

**LOUISBURG CITY COUNCIL  
REGULAR MEETING  
6:30 P.M., FEBRUARY 2, 2026  
CITY HALL, 215 S. BROADWAY**

Workshop at 6 p.m. – Mission & Vision Statement

<https://boxcast.tv/view/louisburg-city-council-workshop-bynpn8rj90nimvo3zkfo>

Regular meeting livestream link:

<https://boxcast.tv/view/louisburg-city-council-wn8tsrmstmkyztyrllss>

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ADOPT AGENDA
4. APPROVE MINUTES - of the Jan. 20, 2026, regular meeting
5. APPROVAL OF BILLS
6. MAYOR’S REPORT
7. RECOGNITION OF SCHEDULED VISITORS
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
    - GAAP Waiver and Resolution
    - Quarterly Composition of Cash Report
  - B. Public Works
    - 2026 Street Work
    - City Hall Copier
    - Roll-Up Doors for LAC
    - Diving Board for LAC

- C. Police
  - Purchase of New Stalker Radars
  - Broadway Crossing Closure Alternatives (No Memo)

D. Fire

E. Planning

F. Administration

#### 11. CITY ATTORNEY’S REPORT

#### 12. ADMINISTRATOR’S REPORT

A. Executive Session – Non-Elected Personnel

B. Draft Employee Handbook – Continued

C. Governing Body Handbook Draft Review - Continued

D. Council Chambers Visual Options - Continued

E. Land Lease Bids

F. Executive Session – Non-Elected Personnel

G. Executive Session – Matters Related to Security Measures Protecting a Public Body or Agency, Public Building or Facility or the Information System of a Public Body or Agency

#### 13. ADJOURNMENT

**CITY OF LOUISBURG, KANSAS  
MINUTES OF REGULAR MEETING  
January 20, 2026**

Workshop Livestream link:

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

Council Livestream link:

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

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 Scott Margrave, Tiffany Ellison, Ryan Graves, Kalee Stone were present.

Councilmember Steve Town – Absent

City Administrator Nathan Law

City Clerk Jessica McGowin

Public Works Director Ben Miller

Finance Director Richard Mikesic -Absent

Police Chief Josh Weber

Fire Chief Gerry Rittinghouse

Communications Coordinator Jean Carder

**PLEDGE OF ALLEGIANCE**

Councilmember Tiffany Ellison led the pledge of allegiance.

**APPROVAL OF THE AGENDA**

Mayor Cook requested the removal of Executive Session due to HR Partners not being available. Ellison requested moving Countryside Drive item C under Administrators' Report to item A. City Administrator Nathan Law stated he is requesting an executive session so he would like to keep the existing one. Cook stated she wants HR Partners to be present for the executive session so she would like to remove it. Ellison asked Law how long of an executive session he would

like. Law said five minutes. Councilmember Scott Margrave said he had no issue with having an executive session. Ellison moved, seconded by Councilmember Ryan Graves and carried 4-0, to amend and adopt the agenda moving Item C Countryside Drive to item A under Administrator's Report.

### **APPROVAL OF THE MINUTES**

Councilmember Kalee Stone moved, seconded by Margrave and carried 4-0, to approve the January 5, 2026, minutes as presented.

Graves moved, seconded by Ellison and carried 4-0, to approve the January 12, 2026, special meeting minutes as presented.

### **APPROVAL OF THE BILLS**

Ellison moved, seconded by Margrave and carried 4-0, to approve the bills as presented.

Questions on Bills:

Graves asked if the legal consulting fees to John Dieterich was related to HR Partners. Law responded yes.

### **MAYOR'S REPORT**

None.

### **SCHEDULED VISITORS**

**Summer Blessings Fox Hall usage and waiver of fees** - Elizabeth Ellis presenting on behalf of Summer Blessings requesting the use of Fox Hall Community Center every Tuesday for the months of June and July at no cost for the summer children's meal program. Ellis also requested Broadway from S. Second Street to the Bank Midwest drive-through be closed during that time to allow patrons to safely walk between the Library and Fox Hall. There was discussion on temporary signage or having an officer patrol the traffic during that time instead of closing the road. Consensus was for Ellis to converse with Police Chief Josh Weber on an alternative.

Ellison moved, seconded by Margrave and carried 4-0, to waive the fees for Fox Hall for the Summer Blessings program on Tuesday mornings as it meets the requirements of the City donation policy.

**Chamber of Commerce** - David Alexander, Chamber president, gave an overview of what the Chamber was able to accomplish over the last year with the City's annual donation. Alexander stated with rising costs the Chamber is looking at ways to cut costs internally. The Chamber is asking for the continued donation of \$15,000 with \$3,600 of that used to cover the cost of rent for the office space in City Hall and the remaining \$11,400 to go to their operating fund.

Ellison moved, seconded by Stone and carried 4-0, to approve the City's annual support and donation of \$15,000 as it meets the requirement of the City's donation policy, with \$3,600 applied to rent for the office space.

### **PUBLIC COMMENTS**

None.

### **COUNCIL REPORTS**

**Town** – Absent

**Margrave** – Margrave stated he sat in on the Fox Hall / Cemetery Board meeting for the demonstration of cemetery software. He stated a lot of information was received and the board is continuing to work on that.

**Ellison** – Ellison thanked Chief Weber for attending the Summerfield HOA meeting saying residents were very appreciative.

**Graves** – None.

**Stone** – None.

### **DEPARTMENT REPORTS**

**FINANCE** – None.

**PLANNING** – None.

**PUBLIC WORKS:**

**Sanitary Sewer Point Repairs – Continued Item** – Public Works Director Ben Miller stated he spoke to SAK about the timeline and Kissick can start immediately.

Stone moved, seconded by Graves and carried 4-0, to approve sewer point repairs with Kissick Construction at the quoted price of \$31,299.98.

**Police/Fire Properties Engineering Firm Bid Selection** – Miller presented three bids submitted for engineering of police and fire station parking lots.

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

Miller’s recommendation was Wallace Design Collective. Ellison asked what Miller liked about the company and if he had much interaction with the companies. Miller said he spoke with Wallace and gave an overview of the breakdown of the bid, stating the others were a design and build quote and Wallace was the only company that followed the scope of the RFP.

Stone moved, seconded by Ellison and carried 4-0, to approve using Wallace Design Collective for engineering services for the police/fire properties improvements at a not-to-exceed amount of \$60,300.

**Police** - None.

**Fire** - None.

**Administration** - None

**ATTORNEY**

Not present

**ADMINISTRATOR’S REPORT**

**Countryside Drive Update** – Law presented items agreeable with the school district and other requests.

School District requests:

- Shift JV field parking/access to Wildcat Drive to alleviate additional traffic concerns
- Keep the existing access on Countryside Drive
- Allow for existing parking lot off Wildcat Drive to be expanded but remain gravel for few years

Other Requests:

- No outlet sign added to Countryside Drive
- No parking signs added to both sides of Countryside Drive between Wildcat Drive and South 2nd Street East.
- No parking signs added to both sides of Wildcat Drive

Graves moved to approve the city purchase and install a no outlet sign on Countryside. Graves asked before recommending a number of signs how many additional signs would be needed. Law said he would return that information to the next meeting. Stone seconded the motion, and it carried 4-0.

Ellison moved, seconded by Stone and carried 4-0, to direct staff to bring Council's recommendation of the gravel parking lot on Wildcat Drive to the Planning Commission for approval.

Ellison thanked Law and residents for bringing information to the council.

Public speakers on the Countryside Drive agenda item:

Lori Scott, Countryside Drive – Mrs. Scott would like to eliminate the access off Countryside Drive to the school district and feels like the district has plenty of other options.

There was discussion on future expansion.

Mrs. Scott spoke on covenant restrictions.

Graves expressed concern that limiting access to the school district could result in litigation. He stated this is not an issue the Governing Body should be directly involved in and noted that affected residents could pursue legal remedies independently if they choose.

Graves asked how many no parking signs will be needed and would like to split the cost with the school district if possible. Law will bring the number of signs needed back to council. Ellison thinks this is a city requirement and therefore the City should pay for those signs and it's in the City's best interest to move forward even if the school district does not want to cost-share the signs.

Chief Weber requested that ordinance (city code)14-205 no parking be reviewed and for the ordinance to reflect that area if needed. Law will bring back a draft ordinance to the next meeting. Ellison said this feels like a good mutual agreement and she appreciates the residents. Ellison said the bond was passed by the people so now it is how we can manage this in the best way possible and would like the residents to keep a good line of communication.

Joe Bucher, Countryside Drive resident, asked to speak. He stated that allowing the school district access would compromise the deed restriction and if this gets litigated everyone will be drug through this. He stated if they choose to litigate this, it will cause havoc on the City and the Planning Commission and even the original commissioners who voted on it. He said a compromise would be a keyed gate with no public access. Ellison stated we cannot force the school district to do that. Bucher replied this situation could get very messy.

City Clerk McGowin called the three-minute time for public speakers.

**Governing Body Handbook Draft Review – Continued item** - Law stated the document was submitted for preliminary review and asked the Council for comments or suggested changes. Cook asked whether the document had been distributed to all employees. Law responded it had not yet been shared but would be at a later time.

Graves asked whether there were provisions for employees with special circumstances requiring paid leave, such as an officer-involved shooting or an

employee involved in a traffic accident. Graves expressed a desire to see this type of situation formally addressed in policy and requested the cost of having a law firm review the document. Law stated he would obtain pricing for a legal review and would also research and draft potential language related to compassionate leave to bring back for Council consideration.

Ellison asked whether any additional changes were needed to the search section that had been discussed at the previous meeting. Law stated there had not yet been further discussion with staff on that topic but that he would bring back sample language for Council review. Law added he has been speaking with Chief Weber regarding the legality of that section. Weber emphasized the importance of ensuring the City does not adopt language that could violate an individual's constitutional rights.

**Council Chamber Audio/Visual** – Law presented quotes from ImagineIT for camera system options. He also discussed the addition of television screens to allow the audience to view the same material being presented to the Council, as well as the installation of electrical outlets to eliminate visible cords.

Graves commented the current setup obstructs the council's view when using the moveable TV for presentations to include visibility of individuals or activity behind the screen for which the Council may need to be aware. There was discussion regarding potential locations for mounting the televisions. Stone emphasized the importance of including outlets in a way that maintains the integrity and appearance of the room. Graves and Ellison both expressed support for installing televisions so the public can clearly see what the Council is viewing.

The consensus of the Council was for Law to bring back additional options and cost estimates for televisions and electrical outlet installation.

**Governing Body Handbook Draft Review** – Law provided a draft copy of the handbook for discussion. Cook asked whether the codes of ethics should be included. Law stated that information could be included but are already located within the City Code. Graves suggested adding a citation referencing where the codes of ethics can be found would be sufficient. Graves also stated he was very

pleased with the document and expressed appreciation to Law for how it has come together.

Law asked whether the Council would like a signature page included. The consensus of the Council was to include a signature page for Councilmembers. Law will bring back examples at a future meeting.

Ellison recommended the following changes:

Page 3: Change “keepers of Democracy” to “keepers of Liberty.”

Page 4: Revise wording in the section describing city programs and facilities; the current tone was felt to be inappropriate.

Remove the statement referring to an “obligation of the government to provide a high quality of life,” clarifying that the government’s role is to protect citizens’ rights rather than provide quality of life.

Page 6: Clarify that all travel must be approved prior to departure.

Add Mayor Pro Tem throughout pages 8 & 9

Communication regarding how to call a special meeting

Page 11–Boards and Commissions: Add Chamber of Commerce to the list of Council Liaisons

Page 11 – Wording changed related to “promote and demote”

**2025 Year End Report** – Law presented the year-end report and explained that it is intended to capture and highlight the ongoing activity of the City. He noted the report could also be used as a foundation for compiling a future budget book. Cook requested the final draft reference of the Governing Body Handbook be removed from the Human Resources section as it has not yet been completed.

Law stated he needed to revisit the employee handbook discussion regarding the HR Coordinator role. He explained that HR Coordinator is listed as a title in the handbook; however, it is not an officially designated position held by any one individual. Instead, the responsibilities have been assigned as part of a combination

of duties following the realignment of job roles when the Municipal Court Clerk position was separated into its own role. Law stated the full scope of this workload had not been thoroughly discussed at the time, and the Finance Clerk has since assumed these additional duties. Graves asked whether the primary responsibilities included new-hire onboarding and payroll. Law responded the role involves a lengthy list of duties and stated he would like to discuss the matter further at a future meeting.

**Hay/Land Lease Agreement – Lewis-Young Park** – Law reported that following the recent passing of Mr. Cutshaw, the family submitted a letter stating their intent to dissolve the current lease agreement at Lewis-Young Park. He noted during the most recent Park and Tree Board meeting, members expressed the need to move quickly on the matter due to the approaching timeline for fertilization. Law requested authorization for staff to solicit bids in order to expedite the process.

Stone moved, seconded by Ellison and carried 4-0, to approve the expedited process for advertising the land lease for Lewis-Young Park as recommended by staff for a term of four years.

Law will get bids privately and bring those back to council.

**2026 Aquatic Center Fees** – Law presented annual considerations for the Aquatic Center fees noting no change from last year.

Consensus was to keep the fees the same as the previous year.

**Garage Sale Moratorium** – Law presented the dates and an ordinance for the 2026 garage sale sign moratorium.

Stone moved, seconded by Margrave and carried 4-0, 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.

**EXECUTIVE SESSION** – At 8:29 p.m. Graves moved, seconded by Ellison and carried 4-0, to recess into executive session to discuss an individual employee's performance pursuant to the non-elected personnel matter exception K.S.A. 75-

4319(b)(1) The open meeting will resume in the City Council Chamber at 8:35 p.m.

(Administrator Law was in the executive session)

Open meeting resumed in Council Chambers at 8:35 p.m.

At 8:36 p.m. Graves moved, seconded by Ellison and carried 4-0, to recess into executive session to discuss an individual employee's performance pursuant to the non-elected personnel matter exception K.S.A. 75-4319(b)(1) to include City Administrator Law. The open meeting will resume in the City Council Chamber at 8:42 p.m.

Open meeting resumed in Council Chambers at 8:42 p.m.

No action was taken.

**ADJOURNMENT**

At 8:43 p.m. Stone moved, seconded by Margrave and carried 4-0, to adjourn the meeting.

Approved:

\_\_\_\_\_

Donna Cook, Mayor

Attest:

\_\_\_\_\_

Jessica McGowin, City Clerk



# BILLS LIST 2-2-26

Payment Date Range: 1/15/26 - 1/28/26

Vendor Name	Payable Description	Total Payments
ADP, INC	PAYROLL SERVICES - 1/7/26	194.73
AFLAC INS	INSURANCE	698.02
AMBORN STONE LLC	MULCH FOR LYP	270.00
BILL IRELAND SECURITY INC	ANNUAL ALARM MONITORING	230.45
CORE & MAIN	TAPS FOR WATER METERS	267.11
DELTA DENTAL OF KANSAS	DENTAL INSURANCE	3,002.36
DINA KIRCHER	DEPOSIT REFUND - FOX HALL	100.00
ERIKA ESCOBAR	DEPOSIT REFUND - FOX HALL	100.00
EXPRESS STOP	FUEL	69.39
G.K. SMITH & SONS, INC.	HVAC SERVICE - CITY HALL/FOX HALL	417.00
GERKEN RENT-ALL, INC.	MONTHLY PUMP SERVICES - DECEMBER	560.00
GRIGSBY CONSULTING	INSPECTION SERVICES - 4TH QTR 2025	3,350.00
GT DISTRIBUTORS	UNIFORM SHIRTS	3,429.90
HEARTLAND PRINT & DESIGN	OCTOBER WATER SAMPLES	58.32
INDUSTRIAL SALES CO	ELECTRO FUSION CALIBRATION	881.17
INSIGHT PUBLIC SAFETY	NEW HIRE EVALUATION	650.00
JENNIFER BROWN	DEPOSIT REFUND - FOX HALL	100.00
KALWEI ENTERPRISES	CAR WASH TOKENS - JANUARY	200.00
KANSAS HEALTH & ENVIRONMENTAL	DRINKING WATER TESTING - 4th Qtr 2025	385.00
KIM DANIELS	DEPOSIT REFUND - FOX HALL	100.00
KS ASSOC OF CITY/COUNTY MANAGE	MEMBERSHIP - 2026	200.00
LHS USD 416	DEPOSIT REFUND - FOX HALL	100.00
LINDE GAS & EQUIPMENT	CYLINDER RENTAL/ CUTTING TORCHES	279.54
MASTERS TELECOM	MONTHLY VOICEMAIL SERVICE	52.63
MDC PUBLIC UTILITY AUTHORITY	WATER	89,001.08
MEGAN GREGG	DEPOSIT REFUND - FOX HALL	100.00
MIAMI COUNTY SHERIFF	PRISONER CARE - DECEMBER	190.34
MID STATES ORGANIZED CRIME	MEMBERSHIP FEES - 2026	100.00
MILLER BEN	REIMBURSE FOR DUPLICATE KEYS	50.00
PRICE CHOPPER	COOKIES/WATER/EMPLOYEE LUNCH SUPPLIES	840.97
REDDI SERVICES, INC.	CAMERA SEWER MAIN/204 S 5TH ST EAST	1,580.00
SUMNER ONE	CONTRACT BASE - 1ST QTR	357.00
SUPERIOR EMERGENCY RESPONSE	2025 CHEVY TAHOE FOR PATROL	68,900.70
TRI COUNTY TERMITE &	PEST CONTROL FD JAN 2026	450.00
TYLER TECHNOLOGIES, INC	UTILITY DATA CONV- 50% ON COMPLETION	3,000.00
	UTILITY TRAINING & GO-LIVE ASSIST	2,465.00
	UTILITY GO-LIVE/COURT CONFIGURATION	2,900.00
	NEW EMPLOYEE/QTRLY TESTING	230.00
	MONTHLY RETAINER FEE- DECEMBER 2025	8,830.00
	CELLULAR - ALL	2,179.73
	GFCI OUTLET/GARBAGE DISPOSAL/POLY BELT/MISC	515.44
	OUTDOOR FAUCET REPAIR - CITY HALL	751.77
	KSGFOA MEMBERSHIP - BOND	75.00
	TRASH SERVICES	721.66
UCI		
UTILITY SAFETY & DESIGN		
VERIZON		
WATERS HARDWARE		
WAYNE'S PLUMBING		
WICHITA STATE UNIVERSITY		
WM CORPORATE SERVICES		
	<b>GRAND TOTAL</b>	<b>198,934.31</b>

# Memo

**To:** Louisburg Governing Body

**From:** Richard Mikesic

**Date:** January 29, 2026

**Re:** GAAP Waiver

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Background: K.S.A. 75-1120a(a) requires municipalities to use generally accepted accounting principles (GAAP) in the preparation of their financial statements and reports. The governing body of any municipality may waive this statutory GAAP requirement.

If the GAAP requirement is waived, all financial statements and financial reports of the municipality are required to be prepared on the basis of cash receipts and disbursements, as adjusted to show compliance with the cash-basis and budget laws of Kansas.

Financial: Covered above.

Legal: To waive the GAAP requirement for a given fiscal year, the governing body must adopt a resolution.

Recommendation: Adopt the attached resolution.

*Sample Motion: I move to adopt Resolution No. 2-2-2026 as presented.*

**RESOLUTION No. 2-2-2026**

WHEREAS, The City of Louisburg, Kansas, has determined that the financial statements and financial reports for the year ended December 31, 2025, to be prepared in conformity with the requirements of K.S.A. 75-1120a(a) are not relevant to the requirements of the cash basis and budget laws of this State and are of no significant value to the Governing Body or the members of the general public of the City of Louisburg; and

WHEREAS, there are no revenue bond ordinances or resolutions or other ordinances or resolutions of the City of Louisburg which require financial statements and financial reports to be prepared in conformity with K.S.A. 75-1120a(a) for the year ended December 31, 2025;

NOW, THEREFORE BE IT RESOLVED by the Governing Body of the City of Louisburg, Kansas, in regular meeting duly assembled this 2<sup>nd</sup> day of February, 2026 that the Governing Body waives the requirements of K.S.A. 75-1120a(a) as they apply to the City of Louisburg for the year ended December 31, 2025.

BE IT FURTHER RESOLVED that the Governing Body shall cause the financial statements and financial reports of the City of Louisburg to be prepared on the basis of cash receipts and disbursements as adjusted to show compliance with the cash basis and budget laws of this State.

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Donna Cook, Mayor

ATTEST:

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Jessica McGowin, City Clerk

(SEAL)



City of Louisburg  
215 S Broadway, Louisburg, KS 66053  
913-837-5371 · [www.louisburgkansas.gov](http://www.louisburgkansas.gov)

To: Louisburg Governing Body

From: Richard Mikesic

Date: January 29, 2026

Re: Composition of Cash

Please find below the composition of cash for the City of Louisburg as of December 31, 2025:

**Composition of Cash  
As of December 31, 2025**

	<u>Bank</u>	<u>Interest Rate</u>	<u>Term</u>	<u>Bank Balance</u>	<u>Book Balance</u>
Operating Depository	First Option Bank	2.63%	N/A	5,081,677	5,105,684
Operating Checking	First Option Bank	2.66%	N/A	668,477	562,606
Certificate of Deposit	Citizens St Bk & Tr Co	4.37%	6/4/2026	250,758	250,758
Certificate of Deposit	Landmark National	4.20%	8/6/2026	3,161,112	3,161,112
Certificate of Deposit	First Option Bank	4.35%	1/10/2027	3,097,938	3,097,938
Certificate of Deposit	First Option Bank	3.95%	8/18/2027	3,029,868	3,029,868
Certificate of Deposit	First National Bank	3.10%	10/21/2027	235,000	235,000
ICS/Demand Account	Landmark National	2.88%	N/A	2,195,952	2,195,952
Municipal Court Bond	Bank Midwest	N/A	N/A	4,000	4,000
Cash Drawer	N/A	N/A	N/A	400	400
				<u>17,725,184</u>	<u>17,643,320</u>

# Memo

**To:** Louisburg Governing Body

**From:** Ben Miller

**Date:** January 29, 2026

**Re:** 2026 Street Repair List

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Background: Staff have compiled a list for the 2026 Annual Street Repairs. In 2025 the city used micro surfacing on S. Broadway St. from S. 3<sup>rd</sup> St. to the entrance of 1200 S. Broadway St. By combining full depth patchwork with micro surfacing, Staff believe the this year's budget can be stretched to include more street repairs. Attached is a draft RFP and map and to allow time for review before seeking approve to publish at the Feb. 17, 2026, meeting.

Financial: This project is budgeted in the Streets Fund.

Legal: None.

Recommendation: Please review and direct staff accordingly.

# Asphalt Street Repairs - 2026

all areas are 6-inch full depth repairs

■ full roadway    ■ half roadway

S. 9th west of Metcalf - full depth



S. 9th between Olive and Broadway - full depth repair



S. 9th between Olive and Broadway - full depth repair



S. 7th between Metcalf and Vine - full depth repair



S. 6th Street East - between Harvest and Starbrooke Dr.



S. 5th East on either side of Berkley



S. 5th between S. Elm and Vine



202 N. Broadway



N. Broadway south of N. 3rd



# Micro-surfacing - 2026

S. 9th between Metcalf & Broadway



S. 12th between Rogers and west of Sutherland



Harvest between S. 6th St. East  
and to S. 3rd St. East



Sutherland between S. 9th and  
end of street



# Memo

To: Louisburg Governing Body

From: Danny Summa

Date: January 29, 2026

Re: City Hall Copier/Printer Purchase 2026

Background: This is a request approval to purchase a new copy machine/printer for City Hall. The current machine is no longer meeting operational needs due to frequent maintenance issues, reduced efficiency, and increasing repair costs.

In accordance with procurement requirements, three quotes were obtained for comparable copy machine/printer units that meet the City’s needs for printing, copying, and scanning. A summary of the quotes is as follows:

<b>VENDOR</b>	<b>Brand</b>	<b>Purchase Price</b>	<b>Monthly Service Charge (includes 8200 B&amp;W, 5600 color)</b>	<b>Overage Charge per page (Billed Quarterly)</b>	
Sumner One	Konica Minolta C451i w/ high capacity cassette- 45 pages per minute	\$6,971.40	\$330.40 monthly	\$.007 B&W \$.04 Color per page over	

Sumner One	Kyocera Taskalfa MZ4001ci w/ high capacity cassette- 40 pages per minute	\$8,287.06	\$371.96 monthly	\$.007 B&W \$.04 Color per page over	
360 Document Solutions	Kyocera TASKalfa MZ5001ci- high capacity cassette- 50 pages per minute	\$7,696.95	\$317.60 monthly	\$.007 B&W \$.04 Color per page over	
Konica Minolta	Konica Minolta C451i w/ high capacity cassette- 45 pages per minute	\$6,971.40	*\$252.12 monthly	ONE Rate-No Overage Charges	*Sales rep no longer with company. This quote is from 2025 with 20% added to account for any cost increases.

\*\*\* Each vendor carries different printers. This makes it difficult to get a true apple to apples comparison in pricing. All the above printers can print 40-50 pages per minute and have the same required features with monthly service needed by City Hall.

After reviewing the quotes, **Konica Minolta C451i** is recommended for purchase through Konica Minolta. This recommendation is only if Konica Minolta pricing stays within the additional 20% of the 2025 quote. City Staff is waiting for a new sales rep from Konica Minolta to provide updated pricing. This option provides the best overall value based on cost, functionality, warranty, service support, and expected lifespan.

Financial: Less than \$7,700 **purchase price** + \$350 **monthly** (\$4,200 annually) = \$28,700 over 5 years. \$13,000 has been budgeted in 2026 to purchase a new printer. The average monthly service cost over the past year for our current service is \$616.99 (\$7,402.93 annually).

Sample Motion: *I move to approve the purchase of a new copier/ printer for City Hall that City Staff deems the best option that provides the best overall value based on cost, functionality, warranty, service support, and expected lifespan not to exceed \$7,700 purchase price and \$350 monthly maintenance agreement.*



**To:** Governing Body  
**From:** Danny Summa  
**Date:** Jan. 29, 2026  
**Re:** Roll-up Doors Aquatic Center 2026

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Background: City staff is seeking approval and funding to have two roll-up doors installed at the Aquatic Center. These doors will be installed to close off the existing locker areas to the north and south of the restrooms to provide much needed storage and to keep birds from nesting inside the building. This will also utilize unused space and provide a more attractive and functional area.

The scope of work and quotes received are as follows:

2- 103" x 96"- RF55 Shutters- Mounted Between Jamb, manual in operation, Standard Factory Color-TBD, Keyed Locks- Keyed random

<b>Vendor</b>	<b>Total – 2 doors</b>
DH Pace	\$9,503.00
Raynor Garage Door Co.	\$15,008.00
ABC Garage Doors	\$15,023.20

City Staff recommends using DH Pace for the quoted price of \$9,503.00.

Financial: \$16,000 budgeted for Roll-Up Doors for Aquatic Center Bath House out of the 2026 Aquatic Fund

Legal: None

Sample motion: *I motion to approve \$9,503.00 to install two roll-up doors at the Aquatic Center.*



**To:** Governing Body  
**From:** Danny Summa  
**Date:** Jan. 29, 2026  
**Re:** Diving Board for Aquatic Center 2026

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Background: City staff is seeking approval and funding to replace the existing diving board at the Aquatic Center. The existing diving board has worn no-slip tread, hinges and tread on the steps. The existing diving board must be taken out of service to ensure the safety of the pool patrons in 2026.

The following are quotes from multiple vendors:

16ft Duraflex diving board, Duraflex hinge assembly, and two step inserts.

Vendor	Total
Arlan Company INC	\$8,177.00 freight included
Rec Supply	\$8,155.00 plus freight
Landmark Aquatic	\$9,014.67 freight and installation included

City Staff recommends purchasing from Arlan Company Inc. for the quoted price of \$8,177.00. This was the lowest quoted price that included freight and City Staff can install the diving board.

Financial: This is an unbudgeted item but required to be replaced. There is \$200,000.00 allocated in 2026 for slide repairs that have already been completed for \$151,275 in 2025 out of the 2025 Aquatic Center Fund. City Staff is seeking \$8,177.00 to be reallocated from the 2026 slide budget item to replace the diving board.

Legal: None

Sample motion: *I motion to approve \$8,177.00 from the Aquatic Center Fund to purchase and install a new diving board at the Aquatic Center.*



Josh Weber, Chief of Police

# LOUISBURG POLICE DEPARTMENT

*Service with Purpose, Pride, and Integrity*

209 S. Metcalf  
Louisburg, KS 66053  
Administrative: (913) 837-3191  
Fax: (913) 837-4340

To: Louisburg Governing Body

From: Chief Weber LPD

Date: 02-02-2026

Re: Purchase of New Stalker Radars

## Background:

Louisburg Police Department is budgeted for 2026 to replace the 3 remaining past service life vehicle mounted radar systems. These 3 radars systems were used KHP radars when initially installed in Louisburg Police vehicles and have far exceeded their service life. The proposed purchase of the 3 new Stalker radars will standardize the mounted radars systems in Louisburg's patrol fleet, and the Stalker system is the current radar system under State of Kansas contract.

## Budget:

In the 2026 budget there is \$10,000.00 budgeted for new radar systems. The current quote for 3 new radar systems is \$9,750.00 and would ask for the remaining \$250.00 to be used towards radar installation costs, which is estimated at \$450.00. I want to clarify the installation is an estimate due to the previous various upfitting practices of the Louisburg Police fleet vehicles. There will be no additional charges to install the new radar system in the recently purchased Tahoe which leaves only two other fleet vehicles to have new radar installation completed. Based on previous installation of new radars this past year, upfitting costs have varied between \$200 and \$300.00 with a single outlier and any cost outside the \$10,000.00 would be absorbed in the police department's operating budget under equipment maintenance.

## Recommendation:

I recommend the purchase of 3 Stalker DSR 2X radar systems in the amount of \$9,750.00 and the utilization of the remaining \$250.00 dedicated to this project towards installation costs of the radars systems.

855 E. Collins Blvd.  
Richardson, TX75081  
Phone: 972-398-3780  
Fax: 972-398-3781

National Toll Free: 1-800- STALKER

Page 1 of 2  
Date: 01/14/2026

Inside Sales Partner: Bart Hogue  
+1-972-801-4864  
barth@a-concepts.com

Reg Sales Mgr: Bill Johnson  
+1-972-398-3780  
billj@stalkerradar.com

Effective From: 01/14/2026

Valid Through: 04/14/2026

Lead Time: 55 working days

<b>Bill To:</b> Louisburg Police Department 209 S Metcalf Rd Louisburg, KS 66053-4102	<b>Customer ID: 660531</b>  Mark Sullivan	<b>Ship To:</b> Louisburg Police Department 209 S Metcalf Rd Louisburg, KS 66053-4102	<i>FedEx Ground</i>  Mark Sullivan
--	---	--	--

Grp	Qty	Package	Description	Wrnty/Mo	Price	Ext Price
1	1	807-0002-00	DSR 2X Radar w/Instant On Remote for 2025 Chevy Tahoe	36	\$3,250.00	\$3,250.00
Ln	Qty	Part Number	Description		Price	Ext Price
1	1	200-0965-60	ASSY, 2X COUNTING UNIT, 1.5 PCB, ARM PROCESSOR			\$0.00
2	1	200-1570-00	2X Modular OSC Display			\$0.00
3	1	200-1468-00	Dual DSR Ka Antenna			\$0.00
4	1	200-1468-01	2X Rear Antenna			\$0.00
5	1	200-0918-00	Stalker 2X Instant On Remote Control			\$0.00
6	1	200-0769-00	25 MPH/40 KPH KA Tuning Fork			\$0.00
7	1	200-0770-00	40 MPH/64 KPH KA Tuning Fork			\$0.00
8	1	200-0648-00	Display Sun Shield			\$0.00
9	1	200-0243-00	Counting/Display Tall Mount			\$0.00
10	1	200-0244-00	Antenna Dash Mount			\$0.00
11	1	200-0245-00	Antenna Tall Deck Mount			\$0.00
12	1	155-2591-08	8 Foot Antenna Cable, IP67			\$0.00
13	1	155-2591-25	25 Foot antenna Cable, IP67			\$0.00
14	1	200-0622-01	2015-Present Tahoe VSS Cable Kit			\$0.00
15	1	200-0619-00	2X Documentation Kit			\$0.00
16	1	006-0094-00	Fan Noise Suppression Addendum - 2X			\$0.00
17	1	035-0361-00	Shipping Container, Dash Mounted Radar			\$0.00
18	1	060-1000-36	36 Month Warranty			\$0.00
19	1	006-0147-00	Certificate of Accuracy, Stalker Dual/DSR/SII/2X			\$0.00
<b>Group Total</b>						<b>\$3,250.00</b>

Grp	Qty	Package	Description	Wrnty/Mo	Price	Ext Price
2	2	807-0002-00	DSR 2X Radar w/Instant On Remote for Ford PIU or Durangos	36	\$3,250.00	\$6,500.00
Ln	Qty	Part Number	Description		Price	Ext Price
20	2	200-0965-60	ASSY, 2X COUNTING UNIT, 1.5 PCB, ARM PROCESSOR			\$0.00
21	2	200-1570-00	2X Modular OSC Display			\$0.00
22	2	200-1468-00	Dual DSR Ka Antenna			\$0.00
23	2	200-1468-01	2X Rear Antenna			\$0.00

855 E. Collins Blvd.  
Richardson, TX75081  
Phone: 972-398-3780  
Fax: 972-398-3781

National Toll Free: 1-800- STALKER

Page 2 of 2  
Date: 01/14/2026

Inside Sales Partner: Bart Hogue  
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Reg Sales Mgr: Bill Johnson  
+1-972-398-3780  
billj@stalkerradar.com

Effective From: 01/14/2026

Valid Through: 04/14/2026

**Lead Time: 55 working days**

<b>Bill To:</b> Louisburg Police Department 209 S Metcalf Rd Louisburg, KS 66053-4102	<b>Customer ID: 660531</b>  Mark Sullivan	<b>Ship To:</b> Louisburg Police Department 209 S Metcalf Rd Louisburg, KS 66053-4102	<i>FedEx Ground</i>  Mark Sullivan
--	---	--	--

Ln	Qty	Part Number	Description	Price	Ext Price
24	2	200-0918-00	Stalker 2X Instant On Remote Control		\$0.00
25	2	200-0769-00	25 MPH/40 KPH KA Tuning Fork		\$0.00
26	2	200-0770-00	40 MPH/64 KPH KA Tuning Fork		\$0.00
27	2	200-0648-00	Display Sun Shield		\$0.00
28	2	200-0243-00	Counting/Display Tall Mount		\$0.00
29	2	200-0244-00	Antenna Dash Mount		\$0.00
30	2	200-0245-00	Antenna Tall Deck Mount		\$0.00
31	2	155-2591-08	8 Foot Antenna Cable, IP67		\$0.00
32	2	155-2591-25	25 Foot antenna Cable, IP67		\$0.00
33	2	200-0622-00	VSS Cable Kit		\$0.00
34	2	200-0619-00	2X Documentation Kit		\$0.00
35	2	006-0094-00	Fan Noise Suppression Addendum - 2X		\$0.00
36	2	035-0361-00	Shipping Container, Dash Mounted Radar		\$0.00
37	2	060-1000-36	36 Month Warranty		\$0.00
38	2	006-0147-00	Certificate of Accuracy, Stalker Dual/DSR/SII/2X		\$0.00
<b>Group Total</b>					<b>\$6,500.00</b>

Product	\$9,750.00	Sub-Total:	\$9,750.00
Discount	\$0.00	Sales Tax 0%	\$0.00
		Shipping & Handling:	\$0.00
Payment Terms: Net 30 days		<b>Total: USD</b>	<b>\$9,750.00</b>

Vehicle Information:  
2025 Chevrolet Tahoe SUV  
2023 Ford Interceptor SUV or Durangos  
KS State Contract: 52377

This Quote or Purchase Order is subject in all respects to the Terms and Conditions detailed at the back of this document. These Terms and Conditions contain limitations of liability, waivers of liability even for our own negligence, and indemnification provisions, all of which may affect your rights. Please review these terms and Conditions carefully before proceeding.

# Louisburg REQUISITION FORM

PURPOSE: The Purchasing Policy of the City of Louisburg requires all purchases exceeding \$2,000 to be approved by the City Administrator (Section 2.01 C.1.) This form documents compliance with this requirement. Purchases over \$5,000 also require approval by the City Council (Section 2.01 B.)

DIRECTIONS: This form must be submitted to the City Administrator before legally obligating the City of Louisburg for any good or service. In accordance with City policy, the form should be submitted with documentation reflecting at least 3 quotes.

DATE: \_\_\_\_\_

DESCRIPTION OF GOOD OR SERVICE:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

QUOTES:

VENDOR NAME #1: \_\_\_\_\_ AMOUNT: \_\_\_\_\_

VENDOR NAME #2: \_\_\_\_\_ AMOUNT: \_\_\_\_\_

VENDOR NAME #3: \_\_\_\_\_ AMOUNT: \_\_\_\_\_

VENDOR NAME #4: \_\_\_\_\_ AMOUNT: \_\_\_\_\_

FUND / DEPARTMENT:

BUDGET CATEGORY:

\_\_\_\_\_  
REQUESTOR

\_\_\_\_\_  
DATE

\_\_\_\_\_  
CITY ADMINISTRATOR APPROVAL (Over \$2,000)

\_\_\_\_\_  
DATE

\_\_\_\_\_  
APPROVED BY COUNCIL (Over \$5,000)

\_\_\_\_\_  
DATE

# Memo

To: Louisburg Governing Body

From: Nathan Law

Date: January 29, 2026

Re: Draft Employee Handbook Continued

---

Background: This is a return item for discussion of the draft document provided at the January 20, 2026, Council meeting. The draft handbook is not attached 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.

As discussed, staff has recommended inclusion of draft language to two sections regarding searches. Those are located on pages 14 and 39. The recommended language is, "to the extent permitted by law."

Also as discussed, a section on Administrative Leave is recommended as found on pages 37 & 38, and following an existing section titled "On-The-Job Accident Reporting". This recommended section intends to capture the discussion of employee-involved accidents that result in serious injury or death. The proposed placement is to reflect that it is not a benefit in the way other leave is offered (Ex: Personal Leave, Vacation, etc.). Here is that proposed additional section in full:

## **Accident Investigation and Leave of Absence**

Any instance of job-related work by or involving an employee that results in severe injury or death of another must be fully investigated following accident reporting. Depending on the severity of the situation, this may warrant placing the employee on administrative leave with pay, during which the employee may elect or may be required to undergo a mental health evaluation and/or attend a mental health debriefing with a City-appointed mental health professional. The process for administrative leave will be by recommendation from a Supervisor or Department Head, per this or any departmental policy regarding the same, providing detailed account and reason for the requested leave, and subject to approval by the HR Coordinator in consultation with and authorization of the City Administrator.

Administrative leave is not to be construed as indication of fault or guilt. This leave is allowed for compassionate reasons, allowing an employee time to seek help as desired or required. Employees

may not engage in work-related activities while on administrative leave. Return to full duties will only be allowed following any required mental or physical health evaluation clearing the employee. Upon returning to work, it will be up to the same chain of command that requested the administrative leave to determine return to light duty, administrative duty, or full work duty.

Financial: Staff was requested to obtain a cost estimate for a third-party legal review by attorneys in the field of employment law. Since that time, staff has contacted one of two recommended attorneys for such an estimate. A cost estimate is not available at this time; however, staff is hopeful to have an estimate to provide at the Council meeting.

Legal: To date the legal review has been provided by Ms. Allison Zerbe and Mr. John Dietrick, of the Law Offices of John R. Dietrick, P.A. More information on this firm may be found at <https://dietricklaw.com/>.

Recommendation: Discuss draft handbook as desired 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 City 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, **to the extent permitted by law**. 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 31<sup>st</sup>.

## **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:

<b>Years of Employment</b> <i>(as of Jan. 1)</i>	<b>Vacation Days/Hours</b> <i>(provided on Jan. 1)</i>	<b>Additional Hours: Exempt Employees</b> <i>(provided on Jan. 1)</i>	<b>Personal Days Days/Hours</b> <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 31<sup>st</sup>, then any unused, accrued vacation time, in excess of 20 days (160 hours), will be forfeited annually on December 31<sup>st</sup>.

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 31<sup>st</sup>, 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 1<sup>st</sup> 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 31<sup>st</sup>, 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 31<sup>st</sup>, the employee can sell back up to eighty (80) hours of sick leave.
- Employees must have been hired prior to March 1<sup>st</sup> 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 31<sup>st</sup> 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.

### **Accident Investigation and Leave of Absence**

Any instance of job-related work by or involving an employee that results in severe injury or death of another must be fully investigated following accident reporting. Depending on the severity of the situation, this may warrant placing the employee on administrative leave with pay, during which the employee may elect or may be required to undergo a mental health evaluation and/or attend a mental health debriefing with a City-appointed mental health professional. The process for administrative leave will be by recommendation from a Supervisor or Department Head, per this or any departmental policy regarding the same, providing detailed account and reason for the requested leave, and subject to approval by the HR Coordinator in consultation with and authorization of the City Administrator.

Administrative leave is not to be construed as indication of fault or guilt. This leave is allowed for compassionate reasons, allowing an employee time to seek help as desired or required. Employees may not engage in work-related activities while on administrative leave. Return to full duties will only be allowed following any required mental or physical health evaluation clearing the employee. Upon returning to work, it will be up to the same chain of command that requested the administrative leave to determine return to light duty, administrative duty, or full work duty.

### **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, **to the extent permitted by law**. 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 29, 2026

Re: Governing Body Handbook Draft Review Continued

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Background: Following discussion and direction at the last meeting, staff is providing changes as highlighted in the draft document sent by direct communication to Council and found with the electronic agenda packet for this meeting located online. The following changes are included:

- Signature page (page 2)
  - This needs review and recommendation or approval from Governing Body regarding the language to include with the signature page
- Changed “democracy” to “liberty” on page 3
- Changed language regarding programs and facilities to reflect overall mission of the Governing Body on page 5
- Changed language and provided reference to City Code for reimbursement of expenses on page 6
- Added “/ Mayor Pro-Tem” throughout Chapter 4, on pages 8 & 9
- Edited as discussed for Mayor’s communication on special meetings on both pages 8 and 10
- Added Chamber of Commerce to the list of Council Commission/Liaison on page 11
- Edited as discussed for “promote” and “demote” on page 12
- Proposing to remove note and example from page 23
- Added reference to City Code for Code of Ethics on page 26
- Added Louisburg Chamber of Commerce and Greater Miami County Economic Development Corporation to Appendix A
  - Please note GMCEDC is listed as unknown at this time.

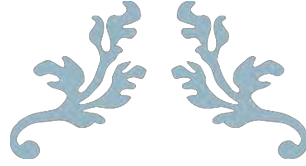
A printed copy of the draft handbook will be provided to anyone requesting.

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. If acceptable with current edits, consider directing staff to return a clean final copy to the next meeting.

Sample Motion: None.



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# GOVERNING BODY HANDBOOK

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Adopted on \_\_-\_\_-2026

Revised on \_\_-\_\_-20\_\_



## 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

SIGNATURE PAGE

We have reviewed and understand the importance of following the expectations and guidance of this handbook in order to support a positive and productive environment for the Governing Body in its duties to guide, collaborate, and direct on behalf of the City.

\_\_\_\_\_  
Donna Cook, Mayor

\_\_\_\_\_  
Steve Town, Council President / Pro-Tem

\_\_\_\_\_  
Scott Margrave, Ward 1

\_\_\_\_\_  
Tiffany Ellison, Ward 2

\_\_\_\_\_  
Ryan Graves, Ward 3

\_\_\_\_\_  
Kalee Stone, 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 **liberty**. 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 overall mission of the Governing Body to manage public property for the use and benefit of residents.
- **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 outlined in the Code of the City of Louisburg, Kansas, section 1-210.
- **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 Pro-Tem

## 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 / Mayor Pro-Tem

The Council President / Mayor Pro-Tem 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 / Mayor Pro-Tem 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 / Mayor Pro-Tem has the same privileges as other Council members and shall exercise no veto.

Each year, an election for Council President / Mayor Pro-Tem 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 / Mayor Pro-Tem. A tie is broken by the Mayor's vote. The term of a Council President / Mayor Pro-Tem is one year or until a new Council President / Mayor Pro-Tem is elected.

In case of a vacancy in the office of mayor, the ~~president of the council~~ Council President / Mayor Prop-Tem 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, Chamber of Commerce, 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, promote, and demote 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. **To review the established Code of Ethics for all officials and employees, refer to the Code of the City of Louisburg, Kansas, section 1-212.**

## 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 – Advisory Boards

### City 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.

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.

### **Associated Boards**

Greater Miami County Economic Development Corporation – A domestic not for-profit corporation under the laws of Kansas. This corporation has a currently unknown future.

Louisburg Chamber of Commerce, Inc. – A domestic not for-profit corporation under the laws of Kansas, the Chamber is a membership corporation with a stated purpose of advancing the commercial, industrial, civic, and general interest of the area of Louisburg and its trade area. The Chamber is assisted by a Board of Directors which is comprised of members active and in good standing, and serves to approve new membership applications, review and direct on finances, make staffing decisions, and oversee ongoing and new undertakings on behalf of the membership. As part of the annual financial support provided by the City of Louisburg, the City has an ex-officio position on the Board of Directors. Traditionally represented by the city administrator, the Board of Directors representative may be anyone the Governing Body chooses.

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.

**Department Liaison**

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:** Danny Summa

**Date:** Jan. 29, 2026

**Re:** Council Chambers Visual

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At the last meeting, Governing Body learned that improvements to the livestream audio had been made and directed Staff to bring back information on the visual portion of the improvements.

Facilities Coordinator Danny Summa has researched several options to improve the visual capabilities in the council chambers. That recommendation included adding two TVs, either 75-inch or 85-inch, located on the north and south walls across from each other. These areas will be marked for Monday's meeting. The TVs could be mounted to the wall with a full motioned extended wall mount that allows the TV to be swiveled to multiple directions/angles. The second recommendation is to add four 24-inch monitor displays to the dais for use by the Council and Planning Commission, for example. These monitors will be attached to swivel stand that will allow the display to rotate 200° and fold flat to be out of the way. The last recommendation is purchase wireless receivers and transmitters that will allow any documents or presentations to be simulcast on the TVs and dais displays. The additional equipment listed in the attached chart is needed to allow for the hook-up of all the units.

There is an additional electrical wiring component to install an outlet box behind each TV to minimize unsightly wires and cords. This is estimated to cost \$505.12.

A 10 percent contingency has been added to the price in case TVs or other equipment increases in cost from the time this information was compiled to purchase date.

Legal: None

Financial: The project cost is \$2,242.89 if purchasing 75-inch TVs, and \$3,242.87 if purchasing 85-inch TVs. This is a General Fund project and may not require a budget amendment in 2026 due to the budgeted reserve.

Recommendation: Discuss the options provided and direct staff to purchase and install the visual components. The cost of the TVs is what was available during an online search. Those prices may be slightly higher or lower at time of purchase. Staff recommend setting a not-to-exceed price based on size of TVs desired.


*Sample motion for purchase of 75-inch TVs: I move to purchase 75-inch TVs and other necessary equipment and provide for installation of this visual equipment in the Council chambers to be funded from the General Fund in a not-to-exceed cost of \$3,022.81.*

*Sample motion for purchase of 85-inch TVs: I move to purchase 85-inch TVs and other necessary equipment and provide for installation of this visual equipment in the Council chambers to be funded from the General Fund in a not-to-exceed cost of \$4,122.79*

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Council Chamber Audio Visual

Equipment	Quantity	Price per	Total	Description
VIZIO 75" Class 4K Series LED Smart TV	2	\$ 498.00	\$ 996.00	
SAMSUNG 85" Class Q6FD Series 4K QLED Smart TV	2	\$ 997.99	\$ 1,995.98	
Full Motion Extended TV Wall Mount	2	\$ 125.00	\$ 250.00	
TV Stand Folding Metal Monitor Desk Stand	4	\$ 39.99	\$ 159.96	
VIZIO 24-inch D-Series Full HD 1080p Smart TV with Apple AirPlay and Chromecast Built-in	4	\$ 119.99	\$ 479.96	
OREI UltraHD 4K @ 60 Hz 1 X 4 HDMI Splitter 1 in 4	1	\$ 33.99	\$ 33.99	
TIMBOOTECH Wireless HDMI 4 Receivers and Transmitter	1	\$ 289.99	\$ 289.99	

8K HDMI 2.1 Cables 6FT 5- Pack	1	\$ 32.99	\$ 32.99	
Electrical Work	1	\$ 505.12	\$ 505.12	

**\*\*\* ALL TVS HAVE BUILT IN CHROMECAST**

<b>Total w/ 2- 75" TV</b>	<b>\$ 2,748.01</b>	w/ 10% Contingency	<b>\$ 3,022.81</b>
<b>Total w/ 2- 85" TV</b>	<b>\$ 3,747.99</b>	w/ 10% Contingency	<b>\$ 4,122.79</b>

# Memo

To: Louisburg Governing Body

From: Nathan Law

Date: January 29, 2026

Re: Hay/Land Lease Agreement for Lewis-Young Park – Continued

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Background: As directed by Council, staff followed an expedited timeline and solicited bids. Staff sought out the following individuals and received bids as listed:

- |                        |                   |
|------------------------|-------------------|
| - Doug Bowes           | Declined to bid   |
| - Foote Cattle Company | \$2,325/year      |
| - Ted Guetterman       | Declined to bid   |
| - Mark Reed            | No return contact |
| - Jordan Seufferling   | Declined to bid   |
| - David Webster        | Declined to bid   |
| - TJ Williams          | Declined to bid   |

As a reminder to the previous/current lease agreement, at the time of discussion it was the direction of Council to have this lease be for the remainder of the previous five-year term, making this a four-year lease.

Financial: Nothing at this time.

Legal: The lease form has been reviewed and determined appropriate by Mr. Hagen.

Recommendation: Approve the bid submitted for this lease agreement for hay ground at Lewis-Young Park.

Sample Motion: *I move to approve the bid from Foote Cattle Company, LLC, for \$2,325/year for a four-year lease of the identified acreage at Lewis-Young Park and direct Mayor to sign and execute the lease agreement.*