

**CITY OF LOUISBURG, KANSAS
MINUTES OF REGULAR MEETING
NOVEMBER 2, 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.

Council Members Steve Town, Donna Cook, Thorvald McKiernan, Kalee Smith, Sandy Harris
City Administrator Nathan Law
City Clerk Traci Storey
City Attorney
Police Chief Tim Bauer
Fire Chief Gerald Rittinghouse
Communications Coordinator Jean Carder
Public Works Supervisor Craig Hufferd
Visitors James Long, Mike Everhart, Bert Griggs

PLEDGE OF ALLEGIANCE

Councilmember McKiernan led the pledge of allegiance.

APPROVAL OF CONSENT AGENDA

Councilmember Harris asked to confirm that the minutes are correct on how the Polsinelli billing was done. Administrator Law confirmed it is 1/10th of an hour. Councilmember Sandy Harris moved, seconded by Councilmember Kalee Smith and carried 5-0, to approve the consent agenda to include adoption of the agenda, approval of the regular meeting October 19, 2020 minutes.

VISITORS

James Long of 508 N. 6th gave an update on his house repairs. The front porch was torn off this week. The contractor will start the front and back porch next week. He has replaced several things in the house as well. Councilmembers would like him to return to the December 7, 2020, meeting for another update.

PUBLIC COMMENTS

None

DEPARTMENT REPORTS

Police Department: Police Chief Tim Bauer said residents dropped off 62 pounds of medicine during the Drug Take Back Day. Chief Bauer thanked the City for allowing them to participate in the program.

Fire Department: Fire Chief Rittinghouse said the burn ban had been lifted.

Public Works: Public Works Supervisor Craig Hufferd talked about the leaves at the dump site. There are different options to take care of the burning problem. Hufferd found a trailer in Illinois that if purchased could be used to haul the leaves from the burn pile. Councilmember Town asked if this trailer could be used for other things. Hufferd said yes to haul equipment and other uses. Councilmember McKiernan said the trailer on the leaf machine was not included on the price provided. Councilmember Cook would like more information on local contractor's Bob Bazin's air curtain. Mike Everhart with Family View Farms, Osawatomie, talked to the Council on how their company would be willing to take the leaves. They could pick them up for \$90 a load or the City can drop them off. Councilmember Cook would like to see them mulched and taken to Family View Farms. Councilmembers had a lengthy discussion. Councilmember McKiernan moved, seconded by Councilmember Town and carried 5-0 to authorize the purchase the 83x14 dump trailer for \$9,400 and the Billy Goat loader in the amount of \$7,080.

Hufferd told the Council that the coin machine at the water tower needs to be replaced. The new machine being considered will take dollar bills and give change. Administrator Law said there is no need for a motion. This will be covered under normal maintenance.

CITY ATTORNEY'S REPORT

None

MAYOR'S REPORT

None

ADMINISTRATOR'S REPORT

WWTP Communication Tower Options: Following the last Council

meeting with discussion that included information on cost difference to change from triangular lattice structure to monopole for the wastewater treatment plant SCADA system, staff received an option from Micro-Comm regarding the utilization of the current lattice structures, and adding a relay to a tower structure currently located behind the Public Works building on South Rogers. By adding the relay, the two new towers would be able to reduce in height to less than 35 feet, which would allow for the lattice structure. The SCADA equipment on each tower is 900MHz with sufficient height, which does not require true line-of-sight as previously believed, and will work with current terrain and vegetation as well as future growth. This was confirmed with a radio path study by Micro-Comm showing good frequency between the locations.

Attached with this memorandum is the proposal for changes from Micro-Comm.

Bert Griggs with Micro-Comm discussed the project and answered questions from the Councilmembers. After discussion Councilmember Town moved, seconded by Councilmember Harris to accept the wireless changes as written. Councilmembers had discussion. Motion died 1-4 (Cook, Smith, Harris and McKiernan voting no.)

Councilmember McKiernan moved to have an independent company conduct a site study. Councilmember Town seconded. Councilmember Harris asked if the City will have to pay for this. Administrator Law said yes. Motion carried 5-0, to hire a third party independent site plan.

Building Code Update – Revisited: Administrator Law presented draft ordinances for updating codes and told Council these would be brought back as action items at a future meeting. For now staff is asking Council to review and consider further changes needed.

2021 Holiday Calendar and Considerations: City Administrator Nathan Law presented a list of recognized holidays, not all of which are City recognized but are included per City Code language, and additional considerations for each based on where they fall within their respective month/week. Councilmember Smith moved, seconded by Councilmember McKiernan and carried 4-0-1 (Town abstained) to approve the 2021 holiday calendar and other considerations, including providing the Thursday prior to both the Christmas and New Year's holidays.

FLIP: The Facades of Louisburg Improvement Programs for both residential and commercial use has had another successful year although not as many applicants

as last year. Staff attributes this to the uncertainty of the pandemic. This program provides \$15,000 for commercial applications and \$10,000 for residential applications. Business owners can receive up to \$2,500 while residents can receive up to \$500 to make improvements to the fronts of their businesses or home.

Staff would recommend changing the home valuation for residential applications. Currently homes must be valued under \$175,000. Property valuation in Louisburg has gone up 13% since FLIP began in 2018, according to statistics provided by the Finance Director. Also noteworthy, according to a local realtor, the “starter” home price in Louisburg is roughly \$202,872.

The FLIP programs are currently planned for in the 2021 budget.

Councilmember Smith moved, seconded by Councilmember Harris and carried 5-0, to approve FLIP for 2021 and increasing the property value to \$197,750 for resident applications.

Administrative Goals Update: Administrator Law said Council met in a special workshop to review administrative goals for the purpose of updating the list with additions or subtractions. Having had time since the workshop, staff would encourage Council to add or subtract from that list as they see fit at this meeting.

- Review and revamp building process – includes the process for applying and issuing building permits
- Weigh appropriate considerations for a Planning Director
- Review frequency of delays with requesting and fulfilling inspections, and consider whether a second on-call inspector is warranted
- Fill empty retail
- Consider future accommodations for Mixed-Use Development
- Analysis on Staffing and Efficiency – resulting in findings of possible improvements in areas of cross-training, staffing levels, or division or combination of duties.
- Pool enhancements
- Community/Recreation Center – Long-term/Intermediate-term goal
- Determine and support one grand event for Louisburg or a series of smaller events (long-term)
- Improve quality of life whenever/however possible (long-term)
- Notify, court & return builders to Louisburg (short-term)
- Identify and maintain focus of short-, mid- and long-term goals by:

- Regularly review with Council goals and objectives included in all master planning document
- Develop option for Council to create and utilize a Capital Improvement Fund for master planning goals and objectives
- Identify sources of funding available to transfer to a Capital Improvement Fund
- Review and advise on additional development incentives not currently included in the Louisburg Policy for Incentives for Economic Development
- Conduct recurring community surveys and utilize town hall meetings to discuss idea

Councilmember Town moved, seconded by Councilmember Harris and carried 5-0, to approve the list of administrative goals.

COUNCIL REPORTS

Councilmember Town: Councilmember Town said there are lights out by 68-69 Hwy by Price Chopper. Craig Hufferd said these have been turned into KDOT. We are hoping they are fixed soon.

Councilmember Smith: Councilmember Smith asked if there has been any interest for the City Attorney. Mayor Southard said he has three interested candidates.

Councilmember Cook: Councilmember Cook asked about the Covid Care Act. Administrator Law said we have accounted for all \$120,000. Miami County did have some additional money that businesses and individuals may qualify for. The City and Chamber has promoted those grants to local businesses and residents.

Cook asked about the chip and seal on the streets. Law said we are looking into options and will bring back next year.

Cook asked how many times the Chamber of Commerce was supposed to attend Council meetings. Administrator Law said at least once a quarter.

Councilmember Harris: Councilmember Harris said on Shoreline Drive the trees are blocking the street lights. Hufferd will call it into Evergy to have them trimmed.

Councilmember McKiernan: Councilmember McKiernan asked about street maintenance and asked if the City is considering oil seal options. Law said yes we are.

McKiernan would like to see the operating expenses for the Aquatic Center staff and operating expenses for 2020. Law said he would get the information.

ADJOURNMENT

At 7:36 p.m. Councilmember McKiernan moved, seconded by Councilmember Harris and carried 5-0, to adjourn the meeting.

Approved:

Marty Southard, Mayor

Attest:

Traci Storey, City Clerk