

LINDSBORG CITY COUNCIL
Lindsborg City Hall
March 17, 2025–6:30 p.m.
Meeting Minutes

COUNCILMEMBERS PRESENT: Mayor Clark Shultz, Corey Peterson, Rebecca Van Der Wege, Kirsten Bruce, Blaine Heble, Joshua Swanson, John Presley

MEMBERS ABSENT: Tanner Corwin, Andrew Smith

OTHERS PRESENT: Kristi Northcutt, Roxie Sjogren, Zachary Strella, Holly Lofton, Noah Flores, Lauren Doak, Milton Collins, David Hay, Denny Walker, Marcus Petty, Lt. Scott Wolf, Scott Bontz, Martha Danielson, Avery Dauer, Tessa Peters, Mike Dreier

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

PUBLIC INPUT:

Tessa Peters and Avery Dauer, Svensk Hyllningsfest Co-Chairs, stated that they are working with a new vendor that will be hosting the Beer Garden at this year's festival. This vendor can offer a full bar versus just beer, so they asked Council if they would consider allowing this as an option for the festival this year.

AMENDMENTS TO THE AGENDA:

There were no amendments to the agenda.

MAYOR'S REPORT:

Mayor Shultz mentioned the recent passing of Janie Nyquist and acknowledged her advocacy for small town pharmacies.

Mayor Shultz shared the City Administrator Kristi Northcutt gave notice and wished her the best of luck in her new position. He shared that he has spoken with some professional employment agencies and former Mayor Becky Anderson as to the process last time the City went through a search. He stated that he plans to use the template from 3 ½ years ago with some tweaks. He told Council that he will be calling on some of them to vet applicants.

CONSENT AGENDA:

Councilmember Kirsten Bruce moved to approve the minutes from the March 3, 2025, regular Council meeting, Payroll Ordinance 5526, and Purchase Order Ordinance 5527 including the AMR invoice. Motion seconded by Councilmember Rebecca Van Der Wege and passed 6-0 by roll call vote.

APPOINTMENTS:

Hearing no objections from City Council, Mayor Shultz appointed Gabrielle Jewell to the Lindsborg Volunteer Fire Department.

KMEA Board of Directors

In accordance with Article V of Kansas Municipal Energy Agency's (KMEA) Bylaws, the Board of Directors shall consist of two Directors (Director 1 and Director 2) and an Alternate (*) for each Member City, to be selected by the governing bodies of the Members.

1. Directors serve two-year terms. Alternates can serve any term specified by the governing body; some Members appoint their Alternate to serve on a "Permanent" basis.

2. Each Member is entitled to one Director vote – such vote shall be cast on behalf of the Member by its Director 1 or, if Director 1 is not present, then by its Director 2. In the event neither Director designated by the Member is present, the Alternate may vote on behalf of such Member unless the governing body of the Member has specifically prohibited the Alternate from voting on the Member’s behalf.
3. KMEA encourages the governing body to select an individual that has knowledge of the City’s electric system;
4. Directors must reside within the territory served by the electric utility of the selecting Member or be an employee of the selecting Member.
5. Directors should be able to attend Board of Directors meetings that are typically held in the Spring and Fall each year in Wichita, KS and/or virtually.

The current Directors are:

		Term Exp. Date	Change to:
Director 1	Kristi Northcutt	4/30/2026	Denny Walker
Director 2	Chris Lindholm	4/30/2026	Rod Schrage
Alternate*	Clark Shultz	4/30/2025	4/30/2027

Administration recommends that Interim Public Works Director Denny Walker be appointed to replace Kristi Northcutt as Director 1 and that Electric Superintendent Rod Schrage be appointed to replace retired Public Works Director Chris Lindholm as Director 2. The Alternate Director would continue to be Mayor Shultz, with a term extension through April 30, 2027. If Mayor Shultz’s term as Mayor ends in December 2025, a new Alternate would be appointed at that time.

Councilmember Blaine Heble moved to approve the appointments, seconded by Councilmember John Presley and passed unanimously by voice vote.

COMMITTEE REPORTS:

Parks Director Noah Flores shared that Lindsborg has been named as a Tree City USA for the 40th consecutive year. To be designated as a Tree City, cities must meet four standards: have a tree board or department that monitors trees, public tree care ordinance, community forestry program, and Arbor Day observation and proclamation.

OLD BUSINESS:

Employee Handbook/Policy Manual

The last update to the City of Lindsborg Employee Handbook was in December 2022. At that time, a full five-year review of the handbook and all policies was planned for 2023, with implementation in 2024. During 2024, a City Council sub-committee was established to review the handbook and consider revisions; this included Councilmembers Corwin, Presley, and Bruce with staff members Kristi Northcutt and Roxie Sjogren. They reviewed the handbook and after consultation with HR Partners and the City Attorney, recommended additions and revisions that were introduced on Dec. 16, 2024. Based on feedback and questions during that meeting, staff made the following changes (refer to the section stated for further detail within the handbook) for City Council’s consideration:

- **Social Media (section II-8):** Clarifying language was added related to the City’s ownership of posted content and how it may be used by others.

- **Gifts and Favors (section II-14):** This section was updated to include language related to the attempt to influence staff/elected officials and a dollar amount related to the value.
- **Travel (section III-14):** International travel approval was shifted from the City Administrator back to City Council. Air travel was broadened when considering airport selection, based on net price to include mileage, hotel stay, etc.
- **Timekeeping and Reporting (section III-6):** Removed references to the software name itself, resulting in more generic language for electronic timekeeping.
- **Sick Leave Rollover (section IV-5):** This benefit was removed based on several City Council members and the Mayor expressing concern with the benefit.
- **Paid Parental Leave (section IV-9):** Removed reference to taking leave all at one time and not intermittently (thus allowing intermittent use in the first six months following the qualifying event). Legal counsel has clarified that the language “not a spouse’s child” references the adoption of a spouse’s child after marriage (stepparent adoption).
- **Health and Safety (section VI-1):** Revised maximum work hours from 12 to 16 in a single shift, with a rest period of eight (8) hours based on Public Safety and Public Works input and industry norms. Also expanded approval to include department directors/ superintendents in addition to the City Administrator for streamlined efficiency.
- **Inclement Weather (section VI-11):** Since the reading in December, three larger-than-normal snowstorms led to development of a more detailed Inclement Weather Policy. This new policy has been reviewed by the City Council handbook committee.
- **Travel Policy (III-14):** All vehicular travel for City business ~~shall~~ should be done in a City-owned vehicle.

Also, at the Dec. 16, 2024, meeting, it was suggested that policies pertaining to elected officials or the governing body be removed and a separate manual for them be created. The edition proposed here does not achieve that; however, administration will work toward this for a rollout later in 2025. Where policies pertain to elected officials, this is noted; they are not referred to as employees.

Immediately prior to the March 3, 2025, meeting, staff received several questions about the handbook from a councilmember. Staff provided the full Council with responses to those questions. Other than those questions, staff has received no other feedback from the governing body since the first reading on Dec. 16, 2024. Please note that many of the redlined additions to the handbook are policies that are being brought over from a separate policy manual and are not new policies being proposed.

Councilmember John Presley moved to approve the Employee Handbook and Policy Manual as presented. Seconded by Kirsten Bruce and passed 5-1 with Councilmembers Swanson, Van Der Wege, Bruce, Heble and Presley voting aye and Council President Peterson voting no.

NEW BUSINESS:

Property & Casualty insurance

The property and casualty insurance package for the City of Lindsborg runs annually from April 1 to March 31. The City brokers insurance services and is not tied to a specific company; the current insurance broker is Fuqua Insurance Group based in Lindsborg.

Attached is the renewal proposal for the upcoming term. Mike Dreier, agent for Fuqua Insurance Group, will be available at the meeting to answer questions and explain changes in the cost of coverage (as outlined in the attached overview). As with last year, the deductible is \$75,000 per occurrence for wind and hail. Fuqua staff proactively looked for ways to mitigate this for the City. The solution determined to be the best is what is called a “deductible buy down.” The quote shows that the cost is \$7,992.59 to buy down the deductible from \$75,000 to \$10,000 per occurrence.

Overall, there is a 5% increase in premium.

Mike Dreier considered other options other than EMC for coverage, but because the City receives a dividend check from EMC based on their profitability, it did not make sense for Lindsborg to change to another provider. The 2024 dividend to the City was \$10,174.84.

Quotes:

(Fuqua) EMC: \$182,773
(Fuqua) Continental Western: \$189,761
(Staff) Midwest Public Risk: \$176,000 without Work Comp

In 2014, Fuqua Insurance Group was selected as the Broker of Choice for the City. This means that with the three major players in Municipal Insurance (EMC, Continental Western, and Travelers), Fuqua is listed as the Broker of Record. For any other broker to give us a quote with any of these three companies, it would require a Broker of Record change. Therefore, staff only bid one other insurance company (Midwest Public Risk).

Councilmember Blaine Heble moved to approve the property and casualty insurance renewal proposal from Fuqua Insurance Group in the annual amount of \$182,773.59. Seconded by Councilmember Kirsten Bruce and passed 6-0 by roll call vote.

Pool Painting

The Lindsborg Swimming Pool was previously sandblasted and painted in 2019. It is time again for this service. The City reached out to five companies. Two quotes were received back, two said they are already booked for the 2025 season, and one said they do not provide sandblasting as a service anymore.

- AKC came in at \$54,800. This is to sandblast problem areas only, power wash, and apply two coats of paint.
- Blast It Clean came in at \$53,888.55. This is to sandblast problem areas only, power wash, and apply two coats of paint.
- Blast It Clean also quoted to sandblast all surfaces down to the concrete, power wash, and apply two coats of paint. This quote is \$87,000.

The City spent \$35,800 on this service in 2019. At that time, the company sandblasted problem areas only, power washed and applied two coats of paint. If the approach to continue only sandblasting problem areas continues, multiple applications of thick paint that chip very easily over time will remain. If one of the \$50k options is selected, it's likely to expect to need this service done again in 5-6 years at that cost plus inflation or other cost-increased factors. If the option to sandblast down to the concrete is chosen, so that the paint has a better surface to adhere to, Blast it Clean warranties five years, but realistically expects the work could last 10 years before needing to redo, thus saving the City money overall.

Councilmember Rebecca Van Der Wege moved to approve Blast It Clean in the amount of \$87,000 to sandblast all surfaces, power wash, and apply two coats of paint to the Lindsborg Swimming Pool. Seconded by Councilmember Kirsten Bruce and passed 6-0 by roll call vote.

CCLIP Application

The City Connecting Link Improvement Program (CCLIP) is a KDOT program that provides funds for cities to address road deficiencies and improve a City Connecting Link on the State Highway System within communities. A City Connecting Link is defined as any routing of a State Highway System that is located within the corporate limits of a city. Harrison and Cole Street are part of that system within the city limits of

Lindsborg. Applications for the next round of funding for the CCLIP-PR (Pavement Restoration) are due March 28, 2025.

As historical background, Harrison and Cole were restructured in 1993; that year saw major rainfalls causing numerous delays and later, settling issues. Also, during that time, there were poor quality aggregates used in the concrete which to this day continue to cause problems with the paving.

While the project was done at the same time, the Cole Street portion of the project has not seen the failures that the Harrison Street portion has. In 2008, KDOT funds were used to make some repairs to both Harrison and Cole Streets. While overall, Cole has held up well, Harrison continues to have numerous problems. City staff continues to make repairs by replacing problem areas and patching the concrete every year.

Discussions have taken place with the city's engineers to try and figure out what the best approach would be to solve this continuing problem. Does it need more patching? Would a mill and overlay work? After discussing many different options, in the end, what it comes down to is the concrete continues to fail because of the bad aggregate and the only way to eliminate that problem is to remove and replace the concrete.

Funding through CCLIP is limited to \$1.5 million per year with a City match of 5%. Because of the \$1.5M per year limit, the project will require two separate applications to cover the cost of the project. The City's matching share of the project is estimated at \$157,897.74 (\$78,947.37 in 2027 and again in 2028).

The City has applied for the last several years; Historically, applications of this type often require multiple submission cycles before successfully receiving funding. KDOT area engineer Karlton Place has seen the application and supports the Lindsborg project as an applicant. However, as with most grant applications, there are typically more requests than available funding.

Councilmember Joshua Swansson moved to approve the submission of an application to KDOT for the repaving of Harrison Street from Lincoln Street to Olsson Street, with a commitment of a 5% match to the project, if awarded. Seconded by Rebecca Van Der Wege and passed 6-0 by roll call vote.

OTHER:

Councilmember Heble shared that he had recently been out at the golf course and the cart path improvements turned out very well.

Council President Corey Peterson commented that while we discussed unbudgeted sales tax collection earlier, he was unsure as to what to expect for the rest of the year. He stated that January and February were the worst two months to start a year in his business's history, so just wanted everyone to be aware moving forward as to what the potential sales tax could look like.

ADJOURNMENT:

Councilmember Kirsten Bruce moved for adjournment, seconded by Councilmember Joshua Swanson, and passed 6-0 by voice vote. The meeting was adjourned at 7:17 p.m.

Respectfully Submitted,



Roxie Sjogren, MMC
City Clerk