

LINDSBORG CITY COUNCIL
Lindsborg City Hall
October 21, 2024–6:30 p.m.
Meeting Minutes

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

MEMBERS ABSENT: Corey Peterson, Tanner Corwin

OTHERS PRESENT: Kristi Northcutt, Roxie Sjogren, Marcus Petty, David Hay, Chief Davis, Chris Lindholm, Milton Collins, Denny Walker, Lauren Doak, Noah Flores, Scott Bontz

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

Mayor Shultz shared that there is a lot of programming happening at the Lindsborg Library. Tomorrow there will be Library Storytime. He encouraged everyone to stop by the library to check out all the activities that they have going on.

Bethany College is having a choir and handbell concert on Sunday, October 27, at Bethany Lutheran Church at 2:30 p.m.

CONSENT AGENDA

Councilmember Kirsten Bruce moved to approve the minutes from the October 7, 2024, regular Council meeting, Payroll Ordinance 5505, and Purchase Order Ordinance 5506. Motion seconded by Councilmember John Presley and passed 6-0 by roll call vote.

APPOINTMENTS:

Mayor Shultz appointed Cody Suhr to the Lindsborg Volunteer Fire Department.

COMMITTEE REPORTS:

There were no committee reports.

INFORMATIONAL HEARING:

Storage Containers

The purchase and placement of shipping containers continues to grow with homeowners and businesses utilizing them as storage sheds in various zoning districts throughout town. There are currently approximately 20 shipping containers in town, not counting two approved container homes. Some of these storage containers are rusted, dented, and in some locations, are a blight to the public eye.

The City currently does not have regulations or permitting procedures to acquire or place a shipping container on a permanent or temporary basis in town for the purpose of short- or long-term storage. These containers are

taking the place of traditional sheds and outbuildings, but they do not go through the same permitting process, nor do they get anchored to a foundation or placed on stilts in the event of flooding.

To address these issues, staff recommend development of a shipping container ordinance that includes:

- Permitting: Each container would require a permit before installation, which would require mapping location, intention of the container, and whether it will be temporary or permanent.
- Definition: Currently, the City Code does not mention shipping containers specifically; defining shipping containers rules out any gray area when it comes to terminology.
- Location: The City has no regulations as to where a shipping container can be placed, whether it be for storage (commercial or residential) or residential use. The ordinance would outline where shipping containers for residential use may be located and where storage use could be located. The applicant would need to follow the zoning regulations for the location in which the container would reside.

Some current locations with shipping container ordinances in place include:

- Deso, KS
- Norton, KS
- Independence, KS
- Wathena, KS
- Mound City, KS

No action required; informational only. Staff, with the City Council’s direction, will bring a draft ordinance for a First Reading at a future meeting.

OLD BUSINESS:

There was no old business.

NEW BUSINESS:

Wastewater Electric Room Mini Split

Inside the electric control room at the Wastewater Treatment Plant (WWTP), there is a mini-split A/C and heating unit that provides cooling and heating specifically for that room. Within that room, there are 18 VFDs (variable frequency drives) along with several other pieces of electrical equipment that produce a significant amount of heat. It is important to keep the air in that room cool and dry so that the electronics within the drives function properly.

For several years, the A/C part of the unit has required some type of work each year to keep the unit functioning properly and each year those repairs become more costly. The environment in which this unit operates is close to the raw influent wet well, which is also not helpful for the life of the unit. The unit has been repaired several times and now requires refrigerant to be added on a yearly basis. There is also a growing concern regarding mold that has been developing over the last few years, and no matter the efforts, staff have not been able successfully mitigate it.

Because of the condition of the unit and continual repairs, staff found it best to budget and plan on the replacement of the unit before it completely fails. Staff reached out to three local contractors that handle heating and air and requested quotes. Quotes were returned from two of the three:

- C & L Heating & Cooling \$6,956.00
- Pestinger Heating & Air Conditioning \$6,446.00
- Royal Flush Plumbing Did not submit a quote

Councilmember Blaine Heble moved to approve the quote from Pestinger Heating & Air to replace the mini-split unit in the Wastewater Treatment Plant electric control room for \$6,446.00. Seconded by Councilmember Andrew Smith and passed 6-0 by roll call vote.

Annual Sewer Maintenance

Each year as part of the normal sewer maintenance plan, a contractor will clean a given amount of sewer lines in town based on the dollars budgeted. Typically, a crew will come in and staff will direct them to clean known problem areas, and then they will work on other areas where staff may have had some concerns in the past. Lastly, they will clean lines to try and cover a certain area of town or clean a complete length of line from beginning to end. This program was started 27 years ago and has resulted in a drastic reduction in sewer backups. Years ago, it was not uncommon to have 12 to 15 sewer backups each year, today there are maybe 1 to 2, and some years there have been none. This reduction can be directly attributed to the proactive approach to sewer maintenance and keeping ahead of problems.

There are a limited number of companies that do sewer maintenance cleaning and not any local companies. Mayer Specialty Service in Goddard, KS and has been doing the work in Lindsborg for many years. This year, staff were able to find a second company interested in quoting the job. Johnson Service Company is out of Kearney, NE, specializes in sewer maintenance work just like Mayer Specialty Service; they submitted a quote for this year's maintenance work.

This work is quoted as a *not to exceed price* for the amount budgeted for the year. Staff will plan out the work needed each year to fit within the amount of funds budgeted. This year, those funds were increased by \$5,000.00 which allows for around 17,000 linear feet of sewer to be cleaned. Cleaning 17,000 linear foot per year will allow for the entire town to be cleaned over a five-year period.

Councilmember Kirsten Bruce moved to approve the quote from Mayer Specialty Services to clean sanitary sewers as part of the annual sewer maintenance program, for a not to exceed price of the budgeted \$15,000.00. Seconded by Councilmember Andrew Smith and passed 6-0 by roll call vote.

Golf Course Irrigation repair

The motor and pump on the irrigation system at the Lindsborg Golf Course stopped working last month. These two components are the heart of the system, so it was critical to replace the parts immediately as zero water was being delivered to the greens while they were down.

The Public Works and Golf Course Maintenance staff worked to temporarily address the issues internally before contacting Jason Johnson with Johnson Pump Services, who replaced both the motor and the pump on short notice. During the downtime, staff hand watered the greens to ensure ongoing health of the turf.

Councilmember Blaine Heble moved to approve payment in the amount of \$8,898.00 to Johnson Pump Service for the replacement of the pump and motor on the irrigation system at the golf course. Seconded by Councilmember John Presley and passed 6-0 by roll call vote.

GAAP Waiver-Resolution No. 07-2024

The City of Lindsborg has operated under the Kansas Municipal Audit and Accounting Guide (KMAAG) since it was introduced in 1935. This is a straight-forward method of accounting (cash basis) that makes sense for most cities in Kansas.

Of the Cities of the second class, there are only nine out of 90 that are also following Generally Accepted Accounting Principles (GAAP) standards. Several cities of the first- and second-class, to streamline accounting and auditing procedures, produce a waiver annually that allows for them to operate solely under KMAAG principles, thus waiving the additional requirements of GAAP.

Staff reached out to Danielle Hollingshead, the city’s auditor with Adams Brown, for an opinion on this issue as it relates to the City of Lindsborg:

“A city your size does not typically have the staffing capacity to accurately keep up with GAAP. You have to stay on top of all the new GASB standards coming out, which changes policy and reporting. KMAAG is a simplified method of accounting, more user friendly to the average reader, and cost effective. It also has very few changes over the years but is reviewed annually for updates. The [separate] audit report of KMAAG is around 30-40 pages, if you did a true ACFR its 100+ pages.”

When reviewing KMAAG standards, it states that City Council must approve this waiver annually. When reviewing the city’s ordinances, there is a charter ordinance to waive this. However, after conferring with Adams Brown, they stated that while several other cities have this, the KMAAG Board does not accept the charter ordinance. Therefore, staff brought this before Council to formally approve the waiver. Going forward, the waiver will be presented to Council at the beginning of the fiscal year, but Ms. Hollingshead confirmed that if it is approved in the same year as the financials that will be audited, it is still within guidelines.

Councilmember Rebecca Van Der Wege moved to approve Resolution 07-2024 authorizing the waiver of GAAP accounting for the City of Lindsborg, Kansas. Seconded by Councilmember Blaine Heble and passed 6-0 by roll call vote.

City Hall Roof Replacement

The roof at City Hall is 15 years old and is leaking in a few places. The seams are also showing signs of wear, and the fiberboard is soft and warped in several places. Due to the leaks, City Hall is experiencing water infiltration within some of the walls. Issues with the guttering have also resulted in water in the basement. The roof has reached the end of its service life and needs to be replaced. Several quotes were obtained to replace with 60 mil TPO material. These four quotes are as follows:

- **Wray Roofing Inc:** fastened TPO replacement for \$43,750.00
 - Offers gutters and downspouts; only replaces damaged fiberboard; 5-yr. labor warranty; 20-yr. manufacturer’s warranty
- **Eaton Roofing and Exteriors:** fully adhered TPO for \$77,939.38
 - Offers no gutters; only replaces damaged fiberboard; 5-yr. labor warranty
- **Kape Roofing and Exteriors:** fastened TPO for \$32,874.53
 - Offers no gutters; replaces all fiberboards; 5-yr. labor warranty; limited lifetime manufacturer’s warranty
- **Ryan Roofing Inc:** fastened or heat welded TPO for \$42,118.00
 - Offers gutters; offers downspouts for \$700; replaces fiberboard; 15-yr. labor and manufacturer’s warranty

Staff have reached out to the State Historic Preservation Office (SHPO) about historic tax credits to offset costs of this project. The credit is 25% of qualified expenditures when the total amount of the expenditure is over \$5,000.

Councilmember Kirsten Bruce moved to approve the replacement of the roof at City Hall by Ryan Roofing for \$42,118.00 plus \$700 for downspouts, if needed. Seconded by Andrew Smith and passed 6-0 by roll call vote.

Box Culvert Pipes Donation

After the completion of Phase 1 of the Cow Creek Project, there have been discussions with the property owner directly north of the city limits as part of the continued efforts to keep the water moving beyond the city limits. The Cow Creek Project removed the silt, reestablished the proper grade, and cleaned the box culverts through the north half of the creek. Because of the limits of the project, this created a transitional dam at the north end

of the work causing water to back up for 2 to 3 blocks south of the project limit following a rain event. This water does eventually settle out or evaporate but it takes quite a bit of time. It was known during engineering that this transitional dam would exist but that was beyond city limits and the scope of the project.

Communication with the landowner just north of the project end has been about what can be done with them to work to get the flows to continue north through their property. They allowed Wilson & Co. access to do the survey work, and they engineered a basic profile so that the amount of dirt to be moved could be estimated. The property owners are open to the work and are developing an estimate for what it would cost to complete the job, as they are a dirt contractor and have all the equipment to do the work themselves. The main concern they have is simply not moving the water through their property to become a burden to the next landowners.

There are two box culverts along Cow Creek north of town, one is located on 14th Avenue, and one is located on Wheatridge Road east of 14th Avenue. The box on 14th Avenue is adequate size, flows well, and seldom is the road overtopped. The box on Wheatridge is about half the size and it is not uncommon for the road to be overtopped during larger rain events. The boxes were installed by the county and the road is maintained by the Smoky Hill Township. The county does not have any concerns with the undersized box on Wheatridge and has no plans to replace it.

The city has 36"-corrugated metal culvert pipes that were removed from Garfield Street as part of the Garfield Drainage Project that are in good shape and are most likely too large for any project that would be conceived within the city limits. These were installed by the developer of Westview Estates back in the 1990s and there was no cost to the city.

Staff would like to make some of these available to the Smoky Hill Township so that they may be installed beside the undersized box culvert on Wheatridge, which will help with the flows from Cow Creek. This will also help the water to continue to flow north. This is what concerns the landowner we are communicating with, and part of what needs to happen to make sure that their concerns are satisfied.

Councilmember Kirsten Bruce moved to donate up to 132 feet of spare corrugated culvert pipe and end sections to the Smoky Hill Township to enhance stormwater drainage of Cow Creek north of Lindsborg. Seconded by Councilmember John Presley and passed 6-0 by roll call vote.

Podcast Advertising Contract

In accordance with the City's Comprehensive and Strategic Plan, staff are working to find more ways to include younger audiences in marketing the city, developing the next generation of Lindsborg travelers and residents. One of the strategic goals of the plan is to "Market Lindsborg, and its high quality of life, to a regional, national, and international audience to attract a larger workforce."

A contract with iHeart Radio, the largest producer of podcasts in the U.S., has been negotiated to begin in November, running for three months. Podcast ads would be produced by iHeart Radio, at no additional cost, and iHeart Radio will be utilizing provided target listeners in the 25-55 age category in Missouri, Oklahoma, Texas, and Colorado markets. iHeart Radio will also help select the best podcasts for the city's desired market. They will provide statistics, in 2025, showing the effectiveness of ads, to include the number of listeners that entered Lindsborg city limits.

Podcast ads are brief and seldom skipped due to the nature of listening to podcasts while driving or while listeners work with their hands at other tasks. These ads were chosen to run during the busy holiday travel season and into January, when bleak winter months tend to keep people indoors busy watching or listening to content instead of weathering the cold to participate in outdoor activities.

The chosen time frame for ads, November-January, also leverages a Q4 ad special that increases ad counts from 526,000 CPM to 826,000 CPM (CPM stands for “cost per mille,” which is a standard advertising term that refers to the price an advertiser pays for every 1,000 impressions of their ad. In podcasting, an impression is usually a single download or stream of an episode that includes the ad.). The city would be paying \$12 CPM with this Q4 ad special instead of the typical \$19 CPM.

\$10,000 of this ad campaign will focus on visiting Lindsborg and \$4,000 will focus on moving to/living in Lindsborg. This division of funds meets grant and transient guest tax fund requirements.

\$10,000 is the minimum spend that iHeart Radio will allow and working collaboratively allows the dollars go further.

The breakdown would be as follows: \$4,000 Kansas Tourism Grant; \$3,800 Grant Reimbursement Funds from Kansas Creative Arts Commission Wild Dala Project (this project cost has already been covered from 2023/24 CVB budget); \$2,200 from CVB Transient Guest Tax; \$4,000 *Love Kansas* Grant.

Councilmember Andrew Smith made a motion to approve the iHeart Radio Podcast advertising contract in the amount of \$14,000. Seconded by Rebecca Van Der Wege and passed 6-0 by roll call vote.

Councilmember Kirsten Bruce moved for adjournment, seconded by Councilmember Andrew Smith, and passed 6-0 by voice vote. The meeting was adjourned at 7:29 p.m.

Respectfully Submitted,



Roxie Sjogren, MMC
City Clerk