

LINDSBORG CITY COUNCIL
Lindsborg City Hall
March 7, 2022– 6:30 p.m.
Meeting Minutes

COUNCILMEMBERS PRESENT:

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

COUNCILMEMBERS ABSENT:

Tanner Corwin

OTHERS PRESENT:

Kristi Northcutt, Roxie Sjogren, Zachary Strella, Lucas Neece, Chief Davis, Chris Lindholm, Beth Ferguson, David Hay, Jordan Jerkovich, Holly Lofton, Noah Flores, Rod Schrage, Pastor Chris Deines, Michael Bernstrom (resident), and KMEA representatives Mike Schmaderer, Tyson McGreer and Paul Mahlberg

The meeting was called to order at 6:30 p.m. by Mayor Shultz, followed by the pledge of allegiance and invocation delivered by Pastor Chris Deines of Bethany Lutheran Church.

PUBLIC INPUT:

There was no public input.

AMENDMENTS TO THE AGENDA:

There were no amendments to the agenda.

MAYOR'S REPORT:

Mayor Shultz recognized the street department for their work in clearing the streets from the recent snowfall.

On Friday, March 4, the mayor along with CVB Director Holly Lofton and City Administrator Kristi Northcutt were invited by Thomas Nelson to a dinner for the gentlemen from Japan that are working for Kubota in Salina and living in Lindsborg.

Mayor Shultz also recognized Chief Davis sharing that Chief met with a gentleman from Bethany Home who had been in the Air Force and had a long law enforcement career. Chief Davis presented this Bethany Home resident with a t-shirt, made him an honorary member of the Lindsborg PD, and showed him the new police cruiser.

CONSENT AGENDA: Council President Rick Martin moved to approve the minutes from the February 21, 2022, regular Council meeting, Payroll Ordinance 5347, and Purchase Order Ordinance 5348. Motion seconded by Councilmember Emile Gallant and passed 7-0 by roll call vote.

Appointments:

There were no appointments.

Planning and Zoning:

Community Development Director Jordan Jerkovich stated that the next meeting will be on March 26 at 6:00 p.m. The agenda items will include fence height variance and a proposed re-zoning.

OLD BUSINESS:

There was no old business.

NEW BUSINESS:

Mobile Food Vendor Policy

The City of Lindsborg Planning and Zoning Commission has been working since last June to develop a policy manual and ordinance to establish a legal market for Mobile Food Vending (i.e., food trucks) in Lindsborg in response to interest from local and regional mobile food vendors. After multiple rounds of research, discussion, and revision, the Mobile Food Vendor Policy Manual and corresponding ordinance were voted for recommendation to Council by the commission by a vote of 7-0. The following is a high-level overview of the policy manual and ordinance:

1. Ordinance No. 5349 adopts the Mobile Food Vending Policy Manual Version 1.0 by reference.
2. Ordinance No. 5349 includes a provision to expire in 16 months unless amended or extended by Ordinance. This corresponds with the Establishment of the Mobile Food Vending Pilot Program.
3. The policy manual establishes the pilot program to study the economic impact of mobile food vending on local tax revenue and existing brick-and-mortar businesses by collecting and reviewing quantitative and qualitative data. During the period of the pilot program, data will be collected from mobile food vendors in lieu of permit fees. A report will be written and submitted upon conclusion of the pilot program, which will be used to amend, as necessary, the policy manual.
4. The City of Lindsborg maintains the right to suspend or end the Mobile Food Vending Pilot Program at any time for any reason with a 14-day notice given to all permitted mobile food vendors.
5. The pilot program restricts mobile food vending on public property to six zones in the downtown (C-2) retail business district. Mobile food vending on private property is allowed after receiving a permit.

Following the vote of recommendation of the Planning and Zoning Commission, the Community Development Department recommends that City Council move to approve Ordinance No. 5349 and its corresponding Mobile Food Vending Policy Manual Version 1.0 to establish the Mobile Food Vending Pilot Program.

Council President Rick Martin moved to approve Ordinance No. 5349 and the corresponding Mobile Vending Policy Manual Version 1.0 to establish the Mobile Food Vending Pilot Program. Seconded by Blaine Heble and passed 7-0 by roll call vote.

Exterior Home Improvement Incentive

To assist residents in Lindsborg to make needed improvements to their properties, the Exterior Improvement Incentive would provide a rebate of 50% up to a total of \$2,500 for up to five separate exterior improvements, totaling \$12,500 in this fiscal year.

Criteria

- An application would be required in advance of any work.
- Only homes built before 2000 would be eligible.
- Prior beneficiaries of the program are ineligible to apply in 2022.

Eligible Costs:

- Paint or siding for all four sides of a home;
- Replacement of windows or siding; and/or
- Removal and replacement of hazard trees.

This would be a continuation of a program established in 2021; ten applications were received, and five applications were reimbursed last year. Examples of completed projects include doors, windows, siding, exterior house paint, roof repairs, gutters, etc.

Councilmember Kirsten Bruce moved to approve the establishment of the 2022 Exterior Improvement Incentive for residential properties built before 2000, in an amount not to exceed \$12,500.00. Seconded by Council President Martin and passed 5-2 with Councilmembers Presley, Heble, Bruce, Martin, and Van Der Wege voting aye, and Councilmembers Gallant and Peterson voting nay.

Neighborhood Party Grant

Within the Council-adopted Strategic Plan, a goal is to welcome, include, and embrace all residents and visitors. A program identified to help achieve that goal is “Encourage neighborhoods to host block parties to create greater community and resident cohesion.”

This also is a program that has been identified in our Capital Improvement Plan (CIP) as adopted last year.

The program as designed will provide \$200 to up to 12 neighborhoods (\$2,400 total) for food, paper goods, and other non-alcoholic party supplies. It would require two neighbors to apply together as the hosts of the party.

In 2021, nine neighborhoods applied and eight hosted a party. A total of eight grants in the amount of \$1,369.51 were provided to applicants.

Council President Martin moved to approve a neighborhood party grant, not to exceed \$2,400 in Fiscal Year 2022. Seconded by Councilmember Van Der Wege and passed 6-1 with Councilmembers Gallant, Presley, Heble, Bruce, Martin, and Van Der Wege voting aye, and Councilmember Peterson voting nay.

Master Service Agreement for Substation Engineering

Mid-States Energy Works, located in Salina, has provided services to the City of Lindsborg for many years and of course, the City continues to be very involved with Kansas Municipal Energy Agency (KMEA). Over the years, Mike Schmaderer and his staff from Mid-States have handled several projects within Lindsborg dealing with our electric substation and distribution system.

In July of 2020, KMEA acquired the assets of Mid-States Energy Works to form what is now known as KMEA Mid-States. This was done to provide KMEA members an option for engineering, procurement, and construction services at the best possible rates through the organization. These services include electrical engineering, procurement, and crews for construction, testing, troubleshooting, and maintenance of electrical infrastructure.

As part of their new arrangement, KMEA Mid-States has implemented a Master Service Agreement for their services. The Master Service Agreement is a one-time agreement which covers all the legal language and requirements of a standard contract. There is also a section that covers the hourly rates for all their services. Once the agreement is in place, any subsequent jobs are handled within the Master Service Agreement as a separate “Task Order.” Each “Task Order” will follow the specifics for a particular job while governed by the provisions of the Master Service Agreement.

Councilmember Emile Gallant moved to approve the Master Service Agreement between KMEA Mid-States and the City of Lindsborg for electrical engineering, procurement, and construction services on the primary electric substation and distribution system. Seconded by Council President Rick Martin and passed 7-0 by voice vote.

Preliminary Engineering for the Substation Transformer Project

An electrical outage affecting the entire town occurred on May 9, 2021, caused by two blown fuses on the high side of the transformer located in the Lindsborg electric substation. This event left the town without electricity for almost five hours. Evergy owns and is responsible for the high-side transformer and three high-side fuses within the electric substation. To this day, it is not known what caused the fuses to blow. This transformer steps the incoming 34,500 voltage down to the 7,200 volts, the voltage used within the City’s primary electric distribution system.

This outage led to in-depth questions about the condition of the existing transformer, possible replacement if it were to fail, and what is planned for the future of that transformer. Discussions have been ongoing between City staff, Evergy, and KMEA Mid-States regarding the current high side transformer condition. Currently, if the existing transformer were to fail, the community could be without electricity for up to 24 hours while a temporary transformer is delivered to the site, wired in, and powered up. At that point, a replacement unit would be located and delivered on-site, a crew would come in and perform the work of unhooking and removing the old transformer, installing the replacement, rewiring, testing, and powering it up. That work could take several days to possibly a week. After all that work is complete and the replacement unit is in, the city would then start paying higher distribution service charges associated with the newer transformer.

The best way to protect the City from another complete outage is by adding the redundancy of a second transformer and splitting the loads. The second transformer would be the same size as the current one and capable of handling the entire electrical load on its own should the old transformer fail. By splitting the loads, the life of the current transformer could be prolonged, and its replacement could be better planned for. Having two transformers in place not only provides Lindsborg with redundancy but would also increase the system capacity and better prepare the electric system for future growth and expansion. By having KMEA Mid-States develop a preliminary design, we will have a significant amount of the engineering done, communications with Evergy complete, and a cost estimate for the project.

Councilmember Rebecca Van Der Wege moved to approve the Task Order for Scope of Work, Exhibit 1 of the Master Service Agreement through KMEA Mid-States for preliminary design for a second tie transformer at the electric substation, at a cost not to exceed \$20,000.00. Seconded by Councilmember Emile Gallant and passed 7-0 by roll call vote.

Wastewater Treatment Plant Impeller Pump

Untreated sewage water is referred to as raw wastewater. The wastewater plant has three pumps that pump raw wastewater from the receiving wet well to the first stage of treatment in the headworks building. These pumps were all new as part of the 2010 plant upgrade.

One of these pumps has seen more wear on the impeller than the other two, and the wear is to the point that the pump is unable to efficiently pump the wastewater and the impeller needs to be replaced. These pumps are subject to various types of debris which causes wear on the impeller. This pump impeller is also more susceptible to wear than the other two because of the configuration of the wet well. While one pump can handle the incoming flows most of the time, there can be times during rain events when two and even three pumps are needed to keep up. This will become important as we move into the spring and possible rains. Having all three pumps working properly is also important to help ensure that all three pumps are operating relatively the same number of hours.

JCI Industries is the manufacturer rep and the only supplier to get parts for this equipment; they provided the attached quote for a new impeller.

Councilmember Blaine Heble moved to approve the quote from JCI Industries for the purchase of a Flygt impeller for \$4,973.00. Seconded by Councilmember Kirsten Bruce and passed 7-0 roll call.

Pipe Leak Mitigation and Repair

A tenth leak was found on the line from well #9 while pressuring up the previous leak last month. An attempt was made to make a spot repair but the pipe in the area was brittle enough that several joints needed to be replaced.

The following invoices are from Core & Main for six joints of 10" C900 pipe. As per the Purchasing Policy, this falls under an emergency repair. The pipe has already been delivered, the crew has replaced the pipe, and the well is back in service.

Councilmember Emile Gallant moved to approve two invoices from Core & Main for \$3,928.80 for the purchase of six joints of 10" water pipe. Seconded by Councilmember Rebecca Van Der Wege and passed 7-0 by roll call vote.

Park Department Mowers

The Parks Department has two gas-powered Grasshopper mowers that mow the parks, right of way, trail, and flood plain areas in the community. One mower is used to push snow on the trail and parks. They are on a three-year rotation to keep trade-in values elevated.

Staff compared three different brands of mowers that had similar options; the brands consist of Hustler, Bad Boy Mowers, and Grasshopper. The only brand the City has experience with is Grasshopper, and staff has been happy with their performance and service.

The Hustler brand could not offer a snowplow in bidding. Included are two viable quotes from Bad Boy Mowers and Grasshopper.

- Bad Boy could offer a snowplow, but due to supply issues could not guarantee a date of availability.
- Bad Boy Mowers could not take a trade-in and suggested we sell them independently. This is risky at auction due to no reserve. We also lose money to commission, and it takes time to wait, fill out the necessary paperwork, and set pickup dates.
- The overall long-term value of the Bad Boy Mowers for trade-in is not as much as Grasshopper. The included cost quote of two Bad Boy Mowers and a snowplow is \$25,695.13.
- Grasshopper offered all the necessary options with an overall shorter delay in availability.
- From research, staff determined that the front-mount Grasshopper mower is designed better for snow plowing.
- Grasshopper gives us a fair trade-in value that is comparable to auction value without all the extra work. Grasshopper will pick up our old units and deliver the new ones.
- Choosing Grasshopper also allows us to keep and use the snowplow, mulch kit, and edger that we already own. The included quote for two Grasshopper mowers is **\$10,959.60**. This is the price after the \$13,000.00 trade-in value for the old units.

Council President Rick Martin moved to approve the G&G Sales Inc. quote for two Grasshopper mowers as presented. Seconded by Councilmember John Presley and passed 7-0 by roll call vote.

Raymer Society for the Arts Resolutions

The Raymer Society for the Arts submitted a "notification of non-profit organization event promoting the arts" application (ABC form 865) in order to be able to serve complimentary alcoholic liquor and cereal malt beverages at 2022 events. Please see attached ABC form 865 outlining these events.

As a nonprofit, the Raymer Society for the Arts can sponsor an event promoting the arts and serve complimentary alcoholic liquor and cereal malt beverages to members of the general public during the event as long as it is approved by the local governing body by ordinance or resolution and submitted to the Kansas Alcohol Beverage Control at least ten days prior to the event.

Councilmember John Presley moved approve the Raymer Society for the Arts Notification of Nonprofit Organization Event Promoting the Arts form and pass Resolution No. 04-2022 authorizing the serving of complimentary alcoholic liquor or cereal malt beverage at 2022 events as presented. Seconded by Councilmember Emile Gallant and passed 7-0 by voice vote.

Councilmember Kirsten Bruce moved approve the Raymer Society for the Arts Notification of Nonprofit Organization Event Promoting the Arts form and pass Resolution No. 05-2022 authorizing the serving of complimentary alcoholic liquor or cereal malt beverage at 2022 events as presented. Seconded by Councilmember John Presley and passed 7-0 by voice vote.

Council President Rick Martin moved approve the Raymer Society for the Arts Notification of Nonprofit Organization Event Promoting the Arts form and pass Resolution No. 06-2022 authorizing the serving of complimentary alcoholic liquor or cereal malt beverage at 2022 events as presented. Seconded by Councilmember Emile Gallant and passed 7-0 by voice vote.

EXECUTIVE SESSION:

There was no executive session.

OTHER:

City Administrator Kristi Northcutt shared that there will be a change of location for the March 21, 2022, study session. The study session will take place at the Lindsborg Child Development Center (aka new Sprout House) at 1111 E. Swensson Street in Lindsborg, and will be facilitated by Assistant City Administrator Lucas Neece.

ADJOURNMENT:

Councilmember Rebecca Van Der Wege moved for adjournment, seconded by Councilmember Kirsten Bruce, and passed 7-0. Meeting was adjourned at 7:47 p.m.

Respectfully Submitted,
Roxie Sjogren, CMC
City Clerk