

**LINDSBORG CITY COUNCIL**  
**Lindsborg City Hall**  
**January 17, 2023–6:30 p.m.**  
**Meeting Minutes**

**COUNCILMEMBERS PRESENT:**

Rebecca Van Der Wege, Kirsten Bruce, John Presley, Andrew Smith, Corey Peterson, Tanner Corwin, Clark Shultz, Emile Gallant

**MEMBER ABSENT:**

Blaine Heble

**OTHERS PRESENT:**

Kristi Northcutt, Roxie Sjogren, Zachary Strella, Beth Ferguson, Marcus Petty, Chief Michael Davis, David Hay, Jordan Jerkovich, Holly Lofton, Chris Lindholm

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

**PUBLIC INPUT:**

There was no public input.

**AMENDMENTS TO THE AGENDA:**

No amendments to the agenda.

**MAYOR'S REPORT:**

1. Moody's Investor Service has upgraded the City's general obligation unlimited tax bonds rating from A2 to A1.
2. The Mayor's Prayer Breakfast, sponsored by The Associated Churches of Lindsborg (TACOL) will be held Thursday, January 19 at 6:45 a.m. at the Covenant Church.
3. Lindsborg has been selected for the National Safe Streets for All Bootcamp which is hosted by the National League of Cities. The Lindsborg team working on the project will be City Administrator Kristi Northcutt, Community Development Director Jordan Jerkovich, Finance Manager David Hay, Communications Director Marcus Petty, and Intern Ryan Holt.

**CONSENT AGENDA:**

**Councilmember Kirsten Bruce moved to approve the minutes from the January 3, 2023, regular Council meeting, Payroll Ordinance 5405, and Purchase Order Ordinance 5406. Motion seconded by Councilmember Andrew Smith. The motion passed 7-0 by roll call vote.**

**APPOINTMENTS:**

Annually, the mayor (with the City Council's consent) appoints a city administrator, city treasurer, fire chief, chief of police, municipal judge, director of public safety, city clerk, city attorney, public works director, and parks and recreation director, and may appoint such other officers as may be deemed necessary.

The following are appointments recommended for a one-year period effective upon approval by City Council:

- **City Administrator:** Kristi Northcutt
- **City Treasurer:** David Hay
- **Fire Chief:** Matt Clark

- **Chief of Police:** Michael Davis
- **Municipal Judge:** Gary Price
- **Director of Public Safety:** Michael Davis
- **City Clerk:** Roxie Sjogren
- **City Attorney:** Zachary Stella
- **Public Works Director:** Chris Lindholm
- **Recreation Director:** Beth Ferguson

**Councilmember Andrew Smith moved to approve the staff appointments as presented. Seconded by Councilmember John Presley and passed 7-0 with a voice vote.**

**Councilmember Kirsten Bruce moved to approve Jenell Hulse to the Planning Commission; Matthew Carver and Craig Lofton to the Design Review Board; and Craig Lofton to Board of Zoning Appeals. Seconded by Councilmember Rebecca Van Der Wege and passed 7-0 with a voice vote.**

#### **PLANNING AND ZONING:**

The Planning Commission and Design Review Board will meet jointly on January 24 at 6 p.m.

#### **FIRST READING**

##### **Riverside Park Site Survey**

At the January 3, 2023, Study Session, City Council directed staff to evaluate Riverside Park as a potential site for a future Recreation Center. As such, the Community Development Department issued an RFP to three firms capable of completing a comprehensive site survey at this location. The request for proposal was issued to (1) Garber Surveying Service, P.A. (2) Kaw Valley Engineering, Inc., and (3) Schwab Eaton.

The scope of work included is generally outlined as follows:

1. Locate or re-establish all property lines.
2. Indicate vertical relief with the source of information, contour interval, datum, with originating benchmark.
3. Indicate location and exterior dimensions of all buildings at ground level.
4. Indicate locations of substantial features such as parking lots, billboards, signs, water features (pool), tennis courts, trees, adjacent streets, etc.
5. Indicate locations of above ground and underground utilities based on information supplied by the landowner and Kansas One Call locating system.
6. Provide survey drawing in AutoCad format and provide print with wet signature and seal.

Quotes from all three firms were provided to Council. After careful consideration and review, the Community Development Department recommends the bid received by Garber Surveying at a price of \$5,250.00.

**No action was taken. This item will be presented to Council for a vote at the February 6, 2023 meeting.**

#### **OLD BUSINESS:**

##### **Sales Tax Transfer**

Unallocated local sales tax (half-cent sales tax) is budgeted to be transferred each year-end to either the Equipment Reserve Fund or the Capital Improvement Reserve Fund.

The 2022 local sales tax information was presented to Council at the December 19, 2022, open meeting. At that time, December revenues had not yet been received. However, there was enough information available to allow City Council to approve the transferring of \$100,000 to the Equipment Reserve Fund.

Council was provided with a document that contained information on the 2022 half-cent sales tax revenues.

**This information was to update City Council as to the final totals of local sales tax received. No action was required.**

**NEW BUSINESS:**

**Ambulance Rebuild**

Lindsborg EMS (LEMS) has two ambulances that provide 24/7, 365-day service to Lindsborg, its surrounding communities within our ambulance district, and co-response to areas outside our normal area to provide quick-response capabilities. The oldest ambulance is a 2008 Ford E-450 Super Duty truck. Life expectancies vary for ambulances, but the generally accepted period is five to ten years. Due to call volume and previous volunteer status, the LEMS ambulance has been maintained and operated beyond normal recommended life expectancy. The 2008 Ford Ambulance has started having mechanical issues requiring it to be taken out of service multiple times for extended periods for repair.

McPherson County is providing each EMS Ambulance District with an ARPA grant up to \$175,000 towards an ambulance or other related EMS equipment. The City will need to budget for a replacement ambulance in 2024, pay for it, then seek reimbursement from the County for the expenditure before the end of 2024. Given the age of the oldest ambulance, the mechanical issues it has been having, and the length of time it takes to order, receive & build a new ambulance, Public Safety has researched and determined the purchase of a new truck chassis and remount of the ambulance box is the best financial solution for this project.

Using the money allocated by the County and factoring in a cost-effective plan to meet the equipment needs and requests of EMS personnel, along with the strain of continuous use and geographical conditions for our rural ambulance service, a bid was issued to prospective vendors to remount the 2008 Osage Type 3 Ambulance Box onto a new truck chassis. The bids are similar but contain some differences relative to services and pricing as follows:

- *Emergency Services Supply*: Includes remount and transportation costs, a loaner ambulance, and a new Stryker power load system = \$171,129.51
- *North Central Emergency Vehicles*: Includes remount and transportation costs but does *not* include a loaner ambulance or a power load system = \$159,280.00
- *Pinnacle Emergency Vehicles*: Includes remount and transportation costs, a loaner ambulance, and a new Stryker power load system = \$222,476.00

A power load system would allow the ambulance crew to use an automatic lift mechanism to load a patient into the ambulance rather than using manual strength, which is a safety benefit.

**Councilmember Emile Gallant moved to accept a quote of \$171,129.51 for an ambulance rebuild from Emergency Services Supply, to be budgeted by the City and reimbursed by the County in 2024. Seconded by Councilmember Tanner Corwin and passed 7-0 by roll call vote.**

**Copiers Lease Agreement**

The City of Lindsborg leases their copiers over a 5-year period. The lease with the current provider is up for renewal in May of 2023. Staff have been in conversation with several providers over the last year, and it was determined that the Public Safety copier was undersized for the copies that they were printing/copying.

Staff requested bids from three different companies and received bids from all three. In prior agreements, the copiers were priced with the toner and a certain number of copies. It was determined through pricing negotiations that the City would be better off paying per copy vs. prepaying for copies, as the average copy count remained relatively low as staff continued to find ways to go paperless.

The three bids are as follows:

Company	Lease	Per Color Copy Charge	Color Copy Count	Color Copy Charge	Per B/W Copy Charge	B/W Copy Count	B/W Copy Charge	Monthly Average Cost	Annualized
<b>ImageQUEST</b>	\$ 545.30								
Large Machines		\$ 0.0400	5128	\$ 205.12	\$ 0.0055	5995	\$ 32.97	\$ 238.09	
Desktop Machines		\$ 0.0800	295	\$ 23.60	\$ 0.0090	155	\$ 1.40	\$ 25.00	
Total Lease			5423			6150		<b>\$ 808.39</b>	\$ 9,700.65
<b>McPherson Business Solutions</b>	\$ 469.72	\$ 0.0750	5423	\$ 406.73	\$ 0.0175	6150	\$ 107.63	<b>\$ 984.07</b>	\$11,808.84
<b>360 Document Solutions</b>	\$ 651.95	\$ 0.0599	5423	\$ 324.84	\$ 0.0070	6150	\$ 43.05	<b>\$ 1,019.84</b>	\$12,238.05

**Councilmember Rebecca Van Der Wege moved to accept the bid from ImageQuest for copier equipment and services, with an estimated monthly average cost of \$808.39 per month. Seconded by Councilmember Andrew Smith and passed 7-0 by roll call vote.**

**Rural Opportunity Zone – Resolution 01-2023**

At its regular meeting on January 17, 2022, the City Council resolved via Resolution 01-2022 to participate in the Rural Opportunity Zone (ROZ) Student Loan Repayment Program for the calendar year 2022. Annually during the five-year period, the City shall revise its ROZ budget and submit a new Resolution to the State of Kansas by January 30.

By participating, the City partners with the Kansas Department of Commerce to reimburse up to three *new* residents of Lindsborg (\$1,500/each) for a total cost to the City of up to \$4,500 for this educational opportunity.

Participation in the expanded ROZ program through the Kansas Department of Commerce is an available tool as the City seeks to attract a highly skilled workforce. New residents to rural Kansas may receive a 100% State Income Tax Credit and Student Loan Repayment Assistance of \$3,000 per year for five years.

Applicants must have a newly established permanent address in a participating county so long as that address was established after the county began participating in the program.

- Applicants must have an active student loan balance in their name, as well as an Associate’s, Bachelor’s, or post-graduate degree prior to moving to the participating county.
- Applicants must provide proof of domicile in the ROZ County, proof of previous permanent residency (prior to earning degree), transcripts with degree dates, and student loan balance with distribution dates.

In 2022, the City of Lindsborg received one application for a Rural Opportunity Zone candidate, resulting in the relocation of a new resident (and small business owner) to Lindsborg.

**Councilmember John Presley moved to approve Resolution 01-2023 authorizing continued participation in the Rural Opportunity Zone program for the calendar year 2023, and to provide up to \$4,500 in matching student loan payments. Seconded by Councilmember Kirsten Bruce and passed 6-1 with Councilmembers Corwin, Presley, Bruce, Smith, Peterson, and Van Der Wege voting aye and Councilmember Gallant voting nay.**

**Appointive Positions – Ordinance No. 5407**

Annually, in accordance with City Code, the mayor (with the City Council's consent) appoints a city administrator, city treasurer, fire chief, chief of police, municipal judge, director of public safety, city clerk, city attorney, public works director, and parks and recreation director, and may appoint such other officers as may be deemed necessary.

City Code states that these appointments should take place at the first regular meeting of the governing body in May. Currently, the city's appointive positions process is not in line with the City Code, in that the mayor has been appointing these positions at the first regular meeting in February (rather than May) since 2018. Historically, the local elections were held in April, therefore appointments were made in May. When the local elections moved to November to align with state and federal elections, this change was not reflected in City Code (though the practice itself changed).

Therefore, Ordinance No. 5407 changes the date that the mayor appoints candidates to appointive positions from May to February of each year, therefore updating City Code to be in line with current practice, and with the regular election cycle as aforementioned. As such, these appointments will occur at the next regular meeting of City Council, at which time the current appointments from February 2022 are set to expire.

**Councilmember Kirsten Bruce moved to accept Ordinance 5407, amending City Code to reflect that the mayor appoints candidates to appointive positions in January of each year. Seconded by Councilmember Rebecca Van Der Wege and passed 7-0 by voice vote.**

**EXECUTIVE SESSION:**

There was no Executive Session.

**ADJOURNMENT:**

**Councilmember Tanner Corwin moved for adjournment, seconded by Councilmember Andrew Smith, and passed 7-0 by voice vote. The meeting was adjourned at 7:13 p.m.**

Respectfully Submitted,  
Roxie Sjogren, CMC  
City Clerk