

**CITY OF LOUISBURG, KANSAS
MINUTES OF REGULAR MEETING
JANUARY 3, 2023**

Livestream link:

<https://boxcast.tv/view/louisburg-city-council-1-3-23-yztb2fpwviolybzs5vkz>

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

Council Members Steve Town, Clint Ernst, Tiffany Ellison, TJ Williams,
Scott Margrave
Administrator Nathan Law
City Clerk Traci Storey
Finance Director Richard Mikesic
City Attorney Jared Anderson
Police Chief Josh Weber
Fire Chief Gerald Rittinghouse
Communications Coordinator Jean Carder
Public Works Supervisor Craig Hufferd
Visitors Doug Bowes

PLEDGE OF ALLEGIANCE

Councilmember Scott Margrave led the pledge of allegiance.

APPROVAL OF CONSENT AGENDA

Mayor Cook would like to add an executive session as item 10A. Councilmember Clink Ernst would like to add HR Software discussion as item 9G. Councilmember Steve Town moved, seconded by Councilmember TJ Williams and carried 5-0, to approve the agenda with the changes.

Councilmember Tiffany Ellison moved, seconded by Councilmember Ernst, to approve the minutes for the December 19, 2022, regular meeting. Motion carried 5-0.

Councilmember Town moved, seconded by Councilmember Margrave, to approve the bills. Councilmember Ellison had questions regarding the bills. Mr. Law explained. Motion carried 5-0 to approve the bills.

VISITORS

None

PUBLIC COMMENTS

None

DEPARTMENT REPORTS

Fire Department: Nothing to report

Police Department: Police Chief Weber said he had a busy first day.

Public Works: Nothing to report

Administration: Nothing to report

CITY ATTORNEY'S REPORT

City Attorney Jared Anderson said he will be absent from the January 17, 2023, meeting. Councilmember Ernst said he would also be absent.

MAYOR'S REPORT

Suddenlink: Mayor Cook asked if there were any changes for Suddenlink. Mr. Law said the last invoice should be paid this week.

ADMINISTRATOR'S REPORT

Master Planning Report: Administrator Law said he has put together all the master planning projects, goals and objectives from this past year. He made exhibits for each that were included in the packet. Mayor Cook asked about stormwater projects. Mr. Law explained. Council received and filed.

Park and Tree Board – Use of Funds – Continued: Staff presented a recommendation from the Park and Tree Board for how to allocate \$123,333 from the sale of City property on park projects as previously requested. The discussion by that board was to recommend Council use the funds to focus on two priorities: \$40,000 for pour-in-place rubber surfacing at the Aquatic Center playground based

on receiving a grant, and hold \$80,000 for use toward trailing lighting at Ron Weers Park to be located on the east side of the lake and along the dam. This does not displace the desire to move ahead with picnic tables for Lewis-Young Park, City Park and the Aquatic Center playground, with tables placed on concrete pads at the latter two parks as part of the recycled tire grant. Law said the board plans to research lighting options and perhaps get a demonstration of what different types of lighting could look like. Councilmember Ellison asked if we could get feedback from residents living in that area. Law said we would. Councilmember Ernst suggested working with a lighting professional to create some options. Councilmember Town said there are programs out there for that. He volunteered to look into that. Councilmember Ellison asked about the hours the lights would be on and the type of mulch. Mr. Law said the hours could be park hours, if park hours are established for Ron Weers. Councilmember Williams asked in what areas the Council decided to use the property sales funds. Administrator Law said there were three: parks, sidewalks and downtown pavilion. Councilmember Ellison asked about the dog park and batting cages fund. Mr. Law explained the group interested in establishing a dog park is working with the Rotary Club to hold donations, and Council approved a match for this project. The batting cage project is being organized by a few individuals who are seeking donations. Councilmember Margrave asked where the picnic tables would be located at L/Y Park. Mr. Law said at the new pavilion area.

Pool Pass Fee: At the last meeting, Council asked Staff to reach out to the pool pass vendor to see if fees could be incorporated in the pass cost. The vendor said that is available. The vendor recommended Council determine what the City would like to receive in revenue and the pass cost can be adjusted to accommodate.

Fees, which include credit card processing fees and mailing, amount to \$8.50.

\$25 pass cost = \$16.50 to City
\$30 pass cost = \$21.50 to City
\$33.50 pass cost = \$25 to City
\$38.50 pass cost = \$30 to City

Councilmember Ellison asked about the fee being charged. Finance Director Richard Mikesic explained there is a \$2.00 processing charge, a \$1.00 fee plus 5% credit card fee, \$1.00 for the actual card and \$3.00 for the mailing of the card. Councilmembers had discussion. Councilmember Williams moved, seconded by Councilmember Ellison and carried 5-0, to increase the pool pass fee to \$30.00 per person and the City will absorb the fee for 2 and under and 65 and over.

City-Owned Property Sale – Real Estate Services: Administrator Law said staff has received two sealed bids for the two properties being sold as one. These properties are west of the north sewer lagoons. The property is land locked (no right-of-way access) so not a lot of interest from buyers. The four neighboring properties were all contacted. Doug Bowes with Keller Williams said he had reached out to Evergy and Louisburg Estates but received no response. Two sealed bids have been received from Lancaster Brothers and MBB LLC. The appraised value was \$50,000. Councilmembers had discussion. Doug Bowes asked if the bids were the same how does council plan to select a bid. Councilmembers had discussion. Mr. Law opened the sealed bids. Lancaster Brothers submitted a bid in the amount of \$50,000. The bid from MMB LLC is \$50,001. Councilmembers had discussion. Administrator Law reminded Council they are able to accept a bid or take alternative action. Councilmember Williams moved, seconded by Councilmember Town and carried 5-0, to accept the bid of \$50,001.00 from MBB LLC.

Personnel Pay Consideration: Administrator Law said each year staff requests pay consideration from the Council through the budget process and any additional consideration at the beginning of the budget year to coincide with annual evaluations. Budgeted for 2023 is a 5% total pay adjustment. Staff is seeking Council input for pay-for-performance versus Cost-of-Living adjustment for that 5%. Administrator Law reviewed the most recent COLA numbers. Councilmember Ernst asked if there is any staff member that would not be eligible to receive the 5% based on performance. Mr. Law said he was not aware of anyone. Full-time police officers would not be eligible for the 5% based on their payroll adjustment this past fall. Councilmember Ellison asked about part-time staff considerations like pool staff. Administrator Law said if it appears that pool payroll needs to be adjusted, he would bring that back at a later time. Law said there are also two part-time fire employees that have not received any pay considerations. Councilmember Ellison asked why they were not given one. Mr. Law explained pay adjustments were approved only for full-time employees. Mayor Cook said we need to consider all remaining departments and not just utilities. Pay considerations will be on the agenda at the special meeting on January 9, 2023. Councilmember Ernst moved, seconded by Councilmember Ellison, to give 5% merit pay for performance to full-time employees. Councilmember Town asked about a retention bonus for other departments. Administrator Law said this could be discussed at the special meeting. Motion carried 5-0.

Out of City Limits Customers: Administrator Law said there was an installation

of new natural gas customer that was outside the City of Louisburg. This is in direct conflict with City Code. The Code states the Governing Body must approve those before they are allowed to attach to our gas system. Councilmembers had discussion. Councilmember Town moved, seconded by Councilmember Williams and carried 5-0, to approve the connection and allow the customer to continue service with the City.

HR Software: Councilmember Ernst said he would like to see software that has additional capabilities for HR. The company where he works uses Employee Navigator. It can be linked to ADP. Ernst said an employee can easily see all benefits, enrollment, compliance documents and similar information. Administrator Law said staff will check into available software.

EXECUTIVE SESSION

Executive Session: Councilmember Ellison moved the City Council recess into executive session to discuss personnel performance matters of non-elected personnel pursuant to the non-elected personnel matters exception, K.S.A. 75-4319(b)(1), requiring attendance of the City Administrator and City Attorney for 15 minutes. The open meeting will resume in the Council Chamber at 8:15 p.m. Councilmember Margrave seconded and carried 5-0, to move into executive session for 15 minutes.

Return to Open Meeting – The Council returned to open meeting at 8:15 p.m.

Executive Session: Councilmember Scott Margrave moved the City Council recess into executive session to discuss personnel performance matters of non-elected personnel pursuant to the non-elected personnel matters exception, K.S.A. 75-4319(b)(1), requiring attendance of the City Administrator and City Attorney for 10 minutes. The open meeting will resume in the Council Chamber at 8:25 p.m. Councilmember Ernst seconded and carried 5-0 to move into executive session for 10 minutes.

Return to Open Meeting – The Council returned to open meeting at 8:25 p.m. with no action taken from the executive session.

COUNCIL REPORTS

Councilmember Williams: None

Councilmember Ernst: Councilmember Ernst said he drove to the brush dump site and noticed quite a bit of mud on S. 16th. Councilmember Williams said that can be caused when the inspections occur at the lift station. The recent rainy weather has also been a factor. Councilmember Ellison asked about the erosion control at the ditch on S. 16th and why the homeowner has not installed the erosion control. Hufferd said he isn't sure why it hasn't been installed and has communicated with the homeowner they are responsible for cleaning out the ditch. Hufferd said some work by the city can't happen along that ditch until Suddenlink finishes their work. Councilmembers had discussion.

Councilmember Ellison: Councilmember Ellison asked if the Metcalf 2.0 included street lighting. Law said existing lighting will not change but a light will be added along with the traffic signal at S. 5th. Additional lighting would add to the city cost of the project. Councilmember Williams said this might be a good time to add more lighting. Public Works Supervisor Hufferd said he would check into pricing.

Councilmember Margrave: None

Councilmember Town: None

ADJOURNMENT

At 8:40 p.m. Councilmember Ellison moved, seconded by Councilmember Williams and carried 5-0, to adjourn.

Approved:

Donna Cook, Mayor

Attest:

Traci Storey, City Clerk