

**CITY OF LOUISBURG, KANSAS
MINUTES OF REGULAR MEETING
February 16, 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.

Councilmembers Steve Town, Kalee Smith, Donna Cook, Sandy Harris,
Kevin Vohs

City Administrator Nathan Law (via Zoom)

City Clerk

City Attorney Jared Anderson

Police Chief Tim Bauer

Fire Chief Gerald Rittinghouse

Public Works Supervisor Craig Hufferd

Communications Coordinator Jean Carder

PLEDGE OF ALLEGIANCE

Councilmember Steve Town led the pledge of allegiance.

APPROVAL OF CONSENT AGENDA

Councilmember Donna Cook had questions on the bills list. Administrator Nathan Law answered the questions. Councilmember Sandy Harris moved, seconded by Councilmember Kalee Smith and carried 5-0, to approve the consent agenda to include adoption of the agenda and approval of the Feb. 1 regular meeting minutes and bills list.

VISITORS

None

PUBLIC COMMENTS

None

DEPARTMENT REPORTS

Fire Department: Chief Rittinghouse said the fire department would be conducting a mutual aid ice rescue exercise Saturday at Lewis-Young Park along with Dolan West Dolan and Johnson County Fire District 2.

Public Works: Craig Hufferd reported Public Works is attempting to keep up with the weather. Councilmember Harris asked about the aeration system at The Lake. Hufferd said the cold weather has delayed any work on that.

Police Department: Chief Bauer reported a police cruiser and deer were involved in an accident near Lewis-Young Park Saturday evening. The cruiser sustained some damage, but the officer was unhurt.

Administrative: Mr. Law reported he has been sitting in on KMGa gas supply meetings in respect to the recent sub-zero weather across the Midwest. KMGa is working hard to make sure their customers have the gas they need. Some areas, unlike Louisburg, will see reduced gas availability. There will be price increases. The Kansas Corporation Commission and Federal agencies are working on the situation that is affecting the entire Midwest. KMGa is also working on it.

CITY ATTORNEY'S REPORT

City Attorney Anderson said a subpoena had been received for a police records request that was a follow-up to a previous request that included the redacted name of a juvenile. The non-redacted information was supplied as requested, but Mr. Anderson said a formal objection to providing the redacted information was also filed.

MAYOR'S REPORT

Mayor Southard presented the slate of appointments for various commissions and boards for 2021. Councilmembers had questions about their responsibilities. Mayor Southard said a mayor pro tem needed to be elected. Councilmember Harris

nominated Councilmember Town. Councilmember Harris moved and Councilmember Town seconded to accept the appointments. Motion passed 5-0. Councilmember Harris moved and Councilmember Kevin Vohs seconded to name Councilmember Town as mayor pro tem. Motion passed 4-0-1 and Councilmember Town abstained.

ADMINISTRATOR'S REPORT

Master Planning Review Continued – Administrator Law reviewed the next set of master planning goals. Councilmember Smith asked where sidewalks fit in into the planning goals and then said it looks like sidewalks fall into No. 6 - revise policies and aims of the sidewalk improvement program. Mr. Law said there isn't an official list of sidewalks but they are mentioned in the Master Trails Plan. He said if Council would like to add sidewalks to priority planning those can be worked into the annual street budget. Councilmember Smith said she would like to see sidewalks in the older part of town be fixed and doesn't think smaller cracks in new subdivisions should be repaired. Councilmember Cook asked if money from the Amity Trail could be reallocated. Administrator Law said no as that money is from a federal grant and those dollars cannot be moved to another project.

Aquatic Center Management Bids – Mr. Law said the Louisburg Recreation Commission provided additional information since the last meeting. Councilmember Vohs would like to keep the management local and thinks LRC could manage it. Councilmember Smith has concerns about the cost and wonders if the City should just keep the management in-house and save that money that would otherwise go to a management firm. Mr. Law said the aquatic center funding is a dedicated sales tax. Councilmember Smith asked Mr. Law if it had been going well enough to keep the pool operations under city control. Mr. Law said when you look at the options Council needs to determine the best bang for the buck. He said a contract can be written so the City isn't tied into a multi-year contract. Councilmember Town said this might be a good time to try a management company. Mr. Law said there isn't a financial impact to try an outside firm because of the dedicated sales tax. Council had discussion. Councilmember Harris asked if there is time to delay a decision. Mr. Law said not really as we are a bit behind in the hiring process. Councilmember Vohs moved, and Councilmember Cook seconded, to keep the pool under City control. Motion passed 5-0.

Councilmember Smith would like to have one point of contact for pool staff with a second person if the main person is out of the office. Council had discussion. Councilmember Smith moved, and Councilmember Vohs seconded, to name Rusty Whitham as the main point of contact for the pool. Councilmember Harris asked isn't the summer one of the busiest seasons for Whitham in his regular role. Administrator Law noted Staff can address any pool concerns without significantly detracting from other duties. Motion passed 5-0.

2021 Asphalt, Concrete Improvements – Councilmember Harris said he examined the list of streets and thinks there are many that don't need any work and asked if perhaps the streets are on a maintenance schedule. Public Works Supervisor Hufferd said all roads on the list have issues and replacing an entire section is better than repairing small sections. Council had discussion. Hufferd said that bids will need to be let soon as ideally you want to get a street project on a contractor's calendar and get pricing locked in so if oil prices spike in the summer the project's costs are locked in. Mr. Law said per Council directive earlier in the year there will be a public bid opening on this project. Councilmember Harris asked if the yellow lines on the map are precise. Hufferd said as close as he could get them. Councilmember Harris said the back part of Shoreline Drive is not in good shape and should be considered. Hufferd said city street work is required to be completed by July 31. Councilmember Cook would like to table this to next meeting to have more time to review the street list. Hufferd said if there are other streets that Council wants added to the list to provide those to Mr. Law before the next meeting.

Public Works Trucks – Councilmember Cook asked if snow removal bids are available yet. M. Law said he has not had time to pursue those bids yet. Councilmember Smith asked if mileage logs are kept on the vehicles. Mr. Law said not daily or monthly but there is an annual update that tracks mileage and other maintenance items. Council had discussion. Councilmember Vohs asked what will vehicle needs be for next year. Mr. Law said that is presented at the budget workshop each spring of which Councilmember Vohs has not yet participated. Councilmember Smith said just because something is budgeted doesn't mean it should necessarily be purchased. Councilmember Harris moved to accept the City's recommendation for truck purchases of one 2021 F150 Regular Cab truck from Louisburg Ford for \$30,184 and one 2021 F150 Crew Cab from Shawnee Mission Ford for \$35,753. Councilmember Vohs asked if purchasing from Shawnee Mission Ford affects taxes. Mr. Law said it does not but Louisburg Ford

would have the option to refuse to do any potential warranty work on that truck. Councilmember Town seconded the motion. Councilmember Cook asked which truck the Public Works Supervisor would drive, which is driven home each night. Hufferd said the Crew Cab truck. Both trucks will be driven daily, he said. Councilmember Cook said the Regular Cab truck will remain at the Public Works building overnight. Hufferd confirmed that. Motion passed 5-0.

Lewis-Young Field Fees – Mr. Law said the Park & Tree Board had been discussing changing the field use fees at LYP to stay competitive with area fields and also cover City costs. At the last Parks meeting the LRC asked if the Board would be willing to keep the current fees for LRC events. Park & Tree Board is proposing the following fee schedule:

Category A – Currently the hourly rate for fields are as follows and would remain for Louisburg Recreation Commission and USD 416.

- Baseball/softball fields (rate applies if used for football) - \$30/hour
- Soccer fields - \$20/hour
- Football fields - \$20/hour
- Light Fee (any field) - \$15/hour

Category B – Local residents living with USD 416. Teams must consist of at least 50 percent of the team residing in USD 416. Fees including lighting system usage.

- Baseball/softball fields – practice & games \$35/hour (rate applies if using for football)
- Soccer fields - \$30/hour
- Football fields - \$30/hour

Category C – Individuals living outside USD 416. Teams consist of less than 50 percent of team living within USD 416. Fees include lighting system usage:

- Baseball/softball fields
 - practices & games \$45/hour (rate applies if used for football)
 - Tournaments - \$50/hour
- Soccer fields - \$30/hour
- Football fields - \$30/hour

Councilmember Smith moved, and Councilmember Vohs seconded, to approve the recommendations. Motion passed 5-0.

Street Survey – Mr. Law outlined the abilities of the types of surveys proposed by the three companies who bid the project. Hufferd told the council there are 30 miles of city-maintained streets. Councilmember Vohs asked if this is a recommendation for a professional firm that has experience in this type of survey. Hufferd said yes and ideally a survey is completed annually and that information is used to create the street work for the following year. Council had discussion. Councilmember Town asked if this could be tabled to next meeting. Hufferd said yes. Item was tabled to next meeting.

Salary survey – Mr. Law provided information and options on a salary survey as requested by Council at a prior meeting. Councilmember Cook said she doesn't think we need a survey. She said based on fringe and pay scale she thinks we are in the norm. Councilmember Vohs said he doesn't think it is worth it. Councilmember Smith said she doesn't think a survey is worth the money. Councilmember Town suggested the base survey offered by Mid-America Regional Council might be a good option. Councilmember Cook wants specifics on what employees get for things like a clothing allowance. Councilmember Harris said clothing is not a fringe benefit and are materials needed to do the job. Councilmember Smith thinks there should either be a limit by number or dollar amount for items like clothing. Councilmember Cook said she wants accountability. Councilmember Harris asked about what. Councilmember Cook said she hears scuttlebutt when people buy things. She said she would like a document that lists how much is allowed for items like clothing. Administrator Law said without question there is accountability through reviewing expenditures and the audit. He said he hopes that it is departmental level written policy that is being asked about and can easily put together. He said historically this has been handled at the department level and not needed to be put in writing but if Council wants it as department policy it can be put in writing. Mayor Southard said this can be discussed later but we need to move back to Item G. Councilmember Town asked Mr. Law if there is a timing issue on the salary survey. Mr. Law said no but there are employees that are at the top of their pay scale grade and those employees won't be eligible for a pay-for-performance increase next year under the current salary step. Council took no action on this item.

Council reports:

Councilmember Vohs – no report

Councilmember Harris – no report

Councilmember Town – no report

Councilmember Smith – She said she would like to see a policy developed for spending. She also said she would like to look into using a different evaluation form with measurable goals and if those goals are reached then pay raises are based on reaching those goals.

Councilmember Cook – She asked where we are at on gravel drives on 5 acre lots. Mr. Law said the Planning Commission is waiting on recommendations from Council on gravel drives in general not on 5 acre lots as that was already nullified by Council action. Councilmember Smith said the Council had wanted to repeal that ordinance. Mr. Law said the Planning Commission was looking to guidance as far as potential exceptions rather than eliminate the ordinance entirely because repealing the ordinance might cause other issues. Councilmember Cook asked if there is a timeframe. Mr. Law said no but a workshop might be a good possibility between Council and Planning Commission.

Councilmember Cook asked how applications are going for the Finance Director position. Mr. Law said it has been posted with various professional organizations. Mr. Law said ideally a new Finance Director would be in place in early May.

ADJOURNMENT

At 8:13 p.m. Councilmember Smith moved, seconded by Councilmember Harris and carried 5-0, to adjourn the meeting.

Approved:

Marty Southard, Mayor

Attest:

Jean Carder, acting recording secretary