

LINDSBORG CITY COUNCIL  
January 18, 2021– 6:30 p.m.  
Meeting Minutes

**MEMBERS PRESENT:**

Becky Anderson, Rebecca Van Der Wege, Ed Radatz, Blaine Heble, Mark Friesen, Jodi Duncan, Emile Gallant, Kirsten Bruce

**ABSENT:** Rick Martin

**OTHERS PRESENT:**

Lucas Neece, Roxie Sjogren, Bill Gusenius, Greg DuMars, Larry Lindgren, Chris Lindholm, Scott Wolf, Holly Lofton

The meeting was called to order at 6:30 p.m. by Mayor Becky Anderson followed by the pledge of allegiance.

**PUBLIC INPUT:** No public input

**AMENDMENTS TO THE AGENDA:**

There will be no executive session.

Ordinance No. 5278: Section 1 (5)-the typo has been corrected.

**MAYOR'S REPORT:**

Mayor Anderson stated that "things continue to be cancelled and COVID rages on." Please wear your masks.

**CONSENT AGENDA:** Kirsten Bruce moved to approve the minutes of the January 4, 2021 regular council meeting, Payroll Ordinance 5276, and Purchase Order Ordinance 5277. Motion seconded by Rebecca Van Der Wege and passed unanimously by roll call vote.

**APPOINTMENTS:** No appointments

**PLANNING & ZONING:** No report

**OLD BUSINESS:** No old business

**NEW BUSINESS**

**Financial Adviser Engagement Letter**

Staff continues to work on the Sprout House new building project as an important economic development opportunity. The issuance of Industrial Revenue Bonds is being considered for two reasons: 1) provide some flexibility in the fundraising for the project by spreading the cost out over the life of a bond and 2) provide a vehicle to avoid sales tax on the purchase of construction materials.

Sprout House is a 501(c)3, under state statute that does not automatically qualify a building project for sales tax exemption. On this project, we estimate that the sales tax to state, county, and city amounts to approximately \$100,000.

The agreement presented to Council was with Stifel, Nicolaus & Company. Bret and Steve Shogren have been City of Lindsborg financial advisors for many years and have agreed to serve in that role for this project for a fee of \$10,000 payable if bonds are sold.

Blaine Heble moved to approve the engagement agreement with Stifel, Nicolaus & Company in the amount of \$10,000 for financial advisor services. Seconded by Emile Gallant and passed unanimously by roll call vote.

**2020 Local Sales Tax Transfer**

2020 local sales tax information was presented to Council at the December 21, 2020 council meeting. At the time, December revenues had not yet been received. However, there was enough information available to allow Council to approve the transferring of \$50,000 to the Equipment Reserve Fund.

The information below contains information on the entire 2020 local sales tax revenues and the distribution between the 1% and ½% portions of the tax. Additionally, the final numbers for the Sundstrom Conference Center are now available and are reflected at the bottom third of the attached document.

#### 2020 LOCAL SALES TAX TRANSFER

The City of Lindsborg collects a one-half percent sales tax locally—the proceeds of which are to be used for capital improvements of the City. Collection of an additional one percent sales tax was implemented effective July 1, 2010 with proceeds received by the City starting in September 2010. The intended uses of this additional local sales tax are three-pronged: 1) property tax relief, 2) economic development and 3) infrastructure.

There has been \$590,401.96 in local sales tax collections for the year 2020. Of this amount, \$393,601.31 can be attributed to the one percent sales tax. These funds were used as follows: 1) An amount to equal to 4.5 mills was designated for property tax relief. This would calculate to be \$112,810.82; 2) \$183,580.00 was applied towards the Sundstrom Conference Center bond; 3) \$60,000.00 was used to chipseal City streets. Add the unallocated carryover from 2019 and that would leave a balance of \$138,351.31 to be used for economic development and/or infrastructure.

By subtraction, the remaining \$196,800.65 can be attributed to the local one-half percent sales tax. It is proposed to apply the amount of \$103,951.26 toward capital outlay items as listed below. This would leave \$92,849.39 available to be transferred at year-end to the Capital Improvement fund. (\$50,000.00 was budgeted to be transferred in 2020.)

#### **PROPOSED SALES TAX APPLICATION**

Computer Upgrade	\$21,293.64
Patrol Car & Equipment	\$32,659.47
File Cabinets (Police Department)	\$321.86
Desk (Police Department)	\$392.25
Bulletproof Vest (Police Department)	\$1,820.85
6 Tasers (Police Department)	\$1,584.00
Server For Watchguard Video (Police Department)	\$775.00
Mobile Radios (Police Department)	\$11,876.12
Body Camera (Police Department)	\$480.00
Stalker Traffic Data Collector (Police Department)	\$2,078.00
Gun Clearing Trap (Police Department)	\$571.00
Chipseal City Streets—Balance (Street Department)	\$4,469.60
City Share of CCLIPS Project (Street Department)	\$11,274.47
72" Rotary Mower (Street Department)	\$450.00
½ cost Alma Swensson Sculpture (Park Department)	\$7,500.00

Sundstrom Conference Center Lobby Furniture	\$6,405.00
TOTAL	\$103,951.26

It is therefore proposed that \$50,000.00 of local sales tax monies be transferred to the Equipment Reserve Fund in 2020. This would make the balances in the Equipment Reserve Fund \$62,997.16 and the Capital Improvement Fund \$22,057.14.

The Sundstrom Conference Center has operated at a loss in 2020. As of year-end, revenues deposited have been \$45,611.65 and expenditures have been \$103,354.52. This results in a net operating deficit of \$57,742.87 For the year. (Deficits in prior years were \$101,987.67 in 2013; \$80,307.03 in 2014; \$70,656.60 in 2015; \$54,388.90 in 2016; \$34,809.35 in 2017; \$82,991.46 in 2018; and \$27,444.33 in 2019).

With Council approval, the net operating deficit of \$57,742.87 from the Sundstrom Conference Center was applied against the \$138,351.31 in unallocated local one cent sales tax funds. These funds would fall under the category of economic development.

No action required. Information is to update City Council as to the final totals of local sales tax received. The allocation and transfer requests were made and approved at the December 21, 2020 council meeting.

**Stop Signs at Washington and Union Streets**

On September 19, 2020, there was a traffic accident that occurred between two cars at Union and Washington Avenue that caused one of those vehicles to careen off the other and hit a house. This generated multiple concerns from residents and Council members. As a result, the Police Department was asked to conduct a survey of the area to determine the need for traffic control devices. The Police Department purchased a traffic data collection device to monitor and collect traffic data to assist in determining the necessity for traffic control devices at that intersection.

The device was mounted for a total of 4 weeks; 1 week in each direction to collect a comprehensive picture of traffic flow throughout the area.

According to both the U.S. and Kansas Department of Transportation guidelines, intersections should have one or more of the following conditions for a two-way STOP control to be installed:

- At an intersection of a minor and major road, where the application of the normal right-of-way-rule would be inappropriate.
- At a street entering a through highway or street.
- At an unsignalized intersection in a signalized area.
- At locations where high-speed traffic, restricted view, or crash records indicate a need for a STOP sign control.

Given the data collected, the design of the area around that intersection, the lack of traffic control devices currently in place, community concerns, and the Federal and State Department of Transportation guidelines, stop signs should be placed on Washington Street for north and southbound traffic.

Kirsten Bruce moved to approve stop signs being posted on Washington Street for both north and southbound traffic at a cost of \$180. Seconded by Ed Radatz and passed unanimously by voice vote.

**Ordinance No. 5278 – City Attorney and City Prosecutor**

Under current Lindsborg Municipal Code, the City Attorney serves two functions. One function is as city attorney reviewing and administering the legal affairs of the City as well as support to City Council. The other function is to serve as City Prosecutor representing the City in municipal court trying cases for alleged violations of citations and municipal code. Ordinance No. 5278 would establish separate offices of City Attorney and City Prosecutor. The separation of the City Attorney and City Prosecutor provides flexibility in the appointment by enabling two different individuals or law firms to be appointed.

Rebecca Van Der Wege moved to approve Ordinance No. 5278 amending Section 2-276 and section 2-108(a) and adding Section 2-277 to the Lindsborg Municipal Code. Seconded by Emile Gallant and passed 6-0 with Councilmember Mark Friesen abstaining.

**February 15, 2021 City Council Meeting Time Change**

A City Council workshop is scheduled on February 15, 2021 with Shockey Consulting to review a draft of the Comprehensive Plan. The workshop is to begin at 5:30 pm and last until 7:30 pm. February 15, 2021 is also the evening of a regularly scheduled City Council meeting which by ordinance are to begin at 6:30 pm. Due to the conflict of overlapping time between City Council work session and the regular City Council meeting there is a necessity to change the starting time for the regular City Council meeting. City Council action is needed to change the start time to 7:45 pm.

Mark Friesen moved to change the February 15, 2021 regular City Council meeting to start at 7:45 pm. Seconded by Ed Radatz and passed unanimously by voice vote.

**EXECUTIVE SESSION:**

There was no executive session.

**OTHER:**

No other comments.

**ADJOURNMENT:** Moved by Kirsten Bruce, seconded by Mark Friesen and passed unanimously. Adjourned at 6:48 p.m.

Respectfully Submitted,  
Roxie Sjogren  
City Clerk