

**LOUISBURG CITY COUNCIL
REGULAR MEETING
JUNE 21, 2021
6:30 P.M.**

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. CONSENT AGENDA
 - A. Adopt Agenda
 - B. Approval of Minutes of the Regular Meeting June 7, 2021
 - C. Approval of the Bills
4. RECOGNITION OF SCHEDULED VISITOR
 - A. Becky Bowes & Joel Viterna (Cider Run)
 - B. Christy Knop (Sunday Liquor Sales)
5. 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. Please state your name and address.
6. DEPARTMENT REPORTS
7. CITY ATTORNEY'S REPORT
8. MAYOR'S REPORT
9. ADMINISTRATOR'S REPORT
 - A. Master Planning Review - Continued
 - B. Minimum Housing Code Violation – 302 South Elm Street - Hearing
 - C. Downtown Parking Consideration
 - D. Kubota RTV
 - E. 2022 Budget – Revenue Neutral Rate
 - F. Rural Opportunity Zone Participation
 - G. Policy for Honoring Contributions
 - H. Executive Session for Non- Elected Personnel
10. COUNCIL/COMMISSION REPORTS

11. ADJOURNMENT

**CITY OF LOUISBURG, KANSAS
MINUTES OF REGULAR MEETING
JUNE 7, 2021**

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 Kevin Vohs arrived at 7:05 p.m. Councilmember Scott Margrave was absent.

Council Members Steve Town, Donna Cook, Sandy Harris, Kevin Vohs
City Administrator Nathan Law
City Clerk Traci Storey
City Attorney Jared Anderson
Police Chief Tim Bauer
Fire Chief Gerald Rittinghouse
Communications Coordinator Jean Carder
Public Works Supervisor Craig Hufferd
Visitors Janet McRae

PLEDGE OF ALLEGIANCE

Councilmember Sandy Harris led the pledge of allegiance.

APPROVAL OF CONSENT AGENDA

Councilmember Donna Cook asked questions regarding the bills list. Administrator Law explained. Councilmember Harris moved, seconded by Councilmember Steve Town and carried 3-0, to approve the consent agenda to include adoption of the agenda, approval of the regular meeting minutes May 17, 2021, and the bills list.

VISITORS

None

PUBLIC COMMENTS

None

DEPARTMENT REPORTS

Police Department: None

Fire Department: Fire Chief Gerald Rittinghouse said during routine maintenance that problems were found on the City brush rig. Due to the severity of the mechanical problems the brush rig was taken out of service. The pump from the brush rig was moved to the Chief's truck. Chief Rittinghouse proposed purchasing a 2021 Tahoe that is a special support vehicle to replace the Chief's truck and have that current chief vehicle replace the brush truck full-time. Administrator Law said this item is intended to be discussed later in the agenda if Council would prefer to wait until then.

Public Works: Public Works Supervisor Craig Hufferd said he is conducting interviews for the Public Works position. A recommendation may be brought to the next meeting.

Hufferd presented information on a RTV for Lewis-Young Park. For several years the need for a RTV has grown. The addition of the walking trail and the disc golf course adds the need for more weeding eating, mulching, moving rock or working on baseball fields. The RTV would keep the full size trucks off the grass, walking trails and baseball fields. To help minimize the cost there is a 1982 Ford 5610 tractor that could be traded in. This tractor has seen minimal use in the past seven years. Hufferd said there isn't a need to keep this tractor around and he doesn't want to see it waste away when the City can benefit from the value of the trade in. Councilmember Cook said don't we already have a utility vehicle. Hufferd said yes, but it stays in town during the summer and is used to water flowers. Cook asked if a truck could water them. Hufferd said a truck can't get into the spaces that the UTV can. Cook asked about buying a trailer to haul the UTV back and forth between town and LYP. Councilmembers had discussion. This will be discussed at a future meeting.

Donation of pool pass: City Administrator asked if the Council would like to donate a pool pass for Freedom Fest. This is good for the 2022 season. Councilmember Town moved, seconded by Councilmember Cook and carried 3-0, to donate a 4-person family pool pass to Freedom Fest.

CITY ATTORNEY'S REPORT

City Attorney Jared Anderson said he attended the City Attorneys Association of Kansas meeting in Manhattan. There was a lot of useful information covered. Anderson thanked the City for the opportunity to attend.

MAYOR'S REPORT

CMB License: Mayor Marty Southard presented a Cereal Malt Beverage license for Casey's General Store. This will be for the new location that will be open in October. Councilmember Cook moved, seconded by Harris and carried 3-0, to authorize Mayor Southard sign the license.

ADMINISTRATOR'S REPORT

Master Planning Review Continued: Mr. Law reviewed this meeting's master planning review items from the staff memo.

Councilmembers Harris asked what the status was of the downtown Chinese restaurant. Councilmember Cook said it is going to cost a lot of money to fix it up. Administrator Law said staff has been in touch with the owner in the past as needed.

Councilmember Cook asked if there was any Library news. Mr. Law said options were presented at their meetings prior to Covid. He hasn't heard anything new.

Council Projects for 2022 and Future Years – Continued: Mr. Law said there are varying degrees of cost with the items listed on page 2 of the staff report. Councilmember Cook asked if there was any news from former Councilmember Thorvald McKiernan who was leading a committee regarding wayfinding signs. Mr. Law said he has not heard anything. Mayor Southard said he will reach out to him. Councilmembers agreed to keep working on the list. Mr. Law said councilmembers might want to focus on a short list for the budget workshop.

ARPA Funding Potential Uses: Mr. Law reviewed the ARPA potential funding uses as described in the staff memo. He told Council there is a long list of eligible items in which funding can be allocated. He did tell Council the State is considering allowing some funding to go directly to Townships. If that happens, the funding to municipalities will decrease significantly. Mr. Anderson said this topic was discussed in the recent city attorney conference he attended. Mr. Law said Councilmember Cook had asked previously if this funding could be used for

stormwater and he believes it can but cannot be used to pay the February gas bill. Councilmember Cook asked if the funding is used for stormwater can it also be used to replace sidewalks washed out by stormwater. Mr. Law said likely if the sidewalk was part of a complete stormwater project and could not be used to just replace sidewalks.

Councilmember Cook asked what is the next step. Mr. Law said this is the start of the conversation. Mayor Southard said he thinks various stormwater projects are a good use of this funding. Mr. Law said those projects are estimated to cost \$3M and most of the set-aside funding have been earmarked for design. Council will have to think about how to pay for those future projects. Councilmember Harris asked if Mr. Law wants suggestions tonight on how to use the funding. He asked if funding, perhaps 2-3%, can be directed to the Ministerial Alliance to help residents pay their bills. Miami County Economic Development Director Janet McRae said the County and State currently provides funding to ECKAN, who already offers direct assistance for rent, food distribution and utilities. If money were to go to a local organization, she said there would need to be significant documentation on how those funds are spent. She suggested it might be best to use dollars that are already available for those needs.

Council will continue to discuss this funding.

Fire Chief Truck: Mr. Law said the information on a new fire chief vehicle is listed in the staff report. Councilmember Harris said while he doesn't mind replacing big vehicles, he asked if money is available. Mr. Law said the vehicle came along at the right time and because of the current delay in production should be at least considered. Chief Rittinghouse said the vehicle would be ready for pickup around July 1. Councilmember Town asked what the advantages were of this vehicle over a truck with a camper shell. Chief Rittinghouse said this vehicle will be available soon and the dealership won't quote a truck until next year and a truck would cost more. Mr. Law said it is difficult to pass on this vehicle. Councilmember Town asked if the brush pump would be permanently placed in the current chief truck. Rittinghouse said it would. Councilmember Cook asked how many brush rigs do we have. Rittinghouse said there are 4 at the station but only 1, the one with the mechanical issues, belongs to the City with the rest owned by the Fire District. Councilmember Cook asked from which budget the purchase would come from. Mr. Law said the fire department and if that department exceeds their budget but the general fund does not, there is no budget violation. Councilmember Harris moved to accept the SUV at the price stated plus the add-on specialty equipment.

Councilmember Town seconded the motion. Councilmember Harris asked if this vehicle is capable of performing the job. Rittinghouse said it is a special service vehicle. Police Chief Bauer said it is very similar to a regular police cruiser. He said the vehicle the police ordered in early 2021 won't be available until at least September. Rittinghouse said the add-on equipment of signage, lights and radio might be a bit cheaper since that equipment is installed in-house and there are no labor costs. Councilmember Harris asked if the lights from the old truck can be used on the new SUV. Rittinghouse said no as they wouldn't be compliant on a new vehicle. He said it was a great truck but is a 1988 model. Motion passed 4-0.

COUNCIL REPORTS

Councilmember Town: None

Councilmember Cook: Councilmember Donna Cook asked if motorized boats could be used at the City Lake. Mr. Law said only trolling motors are allowed. She asked about stormwater priorities. Mr. Law said he would provide her with the link for that information which is on the City's website.

Councilmember Harris: Councilmember Sandy Harris said the lake was looking great. He asked about the parking issue at the Library. Mr. Law said all the downtown owners said they would like parking spots as well. This item will be discussed at a future meeting.

Harris asked if we are live streaming the meetings. Mr. Law said we are in the testing phase.

Mr. Harris received a call from the swim team regarding the temperature of the pool. Mr. Hufferd said the pumps have been fixed and should start warming up. Having all the rain and no sunshine makes it difficult to heat the pool.

Councilmember Vohs: Councilmember Kevin Vohs reported at the last LRC meeting they voted to have an election to request a mill increase. This is in effort to construct a ballfield complex.

Mayor Southard reminded everyone of the wastewater treatment plant tour on Thursday.

ADJOURNMENT

At 7:35 p.m. Councilmember Harris moved, seconded by Councilmember Town and carried 4-0.

Approved:

Marty Southard, Mayor

Attest:

Traci Storey, City Clerk

BILLS 6-21-21

ANDERSON JARED	1,200.00	CITY ATTORNEY FEES
APPLE ELECTRIC INC.	829.65	SERVICES - CITY PARK/LAKE
BECHER BENJAMIN	29.09	POOL PAY
BHC CIVIL ENGINEERING	671.02	UTILITY WORK - WATER/GAS
CCL SUPPLY LLC	307.22	SUPPLIES - FIRE
CERTIFIED LIFE SAFETY LLC	80.00	FIRE EXTINGUISHER - POOL
CHAMBER OF COMMERCE	60.00	ANNUAL BUSINESS LUNCHEON
COTTONWOOD PROPERTIES	2,289.29	FLIP GRANT
DELTA DENTAL OF KANSAS	2,641.80	INSURANCE - ALL
DUDE SOLUTIONS	834.37	WORK ORDER PROGRAM
ELLIOTT INSURANCE INC	36,712.00	QUARTERLY INSURANCE - ALL
EVERGY	13,492.47	ELECTRICITY - ALL
FELD FIRE	949.70	SERVICES - FIRE
G-B CONSTRUCTION	10,877.00	STREET REPAIRS - STREETS
GERKEN RENT-ALL, INC.	16.50	SUPPLIES - PWD
GRAINGER W.W.INC	77.00	SUPPLIES - POOL
GREENER EXPECTATIONS	680.00	LANDSCAPING - BROADWAY/POOL
HAMM INC	893.81	ROCK - PWD
HAWKINS, INC.	2,233.63	CHEMICALS - POOL
HEARTLAND COCA COLA	480.71	CONCESSIONS - POOL
HEARTLAND LAKE MANAGEMENT	544.00	SERVICES - CITY LAKE
HEARTLAND PRINT & DESIGN	1,132.89	PRINTING, SHIPPING & SUPPLIES
HIGH SPEED MOWING	370.00	MOWING SERVICES - BZ
HOME DEPOT CRC	417.79	SUPPLIES - PWD
IN BLOOM	54.00	FLOWERS - ADMIN
INDUSTRIAL SALES CO	3,916.00	EQUIPMENT - GAS
JOHNSON COUNTY WASTEWATER	530.00	TESTING - SEWER
KANSAS STATE TREASURER	133,662.99	LOAN PAYMENT #1
KS DEPT OF REVENUE	25.00	CMB RENEWAL - CASEY'S
LAMM NATHANIEL	17.66	POOL PAY
LEAGUE KANSAS MUNICIPALITIES	65.00	ATTORNEY CLE
LOUISBURG ATHLETIC CLUB	231.00	MEMBERSHIP - ALL
LOUISBURG FORD	245.91	VEHICLE MAINTENANCE - POLICE
LOUISBURG MUNICIPAL UTILITIES	2,595.88	CITY UTILITIES
MDC PUA	105,557.57	WATER
MIAMI COUNTY AUTO	321.48	REPAIRS - PWD
MIAMI COUNTY KANSAS	56,936.90	EQUIPMENT - FIRE, POLICE
NAPA AUTO PARTS	95.14	SUPPLIES - PWD
NATIONAL SIGN CO INC	1,532.10	SUPPLIES - PWD
OMEGA DOOR & HARDWARE	3,119.78	SERVICES - FIRE
O'REILLY AUTO PARTS	639.41	SUPPLIES - PWD, PUA
PHILGREEN TOPHER	500.00	FLIP GRANT
PIONEER BIBLE BAPTIST	25.00	REFUND - PARK
PRAXAIR DIST. INC.	55.69	SUPPLIES - PWD

PRICE CHOPPER	63.24	SUPPLIES - PUA, WWTP, ADMIN
QUILL	31.97	SUPPLIES - POLICE
RANK HANNAH	250.00	LIFEGUARD TRAINING
ROMANS OUTDOOR POWER	129.50	SUPPLIES - PWD
SCARECROW FARM LAWN CARE	2,320.00	CEMETERY MOWING
SCHULTE SUPPLY INC	159.90	SUPPLIES - PWD
SHRED-IT USA	174.58	SHRED SERVICES - ADMIN,POLICE
STAPLES ADVANTAGE	347.13	SUPPLIES - POLICE
THIRSTY COCONUT INC	671.00	CONCESSIONS - POOL
VERIZON	980.04	CELLULAR - ALL
VISA	13,372.13	EQUIPMENT/SUPPLIES - ALL
WASTE MANAGEMENT	544.05	TRASH SERVICES - ALL
WHITE'S AUTOMOTIVE	37.50	TIRE REPAIR - PWD
CLAIMS TOTAL	407,027.49	

Memo

To: Louisburg Governing Body

From: Nathan Law

Date: June 17, 2021

Re: Master Planning Review Continued

Background: Included as part of the administrative goals list is a regular review of master planning projects, goals and objectives. This is the third section of the Bright Future Comprehensive Plan but the fifteenth section of master planning review. The comp plan may be found at - <https://www.louisburgkansas.gov/DocumentCenter/View/366/Louisburg-Comprehensive-Plan-12-4-17>.

Community Systems:

1. Prepare access management strategies for Amity
2. Monitor need for additional highway interchanges
3. Ensure street connectivity in new residential development through installation of minor roads between major roads and reduction of cul-de-sacs
4. Implement pedestrian safety improvements at Amity & Summerfield and Amity & Metcalf
5. Revise sidewalk improvements program
6. Adopt a complete streets policy
7. Install bike facilities along major & minor roads
8. Enhance mobility and transportation options of seniors
9. Establish a park and ride facility
10. Update transportation plans and evaluate Louisburg's street-naming system
11. Update the Water Systems Master Plan
12. Prepare a Utility Master Plan
13. Revise subdivision regulations to require trees and other green infrastructure in new development and promote alternative subdivision design
14. Map floodplain areas

These fourteen initiatives are discussed in greater detail on pages 166-169 of the comp plan document.

On the first item, City staff has not moved forward on this item. There is a sample available for access management agreement between Louisburg and Miami County for Metcalf Road within the city limits that can be reviewed for ideas.

On the second item, there was discussion years ago that if continued development occurred on the south end of Louisburg, that KDOT would be requested to consider an additional interchange at 287th Street (S. 16th). Staff has recently inquired of the KDOT area engineer what is required for requesting such an interchange, regardless of location, and received some preliminary information. Currently, the nearest interchanges along US69 Hwy are at 247th Street to the north and 311th Street to the south, both being approximately three miles from city limits of Louisburg.

On the third item, staff has utilized this goal in a number of conversations regarding potential subdivision development, primarily for possible completion of future phases of existing subdivisions. This is an important safety consideration for emergency response. This was the basis for completing the connection of Danford Drive in 2018.

On the fourth item, the Comprehensive Plan was being compiled during reconstruction of Amity & Metcalf, which has since addressed the pedestrian safety concerns at that location. Staff has recently been in continued discussion with KDOT regarding the pedestrian concerns at Amity & Summerfield, with more information to follow on this item.

On the fifth item, similarly the Master Trail Plan was being compiled during the Comprehensive Plan process. Staff has utilized the trail plan to identify possible replacement or new connections to address safety concerns. In discussion recently is the desire to have a more robust plan for replacing existing sidewalks, particularly in the older part of town. Staff is working to incorporate that consideration in the draft budget. Master Trail Plan may be found at - https://www.louisburgkansas.gov/DocumentCenter/View/789/Louisburg-Master-Trails-Plan-2017_FINAL-PDF.

On the sixth item, staff has not pursued such a policy as of this writing. Aspects of a complete street policy are incorporated into the Master Trail Plan by way of trying to make connections for access to services, commercial destinations, educational destinations, connecting underserved populations to those destinations, and accounting for access to all types of pedestrian use.

On the seventh item, staff has not pursued this item. This item is particular to adding bike lanes on existing roadways that allow for enough space to better accommodate safety of pedestrians. An example is the possibility of a road diet along Amity that could reduce the overall driving width to fewer lanes, and add separated bicycle pathways. Another example is utilizing rails to trails to install new facilities along the old railway path, connecting from east side of the Louisburg to the west, possibly allowing for better connection to Lewis-Young Park by way of additional land acquisition.

On the eighth item, this is partly accounted for within a complete street policy, which is incorporated in the trails plan.

On the ninth item, staff has not pursued this. There are many properties that could accommodate parking for motorists, and either carpool or take a bus to destinations in the Kansas City region. There are issues regarding consideration for creating or utilizing a bus service due to proximity of nearest bus services to Louisburg and likely low volume of use.

On the tenth item, staff has not pursued this. Aspects of transportation planning are incorporated in individual infrastructure projects. Street-naming system in particular has not been reviewed.

On the eleventh item, staff has worked toward updating utility mapping only. Mentioned as part of the budget process last year was the option to seek out contract services to review all utility systems and provide for a plan to replace, upgrade, or strategically extend each utility.

On the twelfth item, staff has addressed this with the item above. These two items should be combined into one consideration for efficiency of professional services and use of utility funds.

On the thirteenth item, staff will take this item before the Park and Tree Board and Planning Commission to begin consideration. Staff previously discussed with one or both of those groups when the City was asked to allow for tree trimming and removal by then KCP&L in the Lake Subdivision to remove tree conflicts with street lights.

On the fourteenth item, staff has commented in the past that floodplain areas are mapped and available through Kansas Department of Agriculture. KDA recently utilized a partnership with FEMA Flood Map Service Center, in support of the National Flood Insurance Program, to update floodplain maps.

Financial Consideration: None.

Legal Consideration: None.

Recommendation: Discuss as desired and direct accordingly.

Memo

To: Louisburg Governing Body

From: Nathan Law

Date: June 17, 2021

Re: Minimum Housing Code Violation – 302 South Elm Street – Hearing

Background: In May staff presented to Council concerns regarding the property located at 302 South Elm Street which presented a code violation by way of a porch roof in extreme disrepair and at risk of collapse. At that time staff noted that Council could pursue this property and take action to abate the code violation following a formal hearing, as allowed by City Code Chapter VIII Health and Welfare, Article 4 Minimum Housing Code. At this hearing Council may consider the continued failure to comply and direct the public officer to cause such condemned structure to be removed or demolished and the premises improved to eliminate the condition(s). The cost of that action shall be a lien upon the property and shall be assessed as a special assessment upon the lot or parcel.

Attached is the most recent notice provided to the property owner requesting attendance at this hearing. As presented previously, per Code Section 8-413 Council may consent to enforcing provisions of this code that regulate or set standards affecting buildings and premises. Further, Code Section 8-414 authorizes the Governing Body to:

- (a) To Informally Review all alleged violations as provided in section 8-412(a) prior to notification prescribed in section 8-412(b).
- (b) To Take Action as prescribed in section 8-412(b).
- (c) To Hear Appeals where there is opposition to any order, requirement, decision, or determination by the public officer in enforcement of this code as outlined in section 8-418.
- (d) Discretionary Authority may be exercised in specific cases where variance from the terms of the code as:
 - (1) Will not adversely affect the public health, safety, or welfare of inhabitants of the City.
 - (2) Is in harmony with the spirit of this code.
 - (3) Where literal enforcement of the code will result in unnecessary hardship.

Section 8-412(b) allows for either an informal discussion with the property owner, or a formal hearing for which there is a prescribed legal notice to be provided to the owner.

Financial Consideration: If Council directs to eliminate the code violation, the City will carry the cost to do so until collected from the lien/assessment on the property. There is inherent risk associated with carrying this cost depending on the disposition of the property.

Legal Consideration: City staff has exhausted the full allowance under Code Section 8-401 et seq. prior to this hearing. Council may consider abatement of this violation by either repair or demolition of the porch at this meeting.

Recommendation: Discuss continued nuisance issues at 302 South Elm Street and direct staff on repair or demolition of the porch.



City of Louisburg
215 S. Broadway, Louisburg, KS 66053
913-837-5371 · www.louisburgkansas.gov

May 6, 2021

Linda Kueser
302 South Elm Street
Louisburg, Kansas 66053

Subject: Code Violations 302 South Elm Street (Parcel ID: 1093101029001000), Louisburg Kansas

The above-mentioned property is currently considered a blite and safety hazard in our community. Multiple requests have been made by the City of Louisburg asking the homeowner to abate various code violations associated with this property. Unfortunately, all requests made by the city have failed to resolve the health and welfare violations occurring on this property. The homeowner has done little to abate the violations. **As a result of no action taken by the homeowner and in accordance with Chapter VIII, article 4 of the City Code the homeowner is hereby requested to attend a formal hearing with the Governing Body on June 21, 2021 at 6:30pm in City Hall located 215 Broadway, Louisburg Kansas.** During this hearing, the below code violations will be discussed. The Governing Body will determine abatement measures and possible fines and/or imprisonment that may be levied against the property owner. Please reference the enclosed excerpt from the City Code for additional details.

Violations noted by the Code Enforcement Officer. Please reference attached pictures:

Porch roof is in extreme disrepair. The condition of the porch is an eyesore and is in danger of collapse causing a safety hazard. This porch is currently in violation of Louisburg City Code, Chapter VIII, Article 4, paragraph 8-407. Reference below excerpt:

“Every dwelling and every part thereof shall be maintained in good repair by the owner or agent and be fit for human habitation. The roof shall be maintained so as not to leak and all rainwater shall be drained therefrom so as not to cause dampness in the walls or ceilings. All floors, stairways, doors, porches, windows, skylights, chimneys, toilets, sinks, walls, and ceilings shall be kept in good repair and usable condition.”

Please feel free to contact the Codes Enforcement Officer at 913-837-5811 if you have any questions. Thank you.



Memo

To: Louisburg Governing Body

From: Nathan Law

Date: June 17, 2021

Re: Downtown Parking Consideration

Background: Recently it was requested of Council to allow the Louisburg Library District #1 to have reserved parking spaces located outside the library at 206 S. Broadway. At the time Council requested staff to reach out to all properties on Broadway to see if there would be similar interest from others. The following is the stated interest from the businesses on S. Broadway.

Former funeral home – no one to ask
Mokan Dial – 4 spaces including one ADA space
Edward Jones – 3 spaces
Antidel – no one to ask
Twist – 4 spaces
Chiropractor's office – 9 spaces including two ADA spaces
Former newspaper office – no one to ask
Former Stutty III – no one to ask
First Option Bank – 3 spaces
Country Care Pet Salon – 6 spaces

Attached with this memorandum is a map showing parking requests above. From that image and the current requests, there are no conflicts. Consideration should be paid to impacts of future use of any of the three vacant buildings. Two of the three vacant buildings have direct conflict from the current requests above.

Financial Consideration: None.

Legal Consideration: None.

Recommendation: Discuss parking considerations and direct staff accordingly.



Louisburg Public Works

To: Mayor and City Council
From: Craig Hufferd, Public Works Supervisor
Date: June 17, 2021
Re: Kubota RTV

Background: Over the past few years the need for a Rough Terrain Vehicle has grown at Lewis-Young Park and is now an essential need with the addition of the walking trail and the disc golf course. Currently when Staff weed eat, put mulch down, move rock or dirt and/or work on baseball fields, a truck is loaded with material and is driven to the job site. By purchasing and using an RTV, this will save the wear and tear on the grass, fields and the asphalt trail. This will also give easier access after a rain with little to no damage. While the RTV would be housed at LYP, it could be available for use for other use like the Fishing Derby, etc.

As presented at the last Council meeting, Staff proposes to offset the cost of the RTV by trading in the 1982 Ford 5610 tractor that has received little use during the past seven years or more. The City has newer tractors that can do the same jobs as this tractor. By trading in this tractor before it depreciates any more in value, the City can benefit from this trade.

Council asked questions about the current UTV that is located at City Hall. This UTV is used daily, or almost daily, for watering plants along Broadway, at City & Fox halls and the police/fire stations from early May through late September. It would not be efficient use of employee time to have to run to LYP or City Hall to get the vehicle each time it is needed. This is especially true when City Hall staff volunteer to water downtown plants on the weekend when the seasonal crew is unavailable. It is also used for Freedom Fest, the Fishing Derby and used for spraying weeds and similar chores in town.

Description: Staff contacted three different dealers but availability is limited. The required RTV would seat two, have a gas motor and come with a dump bed. Two bids were received that were also willing to accept the trade.

Below are prices after trade-in and discounts:

Kan Equip out of Ottawa

\$4842.00

- 2021 Kubota RTV 520-H
 - o Two-seater
 - o Gasoline engine
 - o Canopy
 - o Windshield

Romans Outdoor Power of Louisburg

\$9500.00

- 2021 Kubota RTV XG850
 - o Two-seater
 - o Gasoline engine
 - o Canopy
 - o Windshield

Recommendation: Staff recommends trading in the 1982 Ford 5610 tractor for the Kubota RTV from Ottawa Kan Equip.

Memo

To: Louisburg Governing Body

From: Nathan Law

Date: June 17, 2021

Re: 2022 Budget – Revenue Neutral Rate

Background: Staff has received the Revenue Neutral Rate (RNR) from Miami County Clerk. In 2020 the City of Louisburg certified a budget for the current calendar year that identified \$1,649,125 in ad valorem taxes to support the General Fund and the Bond & Interest Fund (Debt Service). The County information shows that the actual receipts from the 32.834 mills determined in 2020 based on estimated assessed valuation resulted in a total of \$1,649,149.45, the difference being the finalization of assessed valuations on November 1, 2020 – after the adoption and certification of the 2021 budget to the State of Kansas by way of the Miami County Clerk. With the new budget restrictions of the RNR, the City of Louisburg is required to keep the revenue from taxes the same as what was received from ad valorem taxes the previous year. This serves to artificially lower the mill rate from 32.834 to 30.277 because the estimated assessed valuation for all properties in Louisburg has increased by \$4,244,356 and the RNR does not allow cities to keep the mill rate stable and utilize those increased valuations to increase property tax revenue.

In compiling preliminary budget estimates, and because of the nuances of the RNR consideration, staff believes it is in the City's best interest to plan to exceed the RNR for the 2022 budget. This does not require the City to exceed the actual revenue the RNR intends, only that it accounts for the additional budgetary timeframe to consider an increase and not bind the City to that RNR while the 2022 budget is still being compiled. The law that created the RNR requires notice to exceed be given to the County Clerk by July 20.

Financial: In the past staff has recommended a stable mill rate to account for the year-over-year increased price of many items and materials. The 2021 budget did not include that recommendation even though 2020 saw a significant increase in materials and services costs. Additionally, a stable mill rate in the past has helped avoid a greater fluctuation in the mill rate to recover from more expensive budget years based on any number of additional projects, unforeseeable equipment replacement and the like. Having a degree of flexibility in the General Fund in particular has avoided any significant increase in mill

rates for many years. The last significant increase was by two mills to account for the debt issued for the Broadway streetscape project.

Legal: Exceeding the RNR requires a second public hearing, adoption of a resolution to exceed the RNR as part of the second public hearing, hold that hearing sometime between August 20 and September 20, extend the budget timeline from August 25 to October 1, and add reporting requirements by the County Clerk. That last item will eventually include a prorated share of the cost to send notices to all property owners within the taxing jurisdiction but is not part of the 2022 budget process.

Recommendation: By vote of the City Council, direct staff to notify the County Clerk of the intent to exceed the Revenue Neutral Rate for the 2022 budget.

Memo

To: Louisburg Governing Body

From: Nathan Law

Date: June 17, 2021

Re: Rural Opportunity Zone Participation

Background: Rural Opportunity Zones (ROZ) were created in 2012 as a rural repopulation initiative to help slow or reverse out-migration in rural counties. The incentive at that time included Kansas income tax waivers for five years and student-loan repayment assistance to eligible residents of targeted rural counties.

In the legislative session this year ROZ program qualifications saw some changes, which allows Miami County to qualify based on population. Part of the process to incorporate ROZ is for Miami County to formally participate by resolution. Miami County Commission did adopt a resolution to participate in the ROZ program, but did not commit any financial assistance as part of the local match requirement for student loan repayment assistance. The City of Louisburg may establish a funding mechanism for local match as part of this program for qualifying residents but is not required to do so. Because of the Commission action, businesses county-wide may now voluntarily provide matching funds for employees that qualify for the student repayment assistance.

Financial Consideration: The maximum amount that can be earned is 20% of eligible resident's student loan debt with an annual maximum of \$3,000 for five years. The State of Kansas provides \$1,500 and the local sponsor matches the contribution. If the City of Louisburg were to participate, it would be beneficial to set an annual maximum funding limit for program participation. With the \$1,500 maximum increment, the Council could consider for example \$15,000 for ten eligible residents each year.

Legal Consideration: City of Louisburg financial participation is accomplished by resolution; a sample is attached with this memorandum. A resolution is only required if the City desires to contribute funding.

Recommendation: Consider City of Louisburg financial participation in the Rural Opportunity Zone program and direct staff accordingly.

RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF LOUISBURG, KANSAS
AUTHORIZING PARTICIPATION IN RURAL OPPORTUNITY ZONE STUDENT LOAN
REPAYMENT PROGRAM CALENDAR YEAR 2021

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL
OF LOUISBURG, KANSAS, IN THE COUNTY OF MIAMI

Section 1. Pursuant to K.S.A. 2021 Supp. 74-50,223, the City Council expresses its intent to participate in the Rural Opportunity Zone (ROZ) student loan repayment program.

Section 2. Miami County has been designated a Rural Opportunity Zone pursuant to K.S.A. 2021 Supp. 74-50,222.

Section 3. The City of Louisburg Council hereby obligate the City of Louisburg to participate in the ROZ student loan repayment program as provided by K.S.A. 2021 Supp. 74-50,223 for a period of five years, which shall be irrevocable.

Section 4. The City of Louisburg agrees to pay in equal shares with the State of Kansas the outstanding student loan balance of any individual domiciled within the incorporated and unincorporated areas of the City of Louisburg for a period of five years, if the domiciled individual meets the terms of qualification provided by the State of Kansas in K.S.A. 2021 Supp. 74-50,223, and the appropriate rules and regulations. The number of qualified resident individuals receiving such payments will be subject to the availability of funds.

Section 5. The maximum student loan balance for each qualified resident individual to be repaid jointly by The City of Louisburg and the State of Kansas shall be \$15,000 over a term of five years.

Section 6. The City of Louisburg shall allocate \$_____ a calendar year for the purpose of matching payments from the State of Kansas to qualified resident individuals. The City of Louisburg shall revise its ROZ budget on an annual basis submitting a new Resolution to the State of Kansas by January 30th each year. The City of Louisburg shall submit their obligation in full to the Department of Commerce before the first day of September each year.

BE IT FURTHER RESOLVED that this resolution shall be published once in the official city newspaper and shall be in effect from and after its date of publication.

Adopted this 21st day of June 2021 by the City Council of Louisburg, in Miami County, Kansas.

Mayor

Attested:

City Clerk

Memo

To: Louisburg Governing Body

From: Nathan Law

Date: June 17, 2021

Re: Policy for Honoring Contributions

Background: In 2019 staff spent time looking at options of ways to honor contributions to the City of Louisburg, with the possibility of creating a policy for all future ways to honor individuals. The following sample language is found on the City of Houston, TX website. Additional policy language from other communities is attached.

A ceremonial document is a proclamation, letter or certificate that may congratulate, honor or recognize a city of Houston resident or organization.

Ceremonial Documents Criteria

Ceremonial documents are reserved for people, places or events that positively contribute to the economic, social and/or cultural fabric of the City of Houston.

*Ceremonial documents will **not** be issued if:*

- *The request promotes campaigns, events or ideological and political beliefs that are contrary to the policies or laws of the City of Houston.*
- *The request is for commercial/for-profit purposes.*
- *The request conflicts with federally recognized months, weeks or days of observance.*
- *The request takes a side/position regarding international disputes or is a subjective statement of ideology.*
- *The request is for an event that is expected to happen but has not yet been confirmed.*

TYPES OF DOCUMENTS

Proclamations

A proclamation (.docx format) or (.pdf format) is an 11 by 17 inch official document on special stationery that is issued for the following occasions:

- Civic celebrations
- Fund-raisers benefiting the citizens of Houston
- Organizations and individuals who have made a significant contribution to society
- Retirements (If you are City of Houston employee please fill out a Retiree Proclamation Request Form(.doc format or .pdf) and submit it through email)
- Significant birthdays (starting at 50th birthdays and the years thereafter)
- Significant clergy and house of worship anniversaries (5 years, 10 years, 15 years, etc.)
- Significant events or anniversaries of major Houston-based institutions and companies

A proclamation is generally 250 to 300 words in length and can be requested in the paragraph or whereas formats. Nicknames normally are not included in proclamation titles.

Please complete the proclamation request form (.docx format) or (.pdf format)

Letters

Letter of Welcome

A letter of welcome is a document on City of Houston letterhead that will be emailed to you (pdf format) once complete, and may be requested for the following occasions:

- Conferences
- Conventions
- Seminars
- Class Reunions for schools and institutions that are located in Houston, or for reunions that are held in Houston
- Family Reunions (we do not provide welcome bags or gifts)

Required information: You should provide the title or reason for your event, a date, a brief history of the organization, or information about the person, and any other information you feel is significant. Nicknames normally are not included in proclamation titles.

Letter of Congratulation or Celebration

A letter of congratulation or celebration is a document on City of Houston letterhead that will be emailed to you (pdf format) once complete, and may be requested for the following occasions:

- Professional celebrations
- Religious anniversaries and celebrations
- Significant birthdays or anniversaries
- Eagle Scout Award
- Girl Scout Gold Award
- Grand Openings
- Book Releases
- Religious Installations
- Citizenship

Required information: You should provide the title or reason for your event, a date, a brief history of the organization, or information about the person, and any other information you feel is significant.

Certificates

A certificate is an 8.5 by 11 inch document on special stationery that is issued for the following reasons:

- *Honorary Citizenship - foreign dignitaries, prominent individuals, entertainers, or artists*
- *Appreciation - outstanding contributions to the City and citizens of Houston*
- *Heroism*
- *Congratulatory – graduation, accomplishment/achievements*

Required information: *A brief summary about the individual to be honored and his/her accomplishments, highlights of his/her accomplishments, highlights of his/her involvement in the community, the date of recognition, and type of event planned.*

Note regarding requests for a key to the city: *Presentation of a key to the city is at the discretion of the Mayor only. The ceremonial key honors exceptional civic contributions of distinguished citizens and honored guests.*

Financial Consideration: None.

Legal Consideration: None.

Recommendation: Discuss draft policy for honoring contributions to the community and other requests for honors and direct staff accordingly.

Roanoke

Proclamations are issued for:

- Public awareness campaigns.
- Nonprofit organizations.
- Arts and cultural celebrations within the City of Roanoke.
- Special honors (on the recommendation of the Mayor and Members of the Roanoke City Council).
- Birthdays (90+) and anniversary milestones (75+).

Certificates and Congratulatory Letters are issued for:

- Certificates and Congratulatory Letters are provided by the Mayor's Office to be of service to Roanoke City residents and guests. The purpose of a certificate/letter is to celebrate achievements and recognize individuals or organizations for their accomplishments. Certificates of recognition/letters are provided for significant birthdays, anniversaries, retirements, professional celebrations and award recipients.
- Requests should be made at least 30 business days in advance of the date of the document needed. All requests must be made in writing and can be mailed, faxed, hand delivered or emailed to the City Clerk (see contact information below).

Honorary Citizen Certificates are issued for:

- Honorary Citizen Certificates may be awarded to out of town dignitaries and foreign citizens/dignitaries who are visiting the City of Roanoke in a special capacity or in a cultural exchange.
- Other Honorary Citizen Certificates may be awarded as deemed appropriate by the Mayor and Members of Roanoke City Council.

Ceremonial Key to the City

- In the City of Roanoke, the act of giving the Key to the City is the highest form of municipal honor. It is symbolic and is presented by the City Council per policy.

Ceremonial Documents will NOT be issued for:

- Matters of political controversy, ideological or religious beliefs, or individual convictions.
- Events or organizations with no direct relationship to the City of Roanoke.
- Campaigns or events contrary to City policies.
- Retirements with the exception of City of Roanoke employees.
- Deceased persons.

Who can make a ceremonial document request:

- A City of Roanoke resident or an organization based in Roanoke.
- Proclamations must affect a broad group of people. Proclamations are not made for individuals, depending on the occasion or event, either a Certificate of Recognition or Congratulatory letter may be requested.

Requests for a ceremonial document must include:

- Contact person's first and last name, address and telephone number.
- A brief summary and/or background of the event or organization.
- The name and date(s) of the day, week, month or event to be proclaimed.
- Draft text for the proclamation, including 4 – 6 “whereas” clauses.
- An indication of whether the document should be mailed or will be picked up.
- A date when the document is needed.

Other:

- Roanoke City Council reserves the right to modify or deny any request for ceremonial document.
- An organization may request only one proclamation annually.
- More than one cause can be proclaimed simultaneously.
- An organization does not have exclusive rights to the day, week or month of their proclamation.
- Requests should be made no less than 30 business days in advance of the date in which the document is needed.

HAYWARD, CA

LETTERS:

A letter from the Mayor serves to commemorate a special occasion or convey gratitude on behalf of the City of Hayward. The Mayor will issue letters for the purpose of:

- Welcoming an individual or group to the City of Hayward
- Congratulating an individual, group, or organization for a significant achievement
- Thanking an individual or group for service or a gift to the City of Hayward

Requests for letters should include:

1. Recipient's full name and address
2. A brief (<250 words) description of the occasion for the letter
3. Date of event (if applicable)
4. Date message is needed
5. Contact information for the person requesting the letter

The Office of the Mayor reserves the right to decline or modify requests and make exceptions to any of the guidelines listed on this page. Requests for letters cannot be completed with less than one month advance notice. In order to request a letter of welcome, commendation, or congratulation, please submit a request electronically.

CERTIFICATES:

The Mayor and Council issue special certificates of commendation, recognition, and achievement. Occasions for which certificates may be issued include, but are not limited to:

- Exemplary service or significant contributions by an organization, business, or individual to the City of Hayward
- Notable achievement by a Hayward resident

- Retirement from the military, police, or fire department
- Other achievements or events of significance

Requests for certificates should include:

1. Recipient's full name and address
2. A brief (<100 words) description of the recipient
3. A brief (<300 words) description of the reason for the certificate
4. Proposed text for the certificate, including several "whereas" clauses to be included in the commendation
5. Date of event (if applicable)
6. Date certificate is desired
7. Contact information for the person requesting the certificate

Due to the large volume of worthy requests, not all requests for certificates will result in the award of a certificate. The Office of the Mayor reserves the right to decline or modify requests and make exceptions to any of the guidelines listed on this page. Requests for certificates cannot be completed with less than one month advance notice. In order to request a certificate, please submit a request electronically.

PROCLAMATIONS:

Proclamations are legal documents that declare a day, week, or month in honor of a cause, individual, or occasion significant to the City of Hayward and its residents.

- All proclamation requests should be made by a resident of Hayward or an organization primarily serving Hayward residents
- All proclamation requests must be relevant to a broad group of Hayward residents
- Proclamations may not be used in any advertisement or promotion without written approval from the Office of the Mayor
- Please be aware that the Mayor issues very few proclamations. Though the Mayor receives a large number of worthy requests, not all requests will result in the issuance of a proclamation.

Reasons to request a proclamation include:

- A significant date or anniversary relating to the City of Hayward
- Significant historical commemorations
- To highlight an issue that has citywide public interest
- Recognizing a national or state non-profit event that coincides with a local event (for example, Breast Cancer Awareness month)
- Recognizing a person or group of persons who have had a significant positive impact on the City of Hayward

Requests for proclamations should include:

1. Desired day, week, or month of the proclamation
2. Proposed text for the proclamation, including up to 5 sentence "whereas" clauses explaining and supporting the reason for the proclamation, not to exceed one page
3. Contact information for the person or group of persons honored by the proclamation (if applicable)
4. Contact information for the person requesting the proclamation

Due to the large volume of worthy requests and the limited number of proclamations made, we may not be able to accommodate all requests for proclamations. The Office of the Mayor reserves the right to decline or modify requests and make exceptions to any of the above guidelines. Requests for proclamations should be made between one and six months in advance of the date needed. Please submit requests electronically.