

LINDSBORG CITY COUNCIL
Lindsborg City Hall
June 20, 2022–6:30 p.m.
Meeting Minutes

COUNCILMEMBERS PRESENT:

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

COUNCILMEMBERS ABSENT:

Kirsten Bruce

OTHERS PRESENT:

Kristi Northcutt, Roxie Sjogren, Zach Strella, Jordan Jerkovich, Lucas Neece, Chris Lindholm, Chief Mike Davis, Holly Lofton, Beth Ferguson, Michael Bernstrom, Rod Schrage, Beth Ferguson, David Hay, Lucas Neece, Michael Chambers, Lenora Lynam, Mike Schmaderer

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:

There were no amendments to the agenda.

MAYOR'S REPORT:

Public Works Director Chris Lindholm gave Mayor Shultz a tour of Lindsborg's numerous Public Works facilities. The mayor was impressed with the infrastructure and how the public works staff continues to maintain it to such high standards.

CONSENT AGENDA:

Councilmember Rebecca Van DerWege moved to approve the minutes from the June 6, 2022, regular Council meeting, Payroll Ordinance 5366, and Purchase Order Ordinance 5367. Motion seconded by Council President Rick Martin and passed 7-0 by roll call vote.

APPOINTMENTS:

There were no appointments.

PLANNING AND ZONING:

Community Development Director Jordan Jerkovich announced that the next Planning and Zoning meeting would be on June 28 at 6 p.m. at City Hall.

OLD BUSINESS:

There was no old business.

NEW BUSINESS:

2021 Financial Audit

Danielle Hollingshead, lead auditor with Adams Brown, attended via Zoom to present the City's 2021 audit. The financial report is designed to provide citizens, taxpayers, customers, investors, and creditors with a general overview of the City's finances and is designed to show the City's accountability for money it receives.

The audit is comprised of the Governance Letter, Primary Government Financial Statement with Auditors' Report, and Enterprise Funds Financial Statements with Auditors' Report.

Councilmember Blaine Heble moved to accept the 2021 audit as presented. Seconded by Council President Rick Martin and passed 7-0 by voice vote.

Old Mill and Swedish Heritage Museum Budget Presentation

Michael Chambers, Old Mill Board Vice President, and Lenora Lynam, Old Mill Executive Director, shared a presentation with Council that included a look at the events over the past year, projects that they have been working on as well as projects they would like to focus on. Mr. Chambers shared that the Old Mill Board is in its infancy and is asking Council to consider a gift of \$60,000 to help them fulfill their mission.

Council requested more financial information from the Old Mill before they make a decision regarding the request.

Substation Transformer Project

After receiving approval from City Council in March 2022 for a Master Service Agreement, KMEA Mid-States has been working diligently to engineer a site layout and equipment configuration, specifications for a new transformer, and cost estimates for the project. They also have spent time working up what some of the costs from Evergy might look like under different scenarios; those include current costs, as well as estimated costs if the existing transformer fails and Evergy replaces it. Currently, the City's monthly Wholesales Distribution Service Charge (WDSC) is \$554.08; if Evergy were to replace the existing transformer before the new one would come online, the estimated monthly WDSC charge would increase to \$9,200.00 or more.

The new transformer is the main component of this project, the highest cost item, and subject to the most volatile pricing. Getting this item moving forward is of critical importance because of that volatility and lead times. Mike Schmaderer from KMEA and Rod Schrage, City of Lindsborg Electric Superintendent, were present to help answer any questions.

Council President Rick Martin moved to approve the substation specifications provided by KMEA Mid-States and the authorization to move forward with the procurement of bids to facilitate the purchase of a new second substation transformer. Seconded by Councilmember Tanner Corwin and passed 7-0 by voice vote.

Golf Course Maintenance Cart

The city has been using both a standard golf cart and Cushman maintenance cart to transport supplies and other necessities around the golf course to take care of the grounds work. Last year, the golf cart that had been used for many years reached the end of its life. Golf Course staff continued using only the Cushman for the remainder of the year but need to replace the utility cart. The Cushman does a great job of keeping our large sprayer on the back but moving and removing it continually for daily work is inefficient and inconvenient, especially for just one staff member.

Due to the lack of availability for a lot of utility vehicles, staff has been waiting to purchase a cost-effective product, as well something that would work best for the golf course needs. Staff have discussed trade-ins with different vendors, but due to the staggered City Council meetings schedule, lead time did not allow staff to seek approval to move forward quickly, which unfortunately led to some missed opportunities. Therefore, staff feels it is more prudent to seek "blanket, not-to-exceed" Council approval so that we can capture an opportunity as it arises moving forward.

Council was provided with pictures, prices, and specs of utility vehicles they have considered to help make the workload at the golf course more efficient. John Deere and Grainger Cushman products have topped the list.

Councilmember Blaine Heble moved to approve the purchase of a utility vehicle when the right opportunity is found, at a price not to exceed \$12,000. Seconded by Council President Rick Martin and passed 7-0 by roll call vote.

Mail Machine and Folder/Inserter

The city has been contracting utility bill printing and mailing for several years, a setup that has worked well until recently. The process has changed, and it has become more challenging to get the bills from the current software system to the vendor for printing. After speaking with a few companies that offer folding and mail machines, staff decided to look at what it would take to bring the utility bill process back in-house.

It takes roughly two to three hours per month to input the bills into the system and prepare them for processing. Bill costs have averaged around \$1,500 per month. Bringing the process in-house would reduce the time to about an hour and cost about \$1,200 per month. This cost includes the lease of a folding machine and an automatic feed mail machine, as outlined below.

The lease on the mail machine is expiring this year, so staff are looking at an updated device. The machine the City has now is a manual feed, whereas the one quoted is an automatic feed. The automated feed would be vital if staff move the monthly utility bill process in-house. Staff have received quotes from three companies and the most competitive bid came from our current provider, Quadient/Midwest Single Source, for \$146.85 per month for 60 months. Based on the quote, it is cheaper to purchase, but the maintenance contract is only for three years and could change, whereas the lease gets it fixed for five years, which is about the machine's life.

The contract as proposed includes the lease of a folder/inserter to help assist with the processing of the utility bills. The machine will fold the bills, insert them into an envelope, and seal them. Staff think processing the bills this way would be more efficient than folding them by hand. Staff will also be able to add any inserts or other items into the mailing without additional costs. Currently, the city pays approximately \$200 to add an insert. This machine also will benefit other city departments, including the CVB for brochures, HR for paystubs, and utility brochures. Again, lease versus purchase offers the same benefits as the mail machine in terms of warranty.

Councilmember Emile Gallant moved to approve the lease for the Folding Machine/Mail Machine from Quadient/Midwest Single Source in the amount of \$15,893.40. Seconded by Councilmember John Presley and passed 7-0 by roll call vote.

EXECUTIVE SESSION:

There was no executive session.

ADJOURNMENT:

Councilmember Tanner Corwin moved for adjournment, seconded by Council President Rick Martin, and passed 7-0. Meeting was adjourned at 7:38 p.m.

Respectfully Submitted,
Roxie Sjogren, CMC
City Clerk