

**LOUISBURG CITY COUNCIL
REGULAR MEETING
JANUARY 21, 2020
6:30 P.M.**

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. OATH OF OFFICE – KALEE SMITH
4. CONSENT AGENDA
 - A. Adopt Agenda
 - B. Approval of Minutes of the Regular Meeting January 6, 2020
 - C. Approval of the Bills
5. RECOGNITION OF SCHEDULED VISITOR
 - A. Shelby Marten – Rockville Elementary (Pool Pass Request)
 - B. Dr. Rand Bowden – Ironhorse Dental
 - C. Fred Brucker – Citizen Privacy Rights
6. PUBLIC COMMENTS: Persons who wish to address the Mayor and City Council regarding items not on the agenda may do so at this time. Speakers will be limited to three (3) minutes. Any presentation is for informational purposes only.
7. DEPARTMENT REPORTS
8. CITY ATTORNEY’S REPORT
9. COUNCIL/COMMISSION REPORTS
10. MAYOR’S REPORT
11. ADMINISTRATOR’S REPORT
 - A. Paperless Packet Consideration
 - B. GAAP Waiver
 - C. Aquatic Center Slide Repairs
 - D. F250 Work Trucks
 - E. Lot Split for Property at 303 N. Broadway Street
12. ADJOURNMENT

**CITY OF LOUISBURG, KANSAS
MINUTES OF REGULAR MEETING
JANUARY 6, 2020**

The Council of the City of Louisburg, Kansas met at 6:30 p.m. in regular session in the City Hall Council Chambers. Mayor Marty Southard presiding. Councilmember Lee Baer was absent.

Council Members Steve Town, Thorvald McKiernan, Kalee Smith, Sandy Harris
City Administrator Nathan Law
City Clerk Traci Storey
City Attorney Kelly Stohs
Police Chief Tim Bauer
Fire Chief Gerald Rittinghouse
Communications Coordinator Jean Carder
Public Works Supervisor Craig Hufferd
Press
Visitors:

PLEDGE OF ALLEGIANCE

Councilmember Thorvald McKiernan led the pledge of allegiance.

APPROVAL OF CONSENT AGENDA

Councilmember Sandy Harris moved, seconded by Councilmember Thorvald McKiernan and carried 4-0, to approve the consent agenda to include adoption of the agenda, approval of the December 16th, 2019 minutes and bills list.

VISITORS

None

PUBLIC COMMENTS

None

DEPARTMENT REPORTS

Public Works: Public Works Supervisor Craig Hufferd said the City just received news that the City has been awarded a \$260,250 National Parks Service grant to enhance Lewis-Young Park. The grant will be used for improvements including new fencing on A and B fields, lighting and new pole installation on A field, construction of a nine-hole disc golf course, paving the parking lots next to B & C field and the area around the concession stand, a pavilion located near the east parking lot at the soccer fields and a 1.5 mile trail from the east soccer field to the baseball field area and back.

Fire Department: Fire Chief Gerald Rittinghouse reported the department had 305 calls in 2019. In 2020 they have received 7 calls thus far. The department will be helping the City of Peculiar at the funeral of a fallen firefighter that died in the line of duty last week.

Mayor Southard said he received a nice letter from Richard Ink that wanted to personally thank Fire Chief Rittinghouse and firefighters that helped him after a fall.

Police Department: Police Chief Tim Bauer presented information for a purchase for a 2020 Ford Explorer Police Interceptor. This vehicle will replace the 2013 Dodge Charger with an all-wheel drive police-rated vehicle. Quotes were secured from Louisburg Ford, Shawnee Mission Ford and Olathe Ford. Chief Bauer recommended purchasing a new 2020 Ford Explorer Police Interceptor from Louisburg Ford, equipped as quoted, for the purchase price of \$39,481.88. Councilmember Steve Town asked if the Charger would be traded in or would it go on Purple Wave. Chief Bauer said we would most likely trade it in, but we could do either. Councilmember Steve Town moved, seconded by Councilmember Kalee Smith and carried 4-0, to approve the proposal for a 2020 Ford Explorer Police Interceptor from Louisburg Ford as presented.

Administrator Law: City Administrator Nathan Law updated Councilmembers on the status of FLIP the past two years. In 2018, four businesses and five homeowners received grant money totaling \$8,000 and made \$61,000 worth of improvements. In 2019 there were 3 commercial owners and 19 residential owners that received \$14,222 of grant money and made \$59,090 worth of improvements. Thank you to the City Council for allowing this program to continue.

CITY ATTORNEY'S REPORT

None

COUNCIL REPORTS

Councilmember Kalee Smith: Councilmember Kalee Smith asked if the traffic cones on Broadway just north of Amity are located where the recent water leak occurred. Public Works Supervisor Hufferd said it was and the area should be fixed in the next few weeks.

Councilmember Harris: Councilmember Sandy Harris said there have been so many scam phone calls and wondered if MoKan Dial could help stop these calls. Chief Bauer said the State is involved in trying to help with getting these calls to stop as well. Administrator Law said they would reach out to MoKan Dial.

Councilmember Harris would also like to see information regarding FLIP on the website. Administrator Law said he would make that happen.

Councilmember McKiearnan: Councilmember Thorvald McKiearnan thanked staff with helping with unknown facts on social media.

Councilmember McKiearnan asked if packets could come in a PDF form. He said it is a waste of police officers' time by delivering them. Mayor Southard said he was also going to bring this up. Administrator Law said he could bring back information to Council about providing tablets or something similar. Councilmembers agreed to have Administrator Law bring back information at the next meeting.

MAYOR'S REPORT

None

ADMINISTRATOR'S REPORT

Louisburg City Code: City Administrator Nathan Law said changes were made to the Louisburg City Code Book as directed by Council and other appropriate boards/commissions. Councilmember Steve Town asked why the Fire Chief was not listed under staff appointments. Administrator Law said it is listed separately. Councilmember Thorvald McKiearnan moved, seconded by Councilmember Steve Town and carried 4-0, to adopt the City Code Book by Ordinance 1116.

Leaf Burning: The leaf bin at the burn site has been a great success as there seems to be less leaf burning in town and the large number of leaves being dumped at the site. At the direction of City Council, Staff has researched other options for leaf disposal and recommends the purchase of a vacuum trailer to haul leaves from the site. Leaves would be hauled to Belton where they would charge \$30 a load. Possible equipment includes a Weibang Debris Loader at \$7,198.00 and Little Wonder Debris Loader at \$18,256.00. Staff has also looked at forced air burning which would require the purchase of expensive equipment, upwards of \$100,000+. Leaf composting is not a viable option due to federal and/or state regulations required and for Staff capacity to manage the sheer volume of leaves being left at the site. Councilmember McKiernan thinks the trailer needs to be bigger. Councilmember Town asked if KDHE allows for leaves to be put on the crop ground. Hufferd said he would look into it. More information will be provided at a later date.

Councilmember McKiernan asked how many water meters were left to be installed this year. Hufferd said there are 800 meters left to install.

Fire Chief Rittinghouse said Miami County EMS has put a fourth ambulance into service at Hillsdale.

ADJOURNMENT

At 6:58 p.m. Councilmember Thorvald McKiernan moved, seconded by Councilmember Steve Town and carried 4-0, to adjourn the meeting.

Approved:

Marty Southard, Mayor

Attest:

Traci Storey, City Clerk

**CITY OF LOUISBURG, KANSAS
MINUTES OF SPECIAL MEETING
JANUARY 13, 2020**

The Council of the City of Louisburg, Kansas met at 6:30 p.m. in special session in the City Hall Council Chambers. Mayor Marty Southard presiding. Councilmember Kalee Smith and Lee Baer were absent.

Council Members Steve Town, Sandy Harris, Thorvald McKiernan,
Donna Cook
City Administrator Nathan Law
City Clerk Traci Storey
Planning Assistant Jean Carder
City Attorney

PLEDGE OF ALLEGIANCE

Councilmember Thorvald McKiernan led the pledge of allegiance.

OATH OF OFFICE

The oath of office was administered by City Clerk Traci Storey to new Councilmember Donna Cook.

ADJOURNMENT

At 6:33 p.m. Councilmember Thorvald McKiernan moved, seconded by Councilmember Donna Cook and carried 4-0, to adjourn the meeting.

Approved:

Marty Southard, Mayor

Attest:

Traci Storey, City Clerk

BILLS TO BE APPROVED 01/21/2020

VENDOR	AMOUNT	DEPARTMENT
BP	\$2,090.01	FUEL - ALL
A & B TREE SERVICE	\$1,100.00	SERVICES - BZ
APPLE ELECTRIC INC.	\$168.50	SERVICES - POLICE
BILL IRELAND SECURITY INC	\$230.45	ALARM MONITORING - ADMIN
BLACK HILLS ENERGY	\$2,838.08	SERVICES - GAS
BLUE VALLEY TRACTOR	\$196.45	SUPPLIES - PWD
CERTIFIED LIFE SAFETY LLC	\$788.00	INSPECTION - BZ
CITYCODE FINANCIAL LLC	\$1,750.00	SERVICES - ADMIN
CONRAD FIRE EQUIPMENT	\$2,076.38	EQUIPMENT - FIRE
CONTINENTAL RESEARCH	\$1,639.02	ICE MELT - STREETS
CORE & MAIN	\$805.87	PAINT - GAS
DELTA DENTAL OF KANSAS	\$2,502.73	INSURANCE - ALL
DIRECTV	\$189.55	FIRE - TV
EMS PROFESSIONALS, INC.	\$73.50	EQUIPMENT, SUPPLIES - FIRE
G-B CONSTRUCTION	\$1,600.00	SERVICES - LY PARK
GERKEN RENT-ALL, INC.	\$407.29	EQUIPMENT - PWD
GORDON CPA LLC	\$1,000.00	2019 AUDIT INVOICE 459-1
HACH COMPANY	\$1,724.94	EQUIPMENT - SEWER
HAMM INC	\$556.78	SUPPLIES - PWD
HOME DEPOT CRC	\$105.10	EQUIPMENT - PWD
IN BLOOM	\$75.00	FUNERAL ARRANGEMENT - ADMIN
INDUSTRIAL SALES CO	\$664.61	EQUIPMENT - GAS
IIMC	\$220.00	MEMBERSHIP - ADMIN
JARMEN DAVID	\$500.00	FLIP GRANT
KANSAS MUNICIPAL GAS	\$105,715.61	NATURAL GAS
KDH&E	\$578.00	TESTING - PUA
KS DEPT HEALTH & ENVIRONMENT	\$15.00	G. BROWN CERT - SEWER
LOUISBURG ATHLETIC CLUB	\$201.00	MEMBERSHIP - ALL
LOUISBURG CLEANERS	\$100.30	SERVICES - POLICE
LOUISBURG FORD	\$746.35	SERVICES - POLICE, PWD
LOUISBURG MUNICIPAL UTILITIES	\$1,491.50	MUNICIPAL UTILITIES - ALL
MCI	\$70.69	TELEPHONE - ALL
MDC PUA	\$85,902.47	WATER
MI CO JAIL	\$240.00	PRISONER CARE - POLICE
MID-STATES ORGANIZED CRIME	\$150.00	MEMBERSHIP - POLICE
NEOPOST	\$683.45	POSTAGE - ALL
NPG NEWSPAPERS	\$372.24	PUBLICATIONS - ADMIN
O'REILLY AUTO PARTS	\$363.98	SUPPLIES - PWD
ORRICK & ERSKINE	\$2,910.25	WWTP & STORMWATER PROJECT
PARTNERS PRINT & COPY INC	\$359.99	PRINTING, SUPPLIES - ALL
PHILLIPS 66 CARD	\$1,464.18	FUEL - POLICE
PRICE CHOPPER	\$3,105.07	EMPLOYEE RECOGNITION, SUPPLIES - ALL
REASONABLE LAWN & TREE	\$1,200.00	TRIMMING/CLEAN UP - PARKS
REDDI SERVICES KC	\$760.00	LIFTSTATION SERVICES - SEWER
ROMANS OUTDOOR POWER	\$181.00	MOWER MAINTENANCE - PARKS
RURAL WATER DISTRICT #2	\$70.30	WATER - PARKS
SELECT IMAGING LLC	\$2,400.00	SERVICES - ADMIN
SWIM THINGS INC.	\$978.00	LIFEGUARD EQUIPMENT - POOL
TECHSIST CONSULTING	\$780.00	SECURITY CAMERA CONFIG - POOL, PWD
USA BLUE BOOK	\$354.71	EQUIPMENT - PUA
UTILITY SERVICE CO.	\$34,051.91	WATER TOWER MAINTENANCE - WATER
WASTE MANAGEMENT	\$315.66	TRASH SERVICES - ALL
WISE SAFETY	\$60.00	CGI CALIBRATION - FIRE
	\$268,923.92	

City of Louisburg

Memo

To: Louisburg Governing Body

From: Nathan Law

Date: January 17, 2020

Re: Paperless Packet Consideration

Background: Staff was asked to provide additional information regarding possibility of providing both searchable pdf versions of agenda packets and cost considerations for technology to help eliminate paper agenda packets. Cost of a range of technology is as follows:

	Surface Pro 7	HP Chromebook	iPad Pro
			
Specs	12.3" Touchscreen, Keypad and Pencil	15.6" Touchscreen laptop, no Pencil	12.9" Screen, with add on Keypad and Pencil
Pros	Powerful processor, can be used as tablet Light and portable	Simple, lower cost, larger screen	Lightweight and portable, tablet
Cons	More expensive than Chromebook	Cloud based, not a tablet	Highest total cost, not everyone familiar with Apple
Price Estimate	\$999	\$329	\$1,329

Financial: While not specifically budgeted for in 2020, funds for technology may be made available within the General Fund.

Recommendation: Discuss paperless packet technology options and direct staff accordingly.



To: Louisburg Governing Body
From: Pat McQueen
Date: January 21, 2020
Re: GAAP Waiver

Background: K.S.A. 75-1120a(a) requires municipalities to use generally accepted accounting principles (GAAP) in the preparation of their financial statements and reports. The governing body of any municipality may waive this statutory GAAP requirement. If the GAAP requirement is waived, financial statements and financial reports of the municipality are required to be prepared based on cash receipts and disbursements as adjusted to show compliance with the cash-basis and budget laws of Kansas.

Financial Impact: Covered above.

Legal Review: To waive the GAAP requirement for a given fiscal year, the governing body must pass a resolution.

Recommendation: Approve the attached resolution.

RESOLUTION _____

WHEREAS, The City of Louisburg, Kansas, has determined that the financial statements and financial reports for the year ended December 31, 2019 to be prepared in conformity with the requirements of K.S.A. 75-1120a(a) are not relevant to the requirements of the cash basis and budget laws of this State and are of no significant value to the Governing Body or the members of the general public of the City of Louisburg and;

WHEREAS, there are no revenue bond ordinances or resolutions or other ordinances or resolutions of the City of Louisburg which require financial statements and financial reports to be prepared in conformity with K.S.A. 75-1120a(a) for the year ended December 31, 2019;

NOW, THEREFORE BE IT RESOLVED by the Governing Body of the City of Louisburg, Kansas, in regular meeting duly assembled this 21st day of January, 2020 that the Governing Body waives the requirements of K.S.A. 75-1120a(a) as they apply to the City of Louisburg for the year ended December 31, 2019.

BE IT FURTHER RESOLVED that the Governing Body shall cause the financial statements and financial reports of the City of Louisburg to be prepared on the basis of cash receipts and disbursements as adjusted to show compliance with the cash basis and budget laws of this State.

Marty Southard, Mayor

ATTEST:

Traci Storey, City Clerk

(SEAL)

11c



Memo

To: Louisburg Governing Body
From: Nathan Law
Date: January 17, 2020
Re: Aquatic Center Slide Repairs

Background: Staff is intending to move ahead with previously approved Aquatic Center slide work—re-coating of exterior of all slides. This work had intended to be conducted across two years, but experienced delays. This is the last of scheduled maintenance approved by Council in October 2015. During the initial discussion no consideration was given to optional re-gel coating of the interior of the slides. With another four swimming seasons having passed, and considering the age of the slides, staff asked for updated price quotes to conduct this work. The return quote for this work is \$57,980, a reduction of \$4,470 from the previous quote provided in 2015 for the same work.

Financial: 2020 Aquatic Center budget includes capital outlay funds sufficient to cover this additional work without limiting the ability to undertake additional planned maintenance projects or taking on additional infrastructure or planning work.

Legal: None.

Recommendation: Approve contracting maintenance services from SplashTacular for \$57,980 to re-gel coat the interior of all slide structures at the Louisburg Aquatic Center and direct staff to sign all necessary documents.

To: Mayor and City Council
From: Craig Hufferd
Date: January 21, 2020
Re: F250 Work Trucks

BIDS:

Staff received three bids for the two new Ford work trucks. Previously approved by council as part of the budget process.

Louisburg Ford

2020 F250 4x4 XL 6.2L V8 \$34,184.56

2020 F250 4x4 XL 6.2L V8 \$34,184.56

Shawnee Mission Ford

2020 F250 4x4 XL 6.2L V8 \$34,052.00

2020 F250 4x4 XL 6.2L V8 \$34,052.00

Olathe Ford

2020 F250 4x4 XL 6.2L V8 \$36,624.38

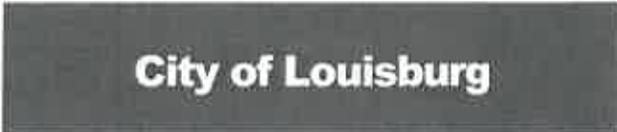
2020 F250 4x4 XL 6.2L V8 \$36,624.38

RECOMMENDATION:

Staff recommends the purchase of the two 2020 F250 Super Cab 4x4 XL 6.2L V8 from Louisburg Ford. As a local business, Louisburg Ford is able to quickly make any needed repairs or warranty work thus minimizing downtime for staff.



11 E



Memo

To: Louisburg Governing Body
From: Nathan Law
Date: January 17, 2020
Re: Lot Split for Property at 303 N. Broadway Street

Background: The Planning Commission discussed a proposed lot split of property located at 303 N. Broadway Street. The proposed split would allow for two lots of similar size, both of which will meet minimum lot size requirements, for the possibility of two single-family residences where only one could be accommodated otherwise. Attached is a staff rendering of the lot split. The Commission received the request at its meeting Wednesday, December 18.

Lot splits are an administrative process that do not require a public hearing. Planning Commission is tasked with making a recommendation of approval, or otherwise, of such splits to Council for finalizing the decision. If approved, the appropriate documents are filed with the County Register of Deed.

After receiving the presentation and asking questions of staff, Planning Commission voted 6-0 to approve the lot split and recommend City Council approve the same.

Financial: All necessary fees for the application process and all other associated costs have been paid.

Legal: Council approval is required.

Recommendation: Approve the lot split for property located at 303 N. Broadway Street and direct Mayor to sign.

