

**CITY OF LOUISBURG, KANSAS
MINUTES OF REGULAR MEETING
FEBRUARY 4, 2019**

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 McKiernan was absent.

Council Members Lee Baer, Steve Town, Kaley Smith, Sandy Harris
City Administrator Nathan Law
City Clerk Traci Storey
City Attorney Kelly Stohs
Police Chief Tim Bauer
Communications Coordinator Jean Carder
Public Works Supervisor Craig Hufferd
Fire Department Brad Seely
Press Doug Carder
Visitors Lana McPherson, Brent Johnson, Jacob Asgian

PLEDGE OF ALLEGIANCE

Councilmember Sandy Harris led the pledge of allegiance.

APPROVAL OF CONSENT AGENDA

Councilmember Steve Town moved, seconded by Councilmember Sandy Harris to approve the consent agenda to include adoption of the agenda, approval of the January 22, 2019, minutes and bills list. Motion passed 3-0.

OATH OF OFFICE

Mayor Marty Southard appointed Lee Baer for the vacant seat in Ward 2. Councilmember Steve Town moved, seconded by Councilmember Kaylee Smith and carried 3-0, to appoint Lee Baer to Councilmember Ward 2.

The oath of office was administered by City Clerk Traci Storey to newly appointed Councilmember Lee Baer. At this time, Councilmember Baer assumed his position for the rest of the meeting.

VISITORS

Lana McPherson, IIMC President-Elect, City Clerk from the City of DeSoto, presented City Clerk Traci Storey with a plaque from the International Institute of Municipal Clerks designating her as a Certified Municipal Clerk. The designation is based on a point system that equals about 120 hours of class time and experience points that relate to years on the job and professional development. There are 4,764 CMC Clerks worldwide with 149 of those from Kansas. McPherson thanked the Mayor, Council and City Administrator for allowing Traci to attend conferences and continue her education.

Lana McPherson presented Jessica McGowin a plaque for completion of the Municipal Clerk Certification Institute. McGowin completed 4 years of the institute and graduated this past November. Lana McPherson said she hopes Jess continues her education and gets her CMC. She would like to see Storey and McGowin continue their education by attending the Spring Conference in Manhattan, Kansas and the Annual IIMC Conference in Alabama, where McPherson will become President of IIMC.

PUBLIC COMMENTS

None

DEPARTMENT REPORTS

Fire Chief Brad Seely gave an update over the past month. Chief Seely and Andrew Grove just returned from Wisconsin where they were able to see first-hand the 2018 Pierce Saber Pumper Truck. The truck will be delivered in a 3-4 week period. Seely said he learned there are classes in Coffeyville Kansas, for fire training that he would like to have a couple of firefighters attend.

Public Works Supervisor Craig Hufferd said they are busy picking up limbs and branches around town.

COUNCIL REPORTS

Councilmember Town: Councilmember Steve Town asked when the spring garage sales were. Jean Carder from the audience said garage sales are April 18 with citywide clean-up April 27.

Councilmember Harris: Councilmember Sandy Harris wanted to thank Diana Moore and the LRC Staff for all the great activities they plan. Harris says walking at the Wildcat Event Center in the mornings is great fun.

MAYOR'S REPORT

Mayor Marty Southard said he is looking for volunteers for a few boards. Southard asked if there was a reason why the Board of Appeals has three Planning Commission members on it along with two other appointees. Southard said when someone appeals a the Planning Commission decision it then goes to Board of Appeals, which there would already be a majority of 3-2. City Administrator Law said he would look into this and bring it back to Council.

ADMINISTRATOR'S REPORT

Stormwater Master Plan Report: Brent Johnson with Olsson presented the Louisburg Stormwater Master Plan document for Council review and consideration. The report highlights a possible timeframe for moving ahead with projects, ideas behind funding for those same projects, and a recommendation for various funding sources and pros/cons of each identified. Councilmember Baer said the report they received was great information and put together nicely.

City Administrator Nathan Law said the stormwater utility fund has built reserves since its creation in 2007, but those funds are lacking for full maintenance and repair considerations long-term. Staff is seeking Council consideration of the following for maintenance and priority stormwater projects.

1. Projects approval from the priority list – are these the projects toward which Council will direct efforts in the short-term?
2. Project pacing from the priority list – does Council prefer to approach projects individually as shown in the plan document, wish to expedite the first two projects, or any additional consideration for new projects versus maintenance/repairs.
3. Desired funding considerations – does Council prefer benefit district or city at-large financing for priority projects (Councilmembers were given Kansas Statue for General improvement and Assessment Law), and what are the preferable revenue options staff should focus on both short- and

long-term? Does Council desire to see stormwater utility fees increase in the short-term to fund long-term maintenance?

4. Project engineering – does Council have preference for design-bid-build, design-build, or other project design and oversight approaches?
5. Funding scenarios for two priority projects – (Council received examples of various funding level considerations, outlining long-term funding availability for priority projects and maintenance needs listed in the plan document.

Recommendation: Receive and file Louisburg Master Plan from Olsson. Direct staff as desired on list of projects.

Staff recommends following suggestions within the plan document to utilize various funding streams project types. In particular, Council should consider utilizing combined debt and benefit districts for new infrastructure, increase and utilize stormwater fees for maintenance needs of existing infrastructure and consider use of current sales tax to accommodate City portion of debt-funded projects or any difference in annual maintenance costs not funded by existing or expanded fees.

Councilmembers had discussion. Councilmember Kalee Smith moved, seconded by Councilmember Sandy Harris and carried 4-0, to receive and file the Stormwater Master Plan Report.

Councilmember Steve Town moved, seconded by Councilmember Sandy Harris and carried 4-0, to retain Olsson to engineer the first two projects.

Councilmembers had discussion on raising the stormwater fee from \$4 a month to \$8 a month. Councilmember Smith said she is tired of raising rates and people having to get into their pocketbooks. Smith asked if the sewer rates would increase this year, or if any other utility rates would have to increase. Administrator Law said the utility fund that may show need for fee increase is the water fund, and he should find out by the end of the month what ongoing rates are from the PUA. Law will return information to the Council with that information. Councilmember Town asked if cleaning out ditches and culverts is part of the maintenance for the \$88,000. Law said yes it was. Councilmembers had discussion. Councilmember Sandy Harris moved, seconded by Councilmember Steve Town and carried 4-0, to

pursue a benefit district for the first two projects to fund those projects and return with additional funding information, including fees in surrounding communities.

Fire Truck Financing: City Administrator Nathan Law said the City issued a request for bids for capital leasing options for the acquisition of one 2018 Pierce Saber Pumper Truck. The total amount requested was \$250,000 of the total \$374,404.09 purchase price. The City requested options for a 7-year term based on semi-annual principal and interest payments, with the first payment due in the second quarter of 2019. The City received bids from all four local banks. Administrator Law recommends selecting First Option Bank at a rate of 3.25% for a 7-year capital lease. Councilmember Kalee Smith moved, seconded by Councilmember Steve Town and carried 4-0, to approve the First Option Bank rate of 3.25% with no fees for a 7-year capital lease.

City Park Projects: City Administrator Nathan Law said the Park and Tree Board has a recommendation to move two playground items and replace railing on the gazebo for a total price of \$10,125. Councilmember Kalee Smith asked about the moving of equipment to be relocated along S. 4th Street, which, from previous discussions, she thought was dangerous and asked whether this would void any warranty on the equipment. Administrator Law said the quote to move was by a professional playground equipment company and was approved by the family representative of the most recently installed donated equipment item. Councilmember Smith and Town both asked why move it to the north side when there is so much traffic on that side. To address safety concerns, Town would like the Park and Tree Board to look at putting a fence around the north side to keep the kids off the street. Councilmember Sandy Harris moved, seconded by Councilmember Steve Town and carried 4-0, to approve the recommendation to move the two playground equipment items and replace railing on the gazebo, total price of \$10,125. Administrator Law will talk to the Park and Tree Board about getting a fence on the north side of the park.

Metcalf 2.0 Interlocal Cooperation Agreement: City Administrator Law presented the interlocal agreement to lock in the funding considerations for the future Metcalf 2.0 project. Councilmember Steve Town moved, seconded by Councilmember Kalee Smith. Councilmembers had discussion. Motion carried 4-0, to authorize Mayor Southard sign the Metcalf 2.0 Interlocal Cooperation Agreement. Administrator Law said there needs to be two individuals to serve on the selection committee for project engineering. Councilmember Kalee Smith moved, seconded by Councilmember Lee Baer and carried 3-0-1 (Town

abstained), to designate Councilmember Town and Administrator Law to serve on the selection committee.

Administrator Law said a local individual needed to be designated to serve as the primary contact for the project. Councilmember Steve Town moved, seconded by Councilmember Kalee Smith and carried 4-0, to designate City Administrator Nathan Law to serve as the primary contract for the project.

Public Works Hire: Public Works Supervisor recommends hiring Brad Rudkin, as Public Service Worker 1, pay scale grade 2-2C. Councilmember Sandy Harris asked if a background check was done and references had been checked. Administrator Law thought yes, but will check with Hufferd who left earlier in the meeting for a fire call. Councilmember Steve Town moved, seconded by Councilmember Kalee Smith and carried 4-0, to hire Rudkin, contingent on his background check and reference check.

Mayor Southard read a thank you note from John Watts for his retirement gifts.

ADJOURNMENT

At 7:47 p.m. Councilmember Sandy Harris moved, seconded by Councilmember Steve Town to adjourn the meeting. Motion carried 4-0.

Approved:

Marty Southard, Mayor

Attest:

Traci Storey, City Clerk