

**CITY OF LOUISBURG, KANSAS
MINUTES OF REGULAR MEETING
FEBRUARY 1, 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, Kalee Smith, Sandy Harris,
Kevin Vohs
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 Joel Viterna, Becky Bowes, John Magee

PLEDGE OF ALLEGIANCE

Councilmember Kevin Vohs led the pledge of allegiance.

APPROVAL OF CONSENT AGENDA

Councilmember Kalee Smith asked for a 25-minute executive session at the end of the regular meeting to discuss non-elected personnel. Councilmember Smith moved, seconded by Councilmember Donna Cook and carried 5-0, to have a 25-minute executive session at the end of the regular meeting to discuss non-elected personnel. Councilmember Cook had questions on the bills list. City Administrator explained the bills. She said she would like to come and see some of the bills. Councilmember Smith moved, seconded by Councilmember Steve Town and carried 5-0, to approve the consent agenda to include adoption of the agenda and approval of the regular meeting January 19, 2021 minutes and bills list.

VISITORS

None

PUBLIC COMMENTS

None

DEPARTMENT REPORTS

Fire Department: Fire Chief Gerald Rittinghouse said they have resumed monthly training meetings at the fire station. He also said the County has signed a contract with Linn Valley and this could impact calls to the County.

Police Department: None

Public Works: Public Works Supervisor Craig Hufferd has received one quote for a street condition survey. He is hoping for a couple more. Work on the lights at A field at Lewis-Young are done.

Finance Department: City Administrator Law read a resignation letter from Finance Director Pat McQueen. Mr. Law said Mr. McQueen has been a great employee and will be missed. Mr. Law would like to post this position quickly. Councilmember Smith moved, seconded by Councilmember Vohs and carried 5-0, to accept Pat McQueen's resignation.

Councilmember Town moved, seconded by Councilmember Sandy Harris to advertise for the Finance Director position. Councilmember Harris asked about the job position. Motion carried 5-0.

CITY ATTORNEY'S REPORT

None

MAYOR'S REPORT

None

ADMINISTRATOR'S REPORT

Master Planning Review Continued: Included as part of the administrative goals list is a regular review of master planning projects, goals and objectives. This is the sixth section of the City Strategic Plan, as found within the Bright Future Comprehensive Plan.

Promote New Residential Development & Quality New Living Environments:

1. Continue existing or create new incentives that facilitate build-out of incomplete subdivisions
2. Adopt a conservation subdivision code
3. Consider purchase of strategic properties to reserve land for duplex and other multi-family housing units in or near Downtown and elsewhere as proposed by the Future Land Use map

The first item is timely considering the workshop being planned to discuss possible housing incentives, Administrator Law said. In addition, staff has compiled a map of Louisburg highlighting the areas where future subdivision plans exist, but that are not currently built out. Staff does not know if this community is inclined to pursue conservation subdivision designs. These subdivisions, sometimes called cluster developments, maintain a significant portion of a development site in common open space by minimizing individual lot sizes, while maintaining the overall density of development specified by the Comprehensive Plan or within Zoning or Subdivision Regulations. There is currently nothing in City zoning to include conservation subdivisions. Purchase of strategic properties has and will continue to be considered based on annual review of administrative goals. If Council wishes to increase efforts in this respect, a review may be conducted of future duplex and other multi-family housing sites.

Councilmember Harris asked Mr. Law to define conservation subdivision code. Administrator Law said it would reserve open land. Councilmember Cook asked if a conservation subdivision code has been discussed at the Planning Commission. Mr. Law said no, that it is up to the Council to decide to pursue and where to put it on a project priority list. Cook asked if the City would purchase strategic properties. Administrator Law said that was discussed as a possibility during the Administrative Goals workshop.

Chamber of Commerce Request for Funding: Chamber President Joel Viterna presented information regarding funding for the Chamber. The Chamber first came to the City Council four years ago to ask for financial support from the city for its operating costs. The Chamber has worked hard to manage costs, leverage volunteer support, and be frugal with the limited funding available thru membership and fund raisers, Viterna said. Although we have been able to grow our memberships over the past few years, the available size of our business base is limited, and the costs to support the chamber are ever increasing.

We continue to struggle to have the funds necessary to staff our Chamber Director position as well as to promote the events that gain community awareness, while

trying to limit the number of requests we make on local businesses to donate for the Chamber's needs. He said 2020 was even more difficult than previous years, as the Chamber had to cancel its primary fund raiser, the annual Cider run 5K/10K race, due to Covid precautions and issues.

The financial support provides the opportunity to utilize marketing collateral for events, promote governmental events, assist other organizations by co-sponsoring citywide functions, and more. Expenses include a part-time salaried employee, accounting services and events, he said.

Councilmember Vohs asked if this is the amount requested is the same as the last four years. Viterna said yes. Councilmember Cook said this time last year the Council said it would reduce funds. She asked if the rental fee the Chamber pays the City for office space is the going rate? Chamber Director Becky Bowes said the rate is the same the Chamber paid at its previous location. Mayor Southard said last year when this was discussed Covid didn't exist. Councilmember Town asked about expenses. Viterna said this year's budget shortfall is about \$10,000. Without the race they were able to trim costs that they usually incur from the race. Councilmember Harris moved, seconded by Councilmember Town to approve the request. Councilmember Cook asked what happens if the council doesn't provide funding. Viterna said the Chamber would run out of money before the end of the year. Councilmember Cook asked how many members were in the Chamber. Viterna said information provided to the Council shows there are 97 members. She asked if the Chamber could ever become self-sufficient. Viterna said that is a goal the Chamber constantly strives for. Motion carried 5-0, to approve request of the \$15,000 a year, minus the office rental fee.

Aquatic Center Management Bids: Three bids were submitted for pool management services.

Councilmember Smith asked if a designated City employee would be assigned to help pool staff. Administrator Law said yes. Councilmember Vohs asked what the cost is for the city to operate the pool. Mr. Law about \$87,000 for staffing similar to these bids and \$110,000 for all operations, chemicals, concessions, etc. Mayor Southard asked about the liability issues. Mr. Law said if a management company took over they would be responsible for staffing liability while the City would maintain responsibility for maintenance. Councilmember Cook asked if the pool makes a profit. Mr. Law said if it weren't for the sales tax to offset expenses the pool would lose money like most other aquatic facilities. Councilmember Cook asked if a decision has to be made tonight. Administrator Law said no but we are a

bit behind where we are normally for hiring. Councilmember Town asked about training procedures. Administrator Law said staff was looking into more formal training upfront as well as better options for recurring in-service training throughout the season. Councilmember Harris asked Councilmember Cook why the decision should be paused. She said she would like to read through the material again to see if it is better leaving it in City control. Mayor Southard asked the Council for direction. Councilmember Smith asked if the City maintains control will we pay additional salary to an existing employee. Law said no unless that employee is hourly and would be working after hours. Councilmember Smith said one city staff person should be the go-to person if the City runs the pool. Councilmember Harris said he would like to see more information from LRC for their contract. Mayor Southard said some of that information we can write into a contract. Councilmember Town asked if the LRC operated the pool how the liability would be handled. Administrator Law said they would need to carry their own insurance policy. Councilmember Smith said she prefers to hire a professional firm if the City doesn't keep operations in-house. Councilmember Cook asked if there was a drowning who would be sued. City Attorney Anderson said anyone and everyone could be named in a lawsuit. Mayor Southard asked Council for direction. Councilmember Harris would like to table. Councilmember Town suggested Councilmembers forward any questions to Administrator Law so he can have answers ready by the next meeting.

GAAP Waiver Resolution: Mayor Southard said the GAAP waiver has been approved for a number of years. Councilmember Cook asked if other municipalities approve this waiver. Mr. Law said yes, especially smaller communities as it limits intensive accounting requirements. Councilmember Cook asked if the waiver allows for more transparency. Mr. Law said transparency comes through the budget process and audit. Councilmember Smith moved, seconded by Councilmember Town and carried 5-0, to accept the GAAP Waiver Resolution.

2021 Asphalt, Concrete Improvements and Crack Seal: Councilmember Cook had questions regarding the chip and seal and the concrete. Administrator Law explained that the concrete was for existing curb replacement where asphalt work would be done. Discussion occurred on Staff's recommendation to complete the sidewalk along Harvest Drive from the City's lot on the corner to the post office. Administrator Law said completing this section of sidewalk would improve walkability in the area. Councilmember Cook asked if the library would reimburse the City for the cost of the sidewalk if/when they build on their property located between City and post office property. Councilmembers asked why a section of

Broadmoor Cove is on the list. Public Works Supervisor Hufferd said that section was not poured correctly and needs to be fixed. Councilmember Smith asked about sidewalks in the old part of town and why those aren't being replaced/repared. Mr. Law said many sidewalks in the old part of town have issues with street connections and many are located in open ditches. Repairing sidewalks in the traditional part of town often have to be paired with street and stormwater work at the same time. Councilmember Town asked if we still have the master sidewalk and trails plan. Mr. Law said yes. Councilmembers tabled action on this item.

Work Trucks F250 and F150 for Public Works: Public Works would like to replace two of their higher mileage trucks with a new 2020 F250 4x4 V8 and one 2021 F150 4x4 V8 from Louisburg Ford.

Bids for the trucks were received from three area dealers. The proposed F250 would be outfitted with a snow plow for \$5,000-6,000 this fall.

Louisburg Ford

2022 F250 4x4 V8	\$42,918.00
2021 F150 4x4 V8	\$30,184.00

Shawnee Mission Ford

2022 F250 4x4 V8	\$42,544.00
2021 F150 4x4 V8	\$29,873.00

Olathe Ford

2022 F250 4x4 V8	\$44,253.00
2021 F150 4x4 V8	\$31,008.00

Mr. Law said additional information including a maintenance log was provided to Council earlier in the day as requested by a councilmember. Mr. Law said one of the trucks needs about \$1,500 in repairs. Hufferd told the Council the F250 would be his take-home truck and it would also have the snow plow added. The F150 truck would be put into the street fleet. Councilmember Cook said she would like to wait until the vehicles break down before replacing. If Louisburg Ford can't fix the problem, then take it somewhere else, she said. In response to a question from Council, Hufferd said there are 6 vehicles that are special use including those with dump beds, a utility bed, salt/spreader hauling and the bucket truck. All other fleet vehicles except the weed-eating truck are driven daily. City Attorney Anderson asked if either of the replacement vehicles are used to respond to emergency situations. Administrator Law said yes the public works supervisor's truck is. Both

trucks have around 200,000 miles, he said. Councilmember Town said these are hard-mileage trucks and not highway-mile vehicles. Councilmember Smith said she thinks it would be better to keep driving them until the wheels fall off and just because an expense was budgeted it doesn't have to be purchased. Administrator Law said staff's recommendation is to replace both vehicles because they are at that point. Councilmember Harris said staff's opinion should be considered. Administrator Law said since May 2018 to present, \$10,000 has been spent on repairs for the supervisor truck. Councilmembers had discussion. The item was tabled. Councilmember Harris said he could look at a truck that is 10 years old and think it looks good but doesn't know what's under the hood. That's why we rely on staff to advise us based on what is going on with the trucks. City Attorney Anderson said that was the reason for his question. If the vehicles are used to respond to an emergency, that could raise liability if they were inoperable.

COUNCIL REPORTS

Councilmember Vohs and Harris had no reports.

Councilmember Cook: Councilmember Cook would like to look into the cost of having professional snow removal.

She asked about the change order for the wastewater treatment plant. Administrator Law said it is still pending and will come before the Council at a future date.

She asked if stormwater culverts are still being cleaned out. Hufferd said yes and if someone sees water and leaves blocking their culvert they should call City Hall.

Cook asked if the fire department sends a non-certified EMS fireman to a call, could the City be liable if there is a problem. City Attorney Anderson said it depends on what they are responding to. Fire Chief Rittinghouse said this is why he wants the part-time person to have five years' experience in the field as certified firefighter and emergency medical technician. If a firefighter is volunteering, they fall under the Good Samaritan Law. Chief Rittinghouse said once a firefighter is a paid position and not volunteer certain certifications are required of that paid staff. Any volunteer who would like to get additional training has the option, Rittinghouse said.

Cook said in Wichita they have a revitalization program, called Discover Alley Doors. A group paints alley doors in the downtown area to draw visitors. Since

the arts council disbanded this could be an opportunity for high school art classes, Councilmember Smith said. Councilmember Cook said a grant paid for this beautification in Wichita. Councilmember Vohs noted there aren't a lot of alley doors in downtown and asked what doors would be painted. Cook said an example would be the side door to former Stuty's location. Councilmember Cook asked Mayor Southard if he could speak to the art students.

Mayor Southard recognized John Magee from the audience who wanted to visit with Council. He lives in the Summerfield Farm subdivision. Mayor Southard said visitors are allowed to address the Council during the Public Comments portion of the agenda. Mr. Magee wanted to thank the police for helping with parking and speeding issues in Summerfield. He feels that police need to write more tickets. Magee said that Public Works Hufferd was correct in asking for new trucks. He previously was responsible for a truck fleet and said when vehicles begin to nickel and dime you, it's time to replace. He said in managing his fleet he would move vehicles out when they reached 200,000 miles and/or 7 years.

Councilmember Smith: Councilmember Smith asked for a breakdown by departments of recent pay raises. Administrator Law will send the information out.

EXECUTIVE SESSION

Councilmembers went into executive session for 25 minutes, starting at 7:59 p.m. and ending at 8:24 p.m. to discuss non-elected personnel.

REGULAR SESSION

No action was taken in result of the executive session. Councilmember Harris reminded everyone of the Legislative coffee Saturday, February 6 at 7:30 a.m. at LMS.

ADJOURNMENT

At 8:25 p.m. Councilmember Smith moved, seconded by Councilmember Cook and carried 5-0, to adjourn the meeting.

Approved:

Marty Southard, Mayor

Attest:

Traci Storey, City Clerk