

**CITY OF LOUISBURG, KANSAS  
MINUTES OF REGULAR MEETING  
APRIL 4, 2016**

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 David Cannon, Steve Town, Dave Maddax, Jean Carder, Carol Aust  
City Administrator Nathan Law  
City Clerk Traci Storey  
Finance Director Pat McQueen  
Police Chief Tim Bauer  
Press Jon VanPelt  
Visitors John Cisetti, Sean Gordon, Mary Herrstrom, Janet McRae

**PLEDGE OF ALLEGIANCE**

Councilmember Dave Maddax led the pledge of allegiance.

**APPROVAL OF CONSENT AGENDA**

Councilmember David Cannon moved, seconded by Councilmember Steve Town and carried 5-0, to adopt the consent agenda to include adoption of the agenda, approval of the March 21, 2016 Council Minutes, and approval of the bills list.

**VISITORS**

Louisburg High School Band Director John Cisetti told the Council what a great honor it is representing Louisburg for the last 37 years. The Louisburg Band has traveled to many events around the USA. The one place they would like to go is the Rose Bowl Parade. For many years they have sent applications to the Rose Bowl and last year a new video was added. This year Mr. Cisetti got a phone call from someone from the Rose Bowl saying once again they were not selected, but they were in the top 25. Suggestions were the Band needed more members and to be louder than what the previous video had provided. Mr. Cisetti is now having the 8<sup>th</sup> grade band play with the high school and would like an updated video to send. He is asking permission to close Broadway from 1<sup>st</sup> to 2<sup>nd</sup> street on April

25<sup>th</sup> for around an hour for the band to shoot replacement video. The Business owners were contacted and everyone was in support of the idea. Councilmember Jean Carder said it would be nice to get people out on the sidewalk wearing purple. Councilmember Town said he could have the Boy Scouts put the flags up along Broadway. Councilmember Maddax would like to get the Veterans from the Legion involved as well. Councilmember Jean Carder moved, seconded by Councilmember David Cannon and carried 5-0, to approve the closure of Broadway, from South 1<sup>st</sup> to South 2<sup>nd</sup> Streets, for 1 hour on April 25<sup>th</sup> for the Louisburg High School Band to shoot replacement video. May 2<sup>nd</sup> will be the rainout date.

Sean Gordon with Mize Houser & Company presented the 2015 City Audit. The only recommendation they have is to add an accounting clerk, which the City is hiring for now. The Governing Body thanked Finance Director Pat McQueen and Mize Houser & Company for all their work on the audit. The Audit was received and filed.

### **PUBLIC COMMENTS**

Mary Herrstrom 29085 Rogers Rd said she has had her house on the market for over 2 years. She lives across the street from the public works building. The feedback from potential buyers is they wouldn't want to live across from the Public Works Department. Herrstrom is asking if the City could improve the landscaping with some trees or shrubs. City Administrator Nathan Law said he would look into the request, but there is so much rock it's hard to get things to grow there.

### **DEPARTMENT REPORTS**

Police Chief Tim Bauer said they have hired Nathan Bell for the full time position. He will start on April 11<sup>th</sup>, 2016. This is the first time the Department has been at full staff for several years.

City Administrator Nathan Law asked Councilmembers what colors they would like for the water tower by the High School. Councilmembers agreed to keep outside the same color, but they would like purple letters.

### **CITY ATTORNEYS REPORT**

## **COUNCIL REPORTS**

**Councilmember Maddax:** Councilmember Dave Maddax said he was contacted by Library Board Member Bryce Smith. When asked about the Library Councilmember Maddax said the Council just talked about this at the last meeting and everyone wants it to stay on Broadway.

Maddax said he will keep bringing up that he would like a Welcome to Louisburg sign. Mayor Southard asked him to research the costs and where it would be put and bring back to the next meeting. Maddax thought Administrator Law could help with this.

Maddax asked Police Chief Bauer about what he found out regarding the speed limit on Rogers Road where his daughter got her ticket. Chief Bauer said the speed limit is 25 mph, but perhaps the speed sign for northbound traffic could be located closer to W. 287<sup>th</sup>/S. 16<sup>th</sup> Street.

## **MAYOR'S REPORT**

**Furnishings for City Hall:** Mayor Marty Southard asked what the Council would like to have a projector in the Council Chambers. Councilmember Jean Carder said some day it would be nice if we could go paperless with each Councilmember having a tablet or laptop. Councilmembers agreed to have City Administrator check into prices for a smart television and mounting bracket for the Council Chambers for presentation purposes.

**Street Paving:** Mayor Marty Southard said Administrator Law was getting a couple of lists of potential streets for paving this summer. Administrator Law provided copies of listed streets and associated maps. Included therein is a “wish list” and a “priority list”. Council members were asked to review projects, make recommendations for additional projects or reprioritize the list, and bring recommendations to the next meeting for discussion.

## **ADMINISTRATOR'S REPORT**

**Economic Development Mini Grant Program:** Miami County Economic Development Director Janet McRae spoke to the Council about the proposed

Community Mini-Grant Program. City Administrator Nathan Law has the following background on the program.

Background: This program was offered through Miami County previously, perhaps in another format than this one. This program was up for consideration of renewal, and both Paola and Louisburg staff expressed interest in renewing the program. Staff from both cities also reviewed the content of the application and considerations, as well as discussed local matching possibilities to stretch program dollars further. Following that discussion, it was agreed that if Miami County is willing to continue to set aside funding for such a program, that all interested cities would recommend Councils agree to a programmatic match of up to 100% of the maximum \$250 per applicant provided through Miami County, for a qualifying project maximum of \$500. The funds are intended for use as follows:

**Tuition Payment** - Course designed to improve the firm's operations and expand services are a high priority. Examples of these courses may include customer service training, workforce training and financial management. Training may be for either the firm's ownership team or key employees.

**Counseling or Professional Service Assistance:** Businesses needing professional services and counseling may apply for assistance through this program. Examples of potential assistance include funding to consult with an attorney, accountant, marketing specialist or other professional service providers capable of providing direction regarding the business' services, operations or potential for expansion.

Economic Development Director Janet McRae told the Council this a great opportunity for business owners. Councilmember Carol Aust said \$500 isn't enough to accomplish much these days. Aust asked McRae why she couldn't help with those qualifying services. McRae responded she can't give legal advice to anyone, but this program can help offset those costs. Councilmember Jean Carder said she feels that \$500 is a big help for small business owners. If there is no interest we have nothing to lose. Councilmember Town asked if you could be billed monthly. McRae said it is in a special account and they could absolutely bill it how the city would like. Councilmember David Cannon moved, seconded by Councilmember Jean Carder and carried 4-1 (Aust voting no), to participate in the Community Mini-Grant Program.

**Natural Gas Hedging for 2016-2017:** City Administrator Nathan Law said he has been in contact with Neal Shaw, Account Manager with US Energy

Services, to discuss updated hedge pricing and opportunity for expected gas supply for the coming winter (2016-2017) for a strip price of approximately \$2.82 per Dekatherm. Shaw recommended layering in hedging percentages, so this proposal includes 25% and an option to purchase up to a recommended maximum of 50% later in the year. After discussion Councilmember Jean Carder moved, seconded by Councilmember Dave Maddax and carried 5-0, to proceed with staff's recommendations for the 25% hedge now with likelihood of additional hedging later in the year, not to exceed 50%, should pricing become more favorable.

**Peoples Services LLC - Video Service Provider R-O-W Agreement:** People's Services LLC, a telecommunications company located in LaCygne, KS has approached the City for locating fiber optics in right-of-way. The Kansas Corporation Commission recently approved an extension of this company's Video Service Provider (VSP) permit to allow for this location. As a VSP, state statute limits how the City can control provision of cable and television providers within city limits, precluding franchise authority by the City. However, these providers may be assessed a video service provider fee of up to 5% gross revenue. Additionally, the City requires and will issue a right-of-way access permit for installation of utility lines, having collected the fee of \$65 and having been provided with a performance bond of \$2,000 for repairs for any damage to rights-of-way not fixed during installation or shortly thereafter.

Following discussion, staff recommended approval of the Video Service Agreement as presented. Councilmember Jean Carder moved, seconded by Councilmember Steve Town and carried 5-0 to approve the right-of-way agreement.

**Fox Hall Request:** City Administrator Nathan Law received a request from Theresa Vickrey asking permission to paint Fox Hall. The color would remain the same and they have volunteers to do the painting. Councilmember Steve Town moved, seconded by Councilmember Dave Maddax and carried 5-0, to approve to purchasing paint for Fox Hall.

**Waste Water Treatment Plant:** Administrator Law said the next phase of this project is the Facility Plan, the process for getting into the finest detail possible for the appropriate treatment method and capacity for Louisburg.

Options at this point are to consider extending the existing contract with Larkin, Lamp, Rynearson (LLR); send out a Request for Qualifications (RFQ) for

a Design-Build process that will consider the Facility Plan separately; or send out a RFQ for a traditional Design-Bid-Build process including the Facility Plan. Because the City is intending to pay for the Facility Plan with identified/existing funds, not reimbursed through State Revolving Fund (SRF), there is no requirement for a RFQ. However, there will be a requirement for future professional service to follow procurement process for any reimbursements intended through the SRF, currently planned for use by LLR. Councilmembers had discussion on advantages and disadvantages of the options presented. Councilmember David Cannon moved, seconded by Councilmember Dave Maddax and carried 5-0, to proceed with the Design-Build option.

**Work Session:** Mayor Marty Southard said the work session last week went very well. Administrator Law will bring back a comprehensive plan update RFP at a future meeting.

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

### **EXECUTIVE SESSION**

The Council recessed into executive session at 8:02 p.m. and reconvened at 8:12 p.m.

### **REGULAR SESSION**

Councilmember Jean Carder moved, seconded by Councilmember Steve Town and carried 5-0, to accept City Attorney Mary Stephenson's resignation. Nate Sutton was appointed to serve as Interim City Attorney.

### **ADJOURNMENT**

At 8:14 p.m. Councilmember Jean Carder moved, seconded by Councilmember David Cannon to adjourn the meeting. Motion carried 5-0.

Approved:

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Marty Southard, Mayor

Attest:

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Traci Storey, City Clerk