

**LINDSBORG CITY COUNCIL**  
**Lindsborg City Hall**  
**December 20, 2021– 6:30 p.m.**  
**Meeting Minutes**

**MEMBERS PRESENT:**

Tanner Corwin, Corey Peterson, Blaine Heble, Kirsten Bruce, Rick Martin, Clark Shultz, John Presley, Rebecca Van Der Wege

**MEMBERS ABSENT:**

Emile Gallant

**OTHERS PRESENT:**

Greg DuMars, Roxie Sjogren, David Hay, Chief Davis, Lucas Neece, Chris Lindholm, Holly Lofton, Beth Ferguson, Richard Bergstrom

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

**PUBLIC INPUT:**

There was no public input.

**AMENDMENTS TO THE AGENDA:**

City Administrator Greg DuMars asked that Item H/Tyler Meter Reader Interface be added to the agenda.

**MAYOR'S REPORT:**

Mayor Shultz commented how we have had an interesting two weeks with earthquakes, a power outage and wild weather. He thanked the City for thinking ahead and being proactive with items like tree trimming to minimize issues during these events. Last Friday was the retirement reception for City Administrator Greg DuMars.

**CONSENT AGENDA:** Kirsten Bruce moved to approve the minutes from the December 6, 2021, regular Council meeting, Payroll Ordinance 5335, and Purchase Order Ordinance 5336. Motion seconded by Rick Martin and passed 7-0 by roll call vote.

**Appointments**

There were no appointments.

**Planning and Zoning:**

No report.

**OLD BUSINESS:**

No old business.

**NEW BUSINESS:**

**2021 Budget amendment Amending the Ambulance and Electric Budgets**

The Ambulance Fund budget and the Electric Fund budget need to be amended to account for extraordinary unbudgeted events that have impacted both revenue and expenditures. Due to the demands of fulfilling shift coverage for EMS, the City contracted with American Medical Response (AMR) to provide 24/7 EMS coverage. This expenditure was not anticipated when the 2021 budget was adopted. The impact to the Ambulance Fund budget is a decline in Service Charges of approximately \$100,000. There also is an increase in Contractual Services of approximately \$190,000. The City received funds from the American Recovery Plan Act (ARPA) and \$187,500 of ARPA funds were used to offset the increase cost for the AMR contract.

Winter Storm Uri in February 2021 caused an extraordinary increase in the cost of wholesale electric power and an extraordinary increase in consumption. The average February wholesale electric cost is approximately \$160,000. The cost in February 2021 was over \$1 million. A low-interest loan in the amount of \$775,000 was secured through the State of Kansas. The Electric Fund budget needs to be amended to account for the low interest loan revenue and for the debt service in paying the loan costs. This is reflected in the increased debt service line item. The sales revenue for 2021 is also higher to reflect the increased consumption and increased sales due to that consumption.

**Council President Martin moved to approve the amended 2021 Ambulance Fund budget and the 2021 Electric Fund Budget. Seconded by Councilperson Heble and passed 7-0 with a roll call vote.**

#### **Cereal Malt Beverage (CMB) License Approval**

The city has received two applications for Cereal Malt Beverage renewals for 2022 from YesWay and White's Foodliner. All applications have been reviewed, background checks completed by the KBI and the proper application fees have been received.

**Councilperson Heble moved to approve YesWay and White's Foodliner applications for CMB licenses for 2022. Seconded by Council President Martin and passed 7-0 by voice vote.**

#### **Cost of Living Allowance (COLA)**

Annually, City Council reviews a Cost-of-Living Allowance for city employees. Historically, the benchmark used has been the Consumer Price Index (CPI) for the Midwest Region. Through November 2021, the Midwest CPI is 7.3%. 3.00% is budgeted for a COLA increase. The recommendation is for a 5.0% Cost of Living Allowance for all regular full-time employees. The budgeted amount of a 3.0% increase is a total of \$57,704.40. The total amount of a 5.0% increase is \$96,174.00. In 2021, the budgeted COLA was 2.0%, but the November 2020 Midwest CPI was 1.0%. A 1.0% COLA was approved for 2021.

**Councilperson Heble moved to approve a 5.0% COLA effective January 1, 2022, for all regular full-time employees. Seconded by Councilperson Van Der Wege and passed 7-0 by roll call vote.**

#### **City Hall HVAC Roof Top Units (RTU) Quotes**

There are two rooftop HVAC units (RTU's) on City Hall. The units were serviced because they were not cooling. The RTUs are leaking coolant but the leaks could not be found. The units are 12 years old and were installed on City Hall during the 2009-2010 renovation. Quotes were solicited from five different vendors and three vendors responded. The request was for the replacement of the RTU evaporator coils, driers and refrigerant. Pestinger Heating & Air Conditioning provided a quote for the work in the amount of \$6,950.00. Pestinger Heating & Air is also preparing a quote to replace the RTUs. Comfort Heating & Air provided a quote in the amount of \$19,136.55 for the work requested. Comfort Heating & Air also provided a quote in the amount of \$22,325 to replace the RTUs. Callabresi Heating & Cooling did not provide a quote for the repair work requested. They only provided a quote to replace the RTU's in the amount of \$22,900.

The expected life of the RTUs is an additional two years, but there are no guarantees that it will last that long or that it won't last longer. The current lead time for new RTUs is 2-3 months, but there is availability of parts for repairs.

**Councilperson Bruce moved to approve the quote of Pestinger Heating & Air Conditioning in the amount of \$6,950.00 to replace the evaporator coils, driers and add new refrigerant for the two rooftop HVAC units on City Hall. Seconded by Councilperson Corwin and passed 7-0 by roll call vote.**

#### **City Hall Sound Remediation**

With the office setup of City Hall, sound travels easily from the front area to the back offices, and upstairs. To assist with remediation on the flow of sound, we have contacted several different office design consultants to see what options would be available. The recommendation has been to start with hanging acoustical tiles from

the ceiling based off our current budget of \$3,000 that was identified in Capital Improvement Plan. There would be a total of 12 panels installed between the front and the back. A request was made to five different companies; three declined to bid the project with one referring us to Hopp's Sound.

Quote 1: Design Central LLC – 12 24"x48"x2" absorber cloud. This would include the freight and professional installation. Total is \$5,589.72.

Quote 2: Hopp's Sound – 12 24"x48"x2" Acoustic Panels. This would include the freight and the professional installation. Total is \$2,718.00.

**Council President Martin moved to accept the bid from Hopp's Sound for a total of \$2,718.00. Seconded by Councilperson Heble and passed 7-0 by roll call vote.**

### **Collection Bureau of Kansas Agreement (CBK)**

In 2014 a contract was signed with Collection Bureau of Kansas, Inc.(CBK) to handle collections for all court collections. They have done a great job of collecting for us. Staff was approached by Chad Hollins with CBK about doing collections for our utilities also. They would take over not only collecting through the State of Kansas Setoff Program, but the City would have additional opportunities to collect through a normal collections process. We currently pay a 30% fee to CBK, but we also collect 50% of the interest that they collect on any collections. At times during negotiations, the interest is forgiven in order just to collect the debt owed. In this case, we would not receive any interest. We currently pay the State of Kansas 19% for the State of Kansas Setoff Program. This fee will not be charged on top of the 30% fee to CBK. It will benefit the City because currently if someone does not file a State of Kansas Sales Tax Return, the City will not receive any funds. CBK will be able to use the utilities information to assist them in collecting for court collections.

**Council President Martin moved to authorize the signing of the CBK Contract by the City Administrator to allow CBK to provide collection services for the City of Lindsborg utilities and continue collections for court. Seconded by Councilperson Peterson and passed 7-0 by voice vote.**

### **2021 Sales Tax Transfer**

Council was provided with a document that shared how the local sales tax is collected and then allocated to specific capital items (the ½% sales tax). December sales tax numbers are not yet available, so an update will be given at the January 17, 2021, meeting.

Unallocated local sales tax (the ½% sales tax) is budgeted to be transferred at year-end to either the Equipment Reserve Fund or the Capital Improvement Reserve Fund.

**Councilperson Bruce moved to approve the Transfer of \$50,000 from the local ½% sales tax to the Equipment Reserve Fund. Seconded by Councilperson Van Der Wege and passed 7-0 by roll call vote.**

### **Tyler Technologies Meter Reader Interface**

With the approval of the AMI system for the Electric and Water Department, Tyler Technologies (Incode) has explained that a new interface needs to be created. The quote includes a report that is needed by Nighthawk to upload all the Incode information into Adaptive. The current maintenance fee that we pay annually for the ITRON system of \$1,376.86 will go away once we get the AMI system up and running. The new fee for the Adaptive interface will be \$550 annually. That will be a savings of \$826.86 the first year. The \$550 will increase 5% annually so the savings will go down. The quote for the new interface and the report is a total contract price for the first year of \$3,840.00.

**Council President Martin moved to approve the quote from Tyler Technologies in the amount of \$3,840.00 to provide the new interface for Adaptive, and the report needed for Nighthawk. Seconded by Councilperson Presley and passed 7-0 by roll call vote.**

Mayor Shultz informed Council that copies of the City of Lindsborg 2022 Legislative Priorities were provided for all of them to review.

Mayor Shultz welcomed Kristi Northcutt who attended the Council meeting. Northcutt, the new City Administrator, will begin on Wednesday, December 22, 2021.

**EXECUTIVE SESSION:**

No executive session.

**ADJOURNMENT:**

**Moved by Councilperson Bruce and seconded by Councilperson Van Der Wege. Meeting was adjourned at 7:16 p.m.**

Respectfully Submitted,  
Roxie Sjogren, CMC  
City Clerk