

**CITY OF LOUISBURG, KANSAS  
MINUTES OF REGULAR MEETING  
SEPTEMBER 18, 2023**

Livestream link:

<https://boxcast.tv/view/regular-meeting-of-the-louisburg-city-council-flqr3covvawwa1cazi8a>

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, Scott Margrave, Tiffany Ellison, Clint Ernst, TJ Williams  
City Administrator Nathan Law  
City Clerk Jessica McGowin  
Community Development Director Sarah Altic  
Fire Chief Gerald Rittinghouse  
Communications Coordinator Jean Carder  
Public Works Supervisor Craig Hufferd

**PLEDGE OF ALLEGIANCE**

Councilmember Clint Ernst led the pledge of allegiance.

**APPROVAL OF THE AGENDA**

Councilmember Clint Ernst moved, seconded by Councilmember Tiffany Ellison and carried 5-0, to accept the agenda.

**APPROVAL OF THE MINUTES**

Mayor Cook would like to see more thorough minutes. Cook asked City Clerk McGowin if this would take more time to do, McGowin answered yes. Councilmember Ellison moved, seconded by Councilmember Scott Margrave and carried 5-0, to approve the minutes.

## **APPROVAL OF THE BILLS**

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

## **SCHEDULED VISITORS**

None

## **PUBLIC COMMENTS**

None

## **COUNCIL REPORTS**

**Williams** – no report

**Ernst** – Ernst extended his thanks to the Public Works Department for mowing the tall grass at K-68 and Rockville and for the expedience in working with Miami County to put the traffic counter down at the Lake Subdivision.

**Ellison** – no report

**Margrave** – Margrave, the liaison to the Fox Hall and Cemetery board advised Council he would be attending the Fox Hall and Cemetery Board meeting on Wednesday, they will be reviewing fence information. Margrave will notify the Council of any decisions or recommendations that are made about the fence at the next Council meeting.

**Town** – Town extended his thanks to the Public Works Department for taking care of the nuisance weeds at South 2nd Street between Vine and Elm and the intersection of North 9th and Elm.

## **DEPARTMENT REPORTS**

**Finance** – Finance Director Mikesic was absent from the meeting.

**Police** – Chief Weber was absent from the meeting.

**Public Works** – Public Works Supervisor Craig Hufferd provided the bid information from the 2023 Concrete sidewalk replacement RFP. Hufferd noted two changes in quantities from INCO USA Inc and J Richardson Construction which in turn altered the price from the original quote to a higher price. Ernst stated that he would like to see a policy to allow a certain percentage of projects to be awarded to diversity driven businesses such as veteran and women owned businesses. Mayor Cook asked if Hufferd had contacted the businesses to see why there was such a variance in the bids. Hufferd stated that he did call the companies and they all verified the amounts given. There was discussion on the companies and bids.

Ernst moved, seconded by Ellison and carried 5-0 to approve hiring KC Concrete Company for no more than \$86,805.30 using the special highway fund.

Ellison asked about a timeframe of when the work would be finished, Hufferd stated he thought it would be an estimated 3 week turn around once the work was started. Ernst asked about the temperature rules on concrete. Law stated that we have a cold weather concrete policy. Ellison asked if residents would need to be notified, Hufferd stated that public works staff would be working to notify the residents.

**Fire** – Chief Rittinghouse extended his thanks along with the Police Department to Public Works for power washing both buildings. He also thanked his staff and volunteers for working 390 calls. He gave an update on Dancefestopia that took place the previous week, he said it went well. There will be an awards banquet for the department on October 12, 2023. There will also be an open house in November for a staff member who has reached 50 years of service. Chief Rittinghouse also updated Council that he has scheduled visits with the schools for fire prevention week.

**Community Development** – Nothing to report.

**City Attorney** – Attorney Stephenson advised Council that she has ordered the newest books with law updates on open records act and training will resume once those are received. Stephenson will also start a rough draft agreement between the City and Ford for the EV Charging station.

## **MAYOR'S REPORT**

Cook presented the draft bylaws for the Convention and Tourism Committee. Ernst asked about the terms, Cook explained that after the first year the terms are staggard. Cook stated that she looked to other surrounding Cities for there bylaws, Paola was the only one that had a Tourism Committee and that she went off of theirs. She stated that they can be edited later if needed.

Williams moved, seconded by Margrave (clarified below) to except the Convention and Tourism Committee Bylaws as presented motion carried 5-0.

Town asked about meeting dates, Cook stated that they would possibly meet the 2<sup>nd</sup> Wednesday of each month in the Council Chambers at 6:30p.m.

**Little Round House Decoration Funding** – Cook presented a document from Barbara Smith with amounts for decorations that she would like to purchase to decorate the little round house. It was noted that 2 urns have already been purchased from the list. Law stated the list does not include flowers, shrubs and seasonal flowers. Ernst asked where the money would come from, Law stated it would come out of the general fund either from administration or the parks fund. Ernst asked if the parks fund had enough money to fund this. Law stated that it was already trending higher, but it is a park so it would make sense to use that fund. Ernst recommended we use the admin general fund since the parks fund was over budget. Law explained that it would be an exception we could add to the parks fund to be able to use it. Ellison asked if there are any other places we decorate in the City. Law said we put up a few around City Hall but not to the extent of what is being proposed for the little round house. Ellison suggested that

if this is done she would like to keep the flowers and bushes looking nice and make sure things are taken care of and getting watered and that volunteers would be a better idea than the City funding it. Town asked about insurance in case there was an accident while someone was decorating there, Law stated he would talk to the insurance company about it. Williams asked if a four-season change would be more feasible than every holiday that has been proposed. Margrave stated that since we have residents that are willing to volunteer we should set them loose. Ellison said she thinks this will set a precedence. Margrave said it's the little round house. Ellison likes the idea of volunteers and does not think the Government needs to fund it. Cook asked for a motion and asked if it would be limited to 2 seasons Fall and Christmas and Smith can come back in January and ask for additional funds.

Town moved, Ernst seconded to approve a maximum of \$1,600 for Christmas and Fall decorations for the little round house and for the topic to return in January.

Margrave voiced concern that this had been discussed for 15 minutes and that he wants to approve as is. Margrave moved, Ernst seconded, to amend the motion to approve the list as presented. Motion carried 5-0.

The primary motion as amended is to approve the little round house funding request as presented in the amount of \$2,625.00. Motion carried 5-0.

City Clerk McGowin asked the mayor to revisit the Convention and Tourism Committee vote as she did not hear a 2<sup>nd</sup> to the motion. Margrave seconded the motion and it carried 5-0.

## **ADMINISTRATOR'S REPORT**

**Running At-Large Draft Ordinance** – Law presented a draft ordinance with changes requested from the previous Council meeting.

Williams moved, seconded by Ellison, to adopt the ordinance amending chapter II. Animal Control and Regulation, by repealing article 2. Dogs, Section 2-206. Running at Large; Fine, and Adopting a new article 2. Dogs, Section 2-206. Running at Large; Fine, of the code of the City of Louisburg, Kansas motion carried 5-0.

**Standard Traffic Ordinance** - Law presented the 2023 version of the STO to be adopted by the Governing Body.

Ernst moved, seconded by Ellison to adopt the Ordinance regulating traffic within the corporate limits of the City of Louisburg, Kansas; incorporating by reference the “Standard Traffic Ordinance For Kansas Cities”, 50<sup>th</sup> Edition of 2023, as amended Herein; providing certain penalties and repealing ordinance No. 1175. Motion carried 5-0.

**Uniform Public Offense Code** – Law presented the 2023 version of the UPOC to be adopted by the Governing Body.

Williams moved, seconded by Town to adopt the Ordinance regulating Public Offenses within the corporate limits of the City of Louisburg, Kansas; incorporating by reference the “Uniform Public Offense Code For Kansas Cities”, 39<sup>th</sup> Edition of 2023, as amended herein, and repealing ordinance No. 1176, except that this ordinance shall not affect or repeal ordinance No. 278 of the City of Louisburg, Kansas. Motion carried 5-0.

**Purchasing Policy Update** – There will be a Work study session held in the Council Chambers September 20, 2023, at 6:30p.m.

**Master Planning Review** – Continued item. Law welcomed questions on the item. Ernst asked what a buffered lane is. Law said it is a lane of travel that would have some sort of separation between vehicles and the path of travel. Cook asked if our Community Development Director was a part of this master planning review. Law stated not at the moment, but she is looking through master planning documents and will assist with this review in the future. Ernst asked if the plan is to do one project a year, Law stated that it is used as a basis of reasoning to justify project areas for work requested through budget process.

## **EXECUTIVE SESSION**

Ellison moved, seconded by Margrave to recess into executive session to discuss an individual employee’s performance pursuant to non-elected personnel

matter exception K.S.A. 75-4319 (b) (1) with the City Attorney present and to return to Council Chambers at 7:45p.m. motion carried 4-1 (Ernst voting no)

Council resumed to regular session in the Council Chambers at 7:47p.m. No action was taken.

**ADJOURNMENT**

At 7:47 p.m., Ellison moved, seconded by Williams and passed 5-0, to adjourn the meeting.

Approved:

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Donna Cook, Mayor

Attest:

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Jessica McGowin, City Clerk