

**LINDSBORG CITY COUNCIL**  
**Lindsborg City Hall**  
**December 19, 2022–6:30 p.m.**  
**Meeting Minutes**

**COUNCILMEMBERS PRESENT:**

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

**OTHERS PRESENT:**

Kristi Northcutt, Roxie Sjogren, Zachary Strella, Beth Ferguson, Marcus Petty, Chief Michael Davis, David Hay, Jordan Jerkovich, Chris Lindholm, Holly Lofton, Lucas Neece, Kathy Englund, Craig Blomberg

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

**PUBLIC INPUT**

Both Craig Blomberg and Kathy Englund shared their opinions regarding solar energy and proposed Ordinance No. 5401 with City Council.

**AMENDMENTS TO THE AGENDA:**

No amendments to the agenda.

**MAYOR'S REPORT:**

Mayor Shultz recognized 5 city employees who have been on staff for 20+ years: Lynn Johnson, Scott Wolf and Delwin Koons - 25 years, Chris Lindholm-24 years, and Denny Walker-23 years.

Lucas Neece's last day with the City of Lindsborg is December 30. He will be remembered most for his involvement in electric issues as well the childcare facility.

**CONSENT AGENDA:**

**Councilmember Kirsten Bruce moved to approve the minutes from the December 5, 2022, regular Council meeting, Payroll Ordinance 5399, and Purchase Order Ordinance 5400. Motion seconded by Councilmember Andrew Smith. The motion passed 8-0 by roll call vote.**

**APPOINTMENTS:**

No appointments.

**PLANNING AND ZONING:**

There as a special meeting on December 12, 2022, to discuss an application for rezone at 347 North Kansas Avenue. There were 9 community members present, 7 contributed to public input. The rezone was denied with a vote of 5-2. The next meeting will be January 24, 2023.

**FIRST READINGS:**

**Employee Handbook**

The last update to the City of Lindsborg Employee Handbook was in 2019, with amendments being made in 2020 and 2021. A full five-year review of the handbook and all policies is planned for 2023, with implementation in 2024. This year, Administration reviewed the current handbook and after consultation with HR Partners, recommends a few changes as outlined below.

- **Holidays (IV-2):** Adding Martin Luther King, Jr. Day and a Floating Holiday (which could be used Good Friday or any other day). This aligns with State of Kansas observed holidays and most other cities queried. Good Friday would be removed (could use Floating Holiday).
- **Bereavement Leave (IV-8):** Increasing days offered to 10 for spouse or child, five days for any other immediate family member as defined.
- **Nursing Mothers: (IV-9)** Adding a policy that reflects reasonable accommodation for nursing mothers, including paid break time and a private Mothers' Room in City Hall.
- **Family and Medical Leave (IV-10):** This policy was updated to the most current policy recommended by HR Partners.
- **Community Service Day (IV-21):** To help promote and allow staff to volunteer within the community and to boost community spirit and belonging, all benefits-eligible staff will be allowed up to eight (8) hours per calendar year to volunteer. A Kansas Day of Service is scheduled for Jan. 7 and a service day at Bethany College is being planned for March 7.
- **Infectious Disease Policy (VI-2):** A result of the pandemic, and infectious disease policy was previously passed, but now is being added to the handbook rather than being a separately distributed policy.
- **Drug and Alcohol Use (VI-9):** Added the previously approved policy on use of CBD products to the handbook rather than being a separately distributed policy.

**No action was taken. This item will be on the January 3, 2023, Council agenda.**

#### **Parallel Generation – Electric Rates Revisions (Ordinance 5401)**

On November 15, 2021, City Council adopted Ordinance No. 5331, adopting the Interconnection Standards for Installation and Parallel Operation of Customer-Owned Renewable Electric Generation Facilities. Prior to that, customers purchased and installed renewable generation (solar) under a net metering policy and agreement. That same night, Council adopted Ordinance No. 5332, amending the user charge system and electric rates to reflect three customer classes: Residential and Small Commercial (up to 80,000 kWhs annually) and Large Commercial (greater than 80,000 kWhs annually).

Since the switch from the Net Metering Policy to the Parallel Generation Policy (July 1, 2022), it has become evident that some customers who made the decision and investment to purchase, size, and install their systems under the previous ordinance (*Ordinance No. 4788*) have been negatively impacted. In consultation with these customers, the Kansas Municipal Energy Agency (KMEA), Kansas Municipal Utilities (KMU), other cities, and legal counsel for the City, KMEA and League of Kansas Municipalities, staff has developed revisions to Ordinance No. 5332 (*resulting in new Ordinance No. 5401*) that would leave the customer classes intact but revise billing. As outlined in the redlined version of the Ordinance, attached:

- **Section D:** Last line of paragraph 1 would be deleted, as this refers to net metering, and remained in the parallel generation ordinance. Parallel generation customers with appropriately sized systems would be eligible for a credit at least annually or when the total compensation due equals \$25 or more, per 2018 Kansas Statutes 66-1,184 (2). This change also applies to Large Commercial Section D.
- **Section D:** Addition of a paragraph outlining the parameters associated with the proposed grandfathering agreement (*attached*) for customers with renewable parallel generation installed before July 1, 2022 (when the new ordinance went into effect).
- **Small Commercial:** Same changes.

If these changes are approved by Council, staff would meet with each of the ten (10) customers that would be affected by the change and proposed grandfathering agreement to help them assess whether to opt into the net metering or remain on parallel generation.

As a public power utility, the City of Lindsborg is not under the Kansas Corporation (KCC) jurisdiction.

**No action was taken. This item will be on the January 3, 2023, Council agenda.**

**OLD BUSINESS:**

There was no old business.

**NEW BUSINESS:**

**Northeast Ballfield Improvements**

In 2018, an agreement between USD 400 and City of Lindsborg began to be developed to build a Sports Complex in the NE part of town. The initial plan was to begin with a baseball facility to be able to house the Smoky Valley High School baseball team practices and for recreational youth sports. After many challenges were resolved, the dirt work and outfield were finalized and completed, as well as backstop fencing. At that time, the project halted due to the global pandemic and then the transfer of leadership between both the school district and City of Lindsborg.

This project has recently been revisited with new leadership in place and a working group has been created that is regularly meeting. After conversations with USD 400 and a successful grant award from the Greater Salina/Smoky Valley Community Foundation this spring, progress has re-started. Two large Oak trees were planted behind the home plate area to begin the process of producing shade for the athletes, field, and spectators. Five Juniper trees have recently been purchased and will be added for windbreak, with another five being purchased in 2023 for the south side of the field. After more discussion about priorities, the working group has received bids for finishing the fence around the entire field, as well as adding dugouts for better use of the facility. Fundraising and grant writing are underway to help finalize this field that would be a benefit to the entire community. Money has also been raised by Smoky Valley Athletic Association to help with other amenities needed.

The ballfield is a shared-use field between USD400 and the City of Lindsborg Recreation. The following is a breakdown of funds that have been verbally allocated toward the project in the 2022 budget year (improvements to begin in 2023):

- Athletic Association: Two separate \$12,000 donations
- USD 400: \$25,000 (approved by BOE April 12, 2022)

Before the end of the fiscal/calendar year, the city would like to contribute \$5,000 to the project from the final tranche of ARPA funds. Because of the success fundraising for the Fredrickson Family Fitness Park, this does not place undue burden on these funds or any other projects. In fiscal year 2023, \$12,500 is budgeted in the Recreation CIP Fund.

**Councilmember Emile Gallant moved to approve \$5,000 to be allocated from the City's ARPA funds to the Shared-Use Ballfield Improvements. Seconded by Councilmember Kirsten Bruce and passed 8-0 by roll call vote.**

**Sales Tax Transfer**

As outlined in the documents provided to Council, local sales tax is collected and then allocated to specific capital items (1/2-cent sales tax). December sales tax numbers are not available, so an update will be given at the Jan. 17, 2023, meeting.

Unallocated local sales tax (1/2-cent sales tax) is budgeted to be transferred at year end to either the Equipment Reserve Fund or the Capital Improvement Reserve Fund. Due to a strong 2022, and with knowledge of a large equipment purchase on the horizon in 2025 (new fire truck), Administration recommends exceeding the budgeted amount for a transfer of \$100,000 to the Equipment Reserve Fund.

**Councilmember Rebecca Van Der Wege moved to approve the transfer of \$100,000 from the local half-cent sales tax to the Equipment Reserve Fund. Seconded by Councilmember Tanner Corwin and passed 8-0 by roll call vote.**

#### **Lucia Restroom Security**

With the recent vandalism that has occurred at the public restrooms, staff would like to install an electronic door lock on the public restrooms to deter nighttime activity, during which most of the vandalism has been occurring. This would require the installation of a breaker bar by Burgess Locks followed by electronic door lock components, which would be provided and installed by Gateway Wireless. Staff would then be able to pre-set times when the restrooms would be open for public use. The breakdown of expenses is as follows:

- Purchase and install breaker bar: \$950.00
- Purchase and install electronic lock components: \$2,517.00
- **Total: \$3,467.00.**

Quotes were provided to Council.

**Councilmember John Presley moved to approve the purchase and installation of a breaker bar and electronic lock for the public restrooms in the amount of \$3,467.00. Seconded by Councilmember Andrew Smith and passed 8-0 by roll call vote.**

#### **CMB License Renewals**

The city has received applications for Cereal Malt Beverage (CMB) renewals for 2023 from Happy Swede for both an on-premises and off-premises license and from Pizza Hut for on-premise sales. All applications have been reviewed, background checks completed by the KBI, and application fees have been received.

**Councilmember Rebecca Van Der Wege moved to approve 2023 CMB applications for on-premises and off-premise for Happy Swede and on-premise for Pizza Hut. Seconded by Councilmember Andrew Smith and passed 8-0 by roll call vote.**

#### **City Administrator Employment Agreement**

The City Administrator is retained for services through an employment agreement with annual terms. The proposed agreement would be for the term from January 1 through December 31, 2023.

Changes in the agreement from Ms. Northcutt's inaugural contract include a 2.6% merit-based increase in salary effective as of her anniversary date of December 21, 2022, with eligibility to receive the city's approved 5% cost-of-living adjustment on January 1, 2023. Other changes include modifications to her severance package (if terminated without cause) and vacation accrual rate.

**Councilmember Blaine Heble moved to approve the Employment Agreement between the City of Lindsborg and City Administrator Kristi Northcutt as presented. Seconded by Councilmember Kirsten Bruce and passed 8-0 by roll call vote.**

#### **EXECUTIVE SESSION:**

There was no Executive Session.

#### **OTHER:**

Councilmember Heble clarified the next meeting date because of the holiday schedule. The next scheduled Council meeting will be Tuesday, January 3, 2023 along with a scheduled study session that begins at 5:30 p.m.

#### **ADJOURNMENT:**

**Councilmember Tanner Corwin moved for adjournment, seconded by Councilmember Kirsten Bruce, and passed 8-0 by voice vote. Meeting was adjourned at 7:57 p.m.**

Respectfully Submitted,  
Roxie Sjogren, CMC  
City Clerk