

**LOUISBURG CITY COUNCIL
REGULAR MEETING
6:30 P.M., FEBRUARY 17, 2026
CITY HALL, 215 S. BROADWAY**

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

<https://boxcast.tv/view/louisburg-city-council-workshop-bldhsz9fxiuteqgkotbt>

Regular meeting livestream link:

<https://boxcast.tv/view/louisburg-city-council-ggymjy3xpsqqerykb2tp>

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ADOPT AGENDA
4. APPROVE MINUTES - of the Feb. 2, 2026, regular meeting
5. APPROVAL OF BILLS
6. MAYOR’S REPORT
– Annual Appointments
7. RECOGNITION OF SCHEDULED VISITORS
– Jessica Crozier, partnership with Nomad Market KC for its opening weekend event
8. Executive Session – Non-Elected Personnel
9. 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.
10. COUNCIL/COMMISSION REPORTS
11. DEPARTMENT REPORTS
 - A. Finance
– December Finance Report
 - B. Fire
– Thermal Imaging Cameras
– Bay Floor Heating Boiler Replacement (*no memo*)

- C. Public Works
 - 2026 Street Work RFP
 - Annual Crack Seal RFP
 - Procurement of F-650 Dump Truck and Snow Plow

- D. Police

- E. Planning
 - Street name change
 - Lot split

- F. Administration
 - Water Leak Adjustment
 - Municipal Court Updates

12. CITY ATTORNEY’S REPORT

13. ADMINISTRATOR’S REPORT

- A. Governing Body Handbook, Final Draft - Continued
- B. League of Kansas Municipalities – Membership Renewal
- C. PHB/HAWK Signal Funding Concept Paper
- D. Short-Term Rental Registration

14. ADJOURNMENT

**CITY OF LOUISBURG, KANSAS
MINUTES OF REGULAR MEETING
February 2, 2026**

Workshop Livestream link:

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

Council Livestream link:

<https://boxcast.tv/view/louisburg-city-council-wn8tsrmstmkyztyrlls>

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

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

City Administrator Nathan Law (attended virtually)

City Clerk

Public Works Director Ben Miller

Finance Director Richard Mikesic

Police Chief Josh Weber

Fire Chief Gerry Rittinghouse

Communications Coordinator & Recording Secretary Jean Carder

Mark Hagen, City Attorney (attended virtually)

Jacklyn Paletta, Municipal Judge (attended virtually)

Tyson Bramley, City Prosecutor (attended virtually)

PLEDGE OF ALLEGIANCE

Councilmember Scott Margrave led the Pledge of Allegiance.

APPROVAL OF THE AGENDA

Mayor Cook would like to remove 12A Executive Session and replace it with the purchase of three laptops, and add E2 as interview committee selection to conduct city planner and city attorney interviews. Councilmember Ryan Graves moved, seconded by Margrave and carried 5-0, to adopt the agenda with the changes presented.

APPROVAL OF THE MINUTES

Councilmember Tiffany Ellison moved, seconded by Councilmember Kalee Smith and carried 5-0, to approve the minutes as presented.

APPROVAL OF THE BILLS

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

MAYOR'S REPORT

Mayor Cook had no report.

PUBLIC COMMENTS – none

COUNCIL REPORTS

Town – thanked community members who helped plow streets after city crews got done and thanked neighbors for helping each other and thanks to the city crews.

Margrave – no report

Ellison – said she knows the transfer to the new utility system has been cumbersome and thanked all staff for their efforts. She noted the appointment list was not included in the packet and expected there to be something on that. Cook said she thought that was to be provided at the next meeting. Graves said the motion at a previous meeting was to have the list available at this meeting. Cook said she could get it out this week but is still looking for someone to fill one more seat on the Historic Preservation Commission. Ellison said part of the previous discussion was for the opportunity to have those names and allowing for discussion prior to the vote at the next meeting. Cook said she had discussed with Administrator Nathan Law during their meetings about providing it in the packet for the Feb. 17 meeting. Law asked if the list was to be included in the packet or not and did not recall that aspect of the conversation, and the motion was to provide it at the Feb. 2 meeting. Graves would be happy to get the list tomorrow. Ellison said there was supposed to be opportunity to discuss the potential appointments, of any need for unfilled positions and to discuss if needed, and to vet any new appointments. Ellison asked specifically if the appointed positions were the same. Cook said all the appointed positions were the same. Graves said he

is interested in the qualifications of the positions and also agreed there was supposed to be discussion for boards and positions and if any of the positions were changed. Cook said she will send that out tomorrow. Graves asked that the requirements of the various boards/commissions be included in that information.

Graves – no report

Stone – nothing

DEPARTMENT REPORTS

FINANCE:

GAAP Waiver & Resolution – Finance Director Richard Mikesic said this is the annual resolution to waive the accounting requirements of KSA 75-1120a(a). Cook asked if the date is wrong on the resolution. Mikesic said it is correct as this is for the year ending 2025. Ellison moved, seconded by Graves and carried 5-0, to adopt Resolution No. 2-2-2026 as presented.

Quarterly Composition of Cash – Mikesic said this report shows where the city’s money is physically being held. This is a required report provided by the city treasurer. Council received the report with no questions.

PUBLIC WORKS:

2026 Street Repair List – Public Works Director Ben Miller has provided a list and location map of anticipated street repair for this year and said it is being provided to receive feedback before the next meeting. Cook asked about the repairs on North Broadway. Miller explained the types of repairs needed and specific locations.

City Hall Copier – Ellison said she would like to point out the complete irony of this request based on copies provided in the packet. Miller said there is currently a loaner copier at City Hall. Law said a particular copier model is not being recommended but to allow staff to sort out the best option based on value, functionality, and other factors listed in the memo. Ellison moved, seconded by Town and carried 5-0, 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.

Roll up doors at LAC – Miller said three bids have been received for this project and is recommending the bid from DH Pace. Graves moved, seconded by Town, to approve \$9,503.00 to install two roll-up doors at the Aquatic Center. Ellison asked if this is at the locker area. Miller said it is. Ellison asked if this includes locks. Graves noted the memo said it does. Motion carried 5-0.

Diving board for LAC – Miller presented a bid for a new diving board. It was noted this is not for the stand. Ellison moved, seconded by Graves and carried 5-0, to approve \$8,177.00 from the Aquatic Center Fund to purchase and install a new diving board at the Aquatic Center. Stone asked if there is a warranty that comes with the board and asked if we install, does that void the warranty. Miller said he would check. Law said we could hold off on the purchase and if there is a warranty issue return that to the next meeting.

POLICE:

Purchase of new Stalker radios – Police Chief Josh Weber said this is a budgeted item and will provide for updated radars in all units. Ellison moved, seconded by Margrave and carried 5-0, to approve the purchase of three 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.

Broadway Crossing Closure Alternatives – Weber said all local business owners in the area were contacted and he talked with Summer Blessings representatives about the request to close Broadway in front of the library during Summer Blessings events. He said since there have been no complaints or near misses, he thinks an entire closure of the roadway is not warranted. His proposal has three options with the first option to include the little green man in the center of the roadway. The second option is closure of a few parking spots in front of the library and Fox Hall to provide line of sight for passing motorists. The third option, which would be utilized if the first two don't work as intended, is to use some caution tape. He thinks closing a few parking spots in front of Fox Hall and library will provide the desired action. A last step would be some type of signage for educational purposes and re-evaluate if solutions aren't meeting goals. He said business owners were supportive. Weber said he is looking into easy, mobile no-parking signage. Amanda Murphy, library representative, said she has already ordered the little green man and they think one parking spot in front of Fox Hall

and one or two in front of the library will be sufficient. Weber said police will continue to work with business owners and see how it goes and thinks this is an excellent start.

FIRE – Fire Chief Gerald Rittinghouse thanked other departments in Miami County as all departments have been working together on several structure fires within the county over the past few weeks.

PLANNING – no report

ADMINISTRATIVE – no report

ADMINISTRATOR’S REPORT

Laptop Purchase – Law said he provided direct communication to the Governing Body about this item. This is an unbudgeted request and costs are about \$5,000 to provide for technology for paperless court as part of the move to Tyler, the finance software. Laptops are for judge, prosecutor and clerk. This would come from the Court Fund and will need to be considered for future budgeting for end-of-life. Ellison moved to approve the purchase of three laptops for municipal court for \$5,319 as presented. Cook is concerned that doesn’t include the freight. Discussion occurred if there is a need for expediated shipping and the other optional items. Motion died for lack of second. Law said all items totaled \$5,812. Stone asked if we needed an additional warranty. Graves thinks an additional warranty is always needed on this equipment. He thinks that is just the product warranty and not an accident warranty. Law said that price includes the laptops, all necessary equipment, with warranties and shipping. Ellison moved, seconded by Stone and carried 5-0, to purchase three laptops for municipal court system for \$5,812.

Draft Employee Handbook – Law said additional leave language based on Graves’ comments at the last meeting has been drafted and included. Law said an attorney recommended by City Attorney Hagen provided an estimate of \$5,000 for a third-party review and could fluctuate depending on level or depth of review. He said it has already been reviewed by an employment law attorney so that could result in a lower price for a third-party review. He noted that review had been provided by a law firm that has a relationship with the City’s HR consulting firm but not a business-direct relationship. Cook would like to see a third-party review the handbook and asked if we know which firm was recommended by Hagen. Law

said that law firm is Lathrop Law Offices. Ellison asked what benefit would come from a third-party review. Cook said she thinks it needs to be someone in employee law and believes there is a conflict because the attorney who has reviewed the document is married to a person with our HR firm. Ellison asked what the conflict is. Cook said the HR representative wrote it and her husband is providing the review. Cook asked if City Attorney Hagen had reviewed. Hagen said he had looked at it briefly but did not review it in depth because there was discussion about sending it out to a third party. Ellison said it sounds like the question is will Hagen review it or will it get sent to a third-party attorney. Hagen said the TOC covers all aspects but didn't review in depth as he was trying to watch costs and it had already been vetted by HR Partners and believe they consulted the attorney they work with. Law said he provided the website of the attorney who reviewed the document to allow Council to check the qualifications of that law firm. Ellison said she is unsure if spending another unbudgeted \$5,000 is worth it since an employment attorney has already looked at it. She said, in her opinion, there is no conflict as neither firm benefits. She said if the attorney is related to someone on staff or council that might be an issue. Hagen said another issue is he will be leaving and in interest of the new attorney it would be difficult to step into an ongoing review. Graves asked if there would be a point of litigation in the future the city attorney would likely not be handling that litigation and asked if that was correct. Hagen said that is correct. Graves thinks there might be value in having someone who does the litigation work review it. He thinks it might be better to wait until we have a city attorney before making that decision. Graves noted there is no deadline on this as it is self-imposed. He thinks someone doing the litigation might be of value. Ellison said her understanding is that the attorney who reviewed is experienced in employee law and she isn't sure there is benefit to spend that \$5,000 but also thinks waiting until we have a new city attorney is fine. Graves said he thinks it's prudent to wait. Cook said she thinks a change is needed in the section on searching to include language that references as the extent as allowed by law on page 18 under the Louisburg property section. Law said if a search involves city property that will probably not be a concern. Cook said we will hold off on this until a new city attorney is in place. Town asked if department heads and directors have provided input. Law said department heads have had a preliminary review and provided comments, and it will also be provided to all employees

before final Council approval for any employee comments or questions. Any questions would be returned to Council before the final approval.

Governing Body Handbook – Law said the memo highlights the additional changes discussed previously. The signature page verbiage at the top should be reviewed as that is something Law put together based on other samples. Cook asked if there is something different in the Code book that may overrule this. Law noted codes are city laws. Ellison asked what are next steps? Law said he can provide a final draft or they can approve now. Council asked for a final document to be provided at the next meeting.

Council Chambers Visuals – Law pointed out the tape on the walls and said that represents the 85-inch TVs. These TVs would be mounted to the wall with a moveable arm to allow the TVs to be rotated for viewing. Law said the memo details additional items that would be needed, including additional electrical work and a 10 percent contingency could be included to allow for any overage. The dais could also include displays that would allow for council or members of other boards to see the same items being shown on the TV screens. Ellison asked if this would be a tablet. Communications Coordinator Carder showed the council what the dais displays would be like. Ellison thanked Danny Summa, facilities coordinator, for his work on this project. Graves suggested 85” TVs so there would not be future regret about not getting a large enough display. He likes this whole concept. Graves moved, seconded by Stone and carried 5-0, 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. Ellison said she loves where this is headed and thanked everyone very much.

Hay/Land Lease Agreement for Lewis-Young Park – Law said one bid was received. Ellison asked if this is comparable. Law said it is higher than the previous contract. Ellison moved, seconded by Margrave and carried 5-0, 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.

Interview Committee – Cook asked who wanted to sit on the interviews for the Planning and Development Director and City Attorney positions. Town

volunteered. Law said he has not received clarification from the league yet on sub committees and open meeting requirements and to bear that in mind. Cook thinks the mayor, one city councilmember, the city administrator and the planning commission chair would be desired for the planning director. Council was supportive of that. Graves asked if there is desire to have a secondary person in the city attorney interviews. Ellison volunteered to sit in on the city attorney interviews. Town said he is willing to do both. Cook said she would like to have the mayor, city administrator, one councilmember and police chief on the city attorney interview. Ellison and Graves both asked why the police chief is included and didn't think that was necessary or appropriate. Cook then suggested Hagen sit in on that interview in place of the police chief. Graves said that would be appropriate.

EXECUTIVE SESSION:

Graves asked if we could swap the executive session since there are a number of persons that are online. Council was agreeable.

Ellison asked if the judge would participate. Law said she has another conflict and will try to attend virtually if possible. Law said he will reach out to her and see if she is available.

At 7:28 p.m., Graves moved, seconded by Ellison and carried 5-0, the City Council recess into executive session to discuss matters relating to security measures protecting a public body or agency, public building or facility or the information system of a public body or agency pursuant to K.S.A. 75-4319(b)(12) for 20 minutes with the open meeting to resume at 7:50 with the presence of Chief Weber in person and as well as City Administrator Nathan Law, City Prosecutor Tyson Bramley, Judge Jacklyn Paletta and City Attorney Mark Hagen are requested via virtual means via Zoom.

At 7:50 p.m., Council returned to open meeting.

At 7:50 p.m. Graves moved, seconded by Stone and carried 5-0, the City Council recess into executive session to discuss personnel matters of non-elected personnel pursuant to K.S.A. 75-4319(b)(1) for a period of 15 minutes and the open meeting will resume at 8:05 with the presence of Chief Weber requested in person and City Administrator Nathan Law via virtual means on Zoom.

Council resumed at 8:05 p.m. with no action taken.

ADJOURNMENT

At 8:07 p.m. Stone moved, seconded by Ellison and carried 5-0, to adjourn the meeting.

Approved:

Donna Cook, Mayor

Attest:

Jean Carder, recording secretary



BILLS LIST 2-17-26

Date Range: 01/29/2026 - 02/12/2026

VENDOR NAME	PAYABLE DESCRIPTION	TOTAL PAYMENTS
ACCESS GRANTED SYSTEMS,LLC	Annual Software/ E-Pass renewal	1,098.29
ADP, INC	PAYROLL SERVICES - 1/21/26	308.69
ANGEL ARMOR	BALLISTIC VESTS & CARRIERS	2,946.00
APPLE ELECTRIC INC.	SECURITY LIGHT PHOTO SENSOR AT LYP	172.00
CHERRYROAD MEDIA	VISITORS GUIDE / KIDS CHRISTMAS GREETING	550.00
CITYCODE FINANCIAL LLC	ANNUAL FEE	1,500.00
COLUMN SOFTWARE	LEGALS - ORDINANCE 1228 GARAGE SALE MORATORIUM	142.79
CORE & MAIN	TAP SADDLES	854.32
	PARTS FOR GAS & WATER	298.00
	SEWER PIPE FERNCO COUPLING	87.52
CSG FORTE PAYMENTS	C/C PROCESSING FEE	1,258.57
DREXEL TECHNOLOGIES	CRACK SEAL RFP POSTING	94.00
EMPOWER RETIREMENT	EMPLOYEE CONTRIBUTIONS	1,304.00
EVERGY	ELECTRICITY	9,746.74
FAMILY CENTER	BOOTS	159.99
G.K. SMITH & SONS, INC.	HVAC REPAIR PW SHOP	329.00
GT DISTRIBUTORS	EQUIPMENT FOR NEW HIRE	75.56
HEALTH EQUITY	FSA INITIAL FUNDING 2026	1,020.00
	FSA PAYMENTS	100.07
	HSA CONTRIBUTIONS	850.00
HEARTLAND PRINT & DESIGN	JANUARY WATER SAMPLES TO KDHE	40.24
IMAGINE IT, INC	MONTHLY FEE/SECURITY	3,928.00
	SECURITY SHIELD	201.56
	MICROSOFT LICENSING	253.79
INDEPENDENT ELECTRIC MACHINERY (PENDANT FOR CRANE WASTEWATER PLANT	544.90
INDUSTRIAL CHEM LABS	ROOT BEGONE- SEWER ROOT KILLER	353.68
JOHN DEERE FINANCIAL	TIMER/ROPE CLIP/BOOTS/BATTERY/MISC	684.48
KANSAS DEPARTMENT OF REVENUE	WATER PROTECTION FEE - 4TH QTR 2025	2,327.71
KANSAS MUNICIPAL GAS AGENCY	NATURAL GAS	131,761.00
KANSAS STATE TREASURER	COURT COLLECTIONS - JANUARY	376.00
KISSICK CONSTRUCTION CO, INC	POINT REPAIRS	31,299.98
KMJA/KS.JUDGES ASSOC.	JUDGES ANNUAL DUE KMJA	25.00
KPERS	KPF - 2/4/26	13,032.21
	KPERS WAR - 2/4/26	182.82
	KPERS - 2/4/26	10,683.29
LANGUAGE LINE SERVICES	INTERPRETOR SERVICE - JANUARY	10.27
LINDE GAS & EQUIPMENT	CYLINDER RENTAL- CUTTING TORCHES	80.31
MHS JANITORIAL CLEANING	CLEANING SERVICE JANUARY	1,150.00
MID-AMERICAN RESEARCH CHEMICAL	WASTEWATER- LIFT STATION DEGREASER	555.99
NAPA AUTO PARTS	WWTP- BELTS FOR GRIT PUMP	76.97
NETSTANDARD, INC	CLOUD BACKUP/SECURITY	3,198.28
OLATHE GLASS COMPANY, INC	GLASS FOR FRAMED PICTURE IN CITY HALL	227.81
PEOPLES SERVICES	MONTHLY INTERNET SERVICE - FEBRUARY	185.00
PEREGRINE CORP.	DECEMBER UTILITY BILLS	2,363.69
QUILL	1099 KIT/COPY HOLDER/USB DRIVES	133.97
REASONABLE LAWN & TREE CARE	TREE REMOVAL S. 2ND AND MULBERRY	4,250.00
RURAL WATER DISTRICT #2	WATER- L/Y PARK	53.91
SCHULTE SUPPLY INC	PERMA PATCH- COLD PATCH FOR STREETS	1,246.50

SAMS CLUB	BOXCAST/STAMPS/WATER/MISC	746.65
SEAN BUSSANMAS	TUITION REIMBURSEMENT - FALL 2025	606.00
STATE FIRE MARSHAL	LAC-BOILER INSPECTION	80.00
TYLER TECHNOLOGIES, INC	GRANT CONFIGURATION/UTILITY POST GO-LIVE	2,555.80
ULINE	ULINE SUPPLIES FOR PW, PARKS, CH	1,894.93
UTILITY SAFETY & DESIGN	COMBUSTIBLE GAS INICATOR	2,251.41
VERMEER GREAT PLAINS	OIL FILTERS VAC-MACHINE	32.61
VISA	CONFERENCE EXP/MEMBERSHIPS/SUPPLIES/MISC	4,386.17
	BADGES & COLLAR BRASS FOR UNIFORMS - FIRE	3,617.55
WHITE'S AUTOMOTIVE, INC.	MOWER TIRE	113.50
	TOTAL	248,407.52

List of Appointments for 2026

City Staff: (1 year)

City Clerk: Jessica McGowen

Finance Director: Richard Mikesic

City Treasurer: Richard Mikesic

City Attorney: to be filled

City Prosecutor: Tyson Bramley

Municipal Court Judge: Jacklyn Paletta

Public Works Director: Ben Miller

Planning &Development Director: to be filled

Chief of Police: Josh Weber

Fire Chief: Gerald Rittinghouse

Public Officer: Nathan Law

Council Commission/Liaisons (1 year)

Park and Tree Board	Tiffany Ellison
Fox Hall/Cemetery	Scott Margrave
Planning and Zoning/BZA	Steve Town
LRC	Kalee Stone
Historical Preservation	Ryan Graves
Convention & Tourism	Scott Margrave
MDCPUA	Steve Town

President of the Council/Pro-Tem: (1 year)

Official Depositories: (1 year)

First National Bank, First Option Bank, Landmark Bank, Bank Midwest, Citizens State Bank

Official Newspaper: (1 year) Miami County Republic

Planning Commission Board (3 years)- 2 to appoint—Christian Brown (reappointed) & Clint Ernst – New appointment

Park & Tree Board (3 years)- 2 to appoint- Re-appointed Kenny Dover and Julia Hacker

Fox Hall/Cemetery Board (3 years)- 1 to appoint : Julia Howard –New appointment

Historical Preservation Board (3 years)- 2 to appoint- Heather Wilson - reappointed & new appointment –Corrina Hauer-Real Estate

Convention & Tourism Board (2 years)- 3 to appoint- Reappointed – Paul Scruggs and Cindy Reynolds and new appointment- Katie Clausen (Helen's Garden Family Farm)

Board of Zoning Appeals (3 years)-3 to appoint – Reappointed Chris Hoffman, Kirk Shaffer, Jason Burk

Code of Appeals (5 years) – 1 to appoint – Chris Brown (reappointed)

LRC – appoint liaison for the Park and Tree Board – Brad Sells (reappointed)



Application for City of Louisburg Commissions/Boards

Please fill out and return to City Hall or email to Nathan Law: nlaw@louisburgkansas.gov

Commission/Board(s) in which you are interested: Department of Convention and Tourism

Name: Katelyn Clausen

Address: 11980 West 271st Street, Louisburg, Kansas 66053

Mailing Address, if different: _____

Phone: 816-912-8721 Email address: Katie.Jantsch@yahoo.com

Employer, Job Title: Barnes Jewish, ER RN

Why are you interested in serving on this commission/board?

I have always been a huge supporter of the "local" mission and in community in general. Since living in Louisburg I have worked hard to support awareness of many local businesses and activities alike.

If you have experience that relates to the commission/board that you would like to serve, briefly describe. (education, experience, etc.)

I have always been a servant of my community, serving as an ER Nurse by profession. But, I also spend time on my hobby farm, growing for restaurants/farmers markets/ food competitions, spreading the word about all Louisburg has to offer. Often marketing Louisburg activities online. I serve as President on the Louisburg Barracudas swim board, and as a member of the league Southland Swim Association.

What other qualifications, skills or attributes do you have that you would bring to a particular commission/board, and any other information that might distinguish you from other candidates?

I have recently spoken on a regional radio show featuring Jasper Mirable speaking of what Louisburg has to offer. I am social and upbeat, and hardworking, and I don't mind having a conversation face to face. I think that is rare these days.

What other volunteer boards have you served on (give dates)?

As referenced above, this is my 4th year serving on the Barracuda Swim Board. This is our first year in the Southland League, we were previously in MoKan Swim. I have served on countless boards as related to nursing at University of Kansas Medical Center, Menorah Medical Center, and St. Luke's Hospital. I feel great responsibility to my environment and my role in it's development and improvement.

How did you become aware of this volunteer opportunity with the City of Louisburg?

Mayor Donna Brooks brought the opportunity to my attention, thank you for considering me!



Application for City of Louisburg Commissions/Boards

Please fill out and return to City Hall or email to Nathan Law: nlaw@louisburgkansas.gov

Commission/Board(s) in which you are interested: Historical.

Name: Corrina D. Hauer

Address: 1104 S. Rogers Rd, Louisburg, KS

Mailing Address, if different: Same

Phone: 913-963-5224 Email address: chauersold@gmail.com

Employer, Job Title: Realtor/Associate Broker - Realty Executives

Why are you interested in serving on this commission/board?

First off, I LOVE old architecture & old buildings! Totally up my alley. I've been in Real Estate for 32 years.

If you have experience that relates to the commission/board that you would like to serve, briefly describe. (education, experience, etc.)

See above.

What other qualifications, skills or attributes do you have that you would bring to a particular commission/board, and any other information that might distinguish you from other candidates?

I'm a Louisburg lifer & have a vested interest in this type of thing.

What other volunteer boards have you served on (give dates)?

How did you become aware of this volunteer opportunity with the City of Louisburg?

Too many to name over the past 35 yrs. Rotary, Jaycees, City Improvements Assn, Louisburg Jaycees, Cops night out, Miami Co Board of Realtors, Legion Auxiliary (since 1988). I help with annual Alumni, I help solicit annual truck/tractor pull advertisers. Donna Cook made me aware of this. *Corrina D. Hauer*



Application for City of Louisburg Commissions/Boards

Please fill out and return to City Hall or email to Nathan Law: nlaw@louisburgkansas.gov

Commission/Board(s) in which you are interested: Cemetery/Fox Hall Board

Name: Julie Howard

Address: 203 Broadmoor Drive Louisburg, Ks 66053

Mailing Address, if different: _____

Phone: 913-710-9627 Email address: juliewallace39@gmail.com

Employer, Job Title: Retired, babysit granddaughter, part time coding for Elliott Insurance

Why are you interested in serving on this commission/board?

To help serve the community and learn what's going on in Louisburg.

If you have experience that relates to the commission/board that you would like to serve, briefly describe. (education, experience, etc.)

I worked at Farmers Insurance for 40 years, having several different jobs. I have great communication skills. Some computer, bookkeeping

What other qualifications, skills or attributes do you have that you would bring to a particular commission/board, and any other information that might distinguish you from other candidates?

I have good common sense, a good listener and will make sure it will benefit the community before something is approved.

What other volunteer boards have you served on (give dates)?

It's been awhile but when my kids were little I helped with teaching religion and CYO groups. I also served on a committee at Farmers Insurance that planned activities/events.

How did you become aware of this volunteer opportunity with the City of Louisburg?

Louisburg City Webpage



Application for City of Louisburg Commissions/Boards

Please fill out and return to City Hall or email to Nathan Law: nlaw@louisburgkansas.gov

Commission/Board(s) in which you are interested: Planning Commission

Name: Clint Ernst

Address: 304 Lakeview Ct

Mailing Address, if different: _____

Phone: 308.227.1224 Email address: ernstcgi@hotmail.com

Employer, Job Title: Independent Contractor

Why are you interested in serving on this commission/board?

I believe it is important to serve your community. Having served on the City Council, I find this will be a great opportunity to support one of our many boards/commissions allowing for a greater appreciation of understanding how our city supports the community.

If you have experience that relates to the commission/board that you would like to serve, briefly describe. (education, experience, etc.)

3 years on the Louisburg City Council
3 year term on the Greater Miami County Economic Development Board
Program Director for Kansas State University supporting Eastern Kansas in economic and workforce development and engineering services.
10 years in Technical Program Management and Security Program Management at Honeywell FM&T managing large budgets.
MBA from Baker University

What other qualifications, skills or attributes do you have that you would bring to a particular commission/board, and any other information that might distinguish you from other candidates?

I have the experience serving on the City Council which provides direct experience back to the Planning Commission on how best to present opportunities to the Council and Mayor for approvals. I will also work to bring open communications between the planning commission and the Council/Mayor. I enjoy working in a teaming environment to develop the best opportunities for the City of Louisburg.

What other volunteer boards have you served on (give dates)?

Great Plains Innovation Network LLC, Advisory Board Member August 2023 - July 2025
Greater Miami County Economic Development Board - January 2023 - December 2025

How did you become aware of this volunteer opportunity with the City of Louisburg?

City of Louisburg electronic sign notification asking for volunteers to boards and commissions.

Information on Clint Ernst

Mr. Clint Ernst is currently serving as a Senior Advisor for the U.S. Partnership for Assured Electronics (USPAE) where he leads strategic partnerships across the USPAE Alliance Partner Program. Previously, Mr. Ernst served as a Vice President of Sales for Govini providing the warfighter supply chain illumination through the Govini ARK SaaS Platform. Prior to his role with Govini, Mr. Ernst was a Program Manager supporting the Defense Microelectronics Activity (DMEA) Trusted Access Program Office (TAPO) Multi-Project Wafer Program through KCNSC as the TAPO Run Manager. Mr. Ernst also led high value, high visibility DMSMS/Obsolescence programs supporting engineering design and prototype services to Navy only and Navy/USAF Joint Weapons program offices. Mr. Ernst proudly served his country as a member of the United States Navy in the Intelligence Communications field responsible for use and maintenance of long- and short-range voice and data secure communications equipment in the Ships Signals Exploitation Space. Mr. Ernst holds a BS in Criminal Justice from the University of Nebraska at Kearney, a MS in Occupational Safety Management from University of Central Missouri, and an MBA from Baker University.



Louisburg, KS

Budget Report Account Summary

For Fiscal: 2025 Period Ending: 12/31/2025

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
Department: 101 - General							
Fund: 012 - Freedom Fund							
012-101-01-6302 INDEPENDENCE DAY EXP.	0.00	0.00	0.00	7,970.05	0.00	-7,970.05	0.00 %
Fund: 012 - Freedom Fund Total:	0.00	0.00	0.00	7,970.05	0.00	-7,970.05	0.00%
Fund: 032 - Cops for Kids							
032-101-01-9121 TRANSFER OUT	1,660.00	1,660.00	0.00	1,660.00	0.00	0.00	0.00 %
Fund: 032 - Cops for Kids Total:	1,660.00	1,660.00	0.00	1,660.00	0.00	0.00	0.00%
Fund: 033 - Fishing Derby							
033-101-01-6301 FISHING DERBY	2,180.00	2,180.00	0.00	522.15	0.00	1,657.85	76.05 %
Fund: 033 - Fishing Derby Total:	2,180.00	2,180.00	0.00	522.15	0.00	1,657.85	76.05%
Fund: 041 - Fox Hall							
041-101-01-5414 GENERAL REPAIRS	1,553.00	1,553.00	0.00	0.00	0.00	1,553.00	100.00 %
041-101-01-5418 BUILDING REPAIRS	85.00	85.00	0.00	0.00	0.00	85.00	100.00 %
041-101-01-5428 BUILDING MAINTENANCE	1,154.00	1,154.00	148.50	414.50	0.00	739.50	64.08 %
041-101-01-6001 UTILITIES	2,445.00	2,445.00	133.51	2,138.54	0.00	306.46	12.53 %
041-101-01-6002 ELECTRICITY	1,524.00	1,524.00	73.93	2,392.70	0.00	-868.70	-57.00 %
041-101-01-6103 GENERAL SUPPLIES	518.00	518.00	450.00	1,268.40	0.00	-750.40	-144.86 %
041-101-01-6201 OFFICE SUPPLIES	164.00	164.00	0.00	0.00	0.00	164.00	100.00 %
041-101-01-6901 MISC. EXPENSES	518.00	518.00	0.00	0.00	0.00	518.00	100.00 %
Fund: 041 - Fox Hall Total:	7,961.00	7,961.00	805.94	6,214.14	0.00	1,746.86	21.94%
Fund: 083 - Bond Reserve							
083-101-01-9121 TRANSFER OUT	0.00	0.00	0.00	329,658.71	0.00	-329,658.71	0.00 %
Fund: 083 - Bond Reserve Total:	0.00	0.00	0.00	329,658.71	0.00	-329,658.71	0.00%
Fund: 085 - Debt Service Fund							
085-101-01-8111 PRINCIPAL - GO DEBT	350,000.00	350,000.00	0.00	350,000.00	0.00	0.00	0.00 %
085-101-01-8121 INTEREST - GO DEBT	63,208.00	63,208.00	0.00	56,057.50	0.00	7,150.50	11.31 %
Fund: 085 - Debt Service Fund Total:	413,208.00	413,208.00	0.00	406,057.50	0.00	7,150.50	1.73%
Department: 101 - General Total:	425,009.00	425,009.00	805.94	752,082.55	0.00	-327,073.55	-76.96%

Budget Report

For Fiscal: 2025 Period Ending: 12/31/2025

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
Department: 105 - Administration								
Fund: 010 - General Fund								
010-105-01-4101	SALARIES	590,420.00	590,420.00	49,147.50	597,450.21	0.00	-7,030.21	-1.19 %
010-105-01-4141	FICA & MEDICARE TAXES	43,918.00	43,918.00	3,431.55	43,361.55	0.00	556.45	1.27 %
010-105-01-4189	KPERS	60,533.00	60,533.00	4,998.54	61,987.64	0.00	-1,454.64	-2.40 %
010-105-01-4198	UNEMPLOYMENT INS.	3,743.00	3,743.00	200.34	2,505.33	0.00	1,237.67	33.07 %
010-105-01-4252	LIFE INSURANCE	300.00	300.00	-740.84	197.34	0.00	102.66	34.22 %
010-105-01-4253	EYE INSURANCE	1,146.00	1,146.00	89.54	1,085.24	0.00	60.76	5.30 %
010-105-01-4255	DENTAL INSURANCE	3,044.00	3,044.00	1,267.25	5,828.96	0.00	-2,784.96	-91.49 %
010-105-01-4256	HEALTH INSURANCE	49,830.00	49,830.00	5,668.76	70,386.66	0.00	-20,556.66	-41.25 %
010-105-01-4258	MEDICAL SERVICES	3,387.00	3,387.00	0.00	1,363.66	0.00	2,023.34	59.74 %
010-105-01-4260	TUITION REIMBURSEMENT	6,000.00	6,000.00	606.00	606.00	0.00	5,394.00	89.90 %
010-105-01-5001	ADS & PUBLICATION COSTS	14,783.00	14,783.00	1,322.64	13,199.39	0.00	1,583.61	10.71 %
010-105-01-5002	TELEPHONE	3,451.00	3,451.00	548.71	6,241.81	0.00	-2,790.81	-80.87 %
010-105-01-5101	BUDGET & AUDIT COSTS	13,771.00	13,771.00	0.00	13,500.00	0.00	271.00	1.97 %
010-105-01-5102	LEGAL & CONSULTING SERV	25,028.00	25,028.00	375.00	14,135.00	0.00	10,893.00	43.52 %
010-105-01-5104	INSURANCE COSTS	43,249.00	43,249.00	5,882.52	31,191.45	0.00	12,057.55	27.88 %
010-105-01-5107	PAYROLL PROCESSING	8,149.00	8,149.00	645.19	9,472.02	0.00	-1,323.02	-16.24 %
010-105-01-5110	HUMAN RESOURCE CONSULTANT	6,210.00	6,210.00	500.00	6,555.25	0.00	-345.25	-5.56 %
010-105-01-5120	OTHER PROFESSIONAL SERV	5,438.00	5,438.00	830.00	5,391.25	0.00	46.75	0.86 %
010-105-01-5202	EDUCATION & TRAINING	532.00	532.00	0.00	2,694.34	0.00	-2,162.34	-406.45 %
010-105-01-5203	SUBSCRIPTION & MEMB DUES	23,805.00	23,805.00	-283.06	26,537.77	0.00	-2,732.77	-11.48 %
010-105-01-5204	SERVICE CHARGES	0.00	0.00	2.47	7.60	0.00	-7.60	0.00 %
010-105-01-5205	MILEAGE REIMBURSEMENT	357.00	357.00	90.32	90.32	0.00	266.68	74.70 %
010-105-01-5206	MEETING & CONFERENCE EXPENSE	11,577.00	11,577.00	0.00	4,149.90	0.00	7,427.10	64.15 %
010-105-01-5222	MIAMI COUNTY SERVICES	1,240.00	1,240.00	0.00	742.10	0.00	497.90	40.15 %
010-105-01-5231	FINANCE SYSTEM	15,000.00	15,000.00	-1,692.34	-1,692.33	0.00	16,692.33	111.28 %
010-105-01-5343	FLIP PROGRAM	0.00	0.00	1,510.00	13,623.83	0.00	-13,623.83	0.00 %
010-105-01-5344	ATTRACTION & RETENTION GR	1,000.00	1,000.00	0.00	343.18	0.00	656.82	65.68 %
010-105-01-5412	VEHICLE REPAIRS & MAINT	190.00	190.00	0.00	1,523.29	0.00	-1,333.29	-701.73 %
010-105-01-5413	EQUIPMENT REPAIRS	2,070.00	2,070.00	0.00	0.00	0.00	2,070.00	100.00 %
010-105-01-5414	GENERAL REPAIRS	98.00	98.00	139.99	925.52	0.00	-827.52	-844.41 %
010-105-01-5415	MAINTENANCE OFFICE EQUIP	8,642.00	8,642.00	5,162.46	82,824.97	0.00	-74,182.97	-858.40 %
010-105-01-5428	BUILDING MAINTENANCE	8,960.00	8,960.00	1,298.50	16,063.60	0.00	-7,103.60	-79.28 %
010-105-01-5429	LANDSCAPING/STREETSCAPING	783.00	783.00	224.00	1,328.78	0.00	-545.78	-69.70 %
010-105-01-6002	ELECTRICITY	5,765.00	5,765.00	446.37	7,181.27	0.00	-1,416.27	-24.57 %
010-105-01-6003	TRASH	12,948.00	12,948.00	83.74	13,886.25	0.00	-938.25	-7.25 %
010-105-01-6004	GAS,OIL,ETC.	467.00	467.00	47.08	1,736.33	0.00	-1,269.33	-271.81 %
010-105-01-6101	UNIFORMS & ACCESSORIES	362.00	362.00	0.00	340.28	0.00	21.72	6.00 %
010-105-01-6103	GENERAL SUPPLIES	6,800.00	6,800.00	-65.62	8,483.10	0.00	-1,683.10	-24.75 %
010-105-01-6121	EMPLOYEE RECOGNITION	10,855.00	10,855.00	6,891.69	9,987.82	0.00	867.18	7.99 %
010-105-01-6201	OFFICE SUPPLIES	5,475.00	5,475.00	122.50	6,161.34	0.00	-686.34	-12.54 %

Budget Report

For Fiscal: 2025 Period Ending: 12/31/2025

	Original	Current	Period	Fiscal		Variance	Percent
	Total Budget	Total Budget	Activity	Activity	Encumbrances	Favorable (Unfavorable)	Remaining
010-105-01-6202 POSTAGE	680.00	680.00	300.00	2,933.67	0.00	-2,253.67	-331.42 %
010-105-01-6901 MISC. EXPENSES	745.00	745.00	0.00	300.00	0.00	445.00	59.73 %
010-105-01-7002 EQUIPMENT	80,000.00	80,000.00	0.00	0.00	0.00	80,000.00	100.00 %
010-105-01-7003 OFFICE EQUIPMENT	21,000.00	21,000.00	0.00	0.00	0.00	21,000.00	100.00 %
010-105-01-7010 CAPITAL OUTLAY	0.00	0.00	0.00	2,837.50	72,872.80	-75,710.30	0.00 %
010-105-01-7103 LEASE/PURCHASE OFF EQUIP	683.00	683.00	0.00	0.00	0.00	683.00	100.00 %
Fund: 010 - General Fund Total:	1,102,434.00	1,102,434.00	89,050.80	1,087,469.19	72,872.80	-57,907.99	-5.25%
Department: 105 - Administration Total:	1,102,434.00	1,102,434.00	89,050.80	1,087,469.19	72,872.80	-57,907.99	-5.25%

Budget Report

For Fiscal: 2025 Period Ending: 12/31/2025

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
Department: 110 - Fire Department								
Fund: 010 - General Fund								
010-110-11-4101	SALARIES	274,620.00	274,620.00	26,699.97	308,996.71	0.00	-34,376.71	-12.52 %
010-110-11-4141	FICA & MEDICARE TAXES	20,514.00	20,514.00	2,009.65	22,887.51	0.00	-2,373.51	-11.57 %
010-110-11-4188	KP&F	26,722.00	26,722.00	2,202.68	28,021.42	0.00	-1,299.42	-4.86 %
010-110-11-4198	UNEMPLOYMENT INS.	1,696.00	1,696.00	111.11	1,305.46	0.00	390.54	23.03 %
010-110-11-4252	LIFE INSURANCE	170.00	170.00	16.96	203.52	0.00	-33.52	-19.72 %
010-110-11-4253	EYE INSURANCE	329.00	329.00	13.49	161.88	0.00	167.12	50.80 %
010-110-11-4255	DENTAL INSURANCE	1,274.00	1,274.00	54.62	649.64	0.00	624.36	49.01 %
010-110-11-4256	HEALTH INSURANCE	18,671.00	18,671.00	1,190.50	13,358.41	0.00	5,312.59	28.45 %
010-110-11-5002	TELEPHONE	3,129.00	3,129.00	349.88	2,475.91	0.00	653.09	20.87 %
010-110-11-5102	LEGAL & CONSULTING SERV	0.00	0.00	0.00	60.00	0.00	-60.00	0.00 %
010-110-11-5104	INSURANCE COSTS	19,549.00	19,549.00	3,999.36	25,139.22	0.00	-5,590.22	-28.60 %
010-110-11-5105	ENGINEERING SERVICES	326.00	326.00	0.00	0.00	0.00	326.00	100.00 %
010-110-11-5120	OTHER PROFESSIONAL SERV	3,000.00	3,000.00	0.00	162.50	0.00	2,837.50	94.58 %
010-110-11-5202	EDUCATION & TRAINING	2,500.00	2,500.00	0.00	650.00	0.00	1,850.00	74.00 %
010-110-11-5203	SUBSCRIPTION & MEMB DUES	1,067.00	1,067.00	0.00	1,333.16	0.00	-266.16	-24.94 %
010-110-11-5206	MEETING & CONFERENCE EXPENSE	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	100.00 %
010-110-11-5412	VEHICLE REPAIRS & MAINT	20,000.00	20,000.00	4,913.19	15,519.33	0.00	4,480.67	22.40 %
010-110-11-5413	EQUIPMENT REPAIRS	8,000.00	8,000.00	0.00	4,781.71	0.00	3,218.29	40.23 %
010-110-11-5414	GENERAL REPAIRS	2,062.00	2,062.00	0.00	9,521.56	0.00	-7,459.56	-361.76 %
010-110-11-5415	MAINTENANCE OFFICE EQUIP	141.00	141.00	0.00	2,646.25	0.00	-2,505.25	-1,776.77 %
010-110-11-5418	BUILDING REPAIRS	2,070.00	2,070.00	0.00	2,691.05	0.00	-621.05	-30.00 %
010-110-11-5428	BUILDING MAINTENANCE	745.00	745.00	0.00	1,459.26	0.00	-714.26	-95.87 %
010-110-11-5429	LANDSCAPING/STREETSCAPING	809.00	809.00	112.00	1,227.25	0.00	-418.25	-51.70 %
010-110-11-6001	UTILITIES	5,264.00	5,264.00	245.66	4,699.21	0.00	564.79	10.73 %
010-110-11-6002	ELECTRICITY	11,708.00	11,708.00	889.94	11,470.14	0.00	237.86	2.03 %
010-110-11-6003	TRASH	835.00	835.00	88.44	1,028.84	0.00	-193.84	-23.21 %
010-110-11-6004	GAS,OIL,ETC.	2,209.00	2,209.00	143.65	2,941.09	0.00	-732.09	-33.14 %
010-110-11-6101	UNIFORMS & ACCESSORIES	25,000.00	25,000.00	3,617.55	4,552.04	18,117.55	2,330.41	9.32 %
010-110-11-6103	GENERAL SUPPLIES	2,146.00	2,146.00	304.30	5,212.49	0.00	-3,066.49	-142.89 %
010-110-11-6121	EMPLOYEE RECOGNITION	1,000.00	1,000.00	0.00	227.78	0.00	772.22	77.22 %
010-110-11-6201	OFFICE SUPPLIES	438.00	438.00	0.00	499.28	0.00	-61.28	-13.99 %
010-110-11-7001	VEHICLES	15,000.00	15,000.00	0.00	0.00	0.00	15,000.00	100.00 %
010-110-11-7002	EQUIPMENT	88,115.00	88,115.00	13,051.64	65,443.34	0.00	22,671.66	25.73 %
010-110-11-7101	LEASE/PURCHASE VEHICLES	39,988.00	39,988.00	0.00	39,160.67	0.00	827.33	2.07 %
010-110-12-6004	GAS,OIL,ETC.	5,168.00	5,168.00	566.38	6,714.83	0.00	-1,546.83	-29.93 %
010-110-12-6103	GENERAL SUPPLIES	0.00	0.00	0.00	19.98	0.00	-19.98	0.00 %
Fund: 010 - General Fund Total:		605,765.00	605,765.00	60,580.97	585,221.44	18,117.55	2,426.01	0.40%
Department: 110 - Fire Department Total:		605,765.00	605,765.00	60,580.97	585,221.44	18,117.55	2,426.01	0.40%

Budget Report

For Fiscal: 2025 Period Ending: 12/31/2025

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
Department: 130 - Police Department								
Fund: 010 - General Fund								
010-130-01-4101	SALARIES	1,067,304.00	1,067,304.00	84,037.62	991,648.57	0.00	75,655.43	7.09 %
010-130-01-4141	FICA & MEDICARE TAXES	70,973.00	70,973.00	6,094.81	72,351.30	0.00	-1,378.30	-1.94 %
010-130-01-4188	KP&F	200,440.00	200,440.00	18,577.14	206,765.63	0.00	-6,325.63	-3.16 %
010-130-01-4189	KPERS	6,706.00	6,706.00	833.73	8,814.80	0.00	-2,108.80	-31.45 %
010-130-01-4197	WORKERS COMPENSATION INS.	2,231.00	2,231.00	0.00	0.00	0.00	2,231.00	100.00 %
010-130-01-4198	UNEMPLOYMENT INS.	4,225.00	4,225.00	350.25	4,147.07	0.00	77.93	1.84 %
010-130-01-4252	LIFE INSURANCE	1,421.00	1,421.00	185.38	1,577.96	0.00	-156.96	-11.05 %
010-130-01-4253	EYE INSURANCE	2,764.00	2,764.00	209.75	2,316.36	0.00	447.64	16.20 %
010-130-01-4255	DENTAL INSURANCE	8,835.00	8,835.00	0.00	9,275.62	0.00	-440.62	-4.99 %
010-130-01-4256	HEALTH INSURANCE	119,456.00	119,456.00	12,242.73	137,454.79	0.00	-17,998.79	-15.07 %
010-130-01-4258	MEDICAL SERVICES	3,105.00	3,105.00	0.00	0.00	0.00	3,105.00	100.00 %
010-130-01-4265	HSA CONTRIBUTIONS	0.00	0.00	0.00	3,750.00	0.00	-3,750.00	0.00 %
010-130-01-5002	TELEPHONE	13,594.00	13,594.00	1,571.91	15,164.39	0.00	-1,570.39	-11.55 %
010-130-01-5102	LEGAL & CONSULTING SERV	68.00	68.00	0.00	1,490.00	0.00	-1,422.00	-2,091.18 %
010-130-01-5104	INSURANCE COSTS	55,871.00	55,871.00	12,477.85	76,005.91	0.00	-20,134.91	-36.04 %
010-130-01-5120	OTHER PROFESSIONAL SERV	0.00	0.00	64.00	876.50	0.00	-876.50	0.00 %
010-130-01-5202	EDUCATION & TRAINING	16,871.00	16,871.00	0.00	3,338.47	0.00	13,532.53	80.21 %
010-130-01-5203	SUBSCRIPTION & MEMB DUES	1,796.00	1,796.00	40.00	3,081.97	0.00	-1,285.97	-71.60 %
010-130-01-5206	MEETING & CONFERENCE EXPENSE	3,040.00	3,040.00	0.00	543.30	0.00	2,496.70	82.13 %
010-130-01-5232	COMPUTER SOFTWARE	26,725.00	26,725.00	0.00	10,109.71	0.00	16,615.29	62.17 %
010-130-01-5301	PRISONER CARE	5,148.00	5,148.00	190.34	1,903.40	0.00	3,244.60	63.03 %
010-130-01-5302	ANIMAL IMPOUND FEE	1,553.00	1,553.00	0.00	1,300.00	0.00	253.00	16.29 %
010-130-01-5412	VEHICLE REPAIRS & MAINT	12,000.00	12,000.00	2,247.85	14,388.68	0.00	-2,388.68	-19.91 %
010-130-01-5413	EQUIPMENT REPAIRS	422.00	422.00	0.00	0.00	0.00	422.00	100.00 %
010-130-01-5414	GENERAL REPAIRS	1,124.00	1,124.00	190.00	965.00	0.00	159.00	14.15 %
010-130-01-5415	MAINTENANCE OFFICE EQUIP	27,061.00	27,061.00	0.00	41,555.58	0.00	-14,494.58	-53.56 %
010-130-01-5428	BUILDING MAINTENANCE	1,498.00	1,498.00	0.00	1,860.87	0.00	-362.87	-24.22 %
010-130-01-5429	LANDSCAPING/STREETSCAPING	2,154.00	2,154.00	112.00	1,293.23	0.00	860.77	39.96 %
010-130-01-6001	UTILITIES	5,563.00	5,563.00	241.67	3,408.46	0.00	2,154.54	38.73 %
010-130-01-6002	ELECTRICITY	8,231.00	8,231.00	422.15	7,977.64	0.00	253.36	3.08 %
010-130-01-6003	TRASH	988.00	988.00	154.16	1,358.37	0.00	-370.37	-37.49 %
010-130-01-6004	GAS,OIL,ETC.	27,155.00	27,155.00	1,899.90	26,959.31	0.00	195.69	0.72 %
010-130-01-6101	UNIFORMS & ACCESSORIES	20,258.00	20,258.00	3,965.16	4,683.30	0.00	15,574.70	76.88 %
010-130-01-6103	GENERAL SUPPLIES	12,743.00	12,743.00	2,432.06	11,028.33	0.00	1,714.67	13.46 %
010-130-01-6121	EMPLOYEE RECOGNITION	1,000.00	1,000.00	0.00	106.99	0.00	893.01	89.30 %
010-130-01-6201	OFFICE SUPPLIES	815.00	815.00	0.00	2,572.08	0.00	-1,757.08	-215.59 %
010-130-01-6202	POSTAGE	162.00	162.00	0.00	157.39	0.00	4.61	2.85 %
010-130-01-7001	VEHICLES	65,000.00	65,000.00	68,900.70	131,716.17	0.00	-66,716.17	-102.64 %
010-130-01-7002	EQUIPMENT	5,700.00	5,700.00	2,123.93	2,892.68	0.00	2,807.32	49.25 %
010-130-01-7003	OFFICE EQUIPMENT	49,000.00	49,000.00	0.00	18,344.26	5,000.00	25,655.74	52.36 %

Budget Report

For Fiscal: 2025 Period Ending: 12/31/2025

		Original	Current	Period	Fiscal		Variance	Percent
		Total Budget	Total Budget	Activity	Activity	Encumbrances	Favorable (Unfavorable)	Remaining
010-130-01-7004	POLICE EQUIPMENT	64,722.00	64,722.00	0.00	66,319.90	2,946.00	-4,543.90	-7.02 %
010-130-01-7010	CAPITAL OUTLAY	27,600.00	27,600.00	-2,686.34	3,583.11	0.00	24,016.89	87.02 %
010-130-01-7102	LEASE/PURCHASE EQUIP	11,200.00	11,200.00	0.00	11,134.27	0.00	65.73	0.59 %
	Fund: 010 - General Fund Total:	1,956,522.00	1,956,522.00	216,878.75	1,904,221.37	7,946.00	44,354.63	2.27%
	Fund: 032 - Cops for Kids							
032-130-01-6171	YOUTH RELATIONS	0.00	0.00	0.00	1,158.00	0.00	-1,158.00	0.00 %
032-130-01-6172	COMMUNITY RELATIONS	3,500.00	3,500.00	0.00	1,867.51	0.00	1,632.49	46.64 %
	Fund: 032 - Cops for Kids Total:	3,500.00	3,500.00	0.00	3,025.51	0.00	474.49	13.56%
	Department: 130 - Police Department Total:	1,960,022.00	1,960,022.00	216,878.75	1,907,246.88	7,946.00	44,829.12	2.29%

Budget Report

For Fiscal: 2025 Period Ending: 12/31/2025

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
Department: 140 - Municipal Court								
Fund: 010 - General Fund								
010-140-01-4101	SALARIES	36,989.00	36,989.00	2,992.69	37,120.38	0.00	-131.38	-0.36 %
010-140-01-4141	FICA & MEDICARE TAXES	2,714.00	2,714.00	224.18	2,746.26	0.00	-32.26	-1.19 %
010-140-01-4189	KPERS	3,787.00	3,787.00	320.51	3,913.69	0.00	-126.69	-3.35 %
010-140-01-4198	UNEMPLOYMENT INS.	218.00	218.00	12.47	155.81	0.00	62.19	28.53 %
010-140-01-4252	LIFE INSURANCE	22.00	22.00	2.12	25.44	0.00	-3.44	-15.64 %
010-140-01-4253	EYE INSURANCE	55.00	55.00	2.25	26.92	0.00	28.08	51.05 %
010-140-01-4255	DENTAL INSURANCE	177.00	177.00	9.17	109.04	0.00	67.96	38.40 %
010-140-01-4256	HEALTH INSURANCE	2,260.00	2,260.00	0.00	635.28	0.00	1,624.72	71.89 %
010-140-01-5001	ADS & PUBLICATION COSTS	52.00	52.00	0.00	0.00	0.00	52.00	100.00 %
010-140-01-5002	TELEPHONE	597.00	597.00	50.66	557.51	0.00	39.49	6.61 %
010-140-01-5102	LEGAL & CONSULTING SERV	36,195.00	36,195.00	0.00	20,365.01	0.00	15,829.99	43.74 %
010-140-01-5104	INSURANCE COSTS	5,498.00	5,498.00	1,052.16	5,348.42	0.00	149.58	2.72 %
010-140-01-5120	OTHER PROFESSIONAL SERV	0.00	0.00	4,527.65	17,624.81	0.00	-17,624.81	0.00 %
010-140-01-5202	EDUCATION & TRAINING	621.00	621.00	0.00	0.00	0.00	621.00	100.00 %
010-140-01-5203	SUBSCRIPTION & MEMB DUES	460.00	460.00	0.00	200.00	0.00	260.00	56.52 %
010-140-01-5205	MILEAGE REIMBURSEMENT	135.00	135.00	0.00	0.00	0.00	135.00	100.00 %
010-140-01-5206	MEETING & CONFERENCE EXPENSE	369.00	369.00	0.00	73.11	0.00	295.89	80.19 %
010-140-01-6101	UNIFORMS & ACCESSORIES	0.00	0.00	0.00	100.24	0.00	-100.24	0.00 %
010-140-01-6103	GENERAL SUPPLIES	48.00	48.00	0.00	33.80	0.00	14.20	29.58 %
010-140-01-6201	OFFICE SUPPLIES	1,042.00	1,042.00	0.00	174.06	0.00	867.94	83.30 %
010-140-01-6202	POSTAGE	52.00	52.00	0.00	0.00	0.00	52.00	100.00 %
Fund: 010 - General Fund Total:		91,291.00	91,291.00	9,193.86	89,209.78	0.00	2,081.22	2.28%
Department: 140 - Municipal Court Total:		91,291.00	91,291.00	9,193.86	89,209.78	0.00	2,081.22	2.28%

Budget Report

For Fiscal: 2025 Period Ending: 12/31/2025

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
Department: 300 - Planning and Development							
Fund: 010 - General Fund							
010-300-31-4101	SALARIES	41,129.00	41,129.00	3,415.81	44,579.52	0.00	-3,450.52 -8.39 %
010-300-31-4141	FICA & MEDICARE TAXES	3,146.00	3,146.00	261.31	3,325.66	0.00	-179.66 -5.71 %
010-300-31-4189	KPERS	3,808.00	3,808.00	365.84	4,625.27	0.00	-817.27 -21.46 %
010-300-31-4198	UNEMPLOYMENT INS.	617.00	617.00	14.23	186.15	0.00	430.85 69.83 %
010-300-31-4252	LIFE INSURANCE	51.00	51.00	4.24	55.12	0.00	-4.12 -8.08 %
010-300-31-4253	EYE INSURANCE	54.00	54.00	4.50	58.50	0.00	-4.50 -8.33 %
010-300-31-4255	DENTAL INSURANCE	214.00	214.00	18.34	235.90	0.00	-21.90 -10.23 %
010-300-31-4256	HEALTH INSURANCE	3,812.00	3,812.00	391.66	4,721.47	0.00	-909.47 -23.86 %
010-300-31-5001	ADS & PUBLICATION COSTS	0.00	0.00	0.00	204.27	0.00	-204.27 0.00 %
010-300-31-5002	TELEPHONE	1,156.00	1,156.00	101.81	913.90	0.00	242.10 20.94 %
010-300-31-5102	LEGAL & CONSULTING SERV	1,863.00	1,863.00	910.00	910.00	0.00	953.00 51.15 %
010-300-31-5104	INSURANCE COSTS	5,157.00	5,157.00	1,038.13	5,333.86	0.00	-176.86 -3.43 %
010-300-31-5108	BUILDING INSPECTION	9,134.00	9,134.00	0.00	8,950.00	0.00	184.00 2.01 %
010-300-31-5120	OTHER PROFESSIONAL SERV	0.00	0.00	0.00	25.00	0.00	-25.00 0.00 %
010-300-31-5412	VEHICLE REPAIRS & MAINT	0.00	0.00	0.00	317.56	0.00	-317.56 0.00 %
010-300-31-5415	MAINTENANCE OFFICE EQUIP	0.00	0.00	0.00	419.99	0.00	-419.99 0.00 %
010-300-31-5429	LANDSCAPING/STREETSCAPING	1,428.00	1,428.00	0.00	1,325.00	0.00	103.00 7.21 %
010-300-31-6004	GAS,OIL,ETC.	429.00	429.00	0.00	62.59	0.00	366.41 85.41 %
010-300-31-6101	UNIFORMS & ACCESSORIES	75.00	75.00	0.00	159.07	0.00	-84.07 -112.09 %
010-300-31-6103	GENERAL SUPPLIES	446.00	446.00	0.00	129.11	0.00	316.89 71.05 %
010-300-31-6201	OFFICE SUPPLIES	63.00	63.00	0.00	16.90	0.00	46.10 73.17 %
010-300-31-6202	POSTAGE	110.00	110.00	0.00	0.00	0.00	110.00 100.00 %
010-300-32-4101	SALARIES	41,129.00	41,129.00	3,315.80	43,108.42	0.00	-1,979.42 -4.81 %
010-300-32-4141	FICA & MEDICARE TAXES	3,146.00	3,146.00	253.66	3,216.05	0.00	-70.05 -2.23 %
010-300-32-4189	KPERS	3,808.00	3,808.00	355.12	4,474.88	0.00	-666.88 -17.51 %
010-300-32-4198	UNEMPLOYMENT INS.	617.00	617.00	13.81	180.22	0.00	436.78 70.79 %
010-300-32-4252	LIFE INSURANCE	51.00	51.00	4.24	55.12	0.00	-4.12 -8.08 %
010-300-32-4253	EYE INSURANCE	54.00	54.00	4.50	58.50	0.00	-4.50 -8.33 %
010-300-32-4255	DENTAL INSURANCE	214.00	214.00	18.34	235.96	0.00	-21.96 -10.26 %
010-300-32-4256	HEALTH INSURANCE	3,812.00	3,812.00	391.65	4,721.47	0.00	-909.47 -23.86 %
010-300-32-5001	ADS & PUBLICATION COSTS	306.00	306.00	1,100.64	3,584.69	0.00	-3,278.69 -1,071.47 %
010-300-32-5002	TELEPHONE	1,156.00	1,156.00	63.32	875.41	0.00	280.59 24.27 %
010-300-32-5104	INSURANCE COSTS	883.00	883.00	69.74	487.70	0.00	395.30 44.77 %
010-300-32-5120	OTHER PROFESSIONAL SERV	915.00	915.00	3,350.00	3,375.00	0.00	-2,460.00 -268.85 %
010-300-32-5203	SUBSCRIPTION & MEMB DUES	0.00	0.00	0.00	575.00	0.00	-575.00 0.00 %
010-300-32-5222	MIAMI COUNTY SERVICES	80.00	80.00	0.00	0.00	0.00	80.00 100.00 %
010-300-32-5412	VEHICLE REPAIRS & MAINT	104.00	104.00	0.00	317.56	0.00	-213.56 -205.35 %
010-300-32-5415	MAINTENANCE OFFICE EQUIP	0.00	0.00	0.00	420.00	0.00	-420.00 0.00 %
010-300-32-6004	GAS,OIL,ETC.	0.00	0.00	0.00	62.60	0.00	-62.60 0.00 %
010-300-32-6101	UNIFORMS & ACCESSORIES	75.00	75.00	0.00	159.07	0.00	-84.07 -112.09 %

Budget Report

For Fiscal: 2025 Period Ending: 12/31/2025

		Original	Current	Period	Fiscal		Variance	Percent
		Total Budget	Total Budget	Activity	Activity	Encumbrances	Favorable (Unfavorable)	Remaining
010-300-32-6103	GENERAL SUPPLIES	874.00	874.00	0.00	153.07	0.00	720.93	82.49 %
010-300-32-6201	OFFICE SUPPLIES	109.00	109.00	0.00	48.14	0.00	60.86	55.83 %
010-300-32-6202	POSTAGE	155.00	155.00	0.00	0.00	0.00	155.00	100.00 %
010-300-35-5120	OTHER PROFESSIONAL SERV	2,000.00	2,000.00	0.00	1,000.00	0.00	1,000.00	50.00 %
	Fund: 010 - General Fund Total:	132,180.00	132,180.00	15,466.69	143,663.70	0.00	-11,483.70	-8.69%
	Fund: 021 - Excise Tax							
021-300-32-7010	CAPITAL OUTLAY	25,000.00	25,000.00	0.00	0.00	0.00	25,000.00	100.00 %
	Fund: 021 - Excise Tax Total:	25,000.00	25,000.00	0.00	0.00	0.00	25,000.00	100.00%
	Department: 300 - Planning and Development Total:	157,180.00	157,180.00	15,466.69	143,663.70	0.00	13,516.30	8.60%

Budget Report

For Fiscal: 2025 Period Ending: 12/31/2025

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
Department: 400 - Aquatic Center							
Fund: 040 - Aquatic Center and Recreation							
040-400-01-4101	SALARIES	199,360.00	199,360.00	3,332.11	187,603.63	0.00	11,756.37 5.90 %
040-400-01-4141	FICA & MEDICARE TAXES	16,914.00	16,914.00	254.27	13,889.20	0.00	3,024.80 17.88 %
040-400-01-4189	KPERS	1,330.00	1,330.00	356.86	4,428.71	0.00	-3,098.71 -232.99 %
040-400-01-4198	UNEMPLOYMENT INS.	199.00	199.00	13.89	862.31	0.00	-663.31 -333.32 %
040-400-01-4252	LIFE INSURANCE	25.00	25.00	6.36	76.32	0.00	-51.32 -205.28 %
040-400-01-4253	EYE INSURANCE	41.00	41.00	15.10	181.91	0.00	-140.91 -343.68 %
040-400-01-4255	DENTAL INSURANCE	101.00	101.00	27.51	327.09	0.00	-226.09 -223.85 %
040-400-01-4256	HEALTH INSURANCE	2,876.00	2,876.00	587.77	6,214.39	0.00	-3,338.39 -116.08 %
040-400-01-5001	ADS & PUBLICATION COSTS	0.00	0.00	0.00	94.00	0.00	-94.00 0.00 %
040-400-01-5002	TELEPHONE	597.00	597.00	79.51	852.81	0.00	-255.81 -42.85 %
040-400-01-5104	INSURANCE COSTS	7,024.00	7,024.00	4,728.17	20,792.01	0.00	-13,768.01 -196.01 %
040-400-01-5120	OTHER PROFESSIONAL SERV	0.00	0.00	0.00	225.00	0.00	-225.00 0.00 %
040-400-01-5202	EDUCATION & TRAINING	6,226.00	6,226.00	0.00	2,457.25	0.00	3,768.75 60.53 %
040-400-01-5203	SUBSCRIPTION & MEMB DUES	0.00	0.00	0.00	2,209.08	0.00	-2,209.08 0.00 %
040-400-01-5204	SERVICE CHARGES	4,944.00	4,944.00	0.00	5,173.32	0.00	-229.32 -4.64 %
040-400-01-5223	FOOD SERVICE LICENSE	243.00	243.00	0.00	235.00	0.00	8.00 3.29 %
040-400-01-5413	EQUIPMENT REPAIRS	1,783.00	1,783.00	285.00	1,725.53	0.00	57.47 3.22 %
040-400-01-5414	GENERAL REPAIRS	2,809.00	2,809.00	0.00	11,164.69	0.00	-8,355.69 -297.46 %
040-400-01-5415	MAINTENANCE OFFICE EQUIP	1,289.00	1,289.00	0.00	825.00	0.00	464.00 36.00 %
040-400-01-5417	POOL REPAIRS	15,525.00	15,525.00	0.00	0.00	0.00	15,525.00 100.00 %
040-400-01-5428	BUILDING MAINTENANCE	307.00	307.00	0.00	0.00	14,545.70	-14,238.70 -4,638.01 %
040-400-01-5429	LANDSCAPING/STREETSCAPING	0.00	0.00	0.00	789.28	0.00	-789.28 0.00 %
040-400-01-6001	UTILITIES	6,097.00	6,097.00	5,099.03	14,916.77	0.00	-8,819.77 -144.66 %
040-400-01-6002	ELECTRICITY	9,898.00	9,898.00	381.12	10,493.86	0.00	-595.86 -6.02 %
040-400-01-6003	TRASH	423.00	423.00	0.00	892.21	0.00	-469.21 -110.92 %
040-400-01-6004	GAS, OIL, ETC.	0.00	0.00	0.00	149.61	0.00	-149.61 0.00 %
040-400-01-6101	UNIFORMS & ACCESSORIES	4,047.00	4,047.00	0.00	2,833.86	0.00	1,213.14 29.98 %
040-400-01-6103	GENERAL SUPPLIES	6,014.00	6,014.00	0.00	16,371.60	0.00	-10,357.60 -172.22 %
040-400-01-6131	CHEMICALS	10,959.00	10,959.00	0.00	9,846.58	0.00	1,112.42 10.15 %
040-400-01-6201	OFFICE SUPPLIES	48.00	48.00	0.00	0.00	0.00	48.00 100.00 %
040-400-01-6505	CONCESSIONS	23,784.00	23,784.00	0.00	22,304.52	0.00	1,479.48 6.22 %
040-400-01-7010	CAPITAL OUTLAY	382,500.00	382,500.00	-29,854.05	161,988.62	0.00	220,511.38 57.65 %
Fund: 040 - Aquatic Center and Recreation Total:		705,363.00	705,363.00	-14,687.35	499,924.16	14,545.70	190,893.14 27.06%
Department: 400 - Aquatic Center Total:		705,363.00	705,363.00	-14,687.35	499,924.16	14,545.70	190,893.14 27.06%

Budget Report

For Fiscal: 2025 Period Ending: 12/31/2025

		Original	Current	Period	Fiscal		Variance	Percent
		Total Budget	Total Budget	Activity	Activity	Encumbrances	Favorable (Unfavorable)	Remaining
Department: 420 - Special Events								
Fund: 010 - General Fund								
010-420-01-5429	LANDSCAPING/STREETSCAPING	3,357.00	3,357.00	0.00	2,591.73	0.00	765.27	22.80 %
010-420-01-6103	GENERAL SUPPLIES	832.00	832.00	0.00	0.00	0.00	832.00	100.00 %
010-420-01-6302	INDEPENDENCE DAY EXP.	4,284.00	4,284.00	0.00	4,248.18	0.00	35.82	0.84 %
010-420-01-6304	HOLIDAY ON BROADWAY	518.00	518.00	790.32	1,013.30	0.00	-495.30	-95.62 %
010-420-01-6901	MISC. EXPENSES	559.00	559.00	0.00	0.00	0.00	559.00	100.00 %
	Fund: 010 - General Fund Total:	9,550.00	9,550.00	790.32	7,853.21	0.00	1,696.79	17.77%
	Department: 420 - Special Events Total:	9,550.00	9,550.00	790.32	7,853.21	0.00	1,696.79	17.77%

Budget Report

For Fiscal: 2025 Period Ending: 12/31/2025

		Original	Current	Period	Fiscal	Encumbrances	Variance	Percent
		Total Budget	Total Budget	Activity	Activity		Favorable	Remaining
							(Unfavorable)	
Department: 430 - Cemetery								
Fund: 011 - Cemetery								
011-430-01-4101	SALARIES	0.00	0.00	0.00	212.30	0.00	-212.30	0.00 %
011-430-01-4141	FICA & MEDICARE TAXES	0.00	0.00	0.00	15.53	0.00	-15.53	0.00 %
011-430-01-4198	UNEMPLOYMENT INS.	0.00	0.00	0.00	0.35	0.00	-0.35	0.00 %
011-430-01-5312	CEMETERY EXPENSES	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00	0.00 %
011-430-01-5414	GENERAL REPAIRS	155.00	155.00	0.00	0.00	0.00	155.00	100.00 %
011-430-01-5429	LANDSCAPING/STREETSCAPING	10,000.00	10,000.00	0.00	4,960.00	0.00	5,040.00	50.40 %
011-430-01-5444	CEMETERY MAINTENANCE	26,827.00	26,827.00	0.00	24,800.00	0.00	2,027.00	7.56 %
011-430-01-6103	GENERAL SUPPLIES	903.00	903.00	0.00	1,579.19	0.00	-676.19	-74.88 %
	Fund: 011 - Cemetery Total:	47,885.00	47,885.00	0.00	31,567.37	10,000.00	6,317.63	13.19%
	Department: 430 - Cemetery Total:	47,885.00	47,885.00	0.00	31,567.37	10,000.00	6,317.63	13.19%

Budget Report

For Fiscal: 2025 Period Ending: 12/31/2025

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
Department: 810 - Park							
Fund: 010 - General Fund							
010-810-01-4101	SALARIES	147,564.00	147,564.00	9,067.62	147,799.90	0.00	-235.90 -0.16 %
010-810-01-4141	FICA & MEDICARE TAXES	10,038.00	10,038.00	664.79	10,861.61	0.00	-823.61 -8.20 %
010-810-01-4189	KPERS	12,843.00	12,843.00	971.15	13,035.60	0.00	-192.60 -1.50 %
010-810-01-4198	UNEMPLOYMENT INS.	813.00	813.00	37.80	634.74	0.00	178.26 21.93 %
010-810-01-4252	LIFE INSURANCE	145.00	145.00	29.73	262.23	0.00	-117.23 -80.85 %
010-810-01-4253	EYE INSURANCE	352.00	352.00	20.23	240.81	0.00	111.19 31.59 %
010-810-01-4255	DENTAL INSURANCE	1,159.00	1,159.00	69.94	1,013.11	0.00	145.89 12.59 %
010-810-01-4256	HEALTH INSURANCE	19,870.00	19,870.00	1,717.96	19,377.58	0.00	492.42 2.48 %
010-810-01-5001	ADS & PUBLICATION COSTS	0.00	0.00	0.00	40.25	0.00	-40.25 0.00 %
010-810-01-5002	TELEPHONE	1,193.00	1,193.00	73.37	750.75	0.00	442.25 37.07 %
010-810-01-5102	LEGAL & CONSULTING SERV	24.00	24.00	0.00	0.00	0.00	24.00 100.00 %
010-810-01-5104	INSURANCE COSTS	9,120.00	9,120.00	1,770.15	10,760.40	0.00	-1,640.40 -17.99 %
010-810-01-5120	OTHER PROFESSIONAL SERV	65.00	65.00	540.00	1,620.00	0.00	-1,555.00 -2,392.31 %
010-810-01-5201	CONTRACT LABOR	0.00	0.00	0.00	1,200.00	0.00	-1,200.00 0.00 %
010-810-01-5202	EDUCATION & TRAINING	104.00	104.00	0.00	0.00	0.00	104.00 100.00 %
010-810-01-5203	SUBSCRIPTION & MEMB DUES	52.00	52.00	0.00	0.00	0.00	52.00 100.00 %
010-810-01-5223	FOOD SERVICE LICENSE	243.00	243.00	0.00	235.00	0.00	8.00 3.29 %
010-810-01-5412	VEHICLE REPAIRS & MAINT	1,646.00	1,646.00	728.04	1,848.81	0.00	-202.81 -12.32 %
010-810-01-5413	EQUIPMENT REPAIRS	5,815.00	5,815.00	823.65	4,742.28	0.00	1,072.72 18.45 %
010-810-01-5414	GENERAL REPAIRS	2,638.00	2,638.00	0.00	552.11	0.00	2,085.89 79.07 %
010-810-01-5415	MAINTENANCE OFFICE EQUIP	1,427.00	1,427.00	0.00	0.00	0.00	1,427.00 100.00 %
010-810-01-5418	BUILDING REPAIRS	2,164.00	2,164.00	0.00	0.00	0.00	2,164.00 100.00 %
010-810-01-5428	BUILDING MAINTENANCE	1,799.00	1,799.00	24.00	24.00	0.00	1,775.00 98.67 %
010-810-01-5429	LANDSCAPING/STREETSCAPING	4,359.00	4,359.00	0.00	396.48	0.00	3,962.52 90.90 %
010-810-01-5441	MAINTENANCE L/Y PARK	20,764.00	20,764.00	0.00	2,755.34	0.00	18,008.66 86.73 %
010-810-01-5442	MAINTENANCE CITY PARK	7,842.00	7,842.00	0.00	5,388.89	0.00	2,453.11 31.28 %
010-810-01-5443	MAINTENANCE LAKE	18,404.00	18,404.00	112.00	15,954.54	0.00	2,449.46 13.31 %
010-810-01-6001	UTILITIES	680.00	680.00	336.20	2,084.14	0.00	-1,404.14 -206.49 %
010-810-01-6002	ELECTRICITY	17,639.00	17,639.00	1,284.00	14,023.32	0.00	3,615.68 20.50 %
010-810-01-6003	TRASH	2,101.00	2,101.00	0.00	3,159.71	0.00	-1,058.71 -50.39 %
010-810-01-6004	GAS, OIL, ETC.	4,252.00	4,252.00	439.65	6,475.86	0.00	-2,223.86 -52.30 %
010-810-01-6101	UNIFORMS & ACCESSORIES	453.00	453.00	0.00	899.56	0.00	-446.56 -98.58 %
010-810-01-6103	GENERAL SUPPLIES	22,588.00	22,588.00	1,327.41	21,035.92	0.00	1,552.08 6.87 %
010-810-01-6110	SUPPLIES L/Y PARK	1,977.00	1,977.00	0.00	0.00	0.00	1,977.00 100.00 %
010-810-01-6111	SUPPLIES CITY PARK	1,242.00	1,242.00	0.00	0.00	0.00	1,242.00 100.00 %
010-810-01-6112	SUPPLIES LAKE PARK	1,242.00	1,242.00	0.00	0.00	0.00	1,242.00 100.00 %
010-810-01-6201	OFFICE SUPPLIES	170.00	170.00	0.00	79.94	0.00	90.06 52.98 %
010-810-01-7001	VEHICLES	55,000.00	55,000.00	0.00	42,362.00	0.00	12,638.00 22.98 %

Budget Report

For Fiscal: 2025 Period Ending: 12/31/2025

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
010-810-01-7010	CAPITAL OUTLAY	0.00	0.00	0.00	13,320.80	0.00	-13,320.80	0.00 %
	Fund: 010 - General Fund Total:	377,787.00	377,787.00	20,037.69	342,935.68	0.00	34,851.32	9.23%
	Fund: 040 - Aquatic Center and Recreation							
040-810-01-7010	CAPITAL OUTLAY	0.00	0.00	0.00	56,276.48	0.00	-56,276.48	0.00 %
	Fund: 040 - Aquatic Center and Recreation Total:	0.00	0.00	0.00	56,276.48	0.00	-56,276.48	0.00%
	Fund: 044 - Parks Contribution							
044-810-01-5431	REPAIRS L/Y PARK	0.00	0.00	0.00	2,538.00	0.00	-2,538.00	0.00 %
044-810-01-7010	CAPITAL OUTLAY	75,099.00	75,099.00	0.00	23,430.16	0.00	51,668.84	68.80 %
	Fund: 044 - Parks Contribution Total:	75,099.00	75,099.00	0.00	25,968.16	0.00	49,130.84	65.42%
	Fund: 047 - L/Y Lights							
047-810-01-7010	CAPITAL OUTLAY	30.00	30.00	0.00	0.00	0.00	30.00	100.00 %
	Fund: 047 - L/Y Lights Total:	30.00	30.00	0.00	0.00	0.00	30.00	100.00%
	Department: 810 - Park Total:	452,916.00	452,916.00	20,037.69	425,180.32	0.00	27,735.68	6.12%

Budget Report

For Fiscal: 2025 Period Ending: 12/31/2025

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
Department: 820 - Streets								
Fund: 010 - General Fund								
010-820-01-4101	SALARIES	66,735.00	66,735.00	4,675.76	57,814.21	0.00	8,920.79	13.37 %
010-820-01-4141	FICA & MEDICARE TAXES	5,453.00	5,453.00	341.23	4,224.95	0.00	1,228.05	22.52 %
010-820-01-4189	KPERS	5,741.00	5,741.00	500.78	6,094.61	0.00	-353.61	-6.16 %
010-820-01-4198	UNEMPLOYMENT INS.	826.00	826.00	19.49	241.62	0.00	584.38	70.75 %
010-820-01-4252	LIFE INSURANCE	71.00	71.00	8.49	96.68	0.00	-25.68	-36.17 %
010-820-01-4253	EYE INSURANCE	167.00	167.00	11.23	132.90	0.00	34.10	20.42 %
010-820-01-4255	DENTAL INSURANCE	652.00	652.00	33.27	577.47	0.00	74.53	11.43 %
010-820-01-4256	HEALTH INSURANCE	11,719.00	11,719.00	936.18	10,589.36	0.00	1,129.64	9.64 %
010-820-01-5001	ADS & PUBLICATION COSTS	265.00	265.00	0.00	110.75	0.00	154.25	58.21 %
010-820-01-5002	TELEPHONE	1,193.00	1,193.00	73.37	750.78	0.00	442.22	37.07 %
010-820-01-5104	INSURANCE COSTS	6,822.00	6,822.00	1,254.86	7,404.57	0.00	-582.57	-8.54 %
010-820-01-5120	OTHER PROFESSIONAL SERV	286.00	286.00	0.00	0.00	0.00	286.00	100.00 %
010-820-01-5201	CONTRACT LABOR	0.00	0.00	0.00	941.88	0.00	-941.88	0.00 %
010-820-01-5202	EDUCATION & TRAINING	0.00	0.00	0.00	195.00	0.00	-195.00	0.00 %
010-820-01-5203	SUBSCRIPTION & MEMB DUES	269.00	269.00	0.00	0.00	0.00	269.00	100.00 %
010-820-01-5412	VEHICLE REPAIRS & MAINT	2,056.00	2,056.00	2,847.94	4,302.18	0.00	-2,246.18	-109.25 %
010-820-01-5413	EQUIPMENT REPAIRS	1,801.00	1,801.00	0.00	1,642.98	0.00	158.02	8.77 %
010-820-01-5414	GENERAL REPAIRS	0.00	0.00	0.00	2,861.73	0.00	-2,861.73	0.00 %
010-820-01-5415	MAINTENANCE OFFICE EQUIP	1,377.00	1,377.00	0.00	0.00	0.00	1,377.00	100.00 %
010-820-01-5416	STREET REPAIRS	7,822.00	7,822.00	0.00	0.00	0.00	7,822.00	100.00 %
010-820-01-5422	STREETLIGHT OPERATIONS/MAINT	140,924.00	140,924.00	68,743.24	137,497.63	0.00	3,426.37	2.43 %
010-820-01-5428	BUILDING MAINTENANCE	0.00	0.00	24.00	24.00	0.00	-24.00	0.00 %
010-820-01-5429	LANDSCAPING/STREETSCAPING	9,523.00	9,523.00	0.00	5,022.00	0.00	4,501.00	47.26 %
010-820-01-6001	UTILITIES	4,868.00	4,868.00	191.09	3,699.31	0.00	1,168.69	24.01 %
010-820-01-6002	ELECTRICITY	8,328.00	8,328.00	678.90	8,800.47	0.00	-472.47	-5.67 %
010-820-01-6003	TRASH	0.00	0.00	222.41	222.41	0.00	-222.41	0.00 %
010-820-01-6004	GAS,OIL,ETC.	4,378.00	4,378.00	439.64	6,033.60	0.00	-1,655.60	-37.82 %
010-820-01-6101	UNIFORMS & ACCESSORIES	249.00	249.00	0.00	869.56	0.00	-620.56	-249.22 %
010-820-01-6103	GENERAL SUPPLIES	8,126.00	8,126.00	308.60	15,999.60	0.00	-7,873.60	-96.89 %
010-820-01-6104	STREET SUPPLIES	0.00	0.00	2,695.39	2,695.39	0.00	-2,695.39	0.00 %
010-820-01-6201	OFFICE SUPPLIES	170.00	170.00	0.00	79.94	0.00	90.06	52.98 %
010-820-01-7001	VEHICLES	25,000.00	25,000.00	0.00	24,862.00	0.00	138.00	0.55 %
010-820-01-9020	TRANSFER TO SPECIAL STREETS	120,000.00	120,000.00	120,000.00	120,000.00	0.00	0.00	0.00 %
Fund: 010 - General Fund Total:		434,821.00	434,821.00	204,005.87	423,787.58	0.00	11,033.42	2.54%
Fund: 015 - Infrastructure Fund								
015-820-01-5001	ADS & PUBLICATION COSTS	0.00	0.00	0.00	23.50	0.00	-23.50	0.00 %
015-820-01-7002	EQUIPMENT	0.00	0.00	0.00	37,567.47	0.00	-37,567.47	0.00 %
015-820-01-7010	CAPITAL OUTLAY	668,000.00	668,000.00	-31,117.13	283,884.46	9,500.00	374,615.54	56.08 %
Fund: 015 - Infrastructure Fund Total:		668,000.00	668,000.00	-31,117.13	321,475.43	9,500.00	337,024.57	50.45%

Budget Report

For Fiscal: 2025 Period Ending: 12/31/2025

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 020 - Special Streets								
020-820-01-7002	EQUIPMENT	0.00	0.00	0.00	37,567.47	0.00	-37,567.47	0.00 %
020-820-01-7211	CAPITAL IMPROVEMENTS	375,000.00	375,000.00	35,447.35	254,528.49	0.00	120,471.51	32.13 %
Fund: 020 - Special Streets Total:		375,000.00	375,000.00	35,447.35	292,095.96	0.00	82,904.04	22.11%
Department: 820 - Streets Total:		1,477,821.00	1,477,821.00	208,336.09	1,037,358.97	9,500.00	430,962.03	29.16%

Budget Report

For Fiscal: 2025 Period Ending: 12/31/2025

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
Department: 830 - Gas								
Fund: 050 - Gas Operating								
050-830-01-4101	SALARIES	12,002.00	12,002.00	988.81	13,610.16	0.00	-1,608.16	-13.40 %
050-830-01-4141	FICA & MEDICARE TAXES	882.00	882.00	76.35	998.71	0.00	-116.71	-13.23 %
050-830-01-4189	KPERS	1,192.00	1,192.00	124.93	1,481.12	0.00	-289.12	-24.26 %
050-830-01-4198	UNEMPLOYMENT INS.	12.00	12.00	4.86	57.74	0.00	-45.74	-381.17 %
050-830-01-4252	LIFE INSURANCE	16.00	16.00	6.75	43.62	0.00	-27.62	-172.63 %
050-830-01-4253	EYE INSURANCE	28.00	28.00	2.37	28.51	0.00	-0.51	-1.82 %
050-830-01-4255	DENTAL INSURANCE	134.00	134.00	11.36	135.07	0.00	-1.07	-0.80 %
050-830-01-4256	HEALTH INSURANCE	1,848.00	1,848.00	130.29	1,658.24	0.00	189.76	10.27 %
050-830-01-5002	TELEPHONE	1,829.00	1,829.00	126.64	1,393.75	0.00	435.25	23.80 %
050-830-01-5102	LEGAL & CONSULTING SERV	0.00	0.00	0.00	1,585.00	0.00	-1,585.00	0.00 %
050-830-01-5104	INSURANCE COSTS	0.00	0.00	4,228.69	4,403.69	0.00	-4,403.69	0.00 %
050-830-01-5110	HUMAN RESOURCE CONSULTANT	6,210.00	6,210.00	500.00	6,000.00	0.00	210.00	3.38 %
050-830-01-5120	OTHER PROFESSIONAL SERV	16.00	16.00	0.00	0.00	0.00	16.00	100.00 %
050-830-01-5203	SUBSCRIPTION & MEMB DUES	2,742.00	2,742.00	-9.86	1,894.69	0.00	847.31	30.90 %
050-830-01-5221	UTILITY BILLING SERVICES	6,262.00	6,262.00	0.00	5,687.21	0.00	574.79	9.18 %
050-830-01-5231	FINANCE SYSTEM	15,000.00	15,000.00	-1,692.34	-1,692.34	0.00	16,692.34	111.28 %
050-830-01-5360	CR CARD PROCESSING FEE	12,539.00	12,539.00	1,070.18	13,717.63	0.00	-1,178.63	-9.40 %
050-830-01-5412	VEHICLE REPAIRS & MAINT	0.00	0.00	0.00	48.00	0.00	-48.00	0.00 %
050-830-01-5413	EQUIPMENT REPAIRS	0.00	0.00	32.61	32.61	0.00	-32.61	0.00 %
050-830-01-5415	MAINTENANCE OFFICE EQUIP	1,521.00	1,521.00	0.00	1,620.68	0.00	-99.68	-6.55 %
050-830-01-5428	BUILDING MAINTENANCE	111.00	111.00	24.00	24.00	0.00	87.00	78.38 %
050-830-01-6103	GENERAL SUPPLIES	0.00	0.00	0.00	29.94	0.00	-29.94	0.00 %
050-830-01-7002	EQUIPMENT	0.00	0.00	0.00	0.00	2,211.41	-2,211.41	0.00 %
050-830-01-7010	CAPITAL OUTLAY	0.00	0.00	0.00	2,450.00	0.00	-2,450.00	0.00 %
050-830-03-4101	SALARIES	68,163.00	68,163.00	4,675.72	57,814.17	0.00	10,348.83	15.18 %
050-830-03-4141	FICA & MEDICARE TAXES	5,898.00	5,898.00	341.21	4,224.93	0.00	1,673.07	28.37 %
050-830-03-4189	KPERS	5,905.00	5,905.00	500.78	6,094.63	0.00	-189.63	-3.21 %
050-830-03-4198	UNEMPLOYMENT INS.	253.00	253.00	19.48	241.61	0.00	11.39	4.50 %
050-830-03-4252	LIFE INSURANCE	109.00	109.00	-18.23	69.74	0.00	39.26	36.02 %
050-830-03-4253	EYE INSURANCE	182.00	182.00	11.22	131.10	0.00	50.90	27.97 %
050-830-03-4255	DENTAL INSURANCE	775.00	775.00	33.28	577.38	0.00	197.62	25.50 %
050-830-03-4256	HEALTH INSURANCE	11,983.00	11,983.00	816.32	10,469.54	0.00	1,513.46	12.63 %
050-830-03-5002	TELEPHONE	2,157.00	2,157.00	124.02	1,308.23	0.00	848.77	39.35 %
050-830-03-5102	LEGAL & CONSULTING SERV	2,856.00	2,856.00	0.00	1,890.00	0.00	966.00	33.82 %
050-830-03-5104	INSURANCE COSTS	24,681.00	24,681.00	0.00	18,619.65	0.00	6,061.35	24.56 %
050-830-03-5120	OTHER PROFESSIONAL SERV	123,337.00	123,337.00	8,965.00	120,862.61	0.00	2,474.39	2.01 %
050-830-03-5202	EDUCATION & TRAINING	518.00	518.00	0.00	550.00	0.00	-32.00	-6.18 %
050-830-03-5203	SUBSCRIPTION & MEMB DUES	1,242.00	1,242.00	1.67	348.72	0.00	893.28	71.92 %
050-830-03-5206	MEETING & CONFERENCE EXPENSE	518.00	518.00	0.00	0.00	0.00	518.00	100.00 %
050-830-03-5361	ONE-CALL LOCATES	1,295.00	1,295.00	67.39	324.08	0.00	970.92	74.97 %

Budget Report

For Fiscal: 2025 Period Ending: 12/31/2025

		Original	Current	Period	Fiscal		Variance	
		Total Budget	Total Budget	Activity	Activity	Encumbrances	Favorable (Unfavorable)	Percent Remaining
050-830-03-5363	PERMIT FEE	0.00	0.00	0.00	50.00	0.00	-50.00	0.00 %
050-830-03-5412	VEHICLE REPAIRS & MAINT	1,611.00	1,611.00	728.03	1,657.82	0.00	-46.82	-2.91 %
050-830-03-5413	EQUIPMENT REPAIRS	3,371.00	3,371.00	881.17	3,305.81	0.00	65.19	1.93 %
050-830-03-5414	GENERAL REPAIRS	0.00	0.00	750.00	2,310.41	0.00	-2,310.41	0.00 %
050-830-03-5415	MAINTENANCE OFFICE EQUIP	1,055.00	1,055.00	0.00	0.00	0.00	1,055.00	100.00 %
050-830-03-6001	UTILITIES	2,452.00	2,452.00	237.18	2,741.83	0.00	-289.83	-11.82 %
050-830-03-6002	ELECTRICITY	595.00	595.00	44.54	565.03	0.00	29.97	5.04 %
050-830-03-6003	TRASH	692.00	692.00	58.68	704.12	0.00	-12.12	-1.75 %
050-830-03-6004	GAS, OIL, ETC.	4,825.00	4,825.00	439.65	6,085.72	0.00	-1,260.72	-26.13 %
050-830-03-6101	UNIFORMS & ACCESSORIES	1,035.00	1,035.00	0.00	869.58	0.00	165.42	15.98 %
050-830-03-6103	GENERAL SUPPLIES	15,525.00	15,525.00	131.44	7,092.85	0.00	8,432.15	54.31 %
050-830-03-6131	CHEMICALS	2,121.00	2,121.00	0.00	0.00	0.00	2,121.00	100.00 %
050-830-03-6201	OFFICE SUPPLIES	121.00	121.00	0.00	85.77	0.00	35.23	29.12 %
050-830-03-6202	POSTAGE	18.00	18.00	0.00	0.00	0.00	18.00	100.00 %
050-830-03-6501	NATURAL GAS PURCHASED	773,368.00	923,368.00	0.00	771,651.00	0.00	151,717.00	16.43 %
050-830-03-7001	VEHICLES	25,000.00	25,000.00	0.00	24,862.00	0.00	138.00	0.55 %
050-830-03-7002	EQUIPMENT	16,500.00	16,500.00	0.00	5,370.00	0.00	11,130.00	67.45 %
050-830-03-7010	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	16,045.00	-16,045.00	0.00 %
050-830-03-8116	PRINCIPAL - UTILITY LOAN	248,448.00	248,448.00	127,057.81	252,776.71	0.00	-4,328.71	-1.74 %
050-830-03-8126	INTEREST - UTILITY LOAN	43,233.00	43,233.00	15,703.31	32,745.53	0.00	10,487.47	24.26 %
Fund: 050 - Gas Operating Total:		1,452,186.00	1,602,186.00	167,195.31	1,391,608.60	18,256.41	192,320.99	12.00%
Department: 830 - Gas Total:		1,452,186.00	1,602,186.00	167,195.31	1,391,608.60	18,256.41	192,320.99	12.00%

Budget Report

For Fiscal: 2025 Period Ending: 12/31/2025

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
Department: 840 - Wastewater								
Fund: 070 - Wastewater Operating								
070-840-01-4101	SALARIES	226,880.00	226,880.00	16,928.99	211,388.83	0.00	15,491.17	6.83 %
070-840-01-4141	FICA & MEDICARE TAXES	17,539.00	17,539.00	1,176.72	15,053.63	0.00	2,485.37	14.17 %
070-840-01-4189	KPERS	21,953.00	21,953.00	1,832.14	22,488.42	0.00	-535.42	-2.44 %
070-840-01-4198	UNEMPLOYMENT INS.	1,350.00	1,350.00	71.29	886.62	0.00	463.38	34.32 %
070-840-01-4252	LIFE INSURANCE	253.00	253.00	-275.62	317.16	0.00	-64.16	-25.36 %
070-840-01-4253	EYE INSURANCE	643.00	643.00	48.03	577.70	0.00	65.30	10.16 %
070-840-01-4255	DENTAL INSURANCE	2,290.00	2,290.00	205.70	2,631.30	0.00	-341.30	-14.90 %
070-840-01-4256	HEALTH INSURANCE	42,818.00	42,818.00	3,663.23	42,574.07	0.00	243.93	0.57 %
070-840-01-5001	ADS & PUBLICATION COSTS	0.00	0.00	0.00	141.00	0.00	-141.00	0.00 %
070-840-01-5002	TELEPHONE	2,835.00	2,835.00	212.66	2,283.78	0.00	551.22	19.44 %
070-840-01-5102	LEGAL & CONSULTING SERV	89.00	89.00	0.00	0.00	0.00	89.00	100.00 %
070-840-01-5104	INSURANCE COSTS	21,749.00	21,749.00	5,539.12	28,752.80	0.00	-7,003.80	-32.20 %
070-840-01-5110	HUMAN RESOURCE CONSULTANT	6,210.00	6,210.00	500.00	6,000.00	0.00	210.00	3.38 %
070-840-01-5120	OTHER PROFESSIONAL SERV	0.00	0.00	0.00	166.67	0.00	-166.67	0.00 %
070-840-01-5202	EDUCATION & TRAINING	311.00	311.00	0.00	350.00	0.00	-39.00	-12.54 %
070-840-01-5203	SUBSCRIPTION & MEMB DUES	8,280.00	8,280.00	-8.17	7,448.50	0.00	831.50	10.04 %
070-840-01-5221	UTILITY BILLING SERVICES	3,131.00	3,131.00	0.00	2,843.57	0.00	287.43	9.18 %
070-840-01-5231	FINANCE SYSTEM	15,000.00	15,000.00	-1,692.33	-1,692.33	0.00	16,692.33	111.28 %
070-840-01-5254	REBATES LAKE	0.00	0.00	1,200.00	1,500.00	0.00	-1,500.00	0.00 %
070-840-01-5360	CR CARD PROCESSING FEE	12,929.00	12,929.00	1,069.02	13,649.31	0.00	-720.31	-5.57 %
070-840-01-5361	ONE-CALL LOCATES	0.00	0.00	67.38	324.07	0.00	-324.07	0.00 %
070-840-01-5362	TESTING SERVICES	17,963.00	17,963.00	1,546.95	21,002.93	0.00	-3,039.93	-16.92 %
070-840-01-5412	VEHICLE REPAIRS & MAINT	2,754.00	2,754.00	728.05	3,622.04	0.00	-868.04	-31.52 %
070-840-01-5413	EQUIPMENT REPAIRS	10,120.00	10,120.00	0.00	23,318.78	0.00	-13,198.78	-130.42 %
070-840-01-5414	GENERAL REPAIRS	294.00	294.00	0.00	10,443.93	0.00	-10,149.93	-3,452.36 %
070-840-01-5415	MAINTENANCE OFFICE EQUIP	2,106.00	2,106.00	0.00	1,620.67	0.00	485.33	23.05 %
070-840-01-5428	BUILDING MAINTENANCE	111.00	111.00	24.00	24.00	0.00	87.00	78.38 %
070-840-01-5470	WASTEWATER LINE MAINT.	535,000.00	535,000.00	1,819.43	77,059.88	79,254.00	378,686.12	70.78 %
070-840-01-6001	UTILITIES	4,541.00	4,541.00	227.04	3,306.63	0.00	1,234.37	27.18 %
070-840-01-6002	ELECTRICITY	81,554.00	81,554.00	6,202.28	82,044.10	0.00	-490.10	-0.60 %
070-840-01-6003	TRASH	2,458.00	2,458.00	150.00	2,953.52	0.00	-495.52	-20.16 %
070-840-01-6004	GAS, OIL, ETC.	4,825.00	4,825.00	439.66	5,531.61	0.00	-706.61	-14.64 %
070-840-01-6101	UNIFORMS & ACCESSORIES	1,553.00	1,553.00	249.98	1,262.36	0.00	290.64	18.71 %
070-840-01-6103	GENERAL SUPPLIES	10,296.00	10,296.00	156.43	11,515.84	0.00	-1,219.84	-11.85 %
070-840-01-6201	OFFICE SUPPLIES	157.00	157.00	0.00	88.97	0.00	68.03	43.33 %
070-840-01-6202	POSTAGE	0.00	0.00	0.00	97.48	0.00	-97.48	0.00 %
070-840-01-7001	VEHICLES	25,000.00	25,000.00	0.00	24,863.00	0.00	137.00	0.55 %
070-840-01-7002	EQUIPMENT	0.00	0.00	0.00	14,900.00	0.00	-14,900.00	0.00 %
070-840-01-7010	CAPITAL OUTLAY	138,000.00	138,000.00	0.00	33,989.50	0.00	104,010.50	75.37 %
070-840-01-8115	PRINCIPAL - SRLF	361,765.00	361,765.00	0.00	361,764.96	0.00	0.04	0.00 %

Budget Report

For Fiscal: 2025 Period Ending: 12/31/2025

	Original	Current	Period	Fiscal		Variance	Percent
	Total Budget	Total Budget	Activity	Activity	Encumbrances	Favorable (Unfavorable)	Remaining
070-840-01-8125	165,348.00	165,348.00	0.00	165,347.78	0.00	0.22	0.00 %
070-840-01-9085	119,000.00	119,000.00	119,000.00	119,000.00	0.00	0.00	0.00 %
Fund: 070 - Wastewater Operating Total:	1,867,105.00	1,867,105.00	161,081.98	1,321,443.08	79,254.00	466,407.92	24.98%
Department: 840 - Wastewater Total:	1,867,105.00	1,867,105.00	161,081.98	1,321,443.08	79,254.00	466,407.92	24.98%

Budget Report

For Fiscal: 2025 Period Ending: 12/31/2025

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
Department: 850 - Water							
Fund: 060 - Water Operating							
060-850-01-4101	SALARIES	12,463.00	12,463.00	986.20	13,594.37	0.00	-1,131.37 -9.08 %
060-850-01-4141	FICA & MEDICARE TAXES	921.00	921.00	76.14	997.56	0.00	-76.56 -8.31 %
060-850-01-4189	KPERS	1,231.00	1,231.00	124.63	1,479.39	0.00	-248.39 -20.18 %
060-850-01-4198	UNEMPLOYMENT INS.	12.00	12.00	4.85	57.68	0.00	-45.68 -380.67 %
060-850-01-4252	LIFE INSURANCE	12.00	12.00	6.75	43.62	0.00	-31.62 -263.50 %
060-850-01-4253	EYE INSURANCE	25.00	25.00	2.39	28.68	0.00	-3.68 -14.72 %
060-850-01-4255	DENTAL INSURANCE	137.00	137.00	11.36	135.31	0.00	1.69 1.23 %
060-850-01-4256	HEALTH INSURANCE	1,922.00	1,922.00	130.30	1,658.43	0.00	263.57 13.71 %
060-850-01-5002	TELEPHONE	1,828.00	1,828.00	242.11	1,509.22	0.00	318.78 17.44 %
060-850-01-5104	INSURANCE COSTS	0.00	0.00	0.00	3,234.00	0.00	-3,234.00 0.00 %
060-850-01-5110	HUMAN RESOURCE CONSULTANT	6,210.00	6,210.00	500.00	6,000.00	0.00	210.00 3.38 %
060-850-01-5120	OTHER PROFESSIONAL SERV	42.00	42.00	0.00	0.00	0.00	42.00 100.00 %
060-850-01-5202	EDUCATION & TRAINING	0.00	0.00	0.00	229.00	0.00	-229.00 0.00 %
060-850-01-5203	SUBSCRIPTION & MEMB DUES	7,917.00	7,917.00	-9.75	6,890.02	0.00	1,026.98 12.97 %
060-850-01-5221	UTILITY BILLING SERVICES	6,262.00	6,262.00	0.00	5,687.20	0.00	574.80 9.18 %
060-850-01-5231	FINANCE SYSTEM	15,000.00	15,000.00	-322.54	-2,738.69	0.00	17,738.69 118.26 %
060-850-01-5254	REBATES LAKE	7,125.00	7,125.00	2,430.00	3,180.00	0.00	3,945.00 55.37 %
060-850-01-5360	CR CARD PROCESSING FEE	12,539.00	12,539.00	1,069.02	13,682.88	0.00	-1,143.88 -9.12 %
060-850-01-5364	WATER PROTECTION FEE	4,317.00	4,317.00	0.00	2,838.25	0.00	1,478.75 34.25 %
060-850-01-5365	CLEAN DRINKING WATER FEE	4,048.00	4,048.00	0.00	2,660.49	0.00	1,387.51 34.28 %
060-850-01-5412	VEHICLE REPAIRS & MAINT	0.00	0.00	0.00	48.00	0.00	-48.00 0.00 %
060-850-01-5415	MAINTENANCE OFFICE EQUIP	1,521.00	1,521.00	0.00	1,620.68	0.00	-99.68 -6.55 %
060-850-01-5428	BUILDING MAINTENANCE	111.00	111.00	24.00	24.00	0.00	87.00 78.38 %
060-850-01-6103	GENERAL SUPPLIES	55.00	55.00	0.00	29.97	0.00	25.03 45.51 %
060-850-02-4101	SALARIES	276,827.00	276,827.00	21,652.04	270,603.86	0.00	6,223.14 2.25 %
060-850-02-4141	FICA & MEDICARE TAXES	21,166.00	21,166.00	341.23	12,937.54	0.00	8,228.46 38.88 %
060-850-02-4189	KPERS	27,531.00	27,531.00	2,318.93	28,785.16	0.00	-1,254.16 -4.56 %
060-850-02-4198	UNEMPLOYMENT INS.	1,213.00	1,213.00	90.23	1,131.82	0.00	81.18 6.69 %
060-850-02-4252	LIFE INSURANCE	235.00	235.00	-336.15	9.80	0.00	225.20 95.83 %
060-850-02-4253	EYE INSURANCE	596.00	596.00	47.13	565.56	0.00	30.44 5.11 %
060-850-02-4255	DENTAL INSURANCE	1,892.00	1,892.00	221.04	2,594.68	0.00	-702.68 -37.14 %
060-850-02-4256	HEALTH INSURANCE	30,493.00	30,493.00	4,186.47	47,211.07	0.00	-16,718.07 -54.83 %
060-850-02-5002	TELEPHONE	2,111.00	2,111.00	0.00	1,239.27	0.00	871.73 41.29 %
060-850-02-5412	VEHICLE REPAIRS & MAINT	442.00	442.00	0.00	0.00	0.00	442.00 100.00 %
060-850-02-5413	EQUIPMENT REPAIRS	0.00	0.00	0.00	367.14	0.00	-367.14 0.00 %
060-850-02-6004	GAS, OIL, ETC.	11,317.00	11,317.00	603.05	10,313.64	0.00	1,003.36 8.87 %
060-850-02-6101	UNIFORMS & ACCESSORIES	997.00	997.00	0.00	159.99	0.00	837.01 83.95 %
060-850-02-6103	GENERAL SUPPLIES	326.00	326.00	0.00	43.55	0.00	282.45 86.64 %
060-850-02-6161	PURCHASES FOR MDCPUA	650.00	650.00	0.00	-159.99	0.00	809.99 124.61 %
060-850-03-4101	SALARIES	60,663.00	60,663.00	4,675.79	57,814.39	0.00	2,848.61 4.70 %

Budget Report

For Fiscal: 2025 Period Ending: 12/31/2025

		Original	Current	Period	Fiscal		Variance	
		Total Budget	Total Budget	Activity	Activity	Encumbrances	Favorable (Unfavorable)	Percent Remaining
060-850-03-4141	FICA & MEDICARE TAXES	4,515.00	4,515.00	1,554.03	10,964.52	0.00	-6,449.52	-142.85 %
060-850-03-4189	KPERS	5,908.00	5,908.00	500.79	6,094.64	0.00	-186.64	-3.16 %
060-850-03-4198	UNEMPLOYMENT INS.	253.00	253.00	19.49	241.62	0.00	11.38	4.50 %
060-850-03-4252	LIFE INSURANCE	191.00	191.00	-217.13	436.86	0.00	-245.86	-128.72 %
060-850-03-4253	EYE INSURANCE	397.00	397.00	11.23	123.38	0.00	273.62	68.92 %
060-850-03-4255	DENTAL INSURANCE	1,775.00	1,775.00	33.29	577.43	0.00	1,197.57	67.47 %
060-850-03-4256	HEALTH INSURANCE	20,817.00	20,817.00	936.20	10,589.47	0.00	10,227.53	49.13 %
060-850-03-5001	ADS & PUBLICATION COSTS	0.00	0.00	0.00	40.25	0.00	-40.25	0.00 %
060-850-03-5002	TELEPHONE	1,426.00	1,426.00	73.37	750.77	0.00	675.23	47.35 %
060-850-03-5102	LEGAL & CONSULTING SERV	10.00	10.00	0.00	0.00	0.00	10.00	100.00 %
060-850-03-5104	INSURANCE COSTS	38,088.00	38,088.00	8,726.50	44,376.73	0.00	-6,288.73	-16.51 %
060-850-03-5120	OTHER PROFESSIONAL SERV	0.00	0.00	0.00	166.66	0.00	-166.66	0.00 %
060-850-03-5201	CONTRACT LABOR	9,500.00	9,500.00	0.00	0.00	0.00	9,500.00	100.00 %
060-850-03-5203	SUBSCRIPTION & MEMB DUES	1,931.00	1,931.00	1.66	353.65	0.00	1,577.35	81.69 %
060-850-03-5231	FINANCE SYSTEM	0.00	0.00	-1,369.80	1,046.34	0.00	-1,046.34	0.00 %
060-850-03-5361	ONE-CALL LOCATES	199.00	199.00	67.39	324.08	0.00	-125.08	-62.85 %
060-850-03-5362	TESTING SERVICES	2,443.00	2,443.00	385.00	3,555.00	0.00	-1,112.00	-45.52 %
060-850-03-5412	VEHICLE REPAIRS & MAINT	1,634.00	1,634.00	728.02	1,630.41	0.00	3.59	0.22 %
060-850-03-5413	EQUIPMENT REPAIRS	1,801.00	1,801.00	0.00	1,074.24	0.00	726.76	40.35 %
060-850-03-5414	GENERAL REPAIRS	86,000.00	86,000.00	0.00	57,997.00	0.00	28,003.00	32.56 %
060-850-03-5415	MAINTENANCE OFFICE EQUIP	615.00	615.00	0.00	0.00	0.00	615.00	100.00 %
060-850-03-5429	LANDSCAPING/STREETSCAPING	470.00	470.00	0.00	0.00	0.00	470.00	100.00 %
060-850-03-6001	UTILITIES	815.00	815.00	31.58	379.54	0.00	435.46	53.43 %
060-850-03-6002	ELECTRICITY	1,101.00	1,101.00	95.71	1,798.08	0.00	-697.08	-63.31 %
060-850-03-6003	TRASH	693.00	693.00	58.67	703.09	0.00	-10.09	-1.46 %
060-850-03-6004	GAS, OIL, ETC.	4,984.00	4,984.00	439.65	6,865.93	0.00	-1,881.93	-37.76 %
060-850-03-6101	UNIFORMS & ACCESSORIES	1,035.00	1,035.00	0.00	869.57	0.00	165.43	15.98 %
060-850-03-6103	GENERAL SUPPLIES	15,525.00	15,525.00	-48.35	10,243.95	0.00	5,281.05	34.02 %
060-850-03-6201	OFFICE SUPPLIES	121.00	121.00	0.00	85.77	0.00	35.23	29.12 %
060-850-03-6202	POSTAGE	543.00	543.00	116.46	588.23	0.00	-45.23	-8.33 %
060-850-03-6502	WATER PURCHASED FROM PUA	1,517,536.00	1,517,536.00	86,937.08	1,305,285.77	0.00	212,250.23	13.99 %
060-850-03-7001	VEHICLES	25,000.00	25,000.00	0.00	24,862.00	0.00	138.00	0.55 %
060-850-03-7010	CAPITAL OUTLAY	50,000.00	50,000.00	0.00	1,416.88	59,045.00	-10,461.88	-20.92 %
	Fund: 060 - Water Operating Total:	2,315,483.00	2,315,483.00	138,156.06	1,989,949.40	59,045.00	266,488.60	11.51%
	Department: 850 - Water Total:	2,315,483.00	2,315,483.00	138,156.06	1,989,949.40	59,045.00	266,488.60	11.51%

Budget Report

For Fiscal: 2025 Period Ending: 12/31/2025

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
Department: 860 - Stormwater							
Fund: 075 - Stormwater Fund							
075-860-01-7010 CAPITAL OUTLAY	75,000.00	75,000.00	-11,654.42	33,908.08	0.00	41,091.92	54.79 %
Fund: 075 - Stormwater Fund Total:	75,000.00	75,000.00	-11,654.42	33,908.08	0.00	41,091.92	54.79%
Department: 860 - Stormwater Total:	75,000.00	75,000.00	-11,654.42	33,908.08	0.00	41,091.92	54.79%
Report Total:	12,745,010.00	12,895,010.00	1,061,232.69	11,303,686.73	289,537.46	1,301,785.81	10.10%

Budget Report

For Fiscal: 2025 Period Ending: 12/31/2025

Group Summary

Fun...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
Department: 101 - General							
012 - Freedom Fund	0.00	0.00	0.00	7,970.05	0.00	-7,970.05	0.00%
032 - Cops for Kids	1,660.00	1,660.00	0.00	1,660.00	0.00	0.00	0.00%
033 - Fishing Derby	2,180.00	2,180.00	0.00	522.15	0.00	1,657.85	76.05%
041 - Fox Hall	7,961.00	7,961.00	805.94	6,214.14	0.00	1,746.86	21.94%
083 - Bond Reserve	0.00	0.00	0.00	329,658.71	0.00	-329,658.71	0.00%
085 - Debt Service Fund	413,208.00	413,208.00	0.00	406,057.50	0.00	7,150.50	1.73%
Department: 101 - General Total:	425,009.00	425,009.00	805.94	752,082.55	0.00	-327,073.55	-76.96%

Budget Report

For Fiscal: 2025 Period Ending: 12/31/2025

Fun...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
Department: 105 - Administration							
010 - General Fund	1,102,434.00	1,102,434.00	89,050.80	1,087,469.19	72,872.80	-57,907.99	-5.25%
Department: 105 - Administration Total:	1,102,434.00	1,102,434.00	89,050.80	1,087,469.19	72,872.80	-57,907.99	-5.25%

Budget Report

For Fiscal: 2025 Period Ending: 12/31/2025

Fun...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
Department: 110 - Fire Department							
010 - General Fund	605,765.00	605,765.00	60,580.97	585,221.44	18,117.55	2,426.01	0.40%
Department: 110 - Fire Department Total:	605,765.00	605,765.00	60,580.97	585,221.44	18,117.55	2,426.01	0.40%

Budget Report

For Fiscal: 2025 Period Ending: 12/31/2025

Fun...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
Department: 130 - Police Department							
010 - General Fund	1,956,522.00	1,956,522.00	216,878.75	1,904,221.37	7,946.00	44,354.63	2.27%
032 - Cops for Kids	3,500.00	3,500.00	0.00	3,025.51	0.00	474.49	13.56%
Department: 130 - Police Department Total:	1,960,022.00	1,960,022.00	216,878.75	1,907,246.88	7,946.00	44,829.12	2.29%

Budget Report

For Fiscal: 2025 Period Ending: 12/31/2025

Fun...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
Department: 140 - Municipal Court							
010 - General Fund	91,291.00	91,291.00	9,193.86	89,209.78	0.00	2,081.22	2.28%
Department: 140 - Municipal Court Total:	91,291.00	91,291.00	9,193.86	89,209.78	0.00	2,081.22	2.28%

Budget Report

For Fiscal: 2025 Period Ending: 12/31/2025

Fun...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
Department: 300 - Planning and Development							
010 - General Fund	132,180.00	132,180.00	15,466.69	143,663.70	0.00	-11,483.70	-8.69%
021 - Excise Tax	25,000.00	25,000.00	0.00	0.00	0.00	25,000.00	100.00%
Department: 300 - Planning and Development Total:	157,180.00	157,180.00	15,466.69	143,663.70	0.00	13,516.30	8.60%

Budget Report

For Fiscal: 2025 Period Ending: 12/31/2025

Fun...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
Department: 400 - Aquatic Center							
040 - Aquatic Center and Recreation	705,363.00	705,363.00	-14,687.35	499,924.16	14,545.70	190,893.14	27.06%
Department: 400 - Aquatic Center Total:	705,363.00	705,363.00	-14,687.35	499,924.16	14,545.70	190,893.14	27.06%

Budget Report

For Fiscal: 2025 Period Ending: 12/31/2025

Fun...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
Department: 420 - Special Events							
010 - General Fund	9,550.00	9,550.00	790.32	7,853.21	0.00	1,696.79	17.77%
Department: 420 - Special Events Total:	9,550.00	9,550.00	790.32	7,853.21	0.00	1,696.79	17.77%

Budget Report

For Fiscal: 2025 Period Ending: 12/31/2025

Fun...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
Department: 430 - Cemetery							
011 - Cemetery	47,885.00	47,885.00	0.00	31,567.37	10,000.00	6,317.63	13.19%
Department: 430 - Cemetery Total:	47,885.00	47,885.00	0.00	31,567.37	10,000.00	6,317.63	13.19%

Budget Report

For Fiscal: 2025 Period Ending: 12/31/2025

Fun...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
Department: 810 - Park							
010 - General Fund	377,787.00	377,787.00	20,037.69	342,935.68	0.00	34,851.32	9.23%
040 - Aquatic Center and Recreation	0.00	0.00	0.00	56,276.48	0.00	-56,276.48	0.00%
044 - Parks Contribution	75,099.00	75,099.00	0.00	25,968.16	0.00	49,130.84	65.42%
047 - L/Y Lights	30.00	30.00	0.00	0.00	0.00	30.00	100.00%
Department: 810 - Park Total:	452,916.00	452,916.00	20,037.69	425,180.32	0.00	27,735.68	6.12%

Budget Report

For Fiscal: 2025 Period Ending: 12/31/2025

Fun...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
Department: 820 - Streets							
010 - General Fund	434,821.00	434,821.00	204,005.87	423,787.58	0.00	11,033.42	2.54%
015 - Infrastructure Fund	668,000.00	668,000.00	-31,117.13	321,475.43	9,500.00	337,024.57	50.45%
020 - Special Streets	375,000.00	375,000.00	35,447.35	292,095.96	0.00	82,904.04	22.11%
Department: 820 - Streets Total:	1,477,821.00	1,477,821.00	208,336.09	1,037,358.97	9,500.00	430,962.03	29.16%

Budget Report

For Fiscal: 2025 Period Ending: 12/31/2025

Fun...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
Department: 830 - Gas							
050 - Gas Operating	1,452,186.00	1,602,186.00	167,195.31	1,391,608.60	18,256.41	192,320.99	12.00%
Department: 830 - Gas Total:	1,452,186.00	1,602,186.00	167,195.31	1,391,608.60	18,256.41	192,320.99	12.00%

Budget Report

For Fiscal: 2025 Period Ending: 12/31/2025

Fun...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
Department: 840 - Wastewater							
070 - Wastewater Operating	1,867,105.00	1,867,105.00	161,081.98	1,321,443.08	79,254.00	466,407.92	24.98%
Department: 840 - Wastewater Total:	1,867,105.00	1,867,105.00	161,081.98	1,321,443.08	79,254.00	466,407.92	24.98%

Budget Report

For Fiscal: 2025 Period Ending: 12/31/2025

Fun...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
Department: 850 - Water							
060 - Water Operating	2,315,483.00	2,315,483.00	138,156.06	1,989,949.40	59,045.00	266,488.60	11.51%
Department: 850 - Water Total:	2,315,483.00	2,315,483.00	138,156.06	1,989,949.40	59,045.00	266,488.60	11.51%

Budget Report

For Fiscal: 2025 Period Ending: 12/31/2025

Fun...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance Favorable (Unfavorable)	Percent Remaining
Department: 860 - Stormwater							
075 - Stormwater Fund	75,000.00	75,000.00	-11,654.42	33,908.08	0.00	41,091.92	54.79%
Department: 860 - Stormwater Total:	75,000.00	75,000.00	-11,654.42	33,908.08	0.00	41,091.92	54.79%
Report Total:	12,745,010.00	12,895,010.00	1,061,232.69	11,303,686.73	289,537.46	1,301,785.81	10.10%

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Encumbrances	Variance	
						Favorable (Unfavorable)	Percent Remaining
010 - General Fund	4,710,350.00	4,710,350.00	616,004.95	4,584,361.95	98,936.35	27,051.70	0.57%
011 - Cemetery	47,885.00	47,885.00	0.00	31,567.37	10,000.00	6,317.63	13.19%
012 - Freedom Fund	0.00	0.00	0.00	7,970.05	0.00	-7,970.05	0.00%
015 - Infrastructure Fund	668,000.00	668,000.00	-31,117.13	321,475.43	9,500.00	337,024.57	50.45%
020 - Special Streets	375,000.00	375,000.00	35,447.35	292,095.96	0.00	82,904.04	22.11%
021 - Excise Tax	25,000.00	25,000.00	0.00	0.00	0.00	25,000.00	100.00%
032 - Cops for Kids	5,160.00	5,160.00	0.00	4,685.51	0.00	474.49	9.20%
033 - Fishing Derby	2,180.00	2,180.00	0.00	522.15	0.00	1,657.85	76.05%
040 - Aquatic Center and Recreat	705,363.00	705,363.00	-14,687.35	556,200.64	14,545.70	134,616.66	19.08%
041 - Fox Hall	7,961.00	7,961.00	805.94	6,214.14	0.00	1,746.86	21.94%
044 - Parks Contribution	75,099.00	75,099.00	0.00	25,968.16	0.00	49,130.84	65.42%
047 - L/Y Lights	30.00	30.00	0.00	0.00	0.00	30.00	100.00%
050 - Gas Operating	1,452,186.00	1,602,186.00	167,195.31	1,391,608.60	18,256.41	192,320.99	12.00%
060 - Water Operating	2,315,483.00	2,315,483.00	138,156.06	1,989,949.40	59,045.00	266,488.60	11.51%
070 - Wastewater Operating	1,867,105.00	1,867,105.00	161,081.98	1,321,443.08	79,254.00	466,407.92	24.98%
075 - Stormwater Fund	75,000.00	75,000.00	-11,654.42	33,908.08	0.00	41,091.92	54.79%
083 - Bond Reserve	0.00	0.00	0.00	329,658.71	0.00	-329,658.71	0.00%
085 - Debt Service Fund	413,208.00	413,208.00	0.00	406,057.50	0.00	7,150.50	1.73%
Report Total:	12,745,010.00	12,895,010.00	1,061,232.69	11,303,686.73	289,537.46	1,301,785.81	10.10%

MEMO

To: City Council

From: Chief Rittinghouse

Date: January 20, 2026

Subject: Proposal to Purchase New Thermal Imaging Cameras

Purpose:

This proposal requests approval to purchase six (6) Seek Fire Pro 300 personal thermal imaging cameras (TICs) for operational use by the Louisburg Fire Department to improve firefighter safety, situational awareness, and cost efficiency.

Background:

Thermal imaging cameras are an essential tool for modern fireground operations, including search and rescue, fire location, and overhaul. Traditional handheld TICs are effective but expensive, which limits the number of units the department can realistically deploy on incidents. As a result, access to TICs is often restricted to only a few members at a time.

Justification:

The Seek Fire Pro 300 personal TIC provides the department with an opportunity to equip more firefighters with thermal imaging capability at a significantly lower cost than traditional handheld cameras, which typically cost three to four times more per unit.

By purchasing personal TICs, the department can:

- Increase the number of firefighters with immediate access to thermal imaging
- Improve interior crew safety and situational awareness
- Reduce reliance on a limited number of shared devices
- Maximize budget efficiency while maintaining operational effectiveness

This approach allows broader deployment of TICs across multiple crews during incidents, enhancing both safety and performance.

Proposed Equipment and Cost:

Item	Quantity	Total Cost
Seek Fire Pro 300 Thermal Imaging Camera	6	\$6,421.70
Total Purchase Cost		\$6,421.70

Cost Comparison Summary:

Traditional handheld TICs typically cost \$3,000–\$4,000 per unit, limiting departments to purchasing one or two devices. This proposal allows the Louisburg Fire Department to equip six firefighters with thermal imaging capability for less than the cost of two traditional handheld units.

Recommendation:

It is recommended that the City of Louisburg approve the purchase of six (6) Seek Fire Pro 300 thermal imaging cameras from Conrad Fire Equipment for \$6421.70.

CONRAD FIRE EQUIPMENT, INC.

19922 W 162nd Street Olathe, KS 66062
www.CONRADFIRE.com
(913) 780-5521
(913) 780-5251 Fax

QUOTATION 155887

CUSTOMER NO.
1467

BILL TO:

LOUISBURG FIRE DEPARTMENT
215 S BROADWAY
LOUISBURG, KS 66053

SHIP TO:

LOUISBURG FIRE DEPARTMENT
215 S BROADWAY
ATTN: AJ FRANCIS
LOUISBURG, KS 66053

PHONE: 913/837-4700
FAX: 913/837-2204

PAGE 1

DATE	SHIP VIA	F.O.B.	TERMS			
01/13/26	GROUND		NET 30 DAYS			
PURCHASE ORDER NUMBER	ORDER DATE	SALESPERSON	OUR QUOTE NUMBER			
SEEK TICS	01/13/26	254 252	155887			
QUANTITY	ITEM NUMBER	DESCRIPTION	UNIT PRICE	AMOUNT		
ORDERED	SHIPPED					
6		SEE.FQ-AAAX FIREPRO 300 FAST FRAME TIC	1,061.95	6,371.70		
6		SEE.TARIFF-SURCHARGE MFG TARIFF SURCHARGE	75.00	450.00		
-4		SEE.TRADE-IN SEEK THERMAL TRADE-IN PROMO	100.00	-400.00		
TRADE-IN PROMO REQUIREMENTS:						
1) SKU						
2) QUANTITY						
3) SERIAL # FOR EACH						
4) SUBMIT TRADE-IN TO CONRAD						
CUSTOMER RESPONSIBLE FOR ANY SHIPPING COST.						
This quote expires thirty (30) days after the date appearing on this quotation unless CFE receives and accepts Buyer's order within that period. Prior to the referenced expiration date, this quote may be changed by CFE at any time upon CFE providing such written notice to Buyer prior to CFE receiving and accepting Buyer's order within the aforementioned thirty (30) day period.						
Please note: A 3% credit card service fee will be assessed on all credit card payments in excess of \$3,000. Orders may not be broken into smaller dollar amounts to avoid this service charge. Cash, check, ACH, and wire transfer payments will not be subject to a service charge.						
Product Total	Discount	Freight	Taxable Amount	Tax	Misc. Amt.	QUOTATION TOTAL
6,421.70	0.00		6,421.70	0.00		6,421.70

"WE APPRECIATE YOUR BUSINESS"

RETURNED GOODS WILL NOT BE ACCEPTED WITHOUT PRIOR RETURN AUTHORIZATION NUMBER FROM CONRAD FIRE EQUIPMENT. ALL RETURNS ARE SUBJECT TO A RESTOCKING FEE.



Quote
 #QUO3942
 1/8/2026

Ed M. Feld Equipment Co., Inc.
 PO Box 625
 113 North Griffith Road
 Carroll IA 51401
 800-568-2403

Bill To

Louisburg Fire Dept-City of
 205 S Metcalf
 Louisburg KS 66053
 United States

Ship To

Louisburg Fire Dept-City of
 205 S Metcalf
 Louisburg KS 66053
 United States

Expiration Date	Shipping Method	Order Date	Sales Rep
3/9/2026		1/8/2026	Nathan Yarnell

Quantity	Item	Additional Notes	Rate	Amount
2	FQ-PASX AttackPRO S, W/ Survey Mode, Fast Frame**		\$3,674.00	\$7,348.00
6	FQ-AAAX FirePRO 300, Fast Frame**		\$1,274.00	\$7,644.00

Subtotal	\$14,992.00
Tax (%)	\$0.00
Shipping	
Total	\$14,992.00





North America Fire Equip. Inc.
D.B.A. NAFECO
P.O. Box 2928
Decatur, AL 35602-2928
(800) 628-6233

Quotation
Q5526010896580

Date: 2026-01-08
Expires: 2026-02-07
FOB: Origin

Customer Number:
Customer Information: Louisburg Fire Department
Address: 205 S Metcalf Rd
Louisburg, KS 66053

Attention: AJ Francis
Phone: (913)837-4700
Email: francis611@louisburgfire.org
Prepared By: Ian Goodyear

Qty	Item #	Description	Each	Total
6	FQ-AAAX	Seek FirePro 300 Fast Frame Thermal Imaging Camera	\$1,157.00	\$6,942.00
			Subtotal	\$6,942.00
			Freight	TBD
			Total	\$6,942.00

tax & freight to be determined

Thank you for your business!

NOTE: All accounts are subject to sales tax charges unless a valid state exempt certificate is on file with NAFECO, or provided at the time of the order.

If you have any questions concerning this quote, please call our number listed above.

Visit Us On The Internet At: nafeco.com

Mailing: P.O. Box 2928, Physical: 2601 Beltline Road Decatur, AL 35602-2928, (800) 628-6233



North America Fire Equip. Inc.
D.B.A. NAFECO
P.O. Box 2928
Decatur, AL 35602-2928
(800) 628-6233

Quotation
Q5526010818686

Date: 2026-01-08
Expires: 2026-02-07
FOB: Origin

Customer Number:
Customer Information: Louisburg Fire Department
Address: 205 S Metcalf Rd
Louisburg, KS 66053

Attention: AJ Francis
Phone: (913)837-4700
Email: francis611@louisburgfire.org
Prepared By: Ian Goodyear

Qty	Item #	Description	Each	Total
2	FQ-PASX	Seek Attack Pro S Unit Thermal Imaging Camera	\$3,388.00	\$6,776.00
			Subtotal	\$6,776.00
			Freight	TBD
			Total	\$6,776.00

tax & freight to be determined

Thank you for your business!

NOTE: All accounts are subject to sales tax charges unless a valid state exempt certificate is on file with NAFECO, or provided at the time of the order.

If you have any questions concerning this quote, please call our number listed above.

Visit Us On The Internet At: nafeco.com

Mailing: P.O. Box 2928, Physical: 2601 Beltline Road Decatur, AL 35602-2928, (800) 628-6233

Memo

To: Louisburg Governing Body

From: Ben Miller

Date: February 12, 2026

Re: 2026 Annual Street Repairs

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. Third St. to the entrance of 1200 S. Broadway St. With full depth patchwork and micro surfacing, staff believe this year's budget can stretch to repair more streets.

Financial: \$450,000 was budgeted for this from the Infrastructure Improvements Fund for budget year 2026.

Legal: No legal action at this time.

Recommendation: Staff recommend publishing the 2026 Annual Street Repair RFP.

Sample Motion: *I move to approve publishing the 2026 Annual Street Repair RFP.*

Item No.	Bid Item	Units	Estimated Quantity	Unit Price	Total Price
1	6" Full depth repair (101 S. 5 th St.)	SY	466		
2	6" Full depth repair (S. 5 th and Vine- NE Corner)	SY	189		
3	6" Full depth repair (208 S. 5 th St.- N. Side of Road)	SY	103		
4	6" Full depth repair (S. 7 th St. and Olive- from Olive 200ft E. Whole Road)	SY	466		
5	6" Full depth repair (S. 7 th and Olive- NW Corner, W for 100ft)	SY	100		
6	6" Full depth repairs (S. 9 th St.- Metcalf to S. Broadway St. – various areas)	SY	1333		
7	6" Full depth repair (104 S. 5 th St. East-62' x 7')	SY	49		
8	6" Full depth repair (202 S. 5 th St. East-132' x 7')	SY	103		
9	6" Full depth repair (1321 S. 6 th St. East- 29' x27')	SY	87		
10	6" Full depth repair (NE Corner of S. 6 th St. East and Sunrise- 12' x 34')	SY	45		
11	6" Full depth repair (1200 S. 6 th St. East- 7' x 15')	SY	12		
12	6" Full depth repair (Harvest Dr. and S. 6 th St. East- 20' x 34'- intersection)	SY	76		

13	Bid Item	Units	Estimated Quantity	Unit Price	Total Price
14	6" Full depth repair (202 N. Broadway St.-25' x 13')	SY	36		
15	6" Full depth repair (N. Broadway at N. 3 rd St.- W. Side- 50' x 11')	SY	61		
16	Micro Surfacing (S. 12 th St.- Sutherland Dr. to Rogers Rd.)	SY	3636		
17	Micro Surfacing (Sutherland Dr.- S. 9 th St. to dead end)	SY	5687		
18	Micro Surfacing (S. 9 th St.- Metcalf to S. Broadway St.)	SY	3644		
19	Micro Surfacing (Harvest Dr.-S. side of S. 3 rd St. East to S. side of S. 6 th St. East)	SY	3379		

Total Bid Price \$ _____

CITY OF LOUISBURG, KANSAS
2026 Asphalt Repairs RFP

Invitation for Bids

The City of Louisburg, Kansas, will accept sealed bids for 2026 Asphalt Repairs RFP until **10:00 a.m., Tuesday, March 10, 2026**, at the City of Louisburg, Kansas, 215 S. Broadway Street, Louisburg, Kansas 66053, 913-837-5371. Responses will be opened immediately following the submittal deadline.

The proposed work provides for 2026 Asphalt Repairs RFP per Bid Specifications available at Louisburg City Hall during normal business hours. Electronic copies can be obtained by going to www.louisburgkansas.gov or at Drexel Technologies plan room.

BID, PERFORMANCE, AND MAINTENANCE BONDS AND RETAINAGE ARE REQUIRED.

The City of Louisburg, Kansas, reserves the right to accept or reject any and all proposals, in whole or in part, and to waive technicalities.

Bids may be held by the City of Louisburg, Kansas, for a period not to exceed forty-five (45) days from the date of the opening of the bids for the purposes of reviewing and investigating the bidders' qualifications, prior to awarding the contract. No bidder may withdraw his bid during this period.

Please direct any questions concerning the project drawings and project manual to Ben Miller, Public Works Director, at the City of Louisburg, 215 S. Broadway Street, Louisburg, KS 66053, (913) 837-2355 or email at bmiller@louisburgkansas.gov.

Timeline:

RFP Publish: February 18, 2026

Deadline for Questions: 10 a.m., Tuesday, March 3, 2026

Response to Questions: 3:30 p.m., Friday, March 06, 2026

Submittal Deadline: 10 a.m., Tuesday, March 10, 2026

City Council Consideration: March 16, 2026

Expected Contract Notification: March 17, 2026

Work Shall be Completed: August 1, 2026

CITY OF LOUISBURG, KANSAS
2026 Asphalt Repairs RFP

BID SPECIFICATIONS

SCOPE OF WORK

The work provided for in these specifications shall consist of asphalt mill and overlay, full depth repairs and replacement, micro surfacing, and to furnish all labor, equipment and miscellaneous materials; and performing all work necessary to complete 2026 Asphalt Repairs RFP to the City's satisfaction; together with other incidental and related work as set forth in these specifications, or as directed by the Public Works Director, or his designated agent, hereafter referred to as the "City". Services shall be performed in accordance with the specifications provided herein. The bid shall be unit based and shall reflect and include all costs necessary to comply with such provisions.

LOCATION

All work is located in the City of Louisburg, Kansas

SPECIFICATIONS

All work and materials shall follow the APWA Kansas City Metropolitan Chapter specifications in Section 2205. The latest version of the standards shall be used. If conflicting standards are referenced, the more stringent standard shall apply.

EQUIPMENT

The Contractor is responsible for supplying all equipment necessary to perform the work outlined in this bid.

TRAFFIC CONTROL

The Contractor shall be required to maintain general two-way traffic on all streets during the length of the contract. Contractor shall maintain traffic control devices in accordance with the Manual on Uniformed Traffic Control Devices, latest addition.

SAFETY

Contractor shall be responsible for all necessary safety training in compliance with local, state and federal regulations, including, but not limited to, the Occupational Safety and Health Administration rules and regulations.

LICENSING

The Contractor is responsible for any other licenses that may be required to perform such work in the State of Kansas.

INSURANCE

The Contractor shall secure and maintain, throughout the duration of the Contract with the City, insurance protecting the Contractor against the hazards and risks of loss in such types and amounts as hereinafter set forth. The companies issuing such policies and the form thereof shall be acceptable to the City, and the City shall be named as an insured or additional insured on each such policy. Copies of such insurance policies or certificates evidencing the required insurance coverage shall be filed with the City and shall state that 20 days' written notice will be given to the City before any such policy is changed or canceled. The City will require the Contractor to take such steps as are necessary to remove the threat of cancellation or to procure new policies meeting the requirements set forth herein. No work shall be performed in the City except when policies providing the required insurance coverage are in full effect. The coverages required of the Contractor are as follows:

1. Worker's Compensation Insurance complying with the statutory requirements of the State of Kansas and the Liability Insurance having liability limits of not less than \$250,000 for each person.
2. Comprehensive Automobile Liability Insurance and Comprehensive General Liability Insurance having liability limits not less than the following: Bodily Injury - \$500,000 each person; \$1,000,000 each occurrence; Property Damage - \$500,000 each occurrence; \$500,000 aggregate. The policy providing Comprehensive General Liability Insurance shall contain contractual liability coverage ensuring any liability assumed by the Contractor.
3. Umbrella Liability Insurance coverage for not less than \$1,000,000 protecting the Contractor against all claims in excess of the limits under Employer's Liability, Comprehensive Automobile Liability and Comprehensive General Liability policies to the extent that such policies have liability limits of less than \$1,000,000.

PAYMENTS

The Contractor shall submit an invoice to the City upon completion of project. Payment shall be net 30 days. Invoices shall be sent to:

City of Louisburg, KS
Attn: Finance Department
215 S. Broadway
Louisburg, KS 66053

SUB-CONTRACTORS

The Contractor may not sub-contract any work required by this bid without the express written permission of the City.

BONDS

Bid, Performance and Maintenance bonds are required per "Instruction to Bidders".

BID

The undersigned Bidder hereby proposes to furnish all materials, supplies, transportation, tools, equipment, facilities and to perform all necessary labor and construct, install and complete all work stipulated in, required by, and in conformity with all documents referred to herein and any and all addenda thereto, for and in consideration of unit prices as follows (Estimated Quantities and Total are for Bid Comparison Only). All prices shall be firm for 180 days from date of award.

2026 Asphalt Repairs RFP

Actual work and quantities are to be determined in the field by the City during construction. Unit prices submitted in bid shall be used for payment regardless of whether final pay quantities are substantially more or less than the estimated amount listed on the bid form.

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

Signature

Date

Title

Company

Address

Telephone Nos. (Office and Cell)

E-Mail

CITY OF LOUISBURG, KANSAS
2026 Asphalt Repairs RFP

Instruction for Bidders

Each proposal shall be legibly written or printed in ink. No alteration in Proposals by erasures, interpolations, or otherwise will be accepted unless each such alteration is signed or initialed by the bidder; if initialed, the City may require the bidder to identify any alteration so initialed. No alteration in any Proposal shall be made by the person after the Proposal has been submitted by the bidder unless agreed to by the City. Any and all addenda to the Contract Documents on which a Proposal is based, properly signed by the bidder, shall accompany the Proposal when submitted.

1. Each Proposal submitted shall be enclosed in a sealed envelope, addressed to the Public Works Director, City Hall, 215 S. Broadway, Louisburg, Kansas 66053, identified on the outside with the words **"2026 Asphalt Repairs RFP"** and identifying the bidder. Proposals shall be delivered to the City on or before the time and date specified in the Invitation for Bids.

2. Each bidder shall carefully examine the Contract Documents, shall visit the site(s) and fully inform itself of all conditions affecting the work or the cost thereof, and shall be presumed to have done so and their bid shall be based upon their own conclusions from such examination.

3. No bidder may submit more than one Proposal. Two proposals under different names will not be received from one firm or association.

4. No bidder may withdraw its Proposal for a period of forty-five (45) days after the date and hour set for the opening of bids. A bidder may withdraw its Proposal at any time prior to such date and hour, by written request of the same person or persons who signed the Proposal.

5. The City reserves the right to accept the bid which, in its judgment is the lowest and best bid, to reject any or all bids, to award the Contract for the proposed work and to waive irregularities or informalities in any bid submitted. All bidders agree that such rejection shall be without liability on the part of the City. Bidders shall not seek recourse of any kind against the City because of such rejection. The filing of any bid shall constitute an agreement of the bidder to the terms and conditions of these Instructions to Bidders. Bids received after the specified time of closing will be returned unopened. No bid shall be based upon Subcontractors performing work without the prior written consent of the City.

6. Each bidder shall sign his proposal using his usual signature and giving his full business address. Additionally, bidder shall initial each and every page of the bid including the Instruction to Bidders and Bid Specifications demonstrating his knowledge and acceptance of all bid terms and specifications.

7. Bidders must be able to fulfill all bonding and insurance requirements as specified in these Instructions to Bidders unless modified by the **"Bid Specifications"**.

8. The contractor will be required to inform itself concerning, and comply with, all applicable laws of each and every jurisdiction having authority over any aspect of the proposed work, including but not limited to, required State labor regulations regarding Equal Employment Opportunity, Non-segregated Facilities, Minimum Wage Rates, and Affirmative Action requirements and the provisions of K.S.A. 44-1030.

9. If the successful bidder is a corporation or a limited liability company organized outside of the State of Kansas, it will be necessary to qualify with the Secretary of the State of Kansas, to do business within the state (K.S.A. 17-301 to 17-7308 as to corporations, and K.S.A. 17-76, 121-17-76,127 as to limited liability companies). Nonresident individuals, partnerships, corporations, and limited liability companies not already registered with the Secretary of State are required to register with the Director of Revenue, to file a bond to assure payment of taxes, and to pay a required fee for each contract or subcontract which exceeds \$10,000 (K.S.A. 79-1008 to 79-1014).

Contractors who are not residents of the State of Kansas are required to appoint an agent for service for process who is a resident of the county in which the work is to be performed. It is unlawful for any payment to be made until the appointment of a local agent has been filed with the clerk of the district court (K.S.A. 16-113).

Pursuant to K.S.A. 75-3740a, the State of Kansas has established a reciprocal bidding preference law. To be considered the successful low bidder over a resident Kansas bidder, a nonresident bidder must submit a bid at least as low, on a percentage basis, as would be required of a resident Kansas bidder to succeed over the nonresident bidder in the nonresident bidder's home state.

10. The Public Works Director is the duly appointed representative of the City of Louisburg Kansas, 215 S. Broadway, Louisburg, Kansas 66053; Telephone (913) 837-5371.

11. The Notice to Proceed shall be issued to the successful bidder within ten (10) days after all the following has occurred: the Agreement has been executed, the required work schedule has been approved by the City, and the required bonds and evidence of the required insurance coverage have been furnished to the City. Should there be any reason why the Notice to Proceed cannot be issued within such period, the time may be extended by mutual agreement between the City and the successful bidder.

12. Each bidder shall submit work bids which shall include all costs associated with the proposed work, including but not limited to, all taxes and permit fees which the bidder will be required to pay. The contractor will be responsible to obtain any necessary permits from local, county or state level.

13. The bidder to whom a contract is awarded will be required to furnish bonds as follows:

A. Bid Bond of five percent (5%) is required and should be submitted with the bid.

B. Performance Bond to the City in an amount equal to one hundred (100) percent of the Contract Price.

i. Alternatively, if the bid amount is in excess of \$100,000, a Public Works Bond must be filed as required by K.S.A. 60-1111.

The Public Works Bond shall be subject to the approval of the clerk of the district court of the county in which the public improvements are to be made and shall be filed in the office of said clerk.

C. Maintenance Bond to the City in an amount equal to one hundred (100) percent of the Contract Price, which shall be held for two years after acceptance of the project.

The bonds shall be executed on the forms included in the Contract Documents by a surety company authorized to do business in the State of Kansas and acceptable as Surety to the City. For purposes of obtaining the required bonds, the "Contract Price" shall mean the total contract price proposed by the successful bidder.

Accompanying each of the bonds shall be a "Power of Attorney" authorizing the attorney-in-fact to bind the surety company and certified to include the dates of the bonds.

14. The Contractor shall secure and maintain throughout the duration of this Contract insurance of such types and in such amounts as more particularly set forth in the Contract Documents.

15. The City will apply for sales and use tax exemption if necessary for the project. If any bidder includes sales and use tax in its bid, that shall be a separate line item, and subject to deduction from the Contract Price if and to the extent such exemption is obtained.

16. The bidder shall provide a list of three references to include business name, point of contact, phone number and email address.

17. All project contracts, change orders or similar issues must follow the City's [Purchasing Policy](#).

18. Questions regarding this RFP must be submitted in writing to bmiller@louisburgkansas.gov by 10 a.m., March 03, 2026. Responses to questions or addendum will be shared with all prospective bidders at 3:30 p.m., March 06, 2026.

Memo

To: Louisburg Governing Body

From: Ben Miller

Date: February 12, 2026

Re: 2026 Annual Crack Seal

Background: Each year the city contracts out crack seal to help preserve the streets within city limits. This year the focus will be on some city-owned properties in addition to subdivisions' streets ahead of next year's asphalt work to micro seal. A list of the proposed locations is attached.

Financial: \$79,000 was budgeted for 2026 from the Special Streets Fund.

Legal: No legal action at this time.

Recommendation: Staff recommend publishing the 2026 Annual Crack Seal RFP.

Sample Motion: *I move to approve publishing the 2026 Annual Crack Seal RFP.*

CITY OF LOUISBURG, KANSAS
2026 Annual Crack Seal RFP

Invitation for Bids

The City of Louisburg, Kansas will accept sealed bids for the 2026 Annual Crack Seal RFP until **10:15 a.m. March 10, 2026**, at the City of Louisburg, Kansas, 215 S. Broadway Street, Louisburg, Kansas 66053, 913-837-5371. Submittals will be opened immediately following the submittal deadline.

The proposed work provides for 2026 Annual Crack Seal RFP per Bid Specifications available at Louisburg City Hall during normal business hours. Electronic copies can be obtained by going to www.louisburgkansas.gov or at Drexel Technologies plan room.

BID, PERFORMANCE, AND MAINTENANCE BONDS AND RETAINAGE ARE REQUIRED.

The City of Louisburg, Kansas, reserves the right to accept or reject any and all proposals, in whole or in part, and to waive technicalities.

Bids may be held by the City of Louisburg, Kansas, for a period not to exceed forty-five (45) days from the date of the opening of the bids for the purposes of reviewing and investigating the bidders' qualifications, prior to awarding the contract. No bidder may withdraw his bid during this period.

Please direct any questions concerning this RFP to Ben Miller, Public Works Director, at the City of Louisburg, 215 S. Broadway Street, Louisburg, KS 66053, (913) 837-2355 or email bmiller@louisburgkansas.gov.

Timeline:

RFP Publish: February 18, 2026

Deadline for Questions: 10 a.m., Tuesday, March 3, 2026

Response to Questions: 3:30 p.m., Friday, March 6, 2026

Submittal Deadline: 10:15 a.m., Tuesday, March 10, 2026

City Council Consideration: March 16, 2026

Expected Contract Notification: March 17, 2026

Work Shall be Completed : June 1, 2026

CITY OF LOUISBURG, KANSAS
2026 Annual Crack Seal RFP

BID SPECIFICATIONS

SCOPE OF WORK

The work provided for in these specifications shall consist of crack sealing various identified streets and public parking lots within the city and to furnish all labor, equipment and miscellaneous materials; and performing all work necessary to complete 2026 Annual Crack Seal RFP to the City's satisfaction; together with other incidental and related work as set forth in these specifications, or as directed by the Public Works Director, or his designated agent, hereafter referred to as the "City". Services shall be performed in accordance with the specifications provided herein. The bid shall be unit based amount per (lbs) and shall reflect and include all costs necessary to comply with such provisions.

LOCATION

All work is located in the City of Louisburg, Kansas

SPECIFICATIONS

All work and materials shall follow the APWA Kansas City Metropolitan Chapter Standard 2206.3. The latest version of these standards shall be used. If conflicting standards are referenced, the more stringent standard shall apply. Work should include burning and removing all weeds from cracks including where concrete curb and asphalt meet. V- squeegee method is preferred keeping material flush with the roadway.

EQUIPMENT

The Contractor is responsible for supplying all equipment necessary to perform the work outlined in this bid.

TRAFFIC CONTROL

The Contractor shall be required to maintain general two-way traffic on all streets for the duration of the contract. Contractor shall maintain traffic control devices in accordance with the Manual on Uniformed Traffic Control Devices, latest addition.

SAFETY

Contractor shall be responsible for all necessary safety training in compliance with local, state and federal regulations, including, but not limited to, the Occupational Safety and Health Administration rules and regulations.

LICENSING

The Contractor is responsible for any other licenses that may be required to perform such work in the State of Kansas.

INSURANCE

The Contractor shall secure and maintain, throughout the duration of the Contract with the City, insurance protecting the Contractor against the hazards and risks of loss in such types and amounts as hereinafter set forth. The companies issuing such policies and the form thereof shall be acceptable to the City, and the City shall be named as an insured or additional insured on each such policy. Copies of such insurance policies or certificates evidencing the required insurance coverage shall be filed with the City and shall state that 20 days' written notice will be given to the City before any such policy is changed or canceled. The City will require the Contractor to take such steps as are necessary to remove the threat of cancellation or to procure new policies meeting the requirements set forth herein. No work shall be performed in the City except when policies providing the required insurance coverage are in full effect. The coverages required of the Contractor are as follows:

1. Worker's Compensation Insurance complying with the statutory requirements of the State of Kansas and the Liability Insurance having liability limits of not less than \$250,000 for each person.
2. Comprehensive Automobile Liability Insurance and Comprehensive General Liability Insurance having liability limits not less than the following: Bodily Injury - \$500,000 each person; \$1,000,000 each occurrence; Property Damage - \$500,000 each occurrence; \$500,000 aggregate. The policy providing Comprehensive General Liability Insurance shall contain contractual liability coverage ensuring any liability assumed by the Contractor.
3. Umbrella Liability Insurance coverage for not less than \$1,000,000 protecting the Contractor against all claims in excess of the limits under Employer's Liability, Comprehensive Automobile Liability and Comprehensive General Liability policies to the extent that such policies have liability limits of less than \$1,000,000.

PAYMENTS

The Contractor shall submit an invoice to the City upon completion of project. Payment shall be net 30 days. Invoices shall be sent to:

City of Louisburg, KS
Attn: Finance Department
215 S. Broadway
Louisburg, KS 66053

SUB-CONTRACTORS

The Contractor may not sub-contract any work required by this bid without the express written permission of the City.

BONDS

Bid, Performance and Maintenance bonds are required per "Instruction to Bidders".

BID

The undersigned Bidder hereby proposes to furnish all materials, supplies, transportation, tools, equipment, facilities and to perform all necessary labor and construct, install and complete all work stipulated in, required by, and in conformity with all documents referred to herein and any and all addenda thereto, for and in consideration of unit prices as follows (Estimated Quantities and Total are for Bid Comparison Only). All prices shall be firm for 180 days from date of award.

2026 Annual Crack Seal RFP

Actual work and quantities are to be determined in the field by the City during construction. Unit prices submitted in bid shall be used for payment regardless of whether final pay quantities are substantially more or less than the estimated amount listed on the bid form.

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

Signature

Date

Title

Company

Address

Telephone Nos. (Office and Cell)

E-Mail

CITY OF LOUISBURG, KANSAS
2026 Annual Crack Seal RFP

Instruction for Bidders

Each proposal shall be legibly written or printed in ink. No alteration in Proposals by erasures, interpolations, or otherwise will be accepted unless each such alteration is signed or initialed by the bidder; if initialed, the City may require the bidder to identify any alteration so initialed. No alteration in any Proposal shall be made by the person after the Proposal has been submitted by the bidder unless agreed to by the City. Any and all addenda to the Contract Documents on which a Proposal is based, properly signed by the bidder, shall accompany the Proposal when submitted.

1. Each Proposal submitted shall be enclosed in a sealed envelope, addressed to the Public Works Director, City Hall, 215 S. Broadway, Louisburg, Kansas 66053, identified on the outside with the words "**2026 Annual Crack Seal RFP**" and identifying the bidder. Proposals shall be delivered to the City on or before the time and date specified in the Invitation for Bids.

2. Each bidder shall carefully examine the Contract Documents, shall visit the site(s) and fully inform itself of all conditions affecting the work or the cost thereof, and shall be presumed to have done so and their bid shall be based upon their own conclusions from such examination.

3. No bidder may submit more than one Proposal. Two proposals under different names will not be received from one firm or association.

4. No bidder may withdraw its Proposal for a period of forty-five (45) days after the date and hour set for the opening of bids. A bidder may withdraw its Proposal at any time prior to such date and hour, by written request of the same person or persons who signed the Proposal.

5. The City reserves the right to accept the bid which, in its judgment is the lowest and best bid, to reject any or all bids, to award the Contract for the proposed work and to waive irregularities or informalities in any bid submitted. All bidders agree that such rejection shall be without liability on the part of the City. Bidders shall not seek recourse of any kind against the City because of such rejection. The filing of any bid shall constitute an agreement of the bidder to the terms and conditions of these Instructions to Bidders. Bids received after the specified time of closing will be returned unopened. No bid shall be based upon Subcontractors performing work without the prior written consent of the City.

6. Each bidder shall sign his proposal using his usual signature and giving his full business address. Additionally, bidder shall initial each and every page of the bid including the Instruction to Bidders and Bid Specifications demonstrating his knowledge and acceptance of all bid terms and specifications.

7. Bidders must be able to fulfill all bonding and insurance requirements as specified in these Instructions to Bidders unless modified by the "**Bid Specifications**".

8. The contractor will be required to inform itself concerning, and comply with, all applicable laws of each and every jurisdiction having authority over any aspect of the proposed work, including but not limited to, required State labor regulations regarding Equal Employment Opportunity, Non-segregated Facilities, Minimum Wage Rates, and Affirmative Action requirements and the provisions of K.S.A. 44-1030.

9. If the successful bidder is a corporation or a limited liability company organized outside of the State of Kansas, it will be necessary to qualify with the Secretary of the State of Kansas, to do business within the state (K.S.A. 17-301 to 17-7308 as to corporations, and K.S.A. 17-76, 121-17-76,127 as to limited liability companies). Nonresident individuals, partnerships, corporations, and limited liability companies not already registered with the Secretary of State are required to register with the Director of Revenue, to file a bond to assure payment of taxes, and to pay a required fee for each contract or subcontract which exceeds \$10,000 (K.S.A. 79-1008 to 79-1014).

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The Public Works Bond shall be subject to the approval of the Clerk of the District Court of the county in which the public improvements are to be made and shall be filed in the office of said clerk.

C. Maintenance Bond to the City in an amount equal to one hundred (100) percent of the Contract Price, which shall be held for two years after acceptance of the project.

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17. All project contracts, change orders or similar issues must follow the City's [Purchasing Policy](#).

18. Questions regarding this RFP must be submitted in writing to bmiller@louisburgkansas.gov by 10 a.m., Tuesday, March 3, 2026. Responses to questions or addendum will be shared with all prospective bidders at 3:30 p.m., Friday, March 6, 2026.

City of Louisburg, KS 2026 Crack Sealing List

Hidden Creek: \$_____

1. S. 11th St.
2. S. 12th St.
3. S. 12th Terr.
4. S. 13th St.
5. S. 14th St.
6. Howard Ct.
7. E. Howard Pl.
8. W. Howard Pl.
9. Sutherland Dr.
10. Neil Dr.
11. Howard St.

South Trails: \$_____

1. N. 6th St.
2. Jackson St.
3. N. 4th Terr.
4. McKenna St.

Prairie Crossing: \$_____

1. Chadwick Cove
2. S. 16th Terr.
3. S. 17th Terr.

Lewis-Young Park: \$_____

1. Melrose
2. Street
3. B & C Ball Field Parking Lot

Ron Weers Park Parking Lot: \$ _____

City Hall/Fox Hall Parking Lot: \$ _____

Police and Fire Department Parking Lots: \$ _____

Louisburg Aquatic Center Parking Lot: \$ _____

Total \$ _____

Memo

To: Louisburg Governing Body

From: Ben Miller

Date: February 12, 2026

Re: 2027 F-650 Dump Truck Procurement

Background: In 2025 council approved a new dump truck for Public Works for budget year 2026. This truck will replace the Freightliner 10-wheeler and the 2005 F-550 dump truck with a plow and spreader. Both older vehicles are becoming very unsafe and costly to repair. The F-650 equipped with a larger, heavier snowplow, will allow staff to move more material than the F-550. The truck is much larger than the F-550, yet smaller than the Freightliner. Staff was only able to receive two quotes for the 2027 F-650 w/ dump bed and one quote for the Boss Snowplow with rubber snow deflector.

Truck:

Olathe Ford: \$111,670
Midway Ford: \$105,624

Snowplow:

American Equipment Co.: \$13,348.78

Financial: \$115,000 was budgeted for this truck with a snowplow for budget year 2026 from Water, Wastewater, Gas, General Streets, and General Parks Funds. At a total of \$118,972.78, this equipment will be over budget by \$3,972.78.

Legal: None

Recommendation: Staff recommends the procurement of the 2027 F-650 with dump bed from Midway Ford and the Boss snowplow from American Equipment.

Sample Motion: *I move to approve the procurement of the F-650 with dump bed from Midway Ford for the amount of \$105,624 with the installation of a Boss Snowplow from American Equipment for the not-to-exceed price of \$13,348.78.*

Prepared for: Ben Miller

Louisburg

Prepared by: Kyle Mead

02/05/2026



Midway Ford Truck Center, Inc. | 7601 NE 38th St Kansas City Missouri | 641619409

2027 F-650 Diesel Regular Cab Base (F6D)

Price Level: 715 | Quote ID: Louisburg

As Configured Vehicle

Code	Description	MSRP
Base Vehicle		
F6D	Base Vehicle Price (F6D)	\$79,300.00
Engines		
99E	6.7L Power Stroke V8 Turbo Diesel - 300 HP @ 2500 RPM Torque: 825 ft.lbs. @ 1500 rpm. <i>825 lb.-ft. torque @ 1500 RPM.</i>	\$1,995.00
425	50-State Emissions	N/C
41H	Engine Block Heater, Phillips, 120 Volt/750 Watt <i>Includes removable grille cover.</i>	\$155.00
98R	Active Regen Control <i>Allows Driver to Inhibit Automatic Regen until Regen can be performed in a Safe location.</i>	\$205.00
Transmissions		
44D	Ford TorqShift HD 10-Speed Automatic - with PTO Provision <i>Includes low/haul.</i>	STD
Front Wheels & Tires		
643	Wheels, Front 22.5" x 8.25" White Powder Coated Steel, 10-Hole <i>(285.75MM BC) hub piloted, flanged nut, metric mount, 8.25 DC rims, with steel hubs.</i>	STD
T2E	Tires, Front Two 11R22.5H Michelin X Multi Energy Z (501 rev/mile)	\$240.00
Rear Wheels & Tires		
663	Wheels, Rear 22.5" x 8.25" White Powder Coated Steel, 10-Hole <i>(285.75MM BC) hub piloted, flanged nut, metric mount, 8.25 DC rims, with steel hubs.</i>	STD
RMB	Tires, Rear Four 11R22.5H Michelin X Multi D (494 rev/mile)	\$405.00
Brakes		

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Prepared for: Ben Miller

Louisburg

Prepared by: Kyle Mead

02/05/2026

Midway Ford Truck Center, Inc. | 7601 NE 38th St Kansas City Missouri | 641619409



2027 F-650 Diesel Regular Cab Base (F6D)

Price Level: 715 | Quote ID: Louisburg

As Configured Vehicle (cont'd)

Code	Description	MSRP
67H	Hydraulic Brake System - Bosch HydroMax w/Traction Control <i>Full power with automatic adjustment, 4-channel ABS antilock brake system. Includes 12" x 3" (Bosch) DSSA type rear axle mounted parking brake, Orscheln lever control, right of driver and hand operated park brake lever.</i>	STD
152	Trailer Connection Socket - 7-Way, Wired for Turn Signals Combined with Stop <i>Mounted at rear of frame, for combined trailer stop, tail, turn, marker light circuits. Includes electric trailer brake accommodation package with cab connections for mounting customer installed electric brake unit.</i>	\$100.00
18A	Electronic Stability Control DELETE <i>Deletes the standard ESC feature.</i>	-\$115.00
Front Axle and Suspension		
43A	8,500 lb. Cap. Non-Driving - Dana D-850F	STD
61B	Taper-Leaf Springs, Parabolic - 8,500 lb. Cap <i>2-leaf, 62" x 3 15". Also includes, standard duty, dual, double acting shock absorbers.</i>	STD
15S	Front Stabilizer Bar	\$490.00
60A	Lube, Front Axle, EmGard 50W, Synthetic Oil	\$50.00
Rear Axle and Suspension		
474	19,000 lb. Single-Speed - Dana S19-140 WARNING! The selection of this Axle may cause the GVWR to exceed 26,000 lbs., with CDL Implications. <i>Single reduction with Gentech Quiet Gears and 190 wheel ends. NOTE: When specifying an axle ratio, check performance guidelines for startability and gradeability.</i>	\$670.00
68M	Multi-Leaf Springs - 19,000 lb. Cap <i>For 17,500 lb. and 19,000 lb. rear axles. Includes 4,500 lb auxiliary rubber spring.</i>	STD
607	Lube, Rear Axle, EmGard 75W-90, Synthetic Oil	\$100.00
X6A	6.14 Axle Ratio PRNDM/RNDM determined by Rear Axle Ratio and Tire Size.	N/C

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Prepared for: Ben Miller

Louisburg

Prepared by: Kyle Mead

02/05/2026



Midway Ford Truck Center, Inc. | 7601 NE 38th St Kansas City Missouri | 641619409

2027 F-650 Diesel Regular Cab Base (F6D)

Price Level: 715 | Quote ID: Louisburg

As Configured Vehicle (cont'd)

Code	Description	MSRP
Wheelbase		
158WB	158" Wheelbase/84" CA/49" AF/246" OAL	STD
Frame		
533	Single Channel - Straight 'C' 10.75 SM, 80,000 PSI <small>860,000 RBM. High strength low alloy steel. 9.125" x 3.062" x 0.312" (232.8mm x 77.8mm x 7.9mm)</small>	N/C
18D	Special Rating GVWR - Limited to 25,999 lb. GVWR Only available to GAWR combinations that EXCEED 26,000 lbs.	\$120.00
Exhaust		
91G	Under Cab, Right Side Outlet, Switchback-Style <small>Single, horizontal muffler, right side, under cab, outside of frame rail with rear discharge</small>	STD
Fuel Tanks		
65B	Fuel Tank - LH 50 Gallon Rectangular - Aluminum	STD
Electrical / Alternator / Battery		
STDALT	Extra Heavy Duty Alternator - 12-Volt, 200 Amp Denso SC5	Included
55M	Jump Start Stud - Remote Mounted	\$90.00
63B	Battery - Two 900 CCA, 1800 Total, Includes Steel Battery Box <small>12Volt, Motorcraft</small>	\$120.00
59C	Body Builder Wiring - At End of Frame, Combined - (ILO Standard - Back of Cab Combined) <small>Includes sealed connectors for 2 ground circuits, with combined left/stop, combined right/stop, stop lamps, back up lamps. Also includes 2 additional pass-through wires to cab.</small>	\$135.00
17M	Back-Up Alarm - Electric, 102 dBA	\$110.00

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Prepared for: Ben Miller

Louisburg

Prepared by: Kyle Mead

02/05/2026



Midway Ford Truck Center, Inc. | 7601 NE 38th St Kansas City Missouri | 641619409

2027 F-650 Diesel Regular Cab Base (F6D)

Price Level: 715 | Quote ID: Louisburg

As Configured Vehicle (cont'd)

Code	Description	MSRP
16V	Voltmeter <i>Available in message center.</i>	\$100.00
61A	Embedded Modem Delete <i>This will be a forced option on all orders and builds from start of production until reintroduction of embedded modem.</i>	-\$75.00
Seats		
88L	30/70 Air Ride Driver (Integral Air Pump) & Fixed 2-Passenger Bench - Vinyl	\$440.00
Cab Interior		
600A	Preferred Equipment Package 600A <i>Includes:</i> - Bumper, Front - Black, Full Width - Wheel Seals, Front - Oil lubricated, SKF ScotSeal PlusXL Seals - Wheel Seals, Rear - Oil lubricated, SKF ScotSeal PlusXL Seals - Manual Regen Initiation - Driver Interface in Message Center - Engine Exhaust Brake - Extra Heavy Duty Alternator - 12-Volt, 200 Amp Denso SC5 - Painted Grille - Plastic - Lights - Roof Marker/Clearance - Amber Lenses, 5 Lights - Tow Hooks, Front (2) - Frame-Mounted, Painted Black - Four Body Builder Switches - Mounted in Center Instrument Panel <i>With connector access located in engine compartment. Amperages vary by switch: 10, 15, 25, 25.</i> - Floor Covering - Black Vinyl - Intelligent Oil Life Monitor - Steering Column - Tilt / Telescoping - Steering Wheel - Black PVC w/Integral Cruise Control Switches, includes Audio Controls	N/C
61M	Rear View Camera w/Mirror Display <i>Rear view mirror video with full length display included in kit. To be installed by Upfitter.</i>	\$690.00
92J	Enhanced Cluster w/High-Level 8-Inch Display <i>Electronic speedometer (MPH/KPH), includes oil pressure, coolant temperature, DEF gauge, fuel gauge, tachometer, and indicator lights. Also included is enhanced 3-button Message Center with odometer, trip odometer, distance to empty for fuel, average fuel economy, hour meter and warning messages. Transmission temperature in message center.</i>	\$235.00
90P	Power Equipment Group - (Included in (90A) Appearance Group) <i>Includes power front side windows, power door locks and door trim panel</i> <i>Includes:</i> - Remote Keyless Entry	\$580.00
96C	Pull Out Cup Holder For Two Cups - Instrument Panel Mounted	\$30.00

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Prepared for: Ben Miller

Louisburg

Prepared by: Kyle Mead

02/05/2026

Midway Ford Truck Center, Inc. | 7601 NE 38th St Kansas City Missouri | 641619409



2027 F-650 Diesel Regular Cab Base (F6D)

Price Level: 715 | Quote ID: Louisburg

As Configured Vehicle (cont'd)

Code	Description	MSRP
214	4 Speaker Option for 588 Radio	\$30.00
588	Radio: AM/FM Stereo w/2 Speakers, USB input, Clock Display and Bluetooth	STD
Cab Exterior		
54R	Mirrors, Dual - Heated & Motorized Rectangular, XL2020 - 102" Width <i>Integral spot mirror, sail type, solid black finish</i>	\$215.00
Miscellaneous		
PAINT	Paint Type - Environmentally Friendly, "3 - Wet System"	STD
Exterior Color		
YZ_01	Oxford White	N/C
Interior Color		
E_01	Gray	N/C
SUBTOTAL		\$86,415.00
Fuel Charge (12)		\$0.00
Destination Charge		\$2,495.00
TOTAL		\$88,910.00

Total Selling Price of Ford F-650 Chassis including 10 foot American Equipment Dump. Rugby Model Titan Series Dump body. bid # 020426/19KY

Final Sales Price \$105,624

Kyle Mead

Fleet Sales

Midway Ford Truck Center

913 669 1987

American

EQUIPMENT CO.
 3250 Harvester Road
 Kansas City, Kansas 66115
 (Phone) 913-342-1450 (Fax) 913-342-1377
 sales@americanequipment.us

QUOTATION

DATE	Quotation #
2/4/2026	020426/19KY

NAME / ADDRESS
Midway Ford Truck Center, Inc. 7601 NE 38th St Kansas City, MO 64161

TO CONFIRM ORDER
Quote Accepted by _____
Date _____
P.O. # _____

LEAD TIME	TERMS	REP	FOB	PHONE	Email
	Due on Rece...	KAY		816-455-3000	816-454-3796

QTY	ITEM	DESCRIPTION	U/M	COST	Total
1	300	Ford F-650 with 84" CA (Diesel) Rugby Model Titan Series Dump Body: 10' Dump 24" Sides - 7 ga. grade 50 steel floor 10 ga. steel sides with fully boxed dirt-shedding top rail 10 ga. steel front panel/fully boxed top rail 10 ga. fully boxed perimeter tailgate / 6 panel designs/ sloped 10° inward Sides include 3 vertical braces with radius corner posts 4" I-Beam crossmembers - 7" structural long members LED Oval shaped auxiliary stop /turn/tail/reverse light in rear corner posts 1 1/4" diameter top and 1 1/4" bottom hinge pins 1/2 Cab Shield / no window SF 26 (SF-620) DM hoist & subframe PTO and Pump Combo Kit 48X18X18 HD Toolbox Painted black Mud Flaps Installed OPTIONS: Electric tarp system ADD \$ 2,825 3/4" pull plate with 25 ton pintle, D-rings, & trailer plug ADD \$ 2,575		25,717.00	25,717.00

Quoted by Kent Yahne	Total	\$25,717.00
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This quote is valid for 30 days. Applicable taxes not included.



Purchase Order / Quote

OLATHE FORD SALES INC
 SANDRA GONZALEZ
 GOVERNMENT MANAGER
 DIRECT - 505-850-5504

Date	1/26/26
Valid Until	2/26/2026
Contract	IFB 2024-068 Metro Vehicle Bid
PO	
Lead Time	16-20 WEEKS ARO

Customer:
 LOUISBURG, KS

Invoice Address:

Delivery Address:
 Same

Description - Vehicle Preview Details		Line Total
2027 F-650 Diesel Regular Cab Base (F6D)		\$84,534.00
	PER ATTACHED SPECIFICATIONS	
	READING DUMP BODY, TARP AND RECEIVER - CAT01524 STROBES FRONT AND REAR	\$26,500.00
	DUAL UNDERBODY TOOL BOXES - OPTIONAL - ADD \$1126 CAB SHIELD - OPTIONAL - ADD \$858 VERTICAL TOOL RACK - SHOVELS, ETC... - OPTIONAL - ADD \$163	\$636.00
FACTORY OPTION TOTAL		

Subtotal less trade-in	\$111,670.00
Sales Tax 0.00%	\$0.00
Tire Tax 0	\$0.00
Extended Warranty	\$0.00
Flooring	\$0.00
Delivery	\$0.00
MSO / ODO	\$0.00
Total Per Unit	\$111,670.00
Quantity of Units	1
PO Total	\$111,670.00

Special Notes and Instructions

MSO/ODO STATEMENT. CUST RESPONSIBLE FOR REGISTRATION, TAXES AND TITLING

QUOTES ARE ONLY VALID UNTIL CURRENT MODEL YEAR ORDER BANK CLOSES. OLATHE FORD RESERVES THE RIGHT TO CHARGE CUSTOMER FOR FLOORPLAN IF UPFITTING TAKES AN EXCESSIVE AMOUNT OF TIME.

MSO AND TITLING PAPERWORK WILL BE PROVIDED AFTER PAYMENT IS RECEIVED FOR VEHICLE

Above information is not an invoice and only an estimate of services/goods described above. Quote subject to change.

Please confirm your acceptance of this quote by signing this document, and returning your PO.

Signature _____
 Print Name _____
 Date _____

If you have any questions concerning this quote, contact Sandra Gonzalez

Thank you for your business!

2027 F-650 Diesel Regular Cab Base (F6D)

Price Level: 715

Client Proposal

Prepared by:

Sandra Gonzalez

Office: 913-312-5371

Date: 01/20/2026



Olathe Fleet - Government | 1845 E Santa Fe, Olathe, Kansas, 66062

Office: 913-312-5371



Prepared by: Sandra Gonzalez
01/20/2026

Olathe Fleet - Government | 1845 E Santa Fe Olathe Kansas | 66062

2027 F-650 Diesel Regular Cab Base (F6D)

Price Level: 715

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Prepared by: Sandra Gonzalez
01/20/2026

Olathe Fleet - Government | 1845 E Santa Fe Olathe Kansas | 66062

2027 F-650 Diesel Regular Cab Base (F6D)

Price Level: 715

As Configured Vehicle

Code	Description
Base Vehicle	
F6D	Base Vehicle Price (F6D)
Engines	
99E	6.7L Power Stroke V8 Turbo Diesel - 300 HP @ 2500 RPM
425	50-State Emissions
41H	Engine Block Heater, Phillips, 120 Volt/750 Watt
98R	Active Regen Control
Transmissions	
44D	Ford TorqShift HD 10-Speed Automatic - with PTO Provision
Front Wheels & Tires	
645	Wheels, Front 19.5" x 6.75" White Powder Coated Steel, 8-Hole
T9B	Tires, Front Two 265/70R19.5G Hankook AH35 (613 rev/mile)
Rear Wheels & Tires	
665	Wheels, Rear 19.5" x 6.75" White Powder Coated Steel, 8-Hole
R9B	Tires, Rear Four 265/70R19.5G Hankook AH35 (613 rev/mile)
Brakes	
67H	Hydraulic Brake System - Bosch HydroMax w/Traction Control
154	Trailer Connection Socket - 7-Way, Wired for Turn Signals, Separate of Stop

Front Axle and Suspension

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Olathe Fleet - Government | 1845 E Santa Fe Olathe Kansas | 66062

2027 F-650 Diesel Regular Cab Base (F6D)

Price Level: 715

As Configured Vehicle (cont'd)

Code	Description
43N	10,000 lb. Cap. Non-Driving - Dana E-1002I - I-Beam Type
61D	Taper-Leaf Springs, Parabolic - 12,000 lb. Cap
15S	Front Stabilizer Bar
60A	Lube, Front Axle, EmGard 50W, Synthetic Oil

Rear Axle and Suspension

474	19,000 lb. Single-Speed - Dana S19-140
68P	Multi-Leaf Springs - 21,000 lb. Cap
961	Shock Absorbers, Rear - Double Acting
607	Lube, Rear Axle, EmGard 75W-90, Synthetic Oil
X5D	5.57 Axle Ratio

Wheelbase

158WB	158" Wheelbase/84" CA/49" AF/246" OAL
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Frame

536	Single Channel - Straight 'C' 14.18 SM, 120,000 PSI
76F	3" Front Bumper Extension
18D	Special Rating GVWR - Limited to 25,999 lb. GVWR

Exhaust

91G	Under Cab, Right Side Outlet, Switchback-Style
-----	--

Fuel Tanks

65B	Fuel Tank - LH 50 Gallon Rectangular - Aluminum
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Electrical / Alternator / Battery

STDALT	Extra Heavy Duty Alternator - 12-Volt, 200 Amp Denso SC5
55M	Jump Start Stud - Remote Mounted

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2027 F-650 Diesel Regular Cab Base (F6D)

Price Level: 715

As Configured Vehicle (cont'd)

Code	Description
STDBAT	Battery - Two 750 CCA, 1500 Total, Includes Steel Battery Box
59E	Body Builder Wiring - At End of Frame, Separate - (ILO Standard - Back of Cab Combined)
17M	Back-Up Alarm - Electric, 102 dBA
86M	Vehicle Integration System 1.0
16V	Voltmeter
61A	Embedded Modem Delete

Seats

88A	30/0/30 Fixed Driver & Fixed Passenger w/Consolette - Vinyl
-----	---

Cab Interior

600A	Preferred Equipment Package 600A
61M	Rear View Camera w/Mirror Display
90P	Power Equipment Group - (Included in (90A) Appearance Group)
588	Radio: AM/FM Stereo w/2 Speakers, USB input, Clock Display and Bluetooth

Cab Exterior

54R	Mirrors, Dual - Heated & Motorized Rectangular, XL2020 - 102" Width
165	Mud Flap Holder Without Flaps

Ship-Thru

21A	Pre-Delivery Inspection
314	Ship-Thru - Manning

Miscellaneous

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Olathe Fleet - Government | 1845 E Santa Fe Olathe Kansas | 66062

2027 F-650 Diesel Regular Cab Base (F6D)

Price Level: 715

As Configured Vehicle (cont'd)

Code	Description
PAINT	Paint Type - Environmentally Friendly, "3 - Wet System"
Fleet Options	
B4A	Net Invoice Fleet Option
FLADCR	Fleet Special Adjustment Credit
Exterior Color	
YZ_01	Oxford White
Interior Color	
E_01	Gray

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Olathe Fleet - Government | 1845 E Santa Fe Olathe Kansas | 66062

2027 F-650 Diesel Regular Cab Base (F6D)

Price Level: 715

Selected Equip & Specs

Dimensions

- GCWR: 50,000 lbs.
- Rear brake diameter: 15.0"
- Vehicle body length: 246.0"
- * **Vehicle body height: 91.1"**
- Turning radius (to curb): 22.2'
- Rear track: 72.6"
- Rear tire outside width: 96.0"
- * **Frame section modulus: 14.2 cu.in.**
- Frame rail depth: 10.1"
- Frame rail thickness: .3"
- Front bumper to front axle: 39.0"
- Headroom first-row: 40.7"
- Shoulder room first-row: 68.0"
- Front brake diameter: 15.0"
- Driver distance from axle: 54.4"
- Vehicle body width: 96.7"
- Wheelbase: 158.0"
- * **Front track: 84.0"**
- Cab to axle: 84.0"
- Axle to end of frame: 49.0"
- * **Frame yield strength (psi): 120000.0**
- * **Frame rail width: 3.6"**
- Frame rail section: 9.5"
- * **Front frame extension: 3.0"**
- Leg room first-row: 41.4"
- Hip room first-row: 67.6"

Powertrain

- Compression ignition system
- Engine cylinders: V-8
- * **Torque: 825 lb.-ft. @ 1500 RPM**
- Radiator
- Auxiliary power take-off
- * **PRNDM shift indicator**
- 10-speed automatic
- Recommended fuel: diesel
- Standard rear differential
- * **6.7L V-8 diesel direct injection, intercooled turbo, diesel, engine with 300HP**
- * **Horsepower: 300 HP @ 2500 RPM**
- * **Engine block heater**
- Engine retarder system
- Fuel/water separator
- 75 mph speed limiter
- Rear-wheel drive
- Low-speed ABS traction control

Fuel Economy and Emissions

- Federal emissions

Suspension and Handling

- Standard ride suspension
- * **Gas-pressurized rear shock absorbers**
- Gas-pressurized front shock absorbers

Driveability

- Hydraulic disc brakes
- 4-wheel antilock (ABS) brakes
- Hill Start Assist
- Leaf spring front suspension
- Front and rear ventilated disc brakes
- Four channel ABS brakes
- Rigid axle front suspension
- * **Front anti-roll bar**

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Olathe Fleet - Government | 1845 E Santa Fe Olathe Kansas | 66062

2027 F-650 Diesel Regular Cab Base (F6D)

Price Level: 715

Selected Equip & Specs (cont'd)

- Tapered leaf front suspension
- Leaf spring rear suspension
- Re-circulating ball steering
- Rigid axle rear suspension
- Hydraulic power-assist steering system
- 2-wheel steering system

Body Exterior

- * **Trailer wiring harness**
- 2 doors
- Black side window trim
- Black windshield trim
- 2 front tow hooks
- Black grille
- Convex spotter in driver and passenger side door mirrors
- Trailer style side mirrors
- * **Metric measure truck 265/70R19.5 AS BSW front and rear tires**
- White front wheels
- White rear wheels
- Disc rear wheel
- Side assist steps
- Monotone paint
- Black door handles
- Black front bumper
- Straight front bumper ends
- Hood mounted grille
- * **Video-feed rearview mirror**
- Black door mirrors
- * **19.5 x 6.75-inch front and dual rear wheels**
- Steel front wheels
- Steel rear wheels

Convenience

- * **Power door locks with 2 stage unlocking**
- * **Auto-locking doors**
- * **Power first-row windows**
- Driver foot rest
- Front beverage holders
- 2 beverage holders
- Instrument panel bin
- Trip computer
- Dual electric horn
- * **Keyfob activated door locks**
- Cruise control with steering wheel mounted controls
- Partial floor console
- Fixed rear windshield
- Standard glove box
- * **Driver and passenger door bins**
- Dashboard storage
- Upfitter switches
- Steering column lever gearshift location

Comfort

- Manual climate control
- Full headliner coverage
- Full floor coverage
- Manual tilting steering wheel
- Cloth headliner material
- Full vinyl floor covering
- Urethane steering wheel
- Manual telescopic steering wheel

Seats and Trim

- Seating capacity: 2
- Front passenger seat armrest
- Folding driver seat back
- Driver seat armrest
- Bucket driver seat
- Low driver seat back

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Olathe Fleet - Government | 1845 E Santa Fe Olathe Kansas | 66062

2027 F-650 Diesel Regular Cab Base (F6D)

Price Level: 715

Selected Equip & Specs (cont'd)

- 4 driver seats way-direction
- Bucket passenger seat
- Low passenger seat back
- Manual fore/aft
- Manual fore/aft
- Fixed passenger seat back
- 2 passenger seats way-direction
- Vinyl front seat upholstery

Entertainment Features

- AM/FM
- AM radio
- Seek scan
- External memory control
- Speakers number: 2
- Wireless audio streaming
- In-vehicle audio
- FM radio
- Auxiliary input jack
- Standard grade speakers
- Steering wheel mounted audio controls
- Fixed audio antenna

Lighting, Visibility and Instrumentation

- Analog instrumentation display
- Digital clock
- Tachometer
- Engine/electric motor temperature gauge
- Oil temperature gauge
- Engine hour meter
- Light tinted windows
- Halogen headlights
- Multiple enclosed headlights
- DRL preference setting
- Speed sensitive wipers
- Front reading lights
- Daytime running lights
- Delay interior courtesy lights
- Trip odometer
- Driver information center
- Oil pressure gauge
- * **Voltmeter**
- Transmission fluid temperature gauge
- Diesel exhaust fluid (def) gauge
- Reflector headlights
- Auto on/off headlight control
- Delay-off headlights
- Variable intermittent front windshield wipers
- * **Illuminated entry**
- Variable instrument panel light
- Cab clearance lights

Technology and Telematics

- Handsfree wireless device connectivity
- 1 USB port

Safety and Security

- Vehicle tracker
- * **Rear mounted camera**
- * **Back-up alarm**
- * **Remote panic alarm**
- Electronic stability control system

Dimensions

General Weights

* **Curb weight** **9,670 lbs.** * **Rear curb weight** **3,382 lbs.**

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Olathe Fleet - Government | 1845 E Santa Fe Olathe Kansas | 66062

2027 F-650 Diesel Regular Cab Base (F6D)

Price Level: 715

Selected Equip & Specs (cont'd)

Front GAWR	10000 lbs.	Rear GAWR	18700 lbs.
GVWR	25999 lbs.	GCWR	50000 lbs.

Trailing Weights

GCWR	50,000 lbs.
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Weights

* Maximum GVWR	25,999 lbs.	* Max RBM (in.-lbs.) ...	1,780,800 max RBM (in.-lbs.)
* Nominal RBM (in.-lbs.) ...	1,701,600 nominal RBM (in.-lbs.)		

Front Weights

* Front curb weight	6,289 lbs.	* Axle capacity front	10,000 lbs.
* Spring rating front	12,000 lbs.	* Tire/wheel capacity front	11,020 lbs.

Rear Weights

* Axle capacity rear	19,000 lbs.	* Spring rating rear	21,000 lbs.
* Tire/wheel capacity rear	18,700 lbs.		

Exterior Measurements

Vehicle body length	246.0"	Vehicle body width	96.7"
* Vehicle body height	91.1"	Wheelbase	158.0"
Front brake diameter	15.0"	* Front frame height loaded	35.2"
Rear brake diameter	15.0"	* Front frame height unloaded	37.0"
* Rear frame height loaded	36.9"	* Rear frame height unloaded	38.2"
Turning radius (to bumper)	23.8'	Width - mirrors folded	90.7"
Width - mirrors extended	121.9"	* Front track	84.0"
Rear track	72.6"	Driver distance from axle	54.4"
Turning radius (to curb)	22.2'	Cab to axle	84.0"
Rear tire outside width	96.0"	Axle to end of frame	49.0"
* Frame section modulus	14.2 cu.in.	* Frame yield strength (psi)	120000.0
Frame rail depth	10.1"	* Frame rail width	3.6"
Frame rail thickness3"	Frame rail section	9.5"
Front bumper to front axle	39.0"	* Front frame extension	3.0"

Headroom

Headroom first-row	40.7"
--------------------------	-------

Legroom

Leg room first-row	41.4"
--------------------------	-------

Shoulder Room

Shoulder room first-row	68.0"
-------------------------------	-------

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01/20/2026

Olathe Fleet - Government | 1845 E Santa Fe Olathe Kansas | 66062

2027 F-650 Diesel Regular Cab Base (F6D)

Price Level: 715

Selected Equip & Specs (cont'd)

Hip Room

Hip room first-row 67.6"

Front And Rear GAWR Total Will Exceed Overall GVWR

Powertrain

Engine

* **Engine 6.7L V-8 diesel direct injection, intercooled turbo, diesel, engine with 300HP**

Engine cylinders V-8
Ignition Compression ignition system

Engine block material Iron engine block

Valves per cylinder 4

Engine location Front mounted engine

Engine mounting direction Longitudinal mounted engine

Cylinder head material Aluminum cylinder head

Engine Specs

Displacement 6.7L

Bore 3.9"

Compression ratio 16.2

cc 405.9 cu.in.

Stroke 4.25"

* **Governed RPM** **3300 RPM**

Engine Power

* **Horsepower** **300 HP@2500 RPM**

* **Torque** **825 lb.-ft. @ 1500 RPM**

Alternator

Alternator amps 195A

Alternator type Heavy-duty alternator

Battery

Battery type Dual lead acid battery

Battery step Battery step

Battery run down protection Battery run down protection

Battery rating 1500CCA

Battery location Battery location forward right

Engine Extras

* **Block heater** **Engine block heater**

Fuel/water separator Fuel/water separator

Engine retarder Engine retarder system

Radiator Radiator

Auxiliary power take-off Auxiliary power take-off

* **Shift indicator** **PRNDM shift indicator**

Transmission

Transmission 10-speed automatic

Speed limiter 75 mph speed limiter

Lock-up transmission Lock-up transmission

Second gear ratio 2.919

Fourth gear ratio 1.773

Sixth gear ratio 1.277

Transmission electronic control Transmission electronic control

Overdrive transmission Overdrive transmission

First gear ratio 4.615

Third gear ratio 2.132

Fifth gear ratio 1.519

Reverse gear ratio 4.695

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2027 F-650 Diesel Regular Cab Base (F6D)

Price Level: 715

Selected Equip & Specs (cont'd)

Seventh gear ratio	1	Eighth gear ratio	0.851
Ninth gear ratio	0.687	Tenth gear ratio	0.632
Stall ratio	1.97	Selectable mode transmission	Tow/Haul Mode selectable mode transmission
Sequential shift control	Sequential shift control	Transmission oil cooler	Transmission oil cooler
PTO transmission provision	PTO transmission provision		

Drive Type

Drive type

Rear-wheel drive

Drivetrain

* Axle ratio

5.57

Axle speed

Single axle speed

Exhaust

Tailpipe	Aluminized steel single exhaust	Additional muffler type	horizontal
Additional muffler location	right	Additional tailpipe type	horizontal
Additional tailpipe location	right		

Fuel

Fuel type

diesel

Fuel Tank

Front left fuel tank shape	rectangular	Front left fuel tank capacity	50.01 US gallons
DEF capacity	8.00 gal.		

Drive Feature

Traction control	Low-speed ABS traction control	Differential	Standard rear differential
------------------------	--------------------------------	--------------------	----------------------------

Fuel Economy and Emissions

Emissions

Emissions

Federal emissions

Suspension and Handling

Suspension

Suspension	Standard ride suspension	Front shock absorbers	Gas-pressurized front shock absorbers
------------------	--------------------------	-----------------------------	---------------------------------------

* Rear shock absorbersGas-pressurized rear shock absorbers

Driveability

Brakes

Brake type	Hydraulic disc brakes	Ventilated brakes	Front and rear ventilated disc brakes
------------------	-----------------------	-------------------------	---------------------------------------

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2027 F-650 Diesel Regular Cab Base (F6D)

Price Level: 715

Selected Equip & Specs (cont'd)

ABS brakes Four channel ABS brakes

ABS brakes 4-wheel antilock (ABS) brakes

Brake Assistance

Hill start assist Hill Start Assist

Front Suspension

* **Front anti-roll** **Front anti-roll bar**

Suspension ride type front Rigid axle front suspension

Suspension type front Leaf spring front suspension

Front Spring

Regular front springs Regular front springs

Springs front Tapered leaf front suspension

Rear Spring

Springs rear Multi-leaf rear suspension

Rear springs Regular grade rear springs

Auxiliary rear spring Rubber auxiliary rear spring

Rear Suspension

Suspension type rear Leaf spring rear suspension

Suspension ride type rear Rigid axle rear suspension

Steering

Steering Hydraulic power-assist steering system

Steering type Re-circulating ball steering

Steering type number of wheels 2-wheel steering system

Exterior

Front Wheels

* **Front wheels diameter** **19.5"**

* **Front wheels width** **6.8"**

Rear Wheels

* **Rear wheels diameter** **19.5"**

* **Rear wheels width** **6.8"**

Front And Rear Wheels

Appearance none

Front Tires

* **Aspect** **70**

* **Diameter** **19.5"**

Sidewalls BSW

Tread AS

* **Type** **metric measure truck tire**

* **Width** **265mm**

* **Front wheel - RPM** **613**

Rear Tires

* **Aspect** **70**

* **Diameter** **19.5"**

Sidewalls BSW

Tread AS

* **Type** **metric measure truck tire**

* **Width** **265mm**

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Olathe Fleet - Government | 1845 E Santa Fe Olathe Kansas | 66062

2027 F-650 Diesel Regular Cab Base (F6D)

Price Level: 715

Selected Equip & Specs (cont'd)

* **Rear wheel - RPM** **613**

Body Exterior

Trailer

* **Towing wiring harness** **Trailer wiring harness**

Exterior Features

Number of doors 2 doors
Front splash guards Front splash guards

Side steps Side assist steps
* **Rear splash guards** **Rear splash guard holders**

Frame

Clean CA frame Clean CA frame

Body

Body panels Composite and galvanized steel body panels

Mirrors

Convex spotter Convex spotter in driver and passenger side door mirrors

* **Video rearview mirror** **Video-feed rearview mirror**

Tires

* **Front tires LT load rating** **G**

* **Rear tires LT load rating** **G**

Wheels

Front wheel type Disc front wheel
* **Number of front wheel studs** **8 front wheel studs**

Dual rear wheels Dual rear wheels
* **Number of rear wheel studs** **8 rear wheel studs**

Convenience

Door Locks

* **Door locks** **Power door locks with 2 stage unlocking**
* **Auto door locks** **Auto-locking doors**

* **Keyfob door locks** **Keyfob activated door locks**

Cruise Control

Cruise control Cruise control with steering wheel mounted controls

Exterior Mirrors

* **Door mirrors** **Power door mirrors**
Heated door mirrors Heated driver and passenger side door mirrors

Folding door mirrors Manual folding door mirrors

Front Side Windows

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2027 F-650 Diesel Regular Cab Base (F6D)

Price Level: 715

Selected Equip & Specs (cont'd)

* **First-row windows** **Power first-row windows**

Floor Console

Floor console Partial floor console

Passenger Visor

Visor passenger mirror Passenger visor mirror

Power Outlets

12V power outlets 2 12V power outlets

Pedals

Driver foot rest Driver foot rest

Rear Windshield

Rear windshield Fixed rear windshield

Storage

* **Door bins front** ... **Driver and passenger door bins**

Beverage holders Front beverage holders

Instrument panel storage Instrument panel bin

Number of beverage holders 2 beverage holders

Glove box Standard glove box

Dashboard storage Dashboard storage

Windows Feature

* **One-touch up window** ... **Driver and passenger one-touch up windows**

* **One-touch down window** ... **Driver and passenger one-touch down windows**

Miscellaneous

Trip computer Trip computer

Upfitter switches Upfitter switches

Gearshift location Steering column lever gearshift location

Horn Dual electric horn

Comfort

Climate Control

Climate control Manual climate control

Headliner

Headliner material Cloth headliner material

Headliner coverage Full headliner coverage

Floor Trim

Floor covering Full vinyl floor covering

Floor coverage Full floor coverage

Steering Wheel

Steering wheel material Urethane steering wheel

Steering wheel telescopic. Manual telescopic steering wheel

Steering wheel tilt Manual tilting steering wheel

Seats and Trim

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.



Prepared by: Sandra Gonzalez

01/20/2026

Olathe Fleet - Government | 1845 E Santa Fe Olathe Kansas | 66062

2027 F-650 Diesel Regular Cab Base (F6D)

Price Level: 715

Selected Equip & Specs (cont'd)

Seat Capacity

Seating capacity 2

Front Seats

Front seat type Bucket driver seat

Driver seat back Folding driver seat back

Driver seats way-direction 4 driver seats way-direction

Passenger seat back Fixed passenger seat back

Passenger seats way-direction 2 passenger seats way-direction

Armrests front driver Driver seat armrest

Front seat type Bucket passenger seat

Driver seat back type Low driver seat back

Driver seat fore/aft Manual fore/aft

Passenger seat back type Low passenger seat back

Passenger seat fore/aft Manual fore/aft

Armrests front passenger Front passenger seat armrest

Front Seat Trim

Front seat upholstery Vinyl front seat upholstery

Front seatback upholstery Carpet front seatback upholstery

Gearshifter Material

Gearshifter material Urethane gear shifter material

Entertainment Features

Radio Features

Aux input jack Auxiliary input jack

Seek scan Seek scan

External memory External memory control

Speakers

Speakers Standard grade speakers

Speakers number 2

Audio Features

Steering mounted audio control Steering wheel mounted audio controls

Wireless streaming Wireless audio streaming

Lighting, Visibility and Instrumentation

Instrumentation

Trip odometer Trip odometer

Instrumentation display Analog instrumentation display

Instrumentation Displays

Driver information center Driver information center

Clock Digital clock

Instrumentation Gauges

Tachometer Tachometer

Oil temperature gauge Oil temperature gauge

Oil pressure gauge Oil pressure gauge

Transmission temperature gauge Transmission fluid temperature gauge

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.



Prepared by: Sandra Gonzalez

01/20/2026

Olathe Fleet - Government | 1845 E Santa Fe Olathe Kansas | 66062

2027 F-650 Diesel Regular Cab Base (F6D)

Price Level: 715

Selected Equip & Specs (cont'd)

* **Voltmeter** **Voltmeter**

Engine hour meter Engine hour meter

Instrumentation Warnings

Oil pressure warning Oil pressure warning

Low brake fluid warning Low brake fluid warning

Headlights on reminder Headlights on reminder

Door ajar warning Door ajar warning

Transmission fluid temperature warning
fluid temp warning

Engine/electric motor temperature

gauge Engine/electric motor temperature gauge

DEF fluid gauge Diesel exhaust fluid (def) gauge

Low fuel warning Low fuel warning

Battery charge warning Battery charge warning

Key in vehicle warning Key in vehicle warning

Service interval warning Service interval indicator

Low diesel exhaust fluid (DEF) warning
exhaust fluid (DEF) warning

Glass

Tinted windows Light tinted windows

Headlights

Headlights Halogen headlights

Auto headlights Auto on/off headlight control

Delay off headlights Delay-off headlights

Headlight type Reflector headlights

Multiple headlights Multiple enclosed headlights

DRL preference setting DRL preference setting

Front Windshield

Wipers Variable intermittent front windshield wipers

Speed sensitive wipers Speed sensitive wipers

Interior Lighting

* **Illuminated entry** **Illuminated entry**

Front reading lights Front reading lights

Variable panel light Variable instrument panel light

Lights

Running lights Daytime running lights

Clearance lights Cab clearance lights

Interior courtesy lights Delay interior courtesy lights

Technology and Telematics

Connectivity

Handsfree Handsfree wireless device connectivity

USB Ports

USB ports 1 USB port

Safety and Security

Security System

* **Remote panic alarm** **Remote panic alarm**

Vehicle tracker Vehicle tracker

Cameras

* **Rear camera** **Rear mounted camera**

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.



Prepared by: Sandra Gonzalez
01/20/2026

Olathe Fleet - Government | 1845 E Santa Fe Olathe Kansas | 66062

2027 F-650 Diesel Regular Cab Base (F6D)

Price Level: 715

Selected Equip & Specs (cont'd)

Traction Control

Electronic stability control . . . Electronic stability control system

Parking Sensors

* **Back up alarm** **Back-up alarm**



ANTONIO GONZALEZ
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 913-385-1369

QUOTATION ID: **CAT01524**
 DATE: 1/20/2026
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Bill To: OLATHE FORD SALES

Description: RUGBY DUMP
End User: UNKNOWN

Customer #: 51948
 1845 EAST SANTA FE
 OLATHE, KS 66062

Ship To: OLATHE FORD SALES
 1845 EAST SANTA FE
 OLATHE, KS 66062

Contact:
Phone: 800-880-8883
Fax:
Email:
Terms: N10

RFQ/Spec#:

Total Units: 2
Quote valid until: 4/20/2026
Entered By: CHRISTOPHER TOLBERT
Upfit Branch: KANSAS CITY MO - C1
Lead Time: TBD
Customer PO:
Chassis Location: DEALER STOCK
Dealer Code: 53A116

Ship Via: CUSTOMER PICKUP

CUSTOMER SUPPLIED CHASSIS: ANY MODIFICATION(S) REQUIRED DUE TO UNSPECIFIED EQUIPMENT, OPTIONS OR CONFIGURATIONS ORDERED FROM THE OEM AND NOT PROVIDED TO RTE AT THE TIME OF ORDER WILL BE THE FINANCIAL RESPONSIBILITY OF THE CUSTOMER AND MAY RESULT IN INCREASED LEAD TIME.

Make: FORD	Vehicle Code: F6D-84	CA: 84.0	Engine Type: DIESEL
Model: F-650	Cab Type: REGULAR	WB: 158.0	Engine Model:
Year: 2027	Single/Dual RW: DRW	Drive: 4X2	Fuel Tanks:
GVWR: 26000	Paint Code/Color:	Desc: CHASSIS CAB	Bed Length:
VIN:		FO:	

ITEM	QUANT/UOM	DESCRIPTION	PRICE EACH	AMOUNT
1	1 EA	FOR TEST PURPOSES ONLY	\$26,500.00	\$26,500.00
2	1 EA	READING RESERVES THE RIGHT TO ADJUST PRICING TO COVER ANY INCREASES DUE TO OEM MODEL YEAR CHANGES/FITMENT ISSUES OR ANY SUPPLIER INCREASES &/OR COMMODITY OR TARIFF SURCHARGES THAT MAY OCCUR AFTER THE RECEIPT OF A PURCHASE ORDER & BEFORE FINAL DELIVERY OF A FINISHED PRODUCT.		
3	1 EA	RUGBY TITAN, 10' MILD STEEL DUMP BODY. 10'4" L X 96" W (OD). ALL STEEL CONSTRUCTION. 6.38 YD CAPACITY - 8.48 YD W/6" EXTENSIONS. 7 GA GRADE 50 STEEL FLOOR. 40" H 10 GA STEEL FRONT BULKHEAD. 30" H, 10 GA STEEL RIGID SIDES W/FULLY BOXED DIRT SHEDDING TOP RAIL 40" H 10 GA STEEL FULLY BOXED PERIMETER (6) PANEL TAIL , SLOPED 10 DEGREE INWARD. STACKED UNDERSTRUCTURE. 4" I-BEAM CROSSMEMBERS. 7" STRUCTURAL LONG MEMBERS. ALL NECESSARY FRONT & REAR MARKER LIGHTS & REFLECTORS. 36 MONTHS WARRANTY.		
4	1 EA	RUGBY MODEL SF-623DM - PTO DRIVEN HOIST. LOW MOUNT, SINGLE CYLINDER SCISSORS STYLE W/6" BORE, 23" STROKE. NTEA CLASS E/50 - APPROX 14 TON CAPACITY. PLEASE NOTE - CHASSIS MUST BE EQUIPPED WITH OEM PTO PROVISION.		



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 913-385-1369

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ITEM	QUANT/UOM	DESCRIPTION	PRICE EACH	AMOUNT
5	1 EA	BODY UP INDICATOR LIGHT - WITH ALARM.		
6	1 EA	ECCO #510 BACK-UP ALARM.		
7	1 EA	HOIST TO BE SET UP TO OPERATE OFF PTO - FOR FORD 650/750 CHASSIS. PLEASE NOTE - CHASSIS MUST BE EQUIPPED WITH OEM PTO OPENING.		
8	1 EA	PULLTARP CORE, SEMI-AUTOMATIC TARP SYSTEM, WITH AN 16' L X 84" W BLACK MANUAL MESH TARP.		
9	1 EA	RELOCATE OEM PROVIDED BACK UP CAMERA. (DOES NOT APPLY TO OEM CHMSL CAMERA.) TEST TO MEET FMVSS111 REQUIREMENTS.		
10	1 EA	(1) PAIR MUDFLAPS - MED DUTY DUMP BODY.		
11	1 EA	3/4" TOW PLATE, ICC UNDER RIDE PROTECTION, W/DIAGONAL BRACING & 1/4" EYE BOLT & HOLES FOR MOUNTING PINTLE/BALL HITCH. PAINTED BLACK.		
12	1 EA	PROVIDE HOPPY 40959, 7/4 WAY TRAILER RECEPTACLE.		
13	1 EA	COMPETITIVE DISCOUNT.		
14	1 EA	GENERATE CERTIFICATION/ALTERATION LABEL AND/OR COMPLETE THE MSO WHEN APPLICABLE.		
15	1 EA	GENERATE A WEIGHT SLIP FOR COMPLETED UNIT.		
16	1 EA	ALL REQUIRED DOCUMENTATION FOR THE FINISHED UNIT IS TO BE SHIPPED TO CUSTOMER WITH VEHICLE.		
17	1 EA	CUSTOMER PICKUP, NO CHARGE. IF THE DECISION IS MADE TO DELIVER THE COMPLETED UNIT ILO OF CUSTOMER PICKUP, AND AN APPROVED CHANGE ORDER WITH DELIVERY COSTS HAS NOT BEEN RECEIVED PRIOR TO COMPLETION, THE BRANCH BOC WILL MAKE ARRANGEMENTS TO DELIVER THE UNIT AND ADD THE COST TO THE ORDER PRIOR TO INVOICING. (MINIMUM CHARGE - \$60.00)		

Quote Total does not include any applicable taxes or transportation charges unless specifically noted herein:

Quote Total:	\$26,500.00
Sales Tax:	\$0.00
Total Due:	\$26,500.00

The following items are optional:

Be sure to check the options desired when signing the quotation to include them with the order.

ITEM	QUANT/UOM	DESCRIPTION	PRICE EACH	AMOUNT	Add to Order
18	1 EA	RUGBY #1512346, 1/2 CAB SHIELD / NO WINDOW.	\$858.00	\$858.00	<input type="checkbox"/>
19	1 EA	BUYER'S #LT35, TOOL RACK - FOR VERT STORAGE OF UP TO (6) SHOVELS/RACKS/ETC. MOUNTED C/S ON FRONT BULKHEAD IN THE CARGO AREA.	\$163.00	\$163.00	<input type="checkbox"/>
20	1 EA	BUYER'S #LT37, TOOL RACK - FOR HORZ STORAGE OF UP TO (6) SHOVELS/RACKS/ETC. MOUNTED C/S ON FRONT BULKHEAD IN THE CARGO AREA.	\$127.00	\$127.00	<input type="checkbox"/>



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ITEM	QUANT/UOM	DESCRIPTION	PRICE EACH	AMOUNT	Add to Order
21	1 EA	BUYER'S PH-15, 15 TON CAPACITY PINTLE HOOK, BOLT-ON, W/30,000# MGTW - 6000# MVL. PC BLACK.	\$211.00	\$211.00	<input type="checkbox"/>
22	4 EA	SURFACE MOUNT (6) LED AMBER/CLEAR STROBE LIGHT. WIRED TO UPFITTER SWITCH. MOUNT TWO IN GRILL AND TWO AT REAR OF BODY	\$159.00	\$636.00	<input type="checkbox"/>
23	1 EA	(2) BUYERS #1702310, 48" STEEL UNDERBODY BOXES. 18" H X 18" D X 48" L. 14 GA W/12 GA STEEL DROP DOWN DOOR W/SS T-HANDLE LATCH. POWDER COAT BLACK. MOUNTED (1) CURBSIDE & (1) ROADSIDE. (DUAL UNDERBODY BOXES CANNOT BE INSTALLED ON A GM3500 OR FORD DIESEL CHASSIS W/DUAL TANKS.)	\$1,126.00	\$1,126.00	<input type="checkbox"/>

Notes:



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READING TRUCK EQUIPMENT (DBA READING TRUCK) TERMS AND CONDITIONS

- Prices quoted herein will be in effect for thirty (30) days (unless specifically noted on the quotation). However, during this time, prices may be increased according to, but not to exceed, the producer's price index (PPI) change for steel and/or aluminum between the date of the quotation and the date of the shipment. Commodity data may be used in conjunction with industry data to determine the increase.
- Reading Truck Equipment ("RTE") ensures all completed vehicles conform to applicable U.S. Federal Motor Vehicle Safety Standards (FMVSS) in effect at time of manufacture. Customer/end-user is responsible for ensuring this vehicle, when operated, meets all applicable federal, state and local rules, regulations and statutes, including, but not limited to, those governing safety equipment, cargo securement, and accessories.
- RTE will not be held financially liable for delay in delivery resulting from supply constraints from the chassis and/or equipment manufacturer, labor strikes, carrier delays, or any delays in RTE's performance due to acts of public enemies, industrial, or civil disturbances, orders of any governmental or military entity, or natural disaster.
- RTE will provide Customer a notice of release ("Release Notice") of Customer's unit(s) ("Vehicle(s)") and Customer will remove, or authorize RTE to remove, the Vehicle(s) from RTE's lot within five (5) calendar days of the date thereof. After which time, RTE will not be responsible for any loss or damage thereto, for any reason including, but not limited to, such loss or damage caused by fire, flood, storm, act of God, rodent damage, vandalism, accident, explosion, war, strike, civil or military authority, or any other similar causes.
- Upon the earlier of (i) five (5) days following a Release Notice or (ii) Customer's receipt of the Vehicle(s), RTE will be entitled to issue an invoice to Customer.
- Delivery to and acceptance by Customer shall be F.O.B. RTE's final assembly location. Customer is responsible for any freight, shipping, insurance and handling charges for such Vehicle(s) unless otherwise specified in the RTE quotation. RTE shall have no liability whatsoever for damage, loss or deterioration of the Products after delivery of the units to a common carrier, regardless of whether RTE charges Customer for freight. Customer acknowledges that all claims for losses caused by the carrier, including those for inconvenience, delay or expense, shall only be made against the carrier. In no event shall Customer deduct any amount for damage in transit from the amount due hereunder.
- Any modifications to the order requested by the Customer must be provided in writing and received by RTE within 30 days of the Order Submission Date. Approved changes must be signed by the Customer using RTE Change Order form with the additional cost. In addition, approved changes may be billed on a separate invoice after the original order has been completed and invoiced in accordance with the process described above.
- Approved Changes to an Order will be subject to any charges related to the price of goods or additional labor required to implement the change. Additionally any delivery timing implications that occur for such change will be estimated by RTE at the time of the change. Customer may be subject to any costs or fees related to any product or material rendered unnecessary after the change.
- Cancelled orders regardless of reason are subject to a charge for time and material incurred by RTE plus any costs or fees related to returning or disposing of product acquired for the order.
- In addition, Customer agrees to reimburse RTE's current lot lease expenses for every month past fourteen (14) calendar days of the date of the Release Notice that the Vehicle(s) remain on RTE's lot. Customer also agrees to pay RTE for all costs incurred after fourteen (14) calendar days of the date of the Release Notice, to maintain the Vehicles in satisfactory (road-worthy) working condition.
- See quote for payment terms. COD customers require a 25% deposit at time of order and balance due upon completion. Payment arrangements regarding the balance shall be: ACH, wire transfer, certified check, or money order. Balance must be paid in full prior to release of product to Customer. A 5% surcharge shall apply to any credit card payment.
- All balances over 30 days old are subject to a 1½% monthly service charge (18% per annum)
 Remit Deposits to: Reading Truck Equipment, LLC
 (Please label envelope - Deposit) PO Box 21051
 New York, NY 10087-1051

By signing and accepting this quotation, Customer agrees to accept Reading Truck Equipment terms and conditions as stated above and as stated on the website <https://www.readingequipment.com/terms-and-conditions/>

Customer Signature	Print Name	Title	PO#	Date
--------------------	------------	-------	-----	------

Customer must fill out the information below before the order can be processed:

VIN and/or FO #:		Chassis ETA:	
------------------	--	--------------	--

REMIT ALL PURCHASE ORDERS AND/OR SIGNED QUOTE TO: orders@readingequipment.com



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	FORD POOL CODE	FORD DROP SHIP CODE	CHEVY POOL CODE	CHEVY DROP SHIP CODE (BAC)	GMC POOL CODE	GMC DROP SHIP CODE (BAC)	RAM POOL CODE	RAM DROP SHIP CODE	NISSAN DROP SHIP CODE	ISUZU DROP SHIP CODE	NAVISTAR/ INTERNATIONAL DROP SHIP CODE	MERCEDES- BENZ DROP SHIP CODE	TOYOTA DROP SHIP CODE
Anchia-Houston TX	N/A	88RVC3	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Arlington TX	860380/ F86380	F86380	N/A	239890 NON PDI/ 319663 PDI	N/A	239890	N/A	T8689	X3297	N/A	N/A	N/A	42500
Aurora CO	N/A	88TR10	59154	303412	56102	303412	16613	T1715	N/A	N/A	N/A	N/A	N/A
Bowmansville PA	860440/ F86440	88DW02 MUST USE FOR TRANSIT CONNECT	59626	132042	56243	132042	16541	T7582	X3698	2165S	B02363	UD0Z	N/A
Caldwell ID	N/A	88UTZ5	59741 #	314195	56741	314195	16550	T2633	N/A	N/A	N/A	UD9Z	N/A
Chesapeake VA	860267/ F86267	F86267	59981	211728	56317	211728	16540	T8840	N/A	X10218	B02366	N/A	N/A
Claremore OK	860800/ F86800	88RBG2	59363 *	311241	56363	311241	16334	T9489	X3296	X10094	B04354	N/A	N/A
Clinton MD	860915/ F86915	F86915	59594	132036	56232	132036	N/A	T8696	N/A	2273S	B04349	UD1Z	N/A
Columbus OH	860914/ F86914	F86914	59424	132019	56949	132005	16544	T9163	N/A	R0005	B04352	UE2Z	N/A
Council Bluffs IA	860242/ F86242	88NEB8	N/A	134459	N/A	134459	16326	T8460	X2465	X10219	B02361	N/A	N/A
Englewood CO	N/A	N/A	N/A	N/A	N/A	N/A	16612	T3641	N/A	N/A	N/A	UE1Z	N/A
Houston TX -Jensen	860146/ F86146	88RS88	59911	158772 NON PDI/ 319661 PDI	56066	158772	16496	T7063	X3298	0572S	N/A	N/A	N/A
Houston TX - Ave V	N/A	N/A	N/A	319662 PDI	N/A	319662	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Indianapolis IN	860442/ F86442	88MX96	59362 *	311240	56362	311240	16325	T6201	N/A	X10220	B01077	N/A	N/A
Kansas City MO	860441/ F86441	88QPM8	N/A	293844	N/A	293844	N/A	N/A	X3284	X10221	B04356	N/A	N/A



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Louisville KY - Fern Valley	860504/ F86504	88LZ97	59984	213444	56319	213444	N/A	T3688	X2466	X10222	B04350	UD4Z	N/A
Louisville KY - West Broadway	860379/ F86379	88LST4	N/A	136058 NON PDI/ 319664 PDI	N/A	136058	N/A	T2061	X2468	N/A	N/A	N/A	N/A
Nashville TN	860385/ F86385	88LW27	59910	158619	56153	158619	16324	T6080	N/A	X10223	B04357	UE0Z	N/A
Oklahoma City OK	860801/ F86801	88RMP5	59364	311242	56364	311242	16335	T1693	X3295	S10224	B04355	UD5Z	N/A
Phoenix AZ	860079/ F86079	88SU02	59104	235571	56125	235571	16470	T6875	N/A	N/A	N/A	UD6Z	N/A
Pontiac MI	860309/ F86309	F86309	59994	226217	56336	226217	N/A	T8568	X2467	1884S	B04351	N/A	N/A
Reading PA	860448/ F86448	88DX99	59686	132053	56141	132053	N/A	T5306	N/A	R0009	B03108	N/A	N/A
Salt Lake City UT	860294/ F86294	F86294	59951	172587	56247	172587	16551	T8253	N/A	N/A	N/A	UD8Z	N/A
Tarpon Springs FL	860241/ F86241	88JV81	59135	287952	56459	287952	N/A	T6983	X3488	0199C	N/A	UD2Z	N/A
Tucson AZ	N/A	88SMR7	N/A	183478	N/A	183478	N/A	N/A	N/A	N/A	N/A	UD7Z	N/A
Wentzville MO	N/A	88Q449	59110	257624	56428	257624	N/A	T2849	N/A	N/A	B04353	N/A	N/A
West Palm Beach FL	860431/ F86431	F86431	N/A	299099	N/A	299099	16340	T5962	N/A	N/A	N/A	UD3Z	N/A



EQUIPMENT CO.

3250 Harvester Road

Kansas City, Kansas 66115

(Phone) 913-342-1450 (Fax) 913-342-1377

sales@americanequipment.us

QUOTATION

DATE	Quotation #
2/10/2026	021026/6KY

NAME / ADDRESS
City of Louisburg Ben Miller 215 S. Broadway Street Louisburg, KS 66053

TO CONFIRM ORDER
Quote Accepted by _____
Date _____
P.O. # _____

LEAD TIME	TERMS	REP	FOB	PHONE	Email
		KAY			

QTY	ITEM	DESCRIPTION	U/M	COST	Total
1	300	<p>YEAR, MAKE, AND MODEL: 2026 FORD F750</p> <p>Boss 10' DXT Steel "V" plow:</p> <ul style="list-style-type: none"> - Dual trip (bottom & full trip) - 35" blade height (Inside) to 45" (outside) - 11 gauge steel moldboard & Base angle: 1/2" x 6" - (8) vertical, (2) diagonal reinforcing ribs - (4) extension springs for moldboard trip - (6) torsion springs for bottom trip - 2" x 10" angle Smartlock cylinders (keeps wings stationary when back dragging) - (2) plow markers & SmartHitch 2 quick attaching system - SL-3 LED lights & SmartTouch hand held controller <p>Boss Rubber Snow Deflector</p> <p>Installation and Freight</p> <p>NOTE: The tripping base angles with curb guards & snow catcher are used as the cutting edge until worn down. At that time 2 cutting edges are bolted onto the base angles.</p> <p>Rubber snow deflector (Add \$473)</p>		12,875.78	12,875.78

Quoted by Kent Yahne	Total	\$12,875.78
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This quote is valid for 30 days. Applicable taxes not included.

To: Governing Body

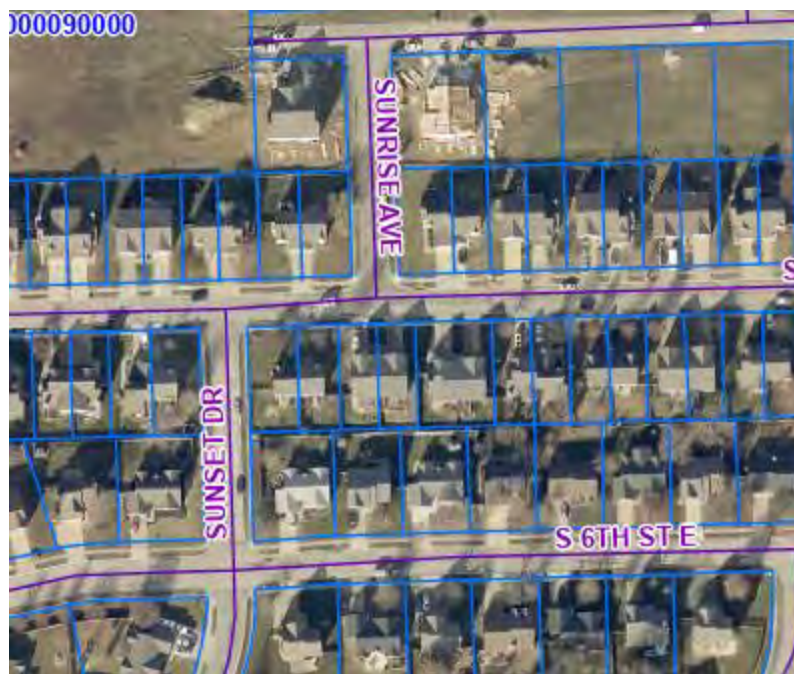
From: Staff

Date: Feb. 12, 2026

Re: Street Name Change

Staff is proposing a street name change to the half block street currently known as Sunrise Ave. in the Starbrooke subdivision located between S. Fourth and S. Fifth Streets East. The street "Sunrise" is located in the Summerfield subdivision. The other north/south street in Starbrooke is Sunset Dr.

Staff consulted with Fire Chief Rittinghouse who suggested the Sunrise Ave. in Starbrooke be renamed as Sunset Dr to correspond with the existing street in Starbrooke. This would alleviate potential emergency response confusion. The street will not have any addresses off it. This situation came to light when looking at the lot splits for Starbrooke, later on this agenda.



Legal: An affidavit will need to be filed with the County to initiate this name change.

Financial: None

Recommendation: Approve the requested name change.

Sample motion: *I move to approve changing the street name Sunrise Ave. in the Starbrooke subdivision to Sunset Dr.*



To: Governing Body

From: Staff

Date: Feb. 12, 2026

Re: Starbrooke Lot Split

Summit Homes, the builder who is currently building the remaining duplexes that were previously platted lots along S. Fourth St. East in Starbrooke, is in the wrap-up stages of the first two units. The builder would now like to split each unit into two individual units for individual sale. This follows the same process as the other duplexes in that subdivision plus the multi-family units in Southtrails.

The requested lot splits for lots 135A & B (1321 and 1323 S. Fourth St. East) and Lots 136A & B (1301 and 1303 S. Fourth St. East). The Planning Commission reviewed this request at its Jan. 28 meeting and the splits were unanimously approved by members in attendance.

The Planning Commission memo is attached.

Legal: None

Financial: None

Recommendation: Approve the provided lot splits.

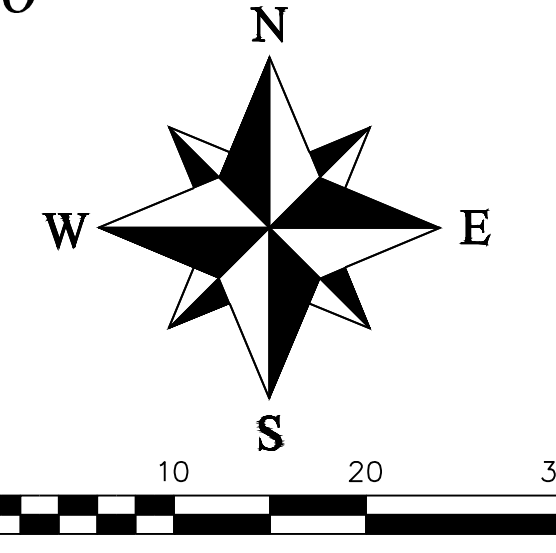
Sample motion: *I move to approve lot splits for Lots 135A & B and 136A & B of the Starbrooke – Phase 6 subdivision.*

Lot Split Survey

STARBROOKE - PHASE 6

Lots 136A & 136B

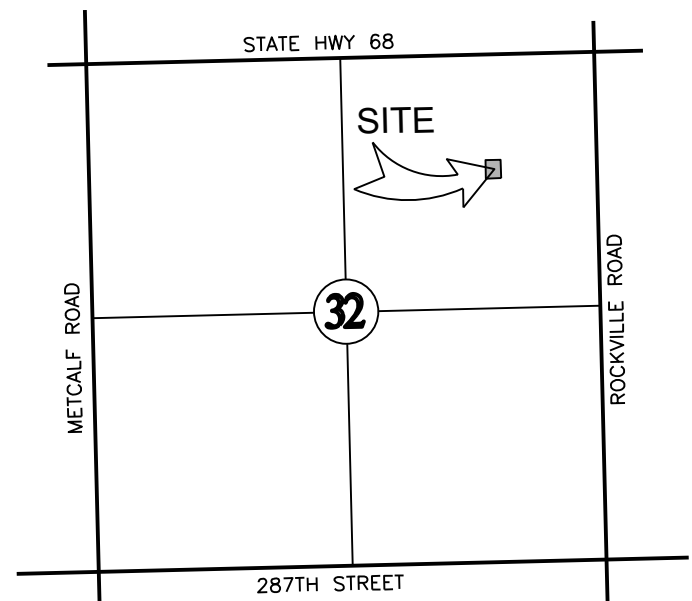
A Replat of Lot 136, Starbrooke - Phase 6
Section 32, Township 16, Range 25
Louisburg, Miami County, Kansas



LEGEND

These standard symbols will be found in the drawing.

- Set 1/2" Rebar & Cop (LS-218)
- ⊙ Found Survey Monument (As Noted)



LOCATION MAP
SECTION 32-T16-R25

PARENT TRACT DESCRIPTION

ALL OF LOT 136, STARBROOKE-PHASE 6, A SUBDIVISION AS RECORDED IN LOUISBURG, MIAMI COUNTY, KANSAS ON JANUARY 25, 2013 ON SLIDE NUMBER P013-00003. CONTAINING 0.25 ACRES MORE OR LESS

LOT 136A DESCRIPTION

BEGINNING AT THE SOUTHEAST CORNER OF LOT 136, STARBROOKE-PHASE 6, A SUBDIVISION AS RECORDED IN LOUISBURG, MIAMI COUNTY, KANSAS; THENCE NORTH 00° 03' 38" EAST A DISTANCE OF 115.84 FEET; THENCE NORTH 89° 56' 22" WEST A DISTANCE OF 56.00 FEET; THENCE SOUTH 00° 03' 38" WEST, ALONG THE CENTERLINE OF THE DEMISING WALL AND ITS EXTENSIONS OF THE EXISTING DUPLEX, A DISTANCE OF 115.84 FEET; THENCE SOUTH 89° 56' 22" EAST A DISTANCE OF 56.00 FEET TO THE POINT OF BEGINNING. CONTAINING 0.15 ACRES MORE OR LESS

LOT 136B DESCRIPTION

BEGINNING AT THE SOUTHWEST CORNER OF LOT 136, STARBROOKE-PHASE 6, A SUBDIVISION AS RECORDED IN LOUISBURG, MIAMI COUNTY, KANSAS; THENCE SOUTH 89° 56' 22" EAST A DISTANCE OF 39.00 FEET; THENCE NORTH 00° 03' 38" EAST, ALONG THE CENTERLINE OF THE DEMISING WALL AND ITS EXTENSIONS OF THE EXISTING DUPLEX, A DISTANCE OF 115.84 FEET; THENCE NORTH 89° 56' 22" WEST A DISTANCE OF 39.00 FEET; THENCE SOUTH 00° 03' 38" WEST A DISTANCE OF 115.84 FEET TO THE POINT OF BEGINNING. CONTAINING 0.10 ACRES MORE OR LESS

DEDICATION:

THE UNDERSIGNED PROPRIETOR OF THE ABOVE DESCRIBED TRACT OF LAND HAS CAUSED THE SAME TO BE SUBDIVIDED IN THE MANNER SHOWN ON THE ACCOMPANYING PLAT, WHICH PLAT AND SUBDIVISION SHALL HEREAFTER BE KNOWN AS

"STARBROOK-PHASE 6 LOTS 136A & 136B"

EASEMENTS

AN EASEMENT OR LICENSE IS HEREBY GRANTED TO THE CITY OF LOUISBURG, KANSAS, TO LOCATE, CONSTRUCT AND MAINTAIN OR TO AUTHORIZE THE LOCATION, CONSTRUCTION AND MAINTENANCE OF POLES, WIRES, ANCHORS, CONDUITS, AND/OR STRUCTURES FOR WATER, GAS, SANITARY SEWER, STORM SEWER, SURFACE DRAINAGE CHANNEL, ELECTRICITY, TELEPHONE, CABLE TV, OR ANY OTHER NECESSARY PUBLIC UTILITY OR SERVICES, ANY OR ALL OF THEM, UPON, OVER, OR UNDER THOSE AREAS OUTLINED AND DESIGNATED UPON THIS PLAT AS "UTILITY EASEMENTS" (U/E) OR WITHIN ANY STREET OR THOROUGHFARE DEDICATED TO THE PUBLIC USE ON THIS PLAT. GRANTOR, ON BEHALF OF HIMSELF, HIS HEIRS, HIS ASSIGNS AND SUCCESSORS IN INTEREST, HEREBY WAIVES, TO THE FULLEST EXTENT ALLOWED BY LAW, INCLUDING, WITHOUT LIMITATION, SECTION 527.188 RSMo (2006), ANY RIGHT TO REQUEST RESTORATION OF RIGHTS PREVIOUSLY TRANSFERRED AND VACATION OF THE EASEMENT HEREIN GRATNED.

STREETS

THE ROADS AND STREETS SHOWN ON THIS PLAT AND NOT HERETOFORE DEDICATED TO PUBLIC USE AS THOROUGHFARES ARE HEREBY SO DEDICATED.

BUILDING LINES

BUILDING LINES OR SETBACK LINES ARE HEREBY ESTABLISHED AS SHOWN ON THE ACCOMPANYING PLAT. NO BUILDING OR PORTION THEREOF SHALL BE CONSTRUCTED BETWEEN THIS LINE AND THE STREET RIGHT OF WAY LINE.

IN TESTIMONY THEREOF:

CLAYTON PROPERTIES GROUP INC., A TENNESSEE CORPORATION LICENSED TO DO BUSINESS IN THE STATE OF KANSAS, HAS CAUSED THESE PRESENT TO BE SIGNED THIS _____ DAY OF _____ 2026.

KYLE KING - ASSISTANT SECRETARY

NOTARY CERTIFICATION

STATE OF MISSOURI)
)SS
COUNTY OF LAFAYETTE)

ON THIS _____ DAY OF _____, 2026, BEFORE ME, THE UNDERSIGNED NOTARY PUBLIC, PERSONALLY APPEARED, KYLE KING, ASSISTANT SECRETARY OF CLAYTON PROPERTIES GROUP INC., A TENNESSEE CORPORATION, TO ME KNOWN TO BE THE PERSON DESCRIBED HEREIN AND WHO EXECUTED THE FOREGOING INSTRUMENT THEY EXECUTED THE FOREGOING INSTRUMENT AS THEIR FREE ACT AND DEED.

IN WITNESS WHEREOF

I HAVE SET MY HAND AND AFFIXED MY SEAL THE DAY AND YEAR LAST WRITTEN ABOVE.

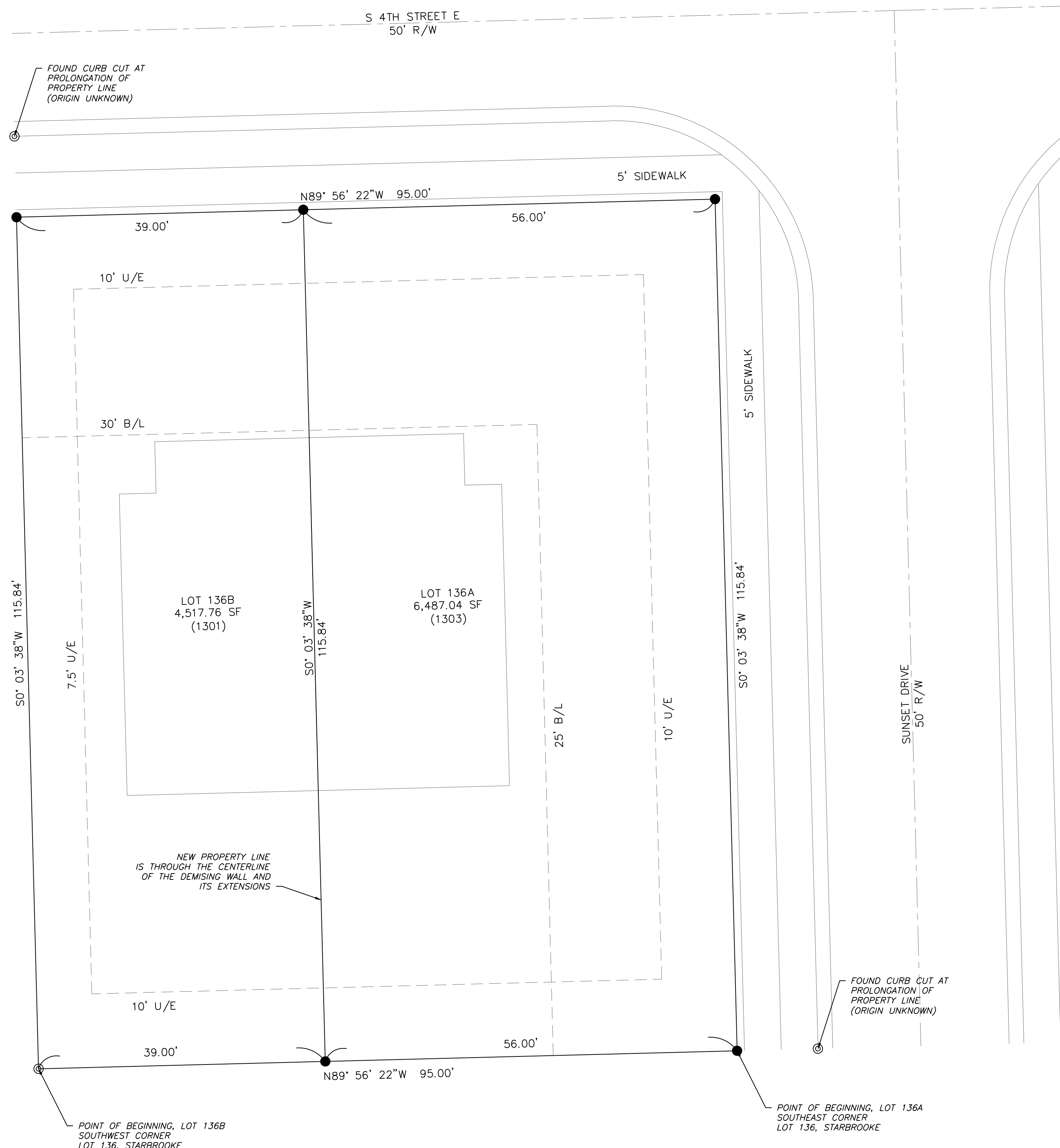
NOTARY PUBLIC

MY COMMISSION EXPIRES _____

SURVEYOR'S CERTIFICATION:

I HEREBY CERTIFY THAT I HAVE MADE A SURVEY OF THE PREMISES DESCRIBED HEREIN WHICH MEETS OR EXCEEDS THE CURRENT "KANSAS MINIMUM STANDARDS FOR PROPERTY BOUNDARY SURVEYS" AS JOINTLY ESTABLISHED BY THE KANSAS BOARD OF TECHNICAL PROFESSIONALS AND THAT THE RESULTS OF SAID SURVEY ARE REPRESENTED ON THIS PLAT TO THE BEST OF MY PROFESSIONAL KNOWLEDGE AND BELIEF.

MATTHEW J. SCHLICHT, KSPLS 1586
ENGINEERING SOLUTIONS, LLC, KS CORP LS 218-D



SURVEYOR'S GENERAL NOTES:

- 1) This survey is based upon the following information provided by the client or researched by this surveyor:
(A). Final Plat of Starbrooke-Phase 6, Recorded on January 25th, 2013 on Slide Number P301-00003
- 2) This survey meets or exceeds the accuracy standards of a (SUBURBAN) Property Boundary Survey as defined by the Kansas Standards for Property Boundary Surveys.
- 3) No title report was provided.
- 4) Bearings shown hereon are based upon Final Plat of Starbrooke-Phase 6
- 5) This company assumes no responsibility in the location of existing utilities within the subject premises. This is an above-ground survey. The underground utilities, if shown, are based on information provided by the various utility companies and these locations should be considered approximate. There may be additional underground utilities not shown on this drawing.
- 6) Subsurface and environmental conditions were not surveyed or examined or considered as a part of this survey. No evidence or statement is made concerning the existence or underground or overhead conditions, containers or facilities that may affect the use or development of this property. No attempt has been made to obtain or show data concerning existence, size, depth, conditions, capacity or location of any utility existing on the site, whether private, municipal or public owned.

CITY OF LOUISBURG:

THIS LOT SPLIT APPROVED BY THE LOUISBURG, KANSAS PLANNING COMMISSION THIS DAY OF _____, 2026.

By _____
Mike Johnson Jr, Planning Commission Chair Date

By _____
Jessica McGowin, City Clerk Date

MIAMI COUNTY REGISTER OF DEEDS:

THIS INSTRUMENT WAS FILED FOR RECORD IN THE OFFICE OF REGISTER OF DEEDS ON THE _____ DAY OF _____, 2026, IN BOOK _____, PAGE _____

By _____
Jamie Homrighausen, Register of Deed Date

MIAMI COUNTY SURVEYOR:

THIS SURVEY HAS BEEN REVIEWED PURSUANT TO APPLICABLE COUNTY RESOLUTIONS, STATE STATUTES AND THE KANSAS MINIMUM STANDARDS FOR BOUNDARY SURVEY REGARDING PLATS AND CERTIFICATES OF SURVEYS AND IS APPROVED FOR FILING. NO OTHER WARRANTIES ARE EXTENDED OR IMPLIED.

By _____
Richard Weiss, KS LS-1216 Date

MIAMI COUNTY TREASURER:

I HEREBY CERTIFY THAT ALL TAXES DUE AND OWED ARE PAID TO DATE ON LAND INCLUDED IN THIS SURVEY UNDER MY HAND AND SEAL AT PAOLA, KANSAS THIS _____ DAY OF _____, 2026

By _____
Trisha Lee, County Treasure Date

REVISIONS
DATE

Lot Split Survey-Lots 136A & 136B Starbrooke
Section 32, Township 16, Range 25
Louisburg, Miami County, Kansas

Lot Split Survey		JOB NO.
COUNTY	MIAMI	Lot 136, Starbrooke
RANGE	25	DATE OF PREPARATION
TOWNSHIP	16	December 30, 2025
SECTION	32	SCALE
SHEET	1	1"=10'
DRAWN BY	M. Schlicht, PLS., PE	

PROFESSIONAL SEAL

ENGINEERING SOLUTIONS
 ENGINEERING & SURVEYING
 50 SE 10TH STREET
 LEE'S SUMMIT, MO 64082
 P: (816) 623-9888 F: (816) 623-9849

Memo

To: Governing Body
From: Jessica McGowin, Utility Clerk
Date: 2/17/26
Re: Water Leak Adjustment Request

Customer:
Tallgrass Energy
1504 N. Metcalf Rd.
Account# 05-005116-00

Average water consumption (based off a 3-month period)

- 1,282 gallons = \$11.33

Billed water amount

- 139,818 gallons = \$1,263.55

139,818 (total billed) – 1,282 (avg) = 138,536 gallons water leaked

138,536 x .00845 (our cost) = \$1,170.63
+ \$11.33 (average)
\$1,181.96

Billed -	\$1,263.55
Adjustment	<u>-\$1,181.96</u>
Total credit	\$81.59

Rates (Ordinance No. 1186)

Flat Rate per month	\$27.56
Rate per 1,000 gal	\$8.84
Our cost per 1,000 gal	\$8.45

Sample motion: I move to approve the one-time water leak adjustment in the amount of \$81.59 for Tallgrass Energy at 1504 N. Metcalf Rd.

Tallgrass Energy 1504 N Metcalf Road water leak

From Elliott, Devin <devin.elliott@tallgrass.com>

Date Thu 1/29/2026 10:51 AM

To Jessica McGowin <jmcgowin@louisburgkansas.gov>

 1 attachment (23 KB)

Outlook-A picture;

[External Sender]

Good morning,

On Thursday 1/15/26 we had a water leak on our meter at 1504 N Metcalf road. As soon as we found it we called the city and had them come out and shut the meter off. We rent this building from a landlord that promptly called Jenkins Excavating to come out and repair the leak as it was just barely on our side of the meter. He came out the following Tuesday 1/20/2026 to repair it. We had the meter off to mitigate water waste. I looked and our water bill is over \$1,300 for this last month. I was reaching out to see if there was some type of adjustment that could be made on the bill as we did everything we could after the leak was discovered to not make it any worse.

I greatly appreciate your time and anything you could do for us. Please let me know if there is anything else I can provide to assist.

Thank you,

Devin Elliott | Operations Specialist | Tallgrass Energy

1506 Metcalf Rd | Louisburg, KS 66053

T: 913.837.3671 | M: 913.259.8151

devin.elliott@tallgrass.com



Memo

To: Louisburg Governing Body
From: Nathan Law
Date: February 12, 2026
Re: Municipal Court Updates

Background: Hon. Jacklyn Paletta has provided the following information as an update on Municipal Court.

Louisburg Municipal Court will go live with the new Tyler software on March 10. With this new software implementation, we have taken this opportunity to increase our fines to be more in line with other Kansas courts. This includes:

- Allowable fines will have an increase of \$51.00 and fine schedule to take effect March 10.
- With our new software, we are now able to list on our website the fine amount with the additional court/state costs shown separately. This will give our website fine schedule a more accurate breakdown of fees to increase transparency for the public.
- We are looking forward to offering our defendants online and automated phone payment options, text reminders, and less wait time in court with our auto-populating documents.

To view the current fine schedule and to find out more about Municipal Court, please visit the City website department page at <https://www.louisburgkansas.gov/156/Municipal-Court>.

Financial: Nothing additional to that above.

Legal: KSA 12-4305 authorizes establishing a schedule of fines to be imposed for municipal ordinance violations that are classified as ordinance traffic infractions and certain other ordinances, requiring that all fines be within the minimum and maximum allowable fines established by ordinance for such offenses by the Governing Body. This statute includes a list of traffic violations to be excluded from any local fine schedule.

Recommendation: Receive and file.

Sample Motion: *None*.

Memo

To: Louisburg Governing Body

From: Nathan Law

Date: February 12, 2026

Re: Governing Body Handbook Final Draft Review

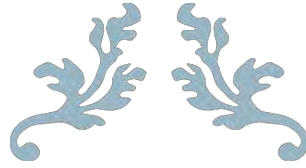
Background: Following discussion at the last meeting, staff has cleaned up edits throughout the document and is returning a clean copy for Council consideration.

Financial: Nothing at this time.

Legal: Nothing at this time.

Recommendation: Review the final draft of the Governing Body Handbook and consider adoption of the same.

Sample Motion: *I move to adopt the Governing Body Handbook as presented.*



GOVERNING BODY HANDBOOK

Adopted on 02-17-2026



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

CITY OF LOUISBURG
215 S. Broadway

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 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 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 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 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?

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: Nathan Law

Date: February 12, 2026

Re: League of Kansas Municipalities – Membership Renewal

Background: Each year staff provides this memo and membership dues notice from the League of Kansas Municipalities (LKM). In 2025, LKM reviewed its dues structure and made changes to the formula used to calculate membership invoices. Information as provided by LKM was included with weekly reports in June and July of last year.

Each year staff attempts to quantify the return value of this membership, included as follows:

	Non-Member	Member
Municipal Training Courses	\$100	\$75
STO/UPOC Books	\$15.50/copy	\$9.50/copy
Publications – Ex: KOMA Manual	\$120	\$60
Events: Local Government Day; Mid-Year Training for Newly Elected Officials; League Annual Conference; City Forums	No access	Cost varies
Information Access: Tax Rate Book; Budget Tips; City Clerk Forms & Templates; Grant/External Funding Opportunities; Salary/Personnel Survey Results; Sample Ordinances	No access	No cost
Free Trainings and Webinars	No access	No cost
LKM Legal Counsel	No access	No cost

As an example of the return value, any one training course attended by the entire Governing Body (Ex: KOMA/KORA training) is a difference of \$150. For 16 each of STO/UPOC books each year, a difference of \$192. Legal counsel, if assuming \$250/hour, use of up to two hours is a difference of \$500.

Financial: Dues as listed total \$4,256.52. This is accounted for in the 2026 budget within the Subscription & Membership Dues account code, split across General Fund Administration and Gas, Water, and Wastewater utility funds. In 2025 various members of staff and Governing Body have attended trainings, forums, and academies, and purchased STO/UPOC and labor law posters, all totaling additional LKM expenses of \$847.48.

Legal: While legal counsel is available to member cities, City Attorney is still expected to be final counsel on legal issues.

Recommendation: Consider approval of annual membership renewal of \$4,256.52 to be paid for as included in the 2026 budget.

Sample Motion: *I move to approve annual membership renewal with the League of Kansas Municipalities at a cost of \$4,256.52, to be paid for as included in the 2026 budget.*



300 SW 8th Avenue, Suite 100, Topeka, KS 66603

Bill To

2026 Dues

City of Louisburg
215 S. Broadway Street
Louisburg, KS 66053-3614

Date

12/1/2025

Invoice #

26-390

Due Date

1/31/2026

Qty	Description	Rate	Amount
1	2026 City Membership Dues	4,036.52	4,036.52
11	2026 Subscription to the Kansas Government Journal	20.00	220.00
1	2026 Complimentary Kansas Government Journal	0.00	0.00

Total

\$4,256.52

Payments/Credits

\$0.00

Balance Due

\$4,256.52

E-mail

rredd@lkm.org

Phone #

785-354-9565

Web Site:

www.lkm.org

Memo

To: Louisburg Governing Body

From: Nathan Law

Date: February 12, 2026

Re: PHB / HAWK Signal Funding Concept Paper

Background: Through work to date with JEO Consulting Group, staff has received communication from Kansas Department of Transportation (KDOT) that the submitted study and recommendation to allow for a Pedestrian Hybrid Beacon (PHB), also referred to as a High intensity Activated crossWalk (HAWK), was approved to replace the current Rectangular Rapid Flashing Beacon (RRFB) at the intersection of K-68/Amity and Rogers Rd. Staff provided a copy of the study November 3, 2025, to Council for acceptance and approval to submit to KDOT.

As a follow-up to the KDOT approval notice, JEO Consulting Group representatives met with staff to discuss a federal funding option through the Kansas Transportation Alternatives Program, a Multimodal Program of KDOT. More information about the program may be found at - <https://www.ksdot.gov/programs/multimodal-programs/transportation-alternatives>.

With the current work by JEO, they are able to assist with completing the project Concept Paper (see attached) at no charge. They are also able to assist with grant writing if the project concept were well received and provided an invitation to submit for grant funding. JEO does not provide grant administration services.

For more on program details, financial considerations, and legal considerations, see Federal Highway Administration memo "Overview of Transportation Alternatives Set-Aside and of this Guidance" found at - <https://www.ksdot.gov/home/showpublisheddocument/14397/63903395658060000>. This document is linked through the KDOT Program page included above.

This open call for project concepts requires submittal by February 27, 2026. If eligible, full applications will be due May 15, 2026. This may not be timely enough based on the safety focus of replacing the existing structures.

Financial: As previously provided, a replacement PHB/HAWK signal is not budgeted. Funding such as the TA Program provides up to 80% grant funding, requiring a 20% local match. Funding such as this has

project cost drivers, such as Davis-Bacon Act prevailing wage requirements and other Federal-aid requirements applicable to projects on Federal-aid highways (e.g., Buy America, planning, environmental review, letting, etc.). With an opinion of probable cost of \$330,000 for Preliminary Engineering, Construction Engineering, and Construction, that would require an estimated \$66,000 local match.

Additionally, grant funding such as this is disbursed through a reimbursement process, which will require the full cost of project to be budgeted or spent and revenue received after each payment is submitted and approved. However, once awarded, funds are available for two years, which should allow time to include budgetary considerations for an out-year budget.

Legal: See guidance memo referenced above.

Recommendation: Discuss the Kansas Transportation Alternatives Program open call for Concept Paper and direct staff accordingly.

Sample Motion: *None*.

Transportation Alternatives 2026 - Concept Paper/Pre-Application

ELIGIBLE APPLICANT

- Municipality
 - Small MPO
 - County
 - School district, local education agency, or school
 - Tribal Government
 - State Agency
 - Federal Agency
 - Non-Profit
 - Other _____
-

What county is the project located in?

▼ Allen ... Wyandotte

Primary Project Sponsor:

- Name of Organization: _____
- Mailing Address: _____
- City _____

Primary Contact Person: (should be an elected official, an employee or a representative of the primary project sponsor)

Name: _____

Title: _____

Mailing Address: _____

Direct Phone Number: _____

Email: _____

Secondary Contact Person: (should be an elected official, an employee or a representative)

Name: _____

Title: _____

Address: _____

Phone: _____

Email: _____

If you are not listed as the Primary Sponsor but would like a copy of the completed application, please choose yes.

Yes

No

Please provide your contact information:

Name: _____

Title: _____

Organization: _____

Phone: _____

Email: _____

Is there a Co-Sponsor for this project?

Yes

No

Co-sponsor: (If applicable)

Name of Organization: _____

Mailing Address: _____

Website (if available) _____

Contact Person for Co-Sponsor

Name: _____

Title: _____

Address: _____

Phone: _____

Email: _____

Project Category

Pedestrian & Bicyclist/Non-Motorized Transportation, e.g. sidewalks or paths, multi-use trails, bike lanes, etc.

Historic Transportation Activities, e.g. preservation or rehabilitation of historic transportation facilities

Scenic & Environmental, e.g. streetscaping, turn-outs/overlooks, roadway related stormwater management, etc.

Safe Routes to School (SRTS) - construction of routes identified on an approved SRTS Master Plan. Please note: SRTS construction projects require the community to address education, encouragement, enforcement and/or evaluation activities as outlined in a published SRTS plan.

Page Break _____

Select and Describe the Countermeasures that Apply to Proposed Project

Speed Management, e.g. reduction in lanes, bulb-outs, refuge island, landscaping, etc. Describe below:

Traffic control countermeasures mid-block and/or at intersections, e.g. ped/bike signals, turn restrictions, high visibility crosswalks, RRFBs, etc. Describe below:

On-street facilities that separate cyclists from motor vehicles. Describe below:

Side paths parallel to primary corridors, e.g. along railroad, freeways, etc. Describe below: _____

Not Applicable OR Unsure

Select All that Apply to the Proposed Project:

Included in a local bicycle and/or pedestrian plan, SRTS, or other transportation, land use and/or economic planning document. Provide web address for plan below:

Provides new or improves access to major destinations, e.g. worksites, school, shopping, transit, etc. Describe below:

Overcomes a major barrier such as a highway or river. Describe below:

Includes community involvement and promotion of project, education, encouragement, enforcement and evaluation activities. Describe below:

None of the above

End of Block: Transportation Alternatives Program Information

Start of Block: TA Project Information

Project Title:

Project scope and description- describe the project's basic design features and include an assessment of the current condition of all transportation facilities relating to the project. For SRTS projects, please also describe communications with schools or community and plan for advancing SRTS education, encouragement, enforcement and/or evaluation components:

What design guidance was used to determine your project scope?

- AASHTO Guide for the Development of Bicycle Facilities
- AASHTO Guide for the Planning, Design, and Operation of Pedestrian Facilities
- FHWA Safe Transportation for Every Pedestrian (STEP)
- Small Town and Rural Multimodal Networks
- Other: _____
- Not Applicable

Significance and need - describe the project's regional significance, transportation needs, impacts to the state highway or local road systems, and why TA Program funds are needed:

Benefits of the project - describe the nature of the transportation problem at this location and the benefits that would result from the project (i.e. safety improvements, multi-modal enhancements, beautification, etc.):

Project Location / Address- please be as specific as possible:

Page Break

Attach Location Map

Upload any sketches or designs completed on the proposed project (optional).

Attach photos of your project demonstrating need
(save all photos in one pdf)

End of Block: TA Project Information

Start of Block: TA Program Financials



Project Cost Estimates Note: The TA Program is a Construction, Construction Engineering (CE), and Preliminary Engineering (PE)/Design Reimbursement Grant. Only costs for construction, CE, and PE are participating expenses and community matches are based off the amount of contribution to construction, CE, and PE. A minimum 20% non-federal cash match is required unless exempt, e.g. Recreation Trail Program (RTP), Community Development Block Grant (CDBG), etc. **Please ensure that all estimates are based on prices within the last six months to ensure accurate project amounts.**

	Total Cost Estimate
CONSTRUCTION	
CONSTRUCTION ENGINEERING (CE)	
PRELIMINARY ENGINEERING (PE)/DESIGN	

Please include the other costs associated with this project:

(This information does **not** apply to the community match but helps KDOT gauge the status of the project)

	Total Cost Estimate
Right of Way Acquisition (ROW)	
Utility Adjustments (Utilities)	
Other	

End of Block: TA Program Financials

Start of Block: Statement of Intent/ Signature

IMPORTANT - This is the last step. Once you click the submit button, you will submit the Concept Paper

For additional questions, contact: jenny.kramer@ks.gov.

Project Concepts are due by February 27, 2026.

Once received, concepts will be reviewed and applicant(s) contacted if there are questions or if feedback is to be provided. If concept and applicant is eligible, a link to the full application will be sent by March 31st. Full applications will be due May 15, 2026.

Printed Name: _____

Title: _____

Date: _____

End of Block: Statement of Intent/ Signature

Memo

To: Louisburg Governing Body

From: Nathan Law

Date: February 12, 2026

Re: Short-Term Rental Registration

Background: The idea of this registration was discussed and finalized by Miami County in the last quarter of 2025. In conversation with Kenneth Cook, the Miami County Planning Director, the initial considerations for such a move dated back to information compiled in 2022. A number of aspects of those discussed by the Miami County Planning Commission and the Board of County Commissioners have been points of conversation at the local level over many years. Those include, life safety (egress, smoke detectors, fire extinguishers, etc.), business registration for knowing how many local rental spaces exist (can be gleaned through tax report information), and potential issues with noise and parking. Attached is a copy of the BOCC Summary document compiled by Mr. Cook to outline the topic, the discussions, and the changes specific to Miami County Zoning Regulations. With this concept in mind, staff would like Council to discuss and consider the merits of having such a process at the local level. As with the past discussions of business licenses or vacant property registration, there should be consideration of the return value to the City from having such regulation in place.

This is being provided to Council as a concept review. At this time, staff has not held additional departmental discussions to weigh the merits of having a registration such as this. If Council has interest in the idea, staff will then take direction and compile current driving concerns and perceived benefits. As any change with Zoning Regulations, this would be tasked to the Planning Commission to discuss and weigh merits, hold public hearing as required, and make return recommendation to Council for any changes or amendments needed.

Financial Consideration: Nothing at this time.

Legal Consideration: Nothing at this time.

Recommendation: Discuss the concept of short-term rental registration and direct staff accordingly.

Sample Motion: *None.*



MIAMI COUNTY PLANNING DEPARTMENT

BOCC SUMMARY

SHORT-TERM RENTAL AND BED & BREAKFAST FACILITIES

DATE: December 3, 2025

TO: Board of County Commissioners

FROM: Kenneth A. Cook, AICP, CFM – Planning Director

RE: 25001-TA: Short-Term Rental and Bed & Breakfast Facilities

Consideration of draft amendments to the Zoning Regulations of Miami County, Kansas, pertaining to Short-Term Rentals and Bed & Breakfast facilities. Affected regulations include Article 2, Definitions; Article 4, Planned Development District; Article 4A, Rural Residential District; Article 5, Countryside District; Article 6, Agricultural District; Article 7, Low Intensity Commercial District; Article 8, Commercial District; Article 20, Home Occupation and Article 14, Conditional Uses.

Background

Starting back in 2022, the Miami County Board of County Commissioners directed the Planning Commission to have discuss regarding if Miami County should update its Zoning Regulations to allow “Airbnb rentals” (Short Term Rental-STR) in a similar fashion to how the regulations currently considered Bed & Breakfasts (B&B). The previous discussion by the Planning Commission in 2022 directed staff to consider STRs as a similar but completely separate category of use from B&B and for regulations to require approval of CUPs for both STRs and B&Bs. Due to several changes in staffing that occurred following these original discussions, no additional discussions were held on this item by the Planning Commission until this year (2025).

In September of 2025, Planning Staff brought the issue of STRs back as a discussion item for the Planning Commission in order to seek further direction from the Planning Commission. This more recent discussion on STRs included discussion for the regulations on STRs and B&Bs to be more closely tied together and for the Zoning Regulations to consider these uses as permitted use within residential zoning districts while including provisions that allow for the protection of neighboring property owners.

At the Planning Commission’s October meeting, staff brought back a more refined draft of possible regulations which incorporate both STRs and B&Bs in a more consolidated set of regulations and received additional direction from the Planning Commission.

The Planning Commission held a public hearing at the November 2025 Planning Commission meeting regarding the draft amendments to Miami County Zoning Regulations regarding STRs and B&Bs. After much discussion and making additional modifications, the Planning Commission made a recommendation of approval of regulations for STRs and B&Bs by a vote of 5-2 (Broers and Gerken voting opposed). While

the attached copy of the draft minutes will provide a more detailed review of the Planning Commissions Discussions on this item, staff would note the following primary areas of discussion:

- Concern about Miami County being able to perform inspections on all STRs and B&Bs and any possible liability this might bring onto Miami County. The Planning Commission asked staff to update the regulations to provide for the property owner to be required to self-certify compliance with certain life safety requirements. A copy of the draft Short-Term Rental Self-Inspection Form is attached.
- Concern was expressed about possible increases in crime around short-term rentals and short-term rentals taking away housing stock that would be available for purchase or long-term rental. If short-term rentals should only be allowed on a property where the owner actually resides (short term rentals limited to within an Accessory Dwelling Unit – ADU)
- Desire to have Short-Term Rentals and Bed & Breakfasts treated as similarly as possible

Staff would also note that some concern has been expressed the Miami County is the only county in the State of Kansas in which we have Zoning Regulations that impact Short-Term Rentals or Bed & Breakfast Facilities. While staff has not been able to perform an exhaustive search of other Counties with Kansas, a quick review finds the following:

- The following counties have regulations requiring either approval through a Conditional Use Permit or Special Use Permit for the operation of a STR – Riley, Leavenworth, Wyandotte, Douglas, Marion.
- The following counties have regulations require either approval through a Conditional Use Permit or Special Use Permit for the operation of a B&B – Leavenworth, Franklin, Reno, Ford, Linn, Marion, Saline, Wyandotte and McPherson.

Following are the B&B and STR amendments to the Zoning Regulations that have been recommended by the Planning Commission's:

Section 14-2. Conditional Uses Enumerated

14-2.01

13. Short-Term Rental (STR) /Bed and Breakfast (B&B) Facilities

- A. A Short-Term Rental (STR) or Bed and Breakfast (B&B) facility shall be located only within a single-family residence or an Accessory Dwelling Unit (ADU), as defined by the Miami County Zoning Regulations. Sheds; garages; tents; yurts; RVs; mobile homes; and manufactured homes (not converted to real property) – are prohibited for STR or B&B use.
- B. For B&B facilities, the dwelling must include a unit for the proprietor/owner, who is required to occupy it as their main residence, with no permanent barriers or lockable doors separating the proprietor/owner's unit from the remainder of the facility to avoid creating two separate dwelling units.
- C. Only one STR per property with either the primary residence or an ADU used as an STR.
- D. ADUs used as STR facilities must meet Miami County zoning regulations for ADUs as specified in Section 5-2.01.12 (e.g., size, placement, permitting, owner residing on property).
- E. STR and B&B facilities shall not exceed five (5) guestrooms.

B&B facilities must designate at least one bedroom for the owner/proprietor.

- F. STR & B&B facilities are limited to a maximum of ten (10) occupants (including proprietor/owner and other permanent residents of a B&B). Each guest bedroom considered to accommodate a minimum of two guests.
- G. Daytime guests (non-overnight) for STRs are limited to 12 additional daytime guests per STR. No events exceeding occupancy limits are permitted for STR or B&B facilities without a Special Event Permit or such facility is approved as part of a Conditional Use Permit.
- H. Quiet hours for STR and B&B facilities are Sunday-Thursday from 10:00 PM to 7:00 AM and Friday-Saturday from 11:00 PM to 7:00 AM (8:00 AM on Sunday), with noise not perceptible from the property line.
- I. Good Neighbor Rules, aerial map showing boundaries of the subject property, along with contact information for the responsible party (available 24/7) and the Planning & Zoning Department, must be prominently posted within STRs and B&Bs.
- J. Any signage must comply with Article 18 sign regulations for Home Occupations.
- K. Property address must be visible from the nearest road, with the full address posted inside each STR and B&B
- L. STR and B&B facilities shall comply with all applicable County and State sanitary standards
- M. Parking requirements for STR and B&B facilities shall be one off street space per guest bedroom, with two additional spaces required for the owner-occupied residential use in B&B facilities. ADUs used as STRs or B&Bs must demonstrate additional parking if needed. (This supersedes Regulation 5-2.0-B-xix.)
- N. Short-term overnight lodging is permitted for guests staying less than 30 days in STR and B&B facilities; monthly rentals or leasing are prohibited.
- O. All bedrooms used in B&B facilities shall have common internal access, and the structure shall remain a single-family residential structure without being remodeled into a commercial kitchen or dining facility. Meals served in B&B facilities shall be limited to residents and overnight guests and the facility shall comply with State requirements/licenses for food serving.
- P. Any new structure constructed for use as a STR or B&B facility shall complement the architecture and design patterns of the neighborhood in which it is located.
- Q. STR and B&B facilities must provide adequate trash receptacles for maximum occupancy with regular removal and comply with county solid waste regulations.
- R. **Registration:** All STR and B&B facilities must register annually by January 31st with the Miami County Planning and Zoning Department.
 - a. The application must include:
 - i. property address and legal description
 - ii. proof of ownership or leaseholder authorization
 - iii. contact information for the responsible party available 24/7
 - iv. proof of Kansas Department of Revenue registration
 - v. an aerial map showing property boundaries and demonstrating adequate guest parking

- vi. floor plan showing bedrooms, exits, and fire safety equipment
 - vii. Short-Term Rental Self-Inspection Form. Form must be completed and signed by the property owner or a licensed professional (architect, engineer, contractor)
 - b. Upon approval, operators receive a Certificate of Use number, which must be displayed at the property and included in all advertisements. Advertisements must accurately note the permitted occupancy.
 - c. Property boundaries must be clearly identifiable on an aerial map.
 - d. STR and B&B facilities must comply with Miami County Building Codes and safety requirements, including working smoke and carbon monoxide detectors in every bedroom and common area, a fire extinguisher on each floor, a posted emergency exit plan with contact numbers prominently posted.
 - e. Registration fees for STR and B&B facilities shall be established in the Miami County Planning and Zoning Fee Schedule. Initial registration is subject to a registration fee. Annual renewal is subject to a renewal fee.
- B&B and STR facilities approved as part of a Conditional Use Permit are not required to apply for registration or licensing as long as the facility remains in compliance with the approved CUP.
- f. The property owner is responsible for completing the Short-Term Rental Self-Inspection Form or having a licensed professional (architect, engineer, contractor) complete the form as part of the initial registration and each subsequent renewal. Upon receiving an alleged complaint with substantiating evidence regarding non-compliance with any of the life safety items listed on the Short-Term Rental Self-Inspection Form, Miami County can request to perform an inspection of the facility. Following a complaint, no renewal shall be granted and any use of a STR or B&B shall cease until an inspection is performed by Miami County to verify compliance.
- S. Operating an STR or B&B facility without a valid Certificate of Use/Registration or CUP is a zoning code violation, prohibiting use for six months, in addition to other enforcement actions. Violations (e.g., occupancy limits, noise) are subject to penalties per Article 24-4.02 of the Miami County Zoning Regulations, with fines up to \$500 per offense, each day constituting a separate offense, and may result in Certificate of Use revocation.

INTRODUCTION TO REMAINING REGULATION CHANGES

In addition to consolidating Short-Term Rental (STR) and Bed and Breakfast (B&B) regulations under Section 14-2.01, the proposed amendments revise several sections of the Zoning Regulations to ensure consistency with the new framework. Changes affect Articles 2, 4, 4A, 5, 6, 7, 8, and 20, including the removal of Conditional Use Permit (CUP) requirements for all zoning districts. Bed and Breakfast facilities will now fall under the same regulations, permitting process, and enforcement provisions as Short-Term Rentals. It is important to note that B&B facilities will no longer be permitted by right in the Commercial District (C2). These amendments clarify definitions, update district permissions, and align home occupation standards to maintain coherence across unincorporated Miami County.

ARTICLE 2 DEFINITIONS ADD

2-1.01

RESPONSIBLE PARTY: The property owner or designated agent responsible for STR compliance.

SHORT-TERM RENTAL (STR): A residential dwelling unit, or a portion thereof, rented out for transient lodging for a period of less than thirty (30) consecutive days. This includes rentals advertised or offered through platforms such as Airbnb, Vrbo, other similar services, as well as by other means of promotion, but excludes hotels, motels, campgrounds, or dwellings leased for more than thirty (30) consecutive days. Short-term rentals shall be located in a primary residence or an accessory dwelling unit (ADU) and must comply with applicable county or municipal zoning, safety, and registration requirements.

TRANSIENT GUEST: A person occupying an STR for less than 30 days.

PLANNED DEVELOPMENT (PD) ~~EDIT/ADD~~

Section 4-2.01 In the Planned Development District, no building, structure, land or premises shall be used, and no building or structure shall be hereafter erected, constructed, reconstructed, moved or altered, unless otherwise provided for in these Regulations, except for the following uses:

16. Bed and Breakfast (B&B) and Short-Term Rental (STR) facilities, provided the minimum standards listed in Section 14-2 are met.

RURAL RESIDENTIAL DISTRICT (R-1) ~~DELETE/EDIT/ADD~~

4A-2.01 In the Rural Residential District, no building, structure, land or premises shall be used and no building or structure shall be hereafter erected, constructed, reconstructed, moved or altered, unless otherwise provided for in these Regulations, except for the following uses:

1. One single-family dwelling per legal lot or parcel: Any single-family dwelling shall have a permanent foundation and perimeter enclosure as required by these Regulations, and shall have a minimum floor area of nine hundred fifty (950) square feet. Single-family dwellings shall include residential-design manufactured homes, modular homes, Group Homes for the Disabled, and mobile homes.

A. Bed and Breakfast (B&B) and Short-Term Rental (STR) facilities. (refer to Section 14-2 for minimum development standards).

4A-2.02 In the Rural Residential District, the following uses may be allowed upon the approval of a conditional use permit, in accordance with the provisions outlined in Article 14:

9. ~~Bed and Breakfast facilities. (refer to Section 14-2 for minimum development standards).~~
Reserved.

COUNTRYSIDE DISTRICT (CS) ~~DELETE/EDIT/ADD~~

5-2.01 In the Countryside District, no building, structure, land or premises shall be used and no building or structure shall be hereafter erected, constructed, reconstructed, moved or altered, unless otherwise provided for in these Regulations, except for the following uses:

3. One single-family dwelling per legal lot or parcel: Any single-family dwelling shall have a permanent foundation and perimeter enclosure as required by these Regulations and shall have a minimum floor area of nine hundred fifty (950) square feet. Single-family dwellings shall include residential-design manufactured homes, Group Homes for the Disabled, modular homes and mobile homes.

A. Bed and Breakfast (B&B) and Short-Term Rental (STR) facilities. (refer to Section 14-2 for minimum development standards).

Section 5-2. Use Regulations

12. One (1) accessory dwelling unit (“ADU” or “ADUs,” as the case may be), subject to the performance standards listed in paragraph (12)(B) of this section.

B. Performance Standards:

~~xvii. — The ADU or principal dwelling cannot be used as a short term rental or bed and breakfast unless approved with a conditional use permit.~~

xvii. The ADU may be used as a Short-Term Rental (STR) facility, provided the minimum standards listed in Section 14-2 are met.

5-2.02 In the Countryside District, the following uses may be allowed upon the approval of a conditional use permit, in accordance with the provisions outlined in Article 14:

- ~~20. Bed and Breakfast facilities (refer to Section 14-2 for minimum development standards)-Reserved.~~

AGRICULTURAL DISTRICT (AG)-~~DELETE~~/EDIT/ADD

6-2.01 In the Agricultural District, no building, structure, land or premises shall be used and no building or structure shall be hereafter erected, constructed, reconstructed, moved or altered, unless otherwise provided for in these Regulations, except for the following uses:

4. One single-family dwelling per legal lot or parcel: Any single-family dwelling shall have a permanent foundation and perimeter enclosure as required by these Regulations, and shall have a minimum floor area of nine hundred fifty (950) square feet. Single-family dwellings shall include residential-design manufactured homes, Group Homes for the Disabled, modular homes and mobile homes.

A. Bed and Breakfast (B&B) and Short-Term Rental (STR) facilities. (refer to Section 14-2 for minimum development standards).

6-2.02 In the Agricultural District, the following uses may be allowed upon the approval of a conditional use permit, in accordance with the provisions outlined in Article 14:

- ~~24. Bed and Breakfast facilities (refer to Section 14-2 for minimum development standards)-Reserved.~~

COMMERCIAL DISTRICT (C-2) ~~DELETE~~/EDIT/ADD

8-2.01 In the Commercial District, no building, structure, land, or premises shall be used and no building or structure shall be hereafter erected or altered unless otherwise provided for in these Regulations, except for the following uses:

- 10.** ~~Bed and Breakfast facilities (refer to Section 14-2 for minimum development standards).~~
Reserved.

8-2.02 In the Commercial District, the following uses may be allowed upon the approval of a conditional use permit, in accordance with the provisions outlined in Article 14:

19. Residential use of structures zoned and used for commercial or industrial purposes, when such auxiliary residential use is by the owner of the structure or by employees of the business, which is the principal use.

A. Bed and Breakfast (B&B) and Short-Term Rental (STR) facilities. (refer to Section 14-2 for minimum development standards).

HOME OCCUPATION STANDARDS ~~DELETE~~/EDIT/ADD

20-2.01 A business, profession, or trade conducted as a home occupation shall be allowed in the Planned Development District (PD), Rural Residential District (R-1), Countryside District (CS), and Agricultural District (AG), under the following conditions:

- 3.** Particular Home Occupations Prohibited:

~~D.—Bed and breakfast facilities.~~ *Reserved.*

Attachments:

Bed and Breakfast Article 14 – Conditional Uses (existing)

Good Neighbor Flyer (Example)

Short Term Rental Self-Inspection Form

E-mail From James Toy – Kansas City Association of Realtors & Heartland MLS