

**CITY OF LOUISBURG, KANSAS
MINUTES OF REGULAR MEETING
May 15TH, 2023**

Livestream: <https://boxcast.tv/view/louisburg-city-council-5-15-23-htm0djmsr3i4qjd24zyi>

The Council of the City of Louisburg, Kansas, met at 6:30 p.m. in regular session in the City Hall Council Chambers. Mayor Pro-Tem Clint Ernst presided in Mayor Donna Cook's absence.

Council Members Steve Town, Scott Margrave, Tiffany Ellison, TJ Williams
City Administrator Nathan Law
Finance Director Rick Mikesic
City Clerk Jessica McGowin
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 Scott Margrave led the pledge of allegiance.

APPROVAL OF THE CONSENT AGENDA

Mayor Pro-Tem Clint Ernst requested amending the consent agenda to include an executive session to discuss non-elected personnel qualifications. Councilmember TJ Williams moved, seconded by Councilmember Tiffany Ellison and carried 5-0, to approve the agenda as amended.

Ellison moved, seconded by Williams and carried 5-0, to approve the minutes from the May 1, 2023, regular meeting and the May 2, 2023, special meeting.

Williams moved, seconded by Ellison and carried 5-0, to approve the bills list.

SCHEDULED VISITORS

Matthew Schulz, president of Kanza Disc Golf Club, presented a proposal for review and consideration to expand the disc golf area at Lewis-Young Park. Matthew has been working with the Park and Tree Board and has walked the course with them to select locations to increase the course to 36 holes. He would need to clear some trees for the new course and remove debris. He would like to host disc golf tournaments but said the course would still be open and available to the general public during these tournaments. KDGC would continually upgrade and maintain the course throughout the year. KDGC is asking the City of Louisburg for \$12,000 to complete the project. KDGC would build the course and provide the labor. KDGC would have insurance coverage from the Professional Disc Golf Association that would cover all workers and

tournaments. Williams moved, seconded by Ellison and passed 5-0 to approve funding not to exceed \$11,940 with the final approval of the Park and Tree Board.

Jason Simmons – Not present

PUBLIC COMMENTS

None

DEPARTMENT REPORTS

Finance – Finance Director Rick Mikesic issued a Human Resource Service RFP on April 27, 2023. Mikesic brought back two proposals that were submitted. Mikesic asked for approval to move forward with one of the proposals. Kristina Deitrick with HR Partners was present to answer questions. AGH was not present due to a scheduling conflict. Councilmember Ellison asked if we would do background checks. Mikesic said we would. Williams asked Ms. Deitrick if most of their clients were municipalities. Ms. Deitrick said that they have a diversified portfolio and have multiple municipalities as clients. Ernst asked how much time would be spent on site. Ms. Deitrick stated since they are based out of Topeka it would not be a problem to be on site, however most issues would be taken care of over the phone or by Zoom. Ernst thanked Mikesic for his time putting this together. Ernst motioned, seconded by Town and passed 5-0, to move forward with HR Partners.

Public Works – Craig Hufferd, public works supervisor, provided an update on new hires stating that Rocky Potts started today and Brian Nutt will start next Monday.

Police – Police Chief Josh Weber provided an update on Bub’s Bar & Grill special event permit. Weber said Administrator Law updated the map for the event. Chief Weber talked with Bub’s representative Rachael Stevens about barriers, snow fence, signage and traffic flow patterns. Chief Weber will meet with Ms. Stevens again the Wednesday prior to the event to finalize the application. Chief Weber stated that he approved the event as submitted. Weber gave updates on police equipment and SRO officer cost. Weber will be attending the June 12, 2023, school board meeting to continue the SRO discussion. Law encouraged the Council to have a member attend the meeting. Ellison volunteered to attend.

Fire – None

EXECUTIVE SESSION

Councilmember Ellison moved, seconded by Councilmember Williams and carried 5-0, to recess into executive session to discuss employment qualifications of non-elected personnel pursuant to the non-elected personnel matter exception KSA 75-4319(b)(1) with the Council, City Administrator and City Attorney present for a total of 15 minutes with the open meeting to resume at 7:35 p.m.

Council returned to open meeting at 7:35 p.m.

Administrator Law recommended the Council hire Cindy Margrave for the Court Clerk position at a pay scale grade of 4-5A. Town moved, seconded by Williams to hire Cindy Margrave as the full-time Court Clerk at the pay scale grade 4-5A and passed 4-0, with Councilmember Margrave abstaining.

CITY ATTORNEY'S REPORT

Nothing to report.

MAYOR'S REPORT

Mayor Pro-Tem Ernst inquired about the traffic signal and striping work on Metcalf 2.0. Hufferd stated we were waiting on Evergy for lighting. Law stated that any off-street striping work is the business owners' responsibility.

ADMINISTRATOR'S REPORT

Batting Cage Funding Request – Nick Shultz approached the Council at the April 3, 2023, meeting to request the City participate in funding additional project costs as part of the volunteer efforts to construct batting cages at Lewis-Young Park. Provided in the agenda packet were requested receipts for Council to consider for reimbursement. Williams moved, seconded by Ellison and passed 5-0, to reimburse \$1,356.30 to Shultz.

Draft Memorial and Donation Policy – Following preliminary discussion of reimbursement for project overages on the batting cages at Lewis-Young Park, staff compiled a draft policy for the recent Park and Tree Board agenda. There was not a quorum for that meeting so Law presented the draft policy to Council for guidance prior to returning the same to Park and Tree Board at its June meeting. Ellison asked if this could be considered for the dog park, Law stated yes. Council members are to respond via email to Law on any changes to the draft policy.

Disc Golf Course Proposal – previously discussed and voted on.

Stormwater Projects – Construction Observation – Law discussed construction observation services. The services would provide oversight of the new infrastructure installation to ensure all work completed complies with the design/plans. It would ensure that all testing is done appropriately, and all aspects of the contract for construction are followed without deviation. Law added that we could utilize Olsson, the design firm on the project, or bid out the services. Ernst asked if Olsson would be able to make design changes on site if needed since they designed it. Law said they could. Ellison said she believes it is always good to have competitive bids and would like for an RFP to go out. Ernst recommended that we review the first construction timeline and bring it back at a later date for discussion.

Personnel and Purchasing Policies Draft Update – Law attached a draft of updated personnel and purchasing policies for review. Councilmember Margrave would like to bring this back to discuss in a workshop. Ernst recommends we schedule the workshop when Mayor Donna Cook is available to attend. Law noted that the new HR firm would also be able to review the policies before a decision is made. It was decided to be discussed in a workshop at a later date.

Council Budget Priorities – Law provided a memo of past items Council may want to consider for 2024 and future budgets. Ernst reiterated Councilmember Margrave’s previous statement about the sidewalk extension on the west side of town towards McDonalds. Ernst wants to make sure we continue to keep that in mind for future budget planning. Some items discussed were the Fox Hall farmers market pavilion, playground resurfacing at the Aquatic Center, sidewalks, digital sign and lighting at the Lake trail. Councilmembers will send considerations directly to Law.

Transient Guest Tax – Convention and Tourism Committee – Law presented Council with the revenue amount received to date from the transient guest tax. Law said a Convention and Tourism Committee is required to be established to make recommendations concerning the programs and expenditures using those tax funds. The Mayor must nominate and the Governing Body shall confirm appointments of five (5) members to the committee, the majority of which shall be representatives of businesses, before revenue from the tax can be allocated. The funds must be used in accordance with the Charter Ordinance No. 994 and KSA 12-1692(e) defining Convention and Tourism Promotion. There was discussion about using the funds to help cover the cost of advertising in Kansas Travel Guide. Law reminded Council the committee would have to be in place prior to funds being allocated. Law said Council could still vote to fund the magazine advertising, but would just not come from this specific tax revenue. Discussion occurred on the advertising opportunity. Ernst believes it would highlight Louisburg in a positive way, especially with several large events coming to Kansas City. Ellison said if the ad were to be placed in the magazine it would be helpful to know how many travelers visited our town from seeing the ad. Jean Carder suggested a promotion option that businesses could give at checkout when customers mention the ad. Town moved, seconded by Ernst and passed 5-0, to approve but not to exceed \$3,000 to be used for the Kansas Travel Guide advertising.

Master Plan Review – Law noted that the master trails plan and implementation project has been completed. Louisburg Aquatic Center improvement options are still open for budget consideration. Ernst inquired about the pool and when it would be filled. Hufferd said it would be filled tomorrow and all repairs made. Jean Carder said pool staff is trained and ready to go. Carder organized an upcoming food safety training through the State of Kansas for concession employees. Carder also invited surrounding cities and LRC staff to attend the training.

COUNCIL/COMMISON REPORTS

Councilmember Williams – Williams reported that he was happy with the professionalism of the construction company working on Metcalf 2.0. Williams asked about the parking lot concerning Citizens Bank. Law stated that once the construction company moves out, work on the bank will begin.

Councilmember Ernst – Ernst is auditing stop signs around town along with Administrator Law. Hufferd stated that he has replaced some stop signs, but he still has more to replace. Hufferd will be assessing the town to see what signs need to be replaced.

Councilmember Ellison – Ellison would like to see the KOMA and KORA training scheduled. Attorney Mary Stephenson said she is able to provide that training. Law will work with Stephenson to get a training scheduled.

Councilmember Margrave - Margrave expressed his appreciation to those who reached out to him with positive feedback for Metcalf 2.0 project. Margrave, liaison for the Fox Hall and Cemetery Board, will report back any pertinent information from that upcoming meeting. He thanked Ernst for stepping in for Mayor Cook in her absence and wanted to note that Ernst was doing a great job as Mayor Pro-Tem.

Councilmember Town – Town thanked Finance Director Mikesic for the extra time and work he has spent on putting together the RFP for the HR contract.

ADJOURNMENT

Williams moved, seconded by Margrave and carried 5-0, to adjourn the meeting at 8:17 p.m.

Approved:

Donna Cook, Mayor

Attest:

Jessica McGowin, City Clerk