

**LOUISBURG CITY COUNCIL
REGULAR MEETING
6:30 P.M., JANUARY 20, 2026
CITY HALL, 215 S. BROADWAY**

Workshop at 6 p.m.

<https://boxcast.tv/view/louisburg-city-council-workshop-xndobmqocfunildertlu>

Regular meeting livestream link:

<https://boxcast.tv/view/louisburg-city-council-dvyh6shkwuu2cy4h2tnm>

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ADOPT AGENDA
4. APPROVE MINUTES - of the Jan. 5, 2026, regular meeting and the Jan. 12, 2026, special meeting
5. APPROVAL OF BILLS
6. MAYOR'S REPORT
7. RECOGNITION OF SCHEDULED VISITORS
 - Elizabeth Ellis and Sarah Simmons – request to use Fox Hall at no charge for this year's Summer Blessings
 - Chamber of Commerce – Request for Funding
8. PUBLIC COMMENTS: Persons who wish to address the Mayor and City Council regarding items not on the agenda may do so at this time. Speakers will be limited to three (3) minutes. Any presentation is for informational purposes only. Please state your name and address.
9. COUNCIL/COMMISSION REPORTS
10. DEPARTMENT REPORTS
 - A. Finance
 - B. Planning
 - C. Public Works
 - Sanitary Sewer Repairs Follow Up - Continued
 - Police and Fire Property Engineering RFP Selection

D. Police

E. Fire

F. Administration

11. CITY ATTORNEY'S REPORT

12. ADMINISTRATOR'S REPORT

A. Draft Employee Handbook – Continued

B. Council Chamber Audio-Visual – Continued

C. Countryside Drive Update

D. Governing Body Handbook Draft Review

E. 2025 Year-End Reports

– Administration

– Park & Tree Board

– Fox Hall/Cemetery Board

– Convention & Tourism Committee

– Planning Commission

– Historic Preservation Commission

F. Hay/Land Lease Agreement for Lewis-Young Park

G. 2026 Aquatic Center Fees

H. Garage Sale Sign Moratorium

I. Executive Session – Non-Elected Personnel

13. ADJOURNMENT

CITY OF LOUISBURG, KANSAS
MINUTES OF REGULAR MEETING
January 5, 2026

Workshop Livestream link:

<https://boxcast.tv/view/louisburg-city-council-workshop-uftmmrzhpz9rpje0npop>

Council Livestream link:

<https://boxcast.tv/view/louisburg-city-council-rnh2fck4tpruavefnqgm>

The Council of the City of Louisburg, Kansas, met at 6:30 p.m. in regular session in the City Hall Council Chambers. Mayor Donna Cook presiding.

Councilmembers Steve Town, Scott Margrave, Tiffany Ellison, Ryan Graves, Kalee Stone

City Administrator Nathan Law
City Clerk Jessica McGowin
Public Works Director Ben Miller
Finance Director Richard Mikesic
Police Chief Josh Weber - Absent
Fire Chief Gerry Rittinghouse
Communications Coordinator Jean Carder

PLEDGE OF ALLEGIANCE

Councilmember Ryan Graves led the pledge of allegiance.

APPROVAL OF THE AGENDA

Mayor Cook requested the Executive Session be moved under Public Comments.

Councilmember Kalee Stone moved, seconded by Councilmember Scott Margrave and carried 5-0, to adopt the agenda with the amendment.

APPROVAL OF THE MINUTES

Margrave moved, seconded by Graves and carried 5-0, to approve the December 15, 2025, minutes as presented.

APPROVAL OF THE BILLS

Councilmember Steve Town moved, seconded by Councilmember Tiffany Ellison and carried 5-0, to approve the bills as presented.

Cook asked how many more utility loan payments remained and what it was for. Law stated it is the low interest gas loan taken out from Winter Storm Uri. Finance Director Richard Mikesic said the last payment will be January 1, 2031.

Cook asked if the payment to Sattler LLC was for the Fox Hall display cabinet requested by the Fox Hall/Cemetery Board to showcase memorabilia. Law stated it was and that price included everything with the exception of the glass and that would be an additional nominal fee.

MAYOR'S REPORT

CMB Licenses:

The Go To on-premises CMB renewal

Stone moved, seconded by Margrave and carried 5-0, to approve the CMB on-premises license renewal for The Go To.

Margrave questioned how often the renewals happen. City Clerk McGowin said yearly as they all expire December 31 of each year.

The Go To off-premises CMB new license

Stone moved, seconded by Ellison and carried 5-0, to approve the CMB off-premises new license to The Go To.

Express Stop CMB renewal

Graves moved, seconded by Margrave and carried 5-0, to approve the CMB renewal for Express Stop.

AMOCO CMB License Renewal

Town moved, seconded by Stone and carried 5-0, to approve the CMB license renewal for AMOCO.

Mayor read a memo reminding council of the KOMA training for the Governing Body scheduled for the next evening

Cook asked about updating the land/lease agreement with Cutshaw Farms. Communications Coordinator Jean Carder said staff is aware and is working on it.

SCHEDULED VISITORS

None.

PUBLIC COMMENTS

None.

EXECUTIVE SESSION

At 6:39 p.m. Graves moved, seconded by Ellison and carried 5-0, City Council recess into executive session to discuss an individual employee's performance pursuant to the non-elected personnel matter exception under K.S.A. 75-4319(b)(1) for 45 minutes with the open meeting resuming at 7:25 with the presence of Kristina Dietrick requested.

Open meeting resumed in Council Chambers at 7:25 p.m.

No action was taken.

COUNCIL REPORTS

Stone – Stone requested staff look at the traffic signal located at South Fifth and Metcalf as the light was not turning green heading east and when it did, it was a very short green light. Law will look into it.

Graves – Graves asked about the speed zone change on K-68 east of Metcalf and asked if there have been any updates from KDOT. Law stated he would check into it this week.

Ellison – None.

Margrave – None.

Town – None.

DEPARTMENT REPORTS

FINANCE:

Investment Bids - Finance Director Richard Mikesic discussed an investment that is up for bid, noting a change in the Kansas Lateral Pool and referencing a change in state law. He asked the council if there were any questions regarding how these changes might affect the city; there were none.

Three bids were received for a \$3 million investment. Staff recommended acceptance of the best bid from Landmark at 3.65 percent, which is higher than the KMET rate.

First National Bank	2.96 percent
First Option Bank	3.50 percent
Landmark Bank	3.65 percent

Ellison moved, seconded by Graves and carried 5-0, to approve the investment of \$3 million to Landmark Bank as presented.

PLANNING:

Law stated the department has been extremely busy and Carder has been filling in. Law said that two applications have been received for the job position. There was discussion on qualifications and where the job has been posted.

POLICE: Absent

FIRE: No Report

PUBLIC WORKS:

Recycled Tire Tables / Benches Grant - Law presented information requested by the council at the last council meeting to revisit the program requirements and language.

Stone moved, seconded by Town and carried 5-0, to allow staff to apply for the grant.

Ellison inquired about who would write the grant. Law stated that Carder, with the assistance of the Public Works Director Ben Miller and Facility Coordinator Danny Summa, would write the grant.

Gas System Radio Read Indexes - Miller stated this is a budgeted item for 2026 to purchase gas indexes and the software system; the system was approved for purchase in 2025. His request is for council to now approve the purchase of the indexes. Law stated there is budget authority to spend up to the max of \$250,000 or limit to the \$214,000 which was left after the software purchase. He stated Sensus is a sole proprietor so this item would not be eligible to bid out.

Ellison moved, seconded by Stone and carried 5-0, to approve utilizing Core and Main for the purchase and installation of 1,282 gas indexes and to allocate \$250,000 for this project.

Sanitary Sewer Point Repairs - Miller stated there were several spots that had severe damage with the pipes and work to line these pipes couldn't be completed until they were repaired. Two bids were received:

G-B Construction	\$38,540.00
Kissick Construction	\$31,299.98

Miller recommended going with Kissick for the repairs but was unsure of how quickly they could get us on the schedule. Stone and Graves would like to have a timeframe of when the work could be done before moving forward due to the significant cost. Graves asked if waiting created a health hazard, to which Miller responded we have had a lot of issues in these areas that staff maintains in-house. Consensus was for Miller to bring back a timeline and recommendation to the next council meeting.

ADMINISTRATION:

Amity Sidewalk Project closeout report - Law stated this is a receive and file item. He recognizes there is still a question on the crossing and are waiting to hear back from KDOT. Cook asked if this project should be closed out if it is not done. Law stated the crossing is a separate item.

ATTORNEY

Not present

ADMINISTRATOR'S REPORT

Mission, Values, Goals – Continued - Law discussed timeline goals, stating the mission and vision discussion could be done within the given timeline and have a fruitful conversation in February and asked council if this item is something that could be reviewed at the workshop prior to council meetings or if they would like to hold a special workshop. Consensus was the 6 p.m. workshop prior to the council meetings was agreeable. Cook suggested instead of working on missions and values, she would like to spend the time redoing the code book and zoning book. Law said those are on the list. Law said his perspective is this might be a better effort in the short term as this process will help identify the short- and long-term where the community can or should go. While the code book has deficiencies to address, the plan was to have the city attorney review those, but we aren't there yet. The zoning regulations should conform to the City's mission and vision. Graves would like to have a full-time planning director in place prior to going through the codes and zoning regulations. Law stated that he will have prep work for both the mission and the vision at the next workshop. Ellison asked to revisit Cook's comment about the concern from planning commission members. Cook said planners just want to have the zoning regulations updated so they are not spending time on things. Ellison asked if this should be the top discussion at the joint board meeting and added that no one wants them to be frustrated. Cook said multiple boards are frustrated. Ellison said that is why the mission and vision statement will be important.

There was discussion on how long to give each board to speak during the upcoming joint workshop.

Graves said he is not anyone's rubber stamp and feels like the roles of the board members and council are being misconstrued. Stone agreed. Ellison stated the Planning Commission is an advisory board, noting the difference between what boards can do and what council is obligated to do and that council represents the citizens.

Graves said he does not want the joint workshop to turn into a time for airing grievances, and Stone agreed. Graves said that is not the purpose of the workshop. Law said that if everyone is aligned on goals and vision, it should help reduce frustration. He also acknowledged the individuals who volunteer their time and said he feels this is a good place to start.

RFP for Contracted Municipal Attorney Services - Law stated this was a return item and said he updated the timeline however the RFP language stayed the same from the previously approved RFP. The current attorney is only looking to fulfill the remaining term. Ellison and Graves asked if there was a reason given. Law stated no.

Ellison moved, seconded by Stone and carried 5-0, to direct staff to publish the Request for Proposals as provided.

Appointment Process - Law stated this item was a return item with a potential timeline provided. Cook stated Carder posted the application process to Facebook and the city sign. Law stated the current code was inconsistent for some positions, department heads were hired for a position and then questions arose about why the position was an annual appointment. He stated this brings a level of uncertainty for those positions. Ellison clarified that “may” be appointed and “shall” be appointed were two different things and she believes the “may” be appointed positions would be the hired positions. Cook asked if there would need to be a change to city code. Law said yes unless we change to a city of the second class then we will not have an option. Ellison noted that we will not have a choice when the census says we have to move to a city of the second class due to population and then it will have to be addressed. Cook stated she has started working on the appointment list for boards and liaisons but not positions such as the City Clerk. Graves would like to see the boards and commission positions advertised since it is hard to find volunteers. Ellison believes advertisement of the positions allows for public transparency and notifies the public of opportunities to be involved. Graves likes the presented timeline. Cook stated she will get with Carder this week to advertise certain positions.

Presented timeline:

- 12/1-12/31 Advertisement (generic or specific)
- 1/1-1/16 Mayor reviews, vets, interviews, etc.
- 1/19-1/29 Staff assist Mayor in putting together appointments information, including bios.
- 2/2 Mayor provides appointments and bios to Council
- 2/17 Mayor presents appointments for Council confirmation

Graves moved, seconded by Ellison and carried 5-0, to adopt the timeline from 1/1 forward as presented with the expectation that advertising will be until filled.

Ellison said she wanted to be clear that all bios will be provided at the Feb. 2 meeting. Cook asked if this meant bios for new people only. Ellison said she wants to understand the intent ahead of time if someone is going to be replaced and wants to avoid past situations where the public or council were caught off guard. She said that understanding the “may” and the two “shall” positions are employees and are viewed as such, this approach is meant to provide transparency so staff, council, and the public are not blindsided by dramatic changes without forewarning and discussion.

Graves clarified the City Attorney would be an outliner to the appointments being a contractor.

Draft Employee Handbook - Law presented a draft employee handbook for council review with the intent for council to bring back questions and comments. Law stated the draft was put together with the efforts of HR Partners then sent to department heads for any comments or concerns. He noted it was also reviewed by the HR Partners’ legal team. Cook asked if it was sent back to department heads after they made their initial comments. Law said no but it could be sent back out even though there were not significant changes. Cook asked if council would see what the department head changes were. Law said no, all information was provided to HR Partners. Ellison asked if Cook had a specific concern. Cook said she believes some of it is very vague such as the section about searching people. Ellison asked to be directed to that section. Law said he could send out the reference that is in question to the council. Cook also referenced a section stating that if an employee wanted to run for council, then they would have to step down.

Graves clarified they could take a leave of absence, and it is the same at the county level.

Graves asked where the search section is as he was having a hard time finding it. Law stated it was under safety and security, and also stated he will go back through notes and find the references to send out to council. Ellison asked if a department head talked about this and asked Cook if she had talked directly to the department head. Cook said no, she wants to see what the department heads submitted. Ellison asked for what purpose. Cook said so she can make sure the department heads are being heard. Ellison asked if the department head had gone through the proper channels of speaking to their boss, as this feels like it is second guessing our staff. Cook said it is not. Graves asked Law if he provided all of the department head comments to HR Partners to which Law responded yes. Law noted if there are sections Council is not comfortable, even if allowed by law, it can be changed. Law then directed council to page 39, the section in question, which discusses employee drug testing. Law also stated the verbiage was provided by HR Partners. Carder said these items are discussed on page 14 on employee privacy and pages 15-18. Ellison said it is worth noting the city had an issue about two years ago and it was pertinent that this action in question was taken to secure city property. Law asked for council to review, bring back any questions or comments and he will try to have a HR Partners representative at the next meeting to discuss.

ADJOURNMENT

At 8:37 p.m. Margrave moved, seconded by Stone and carried 5-0, to adjourn the meeting.

Approved:

Donna Cook, Mayor

Attest:

Jessica McGowin, City Clerk

**CITY OF LOUISBURG, KANSAS
MINUTES OF SPECIAL MEETING
January 12, 2026**

Council Livestream link:

<https://boxcast.tv/view/special-meeting-of-the-louisburg-city-council---swearing-in-jd0d7upfvuuzby7ej6qv>

The Council of the City of Louisburg, Kansas, met at 6:30 p.m. in special session in the City Hall Council Chamber for the purpose of swearing in newly elected officials. Mayor Donna Cook presiding.

Councilmembers Steve Town, Scott Margrave, Tiffany Ellison and Ryan Graves were present. Councilmember Kalee Stone was absent.

City Administrator Nathan Law
City Clerk Jessica McGowin
Community Coordinator Jean Carder

OATH OF OFFICE

The oath of office was administered by City Clerk Jessica McGowin to Councilmember Tiffany Ellison and Councilmember Scott Margrave.

ADJOURNMENT

At 6:33 p.m. Councilmember Tiffany Ellison moved, seconded by Councilmember Ryan Graves and carried 4-0, to adjourn the meeting.

Approved:

Donna Cook, Mayor

Attest:

Jessica McGowin, City Clerk



BILLS LIST 1-20-26

Payment Date Range: 01/01/2026 - 01/14/2026

<u>VENDOR NAME</u>	<u>PAYABLE DESCRIPTION</u>	<u>PAYMENTS</u>
AMANDA MURPHY	DEPOSIT REFUND - FOX HALL	100.00
AMERICAN EQUIPMENT CO	SNOW PLOW-2018 F250	10,396.45
AMERICAN LEGION POST 250	BUILDING RENTAL	75.00
B & Y CONCRETE, LLC	ANNUAL CONCRETE REPAIRS	36,197.35
BESSIE STEVENS	DEPOSIT REFUND - FOX HALL	100.00
BILL IRELAND SECURITY INC	ACCESS CARD REPAIRS	190.00
CAROLYN GERLACH	DEPOSIT REFUND - FOX HALL	100.00
CERTIFIED LIFE SAFETY LLC	ANNUAL INSPECTION	910.00
CHRISTINE BLURTON	DEPOSIT REFUND - FOX HALL	100.00
DAVID CANNON	ANNUAL EMPLOYEE LUNCH	300.00
DAWN SNIDER	DEPOSIT REFUND - FOX HALL	100.00
ENVIRONMENTAL WORKS	MONTHLY WASTEWATER SAMPLING	1,546.95
EVERGY	ELECTRICITY	10,518.94
FP MAILING SOLUTIONS	POSTAGE FOR MACHINE	300.00
GT DISTRIBUTORS	UNIFORM EQUIP - NEW HIRE	535.26
HEALTH EQUITY	FSA PAYMENTS	1,759.24
HEARTLAND COCA COLA BOTTLING	CONCESSION DRINKS	287.00
HEARTLAND PRINT & DESIGN	MONTHLY WATER SAMPLE SHIPPING	60.42
HIGH DEFINITION WINDOWS	Window Cleaning CH, FH, PD, FD	350.00
INDUSTRIAL CHEM LABS	SEWER LINE ROOT KILLER/ PM	239.43
JOHN R. DIETRICK, P.A.	LEGAL CONSULTING - DECEMBER	375.00
KANSAS MUNICIPAL GAS AGENCY	NATURAL GAS	232,569.00
KANSAS ONE CALL SYSTEM, INC	DECEMBER LOCATE FEE	202.16
KANSAS STATE TREASURER	COURT FEES - DECEMBER	423.00
KEVIN ENGELKEN	FULL REFUND - DATE DOUBLE BOOKED	175.00
LANGUAGE LINE SERVICES	INTERPRETATOR SERVICES - DECEMBER	27.65
LOUISBURG ATHLETIC CLUB	DECEMBER MEMBERSHIPS	226.50
LOUISBURG FORD	BATTERY - CAR 6	191.95
	ALIGN/INSPECT - TRUCK 16	161.95
MHS JANITORIAL CLEANING	MONTHLY CLEANING SERVICE- DECEMBER	1,150.00
MICHELLE RICE	DEPOSIT REFUND - FOX HALL	100.00
MILLER BEN	FOOD - WATER MAIN BREAK	24.98
MOKAN DIAL, INC.	TELEPHONE/INTERNET SERVICES	1,271.22
OADES BROTHERS TIRE & AUTO	NEW TIRES/MOUNT/BALANCE - CAR 2	1,198.95
PATRICIA CORDLE	DEPOSIT REFUND - FOX HALL	100.00
PEOPLES SERVICES	MONTHLY INTERNET SERVICE - JANUARY	185.00
RURAL WATER DISTRICT #2	LEWIS YOUNG PARK	40.40
SHRED-IT USA	SHRED SERVICES - DECEMBER	94.34
SIMMONS DEVELOPMENT CO	SIMMONS DEV - LOUISBURG LANDING	3,630.00
STAPLES ADVANTAGE	PAPER/CALENDARS/MOUSE	122.50
SUMNER ONE	BASE COPY SERVICES/4TH QTR CHARGES	1,116.54
SUNSET LAW ENFORCEMENT	TRAINING/DUTY AMMO	1,989.10
	GUN LOCKER FOR 2025 TAHOE	325.05
TYLER TECHNOLOGIES, INC	UTILITY CONVERSION - 50% ON DELIVERY	3,000.00
	TYLER UNIVERSITY - 2026	1,711.00
	FINANCE POST GO-LIVE/UTILITY TESTING	942.50
UCI	TESTING SERVICES - DECEMBER	135.00
VISA	WEBCAMS/BOWS/IPAD CONSOLES/MISC	9,503.40
WHITE'S AUTOMOTIVE, INC.	REPLACEMENT TIRE FOR TRUCK #2	278.68
	GRAND TOTAL	325,436.91

Memo

To: Louisburg Governing Body

From: Ben Miller

Date: January 15, 2026

Re: Sanitary Sewer Repairs Follow Up

Background: At the last council meeting, council was presented with information for two separate point repairs that are needed to complete the CIPP process. Of the two contractors, G-B Construction stated they could start immediately, and Kissick Construction stated they were backed up. Council requested more information on the timeline of Kissick, the low bidder. After speaking with SAK, the lining contractor, about the delay with Kissick Construction, I was told they can work around our schedule now and start as soon as necessary.

GB Construction:	\$38,540.00
Kissick Construction:	\$31,299.98

Financial: This item is not budgeted.

Legal: No legal action at this time.

Recommendation: Direct staff accordingly.

Sample Motion: *I move to approve sewer point repairs with (Contractor's name) at a quoted price of \$_____.*

Memo

To: Louisburg Governing Body

From: Ben Miller

Date: January 15, 2026

Re: Police/ Fire Properties Engineering RFP Selection

Background: In 2025 council approved improvements to the Police/ Fire department's parking lots. \$270,000 was budgeted, but it was determined this was not enough to proceed with the project. After further review, it was decided that engineering services would be the correct solution to move forward, allowing the city to develop a plan to complete this project in phases and relocate obstacles that would otherwise cost more in the future. Deadline for submittals was Jan. 13. The city received bids from three engineering firms:

Schwab Eaton	\$75,000- \$85,000
DuBois Consultants	\$60,902
Wallace Design Collective	\$60,300

Financial: \$270,000 was budgeted for 2025. This may require a 2026 budget amendment.

Legal: No legal action at this time.

Recommendation: Direct staff accordingly.

Sample Motion: *I move to approve using _____ for engineering services for the Police/ Fire Properties Improvements at a not-to-exceed amount of \$_____.*



REQUEST FOR PROPOSAL

Police & Fire Department Property Engineering

City of Louisburg, KS
January 13, 2026 at 10 AM



January 13, 2026

Ben Miller
Director of Public Works
215 S. Broadway Street
Louisburg, KS 66053



RE: Request for Proposal for Police and Fire Department Property Engineering

Dear Mr. Miller and Selection Committee,

DuBois Consultants is pleased to present our qualifications for the above-reference project. It is understood that the City of Louisburg, KS is seeking a qualified professional services firm to provide design services for improvements at the Louisburg Police and Fire Department properties located at 205 and 209 S. Metcalf Ave. With a strong background in parking lot layout, design, reconfiguration, rehabilitation, and related site elements, my team and I can guarantee the delivery of thoughtful, efficient solutions for your project that align with your schedule and budget expectations.

Since 1988, DuBois Consultants has specialized in civil and structural engineering and design, and we have developed a proven portfolio of successful projects similar in scope and complexity to yours. Our experience includes parking lot layout and grading, stormwater management, utility coordination, ADA compliance, and permitting support, all with a focus on constructability and long-term performance. With our office only 30 minutes from the Police and Fire Department sites, our team is able to provide responsive services to the Louisburg Public Works Department and attend meetings or site visits as needed.

We take a practical, collaborative approach to design. Working closely with clients and project stakeholders is a top priority to ensure solutions are responsive to site constraints, regulatory requirements, and project goals. Our team understands the importance of clear communication, efficient delivery, and designs that transition seamlessly into construction. To bring your vision to life, we have carefully selected key professionals to respond to your needs. These individuals were handpicked for their expertise and experience in managing projects of similar size, type, and scope, ensuring they meet your criteria and exceed expectations.

DuBois Consultants is honored to have the opportunity to support the City of Louisburg with this opportunity and mark the start of a long-lasting partnership. I thank you kindly for your consideration of our teams' qualifications and welcome the opportunity to discuss this with you further. Should any questions arise in the meantime, please do not hesitate to contact me directly.

Very truly,

A handwritten signature in black ink that reads "Cervente D. Sudduth".

Cervente D. Sudduth, PE
President
(816) 333-7700
csudduth@duboisengrs.com

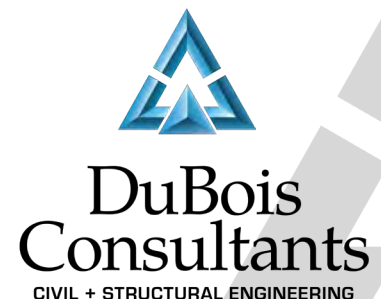


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SECTION 01

Firm Profile



Louisburg
CLOSE-KNIT • CLOSE TO EVERYTHING KS

DuBois  Consultants
CIVIL + STRUCTURAL ENGINEERING



Firm Overview

At DuBois Consultants, we are committed to improving the communities in which we serve by providing design solutions tailored to meet our client’s visions. Simultaneously, we promote a work environment dedicated to growth and professional development.

Since 1988, DuBois Consultants has served as a **civil and structural engineering firm**, and our team of professionals is responsible for producing high-quality engineering services on **water, commercial, aviation, education, parks and recreation, multi-family residential, energy, and transportation** projects. We have the capabilities to perform on a project from start to finish, including construction phase services.

Our company has teamed with some of the most respected regional and nationally known architectural and water resource engineering firms in the country providing design service needs of local municipalities, private and public utilities, and developers. Our experiences enable us to deliver on schedule and present cost-efficient, budget-driven solutions targeted to meet the unique needs of each project site. We are headquartered in Kansas City, Missouri and have additional offices in Wichita, Kansas and St. Louis, Missouri.

Services

- Civil Engineering & Design
- Structural Engineering & Design
- Construction Phase Services
- Project Management
- Water
- Commercial
- Aviation
- Education
- Parks & Recreation
- Energy
- Traffic & Transportation



Locations

Kansas City

7611 State Line Rd, Suite 103
 Kansas City, Missouri 64114
 816.333.7700

Wichita, KS | St. Louis, MO

Years in Business

37 years

Formed August 9, 1988

Licensure

Licensed in 25 states:

AL, AZ, CA, CT, FL, GA, IA, KS, LA, MN, MO, MS, NE, NV, NY, OH, OK, OR, TX, UT, VA, WA, WI, WV

Certifications

Minority Business Enterprise

Disadvantaged Business Enterprise

Small Local Business Enterprise

Small Local Business - Water Services
 Department Engineering Professional Services

MoDOT Prequalified Consultant

Federal ID No.

43-1494206

Contact

Cervente Sudduth | Principal
 csudduth@duboisengrs.com
 816.333.7700



Creating a WE State of Mind
COMMITMENT — COLLABORATION — COOPERATION

Civil Engineering & Design

DuBois Consultants offers comprehensive civil design services for projects of all types and sizes. Our experienced civil engineering team specializes in traditional site civil design, including site planning, grading, drainage, utilities, stormwater management, parking design, permitting, and more. Additionally, we bring extensive experience in water infrastructure on projects such as water main replacements and sanitary sewer extensions. Our expertise in traffic & safety planning and design has grown and developed in recent years, and we remain committed to incorporating sustainable practices in our projects whenever possible.



Project Management

DuBois Consultants offers end-to-end project management services designed to ensure the smooth and efficient execution of every project. Our skilled project managers collaborate closely with clients, contractors, and stakeholders to oversee all phases of the project – from budgeting and scheduling to coordination and quality assurance. We prioritize transparent communication, proactive risk management, and attention to detail, ensuring that each project is completed on time, within budget, and to the highest standards of quality. With our experienced team guiding the process, we effectively navigate challenges and maintain project momentum, driving successful and timely completion.



References

Bob Wilson
Falk Architects
300 E. 39th St. Suite 5C
Kansas City, MO 64111
bobwilson@falk-architects.com
(785) 338-4920

Charlie Sievert
HDR
10450 Holmes Rd. Suite 600
Kansas City, MO 64131
charlie.sievert@hdrinc.com
(816) 360-2790

Tabitha Darko
Multistudio
4200 Pennsylvania Ave.
Kansas City, MO 64111
tabitha.darko@multi.studio
(816) 701-5435

To support the successful delivery of this project, DuBois Consultants has assembled a team of trusted subconsultants who were thoughtfully selected for their relevant experience, technical expertise, and familiarity with municipal processes. Each firm brings specialized skills that complement our in-house capabilities and reflect an understanding of the City of Louisburg’s priorities. Together, this team offers a collaborative approach focused on delivering reliable, well-coordinated solutions that serve the City’s needs and support a successful project outcome.

CUSTOM ENGINEERING

Lighting Design



Custom Engineering specializes as a mechanical, electrical, and plumbing system design consultant for construction and rehabilitation projects in commercial and industrial facilities. With each of our tenured design professionals concurrently serving as project lead representatives, our team ensures no project is under-valued. Our size provides a knowledge pool of diversity for team collaboration on project strategies and scopes requiring multiple disciplines and ranging in size from small rehabs to multi-million-dollar facilities. Custom Engineering has provided electrical design services for more than 30 street lighting projects in and around the Kansas City metro over the past 5 years.

[Learn More](#)

LAND3 STUDIO

Landscape Architecture



LAND3 Studio is a Kansas City-based Landscape Architecture firm, offering comprehensive project consulting and design services since 2007. LAND3 Studio provides our clients extensive experience in Sports Facilities, Parks and Recreation, Private & Urban Development, Healthcare, Education, & Sustainable / Low-impact Design. LAND3 believes successful projects are built upon a foundation of long-lasting relationships with our clients. As a result, individuals assigned to a project remain on board from beginning to end, creating a true “project memory” which ensures ideas and concepts that grow and develop as the project matures. LAND3 Studio, LLC is a certified MBE/DBE firm.

[Learn More](#)

BOUNDARY & CONSTRUCTION SURVEYING

Surveying

Boundary and Construction Surveying



Boundary and Construction Surveying, Inc. has been a family-owned and operated company since 1997 and is based in Lee’s Summit, MO. They are committed and dedicated to providing quality work while ensuring time schedules and deadlines are met.

[Learn More](#)

SECTION 02

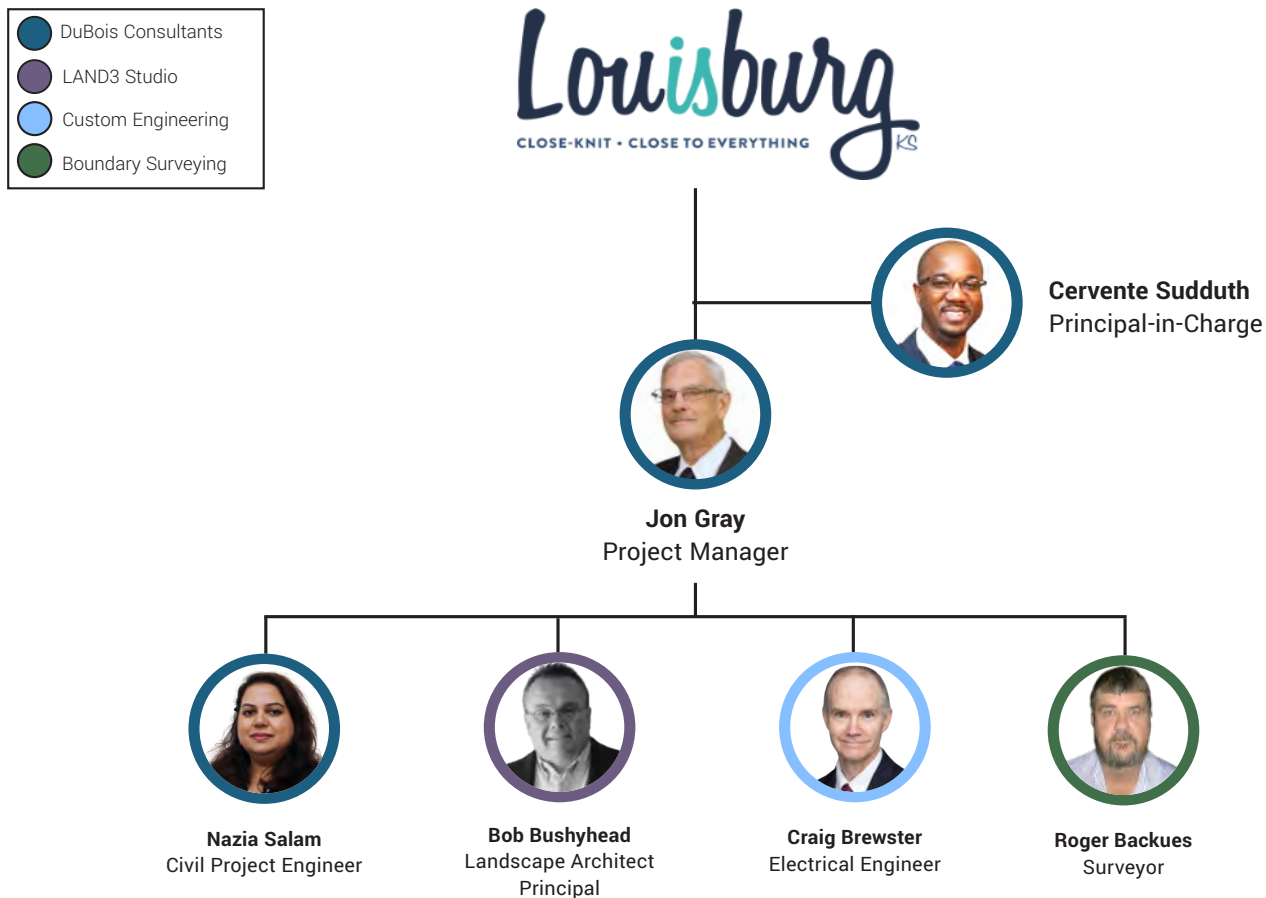
Key Personnel



PERSONNEL OVERVIEW

The following identifies individuals who are assigned to this project and their primary project role. We have reviewed each employee’s current and anticipated project responsibilities and can commit to their involvement upon a Notice to Proceed and throughout the duration of the on-call contract. **Our team was assembled with the exclusive thought in mind of how to best serve the City of Louisburg and its team.**

ORGANIZATIONAL CHART



STAFFING PLAN

TEAM STAFF	COMPANY	ROLE	YEARS OF EXPERIENCE	YEARS AT FIRM	LOCATION OF POSITION
Cervente Sudduth	DuBois Consultants	Principal-in-Charge	30	15	Kansas City, MO
Jon Gray	DuBois Consultants	Project Manager	48	1	Kansas City, MO
Nazia Salam	DuBois Consultants	Civil Project Engineer	4.5	3.5	Kansas City, MO
Bob Bushyhead	LAND3 Studio	Landscape Architect Principal	41	19	Kansas City, MO
Craig Brewster	Custom Engineering	Electrical Engineer	31	16	Kansas City, MO
Roger Backues	Boundary Surveying	Surveyor	30	30	Lee’s Summit, MO



CERVENTE SUDDUTH

PE | PRINCIPAL-IN-CHARGE

Cervente Sudduth is the President and CEO of DuBois Consultants, bringing more than 30 years of experience in structural engineering. Recognized as a thought leader in the industry, he has participated in and led a wide range of traditional design-bid-build and EPC (Engineer, Procure, and Construction) projects. His extensive portfolio includes hundreds of successful developments across commercial building construction, water infrastructure, oil and gas, and power sectors.

Years of Experience: 30

Years with the Firm: 15

Education

MS in Civil Engineering / University of Missouri-Kansas City

BS in Civil Engineering / University of Missouri-Columbia

Licensure

Professional Engineer:
 Missouri - 2011015802
 Kansas - 27608
 Iowa - P25926
 Oklahoma - 31385
 Virginia - 0402067751

Certifications

OSHA-10

Location of Position

Kansas City, MO

CURRENT + NOTABLE PROJECT EXPERIENCE

Sedgwick County EMS Post #3 / [Wichita, KS](#)

Kansas City Police Department East Patrol Crime Lab / [Kansas City, MO](#)

KCI New Single Terminal Surface Parking Lot / [Kansas City, MO](#)

Southeast Community Center Parking Lot Layout & Design / [Kansas City, MO](#)

Walnut Street Parking Lot Evaluation & Recommendations / [Kansas City, MO](#)

Jabara Airport Taxiway A1 & D Erosion Control / [Wichita, KS](#)

Lineage Plant Site Design & Parking Lot Reconfiguration / [Kansas City, MO](#)

Mattie Rhodes Cultural Center (Civil Design with Parking Lot) / [Kansas City, MO](#)

Historic Satchel Paige Home Redevelopment & Site Design / [Kansas City, MO](#)

MLK Jr. Playground & Parking Lot / [Kansas City, MO](#)

Bruce R. Watkins Connector Community Park / [Kansas City, MO](#)

MidAmerica Beef Retaining Wall Design / [Polo, MO](#)

Dollar General Retaining Wall Assessment & Recommendations / [Blue Springs, MO](#)

Renner Blvd Retaining Wall Structural & Drainage Study / [Lenexa, KS](#)

Hallbrook Farms Retaining Wall Review / [Leawood, KS](#)

Todd Creek Wastewater Treatment Plant Facility Plan Upgrade / [Kansas City, MO](#)



JON GRAY

PE | PROJECT MANAGER

Jon Gray is the Civil Department Manager at DuBois Consultants with a strong background in site development and infrastructure projects of all sizes. He is deeply involved in general site work and site planning, including grading, stormwater management, drainage design, parking lot layout, and ADA compliance, ensuring sites are functional, efficient, and compliant from concept through construction. In addition to his site development expertise, Jon specializes in water, wastewater, stormwater, master planning, and project and program management. His guidance is key to both the success of our projects and the strength of our civil engineering team.

Years of Experience

48

Years with the Firm

1.5

Education

MS in Environmental Health Engineering / University of Kansas

BS in Civil Engineering / University of Kansas

Licensure

Professional Engineer:
Kansas - PE8995
Missouri - PE2024037430

Certifications

OSHA-10

Location of Position

Kansas City, MO

CURRENT + NOTABLE PROJECT EXPERIENCE

Lineage Plant Site Design & Parking Lot Reconfiguration / [Kansas City, MO](#)

Bruce R. Watkins Connector Community Park / [Kansas City, MO](#)

Cass County Public Library StoryWalk / [Pleasant Hill, MO](#)

Walnut Street Parking Lot Evaluation & Recommendations / [Kansas City, MO](#)

MidAmerica Beef Site Stormwater System / [Polo, MO](#)

Dollar General Retaining Wall Assessment & Recommendations / [Blue Springs, MO](#)

Renner Blvd Retaining Wall Structural & Drainage Study / [Lenexa, KS](#)

2300 Woodland Multi-Residential Site Development / [Kansas City, MO](#)

Todd Creek Wastewater Treatment Plant Facility Plan Upgrade / [Kansas City, MO](#)

Leawood Pioneer Library West Entrance Patio / [Leawood, KS](#)

Lavonia Pavilion Structure Foundation / [Lavonia, GA](#)



NAZIA SALAM

ENV SP | CIVIL PROJECT ENGINEER

Nazia Salam is a Civil Project Engineer and Envision Sustainability Professional® with five years of experience specializing in civil site design, planning, and infrastructure projects. She has extensive experience in grading and drainage design, stormwater management, green infrastructure, inflow and infiltration improvements, and water main replacement and relocation. Nazia has a strong background in environmental and water resources engineering and applies practical and constructible solutions on all projects. Her emphasis on sustainable and durable design, natural leadership abilities, and collaborative spirit plays a key role in our team's effectiveness.

Years of Experience

4.5

Years with the Firm

3.5

Education

MS in Environmental Engineering /
George Washington University

BS in Water Resources Engineering
/ Bangladesh University of
Engineering & Technology

Certifications

Envision Sustainability
Professional (ENV SP)
NASSCO (PACP, LACP, MACP)
OSHA-10

Location of Position

Kansas City, MO

CURRENT + NOTABLE PROJECT EXPERIENCE

KCPS Bond On-Call Project Public Involvement / [Kansas City, MO](#)

Lineage Plant Site Design & Parking Lot Reconfiguration / [Kansas City, MO](#)

Walnut Street Parking Lot Evaluation & Recommendations / [Kansas City, MO](#)

2300 Woodland Multi-Family Residential Development / [Kansas City, MO](#)

Historic Satchel Paige Home Redevelopment & Site Design / [Kansas City, MO](#)

Bruce R. Watkins Connector Community Park / [Kansas City, MO](#)

Todd Creek Wastewater Treatment Plant Facility Plan Upgrade / [Kansas City, MO](#)

MidAmerica Beef Site Stormwater System / [Polo, MO](#)



BOB BUSHYHEAD
 PLA, ASLA, LEED AP
LANDSCAPE ARCHITECT
PRINCIPAL

Mr. Bushyhead is a founder of LAND3 Studio and Managing Principal with a wide range of project direction and design responsibility. Having over 41 years of experience in the varied aspects of landscape architecture, site design, development, and construction management, he has worked on a diverse range of projects and coordinated the efforts of multi-disciplined design teams.

RELEVANT PORTFOLIO

- Warrensburg ECC / Warrensburg, MO
- Franklin Elementary Renovation / Kansas City, MO
- Metro North Retail Parking Expansion / Kansas City, MO
- Cable Dahmer Parking Lot Expansion / Kansas City, MO
- Overland Park Arboretum Master Plan / Overland Park, KS
- Jayhawk Boulevard - University of Kansas / Lawrence, KS
- Kauffman Performing Arts Center Garage Green Roof / Kansas City, MO
- Kansas State University Memorial Stadium / Kansas City, MO
- Mission Lane Revitalization, The Shoppes / Prairie Village, KS

Years of Experience: 41

Professional Licensure

Professional Architect:
 KS, MO, CO, AL, OK, AR, TN,
 TX, GA

Education

BS in Landscape Architecture
 / Oklahoma State University



CRAIG BREWSTER
 PE, LEED AP
ELECTRICAL ENGINEER

Mr. Brewster brings over 30 years of electrical engineering experience. His knowledge encompasses the areas of power systems, lighting systems, fire alarm systems, emergency power, security systems and controls. He has used this knowledge to complete electrical design for various types of commercial and industrial facilities, recreational, financial, educational, medical and correctional buildings. Mr. Brewster is committed to designing energy efficient facilities utilizing system designs and equipment that optimize efficiency and reduce environmental impact.

RELEVANT PORTFOLIO

- KCMO Schools Board of Education Parking Lot / Kansas City, MO
- Downtown Wheeler Airport Parking Lot Lighting / Kansas City, MO
- Waukomis Dr North & South of Englewood New Street Lights / Kansas City, MO
- Beacon Hill NW & SW Quadrants Street Lighting Replacements / Kansas City, MO
- Blue Pkwy & Eastwood Trfwy Street Lighting Replacement / Kansas City, MO
- Columbus Park Phase II Street Lighting Street Lighting Upgrades / Kansas City, MO
- 22nd/23rd Street Connector Street Lighting / Kansas City, MO
- Pleasant Valley Road Improvements LED Lighting / Gladstone, MO

Years of Experience: 31

Professional Licensure

Professional Engineer:
 MO, KS

Education

BS in Electrical Engineering
 / University of Missouri -
 Columbia





ROGER BACKUES, PLS PROJECT SURVEYOR

Boundary & Construction Surveying is a family-owned and operated company based in Lee's Summit, MO. They are committed and dedicated to providing quality work while ensuring time schedules and deadlines are met. The expertise and knowledge of the surveying demonstrated by Roger will contribute to project success.

Years of Experience: 30

Professional Licensure

Registered Land Surveyor:

MO, KS

Education

Longview Community College

University of Missouri -
Kansas City

University of Missouri - Rolla



RELEVANT PORTFOLIO

Construction Staking for New Sewer System / Pineville, MO

Construction Staking at Bannister Mall Shopping Center / Kansas City, MO

Route Surveys for New Water and Sewer Mains / Kansas City, MO

Southeast Community Center Site Plan / Kansas City, MO

Route Survey for New Water Main Transmission Lines / Independence, MO

Environmental Study at Whiteman Air Force Base / Knob Noster, MO

Rehabilitation of Bomber Crew Building at Whiteman Air Force Base / Knob Noster, MO

Route Survey for 6100ft of New Water Main / Warrensburg, MO



SECTION 03

Relevant Experience





Martin Luther King Jr. Square Park Playground & Parking Lot

Overview

Since 1978, the Martin Luther King Jr. Square Park on the East side of Troost has served as an underdeveloped memorial to a great man whose main use was by politicians as an illustration of the inequities of government spending. In 2020, Kansas City Chiefs quarterback, Patrick Mahomes, and his wife, Brittany Matthews, decided to donate a destination park to the city’s children. They selected this location to develop and build an inclusive playground that would attract children from all over the Kansas City area.

Design Services

The MLK Jr. Park project added accessible playground equipment and an embankment play area with a large slide and mountaineering rope to the community. At the park, there is also artwork that serves to educate parents and children on Kansas City’s civil rights history and several MLK Jr. quotes are engraved on the sidewalks as part of the legacy bricks. DuBois Consultants provided civil engineering & design services on the project, including the design of the grading, stormwater

Location

Kansas City, Missouri

Owner

KCMO Parks & Recreation

Services

Civil Engineering

Role

Subconsultant

Completion

2021

Duration

8 months

Consultant Fees

\$13,921



Mattie Rhodes Cultural Center

Overview

Founded in 1999, the Mattie Rhodes Art Gallery served as a place for both established and new Latino artists to promote their pieces, and a space for the Kansas City area to engage with the Latino culture through art. In 2018, the owners sought to create a new space, the Mattie Rhodes Cultural Center, which would carry on the same mission and continue to educate the city about Latino culture.

Design Services

DuBois Consultants prepared the engineering drawings part of the Remedial Action Plan for the new site of the Mattie Rhodes Cultural Center. Our scope included the preparation of the permit drawings, plans for temporary storage of excavated soils, submittal of drawings to KCMO Planning and Development Department, and response to questions and comments as necessary. DuBois Consultants later performed site development under a separate contract including existing condition assessment, demolition plan, site plan, parking lot design, grading plan, stormwater/erosion control, utility plan, ADA details, and construction administration services.

- Location**
Kansas City, Missouri
- Owner**
Mattie Rhodes Cultural Center
- Services**
Civil Engineering
- Role**
Subconsultant
- Completion**
2021
- Duration**
3 years
- Consultant Fees**
\$98,514





MidAmerica Beef Stormwater System & Retaining Wall

Overview

MidAmerican Beef had a new facility built along Hwy 116 in Polo, MO. The construction team brought DuBois Consultants onto the project to provide civil and structural engineering services, specific to site development.

Design Services

DuBois Consultants provided civil engineering services for the purpose of developing site, grading, and stormwater plans for the new parking and pavement areas at the project site. Our scope of services included project management and administration, preparation of plans, and preparation of details for MoDOT drive entrance, pavement striping, and stormwater management. Our structural team also contributed by designing a retaining wall at the project site.

- Location**
Polo, Missouri
- Owner**
MidAmerican Beef
- Services**
Civil Engineering
- Role**
Subconsultant
- Completion**
2025
- Duration**
9 months
- Consultant Fees**
\$30,406





KCPD New East Patrol Campus

Overview

The former KCPD East Patrol Campus was initially constructed as a radio station for dispatching police and city personnel. Over time, the building was converted into a police station and renovated to meet the needs of East Patrol. The City of Kansas City aimed to replace the aging station with a modern facility, naming it after Leon Mercer Jordan, a civil rights activist. The new 118,000-square-foot campus officially opened in 2015, featuring amenities like a weight room, community room, gymnasium, computer lab, shower and locker room facilities for employees, and more.

Design Services

DuBois Consultants provided structural engineering and design services for the 30,000 sqft Property & Evidence Warehouse facility and new 26,000 sqft East Patrol Campus. Our scope of work for both single-story structures included design, site analysis, environmental site assessment, construction documentation, budget and cost analysis, bidding phase assistance, and construction phase services.

Location

Kansas City, Missouri

Owner

City of Kansas City, MO

Services

Structural Engineering

Role

Subconsultant

Completion

2013

Duration

3.5 years

Consultant Fees

\$142,250



Sedgwick County EMS Post #3

Overview

Sedgwick County, KS sought to demolish the previous Emergency Medical Services (EMS) Post #3 and construct a new one in its place. The project included the construction of the new post with a 2-bay drive thru garage and an additional 2-bay garage, that was a separate building of different construction type. Site improvements included a parking lot, and landscaping and irrigation improvements. The project is located at 3002 E. Central, Wichita, KS.

Design Services

DuBois Consultants reviewed the existing site and provided site design services for the construction of the new post. Our team’s scope of services including grading, site layout, utilities, and storm drainage design. We also provided assistance during the bidding process.

Location
Wichita, Kansas

Owner
Sedgwick County, KS

Services
Civil Engineering

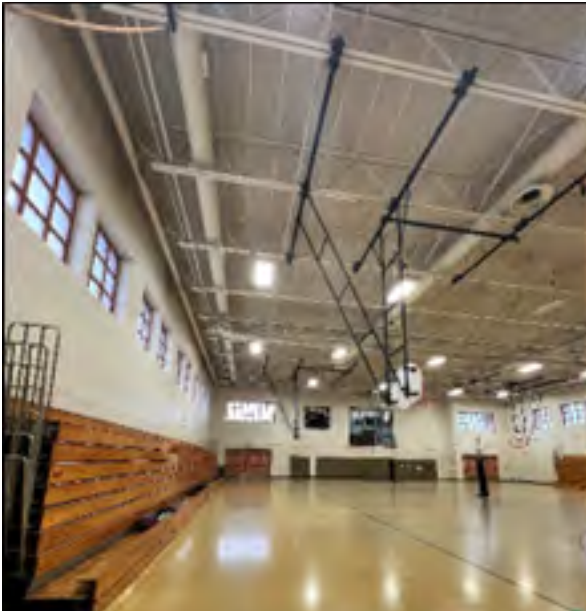
Role
Sub Consultant

Completion
2011

Duration
2 years

Consultant Fees
\$8,428





Kansas City Public Schools On-Call Services

Overview

Custom Engineering provided on-call mechanical, electrical, and plumbing design services for Kansas City Public Schools from 2020 through 2024. This contract supported a wide range of facility upgrades across the district’s diverse portfolio of educational buildings. The team delivered design solutions for HVAC system replacements, electrical service evaluations, lighting and ventilation improvements, and infrastructure enhancements.

Design Services

Custom Engineering provided electrical engineering design power and lighting design for the new 50,000 sq. ft. parking lot located on the north side of the Board of Education Building. Power was also provided to a date and card reader.

Other representative projects included rooftop HVAC replacements at Pitcher Elementary, electrical upgrades at Woodland Elementary, and lighting improvements at Northeast Middle School. Additional work involved power installations for gate and card reader systems, freezer and cooler installations, service panel additions, and electrical inspections at various district sites. The team also supported HVAC and ventilation upgrades at Paseo High School Gym, Woodland International Welcome Center, Central School, Lincoln Prep Academy, Southeast High School, and others.

Location
Kansas City, Missouri

Owner
Kansas City Public Schools

Services
Mechanical Engineering
Electrical Engineering
Plumbing Engineering

Role
Prime

Completion
2024

Duration
4 years



SECTION 04

Project Approach



WHY DUBOIS?

At DuBois Consultants, we provide civil engineering and design services with a strong focus on operational functionality and public safety. With 37 years of experience, a team of seasoned engineers and technicians, and a long history of successful municipal projects, we are well aligned to support the City’s objectives for this first responder facility. Much of our civil design portfolio is centered on civil site design for projects of all sizes. From municipal buildings and commercial developments to schools and roadway projects, thoughtful site development is a critical component of overall project success.

Our team brings extensive expertise in grading, drainage, stormwater management, ADA compliance, and local regulatory requirements, with particular strength in parking lot layout, reconfiguration, and rehabilitation. We understand that for first responders, site design must prioritize safe and efficient vehicle movements, clear access routes, durable infrastructure, and uninterrupted functionality. As a result, our approach to the Louisburg Police & Fire Property Improvements project will emphasize parking accessibility, efficient circulation, and practical, resilient design solutions tailored to the operational needs of first responders.

- Expansion and reconfiguration of existing parking lots
- Design of new curbing and parking lot pavement replacement with 8 inches of asphalt or concrete
- Design of stormwater drainage piping beneath the parking areas
- Coordination and design for relocation of the backup generator and gas meter
- Reconfiguration of parking for improved efficiency
- Revised pavement striping and parking markings
- Recommend placement and alignment of a 6-foot wood privacy fence along the north, east, and south perimeters of the combined property
- Design of an 8-foot extension of the drive lane north of the Fire Station
- Preparation of all required drawings, specifications, calculations, and supporting documentation for permitting, bidding, and construction



PROJECT UNDERSTANDING

We understand the City of Louisburg Public Works Department is requesting engineering and design services related to improvements to the existing parking lots and associated site features at its Police and Fire Department properties. Requested services include:

EXISTING SITE EVALUATION

Initial site investigation and research was conducted to assess the existing conditions of the properties. Our team visited the site during a storm event that allowed us to see firsthand how stormwater currently drains across the site and identify areas prone to ponding or infiltration. This research revealed several types of elements that will be taken into consideration during design, such as:

Observation	Design Note/Consideration
Visible distress in asphalt pavement	Evaluate for replacement or rehabilitation
Minor longitudinal and transverse cracking in pavement	Inform pavement repair strategy
Minor ponding in multiple areas	Address through grading and drainage improvements
Sheet flow toward east inlet connected to detention pond	Ensure proper stormwater routing
Water from south alley unable to reach curb due to insufficient grading	Adjust cross slopes to route water effectively
Only one inlet in the parking lot	Consider additional drainage for improved performance
Saturated soil observed	Guide drainage solutions in design
Potential for water infiltration	Address in stormwater management design
Nearby water tower indicates possible conflict with major water main distribution	Coordinate with utilities to avoid conflicts
Utility poles along north side of structure	Impacts fencing and site layout; coordination needed
Generator area near low points	Raise pad elevation to keep generator dry
Parking unmarked with low visibility of stripes	Restriping required to improve circulation and clarity
Parking stalls not clearly defined	Redesign layout for improved parking functionality
Existing 20-foot drive lane along north side	Verify ROW or survey maps to avoid conflicts with site improvements

The findings from this initial investigation will inform our conceptual design, while formal site visits and detailed documentation will be completed as part of the preliminary design phase to refine design decisions. These efforts will ensure that the design accurately reflects existing conditions, addresses potential challenges early, and produces a safe and functional design for the Police & Fire Department properties.



PROJECT-SPECIFIC APPROACH

DuBois Consultants recognizes how important this project is for keeping Louisburg’s Police and Fire Department operations safe, efficient, and reliable. Our approach focuses on practical civil engineering and site design solutions that get the job done right by ensuring the site is functional, durable, accessible, meets all regulations, and minimizes any disruptions while the facility stays in use throughout construction.

Our services will begin with a comprehensive site survey and assessment to capture existing conditions, including topography, utilities, pavement, drainage, and other important site features. The site survey will provide our engineering team with a solid foundation for design decisions and helps us identify potential challenges early, so we can plan grading, drainage, and layout accurately from the start.

For the parking lot expansion and reconfiguration, we will focus on circulation, vehicle access, and emergency response efficiency. The design will include new curbing, pavement replacement with 8 inches of asphalt or concrete to handle heavy vehicular loads, and stormwater drainage under the parking areas for long-term performance. Grading, ADA compliance, and accessibility will all be integrated to support staff, visitors, and emergency vehicles safely and efficiently.

Careful coordination of critical infrastructure is an important part of our approach. The generator and gas meter will be relocated with attention to the proposed parking lot expansion and reconfiguration, ensuring they are placed in locations that support efficient site layout and uninterrupted operations. Our team will also provide guidance on the placement of the 6-foot privacy fence along the north, east, and south property lines and clearly mark its location to guide the contractor during construction. Extending the drive lane 8 feet to the north of the station will be fully integrated with the parking lot redesign, improving circulation and ensuring safe, efficient access for emergency vehicles while complementing the overall site layout.

Site lighting design on the project, as well as the relocation of the backup generator, will be managed by our electrical engineering team members. In this regard, our top priority is to maintain uninterrupted critical systems, provide safe lighting for vehicles and pedestrians, and maximize energy efficiency. Additionally, landscape architectural services will enhance the site while keeping it functional. This can include planting, stormwater management, among other strategies that complement the civil design and maintain first responder access and operational efficiency.

We will prepare all required drawings, specifications, calculations, and supporting documentation to support permitting, bidding, and construction, ensuring compliance with municipal, state, and federal requirements. Throughout the project, we will maintain close communication with the Louisburg Public Works Department and Police & Fire personnel to gather input, address operational constraints, and incorporate feedback. Phased planning and thoughtful sequencing will help keep the site functional during design and construction.

THE RIGHT FIT

DuBois Consultants is well positioned to support the City of Louisburg Police and Fire Department Property Improvement needs for this first responder facility through a practical, design-focused approach informed by extensive municipal experience. While this is our first opportunity to work directly with

Louisburg Public Works, we have delivered similar parking lot and stormwater design projects for many peer municipalities. Our team understands the importance of safe, reliable access for first responders and approaches design with a strong focus on functionality, accessibility, and long-term performance. We emphasize clear communication and thoughtful coordination throughout design to ensure the final documents fully support the City's operational needs. With strong local knowledge and proven technical expertise, we are prepared to guide the City through design development and deliver a well-coordinated solution that supports public safety and a successful project outcome.

QUALITY ASSURANCE

Our business reputation is based on **making every project a winner**. We strive to continually improve our corporate code of conduct, business practices, policies, procedures, and tools, which enable us to complete our work and meet our clients' standards for quality. Our **Quality Management System (QMS)** begins with project management procedures and continues through implementation and successful project completion. Our record of repeat business with long-standing, well-respected clients proves the effectiveness of our QMS and project approach.

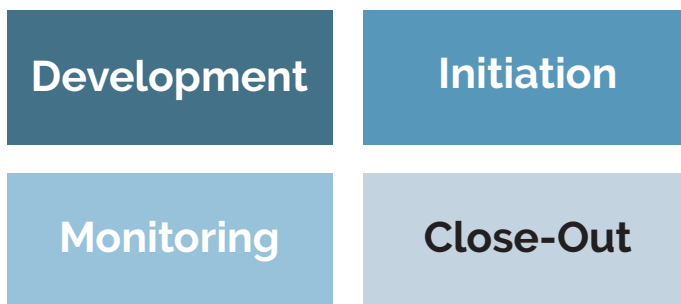
The QMS has been developed to achieve the following:

- Meet the client's contractual requirements.
- Meet or exceed our client's expectations.
- Provide value creation for clients and stakeholders.
- Ensure the performance of our subcontractors.

We are committed to the development and implementation of quality management practices aimed at internal and external improvement and growth. At the project level, the Project Manager has the responsibility, authority, and accountability for implementing the QMS to ensure that these procedures are followed, resulting in a quality project. Our team is happy to provide additional information on our QMS to the City of Louisburg upon request.

PROJECT MANAGEMENT

DuBois Consultants believes that having a strong Project Manager who effectively communicates with our clients is the key to successful projects. As such, we take the role of Project Manager very seriously and understand the trust and responsibility the Department is conveying to us when considering our team for its projects. Our Project Managers are selected because of their proven ability for communication, organization, and project delivery. We realize that project management is needed throughout the life of a project and break this process into four major activity areas: **Development, Initiation, Monitoring & Control, and Close-Out.**



Development

Our Project Manager will quickly respond to your project notification alerts and task orders by first establishing a direct dialogue with the Department's designated representative. This dialogue will assure that DuBois Consultants and the Department will have a mutual understanding of the project at hand. A review of the history of the project, specific challenges, and the desired end product will be developed. The Project Manager will utilize this information to create essential project elements such as defined scope of work, schedule, and budget. For each project, the Project Manager will also take the size and type of project into consideration and determine the primary drivers of the project to establish project priorities and determine resources required to do the work.

Initiation

Once a defined scope, schedule, and budget have been established and contracted, the Project Manager will finalize the staffing plan to include a Project Work Plan. This Work Plan will be made available to the City upon request to provide you

with information regarding staff commitments and quality review activities planned for the project. The Project Work Plan is also provided to all of the DuBois Consultants team members to ensure consistency in the development of the final product/deliverables and to maintain schedule within the man hour budget.

Another key element of Initiation is the development of our project monitoring report templates and tracking spreadsheets. With the understanding that each project is different, these reports will be provided to the Department at an interval as agreed during project development and initiation.

Project Monitoring

Project Monitoring consists of continually being aware of what is happening on the project. Based on the minimum quality control and reporting components provided, periodically throughout the project, our Project Manager must answer four key questions:

- Is adequate progress being made toward project completion?
- Is the project on schedule?
- Is the scope being accomplished within the budget/draw amounts?
- Are any quality issues and/or concerns with the project?

One of our primary tools to assist the Project Manager in this assessment is the project monitoring spreadsheets and accompanying graphs (when necessary). This information is updated monthly and will be submitted to the City for your reference as part of our monthly reporting requirements.

Close-Out

At the completion of our project, we conduct a close-out summary. Each project is a learning opportunity for the next one. The Project Manager working with Department staff will develop answers to key questions regarding the project:

- What were the highlights of the project (these may be positive or negative)?
- Were initial issues addressed on the project and/or did new issues develop during the project?
- Given the outcome of this project, are there procedures or elements that need to be modified on the next project?

SECTION 05

Cost Proposal



1/12/2026

Mr. Ben Miller
Director of Public Works
City of Louisburg, KS
215 S. Broadway Street
Louisburg, KS 66053

Re: Request for Proposal for Louisburg, KS Police and Fire Department Property Engineering

Dear Mr. Miller,

DuBois Consultants, Inc. (DCI) is pleased to submit this proposal for the engineering design and construction documents for parking lot improvements at the City of Louisburg's Police and Fire Department properties at 205 and 209 S. Metcalf Rd. As we understand it, the project includes expansion and restructuring the existing parking lot to be more efficient, new curbing, replacing the existing 2-inch asphalt with 8-inch depth asphalt or concrete paving, relocating an existing stormwater pipe, restriping the parking lot, relocating the backup generator and gas meter, adding a 6-foot wooden privacy fence, and widening the drive lane on the north side of the Fire Station by 8-feet. We understand that no bid or construction phase services are desired, and the drawings should permit completing the construction in phases.

Basic Scope of Services

Our services shall include the following items:

- Task 100 Series – PROJECT MANAGEMENT AND ADMINISTRATION
- Task 200 Series – NOT IN SCOPE
- Task 300 Series – PRELIMINARY DESIGN SERVICES
- Task 400 Series – NOT IN SCOPE
- Task 500 Series – CONSTRUCTION DOCUMENTS

Scope Specific Items:

- Project Management and Administration
 - o Project Management and Administration
 - o Project Planning and Control
 - o Kickoff Meeting
- Preliminary Design Services
 - o Site Visit
 - o Survey (by Subcontractor)
 - o Conceptual Site Plan of a preliminary parking lot layout, storm sewer, fence, and generator/meter relocation.
- Construction Documents
 - o Preparation of civil drawings.
 - Cover sheet and general notes
 - Site layout plan with curbing and fencing
 - Demolition and erosion control plan
 - Parking lot layout and striping plan
 - Grading plan

7611 State Line Rd., Suite 103
Kansas City, Missouri 64114
816.333.7700

200 W. Douglas, Suite 325
Wichita, Kansas 67202
316.847.4935

- Storm drainage relocation plan
- Standard details
- Electrical Drawings (by Subcontractor)
- Landscape Drawings (by Subcontractor)
- Quality control Specifications (Civil)
- Quality Assurance/ Quality Control (QA/QC) and submittal (90%) for City review
- Client review and sign-off period
- Incorporate comments and submit 100% final drawings set and specifications
-

Project Specific Deliverables (Engineering sealed and signed)

- Conceptual Site Plan
- Preliminary Construction Documents
- Final Construction Documents.

Our hours and rates for this project are as follows:

Principal	Operations and Quality Manger	Project Manager	Engineer	Technician	Admin II	Admin I
277.00	232.00	232.00	146.00	139.00	104.00	81.00

Excluded Services

Services not set forth above and not listed in the attached itemized fee proposal (Attachment A) are specifically excluded from our scope of services including but not limited to the items listed below. DCI assumes no responsibility to perform any services not listed as Basic Services or described in Attachment A.

- Entitlements: Any work performed by DCI on the Client's behalf for variances, zoning, special permits, or similar entitlement processes.
- Geotechnical services to determine site soil conditions.
- Permitting assistance and fees

Additional Services

If agreed to in writing by both parties, DCI shall provide additional services in accordance with rates listed above. Additional services are not included in the Basic Scope of Services and shall be paid for by the Client in addition to payment for Basic Scope of Services.

Additional Services include but are not limited to the items listed below:

- Bid services
- Construction phase services
- Design of anchorage for non-structural elements
- Preparation of record documents after the completion of construction
- Design of elements exterior to the building such as retaining walls, screen walls, light poles, fountains, sign, etc., except as noted in the project description
- Preparation of documents for alternate bids
- Services required due to significant changes in the project, including changes in the project, including changes in size, quality, complexity, schedule or methods of bidding
- Modification of specifications to formats other than CSI
- Blueprinting more than progress print for architects
- Responding to comments made by a client-retained peer review. (If the Client hires a firm to do a peer review of our work and we are made aware of this information at the beginning of our contract then we will adjust our fees accordingly so we can respond to the comments (i.e. make changes to our drawings, extra meetings, etc.). If the Client hires a firm to do peer review and we are not

made aware of this in the original contract then responding to the peer review comments becomes additional services. Comments and recommendations made by a peer review firm are not necessarily the only and best solution.)

- Attending owner – requested meetings other than those required for the design of the project
- Providing details to repair defective construction
- Construction special inspection services.

Compensation

For items listed in our Basic Scope of Services we request a lump sum fee of Sixty Thousand Nine Hundred and Two Dollars and Zero Cents (\$60,902.00) to be paid on a monthly basis reflecting percentage of work completed.

Invoices shall be submitted on a monthly basis and are due within thirty (30) days of the invoice date. Payment of invoices shall not be subject to any discounts, set-offs, back-charges or closing unless agreed to in writing by the Dubois Consultants, Inc

Terms and Conditions

The attached terms and conditions are considered a part of this proposal and will be incorporated by reference into our Agreement. Please read the attached terms and conditions before signing below.

Please execute both copies and return one copy to our office.

If you have any questions or comments please contact our office at 816-333-7700 or e-mail to csudduth@duboisengrs.com.

Very Truly Yours,

ACCEPTED BY:

Company Name

Cervente D. Sudduth, P.E.
President
DuBois Consultants, Inc.


Signature of Owner or Authorized
Representative

Print Name

Date

Date

**APPENDIX A
FEE PROPOSAL**

					
P26004 Louisburg Police & Fire Dept Engineering					
City of Louisburg, KS					
Activity Type/Task	Type	Resource Hours/ Units	Billing Rate	Contract	Resource Contract
Louisburg Police & Fire Dept Engineering		252.0		60,902	60,902
PROJECT MANAGEMENT AND ADMINISTRATION, COORDINATION MEETINGS		19.0		3,569	3,569
Labor	Principal	2.0	277.00		554
Labor	Operations Quality Manager	1.0	232.00		232
Labor	Project Manager	8.0	232.00		1,856
Labor	Engineer	2.0	146.00		292
Labor	Administration II	5.0	110.00		550
Labor	Administration I	1.0	85.00		85
PRELIMINARY DESIGN SERVICES (0 - 30% SDs)		59.0		9,138	9,138
Labor	Project Manager	9.0	232.00		2,088
Labor	Engineer	22.0	146.00		3,212
Labor	BIM Technician	27.0	139.00		3,753
Labor	Administration I	1.0	85.00		85
CONSTRUCTION DOCUMENTS (60-100% CDs)		174.0		25,445	25,445
Labor	Operations Quality Manager	1.0	232.00		232
Labor	Project Manager	8.0	232.00		1,856
Labor	Engineer	68.0	146.00		9,928
Labor	BIM Technician	96.0	139.00		13,344
Labor	Administration I	1.0	85.00		85
SUBCONSULTANTS - SURVEY				4,000	4,000
Consultant					4,000
SUBCONSULTANTS - LANDSCAPE ARCHITECT				8,500	8,500
Consultant					8,500
SUBCONSULTANTS - ELECTRICAL				10,000	10,000
Consultant					10,000
EXPENSES				250	250
Expense					250

DUBOIS CONSULTANTS, INC. (DCI)
TERMS AND CONDITIONS

Client: City of Louisburg, KS Public Works Department

Changed Conditions

If during the terms of this Agreement, circumstances and conditions that were not originally contemplated or known to DCI are revealed, to the extent that they affect the scope of services, compensation schedule, allocation of risks or other material terms in this Agreement, DCI may call for a renegotiation of appropriate portions of the Agreement. DCI shall notify the CLIENT of the changed conditions necessitating renegotiation, and DCI and the CLIENT shall promptly and in good faith enter into renegotiation of this Agreement. In establishing fees for any additional services to be performed, DCI shall utilize the same fee schedule already agreed upon, as shown in Attachment A. If terms cannot be agreed to, the parties agree that either party has the absolute right to terminate this Agreement, in accordance with the Termination provision hereof.

Standard of Care and Betterment

In providing services under this Agreement, DCI will endeavor to perform in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances.

Ownership of the Instruments of Service:

All reports, drawings, specifications, computer files, field data, notes and other documents and instruments prepared by DCI as instruments of service for this project shall remain the property of DCI. DCI shall retain all common law, statutory and other reserved rights, including copyright thereto.

Delivery of Electronic Files:

In accepting and utilizing any drawings, reports or data on any form of electronic media generated and furnished by DCI, the CLIENT agrees not to reuse these files, in whole or in part, for any purpose other than for the Project. The CLIENT agrees not to transfer these electronic files to others without the prior written consent of DCI. The CLIENT is aware that differences may exist between the electronic files delivered and the printed hard copy construction documents. In the event of a conflict between the signed construction documents prepared by DCI and electronic files, the signed or sealed hard-copy construction documents shall govern. Under no circumstance shall the delivery of electronic files for use by the CLIENT be deemed a sale by DCI, and DCI makes no warranties, either express or implied, of merchantability and fitness for any particular purpose. In no event shall DCI be liable for indirect or consequential damages as a result of the CLIENT' S use or reuse of the electronic files.

Unauthorized Changes:

In the event the CLIENT, its contractors or subcontractors or anyone for whom the CLIENT is legally liable makes or permits to be made any changes to any reports, plans, specifications or other construction documents, including documents on electronic media prepared by DCI without obtaining DCI'S prior written consent, the CLIENT shall assume full responsibility for the results of such changes. In addition, the CLIENT agrees, to the fullest extent permitted by law to indemnify and hold harmless DCI from any damages, liabilities or costs, including reasonable attorneys' fees and cost of defense, arising from such changes. In addition, the CLIENT agrees to include in any contracts for construction appropriate language that prohibits the Contractor or any subcontractors of any tier from making any changes or modifications to DCI'S construction documents without the prior written approval of DCI and that further requires the Contractor to indemnify both DCI and the CLIENT from any liability or cost arising from such changes made without such proper authorization.

Opinion of Probable Construction Cost:

In providing opinions of probable construction cost, the CLIENT understands that DCI has no control over costs or the price of labor, equipment or materials, or over the Contractor's method of pricing, and that the opinions of probable construction costs provided herein are made to be on the basis of DCI'S

qualifications and experience. DCI makes no warranty, expressed or implied, as to the accuracy of such opinions as compared to bid or actual costs.

Shop Drawing Review:

DCI shall review and approve or take other appropriate action on the Contractor submittal, such as shop drawings, product data, samples and other data, which the Contractor is required to submit, but only for the limited purpose of checking for conformance with the design concept and the information shown in the Construction Documents. This review shall not include review of the accuracy or completeness of details, such as quantities, dimensions, weights or gauges, fabrication processes, construction means or methods, coordination of the work with other trades or construction safety precautions, all of which are the sole responsibility of the Contractor. DCI'S review shall be conducted with reasonable promptness while allowing sufficient time in DCI'S judgment to permit adequate review. Review of a specific item shall not indicate that DCI has reviewed the entire assembly of which the item is a component. DCI shall not be responsible for any deviation from the Construction Documents not brought to the attention of DCI in writing by the Contractor. DCI shall not be required to review partial submissions or those for which submissions of correlated items have not been received.

Information Provided By Others:

The CLIENT shall furnish, at the CLIENT'S expense, all information, requirements, reports, data, surveys and instructions required by this Agreement. DCI may use such information, requirements, reports, data, surveys and instructions in performing its services and is entitled to rely upon the accuracy and completeness thereof.

Record Documents:

Record documents are drawings prepared by DCI upon the completion of construction based upon the drawings and other data furnished to DCI by the Contractor and others showing significant changes in the work made during construction. Because record documents are prepared based on unverified information provided by others, DCI makes no warranty of the accuracy or completeness of the drawings.

Construction Observation:

DCI shall visit the project at appropriate intervals during construction to become generally familiar with the progress and quality of the Contractor's work and to determine if the work is proceeding in general accordance with the Contract Documents. The CLIENT has not retained DCI to make detailed inspections or to provide exhaustive or continuous project review and observation services. DCI does not guarantee the performance of, and shall have no responsibility for, the acts or omissions, of any contractor, subcontractor, supplier or any other entity furnishing materials or performing any work on the project. If the CLIENT desires more extensive project observation, the CLIENT shall request such services to be provided by DCI as additional services in accordance with the terms of this Agreement.

Design without Construction Administration

It is understood and agreed that DCI's Basic Services under this Agreement do not include project observation or review of the Contractor's performance or any other construction phase services, and that such services will be provided for by the CLIENT. The CLIENT assumes all responsibility for interpretation of the Contract Documents and for construction observation and the CLIENT waives any claims against DCI that may be in any way connected thereto. In addition the CLIENT agrees to the fullest extent permitted by law to indemnify and hold harmless DCI, its officers, directors, employees and subconsultants against all damages, liabilities or costs, including reasonable attorney's fees and defense costs, arising out of or in any way connected with the performance of such services by other persons or entities and from any and all claims arising from modifications, clarifications, interpretations adjustments or changes made to the Contract Documents to reflect changed field or other conditions, except for claims arising from the sole negligence or willful misconduct of DCI. If the CLIENT requests in writing that DCI provide any specific construction phase services and if DCI agrees in writing to provide such services, then DCI shall be compensated for as Additional Services.

Right of Entry:

DCI shall at all times have access to the project area, whenever it is in preparation or progress.

Jobsite Safety:

Neither the professional activities of DCI, nor the presence of DCI or its employees and subconsultants at the construction site, shall relieve the General Contractor and any other entity of their obligations, duties and responsibilities including but not limited to, construction means and methods, sequence, techniques or procedures necessary for performing, superintending or coordinating all portions of the work of construction in accordance with the Contract Documents and any health and safety precautions required by any regulatory agencies. DCI and its personnel have no authority to exercise any control over any construction contractor or other entity or their employees in connection with their work or any health or safety precautions. The CLIENT agrees that the General Contractor is solely responsible for jobsite safety, and warrants that this intent shall be made evident in the CLIENT'S agreement with the General Contractor. The CLIENT also agrees that DCI and DCI 'S subconsultants shall be indemnified and shall be made additional insured under the General Contractor's general liability insurance policy.

Environmental and Health Hazards:

It is acknowledged by both parties that DCI'S scope of services does not include any services related to asbestos or hazardous or toxic materials. In the event DCI or any other party encounters asbestos or hazardous or toxic materials at the jobsite, or should it become known in any way that such materials may be present at the jobsite or any adjacent areas that may affect the performance of DCI'S services, DCI may, at its option and without liability for consequential or any other damages, suspend performance of services on the project until the CLIENT retains the appropriate specialist consultant(s) or contractor(s) to identify, abate and/or remove the asbestos or hazardous or toxic materials, and warrants that the jobsite is in full compliance with applicable laws and regulations.

Termination:

Either the CLIENT or DCI may terminate this Agreement at any time with or without cause upon giving the other party fourteen (14) calendar days written notice. The CLIENT shall within fourteen (14) days of termination pay DCI for all services rendered and all costs incurred up to the date of termination, in accordance with the compensation provisions of this Agreement.

Delays:

DCI is not responsible for delays caused by factors beyond DCI'S reasonable control, including but not limited to delays because of strikes, lockouts, work slowdowns or stoppages, accidents, acts of God, failure of any government or other regulatory authority to act in a timely manner, failure of the CLIENT to furnish timely information or approve or disapprove of DCI'S services or work product promptly, or delays caused by faulty performance by the CLIENT or by contractors of any level. When such delays beyond the reasonable control of DCI occur, the CLIENT agrees DCI is not responsible for damages, nor shall DCI be deemed to be in default of this Agreement.

Limitation of Liability:

In recognition of the relative risks and benefits of the project to both the CLIENT and DCI, the risks have been allocated such that the CLIENT agrees, to the fullest extent permitted by law, to limit the liability of DCI to the CLIENT for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, including attorney's fees and costs and expert witness fees and costs, so that the total aggregate liability of DCI to the CLIENT shall not exceed DCI'S total fee for services rendered on the project. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.

Dispute Resolution:

In an effort to resolve any conflicts that arise during the design and construction of the project or following the completion of the project, the CLIENT and DCI agree that all disputes between them arising out of or relating to this Agreement or the project shall be submitted to nonbinding mediation unless the parties mutually agree otherwise. The CLIENT and DCI further agree to include a similar mediation provision in all agreements with independent contractors and consultants retained for the project and to require all independent contractors and consultants also to include a similar mediation provision in all agreements with their subcontractors, subconsultants, suppliers and fabricators, thereby providing for mediation as the primary method for dispute resolution between the parties to all those agreements.

Attorney's Fees:

In the event of any litigation arising from or related to the services provided under this Agreement, the prevailing party will be entitled to recovery of all reasonable costs incurred including staff time, court costs, attorney fees and other related expenses in such litigation.

Insurance:

During the term of this Agreement, DCI agrees to provide evidence of insurance coverage.

Assignment:

Neither the CLIENT nor DCI may transfer, sublet or assign any rights or interests in this Agreement without the prior written consent of the other party. Subcontracting to subconsultants normally contemplated by DCI shall not be considered an assignment for the purposes of this Agreement.

Severability:

Any term or provision of this Agreement found to be invalid under any applicable statute or rule of law shall be deemed omitted and the remainder of this Agreement shall remain in full force and effect.

Survivability:

Notwithstanding completion or termination of this Agreement for any reason, all rights, duties and obligations of the parties to this Agreement shall survive such completion or termination and remain in full force and effect until fulfilled.

Entire Agreement:

This Agreement comprising the proposal, itemized fee proposal (Attachment A) and the terms and conditions are the entire Agreement between the CLIENT and DCI. It supersedes all prior communications, understandings, and agreements, whether written or oral. Amendments to this Agreement must be in writing and signed by both the CLIENT and DCI.

SECTION 06

Closing Statement



Louisburg
CLOSE-KNIT • CLOSE TO EVERYTHING KS

DuBois  Consultants
CIVIL + STRUCTURAL ENGINEERING

The DuBois Consultants team is committed to serving communities, large and small. Through the significant improvements at the Police and Fire Department properties, the impact on the Louisburg Public Works Department and City of Louisburg, KS will be felt economically, environmentally, and socially. Our knowledge of this impact on equity, culture, and the community fabric drives our professional design services and we would be honored to support the City of Louisburg with this project.

At DuBois Consultants, our core values of **commitment**, **collaboration**, and **cooperation** drive our success. Our beliefs and collaborative spirit result in improvements that go above and beyond the requirements and expectations of each project we undertake. This is our **brand promise**.

Core Values:

- We strive to create a “WE” state of mind through commitment, collaboration, and cooperation.
- Open lines of communication with our clients and our project teaming partners takes these values from preached to practiced.

Vision:

- To set higher standards and expectations as an industry leader in full-service civil and structural engineering.
- To focus on water infrastructure, power delivery, and renewable energy for the purpose of improving the communities in which we serve.

Mission:

The Goal

- We are committed to improving the communities in which we serve by providing design solutions tailored to meet our client’s visions.

Thank you for your time and consideration. We look forward to what we hope will be, the start of a long-term and mutually beneficial partnership. Should you have any questions regarding this RFP response, please contact:

Cervente Sudduth	Principal	P: 816.333.7700	csudduth@duboisengrs.com
Dana Bartch	Business Development Specialist	P: 816.777.2256	dbartch@duboisengrs.com



**DuBois
Consultants**
CIVIL + STRUCTURAL ENGINEERING

Louisburg
CLOSE-KNIT • CLOSE TO EVERYTHING ^{KS}

Proposal

Police and Fire Department Property Engineering
City of Louisburg, Kansas



Schwab Eaton

Civil Engineering

Land Surveying

Landscape Architecture

Construction Support

MANHATTAN

BELOIT

WICHITA

SALINA

www.schwab-eaton.com

PREPARED BY: Phil McKinney, PE and Jesse Benedick, PLA

DATE: January 13, 2026



Proposal for

Police and Fire Department Property Engineering

City of Louisburg, Kansas



Schwab Eaton is a full-service professional engineering and design firm. We offer civil engineering, surveying, landscape architecture, and construction support services.

Prepared by
Schwab Eaton

January 13, 2026

Phil McKinney, P.E.
pmckinney@schwab-eaton.com

Jesse Benedick, P.L.A.
jbenedick@schwab-eaton.com

January 13, 2026

Ben Miller, Director
Public Works Department
City of Louisburg
215 S Broadway Street
Louisburg, KS 66053
RE: Proposal for Police and Fire Department Property Engineering

Dear Mr. Miller and Selection Committee,

In response to the City of Louisburg requesting design bid proposals, Schwab Eaton appreciates the opportunity to submit our qualifications for the design of Police and Fire Department Property Improvements. Our desire is to ensure the quality and safety of this project by providing the design and assisting with project management.

Throughout this document we trust you will recognize our experience, skills, and enthusiasm are the right fit for the professional services needed for this project. Schwab Eaton has a rich history of engineering excellence, and we have the team to help you realize your goals. When a city engages a consultant on projects like these, the city is really looking for that consultant to be an extension of their staff. We appreciate that concept and have strengthened our ability to perform in this manner.


Schwab Eaton has assisted many cities, counties, and other agencies with facilities such as this. Our knowledge of public safety facilities along with our internal plan development practices provides us with the ability to turn projects around in a timely manner. Phil McKinney will be the Project Manager with 12 years of transportation and site design experience. Jesse Benedick has 17 years of site, landscape architecture, and hydraulic design experience. Phil will serve as the design engineer, should we be selected for this project.

This proposal expresses our desire to not only assist with the City's current slated police and fire department site reconstruction, but also to form a long-lasting relationship with Mr. Miller and the City of Louisburg. If selected, our team of qualified, experienced professionals will work closely with the City to move this project along a logically and fiscally responsible path to fruition.

Thank you for your consideration and let us know if you would like to further discuss our qualifications, approach to the work, or any other pertinent topics.

Sincerely, Schwab Eaton


Phil McKinney, PE


Jesse Benedick, PLA

In response to the City of Louisburg's request for qualifications,
Schwab Eaton is providing the following information.

SECTION 1: Firm Profile	Page 4
SECTION 2: Key Personnel and Resumes.....	Page 5
SECTION 3: Scope of Services / Timeline.....	Page 10
SECTION 4: Design Approach and Fee Range	Page 11
SECTION 5: Comparable Project Profiles.....	Page 12
SECTION 6: Proximity to Louisburg.....	Page 14
SECTION 7: References.....	Page 15



Civil Engineering
Land Surveying
Landscape Architecture
Construction Support



Designing Excellence

FIRM OVERVIEW

Schwab Eaton is a full service professional engineering and design firm. We have partnered with state agencies, counties, municipalities, school districts, universities, private landowners, developers, and contractors to bring projects, large and small, to life. Each project is handled with full consideration of our clients' needs, goals and budget.

We pride ourselves on delivering personalized service from the highest level of our organization to every client. We are local and personally invested in the Kansas communities where we work. Our commitment to excellence is evident in the professionalism and diligence with which we approach every task, ensuring that all work is performed to the utmost of our abilities. We maintain a responsive attitude, promptly addressing and adapting to our clients' needs and feedback. When you talk, we listen.

WE SPECIALIZE IN

- Community Planning
- Plazas and Streetscapes
- Site Planning and Development
- Parks and Recreation Facilities
- Track, Tennis Courts and Sports
- Storm Water Management
- Transportation Systems Facilities
- Water and Waste Water Systems
- Medical and Institutional Facilities

Company Facts

C Corporation - Kansas

Founded 1957, Manhattan, Kansas

Approximately 60 Employees with
an average tenure of 14 Years

Kansas Office Locations

Manhattan

5410 Ledge Stone Drive, Suite 100
Manhattan, KS 66503
785.539.4687

Wichita

3450 North Rock Road, Suite 300
Wichita, KS 67226
316.722.4472

Salina

631 East Crawford, Suite 203
Salina, KS 67401
785.404.3139

Beloit

101 South Mill Street / PO Box 280
Beloit, KS 67420
785.738.2725

Each of these people will be critical in tackling the challenges this project will offer. If necessary, additional staff may be added to assist with specific tasks. However, these are the people who will do the bulk of the work.

Schwab Eaton (SE) engineers take the safety of the public very seriously, and as such, put a high priority on the quality of our designs and plans. A quality control plan is used on every SE project and a QAQC manager is assigned to ensure that the quality control plan is followed. Chuck May will be the QAQC manager.

As work tasks are completed, our project manager will review the information and comment. Any questions that require input from the city will be presented and time allowed for responses. On a weekly basis, or more frequently if needed, the principal in charge will review design progress and assign staff to make checks on the work.

Phil McKinney will be the primary point of contact with Jesse Benedick also available. These gentlemen will be responsible for responding to questions from Louisburg and for managing resources needed for the project team. The SE Manhattan office is located 144 miles from Louisburg so staff from that office may provide assistance with surveying and inspection. They will also coordinate activities among the design team to make sure work is checked but not duplicated.

SE plans to partner with Orazem and Scolara Engineering (OSE) for gas and electrical related work on this project. OSE has successfully designed similar projects to this across the state. SE and OSE have partnered together on projects for over 30 years. Gerit Garman will be the lead design engineer for OSE's portion of the work.



EDUCATION

Kansas State University —
Bachelor of Science in Civil
Engineering, 2013

LICENSURE

Professional Engineer:
Kansas #26349

PROFESSIONAL ASSOCIATIONS

- American Society of Civil Engineers
- Kansas Society of Professional Engineers
- National Society of Professional Engineers
- American Council of Engineering Companies

CAREER HIGHLIGHTS

- Started Career in 2012, Internship / Joined Schwab Eaton Full Time in 2013
- Serves as Infrastructure Developer and Designer
- Specializing in Design of Water, Sanitary and Storm Sewers and Streets, Regulatory Permit Applications
- Comprehensive Experience in Total Project Organization of Drawing Files and Plan Sheet Layouts
- Versed in Design Software Used in the Field of Civil Engineering

REPRESENTATIVE PROJECTS

- Miami County EMS Facility – Hillsdale, KS
- Lehigh Portland State Park Campground Infrastructure – Iola, KS
- Allen County EMS Traffic Study – Moran, KS
- Fort Hays State University Victor E. Village and Tiger Village Reconstruction – Hays, KS
- Coldwell Banker Parking Improvements – Manhattan, KS
- Browning & Kimball Storm Improvements - Manhattan, KS
- North Walnut Street Improvements – Beloit, KS
- Pump Station and Transmission Pipeline Improvements – Butler RWD #5
- Irvine Acres Regional Lift Station Improvements – Pottawatomie County, KS
- KDOT CCLIP Downtown Drainage and Pedestrian Improvements – Cawker City, KS



EDUCATION

Kansas State University —
Master of Landscape
Architecture, 2010

LICENSURE

Professional Landscape
Architect, Kansas #948

PROFESSIONAL ASSOCIATIONS

- American Society of
Landscape Architects

CAREER HIGHLIGHTS

Mr. Jesse Benedick is a professional landscape architect licensed in the State of Kansas and holds a master's degree from Kansas State University. Mr. Benedick is a Kansas native that is passionate about landscape architecture, engineering, and horticulture. His clientele extends across private, commercial, municipal, and state government entities. Jesse has experience in a broad range of project types from state parks, campuses, and transportation facilities to stormwater management facilities, campgrounds, and splash parks.

REPRESENTATIVE PROJECTS

- Prairie Band Potawatomie Nation Health Department Addition C – Mayetta, KS
- Solomon Valley Transportation Facility – Beloit, KS
- OCKK Parking Improvements – Beloit, KS
- CDBG Splash Pad Improvements – Gorham, KS
- CDBG Enterprise Aquatic Facility Improvements – Enterprise, KS
- CDBG Delphos Park Improvements – Delphos, KS
- Limestone Campground – Lehigh Portland State Park, Iola, KS
- KDOT CCLIP Downtown Drainage and Pedestrian Improvements – Cawker City, KS
- Mitchell County Health Department Parking Improvements – Beloit, KS
- Mitchell County Transportation Department Facility – Beloit, KS
- KDWP Cedar Point Campground – Milford State Park, KS
- Lehigh Portland State Park Master Plan – Iola, KS
- Campus Drive Gateway, Fort Hays State University – Hays, KS
- Farmway Credit Union ADA Accessible Entry – Osborne, KS
- Wilson Elementary Entry Addition – Hays, KS
- Hesston Sports Complex – Hesston, KS
- Bicycle and Pedestrian Improvements Master Plan – Beloit, KS
- KDWP Splash Park – Milford State Park, KS
- KDWP Marina ADA Access – Milford State Park, KS
- KDOT Safe Routes to Schools Phase II A-D – Beloit, KS
- Main Street Drainage Improvements – Tipton, KS
- 12.5 kVA Improvements – Kansas State University
- Center For Student Success – Fort Hays State University
- KDOT CCLIP South Hwy 14 Resurfacing and Bike Lane Restriping – Beloit, KS
- CDBG Playground Improvements – Natoma, KS



EDUCATION

Manhattan Technical
College —
Civil and Architectural
Drafting, 1998

LICENSURE

Professional Surveyor,
Kansas PS #1774

PROFESSIONAL ASSOCIATIONS

- National Society of Professional Surveyors
- Kansas Society of Land Surveyors

CAREER HIGHLIGHTS

- Joined Schwab Eaton in 2004
- Promoted to Survey Crew Chief in 2006 / Promoted to Department Manager in 2023
- Experienced in Client Consultation, Planning Monument Recovery, Researching Surveys, Deeds and Plans, Locating Monumentation, Computing Coordinates, Computing and Reviewing Closures, Adjusting Field Measurements, Identifying Boundary Discrepancies, Reconciling Conflicts, Setting Monuments, Establishing Benchmarks, and Preparing Boundary Drawings, Legal Descriptions, Preliminary and Final Plats, and ALTA Surveys
- Versed in Construction Staking for Water, Sanitary Sewer, Storm Sewer, Paving for Streets, and Building Layout

REPRESENTATIVE PROJECTS

- Miami County EMS Facility-Hillsdale, KS
- Quiktrip Store #310-El Dorado, KS
- Ziggi's Coffee Shop-Rose Hill, KS
- 7 Brew Coffee Shop-Wichita, KS
- US 400 Bridge Replacement - Butler County, Kansas
- Contracted for Butler County, Kansas On-Call Surveying
- Various KDOT Right of Way Surveys and Drawings



Gerit Garman, PE, LEED® AP

Principal, MEP Project Manager

B.S. Architectural Engineering, Kansas State University 2002

Professional Engineer (2014) – Kansas

23 Years of Experience, 20 Years with OSE

MEMBERSHIPS

American Council of Engineering Companies, American Society of Heating, Refrigeration and Air Conditioning Engineers, Kansas Society of Professional Engineers.

PERSONAL BIO

Gerit is a 2002 graduate of the Architectural Engineering program at Kansas State University. After working with an AE firm in Denver, and with a construction manager in north central Kansas, Gerit returned to Manhattan and started his career at Orazem & Scalora Engineering. He became a principal of the firm in 2018 and has successfully managed and designed multiple projects for a variety of clientele.

PROJECT ROLE

As MEP Project Manager, Gerit will oversee and coordinate the design of all Mechanical, Electrical, and Plumbing (MEP) systems on the project. He will direct and coordinate the project progress with other designers and draftspersons in the OSE office. He will also work directly with the Civil Engineer to ensure a complete and thorough set of documents that is responsive to the project budget.

RELEVANT PROJECT EXPERIENCE

- **Downtown Pocket Park – Wakeeney, KS*
- **Irvine Acres Lift Station – Manhattan, KS*
- **Milford State Park Splash Pad – Milford, KS*
- **Milford State Park Cedar Point RV Campground – Milford, KS*
- **Mitchell County Highway Department Shop Building – Beloit, KS*
- Manhattan Public Library Children’s Library Additions – Manhattan, KS
- Cornerstone Family Counseling Addition – Manhattan, KS
- Barton County Courthouse Improvements – Great Bend, KS
- Riley County Plaza East – Various Renovations – Manhattan, KS
- Lyon County Courthouse HVAC Investigation – Emporia, KS
- Riley County Courthouse Cooling Tower Replacement – Manhattan, KS
- GSA Carlson Federal Courthouse Feasibility Study – Topeka, KS
- Cloud County Sheriff’s Office & Jail Envelope & HVAC Improvements – Concordia, KS
- Mitchell County Sheriff’s Office & Jail HVAC Improvements – Beloit, KS
- Ellis County Administrative Building HVAC Improvements – Hays, KS
- **CiCo Park Improvements – Manhattan, KS*
- Marysville Union Pacific Depot Renovation – Marysville, KS
- USD 383 Manhattan High School Additions – Manhattan, KS
- USD 383 Bluemont Elementary School Addition & Renovation – Manhattan, KS

**Project designed with Schwab Eaton.*



PROJECT

Police and Fire Department Property Improvements

LOCATION

The project is located on the east side of S Metcalf Road, near the intersections of S 2nd and S 3rd Streets.

SCOPE OF SERVICES

The following scope of services is based on the information provided in the request for proposals. Upon authorization to proceed, Schwab-Eaton will provide the following services for these projects. The completion dates described below are tentative and subject to change in coordination with the City of Louisburg. Permitting shall be included in the lump sum fee. Geotechnical and property/easement acquisition assistance is not included, however the contract and fee could be amended to include those services upon the City's request.

1. TOPOGRAPHICAL SURVEY

- Perform a full topographical survey of the site.
- Utilities, right-of-way, section corners, and parcel corners will be included in the survey.

COMPLETION DATE: March 1, 2026

2. DESIGN DEVELOPMENT

- Design development plans shall include a title sheet, existing conditions, site improvements, and phasing plans.
- Prepare project permits for various regulatory agencies (KDHE, KDA, etc.), as necessary.
- A preliminary cost estimate will be provided with design development plans.
- The design team will attend a review meeting with City staff.
- A preliminary cost estimate will be provided with design development plans.

COMPLETION DATE: April 1, 2026

3. 95% REVIEW

- 95% plans shall include all necessary plans and details, as well as any specific sheets described in the request for proposals.
- Front end and technical specifications will be provided for review.
- The cost estimate will be updated and provided.

COMPLETION DATE: May 1, 2026

4. FINAL CONSTRUCTION DOCUMENTS

- All items requested as described in the request for proposals shall be completed prior to the completion date described below and delivered on/prior to that day.
- All construction documents, including plan specifications and special provisions, shall be completed and provided to the City for letting.

COMPLETION DATE: May 30, 2026

5. DURING/POST LETTING

- Available for any questions bidders may have.
- Participate in the preconstruction conference.
- Review all shop drawings and other submittals.
- Visit the project site as necessary.
- Revise plans as necessary.

The Louisburg Police and Fire Departments sit on a site that has approximately 60,000 square feet of asphalt and concrete pavement surrounding the two buildings. The concrete pavement is showing some wear but generally appears to be in good shape. Most of the asphalt pavement is cracked throughout and has been sealed multiple times. A portion of the asphalt along the north edge of the fire station and the sidewalk and entrances to Metcalf have been replaced within the last three years.

Prior to beginning the design, the design team will meet with City staff to review the site, evaluate pavement condition, and discuss site use, phasing requirements, stormwater management, and site improvements. The two parcels directly north and northeast of the project site are City-owned so if additional space is needed for driveway widening, stormwater routing, or other improvements, no additional property acquisition is anticipated.

After meeting with the City, SE will perform a topographic survey and use it to create initial plans for the design development review with City staff. Once the review is complete, the design team will revise the design as necessary and complete project plans including details and phasing plans. The design team will use the knowledge, experience, and creativity of each member to create a design that minimizes expansion into the adjacent parcels to allow the City to utilize as much space as possible with future needs.

PROJECT	FEE RANGE
Police and Fire Dept. Property Improvements	\$75,000 - \$85,000

The project profiles provided in this section illustrate our experience with comparable endeavors.



OCCK Parking Improvements SALINA, KANSAS

The OCCK facility in Beloit, KS and managed by AFK Properties, was in need of additional parking for their employees. Schwab Eaton helped the client identify, survey, and plat adjacent property for expansion. Schwab Eaton developed multiple parking lot layout options and provided the most possible parking stalls on the available site. Site design also included landscaping and solar parking lot lighting.



CLIENT – AFK Properties

YEAR COMPLETED – 2025

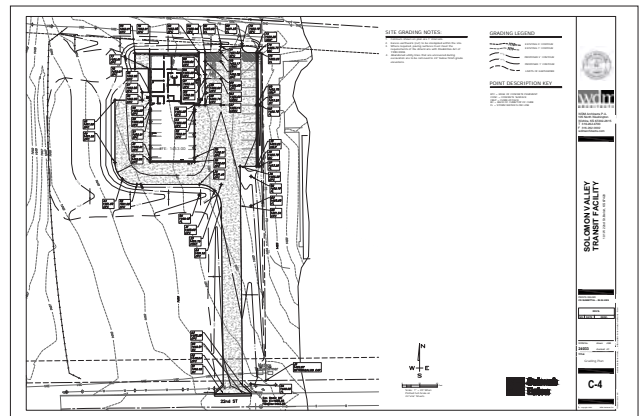
CONSTRUCTION COST – \$135,000

SERVICES PROVIDED – Surveying and Platting, Parking Lot Design Development, Construction Documentation, Bidding and Letting, Construction Engineering, Inspection and Construction Administration



Solomon Valley Transportation Facility BELOIT, KANSAS

WDM Architects hired Schwab Eaton as a local surveying and civil engineering consultant for the proposed Solomon Valley Transportation Facility in Beloit, KS. The project is funded by a KDOT Alternative Transportation Grant and includes a new headquarters for the local non-profit busing organization. The building houses bus parking bays, office space, a classroom, lockers, and shower facilities. Schwab Eaton provided site civil engineering services for the project.



CLIENT – WDM Architects

YEAR COMPLETED – Under Construction

SCOPE – Site Surveying, Site Civil Engineering, Utility Design, Floodplain Permitting, Grading, Drainage and Stormwater Engineering, Construction Documentation



Mitchell County Shop Building

BELOIT, KANSAS

The Mitchell County Road Department hired Schwab Eaton to lead the design of their state-of-the-art shop facility. The building facility included offices, service bays, wash bays, mechanic shop, and storage. The site civil included new pavement, grading and drainage, municipal stormwater engineering, and cite vehicular turning geometry, all within a small area.



CLIENT – Mitchell County, KS

YEAR COMPLETED – 2021

CONSTRUCTION COST – \$2,400,000

SERVICES PROVIDED – Project Lead, Site Surveying, Site Civil Engineering, Utility Design, Permitting, Grading, Drainage and Stormwater Engineering, Construction Documentation, Bidding and Letting, Construction Engineering, Inspection and Construction Administration.



Mitchell County Health Department Parking Improvements

BELOIT, KANSAS

The Mitchell County Health Department parking lot was deteriorating and did not provide adequate ADA parking stalls or ADA compliant access to the building entry. Schwab Eaton developed a new parking lot design that improved the parking lot grades, providing ADA compliant access. The design also includes a drop-off lane, two ADA stalls, improved drainage, signage, and pavement markings.



CLIENT – Mitchell County, KS

YEAR COMPLETED – 2022

CONSTRUCTION COST – \$115,000

SERVICES PROVIDED – Project Lead, Site Surveying, Site Civil Engineering, Grading, Drainage and Stormwater Engineering, Construction Documentation, Bidding and Letting, Construction Engineering, Inspection and Construction Administration

Our home office is in Manhattan, Kansas. Additionally, we have three other office locations in the state. The map shown here shows the locations of each of our offices.



Distance From Schwab Eaton Office to Louisburg

MANHATTAN 144 Miles	WICHITA 170 Miles	SALINA 192 Miles	BELOIT 235 Miles
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Mandy Lomax, City Clerk

City of Beloit
119 N. Hersey
Beloit, KS 67420
Phone: (785) 738-3551
mlomax@beloitks.org

Shane Krull, Administrator

Miami County, Kansas
201 South Pearl, Suite 200
Paola, KS 66071
Phone: (913) 294-9500
skrull@miamicountyks.org

Pat Wallerius, Director (Retired)

AFK Properites / OCCCK
Salina, KS 67401
Phone: (785) 452-1541
phwallerius@gmail.com

Amber Washburn, City Clerk

City of Gorham, Kansas
Gorham, KS 67640
Phone: (785) 637-5288
gorhamks@gorhamtel.com



January 12, 2026

Ben Miller
City of Louisburg, Kansas
215 S. Broadway
Louisburg, Kansas 66053

RE: Police and Fire Department Property Engineering RFP
Louisburg, Kansas
Wallace Project No. 2550095

Dear Ben:

At your request, we have assembled a proposed scope of services and fees for civil engineering services on the project referenced above. The following exhibits are included below for your review:

Exhibit A:	Project Understanding
Exhibit B:	Scope of Services – Civil
Exhibit C:	Proposed Fees
Exhibit D:	Terms and Conditions

We appreciate the opportunity to provide this proposal and look forward to working with your firm on this project. If you have any questions or need additional information, please do not hesitate to contact us.

Sincerely,

L. Douglas Fredeen, PE
Principal

cc: File

Please sign and return one copy of this page as authorization to proceed. Upon Client's authorization to commence the Services, whether in writing or not, the Terms and Conditions below shall govern and control over any prior or ancillary documents or agreements. Payment obligations exist prior to and during the professional services contract negotiation process and survives even if a professional services contract is never negotiated or finalized.

Name: _____ Date: _____

EXHIBIT A: PROJECT UNDERSTANDING

Project Name: Police and Fire Department Property Engineering RFP
Location: Louisburg, Kansas
Wallace Project No.: 2550095

Our proposed fees and scope of services are based on our understanding of the project as outlined below. This understanding is based on the initial Request For Proposals (RFP), dated December 2, 2025, and the Addendum dated January 9, 2026 published by the City of Louisburg, Kansas.

GENERAL:

- Description: Exterior site improvements (various) as listed in the RFP
- Number of stories: 1
- Approximate building area: unknown square feet
- Approximate site size: 2.75 acres

CIVIL:

- Utility Mains: Assumed at site, therefore no utility main extensions required
- Utility Service Lines: Coordinate with power, gas and communication providers
- On-Site Detention: Not required
- Zoning: Site is properly zoned for the intended use and no special use exceptions are needed. No special site plan approvals are needed except as included with normal construction permit submittals. Proposed project will conform to all zoning-related requirements such as setbacks, lot coverage, lot size, building height, parking, landscaping, lighting, etc. There are no requirements for platting, lot splits, lot combinations, right-of-way dedications, access limits, easements, etc.
- PFPI: Privately Funded Public Improvement not required for this site
- SWP3: Storm Water Pollution Prevention Plan not required for this site
- Traffic Study: Not required for this site
- Retaining Walls: Not required for this site
- Site Lighting: Provided by others
- Landscape Design: Not required for this project
- Floodplain: No related issues for this site
- Survey: Boundary and/or topographic survey will be provided by Wallace
- Geotechnical Report: Not required per the City-issued Addendum dated January 9, 2026

SURVEY:

- Site Aerial Image:

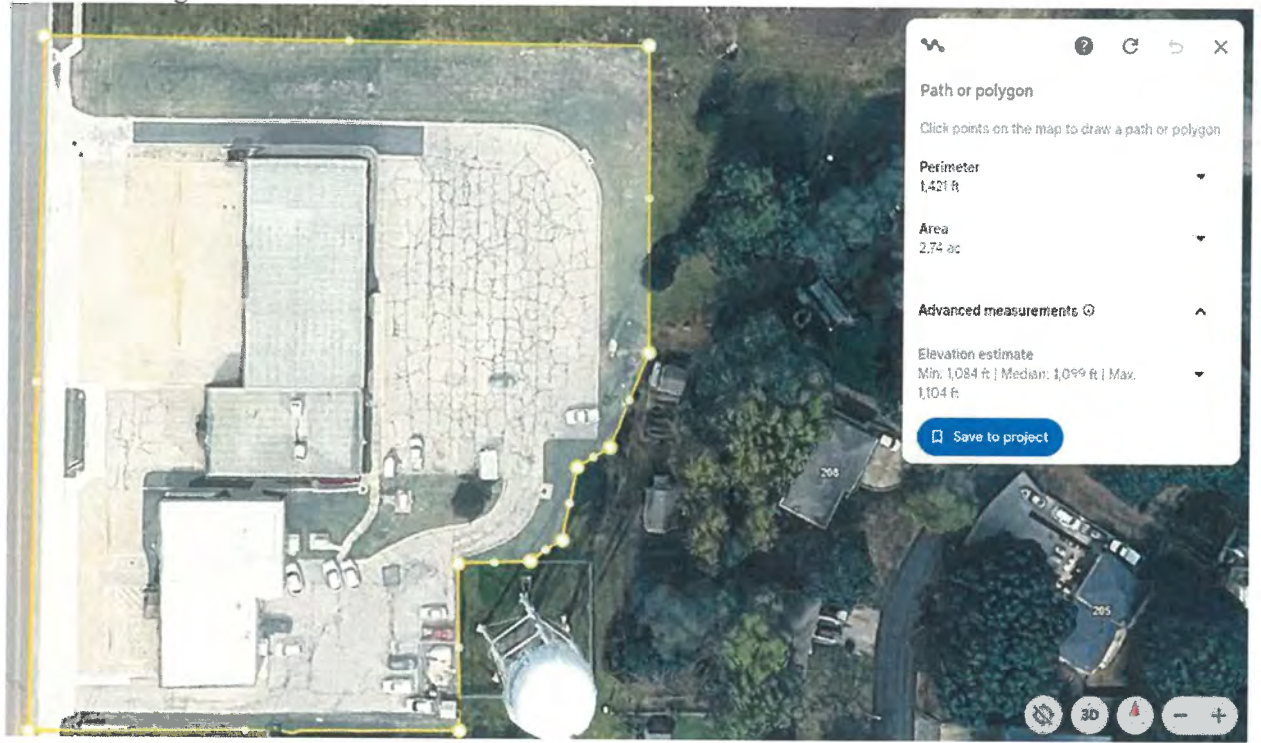


EXHIBIT B: SCOPE OF SERVICES – CIVIL

Project Name: Police and Fire Department Property Engineering RFP
Location: Louisburg, Kansas
Wallace Project No.: 2550095

Our proposed civil engineering fees are based on the following scope of services. Should additional scope items be desired, please notify us to allow for modifications to our proposed fees.

UNDERGROUND UTILITY LOCATES:

- Underground scanning for all utilities and surface locating of utilities
- Utility information provided in electronic format (KMZ and SHP files) for integration into design plans

TOPOGRAPHIC SURVEY:

- Topography with one-foot interval contours
- Existing buildings and site structures
- Building finished floor elevations at accessible doorways
- Utilities (water, storm sewer, sanitary sewer, gas, electric and communication) as marked by Kansas One-call and features/appurtenances located at ground level
- Parking lots and access drives
- Fences
- Trees having a diameter equal to or greater than 12"
 - Tree "dripline" to be shown for heavily wooded areas
- Benchmarks

BOUNDARY SURVEY:

- Locate or establish (set) property corners
- Signed boundary drawing showing property dimensions and monumentation

PRELIMINARY DESIGN:

- Review survey
- Review underground utility information
- Initial Kickoff Team meeting with City staff (Public Works, Police and Fire Departments) to discuss range of potential site improvements, agree on scope of design work to move forward
- Develop Design Parameters Memorandum as the basis of design
- Prepare ADA Site Compliance Review
- Review site / parking layout
- Prepare preliminary grading design
- Prepare preliminary drainage design
- Prepare preliminary utility layout
- Provide input for cost estimate as required
- Provide preliminary civil specifications
- Prepare preliminary construction documents, including general notes, survey, site plan, parking lot layout and striping/signage plan, grading & drainage plan, utility plan and details and submit to the City for review
- Attend preliminary design meetings – City staff and City Council (maximum of 2 meetings)
- Revise preliminary plans as necessary and submit to the City

FINAL DESIGN:

- Prepare final site / parking layout
- Prepare final grading design
- Prepare final drainage design
- Prepare final utility design
- Prepare final civil construction cost estimate

Ben Miller

Exhibit B: Civil Scope of Services – Police and Fire Department Property Engineering RFP

January 12, 2026

Page B2

- Prepare final civil specifications
- Prepare final construction documents, including general notes, survey, demolition and erosion control plan, site plan, parking lot layout/stripping plan, grading & drainage plan, utility plan and details, temporary construction easements
- Attend final design meetings with City staff and City Council (maximum of 2 meetings)
- Revise final plans as necessary and submit to the City

SERVICES NOT INCLUDED:

- Meetings with entities other than the City
- Hydraulic impacts other than this project site
- Drainage problems that cannot be solved by surface flow into existing storm system (i.e., the addition of surface drains between buildings or storm sewer extensions)
- Onsite detention or floodplain related issues
- Infrastructure Development Process (IDP) or Privately Funded Public Improvement (PFPI)
- USACE (Corps) coordination and permitting including endangered species presence/absence survey and wetland determination/delineation
- Redesign of city streets
- Alley, easement, and access changes, additions or modifications
- Traffic studies or improvements
- Platting, rezoning or variances
- Locating underground utility lines not indicated by their respective owners
- Utility line extensions to the site
- Review or make any environmental recommendations
- Construction observations
- IBC-mandated Special Inspections as required by Chapter 17 of the International Building Code
- Geotechnical investigation
- Pavement section design
- Building demolition plans or coordination regarding asbestos and/or lead paint abatement
- Site lighting
- Landscaping
- Title and easement research
- FEMA information, if applicable
- Private utility locating service
- Fire flow tests
- No permitting or bidding phases services
- No construction phase services

ADDITIONAL NOTES:

- Drainage design will proceed with the understanding that neither 'fee-in-lieu' nor onsite detention will be required. If onsite detention becomes necessary, it will be treated as an additional service.

EXHIBIT C: PROPOSED FEES

Project Name: Police and Fire Department Property Engineering RFP
Location: Louisburg, Kansas
Wallace Project No.: 2550095

We propose to provide engineering services on a fixed fee basis as follows:

Underground Utility Locates	\$ 3,900
Topographic Survey	\$ 4,400
Preliminary Design	\$ 23,400
Final Design	\$ 28,600
TOTAL – CIVIL	\$ 60,300

Our current hourly rates are:

Principal	\$230	Technical Designer II	\$160
Associate	\$210	Technical Designer I	\$150
Professional Engineer II	\$175	BIM Technician III	\$145
Professional Engineer I	\$160	BIM Technician II	\$135
Design Engineer	\$160	BIM Technician I	\$125
Intern Engineer	\$150	Engineering Coordinator	\$115
GIS Specialist	\$150		
Director, Landscape Architecture	\$210	Landscape Architect II	\$160
Land Planner II	\$175	Landscape Architect I	\$130
Land Planner I	\$160	Intern Landscape Architect	\$110
Professional Land Surveyor II	\$175	Survey Technician II	\$155
Professional Land Surveyor I	\$160	Survey Technician I	\$120
Intern Land Surveyor	\$150	Instrument Person	\$100
Survey Party Chief	\$145	Survey Field Crew	\$225
Information Technologist	\$160	Administrative	\$110

REIMBURSABLE EXPENSES:

Expenses such as travel and lodging, reproduction, plotting, express delivery and shipping are considered reimbursable expenses and will be billed at 1.0 times cost.

Expenses such as subconsultant testing services, geotechnical engineering services or other specialty consulting services will be billed at 1.10 times cost.

Payment of any fees required by governmental or other agencies will be billed at 1.0 times cost.

ADDITIONAL SERVICES:

Services such as revisions, design for unforeseen conditions and items not included the Scope of Services presented above will be considered additional services. Please refer to the Terms and Conditions for more information.

Site visits will be billed on an hourly rate basis at the current hourly rates plus reimbursable expenses.

EXHIBIT D: TERMS AND CONDITIONS

Project Name: Police and Fire Department Property Engineering RFP
Location: Louisburg, Kansas
Wallace Project No.: 2550095

FEE

Wallace Design Collective, PC ("Wallace") shall perform the services outlined in this Agreement for the stated Fee Arrangement.

- Where the Fee Arrangement is to be Fixed Fee, the fees are for the Scope of Services listed in the Agreement.
- Where the Fee Arrangement is to be on an hourly basis, the rates shall be those that prevail at the time services are rendered.
- Where the Fee Arrangement is to be on an hourly basis and a maximum Total Fee is offered, the Total Fee, excluding Reimbursable Expenses, shall not exceed the stated maximum.
- Where the Fee Arrangement is to be on an hourly basis and an estimate of the Total Fee is offered, the Total Fee, excluding Reimbursable Expenses, shall not be exceeded by more than ten percent without written approval of the Client.
- Where the Fee Arrangement is to be a percentage of the construction cost of the project, progress payments for each phase listed in the Scope of Services listed in the Agreement shall be calculated by multiplying the phase's respective percentage of the Total Fee by the most recent budget for the Cost of the Work (Construction Cost). Compensation for completed work shall not be reduced based on subsequent updates to the Owner's budget for the Cost of the Work.

If the Scope of Services covered by this Agreement has not been completed within twelve (12) months of the Contract Date, through no fault of Wallace, fees for Services beyond that time shall be equitably adjusted, or they shall be determined on an hourly basis at Wallace's prevailing hourly rates.

REIMBURSABLE EXPENSES

Reimbursable Expenses are expenses incurred in connection with the project including, but not limited to, transportation, meals and lodging for travel, overnight deliveries, courier services, professional services, sales taxes, and the cost of reproductions beyond those normally required for coordination and information purposes.

ADDITIONAL SERVICES

Services such as major revisions, resolving unforeseen conditions and items not included in the Scope of Services listed in the Agreement shall be considered Additional Services. Fees for Additional Services shall be determined on an hourly basis at Wallace's prevailing rates unless otherwise agreed in writing by Client and Wallace. Additional Services must be requested in writing and will not proceed without written authorization.

BILLINGS / PAYMENT

Invoices submitted for services and reimbursable expenses shall be considered past due if not paid within 30 days after the invoice date, and Wallace may, without waiving any claim or right against Client, and without liability whatsoever to Wallace, terminate the performance of the service. Retainers shall be credited on the final invoice. A service charge will be charged at 1.5% (or the maximum interest rate allowed by law) per month on the unpaid balance. Upon acceptance of this Proposal and authorization to start work, Client agrees to submit payment pursuant to the terms of this Proposal. This payment obligation exists in the event that professional services contract negotiations commence after authorization to proceed, and survives even if a professional services contract is never negotiated or finalized.

STANDARD OF CARE

The standard of care for all professional engineering and related services performed or furnished by Wallace under this Agreement will be the care and skill ordinarily used by members of Wallace's engineering profession practicing under similar circumstances at the same time and in the same locality. Wallace makes no warranty, express or implied, under this Agreement or otherwise, in connection with Wallace's services.

CONSTRUCTION COST

The Scope of Services is consistent with AIA Document C401 "Standard Agreement Between Architect and Consultant" with the exception of those clauses related to Construction Cost. The structural and/or civil portions of the Project are heavily dependent on the Owner's desires and the Client's design. As such, the Construction Costs for these portions of the Work are not solely under our control. In applying the standard of care to this Project, Wallace will make every effort to control Construction Costs and will notify the Client when decisions by the Owner and/or Client are increasing the Construction Cost. Such decisions made by Owner and/or Client contrary to Wallace's expressed concerns are considered beyond our control. In these instances, any resulting efforts necessary to revise the design and/or Construction Documents to bring Wallace's portion of the project into conformance with the Construction Budget will be considered an Additional Service subject to the provisions above.

INDEMNIFICATION

Wallace shall indemnify and hold harmless Client and all of its personnel from and against any and all claims, damages, losses and expenses (including reasonable attorney fees recoverable under applicable law) arising from claims made by third parties, but only to the extent caused by the negligent act or omission and/or strict liability of Wallace, anyone directly or indirectly employed by Wallace or anyone for whose acts any of them may be liable in the performance of professional services. Wallace shall not indemnify, hold harmless, nor assume any liability for Client's own negligence or intentional wrongdoing. This indemnity shall not include a duty to defend.

The Client shall indemnify and hold harmless Wallace and all of its personnel from and against any and all claims, damages, losses and expenses (including reasonable attorney fees recoverable under applicable law) arising from claims made by third parties, but only to the extent caused by the negligent act or omission and/or strict liability of Client, anyone directly or indirectly employed by the Client or anyone for whose acts any of them may be liable. Client shall not indemnify, hold harmless, nor assume any liability for Wallace's own negligence or intentional wrongdoing. This indemnity shall not include a duty to defend.

LIMITATION OF LIABILITY

To the fullest extent permitted by law, the Client agrees to limit the Design Professional's liability for the Client's damages to the sum of \$50,000 or the Design Professional's fee, whichever is greater. This limitation shall apply regardless of the cause of action or legal theory pled or asserted.

CONSEQUENTIAL DAMAGES

Neither party shall be liable to the other for loss of profits or revenue; loss of use or opportunity; loss of good will; cost of substitute facilities, goods, or services; cost of capital; or for any special, consequential, indirect, punitive or exemplary damages.

FORCE MAJEURE

In the event either party is unable to perform its obligations under the terms of this Agreement because of strikes, work stoppages, accidents, acts of war or terrorism, civil or military disturbances, nuclear or natural catastrophes or acts of God, and interruptions, loss or malfunctions of utilities, communications or computer (software and hardware) services, epidemics, pandemics or outbreak of communicable disease; quarantines; national or regional emergencies or other causes reasonably beyond its reasonable control, such party shall not be liable for damages to the other for any damages resulting from such failure to perform or otherwise from such causes.

Ben Miller

Exhibit D: Terms and Conditions – Police and Fire Department Property Engineering RFP

January 12, 2026

Page D3

TERMINATION OF SERVICES

This agreement may be terminated upon 10 days written notice by either party should the other fail to perform its obligations hereunder. In the event of termination, Client shall pay Wallace for all services and reimbursable expenses to the date of termination. Termination expenses are in addition to compensation for the services of the Agreement and include expenses directly attributable to termination for which Wallace is not otherwise compensated.

ACCESS TO SITE

Unless otherwise stated, Wallace will have access to the site for activities necessary for the performance of the services. Wallace will take precautions to minimize damage due to these activities but has not included in the fee the cost of restoration of any resulting damage.

HAZARDOUS MATERIALS

Wallace shall have no responsibility for the discovery, presence, handling, removal or disposal of or exposure of persons to hazardous materials or toxic materials in any form at the Project site.

OWNERSHIP OF DOCUMENTS

All documents, technical reports, letters, photos, calculations, designs, plans, specifications, models and their component parts, reports, or similar documents of any kind furnished by Engineer are "Instruments of Engineer's Services." Ownership, including copyright, of all Instruments of Engineer's Services shall remain exclusively with Engineer. Use of Engineer's Instruments of Service shall be strictly limited to the written license granted in the Engineer's contract of hire and convey no ownership rights to the user.

MEANS AND METHODS

Wallace shall not be responsible for the construction means, methods, techniques, sequencing or procedures or for safety precautions and programs in connection with the Work, nor shall Wallace be responsible for the Construction Contractor's failure to carry out the work in accordance with the Drawings and Specifications.

MAINTENANCE OF INSURANCE

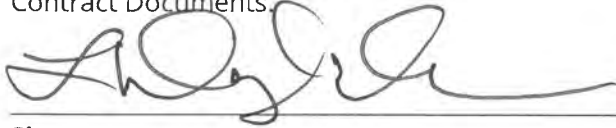
Until the services covered by this Agreement are completed plus for a period of twelve (12) months after completion of services, Wallace shall maintain (a) workers compensation insurance in accordance with state law and (b) liability insurance covering the type and variety of services Wallace provides under this agreement.

APPLICABLE LAW

Unless otherwise specified, this agreement shall be governed by the laws of the state in which the project is located.

Police and Fire Department Property Engineering RFP

The undersigned hereby agrees to complete all work covered by this proposal as specified in the Contract Documents.



Signature

1/12/2026

Date

Principal

Title

Wallace Design Collective

Company

1703 Wyandotte Street, Suite 200, Kansas City, MO 64108

Address

(816) 569-3206 / (405) 640-5688

Telephone Nos. (Office and Cell)

doug.fredeen@wallace.design

E-Mail



wallace design collective is dedicated to the art of possibility.

We believe that means helping our clients be successful through the artful application of technical principles. We want to be seen as an essential partner to our clients and one of the best firms to work for by our employees. And we focus each day on trying to accomplish it.

make lives better. These three words define Wallace's core purpose. They delineate why we do what we do and each action we take is measured against this concept. We believe that everything we do should improve the lives of our employees, our clients, our firm, our profession and our communities.

Our core values - **responsiveness, flexibility, quality and creativity** - are attributes we expect from ourselves and what our clients deserve and receive. Each is equally important, not ranked of one before the other. Our core values should be reflected in everything we do every single day. Our values are expectations, not just for ourselves as a company, but for every individual that makes up our organization.

Founded in 1981, Wallace is a multi-disciplinary consulting firm offering civil engineering, structural engineering, landscape architecture, surveying, land planning, IBC-mandated special inspections and roof consulting. With offices in Kansas City, Atlanta, Chouteau, Denver, Nashville, Northwest Arkansas, Oklahoma City and Tulsa, our staff of 33 principals and 300+ people represent personnel with professional registrations in all 50 states, the District of Columbia, Puerto Rico and the U.S. Virgin Islands.



year present firm was established

Founded in 1981

federal tax number

73-1322436

mbe/wbe/dbe status

None

recent awards

Ranked **31st Top Engineering Firm** in the nation as reported in *Building Design & Construction's* 2024 Giants 400 Report of Top Engineering Firms

Ranked **351st Top Design Firm** in the nation as reported by *Engineering News-Record* magazine's Top 500 Design Firms for 2025

kansas city
700 wandorste street, suite 200
kansas city, missouri 64108
816.421.8282 | 800.364.5858

atlanta
1425 lincoln parkway east, suite 260
atlanta, georgia 30346
404.309.8317 | 800.364.5858

chouteau
210 north chouteau overpass
chouteau, oklahoma 74137
918.584.5858 | 800.364.5858

denver
9800 pyramid court, suite 250
englewood, colorado 80112
303.359.1690 | 800.364.5858

nashville
1901 west end avenue, suite 1221
nashville, tennessee 37203
615.321.9710 | 800.364.5858

northwest arkansas
5100 west jb hunt drive, suite 250
rogers, arkansas 72758
479.264.0794 | 800.364.5858

oklahoma city
410 north walnut avenue, suite 200
oklahoma city, oklahoma 73104
405.234.5858 | 800.364.5858

tulsa
123 north martin luther king jr. boulevard
tulsa, oklahoma 74103
918.584.5858 | 800.364.5858

wallace design
linkedin | facebook | instagram | issuu



doug fredeen, pe, principal

principal in charge of civil engineering

Mr. Fredeen is a seasoned civil engineer with nearly four decades of experience managing municipal and public sector projects, including site development for parks, trails, recreational facilities and civic infrastructure. He has deep expertise in grading, utilities, drainage, streets, sanitary sewer and parking lot design - particularly for prototypical and site-adapted developments. Doug brings a strong understanding

of municipal processes and has previously served as Chairman of the Rogers Planning Commission, giving him firsthand insight into planning and zoning from the public side. He is well-versed in coordinating civil site design with roadway systems, access points and drainage improvements - skills that align with key elements of corridor planning. As Principal-in-Charge, Doug leads with strategic oversight and technical direction, guiding his team toward efficient project delivery, responsive problem-solving and quality results. He has been a licensed Professional Engineer since 1991.

education

bachelor of science in civil engineering
university of arkansas, 1986

licensure

professional engineer in missouri - #026486,
arkansas, iowa, kansas, and oklahoma

professional experience

39 years of experience

relevant project experience:

- zona rosa sidewalk improvements - kansas city, missouri
- zona rosa intersection replacement - kansas city, missouri
- zona rosa 2022 pavement replacement - kansas city, missouri
- brandsmart drive modification - augusta, georgia
- us 24 & river boulevard - independence, missouri
- eighth street duplex drainage - cameron, missouri
- university of missouri kansas city 51st street access - kansas city, missouri
- university of missouri kansas city law building sidewalk renovations - kansas city, missouri
- gutierrez tower - kansas city, missouri
- powell road water main - independence, missouri
- lithko office warehouse - oklahoma city, oklahoma
- va parking lot drainage - muskogee, oklahoma
- legacy plaza pavement/drainage assessment - tulsa, oklahoma
- city of norman ruby grant park phase I - norman, oklahoma
- stoney ridge estates - broken arrow, oklahoma
- madill public schools campus parking lot - madill, oklahoma
- edmond center court - edmond, oklahoma
- university of central oklahoma parking lots - edmond, oklahoma
- university of central oklahoma campus parking and sidewalk improvements - edmond, oklahoma
- university of central oklahoma east main street and university drive improvements - edmond, oklahoma
- oklahoma baptist university raley drive relocation - shawnee, oklahoma
- community place apartments - ponca city, oklahoma
- alcon master plan - houston, texas
- rustoleum expansion - pleasant prairie, wisconsin
- cherokee nation midamerica roadway improvements survey - pryor, oklahoma
- citgo railroad - oklahoma city, oklahoma
- wind turbine haul route - oakwood, oklahoma
- riverparks authority trail crossings - tulsa, oklahoma
- oklahoma baptist university shawnee hall - shawnee, oklahoma



mary clare amer, pe

civil engineering project manager

Ms. Amer has over 39 years of experience in both project design and project management for municipal and private clients. She has extensive experience with design for private institutions such as schools and university student housing, hospitals, medical buildings, along with commercial office buildings, industrial buildings, laboratories, and large and small retail centers. Mary Clare also has considerable experience with urban redevelopment projects and understanding of their

unique challenges. She is a member of the Greater Kansas City Chamber of Commerce. She has been a licensed Professional Engineer since 2000.

education

bachelor of science in civil engineering
university of kansas, 1985

licensure

professional engineer in kansas - #PE16975

professional experience

39 years of experience

relevant project experience:

- bedford and quebec street overlay - north kansas city, missouri
- fayette street improvements - north kansas city, missouri
- clay edwards drive improvements - north kansas city, missouri
- vernon street and 24th avenue improvements - north kansas city, missouri
- a. zahner company headquarters expansion - kansas city, missouri
- ryder facility pavement replacement - kansas city, missouri
- zona rosa sidewalk improvements - kansas city, missouri
- zona rosa intersection replacement - kansas city, missouri
- zona rosa 2022 pavement replacement - kansas city, missouri
- kcmo storm sewer 3001 ne russell road - kansas city, missouri
- mac properties site planning and development - kansas city, missouri
- university of missouri kansas city law building renovation - kansas city, missouri
- 4747 troost dd phase - kansas city, missouri
- 4201 man street total wine - kansas city, missouri
- east armour storm sewer asbuilts - kansas city, missouri
- union hill buildings a-d - kansas city, missouri
- bayer sencor warehouse renovation - kansas city, missouri
- city of gladstone water treatment plant improvements - gladstone, missouri
- clay county on call oakridge street and storm plan review - liberty, missouri
- liberty community center expansion - liberty, missouri
- boehringer ingelheim vetmedica, inc. modular site improvements - st. joseph, missouri
- padel kc - overland park, kansas
- stanley square - overland park, kansas
- life.church overland park campus - overland park, kansas
- dollar general - edwardsville, kansas
- united state attorney's office - muskogee, oklahoma
- cherokee nation housing collinsville subdivision - collinsville, oklahoma
- tulsa fire safety training center - tulsa, oklahoma
- administrative us penitentiary thomson - thomson, illinois
- panda express - multiple locations across the united states



josh lipscomb, pe, associate

civil engineer · traffic design

Mr. Lipscomb is a civil engineer with 17 years of experience in roadway, drainage and utility design, bringing particular strength in infrastructure coordination for complex, multi-agency projects. His background includes the design of grading and drainage systems, traffic control plans, sanitary and storm sewers and comprehensive utility layout. Josh is skilled in facilitating multi-party meetings to coordinate utility

planning and infrastructure integration - critical elements in successful corridor development. In a previous role, Josh contributed to a wide range of transportation planning efforts across the Kansas City metro, including traffic impact studies, crash analyses, traffic signal design, corridor studies and road safety and pedestrian audits.

education

bachelor of science in civil engineering
kansas state university, 2007

licensure

professional engineer in missouri - #2013011899
and kansas

professional experience

17 years of experience

relevant project experience:

- clay county on-call oakridge street and storm plan review - liberty, missouri
 - blue parkway / colbern road intersection improvements - lee's summit, missouri*
 - kinsley forest apartments public improvements - kansas city, missouri*
 - englewood boulevard complete streets upgrade - kansas city, missouri*
 - brighton creek apartments public improvements - kansas city, missouri*
 - north eastern avenue water main extension from 96th street to 108th street - kansas city, missouri*
 - university of missouri kansas city 51st street access - kansas city, missouri
 - zona rosa sidewalk improvements - kansas city, missouri
 - zona rosa intersection replacement - kansas city, missouri
 - elliot electric supply house - lawrence, kansas
 - north eastern avenue water main extension from 96th street to 108th street - kansas city, missouri*
 - city of tulsa 71st street and elwood intersection improvements - tulsa, oklahoma
 - oklahoma department of transportation us 75 intersections at 163rd, 166th and 168th - glenpool, oklahoma
 - cherokee nation housing collinsville subdivision - collinsville, oklahoma
 - cherokee nation durbin community center - tahlequah, oklahoma
 - 222 north detroit - tulsa, oklahoma
 - crown at seven oaks apartments - tulsa, oklahoma
 - river parks authority trail crossings - tulsa, oklahoma
 - broken arrow events park storage building - broken arrow, oklahoma
 - dobson museum addition - miami, oklahoma
 - tulsa airports improvement trust employee parking lot a expansion - tulsa, oklahoma
 - westbrooke shopping center remodel - shawnee, kansas
 - post consumer brands pavement expansion - bloomsburg, pennsylvania
 - water and sanitary sewer extensions - church hill, tennessee
- *projects performed at prior to employment at wallace design collective

civil engineering experience



established expertise in civil engineering • Wallace's civil services group was formed in 1992. Our civil team works on site development projects, water and wastewater projects, utility transmission and distribution lines, flood control and stormwater management/design, streets and highways for cities, counties and state agencies, and numerous land development projects. We also provide both design and inspection services for roadways, bridges and dams.

understanding your site before we begin • Prior to designing improvements to any site, we first perform a due diligence site investigation to determine the feasibility of a project. Topography, vegetation, existing structures and infrastructure, weather conditions, and culture of the community all influence the final design of a building. This information is invaluable when determining site complexities in developing a site. Knowing this information helps make informed decisions on whether or not to move forward with a project. It also makes the process run smoother and provides realistic expectations of what it takes for design and construction. Due diligence saves time and money and helps eliminate any future site surprises.

pre-design

- Due Diligence Reports
- Feasibility Studies
- Land Use Entitlement & Permitting
- Utility & Infrastructure Assessment
- Site Master Planning
- Watershed Planning
- Hydrologic & Hydraulic Studies
- Transportation Planning
- Traffic Studies
- Surveying & Mapping

design

- Subdivisions & Land Development
- Civil Site Design and Analysis
- Erosion Control
- Stormwater & Flood Control
- Low Impact Development
- Detention & Retention Design
- Flood Risk Mitigation
- Dams & Levees
- DEQ, EPA, COE, USFW, FEMA Permitting
- Utility Relocations & Design
- Water Supply, Treatment & Distribution
- Water Flow & Pressure Analysis
- Sewer Collection, Pumping & Treatment
- Roadway Design
- Pavement Management
- Right-of-Way Plans & Documents

construction

- Construction Cost Estimating
- Bid Solicitation & Bid Evaluation
- Contract Negotiations
- Construction Administration
- Construction Observations & Reports
- O & M Manuals

other services

- Geographic Information Systems (GIS)
- Client Representation
- Community Engagement Meetings
- Expert Witness Testimony

civil engineering experience



| 8th street duplex drainage

cameron, missouri

Wallace Design Collective provided civil engineering services for a Stormwater Management Plan and Detention Design to support the development of new duplex housing along 8th Street. The scope of work included site grading, drainage analysis, and the design of a detention system to manage runoff in accordance with City of Cameron stormwater regulations. The design addressed both on-site and downstream impacts, helping to mitigate flood risk and maintain compliance with municipal code requirements for residential development. | completed: 2023



| zona rosa sidewalk replacement

kansas city, missouri

Wallace Design Collective provided civil engineering services to develop comprehensive sidewalk evaluation and replacement plans to address safety, accessibility and long-term maintenance concerns throughout the project area. The scope included field assessments of existing sidewalk conditions - identifying trip hazards, ADA compliance issues, drainage concerns and material deterioration. Using a standardized rating system, we prioritized segments for replacement based on severity, proximity to public facilities and pedestrian traffic volume. Plans included demolition limits, new sidewalk alignments, curb ramp upgrades and surface drainage adjustments. All proposed improvements were designed to meet current ADA standards and local municipal specifications. Coordination with utility providers and adjacent property owners was factored into the replacement phasing and construction staging recommendations. We also provided final assessment to confirm the construction met the design. | completed: 2022



| pleasant valley baptist church

liberty, missouri

Wallace Design Collective provided civil engineering services for site design, grading, drainage and detention for the expansion and renovation of existing church including new drive and parking lot.

Completed: 2022

Memo

To: Louisburg Governing Body

From: Nathan Law

Date: January 15, 2026

Re: Draft Employee Handbook Continued

Background: This is a return item for discussion of the draft document provided at the January 5, 2026, Council meeting. The draft handbook is not attached again with this memo, but if anyone requires another copy, one may be requested and provided. The electronic version of the agenda packet will have this document included again.

Staff previously requested Council note during review that there is repeated mention of a HR Coordinator. That is a job title and description that does not currently exist but should be created. This is based on the realigning of duties that occurred in 2023 but has not been formalized.

As a reminder from previously, as this has an impact on all employees, staff will look to follow-up from Council review by providing a draft copy to all employees to review and provide a time for those employees to meet and ask any questions or seek clarifications. Staff will then return the draft and any employee concerns to Council to consider as a part of the approval process.

Financial: Nothing at this time.

Legal: If there is desire by Council following review for a City-selected attorney to review this document and provide feedback, Mr. Hagen has provided a recommendation for a law firm that has specialization in employment law that may be retained separately for such a review.

Recommendation: Discuss draft handbook as desire and direct staff accordingly.

Sample Motion: None.



City of Louisburg

Employee Handbook

(Effective January 2026)

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Welcome to City of Louisburg

City of Louisburg (“Louisburg”) would like to welcome you to our Team and we are pleased that you have chosen Louisburg as the place you want to work.

This Employee Handbook (“Handbook”) describes many of Louisburg’s policies and outlines many of the programs and benefits available to eligible employees.

This Handbook will answer many of your questions about your employment at Louisburg. We suggest you become familiar with this Handbook as soon as possible. If you have any questions, please do not hesitate to contact the HR Coordinator.

We hope your experience at Louisburg will be challenging, enjoyable and rewarding. Again, welcome!

Sincerely,

City Administrator

Section 1: Introduction

Introductory Statement

This Handbook is designed to acquaint and provide employees with information about working conditions, employee benefits and some of the policies affecting their employment.

Employees are expected to read, understand and comply with all provisions of the Handbook. This Handbook describes many of the responsibilities of an employee and outlines the programs developed by Louisburg to benefit employees. One of Louisburg's objectives is to provide a work environment which is conducive to both personal and professional growth.

This Handbook and each policy in it replace all existing and/or prior policies and practices. However, some or all of the policies in this Handbook may not apply to employees with written employment agreements. Employees who have written employee agreements should consult their employment agreement to determine whether policies are applicable. To the extent that any policy in this Handbook conflicts with applicable state or federal law, the applicable state or federal law will apply. If an employee has a question or concern or would like additional information regarding any policy in this Handbook, the employee may contact the HR Coordinator.

No Handbook can anticipate every circumstance or question about a policy. The Governing Body is responsible for approving employment policies and reserves the right to revise policies, programs and benefit plans at any time, with or without advance notice. The City Administrator reserves the right to make exceptions when deemed necessary. Any exception granted by the City Administrator or Governing Body is not intended to prevent and does not restrict its right to insist on adherence to the policy or practice in the future. Violation of policies and/or procedures may result in disciplinary action, up to and including termination of employment.

Employment at Will

By law, an employee's employment with Louisburg is employment "at will". "At will" means employees are free to resign at any time, for any reason or for no reason, with or without cause and with or without advance notice. Likewise, "at will" means Louisburg may terminate an employee's employment at any time, for any reason or for no reason, with or without cause and with or without advance notice.

Although Louisburg hopes each employee's tenure at Louisburg will be long-lasting, Louisburg makes no commitment to an employee's continued employment for any specific duration. Nothing in this employee handbook creates or is intended to create an employment agreement, express or implied. Nothing contained in this, or any other document provided to the employee is intended to be, nor should it be, construed as a contract that employment or any benefit will be continued for any period of time. In addition, no Louisburg employee is authorized to modify this policy for any employee or to enter into any agreement, oral or written, that changes the at-will relationship.

Additionally, nothing in this statement is intended to interfere with, restrain, or prevent concerted activity as protected by the National Labor Relations Act (NLRA). Such activity includes employee communications regarding wages, hours, or other terms or conditions of employment. Louisburg employees have the right to engage in or refrain from such activities.

Disclaimer Regarding the Right to Engage in NLRA-Protected Activity

This Employee Handbook is not intended to interfere with, restrain, or prevent employee communications regarding wages, hours, or other terms and conditions of employment or to otherwise interfere with employees' rights under the National Labor Relations Law. Louisburg will not construe the policies within this Employee Handbook in a way that limits such rights.

Employees have the right to engage in or refrain from activities protected by the National Labor Relations Act.

Equal Employment Opportunity

It is the policy of Louisburg to provide equal employment opportunities to all employees, employment applicants and other covered persons without regard to unlawful considerations of race, color, religion or creed, gender, sex (including pregnancy), national origin or ancestry, ethnicity, citizenship status, genetic information, military or veteran status, age, physical or mental disability, or any other classification protected by applicable local, state, or federal laws.

This policy applies to all aspects of employment, including, but not limited to, hiring, job assignment, compensation, promotion, benefits, training, discipline, and termination.

Reasonable accommodation is available for qualified individuals with disabilities in accordance with applicable federal, state, and local law.

Louisburg expects all employees to act in accordance with our equal employment opportunity policy, and to take all steps necessary to maintain a workplace free from unlawful discrimination, harassment, and retaliation.

In the event you believe that a violation of this policy has occurred, please follow the Unlawful Harassment and Compliant Procedure in this Handbook. HR Coordinator or the City Administrator will investigate your complaint and take appropriate remedial action.

Anyone who violates this policy will be subject to discipline, up to and including termination of employment.

This policy is not intended to restrict communications or actions protected or required by state or federal law.

Immigration Law Compliance

Louisburg is committed to employing only people who are United States citizens, or who are non-citizens legally authorized to work in the United States.

In compliance with the Immigration Reform and Control Act of 1986, every new employee at Louisburg is required to complete the Employment Eligibility Verification Form I-9 and provide documentation that proves identity and employment eligibility.

Disability Accommodation

Louisburg is committed to the fair and equal employment of individuals with disabilities under the Americans with Disabilities Act ("ADA"). It is Louisburg's policy to provide reasonable accommodation to

qualified individuals with disabilities unless the accommodation would impose an undue hardship on Louisburg. Louisburg prohibits any harassment of, or discriminatory treatment of, employees or applicants based on a disability or because an employee has requested a reasonable accommodation.

In accordance with the ADA, reasonable accommodations will be provided to qualified individuals with disabilities to enable them to perform the essential functions of their jobs or to enjoy the equal benefits and privileges of employment. An employee or applicant with a disability may request an accommodation from the HR Coordinator and should specify what accommodation is needed to perform the job and submit supporting documentation explaining the basis for the requested accommodation, to the extent permitted and in accordance with applicable law. Louisburg then will review and analyze the request, including engaging in an interactive process with the employee or applicant, to identify if such an accommodation can be made, or if any other possible accommodations are appropriate. If requested, the employee is responsible for providing medical documentation regarding the disability and possible accommodations. All information obtained concerning the medical condition or history of an applicant or employee will be treated as confidential information, maintained in separate medical files, and disclosed only as permitted by law.

It is the policy of Louisburg to prohibit harassment or discrimination based on disability or because an employee has requested a reasonable accommodation. Louisburg prohibits retaliation against employees for exercising their rights under the ADA or other applicable civil rights laws. Employees should use the procedures described in the Unlawful Harassment and Compliant Procedure to report any harassment, discrimination, or retaliation they have experienced or witnessed.

Religious Accommodation

Louisburg is committed to providing a work environment that is respectful of the religious beliefs of all its employees. Consistent with this commitment, Louisburg will make good faith efforts to provide a reasonable religious accommodation to employees, temporary employees and interns whose sincerely held religious beliefs conflict with a Louisburg employment requirement, unless such an accommodation would create an undue hardship for Louisburg.

A reasonable accommodation in the workplace allows an employee to observe a sincerely held religious practice or belief, as long as it does not create undue hardship for Louisburg. Louisburg will provide reasonable accommodations to employees to observe a sincerely held religious belief under Title VII of the Civil Rights Act of 1964 provided that Louisburg has notice of their need for religious accommodations.

If an employee feels the employee needs an accommodation for a sincerely held religious belief, please notify the Supervisor. The request should include the following information:

- a description of the requested accommodation; and
- the reason for the requested accommodation.

Louisburg makes determinations concerning religious accommodation requests on a case-by-case basis and relies on fact-specific inquiries to determine if it will provide a reasonable accommodation. The employee's Supervisor will notify the employee of Louisburg's determination of the employee's request.

Louisburg prohibits retaliation against employees who request a religious accommodation or who participate in an approved accommodation. An employee who violates this anti-retaliation provision may be subject to discipline, up to and including termination.

Reasonable Accommodations for Pregnant Workers Policy

An employee may request an accommodation due to pregnancy, childbirth or a related medical condition by submitting the request in writing to the HR Coordinator. The accommodation request should include an explanation of the pregnancy-related limitations, the accommodation needed and any alternative accommodation(s) that might be reasonable. Depending on the nature of the accommodation, the individual may be requested to submit a statement from a health care provider substantiating the need for the accommodation.

Upon receipt of a request for accommodation, Human Resources will contact the employee to discuss the request and determine if an accommodation is reasonable and can be provided to the extent required by law, unless undue hardship to Louisburg would result.

An employee may request paid or unpaid leave as a reasonable accommodation under this policy; however, Louisburg will not require an employee to take time off if another reasonable accommodation can be provided that will allow the employee to continue to work.

Louisburg prohibits any retaliation, harassment or adverse action due to an individual's request for an accommodation or who participate in an approved accommodation. An employee who violates this anti-retaliation provision may be subject to discipline, up to and including termination.

Nursing Mothers

Louisburg makes a reasonable accommodation for breast feeding mothers by allowing those employees to express milk during the workday when separated from their newborn child.

In compliance with the Providing Urgent Maternal Protections for Nursing Mothers Act (the "PUMP Act"), for up to one year after the child's birth, any employee who is breastfeeding will be provided reasonable break times to express breast milk. Louisburg does not have a room available; City Hall will have a conference room available for this purpose.

Genetic Information Nondiscrimination Act ("GINA")

The Genetic Information Nondiscrimination Act of 2008 ("GINA") prohibits covered employers from requesting or requiring genetic information of an individual or an individual's family member, except as specifically allowed by law.

To comply with GINA and all other applicable law, the Louisburg asks that employees not provide any genetic information when responding to a request for medical information for purposes of leaves of absence or otherwise.

"Genetic information" as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

Section 2: Work Culture

Employee Relations

Louisburg believes the work conditions, wages and benefits offered to Louisburg employees are competitive and internally equitable. If employees have concerns about work conditions or compensation, Louisburg strongly encourages them to express these concerns openly and directly with their Supervisor.

Louisburg's experience has shown when employees deal openly and directly with their Supervisor, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe Louisburg fully demonstrates its commitment to employees by attempting to respond timely to employee concerns in a good faith effort.

Departmental Responsibility

The head of any City Department, when deemed necessary, may formulate in writing reasonable policies for the conduct of the Department, such as those relating to safety or operational procedures, which shall be available to all Department employees. Such Department regulations shall not be in violation of, or in conflict with, any personnel regulations in this handbook and shall be approved by the City Administrator prior to implementation.

Personal Relationships in the Workplace

Louisburg wants to ensure its practices do not create situations such as conflicts of interest or favoritism. This extends to practices involving employee hiring, promotion and transfer.

If a relationship or social activity between two or more employees:

- has the potential or effect of involving the employees, their coworkers, or Louisburg in any kind of dispute or conflict with other employees or third parties;
- interferes with the work of any employee;
- creates a harassing, demeaning, or hostile working environment for any employee;
- disrupts the smooth and orderly flow of work within the office or the delivery of services to Louisburg's citizens;
- harms the goodwill and reputation of Louisburg among its citizens or in the community at large;
- or
- tends to place in doubt the reliability, trustworthiness, or sound judgment of the persons involved in the relationship;

then the employee(s) responsible for such problems will be subject to counseling and/or disciplinary action, up to and including termination, depending on the circumstances.

Ethics and Conduct

As a city, Louisburg is committed to complying with all applicable laws and regulations. Similarly, Louisburg requires employees to carefully adhere to all applicable laws and regulations and maintain the highest

standard of conduct and personal integrity, while avoiding any acts which are illegal, dishonest, immoral or unethical.

We expect Louisburg employees to be ethical and to conduct themselves in ways which protect the interests and safety of all employees and our citizens. Employees owe a duty to our citizens to act in ways which will earn the continued trust and confidence of the public.

It is the responsibility of every Louisburg employee to comply with Louisburg's policy of business ethics and conduct. This demands that while conducting Louisburg business and/or representing Louisburg, employees refrain from any rude or unprofessional behavior which might be viewed unfavorably by current or potential citizens or by the public at large.

Following are examples of behaviors, which are prohibited, may warrant disciplinary action under this policy, up to and including termination:

- verbally and/or physically intimidating behavior towards co-workers;
- behavior which is rude, discourteous, or unbusinesslike;
- behavior which is inconsistent with reasonable rules of conduct;
- behavior which results in a loss of confidence or trust in the employee;
- behavior inconsistent with the spirit of Louisburg's nondiscrimination and/or harassment policies; and
- language that is disparaging or offensive.

Employees should immediately report any violation of these policies to the City Administrator. If an employee ignores or fails to comply with Louisburg's standards of business ethics and conduct, Louisburg may impose appropriate disciplinary action, up to and including termination.

Unlawful Harassment and Complaint Procedure

Louisburg is committed to maintaining an enjoyable, positive workplace for its employees, citizens and visitors. Therefore, employees and non-employees are prohibited from engaging in any form of intentional and unintentional harassment of or against job applicants, contractors, interns, volunteers, or employees by another employee, supervisor, vendor, customer, or third party based on actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information, or any other characteristic protected by applicable federal, state, or local laws. Such conduct will not be tolerated by Louisburg.

Furthermore, any retaliation against an individual who has complained about sexual or other harassment or retaliation against individuals for cooperating with an investigation of a harassment complaint is similarly unlawful and will not be tolerated. Louisburg will take all reasonable steps necessary to prevent and eliminate unlawful harassment.

Harassment may encompass a wide range of verbal, physical and visual behaviors and may be sexual or non-sexual in nature. Each situation depends on a number of factors. In some cases, one incident will be sufficient to constitute harassment. In other cases, a pattern or series of incidents may be necessary.

Definition of “unlawful harassment.” “Unlawful harassment” is conduct that has the purpose or effect of creating an intimidating, a hostile, or an offensive work environment; has the purpose or effect of substantially and unreasonably interfering with an individual’s work performance; or otherwise adversely affects an individual’s employment opportunities because of the individual’s membership in a protected class.

Unlawful harassment includes, but is not limited to, epithets; slurs; jokes; pranks; innuendo; comments; written or graphic material; stereotyping; or other threatening, hostile, or intimidating acts based on race, color, ancestry, national origin, gender, sex, sexual orientation, marital status, religion, age, disability, veteran status, or another characteristic protected by state or federal law.

Definition of “sexual harassment.” While all forms of harassment are prohibited, special attention should be paid to sexual harassment. “Sexual harassment” can include all of the above actions, as well as other unwelcome conduct, and is generally defined under both state and federal law as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature whereby:

- Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of any individual’s employment or as a basis for employment decisions.
- Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, a hostile, or an offensive work environment.

Other sexually oriented conduct, whether intended or not, that is unwelcome and has the effect of creating a work environment that is hostile, offensive, intimidating, or humiliating to workers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct that, if unwelcome, may constitute sexual harassment depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Unwanted sexual advances, whether they involve physical touching or not;
- Sexual epithets; jokes; written or oral references to sexual conduct; gossip regarding one’s sex life; comments about an individual’s body; and comments about an individual’s sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, or cartoons;
- Unwelcome leering, whistling, brushing up against the body, sexual gestures, or suggestive or insulting comments;
- Inquiries into one’s sexual experiences; and
- Discussion of one’s sexual activities.

All employees should take special note that, as stated above, retaliation against an individual who has complained about sexual or other harassment and retaliation against individuals for cooperating with an investigation of sexual or other harassment complaints violate Louisburg's policy.

Complaint procedure. If any employee feels in good faith that the employee has been subjected to harassment by a co-worker, Supervisor, or non-employee, the employee has an obligation to take reasonable steps to protect himself/herself to ensure the situation is addressed. This includes: (a) promptly and politely confronting the harasser, making it clear that the harassment is unwelcome, and asking that it stop; and/or (b) immediately reporting the harassment to the HR Coordinator. If the HR Coordinator is unavailable or the employee believes it would be inappropriate to contact the HR Coordinator, the employee should report the harassment to the City Administrator.

Complaints will be promptly addressed (including an adequate investigation, if necessary) and appropriate action taken, if warranted. Confidentiality will be maintained to the extent reasonably possible under the circumstances. If Louisburg believes a violation of this policy may have occurred, or the behavior in question was inappropriate for any reason, then Louisburg will take immediate, appropriate, corrective action, including discipline, up to and including immediate termination.

No reprisal, retaliation, or other adverse action will be taken against an employee for making a complaint or report of discrimination or harassment or for assisting in the investigation of any such complaint or report. Any suspected retaliation or intimidation should be reported immediately to one of the persons identified above.

Confidentiality

Employees recognize and acknowledge Confidential Information constitutes valuable, secret, special and unique assets of Louisburg. Employees covenant and agree that following termination of their employment with Louisburg for any reason, whether voluntary or involuntary, and whether with or without cause, employees will not disclose Confidential Information for any reason or purpose without the prior written approval of Louisburg. Employees also agree that they will only use Confidential Information when conducting Louisburg business. It is expressly understood and agreed that Confidential Information is the property of Louisburg and must be immediately returned to Louisburg upon demand.

Employees in violation of Louisburg's Confidentiality Policy will be subject to disciplinary action, up to and including termination.

Non-Solicitation

Louisburg recognizes that employees may have interests in events and organizations outside the workplace. However, employees may not solicit contributions or donations or distribute literature concerning these activities during working time. "Working Time" is the time an employee is engaged or should be engaged in performing the employee's work tasks for Louisburg.

Employees may only solicit other employees during "Non-Working Time", which includes lunch periods, work breaks or other periods in which employees are not on "Working Time."

In addition, the posting of written solicitations on Louisburg's break room tables and solicitations by electronic means are restricted. Louisburg bulletin boards display important information for employees and employees should consult them frequently for the following information:

- Affirmative Action statement;
- employee announcements;
- workers compensation insurance information; and
- state disability insurance/unemployment insurance information.

If employees have a message of interest to the workplace, they may submit it to their Supervisor for approval. Supervisors are not to post solicitations, unless approved by the HR Coordinator.

Political Activity

Employees are permitted to join political organizations, civic organizations, civic betterment groups, and to become involved in political activities subject to the restrictions of this section. As private citizens, employees may participate in all political activities, including holding public office, except where holding an appointive or elective office is incompatible with the employees' Louisburg employment.

Any employee desiring to become a candidate for a City elected office shall first take a leave of absence without pay or resign. Should an employee on leave of absence without pay be unsuccessful in seeking such elective office, that employee shall be returned to employment on the same terms and conditions as any other employee who has taken leave of absence without pay. An employee is considered to be a candidate for elective office once all statutory requirements have been met to qualify as a candidate.

Political activity must not interfere with job attendance or performance. Employees are not permitted to solicit or handle political contributions in Louisburg elections. They are not permitted to wear or display badges, buttons or clothing indicating political affiliation on Louisburg property, or in city owned vehicles.

No Supervisor or other person in authority shall solicit any Louisburg employee for contributions of money or labor for any candidate for elective office, or otherwise compel or attempt to compel any employee to support a candidate for elective office or to engage in any political activity.

The purpose of this policy is to prevent and avoid the appearance of impropriety on the part of any Louisburg employee. Louisburg employees are neither appointed to, nor retain, the City's service on the basis of their political affiliations or activities.

No Right to Strike

Because the public health, safety, and welfare may be adversely affected, no City employee shall have the right to engage in or encourage any form of sit-down, slow-down, work stoppage, or strike, for any reason against the City. A refusal by an employee to perform an assignment injurious to his health or physical safety shall not be considered a violation of this section.

Conflicts of Interest

A "conflict of interest" is defined as any situation in which an employee engages in activities or takes actions which may adversely affect the interests of Louisburg or which may personally benefit the employee. Such conflicts exist when an employee receives a benefit from citizen, vendor, supplier, manufacturer, or any other individual in connection with any business of Louisburg. A benefit may be in

the form of money, gift cards/certificates, gifts, merchandise, trips, services or any other form of a benefit received, directly or indirectly. When such persons provide a benefit to an employee, the employee must report the nature of the benefit to the HR Coordinator, if the market value of the benefit, or cumulative benefits, is at or above twenty-five (\$25.00) dollars within a calendar year.

Other issues of potential conflicts of interest will be handled on a case-by-case basis. Undisclosed or unresolved conflicts of interest may warrant disciplinary action, up to and including termination.

Employee Privacy

It is Louisburg's goal to respect the individual privacy of its employees and at the same time maintain a safe and secure workplace. When issues of safety and security arise, employees may be requested to cooperate with an investigation. The investigation may include the following procedures to safeguard the Louisburg and its employees: searches of packages, parcels, purses, handbags, briefcases, lunchboxes, or any other possessions or articles carried to and from City property by employees at any times, searches of work areas, medical examinations, and the like. Failure to cooperate with an investigation is grounds for termination. Providing false information during any investigation may lead to discipline, including termination.

Social Media

At Louisburg, we understand that social media can be a fun and rewarding way to share life events and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist employees in making responsible decisions about their use of social media, Louisburg has established these guidelines for appropriate use of social media. This policy applies to all employees who work for Louisburg.

Employees should have no expectation of privacy while using the Internet or social media. Postings may be reviewed by anyone, including the City Administrator. Refrain from using social media while on working time or on equipment Louisburg provides unless it is work-related as authorized by the City Administrator. Do not use Louisburg email addresses to register on social networks, blogs or other online tools utilized for personal use.

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to the employee's own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with Louisburg, as well as any other form of electronic communication. The same principles and guidelines found in this Handbook apply to an employee's activities online. Ultimately, employees are solely responsible for what they post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of an employee's conduct which adversely affects the employee's job performance, the performance of fellow employees or otherwise adversely affects citizens, visitors or people who work on behalf of Louisburg or Louisburg's legitimate business interests may result in disciplinary action, up to and including termination.

Always be fair and courteous to fellow employees, citizens, visitors, or people who work on behalf of Louisburg. Also, keep in mind that employees are more likely to resolve work-related complaints by speaking directly with their co-workers than by posting complaints to a social media outlet. Employees should not display or post video or other images of, or material about Louisburg's employees that are libelous, proprietary, harassing, bullying, discriminatory, retaliatory, or that can create a hostile work environment. Such conduct that would not be permissible in the workplace is not permissible between or among employees online, even if done during non-work hours and away from the workplace on personal devices or home computer. Nevertheless, if employees decide to post complaints or criticism, employees should not post content on social media that violates Louisburg's discrimination or harassment policies, or that is threatening or obscene. This rule does not prohibit activities protected by Section 7 of the National Labor Relations Act, such as employees' rights to discuss terms and conditions of employment or to seek public support during a labor dispute.

Employees always need to be honest and accurate when posting information or news, and if the employee makes a mistake, the employee should correct it quickly and be open about any previous posts which have been altered. Remember the Internet archives almost everything; therefore, even deleted postings can be searched. Employees must never post any information or rumors which they know to be false about Louisburg, fellow employees, citizens, visitors, and people working on behalf of Louisburg.

If an employee chooses to identify himself/herself as a Louisburg employee on a social media site, website or web blog, the employee must adhere to the following guidelines:

- Louisburg protects its confidential information (including its financial information, reports, internal communications, strategic business plans, business contracts, and other proprietary Louisburg information that is non-public and that employees can access). Employees should not display or disclose such confidential information through social media without prior written approval from Louisburg. This rule does not prohibit activities protected by Section 7 of the National Labor Relations Act, such as employees' rights to discuss terms and conditions of employment or to seek public support during a labor dispute.
- Louisburg protects its premises and processes. Employees should not record audio/video or take pictures of non-public areas of Louisburg's premises or of Louisburg's processes and display such content through social media without prior written approval of Louisburg. An exception to this rule would be to engage in activity protected by the National Labor Relations Act including, for example, taking pictures or making recordings of health, safety, and/or working condition concerns, or of strike, protest, or work-related issues, or other protected concerted activities.
- Maintain the confidentiality of Louisburg's private or confidential, and proprietary information. Do not post internal reports, policies, procedures or other internal business-related confidential communications.
- Do not create a link from a personal blog, website, or other social networking site to a Louisburg website without identifying oneself as a Louisburg employee.
- Express only personal opinions. Never represent oneself as a spokesperson for Louisburg. If Louisburg is a subject of the content an employee is creating, be clear and open about the fact

the employee is an employee and make it clear that the employee's views do not represent those of Louisburg, fellow employees, citizens, visitors or people working on behalf of Louisburg.

- When publishing a blog or post online related to the work performed for Louisburg or subjects associated with Louisburg, it must be made clear that the employee is not speaking on behalf of Louisburg. It is best to include a disclaimer such as, "The postings on this site are my own and do not necessarily reflect the views of Louisburg."

Louisburg prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Access to Personnel Files

Louisburg maintains an official personnel file on each employee. Employee personnel files are the property of Louisburg. Any current employee who wishes to review the employee's official personnel file should contact the HR Coordinator. Access at reasonable times in the presence of the HR Coordinator will normally be granted to current employees for legitimate purposes. Upon termination, employees no longer have access to their personnel files. Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information.

Louisburg makes a good faith effort to preserve the confidentiality of personnel files. Therefore, Supervisors may have access to selected portions of the official personnel file of employees for legitimate business reasons only. It is important that employees update their personal records with the HR Coordinator immediately when there is a change to their mailing address, telephone number, marital status, dependents' information, educational accomplishments, emergency contact information and other possibly related information.

Telephone and Cell Phone Use

It is the policy of Louisburg to answer all incoming telephone calls promptly and courteously. Employees should always use the approved greeting when answering the telephone and follow proper telephone etiquette when placing a caller on hold or transferring the call to voice mail.

While at work, employees are expected to exercise discretion when using Louisburg's telephones, as well as their personal cell phones. Excessive personal calls, text messages or e-mails during Working Time, regardless of the phone used, can interfere with employee productivity and be distracting to others. Employees should make personal calls on Non-Working Time when possible and are responsible for informing friends and family members of this policy.

Flexibility will be provided in emergency situations; it is the employee's responsibility to inform their immediate Supervisor of such an emergency. Violations of this policy may result in disciplinary action, up to and including termination.

Louisburg provides cell phones to some employees for the convenience of city business. Personal use of these cell phones is discouraged. Excessive personal use of cell phones may be sanctioned and made subject to taxation.

Dress Code

Dress, grooming and personal cleanliness standards contribute to the morale of all employees and affects the business image Louisburg presents to the citizens, as well as other guests in the office. Employees are expected to project a professional image appropriate to their work environment and job responsibilities while conducting Louisburg business or representing Louisburg. The following may be subject to special taxation rules:

- Uniforms. Louisburg will provide uniforms for the employees of the Police Department, Fire Department and Public Works Department as a condition of employment. These uniforms are not intended to be worn or be adaptable to general usage as ordinary clothing. The uniforms are specifically required as a condition of employment; they help to readily identify personnel as a City employee, and help them to perform their duties in a safer environment. The value of these uniforms are excludable as taxable compensation to these employees.
- Non-Uniform Clothing. Louisburg may provide non-uniform clothing, such as t-shirts, sweatshirts, and outerwear, to some employees to wear while working. These articles of clothing will clearly display the name and/or logo of the City of Louisburg and are not intended to be worn or be adaptable to general usage as ordinary clothing. This non-uniform clothing is specifically required as a condition of employment, helps to readily identify personnel as a city employee, and helps them to perform their duties in a safer environment. This non-uniform clothing is excludable as taxable compensation to these employees.
- Other Clothing and Cash Clothing Allowances: Louisburg may provide other clothing allowances to some employees. This other clothing may be of a nature that it is impractical to display the name and/or logo of the City of Louisburg (such as footwear). These purchases must be made through City of Louisburg charge accounts or purchasing processes. Safety gear necessary to conduct safety sensitive operations shall not be considered taxable to the employee.

When applicable, taxable fringe benefits will be paid through the payroll system, or the appropriate amount of tax withheld through the payroll system. Any Louisburg provided dress or uniform allowance will be forfeited on December 31st.

Louisburg Property

All employees are expected to cooperate in keeping Louisburg's offices and work areas in a neat and orderly condition. Each employee is responsible for the employee's own working area and care should be taken each evening to clear desk surfaces and file cabinets of unnecessary clutter. Particular attention should be paid to common areas where all employees should assist in maintaining a clean and presentable workplace.

Employees are responsible for the loss, damage or theft of Louisburg-owned property due to their negligence. If property is worn or damaged through normal use, employees must return it to their Supervisor for replacement. Louisburg property provided to employees must be maintained and used only for proper work-related purposes and used in an appropriate manner.

Louisburg reserves the right to inspect all Louisburg property, to ensure compliance with its rules and regulations. While Louisburg will attempt to advise employees at the time of a search or inspection,

Louisburg reserves the right to make any investigation or search with or without notice to employees, and in their absence.

No Louisburg property is to be removed from the premises without first obtaining the approval of the employee's Supervisor. If an employee's employment with Louisburg terminates, the employee must return all Louisburg-owned property at the time of termination as required by K.S.A. 44-319, as amended. Louisburg may withhold from the employee's paycheck or final paycheck the cost of any Louisburg property which is not returned when required. Louisburg may also take all action deemed appropriate to recover or protect its property.

Outside Employment

A full-time employee shall not hold other positions of paid employment or accept pay for services without the prior approval of their respective Department Heads and the City Administrator. Outside employment constitutes a Louisburg employee holding a second job with another employer. If outside employment is approved and permitted, the employee may hold a job with another employer as long as the employee satisfactorily performs the employee's job responsibilities with Louisburg. All employees will be judged by the same performance standards and will be subject to Louisburg's scheduling demands, regardless of any existing outside work requirements.

If Louisburg determines an employee's outside work interferes with performance or the ability to meet requirements of Louisburg as they are modified from time to time, the employee may be asked to terminate the outside employment if the employee wishes to remain with Louisburg. Outside employment will present a conflict of interest if it has an adverse impact on Louisburg.

Visitors in the Workplace

It is essential to the safety of Louisburg employees and to Louisburg's duties of confidentiality to be aware of visitors in the Louisburg building. All visitors must be accompanied at all times while on Louisburg's premise as a guest. All visitors must comply with all safety rules, regulations, and policies while on Louisburg property or in Louisburg vehicles. Employees may not bring or accept visitors in areas where there are dangerous machines or chemicals, confidential records, or sensitive equipment. This requirement does not apply to the common areas of the building that are open to the public.

Electronic Communication and Internet Use

All systems and electronic communications are to be used for business purposes only and in accordance with Louisburg's policies and procedures. All systems are subject to periodic audits for business and security purposes and should not be considered private. Please keep these guidelines in mind when using Louisburg's networks and the Internet.

Employees are advised not to store any personal information on Louisburg equipment. Examples of personal information include but are not limited to: music, pictures and personal documents, or any items consuming storage capacity on the Louisburg server or individual computer desktops. Louisburg is not responsible for an employee's lost personal files stored on Louisburg equipment.

Louisburg respects and protects the rights of its employees. Employee privacy, however, does not extend to the use of Louisburg equipment. All computer and/or electronic communication devices, and the use of these devices, are the property of Louisburg. Contents of a voicemail, email and other such communications are accessible at all times by the City Administrator for any business purpose.

Employees should not assume electronic communications of any kind are confidential and should have no expectation of privacy with respect to electronic communications. Employees who violate this policy are subject to disciplinary action, up to and including termination.

Section 3: Employment

Employment Classification

It is important that employees know and understand the definitions of the employment classifications at Louisburg. Employment classifications help determine an employee's employment status and what benefits the employee may be eligible for. If an employee has questions or is not sure what the employee's employment classification is, the employee may contact the HR Coordinator.

Depending on the employee's job, the employee is either exempt or non-exempt from federal and state wage and hour laws. An employee's exempt or non-exempt classification is determined by Louisburg.

Exempt. Exempt employees are typically paid on a salary basis and are not eligible to receive overtime pay.

Nonexempt. Nonexempt employees are paid on an hourly basis and are eligible to receive overtime pay for overtime hours worked.

In addition to being a non-exempt or exempt employee, employees also belong to one of the following employment categories:

Regular, full-time employee. Employees who are not in a temporary status and work a minimum of forty (40) hours weekly and maintain continuous employment status. In most cases, regular full-time employees are eligible for all Louisburg benefit programs, subject to the terms, conditions and limitations of each benefit program.

Regular, part-time employee. Employees who are not in a temporary status and who are regularly scheduled to work less than forty (40) hours weekly and who maintain continuous employment status. Part-time employees receive all legally mandated benefits, such as Social Security and workers compensation insurance. Part-time employees are eligible for some Louisburg benefits on a pro-rated basis subject to the terms, conditions and limitations of each benefit program.

Shift worker. A shift worker, as used in this Handbook, will be defined as a full-time or part-time non-exempt employee that has a rotating work schedule. Shift worker rotations are scheduled based on duration of weeks or months, not days.

Temporary and Seasonal, full-time. Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific season or project and who are

temporarily scheduled to work the Louisburg's full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees receive all legally mandated benefits, such as Social Security and workers compensation insurance. Temporary employees are not eligible for other Louisburg benefit programs.

Temporary and Seasonal, part-time. Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific season or project and who are temporarily scheduled to work less than forty (40) hours weekly for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees receive all legally mandated benefits, such as Social Security and workers compensation insurance. Temporary employees are not eligible for other Louisburg benefit programs.

Job Descriptions

Louisburg develops and maintains current job descriptions for all established and authorized positions. Each job description outlines the position duties and responsibilities for every position, as well as the requirements. Employees are required to read and understand the requirements laid out in the job description. Employees will receive a copy of their job description and a signed copy of their job description will be placed in the employee's personnel file. All job descriptions will be reviewed by the City Administrator for accuracy and approved by the Governing Body, as needed.

Introductory Period

Louisburg has a standard Introductory Period for new and rehired employees. The Introductory Period for new and rehired employees is the first six (6) months following their hire or rehire date. Some departments, in highly specialized and extensive training areas, may extend their Introductory Period to one (1) year (12-months). During the Introductory Period, Louisburg will evaluate the employees' work habits and abilities to make sure they can perform their job satisfactorily. The Introductory Period also provides employees time to decide if the new job meets their expectations.

No Introductory Period shall be deemed completed until the Department Head and City Administrator approve a satisfactory performance evaluation.

Paydays

All employees are paid biweekly, receiving their paycheck every other Wednesday. Non-exempt and exempt employees' paychecks include pay for all work performed through the end of the current payroll period. The payroll period is time worked the previous two (2) weeks ending on the Saturday prior to the pay date. Non-exempt employees will receive overtime pay for all work performed through the end of the previous payroll period.

Pay Deductions

The law requires Louisburg to make certain deductions from each employee's compensation. Among these are applicable federal, state and local income taxes, Social Security contributions or other deductions which may be required by law.

If an employee has a question regarding a deduction on the employee's paycheck, the employee may contact the HR Coordinator.

Louisburg does not make improper deductions from the salaries of exempt employees and complies with the salary basis requirements of the Fair Labor Standards Act (FLSA). Employees classified as exempt from the overtime pay requirements of the FLSA will be notified of this classification at the time of hire or change in position.

Permitted deductions. The FLSA limits the types of deductions that may be made from the pay of an exempt employee. Deductions that are permitted include:

- Deductions that are required by law, e.g., income taxes;
- Deductions for employee benefits when authorized by the employee;
- Absence from work for one or more full days for personal reasons other than sickness or disability;
- Absence from work for one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy, or practice of providing compensation for salary lost due to illness;
- Offset for amounts received as witness or jury fees or for military pay;
- Unpaid disciplinary suspensions of 1 or more full days imposed in good faith for workplace conduct rule infractions; and
- Any full workweek in which the employee does not perform any work.

During the week an exempt employee begins work for Louisburg or during the last week of employment, the employee will only be paid for actual hours worked. In addition, an employee may be paid only for hours worked during a period when the employee is using unpaid leave.

Improper deductions. If an employee classified as exempt believes that an improper deduction has been taken from the employee's pay, the employee should immediately report the deduction to the HR department. The report will be promptly investigated, and if it is found that an improper deduction has been made, Louisburg will reimburse the employee for the improper deduction.

Administrative Pay Corrections

Louisburg makes every effort to ensure employees are paid correctly and on schedule. If an employee finds a mistake in the employee's pay (underpayment **or** overpayment), advise the HR Coordinator immediately so the error may be corrected as quickly as possible.

Timesheets

Non-exempt employees are responsible for recording hours worked each day, including the time they arrived at work and the time they departed from work. Non-exempt employees must also record and code for any time off. These records are required by governmental regulations and are used to calculate regular and overtime pay. Altering, falsifying, or tampering with time records or recording time on another employee's time record is considered fraud and is grounds for immediate termination.

Work Schedules

The regular workweek for full-time Louisburg employees is Monday through Friday and consists of forty (40) hours, excluding lunch breaks. Payroll is based on a workweek that begins on Sunday and ends on Saturday. Employees will be provided with their work schedules by their Department Head and will be

notified promptly should any changes be made to their schedules. Louisburg may alter, change, or modify the employee's schedule or location at its sole discretion. Remote work is prohibited unless authorized in advance by their Supervisor. Employees should direct all questions regarding their schedule to their Department Head.

Holiday Bonuses

Louisburg, at the Governing Body's sole discretion, may distribute to Louisburg employees gifts or payments in the nature of gifts at the holidays or on other special occasions, as a reward for service. The Governing Body shall determine, at its sole discretion, the amount of the gift or payment in the nature of a gift but such payment will not be measured by or dependent on hours worked, production, or efficiency. Such amounts may vary among the different employees or groups of employees according to their salary or regular hourly rate of such employees, or according to their length of service with Louisburg.

Temporary Telecommuting Policy

In certain circumstances, to ensure business continuity, Louisburg may allow exempt employees to temporarily work remotely, in lieu of using sick or vacation leave. Remote work is at the discretion of Louisburg and is prohibited unless authorized in advanced by an employee's Department Head.

When working remotely, employees must establish an appropriate work environment within their home for work purposes. Louisburg will not be responsible for costs associated with the setup of home offices, such as remodeling, furniture, lighting, repairs, or modifications to home office spaces. Additionally, Louisburg may require employees to sign Temporary Remote Work Agreements.

Louisburg will determine the equipment needs for each employee on a case-by-case basis. Equipment supplied by Louisburg is to be used for city purposes only.

Consistent with Louisburg expectations of information security for employees working at the office, remote employees will be expected to ensure the protection of confidential Louisburg and customer information accessible from their home office.

Employees should not assume any specified period of time for emergency telework arrangements, and Louisburg may require employees to return to regular, in-office work or utilize sick or vacation leave.

When Louisburg offices are closed due to weather, emergencies, or other unforeseen circumstances, designated emergency and essential personnel will be required to work as needed to maintain critical Louisburg operations and services. Office, administrative and other essential employees may also be directed to work remotely, when feasible, to provide continued support for Louisburg functions. Employees will be notified of their work expectations by their Department Head or Supervisor during such closures.

Overtime

There may be times when Louisburg is unable to meet its operating requirements or other needs during regular working hours. If this occurs, Louisburg may schedule employees to work overtime hours. When possible, Louisburg will try to give employees advance notice of a mandatory overtime assignment. It is Louisburg's policy that no overtime can be worked by non-exempt employees without the prior approval and authorization of the Supervisor or Department Head. Employees who fail to obtain approval prior to

working in excess of forty (40) hours per week may be subject to disciplinary action, up to and including termination.

Non-exempt employees will receive overtime pay in accordance with the federal and state wage and hour laws. Non-exempt employees will receive overtime pay at one and one half (1½) times their regular hourly wage for all hours worked over forty (40) hours in a standard work week. Overtime pay is based on the actual hours worked. For this reason, time off for holidays, vacation, illness, and other paid or unpaid leaves of absence are not counted as hours worked when calculating overtime pay.

Law enforcement or emergency response personnel may be paid overtime on a “work period” basis in accordance with the federal and state wage and hour laws.

Exempt employees are exempt from eligibility for overtime compensation.

Internal Transfers and Promotions

Louisburg believes employees are our most important asset. Louisburg is committed to training and career development to help employees prepare for advancement. Louisburg favors promoting and transferring our own employees into different positions when possible.

Promotions and transfers are based on job-related criteria. Employees are evaluated for promotion and transfers based on a review of how their qualifications—including their skills, knowledge, abilities, experience, and educational backgrounds—match up with the essential requirements and functions of the job in question. Other factors considered, include disciplinary records, performance evaluations, merit increases, attendance, interpersonal skills, aptitudes, interests, leadership potential and Supervisor recommendations.

Whenever possible, Louisburg prioritizes filling vacancies with current employees.

Travel and Business Expense Reimbursement

Louisburg will reimburse employees for expenses associated with authorized business travel, including transportation, lodging, meals and other travel expenses. Any employee who intends to travel overnight on City business is required to submit, for City Administrator’s approval, a Travel Request Form showing the date, destination, and purpose of the trip. Travel Request Forms are available through the HR Coordinator. Employees must comply with Louisburg’s policies in order to receive reimbursement for their travel expenses. Reimbursement for overnight travel expenses are excludable as taxable compensation to these employees.

Employees must make their own travel arrangements, including airline, bus, railroad and rental car reservations, but are required to reserve the least expensive class of transportation available, such as coach or economy class, unless the employee has received prior approval from the employee’s Supervisor. Additional travel expenses that will be reimbursed may include mileage, if the employee has been approved to use a personal vehicle, at the current IRS rate. There will not be an approved overnight stay for lodging within a sixty (60) mile radius of Louisburg. Restaurant tipping is at the discretion of the employee, but is not to exceed fifteen (15%) percent. There will be no reimbursements for liquor, wine or cereal malt beverages. No in-room or services will be reimbursed at lodging locations. Tolls and parking

will be reimbursed for approved travel, using the most direct routes. Meals may be reimbursed on a Per Diem allowance. Per Diems will follow the current GSA rules. Per Diems will be prorated to account for any meals provided through event enrollment, lodging provided meals, or similar meal programs.

Meals reimbursed by Louisburg to employees where overnight travel is not required is considered taxable compensation and will be paid through the payroll system. Certain other meals such as those provided at City facilities that are furnished for the convenience of the City (such as meals provided to the snow plow crew during extended shifts), and other meals associated with business functions, meetings or professional organizational events, shall not be considered taxable.

Employees must submit acceptable documentation with their expense reports to substantiate all travel expenses. Acceptable documentation must include expense amounts, the date and location where expenses were incurred, as well as the business purpose of the expenses. Examples of acceptable documentation include original invoices and receipts issued by vendors and employees' credit card receipts.

Call-Back Time and Pay

A non-exempt employee who has left their place of work and is called back for duty shall be paid for at least one (1) hour. This time shall be included in calculating overtime.

Employees who are on a call-back must adhere to all of Louisburg's policies. Any variance from such policies may result in disciplinary action, up to and including termination.

On-Call Status and Pay

If an employee is actively engaged to be on-call, the employee will receive compensation in accordance with their departmental on-call pay schedule. Employees are not required to remain at home while on-call. However, the stand-by or on-call employee must remain within a thirty (30) minute commutable distance. Additionally, the employee must be reachable by cell phone or other assigned communication equipment device.

Time worked while on-call will be calculated at the employee's regular rate of pay. If an employee is called back to work, the employee will be paid for travel time. Overtime compensation is applicable only when total hours worked exceed the regular full-time work schedule.

Employees who are on-call must adhere to all of Louisburg's policies. Any variance from such policies may result in disciplinary action, up to and including termination.

Section 4: Benefits

Employee Benefits

Louisburg provides eligible employees with many benefits. Legally required benefits include Social Security, workers compensation and unemployment insurance. Employment classification determines benefit eligibility. To the extent there is a conflict between a benefit description contained in this Handbook and the actual terms of the applicable formal plan document or summary plan description for a particular benefit, the formal plan document will control.

Holidays

Louisburg observes nine (9) paid holidays each calendar year. Full-time employees will receive holiday pay for the following holidays:

- New Year's Day
- Martin Luther King Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Day
- Floating Holiday (to be determined each year by the Governing Body)

Holidays that fall on a Saturday or Sunday will be observed on the preceding Friday or following Monday as designated by the Governing Body. Day workers will receive compensation for the holiday according to the date the holiday is observed.

Shift workers whose regular day off falls on a holiday as listed will be compensated for the number of hours that employee would normally have worked for that day. This rule applies only to the official date of a holiday, regardless of the date the holiday may be observed.

Shift workers and other non-exempt employees who work on the holiday shall receive compensation plus premium pay of one and one-half (1.5) times their regular compensation for the time actually worked. This rule applies only to the official date of a holiday, regardless of the date the holiday may be observed. Part-time employees who work on the holiday shall receive compensation of one and one-half (1.5) times their regular compensation for the time actually worked.

Holidays that occur during an approved leave of absence with pay are not charged as days of leave taken.

If an employee incurs overtime during a holiday work week, the premium pay qualifies as an overtime premium and will be credited toward statutory overtime compensation due.

Vacation

Vacation paid time off is available to full-time employees to provide opportunities for rest, relaxation and personal pursuits. Employees are eligible to use vacation time based on their length of service as set forth in the following chart:

Years of Employment <i>(as of Jan. 1)</i>	Vacation Days/Hours <i>(provided on Jan. 1)</i>	Additional Hours: Exempt Employees <i>(provided on Jan. 1)</i>	Personal Days Days/Hours <i>(provided on Jan. 1)</i>
Start year	4 hours <small>(per month accrual)</small>	N/A	N/A
< 1 year	Up to 40 hours	Up to 40 hours	Up to 48 hours
1-4 years	10 days/80 hours	5 days/40 hours	6 days/48 hours

5 years	11 days/88 hours	5 days/40 hours	6 days/48 hours
6 years	12 days/96 hours	5 days/40 hours	6 days/48 hours
7 years	13 days/104 hours	5 days/40 hours	6 days/48 hours
8 years	14 days/112 hours	5 days/40 hours	6 days/48 hours
9 years	15 days/120 hours	5 days/40 hours	6 days/48 hours
10 years	16 days/128 hours	5 days/40 hours	6 days/48 hours
11 years	17 days/136 hours	5 days/40 hours	6 days/48 hours
12 years	18 days/144 hours	5 days/40 hours	6 days/48 hours
13 years	19 days/152 hours	5 days/40 hours	6 days/48 hours
14/14+ years	20 days/160 hours	5 days/40 hours	6 days/48 hours

New employees, prior to a January 1st, will accrue vacation at a rate of four (4) hours per month. Vacation will accrue but cannot be taken within the Introductory Period (first 6 months). After the Introductory period, new employees can use accrued vacation time.

Vacation hours, of up to 20 days (160 hours) can be accumulated and rolled over into the next calendar year. If the employee has more than 20 days (160 hours) at the end business day on December 31st, then any unused, accrued vacation time, in excess of 20 days (160 hours), will be forfeited annually on December 31st.

Exempt employees earn an additional forty (40) hours of vacation per calendar year to offset the inability to accrue compensatory time or overtime.

Part-time, seasonal or temporary employees shall not earn vacation time.

Vacation time must be approved by the employee’s Department Head in advance, as well as taken within the calendar year it was provided, unless otherwise approved by the City Administrator.

Upon termination of employment, employees that have met a full year of employment and resign in good standing with a minimum of two (2) weeks notice, will receive payment for unused and accrued vacation time.

Sick Leave

Louisburg provides paid sick leave benefits to full-time employees for personal illness or incapacity resulting from injury, family illness, emergency medical appointments or employee personal necessity.

If illness prevents an employee from reporting to work, the employee must notify the employee’s Supervisor at least thirty (30) minutes prior to the beginning of the employee’s scheduled work day. Additionally, when an extended length of absence due to illness is required, the employee’s Supervisor must be kept advised as to the expected length of the absence.

Sick leave benefits accrue at a rate of eight (8) hours per month. New employees will accrue sick leave, but will not have access to use until successful completion of the Introductory Period (first 6 months).

An employee may accrue and carry over up to one thousand forty (1040) hours (130 days) of sick leave on December 31st, into the new calendar year. If an employee has accrued one thousand forty (1040) hours (130 days) of sick leave, no additional time will accrue.

Wellness Program: On November 1st of each year, an employee who has not used more than twenty four (24) hours of sick leave in that calendar year may sell back sick leave at the employee's base pay rate.

- If the employee has not, or will not reach the maximum amount of sick leave (1040 hours) by December 31st, the employee may sell back up to forty (40) hours of sick leave.
- If the employee has reached the maximum (1040 hours), or will by December 31st, the employee can sell back up to eighty (80) hours of sick leave.
- Employees must have been hired prior to March 1st of the calendar year, to qualify for the Wellness Program.

Employees (or departments, as applicable) are eligible for a twenty dollar (\$20) monthly wellness incentive, paid quarterly, for each month in which no workplace accidents or sick leave occur. This program is designed to encourage a safe and healthy work environment and to recognize consistent attendance and safety awareness. Employees must have successfully completed their Introductory Period (6 months) to participate.

Employees may use sick leave in increments of fifteen (15) minutes.

Louisburg, in its sole discretion, may request medical authorization from an employee's physician prior to the employee's return to work from sick leave. A physician's statement may be required if an employee is absent for three (3) or more consecutive days due to personal illness.

Upon termination of employment, if the employee resigns in good standing with at least a two (2) weeks notice, the employee can be paid a portion of the accumulated sick leave. Payout for unused accumulated sick leave is not to exceed actual amount of leave or leave in excess of seven hundred twenty (720) hours. Payout will be calculated at the employee's base pay rate, based on completed years of service, as provided below:

- 5 completed years of service – payout of 15% of accumulated sick leave.
- 10 completed years of service – payout of 25% of accumulated sick leave.
- 15 completed years of service – payout of 50% of accumulated sick leave.
- 20 completed years of service – payout of 75% of accumulated sick leave.
- 25 completed years of service – payout of 100% of accumulated sick leave.

If the employee has not met a minimum of five (5) completed years, does not leave in good standing, or does not give a minimum of two (2) weeks' notice, then any unused, accrued sick time will be forfeited and will not be paid.

Leave-Sharing (Donated Time) Policy

Louisburg's leave-sharing program allows employees to donate accrued, unused sick leave to employees who would otherwise need to take leave without pay because of catastrophic illnesses or injuries.

Employees are eligible to request donations of leave if they are experiencing catastrophic illnesses or injuries or are caring for family members experiencing catastrophic illnesses or injuries. For the purpose of this policy, an illness or injury is considered “catastrophic” if it poses a threat to life and requires inpatient, hospice, or resident health care. Examples of catastrophic illnesses include heart attacks, cancer and injuries suffered in serious auto accidents.

For the purpose of this policy, “family members” include the employee's spouse, parent, child, brother or sister, including adoptive relatives, but not relatives by marriage (other than the employee's spouse).

To be eligible to request donations of leave, an employee must have:

- worked for Louisburg for a minimum of one (1) year;
- exhausted all earned leave available, to the employee, or will during the requested leave period; and
- received the consent of the employee’s Supervisor.

For additional information, please contact the HR Coordinator.

Jury Duty and Witness Duty

Louisburg grants full-time and regular part-time employees paid time off for mandatory jury duty or as a witness because of the employees City of Louisburg position, in any court. If an employee is excused for jury duty, the employee is expected to return to work during regular working hours.

In order for leave to be reviewed and approved, employees must provide their Supervisor with a copy of a notice, subpoena or court order immediately upon receipt.

After submitting a copy of the jury duty check to Louisburg, eligible employees will receive an adjustment of pay to meet their regular rate of pay.

Time Off to Vote

On official federal, state and local election days, employees may exercise their right to vote in elections. Employees who choose to vote should do so before work or after work. If it becomes impossible to vote before or after work, the employee should speak with the employee’s Supervisor about other options.

Bereavement Leave

Louisburg offers bereavement leave to provide a time of mourning following the loss of an immediate family member. The employee must receive prior approval from the employee’s Supervisor for the use of bereavement leave.

Full-time employees are granted three (3) days paid bereavement leave for the death of an immediate family member. Leave must be used in consecutive work days, not intermittently. For the purpose of this policy, “immediate family” member is defined as a spouse, child, parent, brother, sister, grandparent, grandchild, step family member, in-law or legally adopted relationships of this group. If other family members not included in this group reside in the same household of the employee, leave may also be granted with the approval of the Department Head.

If additional time off is needed for travel or funeral-related activities, employees may request to use Vacation or Personal Leave.

Health, Dental and Vision Insurance

Full-time employees are eligible to participate in Louisburg's health, dental and vision insurance plans on the first of the month following employment, based on the plan's current eligibility guidelines. If an employee does not enroll when initially eligible, the employee may enroll during the next annual enrollment period or when experiencing a qualifying change in status.

For additional information regarding insurance, please contact the HR Coordinator.

Health Savings Account (HSA)

Employees who are enrolled in Louisburg's High Deductible Health Plan (HDHP) may participate in Louisburg's Health Savings Account (HSA) program. The HSA program is a tax-exempt savings account used for the express purpose of paying qualified medical expenses. The HSA program allows employees to allocate pre-tax dollars to be deducted from their salaries in order to pay for eligible out-of-pocket health expenses.

Participation in the HSA program is optional and determined on an annual basis for the plan year. For additional information regarding the HSA program, please contact the HR Coordinator.

Life Insurance

Full-time employees receive life and disability coverage when they become members of the Kansas Public Employees Retirement System (KPERs) Program.

Employees have the option of voluntarily purchasing group life insurance, administered by KPERs, on a payroll deduction basis. The cost of this additional life insurance is paid by the employee and varies with the options selected by the employee.

Louisburg offers on a voluntary basis, to employees only, life insurance through a carrier separate from KPERs. The employee will be responsible for premiums, on a payroll deduction basis.

For additional information regarding life insurance, please contact the HR Coordinator.

Flexible Spending Account (FSA)

Flexible Spending Accounts (FSA) allow full-time employees to set aside money from their paycheck to pay for medical expenses or for dependent care expenses. The amount of money set aside is deposited by Louisburg into the employee's FSA. Employees can enroll in a medical expense FSA, a dependent care FSA or both. Employees must use all of the money deposited in their FSA by the end of the year. Any money that is not used by employees to pay for medical or dependent care expenses by December 31st is forfeited.

Full-time employees can set aside up to the yearly contribution limit, on a pretax basis per year in a medical expense FSA. A medical expense FSA can be used to pay for the employee's medical expenses that are not reimbursed under Louisburg's group health care policy, such as deductibles, copayments, and out-of-pocket expenses.

With a dependent care FSA, full-time employees can set aside up to the yearly contribution limit to pay for their dependent care expenses.

Full-time employees are eligible to enroll in a medical expense and dependent care FSA on their first day of employment. Full-time employees can also enroll in the medical expense and dependent care FSA during the annual benefits open enrollment in December, for a benefit begin date of January 1st.

For additional information regarding FSA, please contact the HR Coordinator.

Retirement Savings Plan

All eligible City employees are required to join the Kansas Public Employees Retirement System (KPERS) program. Louisburg also offers employees enrollment in a voluntary 457 plan. Louisburg does not provide a matching incentive for the 457 plan.

To request the Summary Plan Description, please contact the HR Coordinator.

Employee Assistance Program (EAP)

Louisburg understands that everyone occasionally experiences personal problems that are difficult to manage without assistance. To assist employees in dealing with personal nonwork-related problems, Louisburg offers an Employee Assistance Program (EAP) for use by all employees which is administered through a third-party EAP provider.

Participation in the EAP is voluntary and does not jeopardize employees' job security or career opportunities with Louisburg. Likewise, employees who participate in the EAP are not exempt from their normal job requirements or other Louisburg policies and practices.

A mandatory referral shall be the result of a documented problem or problems related to poor job performance on the part of the employee.

Employees who terminate employment while participating in the EAP will no longer have access to the program.

To request more information, please contact the HR Coordinator.

Tuition Assistance

Louisburg supports efforts by employees to improve their skills and continue their education. In order to assist employees who choose to pursue their education, Louisburg provides tuition reimbursement to help employees offset the costs of their education.

Prior to course registration, the employee should meet with the employee's Supervisor to discuss the relevance of the employee's job or career path with the courses or programs the employee would like to pursue. Louisburg only provides reimbursement for educational costs which are relevant to the employee's current position or intended career path.

In order to be eligible to request tuition assistance, an employee must have:

- met the Introductory Period (6 months) of full-time employment and be in good performance standing;

- enrolled in an accredited educational institution; and
- received the consent of the employee's Supervisor.

Approval of tuition reimbursement will be based on the budget allocation program amount. Approval, after meeting the requirements, will be on a first come, first serve basis.

Employees cannot attend courses or programs during the employee's regular working hours. In addition, employees cannot use working hours to study or complete course assignments.

When courses are complete and employees receive course grades or credit, employees must complete a Request for Tuition Reimbursement form which must be signed by the employee's Supervisor.

Louisburg reimburses employees up to one hundred (100%) percent of the cost of tuition, registration fees, and books or class study materials, up to one thousand five hundred (\$1500.00) dollars per year. Employees must achieve at least a 'C' in courses in order to receive reimbursement. If no grading system is used, employees must submit evidence of satisfactory course completion.

Tuition Reimbursement is not guaranteed, even if qualifications are met, as this is subject to availability of funds. Priority will be given to a first serve basis. Reimbursements may be reduced by any financial assistance the employee receives from another source. If an employee fails to disclose other education assistance the employee may be responsible for repayment or be ineligible for reimbursement in the future. Reimbursements may be considered as taxable income.

Employees who voluntarily leave employment with Louisburg within one (1) year after receiving tuition reimbursement must reimburse Louisburg for the entire amount of the tuition reimbursement received during that year. Tuition reimbursement to Louisburg shall be made through the final paycheck, if this is insufficient to cover the cost of repayment, the employee will be required to set up a payment plan five (5) days after the employee's last day of employment with Louisburg. Exceptions to the reimbursement obligations may be granted at the sole discretion of the City Administrator.

Consolidated Omnibus Budget Reconciliation Act (COBRA)

COBRA provides employees and their qualified beneficiaries the opportunity to continue health insurance coverage under Louisburg's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events may include, but are not limited to resignation, termination of employment or death of an employee, a reduction in an employee's work hours, a leave of absence, an employee's divorce, or legal separation and/or a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at Louisburg's group rate, plus an administration fee. Louisburg provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under Louisburg's health insurance plan. The notice contains important information about the employee's rights and obligations.

Unpaid Leave of Absence (LOA)

Occasions may arise when an employee desires extended time off for personal reasons. Leave may be for reasons of illness, maternity, paternity, adoption, or to provide extended care to a spouse, child or parent for up to twelve (12) weeks. The City Administrator, in their sole discretion, may grant employees an unpaid LOA for such purposes. Each request is handled individually taking into account employees work record, length of service and nature of request.

If the employee requires an extended LOA beyond the permitted twelve (12) weeks, a request in writing must be presented to the Department Head at least two (2) weeks in advance of the requested departure date. If granted, the employee may use accrued, authorized Vacation Time, Personal Leave Time, and/or Sick Leave, while the employee is on LOA. If the employee does not have accrued paid leave, the absence will be unpaid. Employees on a LOA may be permitted to continue health insurance coverage provided they make arrangements to pay the employee and dependent coverage premiums. An employee's failure to pay a premium within thirty (30) days after it becomes due may result in cancellation of coverage.

At the expiration of leave or any extension thereof, the employee shall be reinstated in the same job held before leave, if available. If the same job is not available, the employee will be reinstated in a similar job which the employee is qualified to perform.

If the employee fails to report at the expiration of the approved LOA, the employee will be considered to have abandoned the employee's job and voluntarily terminated employment with Louisburg.

Leave for Victims of Violence

An employee is eligible for leave if they are the victim of domestic violence or sexual assault. Employees shall first use accrued paid leave. If an employee does not have accrued paid leave or uses up all accrued paid leave, the employee shall be granted unpaid leave not to exceed a total of eight (8) days in a calendar year.

An employee who is the victim of domestic violence or sexual assault shall be provided leave for any of the following: (a) To obtain or attempt to obtain any relief to help ensure the health, safety, or welfare of the victim or the victim's children, including, but not limited to: a temporary restraining order, restraining order, or injunctive relief; (b) To seek medical attention for injuries caused by domestic violence or sexual assault; (c) To obtain services from a domestic violence shelter, domestic violence program, or sexual assault crisis center as the result of domestic violence or sexual assault; or (d) To appear in court proceedings as a result of domestic violence or sexual assault.

In order to qualify for leave, the employee shall give reasonable advance notice to their Department Head or the City Administrator unless such notice is not feasible. Within forty-eight (48) hours of returning from leave, the employee shall provide the Supervisor or the City Administrator documentation that supports the need for the leave, which may include, but is not limited to, any of the following:

- A police report verifying that the employee was the victim of domestic violence or sexual assault;
- A court order of protection or other evidence from the court or the prosecuting attorney; or
- Documentation from a medical professional, domestic violence advocate, advocate for victims of sexual assault, health care provider, or counselor for the employee verifying that the employee

was undergoing treatment for physical or mental injuries or abuse resulting in victimization from an act of domestic violence or sexual assault.

The request for leave and any documentation presented by the employee to the Department Head or the HR Coordinator shall remain confidential to the extent allowed by law. Any request for, or documentation of, such leave presented to a Department Head must immediately be forwarded to the HR Coordinator under confidential cover.

Family Medical Leave Act (FMLA)

Louisburg is a covered employer subject to various notice requirements in the federal Family and Medical Leave Act. However, at this time, because Louisburg does not employ 50 or more employees, no Louisburg employee is an “eligible employee” as that term is defined by the Family and Medical Leave Act. Should Louisburg employ 50 or more employees, a Family and Medical Leave policy will be adopted and the Handbook amended.

Parental Leave

Louisburg will provide up to eight (8) weeks of unpaid parental leave to exempt and non-exempt employees following the birth of an employee’s child or the placement of a child with an employee in connection with adoption or foster care. The purpose of parental leave is to enable the employee to care for and bond with a newborn or a newly adopted or newly placed child.

Eligible employees must meet the following criteria:

- Have been employed with Louisburg for at least twelve (12) months; and
- Have given birth to a child; or
- Be a spouse or committed partner of a woman who has given birth to a child; or
- Have adopted a child or been placed with a foster child (in either case, the child must be age seventeen (17) or younger). The adoption of a new spouse’s child is excluded from this policy.

Approved unpaid parental leave may be taken at any time during the twelve (12) month period immediately following the birth, adoption, or placement of a child with the employee. In the event of a female employee who herself has given birth; the eight (8) weeks of unpaid parental leave will run concurrent of any short-term disability leave/benefit provided to the employee for the employee’s own medical recovery following childbirth. Employees must take parental leave in one continuous period of leave. Upon termination of the individual’s employment at Louisburg, he or she will not be paid for any unused paid parental leave for which they were eligible.

To request paid leave, an employee must provide their Supervisor and with notice of the request for leave at least thirty (30) days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible).

Military Leave

Louisburg complies with all requirements of the Uniformed Services Employment and Reemployment Rights Act (USERRA) and any applicable state military leave laws.

With proper documentation, a request for military leave for reserve duty or for active duty in the United States military or in the state national guard will be granted to any regular full-time or part-time employee without pay. Employees must promptly notify their Supervisor upon receipt of orders.

If an employee's absence is expected to last six (6) months or less, the employee will be placed on military leave of absence status. If an employee's absence is expected to exceed six (6) months, or the length of absence cannot be reasonably estimated, the employee will be separated from employment subject to reinstatement and bridging of service rights as required by law. The maximum amount of military leave is a cumulative period of five (5) years, as provided by law.

At the option of the employee, the employee may use previously earned, but unused, vacation hours while on military leave of absence. Upon return from military duty, an employee will be restored to such job and credited with such seniority and benefits as may be required by law.

If an employee has questions regarding Louisburg's military leave policy, applicable state and federal laws and continuation of benefits, the employee should speak with the HR Coordinator.

Section 5: Performance Standards

Performance Evaluations

The purpose of performance evaluations is to provide an objective and consistent means of measuring employees' overall effectiveness in their jobs and to set goals for future performance and professional growth. Supervisors and employees are given an opportunity to communicate openly regarding expected standards of performance, noteworthy accomplishments and progress, areas for improvement and career development potential. Performance evaluations are documented and signed by the employee and the employee's Department Head.

The employee performance process is ongoing, and the employee's Supervisor will discuss job performance with the employee regularly and informally.

Attendance and Punctuality

Louisburg expects employees to be present during their designated working hours. Attendance, punctuality, dependability, and a commitment to do the job right are essential at all times. As such, employees are expected to be at work on scheduled workdays, during scheduled work hours, and to report to work ready and on time.

The following are examples of violations of the attendance and punctuality policy:

- excessive tardiness and absenteeism;
- leaving work early without a Supervisor's approval;
- unauthorized absences from the work area; and
- failure to directly notify the employee's Supervisor of an absence before the beginning of the scheduled work day.

Occasionally it may be necessary for an employee to be absent or late for the employee's work shift. Louisburg is aware and sensitive to the nature of emergencies, illness, or pressing personal business which

cannot be scheduled outside of an employee's work hours. Sick days and vacation days are provided for these occasions.

It is the responsibility of the employee's Supervisor to monitor and maintain a record of the employee's attendance.

The employee must notify their Supervisor if they will be absent at least thirty (30) minutes prior to the beginning of the employee's scheduled work day. If an employee is absent for three (3) consecutive work days without directly notifying the employee's Supervisor, the employee will be considered to have abandoned the employee's job and voluntarily terminated employment with Louisburg.

All employees are expected to be at their work station ready to begin work promptly at their scheduled start time. Employees must notify their Supervisor if they are unable to report to work on time. Violations of the attendance and punctuality policy may result in disciplinary action, up to and including termination.

Progressive Discipline

Louisburg administers equitable and consistent discipline for unsatisfactory conduct or performance in the workplace. Louisburg's own best interest lies in ensuring fair treatment of all employees and in making certain disciplinary actions are prompt, uniform and impartial. The major purpose of any disciplinary action is to correct the problem, prevent its recurrence and prepare the employee for satisfactory service in the future.

Disciplinary action may call for any of the following four (4) steps – verbal warning, written warning, suspension without pay, or termination of employment – depending on the severity of the problem and the number of occurrences. Probation, salary reduction and demotion may run concurrent to a written warning. There may be circumstances when one or more steps are bypassed, at the City Administrator's discretion.

Progressive discipline means, with respect to most disciplinary problems, these steps will normally be followed: a first offense may call for a verbal warning; the second offense may be followed by a written warning; the third offense may lead to an unpaid suspension; and the fourth offense may then lead to termination of employment.

Louisburg recognizes there are certain types of employee problems serious enough to justify either a suspension, or in extreme situations, termination of employment, without going through the progressive discipline steps. By using progressive discipline, Louisburg hopes most employee problems will be corrected at an early stage, benefiting both the employee and Louisburg.

Problem Resolution

Each employee is expected to work in a cooperative manner with management, coworkers and vendors.

Employees will not be penalized, formally or informally, for making a complaint as long as they do it in a reasonable, business-like manner and in good faith. If a situation occurs when an employee believes an employment action or a decision which affects the employee is not fair, the employee is encouraged to present the problem to the City Administrator. If the concern lies with the City Administrator, please report situation to the HR Coordinator for alternative reporting procedures.

Dispute Procedure

A dispute must be submitted in writing within five (5) business days following the event upon which the dispute is being made. Disputes shall be submitted to the employee's immediate Supervisor with a copy to the HR Coordinator. All disputes shall include:

1. A statement of all relevant facts upon which the dispute is based and a specific regulation or policy which the employee believes was violated.
2. The remedy or adjustment sought.
3. Disputes shall be signed by the employee and dated as of the date of submission.

The immediate Supervisor shall forward the dispute along with his or her recommended resolution to the Department Head within five (5) business days of receipt. The immediate Supervisor's recommended resolution shall include confirmation or denial of each factual allegation set out in the dispute, along with any recommended remedy or adjustment.

In the event that the dispute involves discrimination or retaliation by the immediate Supervisor, or termination, demotion or suspension without pay, the employee may present the dispute directly to the City Administrator.

The Department Head shall render a written decision on the dispute within five (5) business days following receipt of the immediate Supervisor's recommended resolution. Copies of the Department Head's decision will be sent to the employee, the immediate Supervisor involved and the HR Coordinator.

If the employee is dissatisfied with the decision of the Department Head, the employee may submit the dispute and the decision to the City Administrator for review. Requests for review must be submitted in writing within five (5) business days following receipt of the Department Head's decision. The City Administrator shall render a written decision on the request within five (5) business days. The City Administrator's decision shall be final and conclusive. Copies of the City Administrator's decision will be sent to the employee, immediate Supervisor, Department Head involved and the HR Coordinator.

A dispute not advanced to the subsequent step within the time limit provided shall be deemed permanently withdrawn, and as having been settled on the basis of the decision most recently given. Failure on Louisburg's representatives to answer within the time limit set forth in any step will entitle the employee to proceed to the next step.

In the event that the City Administrator is unavailable (vacation, illness, etc.) to respond to a dispute, the City Administrator may appoint a designee to respond to the dispute or Louisburg may, at its option, extend the time for responding to the dispute.

Details of dispute and investigations shall be kept as confidential as possible. No dispute shall be viewed or decided by any person outside Louisburg, unless approved by the City Administrator. The City Administrator has the right to bring in a third-party mediator and/or the City Attorney.

Retaliation in any form against an employee who has filed a dispute in good faith is prohibited and cause for disciplinary action pursuant to this Handbook. No employment-related decision shall be made in retaliation for filing a dispute in good faith. Harassment allegations should be made through the procedures described in the Harassment Policy of this Handbook, not the procedures listed in this Dispute Procedure policy.

If a dispute is filed with any other agency or court with concurrent jurisdiction concerning the subject matter of a dispute filed pursuant to this policy, the dispute may, at Louisburg's option, be held in abeyance until such other agency or court has rendered its decision.

Section 6: Safety and Security

Health and Safety

Louisburg strives to provide each employee with a safe, comfortable, and healthy work environment. Louisburg provides employees with the tools, training, facilities, and information necessary to work in a safe and efficient manner. Louisburg asks employees to approach work with a thoughtfulness which reflects respect for individual health and the safety of co-workers. Anyone who feels unsafe in the employee's work environment should notify the Supervisor or Department Head.

Building Security

Louisburg employees should make every effort to be aware of strangers on the premises. Anyone noticing an unfamiliar or unauthorized person on the premises should contact a Supervisor. Employees must lock any area they unlock before leaving, unless another authorized employee has assumed responsibility for securing the premises. Keys or keycards are provided to employees requiring access and are the property of Louisburg. All employees with a key or keycard must return it immediately upon request.

Employees should not bring large sums of money, jewelry, or other valuables to work. Louisburg is not responsible for personal property that is lost, damaged, stolen or destroyed, including personal vehicles.

On-The-Job Accident Reporting

Any job-related injury or illness, regardless of severity, must be reported immediately to the employee's Supervisor for prompt and trained evaluation and medical attention. For non-life-threatening injuries, the employee must report the accident or injury to the employee's Supervisor within twenty-four (24) hours. This policy is not to preclude an employee from calling 911 or emergency personnel should the situation warrant immediate medical attention. The employee's Supervisor will complete an initial safety incident report and forward it to the main office.

Failure to observe and follow the accident reporting procedures is grounds for disciplinary action, up to and including termination of employment.

Workplace Violence Prevention

Louisburg is committed to preventing workplace violence and creating a safe work environment. This policy explains Louisburg's guidelines for dealing with intimidation, harassment, violent acts or threats of violence which might occur during business hours or during work-related settings. Louisburg does not allow behavior in the workplace at any time which threatens, intimidates, or coerces other employees or vendors.

Employees should immediately report a violent act or a threat of violence by anyone to their Supervisor. Louisburg will promptly investigate all reports of violent acts or threats of violence, as well as all suspicious people and activities involved. Louisburg will protect the identity of a person who makes a report when reasonably possible to do so under the circumstances. Until Louisburg has investigated a report, Louisburg

may suspend an employee, either with or without pay, if Louisburg believes it is necessary for safety reasons and/or to conduct the investigation. If an employee commits a violent act, threatens violence, or violates these guidelines in any way, the employee will be subject to disciplinary action, up to and including termination.

Louisburg wants to help employees resolve their problems before they become more serious and possibly violent. Louisburg will not discipline any employee who reports violent acts or threats of violence to Louisburg's attention in good faith.

Tobacco Use

Louisburg prohibits the use of tobacco in any form throughout all of Louisburg's offices, indoor facilities, Louisburg property and vehicles. Employees may use tobacco products outside in the designated areas during approved breaks. Please contact the HR Coordinator for additional information regarding when and where tobacco may be used.

Drug and Alcohol Use

Louisburg is committed to providing and maintaining a drug-free and alcohol-free workplace. Therefore, the following conduct is prohibited on or in Louisburg's property or on Louisburg's time, by employees and non-employees:

- the unlawful use, possession, sale, distribution, dispensation, or manufacture of any illegal drug;
- the use, possession, transfer, or sale of any paraphernalia which is reasonably believed to be used in connection with illegal drugs;
- working while under the influence of illegal drugs, even if used or consumed off-duty or off-premises; and/or
- working while under the influence of alcohol, even if used or consumed off duty or off premises.

"Legally prescribed drugs" are defined as any prescription or nonprescription drug which may impair working ability. If an employee takes a legally prescribed drug the employee must notify the employee's Supervisor if its use is expected to adversely affect the performance of the essential functions of the employee's job. Employees have a duty to know if the legal prescription or nonprescription drugs they are taking may impair their ability to work.

Louisburg will conduct drug and/or alcohol testing of any employee involved in a work-related accident or injury under circumstances which suggest possible use or influence of drugs or alcohol in the accident or injury event. "Involved in an on-the-job accident or injury" means not only the one who was or could have been injured, but also any employee who potentially contributed to the accident or injury event in any way.

There may be occasions when Louisburg or a citizens may sponsor an event where alcoholic beverages are served. Employees are viewed as representatives of Louisburg, either working or attending such events. Louisburg expects employees to act in a professional manner, so not to damage or negatively impact the reputation of Louisburg, or expose Louisburg to undue legal liability. Employees should not operate motor vehicles or engage in hazardous activities if impaired by alcohol, legal substances, or illegal

substances. Employees violating this policy may be subject to termination, in addition to civil and/or criminal penalties.

Louisburg reserves the right to conduct drug and/or alcohol tests at any time while an employee is on work time, with or without reasonable suspicion and with or without advance notice. Such testing may include pre-employment (including job transfers and promotions), post-accident, reasonable suspicion, periodic, random, post-leave, post-rehabilitation, and/or any other types of testing. In addition, Louisburg reserves the right to search employees and their work areas without advance notice and without reasonable suspicion. Refusal to cooperate in these procedures may result in disciplinary action, up to and including termination.

Employees in Safety Sensitive Positions are subject to additional provisions provided under other departmental operating policies. The Drug and Alcohol testing procedures are set forth in Addendum A. Please visit the HR Coordinator for more information.

Louisburg Vehicles

Employees whose work requires the operation of a Louisburg owned motor vehicle must have and maintain a valid driver's license, as well as maintain a clean driving record which is acceptable to Louisburg's insurer. Motor vehicle record checks may be conducted periodically to ensure compliance.

No employee shall multitask while operating a Louisburg vehicle. Multitasking includes, but is not limited to, texting, reading, emailing, or writing. Violation of this policy may result in immediate loss of Louisburg vehicle privileges. If necessary, additional disciplinary actions may be taken, up to and including termination.

Louisburg may require some employees to obtain a commercial driver's license (CDL) as a condition of employment. The cost of obtaining a CDL may be reimbursed to the employee upon request. This reimbursement is excludable as taxable compensation to these employees.

Personal use of a Louisburg owned vehicles is not permitted unless otherwise approved in advance by the City Administrator or by contract. Emergency vehicles or vehicles operated by employees that are engaged in waiting on-call are exempt from this requirement.

All incidents related to the vehicle must be reported immediately to the Department Head. In the case of an accident, a police report shall be requested and filed immediately before leaving the scene.

Use of Personal Vehicles

In most instances, a Louisburg owned vehicle will be provided for job-related travel. Whenever a personal vehicle is used by an employee for Louisburg, mileage may be reimbursed at the IRS approved rate and this reimbursement is excludable as taxable compensation to these employees. Prior reimbursement approval shall be authorized in advance of travel.

Proper safety and security measures are essential when using personal vehicles to conduct Louisburg business. Employees are solely liable for any moving violation and/or fines which result from any driving infractions. There must be insurance on the private vehicle, including collision, liability and property and bodily injury for vehicle occupants.

Failure to abide by the following rules when operating a personal vehicle while conducting Louisburg business may result in disciplinary action, up to and including termination of employment:

- employees must have and maintain a valid driver's license;
- employees must obey standard operating procedures for vehicle operation;
- employees are prohibited from multitasking while operating a vehicle. Multitasking includes, but is not limited to, texting, reading, emailing or writing;
- employees must obey all local, state, and federal laws and regulations;
- in case of an accident or damage to either personal property or the vehicle, employees must notify the Department Head without delay, no matter how minor the damage; and
- employees must report any incident which changes the category of an employee's driver's license or insurability immediately to the employee's Supervisor.

Vehicle Cash Allowances: Some employees for Louisburg may be paid a cash vehicle allowance in lieu of being provided with a city owned vehicle for use during the workday. A cash vehicle allowance is considered taxable compensation and will be paid through the payroll system.

Emergency Closings

There may be times when emergencies, such as severe weather, fires, power failures or tornadoes, disrupt normal business operations at Louisburg or require that Louisburg close a work facility. The City Administrator, at their sole discretion, will decide whether Louisburg offices will be closed or remain open for normal business operations during emergency situations. The City Administrator will notify employees of emergency closings, through a determined chain of communication.

When the City Administrator determines Louisburg offices are officially closed due to emergency conditions, employees who are regularly scheduled to work during this time will receive their regular rate of pay and such pay will not be deducted from the employee's vacation accrual balance. When the City Administrator determines Louisburg offices will remain open for normal business operations, but an employee is unable to report to work, the employee will not be paid for the time off. However, the employee may request to use accrued Vacation or Personal Leave.

Designated emergency and essential personnel will be required to work as needed to maintain critical Louisburg operations and services. Office, administrative and other essential employees may also be directed to work remotely, when feasible, to provide continued support to Louisburg functions. Employees will be notified of their work expectations by their Department Head or Supervisor during such closures.

Workers Compensation

The workers compensation program provides insurance coverage for injuries or illnesses which occur during the course of an employee's employment and require medical, surgical or hospital treatment. Subject to legal requirements, workers compensation insurance begins after a short waiting period. If an employee is hospitalized, the benefits begin immediately.

It is important for employees to inform their Supervisor of any work-related injury or illness immediately. Prompt reporting helps to ensure that employees qualify for coverage as quickly as possible and allows Louisburg to complete an investigation, if necessary.

Section 7: Termination of Employment

Termination of Employment

Termination of employment is inevitable within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- Resignation - voluntary employment termination initiated by an employee.
- Discharge - involuntary employment termination initiated by Louisburg.
- Layoff - involuntary employment termination initiated by Louisburg for non-disciplinary reasons.
- Retirement - voluntary employment termination initiated by the employee meeting age, length of service and any other criteria for retirement from the organization.

Since employment with Louisburg is “at will”, both the employee and Louisburg have the right to terminate employment at any time, for any reason or no reason, with or without cause. Employees will receive their final paycheck in accordance with the applicable state law.

Employees who voluntarily resign from Louisburg are requested to provide at least a ten (10) business day notice in writing of their intent to resign. Holidays, sick leave and vacation leave will not be counted toward the ten (10) day notice. Notice should be signed and include the employee’s anticipated date of departure, reason for resignation and other pertinent data. Louisburg reserves the right to release an employee prior to the employee’s anticipated departure date. An employee’s separation date is the last day the employee works in the office.

Employees must resign in good standing and give a minimum of a ten (10) business day notice to receive payment for unused leave time. Employees who fail to resign in good standing, who are discharged for cause, or who voluntarily terminate Louisburg employment without giving a minimum of ten (10) day notice, shall not receive pay for any accrued benefits other than unused vacation and any accumulated compensatory time.

Employee Acknowledgement Form

I acknowledge that I have received a copy of this Employee Handbook (hereinafter “Handbook”) from the City of Louisburg (“Louisburg”).

I understand it is my responsibility to read and comply with the policies contained in the Handbook and revisions made to it. I understand that I should consult the HR Coordinator regarding questions not answered in the Handbook.

I understand Louisburg reserves the right to modify, change, delete, supplement, rescind, or revise information contained in the Handbook, as Louisburg deems necessary or appropriate, at its sole and absolute discretion and with or without advance notice. Changes will be communicated through standard communication channels. The City Administrator must approve revisions to the Handbook. I understand that the Handbook is the property of Louisburg and I must return it to Louisburg at the conclusion of my employment.

I have entered into my employment relationship with Louisburg voluntarily and acknowledge that there is no specified length of employment. I understand my employment with Louisburg is “at will”, and either I or Louisburg may terminate the employment relationship, with or without cause, for any reason or no reason, at any time, so long as there is no violation of applicable federal or state law.

Furthermore, I acknowledge that this Handbook is neither a contract of employment nor a legal document. I have received the Handbook, and I understand that it is my responsibility to read and comply with the policies contained in this Handbook and any revisions made to it.

Employee Signature: _____

Printed Name: _____

Date: _____

Memo

To: Louisburg Governing Body

From: Nathan Law

Date: January 15, 2026

Re: Council Chamber Audio / Visual

Background: Last discussed November 17, Council directed to try and find local, volunteer assistance with this project. After that meeting two local individuals came and reviewed the BoxCast setup and identified and installed a different audio connection to use with the current setup. The sound quality following that installation seems to have improved the audio as part of the broadcast of Council meetings. That leaves the visual components as part of this project left to consider. Imagine IT was asked to provide quotes for camera options to replace or add to the current camera used for broadcasting Council meetings. They provided the following camera and pricing options:

Canon VIXIA HF G70 4K Camcorder w/20x Opt Zoom/HDMI Out <i>(Good option)</i>	\$1,575.44
Canon XF605 UHD 4K HDR Pro Camcorder – 1" CMOS Sensor, 15x Optical Zoom, Dual Pixel AF, Wi-Fi, Broadcast & Event Professional Video Camera (5076C002) + 64GB Memory Card <i>(Better Option)</i>	\$5,288.85
PTZOptics Move SE SDI/HDMI/USB/IP PTZ Camera with 20x Optical Zoom (Gray) (PT20X-SE-GY-G3) + Lens Cleaning Kit + HDMI Cable + Ethernet Cable + Color Wire Ties	\$1,551.35
PTZOptics MOVE 8.4 Megapixel Indoor 4K Network Camera - Color - Gray - 30 ft Infrared Night Vision - MJPEG, H.264, H.265, YUY2 - 3840 x 2160 - 6.25 mm- 125 mm Varifocal Lens - 20x Optical - 60 fps - CMOS - Gigabit Ethernet - USB - HDMI - Au	\$4,195.20

Other items priced but not included are TVs (\$1,200+ for larger screen) and wall mount brackets (\$200+/each) as those items are easy to source separate from these IT services. Also not included are the wired or wireless options to connect from a laptop to one or more projectors or televisions in the Chamber. There are wireless solutions (\$150+) that may accommodate this and may similarly be sourced separately from these IT services.

To consider along with this is the quality of the existing camera. The visual quality currently afforded by the current camera allows for adequate viewing of the meeting, typically showing Council, staff on either side of the dais, and typically shows in profile anyone standing at the podium. If the camera quality is not a concern, reorganizing where staff is seated and where the podium is located, may allow for better ability to see a speaker at the podium, even if it places that person farther from the camera.

In-house displays, whether projectors or televisions, may be added and placed throughout the chamber. Televisions with brackets will afford a better ability to direct the display to an intended audience, whether facing the Council or the audience. Projectors require physical placement to cast the image, and the display is limited to the object onto which it is cast. That will limit projectors/images either to the side walls or a screen that will be placed somewhere that may impede visibility in the chamber.

Financial: This project was budgeted in 2025. As a General Fund project, this may not require a budget amendment in 2026 due to the budgeted reserve.

Legal: Nothing at this time.

Recommendation: Discuss the Council Chamber visual upgrade options as provided and direct staff as desired. If replacement or additional camera(s) is not agreeable, consider display options to improve the

Sample Motions: None at this time.

Memo

To: Louisburg Governing Body

From: Nathan Law

Date: January 15, 2026

Re: Countryside Drive Update

Background: Since the discussion in December, staff has worked with USD No. 416 to look at ways to alleviate concerns brought to Council by residents of Countryside Drive. The alternative approach asked of the USD was for parking and sidewalk access to both JV fields to be on Wildcat Drive. The Board of Education discussed as part of its meeting the alternative approach and the tradeoffs for the project as a result therefrom. From staff and/or Board conversations, the following are the key considerations asked of Council as part of this alternative:

- Shifting JV field parking/access to Wildcat Drive only (Figure 1)
 - This will alleviate the additional traffic concerns
- Keeping the existing access on Countryside Drive
- Allow existing and expanded parking lot off Wildcat Drive to remain gravel for a few years
 - This will reduce cost impact to USD No. 416 as part of the alternative
 - There will still be addition of paved portions for ADA parking and accessibility

Requested through overlapping conversations:

- No Outlet sign added to Countryside Drive, south of S. 5th Street E. (Figures 2 & 2.1)
- No Parking signs added to both sides of Countryside Drive, between Wildcat Drive and S. 2nd Street E. (Figure 3)
 - There are already No Parking signs on Countryside Drive south of S. 5th Street E.
- No Parking signs added to both sides of Wildcat Drive (Figure 4)

Financial: To be determined based on whether City or USD No. 416 purchases signs as approved.

Legal: Nothing at this time.

Recommendation: Discuss requested items as listed herein and direct staff accordingly.

Sample Motion: *I move to approve ...*

- No Outlet sign added to Countryside Drive as presented
- No Parking signs added to Countryside Drive (specify as needed)
- No Parking signs added to Wildcat Drive (specify as needed)

... to be paid for by (City of Louisburg or USD No. 416), and to request Planning Commission to revisit the project site plan as it pertains to the gravel parking lot request.

Figure 1 – Wildcat Drive Parking Lot Location

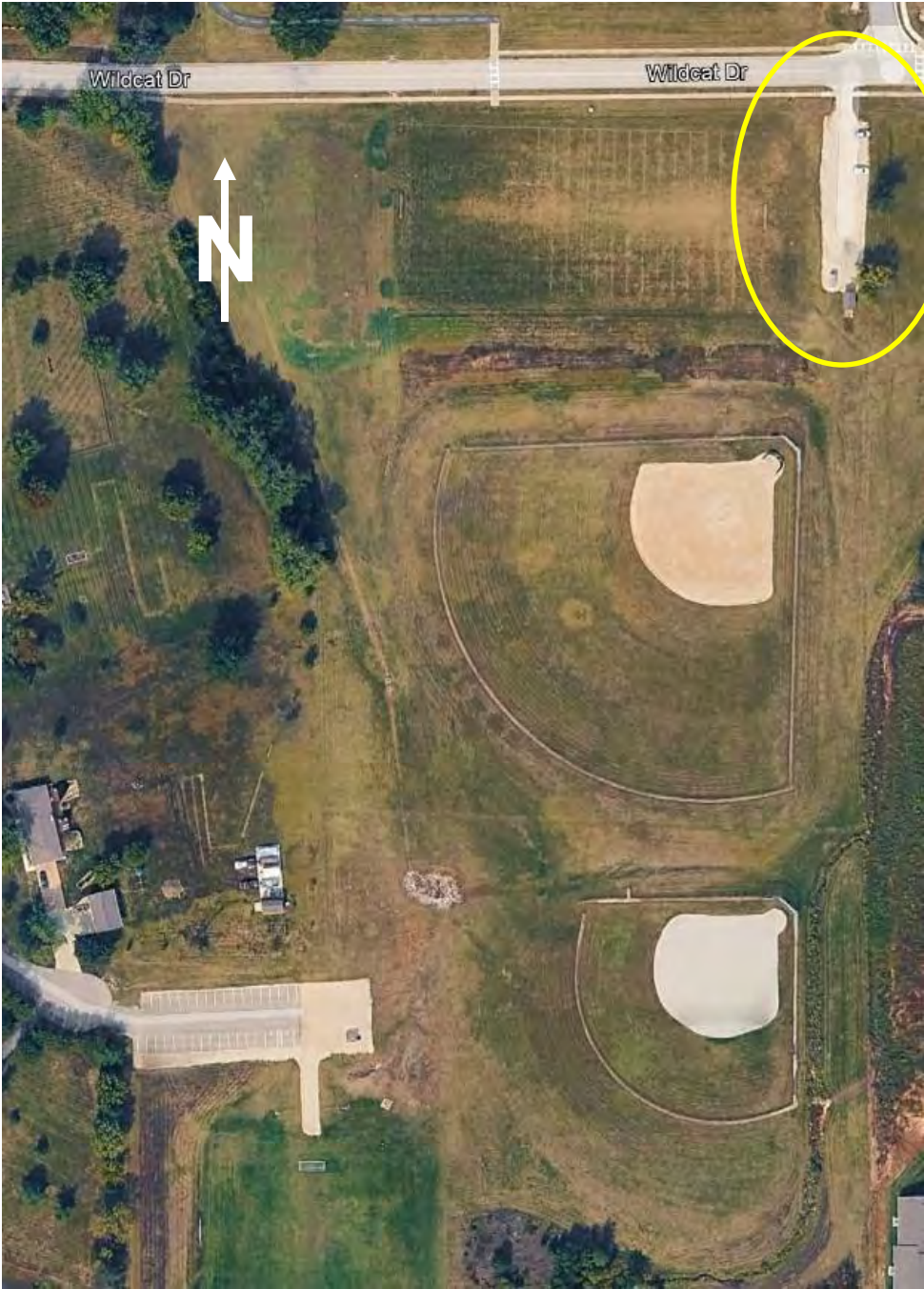


Figure 2 – Stop Sign Location



Figure 2.1 – Add No Outlet Sign



Figure 3 – No Parking Signs Requested

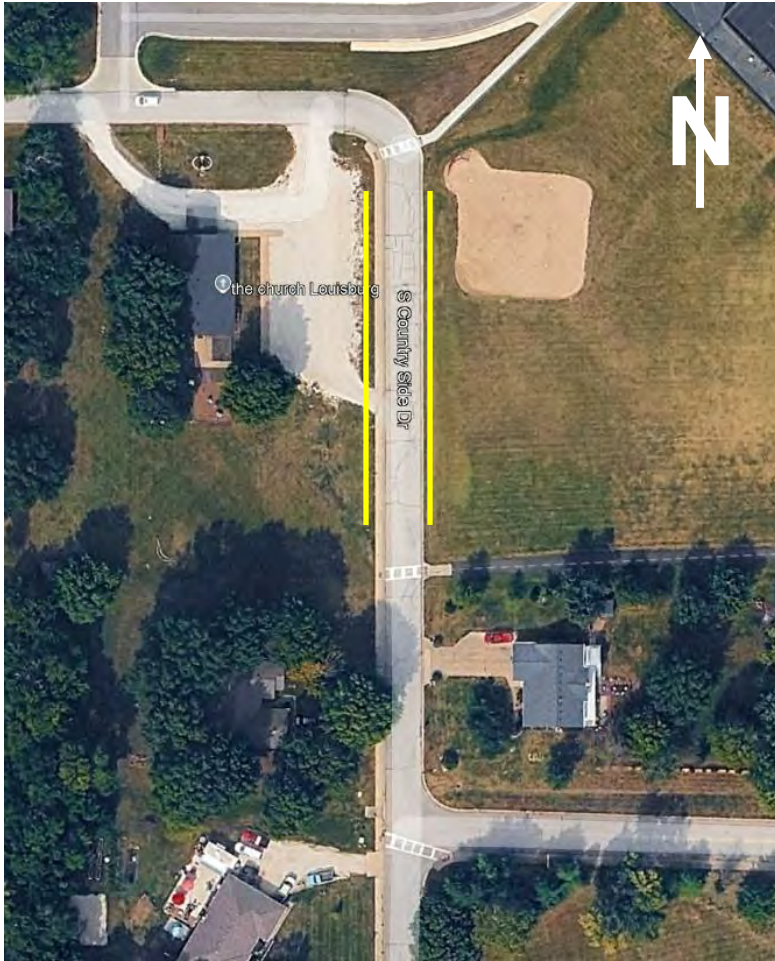


Figure 4 – No Parking Signs Requested



Memo

To: Louisburg Governing Body

From: Nathan Law

Date: January 15, 2026

Re: Governing Body Handbook Draft Review

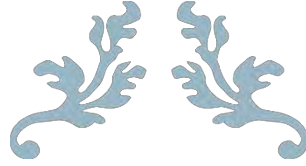
Background: Council has worked through a series of workshops to compile and edit a draft Governing Body Handbook. Following the most recent workshop, staff has made minor additional edits to the document based on Council direction and is presenting this as a draft final version of the same. While the document attached is mostly complete with the form as previously discussed, there is still a note on page 22 regarding a more detailed definition of decorum and citing the Civility, Conduct and Governance Policy example from Cypress, CA. At the last workshop there was a staff request for Governing Body members to review that example and either provide notes on what is liked or not liked to staff directly, or bring those notes to this discussion. To date staff has received one set of notes that consist primarily of edits to the example.

Financial: Nothing at this time.

Legal: Nothing at this time.

Recommendation: Review the draft Governing Body Handbook and direct staff on additional edits to content, what portions, if any, to include from the Civility, Conduct and Governance Policy example, and consider directing staff to make final edits and return a clean final copy to the next meeting.

Sample Motion: None.



GOVERNING BODY HANDBOOK

Adopted on __-__-2025

Revised on __-__-2025



City Council

Donna Cook, Mayor

Steve Town, Councilmember – At-Large

Scott Margrave, Councilmember – Ward 1

Tiffany Ellison, Councilmember – Ward 2

Ryan Graves, Councilmember – Ward 3

Kalee Stone, Councilmember – Ward 4

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Chapter 1 – Introduction

Welcome to City Government! Public service is one of the highest and most honorable tasks a citizen can undertake. Those who rise to the challenge of leadership, particularly at the local level where government is closest to the people, are the true gatekeepers of democracy. Thank you for your commitment to the City of Louisburg.

This handbook is designed to help all Council members, but it is tailored to newly elected or appointed Council members to quickly get to know the structure of the City, and to better understand the role elected officials play in that structure. This handbook may be used in conjunction with the *Governing Body Handbook* published by the League of Kansas Municipalities, copies of which are made available through the City's membership thereto.

Being a municipal leader takes work and we are grateful that you've taken on the challenge. Leadership and team skills must be learned. You will need to listen to the residents of the City and then work effectively with the rest of the Governing Body to achieve the goals for the entire City.

Our hope is that you find everything you need here, but if your questions cannot be found in this handbook, please feel free to contact the City Administrator who will answer your question.

Best of luck on this journey!

Chapter 2 – Getting Started

So Now You're a Council Member

By their action at the polls, the people of your community have given you a vote of confidence and expressed faith in your ability to act in their best interest. As a newly elected or appointed member of the City Council, you may have a lot to learn about providing leadership and governing. But don't take yourself or the business of government so seriously that you don't enjoy it. It can and should be a fun as well as rewarding experience.

Your First Days on the Job

At the second Monday in January, newly elected officials are sworn in following the general election in November and receipt by the City Clerk of the Certificate of Canvass from the Miami County Board of Commissioners. For elected Council members, your term is three years beginning the date you are sworn in and ending the second Monday of January of the third year of your service.

New Council members may be overwhelmed at first by all they need to learn and the amount of time involved. Others are surprised to discover there are limits on their role in making decisions and setting policy. What is clear, however, is that it is a very big job.

Getting Oriented

First thing you are encouraged to do, following election and ideally before being sworn in, is attend a welcome and orientation meeting provided by City staff. During that meeting, the City Administrator and department heads will brief you on core services and current projects. It is a broad overview of the functions of the City. Tours of key City facilities and services are also available if you would like. Take this opportunity to learn all you can about the City structure, its history, operations and financing. Take time to individually visit with the Mayor and other Council members to gain an insight into their perspectives and experience. At any time, for new or current Council Members if there are facilities or programs about which you would like more information, inform the City Administrator and arrangements will be made to increase your awareness of these operations.

Review Key Documents

Several days before each Council meeting (usually Thursday), an agenda packet will be delivered to you to read prior to the meeting. You may receive information at orientation sessions that you can read later and use as reference during your time on the Council. You will also receive other documents such as the Code of Procedure for Kansas Cities which will help you do your job. Don't be afraid to ask questions; you are not expected to know all the answers immediately. Find out about anything you need to know for a better understanding of City operations and issues facing the community. Familiarize yourself with comprehensive planning documents to understand previously set long-term priorities. The information can come fast and furious; feel free to go back and get items clarified or better explained at any time.

Legal Restrictions

Keep in mind that our City's ordinances, as codified in our City Code book, as well as other legally adopted regulations, such as the traffic code and zoning regulations, must be followed until the Governing Body takes action to amend them. If you are unsure of your responsibilities or authority in certain areas, seek clarification from the City Administrator or City Attorney.

Value and Respect Your Staff

Recognize that the City has an experienced and professional staff and that these individuals are a valuable resource – treat them with respect and don't take them for granted. Much of the staff have served the community for many years and have a valuable historical perspective which can help fill in the gaps for a new Council member.

Take it Slowly

Resist the urge to recommend drastic changes before you know how everything works. Many of the City's policies have evolved over years through trial and error. While some things may appear to need an overhaul, it pays to watch for a while before trying to change things. Don't seek change simply to do things differently! Give yourself some time to learn the fundamentals.

Public and Private Sector Differences

A word of caution... some may run for office with the pledge to “run the City like a business.” While there are similarities, there are some important differences between the public and private sectors that will become apparent as you get used to your new role. Here are just a few of those differences:

- **Most of your work will be done in the public eye.** Consequently, things move more slowly and take more time. The majority of deliberations of the Governing Body are done in public meetings, and most records are available to the public.
- **City programs and facilities don't pay for themselves.** We don't charge fees to cover all of the costs for programs, such as for recreational facilities like the various parks. These programs are offered as part of the quality of life of the community, which is why they are supported by tax dollars. Also, you want all members of the community to be able to participate and use the facilities, not just the wealthiest. The City has an obligation to all of its residents, regardless of their socio-economic level, to provide a high quality of life.
- **The City is not a “for profit” organization.** Taxes are levied in an amount adequate to provide for the needs of the community, not to make a profit. Even enterprise funds, which are run like a business, only charge for their services so they can meet the current and future needs of the City.
- **You can operate the City in a “business like” manner, but not like a business.** Not all normal business principles apply to a municipality. We are governed by many state and federal laws which businesses are not required to follow.
- **City projects and contracting often must go through a public bidding or proposal process.** This takes time and sometimes costs more. The benefits are enhanced trust in the ethics of city officials and cost-savings in the long run.

General Information

- **Meeting Schedule.** Council meets every first and third Monday of each month at 6:30 p.m. in the City Hall Council Chamber. When required, Council agenda work study sessions will be held at 6:00 p.m. prior to the Council meeting in the City Hall Council Chamber. If a regular meeting falls on a holiday, Council will meet the following Tuesday.
- **Pay.** City Council members receive \$100 per year, and \$20 for each special or regular meeting attended. Because the Mayor's position includes more duties than the Council, the Mayor receives \$200 per year, \$20 for each special or regular meeting attended, and \$200 per month to cover expenses and in addition shall be reimbursed for out of pocket expenses for special events. All Governing Body members may also receive reimbursement of expenses for travel of mileage, food, and lodging as part of official travel.
- **Wards.** The City of Louisburg is divided into four wards with one Council member elected on staggered three-year terms from each ward. The Mayor and one Council member are elected at-large for similarly staggered three-year terms.

Chapter 3 – Form of Government

Form of Government

The City of Louisburg is a Mayor-Council form of government. Louisburg has a City Administrator to assist the Governing Body by administering the day-to-day affairs of the City under the direction of the Governing Body who set the policy for the City.

This is a combination of the strong political leadership of elected officials with strong managerial experience of a professional City Administrator. In this form of government, Council members are leaders and policy makers elected to represent the City as a whole by concentrating on policy issues that are responsive to citizens' needs and wishes. The City Administrator is hired by the Council to carry out policies, oversee City operations, and ensure that the entire City is being served equitably and efficiently. The City Council establishes goals and policies which the staff executes under the supervision of the City Administrator.

Home Rule

All cities in Kansas have home rule powers, the ability to govern themselves without direct involvement from the state. Home rule powers are conferred directly by the Kansas Constitution on all classes of cities. Cities exercise their home rule powers through passage of an ordinary ordinance or a charter ordinance.

Home rule power is not absolute. Cities must comply with state laws that apply uniformly to all cities and must conform to applicable federal laws and to the U.S. Constitution and the Kansas Constitution. In exercising home rule powers, cities may legislate on any subject other than those reserved to the exclusive jurisdiction of the legislature by the Home Rule Amendment itself.

City Classification

Cities in Kansas are designated by class based on the size of their population. In general, there are no advantages or disadvantages to being one classification versus another. Louisburg is a City of the Third Class. The official 2020 population estimate is 4,969. City classification is a historical legacy of the state legislature pre-dating Home Rule authority, although it is still a general reference tool for City size.

Chapter 4 – Roles of the Mayor and Council President

Mayor

The Mayor is a key political and policy leader. The Mayor presides over City Council meetings, serves as spokesperson for the community, facilitates communication and understanding between elected officials, assists the City Council in setting goals and policies, serves as an ambassador and defender of the community, nominates persons to serve on boards and committees, and then appoints them after Council approval. The Mayor also makes proclamations and serves as a key representative in intergovernmental relations and regional partnerships. Together, the Mayor and City Council form a policy-development team.

The Mayor votes on charter ordinances or any other action requiring such. On ordinary ordinances and other matters, the Mayor votes only when the Council is evenly divided. The Mayor has the power to veto ordinary ordinances unless the Mayor has cast the deciding vote. The Mayor has signature authority when so designated by the Council. Staff prepares documents for signature by the Mayor at City Hall.

Per KSA 15-106, the Mayor, on written request of any three members of the Council, may call a special meeting. The process for calling a special meeting is for a member of the Governing Body to email the request by open copy to the Mayor, carbon copying the City Administrator, and blind copying the rest of the Council members. Council members shall respond to the Mayor's email directly and carbon copy the City Administrator, **noting favorable or not favorable to the requested special meeting. The Mayor will wait for two additional favorable responses from Council members** in addition to the requesting Council member to confirm that a special meeting is acceptable on the subject. If lacking sufficient Council response, the Mayor will follow up by blind copy with those Council members that have not responded. When sufficient interest in having a special meeting is obtained, the Mayor and City Administrator will work to schedule the special meeting. If sufficient interest is not obtained within two days of the email, no special meeting will be called.

Request for Accounts and Papers of Officers

The Mayor has additional authority to require any officer of the city to exhibit his or her accounts or other papers, and to make report to the Council in writing touching any subject or matter pertaining to his or her office. As with Council member communication with staff, information of substance will be provided to the entire Governing Body by blind copy noting the request and information provided, to ensure all members have the same information to consider and act upon when necessary. As with Council member communication, the Mayor should consider the impact on staff of requests for information.

Council President

The Council President is a serving Council member elected by the members of the City Council to serve in the temporary absence of the Mayor. The Council President presides at all Council meetings when the Mayor is absent and performs the ceremonial duties of the Mayor during the Mayor's absence. When occupying the place of the Mayor, the Council President has the same privileges as other Council members and shall exercise no veto.

Each year, an election for Council President is held usually during the second Council meeting in February. The floor is opened for nominations, nominations (with seconds) are received, nominees confirm whether they are willing to serve, the floor is closed, and nominees are then voted on publicly. A majority vote of the Council members present and voting is required to elect a Council President. A tie is broken by the Mayor's vote. The term of a Council President is one year or until a new Council President is elected.

In case of a vacancy in the office of mayor, the president of the council shall become mayor until the next regular election for that office and a vacancy shall occur in the office of the council member becoming mayor.

City Code:

(K.S.A. 12-104a; K.S.A. 15-201; K.S.A. 15-311; C.O. No. 5; C.O. No. 7; C.O. No. 11; Code 2020)

Chapter 5 – Role of Council Members

The principal job of the City Council is to establish the general policies under which the City operates. The Council performs this function by:

- Enacting ordinances, resolutions and policies.
- Establishing City fees and utility rates.
- Approving annual appointments.
- Reviewing and approving the annual budget, setting the tax rate and approving the financing of City operations.
- Authorizing contracts to be executed on behalf of the City.
- Approving short- and long-range plans.

It is not the role of the Council to administer City affairs. The Council sets policy, and the City Administrator sees that the policies are implemented.

The City Council gives direction to the City Administrator as a body in votes made in public meetings, not individually. No individual Council member has extraordinary powers beyond those of other members. Although the Mayor and Council President have or may have additional ceremonial, parliamentary and administrative responsibilities, with respect to the establishment of policies, voting and in other significant areas, all members are equal.

City Council members are elected to look after the interests of the entire City. Your effectiveness depends on you providing input as a representative of your ward, while thinking and voting for the needs of the whole community.

Community needs may be developed into various types of policies and priorities by the City Council – i.e. Council goals, budget priorities, or departmental missions. Those may be developed through the Comprehensive Plan, annual cooperative efforts between the City Council and the various Boards and Commissions, or through community surveys. As such, Council members must work together to provide policy decisions that benefit the community as a whole and provide quality service to all of the City's residents. Once the Council makes a decision, it becomes the entire Council's decision. If you are asked about the issue and do not wish to defend it, you can simply explain why the Council made the decision it did. A decision of the majority does bind the City Council to a course of action and provides City staff with clear direction to follow. Similarly, City staff is responsible to ensure that the policy set by the City Council is implemented and upheld.

Per KSA 15-106, the Mayor, on written request of any three members of the Council, may call a special meeting. The process for calling a special meeting is for a member of the Governing Body to email the request by open copy to the Mayor, carbon copying the City Administrator, and blind copying the rest of the Council members. Council members shall respond to the Mayor's email directly and carbon copy the City Administrator, **noting favorable or not favorable to the requested special meeting. The Mayor will wait for two additional favorable responses from Council members** in addition to the requesting Council member to confirm that a special meeting is acceptable on the subject. If lacking sufficient Council response, the Mayor will follow up by blind copy with those Council members that have not responded. When sufficient interest in having a special meeting is

obtained, the Mayor and City Administrator will work to schedule the special meeting. If sufficient interest is not obtained within two days of the email, no special meeting will be called.

Council Commission/Liaison

Louisburg has established over time liaison positions that are assigned annually to individual Council members by the Mayor during the appointments timeframe. These liaison positions attend board/commission meetings or areas of responsibility assigned to Council members. Liaison positions regularly include: Planning Commission / Board of Zoning Appeals, Park & Tree Board, Louisburg Recreation Commission, Fox Hall & Cemetery Board, Historic Preservation Commission, Convention & Tourism Committee, Marais Des Cygnes Public Utility Authority, Finance, Public Safety, Public Improvements, and Public Works / Streets. Council members assigned to liaison appointments are expected to attend meetings when possible and to report to the Governing Body the pertinent information discussed, considered, or recommended by boards/commissions or from meetings with appropriate staff for non-board/commission appointments. These appointments provide a better means of communication and relationship between various functions of the local government and the Governing Body.

See Appendix A for more information on advisory boards.

Adopting Policy

The Council does not make policy in a vacuum. The Council relies on input and ideas from many sources, including staff, advisory boards, residents, groups and others. It is the Council's responsibility to consider the merits of each idea and then approve, modify or reject it in a public meeting. In doing so, Council members analyze community needs, program alternatives and available resources. The decision often takes the form of an ordinance or resolution, although it may be in the form of a simple motion.

Responding to Resident Complaints

Residents often contact a Council member when they have a problem. You may also be approached by a resident, colleague, or even a friend about City operations, issues or service problems. Many times, they approach you because they aren't aware that contacting the City Administrator or City staff directly is appropriate. Help them understand this by acknowledging and redirecting them. You may say: "Yes, I can see that upset you. I apologize you had that experience. Have you shared this with the City Administrator?" or "I don't have an answer for you right now, but let me look into it and get back with you."

If you personally take on the resident's request, contact the City Administrator who will direct the request to the appropriate department or staff person for resolution.

So, Who Actually Manages City Operations and Staff?

It is not the role of the Governing Body or any of its members to administer City affairs. The Governing Body sets policy. The City Administrator sees that policies are implemented. It is not the role of a Council member to supervise City employees on the job or become involved in day-to-day

administration of City affairs. Contact with staff should be through the City Administrator except for general questions and even then, the City Administrator should be copied or notified.

Relationship with the City Attorney

The City Attorney's job is to provide legal advice and counsel to the City, which includes advising the entire Governing Body, staff, and boards and commissions. If you have been contacted by someone to appear as a witness in your capacity as a Council member or been served a legal notice in your capacity as a Council member, immediately contact the City Attorney. The City as an entity is the City Attorney's client. Therefore, the City Attorney cannot represent one individual Council member's interest in a manner adverse to the City, or majority of the Council. While generally it is best to ask your questions of the City Administrator, who can answer most of them, you can contact the City Attorney directly if you think it appropriate. Remember, the attorney's time is a City resource, so use it wisely. If there is a legal issue that you need an immediate response to, it is better to err on the safe side and call the attorney.

Seeking an opinion from the City Attorney or an outside attorney should be directed by action of the City Council, including direction as to who is expected to make the request on behalf of the City (Mayor, City Administrator, or City Attorney). This reduces the chance of burdening outside legal staff with multiple communications on a single subject and limits returning information from one source. Return information is understood to be a legal opinion and subject to Council acceptance.

Personnel Management

The Governing Body approves the City's compensation annually and personnel policies occasionally. It also hires the City Administrator and approves a contract as deemed appropriate. Unless specifically delegated to the City Administrator, the Governing Body retains the authority to hire and fire City employees, while all other personnel actions, such as the authority to discipline, promotion, and demotion are included in the personnel policies as determinations of the City Administrator.

The Governing Body appoints the Municipal Judge, although due to the independent nature of the judicial branch of government, little contact usually occurs with the Governing Body during a judge's term of office. In no circumstance should a Council member attempt to influence a decision of the judge in a case. Policy direction for the judge is often best communicated through the City Administrator.

In general, it is good to reference the Athenian Oath as a standard to consider as a Council Member. Leave the City in a better place after you are gone. The Oath was first recited by the citizens of Athens, Greece more than 2,000 years ago and frequently referenced by civic leaders in modern times as a timeless code of civic responsibility.

"We will never bring disgrace on this our City by an act of dishonesty or cowardice. We will fight for the ideals and Sacred Things of the City both alone and with many. We will revere and obey the City's laws, and will do our best to incite a like reverence and respect in those above us who are prone to annul them or set them at naught. We will strive unceasingly to quicken the public's sense

of civic duty. Thus, in all these ways, we will transmit this City not only, not less, but greater and more beautiful than it was transmitted to us.”

Chapter 6 – Role of the City Administrator

The Governing Body hires the City Administrator to serve the community and to bring to the City the benefits of education, training and experience in leading and managing local government organizations, projects and programs.

The City Administrator:

- Assists with the management of all administrative departments and services of the city
- Attends all Council, Planning Commission, and other board meetings as the Council may designate
- Makes recommendations to the Council as to personnel actions for city employees and administrative officers
- Responsible for the proper and efficient discharge of the duties of all administrative officers and employees
- Assists in preparation and submission of the annual budget to the Council and keeps the Council advised as the financial position of the City
- Advises the Council of all possible grants or other benefits which the Administrator believes may benefit the City
- Assists in the preparation of all forms authorized or required by the State or Federal government
- Supervises and controls all city purchases and expenditures in accordance with the budget and such policies as established by the Council
- Recommends to the Council a schedule of salaries for all employees on a yearly basis
- Manages the maintenance of all city-owned land, property, buildings, and equipment
- Assists with the development and preparation of short and long-term plans for the City

Council members and residents count on the City Administrator to provide complete and objective information, pros and cons of alternatives and long-term consequences of decisions and policies. Similarly, the City Administrator relies on City staff to provide professional and well-reasoned information and recommendations, and the highest level of public service possible.

Chapter 7 – Actions of the Governing Body

The Governing Body adopts policies for the City and itself to provide for safe, equitable and efficient City operations. It also adopts policies to regulate and administer its own conduct and operations. Policies are adopted by the Governing Body in several different forms. These are:

- **Ordinance.** An ordinance is a local law of the City, prescribing rules of conduct. It is used for a variety of purposes, including administrative action, such as establishing the employee compensation plan, or as an action to control the conduct of the public. Ordinances are also used to amend the City’s zoning and subdivision regulations, which are also laws of the City. Passage of an ordinance requires three affirmative votes by the City Council.
- **Charter Ordinance.** Kansas law allows cities to “charter out of” or exempt themselves from some state statutes and establish their own regulations. Passage of a charter ordinance requires four affirmative votes of the Governing Body (City Council + Mayor).
- **Resolution.** This is a less formal action than an ordinance and acts more as an expression of the position of the Governing Body on a matter. Passage of a Resolution requires a simple majority vote of City Council members present and voting.
- **City Council Policies.** A policy is an internal or administrative action to address issues not covered by a City ordinance, regulation, or the municipal code book and establishes rules and requirements not listed in any of those other publications; not all policies go before Council. Passage of a policy the requires Governing Body action requires a simple majority vote of City Council members present and voting.

Example of City Council Policy

In response to various requests for donations from the Governing Body to local causes, the following Donations Policy was developed and approved by Council in December of 2023.

The City of Louisburg is occasionally asked to donate public funds, services and/or facilities to organizations. In considering such requests, the City government must keep in mind the public purpose doctrine: “Governments exist for public purposes; public funds may be spent only for public purposes.” As steward of these public funds, the City has resolved to not make cash donations to outside organizations. The City may consider waiving normal costs of services or facilities, if the request will further promote a “public purpose.” The City will consider whether this waiver of costs promotes the public health, safety, morals, security, prosperity and contentment of all or a substantial number of residents of the City.

The City council may, by a majority vote of its members present and voting, approve a waiver of the normal costs of services or facilities upon a finding that a public purpose will be served by the waiver of said costs.

Council Vacancy

When a vacancy on the City Council occurs, the unexpired term shall be filled by appointment by majority vote of the Council within 60 days, following a nomination made by the Mayor.

Chapter 8 – The Council Meeting

The Council meeting is the place to get the critical job of decision-making accomplished. A smoothly managed and productive Council meeting does not necessarily guarantee good results, but it certainly helps.

The Mayor's role is to chair the meeting. As the moderator, the Mayor helps facilitate the meeting while allowing full Council participation. The Mayor also maintains order and decorum, and sees that all motions are properly dealt with as they arise.

Schedule

The City Council meets the first and third Monday of each month at 6:30 p.m., although some meeting dates are changed due to conflicts with holidays. Additional meetings include workshops on important or complex matters, or special meetings needed to take action on time-sensitive items. The Council approves a holiday calendar each year to account for those meetings that will move to the following Tuesday. Regular meetings take place in the Council Chamber located in City Hall at 215 S. Broadway.

The purpose of City Council meetings is to perform city business. Decisions and discussion on agenda items tend to occur best when Council Members are fresh and prepared for discussion. With that in mind, no Council Meeting shall continue past the hour of 10:00 p.m. without an affirmative vote of the majority of the Governing Body, to extend the meeting to 10:30 p.m. Such meeting may be further extended for additional thirty (30) minute increments but only upon successive affirmative votes of the majority of the governing body to do so. In the absence of such a vote to extend, the meeting shall adjourn and all remaining business, if any, shall be tabled to the next regular or special Council meeting.

Code of Procedure

The City has incorporated by local ordinance the Code of Procedure for Kansas Cities, as produced by the League of Kansas Municipalities. That procedure may be changed by ordinance as determined appropriate by the Governing Body.

The Agenda

The agenda is prepared by the City Administrator in consultation with the Mayor and disseminated to the Governing Body and the public before the meeting. The staff provides a printed copy of the agenda packet to Governing Body members typically delivered the Thursday evening before meetings. An electronic agenda packet is compiled and posted to the City website typically the Friday before meetings.

The agenda packet contains the agenda and supporting materials. If an item on the agenda is a large size or volume, such as a contract or plat document, the necessary information will be summarized in the agenda packet, and the actual document will be available for review in the City Clerk's office and at the meeting itself. Large documents are posted on the agenda center webpage with the packet.

The Mayor or Council members can change the order of business or add/delete items the night of the meeting by majority acceptance from the Council during the Adoption of the Agenda section of the meeting. Unless urgency requires it, it is preferable that adding an agenda item is done by a Governing Body member requesting the addition of the item to the next meeting agenda and providing reason as is needed.

Prior to attending Council meetings, Council Members should read and familiarize themselves with each agenda item, including supporting documentation. In respect for everyone's time and to help ensure each Council Member is equipped to make informed decisions and move the meeting forward in a meaningful way, it is important that Council Members seek answers to questions they may have about posted agenda items for upcoming meetings. Reach out to the City Administrator and either he or she will respond directly to the answer or will get with staff to provide the appropriate answer back. When at all possible, Council Members should advise the City Administrator in advance of issues or questions they intend to bring up in public meetings. This helps avoid surprises for all involved and allows staff additional time to prepare information to answer the question at the meeting.

The Meeting

Even the best-planned Council meetings can deteriorate into endurance contests. These are not always the most productive meetings – exhausted people don't always make the best decisions. In order to have a smooth-running meeting, the following is the order of business for the Council meeting and the procedures that will be followed.

1. Call to Order
2. Pledge of Allegiance
3. Adopt Agenda
4. Approve Minutes
5. Approval of Bills
6. Mayor's Report
7. Recognition of Scheduled Visitors
8. Public Comments
9. Council/Commission Reports
10. Department Reports
11. City Attorney's Report
12. Administrator's Report
13. Adjournment

Executive Sessions

Closed sessions are authorized by the Kansas Open Meetings Act (KOMA) after a formal motion has been made, seconded and carried to recess into executive session. Executive sessions may occur at any point during the meeting. No formal action of the City Council can be taken during an executive session. The most common topics that can be discussed in executive session are:

- Personnel matters of non-elected personnel
- Consultation with attorney on matters deemed to be of attorney-client privilege
- Employee-employer relations and negotiations
- Data relating to financial affairs or trade secrets of second parties
- Preliminary discussions about acquisition of real estate
- Discussions concerning security matters

The content and discourse of executive sessions are not to be told to anyone nor discussed outside the session, even with other Council members. Any official who knowingly violates KOMA is may be liable for payment of a civil penalty of up to \$500 if the action is brought by the Kansas Attorney General or the Miami County District Attorney and may be sanctioned by the Governing Body. For more detailed information on KOMA, refer to the League's *Governing Body Handbook*.

Meeting Guidelines

- Meetings start on time
- Meetings end at a reasonable hour
- Stick to the agenda
- Stay focused and act efficiently – be respectful of other people's time
- Don't attempt to engineer "how to" details at the meeting
- All members participate
- Members do not engage in side conversations during the meeting
- Members actively listen to each other, to speakers, and to presenters
- Don't "hog" the conversation; let other Council members state their thoughts
- Stay on topic, don't jump to other items or away from the topic at hand
- Members do their homework

Voting Guide

Quorum. A majority of Council members must be present at the meeting to constitute a quorum.

Abstentions. Council members are discouraged from abstaining from voting on any issue before the Council, unless a conflict of interest exists. When a statutory conflict of interest exists, the member should explain there is a conflict, excuse themselves before discussion begins and leave the Council dais until the item has been resolved by the remaining members.

For those non-ordinance matters where an abstention is used, such a vote shall be counted as for the prevailing side.

Mayor's Voting Power. The Mayor may vote only in case of a charter ordinance, as a tie-breaker when the City Council is equally divided on a vote, or on matters legally requiring the vote of the entire City Council.

Mayor's Veto Power. The Mayor may veto an ordinance, but the mayor's veto can be overruled by a vote of four members of the Council.

Chapter 9 – Public Participation at Council Meetings

The public evaluates the performance of its elected officials to a great extent by what happens at meetings. Many residents form their total opinions of the City government on the basis of having attended just one Council meeting. This is the time to impress the public favorably and show them that the Council is capable of doing its job.

Sign-Up Sheet for Speaking

There may be times that public participation at Council meetings may be accommodated. Prior to each meeting a sign-up sheet will be offered for those wishing to speak under various sections of the agenda. Those wishing to speak must provide their name, address, agenda item under which they would like to speak, and any pertinent information they have to offer on the subject.

Public Comments at Council Meetings

The “Public Comments” period is a time slot set aside on the agenda for people to address the Council on any subject relevant to the City government, its policies, operations, or services. It is not to be confused with a public hearing, which is a formal proceeding conducted for the purpose of discussing a specific topic, such as the City budget. Such comments are to provide information to Council only; no action will be taken by Council on a public comment at the meeting during which it is provided.

Anyone wishing to address the Governing Body must speak from the podium (unless accommodations are needed due to disabilities) and introduce themselves. Comments are limited to three minutes in length and must be regarding an item not on the agenda.

While providing an opportunity to speak on any topic of concern, the Mayor is responsible for maintaining order and decorum and will not allow the speaker to make personal attacks or inflammatory comments. In many cases, the speaker will be directed to meet with staff to resolve the issue or get questions answered. If the speaker has documents they wish to share with the Governing Body that support their comments, they must also provide a copy to the City Clerk.

Other than asking a question to clarify a statement, members should refrain from entering into a dialogue with the speaker. This time on the agenda is not intended for a discussion between the Governing Body and the speaker and should not be used for that purpose. Also, if speakers engage in personal attacks on any member of the Governing Body or staff, it may be necessary for the Mayor to cut them off. Council members are expected to be polite to people appearing before them, but there is no requirement that they subject themselves to intimidation by rude speakers.

Comments on Agenda Items During the Meeting

The City Council meeting is designed for the Governing Body to discuss and make decisions on the various issues on the agenda. At no time will members of the audience be allowed to enter into the discussion from their seats in the audience. If recognized by the Mayor, they may be allowed to speak at the podium during the discussion. Each speaker should only speak once unless clarification is requested by the Mayor.

If a planning item is on the agenda which has a public hearing as part of the process with the Planning Commission, the Mayor will not normally ask for public comment, as they had their opportunity to do so at the public hearing with the Planning Commission. The Governing Body will have notes from the public hearing so they can take those comments into consideration during their deliberation. Comments are not normally allowed on an item due to the possibility of new information being presented outside the official public hearing which could open the door to potential litigation.

Scheduled Visitors

If a member of the public would like to address the Council and have the ability of the Council to take action, that individual must contact the City Clerk by no later than 4:30 p.m. on the Wednesday prior to the meeting. The individual must provide their name, the topic to be discussed, and pertinent information to substantiate the topic to be discussed or item to be acted upon. This will allow the Council to prepare for consideration as it would with other action items on the agenda. If information provided is not in sufficient form, staff may compile a memo for Council to review as part of the discussion.

Public Hearings

When an item requires a public hearing, by statute, the Mayor will open the public hearing and facilitate the hearing. Public comments can be made in the same manner as the Public Forum agenda item. Reasonable limitations on the number of speakers and time allowed to speak may be imposed by the Council to keep the meeting moving. Public hearings are held to gather data and opinions from those affected to facilitate decision making.

Public hearings also afford the public due process prior to key decisions by the Council (and boards and commissions). Due process requires that public hearings be fair, open, and impartial. Ex parte communications are those received outside of the formal public hearing. To protect the due process rights of all, it is important that ex parte communications be disclosed and made a part of the record at the public hearing. Prejudgment of an issue is a denial of due process. It is essential that members of the Governing Body retain an open mind and a willingness to listen to all the evidence and make their ultimate decision as a result of the public hearing even if they have received information prior to the public hearing.

Chapter 10 – Meeting Tips

Meeting Savvy

Consider these pieces of advice when preparing for a meeting:

- Read the material you have been given for the meeting. This will give you a good understanding of the issues and allow you to intelligently consider and discuss the issue.
- Don't try to please everyone. This simply does not work and makes you look weak and indecisive.
- Don't waste quality meeting time dealing with routine questions or complaints that can be resolved by staff outside the meeting.
- Alert the Mayor and City Administrator before the meeting if you intend to bring up an important issue. This simple courtesy will help staff prepare background information and avoid embarrassment.
- If you disagree with a significant statement or proposal made by a colleague or staff member at a meeting, express the disagreement in a respectful manner. Silence may be interpreted by staff as agreement, and they may take action based on that assumption.
- Practice civility and decorum in discussion and debate. Avoid personal comments that could offend other Council members, the Mayor, staff or the audience.
- Honor the role of the Chair (Mayor). Council members should honor the role of the Chair to focus discussion on agenda items and ensure the meeting moves along in a reasonable manner. If there is disagreement about the agenda or Chair's actions, those actions should be voiced politely and with reason.

How to Aid Discussion by Asking the Right Questions

Questions are one of the most important tools you can use to obtain information, focus the group and facilitate decision making. Here are some samples:

Asking of Colleagues

- What do you think about this item?
- What do you think the proposed action will accomplish?
- Would you please elaborate on your position?
- What results are we looking for?
- How does this fit into our priorities?

Asking of Staff

- What other alternatives did you consider?
- What are we trying to accomplish with this?
- What are the benefits and drawbacks?
- Will you please explain the process?

Asking of the Public

- How will this proposal affect you?
- What are your concerns?
- What other ways can you suggest for solving the problem?

NOTE from Workshop #1 – Better define “decorum” in this chapter.

Example from Cypress, CA

Chapter 11 – Preventing and Resolving Conflicts

It is essential for Council members to understand their role and how it relates to the roles of the Mayor, City Administrator, staff and other Council members. Many conflicts in City governments are the result of confusion as to these roles and the consequent overstepping of the boundaries between the respective roles.

Preventing and Resolving Conflicts with the Mayor

The Mayor retains flexibility to perform the functions of the Chair of the Governing Body within the policies and regulations established by the City Council. Council members need to respect that role and work with the Mayor to advance the goals of the City. While the Mayor does not vote on most issues, the Mayor is elected Citywide, and the Mayor's comments and thoughts should be acknowledged and respected. If you have a disagreement with the Mayor, you should meet one-on-one in private to discuss and resolve the issue. If it is a matter that comes up in the course of a meeting and cannot wait, politely and respectfully voice your concern or issue. If it is something that falls within the authority or purview of the Mayor, accept the Mayor's decision.

Preventing and Resolving Conflicts with other Council Members

Any conflicts or disagreements with other Council members should be done one-on-one, in private, keeping in mind requirements of the Kansas Open Meetings Act. If it arises during a meeting and cannot wait, then ask for additional clarification or reasoning and center your discussion on the issue, not on the person. Avoid personal comments that could offend other Council members and remember respectful behavior even in private.

Council Member Communication with Staff

Requests for information should, in almost all cases, go to the City Administrator. If it is a simple request for easily retrievable information that would not involve additional research, then you can email a staff member directly while copying the appropriate chain of command, including the Department Head and the City Administrator. If you are in doubt about what staff contact is appropriate, ask the City Administrator. Any return of information of substance will also be provided to the entire Governing Body with a note of who made the request. Any request for a meeting with staff must be directed to the City Administrator, the Department Head, or appropriate chain of command, unless, again, it is for the purpose of obtaining simple information. Consider the impact on staff of your requests for information. Also remember as an individual Council member, you do not have the authority to direct the City Administrator or any employee to do anything. All direction comes from you acting in concert with the rest of the Governing Body.

In addition to that immediately above, Council members should not solicit political support from staff. Examples of seeking political support may come from traditional support for elections purposes or may include seeking out individual employees to convince them to recommend or not recommend an item or topic to the Governing Body. Seeking support in one form or another may make the individual employee feel uncomfortable and add to the stressors of daily work obligations. **This is not intended to limit the ability to campaign outside of the normal course of business should a candidate for re-election knock on the door of an employee's residence.**

Staff Communication with Council Members

Staff should not contact Council members unless they are responding to a simple request for information, providing pertinent information, or have been otherwise directed to do so by the City Administrator. If contacted by staff for any other City business related reason, encourage them to follow their chain of command, including their Department Head or the City Administrator. Doing so helps to reiterate the expectations set for staff within the Personnel Policies. This also helps avoid Council getting into personnel actions or allowing staff to think they can directly influence you somehow in lieu of the organizational chain of command.

Checklist for Monitoring Conduct

- Will my decision/statement/action violate the trust, rights or goodwill of others?
- What are the motives and spirit behind my actions?
- If I have to justify my conduct in public tomorrow, will I do so with pride?
- How would my conduct be evaluated by people whose integrity and character I respect?
- Even if my conduct is not illegal or unethical, is it done at someone else's expense? Will it destroy their trust in me? Is it just and morally right?
- Does my conduct give others a reason to trust me?
- Am I willing to take an ethical stand when it is called for? Am I willing to make my ethical beliefs public in a way that makes it clear where I stand?
- Can I take legitimate pride in the way I conduct myself and the example I set?
- Do I listen and try to understand the views of others?
- Do I question different points of view in a constructive manner?
- Do I work to resolve differences and come to mutual agreement?
- Do I support others and show respect for their ideas?
- Will my conduct cause public embarrassment to someone else or to the City?

Chapter 12 – Ethics, Conflicts, & Open Meetings

Part of being a public official is being subject to public scrutiny. Like it or not, the public expects you to behave according to a high level of ethical standards.

State Ethics Laws

Kansas state law contains certain requirements to achieve a fair balance between public and private interests. The law requires members of the Governing Body to file a Statement of Substantial Interest (SSI) to disclose to the public the ownership by the official and their spouse of certain personal financial interests. Every elected official should verify their SSI is on file in the Miami County Election Office. Elected officials must file an updated SSI between April 15 and 30 if any changes occurred the past year. Contact the County Clerk or City Attorney if you have questions.

Code of Ethics

Public officials have the duty of serving the public with undivided loyalty, uninfluenced by any private interests or motives. Care must be taken not to violate this duty of trust, either in fact or appearance.

Conflict of Interest

A practical definition of when you have a conflict of interest is when your personal interests or life intersect with your official position. It may be an appearance issue rather than an actual conflict of interest according to the law. Either way, you should recognize the situation for what it is and develop your strategy to address it in an ethical way.

If a Governing Body member has a statutory conflict of interest on a matter before the Governing Body, before the item is presented for consideration, that person should announce the potential conflict and excuse themselves from the Council dais until the matter has been addressed by the remaining Governing Body members. If there is a question of real or perceived conflict of interest, the Council member with the potential or real conflict should contact the City Administrator or City Attorney for an interpretation of the situation prior to the meeting.

Generally, a conflict of interest that would require abstention from the matter would occur in two situations. The first is when the City contracts with a private entity. A member of the Governing Body may not participate in making a contract with an entity in which they have a substantial interest (financial stake, including employment, or a leadership role such as serving on a board of directors).

The second occurs when the Governing Body takes up a matter in which a member has an interest that is different in kind or degree from that of others affected by the decision. For example, when the Governing Body discusses a policy of general applicability to land development, a governing body member involved in real estate or land development does not have a conflict unless the impact of the policy on that member would be different from the impact on others having similar business interests.

Keeping Out of Trouble

The following are some common areas where you can get in trouble by violating state law or City code:

- Violating the Kansas Open Meetings Act (KOMA). Violation occurs when three or more voting members of the Governing Body meet in person, by telephone, via email, using social media, or by any other means of interactive communication for the purpose of discussing the business or affairs of the public body or agency.
- Conducting a “serial meeting” has been a particular concern under KOMA. A serial meeting involves successive interactive communications collectively involving a majority of the membership, such as by email or using social media (or any interactive communication), sharing a common topic of discussion concerning public business and intended by any participant to reach agreement on a matter that would require binding action.
- Not disclosing a conflict of interest during Governing Body deliberation, nor refraining from participating in discussion and/or voting on something in which you have a conflict of interest.
- Disclosing information discussed in executive session.
- Not disclosing ex parte communications when a quasi-judicial matter is before the Governing Body.
- Using your office for personal gain or profit.

If you're not sure what to do, ask: Is it legal? Is it ethical? Is it the right thing to do?

Chapter 13 – Media Relations

The media is the conduit through which most City business and goings-on reach the public. As such, the news media and social media activity highly influence how the public perceives you and your actions. Elected officials who understand the important role of the media in building public trust and who take a proactive approach to local reporters can go a long way to build positive relationships. These relationships, in turn, are more likely to result in fair, accurate coverage.

Everyone Has a Role in Media Relations

All media inquiries and requests should go through the City’s Communications Coordinator, or designee. The City Administrator will act as a spokesperson in most circumstances. Occasionally, the Mayor or the appropriate key staff will perform an interview. Nonetheless, every elected official should be prepared to be approached by the media and be asked about questions surfacing on social media sites.

Staff will do all the legwork in fielding calls from the media, providing them information, sending out news releases, and organizing media events such as interviews. You will receive an email on all news releases and be contacted by the communications staff when it’s important for you to give an interview.

Tips for Social Media

1. Before posting, consider how your post might be perceived. Are you the best person to relay the information? Was your knowledge of the subject learned in executive session or a private meeting with the City Administrator? If so, can you keep that information separate from information that should be shared with the public?
2. Sometimes identifying yourself as a Council member will result in complaints or questions about other topics being directed to you. Refer people to the appropriate City office for assistance (if you don’t know, just advise them to call City Hall at 837-5371) or ask the Communications Coordinator for assistance in developing your response.
3. Engaging on social media can result in excessive back and forth, especially on complex topics. Consider suggesting a phone call or meeting to explain an issue and listen to concerns.
4. Do not represent yourself as the City spokesperson. The City has an official account on Facebook to post announcements and respond to questions.
5. When you see a post to which you believe the City should contribute, text or call the City Administrator or Communications Coordinator for assistance.
6. Consider using a disclaimer on your personal site such as “The posts on this site are my own and do not necessarily reflect the views of the City of Louisburg.”
7. Remember that social media posts and discussion could result in violations of KOMA.

Tips to a Great Interview:

- Tell the truth.
- Be courteous and don't play favorites.
- Nothing is "off the record." Ever!
- Always assume that a microphone is live.
- Don't rely on, "No Comment." Try to say something, even if it's: "I'm sorry, but I cannot comment on pending legal matters."
- Never say anything you wouldn't want printed or broadcasted.
- Listen carefully to the reporter's questions. Pause...think...ask for more time if you need it.
- Don't repeat a reporter's negative question in your answer. Reframe the issue accurately.
- Do not speculate. Respond only to the question you've been asked. Avoid giving well-intentioned but inaccurate information.
- Get to know your reporters. Read their columns regularly. If you see a particularly good article, give the reporter a sincere and timely compliment. Mention the article by name or topic.
- If giving a telephone interview, go to a quiet room without distractions. When a question is asked, take a moment to collect your thoughts before responding.
- Use the "Five C's to Interview Success." Speak with conviction in a conversational manner while retaining your composure. Be confident and colorful.
- During times of crisis, residents need to hear a calm, reassuring and well-prepared message. Do not speculate or guess about the situation. Give facts.

Planning Ahead

An interview with the reporter will go better with some simple advanced planning. Ask what the topic and angle of the story is to be. You don't have to give an interview right away; you can ask for time to prepare. Also...

- Soundbites. Develop a short list of your main talking points, and put them into "soundbites" of 7 to 12 seconds each and repeat these key points several times during the interview. This will help the reporter hone in on the message and more easily format the interview for publication.
- Tough questions. Be prepared for difficult questions. Think, "If I were the reporter, what would I ask?" Then, instead of responding to a negative question, be prepared to turn the question to make the point you wish.
- Body language. Be aware of how body language can send a different message from the one intended. Practice appearing open and relaxed whenever you speak with a reporter. Look at yourself in the mirror. Are you rocking (on your feet or in a chair!), fiddling with jewelry or jingling coins in your pocket? All are distracting and make you appear unprofessional. Crossed arms may be interpreted as a defensive sign. Instead, assume the "soldier stance" with arms at your sides and feet slightly apart; relax and gesture naturally.
- What Not To Wear. When appearing on camera, put thought into your wardrobe. Dress conservatively, no stripes or busy designs. Do not wear white next to the skin; it washes you

out. Wear colors that complement your skin tone, hair color, and personality. Solid-colored saturated blues and greens are best.

- Practice. Practicing in advance with someone close to you can put you at ease.

Chapter 14 – Budget Basics

The budget is one of the Council’s strongest policy-making tools. Spending guidelines are a reflection of numerous policy decisions. The budget can give a new Council member a clear view of City policy on many issues.

Setting policy through the budget is a continuous, year-long process. It involves setting goals and establishing priorities. Public participation is critical to the budget process, as well as being required by law, because of the many policy decisions involved. Once a budget is adopted, Council members monitor program progress through periodic reports from staff. If programs are not effectively implementing policy decisions, revisions can be made.

The Governing Body deals with three types of budgets in the master budget document:

- An operating budget is for delivering services like police, fire, parks, public works, and administration. The operating budget enables you to set policy. When most people think about their city’s budget, they’re referring to the operating budget. The operating budget is financed from the City’s ongoing general revenue sources.
- Utility services or special proprietary facilities provided by the City are separately funded through user fees. These funds are called Enterprise Funds. Officially, the City of Louisburg has four: Gas, Water, Wastewater, and Stormwater. Though it’s a separate entity, the Marais Des Cygnes Public Utility Authority functions like an enterprise fund for the City, where the City is one of two shareholders.
- A capital budget determines which capital improvements will be bought or built during the budget year and how they will be financed.

The Legal Document

In Kansas, budgets must be balanced – anticipated revenues must equal forecasted expenditures. Unexpected revenues can be appropriated by a supplemental budget modification or can be allocated to reserve funds or to the following year’s beginning balance. Expenditures which exceed revenues can be made only by the Council transferring funds from reserve accounts or by issuing interest-bearing warrants.

Budgeting Method

Louisburg uses a line-item incremental budget. The budget is prepared by adjusting expenses based on current expenditure levels. It shows how much money will be spent on every element of expense, or line item, in every department.

The Budget Calendar

The budget is a living document and can be amended or adjusted throughout the year, as necessary. The standard timetable the City follows to prepare the next year’s budget generally starts in March when the Finance Director reviews how the previous year ended and previews the budget development process at a regular meeting of the City Council. The City Administrator and

Finance Director meet one-on-one with each department to scrutinize their proposed budgets and CIP requests, adjusting them as necessary.

In April, a workshop is held to review the prior year ending information and to establish fund reserves and other budget goals. In May, department heads provide budget requests forms to City Administrator and Finance Director, and then meet to discuss the details of the requested item and the limitations of Council set reserves and goals, which are then take to Council at a budget workshop that same month. In July, the City Administrator and Finance Director presents the recommended budget to the Governing Body where it may direct staff to adjust the budget as it deems necessary. In August or September, a public hearing is held, and the City Council adopts the budget.

Fiscal Calendar

The fiscal calendar for the City is the same as the calendar year, meaning each fiscal year begins on January 1 and ends on the following December 31.

Putting the Budget Together

The following is the budget process. It is definitely a team effort involving the Governing Body, City Administrator, and staff.

- **Setting Goals.** The Governing Body establishes goals at its budget workshop in April and through Council meetings throughout the year when it updates its priority list. The Budget workshop is the Governing Body's opportunity to review the City's programs and priorities and consider necessary and desired changes for the coming fiscal year. The outcome of Council workshops and actions taken at Council meetings provides guidance to the staff for preparing the budget.
- **Estimating Expenditures.** Departments prepare estimates based on a projection of current trends, a forecast of the effects of new programs, and an estimate of what is needed to operate and maintain their services.
- **Reviewing Estimates.** City Administrator and Finance staff review departmental requests, taking into account policy objectives and priorities for new or expanded programs. What develops from this is a preliminary budget.
- **Estimating Revenues.** The City Administrator and Finance Director review revenues, asking "What are the factors affecting future revenue flows, and what is the estimated level of revenues for the upcoming budget period?" Once these questions are answered and reviewed by Management, revenue estimates are established and used in the preliminary budget.
- **Adopting the Budget.** The City Administrator and Finance Director present the budget to the Council and the public for review and adoption. Adoption of the budget authorizes funding specific expenditures with specific resources. As approved, the State budget forms are prepared and submitted to the State within its prescribed timelines.
- **Implementing the Budget.** The City Administrator implements the budget adopted by the Council, and the Finance Director provides the Council with periodic reports showing

accrued revenues and expenditures and a comparison of budgeted revenues and expenditures.

- **Annual Audit.** The City has an audit conducted by an independent auditor every year. The audit report contains information on cash balances, revenues, and expenditures. If there are any irregularities in budgeting and expenditure practices, they are reported. The Governing Body is provided a copy of the audit report, and the company which conducts the audit also makes a verbal report to the Governing Body.

An Inside Look

Now that you know how the budget works, it is important to understand what the budget is and what it is not.

The budget:

- Expresses your community's priorities.
- Works as a plan to identify resources and expenditure flows.
- Operates an annual work program by guiding program management and evaluating existing expenditures.
- Responds to change. The budget process is dynamic – it has to be flexible to meet public needs, keep up with technology and adjust to financial circumstances.

But the budget can't do it all. It will not:

- Be precisely accurate. The budget relies on estimates based on forecasts.
- Create efficiency. The budget is a resource allocation plan. It can't overcome obstacles in management or staff structure.
- Establish public policy. Public policy is established through careful discussion before the budget is prepared.
- Make everyone happy. There will be winners and losers!

Budget Do's and Don'ts

Do:

- Evaluate materials and data carefully before you speak.
- Show your appreciation for staff. Respect their experience.
- Explore creative ways to meet your City's needs.

Don't:

- Expect to be an instant expert.
- Drown in details.
- Criticize previous budgets until you know all the facts and can correctly interpret them.
- Try to immediately change traditional budget practices.

Appendix A – Board / Commission / Liaison Groupings

Advisory Boards

Board of Code of Appeals – Comprised of appointments with experience as prescribed within the International Building Code, this board hears and decides requests that fall outside of the specifics or mandates found within the International Code Council requirements. The experience criteria for board members is found in the International Building Code. The terms of this board are staggered five-year terms with no term limit if reappointed and approved by the Governing Body. This is a paid appointment with each member receiving a \$100 stipend for each meeting attended. Meetings are conducted as called, with the time specified as called and the location being at City Hall.

Board of Zoning Appeals – This Board hears and decides special exceptions, variance interpretations, and appeals of any decision or determination of the Zoning Administrator in the enforcement and administration of the Land Use Ordinance. Terms and membership are outlined in Ordinance 1028. Terms are for three years. Two members from the Planning Commission serve on this board while the other three are at-large. Two members may reside outside the city limits but must live within three miles of the city limits. This is a volunteer appointment. Meetings are called as needed at City Hall.

Convention & Tourism Committee – This Committee is established by Charter Ordinance No. 18. This committee makes recommendations to the Governing Body concerning programs and expenditures for the promotion of conventions and tourism. The ordinance allows the City to levy a transient guest tax for sleeping accommodations paid at any hotel, motel or tourist court. Five members shall serve on this committee, the majority of which shall be a representative balance of large and small businesses and businesses from the City. The terms of this committee are staggered two-year terms with no term limit if re-nominated and reappointed by the Governing Body. This is a volunteer appointment. Meetings are conducted at 5:00 p.m. the second Wednesday of each month at City Hall.

Fox Hall & Cemetery Board – This Board is a 5-member board that oversees operations of Fox Hall and Louisburg Cemetery, the community center located next to City Hall. The terms of board members are staggered three-year terms. This is a volunteer appointment. Meetings are conducted at 6:30 p.m. four times a year in February, April, July and October on the fourth Monday evening at City Hall.

Historic Preservation Commission – This Commission is a 5-member commission that oversees the efforts to recognize and protect historic places within Louisburg. Members serve three-year terms appointed by the mayor. This is a volunteer appointment. Meetings are conducted four times a year at 6:30 in February, May, August and November the first Wednesday evening at City Hall.

Louisburg Recreation Commission – This Commission was created under a joint agreement between the City of Louisburg and USD 416 after being approved by voters in the November 2016 general election. The City of Louisburg appoints two residents to the five-person commission, two are appointed by the USD 416 school board and the fifth person is an at-large position appointed by the other four LRC members. The terms of commission members are staggered four-year terms. This is a volunteer appointment. Meetings are conducted at 6:00 p.m. the third Tuesday of each

month at either City Hall or the LRC office – 105 S. Fifth Street East located at Broadmoor Elementary School.

Marais Des Cygnes Public Utility Authority – This authority is a body corporate and politic of the State of Kansas organized pursuant to the Interlocal Cooperation Act, KSA 12-2901 *et seq.*, as amended. The MDCPUA was created by interlocal agreement of the cities of Louisburg and Paola in June 2005. The purposes of the MDCPUA include only those related to providing public water supply resources to public agencies that become participants under the Interlocal Agreement. The Board of Directors consists of three representatives from each city and oversees property and business of the MDCPUA. Each city appoints members to the board according to its own customs. Generally, those members consist of mayor, city administrator or manager, and either governing body member or employee of the city. Those appointments may be made annually or as otherwise determined. There are no defined terms or term limits. This is a volunteer appointment. Meetings are conducted four times a year at 9:00 a.m. in February, May, August, and November the third Thursday at a location determined per meeting – typically, the water plant, Louisburg City Hall, or Paola City Hall.

Park & Tree Board – This Board is responsible for all the city's parks including City Park, located between South Third and South Fourth streets and Olive and Vine streets; Ron Weers Park, located at City Lake at South Metcalf and South 16th St; Louisburg Aquatic Center / Park, 402 Aquatic Dr., and Lewis-Young Park, located at 26600 Jingo Road, northwest of town. The terms of this board are staggered three-year terms and are appointed by the mayor. There are six voting members and one non-voting member representing the Louisburg Recreation Commission. This is a volunteer appointment. Meetings are conducted at 6:30 p.m. on the second Monday of each month at City Hall.

Planning Commission – This Commission is established by KSA 12-701 and Code of the City of Louisburg. The role of the Planning Commission is to provide comprehensive planned community development through recommendations on annexation, rezoning, Conditional or Special Use Permits requests, ordinance changes or additions to enhance quality of life and development opportunities for the City of Louisburg and its citizens. The commission should be a positive influence for guiding residential, commercial and industrial development within the community. The commission is made up of seven members, five of which must reside within the city limits; the other two members may reside outside the city limits but must be within three miles. The terms of members are staggered three-year terms with no term limits. This is a volunteer appointment. Meetings are conducted at 6:30 p.m. on the last Wednesday of the month, unless a holiday occurs that week.

Liaison Groupings

Finance – Not formally established.

Public Safety – Not formally established.

Public Improvements – Not formally established.

Public Works / Streets – Not formally established.

Memo

To: Louisburg Governing Body

From: Nathan Law

Date: January 15, 2026

Re: 2025 Year-End Reports

Background: Staff is continuing with a process and report created in 2024 for an annual report provided January 21, 2025. The idea behind the report is to identify and hone metrics that may be compared year-over-year to include as part of a separate goal to create an annual budget book. The additional goal of these annual reports is to help identify and celebrate the successes of the various departments and employees. New to this report is a note for each item that has a one-to-one comparison to the previous year. There is also additional information provided where a change in reports from last year makes the comparison of information difficult or impossible this year. However, new reports should allow for a year-over-year comparison beginning with the 2026 report. Attached is the 2025 Year-End 2025 Departmental Report.

City Code also sets requirements for some boards or commissions to provide Council with an annual report. Attached with this memo are those required reports along with additional reports from other boards/commissions not identified by City Code, along with a development report created by Katherine before her departure.

Financial Consideration: None at this time.

Legal Consideration: None at this time.

Recommendation: Receive and file.

Discuss information included in the report and direct staff on any additional data or metrics desired, or any changes to consider for future annual reports.

Year-End 2025 Departmental Report

This is the second year this report has been compiled and provided to the Governing Body. The purpose of compiling these reports is to highlight the activity of the year. Eventually, the intent is to include this information, in whole or in part, as metrics to better explain services and functions as part of a budget book.

City Hall

Council:

As the body most directly acting on behalf of the citizens of Louisburg, I begin with a monthly list of actions taken by City Council through the year. This is a summary of actions for brevity, but can be used to quickly find additional information on items presented and considered.

Accomplishments by Month:

January

Approved updates to Facades of Louisburg Improvement Programs
Renewed membership with the League of Kansas Municipalities
Approved Request for Proposals for Property & Casualty Insurance Brokerage and Coverage
Approved the concept for a Board/Commission Idea Exchange
Approved a Special Event Application for a Working Dog Competition
Approved a Request for Proposals for Managed Information Technology Services
Approved an additional payment provided with Farmers Market Trees Project Close-Out Report
Approved a bid for Aquatic Center Heater replacement
Approved annual Garage Sale Sign Moratorium and adopted associated Resolution
Approved the process for Annual Pay Considerations as budgeted
Received and filed Annual Reports from Park & Tree Board and Fox Hall/Cemetery Board

February

Approved 2025 Aquatic Center Fees and approved Aquatic Center Staff Pay increases
Modified 2025 Budgeted Items, removing items and delaying items
Approved Charter Ordinance No. 17 allowing appointed City officers to be non-residents of Kansas
Approved Charter Ordinance No. 18 relating to levy of Transient Guest Tax

March

Approved a resolution for the sale of a certain project financed with proceeds of revenue bonds of the City – part of the Wea Creek Apartments Industrial Revenue Bonds process

Accepted insurance proposal from Elliott/EMC

Approved a Special Event Application for First National Bank

Approved an order for Freedom Fest Display Fireworks

Approved an agreement with USD 416 for School Resource Officers

Approved a Request for Proposals for Cemetery Mowing Contract

April

Approved cancellation notice for services from Hireology

Approved three water leak adjustments

Approved changes to Facades of Louisburg Improvement Program

Approved a contract with Imagine IT for Managed IT Services

Approved an ordinance amending appointments of officers and employees, setting 30-mile requirement for such appointments

May

Approved Resolution 5-5-25 as part of a Special Event Application for Future Business Leaders of America

Approved a Request for Proposals for Contract Municipal Attorney Services

Approved a notice of sale for City-Owned property at 7 West Amity by the City without a broker

Approved Louisburg Rotary Club annual membership excluding international dues

Approved recommendation from Fox Hall/Cemetery Board to accept bid from G-B Construction to repair the cemetery cannon base

Directed on beginning workshops to review Draft Governing Body Handbook

Provided consensus on continuing with current individual review of ways to honor contributions

June

Approved landscape and bed maintenance contract extension for 2025

Approved resolutions for a liquor license and a cereal malt beverage license

Approved recommendation from interview committee for Mark Hagen, Hagen Law Offices, LLC, for contract municipal attorney services

Approved proceeding with budgeted work to upgrade Starbrooke Lift Station to SCADA and associated work

Adopted Kansas Homeland Security Region J Hazard Mitigation Plan Resolution 6-15-2025C

July

Approved Cyber Security Upgrades through Imagine IT

Approved Website Licensing Agreements for STO and UPOC including licensing agreements and ordinances for both

Approved a Notice of Intent to exceed Revenue Neutral Rate for 2026 Budget

Approved Ben Miller as interim Public Works Director and selected Interview Committee

August

Approved a change order reducing the contract price for renovations at the Louisburg Aquatic Center

Approved solid waste services contract with Waste Management of Kansas, Inc.

Approved email migrating project for Police Department by NetStandard

Promoted Ben Miller from Interim Public Works Director to the Public Works Director position

September

Promoted Brian Joeckel to Public Works Supervisor

Directed staff to see engineering services for a traffic study of Amity crossing at Rogers Road

Approved annual updates to Standard Traffic Ordinance and Uniform Public Offense Code

Directed staff to approve the project/quote for technology upgrades for Windows 11 and Cybersecurity

October

Approved proceeding with headstone restoration with Four County Monument

Directed on a workshop for Employee Policy updates

Approved a Special Event Application for Holiday Magic on Broadway

November

Adopted Resolution 11-3-25 ratifying Park Fees

Accepted a traffic study for the Amity crossing at Rogers Road and the determination for warrants for a HAWK/PHB signal, and for engineers to submit the study to KDOT

Appointed Ben Miller as alternate to the KMGGA Board of Directors

Approved increasing Fire Department Volunteer per call and per training pay beginning January 1, 2026

Approved purchase of Neptune 360 software

Approved HR Partners created Employee Evaluation Tool

Approved 2026 Holiday Calendar including additional considerations

Approved continuation for Facades of Louisburg Improvement Program for residential, commercial, and enhanced commercial and a three-person staff panel for scoring applications

Approved an ordinance extending building permit fee waiver into 2026 with no changes

December

Approved LRC use of space near the water tower for a Community Garden

Allowed auto-renewal of one year of City Hall Cleaning Contract

Extended services provided by NetStandard and allowed agreements to auto-renew for one year for Police Department Managed IT services

Authorized staff and department heads to work through an employee evaluation process, to approve pay changes to coincide with the beginning of 2026 as best aligns with regular pay period, and allowing for pay changes as approved withing the 2026 budget

Approved extending the current agreement with USDI for another year

Extended Managed IT services provided by Imagine IT and allowing agreements to auto-renew for one year

Approved a Change Order for Amity Sidewalk Project

Provided consensus to move ahead with in-house process for developing Mission; Value; Vision; Goals

Quick Statistics on Administrative Items Presented to Council

Council held 24 regular meetings and 2 special meetings (2 in 2024), not counting agenda work study sessions

The number of items presented or discussed under the Admin Report of Council agendas was 146 items (146 in 2024), an average item count of 6 items/regular meeting (6 in 2024)

Of the 146 items, 82 items had action taken in one form or another (82 in 2024), 14 items had no action requested or taken (14 in 2024), and 50 items were returned or tabled at least once (50 in 2024)

Administration:

Implemented sample memos and outline for content and trained all department heads on the same during weekly interdepartmental meeting

Implemented project close-out memos and outline for content and trained all department heads on the same during weekly interdepartmental meeting – this is intended to help celebrate successes of departments and the City

Implemented process for noting in timecard and payroll system the employee's reason for overtime at time of hours worked

Helping to bolster the training new Public Works Director

Outlined projects and priorities for Planning & Development Director

Assisted with budget process – participating in the after-budget review that led to the new approach this year that seems to have worked very well

Added contract timeline to list of contracts for regular reminders of terms and timing for taking to Council for regular review

Initiated an internal process to limit or eliminate last minute items taken to Council that require immediate action upon first review – using a process that has document-heavy items to include a preliminary review with no action requested until the following meeting / second review

Created a budget tax rate calculator spreadsheet for online use in estimating taxes for residential or commercial properties based on properties taxes included in the most recently adopted City budget and those of the other local and state taxing authorities

Interdepartmental Meetings Held – 23 (21 in 2024)

Currently evaluating the effectiveness of these meetings

Policy Sections Reviewed with Departments:

Personnel Policies – 6 (20 in 2024)

Purchasing Policy – 12 (0 in 2024)

City Code – 3 (0 in 2024)

Points of Positive Praise - 80 (33 in 2024; added to departmental meetings 8/29/2024)

Finance:

Data Metrics

1,636 Checks/ACH payments issued during the year. (1,414 in 2024)

1,789 Paychecks issued during the year. (1,852 in 2024)

21,103 receipt transactions throughout the year (20,487 in 2024)

36 Bank Reconciliations completed throughout the year. (43 in 2024)

\$6.25M investments placed under the City investing policy (\$6.25M in 2024)

\$18.75M average cash holdings in the City throughout the year. (\$19.89M in 2024)

514 monthly financial reports generated to provide current monthly data to departments during the year. (new metric in 2025)

Provided Quarterly Cash Reports (same in 2024)

Annual Work

Completed the 2026 Budget with the City Administrator.

Worked with the Marais Des Cygnes Public Utility Authority in the completion of its annual budget.

Submit required disclosures to the Electronic Municipal Market Access “EMMA” website to comply with debt covenants.

Year End Process:

Close out Fiscal Period in City Finance System.

Accounts Payable Cutoff monitoring.

Publish Annual Treasurer’s report in print publication.

Issued 1099NEC statements to vendors (44 in 2025; 56 in 2024).

Issued 51 Purchase Orders for a value of \$1,594,608 during the year.* (28 for \$3,615,279 in 2024)

* Subject to change. The fiscal year 2025 has not been completed as of this writing and it is expected that additional purchase orders will be issued for the year.

Provide data to insurance company auditors as required for the annual Worker’s Compensation Payroll Audit.

Projects

Significant progress implementing the new ERP system with Tyler Technologies, including general ledger, utility billing and municipal justice systems, along with numerous other ancillary functions. Work continues into 2026.

Close separate Freedom Fund bank accounts to make the operations uniform with other processes within the City.

Research the history of legacy Bond Reserve Fund (083) account and closed as fund was no longer required.

Updated various City charge accounts due to changes in personnel throughout the year.

Review the various employee health/eye/dental/life insurance benefits, consider alternatives and make appropriate changes to add value to the City and Employees.

Human Resources:

Processed or onboarded 26 new hires (43 in 2024); 4 of which were full-time employees (8 in 2024), 3 volunteer firefighters (4 in 2024), and 19 seasonal employees (3 Parks [3 in 2024], 28 Aquatic Center [28 in 2024])

Continued review/updates to Personnel Policy - final draft to GB for review

Annual insurance census submission

Annual open enrollments for:

Health (HSA), Dental and Vision – April
Optional Group Life (OGLI) – October
FSA – December

KPERS training

Planning & Zoning:

The Planning Commission had meetings the following months of 2025: January, February (x2), March, April, May, June (x2), July, August, September, October, November, and December.

The following formal cases were discussed at Planning Commission meetings in 2025:

Gold Bridge Treatment Center
Louisburg Middle School/ High School Baseball/ Softball Fields Improvements - Site Plan
Parker Estates - Prelim. & Final Plats, Special Use Permit (dismissed)
1100 S. Metcalf Rd. - Mini-Warehouse - Special Use Permit
1102 S. Elm St. - Boundary Line Adjustment
Taco Bell - Rezoning from "A-G" to "C-S", Lot Split, Site Plan
Middle Creek Lake - Deannexation
Hidden Creek Estates (S. 9th St. & US-69 Hwy) - Prelim. & Final Plats
Louisburg Family Dental - Building Expansion - Site Plan
KOMA (Kansas Open Meetings Act) Discussion
901A West Amity St. - Front Yard Fence & Safety Bollards - Special Use Permit
105 East Amity St. - Rezoning from "C-0" to "C-3"
Middle Creek Crest PUD - Rezoning from "R-1" to "PUD", Prelim. Dev. Plan
S. 3rd St. & S. Metcalf Rd. - Office Building - Site Plan

The following 2026 budget items were requested:

Zoning & Subdivision Regulations Update (not approved)
Infrastructure Implementation Fund (approved)

The following potential text amendments were discussed in 2025:

Temporary signage / potential trial period
Interact/ LIFT developer meetings
Fence regulations
Table of Uses
Bulk Regulations Tables
Exterior Building Materials on Non-Residential Buildings
Outdoor Storage Requirements in Non-Residential Zoning Districts
Signage Material - HDU (High Density Urethane) and EPS (Expanded Polystyrene)
Screening of Roof-Mounted Utilities
HUD Requirements for Mobile Homes

2025 Permit data: (as of 12/1/25)

Permits issued: 238

Permits approved: 194

Permits voided: 8

Permits incomplete: 36

Total valuation (includes pending and approved): \$11,429,650.09

Total permit fees (includes pending and approved): \$39,966.77

New home permits: 6

Katherine provided a 2024 Development and Planning Report that was included in the Dec. 15 agenda packet. That document is attached, just not in the binder as it was initially presented.

Utilities:

402 work orders were completed for move-ins/move-outs. Excludes water meter/ gas meter installs. (516 in 2024)

Send out 1,980 utility bills and approximately 450 late notices each month. (1,568 bills and 450 late notices in 2024)

Moved to Tyler Tech for work orders.

Implementation of Tyler Tech for payments and software conversion.

Municipal Court:

Total cases - 295

Implementations for court in 2025

Preparation for Tyler Tech Municipal Justice software

Updated filing system to separate current collections, warrants and diversions

Reviewed and updated warrant list – we went through the entire backlog dating back to 2007 (some stragglers even from the 90's) and cleared all the warrants or brought them current.

We also have increased our community outreach. We have had some job shadow students and we are presenting for Coach/Counselor Nick Chapman at Louisburg High School Feb 6.

We very much enjoyed the feast prepared at Louisburg Middle School.

Facilities Coordinator:

Processed (payment, refund, cleanup)

176 Fox Hall Rentals (77 in 2024)

35 LYP rentals (18 in 2024)

30 Ron Weers Park rentals (16 in 2024)

8 City Park Bandstand Rentals (new in 2025 report)

2 Pickleball/ Tennis Rentals

18 Pool Parties

Parks

- Coordinated first Working Dog Championship in Louisburg
- Had Louisburg lake damn inspection completed
- 12 months of Park and tree Agendas, Minutes, presentations and Council Agenda
- Facilitated discussions for farmers market and community garden
- Fencing repaired at LYP D field
- Organized park spruce up day
- Processed special events permits for rocket launch and metal detecting
- Had playground resurfaced at city park
- Pickleball/tennis court refurbished (research, quotes, council and board presentation, contractor oversight)
- Basketball court refurbished
- Clean leaves off courts
- Ensured portable toilets were serviced in the parks
- Weed/feed/seeded all parks after research, quotes, council and board presentation
- Worked to improve LYP soccer fields
- Filled cemetery with topsoil and seeded
- Work with USD 416 for field scheduling and readiness of the fields
- Meet and greet for P&T and Library
- Moved goal posts at LYP for field repair
- Painted LYP pavilions
- Had concrete slabbed expanded and grills at LYP
- Replaced picnic tables at the shelters
- Mulched trees throughout the parks
- Trimmed bushes at RW to see the sign
- Had aerators fixed/maintained at RW
- Had bleachers repaired at LYP
- Worked with LRC for food service compliance
- Cleaned bandstand for rentals
- Work with community members for volunteer service such as tree trimming
- Had concrete slabs backfilled around the lake
- Had septic cleaned out at LYP

- Researched Dock for lake
- Ensured pest control for all buildings and LYP
- Presented Community Garden location
- Had electrical box cover replaced at LYP
- Removed suckers from trees throughout LYP
- Updated Park fees
- Ensured winterization of all facilities
- Worked to map LYP
- Ensured Foul poles painted at LYP
- Ensured warning track filled in in outfield at LYP
- Removed tree stakes from all trees planted last year
- Made worklist for Park employee

Pool

- Pay increases for lifeguards
- Had pool paint warranty work completed
- Pool staff hiring (set up interviews, work with managers)
- Lifeguard training for 32 guards ensured certification
- Concession training with KDHE for all new employees
- Conducted harassment training for pool staff
- Replaced broken grates around pool service
- Fixed pool ladders, replaced steps
- Replaced slide on/off button
- Mowed pool weekly
- Had recycling dumpster placed at pool
- Had heater replaced at the pool after research, quotes, council and board presentation
- Ensured all concessions were stocked during pool season
- Replaced broken fridge at pool
- Had water heater replaced at pool
- Plumbing fixed at pool
- Pulled weeds at pool
- Hauled 2 tons of rock for center island at pool
- Replaced toilet paper holders at pool
- Added towel hooks in the showers
- Attended all call training at the pool
- Cleaned out/ organized pumphouse
- Had pool vacuum repaired
- Had overhead lights repaired at pool
- Slides refurbished (RFP quotes, council and board presentation)
- Door repaired at Pumhouse

- Checked pool chemical and filter every morning, ensured managers were doing the same
- Checked all pool equipment daily for safety concerns
- Repaired pool inlet valves
- Dove down to clean pool drains
- Weekly maintenance of pool filter
- Fixed pretzel warmer (saved \$1000)
- Ensured Sub pump fixed at pool
- Deep cleaned pool filter and ensured winterization
- Pool painting RFP

Facilities and Cemetery

- Fixed faucet in the Restroom in City Hall
- Had copier repaired numerous times
- Replaced ceiling tiles at City Hall
- Had leaking roof repaired at City Hall
- Had HVAC service set up bi annually
- Replace HVAC filters quarterly in all buildings
- Had doors replaced at FD
- Had door seals replaced at FD
- Cemetery Canon repair quotes
- Set up window cleaning service for CH, FH, PD, FD
- Filled cemetery with topsoil and seeded
- Weed/feed/seeded cemetery
- Replaced light bulbs throughout CH
- Had elevator repaired at FD
- Had scrap dumpsters placed for Citywide cleanup
- Fixed taillight on GV
- Cider Run special event
- Researched Copier at City Hall
- Replaced toilet flush sensor
- Met or spoke with many contractors for various projects. Fielded many calls and questions

Public Works:

The Public Works Department is pleased to present the Annual Report summarizing key accomplishments, ongoing initiatives, and operations for the 2025 calendar year. City crews remain committed to delivering reliable essential services, maintaining public infrastructure, and supporting the safety and quality of life for residents.

The Public Works Department is responsible for:

- Streets and right-of-way maintenance
- Water distribution system operations
- Wastewater collection system maintenance
- Gas distribution system operations
- Stormwater system management
- Park improvements and maintenance
- Parks, facilities, and grounds maintenance
- Public Works emergency response
- Utility locating

This year, the department continued to improve service efficiency and strengthen internal operations.

Streets

- Completed roughly 10 lane miles of crack sealing.
- Reconstructed just under 4 lane miles of deteriorated roadway using mill-and-overlay.
- The city used Micro Surfacing for the first time to coat roughly a 1/2 mile of roadway on S. Broadway St.
- The city replaced a stretch of sidewalk on S. 3rd St. and made several repairs throughout town.
- Responded to six winter weather events with effective snow and ice removal.
- The city added an asphalt roller and a mini asphalt planer to start bringing some projects in-house. This allows staff to make repairs in a timely manner.

Water Utility

- Completed 8 water main repairs and 6 service line repairs.
- Maintained compliance with state and federal drinking water regulations.
- Acquired engineering services for a master water main replacement master plan and hydraulic study of the water system.

Wastewater System

- Cleaned 11,350 linear feet of sewer mains.
- Treated sewer mains 16 times with root killer as a preventative maintenance in problematic areas.
- Reduced inflow and infiltration by lining 34 manholes.

Stormwater Management

- Performed annual maintenance on stormwater culverts, ditches, and detention basins.
- Completed the stormwater project from S. 6th and Mulberry St. to S. 9th and Rogers Rd.

Gas System

- Public Works have continued to work with USDI to deliver a reliable, safe, and efficient utility to the residents of Louisburg.
- The city installed an Eagle Monitoring System at the Point of Sale to monitor system pressure and alert staff in the event of an issue with operating pressure.
- Staff has continued to take on more responsibilities and get OQ'd through USDI.

Parks, Facilities, & Grounds

- Completed preventive maintenance on all city facilities.
- Oversaw improvements to public buildings, parks, and grounds.
- Managed contract mowing and seasonal landscape work.
- Completed renovations at the LAC and also added repairs to the slide features.
- Resurfaced the tennis/ pickleball courts.
- Installed playground surfacing at the city park.
- Purchased a new mower.

Utility Locating

- Public works staff are responsible for locating the water, gas, and sewer systems in city limits and surrounding areas.
- Staff are responsible for locating the main water supply line that connects Louisburg to the MDCPUA Water Plant located at 343rd St. and Victory Rd.
- Staff completed a total of 765 locate tickets.
- Staff completed 811 utility NULCA certificate training through Subsurface Solutions.
- The city purchased a hydro excavator to pothole utilities. This allows staff to locate utilities with minimal disturbance to the customers property and reduces the chance of damage to utilities.

Major Projects Completed

- Completed the Amity Trail Sidewalk project.
- Completed the stormwater project from S. 6th and S. Doyle to S. 8th and S. Rogers Rd.
- Replaced motors and pumps at the lake lift station.
- Installed the SCADA (Supervisory Control and Data Acquisition) system for the Starbrooke lift station.

Customer Service

- Responded to over 453 resident service requests and work orders.

Training & Safety

- Implemented monthly topic specific trainings.
- Staff attended monthly safety meetings.
- Enhanced emergency response procedures, including first responder coordination.

2026 Goals

- Continue moving forward creating a long term plan for a water main replacement project.
- Expand GIS mapping for water, sewer, and stormwater systems.
- Increase pavement preservation mileage.
- Improve community communication and service request tracking.

Conclusion

The Public Works Department remains dedicated to maintaining reliable infrastructure, providing quality services, and planning for future growth. We appreciate the support of the city council, city administration, and most importantly, the community. We look forward to continuing our mission into the next year.

Communications:

Graphical report attached

Fire Department

Executive Summary

The Louisburg Fire Department (LFD) continued to provide essential fire suppression, emergency medical response, and community risk reduction services throughout 2025. Despite a slight reduction in personnel, the department experienced a significant increase in call volume, reflecting continued growth and service demand within both the City of Louisburg and the surrounding county.

During 2025, the department responded to 530 total incidents, representing a 15% increase over 2024. City incidents alone increased by 26.5%, highlighting the expanding operational demands placed on the department. LFD remained committed to maintaining effective response times, advancing training, and strengthening community outreach efforts.

Total Personnel – 24

Chief – 1

Captains – 3

Firefighters – 23 (20 in 2024)

Retirements – 2

New Members – 5 (4 in 2024)

Overall, the department experienced a net decrease of 2 personnel compared to 2024. Recruitment and retention remain priorities to ensure adequate staffing levels as service demand continues to rise.

Total Incidents – 530 (461 in 2024)

City Fire Calls – 246 (192 in 2024)

County Fire Calls – 285 (269 in 2024)

The department experienced a 15% increase in total incidents compared to 461 total incidents 2024, with city incidents increasing by 26.5% from 192 total incidents to 243 total incidents, reflecting significant growth in service demand.

City Fire Type Incidents – 158 (131 in 2024)

City EMS Incidents – 85 (61 in 2024)

County Fire Type Incidents – 238 (220 in 2024)

County EMS Incidents – 49 (same in 2024)

Fire-type responses accounted for the majority of incidents in both response areas, particularly within the county.

City Fire Call Times

Average Turn Out Times

Day: 1:54

Night: 3:30

Weekend: 2:59

Average Response Times

Day: 4:39

Night: 6:38

Weekend: 6:44

County Fire Call Times

Average Turn-out Times

Day: 2:13

Night: 3:28

Weekend: 3:24

Average Response Times

Day: 11:52

Night: 10.48

Weekend: 10:48

County response times are longer due to increased travel distances and rural coverage requirements.

Training & Professional Development

Total Trainings – 23 (21 in 2024)

Total Training Hours for Personnel – 913 (601 in 2024)

These trainings ensured personnel remained proficient in fire suppression tactics, emergency medical response, and evolving operational standards.

Community Engagement and Public Education

The Louisburg Fire Department maintained a strong presence in the community through public relations and educational initiatives:

Public Relations Events – 26 (24 in 2024)

School Visits – 14 (12 in 2024)

These events helped promote fire safety awareness, build public trust, and strengthen relationships with residents and local organizations.

Community Risk Reduction

As part of its commitment to life safety, the department conducted smoke detector initiatives throughout the year.

Total Smoke Detectors Installed – 52 (27 in 2024)

Total Smoke Detector Batteries Changed – 108 (128 in 2024)

These efforts directly contributed to improved residential fire safety and reduced risk within the community.

Conclusion

The 2025 calendar year was marked by increased operational demand, continued community engagement, and a strong commitment to training and safety. Despite staffing challenges, the Louisburg Fire Department remained dedicated to providing high-quality emergency services to both city and county residents.

As the community continues to grow, the department will focus on personnel development, response efficiency, and proactive risk reduction to meet future challenges and uphold its mission of protecting life and property.

Police Department

This is a report of the activities and accomplishments of the Louisburg Police Department over the 2025 calendar year. I want to take the opportunity to explain some of the variances in this report so there is clarification on why this yearly report is a standalone report and should not be used to directly compare totals from other yearly reports without looking at each category and limitations individually.

As you are all aware, over this past year Louisburg Police Department has transitioned to Central Square for computer-aided dispatching and records management. Prior to Central Square there was no legacy system but a combination of various methods of recording. Due to the lack of resources and the costs associated with data conversion, Louisburg Police converted very limited historical data into the new Central Square system.

The Central Square system went live in late May 2025, but not all custom forms and custom modules were live at that time. The Louisburg Police Department staff has since built out additional custom forms and modules over the course of 2025 and continues to build out these forms and modules to best capture information and data moving forward. Because of the staggered implementation of these custom forms and modules the length of time data was captured for year-end reporting varies. Some categories listed do indicate a full year's worth of reporting, but these categories are also limited by the amount of historical data collected prior to going live and the ability to enter this historical information into Central Square. Next to each category total is an approximate time this number represents.

- Calls for Service: 3,361 over a 7-month period
- Cases: 798 for the 2025 calendar year
- Miles Driven: 96,582 for the 2025 calendar year with a maintenance cost excluding fuel of \$13,523.00
- Total Training Hours: 798 hours for the 2025 calendar year with data conversion
- Notices to Appear: 177 over a 5-month period
- Warnings: 382 over a 5-month period
- Reports Disseminated: 633 over 2025 calendar year with some limitation on data conversion
- UTV Inspections and Fingerprints: 89 over a 7-month period with some additional data converted
- Safety Programs Given: 21 over 2025 calendar year with some conversion of historical data
- Special Event Assignments: 10 over the 2025 calendar year with some conversion of historical data

Updates to Major Projects

- Central Square is live and we are in the process of refining processes, reports, and training to reach the full potential of the software.

- Cradel Points and MDU are installed in all patrol vehicles. We are currently working through issues involving the mapping features that integrates with Central Square and the ability to mine data from this integration.
- Preparation for email and office 365 domains transition in January of 2026 to ensure KCJIS security compliance and a robust security stance for the entire police department network.
- Uploading entirely new and updated policy manual into Central Square. This project is approximately 65% complete at the time of this report.
- Conversion and verification of 18 years' worth of historical files and reports into an electronic storage media. In the process of scheduling a secure on-site shredding service to destroy hard copies of historical files that have been converted.
- Award of silver level traffic safety recognition for activities and participation in the Kansas Department of Transportation Community Traffic Awards Program.
- A 10% evidence audit was completed with 100% compliance. After the audit we are currently working through bar coding all evidence and converting all evidence into the Central Square records management system.

How we communicate?



unknown number of meetings with actual or potential business owners and developers

Ranging from life safety to informative to fun!

assist other depts

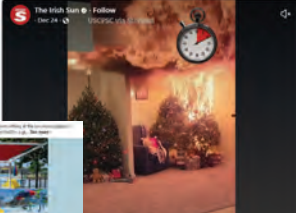
meetings

Water service will be shut off to part of old town Louisburg, Monday, Aug. 4 for a water main repair. Louisburg Public Works will be repairing a water main downtown... See more

Shaded area will be without water during water main repairs Monday, Aug. 4



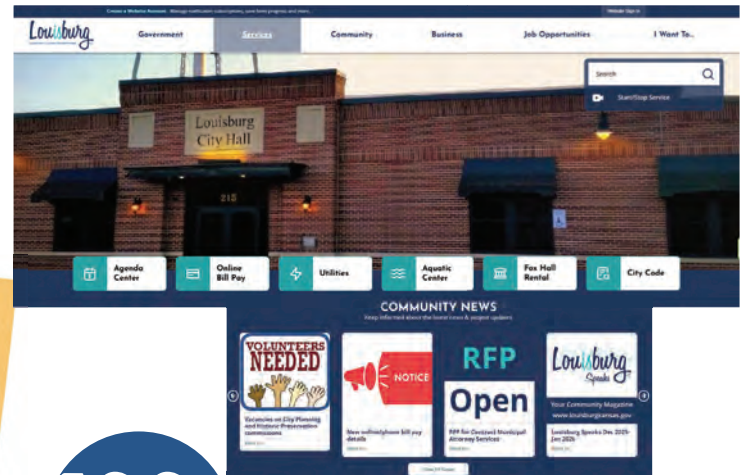
The Chief Gerald Fitzhugh wanted to share this video to show how quickly a fresh-cut Christmas tree can burn when it is allowed to get too dry. According to the N... See more



You haven't checked out the lights in Louisburg yet, be sure to swing by City Hall and check out the new Elliott Family Christmas Tree honoring the memory of Gene... See more



Created a dedicated web page for the Rogers Road stormwater project to keep area residents up-to-date



91 agenda packets

267 Facebook posts

100+ website Newflash

plus unknown number of website updates

BOXCAST

105 meeting livestreams

Plus Zoom and other in-house tech support



6 issues of Louisburg Speaks



questionnaires



connections

unknown number of phone calls and emails providing connections/assistance to residents

conference

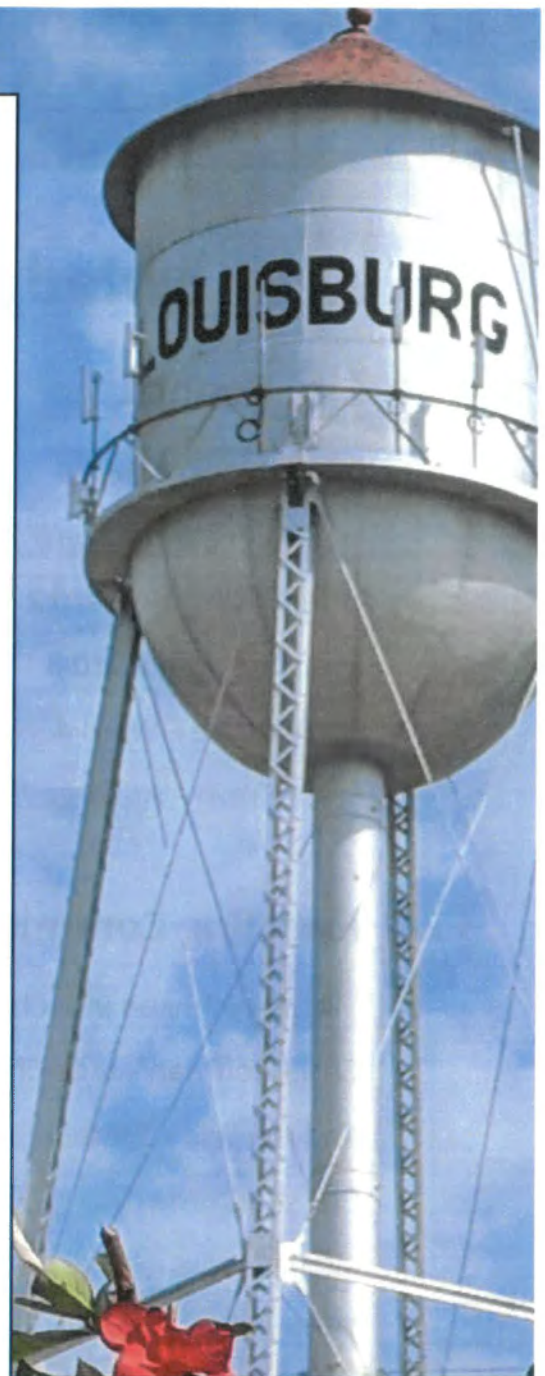


City of Louisburg, KS

Planning &
Development
Annual Report

2024

Louisburg
CLOSE-KNIT • CLOSE TO EVERYTHING ^{KS}



Acknowledgements

City Council

Donna Cook – Mayor

Scott Margrave – Ward 1

Tiffany Ellison – Ward 2

Ryan Graves – Ward 3

Kalee Stone – Ward 4

Steve Town – At-Large / Mayor Pro-Tem

Planning Commission

Michael Johnson Jr. – Chair

Chris Hoffman – Vice-Chair

Andrew Ball – Secretary

Christian Brown

Jason Crooks

Thorvald McKiearnan

Stephanie Parker

City Staff

Nathan Law – City Administrator

Katherine Louderbaugh, AICP – Planning & Development Director

Jean Carder – Communications Coordinator



Citizens State Bank & Trust, 408 S. Metcalf Rd. – Constructed 2023



2024 PLANNING & DEVELOPMENT REPORT

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2024 Boards & Commissions Activity	25

Director's Note

When I arrived in Louisburg in late 2024, there were already a lot of development projects underway. Scooter's Coffee was under construction, Louisburg Landing residential homes were well underway, and a myriad of permits were being submitted for different projects across the city. The city is growing steadily, and there is significant interest shown by new businesses and residents that desire to relocate to Louisburg. We held 13 formal pre-application meetings in 2025, and our staff and I have had countless conversations with business owners and potential residents interested in coming to Louisburg. People are seeing a flourishing community that they would like to be a part of, which is thanks to the wonderful people here, the proximity to amenities, available land to grow, a rural hometown feel, and many other qualities that make Louisburg great. Louisburg's motto is: "Close-knit, close-to-everything". I have certainly seen that in my time with the city. This is a community that wants to be thoughtful about development and is welcoming to those that are new. Louisburg is eager to provide opportunities to those that want to invest time, money, and effort into the betterment of the city. 2024 and 2025 brought many new projects in for review. We look forward to what will happen in Louisburg in 2026 and continue moving forward with a standard of excellence and expectation of great things to come!

*Katherine Louderbaugh, AICP
Planning & Development Director*



Bright Future Comprehensive Plan Goals & Objectives

The Bright Future Comprehensive Plan was completed and adopted in 2017 as the new Comprehensive Plan for the City of Louisburg. The goals and objectives listed in the Comprehensive Plan were formed as a result of public, stakeholder, staff, and elected officials input. A Comprehensive Plan is important to review on a yearly basis as decisions are made, and future plans are created. Below are the goals that were adopted as part of the plan:

- *Foster a diverse mix of land uses that support and grows Louisburg's tax base.*
- *Establish Downtown Louisburg as a vibrant and vital mixed-use center.*
- *Establish thriving neighborhood retail and destination commercial centers along Amity Street and Metcalf Road.*
- *Strengthen Louisburg's stable, vibrant neighborhoods that provide varied housing and living opportunities.*
- *Strengthen and expand Louisburg's enhanced and well-maintained parks and open space system.*
- *Ensure Louisburg has a well-connected, maintained and comprehensive transportation system.*
- *Ensure Louisburg has an orderly approach to maintaining its city form and addressing growth management.*
- *Maintain a high quality of life with quality community services, amenities and year-round activities.*





Master Plan Goals Progress

The items below reflect progress made on the Master Plan goals in 2024. These goals (and others not listed) are ongoing and are considered regularly in work plans, future budget considerations, and longterm planning.

1. **Implement key Comprehensive Plan land use recommendation.**
 - a. Progress: The Planning Commission primarily reviews Comprehensive Plan Land Use adherence. This is currently done primarily when development applications are submitted, and the land use is reviewed for appropriateness when compared with the Comprehensive Plan. This is looked at as a portion of the Golden Factors, which are reviewed during a public hearing meeting.
2. **Facilitate Downtown Revitalization activity.**
 - a. Progress: FLIP program for commercial businesses can assist downtown business owners with this goal.
3. **Enhance neighborhood livability.**
 - a. Progress: FLIP program currently provided for homeowners.
4. **Promote new residential development and quality new living environments.**
 - a. Progress: Multiple new subdivisions have been approved in the last 5 years, including Rolling Rock Reserve subdivision, Hidden Creek Estates, Parker Estates, Louisburg Landing, etc. Also, multiple single-family homes, duplexes, and multiplexes have been constructed within the city.
5. **Maintain all roads and ensure a safe pedestrian environment.**
 - a. Progress: Annual street and concrete work were completed.
6. **Maintain up-to-date infrastructure systems.**
 - a. Progress: Lift station upgrades were implemented.
7. **Maintain high quality community services / amenities.**
 - a. Progress: City staff and elected officials work daily to maintain high quality community services and amenities. This has been achieved through great customer service, transparency in all dealings with staff and the public, rapid responses to inquiries, and many other forms.
8. **Enhance community identity and appearance.**
 - a. Progress: The FLIP program is available in both residential and commercial form, as well as FLIP enhanced for business owners within Louisburg. This can help with both community identity and appearance.



9. Communicate progress on Comprehensive Plan implementation.

- a. Progress: This report is an attempt to provide information on progress for the Comprehensive Plan, as well as other development occurrences.

10. Integrate Comprehensive Plan into preparing annual work plans and budgets.

- a. Progress: This report can serve as information on the work completed in past years, to help inform budget decisions and work plans. Annual Comprehensive Plan reviews will also help with preparing both of these items.



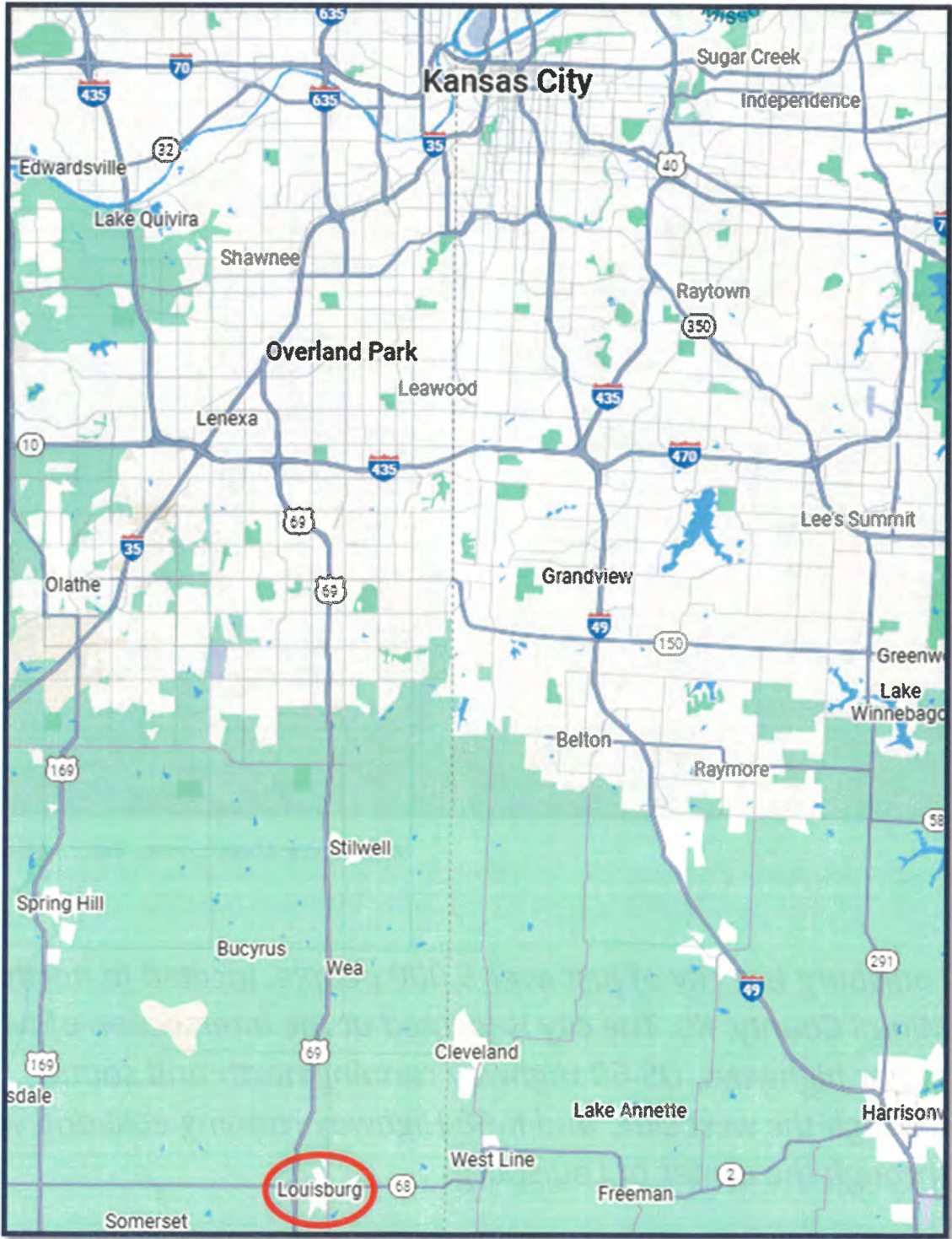
Taco Bell, 1401 West Amity St. – Under Construction 2025



Louisburg Background & Demographics



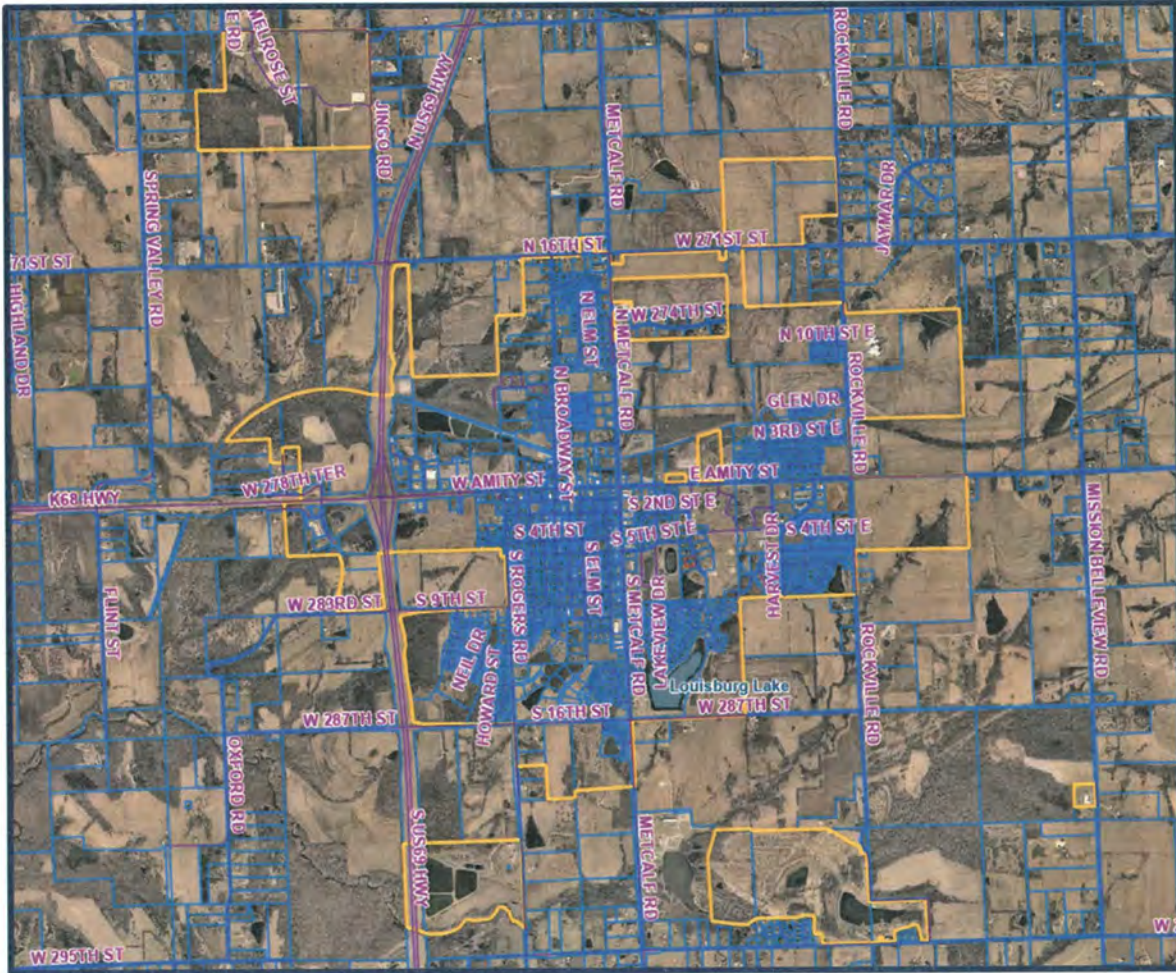
Louisburg as Part of the KC Metro



Map Source: Google Maps



Louisburg Aerial



Map Source: Miami County, Beacon Mapping

Louisburg is a city of just over 5,000 people, located in northeast Miami County, KS. The city is located at the intersection of two major highways, US-69 Highway running north and south through the west side, and K-68 Highway running east and west through the center of Louisburg.

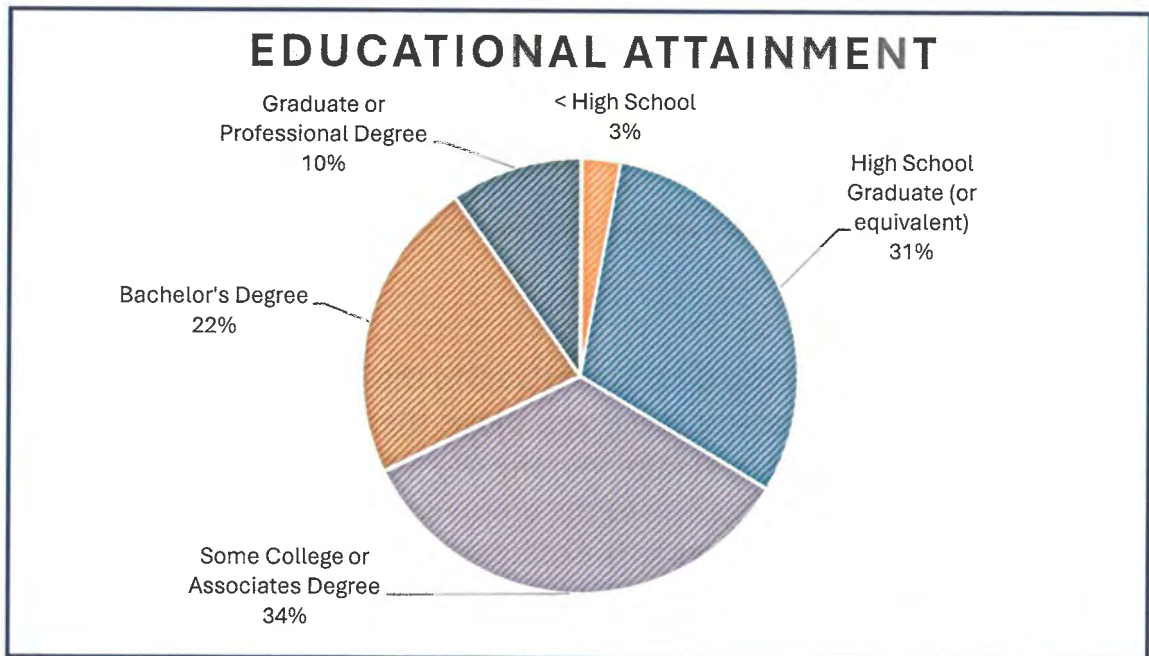
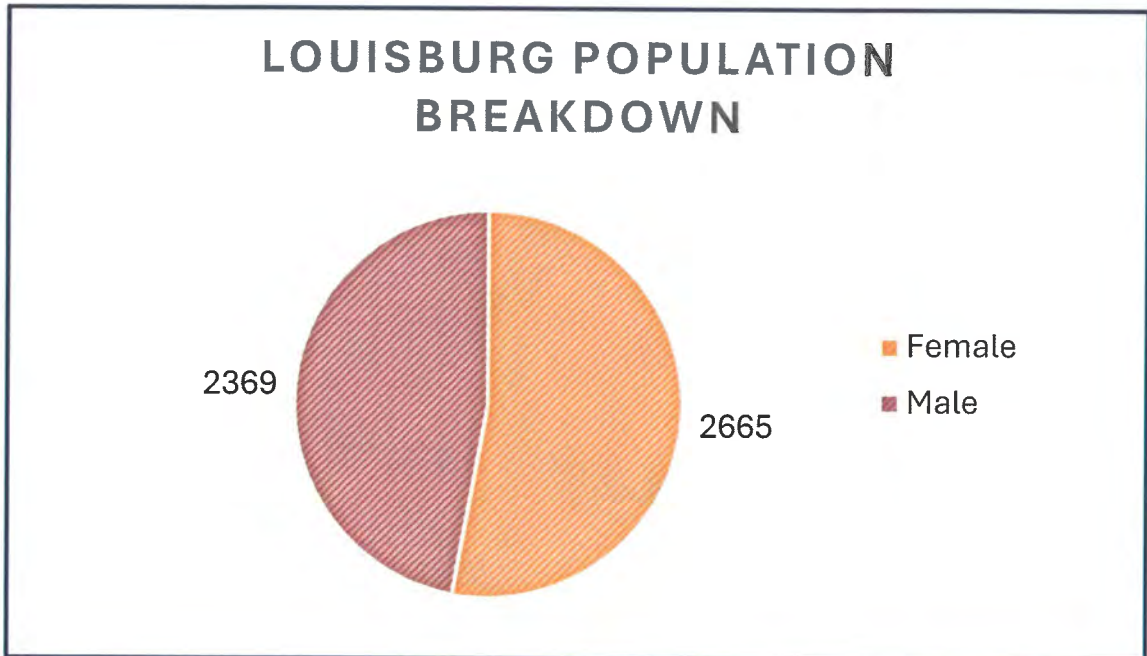


Total Population: 5,034 (2023 ACS estimate)

Median Age: 37.9 years old (2023 ACS estimate)

Median Income: \$75,556 (2023 ACS estimate)

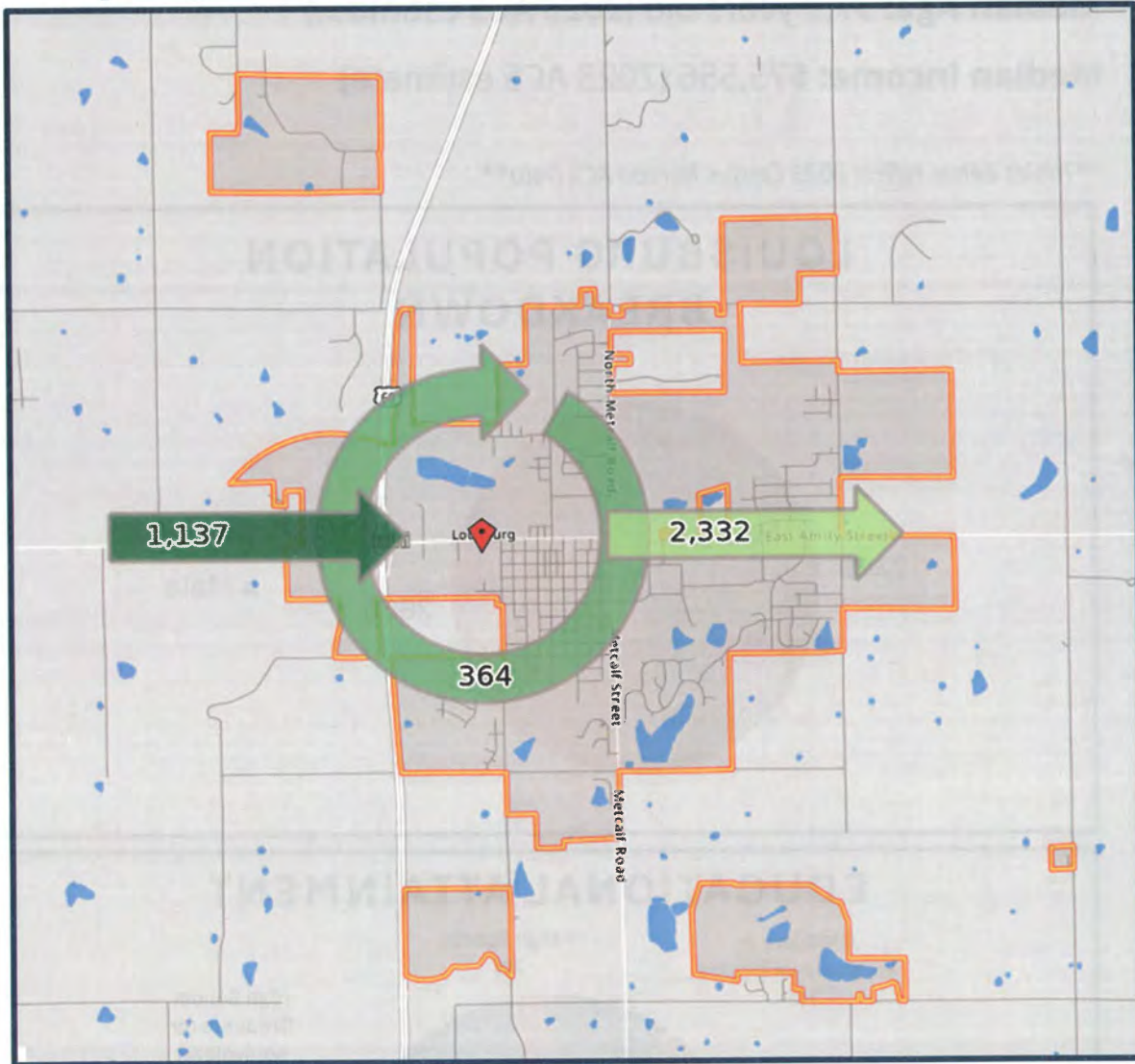
Tables below reflect 2023 Census Bureau ACS Data



Data Source: U.S. Census Bureau



Employment Inflow / Outflow (2022)



Map Source: On the Map

The map above provides job data as it relates to the City of Louisburg. The darker green arrow on the left side of the image shows the amount of people that don't live in Louisburg, but that commute into the city for work. The lightest green arrow on the right side of the image shows the amount of people that live in Louisburg but commute elsewhere for work. The middle green circular arrow shows the amount of people who both live and work in Louisburg.



Scooter's Coffee, 1502 West Amity St. – Construction Completed 2025



Housing in Louisburg

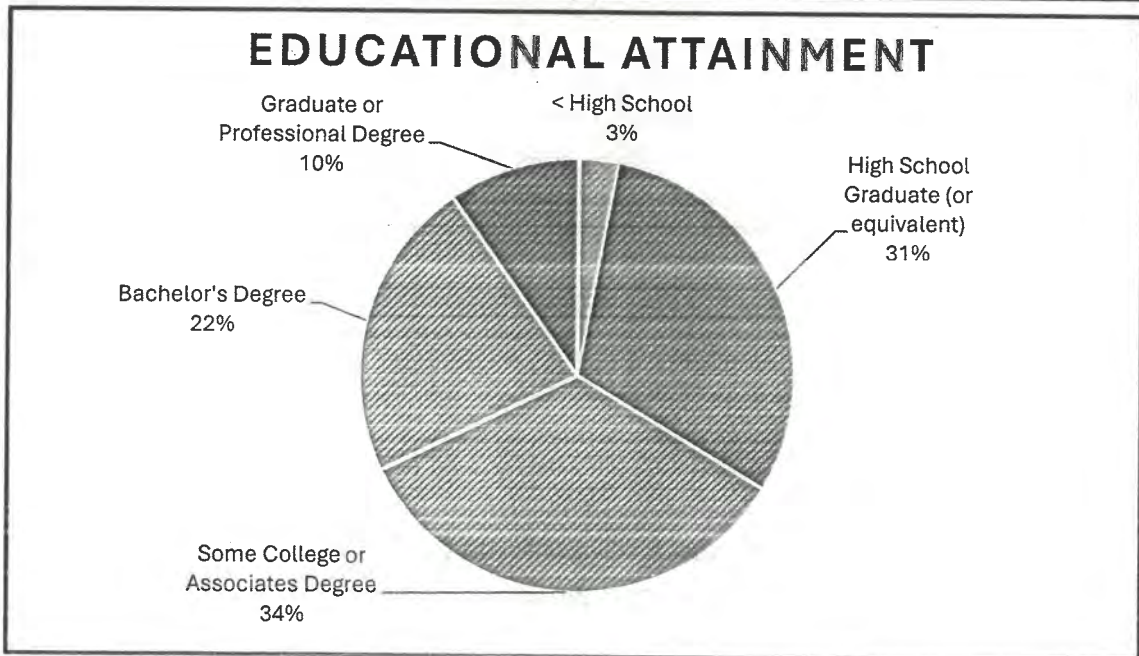
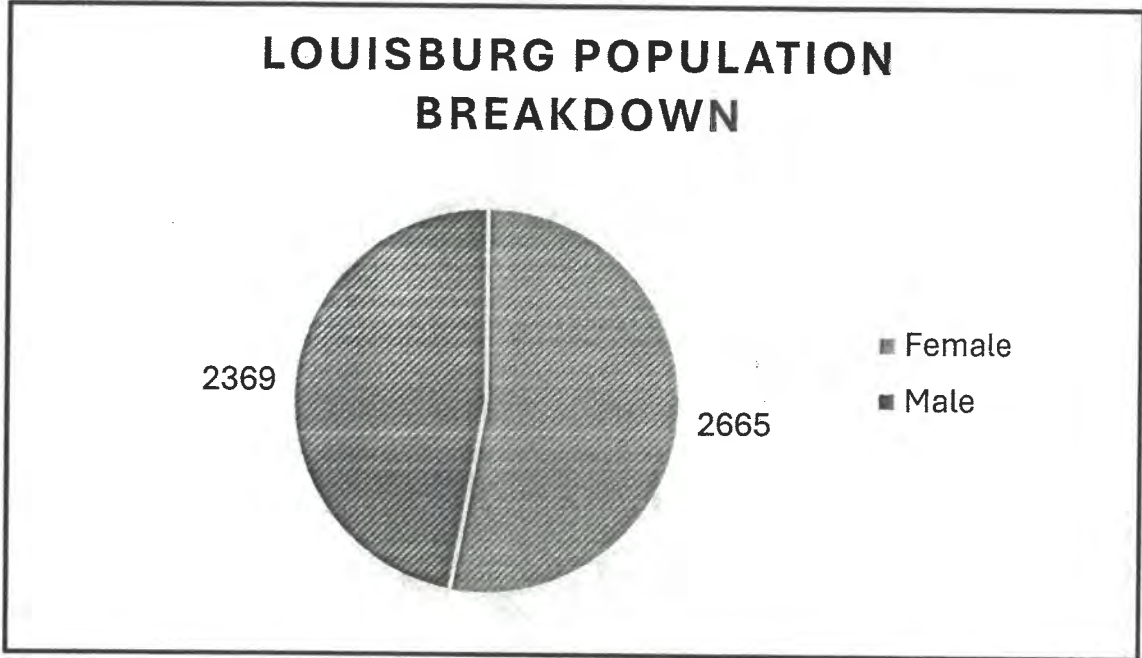


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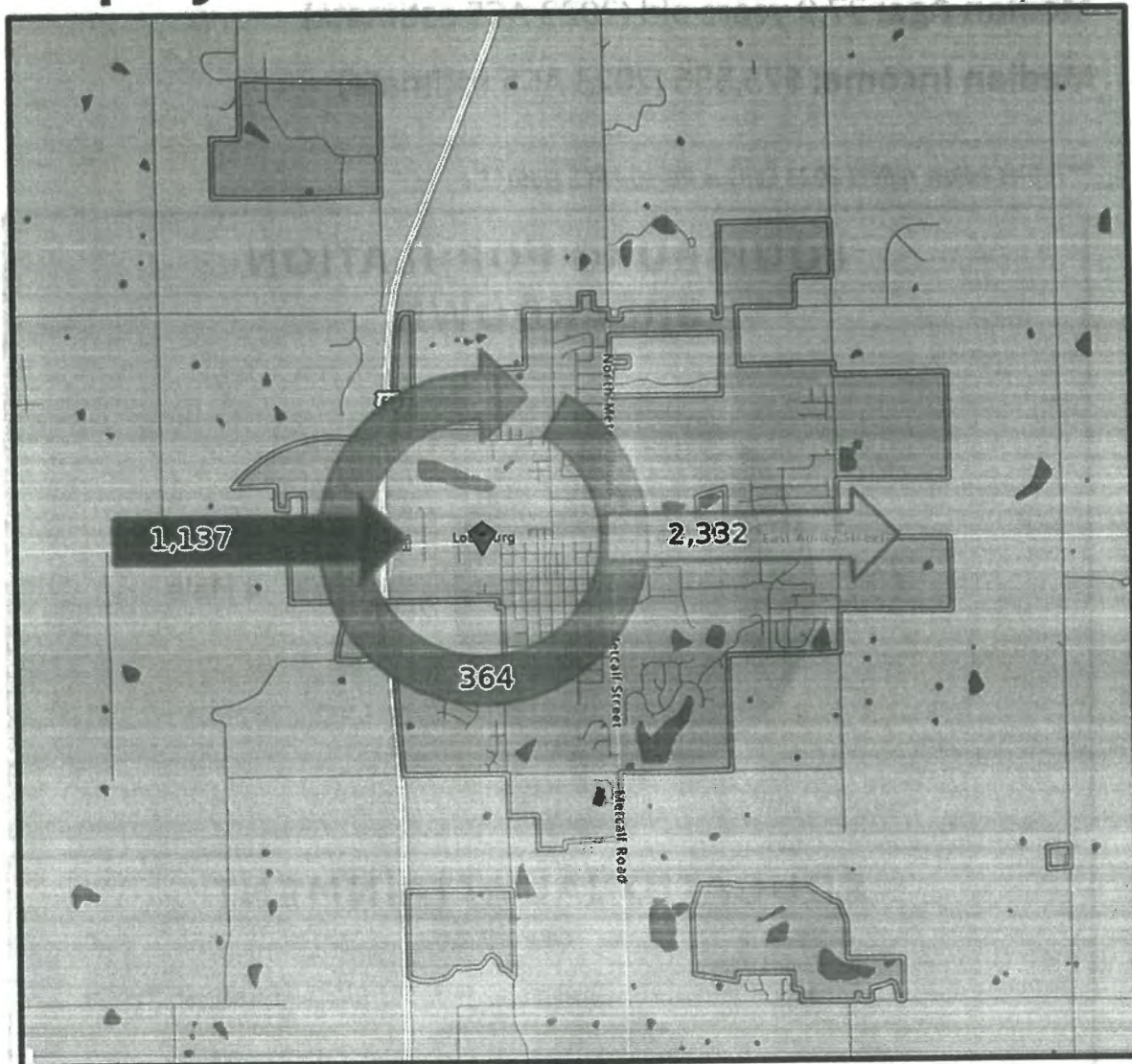
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Data Source: U.S. Census Bureau



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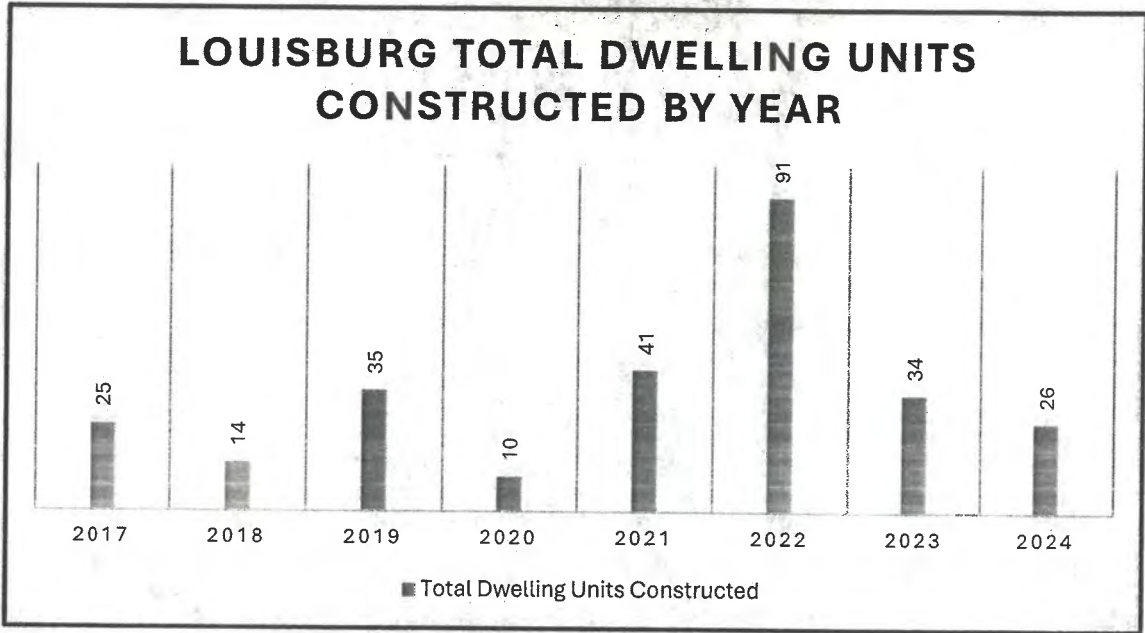


Map Source: On the Map

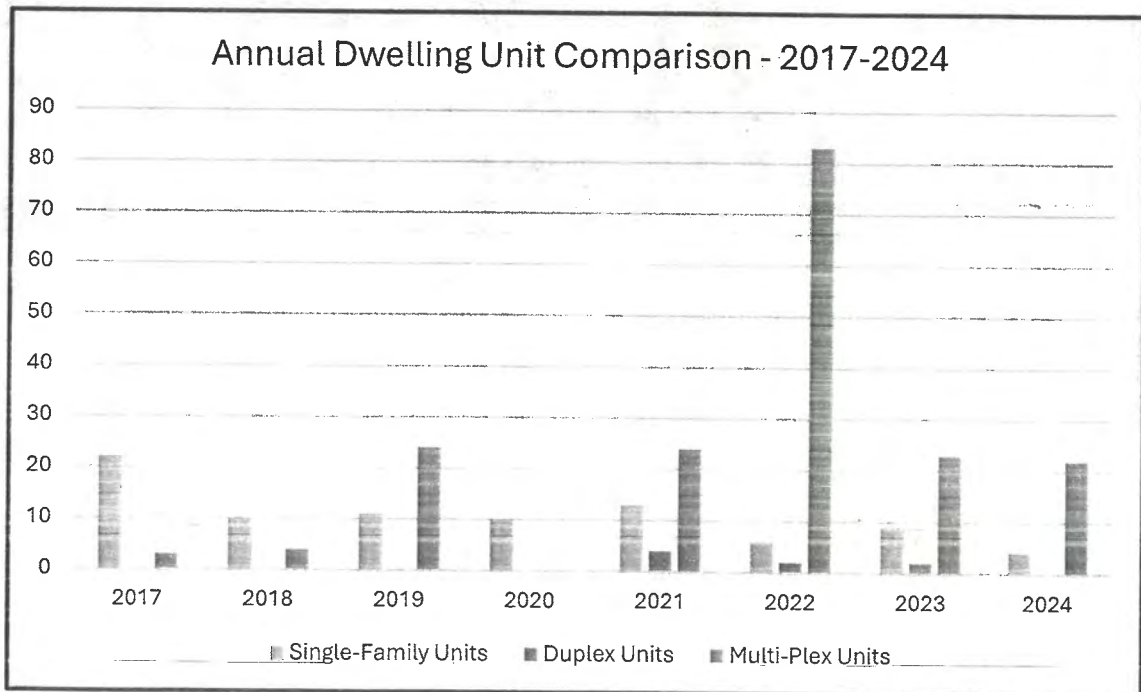
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Residential Housing Units

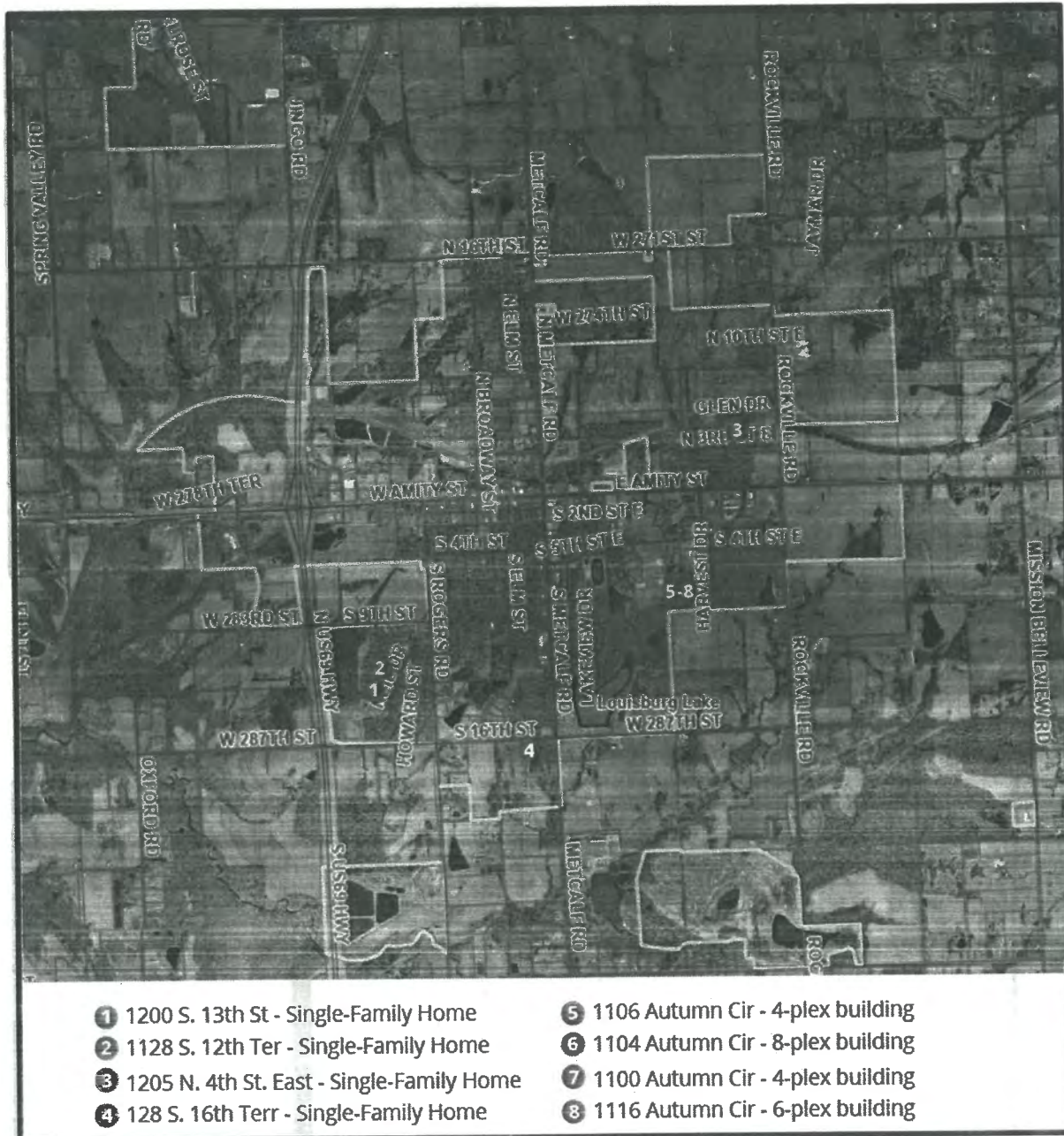


Valuation of 2024 residential units/projects - \$4,225,000.00





New Housing Units - 2024

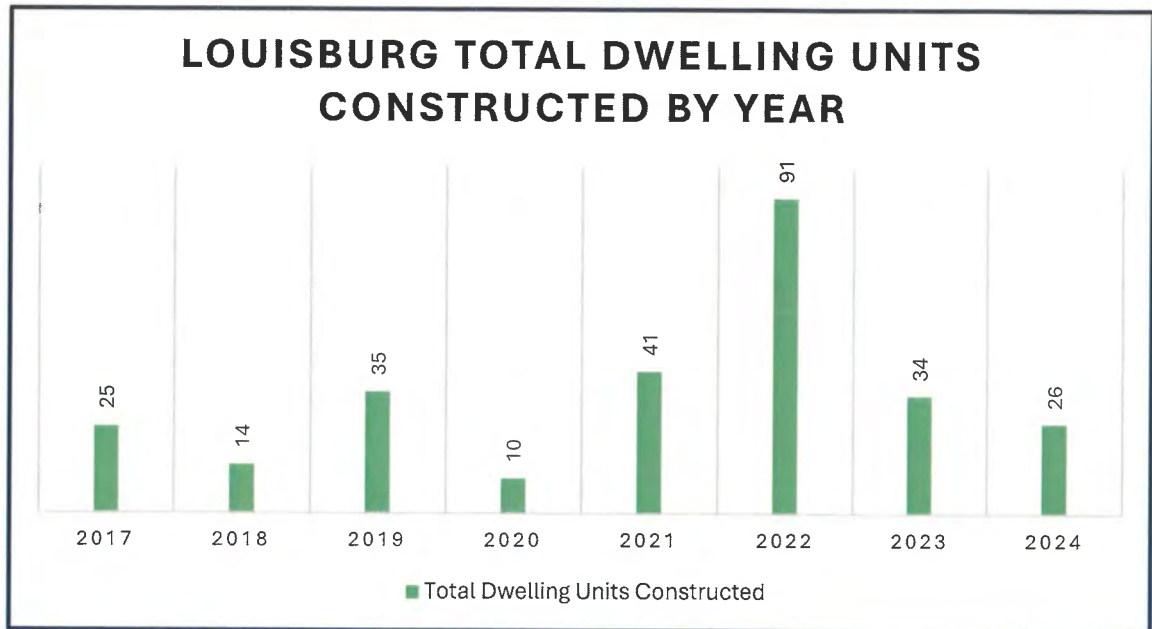


Map Source: Miami County, Beacon Mapping

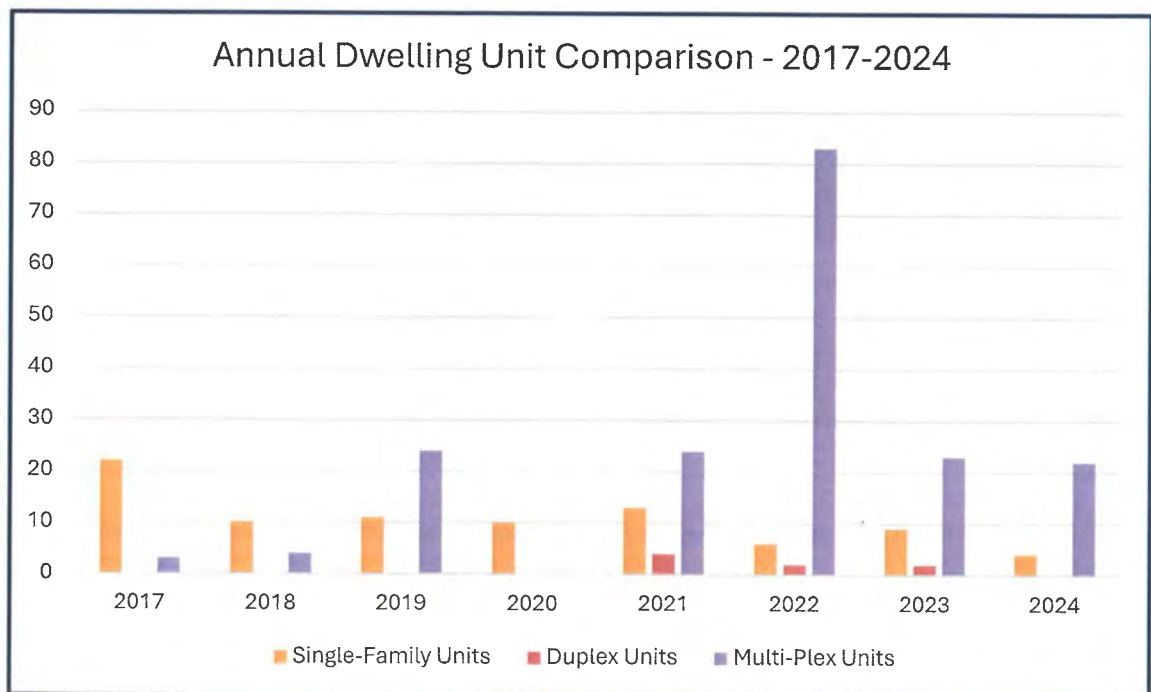
The U.S. Census Bureau 2023 American Community Survey (ACS) data estimates that approximately 68.2% of the housing units in Louisburg are owner-occupied, while approximately 31.8% of housing units are renter-occupied (U.S. Census Bureau).



Residential Housing Units

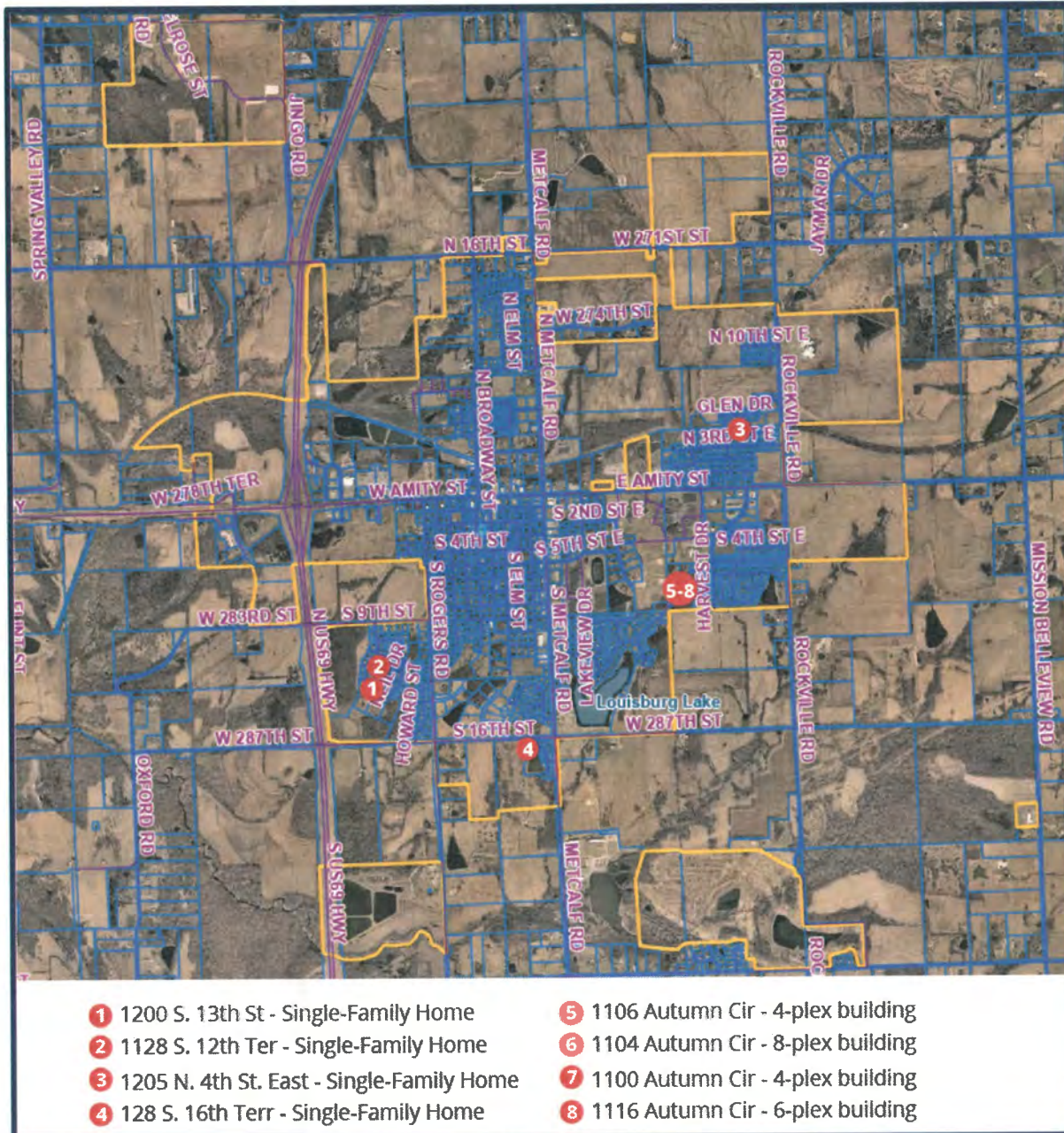


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New Housing Units - 2024



Map Source: Miami County, Beacon Mapping

The U.S. Census Bureau 2023 American Community Survey (ACS) data estimates that approximately 68.2% of the housing units in Louisburg are owner-occupied, while approximately 31.8% of housing units are renter-occupied (U.S. Census Bureau).



Commercial / Industrial Construction in Louisburg





New Commercial / Industrial Construction

2024 new commercial / other construction projects – 1

2024 project valuation for new commercial - \$200,000

2024 square footage for new commercial – 664 sq.ft.



2019 – Ironhorse Dental; Casey’s General Store; Wastewater Treatment Plant

2020 – MD Electric Commercial Building (4 S. 1st St.); G-B Construction Three-Sided Accessory Building

2021 – Louisburg Middle School Storm Shelter / Renovations

2022 – Family Dollar / Dollar Tree Retail Store

2023 – Citizens State Bank & Trust

2024 – Scooter’s Coffee



2024 Permits & Inspections Activity



Permit Activity

2024 Permit fees collected - \$129,757.94

Total construction valuation - \$7,766,715.75

Permits voided – not pursued – 3

2024 Permit valuation by permit types

Permit Type	Project Cost
Accessory Structure	\$0
Addition	\$100,000.00
Building (Commercial)	\$200,000.00
Deck	\$44,407.00
Demolition	\$1,000.00
Drive	\$126,493.76
Electrical	\$237,668.58
Fence	\$213,075.00
Foundation	\$111,158.10
Home (New Build)	\$4,225,000.00
Mechanical	\$15,487.00
Other	\$209,575.00
Plumbing	\$64,551.00
Pool	\$257,293.00
Renovation	\$1,362,655.00
Roof	\$330,188.33
Siding	\$67,023.29
Sign	\$65,575.00
Solar	\$92,000.00
Window	\$43,565.72
Total 2024 Project Valuation	\$7,766,715.75

Data Source: https://louisburgkansas-my.sharepoint.com/personal/klouderbaugh_louisburgkansas_gov/Documents/Documents/PERMITS/2024%20BUILDING%20PERMIT%20REPORT.xlsx?web=1



Permit Info by Year (2017 - 2024)

Year	Total # of Permits Issued	Total Project Valuation	Permit Fees Total
2017	241	\$5,767,195.07	\$9,187.58
2018	822	\$8,730,933.71	\$23,957.34
2019	293	\$11,268,252.50	\$41,807.33
2020	232	\$4,124,509.96	\$14,104.12
2021	239	\$23,308,158.19	\$10,019.79
2022	180	\$10,115,708.89	\$88,850.81
2023	205	\$10,873,991.52	\$40,475.95
2024	192	\$7,766,715.75	\$129,757.94

Source: City of Louisburg Yearly Permit Spreadsheets (2017 – 2024)



Inspection Activity

Total inspections for 2024: 224

Total inspection hours for 2024: 179 hours

Inspection Type	Number
Final	46
Electrical	27
Sewer	21
Rough-In	18
Combination (2 or more types)	14
Plumbing	14
Water Line	13
Footings	11
Foundation	11
Deck	10
Miscellaneous	10
Mechanical	8
Pool	7
Finishes / Remodel	5
Framing	3
Concrete	2
Gas Line Repair	1
Joists	1
Meeting	1
Solar	1
Total	224

Source: Building Inspector Quarterly Inspection Reports



2024 Boards & Commissions Activity



Louisburg Boards & Commissions

Planning Commission

- **What does the Planning Commission do, and why do they exist?**
 - The Planning Commission is established by KSA 12-701 and Code of the City of Louisburg. The role of the Planning Commission is to provide comprehensive planned community development through recommendations on annexation, rezoning, Conditional or Special Use Permits requests, ordinance changes or additions to enhance quality of life and development opportunities for the City of Louisburg and its citizens. The Planning Commission should be a positive influence for guiding residential, commercial and industrial development within the community. Members of the Planning Commission should be visionary and proactive in their deliberations.

- **What are the requirements of members?**
 - Each member serves a three-year term; there are no term limits. The commission is made up of seven members, five of which must reside within the city limits; the other two members may reside outside the city limits but within three miles. Terms and membership is outlined in Ordinances 1027 and 1177. This is a volunteer appointment. Meetings are conducted at 6:30 p.m. on the last Wednesday of the month, unless a holiday occurs that week.

Info Source: City of Louisburg, KS Website



Board of Zoning Appeals

- **What does the Board of Zoning Appeals do, and why do they exist?**
 - The Board of Zoning Appeals hears and decides special exceptions, variance interpretations, and appeals of any decision or determination of the Zoning Administrator in the enforcement and administration of the Land Use Ordinance.

- **What are the requirements of members?**
 - Terms and membership are outlined in Ordinance 1028. Terms are for three years. Two members from the Planning Commission serve on this board while the other three are at-large. Two members may reside outside the city limits but must live within three miles of the city limits. This is a volunteer appointment. Meetings are called as needed.

Info Source: City of Louisburg, KS Website



Total 2024 Planning Commission / Board of Zoning Appeals Cases: 9

2024 Planning Cases by Type:

Application Type	Number
Change of Use	5
Lot Split / Tract Split	0
Boundary Line Adjustment	1
Annexation	0
Special Use Permit	1
Text Amendment	1
Site Plan	0
Subdivision	0
Rezoning	1
Variance (BZA)	0
Total	9

Change of Use

- Patriot’s Restaurant – 1286 W. Amity St.
- Modern Woodmen Fraternal Financial – 108 Harvest Dr.
- WoolWorks – 702 W. Amity St.
- Supreme Mechanical Solutions (SMS) – 27295 N. Metcalf Rd.
- State Farm – 2 W. Amity St.

Special Use Permits

- 24001-SUP – 911 S. 12th St. – Real Estate Sign

Text Amendments

- 24001-TXA – Zoning Regulations – Large Lot Estates – Square Footage (Sec. 502.B)



Boundary Line Adjustment

- 24001-BLA – N. Metcalf Rd.

Rezoning

- 24001-Z – 206 S. Metcalf Rd. – C-1 to C-3

Source: City of Louisburg Files



Code Enforcement Violations

- **Total # of violations: 26**
- **# of cases completed: 25**
- **# of cases with citation sent: 1**
- **# of cases that went to court: 1**

Source: City of Louisburg Files





Sources

www.louisburgkansas.gov

<https://onthemap.ces.census.gov/>

<https://www.gptx.org/Departments/Code-Compliance/Yard-Maintenance-High-Grass>

<https://data.census.gov/table/ACSST5Y2023.S1101?q=Louisburg+city,+Kansas>

<https://beacon.schneidercorp.com/Application.aspx?AppID=229&LayerID=3117&PageTypeID=1&PageID=2395&KeyValue=1093004003013000>

Annual Reports from City of Louisburg Boards/Commissions/Committees

City Code requires an annual report be presented to the City Council for Fox Hall, Historic Preservation and Park and Tree. Other boards/commissions/committees are also included.



Reviewed and accepted 12/10/25

The Convention and Tourism Committee had meetings the following months of 2025: January, February, March, April, June, July, August, September, November, and December.

The following topics were discussed at CTC meetings in 2025:

- 2026 Budget / Joint Meeting between City Council and Boards / Committees
- 2025 Farmer's Market Events
- S. 2nd St. and Mulberry St. Block
- Tourism Tri-fold Brochures
- Convention & Tourism By-Laws
- Discover Kansas Magazine Advertisement
- 2026 World Cup
- Convention & Tourism Definitions & State Statutes
- KOMA (Kansas Open Meetings Act)
- 2026 Farmer's Market Events (in conjunction with Original & Nomad Farmer's Market representatives)
- Joint committee meeting with CTC and Park & Tree Board to discuss future of 2nd and Mulberry Block

The following 2026 budget items were requested:

- Farm dinners (not approved)
- Musical event (approved)

The following CTC-sponsored events were held in 2025:

- Music at the Market 1st Event – May 10, 2025 – Sean McNown
- Music at the Market 2nd Event – June 14, 2025 – Sean McNown
- Music at the Market 3rd Event – July 12, 2025 – Miguel Caraballo
- Music at the Market 4th Event – August 9, 2025 – Nick Nave
- Music at the Market 5th Event – September 13, 2025 – Nick Nave



Reviewed and accepted 10/27/25

Fox Hall:

Fox Hall remains busy much of the year and weekend rentals are often booked several months in advance. Here is a list of rentals by month for 2025 vs 2024:

2025

January - 10
February - 10
March - 12
April - 15
May - 12
*June - 19
*July - 16
*August - 11
September - 10
October - 15
**November - 14
**December - 13

2024:

January - 5
February - 13
March - 14
April - 13
May - 17
*June - 15
July - 14
August - 15
September - 19
October - 12
November - 15
December - 17

*Council waived the rental cost for the Summer Blessings meal program that occurred in June, July and August.

** Upcoming reserved dates

Cemetery:

- To date in 2025, there have been 24 grave spaces sold, 16 burials and one transfer of ownership.
- In 2024, there were 36 burials and 34 grave spaces sold.

Action items:

- In special meetings in January and February, the board worked on budget recommendations to City Council.
- The Board recommended the City Council approve repair of the canon at the old cemetery and to move forward with headstone restoration work as part of the 2025 budget. The board also discussed cemetery software throughout the year.



Reviewed and accepted 12/11/25

Here is a list of activities, projects or items discussed by HPC this year:

- Conducted a work session in December in which the commission lined out desired activities to complete in the upcoming year
- Member Pauline Hintz, who rotated off the board in early 2025, developed a brochure for HPC
- Heard updates on the City's CLG status with the National Park Service
- Participated in a local history discussion with fourth-graders as part of the school's Kansas Day activities
- Participating in Cider Run did not materialize for this year.
- Participating in Holiday Magic on Broadway did not materialize for this year.
- Conducts informal, commission-led trainings at each meeting.



Reviewed and accepted 1/12/26

Projects completed in 2025:

- LYP shelters- Painted, concrete slab extended, new picnic tables
- Repaired backstop on Field D after wind damage
- Completed playground resurfacing at City Park
- Pickleball/ Tennis Court refurbished at City Park
- Basketball Court Refurbished at City Park
- Aquatic Center zero depth pool and features
- Aquatic Center slide refurbishment
- New pool heater
- Identify and planned area for community garden
- Weed/feed and seeded parks
- Working Dog Championship at LYP

- Mountain Bike Trail addition at LYP
- Freedom Fest
- Updated city code
- Tree Removal at S. 2nd and Mulberry
- Serviced aerators at RW park
- Pay raises for Aquatic Center staff
- Installed door closers at RW bathrooms
- Fishing Derby at RW park

Meeting action items:

January 13, 2025

- Motion was made in favor of increasing Aquatic Center Staff pay. Motion carried 3-0
- Aquatic Center Entry fee rate approved by P&T 3-0.
- Budget and Priorities for FY25 – Summa presented the Master Parks Plan for review of priorities and budget allocations for park improvements. - Focus on completing projects already funded for FY25.
- FY25 Funded Projects – Summa stated four projects are funded for this year: Shelter at Lewis and Young Park (\$30,000), pickleball court (\$54,000), a fitness park (\$150,000), and a parking lot at LYP (\$130,000).
- FY26 Priorities- FY26 budget priorities were discussed. Summa stated his park-by-park approach to focus efforts on one park at a time. City Park being priority 1 (pickleball, sidewalks, and Parking) followed by Lewis-Young Park (pave parking lot near tractor pull and going back to football fields) and then Ron Weers Park (parking lot expansion and trail lighting).
- The Park and Tree Board favored focusing on creating an all-inclusive park with various community features at the block on South 2nd and Mulberry such as an all-inclusive park, farmer's market, and community garden. The Park and Tree Board discussed a possible sledding hill at Ron Weers Park with expanded parking.

February 10, 2025

- Motion was made in favor of adding a new pavilion at LYP. There was question about where it was to be added. The motion carried 5-0.
- Motion was made in favor of refurbishing existing Pickleball/Tennis court at City Park. Motion carried 5-0
- Motion was made to complete playground resurfacing at City Park. Motion carried 5-0
- Scout Model Rocket Launch approved. Motion carried 5-0
- Park Spruce up day scheduled for April 5, 2025

- Omitted fitness park and paving parking lots from 2025 budget consideration after council determined not to pursue the projects.
- Selected Wayne Knop as the P&T Representative for the Joint Board and Commission Exchange to discuss sidewalks at city park, parking at City Park, parking at LYP, trail lighting at Ron Weers Park and expanding the parking lot at Ron Weers Park for 2026 budget consideration.

March 10, 2025

- The board discussed keeping the officers the same as well as the park Liaisons. The board tabled the election of the Vice Chair until April 14 Park and Tree Board. Kenny Dover moved to keep Wayne Knop as Chairperson, the park liaisons to remain the same and to keep the Vice Chairperson seat vacant until April 14 Park and Tree Board to allow for full attendance
- 29th Fishing Derby scheduled for June 14, 2025. Check in at 7am, 8am start time, and lunch at 10am
- Presented refurbishing of the existing pavilions at LYP rather than constructing new. Saved \$14,000

April 14, 2025

- After a brief discussion on what the role of Vice Chairperson is, Kenny Dover volunteered for the position. Patrick Martin nominated Dover and Gibbons seconded the nomination. The motion passed 4-0. Wayne Knop was nominated by Jack Kline for chairperson. The nomination was confirmed 4-0 with Jack Kline abstaining
- Reviewed the roles and responsibilities of the Park and Tree Board. Attendance was discussed and noted that the city code states that members should be present at all meetings and try not to miss more than 3 meetings a year.
- Robyn Atwood requested to metal detect in the parks. She filled out the Metal detecting permit and has been educated that if she finds anything of value that it needs to be reported to the city and any holes dug need to be filled in. Patrick Martin moved to approve the permit; Andy Gibbons seconded. The motion carried to approve Robyn Atwood metal detecting permit 4-0.

May 12, 2025

- City Council moved to allow FBLA event to be held at Lewis-Young Park ball fields on June 14, 2025. Went before council first because of time constraints.
- Pickleball/ Tennis court refurbishment scheduled for June 2025
- Pool pumps and features up and running
- Staff is keeping bathroom doors unlocked at Ron Weers Park for the season.
- Lewis-Young Park Pavillion concrete work completed

- Backstop repair completed on Field D.
- Ribbon cutting at the Aquatic Center May 19, 2025 and pool opens May 24, 2025

June 9, 2025

- Possible land swap at S. 2nd and Mulberry for library owned land on Aquatic drive was discussed. Nothing proceeded other than discussion on potential. No decision was made.
- Discussed Park idea and sharing/worklist Park signage is a high priority
- Possible brick work at the bandstand at city park
- Tree removal and trimming at various parks

July 8, 2025

- Motion was made in favor of adding grills at LYP pavilions. Motion carried 4-0
- Adding basketball court light was discussed at City Park. Conversation was tabled until cost estimates were received.

August 11, 2025

- Lewis-Young Park General improvements for 2026 were discussed. Paved parking was removed from consideration by City Council. Other improvements discussed were septic improvements, new ball fields, more trails, tree planting, and possible fishing dock.
- Discussed the CFAP program through Kansas Fish and Wildlife for possible dock funding or floating wetlands

September 8, 2025

- Discussed the community garden location at the City Hall beneath the water tower. LRC will be the project lead. P&T moved to approve the location of the water tower. Motion passed 4- 0.
- Kansas Open Meeting Act was discussed and reviewed with the Park and Tree Board
- Basketball Court Light was approved to be installed at City Park by the Public Works Crew and electricity connection to be done by contractor. Approved 4-0

October 13, 2025

- The Park and Tree Board discussed and made a motion for park fees and the following was approved 5-0: Ron Weers- \$25 per 4 hours and \$50 for the day
 - City Park Bandstand- \$10 per 4 hours
 - City Park Pickleball/Tennis Court- \$10 per hour
 - LYP Shelter East- \$10 per 4 hours
 - LYP Shelter West- \$10 per 4 hours
 - LYP Soccer Pavilion- \$10 per 4 hours

- LYP Outside Concession- \$10 per 4 hours
- Scout Shelter Day Use- \$10 per 4 hours
- Park project considerations for 2027 were discussed. Parking was discussed by Councilwoman Ellison and Mayor Cook and insight was given to the P&T board on why paving was not being considered for the 2026 budget.
- Park and Tree stated their priorities are as follows and a motion was made and carried 5-0: Adding parking to City Park
- Expanding parking at Ron Weers Park
- Develop a plan for LYP improvements

November 10, 2025

- Logan Descheper presented his Eagle Scout Project to the P&T board. Descheper is seeking to add trail signs to the Mountain biking trails at LYP. P&T favored his plan and moved to approve his project 4-0.
- Park and Tree requested to put out a survey to gauge Louisburg residents on what the park priority projects should be, like the survey done in 2024 as part of the master parks plan. This request was not approved by City Council.

December 8, 2025

- Moved to approve the removal of 3 Ash trees at S. 2nd and Mulberry with stumps ground below grade, and the motion carried 6-0
- The Park and Tree Board moved to support the use of the Recycled Tire Picnic table/ Surfacing Grant to purchase one picnic bench and two sitting benches to be utilized at one of the Louisburg Parks. Council approved this request 1-5-26.

Memo

To: Louisburg Governing Body

From: Nathan Law

Date: January 15, 2026

Re: Hay/Land Lease Agreement for Lewis-Young Park

Background: In October of 2024 staff brought this item to Council having advertised twice for interest in a land lease at Lewis-Young Park. At that time there was one bid for interest from Cutshaw Farms. Last year Mr. Cutshaw passed away and the family/heirs have provided notice of intent to dissolve the farming operation and seek release from the lease to allow the City to seek out others with a new agreement. This topic was provided as an informational item to the Park & Tree Board at its meeting on January 12. Wayne Knop, chair of the board, noted the expediency needed to get this lease option posted and agreed to because of the timing required for treating the ground in advance of growing season. This information is provided to capture as much of the last process as possible in hopes of expediting an approval process for the reasons stated by Mr. Knop.

Attached are memos covering the discussions of this land lease. Some of those overlap with discussion of farm ground on S. Rogers Road, which is separate and not intended to be revisited. The current/recent lease agreement is attached to show the form last approved by Council, which was updated to reflect changes to noxious weed treatment, access to land, and insurance to be held by the lessee.

The current agreement also included a term of five years. Prior to this agreement, the most recent agreements were for a period of three years. At this time, staff is requesting Council to provide preference of having this agreement continue through the end of the current term – March 1, 2030 – or whether there is desire to replace it with a new, five-year lease. The benefit of the current term is having it along with the farm ground lease on S. Rogers Road coinciding. The drawback is that it will reduce the previously intended five-year term. As for tracking contracts and agreements, an alternative timeframe as that of the farm ground requires staff to attend to the new timeframe and continue the process in alternative years. Two timeframes will duplicate the process currently used when posting/advertising and reporting bids for approval by Council.

Proposal to expedite timing is as follows:

- January 20 – Council approves form for advertising
- January 28 – Bids are due by and publicly opened at 10:00 a.m at City Hall
- February 2 – Council approves bid, directing staff to execute agreement with signatures of person or company and Mayor Cook

This is a shorter timeframe for the bidding process than is typical. Previously, both the land lease and the farm lease were advertised for three or more weeks.

Financial: Cost of advertising, if any; difference in revenue as that of the current lease, if any.

Legal: Nothing additional.

Recommendation: Approve the expedited process for advertising the land lease for Lewis-Young Park as recommended by staff, and direct staff on whether to use a new five-year term or reduce the term to reflect the four remaining years of the current lease.

Sample Motion: *I move to approve the expedited process for advertising the land lease for Lewis-Young Park as recommended by staff for a term of _____ (four / five) years.*

Memo

To: Louisburg Governing Body

From: Nathan Law

Date: August 29, 2024

Re: Farm & Hay Draft Agreements

Background: Since 2017 there has been a process to accommodate bidding of a multi-year lease for farm ground located on S. Rogers Road. The number of years increased last time from three years to five years. Attached are the draft agreements for each property and purpose reflecting additional language on the treatment of noxious weeds, addition of consideration for City determined access to each tract/field, and with a five-year timeframe.

Financial: The reason for allowing farming or haying of these properties is primarily that it reduces the scope and cost of otherwise maintaining the grounds.

Legal: Deed of dedication for Lewis-Young Park included the following provision.

(8) That said city, from year to year, may permit a reasonable portion of the above described land and real estate not primarily developed for recreation purposes, to be used for farming purposes and to produce income to help defray the cost of maintaining and improvement of said park.

While the funds received from the hay agreement are allocated to the General Fund, that fund also includes annual budget for maintaining Lewis-Young Park along with other City parks.

Recommendation: Approve the draft land lease agreements for publication for bidding to be returned at the second meeting of October.

Memo

To: Louisburg Governing Body

From: Nathan Law

Date: September 12, 2024

Re: Farm & Hay Draft Agreements

Background: This item is continued from the previous meeting to include review of taxability of land and insurance/liability considerations.

As previously provided, since 2017 there has been a process to accommodate bidding of a multi-year lease for farm ground located on S. Rogers Road. The number of years increased last time from three years to five years.

The attached draft agreements reflect additional language on the insurance consideration and removal of tax roll language.

Financial: As previously provided, the reason for allowing farming or haying of these properties is primarily that it reduces the scope and cost of otherwise maintaining the grounds.

Legal: Nothing additional than previously provided.

Recommendation: Approve the draft land lease agreements for publication for bidding to be returned at the second meeting of October.

Memo

To: Louisburg Governing Body

From: Nathan Law

Date: October 17, 2024

Re: Hay/Land Lease Agreement for Lewis-Young Park

Background: Since 2017 there has been a process to accommodate bidding of a multi-year lease for hay ground located at Lewis-Young Park and farm ground located near the Public Works building on S. Rogers Rd. Staff previously provided Council a draft agreement for each consideration and published for sealed bids through the newspaper, on City website, and City Facebook. Staff received one sealed bid for hay/land lease at Lewis-Young Park. That bid was for \$500/year and was received from Ron Cutshaw. No bids were received for the farm ground on S. Rogers Rd.

Having received no bids for the farm ground, it is recommended that Council publish again for sealed bids immediately.

Financial: Nothing additional.

Legal: Nothing additional.

Recommendation: Accept the bid for hay/land lease at Lewis-Young Park from Ron Cutshaw for \$500/year, direct staff to finalize an agreement with complete terms, and direct the Mayor to sign.

Direct staff to publish farm ground sealed bids to be received by November 13 at 10 a.m.



LAND LEASE AGREEMENT
Lewis-Young Park

This Lease Agreement made and entered into as of the _____ day of _____, 2024, by and between the City of Louisburg, Kansas, Municipal Corporation, herein call the Lessor, and _____, herein called the Lessee.

WITNESSETH: That said Lessor, in consideration of the rents and covenants herein specified, does hereby let and lease to the said Lessee, approximately 46 acres of uncultivated pastureland located in Lewis-Young Park for the purposes of haying.

This lease agreement is valid for the period between March 1, 2025, to March 1, 2030. The consideration is as hereinafter set forth.

It is understood and agreed that the Lessee shall have the right to receive all of the income from said land for hay.

To solidify this agreement the Lessee shall pay Lessor _____ per year as payment for this five-year land lease.

Lessee agrees to keep all fences in good state of repair and will replace and/or repair the same as needed.

Lessee agrees to maintain the 46 acres of land and spray for all noxious weeds so declared by the State of Kansas under KSA 2-1314, including those additionally declared by Miami County under the same statute at own expense. Lessee agrees to apply fertilizer on all lands that will be hayed.

Lessee agrees to perform at least one cutting and remove all hay prior to the annual reoccurring July 4th celebration held within Lewis-Young Park.

Lessee agrees that farm equipment will not be stored on Lewis-Young Park land.

Lessee grants to Lessor, its agents and attorneys, full rights of ingress and egress.

Lessee agrees to abide by any requirement of Lessor to execute a hold harmless agreement, provide certificate of insurance with Lessor included as additionally insured, sign a waiver of subrogation, and provide any other documentation to make clear the liability of utilizing Lessor property is at the full risk and liability of Lessee.

Lessor has authority to determine point(s) of access for Lessee to utilize land identified within this agreement.

EXECUTED IN DUPLICATE, This ____ day of _____, 2024.

LESSOR

City of Louisburg, a Municipal Corporation

By _____
Donna Cook
Mayor

ATTEST (SEAL)

Jessica McGowin
City Clerk



To: Louisburg Governing Body

From: Danny Summa

Date: Jan. 16, 2026

Re: 2026 Aquatic Center Fees

January is typically the time that Louisburg Aquatic Center fees are set for the upcoming season. Last year's pass fees were \$30 per person, with daily admission \$4, children 2 and under fee and guests 65 and over free but are required to have a pool pass. Pool passes are purchased through our third-party vendor with the exception of senior passes, which may be obtained at City Hall.

Rates for 2-hour pool parties range from \$250-\$400 depending on number of guests.

The city staff recommends keeping the current fees to ensure the aquatic center is affordable to all citizens in Louisburg. Currently city taxes fund the operations of the aquatic center and raising pool fees do not align with the city's desire to make access to the aquatic center affordable to all.

There is no recommendation to change staff salaries after those were adjusted in 2025. Hourly staff salaries are \$17.25 for manager, \$13 for lifeguard, and \$9.50 for concession. Returning employees receive a 25¢/hour raise.

Financial: None

Legal: None

Recommendation: Confirm the desire to keep LAC fees and salaries the same for 2026 as they were in 2025.



To: Louisburg Governing Body

From: Jean Carder

Date: Jan. 16, 2026

Re: Garage sale sign moratorium

Background: Each year staff provides Council with an ordinance placing a moratorium on sign restrictions to coincide with annual city-wide garage sales. Attached with this memorandum is an ordinance for this consideration. The sign moratorium typically covers two full weeks from a Wednesday to Wednesday.

The spring citywide garage sales usually occur in April and before the citywide clean-up event. This year the clean-up event will be April 25.

The fall moratorium coincides with citywide garage sales that occur the first weekend of Cider Fest. For 2026, the moratorium would start Sept. 16 and end Sept. 30.

Financial: Publication cost.

Legal: None.

Recommendation: Approve the sign moratorium for garage sale signs.

Sample motion: *I move to approve the ordinance that provides a moratorium on enforcement of certain provisions of the city sign ordinance relating to temporary garage sale signage to coincide with the dates provided.*

ORDINANCE NO. _____

AN ORDINANCE PROVIDING FOR THE ISSUANCE OF SEASONAL MORATORIUM ON ENFORCEMENT OF CERTAIN PROVISIONS OF THE SIGN ORDINANCE SPECIFICALLY RELATING TO TEMPORARY GARAGE SALE SIGNAGE PURSUANT TO ARTICLE 8; SIGN REGULATIONS AS PART OF THE ZONING REGULATIONS OF THE CITY OF LOUISBURG, KANSAS.

BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF LOUISBURG, KANSAS:

WHEREAS, the Governing Body finds sufficient cause to create seasonal enforcement moratoria allowing the unregulated posting of garage sales signs that are otherwise regulated under Section 805(a)7 of Article 8; and

WHEREAS, the Governing Body wishes to temporarily suspend enforcement of signage regulations, with exclusive respect to garage sale signage; and

WHEREAS, the enforcement moratoria are intended to provide a period of garage sale signage display that coincides with seasonal occurrence thereby reducing unwanted proliferation of signage during the remainder of the year;

NOW THEREFOR, BE IT ORDAINED THAT THE CITY OF LOUISBURG, KANSAS HEREBY ADOPTS A SCHEDULED ENFORCEMENT MORATORIUM, THEREBY ALLOWING UNREGULATED POSTING OF GARAGE SALES SIGNS PURSUANT TO THE FOLLOWING:

Section 1. This moratorium shall be specifically limited to the following dates:

* April 8 - 22, 2026

* Sept. 16 – Sept 30, 2026

Section 2. This moratorium shall not authorize any person to display signage on private property without the permission of the property owner, occupant, tenant or other representative having legal authority over the property.

Section 3. In instances where signage imposes a hazard to public safety, the City shall maintain the authority to cause removal and disposal of signage.

Section 4. Signage shall not obstruct or impede the view of intersections, traffic, pedestrians or street signage.

Section 5. Signage shall not be affixed to utility poles, signs, hydrants, utility barricades or guy wires.

Section 6. Signage shall not be placed on public owned property.

Section 7. Signage shall not be accentuated with strobes, strand lighting or other attention getting devices that provide illumination.

Section 8. This ordinance shall take effect upon its publication in the official City newspaper.

PASSED AND APPROVED BY THE GOVERNING BODY OF THE CITY OF LOUISBURG, KANSAS THIS 20th DAY OF JANUARY 2026.

Donna Cook, Mayor

(Seal)

ATTEST

Jessica McGowin, City Clerk