

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

**Livestream:** <https://boxcast.tv/view/louisburg-city-council-3-6-23-xvki0yqcwmfzwpazqbz/>

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, Scott Margrave, Tiffany Ellison, Clint Ernst, TJ Williams  
City Administrator Nathan Law  
Finance Director Rick Mikesic  
Acting City Clerk Kelly Bond  
Police Chief Josh Weber  
Fire Chief Gerald Rittinghouse  
Public Works Supervisor Craig Hufferd  
Communications Coordinator Jean Carder  
Visitor Fred Brucker

**PLEDGE OF ALLEGIANCE**

Councilmember TJ Williams led the pledge of allegiance.

**APPROVAL OF THE CONSENT AGENDA**

Mayor Cook said she would like to add to the Mayor's Report a discussion on leaves and the selection of the Mayor Pro Tem. She also said the second executive session will not be needed. Councilmember Tiffany Ellison moved, seconded by Councilmember Scott Margrave and carried 5-0, to approve the agenda.

Councilmember Steve Town, seconded by Councilmember Williams and carried 5-0, to approve the minutes from the February 21, 2023, regular meeting and the February 24, 2023, special meeting.

Councilmember Clint Ernst asked if they would see results from the 2022 audit from Gordon CPA. Finance Director Mikesic said the audit should be complete in April. Councilmember Ernst moved, seconded by Councilmember Margrave and carried 5-0, to approve the bills list.

**SCHEDULED VISITORS**

Fred Brucker, Broadmoor Cove, spoke to the council about the city's backflow requirements for single family dwellings and asked the Council consider changing those.

**PUBLIC COMMENTS**

None

## **DEPARTMENT REPORTS**

**Finance** – Finance Director Mikesic said the best rate offered on the request for bids of a \$3 million dollar investment for a period of 90 days was from First National Bank at 4.51%. He recommended to move forward with that investment. Councilmember Ernst asked if we went with First National last time. Mikesic said First Option won the bid in the fall and that investment matured a few weeks ago. Councilmember Williams moved, seconded by Ernst, to proceed with First National Bank at the rate of 4.51% for 90 days. The motion carried 5-0.

**Public Works** – Craig Hufferd, Public Works supervisor, had received two bids for landscaping and bed maintenance on certain city properties with the main difference in pricing for existing mulch removal. Mayor Cook asked if this was a five-year contract as stated on the RFP. Hufferd confirmed it was. Cook asked if both companies were insured and/or bonded. Hufferd stated they were insured and bond could be requested. Cook asked if we give them a work schedule and/or payment schedule. Hufferd said we pay after the work is completed. Ellison asked if the bid was the total cost for five-year contract. Hufferd explained it was per year, but the first year would be more due to the initial mulch removal. Councilmember Williams asked if we had used C&M Creations before and been satisfied with their work. Hufferd said we hadn't used them previously, but have used Greener Expectations the past few years. Ernst was concerned since the bid only looked at year one of a five-year contract there might be upcharges after the first year. Mayor Cook asked if Hufferd could bring back the contract with a five-year projection of costs. Discussion occurred. Councilmember Williams recommended moving ahead with a one-year contract now to get spring preparations started and have the company provide five-year projected costs to discuss at a later date. Williams moved, seconded by Ellison and carried 5-0, to approve C&M Creations for one year and ask them to provide five-year projected costs.

Hufferd informed the council the burn pile is getting to the point it may need to be burned every week and asked if any steps needed to be taken. Mayor Cook asked if burning every other week was a direction from the state. Administrator Law said it was going to be our effort to burn as infrequently as possible based on volumes. Cook suggested they meet with the concerned neighbors again to keep them informed. Law agreed. Discussion occurred. Councilmember Ernst thanked Hufferd for the efforts he and public works employees had put in at the site.

**Police** – Chief Weber presented the possibility of replacing the Ford Explorer that is on order with Louisburg Ford and was budgeted for \$39,000 plus \$13,751 for outfitting costs, with a Dodge Durango that is currently available this year and potentially look at a Chevrolet Tahoe next year. He expressed concerned that too much money is being spent on maintenance costs to get the cruisers to 100,000 miles and is interested in trying out other models to compare for reliability and maintenance costs. Weber told the council that Louisburg Ford reps had said they would be able to find a buyer for the ordered model. Discussion occurred. Councilmember Williams moved, seconded by Councilmember Town and carried 5-0, to buy the 2023 Dodge Durango from Superior Ford with the invoice cost of \$52,524.51 in lieu of the 2023 Ford Explorer.

Chief Weber proposed using money previously budgeted for a phone system upgrade for a door security system for the station. He has received quotes from Bill Ireland Security and DH Pace. Ireland Security has provided two quotes, one cloud based and the other onsite computer based. The preferred onsite computer-based system quote is \$15,845.20. Weber stated the DH Pace system was also good but the price was considerably higher than Ireland Security's bid. Councilmember Margrave asked how much had been allocated for the phone system. Weber replied \$20,000. Councilmember Ernst asked if the Fire Department used on-site or cloud-based security. Chief Rittinghouse said it was onsite. Discussion occurred. If approved, Weber would like to use the remaining funds for firearms. Councilmember Ellison moved, seconded by Councilmember Ernst and carried 5-0, to approve the onsite controlled system from Bill Ireland Security for \$15,845.20.

Weber discussed the potential purchase of firearms and provided a conceptual drawing for a firing range to be built on city-owned property and said he would bring back additional information on both items at a future meeting.

Weber said a police unit has an oil leak with an estimated cost of \$3,100 to repair. He is getting a second bid before proceeding.

One of the new hires has started academy and the second new hire will be able to start at the end of this month. He also has two new applications with resumes.

Councilmember Town asked if there would be any sound issues with the proposed outdoor range site. Weber indicated there could be some ways to help reduce noise concerns and he would look into that.

**Fire** – No report

## **MAYOR'S REPORT**

**Suddenlink** - Mayor Cook asked about Suddenlink. Administrator Law said it was discovered a line had gone through a sewer service. Law said Suddenlink will be paying for the repair.

**Leaf Burning** - Mayor Cook said she would like a discussion of leaf burning with spring approaching on a future agenda. Councilmember Ellison asked when we were going to get the leaf survey results back. Communications Coordinator Jean Carder said those are being returned with current utility bill payments and will be compiled and brought back to council.

**Sewer Claim** - Mayor Cook said this item was discussed in the workshop prior to the regular meeting and asked for a motion or additional discussion. Ellison moved to approve repayment of costs to the homeowner up to a total of \$3,700. Council discussed what if the final amount is different and agreed since the motion included an up-to-amount that if the final bill was lower it would be covered. Town seconded the motion and asked if we would receive documentation on the billing. Law said that was not part of the motion and provided options for council consideration. Ernst said he also thought we needed some kind of sign-off that when repairs are made that the claim will be resolved. Hufferd said he is getting bids for in-place lining for the sewer line and hopes to have those at the next meeting but doesn't know how quickly that work

will happen. Town asked to have the motion repeated. Law said the motion was to approve repaying of costs up to \$3,700 subject to an amendment based on actual costs. Ernst asked if language should be added to include a sign-off documentation. Discussion occurred. Ernst moved for an amendment to the original motion to include language to provide a document for the city and homeowner to sign that the situation has been corrected with a in-place liner and future maintenance and future claims would be the homeowner responsibility. Williams seconded the motion. Law said he would come up with that document to be signed. The amended motion passed 5-0. The original motion passed 5-0.

**Future Stormwater Projects** - Mayor Cook said future stormwater projects were also discussed during the workshop and additional discussion will occur at a future meeting. Administrator Law said he has a bidding process for the two current projects and will bring back additional information for future projects.

**Mayor Pro Tem** - Mayor Cook said a mayor pro tem needs to be elected. Councilmember Ellison asked for an explanation of duties of the mayor pro tem. Cook explained that person would fulfill duties of the mayor in her absence and the person would still have a vote but not have veto power in meetings. Cook said this is a one-year appointment. Ellison made a motion to appoint Ernst as mayor pro tem. Discussion occurred. Councilmember Margrave seconded, motion carried 5-0. Town asked what happens if the mayor is absent and Ernst was unable to attend a meeting. Cook and Law both said there would be no meeting.

**Application Review and Interview Committee** - Mayor Cook would like to set up a committee and begin the process of reviewing applications for the Director of Community Development. Discussion occurred about the make-up of the committee. Those selected to be on the committee are Councilmembers Town and Williams, the Planning Commission chairperson and City Administrator Law. Sitting in, but not participating, will be Mayor Cook. Discussion also occurred on where the job is posted and the Council agreed to advertise it for one month.

## **ADMINISTRATORS REPORT**

**Stormwater Projects** – Administrator Law recommends retaining some services for the bidding process of these projects to tabulate responses received for construction bids with construction observation be considered separately at a later date. He recommends securing the services of Olsson as they have been through the process and designed the projects. Mayor Cook and Law will work together on securing the services.

**Mid-America Regional Council Regional Resource Sharing Agreement consideration** – Mark Whelan, the Miami County Emergency Management Coordinator, provided information to the communities within Miami County on a Regional Resource Sharing Agreement for Emergency Response and Recovery for consideration. The County Commission has adopted a resolution to participate in the group as well as the cities of Osawatomie and Paola. Spring Hill has not considered it yet, Law said. Discussion occurred about existing emergency response agreements with surrounding communities and counties and whether there is a need to enter into this type of agreement. Discussion occurred and the council agreed to not participate in this agreement.

**Master Planning Review** – Law said this part of the plan review focuses on enhancing downtown including lighting of the water tower, which has been discussed in the past. Town asked if a structural analysis had been performed on the tower. Law said there has not, and he can check to see if that is possible since the tower is empty. Ellison asked if the Park & Tree Board had a recommendation on the allocation of funds directed to parks as part of the sale of City property. Law said he will verify that information and bring back to a future meeting.

### **EXECUTIVE SESSION**

Councilmember Ellison moved, seconded by Councilmember Ernst and passed 5-0, to recess into executive session to discuss personnel matters of non-elected personnel pursuant to the non-elected personnel matter exception KSA 75-4319(b)(1) for 30 minutes with the open meeting to resume at 9:00 p.m.

Council returned to open meeting at 9:01 p.m. Ellison moved, seconded by Margrave and passed 5-0, to recess into executive session to discuss personnel matters of non-elected personnel pursuant to the non-elected personnel matter exception KSA 75-4319(b)(1), for 20 minutes with the open meeting to resume at 9:20 p.m.

Council returned to open meeting at 9:27 p.m. with no action taken.

### **COUNCIL REPORTS**

**Williams** – Reported the S. First and Broadway stormwater project was completed today. He believes it should catch the majority of water that would flow through the area.

**Ernst** – Asked Administrator Law about the timeline on Metcalf 2.0 completion. Law said they are thinking it will be done by mid-May.

**Ellison** – Noticed roads by Orscheln and Casey's have had some repairs. She was thankful for the continued progress and further work would be appreciated. She asked Law if there was an update on the HAWK signal. Law said there was nothing additional to what was mentioned previously.

**Margrave** – He had also received positive feedback on the pothole fixes that had been done by Orscheln and Casey's.

**Town** – Asked what the process was if we need to seek a city attorney's opinion until one is appointed. Law said there is the ability to seek professional services from an appropriate attorney. Ellison asked if councilmembers can contact the League of Kansas Municipalities directly with questions. Law said they can. Town asked if there would be a benefit in having organizations like MARC and the Kansas League of Municipalities attend a meeting to discuss what services they offer. He said it would benefit him as he isn't sure what each organization offers.

Town said the fire department had ventilation training with a homemade doll house with various stages of smoke and fuel, noted that smoke can burn and said the training was very interesting.

Councilmember Ellison said she had attended the most recent court session and wanted to report back it was well conducted. She said it was a packed house and seemed a bit chaotic at times, but it was an overall good experience.

**ADJOURNMENT**

At 9:36 p.m. William moved, seconded by Ellison and carried 5-0, to adjourn the meeting.

Approved:

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Donna Cook, Mayor

Attest:

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Kelly Bond, Acting City Clerk