

**CITY OF LOUISBURG, KANSAS
MINUTES OF REGULAR MEETING
MARCH 18, 2019**

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 Lee Baer, Steve Town, Kalee Smith, Sandy Harris,
Thorvald McKiernan
City Administrator Nathan Law
City Clerk Traci Storey
City Attorney
Police Chief Tim Bauer
Communications Coordinator Jean Carder
Public Works Supervisor Craig Hufferd
Fire Department Brad Seely & Jerry Rittinghouse
Press Doug Carder
Visitors Holly McLain

PLEDGE OF ALLEGIANCE

Councilmember Thorvald McKiernan led the pledge of allegiance.

APPROVAL OF CONSENT AGENDA

City Administrator Nathan Law said 10F was missed on the Agenda. The date should also be March 18, 2019. Councilmember Sandy Harris moved, seconded by Councilmember Kalee Smith to approve the consent agenda to include adoption of the agenda, approval of the March 4, 2019, minutes and bills list. Motion passed 5-0, with the changes to the Agenda.

VISITORS

Holly McLain representing the Louisburg Library presented information regarding the End of Summer Bash. The event will take place on Friday, August 2, 2019 from 7:00-8:30 p.m. McLain is asking to close 2 blocks on Broadway for the event. Councilmember Steve Town moved, seconded by Councilmember Kalee Smith and carried 5-0, to close 2 blocks on Broadway for the Summer Bash on August 2, 2019.

PUBLIC COMMENTS

None

DEPARTMENT REPORTS

Fire Chief Brad Seely stated that he and Jerry Rittinghouse both worked 9 hours last Thursday because the air compressors had stopped working. They found a used replacement unit in Wichita, KS and picked them up. They notified the County who was very appreciative regarding the cost of the current replacement and the plan for a new replacement when needed. Seely said the new fire truck would be in Louisburg tomorrow. Only four fire calls were received in the last two weeks.

Police Chief Tim Bauer said he has been working on filling the vacant full-time police officer position with a qualified candidate to serve the Louisburg community. Warren Day Jr. has applied for the full-time officer position and has successfully completed the Police Department's hiring process to become a police officer. This would give the department 11 full-time officers and 3 part-time. Bauer said he hopes to be able to hire one more full-time officer. Having the KP&F benefit that is coming next year has been helpful. Councilmember Kalee Smith moved, seconded by Councilmember Thorvald McKiearnan and carried 5-0, to hire Warren Day Jr. as a full-time officer with pay scale grade 2-4B.

COUNCIL REPORTS

Councilmember McKiearnan: Councilmember Thorvald McKiearnan asked who monitors the food trucks that come into town. City Administrator Law said City Clerk Traci Storey gets a background check, food license, and payment for either a 6-month license or daily license.

Councilmember Harris: Councilmember Sandy Harris said the St. Patrick's Day Parade was great this weekend.

Councilmember Smith: Councilmember Kalee Smith said the recycling at Price Chopper was overflowing. Councilmember Steve Town said the Boy Scouts meet on Mondays and pick up the cans following their meeting, which should occur this same evening.

Councilmember Baer: Councilmember Lee Baer asked about the vandalism at Lewis-Young Park over the weekend. Public Works Supervisor Craig Hufferd said the soccer nets were repaired earlier today. The Park has working lights and everything is back to normal.

MAYOR'S REPORT

Fire Chief Update: Mayor Marty Southard asked for an update on the Fire Chief position. Administrator Law said a review committee has narrowed the applicants down to the final three. The interviews will be March 30, 2019. Administrator Law hopes to have an executive session at the next Council Meeting to discuss and authorize an offer.

ADMINISTRATOR'S REPORT

Council Projects for 2020 and Future Years: City Administrator Nathan Law said an item presented to Council in the past is a consideration for projects that should be focused on as priorities for the next year budget. This is a good time to start thinking about what items or projects should include for consideration during the budget process for 2020. Administrator Law is requesting Council to compile a list of items for 2020 and beyond they think should be a city priority when discussing budgeting and funding of projects.

Mayor Southard said he would like to see pool enhancements and sidewalks continued. He asked how when the N. Metcalf sidewalks will be done. Administrator Law said hopefully this week the weather will be better and they will get back to working on them.

City Administrator Law asked Councilmembers to email their list of projects for consideration to him by the end of the week. Staff will then compile the list and return for approval at the following Council meeting.

Fire Department Command Staffing: Administrator Law presented pay considerations for interim Fire Chief to be a set monthly stipend in the amount of \$1,500/month and individual will still receive call pay. Assistant Fire Chief pay is intended to be set as a monthly stipend in the amount of \$1,200/month and each individual will still receive call pay. Previous stipends were \$750 & \$600 per month. This would be until a full-time Fire Chief is hired and assumes command. Councilmember Sandy Harris moved, seconded by Councilmember Lee Baer and

carried 4-0-1 (Town abstained) to accept the pay recommendations until a full-time Fire Chief is hired.

Aquatic Center Design Options: City Administrator Nathan Law said recently the Council had conversation that included aquatic center design considerations planned for 2019. The three methods include Design-Bid-Build (D-B-B), Design-Build (D-B), and Construction Manager At Risk (CMAR). Separate from delivery method considerations for the anticipated scope of this project staff strongly recommends Council include the requirement for third-party inspection by an engineering or construction management firm of the City's choosing. Councilmembers had discussion. Councilmember Lee Baer moved, seconded by Councilmember Kalee Smith to use the Design-Bid-Build for the aquatic center. Councilmembers had discussion wanting to make sure the third-party inspections were added to the motion. Motion carried 5-0.

Stormwater – Systematic Culvert Maintenance Prioritization: At the last meeting it was requested staff create a systematic approach to prioritizing maintenance of cleaning and replacing or installing culverts, and to focus efforts on the older areas of Louisburg first. Council review of the draft prioritization will need to also take into consideration the following estimates of staffing and equipment needs.

Cleaning Culverts with current jetter and hand digging ditches.

- A. Currently have an old well used jetter that will need to be replaced as soon as possible – \$90,000
- B. New ditch bucket for the mini excavator – \$2,000
- C. 1 to 2 new full-time employees – \$16-\$18/hour/employee (may need one additional employee depending on summer help)
- D. 1 to 2 new part-time employees – \$10-\$12/hour/employee (additional to current summer help)
- E. F550 dump bed truck – currently owned
- F. Truck, mini excavator, and trailer – currently
- G. Truck and jetter – currently owned
- H. Hay and seed – \$10/800 s.f.

Councilmember McKiernan thinks we need to have someone drive the mini excavator going up and down blocks cleaning out gutters rather than just focusing on certain culverts. A person could be behind with a truck doing the pickup. He was in favor of hiring some full-time and part-time employees and summer help and get going to clean the culverts. City Administrator Law said at this time we

only have five public works employees. Mayor Southard said we need to get the rest of the automated meters in. Councilmembers had discussion. Council would like Administrator Law to come back with more estimates for seasonal labor.

Field Rentals: Administrator Law presented information the Park and Tree Board had discussed over a series of meetings regarding field use and parks reservation policies. Through a series of discussion with that board, staff has compiled the set of policies to encompass both aspects of reserving facilities within various parks of the City of Louisburg. Currently listed within the ball field portion is the prioritization of both USD 416 and Louisburg Recreation Commission-former prioritization was granted to LARA, which was absorbed into the LRC last year. Additional information regarding camping rates is included as well, to cover as much of the various parks use within the single document.

Various fees are listed within the policy document and are based on discussion and recommendation of the Park and Tree Board. Councilmember Thorvald McKiernan moved, seconded by Councilmember Kalee Smith and carried 5-0, to authorize Mayor Southard sign Resolution 3-18-19A, which references Field Rental & Park Reservation Policies.

Small Cell Tower Aesthetic Design Standards: City Administrator Nathan Law presented an ordinance and referenced Small Cell Tower Aesthetic Design Standards, adding Section 621 to Article 6 Supplementary District Regulations within the City of Louisburg Zoning Regulations of 2010. Councilmember Sandy Harris moved, seconded by Councilmember Steve Town and carried 5-0, to authorize Mayor Southard sign the Ordinance 1104.

WWTP Eminent Domain Process: Administrator Law presented a resolution for Council consideration regarding the eminent process for obtaining property essential to the wastewater treatment plant project. The reason for this consideration is based primarily on the permanent and temporary construction easements for placement of force main lines connecting the north lagoon future pump station to the south lagoon future treatment plant. These easements are necessary to complete the project, and are required by KDHE to have secured prior to any construction beginning. If current negotiations do not move forward to an acceptable agreement with all property owners, this process allows for the City to condemn and appropriate property. Councilmember Thorvald McKiernan moved, seconded by Councilmember Steve Town and carried 5-0, to adopt Resolution 3-18-19B.

Replacement Tractor Bids: Staff sought and received three bids for a new tractor to replace existing tractor at Lewis-Young Park. The old tractor will be sold on Purple Wave. Staff asked for bids on a 60-70 hp 2x4 with a cab and a 2x4 with no cab. Staff recommends the purchase of the Kubota M69060HFC with cab for \$30,619.73 (\$35,000 was budgeted). Based on past experience, Kubota tractors, mowers, excavators and RTV's offer a quality product that doesn't require too much maintenance. Councilmember Steve Town moved, seconded by Councilmember Lee Baer. Councilmembers had discussion. Motion carried 5-0, to purchase the 2x4 60HP Cab from Kubota in the amount of \$30,619.73.

Thank you note: Mayor Southard read a thank you note from John Watts thanking everyone for the retirement gifts.

Councilmember Thorvald McKiernan said with the user fees increasing for the Park Budget he thinks that will bring in \$15,000 - \$20,000 each year. Administrator Law said he would look into it.

ADJOURNMENT

At 7:28 p.m. Councilmember Sandy Harris moved, seconded by Councilmember Thorvald McKiernan to adjourn the meeting. Motion carried 5-0.

Approved:

Marty Southard, Mayor

Attest:

Traci Storey, City Clerk