

**CITY OF LOUISBURG, KANSAS
MINUTES OF REGULAR MEETING
FEBRUARY 6, 2023**

<https://boxcast.tv/view/louisburg-city-council-2-6-23-n9rphnhx9vzppwd82uea>

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, Tiffany Ellison, TJ Williams, Scott Margrave, Clint Ernst
City 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 Lisa Moreau, Barbara Smith, Michelle Olson, Jessica Crozier, Thorvald McKiearnan

PLEDGE OF ALLEGIANCE

Councilmember Steve Town led the pledge of allegiance.

APPROVAL OF CONSENT AGENDA

Mayor Cook would like to add an executive session between the City Attorney's Report and Mayor's Report. Councilmember Clint Ernst moved, seconded by Councilmember Scott Margrave and carried 5-0, to approve the agenda with the changes.

Councilmember Town moved, seconded by Councilmember TJ Williams to approve the minutes for the January 17, 2023, regular meeting. Motion carried 5-0.

Councilmember Tiffany Ellison moved, seconded by Councilmember Ernst and carried 5-0, to approve the minutes for the January 30, 2023, special meeting.

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

VISITORS

Lisa Moreau representing LES PTO is requesting a family pool pass for their April 1st event. Councilmember Ernst moved, seconded by Councilmember Margrave and carried 5-0 to approve a 2023 family pool pass.

PUBLIC COMMENTS

Barbara Smith expressed her concern regarding the gas pre-pay option, asked about Nathan Law's status on KMGGA Board and First Option Trusteed Foundation Board. Mrs. Smith also said she was having trouble finding job openings on our website.

James Forbes of 908 S. 4th said he had submitted a claim for a sewer back up and it was denied. City Attorney Jared Anderson explained the process. Councilmembers had discussion. After the discussion Mayor Cook told Mr. Forbes Public Works could increase the frequency of jetting the sewer in his neighborhood.

DEPARTMENT REPORTS

Public Works: Nothing to report. Councilmember Ellison asked if we had any applications for employment. Hufferd said no not really. He has one on his desk that he got on Friday. He would be calling and following up with that applicant. Councilmember Ernst asked if we have tried other avenues. Communications Coordinator Jean Carder said it has been on KanWorks, City of Louisburg website, City Facebook and newspaper. Administrator Law said we have also talked about putting it on the City Board. Councilmember Ernst said he will send some suggestions.

Fire Department: Nothing to report.

Police Department: Police Chief Josh Weber said he is getting estimates for computer upgrades. They are busy working on the evidence audit, a new hire is in the process and adding an electronic application process. Other areas they are working on are a new bonding process for court; a firearm range and pass cards for

the building. He is also reviewing job descriptions and policies. Chief Weber addressed different avenues for finding officers.

CITY ATTORNEY'S REPORT

Nothing to report.

EXECUTIVE SESSION

Councilmember Ernst moved to go into executive session to discuss personnel matters under the non-elected personnel matters exception, KSA 75-4319(b)(1) with the open meeting resuming in Council Chambers at 7:10 p.m. Councilmember Ellison seconded and carried 5-0.

REGULAR SESSION

The Council reconvened the open meeting at 7:10 p.m. with no action taken.

MAYOR'S REPORT

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

Current Judges Salary: Mayor Cook is requesting a motion to have a contract with our current Pro-Tem Judge for \$1,000 a month and that will end at the end of February when the appointments are made. She would like a motion that we accept her contract for \$1,000. Councilmember Ellison moved, seconded by Councilmember Williams and carried 5-0, that the City agrees to a contract with the Judge Pro-Tem for the months of December, January and February at the rate of \$500 per court docket.

Mayor Cook said she would like to start having workshops before Council meetings. This would start at 6:00 p.m. with the department heads present. This will allow for council to ask department heads questions and not take up so much meeting time. This will start with the February 21, 2023, meeting.

ADMINISTRATOR'S REPORT

Master Planning: This meeting's master plan review focused on the facilitation of Downtown Revitalization activity. Administrator Law said he has not yet completed

a tracking sheet for master plan items. Mayor Cook asked about the K-68 overlay district. Mr. Law said that is something Planning Commission should look closely. It was discussed at their January meeting and will be included on the February planning commission agenda.

Dog Park: Michelle Olson and Jessica Crozier presented locations for a dog park. Those locations include Lewis-Young Park near the flag football fields or north of D field, Ron Weers Park and the Aquatic Center. They presented pros and cons for each location. Councilmembers had discussion and would like to send the recommendation of Ron Weers Park and Aquatic Center locations to the Park Board for their input.

Natural Gas Prepay Option: Administrator Law said there were some minor changes made through KMGGA. Councilmembers were not in favor of the lengthy contract. Councilmembers had discussion with no action taken.

Street Resurfacing: Administrator Law presented three options for the street resurfacing and said he had received comments from councilmembers that added an additional street and to pause all street work and focus on sidewalks. Councilmember Williams asked what amount was budgeted. Finance Director Richard Mikesic said the infrastructure fund has \$880,000 for 2023 and \$920,000 in special streets. Money carries over if not spent. Projects that are already allocated from the infrastructure fund are Amity Trail and the traffic signal cost. He said infrastructure improvements can include sidewalks or similar projects. Councilmembers had discussion. They would like to have pricing for option 1 plus resurface Broadmoor and South Berkley and patch N. Third and Howard Street. Mr. Hufferd will bring that pricing back to include the additional items.

On-Call Pay: Administrator Law provided information about on-call pay. Councilmember Williams confirmed the rate as \$126 for public works employees for each week they are on call. The PUA plant would receive \$18 per day. Councilmember Ellison asked about the response time of 2 hours. Mr. Hufferd said that could be changed to 1 hour. Councilmember Ellison asked about on-call volume. Hufferd said it is difficult to provide hard data on that. Councilmembers had discussion. Councilmember Williams moved, seconded by Councilmember Town, to approve the proposed \$126 per week on-call pay with pay starting when the employee arrives on scene and pay stops when employee leaves the scene, to remove the KCC response time of 2 hours and approve the PUA as proposed at \$18 per day. Councilmembers had discussion. Councilmember Margrave said he thinks the on-call pay should be \$150 per week. Motion carried 5-0.

Amity Trail Update: Mr. Law said council had previously talked about the increase in cost for the trail due to the required gravel base of the trail, the relocation of utilities and general increase in pricing. An additional \$250,000 was budgeted in 2022 for this project. Councilmembers had discussion. Councilmember Ellison asked about the additional budget approval. Law said that was approved by a previous council. Councilmember Town moved, seconded by Councilmember Ellison, to approve the additional expenditure of relocating utilities to move forward with the project. Councilmembers had discussion. Motion carried 4-1 (Councilmember Ellison votes no).

GAAP Waiver Resolution: City Administrator Law presented the GAAP Waiver Resolution for year ending December 31, 2022. Finance Director Richard Mikesic explained the importance of having a GAAP Resolution. Councilmember Williams moved, seconded by Councilmember Town and carried 5-0, to approve Resolution 2-6-2023.

Full Natural Gas System Operation: Three bids for operation of the natural gas system were received.

Black Hills Energy \$138,568.33 opt 1 (has current employee that lives within an hour)

\$198,568.33 opt 2 (will hire employee to live within 25 minutes)

USDI \$190,800.00 (will hire employee to live within 25 minutes)

NPL \$717,534.00 (will hire employee to live within 25 minutes)

Administrator Law explained that we do have a natural gas contract that will be canceled and the potential cost savings of a currently vacant public works employee who was primarily responsible for the gas utility if approved. Councilmember Ernst inquired about the reporting time. Mayor Cook asked what the contractor would be responsible for. Hufferd said all gas work except reading meters and assist the City to meet state and federal reporting requirements. Councilmembers had discussion and would like a new RFP sent out with the change of adding a price for a 1 hour response time.

MoKan Dial, Inc. Franchise Agreement: Law reviewed information from the memo. The current terms provided the City approximately \$5,600 in revenue in 2022. Councilmembers had discussion. Administrator Law presented an ordinance

granting a nonexclusive telephone franchise to MoKan Dial, Inc. Councilmember Williams moved, seconded by Councilmember Ernst and carried 5-0, to approve Ordinance 1179 as presented.

Grant Writing & Administration Services: Law said the idea for someone to write and administer grants was discussed at a recent city/county summit. Councilmembers had discussion. Councilmember Ernst would like Mr. Law to bring back costs for a part-time grant writer to also provide grant administrative duties. Councilmember Ellison said that would be different than what is being proposed, which is contracting a grant writer. Councilmembers had discussion. Mr. Law will gather more information to present at a future meeting.

First Option Trusteed Foundation grants: Administrator Law said this year the Police Department is interested in submitting a grant application for technology improvements. Additionally, it has come to Staff's attention there is funding available to support animal-related projects. This funding could be used to aid in the construction of a dog park. Staff is seeking permission to apply for these grants. Councilmember Ernst moved, seconded by Councilmember Williams and carried 5-0, to have staff apply for the grants.

Recess: At 9:40 p.m. Councilmember Ellison moved, seconded by Councilmember Town and carried 5-0, to have a 5-minute recess. Council reconvened in regular session at 9:45 p.m.

EMC: Administrator Law said there has been conversation in the past about replacing the community sign located at the cemetery with a digital sign. The company that provided mock-ups would like some direction on which sign is preferred to provide pricing. Law also told council that at a recent Fox Hall/Cemetery board meeting a family member who has relatives buried in the cemetery is unhappy with the commercial space next to the cemetery and would like additional screening like trees or fencing located at the boundary. Councilmember Williams asked if there would be other expenses like power. Law said power is close by but would be included in the pricing. Councilmembers asked staff to get pricing on options 1 and 2.

Planning Commission – Director of Community Development Job Description: The Planning Commission has provided the Council with a draft job description for Director of Community Development. They did leave out the salary for this position and asked Council to fill in that blank. The Council budgeted \$85,000 in the 2023 budget evenly between the Building and Zoning and Building Inspections

departments within the General Fund. Councilmembers discussed salary for this position and Councilmember Williams said he didn't think \$85,000 would be enough for a master's degree. Councilmember Williams moved, seconded by Councilmember Ellison and carried 5-0, to approve the job description with a range of \$75,000 - \$85,000. Mayor Cook asked where it the job would be posted. Law asked if there are places the council would like it posted to contact him. He said there are professional organizations in which it could be advertised.

Executive Session: Councilmember Margrave 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 10 minutes with the open meeting resuming at 10:20 p.m. Councilmember Ernst seconded and carried 5-0.

Return to Open Meeting: The Council reconvened the open meeting at 10:20 p.m.

Executive Session: Councilmember Ellison moved to go into executive session to discuss an individual employee's performance pursuant to the non-elected personnel matters exception KSA 75-4319(b)(1) to include City Administrator Nathan Law and City Attorney Jared Anderson for a duration of 10 minutes with the open meeting resuming in Council Chamber at 10:33. Councilmember Ernst seconded and carried 5-0.

Return to Open Meeting: The Council reconvened the open meeting at 10:33 p.m. No additional action was taken by the Council.

COUNCIL REPORTS

Councilmember Williams: Councilmember Williams said he took a tour of the police station and formally met Chief Weber. He thanked him for the tour and letting him check things out.

Councilmember Ernst: Councilmember Ernst said he attended the recent county E-Commerce meeting with the meeting focusing on schools. Discussion included workforce, internships and mentorships for high school kids as ways the community can support schools and students.

Councilmember Ellison: Councilmember Ellison said the school district appointed a new LRC member to fill a vacancy. She spoke via email with Shelly Sattler, the new LRC director, who seems to be very excited about her role.

Councilmember Ellison asked if any updates about additional lighting as part of Metcalf 2.0. Hufferd said he has not heard back from Evergy, but he will reach back out.

Councilmember Ellison asked if any information about the HAWK signal from KDOT. Administrator Law said no.

Councilmember Ellison asked about the private street repair that was discussed last meeting. Administrator Law said he would have staff reach back out.

Councilmember Ellison said she was contacted by someone who was told they had a water leak for several months. The residence ended up tearing up the yard and replaced some pipe. They were told the meter was switched out, which they were told after all this work it wasn't actually their meter. It was another meter that had been read. How does this happen. Hufferd said that was a water meter that was across the street. It had to do with the meter number. Ellison asked how this situation can be prevented in the future. Law said staff has been verifying numbers on the meter.

Councilmember Margrave: None

Councilmember Town: Councilmember Town said he has trail lighting information that he will present to the upcoming Park Board meeting.

ADJOURNMENT

At 10:50 p.m. Councilmember Williams moved, seconded by Councilmember Ellison, and carried 5-0.

Approved:

Donna Cook, Mayor

Attest:

Traci Storey, City Clerk