

CITY OF LOUISBURG, KANSAS
MINUTES OF REGULAR MEETING
April 17, 2023

Livestream link: <https://boxcast.tv/view/louisburg-city-council-r9kixd76s1trfjxmwwd4>

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. Councilmember Scott Margrave was absent.

Council Members Steve Town, 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
City Attorney Mary Stephenson

PLEDGE OF ALLEGIANCE

Councilmember TJ Williams led the pledge of allegiance.

APPROVAL OF THE CONSENT AGENDA

Mayor Cook said she would like to add a second executive session to the agenda and remove the discussion of Backflow Preventer Inspection Code Language, item 9C, from the Administrator's report. Councilmember Tiffany Ellison moved, seconded by Councilmember TJ Williams and carried 4-0, to approve the agenda as amended.

Councilmember Clint Ernst moved, seconded by Councilmember Williams to approve the minutes of the April 3, 2023, regular meeting. Councilmember Ellison asked for confirmation that the bid for the playground surfacing did not include the high impact mats. Administrator Law confirmed that was correct. Approval of the minutes passed 4-0.

Councilmember Ellison moved, seconded by Councilmember Steve Town and carried 4-0, to approve the bills list.

SCHEDULED VISITORS

Elizabeth Ellis with the Louisburg Library was unable to attend the meeting. City Administrator Law explained the library is seeking council's approval to close Vine Street, between S. Fourth and S. Fifth street the next day for a small Earth Day event at City Park. Council approved closure.

Cody King with Bub's Bar/Grill requested council's approval for a Special Event permit on May 20, 2023, for the motorcycle Night Train Run, a fundraiser for children in need. He explained this is their first time planning this event and he knows there are several things that still need completed. They expect the riders to arrive around 3:30-3:45 p.m. and leave around 5:30-6 p.m. Administrator Law said that Fox Hall rentals and other businesses on Broadway would need to be considered. Discussion on requirements for Special Event permit occurred. Law said staff will continue to work with them to meet the requirements and they can bring back plans to the next council meeting.

PUBLIC COMMENTS

Patrick and Celia Chambers, 1105 S. Metcalf, have concerns about the steep grade of their second driveway as a result of the work done for Metcalf 2.0. Their sprinkler system has also been damaged and is currently inoperable. Administrator Law offered to reach out to the county project representative for them and will follow up. Councilmember Ellison let them know that the county commission meets weekly on Wednesdays at 1:00 pm if they would be interested in talking to them as well.

DEPARTMENT REPORTS

Finance – Rick Mikesic presented council with a Composition of Cash report that provides the cash amount in each of the city's bank accounts. He intends to provide council with an updated report each quarter. Mayor Cook asked about bidding out banking services. Mikesic explained the timing of that and said if new software is to be considered a bid process would take that into account.

Mikesic provided a gas rate study consideration in which he incorporated all items that have been discussed to date and includes cost of gas, fluid nature of pricing, historical data and the new agreement with USDI to manage day-to-day operations. For revenue he assumed a 2 percent increase in number of customers and 2 percent in demand over a 5-year average. Use of money and property is based on a 3 percent return and is based on the fund balance of the previous year. Salaries were adjusted down and the contractual was upwards adjusted to accommodate the new gas contract. The Capital Outlay is based on 2023 budget items. A 5 percent placeholder was included for 2024 and 2025. Council discussed various options and rate increases. Mikesic said if reserves are built up and gas prices drop, the fund is stabilized and there are no future projects to save for, then lower rates could be implemented. Ellison and Ernst think Option D with an increase of \$20.83 annually is the best option. Williams moved to approve Option D to increase the user charge by 4 percent. Discussion occurred about when the increase would go into effect. Williams amended his motion to have the increase go into effect May 15, 2023. Town seconded and the motion passed 4-0.

Public Works – Craig Hufferd, public works supervisor, proposed Brandon Woods as a new hire for the Public Works department at pay scale 1-4B. Ernst moved, seconded by Ellison and carried 4-0, to hire Woods for the Public Works position.

Hufferd recommended the purchase of a vacuum excavator from Vermeer Great Plains for \$57,754.87 as well as the optional three-year warranty for an additional \$3,882. Hufferd said this item was approved for purchase in the 2023 budget. Hufferd said the excavator would be useful to complete the upcoming work for the EPA's Lead and Copper Rule (LCR) mandated by the KDHE. Discussion occurred on KDHE's timeline of the project. Hufferd said there would be other uses for the excavator outside of the LCR. Ernst feels we should consider getting bids to contract the work before purchasing the equipment as well as check the price to continue to rent as needed. Discussion on necessity and pricing occurred. Councilmember Town moved to approve the purchase as presented. The motion died for lack of second. Staff will get bid estimates to contract the work and check pricing from other vendors and will bring back to council.

Hufferd presented council with proposed job title changes for existing employees with pay considerations. Ellison asked if the pay adjustment for Wastewater Plant Supervisor and Public Works Lead were based on experience and longevity. Hufferd said it was based on what previous leads were paid and years of service. Ellison moved to approve the proposed job title changes and pay adjustments. Town seconded. Discussion of updated job descriptions and current employee qualifications occurred. Motion carried 4-0.

City Attorney Mary Stephenson clarified the EPA's Lead and Copper Rule originally stated all cities would need to be in compliance by Jan. 16, 2024, with a recently revised deadline of Oct. 16, 2024. She said there may be some grants available from the National Infrastructure Act that was recently passed.

Police – Chief Weber said they met with the school district that is requesting an additional Student Resource Officer (SRO). Weber said if council thought it would be a viable option to add an additional SRO, he would apply for a grant that is available to assist with the cost. Law said the Department of Justice is offering a grant that would pay 75 percent over a three-year period. Ellison asked if the urgency of this request is because of the timing to apply for that grant. Law said it is. Weber said he would prefer the SRO to also have some officer duties to maintain and meet training requirements. Ellison asked if we could get clear parameters from the school district as to how many SROs are being requested and what the needs are. Staff will get more information and bring back to next meeting.

Weber said there is a FEMA class available online for elected officials regarding emergencies. He will get the information to council.

Weber said there is a need for animal control equipment as one of their cages was torn up in a recent relocation of foxes. He reached out to Overland Park and a couple of local veterinarians who are willing to do some training for the police department and give ideas on what type of equipment would be best for animal control.

Weber is seeking approval outside of the budget for the firearm replacement project. The cost of the project is \$51,401. The final cost is \$10,401 after seeing savings from current budgeted items that either are being deferred or are covered under the recent First Option Trusteed Foundation grant. Town moved, seconded by Williams and carried 4-0, to approve the request.

Fire – Chief Rittinghouse took a moment to compliment the city’s volunteer Fire Department for all their hard work and willingness to step up in his absence.

LRC - Administrator Law said that the Louisburg Recreation Commission (LRC) has requested we revisit field use fees and would like to put together a sub-committee with members from the City, LRC and school board to discuss. Ellison said the LRC is looking at impacts to their yearly budget and how they want to move forward with their programming. Ellison and Mayor Cook offered to be on the sub-committee. Law said that the Park and Tree Board would need to be brought in as well.

CITY ATTORNEY’S REPORT

Nothing to report

MAYOR’S REPORT

Sudden Link – Administrator Law is working on getting additional information for 2 or 3 different claims/issues because there hasn’t been much movement in getting them resolved. He will work to get better contacts in an effort to move forward. Discussion occurred on the need to involve the City Attorney.

Arbor Day Proclamation: Mayor presented an Arbor Day Proclamation proclaiming April 28, 2023, as Arbor Day for the City of Louisburg. Town moved, seconded by Ellison and carried 4-0, to authorize Mayor Cook to sign the Arbor Day Proclamation. Voting on the Arbor Day posters created by the 5th grade classes at Broadmoor Elementary will be done after the meeting.

National Day of Prayer Proclamation – Mayor Cook read the National Day of Prayer Proclamation proclaiming May 4, 2023, as A Day of Prayer in Louisburg. Ellison moved, seconded by Town and carried 4-0, to authorize Mayor Cook to sign the National Day of Prayer Proclamation. A National Day of Prayer event will be held at 7 p.m. that evening at the middle school.

Mayor Cook said she had been approached to bring back the Meet the Mayor event at the Louisburg Library, possibly starting in August. She said it would likely include other officials of the city as well.

Cook said she has gathered a group of people to discuss ways to draw tourism to Louisburg. Currently that group includes Carol Aust, Paul Scruggs, Leslie Baker, Merlin Niebaum, Jenny Dover and herself. They will meet to discuss ideas to encourage tourism in Louisburg.

ADMINISTRATORS REPORT

Restructure – Formal Action – Administrator Law recommended formal action be taken on the proposed restructure of the front office at City Hall. Mayor Cook asked if there was an increase in pay for the City Clerk duties being added to the Utility Billing Clerk or the Human Resource duties being added to the Finance Director. Law said there isn’t currently, but that may be revisited in the future. Ellison moved to go forward with the reassigning and assigning of job duties as presented. Town seconded the motion. Ernst asked when they could expect bids for the

proposed contracting of Human Resource duties. Law explained that Finance Director Mikesic is working on that now. Mikesic said he is putting together a list of potential providers so when staff gets direction to go out for bids, they will know who to contact. Ellison confirmed that Jessica McGowin will retain the role of Utility Clerk and the duties of City Clerk will transfer to her with mandatory overtime and a Court Clerk will be hired also with mandatory overtime. Law confirmed that was correct. The motion carried 4-0.

Mayor Cook said she would like to appoint Jessica McGowin as City Clerk effective April 18, 2023. Ellison moved, seconded by Williams and carried 4-0, to approve Mayor Cook's appointment.

Sidewalk Repair/Replace – Law presented Council with options as provided in the agenda packet for repairing or replacing sidewalks in the older part of town. The included map shows current and future stormwater projects, and he recommends coinciding them with sidewalk projects when possible. Cost estimates for the previously identified orange or red sidewalk areas as part of the Master Trails Plan were provided, as well as financial considerations and remaining budget for the current year to help show projects that could be accommodated this year. Ellison asked if there had been more discussion on the Amity Street trail and if any funds previously allocated towards that project were included with this recommendation since the council had voted not to move forward with it. Law said the funds were still available in the Infrastructure Improvements for capital projects. Mayor Cook tabled the discussion to the next meeting.

FLIP – Residential Valuation Review – Administrator Law presented valuation and fund information previously requested by council for this program. He said there are 3 recipients from 2022 that would exceed the valuation requirement for 2023, which may have been a factor in the increased valuation. No action was taken.

Electronic Message Center – Two design options were updated and presented to council for replacing the city sign. Law said the cost estimates exceed what had been budgeted. Ernst asked if there were options to move money from other funds to cover the costs. Law said that would be an option. Williams suggested selling space on the sign for messaging for a fee. Ellison wasn't in favor of selling space and said this type of a sign is more of a want than a need. Chief Rittinghouse said that an electronic sign option would be beneficial for immediate updates to the community for missing persons and emergency situations. Discussion occurred regarding the value and needs of this type of sign. Mayor Cook said that if we move forward with the sign, she would like to coordinate with the Cemetery Board's buffering plan between the cemetery and the commercial properties to the west. Town moved to go with design 5065 to replace the existing community sign. Ernst seconded the motion. Ellison said she would like to further discuss the use and option to sell messaging space. Discussion of potential uses and policy update occurred. Motion carried 4-0.

Stormwater Priority Projects-Green Infrastructure – Law provided council with previously requested cost estimates to include design and installation of green infrastructure for stormwater. The information received from Olsson estimated an additional \$20,000 to redesign aspects of the project area. Law expressed his concern regarding maintenance of the areas as it would end up

adjacent to or on personal property and the city may have additional costs in maintaining these areas. Mayor Cook and Ellison asked why the green option didn't cost less than the original design. Law said it wouldn't change the infrastructure components with the current design, it would be adding green components to the existing structural improvement. He said everything would have to revert back to open swale and not include structural improvements, which was Olsson's original design component. Ellison asked if we were obligated to go with Olsson for this project as she thought there would be a cost difference. Law said the alternative would be to take the projects to another engineer and have them designed to their full extent. Resident Jean Carder who lives behind the fire station addressed the council to express her concern with the green options for stormwater drainage. She said there is a detention basin behind her house and it draws so many mosquitos that she has to pay for mosquito control at her house. That, in addition to not knowing how to maintain an area like this, would be her concern with this type of drainage system. Mayor Cook said she is still in favor of the green option. Councilmember Williams recommended tabling the issue for now.

Ron Weers Park Shelter House Gutter – The Park and Tree Board recommends adding guttering to the covered shelter for a cost of \$1,260.40 using the services of Olathe Sheet Metal. Ernst moved, seconded by Ellison and carried 4-0, to use Olathe Sheet Metal not to exceed \$1,260.40 to install guttering on the shelter at Ron Weers Park.

Master Plan Review – Law provided council with information for the next section to be reviewed. Ellison asked about item 2 of the Master Planning Review memo included in the packet. It states that it is tied to the Master Trail Plan and would be discussed in greater detail when reviewing this document later in the annual plan reviews. Law said the Master Trail Plan calls for a series of changes to our pathways for pedestrian travel and bikeways would be a part of the shared use trails with designated lanes and painted lanes on the side of the roads. He anticipates it being discussed again at the end of this year or early next year.

EXECUTIVE SESSION

Ellison moved, seconded by Ernst and carried 4-0, 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) with City Attorney present for a total of 15 minutes with the open meeting to resume in council chamber at 9:05 p.m.

Council returned to open meeting at 9:09 p.m. where Ellison moved, seconded by Williams, and carried 4-0, 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) with City Attorney present for a total of 10 minutes with the open meeting to resume in council chamber at 9:20 p.m.

Council returned to open meeting at 9:20 p.m. where Ellison moved, seconded by Williams and carried 4-0, 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) with the presence of the City Attorney and City Administrator for 15 minutes with the open meeting to resume at 9:35 p.m.

The open meeting resumed at 9:37 p.m. with no action taken.

COUNCIL REPORTS

Williams – Nothing to report.

Ernst – Asked for an update on the door painting project downtown. Mayor Cook said the Library was going to handle that project. Ernst asked about lighting for the water tower. Mayor Cook said Barbara Smith didn't hear back on a bid request bid she had sought. Administrator Law said city staff has been in talks with a tower company about options for painting and lighting. Law mentioned that one of the considerations is that there may be lead based paint on some layer and it may need to be tented and sandblasted which will add additional cost. Craig Hufferd noted there may be an overcoat option to avoid that additional cost. Ernst asked about the traffic signal. Law said the contract is with the Design Build Group after changes made due to their concern regarding manufacturing material delays.

Ellison – She said the LRC meeting is tomorrow. She and Administrator Law have been talking about possible conversations with KDOT regarding the intersection at K-68 and Aquatic Drive.

Town – Town, liaison to the Park & Tree Board, provided an update from the last meeting.

ADJOURNMENT

Williams moved, seconded by Ellison and carried 4-0, to adjourn the meeting at 9:47 p.m.

Approved:

Donna Cook, Mayor

Attest:

Kelly Bond, Acting City Clerk