

LINDSBORG CITY COUNCIL
Lindsborg City Hall
July 3, 2023–6:30 p.m.
Meeting Minutes

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

COUNCILMEMBERS ABSENT: Emile Gallant

OTHERS PRESENT: Kristi Northcutt, Zach Strella, Roxie Sjogren, Marcus Petty, Jordan Jerkovich, Chris Lindholm, Noah Flores, Lieutenant Wolf, Holly Lofton, Fire Chief Matt Clark, Chris Goodson, Karolyn Moore

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

PUBLIC INPUT:
No public input.

AMENDMENTS TO THE AGENDA:

City Administrator Kristi Northcutt asked to move Item F/McPherson County Housing Study under new business to Item A as there were guests in the audience that were in attendance for Item F.

MAYOR'S REPORT:

Mayor Shultz shared that Bethany Lutheran Church has been accepted into the National Historic Registry.

Friday, June 30, was the ribbon cutting ceremony for the Bicycles. Mayor Shultz thanked all that were a part of that program.

The Old-Fashioned 4th of July program will begin with the kid's bike decorating at 5 p.m. and then the program at 6 p.m.

CONSENT AGENDA

Councilmember Kirsten Bruce moved to approve the minutes from the June 5, 2023, regular Council meeting, Payroll Ordinance 5430 and 5431, and Purchase Order Ordinance 5432 and 5433. Motion seconded by Councilmember Andrew Smith. The motion passed 7-0 by roll call vote.

APPOINTMENTS:

There were no appointments.

Committee Reports:

There were no committee reports.

FIRST READING:

Appearance Guidelines

The Community Development Department has been working in coordination with the Planning Commission and Design Review Board to produce Appearance Guidelines for the regulation of building architecture and modifications in the C-2 Retail Business District, and signage and public art within all districts in the City of Lindsborg jurisdiction. After nearly three decades and multiple attempts to develop and pass guidelines, the Planning Commission and Design Review Board unanimously voted to recommend the Appearance Guidelines Version 3.0 to City Council for vote and approval.

The Appearance Guidelines Version 3.0 are built on three foundational elements designed to encourage creativity within guidelines, or “boundary conditions.”

1. The first element is described as Community Approved Design (CAD). CAD was developed through public feedback and online surveys made available to the community and is designed to act as inspiration for applicants. Importantly, CAD is not mandatory design.
2. The second element is described as the Design Principles, which when formulated with a “not” framing, become a set of guidelines, or boundary conditions. Applicants are asked not to violate the design principles with their proposed design.
3. The third element includes the ability to request a variance to venture beyond the boundary conditions, which may become necessary given a specific set of circumstances (e.g., the sign design for a national franchise does not comply but is nevertheless required for the business to operate).

A standard application and evaluation process is also defined within the appearance guidelines. The standard application creates the conditions of equity through uniformity and common conditions from which members of the Design Review Board can base a decision. Additionally, the standard application creates a new avenue for expedited approval of standard signage by allowing a first review of the application by members of the Design Review Board before being put on a meeting agenda. If members of the board have unanimous agreement (all yes votes, agreeing that the design as presented does not violate the design principles), the application may be approved by the Community Development Department without a formal hearing. However, if there is not unanimous agreement (e.g., 1 no vote), the application would automatically be added to the agenda of the next regularly scheduled Design Review Board meeting. Finally, if the applicant requests a variance on their application, the application would automatically be added to the agenda of the next regularly scheduled Design Review Board meeting without a first review.

The Appearance Guidelines 3.0 were designed to encourage the abundant creativity found within the community without being unnecessarily prescriptive or deterministic. This policy approach aims to strike a middle ground between limited oversight and absolute oversight, creating the conditions for better design outcomes and voluntary compliance from the community.

No action was taken. The item will come back to the City Council for a decision at the July 17, 2023, regular meeting.

OLD BUSINESS:

There was no old business.

NEW BUSINESS:

McPherson County Housing Study

The Community Development Department has been working alongside other McPherson County communities within a group called the McPherson County Housing Task Force since the beginning of 2023. One of the initiatives identified by the group as a need is a countywide housing study, which would include all communities in the county. This initiative has been gaining steam, with likely completion this year (pending funding).

The idea behind the study is that every community is included, meaning that the study will be comprehensive and mutually intelligible. This will allow county communities to collectively apply for grant funding (e.g., Moderate Income Housing or MIH, etc.) utilizing multi-site/multi-jurisdictional applications. This will help to address the issues related to building cost versus desired profit by developing at greater scale and improve the competitiveness of grant applications towards the goal of providing more workforce housing to the economic region. Additionally, staff had planned to develop a comprehensive housing plan with long-range goals for the community (City of Lindsborg Adopted Strategic Plan 2021-2024—Built Environment/Neighborhoods & Housing); data obtained through this study will have a great impact to this plan.

The current cost as procured via a Request for Proposal (RFP) is \$24,000 and is allocated across seven McPherson County communities according to population size. Importantly, the City of McPherson will not be part of the study because they completed a housing study a few years ago. However, the same organization (RDG Planning & Design) that completed the City of McPherson’s housing study would be hired to complete the study for the remaining McPherson County communities, allowing the studies to be integrated as part of a whole and separated when necessary for community specific grants.

The group effort is being led by the McPherson Housing Coalition.

Councilmember Andrew Smith moved to approve the expenditure of \$9,200 to participate in the McPherson County housing study as presented. Seconded by Councilmember Kirsten Bruce and passed 7-0 by roll call vote.

Fire Department Bunker Gear

The Lindsborg Fire Department set up a plan to purchase three sets of new bunker gear each year to replace bunker gear that is expired, is set to expire during the fiscal year, or is unserviceable. Three sets of bunker gear are currently needed to replace three sets that are expired, per the Fire Chief.

Staff budgeted \$7,000.00 for this fiscal year to purchase three new sets of bunker gear. Unfortunately, due to inflation, the cost for bunker gear has risen beyond what was previously budgeted. However, the necessary funds are in the Fire Department budget to cover the additional costs.

Quotes were obtained from three different vendors. The three quotes are as follows:

- Ed M. Feld Equipment Co. \$7,958.25
- Weis Fire Store.com \$9,979.56
- The Fire Store \$11,796.93

The Fire Department has a credit with Ed M. Feld Equipment Co. in the amount of \$2,035.15. Applying this credit to the quoted purchase price for the bunker gear from Ed M. Feld Equipment Co. would put the total cost for the new bunker gear for 2023 at \$5,923.10.

Councilmember Kirsten Bruce moved to approve the purchase of three sets of bunker gear from Ed M. Feld Equipment Co. in the amount of \$5,923.10. Seconded by Councilmember Blaine Heble and passed 7-0 by roll call vote.

Northeast Ballfield Restrooms

The Lindsborg Recreation Department and USD 400 partnered to apply for a grant through the David J. Nutt Fund for the Northeast Ballfield Improvement plan. This grant was to help get the field back on track and playable for both recreational programs and Smoky Valley High School games. Priorities in the grant included fencing, dugouts, shade, backstop, scoreboard, and a transportable bathroom trailer to be used during peak times at the ball fields.

The City, together with USD 400, was awarded a David J. Nutt Fund large-cycle grant in the amount of \$145,000.00 and can now move forward with procuring items outlined in the project. The City is the lead for the bathroom trailer, whereas the school district has taken the lead on other items listed above. Outlined here is a two-stall, transportable bathroom trailer that will be used at the NE Ballfields during peak times, to be transported to locations for Midsummer’s and Hyllningsfest. The trailer would be housed at the Lindsborg Golf Course for the rest of the time and would be used in place of the current port-a-potty. The trailer will be owned by the City of Lindsborg, but a partnership with USD 400 will allow for use at their activities, as well.

It will be cleaned and maintained by City staff, but dumped by Salina Septic, who provides current services at the ballfield and golf course.

Quotes were requested from three vendors as outlined below:

Comforts of Home:	\$36,614.00
Elk Creek Trailers:	\$59,721.00
Portable Restroom Trailer:	Did not provide a quote.

If approved, the remaining balance of the grant would then be transferred from the City to USD 400 to allow for them to order the supplies and work necessary to finish the fence, dugouts, scoreboard, and backstop.

Councilmember Rebecca Van Der Wege moved to approve the purchase of a two-station, 12-foot Restroom Transportable trailer from Comforts of Home for \$36,614.00 and to approve the transfer of the remaining balance of the \$145,000.00 grant (\$108,386.00) to USD400 to order and finalize the fence, dugouts, and backstop. Seconded by Councilmember Kirsten Bruce and passed 7-0 by roll call vote.

Picnic Tables

The Parks Department owns and maintains more than 25 picnic tables for the City's parks. They are used year-round and provide seating for the park system and for special events. These tables are 8 feet long and have wooden tops and seats with steel frames and weigh more than 150 pounds each.

The current tables are in fair to poor condition. Frames are bent, rusting, or worn through the bottom. The tops are rotting and need constant replacement and painting.

Staff recommends and has budgeted replacement of the tables with new tables that are maintenance free and easy to clean. Weight was also a factor since they are being moved for special events. Fully aluminum tables were researched and priced because of the desired characteristics.

Three quotes were requested on the same tables and two bids were returned. Twelve, 8-ft. aluminum tables and two, 8-ft. aluminum ADA-compliant tables were quoted.

The following quotes were obtained:

- Epic Sports did not respond.
- SOPA INC. provided a quote of \$14,241.00.
- The Park and Facilities Catalog provided a quote of \$12,425.00

Councilmember Tanner Corwin moved to approve the purchase of aluminum picnic tables from The Parks and Facilities Catalog for \$12,425.00. Seconded by Councilmember John Presley and passed with a 7-0 roll call vote.

Transformer Repairs

Three transformers were sent to Midwest Transformer for inspection and repairs. The quote for repairs did not get forwarded for approval from City Council prior to repairs being made. The repairs have been completed, and the transformers arrived back last month and have been invoiced.

The repairs at Midwest Transformer Services came to \$10,760.00 plus tax.

Councilmember Kirsten Bruce moved to approve the repairs on three transformers from Midwest Electric Transformer Services for \$11,782.20 including tax. Seconded by Councilmember Andrew Smith and passed 7-0 by roll call vote.

Cow Creek Change Order

Phase one of the Cow Creek Maintenance Project is well underway. The project has been managed with no major issues. Preliminary feedback from residents and property owners indicates general satisfaction with the project. Aside from the rain delays, delivery of this project has met expectations.

As the project continued to progress, one property owner reached out to express concern about five trees which were not removed from their property according to the original engineering plan that was communicated to them in 2021. Upon review, the department discovered that the trees had, in fact, been marked to be removed in the original engineering plan but had been omitted from the final plan that was bid to Malm Construction. The property owners were the first to sign their easement with the expectation that these trees would be removed. After a site visit, staff determined that the root systems of the trees are further exposed and that one tree experienced damage to its trunk during the project. These conditions indicate that the long-term health of these trees is at risk.

Staff is concerned that leaving these trees in place presents a potential safety and financial risk to the property owner. Staff have worked diligently to manage property owner concerns and objections based on the long-term and intergenerational priorities of residents as part of this process. Therefore, it is the recommendation of the department to make right by these residents by following through with the City's original communication about the trees, to preserve the integrity of this project and floodplain management projects in the near and extended future.

The proposal from Malm Construction includes a change order to remove the trees as presented. The trees were not originally included in the bid because they were removed in the final engineering plan but were included in the preliminary engineering plan communicated to the impacted property owners.

Councilmember Andrew Smith moved to approve the change order in the Cow Creek Maintenance Project to remove five trees as originally communicated to the impacted property owners. Seconded by Councilmember Kirsten Bruce 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 John Presley, and passed 7-0 by voice vote. The meeting was adjourned at 7:47 p.m.

Respectfully Submitted,
Roxie Sjogren, CMC
City Clerk