

LINDSBORG CITY COUNCIL
Lindsborg City Hall
March 20, 2023–6:30 p.m.
Meeting Minutes

COUNCILMEMBERS PRESENT: Kirsten Bruce, John Presley, Andrew Smith, Clark Shultz, Blaine Heble, Corey Peterson, Emile Gallant, Rebecca Van Der Wege

COUNCILMEMBERS ABSENT: Tanner Corwin

OTHERS PRESENT:

Kristi Northcutt, Roxie Sjogren, Zach Strella, Chief Davis, David Hay, Holly Lofton, Beth Ferguson, Jordan Jerkovich, Chris Lindholm, Marcus Petty, Lt. Scott Wolf, Zach Vogel, Kyler Crain, Lenora Lynam, Adam Pracht, Caroline de Filippis, Sam Jerkovich de Filippis, Rachel Norlin, Josh Herrman (Hutton), Mike Dreier (Fuqua)

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

PUBLIC INPUT:

Zach Vogel, VisionTek teacher for Smoky Valley High School, introduced student Kyler Crain and voiced support on behalf of USD400 for the project Kyler was presenting. A junior at Smoky Valley High School, Crain shared his plan and vision lighting at the Valkommen Bridge. At a cost of approximately \$13,000, Crain said he is looking at applying for grants to cover the cost. Because this project would require approval from the City of Lindsborg and McPherson County as joint owners of the bridge, Kyler was seeking general support from Council to move forward with the project. General support was granted with the understanding that as the project moves forward, a formal ask would be prepared for a future Council meeting.

AMENDMENTS TO THE AGENDA:

There were no amendments.

MAYOR'S REPORT:

Mayor Clark read a Proclamation for the 125th Anniversary of the Smoky Valley Roller Mills.

Kirsten Bruce moved to approve the proclamation designating May 6, 2023, as Lindsborg Smoky Valley Roller Mills 125th Anniversary Day. Seconded by John Presley and passed 7-0 by voice vote.

CONSENT AGENDA:

Councilmember Kirsten Bruce moved to approve the minutes from the March 6, 2023, regular Council meeting, Payroll Ordinance 5417, and Purchase Order Ordinance 5418. Motion seconded by Councilmember Rebecca Van Der Wege. The motion passed 7-0 by roll call vote.

APPOINTMENTS:

There were no appointments.

Committee Reports:

Planning Commission: Amendment to Zoning Ordinance No. 5419

Community Development Director Jordan Jerkovich reported that the Planning Commission voted (6-0) to recommend a rezone of 317 S. First St. from I-2 Heavy Industrial District to R-1 Single-Family Dwelling District.

The rezone would allow property owners Krista and Kelly Dauer and Brad Malm to utilize the property to build a primary residence. The land is currently vacant.

There have been no public comments or objections since the Planning Commission vote on February 28, 2023.

Councilmember Emile Gallant moved to approve Ordinance 5419 Amending Section 50-7 of the Lindsborg Municipal Code relating to zoning district boundaries within the City of Lindsborg, Kansas. Seconded by Councilmember John Presley and passed 7-0 by roll call vote.

OLD BUSINESS:

There was no old business.

NEW BUSINESS:

KDOT Cost Share Program

The KDOT Cost Share Program is designed to provide financial assistance for transportation projects to improve safety, help with economic growth, improve mobility, and improve the transportation system for Kansas entities. This is one of KDOT's most flexible funding mechanisms and provides a wider range of opportunities for projects.

Many times, these opportunities focus on street replacement, sidewalk improvements, lighting projects and other similar areas. Public Works has placed an emphasis on how to address the losing battle of street maintenance and finding an option to get as much work done as possible in the shortest amount of time while maintaining a high standard for quality. The approach for this application is going to be different from many of the normal projects submitted to the Cost Share Program. This application will be for funding that will allow for maintenance on almost all the asphalt and chip-sealed streets in one year. Currently, that maintenance is normally done every other year between larger projects, and it is never to the volume it should be to get the streets to the continual 4–5-year rotation to properly maintain a chip-sealed street.

If this application is accepted, as soon as the agreement is signed with KDOT and a formal Notice to Proceed is sent, bid letting can take place. A Notice to Proceed could come in the first part of the summer, which would allow for bid letting shortly after. Depending on bids and contractor schedules, work could possibly begin in late summer and be complete before fall. If that is not possible, then work would take place next spring. The work that will be done with this grant would be mastic repairs of large cracks, crack sealing of normal cracks, and a chip-seal coating followed by a FOG seal coating. This was the same process staff employed last fall in the southwest part of town and it was a significant improvement to those streets which should last for several years.

The estimate for the cost of this work is \$630,000.00. With a 25% match, this would make the City share of the project \$157,500.00. The Streets Department would do some of the work preparing for the project by making a few asphalt repairs and taking care of the mastic repair and crack sealing. The chip seal and FOG seal would be sent out for bids and the bid winner would handle those two parts of the work.

Councilmember Blaine Heble moved to approve the application to the KDOT Cost Share Program for funding to assist with the maintenance of city streets. Seconded by Councilmember Andrew Smith and passed 7-0 by voice vote.

Public Safety Center Renovations-Part 1 Design Services Agreement

One of the objectives of the city's Strategic Plan is to provide a "Safe & Healthy Community" with a goal of providing public safety services for all that maintain standards of excellence. Lindsborg's Public Safety Center on Lincoln Street was built in 1987, and no modernizing or large-scale improvements have been made to the facility since that time.

In Spring 2022, staff identified a need to improve both interior and exterior areas of the Public Safety Center buildings. Proposals were solicited from four firms; only Hutton responded. At the June 6, 2022, regular meeting, City Council approved Hutton to complete the space needs analysis, renderings, and budget for the

project. Since that time, Public Safety and Administrative staff have met regularly with Hutton to develop the design, anticipated budget, and timeline for the project. The tentative timeline is as follows:

- Now until April: Issue Part 1 agreement and finalize (for vote at this meeting)
- April: Kickoff design/engineering
- May-June: Finalize drawings for permitting and bidding.
- Mid-July to Mid-August: Complete bidding and permitting process; confirm all construction schedule details.
- August 29: Guaranteed Maximum Price established for City Council Sept. 5 Budget Hearing.
- Sept. 4: Present and approve Guaranteed Maximum Price and Part 2 agreement.
- Mid-October to first/mid-November: Finalize move out and setup of temporary space.
- November: Anticipated start of construction.
- March: Anticipated completion (exact dates will be confirmed well in advance); move in and celebrate completion.

After much deliberation and several iterations of the design & features, staff and Hutton have landed on a final plan and budget for the project. Council was provided with a copy of the Part 1 agreement (Design Fees/Engineering) to secure Hutton for the project and to start the process in order to achieve the timeline above.

Councilmember John Presley moved to approve the Part 1 Agreement with Hutton at a cost of \$41,100.00 to commence the Public Safety Center Renovation project. Seconded by Councilmember Rebecca Van Der Wege and passed 7-0 by roll call vote.

Bike Share Program

City staff have been in advanced discussions with [OCCK](#) (Occupational Center for Central Kansas) about bringing a bikeshare program to Lindsborg. The Lindsborg Bikeshare Program would follow the examples of other successful KanCycle communities, including [Ellsworth, Concordia, Beloit, Bellville, Salina, and others](#). Blue Cross/Blue Shield of Kansas (BCBSKS) is the primary financial sponsor of the program, covering 80 percent of costs. OCCK is the primary beneficiary of generated funds. Movatic is the company responsible for building and maintaining the bikeshare program and its associated app.

The Lindsborg Bikeshare Program would promote community health and wellbeing, active transportation, bike tourism, and Swedish heritage. Additionally, because the bikes' locations will be tracked, the data supplied by riders will contribute essential information for future grant applications to the Safe Streets and Roads for All program. The value of this data in terms of potential grant monies for transportation infrastructure improvement is immense.

The Lindsborg Bikeshare Program would include three stations, on the North of town near Bethany College by Välkommen Trail, in a central location downtown by City Hall, and to the South next to the new Fredrickson Family Fitness Park. The program would include 15 bikes across the three station locations. The bikes would be for rent, either by the hour or with a \$30 annual pass (discounted annual pass for students 18 yrs.+). Anyone will be able to rent a bike easily through the [Movatic smartphone app](#).

Additionally, sponsoring organizations would be able to utilize free membership for their staff and students by way of their organization's email for the first year of the program. For example, because Bethany College has committed to sponsoring the program, all Bethany students and staff would be able to access the bikes free of charge for the first 12 months. Because many college students are without transportation, a Bikeshare program would increase their ability to move throughout town and on the trail more easily for work, retail, and recreation.

ARPA funds came to the City via a public health crisis. The Lindsborg Bikeshare program is a public health initiative with the additional benefits of improved accessibility, tourism, economic development, and the promotion of Lindsborg's Swedish heritage (all of which are Comprehensive Plan goals). The city's share of the program in 2023 would be covered by ARPA funds.

Councilmember Rebecca Van Der Wege moved to approve the expenditure of ARPA funds for the Lindsborg Bikeshare Program with the amendment that Community Development Director Jordan Jerkovich will follow-up regarding Item 9.c of the contract regarding maintenance costs and report back to Council. Seconded by Councilmember Kirsten Bruce and passed 7-0 by roll call vote.

Insurance Renewal

The insurance package for the City of Lindsborg, except for workers compensation insurance, runs annually from April 1 to March 31. The City brokers insurance services to not be tied to a specific company; the current insurance broker is Fuqua Insurance Group.

Council was provided with a copy of the renewal proposal for the upcoming term. Mike Dreier, agent for Fuqua Insurance Group, was at the meeting to answer questions and explain changes in the cost of coverage.

This year, Fuqua was able to go back to a flat Broker Fee. The last two years, this fee was included in the premiums and was based upon a percentage of the premiums. Breaking it out it allows the city to see exactly what Fuqua is charging as a Broker Fee and allows them to be more competitive in their pricing.

Councilmember Blaine Heble moved to approve the insurance proposal from Fuqua Insurance Group in the amount of \$128,105. Seconded by Councilmember Emile Gallant and passed 7-0 by roll call vote.

Police Department Cameras

The Lindsborg Police Department's (LPD) body-worn and in-car camera warranties are ending in June 2023. Currently, the city has Watchguard for body-worn and in-car cameras and evidence storage systems. Watchguard was purchased a couple of years ago and now falls under the corporate umbrella of Motorola Solutions.

Over the last two years, LPD has experienced multiple issues with the body-worn and in-car cameras along with the software configuration. Some of the issues included inoperative body and in-car cameras, failures to download video footage, and system configuration difficulties with staff being able unable to log into the computer system. There is a warranty in place, but poor customer service, lack of communication, extended delays in getting equipment fixed and returned, and equipment reliability have caused staff to reexamine continued business with them.

Staff reached out to Axon Enterprise, Motorola Solutions, and Sector for quotes on a multi-year plan to replace the body-worn cameras starting this year, with the expectation of budgeting out the remaining balance over multiple years and adding the in-car cameras in 2024. These companies are currently leaders in the industry in this area for this type of technology.

- **Axon** quoted \$45,507.70 over five years at an annual cost of \$9,101.58 per year.
- **Sector** quoted \$46,369.11.
 - Their quote did not provide a break down over the five-year period, but they stated a multi-year breakdown would add interest to the overall cost that would elevate the total cost of the project.
- **Motorola Solutions** provided two quotes:
 - One with an in-house server to store video footage that came in at \$26,755.00.

- The second quote had used cloud-based storage; as with Axon and Sector's quote, that quote came in at \$49,655.00 with an initial cost of \$18,175 the start-up year and \$7,870 over the next 4 years.

In the 2023 budget, an amount of \$6,500 was approved for the Watchguard Mobile Cameras, and \$4,500 was approved for the warranty for a total cost of \$11,000. In 2024 Capital Improvement Plan, \$9,000 was the anticipated budget.

Councilmember Rebecca Van Der Wege moved to approve the purchase of 9 new body-worn cameras and evidence storage system from Axon Enterprises in the amount of \$45,507.70 with an initial payment of \$9,101.58 for Fiscal Year 2023. Seconded by Councilmember Emile Gallant and passed 7-0 by roll call vote.

Golf Cart Lease Renewal

The City of Lindsborg has a six-year lease for 10 RXV Elite Lithium-ion battery golf carts, good through May of 2025. This lease is with Kansas Golf & Turf (KG&T) in Wichita, Kansas. These carts are almond color with fold-down windshield, cooler and bracket attached, USB ports, wheel covers, message holder, and premium seats (high back and custom). These carts are energy efficient--guaranteed 30% less energy used and up to a possibility of 50%.

The battery warranty is five years, and KG&T cover the sixth year if any batteries need replaced. Lithium-ion batteries improve the performance and longevity of golf carts; the batteries are half the size of lead acid batteries, a fraction of the weight, and require relatively no maintenance.

Councilmember Emile Gallant moved to approve \$10,879.20 to Kansas Golf & Turf for the lease of 10 golf carts for the Lindsborg Municipal Golf Course for FY 2023. Seconded by Councilmember Blaine Heble and passed 7-0 by roll call vote.

Purchasing Policy Revision

Lindsborg City Code Division 4 Section 2-200 "Duties and Responsibilities of the City Administrator" states that the City Administrator should, "Exercise general supervision and control over all city purchases and expenditures in accordance with the budget and such policies as may be established by the City Council."

The current purchasing policy outlines that the City Governing Body determines the level of expenditure for each department by adoption of the annual budget. The Governing Body takes no further action apart from approving expenditures over \$2,500.

Due to inflation and market trends resulting in the overall increase of products, items that used to be under \$2,500 are now well above, yet this policy has remained unchanged since 2018 (at that time, the limit was increased from \$1,000 to \$2,500). The dollar has had an average inflation rate of 3.55% per year between 2018 and today, producing a cumulative price increase of 19.08%. This means that today's prices are 1.19 times as high as average prices five years ago, according to the Bureau of Labor Statistics consumer price index. The current inflation rate compared to last year is now 6.04%. If this number holds, \$100 today will be equivalent in buying power to \$106.04 next year and if the trend continues, the buying power of \$100 today is predicted to be equivalent to \$115.93 in 2028.

To streamline efficiencies, and to alleviate the need for staff to seek the approval of City Council on so many "business as usual" or budgeted items, a recommendation to increase the spending limit authorization for the City Administrator is being presented. In querying other cities of similar size and scope, the spending authority by the City Administrator ranges from \$2,500 to \$25,000. While the amount is at the discretion of City Council, Administration recommends an increase to an amount between \$3,500 and \$5,000.

Additionally, the policy manual would be revised to reflect that three (3) quotes would be required for any item over \$2,500 (2018 policy revision increased this amount from \$1,000 to \$1,500).

Council would still review payables and expenditures as part of each meeting's consent agenda. The City Administrator, Finance Director, and Department Heads review department budgets monthly and scrutinize all expenditures in the best interest of the City. Increasing the amount authorized is only intended to streamline processes for both staff and Council and to be in line with the current market.

Councilmember Emile Gallant motioned to approve an increase in the spending authorization by the City Administrator to \$5,000 and requiring three quotes for amounts above \$2,500. Seconded by Councilmember Andrew Smith and passed 7-0 by roll call vote.

EXECUTIVE SESSION:

There was no Executive Session.

ADJOURNMENT:

Councilmember Kirsten Bruce moved for adjournment, seconded by Councilmember Andrew Smith, and passed 7-0 by voice vote. The meeting was adjourned at 7:52 p.m.

Respectfully Submitted,
Roxie Sjogren, CMC
City Clerk