

**CITY OF LOUISBURG, KANSAS
MINUTES OF REGULAR MEETING
July 17, 2023**

Livestream: <https://boxcast.tv/view/louisburg-city-council-7-17-23-sets5rrgkhzwbwq7ymbp>

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, Tiffany Ellison, Scott Margrave, Clint Ernst and TJ Williams present
City Administrator Nathan Law
Finance Director Rick Mikesic
City Clerk Jessica McGowin
Lieutenant David Sander
Fire Chief Gerald Rittinghouse
Communications Coordinator Jean Carder
City Attorney Mary Stephenson

PLEDGE OF ALLEGIANCE

Councilmember Steve Town led the pledge of allegiance.

APPROVAL OF THE CONSENT AGENDA

Mayor Cook would like to amend the consent agenda to move Council Reports before Department Reports so department heads can leave early if Council has no questions for them. Mayor Cook would like to make this a permanent change on all future agendas. She would like to remove Item 6b and add two executive sessions for non-elected personnel at the end of the meeting. Councilmember TJ Williams moved to amend the agenda as presented by Mayor Cook, seconded by Councilmember Clint Ernst and carried 5-0.

APPROVAL OF MINUTES

Councilmember Ernst moved, seconded by Councilmember Tiffany Ellison and carried 5-0, to approve the minutes from the July 5, 2023, regular meeting.

APPROVAL OF BILLS

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

SCHEDULED VISITORS

Jennifer Leikam, Halloween on Broadway – Mrs. Leikam stated that the date for Halloween on Broadway would be from 4-6 p.m. Saturday, Oct. 28, 2023, and is requesting that Broadway be closed at 2:30 p.m. and that the city provide barricades for the closure. She stated where bathrooms would be available, and that Waste Management would be providing trash cans for waste removal. She said this is a free event and businesses and organizations that set up booths would not be allowed to sell items at the booths. If a Broadway business wanted to open their store, they could see items in the store. Mayor Cook asked the Police Chief and Fire Chief if they had any concerns. They had none. There was discussion about a special event application and timeframe for the event. It was determined that the event would need to have one, however since it has been a long-standing event, Council would waive the application fee.

Williams moved, seconded by Ellison to waive the special event application fee. Discussion occurred to indicate the event organizers and businesses participating should determine the length of the event. Motion carried 5-0.

PUBLIC COMMENTS

None

COUNCIL REPORTS

WILLIAMS – Williams asked about the timeframe for the overlay project. Public Works Supervisor Craig Hufferd said the rain has pushed it back a bit but should be finished within a couple of weeks.

ERNST – Ernst asked for an update on the digital sign. Communications Coordinator Jean Carder stated that she had a meeting scheduled with the company later this week to meet on site. Dig Safe will be called to mark the area so they will be able to see where the utilities are. Ernst asked if they are still scheduled to have the sign installed this year, Administrator Law said yes. Law also stated that the Cemetery Board has decided to move the ornamental fence from the old cemetery to the west side of the new cemetery. They are checking on cost to move it and trying to time this to be done at the same time as the sign.

Ernst asked for an update on the highway lane closures on West Amity and when the traffic signal will be installed. Law has not been given an update but will reach out and see if he can get one. Law said he anticipates the signal to be installed this year unless there is an issue with supplies.

Ernst asked about the tall grass and weeds along the newly constructed S. Metcalf. Law stated lack of mowing would be addressed with nuisance violations. It is the property owner's responsibility to maintain that area.

ELLISON – Ellison asked when they were scheduled to bring back the discussion of mowing. Law stated that he has talked with the City Attorney, and they are looking into the legal aspect of what can be done. A date to bring back has not been scheduled, but it will be brought back. There is concern for other areas of town where lack of mowing between sidewalk and roadway is an issue.

Ellison stated that during budget meetings they determined they were not going to exceed Revenue Neutral Rate. Since the due date was approaching, she wanted to make sure that it was stated that there was not a vote needed tonight since they were not intending to exceed the Revenue Neutral Rate. Law said staff is preparing the 2024 budget with the Council's desire to meet the RNR based on previous conversations.

MARGRAVE – None

TOWN – None

DEPARTMENT REPORTS

Finance - Finance Director Mikesic presented the quarterly financial report. Mayor Cook asked about moving funds to all banks in Louisburg. Mikesic discussed an option that would allow up to \$250,000, which would be under the FDIC insured amount, to be invested in local banks. Mikesic stated we would need to amend our current investment policy to allow this. Williams asked that language be put in the policy about a threshold for the interest rate. Town asked if it would only be for local banks. Mikesic said it would only be for local banks that elected to be part of the process and would not be a bid process. Ellison noted that this allows diversification of city funds and allows all banks to be part of the process. No formal action will be taken at this time. Mikesic will bring back an updated policy. Mikesic explained the monthly budget report with emphasis on the gas operating fund. Mikesic cautioned Council that it was targeted to exceed the budget on the gas operating fund mostly due to higher gas prices in February and the cost of the contract with the gas management company. He recommended discussion to amend the gas operating budget for 2023. Ellison asked about gas rate adjustments. Mikesic stated a rate increase was approved this year. Ernst understood that the rate increase would help the deficit. Law clarified that what was needed was an amendment of the budget for the State. Mikesic stated there was no intention of a rate increase.

Ellison asked about the special event fund. Mikesic said that Special Event Fund covers 50 percent of the fireworks costs. Special Event Fund also pays for Holiday Magic on Broadway. He stated that the department will go over budget this year, however as a department it is allowed to go over as long as the fund does not go over budget. They will need to budget more next year due to the increased cost of fireworks.

Ellison asked about the Streets Fund. Mikesic stated the new F-250 received 20 percent of the fund. An F-350 was also purchased and by design of the truck it would be used heavily by the

streets department so 50 percent of that vehicle came out of the Streets Fund. Ellison asked what other expenditures were budgeted to come out of the account and if it was projected to go over budget. Mikesic stated that personnel and supplies come out of that budget. He also said that he gives all department heads a monthly budget report to let them know where they are at with their budget. Ernst voiced concern about departments not planning early enough and going over budget. Cook asked if the department heads would be held responsible for going over budget, Law stated that yes, however there are situations that cannot be foreseen. Ernst wants to see a process in place that gives the council clarity and visibility so they can make more informed decisions during budget season.

Investment Bids – Mikesic discussed the bids that were received. He stated that for the first time all four local banks bid. It is an insured cash sweep account. There is no impact to the city as far as the type of account. It is fully FDIC certified by the bank. This will be an on-demand account with no obligations or penalties. Mikesic recommended we accept the bid from Landmark National Bank at 4.08 percent interest rate. Discussion occurred. Ellison moved, seconded by Williams, to invest \$2 million in the overnight cash sweep account with Landmark National Bank as presented. Ernst asked if there is a locked amount. Mikesic said there is no. Motion carried 5-0.

PUBLIC WORKS – Public Works Supervisor Hufferd reviewed changes to the Lead and Copper RFP as discussed in the workshop prior to the meeting to include:

- Reference statutory number of lead/copper
- Pricing per excavation
- Incorporate insurance and bonding requirements
- Survey options with pricing – in-house vs. outsourced

Town moved, seconded by Ellison, to send out the Lead and Copper RFP with proposed changes. Ellison asked if there is anticipated timeline. Those dates were discussed. Motion carried 5-0.

FIRE – Chief Rittinghouse thanked all the members of the fire department for an outstanding job on a recent call that lasted 12 hours. The next day the fire department crew conducted extradition training where they learned about new air bags and tools. The department will host a pool party for all members and their families. They are preparing for Fire Prevention Week activities in October. Law gave an update that a preliminary engineer report was given on the doors at the station. This is an on-going process with more information to come.

POLICE – None

CITY ATTORNEY'S REPORT

City Attorney Mary Stephenson presented a short training on Kansas Open Meetings Act. This is an ongoing training for council.

MAYOR'S REPORT-

Mayor Cook requests the approval of the following appointments to the Convention and Tourism Committee:

Paul Scruggs, owns commercial businesses for lease – 2-year term.

Leslie Baker Town, business representative of Summerset School House– 2-year term

Erin Rigney Ptacek, realtor – -year term

Randy Powell, business representative of Heartland Print and Copy– 1-year term

Anna Sprague, business representative of First National Bank– 1-year term

Ernst moved and seconded by Ellison to approve the appointments as presented.

Ellison clarified there is an ordinance that creates this committee. She asked if this is an advisory committee for the tax that is already being collected. She asked if committee members would need to write by-laws and have those approved by Council before they can conduct any business. Mayor Cook would like to give the group a month to write by-laws. Ellison said she has been involved in writing by-laws and thinks more time will be needed and suggested 60 days. Ernst said he did not think there is a rush to get the by-laws written. Motion passed 5-0.

Mayor Cook would like to appoint Kirk Shaffer to fill a vacancy on the Board of Zoning Appeals. Shaffer would replace Betty Brown. Cook said Shaffer is involved in construction and is an electrician. Ellison moved, seconded by Margrave and carried 5-0, to approve the appointment.

Personnel and Purchasing Policy – Cook would like to see the guidelines reviewed and voted on. Law stated that HR Partners are currently looking over our policy. Council will review and vote at a later date.

Mayor Cook stated she received a letter from Holly McLain at the Louisburg Library about a meet and greet with councilmembers and is seeking help in getting responses from council. Ernst said he responded but he thought it was a volunteer opportunity. Law reminded councilmembers KOMA if a quorum is present. These are intended to be individual opportunities. Discussion occurred.

ADMINISTRATOR’S REPORT

Park and Tree Board Donation Policy - A draft of the donation policy was presented to Council to approve. The draft was previously reviewed by the Park and Tree Board. Law said this policy is intended for large infrastructure projects not benches and trees as allowed under the current Memorial Policy. Discussion occurred about replacement of damaged or end-of-life items. Town moved, seconded by Ernst and carried 5-0, to accept the policy as presented.

Park and Tree Board Signage – The Park and Tree Board is recommending that City Council approve the purchase and installation of signage for the City’s trails based on discussion that group has had for use of trails. Law presented examples of signs, and stated that Ron Weers and Lewis-Young Park currently have signs stating no motorized vehicle usage on trails. Ellison believes the money could be better used for something else. Cook stated that there are concerns for horse riding on the trails and these signs address that. The signs proposed would be etiquette signs and add no horses allowed to the no motorized vehicle signs that are already in place at Lewis-Young Park. Ernst stated that he liked the idea that it would draw attention to some of the issues and might deter those things from happening. Ellison believes the signs will not deter violations from happening and believes it is not a necessary expense. Ernst moved and seconded by Town to purchase the signs. Ellison asked if this includes the cost of city staff to install. Law said it does not. The motion carried 4-1 with Ellison voting no.

Little Round House bids – Law said the previously selected contractor has not moved forward with the project and asked if Council would like to seek new bids or choose one of the other bidders. Discussion occurred. Ellison moved and seconded by Ernst to hire Handyman Doug not to exceed \$3,500. Discussion occurred. Councilmember Scott Margrave asked about a timeline. Ernst moved, seconded by Ellison and carried 5-0, to amend the original motion to include a completion date of Oct. 31, 2023. The original motion carried 5-0.

Master Planning Review – Administrator Law reviewed this item. Mayor Cook asked if No. 8 has already been accomplished. Law said it has. No additional discussion occurred.

EXECUTIVE SESSION

Ellison moved, seconded by Margrave and carried 5-0, to recess into executive session to discuss an individual employee’s performance 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 with the open meeting to resume at 9 p.m.

Council returned into open meeting at 9 p.m.

Ellison moved, seconded by Town and carried 5-0, to recess into executive session to discuss an individual employee's performance of non-elected personnel pursuant to the non-elected personnel matter exception KSA 75-4319 (b)(1) with the Council and City Attorney present with the open meeting to resume at 9:30 p.m.

Council returned into open meeting at 9:30 p.m.

Ellison moved, seconded by Williams and carried 5-0, to recess into executive session to discuss an individual employee's performance of non-elected personnel pursuant to the non-elected personnel matter exception KSA 75-4319 (b)(1) with the Council and City Attorney present with the open meeting to resume at 9:40 p.m.

Council returned into open meeting at 9:40 p.m. with no action taken.

ADJOURNMENT

At 9:41 p.m., Ellison moved, seconded by Williams and carried 5-0, to adjourn the meeting.

Approved:

Donna Cook, Mayor

Attest:

Jessica McGowin, City Clerk