

**LINDSBORG CITY COUNCIL**  
**Lindsborg City Hall**  
**July 17, 2023–6:30 p.m.**  
**Meeting Minutes**

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

Councilmember Andrew Smith joined the meeting at 6:39 p.m.

**COUNCILMEMBERS ABSENT:** No members were absent.

**OTHERS PRESENT:** Kristi Northcutt, Zach Strella, Roxie Sjogren, Marcus Petty, Jordan Jerkovich, Chris Lindholm, Holly Lofton, Chief Davis, David Hay, Brian Freeman, Victoria Freeman, Tessa Peters, Suzanne Sandbo, Sharon Palmquist, David Carlson, Scott Achenbach, Jenell Hulse, Mike Dreier, Craig Lofton, Eugene Bales

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

**PUBLIC INPUT:**

David Carlson asked Council to consider supporting the use of reusable bags versus plastic bags. Mr. Carlson had sent a memo to City Clerk Roxie Sjogren in advance that was shared with all Council members at the meeting. City Administrator Kristi Northcutt shared the background on the project including the City's purchase of 1,000 reusable bags that were sold to local businesses at cost. There are currently 200 of the bags remaining in stock.

Brian Freeman asked Council to table the discussion on the appearance guidelines. He said it is opinion-based, offered his professional experience, and said he wants it to be simpler and easier to understand.

Mike Dreier of Fuqua Insurance shared his thanks for the opportunity to work with the City of Lindsborg. Mr. Dreier presented a dividend check to the city in the amount of \$19,628.57.

**AMENDMENTS TO THE AGENDA:**

There were no amendments to the agenda.

**MAYOR'S REPORT:**

Mayor Shultz thanked Community Development Director Jordan Jerkovich for his efforts the last couple of years during his time with the city; July 17 marks Jordan's last day working for the City of Lindsborg.

Friday, July 21 is Parks and Recreation Professionals Day. Mayor Shultz thanked the golf course, pool, recreation, and park staff for all they do for Lindsborg.

**CONSENT AGENDA**

**Councilmember John Presley moved to approve the minutes from the July 3, 2023, regular Council meeting, Payroll Ordinance 5434, and Purchase Order Ordinance 5435. Motion seconded by Councilmember Tanner Corwin. The motion passed 8-0 by roll call vote.**

**APPOINTMENTS:**

There were no appointments.

### **Committee Reports:**

The Planning Commission and Design Review Board met on Tuesday, July 11 with two items on their agenda. First was a preliminary replat at Stockholm Estates. This was approved unanimously. The goal is to break ground on Phase 2 early next year.

Item number two was regarding appearance guidelines and mobile food vending.

### **OLD BUSINESS:**

#### **Appearance Guidelines**

The Community Development Department has been working in coordination with the Planning Commission and Design Review Board since November 2022 to produce Appearance Guidelines for the regulation of building architecture and modifications in the C-2 Retail Business District, and signage and public art within all districts in the City of Lindsborg jurisdiction. After nearly three decades and multiple attempts to develop and pass guidelines, the Planning Commission and Design Review Board unanimously voted to recommend the Appearance Guidelines Version 3.0, with modifications, at a special meeting held on July 11, 2023.

The Appearance Guidelines Version 3.0 are built on three foundational elements designed to encourage creativity within guidelines, or “boundary conditions.”

1. The first element is described as Community Approved Design (CAD). CAD was developed through public feedback and online surveys made available to the community and is designed to act as inspiration for applicants. Importantly, CAD is not mandatory design, and should be reviewed and revised a minimum of once every four years to reflect current design preferences.
2. The second element is described as the Design Principles, which define the characteristics of unacceptable design in Lindsborg. When the principles are formulated with a “do not” sentence framing, they become a set of guidelines, or boundary conditions. Applicants are asked to not violate the design principles with their proposed design.
3. The third element includes the ability to request a variance to venture beyond the boundary conditions, which may become necessary given a specific set of circumstances.

The Appearance Guidelines 3.0 were designed to encourage creativity found within the community without being unnecessarily prescriptive or deterministic. This policy approach aims to strike a middle ground between limited oversight and absolute oversight, creating the conditions for better design outcomes and voluntary compliance. The decision to not require or define specific design criteria (e.g., colors, materials, styles, etc.) was intentional and informed by the previous failed attempts at developing guidelines where the overwhelming objection was centered around the selection of colors and a limit on individual creativity. Although the chosen approach still involves an element of discretionary judgement by members of the Design Review Board, the approach limits their discretion to the defined Design Principles and encourages dialogue between the board and the applicant through the design of the application process. The Appearance Guidelines Version 3.0 were formulated with the intention of protecting the authenticity and integrity of the “Little Sweden, USA” brand while also encouraging thoughtful, creative, and professional design that builds upon Lindsborg’s storied history and vibrant culture.

**There was a consensus to take no action.**

### **NEW BUSINESS:**

#### **Notice of Intent to Exceed the Revenue Neutral Rate**

In 2021, the Kansas Legislature adopted Senate Bill 13 and House Bill 2104 which removed the property tax lid and implemented a “Revenue Neutral Rate (RNR).” The RNR is a mill levy that will generate the same amount of revenue that was levied the prior year.

In 2023, McPherson County set the RNR at 53.495, and the mill levy for Lindsborg was 55.000 mills, which generated \$1,571,727 in property tax revenue. The RNR mill levy from the County for the 2024 budget has been set at 52.003 to generate the same property tax revenue.

The RNR mill levy from the McPherson County Clerk is based upon estimated assessed property valuation and *not* the final assessed property valuation; the estimated assessed property valuation does not include property valuation appeals and protests. The final assessed property valuation released in November will include the outcome of those protests and appeals. Therefore, there is a variation between the estimated and final property valuation amounts.

*A Notice of Intent to Exceed the Revenue Neutral Rate* must be provided to the McPherson County Clerk no later than end of business on July 20, 2023. **The current draft budget being developed proposes that the mill levy be set at 55.000 mills; this is 2.997 mills higher than the RNR of 52.003 mills and is subject to Council approval.** The budget that staff has drafted with Council direction is conservative yet realistic in today's volatile environment of rising cost of business and workforce challenges. The final budget adopted by Council cannot exceed the rate specified in the notice, but it can be less than the rate. Any property tax revenue generated over the rate in the notice must be returned to property owners. This is why it is a prudent measure to file the *Notice of Intent to Exceed the Revenue Neutral Rate*.

A Revenue Neutral Rate Public Hearing is set for Tuesday, Sept. 5 at 6 p.m. in Council Chambers and will be followed by the Public Budget Hearing. The County Clerk is responsible for sending a notice to all City of Lindsborg taxpayers at least 10 days in advance of Sept. 5 stating the city's intent to exceed the RNR (and will include the mill levy rate of 55.000), and with details of these hearings.

#### *History of Lindsborg Mill Levy*

2020: 47.530 mills

2021: 48.233 mills (RNR 47.530)

2022: 57.753 mills (RNR 46.359)

2023: 55.000 mills (RNR 53.495)

2024: 55.000 mills (RNR 52.003)

**Councilmember Emile Gallant moved to approve and send to the McPherson County Clerk the *Notice of Intent to Exceed the Revenue Neutral Rate* for the 2024 City of Lindsborg Budget. Seconded by Councilmember Andrew Smith and passed 8-0 by roll call vote.**

#### **Hyllningsfest Special Event Permit**

An application was received for a Special Event Cereal Malt Beverage (CMB) Permit for October 13-14, 2023, from the Hyllningsfest Committee. The location of the event will be the parking lot to the east of City Hall and on Lincoln Street for Saturday evening during the live music.

The American Legion will be operating the beer garden for the committee. They will be checking IDs and issuing wristbands as patrons enter the area which will be designated by the orange snow fence. The requested hours of operation are from 9 a.m. to midnight on Friday and 11 a.m. to midnight on Saturday.

**Councilmember Kirsten Bruce moved to approve the Special Event Cereal Malt Beverage Permit for October 13-14, 2023, for the Hyllningsfest Committee. Seconded by Councilmember Blaine Heble and passed 8-0 by voice vote.**

#### **EXECUTIVE SESSION:**

There was no Executive Session.

#### **ADJOURNMENT:**

**Councilmember Kirsten Bruce moved for adjournment, seconded by Councilmember Andrew Smith, and passed 8-0 by voice vote. The meeting was adjourned at 7:52 p.m.**

Respectfully Submitted,  
Roxie Sjogren, CMC  
City Clerk