

**CITY OF LOUISBURG, KANSAS  
MINUTES OF REGULAR MEETING  
FEBRUARY 1, 2016**

The Council of the City of Louisburg, Kansas met at 6:30 p.m. in regular session in the City Hall Council Chamber. Mayor Marty Southard presiding.

Council Members David Cannon, Steve Town, Dave Maddax, Jean Carder, Carol Aust  
City Administrator Nathan Law  
City Clerk Traci Storey  
Police Chief Tim Bauer  
Press Jon VanPelt  
Visitors Elizabeth Ellis, Erin Ptacek, Crystal Clayton

**PLEDGE OF ALLEGIANCE**

Councilmember Dave Maddax led the pledge of allegiance.

**APPROVAL OF CONSENT AGENDA**

City Administrator Nathan Law would like to mention the Amended Agenda item 10E. Purchasing Policy, 10F Sewer Rate and 10E Executive Session for 10 minutes to discuss Personnel. Councilmember Aust inquired about the Richardson Electric bill and the Creative Display bill. After discussion Councilmember Jean Carder moved, seconded by Councilmember Dave Maddax and carried 5-0, to adopt the consent agenda to include adoption of the agenda, approval of the January 19, 2016 Council Minutes, and approval of the bills list.

**VISITORS**

Elizabeth Ellis and Erin Ptacek presented information regarding Earth Day. Special events will be held on Friday, April 22<sup>nd</sup> from 9 a.m. to 1 p.m. for the Broadmoor Elementary School 5<sup>th</sup> grade classes. This will be held at the Louisburg City Park. There will be Learning Stations, Soil Trailer, Soil Painting, Local Fish Education, Eco Elvis and Worm Workshop. On Saturday, April 23<sup>rd</sup> from 10 a.m. to 2 p.m. the Community is invited to

learn about the Earth through some of the same and new learning stations. Saturday Learning Stations include Solar Energy with the Kansas Sierra Club, Bird Exhibit with Operation Wildlife, Trash to Treasure Design, Community Mural Project and the Butterfly Lady. They asked if the Park could be ready for all the festivities. City Administrator Nathan Law said yes they will be ready. Councilmembers agreed that the Park Board should also be involved in this conversation. This event will not need a special event application. Park use is first come, first serve, but City Administrator Nathan Law will discuss a park reservation policy at the Park Board's next regular meeting one week from tonight.

### **PUBLIC COMMENTS**

None

### **DEPARTMENT REPORTS**

City Administrator Nathan Law and Public Works Supervisor Craig Hufferd have been busy with interviews for the public works positions. With the retirement of Kenny Seufferling and Wayne Knop we have 2 positions available. Administrator Law said we are still short on staff for this department. Councilmembers discussed and gave the ok to hire a 3<sup>rd</sup> public works employee.

### **CITY ATTORNEYS REPORT**

None

### **COUNCIL REPORTS**

**Councilmember Carder:** Councilmember Jean Carder asked about a new podium. City Administrator Nathan Law stated it was being worked on. Councilmember Carder asked if the City needed to change anything since the Louisburg Herald has changed to the Miami County Republican. Press Reporter Jon VanPelt said it still has Louisburg Herald and Osawatomie Graphic they have just consolidated three papers into one. Administrator Law said he would check with City Attorney Mary Stephenson to make sure we didn't need to change our official paper from the Louisburg Herald to Miami County Republican.

**Councilmember Aust:** Councilmember Aust had several items she would like to discuss with the Council.

- What is being done by the Merrill Company to get something in the old Alco building? They should have to come to the Council and let us know what they are doing with this building. Aust asked Administrator Law to contact them to come to a meeting. It was discussed that this is a privately owned facility and business, and cannot be forced to attend a council meeting, only invited to do so.
- Did anyone do a building permit since we changed our prices in January? Councilmember Carder stated yes in the report on your desk it says 4 permits were issued in January.
- What is the Parks Policy on renting out the Parks? Administrator Law stated there are no reservations for Ron Weers Park or City Parks. If someone would like to reserve the ball fields at Lewis/Young we do have a policy for fields. Aust thinks reservations should be made. Councilmembers said this should be taken to the Park Board.
- Aust thinks anyone over the age of 16 should be able to drive their Gator, or similar small vehicle, in town. Councilmember Cannon asked what would be the need to let people do this? She sometimes picks up limbs for people and it would be nice if she could take them on her Gator. City Administrator Nathan Law said there are regulations on state highways regarding off road vehicles, micro utility vehicles and the like. Police Chief Tim Bauer noted it is also a public safety issue. There are many off road vehicles that don't have break lights, turn signals, seatbelts, or head lights. Chief Bauer will bring back a draft ordinance at a later meeting for further discussion.
- Is the 4<sup>th</sup> of July a City run event? If so why are we taking donations from businesses all over town? The Legion donated \$5,000 why do we need more from other businesses?

Councilmembers said they have never been aware that a \$5,000 donation was received from the Legion for fireworks, for the 4<sup>th</sup> of July celebration. We take donations to help cover the cost of the fireworks. People can give free will donations if they choose to do so. City Administrator Nathan Law will check into if the Legion donated \$5,000 for the event.

- Aust attended the Planning Commission Meeting one topic discussed was dumping at the Agape Center. They are trying to resolve the issue with a fence.
- Aust asked what is the City going to do regarding the commercial property on North Broadway. It is a mess and something needs to be done about it. There is a couch and trash all over the place. Administrator Law will have someone take a look at it.
- What is being done about the downtown Chinese Restaurant? It has been sitting empty way too long. What can the City do with it? Councilmember Carder said we can't make anyone do anything with their own property. If taxes are being paid and it is kept up we can't dictate what people put in their store fronts just because they are empty. City Administrator Law said if there is an issue with broken windows or other cosmetic problems that is something we can take care of, but without proper reason there is little to do to force the property owner to utilize their building. Councilmember Aust told Administrator Law to invite them to a meeting as well.

## **MAYOR'S REPORT**

**GAAP Waiver Resolution:** Mayor Marty Southard presented the GAAP Waiver Resolution. Councilmember Jean Carder moved, seconded by Councilmember David Cannon and carried 5-0, to authorize Mayor Southard to sign the GAAP Waiver Resolution (2-1-16).

**Pool Pass Pricing:** Mayor Southard asked if Council had any thoughts on what they would like to see for the upcoming pool season pricing. At the last meeting pricing was given with different options for everyone to consider. Suggestions are as follows:

- Councilmember Carder said she liked the idea of 4 person family getting a pass for \$100.
- An individual pass could still be \$60.
- Councilmembers liked the idea of a punch card.
- A daily admission of \$4.
- The passes having a picture ID is something to still think about. The Daycares must provide enough adults for the child/adult ratio if they use that pass option. The front gate employee must check each pass. This has been lacking in the past years.

These are all suggestions City Administrator Nathan Law will compile into an updated pricing schedule and bring back as a final draft at the next meeting.

### **ADMINISTRATOR'S REPORT**

**Ordinance 1051:** City Administrator Nathan Law presented an Ordinance for Case No. 15001-Z: Property located at 6 South 3<sup>rd</sup> Street. Zoning change from “R-1” Single Family Dwelling District to “C-3” General Business District.

Also presented was an Ordinance for Case No. 15002-Z: Property located at 102 South Metcalf. Zoning change from “R-1” Single Family Dwelling to “C-3” General Business District.

Each lot currently has residential structures and varying accessory structures. The desired change suits any number of future options for the property owner. The requested change of both properties follows the intended Future Land Uses included with the Comprehensive Plan.

Councilmember David Cannon moved, seconded by Councilmember Jean Carder. After discussion it carried 5-0, to adopt Ordinance 1051 (Case 15001-Z).

Councilmember Jean Carder moved, seconded by Councilmember David Cannon and carried 5-0, to adopt Ordinance 1052 (Case 15002-Z).

**Employee Handbook Update:** City Administrator Nathan Law presented a draft handbook for Councilmembers to review. This will be tabled until the next meeting after Council has time to review.

**Mobile 311:** City Administrator Law presented information regarding an app for smart phones that a person could download for reporting a pothole, animal nuisance or any problem they might see in the City. This information would go back to City Hall where it would be documented and a response would be given to the customer. The cost is upward of \$4,000 for this tracking application. Administrator Law said currently available on our website we have a Request Tracker module that the City would be able to utilize for the same benefit at no additional cost. Councilmembers agreed the website is a better option in the short term. Administrator Law will get more familiar with it and keep the Council updated on the progress.

**Purchasing Policy:** City Administrator Nathan Law presented a draft purchasing policy to update current purchasing processes. This item will be discussed at the next meeting.

**Sewer Rate Changes:** City Administrator Law presented information regarding anticipated sewer rate increases. The intent of the sewer rate adjustment is to garner funds for the initial stages of the engineering and design of the wastewater treatment plant. A public meeting needs to be scheduled so residents have an understanding of the increase. Councilmembers had discussion. A Public Forum is set for Wednesday, February 17<sup>th</sup> at 6:30 p.m. in the Council Chamber. The information will be put in the paper along with our website, Facebook and community board.

**Executive Session:** Councilmember Jean Carder moved, seconded by Councilmember David Cannon and carried 5-0, to recess into executive session for 10-minutes to discuss a personnel matter.

### **EXECUTIVE SESSION**

The Council recessed into executive session at 8:07 p.m. and reconvened at 8:17 p.m.

**REGULAR SESSION**

No action following the executive session.

Mayor Southard read a thank you note from John Watts.

**ADJOURNMENT**

At 8:19 p.m. Councilmember Jean Carder moved, seconded by Councilmember David Cannon and carried 5-0, to adjourn the meeting.

Approved:

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Marty Southard, Mayor

Attest:

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Traci Storey, City Clerk