

**CITY OF LOUISBURG, KANSAS
MINUTES OF REGULAR MEETING
AUGUST 17, 2020**

The Council of the City of Louisburg, Kansas met at 6:30 p.m. in regular session in the City Hall Council Chambers. Mayor Marty Southard presiding. Councilmember Kalee Smith was absent.

Council Members Steve Town, Sandy Harris, Donna Cook, Thorvald McKiernan
City Administrator Nathan Law
City Clerk Traci Storey
Finance Director Pat McQueen
City Attorney Kelly Stohs
Police Chief Tim Bauer
Fire Chief Gerald Rittinghouse
Communications Coordinator Jean Carder
Public Works Supervisor Craig Hufferd
Press
Visitors Becky Bowes

PLEDGE OF ALLEGIANCE

Councilmember Donna Cook led the pledge of allegiance.

APPROVAL OF CONSENT AGENDA

Councilmember Sandy Harris moved, seconded by Councilmember Thorvald McKiernan and carried 4-0, to approve the consent agenda to include adoption of the agenda, approval of the regular meeting August 3, 2020 minutes.

BUDGET PUBLIC HEARING 2021

Administrator Nathan Law provided the Council with a presentation on the 2021 proposed budget. The budget calls for a decrease in the mill levy from 34.448 to 32.833. After the presentation, Mayor Southard opened the public hearing for comments. Councilmember McKiernan asked what date it needed to be sent to the County. Administrator Law said it needed to be at the County by August 25th. Councilmember Cook asked if it shows the revenue for the year. Administrator Law

said an overview is shown on slides 12 & 13, but the detailed budget that is forwarded to the State was shared at the Council's budget workshop held in May.

At 6:45 p.m. Mayor Southard asked if there were any comments from the audience, in which there were none. Councilmember Steve Town moved, seconded by Councilmember Sandy Harris and carried 4-0, to close the public hearing.

Councilmember Thorvald McKiernan moved, seconded by Councilmember Steve Town and carried 4-0, to approve the 2021 Budget as presented.

VISITORS

None

PUBLIC COMMENTS

None

DEPARTMENT REPORTS

Fire Department: None

Police Department: Police Chief Tim Bauer said starting August 20th the department will be participating in the DUI Enforcement Program. This is a program that is funded by the State of Kansas. "You Drink. You Drive. You Lose." will run through September 7, 2020.

Chamber of Commerce: Chamber Director Becky Bowes said the Cider Run has been canceled this year. It was a hard decision, but the board members agreed it was for the best. On a good note there have been five new members sign up for the Chamber.

CITY ATTORNEY'S REPORT

None

MAYOR'S REPORT

Constitution Week Proclamation: Mayor Marty Southard read a Proclamation proclaiming September 17th through September 23rd as Constitution

Week. Councilmember Sandy Harris moved, seconded by Councilmember Donna Cook and carried 4-0, to have Mayor Southard sign the proclamation.

ADMINISTRATOR'S REPORT

International Fire Code: Staff was directed by Council at the last meeting to make changes to the draft International Fire Code ordinance as discussed at that meeting. Administrator Law presented the changes as directed. Councilmember Steve Town asked if Chief Rittinghouse has reviewed the changes. Chief Rittinghouse said he had. Councilmember Steve Town moved, seconded by Councilmember Donna Cook and carried 4-0, to approve Ordinance 1128 as presented.

Tower Attachment Agreement: Staff has been working with Miami County and Tusa Consulting Services to determine how to amend an approach in regard to the previous ground lease agreement with a private cellular carrier to attach 800 MHz dispatching radio equipment to a cellular tower located on City property. In July staff sought and received Council approval to enter into an agreement with USCOC Nebraska/Kansas, LLC, a Delaware limited liability company, to further this goal. Following Council's approval and further discussion with USCOC, a company representative stated it would not be allowable for the City to assign its rights to the County. Because Miami County dispatches on behalf of the City of Louisburg, and because the term allows for local emergency radio equipment, the City intends to request Miami County by Interlocal Agreement to locate such equipment on the tower, on behalf of the City of Louisburg.

Councilmember Thorvald McKiernan moved, seconded by Councilmember Sandy Harris, to approve this Interlocal Agreement. Councilmember Harris asked if the County Commissioners or Chairperson have agreed to this yet. Administrator Law said he had been working with the County Administrator to draft the Interlocal Agreement and the County Commission would also have to approve it. Councilmember Harris asked if the County Commissioners or Chairperson agreed to this yet. Administrator Law said the entire Commission will be the ones that approve and to this point it has been staff and respective attorneys conversing. Harris asked if any income would come to Louisburg. Law said no. Motion carried 4-0.

CDBG-CV Scoring Results and Allocation: Administrator Law said at a previous meeting Council was asked to provide scoring criteria regarding the recently awarded CDBG-CV grant funds to the City, and additional direction to staff and the selected grant administrator in awarding the funding to area businesses.

Administrator Law said 11 businesses applied and two of those did not qualify. Councilmember McKiernan asked about verification of income for employees of the businesses who have qualified. Law said the grant administrator will verify the wages. Councilmember McKiernan moved, seconded by Councilmember Steve Town. Councilmember Harris asked when the funds would be disbursed. Law said as soon as possible. Motion carried 4-0, to accept the funding as presented.

Cares Act CRF SPARK Grant Reimbursement: Miami County recently received \$6.8 million in Coronavirus Aid, Relief, and Economic Security (CARES) Act funding through the Coronavirus Recovery Fund, distributed through the State of Kansas' Strengthening People and Revitalizing Kansas (SPARK) Taskforce, the intent of which is to help pandemic expenses or losses at the local level.

Administrator Law said the County created a task force made up of persons from around the County to help determine how to spend the funding. Part of the funding will go to reimbursements to cities for COVID-19 related expenses already incurred. The City of Louisburg reported and will receive \$28,840 for materials and staffing related to the pandemic response. Miami County will also distribute additional funding to the local governments to be used on expenses for materials, staff time or other allowable expenses.

The County would like each City to adopt a Coronavirus Relief Fund Resolution.

Councilmember Harris asked what kind of materials were given to the City. Administrator Law said it ranges from masks, hand sanitizer and other PPE. It also includes salaries for additional staff to disinfect and clean fire department equipment, for lifeguards while the pool was shut down for 2 days and for those who had to quarantine and for staff time for communication and management. Councilmember Donna Cook moved, seconded by Councilmember Steve Town and carried 4-0, to adopt Resolution 8-17-2020.

Asset Management: Public Works Supervisor Craig Hufferd said city staff has been exploring options to add to the asset management system initiated in 2017 with the utility mapping and creating a GIS database of all utility lines. The next step in the process is an asset management program that will allow Staff the ability to access editable mapping and tracking. This system will also allow the Utility Clerk the ability to create digital work orders the Public Works staff would be able to access in the field greatly increasing efficiency.

Staff has reached out to various firms and has received three bids.

Staff would like to implement this process this fall. There is funding available in the budget to purchase this in 2020 or the purchase can be delayed until 2021. Staff is seeking the Council's permission to approve the purchase now at a cost not to exceed \$12,000. Staff from all impacted departments would then meet with the various vendors to determine which product best suits the City's needs. Bids were received from Daupler, Dude Solutions and iWorQ. All companies provide the necessary product, have good references, and have similar pricing. Bids ranged from an annual cost of \$9,600 to \$12,000.

Councilmember Cook asked if there was money in the budget for this item. Administrator Law said yes, we would also split the cost across various departments as well. Councilmember McKiernan asked if at some point in the future it was determined to switch companies would it be an easy data transfer and could historical data be transferred. Hufferd said they will be able to input all the data with the new database. Councilmember Harris asked how much data there is. Hufferd said it is likely a cloud-based solution. Hufferd continued an asset management system would help with mapping and also be able to keep track of maintenance items like vehicle service needs. Councilmember Sandy Harris moved, seconded by Councilmember Donna Cook. Councilmember McKiernan moved to amend the motion to not exceed \$12,000, seconded by Councilmember Steve Town. The amendment carried 4-0 to not exceed \$12,000 and the motion to purchase an Asset Management System was approved 4-0.

COUNCIL REPORTS

Councilmember McKiernan: Councilmember Thorvald McKiernan said pool staff did a great job this summer.

McKiernan would like to see the You Drink You Drive You Lose on the big sign during the STEP program.

The pixels on the green lights by Price Chopper may need replaced soon. Hufferd said he already has some on order.

McKiernan asked if we have any leverage on getting empty retail space rented. Is there an incentive that could help rent them out? Administrator Law said he would look more into it.

If we are concerned about business property then the parking lot appearance should also be included.

McKiernan asked about the ambulance service and the agreement with Johnson County. Chief Rittinghouse said on one agreement the date was incorrect as it should read 2022. Chief Rittinghouse explained how the ambulance service may be affected in the future but said all involved are working on a solution.

Councilmember Harris: Councilmember Sandy Harris asked with the new asset management system that was just approved, will it show stormwater issues. Administrator Law said yes, that is something that could be added to a list.

Harris would like to tour the new wastewater plant. Law replied that once they get it all cleaned up, which should be within the next month, a tour will be planned.

Councilmember Harris said he would still like to get an estimate of costs for streaming of the Council meetings. Administrator Law said he is working on pricing now.

Harris said Law and McQueen did a great job on the Budget. The presentation was great as always.

Councilmember Cook: Councilmember Donna Cook thanked whomever did the weed eating on the streets.

Cook asked if it was possible to spend a day or half day with Finance Director Pat McQueen. Administrator Law said yes of course.

Councilmember Town: Councilmember Steve Town said great job at the pool.

Mayor Southard: Mayor Southard read a thank you note for the Louisburg Library. They thanked the City for supporting the Summer Bash.

Councilmember Harris: Councilmember Harris asked if the playground by the pool was open. Administrator Law said yes, it is as open as any other play equipment, which is use at your own risk.

ADJOURNMENT

At 7:30p.m. Councilmember Thorvald McKiernan moved, seconded by Councilmember Sandy Harris and carried 4-0, to adjourn the meeting.

Approved:

Marty Southard, Mayor

Attest:

Traci Storey, City Clerk