

**CITY OF LOUISBURG, KANSAS
MINUTES OF REGULAR MEETING
FEBRUARY 3, 2020**

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 Kalee Smith was absent.

Council Members Steve Town, Thorvald McKiernan, Sandy Harris, Donna Cook
City Administrator Nathan Law
City Clerk Traci Storey
City Attorney Kelly Stohs
Police Chief Tim Bauer
Fire Chief Gerald Rittinghouse
Communications Coordinator Jean Carder
Public Works Supervisor Craig Hufferd
Press
Visitors: Becky Bowes

PLEDGE OF ALLEGIANCE

Councilmember Thorvald McKiernan led the pledge of allegiance.

APPROVAL OF CONSENT AGENDA

Councilmember Sandy Harris moved, seconded by Councilmember Thorvald McKiernan and carried 4-0, to approve the consent agenda to include adoption of the agenda, approval of the regular meeting January 21, 2020 minutes and bills list.

VISITORS

None

PUBLIC COMMENTS

None

DEPARTMENT REPORTS

Fire Department: Fire Chief Gerald Rittinghouse said the 5-year ISO Review went well. There are big changes that will be coming that will help keep our City ratings high.

Chief Rittinghouse said for 12 years the volunteer firefighters have never had a day room. He would like to see furniture and a television so the volunteers feel like they have a place they can hang out in. Estimated costs would be around \$3,000. Councilmember Donna Cook said she would like to have Chief Rittinghouse pursue it and bring back bids. Other Councilmembers agreed to have it brought back.

Public Works: Public Works Supervisor Craig Hufferd said the requested new signs for the crosswalk at S. Fifth and Metcalf have been installed.

Police Department: None

CITY ATTORNEY'S REPORT

None

COUNCIL REPORTS

Councilmember Cook: Councilmember Donna Cook thanked City Administrator Nathan Law for helping her today with questions she had on tonight's meeting topics.

Councilmember McKiernan: Councilmember Thorvald McKiernan asked if 271st and Rockville is City or County. There is no speed limit sign along portions of that road. That area is split between County and City, Law said. Public Works Supervisor Craig Hufferd said he would look at the area and get signs up.

McKiernan asked about the water concerns that were brought to Council regarding the Catholic Church parking lot that would run into the neighbor's yard along 6th Street. City Administrator Law said he would talk to the Church.

Councilmember McKiernan asked about the Building Code Update. Administrator Law said he reached out to them, but has not heard back. Councilmember McKiernan said we need to move to the next bidder. After discussion Councilmember McKiernan moved, seconded by Councilmember Town and carried 4-0, to move to the next bidder for the Building Code Update.

McKiernan asked about the ditch cleaning for this year. Public Works Supervisor Hufferd said there is nothing set in stone yet. McKiernan said we should be able to get more cleaned this year. Public Works could also start on some of these with nice days we have had. Councilmember McKiernan moved, seconded by Councilmember Sandy Harris to have staff compile a plan, schedule and costs for digging culverts. Councilmembers had discussion and would like the plan done by next month. Motion carried 4-0.

McKiernan asked if the erosion control guidelines were being followed at the stormwater project at the lake. Administrator Law said yes, and he will continue checking on it.

McKiernan said the huge sign near U.S. 69 and Amity that is leaning is still leaning. Administrator Law said the Building and Zoning coordinator is working on it.

MAYOR'S REPORT

None

ADMINISTRATOR'S REPORT

Chamber of Commerce Request for Funding: As presented the past three years, the City continues to have a good working relationship with the Chamber of Commerce. This organization provides a positive return locally for businesses, and is desiring to further secure their stability through another year of an alternative funding arrangement. Previously membership fees and fundraising efforts comprised the entirety of the annual operating funds for the organization. Prior to the last three years this had resulted in certain years realizing close margins with low membership numbers and low returns on fundraising events. This budget shortfall has been offset with City assistance for three years with funding incrementally increasing each year. This current request will continue to reach the ideal level of financing of the Chamber of Commerce and their efforts.

Financial: \$15,000 is the request from the Chamber on an annual basis. The request of the first two years noted set budgets without consideration of this funding, leading staff to suggest a tiered increase of contributions beginning with 2017, also noting that such contributions would take place of annual membership dues for the City, and ensure City presence on the Chamber Board of Directors. At this time the

full request is again made, but staff will continue to suggest consideration by Council of the value of office space offered to the Chamber in City Hall as an in lieu of funding for the request so made.

As a reminder, other city funding of local chambers of commerce varies widely, some of which include membership only, some support one local event each year, some support with flat rates similar to this request, or a combination of the types of support. This ranges from nominal membership fees up to \$20,000 flat support.

Councilmember Donna Cook asked how many businesses are part of the Chamber of Commerce. Chamber Director Becky Bowes said there are 117 businesses participating. Cook asked if the revenue they receive cover the Chamber's expenses. The Chamber Treasurer, who was not in attendance at the meeting, has all that information and Bowes will get it. Cook asked if the membership dues are enough to cover expenses. Bowes said no they are not. Cook asked if Paola, Osawatomie and Spring Hill help pay for their Chambers. Bowes said yes at least up to 50% for Paola and Osawatomie, and 75% for Spring Hill. Bowes told Councilmembers that Louisburg had previously been the only Chamber not funded by their City.

Cook asked how often the Chamber solicits businesses. Bowes replied that a newsletter, constant contact information blasts, along with having Chamber Connections twice a month is a big part of how the Chamber businesses stay connected. Councilmember McKiernan asked how the Chamber promotes business. Bowes said regionally the Louisburg Chamber is part of the Kansas City Visitors Guide, Miami County Tourism and Visit KC. The regional connections supplements local promotions. Administrator Law noted that the annual 5K/10K race brings in a substantial amount of visitors to the community, features the name and partnership of the City of Louisburg, shines a light on the attractiveness of the community, and has even brought a new resident to town. If even one person were to decide to build a residence and live in Louisburg, and assuming a value of new residence at \$250,000, the City will have received more benefit in increased appraised value than the cost of this support.

Councilmember Cook doesn't know if we should fund the \$15,000. Councilmember McKiernan said he has never been asked to join the Chamber. Bowes asked if he would join. McKiernan said it is time for the City of Louisburg to get the Chamber off welfare.

Councilmember Donna Cook made a motion to fund \$5,400 to the Chamber and provide the office space at no cost. Motion died for lack of a second.

Councilmember Sandy Harris moved, seconded by Councilmember Steve Town to request for the full \$11,400. McKiernan asked if that includes the \$3,600 for rent. Office space would be provided at no cost. Town asked how much does it cost to become a member. Bowes said a membership depends on the amount of employees and there are 4 different rate levels. Motion carried 3-1 (Cook voting no) to approve the \$11,400 and office space as requested.

Councilmember McKiernan would like to amend the motion to reduce this cost over the next five years by \$5,000. City Attorney said since Councilmember McKiernan did not make the motion, he cannot amend it. McKiernan said yes he can. Council had discussion with City Attorney. City attorney noted that a vote to reduce funding for the following year would simultaneously approve funding for that year. McKiernan withdrew his motion.

Master Parks Plan: City Administrator Nathan Law presented The Master Parks Plan. In 2018 the Park and Tree Board was tasked with putting together a Master Parks Plan to help identify projects and goals for each park facility. Those projects and goals are similar to other master plans in that they are intended to be accomplished over a number of years, as part of both short- and long-term planning and budgeting. The plan document attached with the memo is the result of not only the efforts of the Park and Tree Board and staff, but based on the survey responses and in-person participation of the survey responses. These responses helped guide the Park and Tree Board in compiling a list of suggested projects and goals with priorities presented in multiple ways. These projects and goals will be left to the decision of the City Council for ultimate selection, reprioritization or for budgeting and completing. The reason for this is because the priorities of the members of the Park and Tree Board did not line up with the responses from the multiple types of public input, but that group did not want to discredit either its own opinion or that of the participating public. This plan document is like all other plan documents in that it will be periodically reviewed for progress, updates and revisions. Council has the ability through the budgeting process to realign projects or goals and realizing projects over the coming years. Some of the projects listed have already been identified for completion with grant funding awarded recently for Lewis-Young Park.

Councilmember Thorvald McKiernan said we have Boards that do what they want and not what the public wants. Administrator Law noted that boards and

commissions are tasked with weighing considerations and making recommendations to Council for final approval. Councilmember McKiernan moved, seconded by Councilmember Sandy Harris and carried 4-0, to approve the Master Parks Plan as presented by receiving and filing, incorporating the lists of projects for future planning, and budgeting efforts. Motion carried 4-0.

Code of Procedure for Kansas Cities: Administrator Law had presented each Councilmember the Code of Procedure for Kansas Cities, Fourth Edition. This document is referenced in the updated City Code as the code of procedure to be used when conducting City Council meetings. This code is much more simplified than the previously used Roberts Rules of Order. This code of procedure is important for conducting an appropriate meeting and must be followed in detail for conduct of business. As noted in the code of procedure document, amendments to the code may be made, but must follow a similar process as the one used to adopt the city code book, requiring amendment by ordinance and a majority vote of the City Council. Councilmember McKiernan would like a copy of the Code of Procedure for Kansas Cities in digital form. Council agreed to receive and file.

Zone Change for 1 Aquatic Drive: Administrator Law said the Planning Commission discussed a proposed zone change for property located at 1 Aquatic Drive – owned by Dengel & Son Mortuary, Inc. – at its regular meeting December 18, 2019. The proposed rezone is from R-1 – Single Family Dwelling District designation to C-3 – General Business District. Councilmember Steve Town moved, seconded by Councilmember Donna Cook and carried 4-0, to authorize Mayor Southard sign Ordinance 1117 for 19002-Z (Rezone) for property located at 1 Aquatic Drive.

2020 Asphalt Improvements: Public Works Supervisor Craig Hufferd and other department employees visually inspect each street in the city to prioritize those that need repairs or replacement as part of annual street work. This list is based on location, age of street, alligator cracks, potholes and any other potential driving hazards. Once the streets have been identified, staff prioritizes streets based on repair needs and budget to determine the final street work recommendation for the year. The money for these repairs come from the Special Highway fund, which includes a transfer from General Fund.

Councilmember Town asked about L/Y Park trails. Councilmember Harris asked about Shoreline Drive. Councilmember McKiernan said he took a drive and looked at all the streets on this list. Mr. McKiernan said for S. Ninth St. From Rogers to Broadway area, why spend \$15,000 to repave Doyle to Mulberry when it

is not needed. Why do we mill and overlay all the streets and not oil and seal them, he asked. Administrator Law said he could bring in outside consultants to determine street repair need if that is how Council would like to proceed. McKiernan wants to do more oil and seal. We need to spend the money wisely and look and review the Starbrooke locations, he said, which he does not think needs to be on the list. Councilmember McKiernan moved to approve the 2020 Asphalt Improvements excluding the two streets in Starbrooke. Motion died for lack of a second.

Councilmembers had discussion. Councilmember Steve Town moved to accept the proposed asphalt with consideration of the two streets in Starbrooke and make substitutions of the next priority street(s). Councilmember Thorvald McKiernan seconded, and carried 4-0.

Councilmember McKiernan said staff needs to look into more technical street maintenance. He suggested to look at hiring an engineer to get more life out of our streets by having the right maintenance done on them, but does not want to spend such a significant amount of money on those services. Public Works Supervisor Hufferd said he keeps track of each street and when they have been done. Another option could be buying software, but would come with a cost. Staff will look at those options as well.

ADJOURNMENT

At 7:34 p.m. Councilmember Thorvald McKiernan moved, seconded by Councilmember Sandy Harris and carried 4-0, to adjourn the meeting.

Approved:

Marty Southard, Mayor

Attest:

Traci Storey, City Clerk