

**CITY OF LOUISBURG, KANSAS
MINUTES OF REGULAR MEETING
OCTOBER 2, 2023**

Livestream link:

<https://boxcast.tv/view/louisburg-city-council-veszusyjmp4tyl5dkceq>

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
Finance Director Richard Mikesic
Community Development Director Sarah Altic
Fire Chief Gerald Rittinghouse
Communications Coordinator Jean Carder
Public Works Supervisor Craig Hufferd
Police Chief Josh Weber (arrived late)

PLEDGE OF ALLEGIANCE

Councilmember Steve Town led the pledge of allegiance.

APPROVAL OF THE AGENDA

Administrator Nathan Law recommended removing item 6C from the agenda. Councilmember Tiffany Ellison moved, seconded by Councilmember TJ Williams and carried 5-0, to accept the agenda with the change.

APPROVAL OF THE MINUTES

Ellison moved, seconded by Councilmember Scott Margrave, to approve the minutes from the Sept. 18, 2023, meeting. Councilmember Clint Ernst asked for clarification on the term “exception” being used for the approval of the funds being

used for the Little Round House decorations. Administrator Law explained since this is an unbudgeted park expense, the purchase should come from the Parks budget, which is contained within the General Fund. While the Parks budget is trending higher than anticipated, the exception would see the money coming from the appropriate department. Mayor Cook asked if volunteers would be required to sign a waiver for insurance. Law stated that it would be recommended for all volunteers to sign a waiver for any City event, including snow buddies or park clean up. Cook asked if Barbara Smith needed to fill one out to decorate the Little Round House and Law stated yes. Motion carried 5-0.

APPROVAL OF THE BILLS

Councilmember Town moved, seconded by Councilmember Ernst, to approve the bills. Ellison asked about the Louisburg Ford bill and if the fuel tank replaced was on a vehicle. Law stated it was. Motion carried 5-0 to approve the bills as presented.

SCHEDULED VISITORS

Debbie Keltner, with Christ Our Savior Church, asked the Council to approve a street closure on S. Eighth from Metcalf to Olive for the church's trunk or treat event 4-7 p.m. Sunday, Oct. 29, 2023. Law explained that a special event permit would not be needed for this event as it was going to be held on private property with an expected turnout of less than 75 people. The road closure is only a precautionary measure for pedestrians crossing back and forth across the street from the church to the parking lot where the event will be located. Police, Fire and Public Works did not see a conflict with the street closure. Public Works will provide barricades. Ernst asked if there would be a conflict with Halloween on Broadway. There is no conflict since Halloween on Broadway is held on Saturday.

Town moved, seconded by Williams and carried 5-0, to approve the street closure.

Jennifer Leach with Peoples Telecommunications approached council to introduce herself and her company. She showed a map of where Peoples currently runs service through Louisburg. Leach expressed concern about issues they are having with lines being cut when other projects are being built or services installed.

Leach is proud of their involvement with the city and is grateful for our Chamber. She would like better communication with other utilities when work is planned in the ROW. Law said staff would look to see if there is a better way for notification as part of the plan review.

PUBLIC COMMENTS

None

COUNCIL REPORTS

Williams – no report

Ernst – Ernst extended thanks to Miami County for their support in getting traffic counters to be used at the Lake Subdivision. Ernst looks forward to getting the data back.

Ernst asked about the sidewalk on the north side of the Lake near the soccer field. Ernst wanted to know if belonged to the city or the school district. Law and Public Works Supervisor Craig Hufferd said that is a school sidewalk. Ernst said the sidewalk has some cracks and may need attention. Law will look into it and report to the school as necessary.

Ernst inquired about a dig at the Lake Subdivision. Law said it was a part of a permitted ROW project.

Ernst said this coming weekend is the Michael Bergen fall motorcycle ride, and Ernst would like to see the city donate to the cause. Williams asked what the suggested donation would be. Ernst replied \$500. Ellison said a toy drive was conducted after the spring event. Ernst agreed but would like to see a monetary donation made from the city for this event. Discussion occurred about the toy drive. City Clerk McGowin said the City did not purchase toys but served as a drop-off location in the spring. Mayor Cook asked this be added to a future agenda. Ellison said this would be using residents' tax dollars for a donation and she has problems with that idea.

Ellison – Ellison, the liaison for the LRC board, gave an update on the recent LRC meeting. Ellison stated that due to lack of a second the LRC will remain RNR. Ellison also let the Council know that the board accepted the resignation of the LRC

director. Ellison said the board decided to create a search committee to consist of two LRC members, one city council member, one school board member and one outside advisement member. Ellison stated it has not been decided at this time as to who those committee members will be.

Margrave- Margrave attended the Fox Hall and Cemetery Board meeting as the liaison. More information on that meeting will be discussed later in the agenda.

Town – Halloween on Broadway is the same evening as the Wildcat Marching Band’s Electric Light Show with fireworks after the performance. Town lights the fireworks and will notify MICO dispatch. Ernst asked what time the show started. Town replied 7 p.m. and the fireworks around 7:45 p.m.

DEPARTMENT REPORTS

Finance – Finance Director Mikesic provided information on an Investment Diversity Offering from First National Bank, the only bank to bid. The bank’s bid was 4.6 percent on \$235,000. It is recommended to accept the bid and invest that amount with First National Bank. Finance Director Mikesic sent out a notification to all local banks to notify them about the bid process.

Ernst moved, seconded by Ellison and carried 5-0, to invest \$235,000 with an interest rate of 4.6 percent at First National Bank.

Public Works –Hufferd provided the bid information from the sewer main and sewer manhole repair RFP. Councilmember Williams left the dais for the discussion. Two bids were received.

Ernst moved and seconded by Margrave to approve Municipal Pipe Tool for the sewer main lining and repair as presented and Hydro Klean for the sewer manhole repair as presented. Motion carried 4-0 with Williams recusing.

Police – Chief Weber gave department updates on special events and community outreach programs. He is also looking into a support canine for the department. He discussed how it was in the very early stages of discussion and he plans on attending meetings so he can better understand all it might involve with insurance and training. Weber stated that one employment application has recently been received. He thanked the Public Works department for power washing the building and for the use of equipment for the shooting range. He updated the Council on damage to a patrol car window from a rock thrown by a mower or weed eater

while parked at the station. He also stated that he has completed training hours, and he is working on policies. Ellison asked about the support dog and would like Weber to bring additional information to the next meeting. Ellison also inquired about the SRO job posting. Weber stated that he has not posted that job specifically as he is working on logistics within the department first.

Fire - Fire Chief Rittinghouse reminded all that it has been a very busy time of the year. He has the fire prevention banner up. Thanked volunteers for helping on a very technical aerial call.

Community Development – Community Development Director Sarah Altic gave an overview of a recent conference she attended. Altic handed out a worksheet and asked for feedback about what makes our community vibrant. She would like to add this to our website to get community feedback. Altic is also working on changing ordinances and will provide those to the Planning Commission and then to the Council for approval. Ellison thanked Altic for the detailed report of her conference. Ernst thanked Altic for her report. Ernst asked if she had any thoughts on the request by Peoples Telecommunications. Altic stated she would defer to the City Administrator.

City Attorney – City Attorney Mary Stephenson will be attending the League of Kansas Municipalities annual conference for City Attorneys and will report back. She also will start with Open Records training at the next meeting.

MAYOR'S REPORT

Mayor Cook would like to appoint Councilmember Town to be the liaison for the Convention and Tourism Committee. Cook stated that group will have its first meeting on the second Wednesday in October.

Williams moved, seconded by Margrave, to approve the appointment motion carried 4-0 with Town recusing.

ADMINISTRATOR'S REPORT

Powell Observatory Special Event Permit – the Astronomical Society of Kansas City is planning a solar eclipse event at Powell Observatory from 10 a.m.-2 p.m., Saturday, Oct. 14, 2023, at the observatory at Lewis-Young Park. Law

presented a completed application that had previously been approved and reviewed by staff and all affected departments. The recommendation is for Council to approve the Event Permit as presented and to forward to the Park and Tree board for review.

Ernst moved, seconded by Margrave and carried 5-0, to approve the special event application as presented.

Cemetery Fence – Law provided documents from the Fox Hall and Cemetery board with a recommendation from the board. The Cemetery board’s recommendation was to approve the bid from Guier Fence in the amount of \$30,525 to replace the existing ornamental fence, damaged in the accident, with 3-ft fence, and add 6-ft fence along the west side of the new cemetery. There was discussion on the entrance/exit pillars in the old cemetery and whether some of the pillars could be cut down to 3 ft. in height. Law said the ability to save some of the pillars will need to be determined after demolition takes place.

Williams moved, seconded by Ellison and carried 5-0, to approve the bid from Guier Fence as presented and to have Public Works staff remove existing pillars except for the pillars that are to be cut down to 3 ft.

Public Works Director and Facilities Coordinator Job Descriptions – Law asked for this to be tabled and for council members to send any recommendations to him.

Rezone Of the Louisburg Cemetery – Law said Planning Commission is exploring the process of rezoning the cemetery from R-1 Single Family to C-3 Commercial.

Purchasing Policy Update – The next workshop starts at 6:30 p.m. Wednesday Oct. 4 in the Council Chambers at Louisburg City Hall.

Master Plan Review – No questions

Mayor Cook interjected at this time and said that she had forgotten to bring up a letter during her mayor’s report that she had received. Agape’s Grace had sent a letter asking for a \$1,000 annual donation to help support the food pantry. The food pantry is overwhelmed with feeding families. There was discussion about other locations offering donations. It was decided to table the discussion and bring it back at a later date. Mayor Cook will send a copy of the letter to the Council members.

Executive Session – Law requested a 20-minute executive session.

EXECUTIVE SESSION

At 8:10 p.m. Ellison moved, seconded by Town and carried 5-0, 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 and the City Administrator present, to return to Council Chambers at 8:30 p.m.

Council resumed to regular session in the Council Chambers at 8:30p.m.

At 8:30 p.m. Ellison moved, seconded by Williams and carried 5-0, 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 and the City Administrator present, to return to Council Chambers at 8:40 p.m.

Council resumed to regular session in the Council Chambers at 8:41p.m. with no action taken.

ADJOURNMENT

At 8:41 p.m., Margrave moved, seconded by Williams and passed 5-0, to adjourn the meeting.

Approved:

Donna Cook, Mayor

Attest:

Jessica McGowin, City Clerk