

**CITY OF LOUISBURG, KANSAS  
MINUTES OF REGULAR MEETING  
JANUARY 17, 2023**

Livestream link:

<https://boxcast.tv/view/regular-meeting-of-the-louisburg-city-council-ojkabozt8twa09togvll>

The Council of the City of Louisburg, Kansas met at 6:30 p.m. in regular session in the City Hall Council Chambers. Councilmember Clint Ernst and City Attorney Jared Anderson were absent. Mayor Donna Cook presiding.

Council Members Steve Town, Tiffany Ellison, TJ Williams, Scott Margrave  
City Administrator Nathan Law  
City Clerk Traci Storey  
Finance Director Richard Mikesic  
Police Chief Josh Weber  
Fire Chief Gerald Rittinghouse  
Communications Coordinator Jean Carder  
Public Works Supervisor Craig Hufferd  
Visitors Dixie Riedel, Paul Mahlberg, Barbara Smith

**PLEDGE OF ALLEGIANCE**

Councilmember TJ Williams led the pledge of allegiance.

**APPROVAL OF CONSENT AGENDA**

Mayor Cook would like to add an executive session at 8:30 p.m. for 20 minutes. Councilmember Tiffany Ellison would like to add Dog Park Update discussion as item 9C. Councilmember Ellison moved, seconded by Councilmember Williams and carried 4-0, to approve the agenda with the changes.

Councilmember Steve Town moved, seconded by Councilmember Scott Margrave to approve the minutes for the January 3, 2023, regular meeting. Motion carried 4-0.

Councilmember TJ Williams moved, seconded by Councilmember Ellison and carried 4-0, to approve the minutes for the January 9, 2023, special meeting.

Councilmember Williams moved, seconded by Councilmember Town to approve the bills. Motion carried 4-0 to approve the bills.

### **VISITORS**

None

### **PUBLIC COMMENTS**

None

### **DEPARTMENT REPORTS**

**Public Works:** Public Works Supervisor Craig Hufferd presented information for the 2023 asphalt street work. The selected streets are from the street survey list. Hufferd said these streets are at the top of the list for repair and work will include 2” mill/overlay and full-depth repair on selected streets. Councilmember Williams asked what percentage of the streets are done. Administrator Law said he believed streets are resurfaced about every eight years but would have to check. Councilmember Town asked if there were any leftover from last year that were on this list. Hufferd said yes, N. 14<sup>th</sup> St and N. 3<sup>rd</sup> St East. Mayor Cook said she drove all the streets in town today and doesn’t think the streets need to be resurfaced. The street on Crestview is the only one that needs to be done, she said. Administrator Law explained this list comes from the engineers that ranked the streets. Councilmembers are encouraged to drive the streets, rank them and send their suggestions to Hufferd. Councilmember Ellison asked about the hole in the road by Casey’s. Administrator Law said this is a private road, but he would reach out to them. Councilmember Town said the small street in front of McDonalds is the same way. Councilmember Ellison asked who treats Amity in bad weather. Mr. Law said KDOT does.

**Finance Department:** Finance Director Richard Mikesic presented the bid summary sheet for an 18-month investment. He said this goes with the long-term goal of stair-stepping investments. First Option Bank had the best interest rate of 4.25%. Councilmember Town moved, seconded by Councilmember Ellison and carried 4-0, to accept the bid from First Option Bank for 4.25%.

**Fire Department:** Nothing to Report

**Police Department:** Police Chief Josh Weber said he has been doing an assessment of the department. Record management, digital fingerprinting, e-citations and laptops are some of the items needed in the department. Chief Weber said he has done an evidence audit, met with department employees, talked with CPOST regarding training and certifications. He also met with former Chief Tim Bauer, toured the schools and talked with administration. A new fine and bond schedule are being done. He said there are currently three applicants in the process.

**Administration:** City Administrator Law said the Fire and Police will be doing a vehicle swap. The fire SUV will go to the Police Chief, the police SUV will go to the police lieutenant and the police truck will go to Fire Chief. There will be minor changes to each vehicle to include removing or adding graphics. Any changes will be under \$5,000. Councilmembers had discussion. Councilmember Town moved, seconded by Councilmember Williams and carried 4-0, to approve the switching of vehicles.

## **CITY ATTORNEY'S REPORT**

### **MAYOR'S REPORT**

Mayor Cook read a thank you note from the Hufferd family for flowers that were sent.

**Suddenlink:** Mayor Cook asked if there were any changes for Suddenlink. Administrator Law said he has no changes.

Mayor Cook asked about the Hipp property. Mr. Law said he has settlement agreement documentation that he is reviewing, provided by the City Attorney. Mayor Cook asked if there was any news on the potential bar and grill at the strip mall. Mr. Law said he was waiting for the City Attorney to review the letter. Mayor Cook asked about the old Chinese restaurant building. Mr. Law said he believes the potential buyers are still in the process. Mayor Cook how do we go about cleaning up North Broadway especially near the N. Third intersection. Administrator Law said if it's a safety concern we have more immediate options. Otherwise staff can reach out to the property owners.

## **ADMINISTRATOR'S REPORT**

**Natural Gas Prepay Option:** KMGGA Director of Natural Gas Dixie Riedel and General Manager Paul Mahlberg presented information on a prepay agreement for

natural gas purchase that would afford a reduction of wholesale pricing of natural gas. There is a long term commitment as part of the prepay option, which is 30 years. Councilmembers had discussion. The item was tabled to the next Council meeting.

**Master Planning:** This meeting's master plan review focused on the Strategic Plan and specifically on how to implement key Comprehensive Plan land use recommendations. Councilmember Ellison asked if it was possible when projects are undertaken that satisfy the Master Plan if a running catalog timeframe on when items are completed or expected to be completed. Mr. Law said he would come up with a way to do so. Ellison asked about sidewalks that connect to Price Chopper. Mr. Law said we were held up by private property issues.

**Dog Park:** Councilmember Ellison said options of a dog park had been discussed a couple of months ago. She asked what is needed to get this to move forward and if a location needs to be chosen so the group can fundraise. The Park Board has discussed locations, but not made a recommendation to the Council. Councilmember Ellison said the final decision on the park will be the Council, and Mayor Cook confirmed that. There are people in the audience that would like to present their thoughts to move forward. Mr. Law said staff will compile information for the next meeting and the group can speak on their ideas and update on fundraising.

**Public Works Pay Consideration:** Administrator Law said Public Works Supervisor Craig Hufferd has made some adjustments to the pay structure Mayor Cook said Barbara Smith would like to speak. Mrs. Smith said she agrees that workers should get fair pay, but not in favor of more raises or longevity pay and thought too many raises are a liability for the city. Administrator Law told the Council that Hufferd did not provide a job description for Public Works Director for the pay consideration. Administrator Law provided the description for that position. Mayor Cook said she is not in favor of any raises. She believes if we give an extra 5% that was not budgeted it would snowball down to other departments. She has heard administrative staff and fire department would also want a raise. Councilmember Ellison said providing a career path for public works is a good idea but thinks additional pay is not in the best interest of the city. She has issues with some of the job descriptions and would like clear definitions of upward advancement. Hufferd said any of the descriptions could be changed. Councilmembers had discussion. Call pay was also discussed and Councilmember Ellison made a motion to give \$100 for on-call pay. Motion died for lack of a second. Councilmember Williams thinks it should be \$200 a week. He would like to bring this back with the expectations of when an employee is on call. Councilmember

Town would like Hufferd to write out the motion he would like to see for consideration after the executive session.

**Executive Session:** Councilmember Williams moved to go into executive session to consult with the City Attorney as allowed by KSA 75-4319(b)(2) for an attorney consultation deemed as privileged with the required presence of the City Attorney and City Administrator for 20 minutes with the open meeting resuming at 8:52 p.m. Councilmember Ellison seconded and carried 4-0. Administrator Law said the City Attorney will be joining by interactive communication.

**Return to Open Meeting:** The Council reconvened the open meeting at 8:52 p.m. with no action taken.

**Public Works Consideration Continued:** Public Works Supervisor Craig Hufferd provided a recommendation as requested. Councilmember Town said due to the hard work that Hufferd has put into this he is going to read the recommendation: I move to approve the pay structure with new job titles as listed. Pay considerations as listed and guidelines include call pay as listed to be effective as of January 8, 2023, so it can be reflected on January 25, 2023, pay period. Public Works is also requesting approval of the new job descriptions as listed with the intention of defining more responsibilities of each position and level. Mayor Cook asked if that was his motion. Councilmember Town said that is his motion. Councilmember Ellison seconded but said she didn't think they were there yet. Mr. Hufferd said there is a lot of work that needs to happen and he is willing to do it. Councilmember Ellison said she doesn't like the idea of approving something with the intention of doing something else. Administrator Law asked for clarification on the motion. Mayor Cook said this motion is to approve everything, which includes the 5% pay raise and longevity pay as written. Councilmember Margrave asked about the on call pay. Hufferd said that is in there but will be redefined and brought back. Councilmembers Town and Williams voted yes. Councilmembers Ellison and Margrave voted no. Mayor Cook cast the deciding vote as a no. Councilmember Ellison asked if we can bring back on call pay to the next meeting. Administrator Law said yes. If anyone has any additional direction, they can email him directly.

**SPARK (BASE) Grant:** Mr. Law explained the background in the BASE grant and said the Council has the option to either stop or continue the process.

Councilmember Ellison asked if this is just for new development. Mr. Law said that is correct. It is intended for economic growth. Ellison said with all the vacant

buildings it is hard to put money into new development. After discussion Councilmembers decided to leave the application from last year remaining.

**K-68/U.S. 69 Traffic Signal:** Administrator Law said staff received 2 bids for this project.

I-Solutions: \$485,000.00

SBB Engineering: \$339,625.00

The bids came in higher than expected, but we do have the funding for the traffic signal. Councilmembers had discussion. Councilmember Town made a motion to use SBB with the bid listed at \$339,625 for the K-68/69 traffic signal and to use the budgeted 2022 funds as well as additional 2023 funds. Councilmember Margrave seconded and carried 4-0.

**Aquatic Center Maintenance:** Three bids were received for painting the Aquatic Center pool.

Mongan Painting, LLC    \$47,000 prep and painting  
                                      \$11 LF for caulking  
                                      \$21 LF for concrete repair

Dayco Painting                \$63,582 prep and painting  
                                      \$14,403 total for caulking (est. \$14.35 LF)  
                                      \$4,980 total for concrete repair

J.F. McGivern                \$77,049 prep and painting  
                                      \$11,990 total for caulking (est. \$13 LF)  
                                      \$3,726.00 total for concrete repaint

Councilmember Ellison asked if this had been budgeted. Administrator Law said yes, it is in the capital outlay budget. Councilmember Town asked about replacement of the concrete deck. Hufferd said we can get ideas from whomever the bid winner is. Councilmembers had discussion. Councilmember Town moved, seconded by Councilmember Margrave and carried 4-0, to accept Dayco Painting for the Aquatic Center in the amount of \$82,965.

**Public Works Facility:** Administrator Law said previous Public Work supervisors have talked about adding a lean-to onto the shop. Hufferd said under this

consideration he is proposing enclosing one end to make space for an additional office and small indoor storage area. Hufferd said this item is not budgeted but it is an opportunity to get pricing to include in a future budget year. Councilmembers had discussion. Councilmembers agreed to have Hufferd proceed getting information that would be for the 2024 budget.

**Planning Sustainable Places grant application:** Mr. Law explained this proposed PSP grant that would be a joint venture between Osawatomie and Paola for a trail extension from Osawatomie, through Paola and Louisburg, and eventually connecting with the Katy trail. Councilmember Ellison said she is not in favor of spending any city funding on this grant. No action was taken.

### **COUNCIL REPORTS**

**Councilmember Williams:** None

**Councilmember Ellison:** None

**Councilmember Margrave:** None

**Councilmember Town:** Councilmember Town said he is looking at possibilities for trail lights around the city lake. He made some contacts with people for ideas and will then take that information back to the Park Board.

Town asked if there was an agreement for the on-call pay since the motion failed. Williams suggested adding some structure to it and bring it back to the next meeting.

### **ADJOURNMENT**

At 9:48 p.m. Councilmember Town moved, seconded by Councilmember Williams and carried 4-0, to adjourn the meeting.

Approved:

---

Donna Cook, Mayor

Attest:

---

Traci Storey, City Clerk