

**CITY OF LOUISBURG, KANSAS
MINUTES OF REGULAR MEETING
July 5, 2023**

Livestream:

<https://boxcast.tv/view/louisburg-city-council-7-5-23-ymofqooo9gsipay0r2kr>

The Council of the City of Louisburg, Kansas, met at 6:30 p.m. in regular session in the City Hall Council Chambers. Mayor Mayor Donna Cook presiding.

Council Members Steve Town, Tiffany Ellison, Scott Margrave, Clint Ernst and TJ Williams
City Administrator Nathan Law
Finance Director Rick Mikesic
City Clerk Jessica McGowin
Police Chief Josh Weber
Fire Chief Gerry Rittinghouse
Communications Coordinator Jean Carder
City Attorney Mary Stephenson

PLEDGE OF ALLEGIANCE

Councilmember Scott Margrave led the pledge of allegiance.

Mayor Cook extended her gratitude to all who volunteered for Freedom Fest.

APPROVAL OF THE CONSENT AGENDA

Mayor Cook would like to amend the consent agenda by moving item 12 council reports to item 8 so that department heads can leave early if Council has no questions for them. She would also like to add two executive sessions for non-elected personnel after public comments. Councilmember Williams moved to accept the amended agenda, seconded by Councilmember Ernst and carried 5-0.

APPROVAL OF MINUTES

Councilmember Ellison moved, seconded by Councilmember Margrave and carried 5-0, to approve the minutes from the June 20, 2023, regular meeting.

APPROVAL OF BILLS

Councilmember Town moved, seconded by Councilmember Ernst and carried 5-0, to approve the bills list.

SCHEDULED VISITORS

None

PUBLIC COMMENTS

None

EXECUTIVE SESSSION

Ellison moved, seconded by Margrave and carried 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) with the Council and City Attorney present for 30 minutes with the open meeting to resume at 7:05 p.m.

Council returned to open meeting at 7:05 p.m.

Ellison moved, seconded by Williams and carried 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) with the Council, City Administrator and City Attorney present for 10 minutes with the open meeting to resume at 7:16 p.m.

Council returned to open meeting at 7:17 p.m. with no action taken.

COUNCIL REPORTS

WILLIAMS – Thanked Steve Town and fire department personnel for their hard work putting together a successful firework show for Freedom Fest. He also thanked Jean Carder and Chief Weber. He estimated it took about 150 total man hours for the 22-minute firework show. Ellison said it was one of the best fireworks shows she has seen.

ERNST – Congratulated the Police, Fire and staff for a successful Freedom Fest and rodeo. Ernst addressed the need for early communication and even over communication of any issues that arise in the City, to be more transparent to the community. He believes this will minimize negativity towards the City.

ELLISON – Attended the Metcalf 2.0 success and ribbon cutting. Ellison was glad to be part of that and said it looked very nice and it is something the City should be proud of. As the liaison for LRC she gave an update on when the next meeting would be and what would be discussed.

MARGRAVE – None

TOWN - Proud of Freedom Fest and will continue to work on making it better each year.

DEPARTMENT REPORTS

Police – Chief Weber reported that the two new hires have started and their academy training date is set. He gave a good report on the rodeo and Freedom Fest event, both went well with no issues. Weber stated that the department has received tasers and will work on issuing them. Ellison asked about neighborhood watch programs. Weber stated that he is in favor of them and in the past, they used to be provided, when they are better staffed, they will look into providing training.

He will also continue to work with the City Administrator and the Judge on the Dangerous dog and Vicious dog city code.

Fire – Chief Rittinghouse wanted to Publicly thank everyone who helped at Freedom Fest. He appreciated the Mayor and Councilmember Williams for helping. He felt like their presence showed a sense of gratitude to all of the staff that worked that day.

Coming up- Pump service testing in Paola. He will stagger trucks to and from Paola to be tested.

New extraction tools received – The fire department staff and volunteers will be using the new extraction tools they received on old vehicles on July 15th.

The Fire Department will be holding a pool party as a thank you to its volunteers and their families in July.

Public Works – Administrator Law presented in Public Works Supervisor Hufferd's absence. A list of contractors was provided to Council for the 2023 crack and seal bids. Council discussed the bid options. Ernst moved, seconded by Williams and carried 5-0, to move forward with Complete Pavement Maintenance for the work.

CITY ATTORNEY'S REPORT

City Attorney Mary Stephenson – Presented a short training on Kansas Open Meetings Act. This training will be conducted for about 10 minutes for the next several meetings.

MAYOR'S REPORT

Metcalf 2.0 mowing – Cook discussed the Right of Ways along the new construction on Metcalf Road that are not being mowed. Administrator Law clarified she is taking the space between the sidewalk/trail and curb. She would like to see the city take that over and mow the areas to keep it uniform and nice. She stated that the current amount being spent for upkeep on Broadway is between \$5,000 to \$8,000 each year and she believes we should do the same for Metcalf. She asked for the opinions of the other council members. Ellison asked if the city maintains other locations. Law said there are a few and provided examples. Town asked about snow removal on the sidewalk/trail and if then the City would be responsible for that too. Ernst said there is nothing in place that indicates what the area should look like. Discussion occurred about grass, landscape, rocks and other options. Ernst asked how a nuisance violation would be handled in the area. Law provided options for that. Margrave asked what the difference would be between this area on Metcalf and the older part of town that has alleys as far as maintenance. Law said since he arrived in Louisburg the city has not maintained alleys and it is the property owner's responsibility to maintain those areas. Ernst said he thinks the first action should be to create some plan so the area can be uniform. Cook directed Law and City Attorney Stephenson will work together to see legally what can be done and bring it back to a future meeting.

Frontier Days – Cook said the tourism committee would like to revive Frontier Days in June next year. It is tentatively scheduled for June 8, and she has talked with Rodeo Gold Productions about moving the rodeo to the same weekend and to revive the parade. Ellison wanted to make sure this was budgeted for properly since Council is in the middle of preparing the budget for next year and this event was not in it. Cook said there is currently \$4,000 from the hotel tax that could be used for this. The group will meet again next week with representatives from the Chamber and Miami County Economic Development.

ADMINISTRATOR'S REPORT

Special Event Permit Application draft – Law presented council with a draft of proposed changes to the current special event application. Law said one of the changes was to implement an application completion 45 days prior to the event which mirrors Code language for Park & Tree Board. Councilmember Ernst provided a few thoughts on changes to include listing local and out of town event organizers. Discussion occurred. Council tabled the item to a future meeting.

Convention and Tourism Committee – Mayor Cook currently has two candidates to name to the committee but needs a total of five. She will bring a list of appointments for this committee to a future meeting.

ArchiveSocial – Law presented Council with information for a third-party company, ArchiveSocial, that would capture and archive the City's social media accounts that could be utilized to fulfill a KORA request. There was discussion and it was decided not to pursue the service at this time.

Master Planning Review – Administrator Law provided an update of this master plan review. Ellison said the information really provides Council with a running tally of projects completed. She said projects are also captured in the budget in the capital improvement plan.

ADJOURNMENT

At 8:49 p.m., Williams moved, seconded by Margrave and carried 5-0, to adjourn the meeting.

Approved:

Donna Cook, Mayor

Attest:

Jessica McGowin, City Clerk