

**LINDSBORG CITY COUNCIL**  
**Lindsborg City Hall**  
**August 21, 2023–6:30 p.m.**  
**Meeting Minutes**

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

**COUNCILMEMBERS ABSENT:** John Presley, Tanner Corwin

**OTHERS PRESENT:** Kristi Northcutt, Zach Strella, Roxie Sjogren, Marcus Petty, Chris Lindholm, Chief Davis, David Hay, Noah Flores, Lauren Doak, Milton Collins, Judy Murphy, Suzanna Swensson

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:**

There were no amendments to the agenda.

**MAYOR'S REPORT:**

Mayor Shultz expressed appreciation to City Council and community members for being patient with limited parking at City Hall due to the building being painted.

Mayor Shultz thanked all those that were involved in the street dance.

Milton Collins, the new Community Development & Neighborhood Services Director, was introduced. Milton started with the City on Wednesday, August 16, 2023, having previously worked at BPU and the City of McPherson. Milton is also a Bethany College alum.

Mayor Shultz shared that weekday church school celebrated their 100-year anniversary at an event on Sunday, August 20, 2023.

Mayor Shultz recognized Ericka Lysell for her work with Laundry Love and Pastor Quigley and the Smoky Valley Baptist Church for the senior lunch events they have been sponsoring. Mayor Shultz stated that he knows there are many in the community organizing these types of events, these are just two that he saw this week.

**CONSENT AGENDA**

**Councilmember Kirsten Bruce moved to approve the minutes from the August 7, 2023, regular Council meeting, Payroll Ordinance 5438, and Purchase Order Ordinance 5439. Motion seconded by Councilmember Andrew Smith. The motion passed 6-0 by roll call vote.**

**APPOINTMENTS:**

Mayor Shultz appointed Mandy Todd to the Lindsborg Housing Authority and Jeff Kurtz to the Planning Commission with no objections from Council.

**COMMITTEE REPORTS:**

Planning Commission and Design Review Board will be meeting on Tuesday, August 22, 2023, at 6 p.m.

**OLD BUSINESS:**

There was no old business.

**NEW BUSINESS:**

**Library Expansion**

On February 6, 2023, the Lindsborg Community Library director presented to City Council at the regular meeting the desire to expand library services from the current location at 111 S. Main into 109 S. Main, which at the time, was for sale. With City Council’s unanimous consent (6-0; 2 councilmembers absent), the Library proceeded with purchasing 109 S. Main, and has since been working with Hutton to create the design and budget for the expansion.

As background, the City of Lindsborg owns 111 S. Main, and the Library leases the space from the City; 109 S. Main will be deeded to the City of Lindsborg and become its property and the Library will lease the newly acquired space from the City as it has and will continue to do with 111 S. Main. The City Administrator and City Attorney will work toward the successful completion of the deed transfer and the revised lease agreement accordingly.

In Section XVI Alterations or Improvements of the Lease Agreement, it states: *“Lessee will not make any alterations in or additions to the leased premises without first securing the written consent of Lessor to such improvements or alterations, which consent shall not be unreasonably withheld. At the termination of this lease, such alterations and additions shall become the property of Lessor unless Lessor shall require Lessee to remove the same and to repair any damage occasioned by such removal, all at the expense of Lessee.”*

**Conditions:**

- The design created by Hutton being presented to City Council unifies 111 S. Main and 109 S. Main into one improved library service center.
- The unified library building will be owned by the City of Lindsborg, leased to the Lindsborg Community Library as an amendment to the current lease agreement under the same terms, and funded by the Lindsborg Community Library.

**Funding Sources:** The Library currently has estate gifts, foundation donations, and capital improvement funds that will be used in part or in total towards this project. Along with donations that have started arriving in advance of an official fundraising campaign, this amount totals \$81,596.52. The Library will apply for grant funding for the total and/or specific components from multiple organizations. The Library will engage in a capital campaign to partially fund this project to allow community members involvement opportunities.

**Councilmember Rebecca Van Der Wege moved to approve the Library’s request to proceed with fundraising and construction for library building project with the conditions as presented. Seconded by Councilmember Kirsten Bruce and passed 6-0 by roll call vote.**

**City Fee Schedule – Ordinance No. 5440**

Ordinance No. 5440 would amend the City Fee Schedule for fees related to the following items. The changes made to the schedule have been marked with red font in the draft City Fee Schedule that was provided to Council.

- *Animals*
  - The Lindsborg Police Department (LPD) recently acquired a microchip reader that can be used to find the owner if they come into possession of a lost dog that is microchipped. The current rate to license a dog is \$5 for those that are spayed or neutered and \$25 for those that are not. Staff would like to add a one-time licensing fee for microchipped dogs for \$35 and a lost tag/replacement fee of \$5. This

could incentivize owners to microchip their dogs and aid in the re-unification of lost dogs with their owners without the dogs having to be impounded.

- *Courts and Jails*
  - In consultation with City Prosecutor Zach Strella, staff recommend that Municipal Court costs be raised from \$63.50 to \$110.
  - Currently, there is no charge in Municipal Court for expungements. In consultation with City Prosecutor Zach Strella, staff is recommending a \$50 fee for expungements.
  - There has been a correction to the DUI Diversion Fee charge making it \$150. \$150 has been the charge; \$250 is a community corrections supervision fund fee that is implemented by the state and administered by municipal courts.
- *Public Safety*
  - Because AMR handles all EMS billing, the Emergency Management and Services section can be eliminated.
  - To cover the minimum cost of the Fire Department staff & vehicles standing by at fireworks displays, staff recommend increasing the permit rate from \$25 to \$100.
- *Utilities*
  - The City receives requests for electric and water disconnects from homeowners that are remodeling or who temporarily relocate for the winter and request that their electric and/or water be shut off during construction or while they're away. Because this requires administrative time as well as staff in the field, staff recommend a \$50 charge for disconnecting and reconnecting service for each electric and water.
  - Ordinance No. 5332 established electric rates through 2026; the City Fee Schedule has now been updated to include the rates for 2023.

**Councilmember Andrew Smith moved to approve Ordinance No. 5440 amending the City Fee Schedule as presented. Seconded by Councilmember Blaine Heble and passed 6-0 by roll call vote.**

### **Transformers**

Through the process of installations and replacement of transformers, the inventory of spare pole-mounted 10 kVA and 50 kVA size transformers has been reduced. These are common-size transformers and need to be added back into the inventory. The 10 kVA transformers are used for lighter loads such as multiple streetlight runs or smaller isolated structures. The 50 kVA transformer is common for multiple households or smaller businesses.

Midwest Electric Transformer Services has been supplying transformers to the City for several years now and has been providing excellent service. They have also provided transformers well ahead of the estimated delivery schedule, and a couple of times they have put transformers on an expedited schedule when there was an urgency.

**Councilmember Rebecca Van Der Wege moved to approve the purchase of spare transformers from Midwest Electric Transformer Services for \$13,670.00 plus sales tax. Seconded by Councilmember Emile Gallant and passed 6-0 by roll call vote.**

### **EXECUTIVE SESSION:**

There was no executive session.

### **OTHER:**

Council President Peterson asked how/where community members can register to vote and find out what precinct they vote in. City Clerk Sjogren shared that the County Clerk is the election official. City Hall has the hard copy voter registration application form.

**ADJOURNMENT:**

**Councilmember Kirsten Bruce moved for adjournment, seconded by Councilmember Blaine Heble, and passed 6-0 by voice vote. The meeting was adjourned at 7:13 p.m.**

Respectfully Submitted,  
Roxie Sjogren, CMC  
City Clerk