

LINDSBORG CITY COUNCIL
Lindsborg City Hall
April 18, 2022–6:30 p.m.
Meeting Minutes

COUNCILMEMBERS PRESENT:

Corey Peterson, Clark Shultz, John Presley, Rebecca Van Der Wege, Kirsten Bruce, Rick Martin, Emile Gallant, Tanner Corwin, Blaine Heble

COUNCILMEMBERS ABSENT: None.

OTHERS PRESENT:

Kristi Northcutt, Roxie Sjogren, Zach Strella, Beth Ferguson, Jordan Jerkovich, Lucas Neece, Chris Lindholm, Ryan Conrade, David Hay, Mike Dreier, Chief Mike Davis, Leonardo Rodriguez-Lopez, Lane Mangels, Noah Flores, Holly Lofton, Michael Bernstrom

The meeting was called to order at 6:30 p.m. by Mayor 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:

Administrative Professional Day Proclamation

Mayor Shultz read the Administrative Professionals Day Proclamation recognizing the work of Julia Duell, Cassie Johnson, and Diane Reece as administrative professionals for the City. April 27, 2022 was proclaimed as Administrative Professionals Day for the City.

Arbor Day Proclamation

Mayor Shultz read the Arbor Day Proclamation proclaiming April 29, 2022, as Arbor Day for the City of Lindsborg. On April 20, 2022, at 2:15 p.m., the Parks Department and Tree Board will plant a Regal Prince Upright Oak Tree in Riverside Park to celebrate the 150th year of acknowledging Arbor Day. The regional Arbor Day poster winner, Smoky Valley Middle School student Mollie Dienes, will be recognized at the event.

Bethany College and Lindsborg celebrated the 141st rendition of the Messiah Festival of the Arts over the Easter weekend. Mayor Shultz recognized Councilmember Van Der Wege for participating in the orchestra and Councilmembers Bruce and Presley for singing in the choir.

CONSENT AGENDA: Councilmember Rebecca Van Der Wege moved to approve the minutes from the April 4, 2022, regular Council meeting, Payroll Ordinance 5354, and Purchase Order Ordinance 5355. Motion seconded by Council Emile Gallant and passed 6-0 by roll call vote. Councilmembers Heble and Peterson abstained.

Appointments:

City Clerk Sjogren read the appointments as presented to Council.

Library Board

Genevieve Bishop
Warren Hett

Lindsborg Housing Authority

Matt Pfannenstiel

Recreation Advisory Board

Olivia Peterson

Ryan Conrade

Golf Advisory Board

Kendall Lynn

Planning and Zoning

Becky Anderson

Board of Zoning and Appeals

Terry Nation

Ken Swisher

Design Review

Scott Achenbach

Sister City

Dean Anderson

Mark Ahlseen

Tree Board

Gary Shogren

Cemetery Board

Roy Lister

Sundstrom Conference Center

Ronda Sjogren

CVB Advisory Board

Karna Peterson

Maleta Forsberg

Caroline de Filippis

Gifts and Bequests

Ron Rolander

Councilmember Presley moved to approve the citizen board and commission appointments as presented. Seconded by Councilmember Gallant and passed 8-0 by voice vote.

Lindsborg Volunteer Fire Department Appointment

Councilmember Bruce moved to approve Caleb Rodriguez to the Lindsborg Volunteer Fire Service. Seconded by Councilmember Heble and passed 8-0 by voice vote.

Planning and Zoning:

Rezoning Request/Ordinance 5356

Community Development Director Jordan Jerkovich reported that on March 22, 2022, Planning & Zoning Board met and reviewed a request by the property owners at 332 S. First Street for a rezone for that property. Planning & Zoning unanimously passed the rezone request.

Councilmember Gallant moved to approve Ordinance Number 5356 allowing for the rezoning. Seconded by Councilmember Presley and passed 8-0 by roll call vote.

OLD BUSINESS:

There was no old business.

NEW BUSINESS:

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 so that they are not tied to a specific company; the current insurance broker is Fuqua Insurance Group.

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

Again, this year, Fuqua was not able to bill using a flat Broker Fee due to legal reasons. The fee had to be included in the premiums and was based upon a percentage of the premiums. The legal issues have been settled; so, for next year's renewal, it will return to a flat Broker Fee.

Council President Martin moved to approve the insurance proposal from Fuqua Insurance Group in the amount of \$122,250. Seconded by Councilmember Corwin and passed 8-0 by roll call vote.

Incode 10 Software Upgrade

In 2006, the City started using Incode 9, an Enterprise Resource Planning (ERP) software used for utility billing, court, general ledger, accounts payable, cash receipting, and payroll. The City currently pays \$28,408 per year for this software.

As staff started looking into a timekeeping system budgeted for 2022, they decided it would be best to determine what ERP system the City would upgrade to, to ensure they were compatible. After looking at four different options, staff agreed that Incode 10 would be the most seamless transition and the best option for module availability. Staff contacted several other municipalities for feedback that use the various software packages that were being evaluated, and Incode 10 was determined to be the best option.

If approved, four new modules would also be added to Incode 10 to streamline efficiencies for staff and allow them to complete other tasks. During the City's most recent audit, it also was recommended by the auditors to upgrade to Incode 10; doing so would allow the auditors to access documents and reports ahead of time to reduce time needed on site. Staff shared what they believed to be a few critical points:

Downsides of Incode 9

- Does not interface well with Excel
- Will not be supported once the demand diminishes
- Reports are not customizable without paying extra
- Users must access several screens to perform a task

Benefits of upgrading to Incode 10

- Exceptional compatibility with Excel
- Able to build custom reports
- More user friendly
- Minimal training required
- Excellent customer service/troubleshooting support
- All data would transfer over
- New modules are being created
- Auditors recommend it

Modules to be added:

- Timekeeping
 - Currently using Excel spreadsheets
 - Request time off
 - More easily process callouts, various locations, etc.
- Tyler Output Processor
 - Email Bills, Payroll, Receipts, and Late Notices
- Tyler Content Manager
 - Ability to save documents directly to the program
- Employee Self-service Portal
 - Access to paystubs
 - Update contact info
 - Forms can be uploaded that employees need

Cost Comparison

Program	Annual Cost	One Time Cost	Cost over 5 Years no increase
Incode 10	\$ 31,000.00	\$ 87,623.00	\$ 242,623.00
Caselle	\$ 29,640.00	\$ 146,039.00	\$ 294,239.00
CIC	\$ 12,475.00	\$ 115,354.76	\$ 177,729.76
gWorks	\$ 22,933.00	\$ 56,123.00	\$ 170,788.00

How to Pay for the Conversion

Fund	Already in 2022 budget	Additional 2022	2023 Budget	Total
Administrative	\$ 18,021.94	\$ -	\$21,519.06	\$ 39,541.00
Electric	\$ 6,489.03	\$30,650.00	\$2,401.97	\$ 39,541.00
Water	\$ 6,489.03	\$30,650.00	\$2,401.97	\$ 39,541.00
Total	\$ 31,000.00	\$61,300.00	\$26,323.00	\$118,623.00

Councilmember Van Der Wege moved to approve the upgrade to Incode 10 from Tyler Technologies in the amount of \$92,300 for 2022. Seconded by Councilmember Gallant and passed 8-0 by roll call vote.

Fire SCBA Lease Payoff

On August 16, 2021, City Council approved the purchase of 12 new Self-Contained Breathing Apparatuses (SCBA) for the fire department.

To receive a discount, SCBAs were purchased in 2021. There was only \$50,000 budgeted in 2021, so the City signed a lease-to-purchase agreement with First Bank Kansas for the remaining \$50,000. The additional \$50,000 that was leased was budgeted for 2023. Instead of letting the lease continue for 18 months and incur more interest, staff recommends immediate payoff of the lease in the amount of \$50,442.36.

Councilmember Bruce moved to approve the immediate payoff the SCBA lease-to-purchase agreement at First Bank Kansas in the amount of \$50,442.36. Seconded by Council President Martin and passed 8-0 by roll call vote.

Tasers Purchase

The Lindsborg Police Department has had Conducted Energy Devices (CEDs), more commonly referred to as tasers, since 2009. The CED is used by law enforcement as a force option to control a violent or potentially violent individual. The appropriate use of the device should result in fewer serious injuries to both officers and suspects.

The current CEDs have reached their expected five-year life span and should be replaced. Although the CEDs are currently serviceable, Axon Enterprise will no longer stand by the effectiveness of the device, nor will they defend in court the device's operation as it was designed.

Axon Enterprise is a sole source proprietor of all Conducted Energy Devices, thus there is no option for competing quotes. The cost for nine new X-7 tasers is \$4,781.88 per year for a total cost of \$23,909.40 over the coming five-year period.

Councilmember Corwin moved to approve the purchase of nine X-7 tasers from Axon Enterprises with an initial payment of \$4,781.88. Seconded by Councilmember Gallant and passed 8-0 by roll call vote.

Downtown RHID/Housing Needs Analysis and Resolution 09-2022

The Community Development Department conducted an update of the Lindsborg Housing Needs Analysis in February 2022. The update demonstrated a shortage of quality and affordable housing for working, moderate-income families despite development activity from the private sector. Importantly, the shortage of quality and affordable housing is a substantial deterrent to the current and future development of Lindsborg's economy and enrollment at Smoky Valley Public Schools.

To encourage the renovation and construction of quality and affordable housing, the Community Development Department is recommending the establishment of a Rural Housing Incentive District (RHID) in the (C-2) Retail Business District. The establishment of a Downtown RHID will provide necessary incentives to renovate the existing downtown housing stock, while also providing incentive for the development of new housing units. This action aligns with the stated goals in the recently adopted Comprehensive and Strategic Plans (2021), including:

- Neighborhoods & Housing – Goal 1: Create quality neighborhoods that provide our residents with the highest quality of life.
- Neighborhoods & Housing – Goal 2: Support a range of housing types and prices to meet the market demand and resident needs
- Land Use & Community Design – Goal 1: Promote growth and development that is sustainable, responsible, and meets the needs of future generations.

No action was taken. Community Development Director Jordan Jerkovich took this opportunity to share more information with the Council as well as the community. This item will appear on the Council agenda on May 16, 2022, and anyone with questions about RHID is encouraged to reach out to Mr. Jerkovich prior to that time.

EXECUTIVE SESSION:

There was no executive session.

OTHER:

Councilmember Peterson requested that Council receive an update about the Sister City Committee at a future meeting.

ADJOURNMENT:

Councilmember Martin moved for adjournment, seconded by Councilmember Bruce, and passed 8-0. Meeting was adjourned at 7:55 p.m.

Respectfully Submitted,
Roxie Sjogren, CMC
City Clerk