

**LOUISBURG CITY COUNCIL
REGULAR MEETING
NOVEMBER 1, 2021
6:30 P.M.**

Livestream - <https://boxcast.tv/view/city-council-11-1-21-994023>

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. CONSENT AGENDA
 - A. Adopt Agenda
 - B. Approval of Minutes of the Regular Meeting October 18, 2021
 - C. Approval of the Bills
4. RECOGNITION OF SCHEDULED VISITOR
 - A. Rocky Rhodes and Bill Fields (Prairie Crossings)
 - B. Gabe Cotter (200 N. Metcalf)
 - C. Tiffany Ellison (City Spending and Budget)
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. Cemetery Fees Update Continued
 - C. City-Owned Property Sale Consideration
10. COUNCIL/COMMISSION REPORTS
11. ADJOURNMENT

**CITY OF LOUISBURG, KANSAS
MINUTES OF REGULAR MEETING
OCTOBER 18, 2021**

Livestream link: <https://boxcast.tv/view/louisburg-city-council-10-18-21-922963>

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.

Council Members Steve Town, Donna Cook, Sandy Harris, Scott Margrave
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 Jennifer Leikam, Mike Belew

PLEDGE OF ALLEGIANCE

Councilmember Scott Margrave led the pledge of allegiance.

APPROVAL OF CONSENT AGENDA

Councilmembers Donna Cook asked questions regarding the bills list. Administrator Law explained. Councilmember Sandy Harris moved, seconded by Councilmember Steve Town and carried 4-0, to approve the consent agenda to include adoption of the agenda and approval of the regular meeting minutes October 4, 2021 and the bills list.

VISITORS

Jennifer Leikam said Halloween on Broadway will be October 24, 2021. Broadway would be blocked off starting at 3 p.m. Leikam is trying to locate the owner of the old Spector Motors. Mayor Southard said he could reach out to the owner. Leikam said it would be regarding parking during Halloween on Broadway. They would like that area blocked off. Trick or treating will be from 4 p.m. until 6 p.m. The Library is having an event at 7 p.m. at Fox Hall. Organizers

are asking the Fox Hall parking be blocked for the Fox Hall event. Leikam said everyone is excited to have Halloween on Broadway back.

Mike Belew representing CBC Real Estate Group is interested in purchasing the City-owned property at Amity and Metcalf. They already have interest from several national retailers that would occupy the space. One of the retailers would like to move forward immediately. He asked what Council might do to move this forward. Councilmember Cook said a concern is the Council does not know what the business will be, it might be a competing business for other local retailers and there is currently vacant retail space. City Attorney Anderson cautioned that it does not matter if it is a competing business legally for the consideration of selling property. Mr. Belew said they are not asking for incentives only would like communication regarding the property. He said the site was chosen for its connectivity to the community. Councilmember Harris asked about the time frame. Mr. Belew said they are ready to move forward, which they could close ten days after city approval, including approval of the site plan and any other planning considerations. Councilmember Town asked if anything from the site plan has changed. Mr. Belew said they now have a second retailer that wants space on the corner. The first retailer is fully committed and the second one is prepared to move forward once the site is controlled. Councilmember Harris asked if the retailers have a strong presence in the Midwest. Mr. Belew said both retailers exceed 10,000 stores throughout the country and are financially stable. Leases would be for 10-15 years. CBC Real Estate Group would develop the site and own the buildings long-term, Mr. Belew said. He provided examples of some properties the company currently holds in the Kansas City area. Mayor Southard asked Councilmembers for their thoughts. City Attorney Anderson said conversation should focus on the issues raised the last time, including the possibility of building a facility that remains empty. Mr. Belew said the development group is a conservative group and won't build without a tenant. A signed lease to break ground in a certain amount of time will be required. The City would have a buy-back option if those terms weren't met. Councilmember Harris asked how many employees would be hired. Mr. Belew said the first retailer would have 18-22 full- and part-time employees while the second would employ 20-30 with additional seasonal employees. Councilmember Cook asked if we would take seal bids. Mr. Law said there are few ways to ensure some of the concerns are addressed and this is one way. If you sell to a person, you are selling the land outright but by selling to a group such as this allows for stipulations. Attorney Anderson asked if the real estate group would consider a sealed bid process. Mr. Belew said they would not engage in a bidding war and want to protect their clients and also be fair to the City. Administrator Law said individual properties can be sold using varying sales

methods. Councilmember Cook asked if a decision needs to be made tonight. Mayor Southard said a decision should be made sooner rather than later. Mr. Law said he will bring back additional information on various methods for disposing of City-owned property and will work with City Attorney Anderson based on his research regarding limitations placed on certain properties and will bring that back to the next meeting. Mr. Belew said the retailer would like to be open by the 2022 holiday season.

DEPARTMENT REPORTS

Fire Department: None

Public Works Department: Public Works Supervisor Craig Hufferd said the cemetery mowing contract will be up for bid soon. There is an option in the current contract to extend it for two years. This would lock in our rate for another two years, which is \$580 a mow. Councilmember Town said if the performance has been satisfactory then he would suggest extending. After discussion it will be brought back at the next meeting.

Councilmember Town asked why the lake is a green color. Hufferd said he thought the lake was turning over, which they tend to do twice each year.

Hufferd told the Council the job opening at Public Works was filled from an employee at the PUA who wanted to move back to Public Works due to a scheduling issue. This now creates an opening down at the Water Plant and will now be advertised for that opening.

Police Department: None

CITY ATTORNEY'S REPORT

City Attorney Anderson said state statutes give a wide latitude for cities to sell and purchase properties. He discussed appraisals and online auctions, which are allowed. He said cities are not allowed to put more stipulations on a property than what zoning would mandate. His recommendation is to take each parcel of land on a case-by-case basis as it is more efficient. Administrator Law said he and City Attorney would come up with decision items for the next meeting.

MAYOR'S REPORT

Mayor Marty Southard said he received news from Councilmember Kevin Vohs that he has moved out of his district. Mayor Southard will be taking applications to fill the vacancy and asked Staff to advertise for volunteers.

ADMINISTRATOR'S REPORT

Master Planning Review Continued: Mr. Law said the review for tonight's meeting is Ron Weers Park. Councilmember Cook asked about the rankings online. Mr. Law said there are two rankings – one by the Park & Tree Board and one developed after public comment was sought and received.

Councilmember Harris asked if any items were available for discussion tonight. Mr. Law said it was and the benefit of these plans are they are fluid and can be adjusted as desired.

Councilmember Harris had questions regarding lighting around the lake trail. Mr. Law said this is for the east side of the trail but initial research into pricing was rather expensive. Harris agreed lighting would be good for safety. Councilmember Harris said the recent trail mileage signage has been defaced. Mr. Law said that was an Eagle Scout project and as with any project the City inherits, we also inherit upkeep and maintenance. Staff will look into making repairs. Councilmember Town asked if the trail markers and tree identification system were already in place. Mr. Law said yes that is being done. Councilmember Cook asked about electric charging vehicles station and thought there might be a need for those into the future. Mr. Law said that might be a project for a grant.

Cemetery Fees update: Mr. Law explained the current charges and costs of the cemetery for digging graves and selling plots. A plot sale is a one-time charge that really cannot be considered to offset service fee increases due to timing of sale, which could be years in advance of the costs for funeral services. He also mentioned that when rock is hit when digging a gravesite that is an additional cost that currently does not have an associated fee that we charge. Councilmember Cook asked where the fees go. Mr. Law said to the Cemetery Fund. She asked if that fund pays for mowing and street work. Mr. Law said it currently pays for mowing, but we try to absorb street paving because that's a large cost for a fund with limited revenue.

Councilmember Harris asked how our rates compare to other cities around us. Mr. Law stated they are about the same. Councilmember Harris said we shouldn't charge for an infant burial. Mr. Law said included in that charge is set up, tent and seating for the service. Mr. Law said our fees reflect a small mark-up from what is charged. Councilmember Cook asked what the cemetery revenue was last year. Mr. Law said he can pull those numbers but thinks it's a net loss. Councilmember Cook said if we aren't losing much money she wouldn't change the fee structure. Councilmember Town asked what expenses have been the past few years. Mr. Law said about \$40,000 over two years for moving and another \$20,000 for paving but that's not a yearly expense but once every 8-10 years. Tree trimming run about \$4,000-\$6,000 per year. Councilmember Harris asked if they have hit rock yet while digging. Mr. Law said not yet. Councilmember Harris asked if the Cemetery Board recommended these increases. Mr. Law said they did and their recommendation was to approve the new fee schedule. Councilmember Harris would like the infant fees removed. He would like to table this item. Councilmember Cook would also like to table. After discussion, Mr. Law will bring this item back.

Tower Attachment Request: Mr. Law said staff has been working with JMZ Corp. representatives to add wireless communications to our water towers. He said both he and City Attorney have reviewed the agreement.

Councilmember Cook asked how many do we already have. Mr. Law said we have at least three; Verizon, T-Mobile and Go Brolly. Councilmembers had discussion. Councilmember Town moved, seconded by Councilmember Margrave to approve the tower lease agreement with JMZ Corporation and authorize Mayor Southard sign the agreement. Councilmember Cook asked if all the leases on the towers were different prices. Mr. Law said they are, with at least one including services in lieu of direct payment. Motion passed 4-0.

Street Pavement Evaluation Report: Mr. Law said this survey was completed via a visual and vehicle inspection earlier this year. He said to keep in mind the scores on based on areas reviewed so one section of a street might be rated low while the rest of the street appears to be a different condition. He said the inspection will help prescribe methods of street maintenance. He reviewed some of the maintenance suggestions. Councilmember Cook asked why we don't use chip and seal. Mr. Law said that is not his preferred method with our stormwater issues. It could be fine for certain types of roadways and other locations. Mr. Law will update work that occurred this summer. Mr. Law said this information will be used to prioritize next year's street work.

Aquatic Center Enhancements: Councilmember Cook asked if the aquatic center sales tax could be used for other parks. Mr. Law said once debt is retired it can go to the aquatic center maintenance or to anything recreation the Council decides. Councilmember Town asked how much does it cost for pool maintenance. Mr. Law said we have a contract that costs between \$20,000 and \$35,000. The contract includes wax application on the inside of slides, painting exterior of slides, resealing the slides, replacing stair treads and slide deck, and additional items. He said you can assume about \$50,000 per year to cover most maintenance items. Councilmember Town asked how much money the sales tax brings each year. That tax brings in around \$450,000 each year, but that does not discount what the tax pays for in operations each year. Councilmembers had discussion. Mayor Southard asked what direction they wanted. Councilmember Town would like to reach out to companies for future years enhancements to the current aquatic center infrastructure.

Administrative Goals Workshop Request: Administrator Law said each year Council meets in a special workshop to review administrative goals. City Clerk Traci Storey will reach out to see what day works best for everyone.

COUNCIL REPORTS

Councilmember Harris: Councilmember Harris said Life 88.5 will have a tailgate party with prizes and snacks prior to the Friday night football game at Wildcat Vet Clinic.

Councilmember Cook: None

Councilmember Margrave: None

Councilmember Town: Councilmember Town said the Electric Light Show was another success.

ADJOURNMENT

At 8:04p.m. Councilmember Harris moved, seconded by Councilmember Margrave and carried 4-0.

Approved:

Marty Southard, Mayor

Attest:

Traci Storey, City Clerk

BILLS LIST 11-1-21

ADP, INC	242.80	PAYROLL SERVICES
AFLAC INS	1,322.30	INSURANCE
ALERT, INC.	360.00	RADAR CERTIFICATION - POLICE
ANDERSON JARED	1,537.50	CITY ATTORNEY FEES
APPLE ELECTRIC INC.	440.88	SERVICES - POLICE
AXON ENTERPRISE INC	4,506.32	EQUIPMENT - POLICE
BELL NATHAN	119.83	REIMBURSEMENT - SUPPLIES
BLUE CROSS/BLUE SHIELD	30,963.01	INSURANCE - ALL
BLUE VALLEY TRACTOR	25.12	SUPPLIES - PUA
BP	2,538.86	FUEL - ALL
CK POWER	715.47	GENERATOR SERVICES - POLICE
CROSSLAND HEAVY CONTRACT	204,922.36	WWTP C20-2010-01 SRF APP #32
ELLIOTT INSURANCE INC	517.00	INSURANCE - PWD
EVERGY	11,298.79	ELECTRICITY - ALL
GEARZONE PRODUCTS	499.50	SUPPLIES - POLICE
GT DISTRIBUTORS	2,079.00	EQUIPMENT - POLICE
HIGH SPEED MOWING	290.00	MOWING SERVICES - BZ
JJ CLEANING	1,000.00	CLEANING SERVICES - PD, ADMIN
JOHN DEERE FINANCIAL	1,263.20	SUPPLIES - ALL
KDHE BUREAU OF WATER	20.00	CERTIFICATION - WWTP
L & T TREE SERVICE	1,850.00	TRIMMING/CLEAN UP - PARKS
LABORCHEX	27.90	BACKGROUND SERVICES
LEXIPOL	1,410.00	ANNUAL SUBSCRIPTION - POLICE
LINN COUNTY NEWS	117.60	CLASSIFIED AD - POLICE
LOUISBURG ATHLETIC CLUB	177.00	MEMBERSHIPS
LOUISBURG HIGH SCHOOL	145.00	AD FOR YEARBOOK
MAYFAIR CLEANERS	776.99	UNIFORM CLEANING - POLICE
MDC PUA	100,476.15	WATER
OLSSON ASSOCIATES	38,317.50	STORMWATER PROJECT 020-3040
ORRICK & ERSKINE	326.25	K68 UTILITY RELOCATION
PETERSON SCOTT	147.50	TRAINING PER DIEM - GAS
PHILLIPS 66 CARD	1,770.33	FUEL - POLICE
PRINCIPAL LIFE INSURANCE	201.15	LIFE INSURANCE - ALL
QUADIENT FINANCE USA INC	683.15	POSTAGE
QUILL	269.75	OFFICE SUPPLIES
RUDKIN, BRAD	147.50	TRAINING PER DIEM - GAS
STAPLES ADVANTAGE	60.04	SUPPLIES - FIRE
SUMNER ONE	175.58	COPY SERVICES - POLICE
THE OTTAWA HERALD	341.85	PUBLICATION - POLICE
VISA	3,928.37	EQUIPMENT/SUPPLIES/TRAINING
VISION SERVICE PLAN	1,094.40	INSURANCE - ALL
WALKER CORPORATION	100.00	CAR WASH TOKENS - POLICE
WYCOFF'S LOCKSMITHING	20.25	KEYS - POLICE
CLAIMS TOTAL	417,226.20	

Memo

To: Louisburg Governing Body

From: Nathan Law

Date: October 28, 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 of four sections of the Master Parks Plan but is the twenty-fourth section of master planning review. The master parks plan may be found at - <https://www.louisburgkansas.gov/DocumentCenter/View/1059/master-parks-plan-FINAL-2-3-20-PDF>.

Lewis-Young Park:

1. 4-plex baseball complex - \$200,000-\$300,000 (per field)
2. Additional/replacement play/fitness equipment - \$110,000-\$170,000
3. Walking/jogging trails - \$45,000-\$65,000
4. Expand/pave parking areas - \$200,000-\$300,000 (per lot)
5. Outdoor stage - \$110,000-\$180,000
6. Establish Rec Commission office (convert Powell Observatory building when moves) - \$30,000-\$45,000

A description of this park is included on page 14 of the document, with a copy of an image showing the current park layout in 2001 on page 15, with a copy of an image showing the proposed park plan in 2001 on page 16, and with the staff proposed layout and the six projects from above listed on page 17 (initial ranking prior to survey). Attached with this memorandum is a summary narrative provided to the Park and Tree Board as part of the 2019 review of the various parks. In review of the plan document, please note pages 19-21 include an initial rankings list of the various parks projects, public input provided as part of outreach for parks amenities, and a revised rankings list resulting from public input.

Financial Consideration: None at this time.

Legal Consideration: None.

Recommendation: Discuss as desired and direct accordingly.

Lewis-Young Park

—2019—

The 220-acre Lewis-Young Park was gifted to the City of Louisburg in 1976 or 1977, historical city records have conflicting dates. Esther E. Young, a life-long Louisburg resident, gave the land to the city as part of her estate. Mayor J.T. McGuirk and Council members Leonard Shea, Dean Larsen, Jimmie S. Cain, Sam Cook and R.G. Criss accepted the gift on behalf of the City. The bequest was subject to the City operating the land as a park for the enjoyment of area residents, and Ms. Young indicated the name of the park should be “Lewis-Young Park.”

Lewis-Young Park offers numerous soccer, baseball and flag football fields along with wooded trails, shelters, BBQ grills, a fishing lake, playground, restrooms and open field areas that can accommodate the smallest or largest of events. Field reservations may be obtained by calling city hall at (913) 837-5371. Hot air ballooners are welcome to launch in the native grass reserve area located south of the main entrance.

The park is also home to the spectacular Powell Observatory that is operated with national acclaim by the Astronomical Society of Kansas City. The main entrance of the park is located on Jingo Road, one mile north of 271st Street.



Park Amenities:

- Baseball / Softball Fields
- Soccer Fields
- Flag Football Fields
- Fishing
- Grill
- Parking
- Picnic Areas
- Picnic Shelters
- Picnic Tables
- Playground
- Restrooms
- Soccer Field
- Trails

Memo

To: Louisburg Governing Body

From: Nathan Law

Date: October 28, 2021

Re: Cemetery Fees Update Continued

Background: At the last Council meeting staff presented the following table of current fees, service charges, and proposed fees for the cemetery.

	Current Fees	Service Charge	Proposed Fees
Grave Space	\$ 650	N/A	\$ 700
O/C Adult (M-F)	\$ 650	\$ 650	\$ 725
O/C Adult (Sat)	\$ 850	\$ 800	\$ 875
O/C Adult (Sun)	\$ 950	\$ 910	\$ 975
O/C Adult (Holiday)	\$1,000	\$1,125	\$1,200
O/C Cremation or Infant (M-F)	\$ 300	\$ 410	\$ 475
O/C Cremation or Infant (Sat)	\$ 400	\$ 560	\$ 625
O/C Cremation or Infant (Sun)	\$ 425	\$ 670	\$ 725
Additional Rock Charge	\$ 0	\$ 630	\$ 630

Staff was requested to return this item for discussion with the possibility of removing charges for infant burial services.

One aspect to consider is whether there are to be parameters set for what classifies an infant versus any other age grouping. Staff believes the term to indicate an age range from birth to 12 months.

Financial: In review of cemetery charges for services over the past three years, there has been perhaps one infant service each year. If that were to be the case in the future, the cost to be absorbed through other fees would range from \$410-\$670. Using the proposed fees above and considering the varying costs of service charges also above, that would equate to anywhere from 6 to 13 other services to offset

the one infant burial each year using the revenue range of \$55-\$75 based on the proposed fees listed above.

In review of the existing balance of the Cemetery Fund and the annual revenue-to-expense dating back to 2015, the total fiscal change to that fund has been an increase of \$42,610. Staff has made expense adjustments in previous years dating back to 2018 based on known costs allocated to other funds—at that time to alleviate the impact to the Cemetery Fund. Following those adjustments, the fund would have realized a decrease of \$1,971. Going further, if that fund had been paying the current annual mowing costs as the current and previous two years (average \$18,000/year), as well as other costs allocated elsewhere, the fund decrease would be closer to \$73,971 since 2015.

The cemetery has averaged 20 services each year from 2015-2020. If using a net revenue on services of \$75 per service type, that would yield an annual revenue of \$1,500 per year. If an average of two plots were sold every month in that same year at \$700/plot, that would increase the revenue by \$16,800, a combined total of \$20,400. The cost of road work in the cemetery in 2018 was \$19,676. Using the assumptions of \$75 per service type and \$700 per plot, and with the example number of services and plot sales, the total revenue would pay for the average mowing cost of \$18,000 and leave \$2,400 for other maintenance of the cemetery.

Legal: Attached is a draft resolution for Council consideration.

Recommendation: Discuss the recommended fee schedule and direct accordingly.

RESOLUTION NO. _____

A RESOLUTION ADOPTING NEW FEE SCHEDULE FOR SERVICES ASSOCIATED WITH LOUISBURG CEMETERY.

WHEREAS, the Fox Hall and Cemetery Board of the City of Louisburg has discussed current and possible fees for services associated with the operations of the Louisburg Cemetery; and

WHEREAS, the Fox Hall and Cemetery Board made by motion at a special meeting held on October 11, 2021, a recommendation to the Governing Body of the City of Louisburg to update the fee schedule for services associated with the operations of the Louisburg Cemetery;

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF LOUISBURG, KANSAS:

Section 1. The fee schedule for services associated with the operations of the Louisburg Cemetery is established as follows.

Grave Space	\$700
Open/Close Adult (M-F)	\$725
Open/Close Adult (Sat)	\$875
Open/Close Adult (Sun)	\$975
Open/Close Adult (Holiday)	\$1,200
Open/Close Cremation or Infant (M-F)	\$475
Open/Close Cremation or Infant (Sat)	\$625
Open/Close Cremation or Infant (Sun)	\$725
Additional Charge for Rock	\$630

Section 2. Any other fee schedule in conflict directly with the schedule included herein is hereby repealed and replaced by the same.

ADOPTED by the Governing Body of the City of Louisburg, Kansas, this 1st day of November, 2021.

Marty Southard, Mayor

Attest:

Traci Storey, City Clerk

(SEAL)

Memo

To: Louisburg Governing Body

From: Nathan Law

Date: October 28, 2021

Re: City-Owned Property Sale Consideration

Background: At the last meeting Council directed staff to put together options for possible disposal of city-owned property. At the time staff was asked to find methods of disposal that may be used. The following are options compiled by staff based on the order of responses for a request sent to membership of the Kansas Association of City/County Management.

Local Realtor – This response included that a local realtor was selected following a sealed bids process returned no responses.

Public Auction – This response did not specify whether professional auctioneer services were utilized.

Sealed Bid & Public Opening – Accept sealed bids up to a publicized end date/time, publicly open bids, and accept highest qualified bid. One respondent noted the use of Zillow to advertise land and made notice of sealed bid process on that site and publicized the same in multiple ways locally. If selected, staff recommends securing percentage of winning bid at time of opening that will be non-refundable should the property sale not follow through.

Negotiated Sale – Work directly with an individual interested buyer and negotiate value, incentives, clawbacks, etc. An example was presented of property sold without clawbacks and has remained vacant and unimproved since that sale. Another example included offering for direct negotiation to adjacent property owners first, requiring a minimum set price sale value. One example included a development agreement as part of the negotiated sale, with a pricing policy tied to development metrics. This last example had property price options of free, greatly reduced, reduce, and full lot price based on factors

including number of employees, capital expenditures, taxable sales, utility demand, and additional modifiers (local banking, 50% or more construction by contractors within the city, and either expansion or relocation of an existing enterprise in that city).

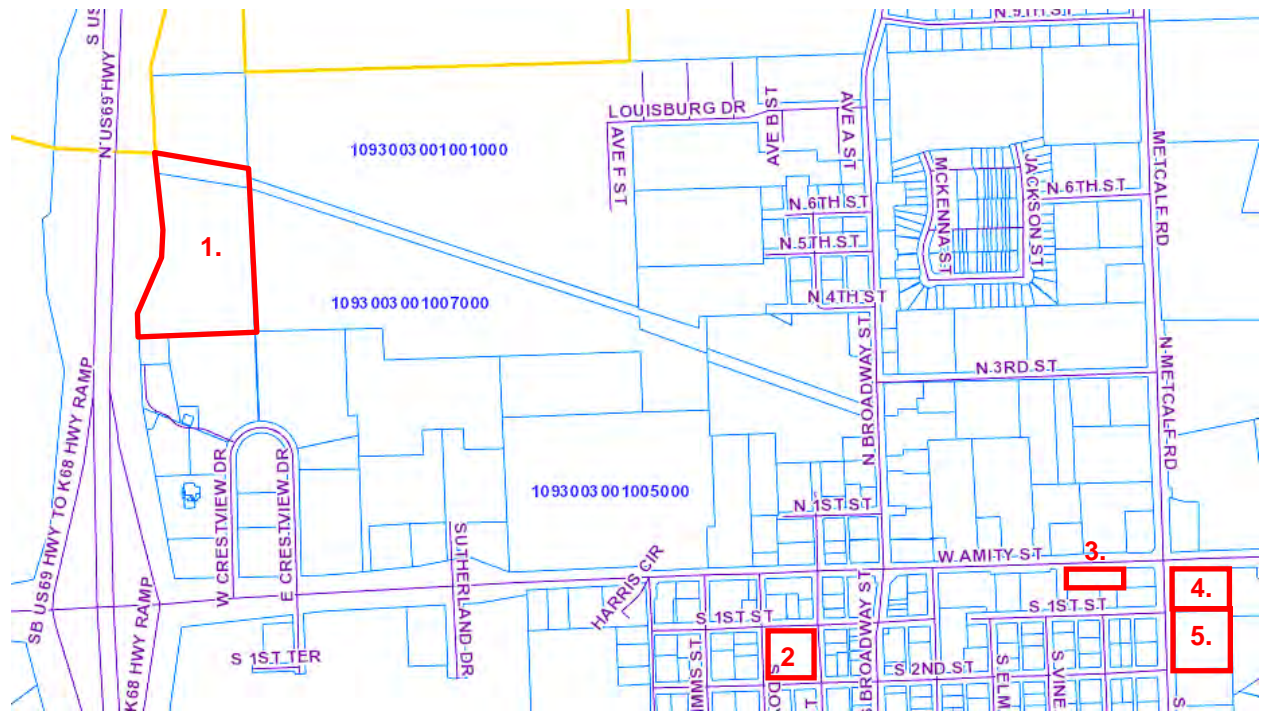
Council inquired as to the whether appraisals may be disclosed. Appraisal disclosure is not limited by statute. Staff recommendation is that if appraisals are released, that price is identified as the base sale value for any method selected by Council for disposal of property.

Individual Lot v. All-In-One

Additional consideration may be given to different options for different City-owned lots. At least one of the responses to staff's request for sales information included a written policy that afforded options to consider for real property disposal—competitive bidding (sealed bid), real estate agents (by RFP), or negotiated. A few additional responses included that various methods had been used for real property disposal, and each was met with varying degrees of success based on the considerations paid at the time for specifics on development, incentives, etc. Council is encouraged to consider the various disposal methods, selecting the approach Council determines is most appropriate for each individual lot. That method may take into consideration timeframe for desired sale, attaching either incentives or clawbacks, or what Council may determine is most beneficial to the City.

Earlier in the current year, staff presented consideration that may be paid by City Council with the intended goal of possible sale of any number of City-owned properties. At the time of the original consideration, staff provided maps of locations and noted previous appraisals of three City-owned properties completed in 2017 as well as locations of two additional City-owned properties (attached again for convenience). Council directed staff at that time to pursue appraisals of all currently owned and unused City properties and did not desire to utilize realty services for sale of the property. There were no additional considerations stated by Council at that time.

City-Owned Properties



In looking again at the City-owned properties, many of the properties have unique attributes based on location. Using the numbering system assigned above, some of the noted attributes are:

1. The outline shown encompasses two separate parcels, the larger of the two is approximately 9.00 acres in size and the smaller is approximately 1.08 acres. There is no current public right-of-way access to these lots and is further limited by the new sewer infrastructure approximately 2,400' east of the properties. As may be seen in the image below, two separate creeks converge, one from east-northeast and the other from east-southeast, whereby the convergent creek runs west under US69 Highway. There is additional stormwater runoff collecting just west of the property that contributes to the convergent creek as well. The overlay of the flood zone layer helps to both identify the waterways as well as show the potential limitations of the property as it currently stands. While the lagoon cells directly east are now offline and will eventually be at a point of infill, there is no determined timeframe for adding fill material therein once enough time has passed. The smaller of the two properties is old railroad right-of-way and may be encumbered by certain legal limitations as mentioned at the previous Council meeting. That should be taken into consideration as part of any discussion for disposal.



2. This property is approximately 1.32 acres in size and is one block west of Broadway Street. This block, typical in size for the older part of Louisburg, measures approximately 240' on each side of the property. This block previously was the location for school buildings, at one point the location for City Offices, and was at one point commonly referred to as the "Civic Center". The block currently is used for a farmer's market seasonally and has a small flower garden at the southeast corner of the block. The block is otherwise primarily vacant and unimproved aside from existence of pavement for parking, onsite sidewalks, and a number of benches. Some considerations have been paid for this block within the Bright Future Comprehensive Plan adopted in December of 2017.



3. This property previously was a series of four residential properties, all of which were purchased and demolished as part of the K-68/Amity & Metcalf intersection project. This property is now one parcel and is approximately 0.67 acres in size. Staff has reviewed this property internally and presented in discussion to the Park and Tree Board for various potential uses with no definitive outcome from either. The options considered or discussed have been a small park facility, a prairie grass park/preserve, and commercial use.



- This property is approximately 1.47 acres in size and has primarily been unused vacant property in any recent history. The northwest corner of the parcel had been the location for the “Little Round House” that is now located in Ron Weers Park.



- This property is approximately 2.00 acres in size and has primarily been unused vacant property in any recent history. This parcel is immediately north of the Louisburg Fire Station.



Financial: Regardless of selected method of disposal, Council is requested to consider whether a base sale value is intended to be set for each parcel considered for sale.

Legal: There may be varying legal considerations based on the method of disposal and based on the parcel, as mentioned above. If clawbacks or the use of property as part of any type of incentive is desired by Council, there is legal language to be considered for final agreement of sale and for including with publication. If differing methods of disposal are intended for each parcel, staff will need specific guidance on a per parcel basis to draft appropriate legal consideration for each.

As a reminder, discussion of sale of City-owned property must be held in open meeting.

Recommendation: Discuss considerations for potential sale of City-owned properties and direct staff accordingly.