

LINDSBORG CITY COUNCIL

June 17, 2019 – 6:30 p.m.

Meeting Minutes

MEMBERS PRESENT:

Rick Martin, Corey Peterson, Becky Anderson, Blaine Heble, Betty Nelson, Ed Radatz, David Higbee

ABSENT: Jodi Duncan, Mark Friesen

OTHERS PRESENT:

Greg DuMars, Lucas Neece, Gary Shogren, Holly Lofton, Beth Ferguson, Chief Berggren, Larry Lindgren, Chris Lindholm, Brian Bina, Roxie Sjogren, Jeff and Lynnea Schmidt, Molly and Dale Stucky

The meeting was called to order at 6:30 p.m. by Mayor Anderson followed by the Pledge of Allegiance.

PUBLIC INPUT: None

AMENDMENTS TO THE AGENDA: None

MAYOR'S REPORT:

The Mayor offered her thanks to those that helped with Midsummers and encouraged those, if asked, to consider helping with one of the committees. She mentioned that she has received a lot of comments regarding people not picking up after their pets so asked everyone to be a good neighbor and clean up after their pet. There are a lot of activities scheduled for July and there is a lot of cleanup that could be happening. She encouraged everyone to clean up both in the front and back of their properties. Mayor Anderson highlighted upcoming 150th Anniversary events.

CONSENT AGENDA: David Higbee moved to approve the minutes of the June 3, 2019 regular council meeting, Payroll Ordinance 5176 and Purchase Order Ordinance 5177. Motion seconded by Ed Radatz and passed unanimously.

APPOINTMENTS:

Rick Martin moved to appoint Lynnea Schmidt to the Lindsborg EMS. Seconded by David Higbee and passed unanimously.

Betty Nelson commented that she was made aware of EMS being called to the pool twice over the weekend. Councilwoman Nelson commented about how fortunate we are to have the pool staff and EMS that we do.

PLANNING & ZONING: No report.

OLD BUSINESS: None

NEW BUSINESS

Fire Bunker Gear

Fire has been budgeting bunker gear replacement every year to replace gear that is no longer certified and/or worn out. The goal is to replace at least three (3) sets per year so that they do not having to purchase thirty sets at one time. Fire Chief Clark sent out specs to three companies that provide fire bunker gear which includes coat and pants. Danko Emergency Equipment priced each set at \$1,964.09. Conrad Fire Equipment, Inc. priced each set at \$2,171.73. Feld Fire was the low bid at \$1,520.00 for each set. There is a price increase from all three companies if the fire gear is 3XL. The increase in cost could be as much as \$152.00 per set. Including the potential larger size, \$152.00 has been added to the base price of \$1,520 for a total of \$1,672.00 per set through Feld Fire. Fire has \$6,000 budgeted for this purchase.

Betty Nelson moved to purchase three (3) sets of bunker gear from Feld Fire not to exceed \$5,016.00. Seconded by David Higbee and passed unanimously by roll call vote.

Agenda Management System

As part of the strategic plan, the City is seeking to “adopt new technology applications to enhance citizen convenience, community engagement, and education related to City decision making and services.”

An application that would help towards those goals, as well as reducing staff time and improving outcomes, is an agenda management system. Roxie Sjogren and Lucas Neece have looked at several, including Civic Clerk, Granicus Peak Agenda Management, Diligent iCompass, and Towncloud.

While they each have their different features, fundamentally these systems streamline the process of assembling the agenda, allowing department heads to complete more of their individual agenda items. Staff believes that the Lindsborg community, as well as City Council, will see an improvement in the delivery of the agenda. These systems also permit the clerk to more easily produce the minutes.

Staff has concluded that the system that appears to be the most user-friendly and affordable is Towncloud. The service can be paid for at a monthly rate or an annual rate (a 3% discount). It is staff recommendation that we trial Towncloud for 90 days before committing to the full year.

This was brought before Council because of the fiscal impact for the full year rate which would be \$2910 and because this is part of Council’s strategic plan.

Blaine Heble moved to approve a 90-day trial of the Towncloud Agenda Management System. Seconded by Corey Peterson and passed unanimously by roll call vote.

Lucia Restroom Renovation RFP

Renovation of the Lucia Park Restroom is scheduled in the Capital Improvement Plan as a 2019 Parks budget item. The attached draft Request for Proposal (RFP) provides a general outline of items to be addressed in the project. If approved, staff will distribute the RFP to several regional contractors and plans to submit a recommended proposal at the August 5 Council meeting. Staff also seeks any revisions to the scope of work and will include them in an amended RFP as directed.

David Higbee moved to accept the RFP as presented and directed the Parks Department to seek responses with a submission deadline of July 26, 2019. Seconded by Betty Nelson and passed unanimously.

Municipal Code Update

The City is looking to update the Code of Ordinances. Below is a quote from Municode for Supplement No. 8 to the Lindsborg Code of Ordinances. This update would also include our online version on the City website.

Estimate for Supplement No. 8:

116 pages @ \$22 = \$2552

Estimated shipping of 10 copies = \$20

Estimated Total = \$2572

Ordinances for inclusion in Supplement No. 8:

5070, 5075, 5076, 5077, 5081, 5084, 5089, 5111, 5126, 5127, 5132, 5139, 5155

Blaine Heble moved to approve the Code of Ordinances update with Supplement No. 8 up to \$2,700.00. Seconded by Corey Peterson and passed unanimously by roll call vote.

Employee Handbook

The employee handbook has been reviewed and revised by HR Partners. Additionally, the handbook and revisions have been reviewed by an employment attorney. The following sections have been added to the proposed policy:

- I-6 Disability Accommodation
- I-7 Religious Accommodation

- I-8 Genetic Information Non-Disclosure Act (GINA)
- II-8 Social Media Policy
- II-11 Telephone and Cell Phone Use
- II-13 City Property
- IV-7 Domestic Violence Leave
- VI-2 Building Security
- VI-5 Workplace Violence Prevention

The following sections of the proposed policy were modified from the existing policy:

- II-3 Unlawful Harassment
- II-6 Non-Solicitation
- IV-3 Vacation
- IV-18 Educational Assistance

David Higbee moved to approve the proposed Employee Handbook. Seconded by Rick Martin and passed unanimously.

Diversion Channel Engineering Phase II

At the August 6, 2018 meeting, City Council approved 75% of the engineering cost for the Diversion Channel Project. The proposal would provide the engineering and design services to increase the volume capacity of the diversion channel west of the city. This was one of the projects identified in the Northwest Drainage Study and was also a capital project identified by the Stormwater Task Force.

Only 75% of the cost of the engineering was approved in 2018 because the Stormwater Utility Fund did not have enough funds to cover the full cost of the engineering. The remaining cost to complete engineering on the project is \$33,699.46.

Betty Nelson moved to approve \$33,699.46 to Wilson & Company Engineers to complete the design and engineering for the Diversion Channel and K-4 Box Culvert Project. Seconded by David Higbee and passed unanimously by roll call vote.

Cow Creek Engineering Phase II

At the August 6, 2018 meeting, City Council approved 75% of the engineering cost for Cow Creek Grading. The design and engineering services are to remove sedimentation from Cow Creek from approximately 14th Avenue to Union Street. Between approximately Kansas Avenue and 14th Avenue, a grassed waterway would be constructed. This was one of the projects identified in the 2005 Cow Creek Study and was also a capital project identified by the Stormwater Task Force.

Only 75% of the cost of the engineering was approved in 2018 because the Stormwater Utility Fund did not have enough funds to cover the full cost of engineering. The remaining cost to complete engineering on the project is \$26,209.69.

Rick Martin moved to encumber \$26,209.69 to Wilson & Company Engineers to complete engineering for the Cow Creek Grading Project. Seconded by Ed Radatz and passed unanimously by roll call vote.

Executive Session:

Blaine Heble moved to go into executive session to discuss a claim against the City pursuant to the attorney-client privilege exception, K.S.A. (b)(2), for 5 minutes and to include the city attorney and city administrator. The open meeting will resume at 7:12pm. Seconded by David Higbee and passed unanimously. No action was taken.

OTHER:

Betty Nelson provided an update on the Sesquicentennial events for July 5 and 6.

ADJOURNMENT – Moved by David Higbee, seconded by Rick Martin and passed. Adjourned at 7:15pm.

Respectfully Submitted,
Roxie Sjogren
City Clerk

