

**LOUISBURG CITY COUNCIL
REGULAR MEETING
JULY 19, 2021
6:30 P.M.**

Livestream link: <https://boxcast.tv/view/louisburg-city-council-7-19-21-822082>

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. CONSENT AGENDA
 - A. Adopt Agenda
 - B. Approval of Minutes of the Regular Meeting July 6, 2021
 - C. Approval of the Bills
4. RECOGNITION OF SCHEDULED VISITOR
 - A. Kiersten Allen – Louisburg Library
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. Downtown Parking Consideration
 - C. Discussion of Nuisance Property at 128 S. Harvest Dr.
 - D. ARPA Funding Potential Uses
 - E. Salary Survey
 - F. Replat of Vintage Park (298 & 299 Howard Street)
 - G. Executive Session (Personnel Matters)
10. COUNCIL/COMMISSION REPORTS
11. ADJOURNMENT

**CITY OF LOUISBURG, KANSAS
MINUTES OF REGULAR MEETING
JULY 6, 2021**

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

Council Members Steve Town, Donna Cook, Sandy Harris, Kevin Vohs, 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

PLEDGE OF ALLEGIANCE

Councilmember Steve Town led the pledge of allegiance.

APPROVAL OF CONSENT AGENDA

Councilmembers Donna Cook and Scott Margrave asked questions regarding the bills list. Administrator Law explained. Councilmember Sandy Harris moved, seconded by Councilmember Kevin Vohs and carried 5-0, to approve the consent agenda to include adoption of the agenda and approval of the regular meeting minutes June 21, 2021 and the bills list.

PUBLIC HEARING CDBG-CV CLOSE OUT

Mayor Southard opened the CDBG-CV Close Out public hearing at 6:34 p.m. There were no public comments. Councilmember Cook asked if there was a list of where the money was spent. Administrator Law said it is the same list that was approved last year. He can send it to her again.

VISITORS

None

PUBLIC COMMENTS

None

DEPARTMENT REPORTS

Fire Department: Fire Chief Gerald Rittinghouse thanked all who helped with the 4th of July fireworks. Special thanks to firefighters Steve Town and Arlen Thompson and public works employee Don Benthusen who set them all up.

He reported the radio conversion is to take place July 13.

The city trucks will be pump tested this week.

Police Department: Police Chief Tim Bauer gave a hiring update to the Council. They have had a couple of applicants they have received positive feedback on. He is hoping to bring them back for hiring. Bauer has received good reports from the Academy regarding Officer Hamamy. He seems to be really enjoying it and is ready to take on the roll once graduated.

Public Works: Public Works Supervisor Craig Hufferd said there have been some personnel changes at the water plant which will result in replacing a position at the water plant instead of in public works.

There will be several items going to the Purple Wave Auction. Those items include a 1999 fire truck, 2007 zero turn Kubota and five old wooden picnic tables. Councilmember Cook asked if those tables could be used anywhere else. Hufferd said they are rotted out and that the wood would all have to be replaced. Councilmember Harris asked if someone could have a plaque put on the new picnic tables if they purchased one. Jean Carder said that isn't possible as the tables were purchased with grant money that had specific requirements tied to them. Councilmember Cook asked when things would be on Purple Wave. Mr. Hufferd said they would be on next week.

CITY ATTORNEY'S REPORT

None

MAYOR'S REPORT

None

ADMINISTRATOR'S REPORT

Master Planning Review Continued: Mr. Law said this is an extensive item and asked Council if anyone would like to discuss any section in particular. Councilmember Cook asked about the inventory database and asked if this could be used for other items than just parks. Mr. Law said those items of value would be in the database. She also asked about the dark sky preserve. Mr. Law said that has also been discussed in the past but if the observatory goes ahead with their planned move east of town such a preserve may not be necessary. She also asked about a spot for a sledding hill. Mr. Law said this is in the master parks plan to be located near where the old water treatment plant was located in the southwest corner of Ron Weers Park. He said some modifications would need to be made but with just a few changes it could become a sledding hill. She also asked about the historic downtown area and whether a district is planned for that area. Mr. Law explained the Historic Preservation Commission will request the existing boundaries expand to include all of Louisburg, but that any property would have to opt in. There is currently no plan to create an overlay district as that can significantly limit property owner ability to make additions or modifications.

Councilmember Harris asked about a dog park. Mr. Law and Jean Carder both addressed this item. A grant application has been submitted. Once more information is available staff will let the Council know.

Councilmember Margrave asked about the Farmers Market pavilion. Mr. Law said this has been discussed previously with a potential location in the open area directly east of Fox Hall. Councilmember Harris previously suggested having it at the current location at S. Second & Mulberry.

Downtown Parking Consideration: Administrator Law said he would like to table this item for another meeting when Kiersten Allen could attend.

Expanded CMB and Alcoholic Liquor Sales Hours: At the last meeting Council requested Staff to return information in regards to adjusting the allowed time for Sunday alcohol sales as recently approved by the State Legislature. Mr. Law said there are some steps the City would need to follow to allow for the earlier sale of alcohol including a protest timeframe. Mayor Southard confirmed this action would change the allowed time for Sunday alcohol sales from noon to 9 a.m. Councilmember Cook moved and Councilmember Vohs seconded to approve Ordinance 1140 amending City Code to expand cereal malt beverage and alcoholic liquor sales hours as a result of HB 2137. Councilmember Harris asked City Attorney Anderson if he had reviewed the ordinance. He said he had. Motion carried 5-0.

KDOT Utility Agreements: Mr. Law said KDOT is requesting utilities be moved out of the Right-of-Way near Louisburg Ford in preparation of the widening of K-68. He said it is our obligation to move the utilities but KDOT is offering a shared cost with the transportation authority paying a large portion of that cost. He recommends approval of moving the utilities. Councilmember Vohs asked when the work needs to be completed. Mr. Law said Nov. 1 and can be completed fairly quickly. Councilmember Town moved and Councilmember Margrave seconded and passed 5-0 to authorize the utilities to be moved.

COUNCIL REPORTS

Councilmember Town: Councilmember Town thanked Don Benthusen for all his help with the fireworks. Don is working on getting his certification.

Town asked if the expansion of the toll road on US69 changes any of our projects on K-68. Administrator Law said it should not but will check into it.

Councilmember Margrave: Councilmember Margrave said he was approached about the former Chinese restaurant in the downtown area. The awning is in disrepair. Mr. Law said Staff has been in contact with the owners.

Councilmember Cook: Councilmember Cook thanked everyone for their help in the 4th of July Celebration.

Cook asked how much money has been spent on the City Lake over the last few years. Mr. Law said he would have to go back and look. Treatments this year have been \$4,000 - \$5,000.

Cook inquired about the cemetery and who maintains monuments and checks for mowing quality. Mr. Law said we have a company that does the mowing and we review that work. Cook asked about tree work and damaged monuments. Law said if a monument is damaged by the mowing company, then that company should notify City staff. He said Staff would check on tree trimming.

Cook asked how many employees have vehicles they take home. Law said the on-call employee, Craig Hufferd, Tim Bauer, Gerald Rittinghouse, Mark Allen, water plant employees and himself. Cook asked if there is a list of vehicles with the mileage for them. Craig Hufferd said that is done bi-monthly.

Cook said North Broadway at the bottom of the hill has a hole in it. Administrator Law said he would look into it.

Councilmember Harris: Councilmember Harris said the fireworks show was great. He asked Mr. Town about the new equipment. Town said it took 3 to set them all up, but it went off great. Harris thank everyone that helped with the event. He asked if there is a way to discourage people from bringing their dogs. Administrator Law said that is difficult with classifications for service animal or someone having an emotional support animal. He said the Scouts counted 558 vehicles at Freedom Fest.

Harris asked what was going in at the car lot on Broadway. Councilmember Cook said the owner has good plans for it.

The southwest corner of Rockville and K-68 needs to be mowed. Mr. Law said the City is working on this.

Harris would like to see a no camping sign at the southwest corner of City Lake. He also asked if the fish in the lake were edible. Hufferd said they are safe to eat.

Councilmember Vohs: Councilmember Vohs asked if there is any news regarding the burn site. Mr. Hufferd said it has slowed down this time of year. Councilmember Cook asked if we had heard from nearby residents. Mr. Law said we have not.

Councilmember Cook asked the survey cost for dredging the lake. Administrator Law explained the process and said each survey would cost between \$4,000-\$5,000.

ADJOURNMENT

At 7:14 p.m. Councilmember Vohs moved, seconded by Councilmember Harris and carried 5-0.

Approved:

Marty Southard, Mayor

Attest:

Traci Storey, City Clerk

BILLS LIST 7-19-2021

AB CREATIVE	5,200.00	EQUIPMENT - LEWIS YOUNG
AFLAC	356.80	INSURANCE ALL
APPARATUS SERVICES LLC	535.66	TRUCK SERVICES - FIRE
APPLE ELECTRIC INC.	644.50	SERVICES - POOL, ADMIN, L/Y
BHC CIVIL ENGINEERING	10,822.50	UTILITY WORK - WATER/GAS
BLUE VALLEY TRACTOR	199.99	SUPPLIES - PWD
CHASTAIN, ELIJAH	1,600.00	BAND - FREEDOM FEST
CORE & MAIN	1,479.69	EQUIPMENT - WATER
CROSSLAND HEAVY CONTRACT	176,920.21	WWTP SRF PAY APP #28
DELTA DENTAL OF KANSAS	2,471.85	INSURANCE - ALL
ELLIOTT INSURANCE INC	2,358.00	WORK COMP
FAMILY CENTER OF PAOLA	97.27	SUPPLIES - PUA, PWD
GERKEN RENT-ALL, INC.	216.00	FREEDOM FEST
GRAYSON, JOHN	25.00	REFUND - POOL PASS
HAWKINS, INC.	800.76	CHEMICALS - POOL
HEARTLAND COCA COLA	364.75	CONCESSIONS - POOL
HEARTLAND LAKE MANAGEMENT	326.50	TREATMENT - CITY LAKE
HOME DEPOT CRC	705.04	SUPPLIES - PWD, WWTP
INDELCO	108.35	SUPPLIES - PUA
JOHNSON COUNTY WASTEWATER	728.00	TESTING - SEWER
KANSAS DEPARTMENT OF REVENUE	1,463.00	WATER PROTECTION - 2ND QUARTER
KANSAS MUNICIPAL GAS	30,988.00	LEGAL FEES - GAS
LABORCHEX	26.45	BACKGROUND SERVICES
LAWSON PRODUCTS	103.14	SUPPLIES - PWD
LOCAL BREW	69.93	BUDGET MEETING - ADMIN
LOUISBURG ATHLETIC CLUB	235.50	MEMBERSHIPS -ALL
LOUISBURG FORD	451.86	VEHICLE MAINTENANCE - POLICE
MAGEE, TODD	250.00	REFUND - POOL PARTY
MCI	57.97	TELEPHONE - ALL
MCON LLC	13,558.92	WWTP PROJECT C20-2010-01
MEA ENERGY ASSOCIATION	640.00	LICENSE FEE - GAS
MIAMI COUNTY AUTO	58.99	VEHICLE REPAIRS - PWD
NATIONAL SIGN CO INC	803.95	SIGNS - STREETS
NPG NEWSPAPERS	1,473.62	PUBLICATIONS - ADMIN
OLSSON ASSOCIATES	35,327.50	STORMWATER PROJECT 020-30400
O'REILLY AUTO PARTS	477.63	SUPPLIES - ALL
PACE ANALYTICAL	1,205.00	TESTING - WASTEWATER
PAOLA HARDWARE	15.79	SUPPLIES - PUA
PRAIRIE SHIELD ROOFING	5,410.00	GENERAL REPAIRS - POOL
PRICE BUSINESS ENTERPRISE	131.25	COMPUTER SERVICES - ADMIN
PRICE CHOPPER	255.62	SUPPLIES - PUA,PWD,POOL,WWTP
QUILL	149.63	OFFICE SUPPLIES - ADMIN
REEVES-WIEDEMAN COMPANY	1,123.84	EQUIPMENT - POOL
ROBERTS CHEVROLET BUICK	38,157.00	TRUCK PURCHASE - FIRE

ROMANS OUTDOOR POWER	801.75
RURAL WATER DISTRICT #2	46.28
SHRED-IT USA	87.42
SI FUNERAL SERVICES	1,000.00
STAPLES ADVANTAGE	173.24
ULINE	517.80
USA BLUE BOOK	96.75
VERIZON	980.04
WASTE MANAGEMENT	926.48
WESTERN CONSULTANTS	2,000.00
CLAIMS TOTAL	345,025.22

SUPPLIES/SERVICES - PWD,PARKS
 WATER - PARKS
 SHRED SERVICES - POLICE
 OPEN/CLOSE SERVICES - CEMETERY
 OFFICE SUPPLIES - POLICE
 SUPPLIES - PWD
 SUPPLIES - PUA
 CELLULAR - ALL
 TRASH SERVICES - ALL
 CDBG ADMINISTRATION

Memo

To: Louisburg Governing Body

From: Nathan Law

Date: July 15, 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 first section of the Master Trails Plan but the seventeenth section of master planning review. The trails plan may be found at - https://www.louisburgkansas.gov/DocumentCenter/View/789/Louisburg-Master-Trails-Plan-2017_FINAL-PDF.

Timeframe – Short-Range:

1. Amity from Metcalf to LMS entrance – Buffered Lane - \$243,195
2. Metcalf from Amity to S. 5th – Bike Lane - \$183,405
3. Amity from LMS entrance to Aquatic – Buffered Lane - \$272,046
4. S. Metcalf from S. 5th to S. 9th – Bike Lane - \$149,611
5. Amity from Broadway to Metcalf – Buffered Lane - \$214,662
6. N. Metcalf from N. 6th to Amity – Bike Lane - \$234,356
7. Amity from Rogers to Broadway – Buffered Lane - \$234,356
8. Amity from Aquatic to Rockville – Buffered Lane - \$275,432
9. S. Rockville from Amity to S. 5th – Designated Route - \$96,336
10. N. Rockville from N. 6th to Amity – Designated Route - \$111,97
11. S. Metcalf from S. 9th to Thomas Drive – Bike Lane - \$278,491
12. Amity from Crestview to Rogers – Buffered Lane - \$319,412
13. Berkley from Amity to S. 5th – Single Walk - \$65,519
14. S. 2nd E. from Berkley to Countryside – Double Walk - \$37,855
15. S. 3rd from Broadway to Metcalf – Double Walk - \$148,647
16. S. Broadway from Amity to S. 5th – Double Walk - \$147,620
17. S. 5th E. from Metcalf to Countryside – Single Walk - \$80,624
18. S. 5th from Broadway to Metcalf – Double Walk - \$147,688
19. Danford Drive new section – Double Walk - \$81,908

These nineteen projects are listed on page 54 of the trails plan document, but are shown in various images on pages 42, 44, and 46.

While not a shared trail, there is sidewalk along the portion listed as buffered lane along Amity from Metcalf to the LMS entrance. There is existing sidewalk from Amity to S. 2nd (Fire Station entrance), and the Metcalf 2.0 project will add a buffered lane from that area south to S. 16th / 287th (includes items 4 & 11 as well). There is already existing trail from the LMS entrance to Aquatic Drive. There are already sidewalks now connecting along Amity from Broadway to Metcalf, but is not a shared trail. N. Metcalf has been improved with a sidewalk from N. 9th, connecting to existing sidewalks across Faith Chapel and Southtrails Subdivision properties, and continuing to Amity. Items 7 & 12 are included with the Buffered Lane project currently in design phase and partly funded through federal dollars awarded through Mid-America Regional Council (MARC). Continuing with a sidewalk along Amity from Aquatic Drive, connecting with existing sidewalk across properties near Harvest Drive, and connecting across vacant property to the east has been discussed previously as options to make connections between existing sidewalks. Items 9 & 10 have sidewalks but are listed to add signage to encourage bike riders to utilize that path versus other sidewalks (see page 57 for sample sign). Items 13 & 14 are similar areas and intended to better connect the various schools in the area and to protect young travelers. Items 15 and 18 are intended to better connect the Historic Downtown with the commercial areas of S. Metcalf. Double walk along S. Broadway would extend the Historic Downtown sidewalks to S. 5th. Item 17 is intended to add a north side sidewalk across the school area and connecting to existing sidewalk on Countryside Drive. Item 19 is complete with the project connecting Danford Drive from the Lake Subdivision to existing section west of Harvest Drive.

Financial Consideration: None.

Legal Consideration: None.

Recommendation: Discuss as desired and direct accordingly.

Memo

To: Louisburg Governing Body

From: Nathan Law

Date: July 15, 2021

Re: Downtown Parking Consideration

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

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

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

Financial Consideration: None.

Legal Consideration: None.

Recommendation: Discuss parking considerations and direct staff accordingly.



Memo

To: Louisburg Governing Body

From: Nathan Law

Date: July 15, 2021

Re: Discussion of Nuisance Property at 128 S. Harvest Drive

Background: A property located at 128 S. Harvest Drive has presented a safety hazard due to a series of complaints and current physical condition of both the building and associated infrastructure. Issues over the years have included leaking roof, nuisance vegetation, failed shared access drive asphalt, failing parking lot asphalt, severely damaged exterior access door, broken windows and most recently broken fire sprinkler system and resulting water damage and mold. Last year due to Council concerns for safety, the City had removed as much of the broken glass as possible and boarded up those windows. The City in the past has had to contract nuisance property mowing. Most recently with the broken fire sprinkler system, City staff entered the facility to determine cause of significant volume of water standing inside the building and flowing out the front of the building. When the source was identified, staff shut off the unmetered valve for the fire sprinkler system. No fire sprinkler systems are metered as they are intended for life safety.

Attached are pictures taken when the water leak was discovered, showing the current condition of some of the areas within the building.

Financial Consideration: The City will seek payment of all previous nuisance code or nuisance property costs.

Legal Consideration: Staff is seeking Council direction on pursuing this building as a dangerous and unfit structure pursuant to Chapter VIII, Article 2 of the City Code.

Recommendation: Discuss and direct staff accordingly.



Memo

To: Louisburg Governing Body

From: Nathan Law

Date: July 15, 2021

Re: ARPA Funding Potential Uses

Background: Staff has provided direct communication to Council regarding the American Rescue Plan Act and potential use categories, as well as some additional guidance. Attached with this memorandum is a series of information from various sources regarding this Act. In reviewing the information, staff believes Council has a significant variety of uses of these funds locally, if desired to be requested for use—more on this below.

Most recent clarified guidance from the U.S. Department of Treasury includes the following list of authorized uses of these funds:

- **Support public health expenditures**, by funding COVID-19 mitigation efforts, medical expenses, behavioral healthcare, and certain public health and safety staff;
- **Address negative economic impacts caused by the public health emergency**, including economic harms to workers, households, small businesses, impacted industries, and the public sector;
- **Replace lost public sector revenue**, using this funding to provide government services to the extent of the reduction in revenue experienced due to the pandemic;
- **Provide premium pay for essential workers**, offering additional support to those who have borne and will bear the greatest health risks because of their service in critical infrastructure sectors; and,
- **Invest in water, sewer, and broadband infrastructure**, making necessary investments to improve access to clean drinking water, support vital wastewater and stormwater infrastructure, and to expand access to broadband internet.

Of these authorized uses, the City of Louisburg has already been reimbursed for much of the additional health expenses related to COVID-19 local response from CRF SPARK funds (CARES Act), but there may be additional considerations for that category. Similar to the CDBG-CV funds, the City of Louisburg would be able to establish use of funds to address negative economic impacts or would be able to outsource both funds and oversight of such consideration. The City of Louisburg realized delinquencies in utility payments as the most significant loss of public sector revenue, but payment plans have brought those delinquencies down to a previously typical level. Providing premium pay for essential workers is a possible use of funds but would need to be very carefully reviewed. Use of funds for infrastructure is addressed below.

Additional guidance was offered that interest in use of funds for water/sewer projects follow the project eligibility information of the Environmental Protection Agency's Clean Water State Revolving Fund (CWSRF), adding the following clarification:

- **Construction of publicly owned treatment works**
Assistance to any municipality or inter-municipal, interstate, or state agency for construction of publicly owned treatment works (as defined in CWA section 212).
- **Nonpoint source**
Assistance to any public, private, or nonprofit entity for the implementation of a state nonpoint source pollution management program, established under CWA section 319.
- **National estuary program projects**
Assistance to any public, private, or nonprofit entity for the development and implementation of a conservation and management plan under CWA section 320.
- **Decentralized wastewater treatment systems**
Assistance to any public, private, or nonprofit entity for the construction, repair, or replacement of decentralized wastewater treatment systems that treat municipal wastewater or domestic sewage.
- **Stormwater**
Assistance to any public, private, or nonprofit entity for measures to manage, reduce, treat, or recapture stormwater or subsurface drainage water.
- **Water conservation, efficiency, and reuse**
Assistance to any municipality or inter-municipal, interstate, or state agency for measures to reduce the demand for publicly owned treatment works capacity through water conservation, efficiency, or reuse.
- **Watershed pilot projects**
Assistance to any public, private, or nonprofit entity for the development and implementation of watershed projects meeting the criteria in CWA section 122.
- **Energy efficiency**
Assistance to any municipality or inter-municipal, interstate, or state agency for measures to reduce the energy consumption needs for publicly owned treatment works.
- **Water reuse**
Assistance to any public, private, or nonprofit entity for projects for reusing or recycling wastewater, stormwater, or subsurface drainage water.
- **Security measures at publicly owned treatment works**
Assistance to any public, private, or nonprofit entity for measures to increase the security of publicly owned treatment works.
- **Technical assistance**
Assistance to any qualified nonprofit entity, to provide technical assistance to owners and operators of small and medium sized publicly owned treatment works to plan, develop, and obtain financing for CWSRF eligible projects and to assist each treatment works in achieving compliance with the CWA.

Council has some flexibility in use of funds for infrastructure, including planned or requested projects: installation of additional water main valves, replacing aging water mains, or stormwater infrastructure projects currently in the design phase.

Financial Consideration: The City of Louisburg is slated to receive an estimated \$692,085.53, distributed half in 2021 and half in 2022. The estimated \$346,042.76 in 2021 may be used toward any of the categories listed above.

Staff recommends using these funds for infrastructure work as allowed through the various existing guidance through local and federal infrastructure grant/loan processes. With existing efforts to address stormwater, staff believes that to be a quickly identifiable use of funds, both with the first half/tranche and the second.

During the previous discussion it was noted there are resources currently available for a number of aspects not included with these grant funds. ECKAN previously received CARES Act funding through Miami County, and their services include housing vouchers to help pay for rent of a rental house, requiring certain standards to be met as well as having funding available for childcare assistance. ECKAAA provides food and other types of assistance to seniors specifically. KERA program helps renters get the assistance they need to avoid eviction or utility shutoff and is overseen by the Kansas Housing Resources Corporation. There are additional options for use of ARPA funding for local assistance.

As included previously, there is no current estimated pricing for planned installation of water main valves or for replacing aging water mains, but may be contracted for review, recommendation, planning, and construction cost estimating to any number of local engineering firms. Estimates for the stormwater projects being designed total \$3,237,677. However, the first two of those projects estimates (N. 3rd & N. Broadway and S. 1st & Vine) total \$774,254 (\$96,964 and \$677,290 respectively).

Legal Consideration: Non-Entitlement Units of Local Government (NEUs) are intended to request funding from the State of Kansas before the end of the current month. There is a reporting requirement to submit an approved budget that shows the top-line budget total to the state following the request for funding, which helps ensure funds requested do not exceed 75% of the 2020 budget. There are additional reporting requirements for use of funds, including a separate single audit as part of the annual auditing process.

Recommendation: Approve staff as the authorized representative for the City of Louisburg for submitting request for disbursement of ARPA funds through the State of Kansas.

Memo

To: Louisburg Governing Body

From: Nathan Law

Date: July 15, 2021

Re: Salary Survey

Background: In February staff provided Council with requested information to consider three consultants able at the time to complete a salary survey – Osenbaugh Consulting, Wichita State University and Mid-America Regional Council (MARC). Additional information provided at that time is as follows:

Osenbaugh Consulting's background includes an MPA from Wichita State, 12 years as a city administrator, four years as a city finance director, 12 years with the League of Kansas Municipalities in which his department conducted salary surveys, and the past eight years working as a municipal consultant. Wichita State University's Division of Diversity and Community Engagement as part of the university's Public Policy and Management Center and the Mid-America Regional Council are the other providers.

Project information and cost:

Osenbaugh Consulting: project scope would include a review of Louisburg staff salaries to those paid by an identified group of selected comparison cities. This information will determine the variance between Louisburg staff salaries and those paid for similar/identical positions in the comparison cities. The consultant estimates the research would take about one month. The cost is based on the number of comparison cities chosen for review. Base fee: \$4,300 (six cities); \$5,100 (eight cities); \$5,600 (10 cities); and \$5,800 (12 cities). Additional expenses would include two trips to Louisburg and related costs not to exceed \$500.

WSU: project scope would include a review of position descriptions; wage-labor market data on 53 position descriptions; benefits analysis and data and recommendations. The number of comparison communities was not provided. The report is expected to be complete in June 2021. Cost: \$10,021.

MARC: conducts an annual salary survey for those entities who agree to participate in the research. Project participation allows the city to access data throughout the year, generate reports based on

entities that are determined to be comparable, obtain job data from local governments across the country, expanded database of jobs and a reduced pay plan consultant fees since multiple municipalities would participate. The survey would begin in March. Timeline would be determined by which option/additional services are chosen. Base cost: \$236 for report. Five add-on options are offered: 1) Option 1 provides access to compensation analysis and pay plan methodology tools, cost: 4,220; 2) Option 2 all of Option 1 plus provides customization of internal equity, point factor, job valuation instrument, cost: \$4,532; 3) Option 3 provides everything in Option 1 and 2 but with the added benefit of the consultant performing the point factor analysis of all jobs; cost: approximately \$6,644; Option 4) includes everything in Options 1, 2 and 3 plus provides integration of compensation survey data from identified and available data sources, cost: \$11,412; Option 5) this is a total package and includes all other options plus additional services of job descriptions, job valuations, labor market wage/salary analysis and HR systems audit & policy and procedure recommendations, cost: up to \$20,000 based on options desired plus any travel expenses if needed.

In recent budget discussions staff has noted the desire to review salaries of all city employee classifications. This information has been returned as a request by staff for Council to consider moving forward with this process to better understand City of Louisburg pay level and structure compared to those of surrounding jurisdictions and area private industry of employment.

Financial: Final cost will be based on selected option.

Legal: None at this time.

Recommendation: Discuss staff requested salary survey and direct staff accordingly.

Memo

To: Louisburg Governing Body

From: Nathan Law

Date: July 15, 2021

Re: Replat of Vintage Park (298 & 299 Howard Street)

Background: The Planning Commission discussed a proposal to replat four lots in the previously platted Vintage Park area. The replat would allow for planned development of one residential property and leave the ability for one additional residential property at the end of a reduced size cul-de-sac, as approved by Chief Rittinghouse for large emergency response vehicle considerations. This final plat revises the prior preliminary plat to ensure appropriate utility easement is retained. Attached is the staff report on this replat which includes a copy of the replat. The Planning Commission conducted a public hearing on the replat at its meeting Wednesday, June 30.

Planning Commission is tasked with making a recommendation of approval, or otherwise, of such replats to Council for finalizing the decision. If approved, the appropriate documents are filed with the County Register of Deeds.

After receiving the presentation, holding appropriate hearing, and asking questions of staff, Planning Commission voted 6-0 to approve the final plat and recommended City Council approve the same.

Financial: All necessary fees for the application process and all other associated costs either have been paid or will be paid at an appropriate time for this development.

Legal: Council approval is required.

Recommendation: Approve the Vintage Park replat as recommended by the Planning Commission.



To: Planning Commission

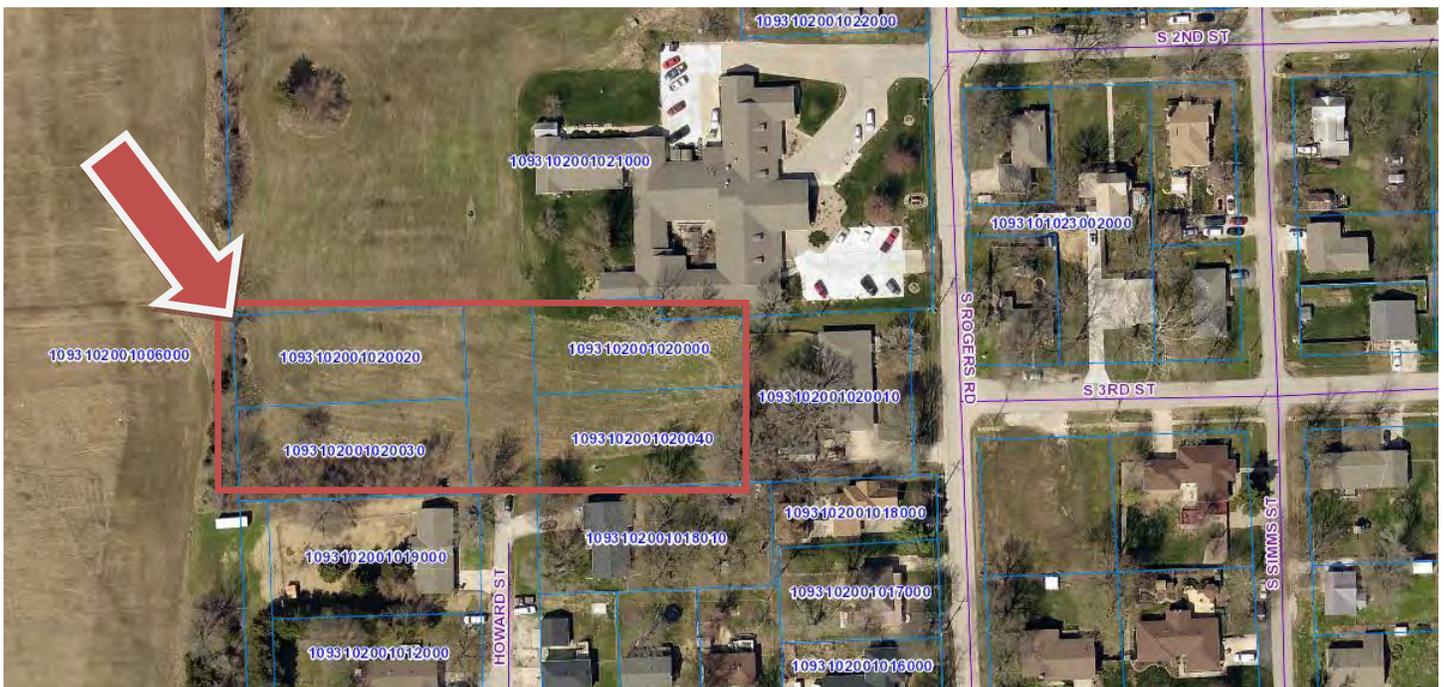
From: City Staff

Meeting Date: June 30, 2021

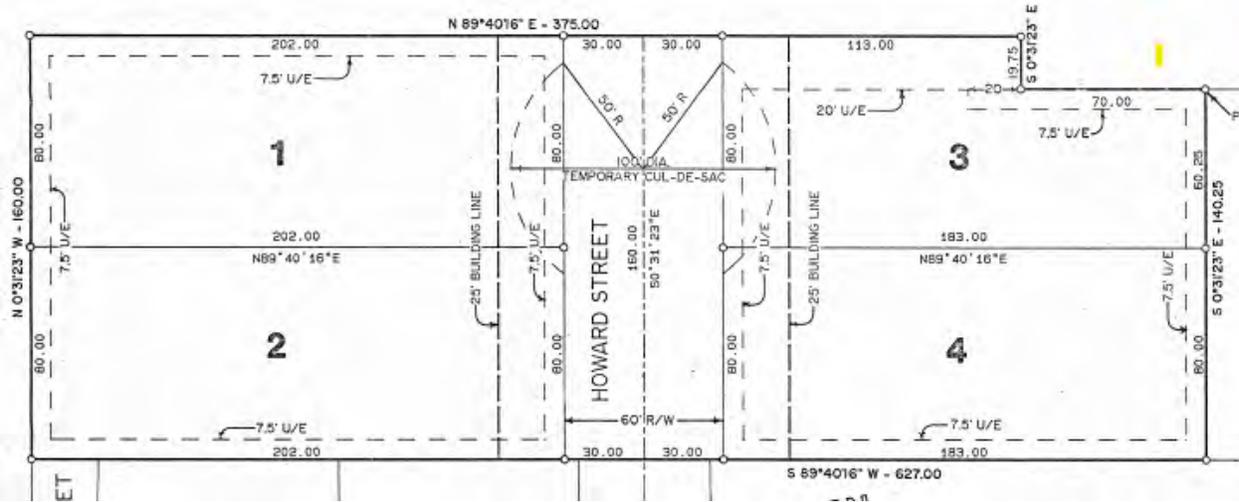
Re: Item # 5 – Vintage Park Replat (298 & 299 Howard Street)

Sean Dennis recently purchased four vacant lots located on Howard Street (South of Vintage Park Assisted Living Community). Reference below aerial picture and final plat dated September 17, 1997.

Aerial Picture



Final Plat dated September 17, 1997.



Mr. Dennis would like to merge the four properties into two separate lots (Lots 1 and 2) as illustrated in the attached survey. His goal is to construct single family residential dwelling on lot 1. Lot 2 will be available for future residential construction.

This property is zoned within the “R-1” Single-Family Dwelling District within the Vintage Park Subdivision. Staff sees no zoning conflicts. This item was previously discussed and tentatively approved by the Planning Commission on January 27, 2021

Additional Items:

The Louisburg Fire Chief has reviewed this proposal and has approved a 40-foot diameter cul-de-sac. Staff recommends that this cul-de-sac be identified as a shared access point on the revised final plat.

VINTAGE PARK SECOND PLAT
 A RE-PLAT OF VINTAGE PARK
 A SUBDIVISION IN THE NORTHWEST QUARTER OF
 SECTION 31, TOWNSHIP 16 SOUTH, RANGE 25 EAST,
 CITY OF LOUISBURG, MIAMI COUNTY, KANSAS.

21-006

REFERENCE DEEDS
 BOOK 437 PAGES 322-324

A subdivision containing 1.60 acres (69816.9 Square Feet), more or less, located in the Northwest Quarter of Section 31, Township 16 South, Range 25 East, City of Louisburg, Miami County, Kansas; being more particularly described as follows:

LEGAL DESCRIPTION

"Commencing at the Northeast corner of the Northwest Quarter of Section 31, Township 16 South, Range 25 East, thence South 0°31'23" East 799.59 feet along the East line of said Quarter Section, thence South 89°40'16" West 182.00 feet to the true point of beginning, thence 0°31'23" East 140.25 feet along a line parallel to thence East line of said Quarter Section, thence South 89°40'16" West 445.00 feet, thence North 0°31'23" West 160.00 feet along a line parallel to the East line of said Quarter Section, thence North 89°40'16" East 375.00 feet, thence South 0°31'23" East 19.75 feet along a line parallel to the East line of said Quarter Section, thence North 89°40'16" East 70.00 feet to the point of beginning, all in the City of Louisburg, Miami County, Kansas."

CERTIFICATE OF ACCURACY

I hereby certify that we have made the hereon shown survey on the ground, under my direct supervision, this 11th day of April, 2021, and that said survey meets or exceeds the current KANSAS MINIMUM STANDARDS for land boundary surveys of this type and that the results of this survey are correctly shown this plat.

Timothy D. Reeves, R.L.S.
 Kansas 1133

DEDICATION

The undersigned proprietors of the described tract of land have caused the same to be subdivided in the manner shown on the accompanying plat which hereafter shall be known as "VINTAGE PARK SECOND PLAT".

The undersigned proprietors of said property shown on this plat do hereby dedicate to public use and public ways and thoroughfares, all parcels and parts of land indicated on said plat as streets, terraces, places roads, avenues, lanes and alleys.

An easement or license is hereby granted to the City of Louisburg, Miami County, Kansas, and to all public utility companies duly incorporated and licensed to do business in Miami County, Kansas, to enter upon, locate, construct and maintain poles, wires, anchors, pipe, conduits, sewers, surface drainage facilities, ect., upon, over and under those areas outlined and designated on this plat as "Utility Easement".

Tract "A" shall be owned and maintained by the owners of Lots 1 and 2 and are intended to be used as a Private Drive/Ingress and egress, homeowners amenities, landscaping, monuments, and private open space.

IN TESTIMONY THEREOF, we the undersigned owners and or proprietors have caused this instrument to be executed this ____ day of _____, 2021.

Sean O. Dennis _____ Lynsey E. Dennis _____

State of Kansas) SS:
 County of Miami)

BE IT REMEMBERED on this ____ day of _____, 2021, before me came the above mentioned owners and/or proprietors who are personally known to me to be the same people who executed the foregoing instrument of writing and such people do duly acknowledge the execution of the same and for the purposes herein set forth.

Notary: _____ My commission expires: _____

CERTIFICATE OF MIAMI COUNTY SURVEYOR

This survey has been reviewed and approved for filing, pursuant to K.S.A. 58-2003, 58-2005, 58-2011 and 68-12-1 for content only and is compliant with this ACT. No other warranties are extended or implied.

Approved By: _____ Date: _____
 Richard A. Weiss
 Kansas L.S. #1216

CERTIFICATE OF PLANNING COMMISSION

This plat of Vintage Park Second Plat has been submitted and approved by the Louisburg Planning Commission this ____ day of _____, 2021.

Chairman _____ Secretary _____

CERTIFICATE OF CITY COUNCIL

These easements and rights-of-way are accepted by the City Council of Louisburg, Miami County, Kansas this ____ day of _____, 2021

Mayor: _____ County Clerk: _____

CERTIFICATE OF COUNTY TREASURER

State of Kansas) SS:
 County of Miami)
 I hereby certify, as County Treasurer of Miami County, Kansas that there are no unpaid taxes, special assessments, or liens outstanding against this property as of ____ day of _____, 2021.

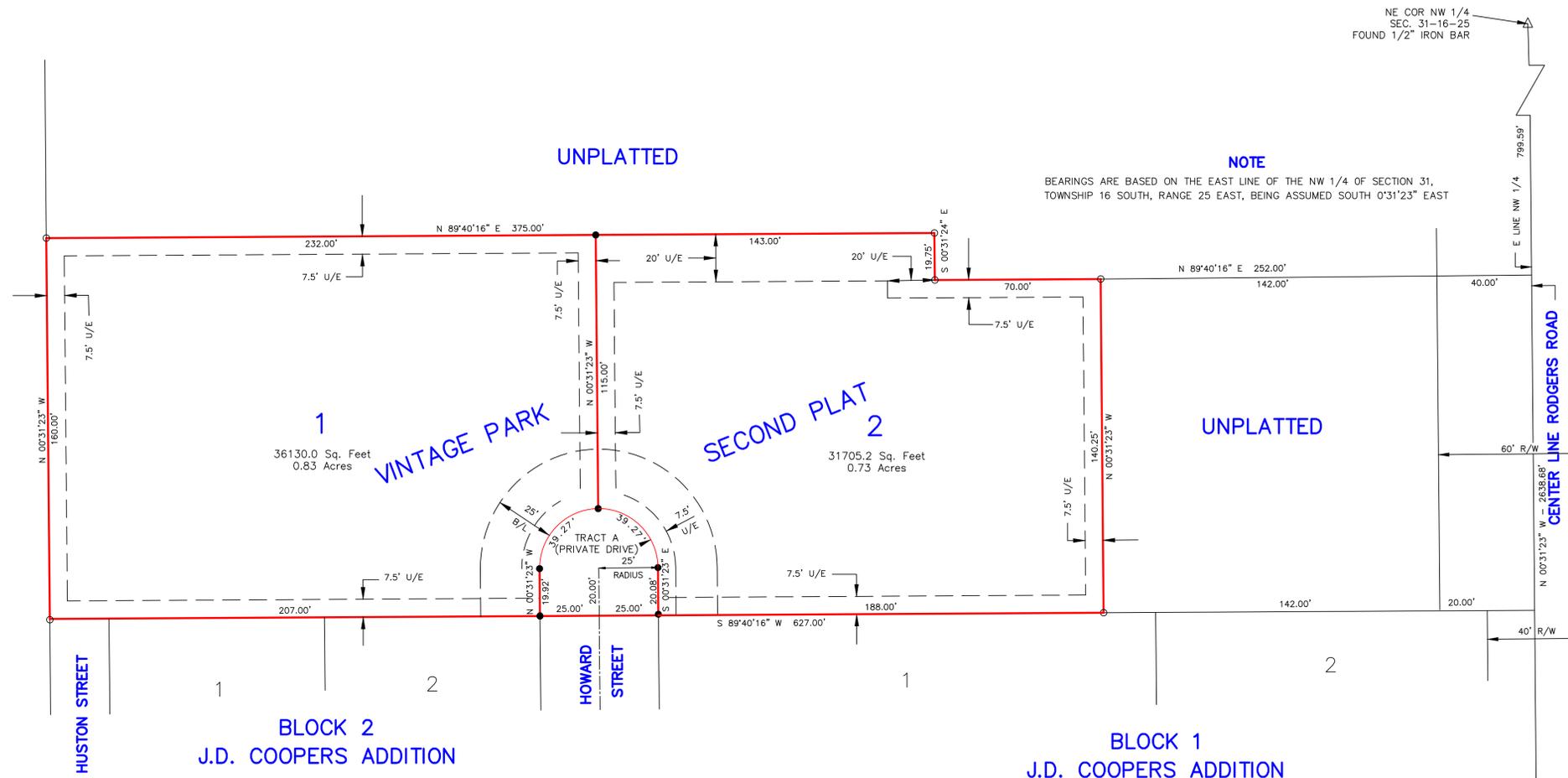
Jennie Fyock
 County Treasurer

UNPLATTERED

UNPLATTED

NOTE

BEARINGS ARE BASED ON THE EAST LINE OF THE NW 1/4 OF SECTION 31, TOWNSHIP 16 SOUTH, RANGE 25 EAST, BEING ASSUMED SOUTH 0°31'23" EAST

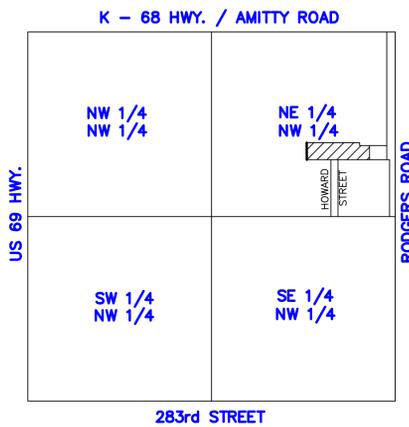


LEGEND

- △ = SECTION CORNER AS DESCRIBED
- = SET 1/2" x 24" IRON BAR w/CAP R.L.S. 1133
- = FOUND 1/2" IRON BAR w/CAP STAMPED R.L.S. 982
- R/W = RIGHT OF WAY
- POB = POINT OF BEGINNING
- U/E = UTILITY EASEMENT
- B/L = BUILDING SETBACK LINE

REFERENCE SURVEY

ROBERT W. SELZER / R.L.S. 982
 SLIDE NUMBER - 202/25



GRAPHICAL SCALE

SCALE: 1" = 30'



NOTE:

Pursuant to K.S.A. 12-512b all streets, alleys, utility easements, drainage easements dedicated by Vintage Park, a subdivision in the City of Louisburg, Miami County, Kansas are hereby vacated and shall be re-dedicated by this plat.

CERTIFICATE OF FILING

State of Kansas) SS:
 County of Miami)

Filed for record this ____ day of _____, 20____ at ____ o'clock, ____ m., at book _____ Page _____ at the Register of Deeds Office at Paola, Miami County, Kansas.

SLIDE NUMBER _____
 Katie Forck/Registrar
 Register of Deeds
 Miami County, Kansas

APRIL 9th, 2021

AMERICAN LAND SURVEYS
 Land Surveyors
 P.O. Box 105
 Paola, Kansas 66071
 (913)-837-1633