LOUISBURG CITY COUNCIL
REGULAR MEETING
AUGUST 17, 2020
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 August 3, 2020

   C. Approval of the Bills

4. PUBLIC HEARING 2020 BUDGET

5. RECOGNITION OF SCHEDULED VISITOR

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. MAYOR'S REPORT

   A. Constitution Week Proclamation

10. ADMINISTRATOR'S REPORT

    A. International Fire Code Continued

    B. Tower Attachment Agreement

    C. CDBG-CV Scoring Results and Allocation

    D. CARES Act CRF SPARK Grant Reimbursement

    E. Asset Management

11. COUNCIL/COMMISSION REPORTS

12. ADJOURNMENT

CITY OF LOUISBURG, KANSAS
MINUTES OF REGULAR MEETING
AUGUST 3, 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 Thorvald McKiearnan arrived at 6:39 p.m.

Council Members Steve Town, Kalee Smith, Sandy Harris, Donna Cook, Thorvald McKiearnan
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 Steve Town led the pledge of allegiance.

APPROVAL OF CONSENT AGENDA

Councilmember Sandy Harris moved, seconded by Councilmember Donna Cook and carried 4-0, to approve the consent agenda to include adoption of the agenda, approval of the regular meeting July 20, 2020 minutes, and approval of the bills.

VISITORS

None

PUBLIC COMMENTS

None

DEPARTMENT REPORTS

Fire Department: Chief Rittinghouse said the aerial truck has had a certification done recently. Conrad Fire Equipment will be taking care of some warranty work in September.

Police Department: Police Chief Tim Bauer said our newest officer Nathan Lamb is excelling at the Police Academy. We are looking forward to having him back in October.

CITY ATTORNEY'S REPORT

None

MAYOR'S REPORT

Mayor Marty Southard asked if the Labor Day Parade was still on. Councilmember Steve Town said he had heard so far it still is. Administrator Law said this is not a City event. The Legion puts it all on.

ADMINISTRATOR'S REPORT

International Fire Code: Staff was directed by Council in June to provide additional consideration to the International Fire Code, 2018 Edition, regarding agricultural properties and ability to have aboveground fuel storage tanks. In the previous ordinance regarding this code, fuel storage is specifically exempted from a number of zoning districts existing at the time of the previous ordinance approval. Not included in the specific prohibition by ordinance is: C-2 Central Business District, C-3 General Business District, C-4 Special Use Business District, C-S Highway Service District, BP Business Park District, I-1 Light Industrial District, and I-2 Heavy Industrial District. Previous zoning regulations compared to current regulations show the same slate of zoning classifications, but has since added HC-O Highway K-68 Corridor Overlay District.

Staff reviewed the current zoning regulations for any mention of allowing aboveground storage tanks, as well as city code book. Zoning Regulations 2010 does not include mention of allowing tanks in most zoning classifications except for I-2 Heavy Industrial, wherein it mentions allowing "manufacturing or storage of bulk oil, gas and explosives" by Special Use Permit only. City Code simply prohibits the use of aboveground or underground propane storage tanks, aside for

20 pounds or less in size, but does allow for tanks utilizing anhydrous ammonia with certain limitations (City Code, section 14-402).

Kansas Statute Annotated (KSA) 65-34,101 et seq. addresses the allowance of storage tanks in this regard. The allowances are limited to certain size tanks, require permitting on an annual basis, but do not address safety considerations of distancing from structures, neighboring structures, local permitting, or local notification of change. Information regarding permitted tanks may be identified through the state, but would require annual staff search of existing and permitted tanks, unaware of accuracy of those records.

There is an apparent gap between the specifically prohibited (by ordinance), the specifically allowed (by statute), and the unidentified or otherwise not addressed (by zoning regulations or city code). This highlights the reason of having local regulations or other guidance to either prohibit or allow, and should be addressed accordingly. In regard to agricultural aboveground tanks, currently there are 20 properties located within the City of Louisburg that are currently zoned as A-L Agricultural Land exclusively. There are another 10 properties that have partial A-L classification and partial additional zoning classification (C-3, I-2, and R-1). Additional zoning classifications have been added to match the current zoning regulation's lack of specific allowance of the aboveground tank consideration whether by regular use or special use. If Council would like to see Agricultural Land allowed to have aboveground storage tanks for various fuel types, staff suggests the following considerations:

- Storage tanks must be permitted through the State of Kansas and provide proof thereof to the City of Louisburg;
- Storage tanks must be located 150 feet from any structure on a neighboring property (KSA 65- 34,105);
- Storage tanks must be located 50 feet from any property line, and must be located farther away from any public access than the primary structure (KSA 65-34,105);
- Property owner to provide proof of annual permit and inspection as required by state of Kansas, and must be inspected and re-permitted whenever an agriculturally zoned property changes from one ownership to another, regardless of sale, forfeiture or inheritance;
- Limit the petroleum allowed to be stored to include certain types of fuel only;
- Limit the volume of fuel to be stored to less than a certain quantity (perhaps less than 660 gallons, and/or less than 1,100 gallons for farm or residential non-

commercial use, as is permitted by the Kansas Department of Health and Environment and KSA 65-34,101 et seq.);

- Enter into an agreement with the state to have the local fire department, building inspection department, health department, department of environmental control or other municipal agency to act as the secretary's agent to carry out the provisions of the state act, allowing for civil penalty for any violation in an amount up to $10,000 (not sure if that goes to City or state)

Councilmembers discussed the information and asked Chief Rittinghouse if he was aware of any houses still using kerosene. Chief Rittinghouse said he does not believe there are any in the town using it for heat. Councilmembers would like Administrator Law to bring back updated information with the changes that were discussed that allow zoning districts C-4, I-1, I-2, and exclude kerosene and place certain other restrictions.

Stormwater Priority Projects 3-6: Early last year Olsson presented the Louisburg Stormwater Master Plan document to Council. Following Council's acceptance of that report, staff sought to obtain construction documents through Olsson and an engineer's estimate of construction costs for the first two projects on the priority list. Having either bypassed or completed the first two projects, and having sought out updated proposals for continued engineering work on the list of priority projects, attached with this memorandum is the engineer's estimate for the next four projects. The cost estimates for these projects is for engineering only, and does not include actual construction or construction oversight. As shown in the estimate, the combined cost for engineering the four projects is $443,280. There may be a price reduction if all four projects are engineered at the same time, as the current estimate is for each project individually.

The 2020 budget includes $433,259 budget authority for capital outlay, which would ideally be utilized for this effort. There is another $50,000 budget authority in the current year for stormwater maintenance. To date that fund has utilized $249,357 budget authority between annual maintenance and capital outlay, allowing for $233,902 remaining budget authority in 2020 to be allocated towards these four priority projects. However, there is currently $547,512 cash on hand in the stormwater utility fund, and may accommodate a budget amendment to allow for currently available project funds of that full amount (adding additional budget authority), plus any additional utility revenue realized between now and when the budget amendment occurs.

Any budget amendment must follow the same process as adopting an annual budget.

Stormwater Project Summary from Olsson is as follows:

PROJECT LOCATION SURVEY AND DESIGN FEE	
N. 9th and N. Metcalf	$61,180
S. 1st and S. Vine	$116,420
S. 5th and S. Broadway	$144,990
S. 9th and S. Rogers	$136,740
TOTAL	$459,330
Single Bid Package Reduction	$16,050
COMBINED TOTAL	$443,280

Councilmembers Smith, Cook and McKiearnan don't feel that N. 9th and N. Metcalf should be on the priority list. Councilmember Harris asked if any homes are affected at this intersection. Councilmember Town doesn't think there is a problem at this area either. Councilmembers had discussion. Councilmember Thorvald McKiearnan moved, seconded by Councilmember Sandy Harris and carried 5-0, to approve the survey and design at S. 1st and S. Vine, S. 5th and S. Broadway and S. 9th and S. Rogers.

Recreational Trails Grans Application Authorization: City Administrator said staff is looking at another opportunity to enhance the City of Louisburg sidewalk and trail system with an option to apply for a recreational trails grant through the Kansas Department of Wildlife, Parks and Tourism. The idea is that this grant would perhaps coincide with the Metcalf 2.0 project, allowing the City to continue the trail planned along S. Metcalf Road – which currently may end just south of the Ron Weers Park entrance – taking it to the north side of the S. 16th/287th Street intersection, crossing west, continuing on the north side of S. 16th Street, and turning north along S. Rogers Road on either the east or west side, connecting to the Hidden Creek Phase I entrance sidewalks. This would consist of approximately three-quarters of a mile worth of trail. Staff does not have a cost estimate for this project currently, but with a September 1, 2020, date for submitting applications for this funding, staff is seeking Council guidance at this time. Staff is not seeking funding for a motorized project, as is listed as one of the options. The following is information on the specific grant:

RECREATIONAL TRAILS GRANTS

The Kansas Department of Wildlife, Parks and Tourism (KDWPT) is accepting applications for Recreational Trails Funding until September 1, 2020. The program provides 80 percent reimbursement to selected outdoor recreation projects. Projects that provide for motorized recreation activities are encouraged, as 30% of the funding is to be devoted to motorized projects. Qualifying projects include new trail or trailhead construction, maintenance or reconstruction of existing trails, enhancements or upgrades to existing trails/trailheads, development and planning, or land acquisition and easements. The application must include the completed forms available and a detailed cost breakdown along with a detailed site plan. This program is very similar to the Land and Water Conservation Program grant in which improvements are being made currently at Lewis-Young Park. Many of the same guidelines, forms and documentation will be utilized. Generally, overhead or administrative costs will not be funded from this program, but a portion of these costs may be used as part of the local match. The objective of the program is to get trails and trail facilities on the ground and not to fund administration. The local match must be detailed on the application form and may not be from any other Federal source. All projects selected must fall into one or more of three categories: motorized, non-motorized, or diversified recreational trail or trail-related projects. Proposals that provide for improved ADA and environmental impacts will receive a high priority.

If approved, this application would realize 80% funding of the total amount requested, whereas the previous KDWPT Land and Water Conservation Fund matching dollars for the Lewis-Young Park projects is 50% funding. This could greatly stretch City dollars for connecting people with places, a goal that has been in the works for years.

Without having the details completely worked through, a rough estimate by staff of the cost of an engineered trail, with necessary easements procured, is $400,000. Of that estimate, $50,000 is for engineering, $35,000 for easement acquisition, and $315,000 for construction. It is hoped those are over-estimated, and offered simply for the sake of discussion and approval to proceed with the application process.

Funding of the 20% local match may be from Infrastructure Improvement Reserve or from Streets Fund.

Approval of this application and associated projects does not obligate the City to proceed with or allocate funding for the listed projects.

Recommendation: Authorize staff to complete, sign and submit the application and include budget consideration toward the stated project for future budget years, with a local match not to exceed $80,000 of a $400,000 project.

Councilmembers had discussion and decided against having staff apply for the grant.

COUNCIL REPORTS

Councilmember Town: Councilmember Steve Town asked if the pool would still have a dog swim after the pool was closed. Councilmembers had discussion and agreed to close the pool on Sunday, August 16th, and have a dog swim on Tuesday, August 18th, 2020.

Councilmember Smith: Councilmember Kalee Smith asked if the painting of the curbs (painting of curbs at fire hydrants) had been fixed. She had read that grass had been painted over and it was messy. She had heard if grass was too tall they had painted the grass as well as curbs. Public Works Supervisor Hufferd said he was not aware of anything.

Smith asked about the vacant properties in town, specifically a wooded property on N. 3rd, and asked if these properties have to be maintained. City Administrator Law said the intersection at N. Broadway and N. 3rd is problematic every year. Smith said the overhanging trees on N. 3rd cause problems for drivers.

Smith asked who is in charge of maintaining the ditches. Mr. Law said that is the property owner's responsibility. He said a former colleague told him that properly maintaining ditches keeps stormwater from backing up into your yard and it is part of the value of your property. Councilmember Cook said she didn't know if she should sit on the other side and have a discussion because she has some of that property and there is no way it can be mowed after the City has dug the ditches down so deep. Cook asked what property owners are supposed to do if you can't mow it and you don't own a weed eater. Mr. Law said he has no recommendation at this point. Councilmember Town suggested that the property owner hire someone to mow the area similar to hiring a lawn service. Councilmember Cook said the City has caused an issue for her and she can't mow a ditch located on her property. She said the intersection across from her at N. Broadway and N. 9th is

too steep for the property owner to mow. Councilmember Cook said that property owner would need to weed eat the entire block.

City Administrator Law said if it were in the long-term plans to install improved stormwater infrastructure where it were needed and we continued to use the revenue from the stormwater fee, that kind of work on a regular basis would far exceed the revenue we get in annual fees. The difficult choice is increasing the stormwater fees to garner more revenue to build up funds and take on those projects or utilizing things like the Infrastructure Sales Tax funds, which can be used, or do you lump it in with street work and use those funds to complete that work instead of doing annual street maintenance or concrete work like curbs, gutters and sidewalks. The real question is what are your goals? If your goals long-term are to improve those ditches to help out property owners, City staff just needs to know how we get to that.

Councilmember Cook asked if the high school kids that work in the summer could weed eat those areas. Administrator Law said those seasonal employees assist with maintaining city-owned property. The seasonal employees only weed eat around intersections when there is a safety consideration from Council directive due to sight visibility. Seasonal employees do maintain some intersection corners that are adjacent to city-owned property.

Councilmember Cook asked what the suggestion is for a landowner and said she is not going to weed eat her property as the City made it that way. Administrator Law recommends that Councilmembers think on the issue for two weeks and ask themselves 2 questions:

1. Do you want to see more stormwater infrastructure long-term?
2. How do you pay for it?

Administrator Law said during that same time frame he would look at what other municipalities do in similar situations with problematic elevation changes that are difficult to reach with a mower.

Councilmember Cook said a number of years ago a city employee did mow these types of ditches. Administrator Law said a previous councilmember on a previous council asked why the city was maintaining other peoples' property. There was no long-term contractual agreement and there was no trade-off for right-of-way acquisition so notifications were sent to those property owners that the City would

no longer mow those areas and those property owners would need to maintain those rights-of-way.

Councilmember Smith said she would like to see those notifications resent in case the property has changed ownership and the new property owner is unaware that area must be maintained and also see if there is anything that can be done about the hard-to-reach areas.

Councilmember Harris: Councilmember Sandy Harris asked Chief Bauer if he had any leads on the lake trail vandalism. Chief Bauer said not at this time.

Councilmember Harris said it was hard to hear the recording of the last meeting that was aired on Facebook Live. He would like staff to get a plan with costs to be able to stream meetings on Facebook without using a cell phone as the recording device. Lots of people watched during the meeting and he feels that it is important to hear what is going on. Councilmember Smith said her concern is she likes the idea of more access but then no one comes and they use Facebook to complain instead of coming to Council and so we are setting ourselves up like the last meeting where people can complain on social media. She wants to encourage people to show up and is not a proponent of putting meetings on Facebook. Councilmember McKiearnan said we would also have to store the meeting recordings. Councilmember Smith said if people have a passion for writing about it on Facebook they should have a passion to come to the meetings. Mayor Southard said he can see both sides and people argue that you put it on Facebook to provide transparency. Harris said he would like to know the cost for setting something up. Administrator Law had previously been looking at that option and will get that information put together.

Councilmember McKiearnan: Councilmember Thorvald McKiearnan said trees need to be trimmed on S. 1st intersections behind the West Gym.

Councilmember McKiearnan would like to see a committee set up that would go over zoning regulations with business owners. He wonders if there are things we could do differently that would help out our local businesses. He thinks some of our regulations are too restrictive and it would be nice to hear from the business community. He would like the committee to be made up with someone from the planning commission, someone from the Chamber, someone who has a business who is not a Chamber member, and a council member. Mayor Southard asked how that should be set up. Councilmember McKiearnan said he isn't sure and maybe nothing needs to be changed. Councilmember McKiearnan would like

the Mayor to find persons to serve on the committee. Councilmember Harris asked what this committee would address. McKiearnan wonders if there are things we as a city could do and maybe not just with zoning but other things the City could do to help out our local businesses.

Councilmember Cook asked if we are having a budget workshop. Councilmembers recalled that happened via a Zoom meeting and that the Council was in agreement there were no Council priorities. Administrator Law reminded Council there will be a presentation at the public hearing on the budget, and he would send out a copy of the workshop presentation to Councilmembers via email.

ADJOURNMENT

At 7:30p.m. Councilmember Kalee Smith moved, seconded by Councilmember Thorvald McKiearnan and carried 5-0, to adjourn the meeting.

Approved:

_____
Marty Southard, Mayor

Attest:

_____
Traci Storey, City Clerk

BILLS 08/17/2020

VENDOR	AMOUNT	DEPARTMENT
APPLE ELECTRIC INC.	$216.00	REPAIRS - POOL
BLACK HILLS ENERGY	$2,838.08	MONTHLY CONTRACT - GAS
BSN SPORTS	$139.46	PLUGS - PARKS
CORE & MAIN	$1,084.40	EQUIPMENT - WATER
DELTA DENTAL OF KANSAS	$2,411.57	INSURANCE - ALL
DIRECTV	$192.76	TV - FIRE
DISPLAY SALES	$363.00	FLAGS - PARKS
ELLIOTT INSURANCE INC	$6,354.00	INSURANCE - ALL
EXAMINETICS, INC.	$210.00	TESTING - PWD
GERKEN RENT-ALL, INC.	$185.00	SUPPLIES - PUA
GRASS PAD WAREHOUSE	$54.75	SEED - PWD
GREENER EXPECTATIONS	$520.00	MAINTENANCE - PARKS
HAWKINS, INC.	$2,789.83	CHEMICALS - POOL
HIGH SPEED MOWING	$50.00	CODE VIOLATION MOWING - BZ
INDELCO	$653.94	EQUIPMENT - PUA
INGERSOLL-RAND INDUSTRIAL	$49.98	SUPPLIES - PUA
JOHNSON COUNTY WASTEWATER	$926.00	TESTING - SEWER
KANSAS CORPORATION COMMISSION	$1,532.00	GAS SYSTEM INSPECTION - GAS
KANSAS DEPARTMENT OF REVENUE	$388.10	BALANCE - ADMIN
KANSAS DEPT HEALTH & ENVIRONMENT	$185.00	WASTEWATER PERMIT - SEWER
KANSAS STATE TREASURER	$705.00	JULY COURT SUBMISSIONS
KNIGHT LIGHTER	$1,462.50	HOLIDAY LIGHTS - ALL
LEAGUE KANSAS MUNICIPALITIES	$300.00	TRAINING - ADMIN
LOUISBURG ATHLETIC CLUB	$211.00	MEMBERSHIP - ALL
LOUISBURG FORD	$36,224.25	VEHICLE - POLICE
LOUISBURG NURSERY	$18.00	SUPPLIES - PARKS
MCI	$88.99	TELEPHONE - ALL
MCON LLC	$205,609.47	WWTP PROJECT C20-2010-01 - SEWER CAPITAL
MIAMI COUNTY KANSAS	$5,206.25	METCALF 2.0 - STREETS
MIAMI COUNTY LUMBER INC	$21.30	SUPPLIES - PWD
NATIONAL SIGN CO INC	$689.65	LY SIGNS AND DISABLED PARKING
NAVY BRAND MFG CO	$440.92	TREATMENT - SEWER
NPG NEWSPAPERS	$292.63	PUBLICATIONS, SUBSCRIPTION - ADMIN
OIL PATCH PUMP AND SUPPLY	$220.11	SUPPLIES - GAS
PRO H20	$92.00	REPAIRS - GAS
RAY LINDSEY COMPANY	$1,153.96	EQUIPMENT - SEWER
ROMANS OUTDOOR POWER	$195.64	MOWER MAINTENANCE - PARKS
RURAL WATER DISTRICT #2	$83.45	WATER - PARKS
SCARECROW FARM LAWN CARE	$2,320.00	MOWING - CEMETERY
SCHULTE SUPPLY INC	$484.60	EQUIPMENT - PWD
SOUTH COUNTY HEATING & COOLING	$355.00	SERVICES - PUA
STAPLES ADVANTAGE	$18.00	OFFICE SUPPLIES - ADMIN
STATE FIRE MARSHAL	$30.00	INSPECTION - POOL
STRUCTURAL TECHNOLOGY INC	$574.05	ANNUAL CERTIFICATION - FIRE
USA BLUE BOOK	$445.40	SUPPLIES - PUA
VERIZON	$975.98	CELLULAR - ALL
WASTE MANAGEMENT	$388.52	TRASH SERVICE - ALL
WHITE'S AUTOMOTIVE	$1,790.10	REPAIRS - PUA
WILSON BONNIE	$112.88	INTERPRETER - COURT
WISE SAFETY	$60.00	CGI CALIBRATION - FIRE
	$281,713.52	

Louisburg KS

CLOSE-KNIT • CLOSE TO EVERYTHING

2021 Budget Hearing

August 17, 2020

Agenda

- Budget Timeline
- Brief Review of City Funds
- Current Financial Condition & Trends
  - Expenses
  - Revenues
  - Opportunities & Challenges
- Budget Principles
- Recommended Budget
- Adopt Budget

2021 Budget Timeline

April 4	Revenue Presentation
May 12	Budget Workshop
July 20	Authorize Publication of Budget
July 29	Proposed Budget Published
August 17	Public Hearing – Final Adoption

General Fund

- Administration
- Fire
- Police
- Municipal Court
- Streets
- Building Inspections
- Planning & Zoning
- Parks
- Special Events

Revenues

- Fees For Service
- Franchise Fees
- License Fees
- Property Tax
- Sales Tax

Special Purpose Funds

- Aquatic Center
- Cemetery
- Cops for Kids
- Excise Tax (Community Development)
- Fox Hall
- Infrastructure Improvements
- Lewis Young Park Donations
- Lewis Young Park Lighting
- Streets

Revenues

- Donations
- Fees For Service
- Sales Tax (Pool & Infrastructure)
- State Highway
- Transfers

Business Funds

- Natural Gas
- Natural Gas Capital Improvement
- Stormwater
- Water
- Water Capital Improvement
- Water Utility Surplus
- Wastewater Capital Improvement

Revenues

- Connection Fees
- Fees For Service
- Transfers

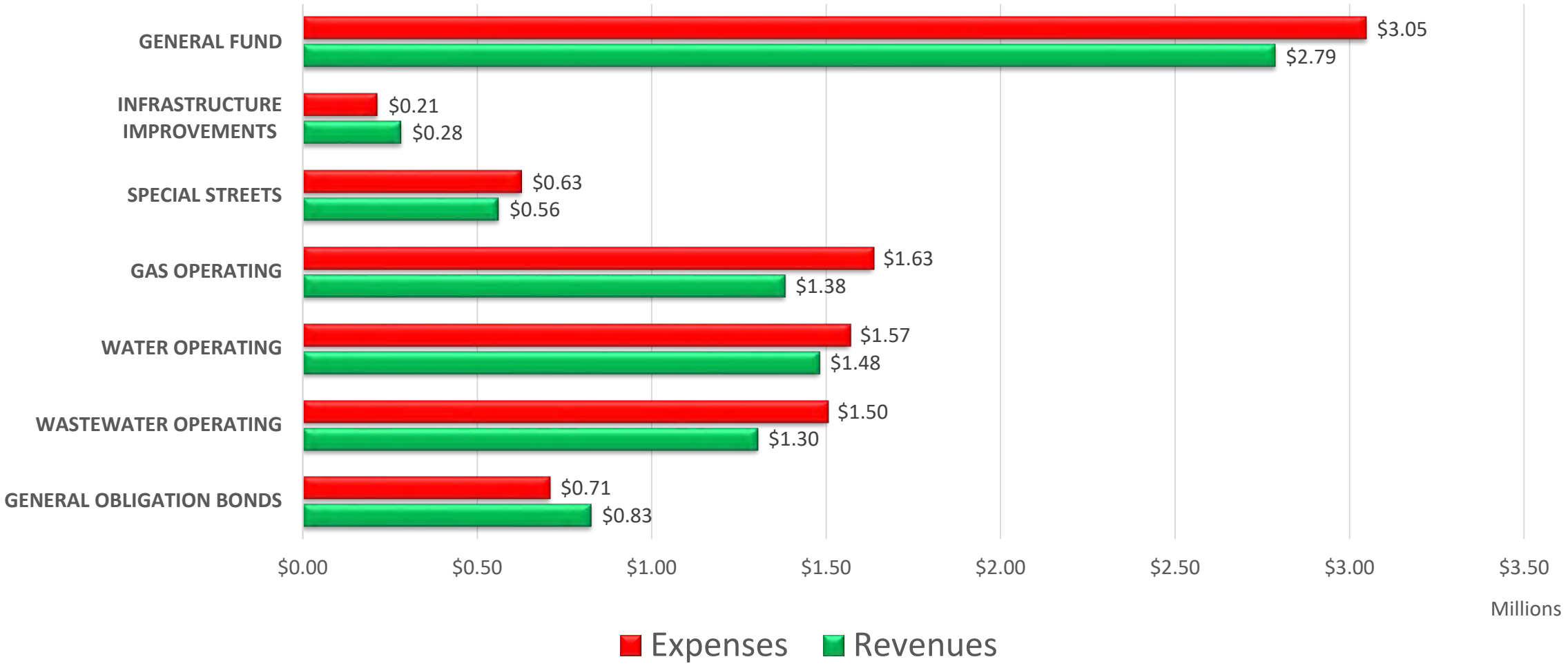
Debt Service Funds

- General Obligation Bonds
- Water/Sewer Bond Reserve
- PUA Bond Reserve

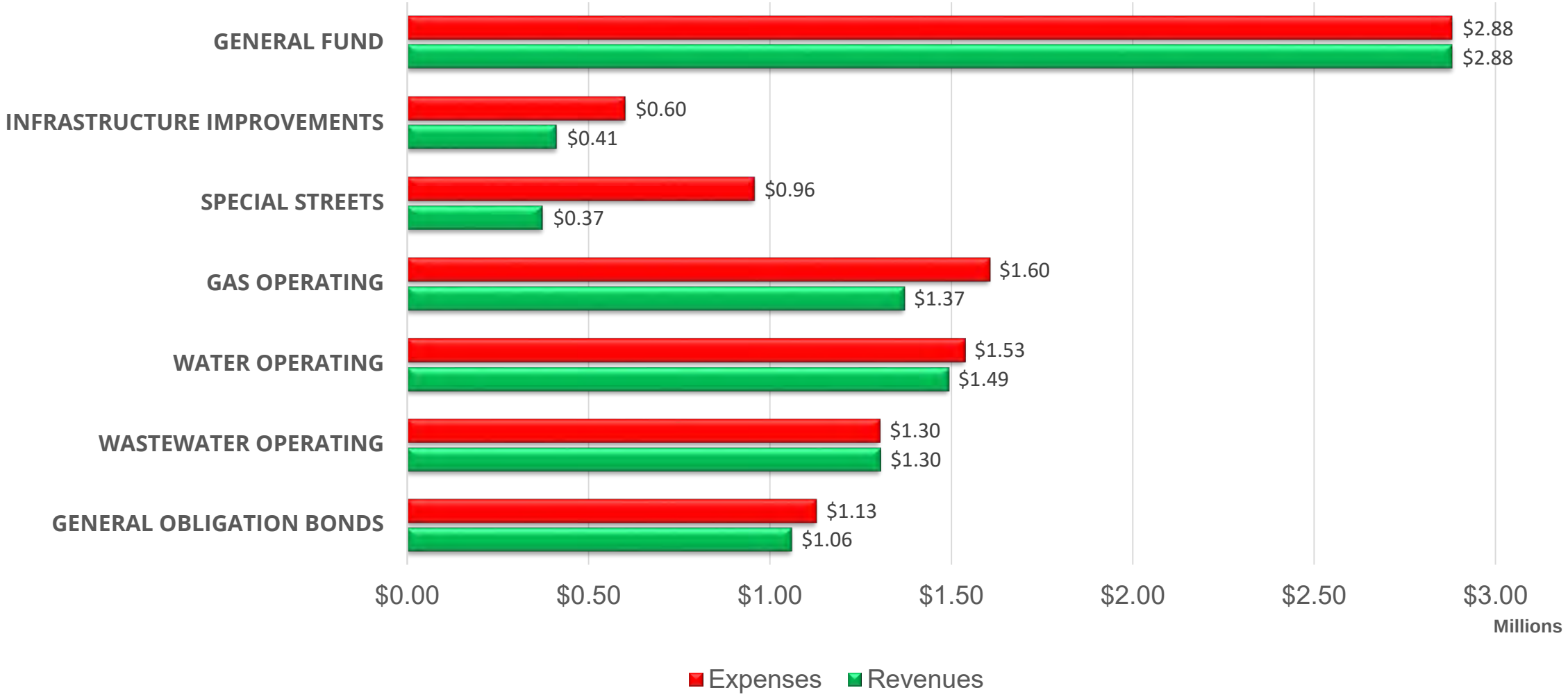
Revenues

- Property Tax
- Transfers

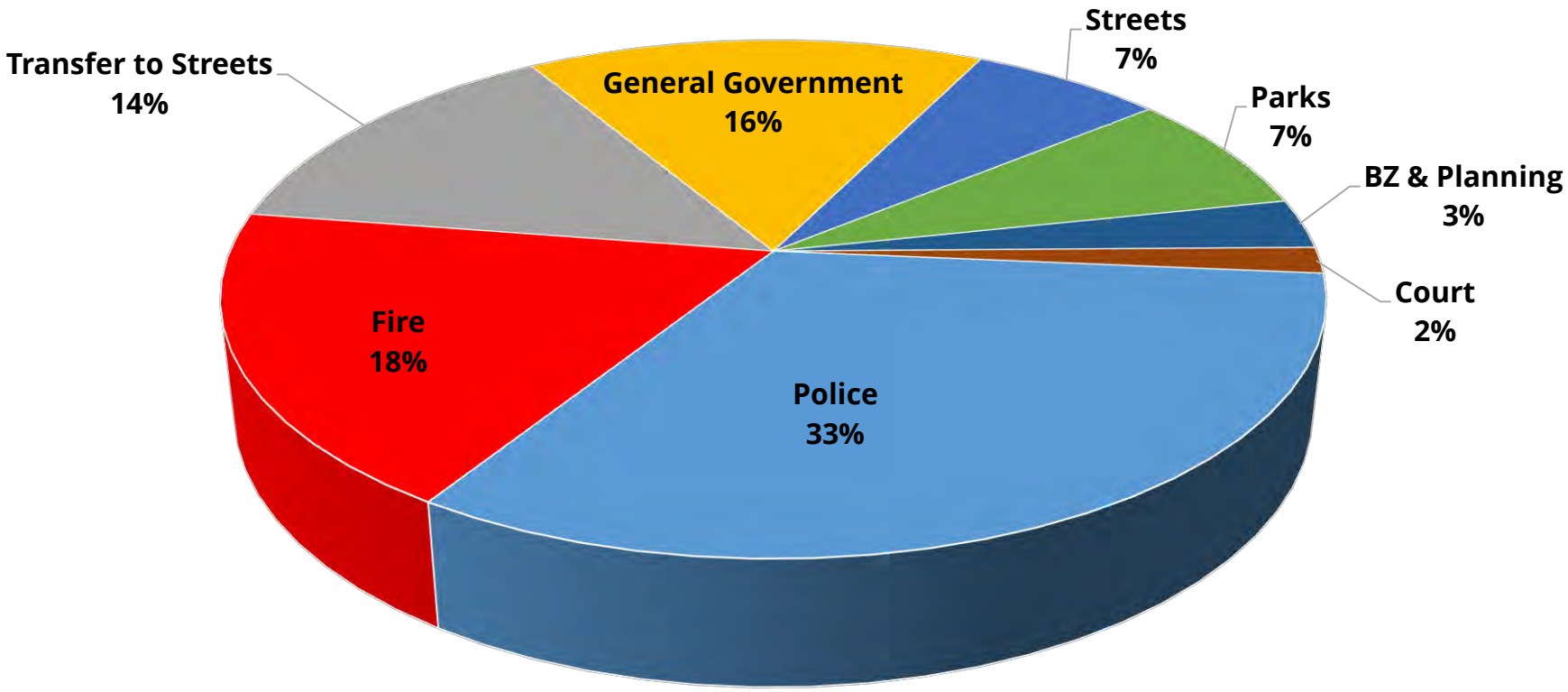
2019 Expenses & Revenues



2021 Budgeted Expenses & Revenues

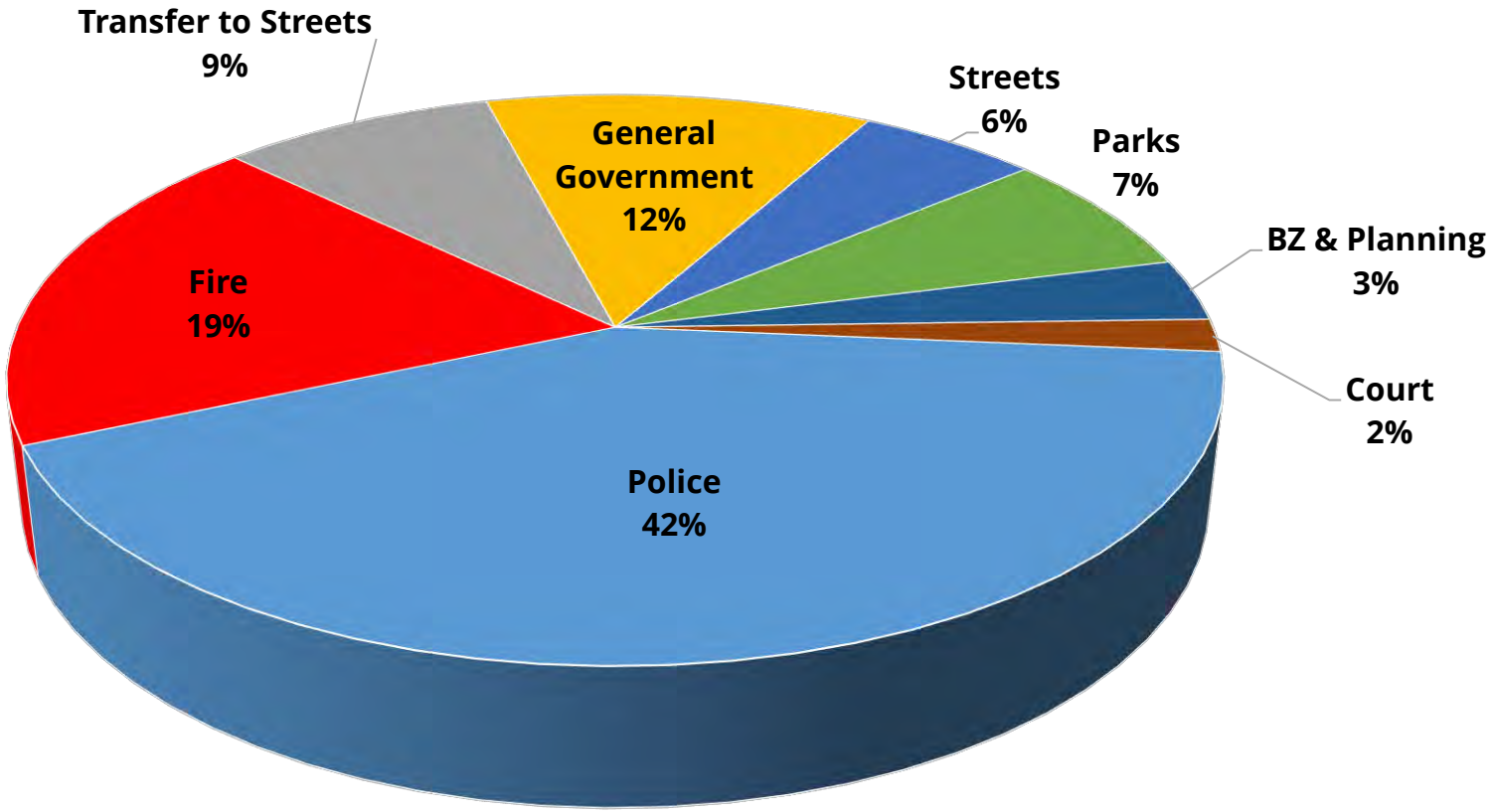


2019 General Fund Expenses



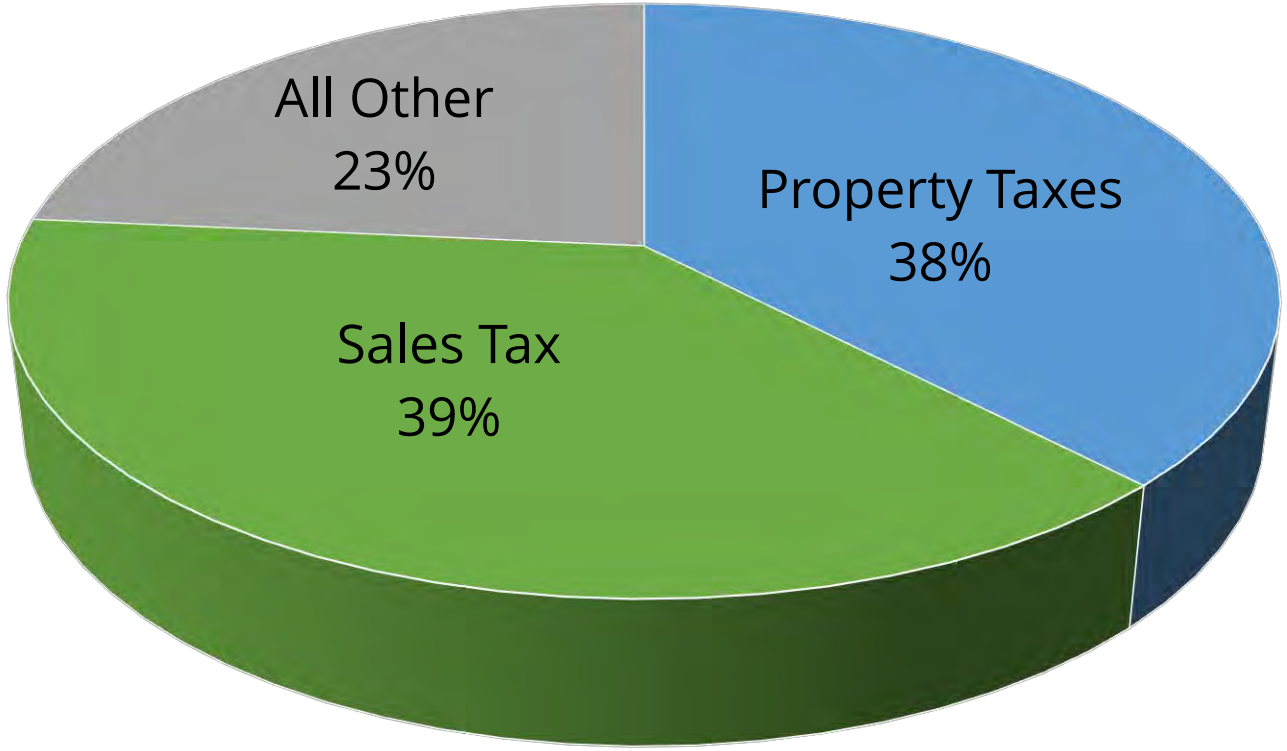
$3,046,890 Total

2021 General Fund Expenses



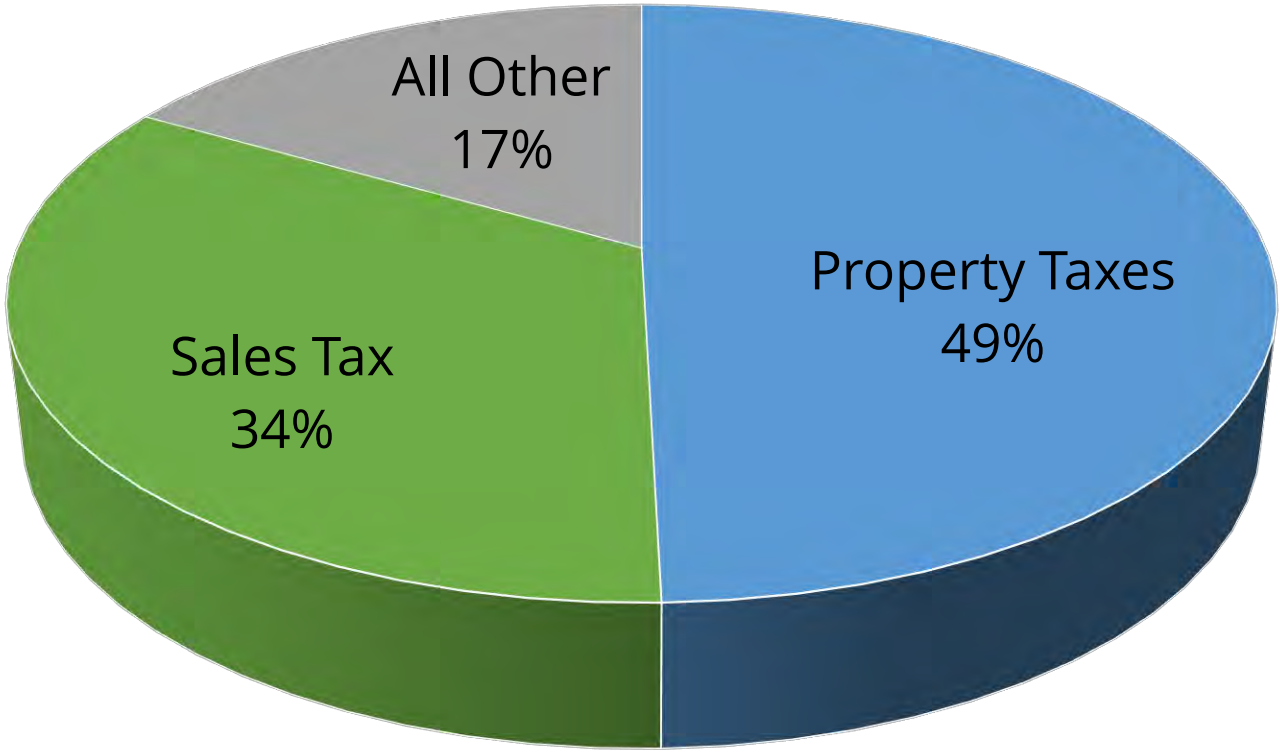
$2,879,500 Total

2019 General Fund Revenue



$2,785,884 Total

2021 Budgeted General Fund Revenue



$2,879,087 Total

General Fund Expenditures – How $1 is Spent

Police 42¢

Fire 19¢

Parks 7¢

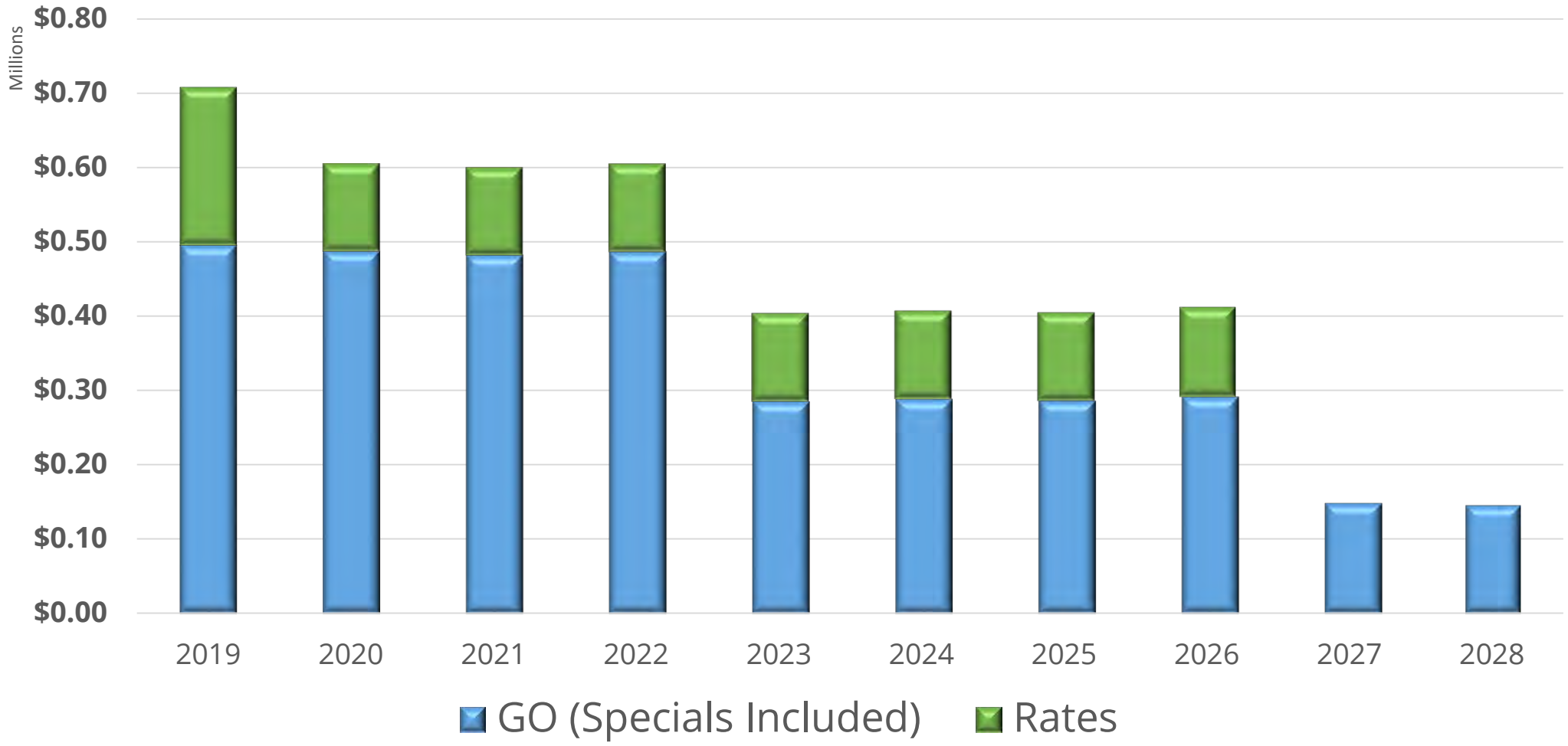
Court 2¢

Streets (General & Transfer) 15¢

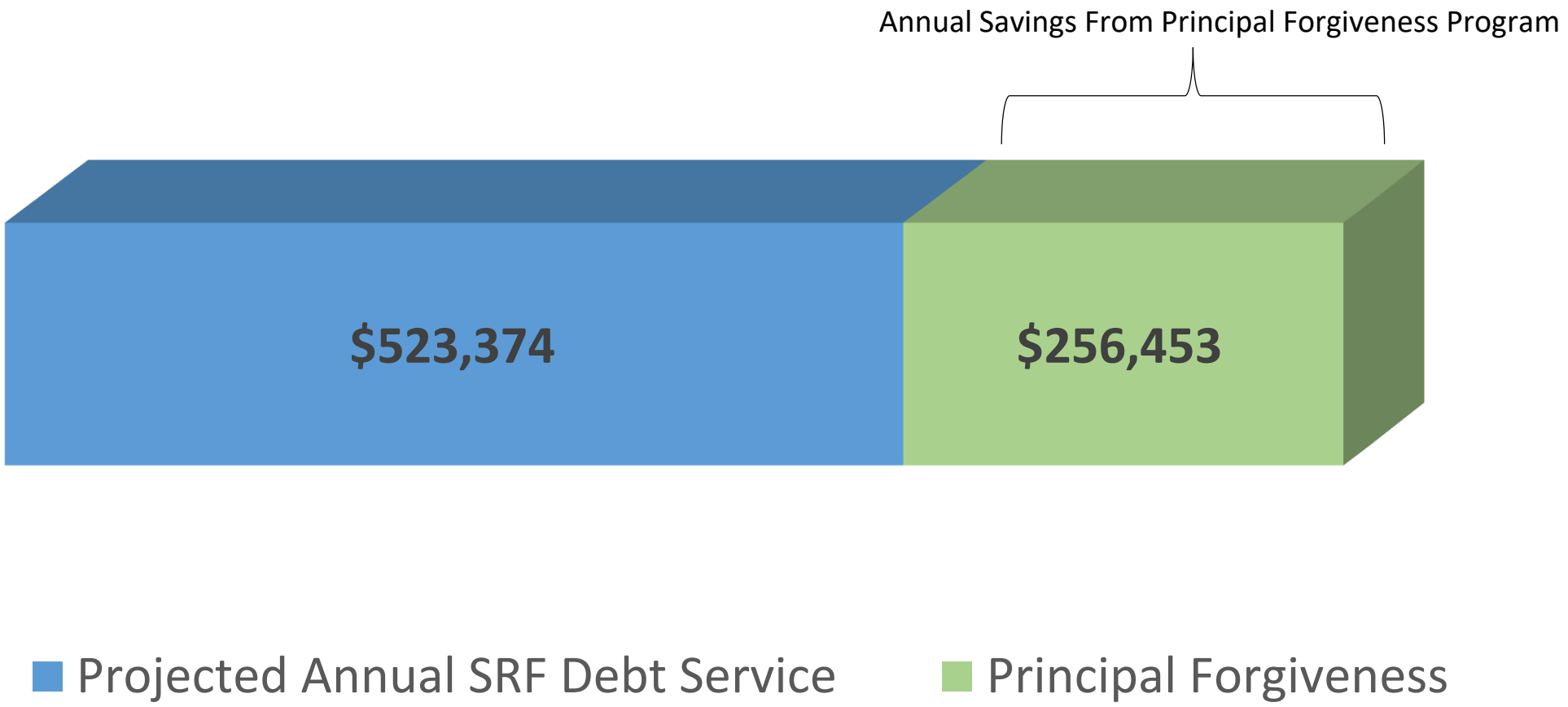
General Gov't 12¢

BZ & Planning 3¢

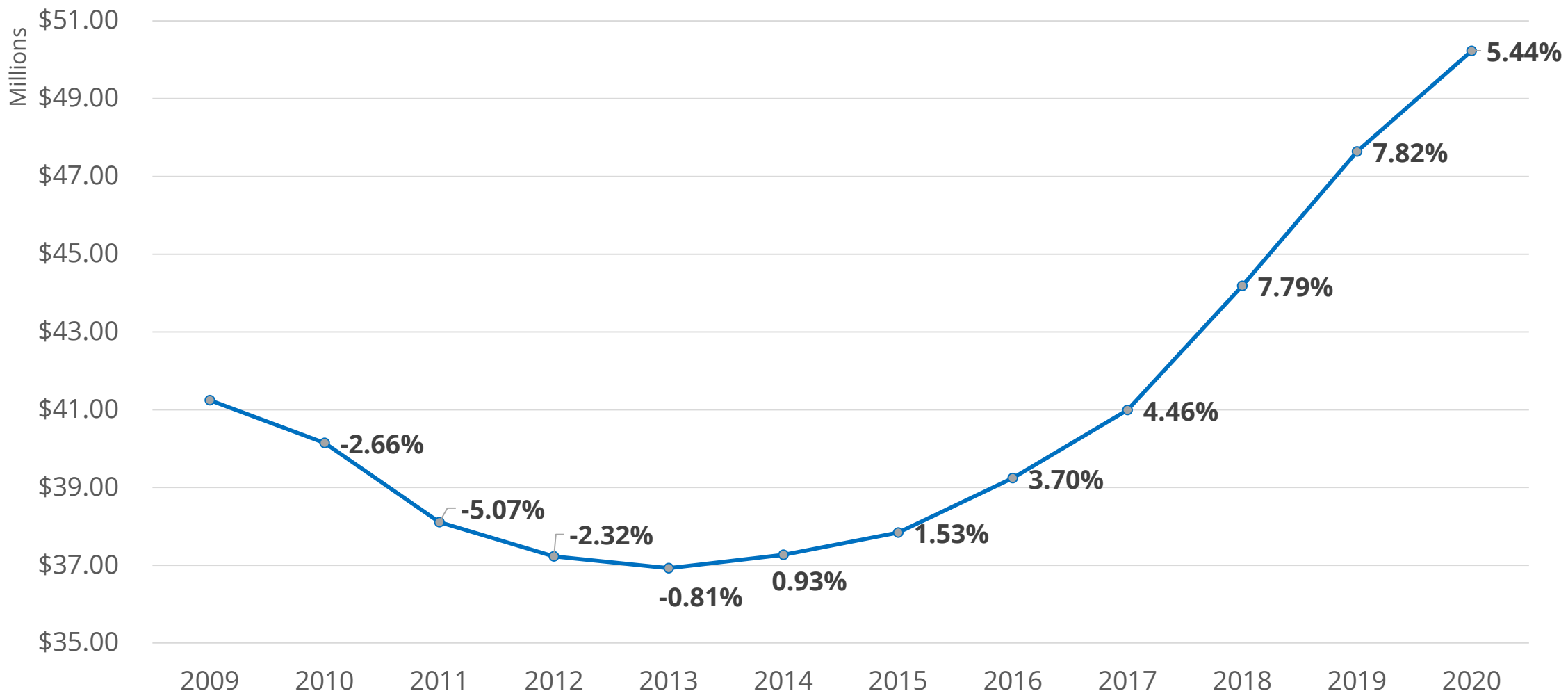
General Obligation Debt Service (2019-2028)



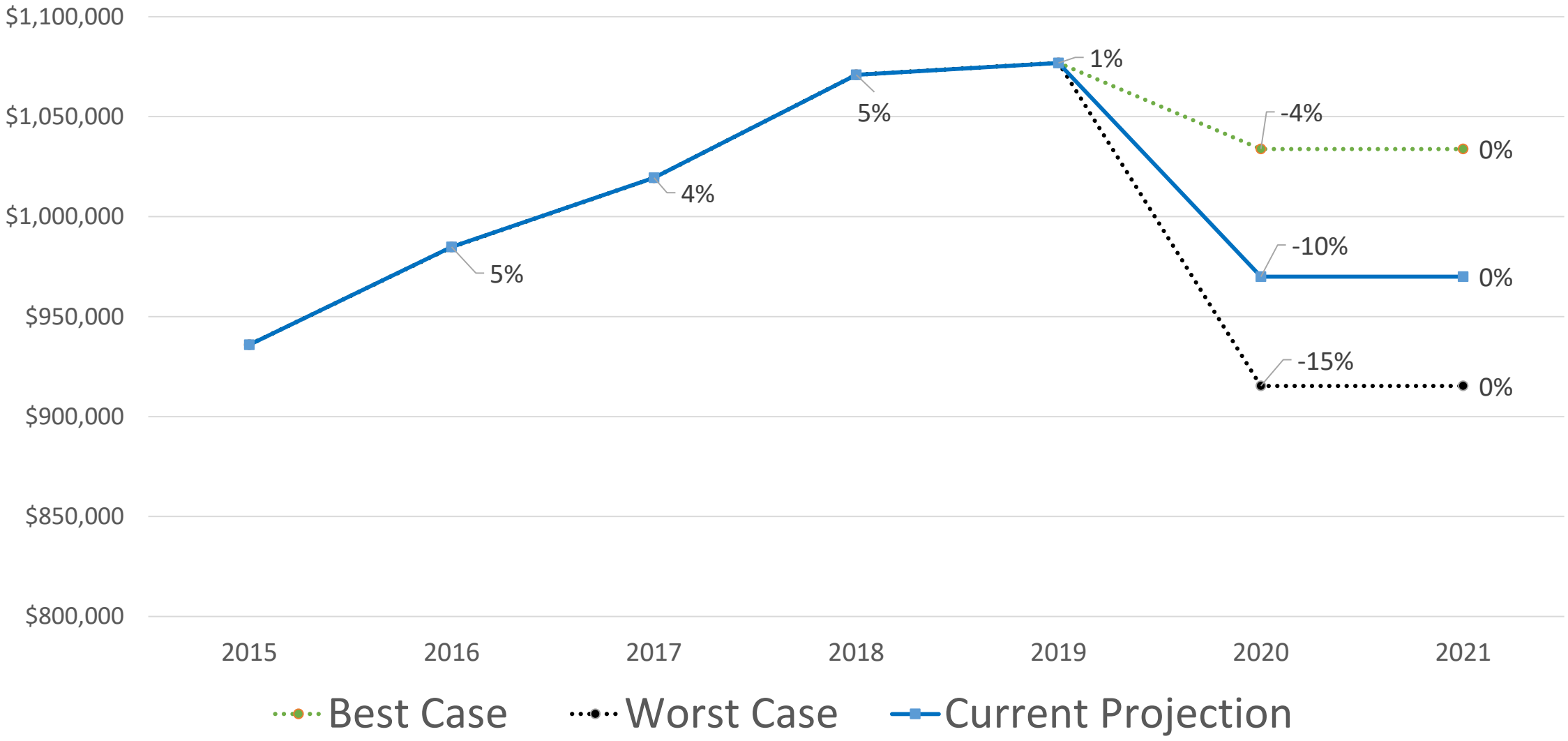
Wastewater Treatment Plant Debt Service 2021-2040



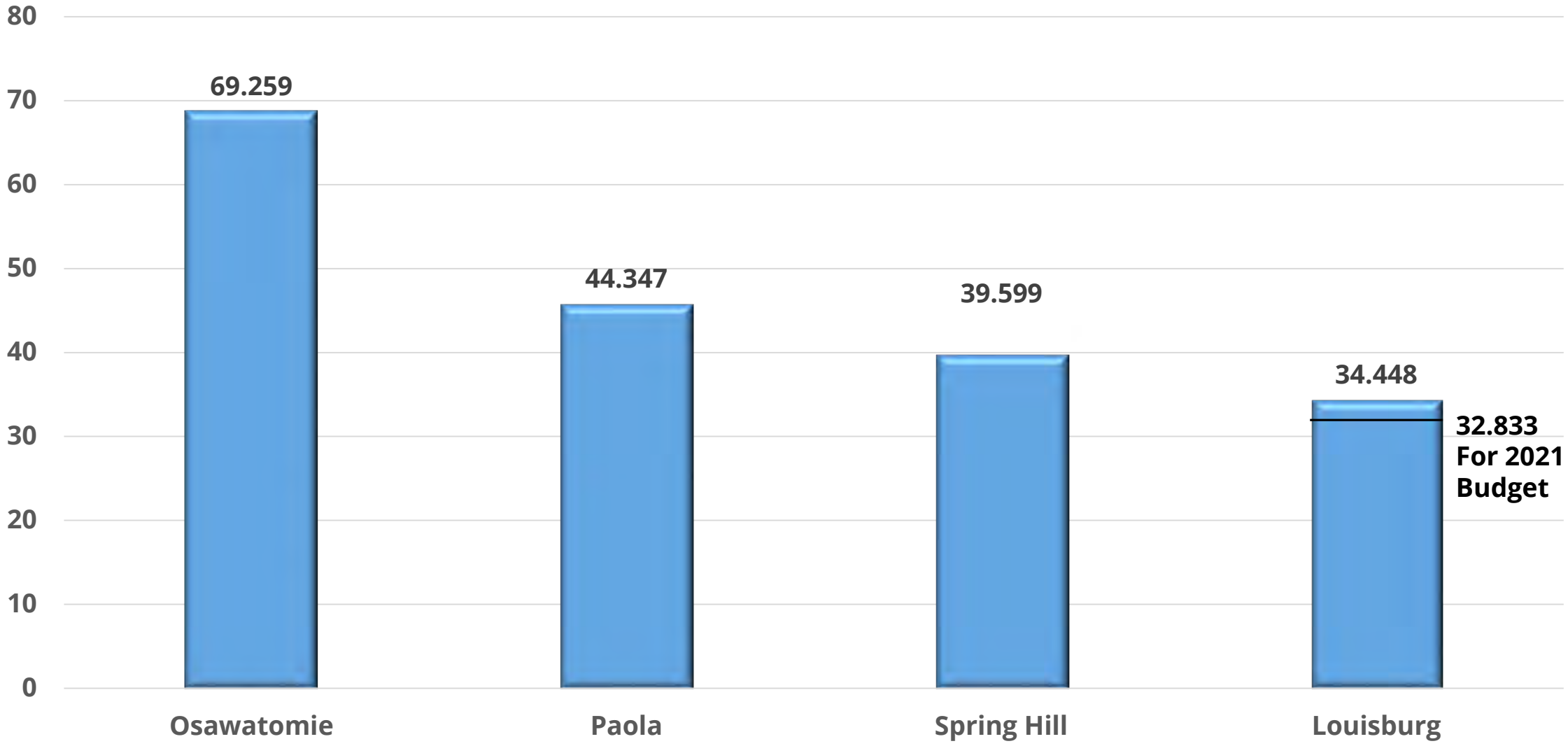
Historical Assessed Value



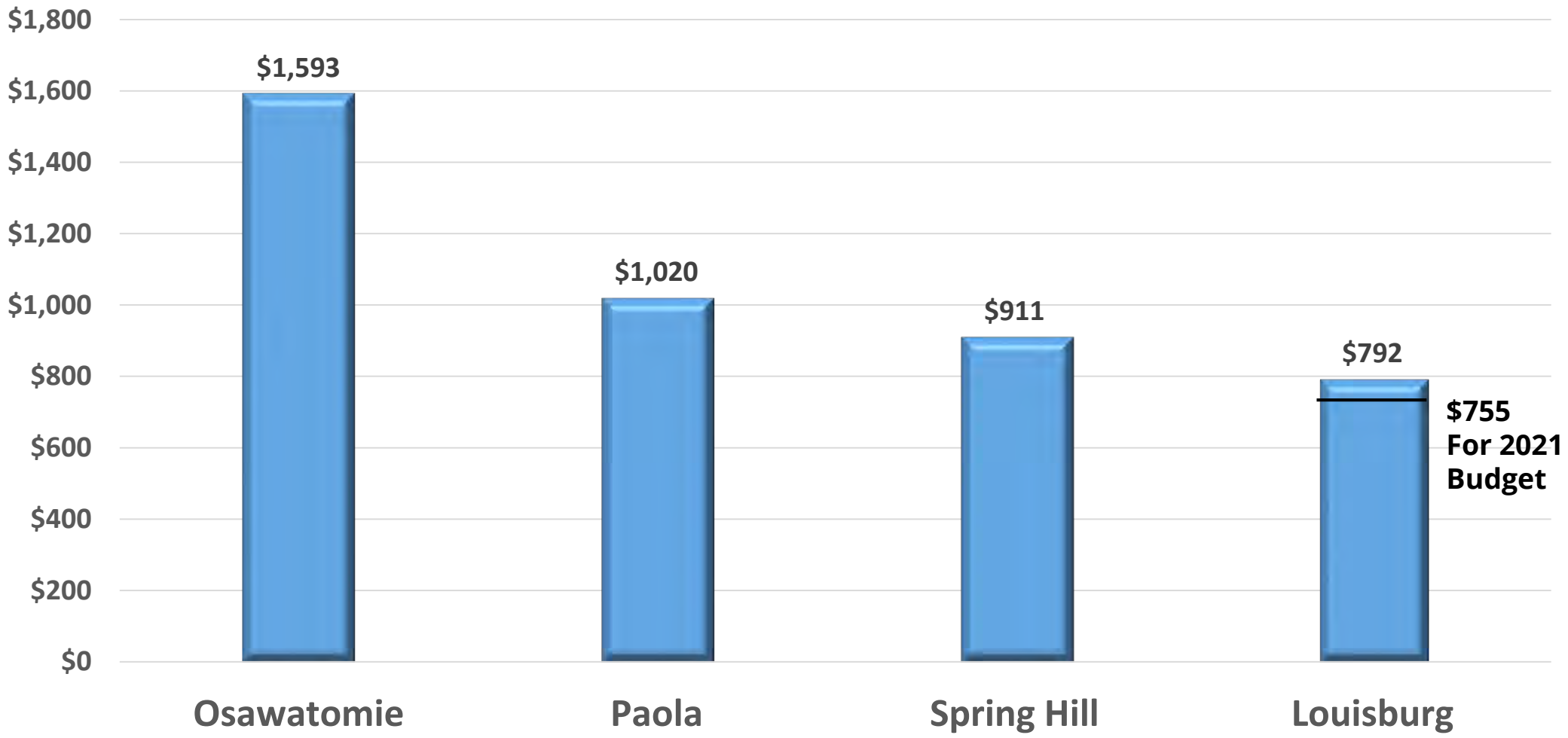
General Fund Sales & Use Tax



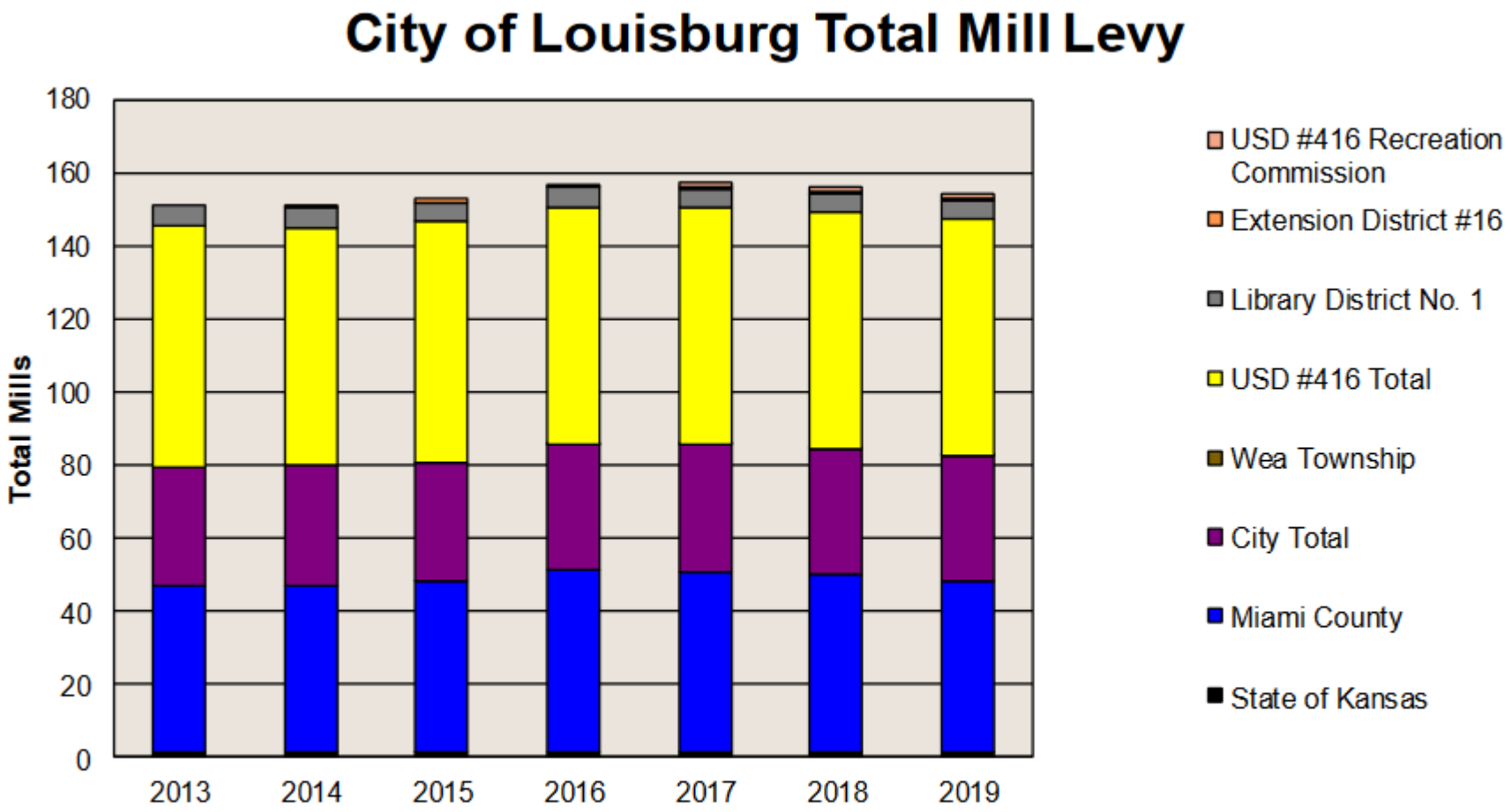
City Mill Levy Comparison



City Portion Property Tax $200,000 Home



Total Louisburg Mill Levy



Source: Miami County Clerk

2021 Budget Principles

In Order to maintain a solid financial condition:

- Fund on-going operating expenditures with on-going revenue sources
- Maintain sufficient reserves to meet unknown circumstances and financial rating
- Estimate revenues using a conservative approach to avoid budget shortfalls during the fiscal year
- Maintain long-term approach

2021 Budget Priorities & Challenges

Adequately Funding Capital Needs & Service Levels Including:

- Fleet needs of Fire, Police and Public Works
- Continued funding of Street Maintenance Program
- Sidewalk Enhancement / Replacement
- Police Department IT & equipment needs
- Utility Meter Replacement Program
- Comprehensive Plan Implementation
- Utility Maintenance
- Stormwater Improvements
- Wastewater Treatment Plant – First Year Operations

2021 Council Budget Guidance

Staff was provided the following directives:

- Keep General Fund expenditures the same from 2020 to 2021
- Look to offset the increase in property valuation on taxes paid
- Continue with Wastewater and Stormwater work
- Integrate feedback received from Budget Workshop

2021 Budget Considerations

- General Fund Expenditures and Mill Levy Impact
- Weigh Consideration of Property Tax Lid limits and Truth in Taxation
- Maintain service levels
- Continued focus on equipment / vehicle replacement schedule and capital improvement program goals
- Continued focus on maintaining solid financial situation and credit worthiness

2021 Draft Budget Highlights

Expenses

Employee Benefits and Wages

- Insurance Premium up 15% over 2019-20.
- Included 2% total cost of living adjustment.
- Continue to fund previously approved PD position.

Transfers

- Reduce Transfers to 2020 Streets Fund from $425,000 to $350,000.
- 2021 Street Transfer of $250,000.
- Utilize Existing Street Fund balance to bridge gap.

Capital Needs

- Maintain fleet replacement to current level of service.

Revenues

Property Tax

- Total 2021 Budgeted Property Tax Revenue $1,649,125. Projected 2020 Revenue is $1,641,311.
- Mill Levy Reduction from 34.448 to 32.833

Sales Tax

- Projected 10% Decrease in 2020.
- 2021 is projected to stay flat.
- Continued increase in Compensating Use Tax potential bright spot.

All Other

- All Other Revenue Mostly Flat from 2020.
- Long term decreases anticipated from Interest Income.

2021 Budget Highlights

FUND	Actual 2019 Expenditures	Actual Tax Rate	Estimate 2020 Expenditures	Actual Tax Rate	Budgeted 2021 Expenditures (Does Not Include Reserves)	Tax Rate
General	3,296,891	27.179	2,998,672	29.120	2,879,500	28.423
Debt Service	707,608	7.275	605,708	5.328	1,375,608	4.410
		34.454		34.448		32.833

- 2021 Expenditures Decreased $119,172 From Estimated 2020 Expenditures
- Mill Rate Reduction From 34.448 to 32.833.
- General Fund Transfers to Street Fund Reduced from $425,000 to $350,000 in 2020. Transfer in 2021 of $250,000.
- Sales Tax Projected to Decrease 10% in 2020 and Remain Flat for 2021.
- Increase in Debt Service Budget Authority Due to Wastewater Treatment Plant State Revolving Loan – Funded Entirely Through Sewer Rates.

Proclamation

WHEREAS: September 17, 2020, marks the two hundred thirty-third anniversary of the drafting of the Constitution of the United States of America by the Constitutional Convention; and

WHEREAS: It is fitting and proper to accord official recognition to this magnificent document and its memorable anniversary; and to the patriotic celebrations which will commemorate the occasion; and

WHEREAS: Public Law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17 through 23 as Constitution Week,

NOW, THEREFORE I, Marty Southard, by virtue of the authority vested in me as Mayor of the City of Louisburg in the City of Louisburg, do hereby proclaim the week of September 17 through 23 as

"CONSTITUTION WEEK"

AND ask our citizens to reaffirm the ideals of the Framers of the constitution had in 1787 by vigilantly protecting the freedoms guaranteed to us through this guardian of our liberties, remembering that lost rights may never be regained.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Louisburg to be affixed this _____day of _____ of the year of our Lord two thousand twenty.

Signed _____
Marty Southard
Mayor of Louisburg, Kansas

SEAL Attest _____

City of Louisburg

Memo

To: Louisburg Governing Body

From: Nathan Law

Date: August 14, 2020

Re: International Fire Code Continued

Background: Staff was directed by Council at the last meeting to make changes to the draft International Fire Code ordinance as discussed at that meeting. Attached with this memorandum is an updated ordinance with the terms discussed at the last meeting.

Financial: Publication cost.

Legal: None.

Recommendation: Approve the International Fire Code ordinance as presented.

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF LOUISBURG, KANSAS, ADOPTING THE 2018 EDITION OF THE *INTERNATIONAL FIRE CODE*, REGULATING AND GOVERNING THE SAFEGUARDING OF LIFE AND PROPERTY FROM FIRE AND EXPLOSION HAZARDS ARISING FROM THE STORAGE, HANDLING AND USE OF HAZARDOUS SUBSTANCES, MATERIALS AND DEVICES, AND FROM CONDITIONS HAZARDOUS TO LIFE OR PROPERTY IN THE OCCUPANCY OF BUILDINGS AND PREMISES IN THE CITY OF LOUISBURG, KANSAS; PROVIDING FOR THE ISSUANCE OF PERMITS AND COLLECTION OF FEES THEREFOR; REPEALING ORDINANCE NO. 870 OF THE CITY OF LOUISBURG, KANSAS, AND ALL OTHER ORDINANCES AND PARTS OF THE ORDINANCES IN CONFLICT THEREWITH.

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF LOUISBURG, KANSAS, AS FOLLOWS:

SECTION 1. That a certain document, three (3) copies of which are on file in the Building & Zoning office of the City of Louisburg, Kansas, being marked and designated as the *International Fire Code*, 2018 Edition, as published by the International Code Council, be and is hereby adopted as the Fire Code of the City of Louisburg in the State of Kansas, regulating and governing the safeguarding of life and property from fire and explosion hazards arising from the storage, handling and use of hazardous substances, materials and devices, and from conditions hazardous to life or property in the occupancy of buildings and premises as herein provided; providing for the issuance of permits and collection of fees therefor; and each and all of the regulations, provisions, penalties, conditions and terms of said Fire Code on file in the office of the City of Louisburg, Kansas, are hereby referred to, adopted, and made a part hereof, as if fully set out in this ordinance, with the additions, insertions, deletions and changes, if any, prescribed in Section 2 of this ordinance.

SECTION 2. The following sections are hereby revised:

Section 101.1 - Insert: City of Louisburg, Kansas

SECTION 3. That the geographic limits referred to in certain sections of the 2018 International Fire Code are hereby established as follows:

Section 3204.3.1.l - Storage of flammable cryogenic fluids in stationary containers outside of buildings is prohibited within the limits of the City of Louisburg, Kansas.

Section 3404.2.9.5.1 - Storage of Class I and Class II liquids in above-ground tanks outside of buildings is prohibited in the following City of Louisburg, Kansas, zoning districts: R-1; R-2; R-3; M-P; M-S; PUD; C-0; C-1; C-2; C-3; and C-S.

Section 3406.2.4.4 - Storage of Class I and Class II liquids in above-ground tanks is prohibited within the limits of the City of Louisburg, Kansas.

Section 3804.2 - Storage of liquefied petroleum gas is restricted for the protection of heavily populated or congested areas and is prohibited in the following city of Louisburg, Kansas, zoning districts: R-1; R-2; R-3; M-P; M-S; PUD; C-0; C-1; C-2; C-3; and C-S. Excluded from this prohibition are petroleum products stored in above-ground tanks and limited as follows:

A. Storage tanks must be permitted through the State of Kansas and owner shall provide proof thereof to the City of Louisburg;
B. Storage tanks shall be limited to less than 660 gallons storage capacity;
C. Storage tanks shall be located a minimum of 150 feet from any primary structure located on a neighboring property;
D. Storage tanks shall be located no closer than 50 feet of a property line;
E. Storage tanks shall be located no closer to any public access right-of-way than the rear of the primary structure onsite;
F. Petroleum products allowed to be stored shall not include kerosene; and
G. Property owner shall provide proof of annual permit and inspection as required by State of Kansas, and must be inspected and re-permitted whenever a previously permitted property changes from one ownership to another, regardless of sale, forfeiture or inheritance.

SECTION 4. Penalties. The violation of this ordinance by any person, whether owner, tenant, contractor or other person, shall be punishable by a fine of not to exceed Five Hundred ($500.00) Dollars for each offense. In case any activity is, or is proposed to be, used in violation of this ordinance, the Building Inspector, City Attorney, or other appropriate authority of the municipality may, in addition to other remedies, institute injunction, mandamus, or other appropriate action or proceeding to prevent such unlawful activity.

SECTION 5. That Ordinance No. 870 of City of Louisburg, Kansas, and all other ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 6. That if any section, subsection, sentence, clause or phrase of this ordinance is, for any reason, held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance. The Governing Body of the City of Louisburg, Kansas, hereby declares that it would have passed this ordinance, and each section, subsection, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses and phrases be declared unconstitutional.

SECTION 7. That nothing in this ordinance or in the Fire Code hereby adopted shall be construed to affect any suit or proceeding impending in any court, or any rights acquired, or liability incurred, or any cause or causes of action acquired or existing, under any act or ordinance hereby repealed as cited in Section 5 of this ordinance; nor shall any just or legal right or remedy of any character be lost, impaired or affected by this ordinance.

SECTION 8. That this ordinance shall take effect and be in full force from and after its adoption by the Governing Body of the City of Louisburg, Kansas, and publication in the official City newspaper.

PASSED and approved by the Governing Body, this _____ day of _____, 2020.

_____
Marty Southard, Mayor

ATTEST:

_____
Traci Storey, City Clerk

(seal)

City of Louisburg

Memo

To: Louisburg Governing Body

From: Nathan Law

Date: August 14, 2020

Re: Tower Attachment Agreement

Background: Staff has been working with Miami County and Tusa Consulting Services to determine how to amend an approach in regard to the previous ground lease agreement with a private cellular carrier to attach 800 MHz dispatching radio equipment to a cellular tower located on City property. In July staff sought and received Council approval to enter into an agreement with USCOC Nebraska/Kansas, LLC, a Delaware limited liability company, to further this goal. Following Council's approval and further discussion with USCOC, a company representative stated that the assignment by direct agreement with the tower company would not be allowable. Because Miami County dispatches on behalf of the City of Louisburg, and because the term allows for local emergency radio equipment, the City intends to request Miami County by Interlocal Agreement to locate such equipment on the tower, on behalf of the City of Louisburg.

Financial: None.

Legal: Attached is an Interlocal Agreement between the City of Louisburg and Miami County for placement and maintenance of emergency response radio equipment.

Recommendation: Approve the Interlocal Agreement as presented and direct the Mayor to sign.

INTERLOCAL AGREEMENT BETWEEN CITY OF LOUISBURG, KANSAS AND MIAMI COUNTY, KANSAS

THIS AGREEMENT (hereinafter referred to as "Agreement"), is made this _____ day of August, 2020 be and between City of Louisburg, Kansas (hereinafter Landlord/City) and Miami County, Kansas (hereinafter County/Assignee)

WHEREAS, City of Louisburg owns a tract of land with an address of 29140 S. Rogers Road, Louisburg, Kansas, upon which USCOC Nebraska/Kansas LLC has a communications tower, with the City having the right to locate emergency service and/or antenna equipment on said tower;

WHEREAS, County desires to attach emergency electronic equipment to said tower in order to assure County emergency radio coverage and the ability to provide emergency services to residents and travelers within the proximate area of aforesaid tower with County bearing full cost of installing and maintaining said equipment during the term of this Agreement; and

WHEREAS, it is the desire of both County and City to enter into the following agreement.

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties agree as follows:

1. The County may locate on the communications tower the following electronic equipment to serve emergency response for the City and surrounding areas, with County paying the full cost of installing and maintaining below described equipment:

A. ;
B. ;
C. ;
D. ;
E. ;
F. ;
G. .

2. TERM. The term of this Agreement will commence on August 1, 2020 and continue for an initial term of twenty years and shall automatically be extended for a series of five year terms unless either party notifies in writing the other party one hundred eighty (180) days prior to the end of a five year term that the agreement will not be extended at the end of the term.

3. COMPENSATION. Louisburg agrees to provide aforesaid tower attachment to County for no compensation.

4. OBLIGATIONS OR REQUIREMENTS. County agrees to comply with any obligations or requirements set forth in any other agreement City holds for said tower, including removal of equipment upon expiration or termination of tower license.

5. DISCLAIMER AND WAIVER OF REPRESENTATION AND WARRANTIES. County acknowledges that it has examined and inspected the Tower and is familiar with the physical condition thereof. County further acknowledges that City has not made and does not make any representations regarding the physical condition of The Tower and/or the suitability for locating any equipment thereon, and there are no warranties, either expressed or implied, regarding same.

6. INDEMNIFICATION: DUTY TO DEFEND. County agrees to indemnify, defend, and hold City harmless from any and all claims, actions, and demands whatsoever concerning, relating to, or arising from the emergency service and antenna equipment on the tower, and from any act or omission of County or any of its servants, agents, employees, or contractors, and from and against any and all costs, expenses, and liabilities incurred with any claim or proceeding brought thereon, including reasonable attorney's fees and expenses.

7. NOTICE. Any notice provided under this Agreement shall be in writing addressed to the address set forth in the following paragraph of this Agreement, or such other address as either party shall designate in writing to the other party, and shall be sent postage prepaid, certified or registered mail, return receipt requested.

8. Miami County, Kansas
Shane Krull, Administrator
201 South Pearl, Ste. 200
Paola, Kansas 66071
(913) 294-9500

City of Louisburg
Nathan Law, Administrator
215 S. Broadway
Louisburg, Kansas 66053
(913) 873-5371

IN WITNESS WHEREOF, the above named parties have set their hands this _____ day of August, 2020.

Miami County, Kansas

_____
ROB ROBERTS, Chairman
Miami County, Kansas

City of Louisburg, Kansas

_____
MARTY SOUTHARD, Mayor
Louisburg, Kansas

City of Louisburg

Memo

To: Louisburg Governing Body

From: Nathan Law

Date: August 14, 2020

Re: CDBG-CV Scoring Results and Allocation

Background: In July staff asked Council to direct on preference for scoring criteria regarding the recently awarded CDBG-CV grant funds, and to provide additional direction to staff and the selected grant administrator. Since that time, staff has been in conversation with the City of Osawatomie and Miami County, both of which just recently received second round CDBG-CV funding. The idea from that conversation was to take the scoring criteria Louisburg City Council developed and apply it to application review similarly for each of the three entities. Osawatomie had a staff member and another local organization review the criteria and provide feedback. The feedback provided led to the development of the attached template for review of applications. There was a slight modification from the criteria and points awarded from that which was provided by Louisburg City Council, but staff believes the end result is equitable with that intent.

Attached with this memorandum is a copy of each scoring sheet compiled by staff and reviewed by the grant administrator for form and formula. In conversation with the grant administrator, the scoring criteria, ranking and final award is not reviewed or questioned through the CDBG-CV process, so there is latitude for each governing body of each entity to select awardees with whatever means is deemed most appropriate. When reviewing the scoring criteria, staff utilized application responses, follow-up information obtained by the grant administrator and additional information sought and received from applicants. Scoring has been compiled to the best of staff's ability.

The amount requested from businesses ($181,000) exceeded the funds available for this process ($120,000). Staff applied criteria scores (from the template) to the maximum per business award (listed below), which resulted in possible awards ($153,825) that still exceeded the available funds ($120,000). Staff then applied a formula to allow either the percentage-based formula or not-to-exceed what was requested by the individual business ($134,400), the result of which still exceeded available funds ($120,000), but closer. Staff then applied a set percentage (89.2857%) to reduce recommendation to the available funds ($120,000).

Business Name	Recommended Funding
Lucille's	16,607
Louisburg Barber Shop	8,929
Shear Beauty Studio	13,527
Gerken Rental	15,000
KRS Corp	13,616
Simply Selah	12,321
Louisburg Jiu-Jitsu	8,929
Whites Automotive	17,679
Rising Sun Daycare	13,393
Total	**120,000**

As a reminder, each business qualified based on low to moderate income (LMI) of the employees retained. Each of the businesses qualified based on LMI, and there are varying thresholds of funding available based on sole proprietorship ($25,000 max), 1-5 employees ($30,000 max) and 6-50 employees ($50,000 max).

Financial Consideration: Available grant funding is $120,000.

Legal Consideration: None.

Recommendation: Discuss recommended awards and direct staff accordingly.

RESOLUTION NO. ____

<u>City Coronavirus Relief Fund</u>

WHEREAS, securing the health, safety, and economic well-being of our residents is CITY OF LOUISBURG'S top priority;

WHEREAS, CITY OF LOUISBURG is facing both a public health and economic crisis – the pandemic and public health emergency of COVID-19 – which has resulted in illness, quarantines, school closures, and temporary closure of businesses resulting in lost wages and financial hardship to Kansas citizens;

WHEREAS, the World Health Organization declared a pandemic on March 11, 2020;

WHEREAS, on March 13, 2020, the President of the United States pursuant to Sections 201 and 301 of the National Emergencies Act, 50 U.S.C. § 1601, et seq. and consistent with Section 1135 of the Social Security Act, as amended (42 U.S.C. § 1320b-5), declared a national emergency that the COVID-19 outbreak in the United States constitutes a national emergency beginning March 1, 2020;

WHEREAS, as of this date, in MIAMI COUNTY there have been 122 reported positive cases of COVID-19, and 0 deaths, with a likely second wave of COVID-19 cases expected in the Fall;

WHEREAS, CITY OF LOUISBURG must remain flexible to account for the evolving nature and scope of the unprecedented public health emergency posed by COVID-19, while also simultaneously beginning the process of safely, strategically, and incrementally reopening business and facilitating economic recovery and revitalization;

WHEREAS, for the aforementioned and other reasons, and in recognition and furtherance of our responsibility to provide for and ensure the health, safety, security, and welfare of the people of CITY OF LOUISBURG, CITY OF LOUISBURG has determined that the evolving public health and economic threats posed by COVID-19 require a proactive approach to provide immediate financial relief and long-term economic investment within the CITY OF LOUISBURG;

WHEREAS, in these challenging times, CITY OF LOUISBURG will do whatever it can to avoid immediate dangers to the health, safety, and welfare of our constituents and prepare for future waves of COVID-19;

WHEREAS, on June 16, 2020 the State Finance Council approved the Strengthening People and Revitalizing Kansas (SPARK) Taskforce's proposal to distribute $6,894,296 to MIAMI COUNTY help address the health and economic challenges inflicted by COVID-19 based on MIAMI COUNTY'S population and impact from COVID-19 with funds provided for reimbursement of COVID-19 related costs and as direct aid unless otherwise approved by the SPARK Taskforce.

WHEREAS, to ensure that all educational and municipal entities with along with counties receive Coronavirus Relief Funds to meet their respective health and economic challenges,

the SPARK Taskforce Executive Committee passed a motion on June 2, 2020, to direct counties to allocate and share Coronavirus Relief Funds with public educational and municipal entities within their counties.

WHEREAS, MIAMI COUNTY adopted a Resolution to accept and distribute funds to cities within MIAMI COUNTY, KANSAS.

Be it resolved that, pursuant to the authority vested in the LOUISBURG CITY COUNCIL, including the authority granted to this body by constitutional home rule in order to begin the process of safely, strategically, and proactively disbursing the resources the city needs to both mitigate the spread of COVID-19 and invest in long-term economic recovery, the LOUISBURG CITY COUNCIL accepts any funds appropriated to CITY OF LOUISBURG by the State of Kansas through the State's Coronavirus Relief Fund and distributed by MIAMI COUNTY pursuant to the following terms designed to ensure the lawful use of funds and transparency, equity, and accountability:

1. Section 5001 of the Coronavirus Aid, Relief, and Economic Security ("CARES") Act, as codified in 42 U.S.C. § 801, provides the eligible purposes for which Coronavirus Relief Fund ("CRF") payments may be used. Under 42 U.S.C. § 801(d) funds may be used for:

    a. necessary expenditures incurred due to the public health emergency with respect to Coronavirus Disease 2019 (COVID-19);

    b. <u>not</u> accounted for in the budget most recently approved for the city as of March 27, 2020; and

    c. incurred during the period that begins on March 1, 2020 and ends on December 30, 2020.

2. The following are examples of public health expenditures allowed pursuant to paragraph 1.a. above and 42 U.S.C. § 801(d):

    - COVID-19 related expenses of public hospitals or clinics
    - COVID-19 testing and quarantine costs
    - Payroll of employees substantially dedicated to COVID-19 mitigation or response
    - Expenses for establishing and operating public telemedicine capabilities
    - Technological improvements to facilitate distance learning
    - Improving telework capabilities
    - Grants to small businesses to reimburse the costs of business interruption caused by required closures

- Government payroll support program
- Unemployment insurance costs related to COVID-19

3. The following are examples of public health expenditures NOT allowed pursuant to paragraph 1.a. above and 42 U.S.C. § 801(d):

    - Damages covered by insurance
    - Payroll or benefits for employees not substantially dedicated to mitigating or responding to COVID-19
    - Expenses that will be reimbursed under any federal program
    - Reimbursement to donors for donating items or services
    - Workforce bonuses other than hazard pay or overtime
    - Severance pay
    - Legal settlements

4. Additionally, as outlined in guidance issued by the Congressional Research Service on April 14, 2020, "Coronavirus Relief Fund payments may not be used to directly account for revenue shortfalls related to the COVID-19 outbreak. Such funds, however, may indirectly assist with revenue shortfalls in cases where expenses paid for by the Coronavirus Relief Fund would otherwise widen the gap between government outlays and receipts."

5. To ensure the effective and timely oversight of local and state spending, CITY OF LOUISBURG will comply with reporting requirements established by MIAMI COUNTY.

6. To ensure transparency and accountability in the deliberation, expenditure, and oversight processes associated with CRF funds, CITY OF LOUISBURG, will comply with all requirements of the Kansas Open Meetings Act.

7. The COVID-19 pandemic has disproportionally impacted racial minorities within the State of Kansas, illustrating long-standing health disparities for African-American, Latino, and other racial minority populations in the United States. Accordingly, CITY OF LOUISBURG will consider and incorporate efforts to address such disproportionate impacts on racial minorities in its direct aid plan.

8. As provided in 42 U.S.C. § 801(f), the Inspector General of the Department of the Treasury determines whether CRF payments have been used for eligible purposes. Fund payments that are deemed to have been used for ineligible purposes are treated as a debt owed by the implementing government to Treasury. This resolution signifies that, upon approval, CITY OF LOUISBURG agrees to cooperate with any audits or inquiries by the Department of

the Treasury concerning CRF funds and agrees to pay any debt incurred to the Department of the Treasury due to ineligible expenditures of appropriated CRF funds.

9. CITY OF LOUISBURG understands that the United States Department of the Treasury or the Governor's Office of Recovery may issue guidance regarding the transfer, expenditure, reimbursement, or other use of CRF funds.

10. CITY OF LOUISBURG understands and agrees that any unspent funds must be returned to the State for recoupment. CITY OF LOUISBURG understands that MIAMI COUNTY must return all unspent funds no later than December 30, 2020, and will make any unspent funds available for return prior to December 30, 2020. All reconciliation documents submitted to SPARK Taskforce will be made publicly available by the Governor's Office of Recovery, including supporting documentation submitted by CITY OF LOUISBURG to MIAMI COUNTY.

This document shall be filed with the LOUISBURG City Clerk. It shall become effective as of August 17, 2020.

ADOPTED AND APPROVED by vote of the governing body of the City of LOUISBURG, Kansas on August 17, 2020.

CITY OF LOUISBURG, KANSAS

_____
Marty Southard, Mayor

ATTEST:

_____
Traci Storey, City Clerk

City of Louisburg

Memo

To: Louisburg Governing Body

From: Nathan Law

Date: August 14, 2020

Re: CARES Act CRF SPARK Grant Reimbursement

Background: Miami County recently received $6.8 million in Coronavirus Aid, Relief, and Economic Security (CARES) Act funding through the Coronavirus Recovery Fund, distributed through the State of Kansas' Strengthening People and Revitalizing Kansas (SPARK) Taskforce, the intent of which is to help pandemic expenses or losses at the local level. Through a series of meetings the County, with assistance of the KU Institute for Policy & Social Research (IPSR), discussed themes gleaned from a survey of local communities. Teams were formed based on these surveys, including: Education; Workforce Development and Business Stabilization; Housing Assistance; Human and Family Services; and Digital Access. While the County has determined a plan for allocating funding (see attached press release), part of those funds include reimbursements to local entities for COVID-19 related expenses already incurred. The City of Louisburg reported and received approval for reimbursement of $28,840 for materials and staffing related to pandemic response. Miami County has also decided to distribute additional funding to local governments for allocating as determined appropriate, including additional expenses for materials or staff time.

Attached with this memorandum is a resolution for adoption by City Council, required for the County reimbursement process.

Financial Consideration: None.

Legal Consideration: The resolution includes a number of program requirements and assurances for open information, typical of grant funding.

Recommendation: Adopt the City Coronavirus Relief Fund Resolution.

August 13, 2020

Slightly more than a month ago, Miami County was notified by the State of Kansas that it would receive $6.8 million to assist the county with COVID-related expenses that had been incurred or that were anticipated to occur prior to Dec. 30, 2020.

These CARES Act Federal funds were passed through to the county by state. County allocations were determined by county population, unemployment rate and the rate of COVID positive tests as determined at the time of the allocation.

In general, the funds cannot be used to cover items that had been previously budgeted or to cover shortfalls created by lost tax revenue. In addition, the funds could not be used to pay municipal utility bills or for any service that extended past Dec. 30.

"This has been a fast-paced process with guidance that continues to evolve. The county is committed to being good stewards of all funds to insure they are used in a way that maximizes their long-term benefit to the county and our citizens," said Commission Chairman Rob Roberts.

The Miami County Commissioners engaged a consulting team from the University of Kansas led by the Public Management Center to facilitate a public process to determine best uses for the funds. The top priority was covering costs that had already been incurred by the county, cities and school districts.

Once those initial costs were covered, the commissioners targeted five primary areas of interest for the remaining funds. Almost 100 residents and community leaders took part in a series of webinars crafting about 30 proposals for consideration during the week of July 27. They focused on the areas of education-related expenses, human and family services, digital access, workforce and business stabilization, and housing assistance.

"We appreciate everyone for giving their time. Their input and insights provided an insightful and well-rounded approach," Roberts said.

During their meeting Aug. 12, Miami County Commissioners authorized staff to submit documentation to the state breaking down the proposed use of funds to include:

- About $3 million for combined reimbursements for the county, cities and schools. This includes personal protective equipment and cleaning supplies, staffing, health monitoring equipment, technology upgrades and health-related improvements to take place within county facilities and area schools.
- About $450,000 for early case testing and detection capabilities. This includes the purchase of three machines to process samples and provide test results within a single day. The equipment and testing would be managed by the Miami County Health Department. While Miami County has been in communication with the vendor, delivery of the supplies and equipment needed

may be delayed. Rapid testing by the county department will not be available until the equipment is received which is not expected to occur before mid-October.

- An additional $1.1 million for the public and private schools within the county for additional COVID-related expenses anticipated to occur prior to year-end. The use of those funds would be managed by the local governing board.
- About $300,000 for mental health services to be offered by the Elizabeth Layton Center. This includes grants to underwrite service for clients who need assistance. This may involve direct assistance for services or underwriting costs not covered by their insurance. The program will also partner with the school districts to provide additional support staff at their locations. All services will be available in person and via remote access.
- About $1.8 million in direct assistance to local residents who need of assistance related to childcare, food, rent, utilities and adult education expenses. These programs will be managed in partnership with ECKAN. The agency is working with other partners to finalize their distribution strategy. It is anticipated that their portal will be open by Oct. 1.
- About $100,000 for direct business grants. The administration of these dollars will be handled by the county's economic development office. A program will likely be released in October once the existing Community Development Block Grant and state programs have been finalized. This will allow the award process to be streamlined with those efforts.
- About $120,000 to the cities to assist with ongoing expenses.
- About $10,000 to the county's fire departments to assist with ongoing expenses.

The State of Kansas has until Sept. 15 to approve the county's proposed spending plan. During that review, dollars may be realigned to insure compliance with the federal requirements. It is anticipated that most elements of the program would be rolled out by Oct. 1. Information on the programs will be posted at http://miamicountyks.org/930/CARES-Act-Funding with application information for each of the assistance programs provided once it becomes available.

"The commissioners will continue to keep members of the public informed; and the website will be updated with information as it becomes available to us. I encourage residents to keep themselves informed by using the county website, www.miamicountyks.org," Roberts said. "We appreciate everyone's patience as we move forward in unchartered territory. We also want to express our gratitude to the more than 100 participants who contributed their time and knowledge navigating the funding proposals."

Louisburg Asset Management Program

To: Mayor and City Council

From: Craig Hufferd, Public Works Supervisor

Date: August 14, 2020

Re: Asset Management

BIDS:

City Staff has been exploring options to add to the asset management system initiated in 2017 with the utility mapping and creating a GIS database of all utility lines. The next step in the process is an asset management program that will allow Staff the ability to access editable mapping and access tracking. This system will also allow the Utility Clerk the ability to create digital work orders the Public Works staff would be able to access in the field greatly increasing efficiency.

Staff has reached out to various firms and has received three bids.

Staff would like to implement this process this fall. The Finance Director said there is money in the budget to purchase this in 2020 or the purchase can be delayed until 2021. Staff is seeking the Council's permission to approve the purchase now at a cost not to exceed $12,000. Staff from all impacted departments would then meet with the various vendors to determine which product best suits the City's needs.

Bids were received from Daupler, Dude Solutions and iWorQ. All companies provide the necessary product and have good references, and have similar pricing. Bids ranged from an annual cost of $9,600 to $12,000.

Thank you