

LINDSBORG CITY COUNCIL

February 6, 2017 – 6:30 p.m.

Meeting Minutes

Members Present – Betty Nelson, Rick Martin, David Higbee, Blaine Heble, Emile Gallant, Mark Friesen, Kelley Menke, & Bill Taylor

Absent – Corey Peterson (arrived at 7:13 p.m.)

Others Present – Greg DuMars, Jerry Lovett-Sperling, Tim Berggren, Gary Shogren, Larry Lindgren, Tim Dunn, Amy Habiger, Chris Lindholm, Bill Gusenius, Holly Lofton, Dan Carr, Kate Elliott, Matt Clark, Justin Hansen & Marc Anderson

The meeting was called to order at 6:30 p.m. by Mayor Taylor and the Pledge of Allegiance was said. Invocation was given by Marc Anderson.

Public Input – None

Amendments to the Agenda – GSI Engineering will be added to New Business and an audit questionnaire will be added to Other.

Mayor's Report – Note the February meetings which includes a study session on February 9 at 5:30 in the council chambers.

Mayor Taylor recognized Kate Elliott for the Healthy Communities Award she received on behalf of the City at the KRPA Conference. The award includes a cash award of \$2,500 which will be used to expand healthy lifestyle opportunities in the Smoky Valley.

Consent Agenda – Kelley Menke moved to approve the minutes of the January 16, 2017 regular council meeting, Payroll Ordinance 5028 & 5029 and Purchase Order Ordinance 5030. Motion seconded by David Higbee and passed unanimously by roll call vote.

Appointments – Rick Martin moved to approve the appointment of Ronda Sjogren to the Sundstrom Conference Center Advisory Board. Motion seconded by Betty Nelson and passed.

Planning & Zoning – no report

Old Business – WATER REBATE REQUEST – no action taken

SCC JANITORIAL SERVICE - Betty Nelson moved to remove this item from the table for consideration. Motion seconded by Rick Martin and passed. At the request of City Council, a quote was provided by JMH Cleaning to include janitorial services to cover the second floor. The quote of \$225 per week would include both floors, excluding the kitchen, office and bar area. This is an increase of \$125 per week to include the second floor.

Option 1: Continue with first floor cleaning excluding the office, kitchen and bar areas for the expenditure of \$100 per week, \$5200/year for 2017 calendar year. Note additional cleaning rate to incorporate in 2018 budget.

Option 2: To approve the expenditure of \$1,500 (12 weeks of second floor cleaning) to be used at staff discretion during calendar year 2017 for additional cleaning of second floor when needed. Continue with first floor cleaning excluding the office, kitchen and bar areas for the expenditure of \$100 per week, \$5200/year for 2017 calendar year. Total expenditure \$6,700/year. Note: The office space, kitchen and bar areas are not included in this contract.

After discussion, Betty Nelson moved to approve Option 2 at a cost of \$6,700.00. Motion seconded by Kelley Menke and passed unanimously by roll call vote.

New Business – UTILITY DISCONNECT POLICY; MEDICAL NECESSITY – The City of Lindsborg utility departments currently have customers who have a medical need for electric service. The need for service is due to medical devices. When a customer has such a need, they must present a letter stating that they have a medical necessitate need for service and the letter must be signed by the prescribing physician. Currently there is not a policy in place that allows for disconnection for non-payment of utility service. While the majority of customers who need service due to medical necessity pay their utility bills timely, there are a few who use the lack of a policy to their financial advantage and will accrue past due bills in excess of \$1,000.00. The Policy for Utility Shut-Offs with Medical Necessity Need outline the

policy and procedure to disconnect service for non-payment of their utility bill. First the customer must file the physician-signed letter to the utility office. Then if the customer becomes past due, then a notification letter is sent making the customer aware that they are past due and if the account is not paid, utility service will be disconnected in 30 days from the day of the letter. If at the end of 30 days, the account is not paid, then it will be disconnected. The 30 day time period is approximately 10 days longer than the utility customers who do not have a medical necessity for utilities.

Rick Martin moved to approve the Utility Disconnect Policy for those with Medical Necessities. Motion seconded by Kelley Menke and passed by roll call vote with Betty Nelson voting no and all others voting yes.

MAYER SPECIALTY SERVICES STORM SEWER QUOTE – Attached is a quote from Mayer Specialty Services for the cleaning of a storm drain pipe at the intersection of K-4 and 1st St. Recently a small sinkhole was discovered at the corner of this intersection. This sink hole is beside a catch basin on the northwest corner of the intersection. The storm sewer has filled in with silt and some tree roots and needs to be cleaned out to determine what the cause of the problem is. It is more than likely related to a broken piece of pipe and appears to be at the edge or just under K4. Once the silt has been removed and staff can see what is going on they can determine what course of action needs to take place in order to make the repair. The cleanout of this line is beyond the capabilities of any equipment that the City. Therefore Mayer Specialty Services was requested to quote the job. Betty Nelson moved to approve funds no to exceed \$2,500 for Mayer Specialty to repair the sinkhole. Motion seconded by Emile Gallant and passed unanimously by roll call vote.

STATE STREET PAVING - Attached is a bid from Coy construction for the replacement of a portion of State Street where the old railroad tracks used to intersect the street. This piece of road is very rough and one that receives many complaints. In addition to improving the road itself, the existing above-ground concrete drainage culverts would be removed and replaced with lay-down curb and gutter which will greatly enhance drainage in the area. The quote includes bids for either 6" or 8" concrete, and the recommendation is the 8" because of the heavy truck traffic from the MKC crossing this area. A 4" bed of AB-3 base rock is included. Design would be such that future paving on State Street could tie into either end. Emile Gallant moved to approve \$35,747.24 for Coy Construction to pave State Street as described with 8" concrete. Motion seconded by Rick Martin and passed unanimously by roll call vote.

Councilman Corey Peterson arrived at 7:13 p.m.

STREET SIGN BID - Attached are two quotes from Barco Municipal Products. The first is a quote of \$3,951.00 for the budgeted item of street name signs. This would allow us to install signs from Roosevelt to Washington, as well as everything North of Swensson and West of Main. The other quote is for miscellaneous signs such as Stop, Yield, and Speed Limit signs. This quote is for \$1,473.60 and would be paid for out of the Commodities fund. Rick Martin moved to approve \$3,951.00 for the purchase of street signs and \$1,473.60 for the purchase of miscellaneous signs at a total cost of \$5,424.60 from Barco Municipal Products. Motion seconded by Emile Gallant and passed unanimously by roll call vote.

ELECTRIC DEPARTMENT BUCKET TRUCK - In 2012 the electric department purchased a used 2006 Ford F-550 Altec bucket truck to see how versatile a smaller bucket truck would work as a duty truck. It has proved to work very well and is actually a safer working platform in many situations. This was a used truck when purchased and has had manyf mechanical issues, mainly relating to the engine. Some of the repairs have been costly and have been recurring problems. It is budgeted this year to replace this truck. Bids were sought from three different manufactures with bids returned from two; Altec out of St. Joseph, Missouri and I-80 Equipment out of Colona, Illinois. Both trucks come well equipped and meet or exceed specifications. Altec Industries is allowing \$5,500 for trade-in of the 2006 truck while I-80 is offering to sell it on consignment. Betty Nelson moved to approve the purchase of the 2017 Ford Altec AT37G bucket truck with the extended unit warranty from Altec Industries for the amount off \$92,919.00. Motion seconded by Rick Martin. Betty Nelson moved to amend the motion to include sales tax. Motion seconded by Rick Martin and passed. The motion for the purchase plus sales tax then passed unanimously by roll call vote.

BODY WORN CAMERA POLICY – The Public Safety Department presents a policy addressing the guidelines and use of body worn cameras (BWC). Additionally, it outlines the handling, storage and ownership of the video produced by the BWC.

This item was for discussion only.

FIRE DEPARTMENT AIR MACHINE - The current air machine that is used to fill the air tanks carried by firemen is old and broken. We have received 3 bids. The low bid from Feld Fire actually sells the Scott air machine. It has a 1-year warranty. It meets all of the NFPA standard requirements. The total cost is \$27,165.00. Emile Gallant moved to approve the purchase of the air machine from Feld Fire at a cost of \$27,165.00. Motion seconded by Rick Martin and passed unanimously by roll call vote.

AMBULANCE COT - This is a required replacement of the ambulance cot, which was involved in the accident. The company would not certify the existing cot due to the accident and our insurance paid out for a replacement. Betty Nelson moved to approve the bid from K&L Safety Products in the amount of \$15,275.00. Motion seconded by Kelley Menke and passed unanimously by toll call vote.

GSI ENGINEERING – Kelley Menke moved to approve an agreement with GSI Engineering for materials and soil testing for the EMS building at a cost not to exceed \$4,989.00. Motion seconded by Emile Gallant and passed unanimously by roll call vote.

Executive Session – none

Department Head Reports – PUBLIC SAFETY – Chief Berggren commented on the success of another “Coffee with a Cop” and plans to do something similar at Bethany Home with the Fire Department and EMS. Construction has begun on the EMS building and Oral Board Interviews are Saturday the 11th.CVB/SUNDSTROM – The CVB Director updated council on working on magazine content with Ann Parr for upcoming publications. Lindborg will be the location of the kick-off event for KWAP involving

Jim Richardson and a lady from Virginia who works with integrated social media.PUBLIC WORKS – Director Dunn updated council on the street plan for 2017 using chip seal and asphalt paving.

Other – The 2016 Audit questionnaire was given to council members to complete.

Adjournment – David Higbee moved to adjourn. Seconded by Kelly Menke and adjourned at 7:57

Respectfully submitted,

Jerry Lovett-Sperling, MMC

City Clerk