several things. You'll receive essentially PDFs and 24x36 boards that show the scope of the project graphically. You'll have 8 ½ x 11 deliverables that come in PDF. Two of the opinions of costs that go for various options and levels of completion for the project and then you will receive a PDF, 8x11 of a report and that report itself will specifically identify some things that are necessary for those grant and loan applications inclusive of the existing condition the challenges with the existing

facilities in your existing department operations right now. We'll identify the opportunities that are provided through this venue. For example, the old Casey's building as it were and the options for just understanding the kind of the risk reward with that space. You know, is there utilities associated with it versus others, obviously there is. So, it's going to rate very well in that regard. So, proximity to downtown core, things of that nature, the identifiable codes that are related to that project as well will be identified in the report also."

Lister confirmed "So, it's just all of the paperwork that needs to be done before you can actually do any work on the building." Grant replied "Yeah, it's kind of that first phase is that first step. So, this becomes that concept plan essentially and then what would happen is once you have funding in place move forward it takes that design and then starts working on the details for bidding to a contractor so they can work. This base does not position the City to be able to bid the work yet at this time and this is that groundwork to be able to pursue the funding for it." The question was asked if this would get us to the point where we can go to USDA? Urban responded, "That is correct, yes, and then from USDA we go to CDBG. According to GAS as the process, they're looking at USDA and then to BGA potentially has the funding sources. That's kind of their expertise at the funding sources for more on the design side. But absolutely that's the process. This is that first step and with any design processes you go through. There's a planning phase where you have those concepts you're drafting them up, then you go to the schematic design which develop even further design development construction documents and then that's where you build project. So, this is just that first step. It's just we stop at that first step and put a report with it that identified the need for the project for USDA and City of Carbondale." Mayor confirmed if there needed to be any action taken. It needed to be approved or not approved forward. It was asked if the City were to apply for grant is BG Consultants going to apply for for grants. Urban responded, "Uh no, so we do not apply for the grants. That's where you have a grant at a writer, for example GAS, that's kind of their role we positioned so that they can take that information and to kind of partition that out to certain funding you were going to give them all the information they need." It was confirmed BG Consultants would provide GAS with any information needed to write the grant. "We get all that information in place that gives you the information for the individual write the grant. And that same information that's used to direct the grant also is used to begin the actual design for construction if that makes sense. So, it's kind of a two-part piece, but you have to have that first starting point. So that's where our role is. We will not be submitting that for the application, but we will provide seal documents that do have the architect seal of the cost of the report, and that's what those agencies look at when GAS is using such as USDA, CDBG or others. They're utilizing that information to submit to them as kind of documentation for the need of a project. And then others with GAS that's their expertise is filling out the application, also

has the potential of when we do get our grant that they could pay back for this for the \$7,500.”

Moeller moved to approve BG Consultants to move forward with the preliminary architectural designs and reports for 332 Main Street, not to exceed \$7,500, 2nd by Seals, motion carried.

Phase 1 for BG funding is in place.

Chief Seals has been working with Charger Arms and would like to purchase a new firearm, holster and optic night sites. With a trade in cost would be \$795.00. Moeller moved to proceed with the purchase of one weapon for the police department at the rate of \$795 after trade-in, 2nd by Seals, motion carried.

Officer Lock will leave for academy on November 3rd, 2025.

November 3rd through the 5th Chief Seals will be taking a free class from Academy for continuing education.

On October 28th Chief Seals will be teaching a class at Carbondale First Security Bank.

They have had 102 code enforcement cases this year with seven of them still pending. Six out of 26 court cases were code enforcement at the last municipal court.

Maintenance

While having the foundation in the back of City Hall repaired damage was noticed on the west side of the building. Motion by Lister to Fix hire Foundation and Masonry Specialist for \$4,500, 2nd by Moeller, motion carried.

Motion by Moore to hire RDR for \$115,524 out of the water reserve account to start replacing the ductile iron water line east of town, 2nd by Moeller, motion carried.

Bretsnyder has been doing extensive flushing of water lines. Once completed he will have a flushing regiment plan. Sediment gets into the ends of lines during water breaks.

Moore would like the park sign by the bank to be updated to match the other park signs.

Cox Communications has left some concrete pieces in the alley at 3rd and Market. Bretsnyder will get them removed or contact Cox depending on the project.

Mr. Staab

Mr. Staab has some seniors who would like to give back to the community. They will be in touch with the Rec Commission as well. They would like to do some touch-up painting around the ball diamonds and City Park. The gazebo at the park needs another coat of paint

and the bathroom doors need paint. Consensus to allow Mr. Staab and his students to make touch up repairs at the park and ball diamonds with approval of park committee.

Mercury

Discussion on having a phone in the hallway that citizens can use to call an officer when nobody is in the office.

Moeller moved to accept Mercury contract pending upload and download speeds in the amount of \$214 for phone and internet in City Hall, police station, and maintenance building, 2nd by Seals, motion carried.

Osage County Herald

Motion by Lister to approve three holiday ads in the amount of \$120, 2nd by Moeller, motion carried.

Ordinance 549

Motion by Lister to adopt ordinance 549 for recodification, 2nd by Moore, motion carried.

Broadcasting Meetings

Moeller moved to allow live streaming of council meetings no later than November 3rd, 2025, 2nd by K. Seals, Moore opposed, motion carried.

Off Agenda

Don Bailey will be installing cameras at the park.

Notes and FYI

N/A

Bills

There was a question that the city purchased a culvert for a resident. It was explained that the city purchases the culvert, and the cost is added to the customers utility bill. The maintenance department installs them at no cost to the customer.

K. Seals would like bills to have a better description of what they purchased with a detailed receipt.

Motion by K. Seals that they reviewed the bills, 2nd by Moore, motion carried.

Adjourn

Motion to adjourn by Lister, 2nd by Moore, motion carried at 8:16pm.