

**CITY OF LOUISBURG, KANSAS
MINUTES OF REGULAR MEETING
OCTOBER 16, 2023**

Livestream link:

<https://boxcast.tv/view/louisburg-city-council-bstmlgnuqkfxhtw4obnz>

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. Councilmember Steve Town was absent.

Council Members 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
Police Chief Josh Weber

PLEDGE OF ALLEGIANCE

Councilmember TJ Williams led the pledge of allegiance.

APPROVAL OF THE AGENDA

Councilmember Tiffany Ellison moved, seconded by Williams and carried 4-0, to approve the agenda.

APPROVAL OF THE MINUTES

Councilmember Clint Ernst moved, seconded by Ellison and carried 4-0, to approve the October 2, 2023, minutes.

APPROVAL OF THE BILLS

Councilmember Williams moved, seconded by Councilmember Scott Margrave, to approve the bills. Councilmember Ernst asked from what fund the Advanced Asphalt payment would be paid. Administrator Law stated it would be paid out of the special highway fund. Mayor Cook asked why the payment was \$389,000 instead of the \$386,000 that was approved. Public Works Supervisor Hufferd stated it was an extra fee due to unforeseen issues and additional street fixes from recent water leaks.

SCHEDULED VISITORS

Wayne Knop, commander of the American Legion, presented Council with checks totaling \$750 from the Legion, Sons of the Legion and Legion Auxiliary to be earmarked for Freedom Fest. Knop thanked City staff for their help during the Legion's Labor Day events.

PUBLIC COMMENTS

None

COUNCIL REPORTS

Williams – Reported that he and Councilmember Ernst attended a meet and greet at the Louisburg library.

Ernst – Reported that from the library event he would like to promote the library's book *Augie's Day Out*. Augie is the library guinea pig and he has a new book out that can be purchased at the library.

Ernst asked about camping at Lewis-Young Park. Law stated that it is currently only permitted for Boy Scouts to camp there.

Ernst stated that the concrete work looks good and congratulated Craig Hufferd for his 5 years of service at the Fire department.

Ellison – None

Margrave- None

DEPARTMENT REPORTS

Finance – Finance Director Mikesic discussed the resurfacing of the aquatic center playground. Mikesic stated that the parks fund that this was supposed to be paid out of was over budget and he recommended this be paid from the aquatic/recreation fund. Ellison stated that she feels this would be appropriate. Discussion occurred. Council agreed with Mikesic’s recommendation to pay for the resurfacing from the aquatic/recreation fund.

Mikesic gave an overview of the quarterly finance report and the cash and budget report. He touched on what funds were trending to be over budget. Discussion occurred.

Police - Police Chief Josh Weber thanked the community and Governing Body for its support from the events that took place the previous week. He gave an update on the CAD system and stated that he is moving forward with the police dog search and will bring back a presentation for the council at a later date.

Fire - Fire Chief Gerald Rittinghouse also thanked the community for its support after the event that took place the previous week. He highlighted the efforts of the volunteer firefighters not only during this recent event but for their efforts the past few months. Rittinghouse updated the Council on recent years of service awards: Brad Seely, 50 years; Nick Seely, 15 years; A.J. Francis, 5 years; Andrew Grove, 5 years; and Craig Hufferd, 5 years. Rittinghouse stated he would present a plaque to Brad Seely at a future Council meeting.

Community Development – Community Development Director Sarah Altic stated that she is working on amending ordinances and once Planning and Zoning board approves, she will bring to Council for final approval.

Administration – City Administrator Law read a prepared statement from Councilmember Steve Town in his absence. In the statement, Town thanked the Fire and Police departments for their efforts in the past week and recognized volunteer firefighter Brooke Harshaw for her outstanding performance in the educational programs at the schools for Fire Prevention Week. He also thanked Brad Seely for 50 years of service.

City Attorney – Attorney Stephenson provided a mini training on Kansas Opens Record Act.

MAYOR'S REPORT

Mayor Cook presented a proclamation for Community Planning Month. Ellison had questions about the origination of the proclamation. CDD Altic stated the proclamation is provided by the American Planning Association of which Altic is a member. Ellison asked if this was a city membership or if Altic was a member on her own. Altic stated that it is her membership. Ellison asked what the proclamation provided for Altic or the City. Altic stated it only shows that the community is in support of community planners as a profession. Ellison wanted to highlight her concerns in the proclamation as she feels there are strategic words placed within the proclamation that would go along with United Nations 2030 agenda. Ellison feels like we do not need the proclamation from the American Planning Association and is something we can write ourselves if we would like to have one.

Mayor Cook read the proclamation that proclaims the month of October to be Community Planning Month.

Ernst moved to accept the proclamation as presented. The motion was seconded by Williams and carried 3-1 (Ellison opposing).

Donation Policy – Mayor Cook said Councilmember Ernst previously asked if cash donations were made by the City and what the guidelines might be for that. Cook said she had asked City Attorney about such donations, and Cook provided that information directly to councilmembers. Cook asked staff to draft a policy and return it to the next meeting. Stephenson suggested the policy be broad and not limiting and one that would benefit the entire community and not a specific group.

LRC Vacancy – Mayor Cook discussed the way the appointment would work for the LRC vacancy. Cook asked for comments or recommendations from the Governing Body. Ernst stated he thinks it should stay consistent with other boards. Ellison stated that it is different from other boards because it has control over its own budget and thinks that the board should hold interviews. Cook decided she would like Council to look at applications and give insight.

ADMINISTRATOR'S REPORT

Draft job descriptions – Law is looking for direction from the council before finalizing the job descriptions for the Public Works Director and Facilities Coordinator positions. Discussion occurred. Ernst asked for the HR company to look at the job descriptions to make sure there was not overlap of duties. Ellison suggested an exception be made for the bachelor's degree and allow for years of experience. Mayor Cook said that they would take that into consideration.

Dangerous Dog Ordinance revisited – Law noted the changes to the ordinance. Williams moved, seconded by Ellison and carried 4-0, to adopt the ordinance as amended.

Master Planning Review – Law stated a map was provided for council identifying where the infrastructure improvements are in the agenda packet. Williams asked how completed jobs are tracked. CDD Altic and Law will go through the master plan and give an annual recap on what has been completed. Discussion occurred.

ADJOURNMENT

At 8:10 p.m. Williams moved, seconded by Margrave and passed 4-0, to adjourn the meeting.

Approved:

Donna Cook, Mayor

Attest:

Jessica McGowin, City Clerk