

**LOUISBURG CITY COUNCIL
REGULAR MEETING
6:30 P.M., MARCH 16, 2026
CITY HALL, 215 S. BROADWAY**

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

<https://boxcast.tv/view/city-council-workshop-doflbbc0f7wilw7mwdfh>

Regular meeting livestream link:

<https://boxcast.tv/view/louisburg-city-council-ifrzkuikusw0asnvyg8>

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ADOPT AGENDA
4. APPROVE MINUTES - of the March 2, 2026, regular meeting
5. APPROVAL OF BILLS
6. MAYOR’S REPORT
7. RECOGNITION OF SCHEDULED VISITORS
 - Kim Howard – First National Bank Pre-Prom Social Special Event Application
 - Katie Clausen – Brainstorming Ideas from Convention and Tourism Committee
 - Becky Bowes, Chamber Director – Regular Visit to Council
8. PUBLIC COMMENTS: Persons who wish to address the Mayor and City Council regarding items not on the agenda may do so at this time. Speakers will be limited to three (3) minutes. Any presentation is for informational purposes only. Please state your name and address.
9. COUNCIL/COMMISSION REPORTS
10. DEPARTMENT REPORTS
 - A. Finance
 - Pending Retirement
 - B. Fire
 - C. Public Works
 - Street Sweeping (*no memo*)

- 2026 Annual Concrete RFP
- 2026 Asphalt Street Repairs RFP Selection
- 2026 Crack Seal RFP Selection

D. Police

E. Planning

- Vacate Alleys

F. Administration

- Update on Nuisance Property from March 2nd Council Meeting (*no memo*)

11. CITY ATTORNEY’S REPORT

12. ADMINISTRATOR’S REPORT

A. Insurance Bid Review for 2026-2027 Coverage

B. School Resource Officers Agreement Renewal

C. Kansas Department of Wildlife & Parks – Land and Water Conservation Fund Grant

D. HR Contract Direction

E. Deannexation of Middle Creek Lake Revisited

F. Park & Tree Board Requests Regarding Louisburg Aquatic Center & S. 2nd & Mulberry

G. Executive Session – Non-Elected Personnel

13. ADJOURNMENT

**CITY OF LOUISBURG, KANSAS
MINUTES OF REGULAR MEETING**

March 2, 2026

Workshop Livestream link:

<https://boxcast.tv/view/louisburg-city-council-workshop-htjpsbn1yrdlohvhtrw>

Council Livestream link:

<https://boxcast.tv/view/louisburg-city-council-cg0t0y889tbvjldetz8m>

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, Tiffany Ellison, Ryan Graves and Kalee Stone were present.

Councilmember Scott Margrave arrived at 6:32 p.m.

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

PLEDGE OF ALLEGIANCE

Councilmember Kalee Stone led the pledge of allegiance.

APPROVAL OF THE AGENDA

Councilmember Steve Town moved, seconded by Stone and carried 4-0, to adopt the agenda as presented.

APPROVAL OF THE MINUTES

Councilmember Tiffany Ellison moved, seconded by Councilmember Ryan Graves and carried 4-0, to approve the February 17, 2026, minutes as presented.

APPROVAL OF THE BILLS

Councilmember Scott Margrave arrived at 6:32 p.m.

Ellison moved, seconded by Stone and carried 5-0, to approve the bills as presented.

Ellison asked for clarification on the charges for Drexel Technologies. Law stated the charges are for individual advertisements for RFPs.

MAYOR'S REPORT

Planning Commission Appointment - Mayor Cook would like to appoint Robert Wood to the Planning Commission to fill the vacant seat that is open to a resident who lives within three miles of the City limits.

Stone moved, seconded by Town, and carried 5-0, to appoint Robert Wood to the Planning Commission.

Graves asked for clarification on the stipulation of residing within a three-mile radius of city limits and asked if Mayor Cook was going off the Lewis & Young park location. Cook said yes.

Municipal Court Judge Contract Addendum - Cook stated Municipal Judge Jacklyn Paletta has requested an addendum to her contract to add \$250 per hour for training on the new Municipal Court Software. Law added court personnel are not only training on the software but building the system. Ellison expressed concern about the potential cost of up to \$15,000. She noted while the hourly rate of \$250 is standard for court-related work, she questioned whether this situation qualifies under that category and said she finds the cost concerning. Graves said he believes this work would fall under legal/court work but understands Ellison's concerns. Ellison asked who was monitoring the hours being spent. Finance Director Richard Mikesic stated Tyler Tech monitors the hours. Mikesic stated that significant effort has been put into the Municipal Court side of the system and confirmed the hours being spent are legitimate and important to the implementation process. Ellison asked what fund the cost would come out of. Mikesic stated it would be paid out of the Court Fund, noting the cost was not originally budgeted. Graves asked whether

the new system would result in changes to fines and fees. Mikesic said the judge has discussed potentially making changes moving forward to which Law clarified there are no changes specifically related to the software implementation and the only discussion of cost is related to court cost. Graves asked if court costs would increase. Law stated that they are set by Ordinance and would not change without a new ordinance.

Graves moved, seconded by Ellison and carried 5-0, to amend Municipal Court Judge Paletta's current contract to include an hourly rate of \$250 for anything outside of the docket.

SCHEDULED VISITORS

None.

PUBLIC COMMENTS

None.

COUNCIL REPORTS

Town– None.

Margrave – Margrave said he attended the Fox Hall/Cemetery Board meeting but had to leave early and asked if there was an update on the cemetery software. Cook said a motion was made to table the matter and carried with a 3-1 vote. Law clarified the motion was to not move forward with the software at this time and is unsure if the intent was to cease action on the software but discussion continued to have a workshop to review software options. Law said there has been conversation on what to do with the legacy documents and how those are currently stored. He said project was budgeted by Council and council can continue the conversation separately from the Fox Hall / Cemetery Board, which is an advisory board. Cook said software is budgeted at \$27,000. Law said that was the budget but many of the software companies have changed their pricing model to be subscription based with a lower monthly cost than a large up-front cost.

Ellison – Ellison has not had the opportunity to attend a Park Board meeting yet, but is looking forward to attending. She thought the joint workshop was beneficial.

Ellison thanked the mayor for her work in the appointment process, stating she believes Mr. Wood will do a good job on the board. However, she expressed disappointment two qualified candidates were not considered, one a local resident and the other a respected business owner, stating both had shown interest early on and they both have significant knowledge on the subject. Ellison said she feels they did not receive respectful consideration during the process, adding that she hopes future appointment processes will be more robust and that it will encourage community excitement and participation in applying for boards.

Graves - Graves asked about vacant commercial buildings in town that may not be in safe condition. He specifically mentioned the former Pizza Hut building, noting that stucco is falling off and that he had observed individuals sleeping in the doorway. Graves stated his primary concern is safety and asked if the City could reach out to the property owners. He also asked if anyone is currently monitoring code violations given the absence of a Planning Director. Law responded that staff would follow up on the issue. Ellison asked Police Chief Josh Weber if the department has received any calls regarding the property. Weber stated they have received complaints but refer them to the City since the concerns are related to the condition of the building. Graves added that he is also concerned about the potential for theft in the area.

Stone - Stone received calls about a nuisance property and asked who to direct those complaints to. Law said he, Communications Coordinator Jean Carder or any staff member can field those calls. Stone said she will follow up with Law by e-mail. Law noted that we still have the Planning Director's e-mail active so there is only one email to transfer over to the new director. Cook asked if we were still using the previous director's name on e-mails. Carder answered the previous director's name is not being used on anything going out.

DEPARTMENT REPORTS

FINANCE:

2027 Budget Initiation - Mikesic presented information to the council in preparation for discussions on next year's budget, stating this is in effort to get information out early to start preparing and to get a feel of where the council wants

to go with the budget process. City Clerk Jessica McGowin was directed to send out information to schedule the first budget workshop.

Ellison asked Mikesic about a utility bill issue. Mikesic explained with the new software implementation there were changes to the billing process and staff were looking into how the error happened.

PUBLIC WORKS:

2026 Annual Concrete Priorities List - Miller presented a list of priorities for council review. There was discussion on the list.

Summer Help Pay Consideration - Miller stated each year Public Works hires three employees for summer help. He stated that it is hard to get people to apply and retain consistent workers and would like to increase the starting pay. Ellison asked what the starting salary was for a lifeguard. Carder stated \$13.50.

Margrave moved, seconded by Stone and carried 5-0, to approve increasing the three seasonal summer employee salaries to \$15.50 per hour and provide a 25-cent/hour raise for each year all seasonal Public Works employees return for the summer.

Ellison inquired if an employee did not fulfill their seasonal obligation one year but applied the next year would they be eligible for the 25-cent raise. Miller stated there are some factors such as summer weights and practices that could affect the employees not fulfilling the season, however he is flexible and works with them.

Employee Clothing Allowance Consideration - Miller stated the clothing allowance for boots and jeans has been \$300 since he started with the City and believes it has been that way for a while. Miller would like council to consider raising the allowance and incorporating that in future budgets due to rising costs. Miller noted there have been no complaints about the allowance, and staff are appreciative. It was also noted the City provides shirts, jackets and gloves. Ellison mentioned a company in Overland Park that will re-sole and seal work boots and that it could be an option to extend the life of the boots. Stone would like to know what staff pays over the \$300 allowance. Graves asked how the tax-exempt works

with the purchases. Law stated the employees charge it to the account set up by the City. This item will be considered in the next budget.

POLICE: - None.

FIRE: - Fire Chief Rittinghouse left the meeting earlier for an emergency call. In Rittinghouse's absence, Police Chief Josh Weber updated council the new heater had been installed at the Fire Station and seemed to be working well.

PLANNING: - None.

ADMINISTRATION: - None.

ADMINISTRATOR'S REPORT

Contracted Municipal Attorney Services - Law stated two submittals were received, and the Review Committee decided that interviews would not be needed. Law recommends Jeffrey W. Deane with Lauber Municipal Law.

Town moved, seconded by Graves and carried 5-0, to approve Jeffrey W. Deane with Lauber Municipal Law, as recommended, for contract municipal attorney services, directing staff to negotiate and finalize terms as needed, and authorize the mayor to sign on behalf of the city.

Stone inquired as to why they did not do interviews. Law responded there was enough comfort level that it was determined an interview was not necessary.

Sewer SCADA System-Louisburg Lake Subdivision Lift Station - Law stated the city has a multi-year locked pricing agreement with Micro-Comm for upgrades and improvements to various sewer lift stations. This is the third year of the agreement, and staff is proposing upgrades to the lift station located at the Louisburg Lake Subdivision. Ellison asked about the not-to-exceed cost being listed, and Law stated it was included as a buffer for unforeseen costs.

Graves moved, seconded by Ellison and carried 5-0, to approve proceeding with work to upgrade the Louisburg Lake Subdivision lift station to SCADA at an expected cost of \$23,394, but with a not-to-exceed amount of \$30,000.

EXECUTIVE SESSION

At 7:13 p.m. Graves moved, seconded by Ellison and carried 5-0, to recess into executive session to discuss personnel matters of non-elected personnel pursuant to exception K.S.A. 75-4319(b)(1) with the presence of the City Administrator. The open meeting will resume in the City Council Chamber at 7:47 p.m.

Open meeting resumed in Council Chambers at 7:47 p.m.

No action was taken.

ADJOURNMENT

At 7:48 p.m. Graves moved, seconded by Stone and carried 5-0, to adjourn the meeting.

Approved:

Donna Cook, Mayor

Attest:

Jessica McGowin, City Clerk



VENDOR PUBLICATION REPORT

Payment Date Range: 02/27/2026 - 03/11/2026

VENDOR NAME	PAYABLE DESCRIPTION	TOTAL PAYMENTS
ADP, INC	PAYROLL SERVICES	301.73
AFLAC INS	INSURANCE	698.02
AMERICAN EXPRESS	C/C PROCESSING FEE	50.44
ARLAN COMPANY, INC.	LAC DIVING BOARD	8,177.00
ASHLYN CHORMICLE	CUSTOMER CANCELED - FULL REFUND	175.00
AXON ENTERPRISE INC	2ND YR PMT/BODY CAM CONTRACT	5,598.72
BILL IRELAND SECURITY INC	PASSWORD RESETTNG	135.00
BLUE CROSS/BLUE SHIELD	INSURANCE	39,401.91
CHERYL GROUT	DEPOSIT REFUND - FOX HALL	100.00
CONRAD FIRE EQUIPMENT	FIRE HELMETS/GLOVES	866.03
CORE & MAIN	WATER DISTRIBUTION SADDLES AND CORPS	2,379.15
CSG FORTE PAYMENTS	C/C PROCESSING FEE	9.95
DAKOTA WILSON	DEPOSIT REFUND - FOX HALL	100.00
DELTA DENTAL OF KANSAS	DENTAL INSURANCE	2,819.01
DREXEL TECHNOLOGIES	PUBLICATION- ASPHALT REPAIRS RFP	94.00
ENVIRO LINE CO	WWTP- UV LIGHT BALLASTS	2,967.42
FP MAILING SOLUTIONS	UTILITY BILLING POSTAGE	1,300.00
GRASS PAD WAREHOUSE	ATHLETIC FIELD MARKER	562.45
GT DISTRIBUTORS	UNIFORM PANTS	694.96
HAYNES EQUIPMENT CO, INC	LAKE LIFT STATION UPGRADES	33,108.00
HEALTH EQUITY	FSA PAYMENTS	1,165.54
HEARTLAND PRINT & DESIGN	FEB/MARCH NEWSLETTER	1,204.69
INT'L INSTITUTE OF MUNICIPAL CLERKS	BOND / MCGOWIN DUES RENEWAL	330.00
KANSAS MUNICIPAL GAS AGENCY	NATURAL GAS	72,442.00
KANSAS STATE TREASURER	DEBT SERVICE - 2017-A & 2013-A	24,153.75
KPERS	KPERS	10,444.51
	KPF	12,081.22
	KPERS WAR	5.34
	KPERS - GROUP LIFE	462.53
KU TRANSPORTATION CENTER	LTAP CLASS- PUBLIC WORKS	325.00
LAW OFFICES OF RONALD WOOD	COURT APPOINTED ATTORNEY	1,500.00
LUCET	EAP ANNUAL PREMIUM	1,363.66
MASTERS TELECOM	MONTHLY VOICEMAIL	52.59
MHS JANITORIAL CLEANING	CLEANING SERVICE FEBRUARY	1,150.00
MIAMI COUNTY EMS	REIMBURSE FOR FIRE EMS SUPPLIES	160.20
MITCHELL CONNER	DEPOSIT REFUND - FOX HALL	100.00
MOKAN DIAL, INC.	TELEPHONE/INTERNET SERVICES	1,275.31
MULTIPLICITY LLC	CRADLEPOINT REPAIR - CAR 38	1,319.50
NAPA AUTO PARTS	12 VOLT JUMP STARTER	185.00
NATIONAL SIGN CO INC	NO OUTLET SIGNS	52.30
NETSTANDARD, INC	CLOUD BACKUP/SECURITY	3,198.28
OCCUPATIONAL HEALTH CENTERS	PHYSICAL EVAL FOR NEW HIRE	173.00
OLATHE WINWATER WORKS	SEWER PIPE FITTINGS	650.90
PEOPLES SERVICES	MONTHLY INTERNET - POLICE	185.00
PRINCIPAL LIFE	VISION/LIFE INSURANCE	870.72
SAMANTHA CROCKER	DEPOSIT REFUND - FOX HALL	125.00
SCHENDEL PEST SERVICES	LYP MOLE/VOLE PEST SERVICE	485.56
SHORT-ELLIOTT-HENDRICKSON, INC	WATER MAIN ENGINEERING	2,580.00
STAPLES ADVANTAGE	LETTER TRAYS/COPY PAPER	132.19

STATE CHEMICAL MANUFACTURING CO	SLIK- ANTI CORROSION FOR SALT	415.00
SUBSURFACE SOLUTIONS	MONTHLY MAPPING PORTAL - ANNUAL FEE	888.00
SUPREME MECHANICAL SOLUTIONS	BAY FLOOR HEAT	17,210.00
TRAVIS THOMPSON	DEPOSIT REFUND - FOX HALL	100.00
TYLER TECHNOLOGIES, INC	COURT CONFIG/AR CONFIG & GO-LIVE	2,465.00
UTILITY SAFETY & DESIGN	FEBRUARY RETAINER FEE	9,630.00
WATSON, HANNAH	DEPOSIT REFUND - FOX HALL	100.00
	TOTAL	268,520.58



To: Governing Body
From: Jean Carder
Date: March 12, 2026
Re: Pre-Prom Special Event Application

First National Bank will again be hosting its Pre-Prom Social from 4:30-6:30 p.m. Saturday, April 18, 1201 W. Amity.

The application has been received and includes all necessary documentation. Additionally a permit has been granted by KDOT for Louisburg Police to stop traffic for pedestrian crossing at Amity & Sutherland Drive.

Both the Fire and Police Chiefs have signed off on the application.

Signatures from businesses located in Louisburg Village Market are on file but are not included in the attached documentation. Bank personnel are still working to obtain the signature of the manager at Casey's, who is not in the store on a daily basis.

Financial: None at this time.

Legal: None.

Recommendation: Approve the application.

Sample motion: *I move to approve the Special Event Application submitted by First National Bank for this year's Pre-Prom event from 4:30-6:30 p.m. Saturday, April 18.*

CITY OF LOUISBURG SPECIAL EVENT APPLICATION

COMMUNITY EVENT PERMIT APPLICATION PURSUANT TO CHAPTER 12-400 OF THE MUNICIPAL CODE OF THE CITY OF LOUISBURG.

This form must be completed and returned a minimum of 45 days in advance of the proposed special event to allow for appropriate consideration by Park and Tree Board as required by Section 12-133 and/or by Louisburg Governing Body as required by Section 12-407.

1. The type of proposed use, event, or activity (i.e., fun run, carnival, festival):

Prom Photo Event

2. The street or other public or private property and the specific area or areas thereof which will be utilized in connection with the proposed use, event, or activity:

K68 & Sutherland Dr

3. The date or dates and the specific times thereof, including set-up and tear-down, that the private or public property is to be utilized for the described use, event, or activity:

April 18th, 2026 - 4:30pm - 6:30pm

4. The name, address and telephone number of the person, entity or organization sponsoring or conducting the proposed event;

First National bank of Louisburg - 1201 W Amity St - 913-320-5191

5. The name, address and telephone number of the local event organizer(s), the greater organization or organizer(s), and event sponsor(s) to be contacted regarding the application or permit;

Robert Nauman

6. The number of past participants who attended previous events sponsored by the applicant, if available;

500

7. The number of persons which the applicant anticipates will be attending the event;

500

8. Will alcohol or cereal malt beverages be sold, consumed, or present at the event;

Yes No

By Checking "No" you are confirming that alcohol will not be sold, consumed, or present, and that presence of such may be cited as a permit violation, a fine, or both.

Required Attachments:

- The applicant shall submit a **site plan** that includes:
- a. Any plans for fencing or barriers, and the size and location of the gates and emergency exits contained in such fence / barrier;
 - b. The plans for supplying potable water, including the source, amount available and location of outlets;
 - c. The placement, type and description of any stages;
 - d. A map of the event identifying any and all street closures and placement of any barricades, with a designation of the types of barricades to be used;
 - e. The plans for providing toilet and handwashing facilities, including the source, number and location, type, and the means of disposing of waste deposited;
 - f. The location and quantity of solid waste collection and disposal receptacles and the plan for hauling away of solid waste material;
 - g. The plans, if any, to illuminate the location of the event, including the source and amount of power and the location of lamps;
 - h. The plans and signage for parking vehicles, including size and location of lots, points of highway access, ingress/egress for emergency vehicles, and interior roads including routes between highway access and parking lots and any shuttle service;
 - i. The plans for sound and sound amplification, if any, including number, location and power of amplifiers and speakers;
 - j. The placement and size of any signage for the event (may require additional special event sign permit);
 - k. The plans for seating, tables, bleachers or seating facilities;
 - l. The plans for electrical power and generators, if applicable;
 - m. The plans and location of any tents or canopies and the size of any such tent or canopy;
 - n. The plans and location of any portable amusement park or inflatable rides;
 - o. The range of sound amplification and/or lighting.

The list of items above will be reviewed and are subject to approval by staff as part of this application process.

- Security and Logistics.** All security must be provided by certified law enforcement officers and/or approved private security. Determination for level of security will be based on multiple factors including, but not limited to, number of attendees, presence of alcohol, time and duration of event, location of venue, number of street closures, size of area where alcohol will be present, and ingress/egress. The applicant shall be responsible for all costs incurred in providing security for the event. The fee for use of City of Louisburg law enforcement officers is a minimum of \$50/hour/officer if officers are available for this purpose.

- Concessions, Vendors, Amusement/Entertainment Providers.** The plans and specific description for all food and beverage concessionaires, any other type of vendors, or other amusement or entertainment providers who will be allowed to operate at the event, including the names, addresses, and phone numbers, and their state or local license or permit numbers, and state sales tax ID numbers, as applicable;
- Proof of liability insurance** for the event as required by Section 12-412 as follows: The permit holder for events occurring on public or park property shall procure and maintain in full force and effect during the term of the permit a policy of insurance from an insurance company authorized to do business in the State of Kansas, which policy includes the City of Louisburg, its officers and agents, as named insured and which provides general liability coverage in an amount not less than \$1,000,000.00 per occurrence and a minimum of \$250,000.00 property damage coverage. Proof of insurance shall be submitted to the City prior to issuance of the permit and maintenance of this insurance shall be a condition of the permit.
- If the event requires street closure, signed acknowledgement from area businesses and property owners/occupants that they are aware of event and have no issues with intended street closures.
- If the event requires state highway closure, organizer must provide approval or permit from controlling authority of the highway intending to be closed and the duration allowed for the closure.
- Receipt for payment of the nonrefundable **application fee** of \$75.

ADDITIONAL REQUIREMENTS FOR ALCOHOL SALE, CONSUMPTION OR PRESENCE AT SPECIAL EVENTS OR IN TEMPORARY ENTERTAINMENT DISTRICTS.

1. The name, address and telephone number of the caterer or license holder.

N/A

2. The dates, times and location when alcohol will be allowed for consumption at such event.

N/A

3. Whether entry to the event or temporary entertainment district is restricted to:

N/A

invited guests, or open to the public.

4. The type of alcohol to be sold or dispensed and the means or method which will be used to sell, dispense or distribute the alcohol to event attendees. Authorization to sell or dispense alcohol will require a separate resolution to be approved by the Louisburg Governing Body to process the liquor license prior to consideration of final approval of this application.

N/A

5. The name, address, and license of any drinking establishment that has extended its licensed premises into the temporary entertainment district if such event is occurring on the public streets and sidewalks of the City of Louisburg. Only those drinking establishments listed on the event application will be granted approval by the City Council to utilize the city streets, sidewalks, or other public property for the extension of their licensed premises.

N/A

6. The name, address and signed acknowledgement from any owners/lessees of area businesses which are to be included in the event area or temporary entertainment district.

N/A

Statement of Applicant: I have reviewed this application completely and everything contained herein is true and correct. I agree to hold the City of Louisburg harmless from and against any loss, cost, or damage of any nature arising out of any action or claim against the City of Louisburg or its agents or employees, in connection with this event. I acknowledge that I have received a copy of Chapter 12. Public Property, Article 4. Special Events of the Municipal Code of the City of Louisburg and I fully understand that I will be held responsible for any violations of State Laws and City of Louisburg Ordinances at the location and time specified on this permit. I further acknowledge that failure to comply with laws/ordinances or uphold any requirement for the special event may result in revocation of a permit issued pursuant to this application before or at the event by the Special Events Coordinator, Fire Chief, Police Chief, or any designee thereof, and/or may result in denial of future special event application(s).

Robert Nauman
Applicant Signature

3/5/2026
Date

Approve Request Deny Request
By: _____

Date of Decision: _____ Date Fees/Deposit Paid: _____

Review Criteria:

- A. The proposed event does not present a safety, noise, or traffic hazard.
- B. Whether the event, sound amplification and/or lighting requires area notification; determine list.
- C. The event will not obstruct the operation of emergency vehicles or equipment in or through the particular permit area.
- C. The proposed event conforms to regulations regarding the use or allowable number of participants for the proposed venue, location, or site; and
- D. The proposed event does not violate any provisions of the Code of the City of Louisburg, the laws of the State of Kansas or the laws of the United States.
- E. If the proposed event is to occur on park or other city-owned property, the event conforms to regulations of the City of Louisburg.
- F. If the event requires the closure of public streets, such street closures must be separately approved by the Louisburg Governing Body.
- G. Determine if food trucks or other permits are required for this event.

City Hall _____ FD OR PD JP PW _____ B/Z _____

Required Attachments:

- For temporary entertainment districts, a copy of the temporary permit issued by the State of Kansas, pursuant to K.S.A. 41-1201 et seq. and the City of Louisburg, pursuant to Section 3-104 of the Code of the City of Louisburg for the sale of alcohol at such event, or written documentation that an application is pending for such temporary permit;
- A copy of the caterer or business license issued by the State of Kansas for any individual responsible for the sale or distribution of alcohol at such event (if any); *N/A*
- A detailed security plan including:
 - a. A plan as to how the event promoter will prevent the off-premises consumption of alcohol and any consumption of alcohol by minors;
 - b. Entry and exit points to the event venue(s);
 - c. Description of the signage, barriers or maps which will be used to designate the area in which alcohol may be consumed;
 - d. The number and exact locations of all alcohol sale/distribution points;
 - e. The location of any licensed drinking establishments that desires to participate in the temporary entertainment district, and a designation of the area of the licensed premises of such drinking establishment(s) which have been extended into the temporary entertainment district;
 - f. A diagram showing the number, size and location of all signs designating areas where alcohol may be consumed.
- A list of streets and or street rights-of-way to be closed to motor vehicle traffic for such event or temporary entertainment district and the dates and times for such street closures.

CITY OF LOUISBURG SPECIAL EVENT APPLICATION

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This form must be completed and returned a minimum of 45 days in advance of the proposed special event to allow for appropriate consideration by Park and Tree Board as required by Section 12-133 and/or by Louisburg Governing Body as required by Section 12-407.

1. The type of proposed use, event, or activity (i.e., fun run, carnival, festival):

Prom Photo EVENT

2. The street or other public or private property and the specific area or areas thereof which will be utilized in connection with the proposed use, event, or activity:

K6B E SUTHERLAND DR

3. The date or dates and the specific times thereof, including set-up and tear-down, that the private or public property is to be utilized for the described use, event, or activity:

April 12, 2025 4:30pm - 6:30 pm

4. The name, address and telephone number of the person, entity or organization sponsoring or conducting the proposed event:

1st National Bank
1201 W Amity 913-837-5191

5. The name, address and telephone number of the local event organizer(s), the greater organization or organizer(s), and event sponsor(s) to be contacted regarding the application or permit:

Bob Nauman 913-406-1355

6. The number of past participants who attended previous events sponsored by the applicant, if available;

500

7. The number of persons which the applicant anticipates will be attending the event;

500

8. Will alcohol or cereal malt beverages be sold, consumed, or present at the event;

Yes No

By Checking "No" you are confirming that alcohol will not be sold, consumed, or present, and that presence of such may be cited as a permit violation, a fine, or both.

Required Attachments:

- The applicant shall submit a **site plan** that includes:
- a. Any plans for fencing or barriers, and the size and location of the gates and emergency exits contained in such fence / barrier;
 - b. The plans for supplying potable water, including the source, amount available and location of outlets;
 - c. The placement, type and description of any stages;
 - d. A map of the event identifying any and all street closures and placement of any barricades, with a designation of the types of barricades to be used;
 - e. The plans for providing toilet and handwashing facilities, including the source, number and location, type, and the means of disposing of waste deposited;
 - f. The location and quantity of solid waste collection and disposal receptacles and the plan for hauling away of solid waste material;
 - g. The plans, if any, to illuminate the location of the event, including the source and amount of power and the location of lamps;
 - h. The plans and signage for parking vehicles, including size and location of lots, points of highway access, ingress/egress for emergency vehicles, and interior roads including routes between highway access and parking lots and any shuttle service;
 - i. The plans for sound and sound amplification, if any, including number, location and power of amplifiers and speakers;
 - j. The placement and size of any signage for the event (may require additional special event sign permit);
 - k. The plans for seating, tables, bleachers or seating facilities;
 - l. The plans for electrical power and generators, if applicable;
 - m. The plans and location of any tents or canopies and the size of any such tent or canopy;
 - n. The plans and location of any portable amusement park or inflatable rides;
 - o. The range of sound amplification and/or lighting.

The list of items above will be reviewed and are subject to approval by staff as part of this application process.

- Security and Logistics.** All security must be provided by certified law enforcement officers and/or approved private security. Determination for level of security will be based on multiple factors including, but not limited to, number of attendees, presence of alcohol, time and duration of event, location of venue, number of street closures, size of area where alcohol will be present, and ingress/egress. The applicant shall be responsible for all costs incurred in providing security for the event. The fee for use of City of Louisburg law enforcement officers is a minimum of \$50/hour/officer if officers are available for this purpose.

- Concessions, Vendors, Amusement/Entertainment Providers.** The plans and specific description for all **food and beverage concessionaires, any other type of vendors, or other amusement or entertainment providers** who will be allowed to operate at the event, including the names, addresses, and phone numbers, and their state or local license or permit numbers, and state sales tax ID numbers, as applicable;
- Proof of liability insurance** for the event as required by Section 12-412 as follows: The permit holder for events occurring on public or park property shall procure and maintain in full force and effect during the term of the permit a policy of insurance from an insurance company authorized to do business in the State of Kansas, which policy includes the City of Louisburg, its officers and agents, as named insured and which provides general liability coverage in an amount not less than \$1,000,000.00 per occurrence and a minimum of \$250,000.00 property damage coverage. Proof of insurance shall be submitted to the City prior to issuance of the permit and maintenance of this insurance shall be a condition of the permit.
- If the event requires street closure, signed acknowledgement from area businesses and property owners/occupants that they are aware of event and have no issues with intended street closures.
- If the event requires state highway closure, organizer must provide approval or permit from controlling authority of the highway intending to be closed and the duration allowed for the closure.
- Receipt for payment of the nonrefundable **application fee** of \$75.

Statement of Applicant: I have reviewed this application completely and everything contained herein is true and correct. I agree to hold the City of Louisburg harmless from and against any loss, cost, or damage of any nature arising out of any action or claim against the City of Louisburg or its agents or employees, in connection with this event. I acknowledge that I have received a copy of Chapter 12. Public Property, Article 4. Special Events of the Municipal Code of the City of Louisburg and I fully understand that I will be held responsible for any violations of State Laws and City of Louisburg Ordinances at the location and time specified on this permit. I further acknowledge that failure to comply with laws/ordinances or uphold any requirement for the special event may result in revocation of a permit issued pursuant to this application before or at the event by the Special Events Coordinator, Fire Chief, Police Chief, or any designee thereof, and/or may result in denial of future special event application(s).

Applicant Signature

1/27/2025
Date

Approve Request Deny Request

By: _____

Date of Decision: _____

Date Fees/Deposit Paid: _____

Review Criteria:

- A. The proposed event does not present a safety, noise, or traffic hazard.
- B. Whether the event, sound amplification and/or lighting requires area notification; determine list.
- C. The event will not obstruct the operation of emergency vehicles or equipment in or through the particular permit area.
- C. The proposed event conforms to regulations regarding the use or allowable number of participants for the proposed venue, location, or site; and
- D. The proposed event does not violate any provisions of the Code of the City of Louisburg, the laws of the State of Kansas or the laws of the United States.
- E. If the proposed event is to occur on park or other city-owned property, the event conforms to regulations of the City of Louisburg.
- F. If the event requires the closure of public streets, such street closures must be separately approved by the Louisburg Governing Body.
- G. Determine if food trucks or other permits are required for this event.

City Hall _____ FD _____ PD _____ PW _____ B/Z _____

First National Bank pre-prom event

This come-and-go event is the annual pre-prom photo op/reception hosted by First National Bank. As noted elsewhere, parent/guest parking will be located in the Louisburg Village Market parking area across the street to the north off the bank. Prom-goers will be parking in the bank parking area. LPD will assist those crossing Amity Street to get from the parking area to bank safely. There will be no road closures during this event. LPD SRO Dave Sands has reviewed the application and has no issues.

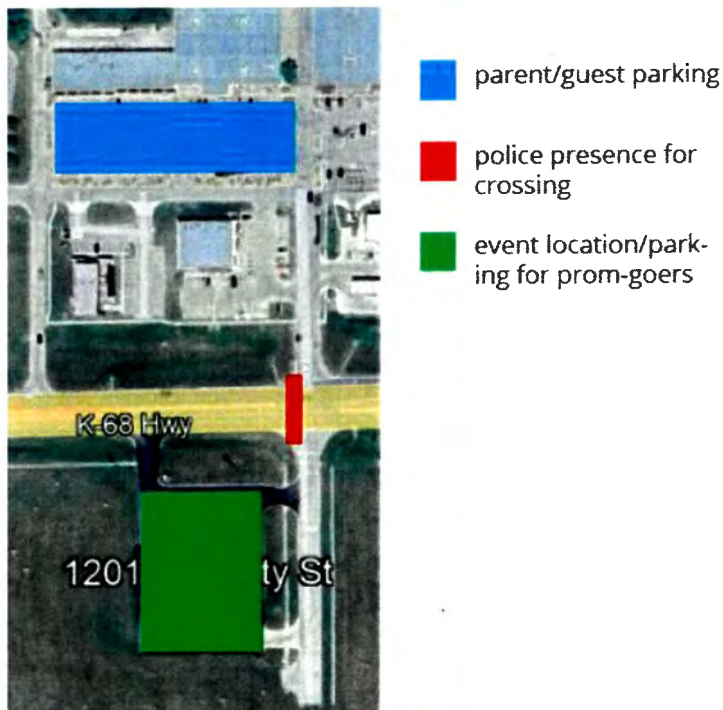
From the application on page 2 that calls for required attachments:

The applicant shall submit a site plan that includes:

- a. Any plans for fencing or barriers, and the size and location of the gates and emergency exits contained in such fence / barrier; - No barriers, gates or emergency exits will be needed. The public parks across the street and is assisted by LPD in crossing Amity. Prom-goers are allowed to park in the bank's parking area, again assisted by LPD. See map at end of document.
- b. The plans for supplying potable water, including the source, amount available and location of outlets; - none needed
- c. The placement, type and description of any stages; - none needed
- d. A map of the event identifying any and all street closures and placement of any barricades, with a designation of the types of barricades to be used; - provided
- e. The plans for providing toilet and handwashing facilities, including the source, number and location, type, and the means of disposing of waste deposited; - none needed
- f. The location and quantity of solid waste collection and disposal receptacles and the plan for hauling away of solid waste material; - none needed
- g. The plans, if any, to illuminate the location of the event, including the source and amount of power and the location of lamps; - none needed
- h. The plans and signage for parking vehicles, including size and location of lots, points of highway access, ingress/egress for emergency vehicles, and interior roads including routes between highway access and parking lots and any shuttle service; - provided on attached map. No additional signage is planned.
- i. The plans for sound and sound amplification, if any, including number, location and power of amplifiers and speakers; - none needed

- j. The placement and size of any signage for the event (may require additional special event sign permit); - none needed
- k. The plans for seating, tables, bleachers or seating facilities; - none needed
- l. The plans for electrical power and generators, if applicable; - none needed
- m. The plans and location of any tents or canopies and the size of any such tent or canopy; - none needed
- n. The plans and location of any portable amusement park or inflatable rides; - none needed
- o. The range of sound amplification and/or lighting. - none needed

Additionally, a permit has been received from KDOT that allows LPD to stop traffic to allow for pedestrian crossings at Amity & Sutherland Drive. Businesses in Louisburg Village Market have been notified of the event and their signatures acknowledging the event are on file.



Memo

To: Louisburg Governing Body

From: Richard Mikesic

Date: March 12, 2025

Re: Pending Retirement

Background: I am officially announcing my intent to retire as the City Finance Director at the end of this year. Although not yet official, the target retirement date will likely occur on a day between December 21, 2026 and December 31, 2026. I would like to initiate the discussion regarding the transition to my successor.

When the City replaced the Finance Director five years ago, the position was vacant for 8 months and required two hiring processes when the first process resulted without a placement. The Finance Director plays a critical role in the financial operations of a City and even under the best circumstances, replacing a Finance Director can be a challenge due to a limited pool of qualified applicants at any given time. This can be even more challenging for smaller cities. The highest quality candidates often look for communities with larger finance departments that allow the Director to delegate routine daily activities. For this reason, there is value to plan out the transition to minimize the negative impact of the change in personnel.

When replacing a Finance Director, it is common for cities to have interim periods where they hire consultants to assist in the role during the vacancy and the consultant traditionally assists with the transitional period. When the departure is due to retirement, it creates a unique opportunity to plan the transition period under optimal circumstances. One should consider the merits of onboarding the successor before the former has left employment. There are several benefits to this arrangement:

- 1) Even with the perfect candidate, any new employee must learn on the job. Typically, this means existing personnel train the new employee. This is common not only in government, but in private industry as well. However, for certain positions, there is no person on staff that can train a new appointment. The Finance Director role is one of those positions. If we wait to appoint a person after my retirement, the successor has no opportunity to learn from the person that previously held the role. I was in that position 5 years ago, and I can assure you that makes the learning curve a greater climb and delays the ability to get accustomed to the new position.

- 2) I am certain we are trying to attract the highest quality candidate. Potential candidates in this role consider the opportunity to work firsthand with their predecessor to be an attractive quality, which increases the potential for high quality candidates.
- 3) The Finance Director oversees all aspects of the finance operations of the city. A major component is the procedures, designed to maximize controls. When this position is vacant, the controls are by nature compromised. Any lengthy vacancy in the position has the potential to put the city at risk.
- 4) While there are regular daily and periodic duties for a finance director, the duties of a finance director can vary greatly during the year. For example, there is a year-end season, an audit season, a budget season, etc. While there are documented procedures, it is commonly easier to learn when it can be explained and demonstrated beyond just reading text. An overlap period will allow for this to occur, even though it might be “out of season” at the time.
- 5) The transition was discussed with Danielle Hollingshead with Adams Browne, the principal in charge of our audit. She has seen challenges faced by cities across the state and knows firsthand the importance of a smooth transition, having often been called to assist when the position has been vacant elsewhere. She expressed a strong desire for an overlap between the former and successor staffing. She has offered to answer questions that you might have. She is expected to attend the audit presentation virtually during the council meeting on April 6, 2026. Questions are welcome at that time. Additionally, I can collect questions from the governing body and submit them to her, with responses provided to the governing body.

As a City, we have invested heavy resources and significant time to upgrade our financial system over the past two years. Without a strong transition, even the best system can quickly decline in value. It is my desire to ensure that the transition is successful so the city will not lose the great momentum we have built during my time with the City. I firmly believe that beginning the process in the summer and bringing the successor onboard prior to my departure gives us the greatest chance for a successful transition.

Potential timeline:

July 15 – August 31, 2026 – Position posted (A long period allows for greater exposure.)

September 1, 2026 – Interviews (Allows for multiple rounds, if needed)

October 1, 2026 – Successor selection and offer of employment *

October 15 – November 1, 2026 – Successor start date *

November 1 – December 21, 2026 – Training *

*Additional time to allow flexibility should a 30-day (or other) notice be required by the successful candidate.

Financial: Should the city determine to overlap the terms of the predecessor and the successor, there will be additional costs for benefits and salary in that period. As a way to help minimize the financial impact, I am willing to use vacation time during the transitional period. This would allow me to work with the successor as needed, but also allow the successor to take the reins of the financial operation. Since earned but unused vacation time is paid at the time of departure, this would allow the city to reduce (not eliminate) the overall financial impact of the overlapping terms.

Legal: None

Recommendation: Provided for information only to begin a transitional plan, no action requested tonight. Begin considering the optimal transition plan.

Memo

To: Louisburg Governing Body

From: Ben Miller

Date: March 16, 2026

Re: 2026 Annual Concrete RFP

Background: Staff have compiled a list of concrete repairs within the City for the 2026 Annual Concrete Repairs RFP. These repairs include sidewalks, ramps, and curb. Attached is a list of targeted concrete repairs to meet budget.

Project No.: 26-820-05

Financial: \$80,000 was budgeted for 2026 from the Special Streets Fund.

Legal: None.

Recommendation: Staff recommends publishing the 2026 Annual Concrete Repairs RFP.

Sample Motion: *I move to approve to publish the 2026 Annual Concrete Repairs RFP.*

CITY OF LOUISBURG, KANSAS
2026 Annual Concrete Repairs RFP

Invitation for Bids

The City of Louisburg, Kansas will accept sealed bids for **2026 Annual Concrete Repairs RFP** until 10 a.m. April 14, 2026, at City Hall, Louisburg, Kansas, 215 S. Broadway Street, Louisburg, Kansas 66053, 913-837-5371.

The proposed work provides for **2026 Annual Concrete 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.

For Construction Services under \$100,000:

- Bid, Performance, Maintenance bonds and Retainage and Liquidated Damages are required.

For Construction Services more than \$100,000

- Bid and Maintenance bonds and Retainage and Liquidated Damages are required.
- A Statutory/Public Works Bond will be required in lieu of a Performance bond.

For Professional Services:

- Bid Bond 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 bmiller@louisburgkansas.gov.

Timeline:

RFP Publish: March 17, 2026

Deadline for Questions: noon, April 7, 2026

Response to Questions: 3:30 p.m., April 10, 2026

Submittal Deadline: 10 a.m., April 14, 2026

RFP Opening Immediately following Submittal Deadline:

City Council Consideration: April 20, 2026

Expected Contract Notification: April 21, 2026

Work Shall be Completed : June 30, 2026

2026 Annual Concrete Repairs RFP

RFP Documents

CITY OF LOUISBURG, KANSAS
2026 Annual Concrete Repairs RFP

BID SPECIFICATIONS

SCOPE OF WORK

The work provided for in these specifications shall consist of the tear out, removal, setup, pouring, and clean up of concrete in various areas throughout the city, and to furnish all labor, equipment and miscellaneous materials; and performing all work necessary to complete **2026 Annual Concrete 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

Concrete shall be KCM MB 4500psi mix. All work and materials used shall follow APWA Kansas City Metropolitan Chapter Standards Section 2208. The latest version of these standards shall be used. If conflicting standards are referenced, the most 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 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

A W-9 should be provided with the first invoice.

SUB-CONTRACTORS

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

BONDS

Bond requirements are listed 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.

Any change-orders must be approved in writing before work continues. Approval may require action by the City Council.

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 Concrete 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 Annual Concrete 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).

10. 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).

11. 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.

12. 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.

13. 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.

14. 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.

15. The bidder to whom a contract is awarded for construction projects 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 Statutory/Public Works Bond must be filed as required by K.S.A. 60-1111.

The **Statutory/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.

D. Retainage of ten percent (10%) of the project will be withheld from each payment until project is accepted.

E. Liquidated Damages of \$500/day for those construction projects under \$100,000 or \$1,000/day for those projects more than \$100,000.

F. **For Professional Services**, a Bid Bond of five percent (5%) is required and should be submitted with the bid. Retainage of ten percent (10%) of the project will be withheld from each payment until project is accepted.

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.

16. 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.

17. 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.

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

19. The contractor, at the request of the City, shall provide door hangers to affected residents or businesses 48 hours prior to the commencement of work.

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

21. Questions regarding this RFP must be submitted in writing to bmiller@louisburgkansas.gov by noon, April 7. Responses to questions or addendum will be shared via the City's website: www.louisburgkansas.gov in the "Community News" section at 3:30 p.m., April 10, 2026.

2026 Annual Concrete Repairs RFP Bid Sheet

Sidewalks

Location	Quantity	Unit Price	Total
1324-1334 Starbrooke Dr.	70.4 SF		
1100-1102 S. 1 st St. East	272 SF		
1102-1104 N.1 st St. East	256 SF		
1100-1006 N. 1 st St. East	52 SF		
1006-1004 N. 1 st St. East	80		
1002-1000 N. 1 st St. East	54 SF		
1100 N. 2 nd St. East to Summerfield Dr.	156 SF		
1108-1006 N. 2 nd St. East	34 SF		
1004-1002 N. 2 nd St. East	94 SF		
304 Summerfield Dr. (E. Side of Road)	22 SF		
Harvest Dr. (Between N. 1 st and N. 2 nd)	30 SF		
S. 2 nd St. from Metcalf Rd. to Olive St.	1335 SF		
S. 1 st St. from Metcalf Rd. to 7 S. 1 st St.	1170		

Curb

1200 S. 6 th St. East	30 LF		
1320 S. 6 th St. East	30 LF		

Ramps With Trunkated Domes

NE Corner of Olive St. & S. 8 th St.	1		
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SE Corner of Olive St. & S. 8th St.	1		
SE Corner of Peoria St. & S. 2nd St.	1		
NW Corner of N.1st St. East & Summerfield	1		
SE Corner of Harvest & N. 4th St. East	1		
NW Corner of N. 2nd St. East & Summerfield	1		
SW Corner of S. 2nd St. & Elm St.	1		
SE Corner of S. 2nd St. & Elm St.	1		

Memo

To: Louisburg Governing Body

From: Ben Miller

Date: March 16, 2026

Re: 2026 Asphalt Street Repairs RFP Selection

Background: At the February 17, 2026, meeting, Council approved the publication of the 2026 Asphalt Street Repairs RFP. Bids were opened March 10. All submittals have been reviewed, references checked and verified that each bid had the proper documentation.

While McConnell & Associates was not the low bidder on this project, the firm did provide the low bid on the Crack Seal RFP, the next item on the agenda. Staff's recommendation is to choose McConnell & Associates for asphalt street repairs and crack seal. Staff believe using the same firm will result in less disruption for residents and an overall better finished product for the City.

PP & J Construction Inc.	\$429,372
McConnell & Associates	\$272,780.31
Bettis Asphalt & Construction	\$350,463.32
Barkley Asphalt Co., Inc.	\$268,932

Project No.: 26-820-03

Financial: The project budget is \$450,000 from the Infrastructure Improvements Fund.

Legal: None.

Recommendation: Staff recommend selecting McConnell & Associates for the 2026 Asphalt Street Repairs Contract.

Sample Motion: *I move to approve selecting McConnell & Associates for a not-to-exceed cost of \$272,780.31 for the 2026 Asphalt Street Repairs Contract.*

Memo

To: Louisburg Governing Body

From: Ben Miller

Date: March 16, 2026

Re: 2026 Crack Seal RFP Selection

Background: At the February 17, 2026, meeting, Council approved the publication of the 2026 Crack Seal RFP. Bids were received March 10. All submittals have been reviewed, references checked and verified that each bid had the proper documentation.

McConnell and Associates is the low bidder on this project. As mentioned in the memo for Asphalt Repairs, Staff recommend selecting McConnell and Associates for both Crack Seal and Asphalt Repairs to minimize disruption for residents with an overall improved process for the City.

Vance Brothers, LLC	\$109,613.60
G-B Construction	\$522,614
McConnell & Associates	\$33,595
All Pro Asphalt	\$54,975
Pavement Management	\$40,948.75

Project No.: 26-820-05

Financial: The project budget is \$79,000 from the Special Streets Fund.

Legal: None.

Recommendation: Staff recommend selecting McConnell & Associates for the 2026 Crack Seal Contract.

Sample Motion: *I move to approve selecting McConnell & Associates for a not-to-exceed cost \$33,595 for the 2026 Crack Seal project.*



Memo:

To: Louisburg Governing Body

From: Staff

Date: March 12, 2026

Re: Vacate Alleys

About two years ago the Louisburg Library sought and received approval from the City to vacate the alley behind the library. In the past month the new owner at 704 S. Metcalf has requested a fence permit to build a fence across the alley, which is not allowed per Zoning Regulations. The owner asked if it were possible to vacate the alley. Later that same week, a resident requested a fence permit and inquired about the possibility of vacating the alley at her residence in the original part of town.

The process to vacate an alley includes:

- Application and fee of \$300
- Complete a Petition to Vacate form
- Adjacent property owners must complete and have notarized an Adjacent Property Owner Notification Form
- Vicinity Map – applicant submits an exhibit/map that clearly portrays the alley requested to be vacated
- Survey is required
- If approved, the action is recorded with the County Register of Deeds/County Clerk

Internally the petition requires approval of the Public Works Director. The City would maintain all easements that exist in the alley to be vacated. The petition is reviewed by the Planning & Development staff for accuracy. A notice is published in the newspaper for a public hearing on the requested vacation. The public hearing may either be conducted by the Governing Body or the Planning Commission. If it is conducted by the Planning Commission, its recommendation would be forwarded to Governing Body for either approval or denial. An ordinance would be part of the approval process. Staff recommendation is to have all such vacations come before the Governing Body rather than the Planning Commission.

The alley being vacated may either be equally divided by adjacent property owners or if one property owner does not want the additional property, the requester could assume the entire width of the alley. Alleys in Louisburg are approximately 18.5 ft wide. The area is then added to the new owner's taxable property.

The Governing Body is asked

- to determine if the vacation of alleys is desirable
- if yes, should it apply to both commercial and residential locations or just commercial even if those commercial properties may abut a residential property
- is it appropriate the process start at the Planning Commission level or should it start at the Governing Body level

Legal: None

Financial: None

Recommendation: Discuss and direct staff accordingly.

.

Memo

To: Louisburg Governing Body

From: Nathan Law

Date: March 12, 2026

Re: Insurance Bid Review for 2026-2027 Coverage

Background: Elliott Insurance reached out to Travelers and CWG, both of which had previously conducted reviews of City of Louisburg coverage during a bidding process, and both provided direct response of declination. Both have worked through the City of Louisburg account in recent years.

EMC is the sole proposal for insurance. This is a summary of the coverages and premium changes from current term to next term.

Coverage	25-26 Term Premium	26-27 Term Premium
Property	\$57,037	\$69,185
General Liability	\$17,389	\$17,946
Commercial Automobile	\$34,165	\$34,617
Equipment Floater	\$10,910	\$11,482
Crime	\$363	\$363
Workers Compensation	\$67,153	\$48,314
Umbrella	\$9,520	\$10,265
Professional Liability	\$6,864	\$8,240
Linebacker	\$8,626	\$9,301
Cyber	\$917	\$917
Total Premium	\$212,944	\$210,630

The overall change in premiums totals \$2,314 less than the previous year, or 1.08% decrease.

Legal Consideration: None.

Recommendation: Discuss renewal as needed and direct staff to proceed with formalizing an agreement with Employers Mutual Casualty (EMC) for 2026-2027 insurance term.

Sample Motion: *I move to direct staff to proceed with formalizing an agreement with Employers Mutual Casualty (EMC) for 2026-2027 insurance term as presented.*

Memo

To: Louisburg Governing Body

From: Nathan Law

Date: March 12, 2026

Re: School Resource Officer Agreement Renewal

Background: The current agreement for provision of law enforcement officers as School Resource Officers for USD 416 was approved by Council March 17, 2025, for 2025-2026 school year, continuing with a second SRO added the prior school year. The arrangement is proposed to continue with provision of two full-time officers for the 2026-2027 school year. The attached draft agreement is updated with new dates and value to be paid by USD 416 based on pay and benefits of officers for 2026-2027 school year. Chief Weber has recommendations for changes to two items in Section 6, with additional language highlighted and current language lined through.

Financial Consideration: The agreement identifies the cost to be reimbursed to the City at \$151,657.12, reflecting approximately 70% of the annual full-time cost of the two officers. 70% is approximately how much of a full year the school year accounts for, with the remaining 30% of officers' time dedicated to the police department.

Legal Consideration: None.

Recommendation: Discuss draft 2026-2027 SRO agreement as needed. Approve the agreement, directing staff to provide the same to USD 416 School Board for acceptance and approval, and directing the Mayor to execute the agreement on behalf of the City of Louisburg.

AGREEMENT

THIS AGREEMENT is entered into this _____ day of _____, 2026, by and between the City of Louisburg, a Municipal Corporation, hereinafter referred to as “City” and the Unified School District No. 416, located at Louisburg, Kansas, a political subdivision of the State of Kansas, hereinafter referred to as “District”, as follows:

WITNESSETH

For and in consideration of the mutual promises, terms, covenants, and conditions set forth herein, the parties agree as follows:

1. Purpose of Agreement. The purpose of this Agreement is for City to assign police officers to provide law enforcement services as specified herein to USD#416. The police officers will work with school personnel in, maintaining a safe campus, providing security at school events, providing law enforcement resources and responses to school related criminal activity.
2. Term. The term of this Agreement shall be for the 2026-2027 school year. This Agreement may automatically renew each year thereafter with reimbursement amounts adjusted per Council approval of officer pay considerations, unless terminated by either party. During days that school is not in session during the specified term, the officer shall perform duties that are otherwise prescribed by the City.
3. Termination. This Agreement may be terminated without cause by either party upon 30 days written notice. An additional 30-day cure period shall apply pursuant to Section 9, Dispute Resolution.
4. Relationships of Parties. The assigned police officers shall be considered an employee of the City and shall remain subject to the City’s control and supervision. The City hereby agrees to indemnify and hold the School District harmless in the event of any claim made against the School District as a result of action of the assigned police officers. The assigned officers will be subject to the personnel policies and guidelines in effect for Louisburg law enforcement officers, including attendance at all mandated training and testing to maintain officer certification. This Agreement is not intended to and will not constitute a joint venture, partnership or formal business association between the parties. Rights and obligations of the parties shall be only those expressly set forth in this Agreement. The parties further agree that School Resource Officers shall not accrue any distinctive pension rights or employment entitlements unless they are equitably provided under the City’s employment manual, having equal effect to all other law enforcement officers employed by the City of Louisburg. Periodic adjustments in compensation may occur, based on annual merit and performance adjustments. Such additional costs shall be proportionally shared by the District and the City and further reflected in the billing statements issued to the District.

5. Consideration. In consideration for the assignment of police officers to work with the District as provided herein, the District agrees to pay the City a minimum annual amount of \$151,657.12. This amount is approximately 70% of the annual cost of two full-time police officers. Overtime, if requested by the District, shall be paid in addition to the aforementioned base fee and made part of the monthly billing to the District. The officers' weekly District schedule will be mutually agreed upon by consultation with the school administration with occasional exception to sensitive legal matters. The officers may be asked to periodically attend afternoon or evening events in lieu of regular day duty, if agreed to by school administration and Chief of Police or designee. Each party will maintain a budget for expenditures under this Agreement. Payment from the District to City is due within 30 days of receipt of a monthly itemized billing statement from the City.
6. Officer Responsibilities. The Officers assigned to work with the District may:
 - 6.1 Enforce all applicable City Ordinance and State Statutes on school property and within City limits.
 - 6.2 **Be a resource on** ~~Provide a program of law related matters and education related~~ to the school community.
 - 6.3 Act as a communication liaison with law enforcement agencies providing basic information concerning students on campuses served by the officers.
 - 6.4 Provide informational services and be a general resource for staff on issues related to alcohol, drugs, violence, gangs, safety, security and vandalism.
 - 6.5 Gather information regarding potential problems such as criminal activity or any issue which may be a disruptive influence to the school and/or students.
 - 6.6 When a crime occurs, take appropriate steps consistent with a Kansas Law enforcement officer's duties.
 - 6.7 Present educational programs to students and school staff on topics agreed upon by both parties.
 - 6.8 Refer students and/or their families to the appropriate agencies **or resources** for assistance when a need is **identified** ~~determined~~.
 - 6.9 Unless in the officers' opinion circumstances prevent it, attempt to advise appropriate school administration prior to taking legal action, subject to the officers' duties under the law.
7. Time and Place of Performance. The City will endeavor to have the police officers available for school each day that school is in session during the regular school year. The City may but is not required to furnish a substitute officer during periods that a School Resource Officer is absent due to illness, required training, court appearances, paid leave resulting from internal investigation of alleged claim, vacation leave or other exigent circumstance experienced by

the Louisburg Police Department. The officers assigned as school resource officers should direct duties primarily towards the school or school activities during the regular school year.

8. District Responsibilities. The District shall provide the police officer an office space, telephone, office supplies and secure filing cabinet and any other equipment deemed necessary to perform campus duties. The District will not at this time be responsible for costs directly associated with the officer's uniform, firearm, patrol vehicle or any other tactical hardware that is customarily issued to local law enforcement officers. The District is encouraged to submit a year end evaluation of each officer's performance to the Chief of Police.
9. Dispute Resolution. The District and the City mutually agree that any contract dispute shall be first brought to the attention of the School District Superintendent and City Administrator for a 30-day cure period, prior to exercising the 30-day termination provision.

LOUISBURG UNIFIED SCHOOL DISTRICT
NO. 416

BY _____
BOARD PRESIDENT

ATTEST:

CLERK OF THE BOARD

CITY OF LOUISBURG

BY _____
MAYOR

ATTEST:

Memo

To: Louisburg Governing Body

From: Nathan Law

Date: March 12, 2026

Re: Kansas Department of Wildlife & Parks – Land and Water Conservation Fund Grant

Background: Discussed as part of the joint workshop with Council and various boards/commissions, the Park & Tree Board chair, Wayne Knop, highlighted this grant as an option to help reduce costs of many of the projects discussed that evening (see attached list of items). Part of that discussion included the requirements of this grant fund. Attached with this memo are multiple selections from the grant program that are intended to show the various requirements as part of the funding mechanism. For brevity, not all secondary information has been compiled (Ex: SCORP priorities). Council is requested to review the compiled requirements and discuss the merits of this funding as part of direction to staff whether to seek out the same. The current open application period requires submittals by July 31, 2026.

Financial: Part of the listed requirements is having a minimum of 50% local funding match readily available. 2026 Budget does not have funding allocated specifically to the items provided as part of the discussion at the joint workshop.

Legal: Nothing at this time.

Recommendation: Discuss requirements of grant program and direct staff accordingly.

Sample Motion: *None.*

(6:30-6:50 pm) Park & Tree Board – Wayne Knop, chair

Park & Tree Board: 6 members, 3-year terms. No residency requirement; Recreation or conservation background helpful but not necessary; Meets second Monday of the month at 6:30 p.m.

Function: The Park and Tree 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; Lewis-Young Park, located at 26600 Jingo Road, northwest of town; and Louisburg Aquatic Center, playground and sand volleyball courts, 402 Aquatic Drive. There are six voting members and one non-voting member representing the Louisburg Recreation Commission.

2027 Budget Request and Priorities

1. Overall priority - Uniform signage for all parks with implementation at LYP first*
2. City Park – add parking on the NE corner of the block*
3. Ron Weers Park – expand parking lots*
4. Lewis-Young Park – rehab the concession stand/restrooms and budget for new play equipment with a potential focus to be on “natural” play equipment*
5. Install landscape between the pool and apartments to the south and/or add mesh screening to fence with screening a priority
6. Remove the interior of the Aquatic Center from the Park & Tree area of responsibility with only that area outside of the pool fencing to be under Park & Tree review
7. Designate the S. Second & Mulberry block as a public open/green space and lend support for a multi-use structure at that block*
8. *Potential grant from Kansas Department of Wildlife & Parks for some of the items mentioned above

(6:50-7:10 pm) Convention & Tourism Committee – Anna Sprague, chair

Convention and Tourism Committee: 5 members, 2-year terms. No residency requirement; Members should represent both small and large businesses and businesses within the City. Meets the second Wednesday of each month at 6:30 p.m.

Function: The Convention and Tourism Committee is established by Charter Ordinance No. 994. 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.

STATEWIDE COMPREHENSIVE OUTDOOR RECREATION PLAN

All proposed projects must meet priority outdoor recreation needs as identified in the current Stateside Comprehensive Outdoor Recreation Plan (SCORP). The SCORP can be found at:

[S.C.O.R.P. / State Parks / KDWP - KDWP \(ksoutdoors.com\)](https://ksoutdoors.com)

Required to provide matching funds for the project application, administer the project through completion and operate and maintain the site after completion.

Must be able to commit their resources to the perpetual stewardship of the LWCF-assisted public outdoor recreation area.

Must possess sufficient title and adequate legal control of the property. This will typically require the sponsor to hold fee simple title to the property. However, ownership of less-than-fee interest may be acceptable if it provides for permanent control of the property to be utilized as an outdoor recreation in **perpetuity**.

Operate and maintain the properties or facilities acquired, developed and/or renovated with LWCF assistance for public outdoor recreation use in **perpetuity**. As required by the Section 6(f)(3) of the LWCF Act, should any portion of LWCF-assisted property be converted for anything other than public outdoor recreation use, the project sponsor must replace, at its own expense, the converted property with property having equal or great appraised value and equal or greater recreational usefulness.

Beginning no later than five years from project completion, staff from the Kansas Department of Wildlife and Parks will make periodic compliance inspections (with or without notice). Staff from the National Park Service may also conduct random inspections to ensure long-term stewardship.

Every application must contain a five-year maintenance plan that includes anticipated needs and costs as well as available resources for operation and maintaining the project area.

Will receive an Annual Operation and Maintenance Assurance Statement that is to be signed and returned to our office. It is important to remember the guidelines of the program and returning the form ensures project sponsor cooperation for instances of future funding.

Begin projects promptly following state and federal approval. It is important sponsors commit the necessary resources toward the project to ensure the facilities are available timely to the public.

Failure of sponsors to initiate a project within a reasonable period of time may result in rescission of funds and termination of the project agreement.

Must comply with the nondiscrimination obligations imposed by federal laws upon states, communities, and organizations who acquire and/or develop facilities for general public use. The major acts concerning nondiscriminatory practice, for which compliance guidelines have been issued by the Interior Department, are Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Age Discrimination Act of 1975, the Architectural Barriers Act of 1968 as amended, and the Americans with Disabilities Act of 1990 as amended.

Strongly encouraged to establish mechanisms for citizen participation in the selection of the project site(s) and facilities proposed in the application. Such mechanisms include public hearings, neighborhood meetings, citizen advisory panel, public notices inviting public input, etc.

Choose an area suitable for the proposed recreation facilities as well as any support facilities that will serve the project area. The location should be free of adverse environmental factors that could minimize quality recreation or present a health or safety hazard. The area should also be easily accessible for users as well as maintenance and control.

All facilities within the project boundary (either existing or proposed) must conform to current ADA accessibility standards. It is highly encouraged all utility lines be buried or relocated; all newly developed lines must be buried.

Facilities should be attractive for public use and generally be consistent with the environment. Plans and specifications for the improvements should be in accord with established engineering and architectural practices. Emphasis should be given to the health and safety of the users, accessibility to the general public, and the protection of the recreational and natural values of the area.

A geographic location map must be submitted with the proposal.

Site Plan(s) of the park area site to be acquire, or developed, must be submitted. The site plan must include such considerations as existing structures, items to be developed with LWCF assistance, park boundary, property rights, handicapped accessibility, surrounding streets/roads. The site plan must be drawn in a professional manner and be of sufficient size.

Floor plans of enclosed structures, such as bathhouse, restroom, or maintenance building, are require to illustrate the preliminary architectural concept and the provisions for the physically handicapped with accurate dimensions shown.

Proof of flood insurance may be required if the project area falls under the Flood Disaster Protection Act; a copy of which can be found in the LWCF Manual, Chapter 4. This act will have an impact on certain LWCF projects located in special flood hazard areas identified by the Secretary of Housing and Urban Development. Examples of facilities that would require insurance include permanent toilet buildings, bathhouses, buildings for interpretive exhibits, and administration or maintenance buildings.

A cost estimate should be drafted to determine the estimated costs and to assess the sponsor's resources to complete the project. In addition to actual construction costs, the cost estimate should take into account expenses for items such as site clearing, preparation, landscaping, administration of the grant project, accessibility, burying utility lines and signage.

Provide documentation that shows the minimum required 50% local match for the project is readily available. Include tables detailing the sources and uses of funding, including line-item expenses.

With the passage of the Bipartisan Infrastructure Law, Federal financial assistance programs for infrastructure must comply with domestic content procurement preference requirements established in the "Build America, Buy America Act" at Section 70911 et seq. ("Buy America"). Buy America's domestic content procurement preference applies to all of the iron, steel, manufactured

products, and construction materials used for infrastructure projects under an award. These requirements take effect on May 14, 2022; however, parties may seek waivers under certain circumstances. More information can be found at: <https://www.doi.gov/grants/BuyAmerica>.

LWCF Acknowledgement: Project sponsors are required to install and maintain permanent signs acknowledging the federal-state-local partnership role in providing the outdoor recreation areas and facilities that were acquired or developed with assistance from the Land and Water Conservation Fund.



Project areas and facilities must be available for public use at reasonable hours and times of the year, according to the type of area or facility. Some areas or facilities may be reserved at certain times for school use (or use by other organizations). At such facilities, the project sponsor is required to install and maintain a sign posting public availability.

The grant coordinator will notify the project sponsor of the NPS approval. The Local Project Agreement, along with other contract documents will be sent to the project sponsor for execution. Sponsors are not to begin local projects until an agreement between the sponsor and KDWP have been signed. Costs incurred prior to an executed agreement may not be eligible for reimbursement.

The project sponsor will not receive a cash grant at the time of project approval. Instead, the sponsor must pay the bills and then request reimbursement for up to half of the expenses incurred, but not more than the total grant award.

Expected Outlines, Forms, Plans, Etc.:

- Sample Cost Breakdown
- Local Funding Statement
- Willingness to Sell – Acquisition Only
- Maintenance Statement
- Energy Conservation Statement
- Overhead Powerline Statement
- Affirmative Action Policy
- Criteria for Acquisition Projects
- Criteria for Development Projects

NPS, in concert with the state, promotes energy conservation as part of the administration of the LWCF program. Energy conservation measures must be incorporated into the early stages of site selection, development, design, and management at all L&WCF project areas.

Certify that all new telephone and power lines within the 6(f) boundary of the project will be buried, and that no feasibility or cost estimate is needed for the burial of such items.

Agree to obey and comply with all relevant flood hazard and water pollution regulations.

Affirmative Action Policy includes an addendum to Equal Employment Opportunity Policy, a Grievance Form, and a Grievance Response template.

Memo

To: Louisburg Governing Body

From: Nathan Law

Date: March 12, 2026

Re: HR Contract Direction

Background: The current agreement with HR Partners (HRP) has a term of three years, which ends this year (attached for reference). This is being brought to Council to provide a reminder of the background of the process that resulted in utilizing HRP services, and to discuss the desired path forward. Options for such may include working with HRP to extend existing agreement or bidding out services again. For discussion purposes, attached also is the RFP issued in 2023 along with clarifications to questions at that time.

Financial: Nothing at this time.

Legal: Nothing at this time.

Recommendation: Discuss direction and direct staff accordingly.

Sample Motion: *None*.

HR PARTNERS, LLC

HUMAN RESOURCES RETAINER AGREEMENT

for

CITY OF LOUISBURG, KANSAS

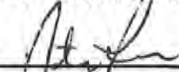
This Human Resources Retainer Agreement ("Agreement") is entered into effective June 15, 2023, by and between **City of Louisburg, Kansas** ("City") and **HR Partners, LLC** ("HRP"), collectively the "Parties".

1. **Engagement.** City hereby engages HRP to render, as an independent contractor, the services described in Schedule A, which is incorporated and attached hereto, and such other services as may be agreed to in writing between City and HRP from time to time. HRP hereby accepts the engagement to provide services to City under the terms and conditions set forth herein.
2. **Performance of the Services.** HRP shall retain the right to determine the methods, details and means of performing the services. If on-site time is required, it will be by approval of City.
3. **Term.** This Agreement will commence on the date first written above and, unless modified by the mutual written agreement of the Parties, shall continue for a three (3) year term, through and including June 14, 2026. The Parties may renegotiate the Agreement every twelve (12) months. Either Party may terminate the Agreement at any time by providing thirty (30) days' prior written notice to the other Party.
4. **Compensation.** In consideration of the services to be performed by HRP, City agrees to pay HRP in the manner and at the rates set forth in Schedule A. The monthly fee will be capped at \$2,000.00, but may be decreased depending on City's HR needs. Travel and other project related expenses, if any, incurred by HRP that are authorized by City shall be reimbursed by City to HRP. HRP will provide a description of the services performed and the amount of time incurred.
5. **Non-Exclusive Relationship.** HRP'S relationship with City shall be non-exclusive and HRP may perform services for other clients as HRP sees fit.
6. **Assignment and Subcontracting.** The rights and obligations under this Agreement may not be assigned, transferred or subcontracted by one Party without the prior written consent of the other Party, which consent shall not be unreasonably withheld or delayed.
7. **Confidentiality.** In the performance of HRP's obligations under this Agreement, HRP may acquire confidential and proprietary information. HRP will not disclose or use confidential information or proprietary information for any purpose during or after the term of this Agreement without City's expressed written permission.
8. **Representations and Warranties.** HRP represents and warrants (a) that HRP has no obligations, legal or otherwise, inconsistent with the terms of this Agreement or with HRP undertaking this relationship with City, and (b) that the performance of the services called for by this Agreement do not and will not violate any applicable law, rule or regulation or any proprietary or other right of any third party.

9. **Entire Agreement.** This Agreement contains the entire understanding and agreement between the Parties hereto with respect to its subject matter and supersedes any prior or contemporaneous written or oral agreements, representations or warranties between them concerning the subject matter hereof.
10. **Amendment.** This Agreement may be amended only in writing and signed by both HRP and by an authorized representative of City.
11. **Independent Contractor.** The relationship between HRP and City is that of independent contractor under a "work for hire" arrangement and will remain in effect throughout the term of this Agreement. HRP will not be eligible for any employee rights or benefits, nor will City make deductions from fees to HRP for taxes, insurance, bonds or the like. HRP retains the discretion to perform the tasks assigned within the scope of work specified.
12. **Limit of Liability.** HRP's liability shall be limited to the total fees paid for work performed under this Agreement. If any provision of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.
13. **No Waiver.** The failure of either Party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that Party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.
14. **Arbitration.** Any controversy or dispute arising out of or relating to this Agreement shall be mediated by a mutually agreed upon mediator. In the event a resolution of the controversy or dispute cannot be reached through mediation, the Parties agree it shall be resolved by binding arbitration. If the Parties cannot agree upon a single arbitrator, each Party shall nominate one arbitrator and a third arbitrator will be selected by the two arbitrators nominated by the Parties. The arbitrator or panel of arbitrators shall adopt the rules for conduct of the arbitrators. Each Party shall bear its own costs of mediation or arbitration. Any award rendered by an arbitrator or panel of arbitrators may be entered as a judgment in any court having jurisdiction thereon.
15. **Taxes.** HRP agrees to pay all appropriate local, state and federal taxes, including estimated taxes, applicable to this Agreement.
16. **Governing Law.** This Agreement shall be construed in accordance with and shall be governed by the laws of the State of Kansas.

In witness whereof, City and HRP have caused this Human Resources Retainer Agreement to be executed by the undersigned duly authorized persons.

CITY OF LOUISBURG, KANSAS

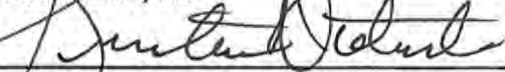
By: 

Name: Nathan Law

Title: City Administrator

Date: 6-20-2023

HR PARTNERS, LLC

By: 

Name: Kristina Dietrick

Title: President

Date: 6-21-2023

HR PARTNERS, LLC

SCHEDULE A

to the

HUMAN RESOURCES RETAINER AGREEMENT

for

CITY OF LOUISBURG, KANSAS

This Schedule A is incorporated by reference and made a part of the Human Resources Retainer Agreement ("Agreement") entered into effective June 15, 2023, by and between **City of Louisburg, Kansas** ("City"), and **HR Partners, LLC** ("HRP"), collectively the "Parties".

Description of Services to be Rendered under the Agreement

Human Resources Outsourcing Services may involve reviewing, revising, recommending and/or completing any of the following items as determined and assigned by City:

- HR Assessment
- Organizational Design and Planning
- Recruiting/Hiring/Placement
- New Employee Orientations
- EEO/Discrimination
- Employee Complaints
- Employee Attitude Surveys
- HR Manual and/or Employee Handbook
- HR Forms and Tools
- Employee Relations (union relations, if applicable)
- Terminations
- Compensation and/or Salary Administration (FLSA)
- Performance Appraisals
- Benefits Administration
- Training (HR) – No more than four (4) half-day on-site sessions within a twelve (12) month period
- Safety and Health (Workers Compensation and OSHA Reporting)
- Employment Compliance Issues

City will review and approve the planned work methods, on-site hours and off-site hours. City and HRP agree this approach will provide greater efficiencies.

Services will be performed to mutually agreed-upon service standards.

Examples of Services Not Included in the Agreement

The following list includes examples of human resource services which are **not** included in the Agreement. This list is not inclusive but only illustrative of the types of items that are not included. These services may be provided, but the costs will be in addition to the fee set forth in the Agreement:

- Advertising costs
- Drug screens
- Pre-employment background checks and investigations
- Pre-employment assessment tools
- Employee development assessment tools
- Legal consultation/employment law

Compensation

HRP will be compensated for its professional Human Resources services at the rate of **\$2,000.00 per month***. The on-site schedule will be mutually determined (if applicable).

HRP will bill City for HRP's services monthly and upon request will provide a detailed monthly accounting to City reflecting all hours worked during the month. City is requested to pay HRP's invoices within ten (10) business days of receipt.

City may request additional services during the contract period, including any of those not included in this Agreement as set forth above. The hourly rates are as follows:

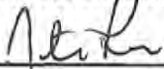
HRP Principals:	\$175.00/hour
HRP Advisors:	\$110.00/hour
Clerical Support:	\$35.00/hour


Legal consultation may be provided to City through The Law Offices of John R. Dietrick, P.A., a Professional Law Corporation, pursuant to a separate Engagement Letter.

In witness whereof, City and HRP have caused this Schedule A to the Human Resources Retainer Agreement to be executed by the undersigned duly authorized persons.

CITY OF LOUISBURG, KANSAS

HR PARTNERS, LLC

By: 

By: 

Name: Nathan Law

Name: Kristina Dietrick

Title: City Administrator

Title: President

Date: 6-20-2023

Date: 6-21-2023

CITY OF LOUISBURG
REQUEST FOR PROPOSAL
HUMAN RESOURCE SERVICES

April 27, 2023

1. INTRODUCTION

1.1. SCOPE

The City of Louisburg, Kansas, (City) invites providers to submit proposals for the provision of those services according to the requirements of this Request for Proposal (RFP).

The purpose of this process is to obtain competitive prices for Human Resource Services, as defined in part 3 below.

1.2. TERM

The selected institution shall be designated as the City's provider of services under this agreement for a period of 3 years, expected to commence on or about June 1, 2023.

The City will request a cancellation notice of three (3) months.

1.3. COMPENSATION

The City has designated certain services to be covered under an agreement for a set monthly fee. Additional services will be requested and paid on an ad hoc basis under the terms of this agreement.

2. PROPOSAL PROCEDURES

2.1. ANTICIPATED SCHEDULE OF PROPOSAL

Issue RFP	April 27, 2023
Queries Due	May 8, 2023, by 10:00 a.m.
Proposals Due	May 10, 2023, by 4:00 p.m.
Selection Made	May 15, 2023, City Council Meeting

2.2. INQUIRIES REGARDING THIS REQUEST FOR PROPOSAL

Additional information concerning this RFP may be obtained by contacting:

Richard Mikesic, Finance Director

(913) 837.5221

rmikesic@louisburgkansas.gov

Responses to queries will be shared with known recipients of the RFP package.

2.3. PROPOSAL SUBMISSION PACKAGE OVERVIEW

The proposal submission package shall include information regarding:

1. Proposal Cover Sheet
2. Qualifications and Experience Sheet
3. Cost Itemization Sheet
4. Other information the bidder believes to be appropriate

2.4. SUBMISSION OF PROPOSALS

Electronic or hardcopies of the Proposal Submission Package should be delivered to:

Email: jmcgowin@louisburgkansas.gov

Mail/Delivery:

City of Louisburg, City Hall

Attn: Jess McGowin, City Clerk

215 S. Broadway

Louisburg, KS 66053

by 4:00 p.m. on Wednesday, May 10, 2023. Proposals should be in a sealed package, clearly marked "Human Resource Proposal" on the exterior of the package. Proposals received after the specified date and time, or unsealed proposals, WILL NOT BE CONSIDERED.

An individual who is authorized to bind the financial institution to all commitments made in the proposal must sign the proposal.

2.5. EFFECTIVE PERIOD OF PROPOSALS

All proposals must remain in effect for 120 days after the proposal due date.

2.6. EVALUATION AND AWARD CRITERIA

This RFP seeks a consultant to provide human resource services to the City of Louisburg. Selection will be made from proposers deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors listed below:

1. Cost of services
2. Scope of services offered
3. Relevant experience managing similar accounts and services with public sector and/or large commercial clients
4. Experience, resources, and qualifications of the organization and individuals assigned to this account

Although fees and compensation will be a vital factor in the evaluation of proposals, the City of Louisburg is not required to choose the lowest bidder. Evaluation and acceptance of a proposal will be based on the total package of services offered.

The City Administrator and staff will review each proposal. After this review, staff will make a recommendation for consideration by the City Council.

2.7. RIGHT OF REJECTION BY CITY OF LOUISBURG

The City reserves the right to award this contract to the organization that best meets the requirements of the RFP, and not necessarily, to the lowest bidder. Further, the City reserves the right to reject any or all proposals prior to the execution of the contract, with no penalty to the City of Louisburg.

3. SCOPE OF SERVICES

3.1. DESCRIPTION OF NEEDS

Most recently, the Human Resource function was assigned to an individual who recently has left employment with the City. The City has restructured job duties and desires the utilization of an external consultant for a variety of Human Resource services. The City has the following staffing levels:

Full – Time – approximately 30

Part – Time – approximately 10

Elected Officials – There are 6 elected officials, each paid a small stipend for their service

Volunteer Firefighters – The City has approximately 20 individuals who serve on a volunteer basis, each being paid a stipend per each response to a call

Seasonal – The City hires approximately 35-40 individuals for seasonal help, most of which are involved in the operations of the City's Aquatic Center

The City operations are comprised of common functions among municipalities, including: Administration, Municipal Court, Development/Code Enforcement, Fire, Police, and Public Works (Gas, Parks, Stormwater, Streets, Wastewater and Water) as well as other ancillary services.

The desired services of the City fall into the following categories, 1) Human Resource Audit – A review of the City's current policies, procedures and practices, 2) Ongoing Needs - services occurring on a regular basis, to be covered with a monthly fee and 3) Ad Hoc Needs - services to be provided as needed, to be billed outside of the regular duties.

3.2. HUMAN RESOURCE AUDIT

The City anticipates a review of the City's current policies, procedures and practices as it pertains to Human Resources. This review will consider all aspects of the City's existing Human Resource structure and provide recommendations for improvements. Cost proposal for this need should include estimated hours of service by Staff, hourly rates and a "not to exceed" total cost.

3.3. ONGOING NEEDS

The City requests certain services to be provided on an Ongoing Basis. Cost proposal for this need should state an inclusive monthly fee, which will be in effect during the term of this agreement.

- 1) Recruiting – Considered an Ad Hoc need, see part 3.4
- 2) Onboarding Employees – Considered an Ad Hoc need, see part 3.4
- 3) Offboarding Employees – Considered an Ad Hoc need, see part 3.4
- 4) Coordinate Benefits – Coordinates the variety of benefits provided to employees, including: health, dental, vision, life, and optional insurance packages. Manage other programs related to employee benefits, such as take-home vehicles, uniform allowances and other ancillary benefits.
- 5) Managing Compensation – When requested, provide management support in reviewing and setting any individual employee compensation. Additional needs provided in part 3.4, Ad Hoc need.
- 6) Manage Employee Relations – Provide support for training of supervisors and staff communications.
- 7) Assisting Employees – Provide employees with information on the Family Medical Leave Act and other benefits (such as the Employee Assistance Program) that may be available to employees. Additional needs provided in part 3.4, Ad Hoc need.
- 8) Ensure Safe Work Environment – Consult with management regarding the work environment to ensure the City meets the standards established by the Occupational Safety and Health Act as well as other federal and state regulations. Track workplace injuries and provide initial consult to management on worker's compensation issues as needed. Additional needs provided in part 3.4, Ad Hoc need.
- 9) Handle Discipline – Provide management support in response to alleged wrongdoing by employees. Assist with documentation and the disciplinary actions taken in response to wrongdoing. Additional needs provided in part 3.4, Ad Hoc need.
- 10) Ensure Compliance with Federal and State Labor Laws – Provide expert advice as requested in areas of employment practices, ensuring compliance in the areas of fair employment practices and proper pay practices. Additional needs provided in part 3.4, Ad Hoc need.
- 11) Coordinate Employee Training and Development – Provide management guidance, support and materials to provide training opportunities to employees to help enhance understanding of the workplace and job requirements. This will include leadership training for managers and supervisors.
- 12) Establish Policies – Considered an Ad Hoc need, see part 3.4.

3.4. AD HOC NEEDS

The City requests the following services to be provided on an Ad Hoc Basis. These are duties that the City may request of the Human Resource provider, which would be billed separately at the time of service. Cost proposal for this need should be comprised of an itemized list with each task representing an estimated hours of service by Staff, hourly rates in effect during the term of this agreement.

- 1) Recruiting
 - a. If required from 3.2 Human Resource Audit, create a hiring process to fill open positions within the City.
 - b. If required from 3.2 Human Resource Audit, update job descriptions as may be necessary.
 - c. When requested, work with the City to post job openings through multiple media and widespread exposure, including professional organizations related to the open position. If necessary, facilitate the application process and provide assistance to department heads by coordinating the interview process.
- 2) Onboarding
 - a. If required from 3.2 Human Resource Audit, create an onboarding process within the City.
 - b. When requested, conduct any onboarding process, determining starting dates, reviewing documentation for completeness.
- 3) Offboarding
 - a. If required from 3.2 Human Resource Audit, create an offboarding process within the City.
 - b. When requested, conduct any offboarding process, determining ending dates and potentially conducting exit interviews.
- 4) Coordinate Benefits – Considered an Ongoing need, see part 3.3.
- 5) Managing Compensation
 - a. If required from 3.2 Human Resource Audit, establish the compensation structure, setting pay ranges for specific positions in the organization, including conducting reviews of the pay grid to ensure the City remains competitive in the market.
- 6) Manage Employee Relations – Considered an Ongoing need, see part 3.3
- 7) Assisting Employees – When necessary, consult with City management on FMLA administration issues.
- 8) Ensure Safe Work Environment
 - a. When requested, coordinate employee safety training
 - b. When requested, manage ongoing worker's compensation cases.
- 9) Handle Discipline – When requested, represent management in potentially contentious issues.
- 10) Ensure Compliance with Federal and State Labor Laws – Considered an Ongoing need, see part 3.3.
- 11) Coordinate Employee Training and Development – Considered an Ongoing need, see part 3.3.
- 12) Establish Policies
 - a. If required from 3.2 Human Resource Audit, develop and/or adjust policies as they pertain to the duties described above.

3.5. OTHER

The City utilizes a payroll processing vendor (ADP) for regular processing of bi-weekly payroll and all required governmental tax forms. Current City employees utilize the vendor and handle all transactions and correspondence with the vendor and it is anticipated there will be no change in this process. Proposals should not consider these functions as required duties in any proposal.

**HUMAN RESOURCE SERVICES PROPOSAL
PROPOSAL COVER SHEET**

PROPOSAL SUBMITTED BY:

ADDRESS:

CONTACT PERSON:

PHONE:

The proposed term of agreement for the services and costs quoted in this submittal is for a period of three years, June 1, 2023 through May 31, 2026.

The undersigned hereby certifies this proposal meets or exceeds all of the requirements as specified in the City of Louisburg's Request for Proposal except as otherwise indicated and supported by supplemental schedules or attachments included with this proposal.

Signature(s) _____ Date: _____

**HUMAN RESOURCE SERVICES PROPOSAL
QUALIFICATIONS AND EXPERIENCE SHEET**

QUALIFICATIONS:

EXPERIENCE:

HUMAN RESOURCE SERVICES PROPOSAL

COST ITEMIZATION SHEET

3.2 HUMAN RESOURCE AUDIT

Cost proposal should include estimated hours of service by Staff, hourly rates and a “not to exceed” total cost.

3.3 ON GOING NEEDS

Cost proposal should state an inclusive monthly fee, which will be in effect during the term of this agreement.

3.4 AD HOC NEEDS

Cost proposal should be comprised of an itemized list with each task representing an estimated hours of service by Staff, hourly rates in effect during the term of this agreement.

- 1) Recruiting

- 2) Onboarding

3) Offboarding

4) Coordinate Benefits – Considered an Ongoing need, see part 3.3.

5) Managing Compensation

6) Manage Employee Relations – Considered an Ongoing need, see part 3.3

7) Assisting Employees

8) Ensure Safe Work Environment

9) Handle Discipline

10) Ensure Compliance with Federal and State Labor Laws – Considered an Ongoing need, see part 3.3.

11) Coordinate Employee Training and Development – Considered an Ongoing need, see part 3.3.

12) Establish Policies

CITY OF LOUISBURG
REQUEST FOR PROPOSAL
HUMAN RESOURCE SERVICES

ADDENDUM 1

MAY 5, 2023

The following queries were submitted by potential vendors regarding the RFP and are provided for consideration:

- 1) Can you provide additional information regarding the City's hiring and turnover rates (i.e., about how many employees are hired/terminated on a weekly or monthly basis)?

The City has traditionally experienced low turnover, historically an average of 5 per year. However, the City has experienced an uptick in turnover over the past year. The City has the goal of returning to the historic lower turnover levels, in part due to the addition of our new Human Resource partner.

- 2) If you have additional information regarding the level or amount of training currently required for City staff and supervisors, that would also be appreciated.

The City's current training is generally limited to safety training programs for Public Works, Police and Fire. The City is hopeful that the successful bidder will build on that training, but also will bring multiple additional training options to the table for consideration based on the expert knowledge of the successful candidate.

CITY OF LOUISBURG
REQUEST FOR PROPOSAL
HUMAN RESOURCE SERVICES

ADDENDUM 2

MAY 8, 2023

The following queries were submitted by potential vendors regarding the RFP and are provided for consideration:

- 1) Can we receive an electronic copy of your current employee handbook?
The City's current Personnel Policy, approved February 15, 2016 and amended December 18, 2017, is attached.
- 2) Do you have any other copies of policies and procedures (besides the employee handbook) that we will be responsible for providing guidance on (reviewing, revising, and updating)? If so, can you please send electronically.
While the City is willing to consider other potential policies and procedures to further enhance our processes, the City has no other existing documented policies and procedures in relation to employees.
- 3) Can you share a current organizational chart?
The City does not have an organizational chart. Department heads include Police, Fire, Public Works and Finance, each of which report to the City Administrator. The City Administrator reports to the City's elected officials, which consist of a Mayor and five (5) Council members.
- 4) Do you have any volunteer firefighters, who are also employees of the city?
Yes, the fire department volunteers include several current full-time employees in other departments, both exempt and non-exempt, in addition to a current council member who also serves as a volunteer in the fire department.

Memo

To: Louisburg Governing Body

From: Nathan Law

Date: March 12, 2026

Re: Deannexation of Middle Creek Lake Revisited

Background: In July of 2025, the Planning Commission held a hearing and recommended the deannexation of Middle Creek Lake from the City of Louisburg as authorized by the provisions of KSA 12-504. Council approved the recommendation and approved an ordinance to complete the process in August of 2025. Before Katherine left she initiated filing the deannexation with Miami County. At a Board of County Commissioners study session, the subject was presented and the process was questioned. In review of KSA 12-504, County Administrator Krull rightfully asked if a public hearing was held pursuant to this statute. That statute specifies that a city-initiated deannexation requires a public hearing held before the Governing Body (statute attached; subsection highlighted), whereas staff followed the first subsection which is specific to an owner-initiated deannexation. That being the case, this deannexation must go through the publication and public hearing process again, this time held before the Governing Body. For that purpose, attached are the public hearing notice and the ordinance to approve when appropriate.

Financial: Publication costs for the hearing notice and ordinance once approved, and cost to send certified notices of the hearing to properties within 1,000 feet of the property. Previous costs were \$87.91 for public hearing notice, \$605.05 to publish the ordinance once approved, and \$416.24 for certified notices.

Legal: Public hearing notices require publication at least 20 days prior to the hearing along with notices to property owners within 1,000 feet of the property.

KSA 12-504 also requires initiation of the process by petition. If this was one or more private property owner(s) petitioning, staff would utilize the attached form for processing. Council may wish to direct staff as part of the process to complete a form in similar fashion to ensure the petition aspect of statute is met. Alternatively, a resolution may be drafted to ensure the same aspect of statute.

Recommendation: Discuss and decide on petition form, either the form included or direct staff to return a resolution for petition. If approving of petition form, consider directing staff to publish the public hearing

notice for deannexation of Middle Creek Lake, to be held at the regular Council meeting April 20, 2026, or the earliest regular meeting thereafter.

Sample Motion: *I move to direct staff to publish a public hearing notice for deannexation of Middle Creek Lake, to be held at the regular Council meeting on April 20, 2026 (or earliest regular meeting thereafter).*

Alternative Motion: *I move to table this item to the next Council meeting, directing staff to return _____ (completed petition form; resolution for petition; any other additional information).*

12-504. Petition for vacation of site or addition, street or alley or for exclusion of land; deannexation of land or vacation of public reservation by city; notice; hearing. (a) The owner of: (1) Any townsite or part of a townsite; (2) any addition or part of an addition to any city; or (3) the lands adjoining on both sides of any street, alley or public reservation such as, but not limited to public easements, dedicated building setback lines, access control, or a part thereof, in any city that desires to have any townsite or part thereof, any addition or part thereof, or public easements, building setback lines, access control or part thereof vacated, or that desires to exclude any farming lands or unplatted tracts, or any addition or part of an addition from the boundaries of the city, shall petition the governing body of such city and request a public hearing on the issues. The governing body shall give notice of such request by publication in the official city newspaper and shall designate whether the hearing will be conducted by the governing body or the planning commission. The notice shall be published at least one time at least 20 days prior to the hearing. The notice shall state that a petition has been filed in the office of the city clerk requesting such vacation or exclusion, or both, describing the property fully. The notice shall specify whether the hearing is to be held before the governing body or the planning commission. All interested persons shall be given an opportunity to be heard on the petition.

(b) Any city may initiate the deannexation of land from the city by following the notice and public hearing process established in subsection (a). The hearing shall be held before the city governing body.

(c) A city may initiate the vacation of any public reservation by following the notice and public hearing process established in subsection (a). The hearing shall be held before the city governing body.

History: R.S. 1923, § 12-504; L. 1963, ch. 72, § 1; L. 1967, ch. 82, § 1; L. 1984, ch. 65, § 3; L. 1997, ch. 147, § 1; L. 2021, ch. 44, § 3; July 1.

Deannexation or Street/Alley Vacation Process & Checklist

Applicant Responsibility:

1. **Application & Fee** – Petitioner completes and files application with the City of Louisburg. The application fee is \$300, which covers administrative costs required of the City to file the paperwork.
2. **Petition to Deannex** - Applicant completes Petition form.
3. **Petition to Vacate** - Applicant completes Petition form.
4. **Notification Adjacent Property Owners** -
 - a. A list of names, addresses and parcel numbers of the property owners within a 200 ft. radius of property shall be compiled by a licensed title company. All costs associated with the title search are the responsibility of the Petitioner. The radius is extended to 1,000 ft. when any portion of the deannexed property adjoins land within Miami County and outside the City limits.
 - b. Notification and a public hearing is required for real estate deannexation or street/alley vacation. The Petitioner shall notify neighboring property owners via certified mail concerning the public hearing. The Petitioner shall use the above-mentioned list compiled by a licensed title company. The public notification shall be drafted by the Planning & Development Director or designee. All return receipt cards shall be sent to the City of Louisburg. All costs associated with the title search and mailing are the responsibility of the Petitioner.
 - c. The Planning & Development Director shall place the public notification in the official City newspaper one time at least 20 days before the public hearing. All costs associated with the placing of the public notice in the newspaper is the responsibility of the Petitioner.
5. For deannexation, the property owner must provide a copy of the deed showing ownership and provide a written explanation of why the detachment of land (deannexation) is being requested.
6. Provide ten (10) large copies of a legal survey drawing of the property of either a proposed deannexed or vacated street/alley, acceptable to the Planning and Development Director, that includes any utilities contained therein, and the abutting properties clearly marked with each property's ownership that surrounds the property.
7. For property or tract of land being deannexed, any City utility services such as gas, water and sewer are not guaranteed. Existing utility services may remain but may not be extended.
8. For vacation of street/alley, the Petitioner will have adjacent property owners complete the Adjacent Property Owner Notification form, which must be signed and notarized.
9. A legal description of the subject property provided by a title company shall be emailed to jcarder@louisburgkansas.gov and include the Parcel ID number and Sec. Twp. Rng.

Each of the above items must be completed and submitted together to the Louisburg Planning & Development Department.



215 S. Broadway
Louisburg, KS 66053
913-837-5811
Fax: 913-837-5374

City Responsibility:

Legal Description Check & Review – The Planning & Development Director or designee is notified and checks the proposed deannexation/vacation for accuracy. If the legal description or the exhibit/vicinity map is inaccurate, the applicant will be notified and asked to re-submit.

Vacation - A vacation request requires approval from the Public Works Director or designee.

Public Notification - A notice of the proposed deannexation/vacation, per K.S.A. 12-504, will be published in the City's official newspaper and will establish a public hearing.

Public Hearing - The City of Louisburg's Governing Body will hold a public hearing to consider the proposed vacation ordinance. At the public hearing, the Governing Body will either approve or deny the request and accompanying ordinance.

The City is not responsible for any additional costs associated with deannexation or vacating an alley or street including, but not limited to, civil claims or establishing new boundary lines, such as professional surveys and mapping. The applicant will be notified whether the deannexation/vacation ordinance is approved or denied.

Deannexation or Street/Alley Vacation Application

Address: _____

Vacate alley: _____ Vacate street: _____ Deannexation _____

Please attach legal description of the property to this application. This information may be found on the warranty deed or current survey of the property.

Applicant Information:

Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____ Email: _____

Legal Description of Property:

Applicant/Representative: I hereby certify the foregoing statements and answers herein made all data, information, and evidence herewith submitted are in all respects, to the best of my knowledge and belief, true and correct. I understand that the submittal of incorrect or false information is grounds for invalidation of application completeness, determination or approval. I understand that the City of Louisburg might not approve what I am applying for, or may set conditions upon approval.

Signature: _____ Date: _____



Petition to Deannex

I/We, the undersigned, being the owner(s) of the real estate at the location named below, hereinafter referred to as the Petitioner, for our petition for deannexation to be heard by the Governing Body of the City of Louisburg, Kansas.

- We are the owners or record of real estate in Miami County, Kansas, described in the documentation attached.
- That said real estate is now part of the corporate limits of the City of Louisburg, Miami County, Kansas.
- That I/we have attached herewith a list of all contiguous holdings in which I/We have ownership interests associated with the property in question.
- That I/we request said real estate to be deannexed, and be detached from the corporate limits of the City of Louisburg, Kansas, authorized by the provisions of K.S.A. 12-504 "Petition for vacation of site or addition, street or alley, or the exclusion of land" (deannexation) and K.S.A. 12-505 "proceedings on petition".
- The undersigned request the Governing Body of the City of Louisburg, Kansas, to cause the required notice to be published and conduct the public hearing required by law, and to thereafter approve/not approve an ordinance reducing the limits of the City of Louisburg to exclude the attached described real estate.

Property Address to be Deannexed: _____

Signature: _____ Date: _____

Mailing Address: _____

Signature: _____ Date: _____

Mailing Address: _____



215 S. Broadway
Louisburg, KS 66053
913-837-5811
Fax: 913-837-5374

Petition to Vacate

I/We, the undersigned, being the owner(s) of the real estate at the location named below, hereby move for the location to be vacated, per the Governing Body of the City of Louisburg, Kansas.

I certify this property lies within the Municipal Boundary of the City of Louisburg, Kansas.

This affidavit serves as a formal petition to vacate the property listed below with the following description:

Property is an alley: _____ Property is a street: _____

Address: _____

The real estate affected by said abandonment of the street or alley located at the address listed above to the City of Louisburg, KS, a certified copy of the original plat located in the Miami County Clerk's Office is attached hereto, and made a part hereof as though set out herein for word.

The Petitioner(s) state the above-described real estate will not adversely affect the public interest and welfare and would also not be adversely affected by the abandonment of the above-described street or alley.

The Petitioner(s) recommend that the City of Louisburg, KS abandon and vacate the above-described real estate, subject, however, to the utility easements as required, and that the above-described real estate be used for their respective benefit and purpose as now approved by law.

The undersigned Petitioner(s) respectfully recommend the Governing Body of Louisburg, KS abandon and vacate the above-described real estate, subject to said utility easements and as to that particular land the owner be free from easements of the public for use of said real property.

This request to vacant is authorized by the provisions of K.S.A. 12-504 "Petition for vacation of site or addition, street or alley, or the exclusion of land" (deannexation) and K.S.A. 12-505 "proceedings on petition".

The undersigned request the Governing Body of the City of Louisburg, Kansas, to cause the required notice to be published and conduct the public hearing required by law, and to thereafter adopt an ordinance reducing the limits of the City of Louisburg to exclude the attached described real estate.

Signature: _____ Date: _____

Signature: _____ Date: _____



215 S. Broadway
Louisburg, KS 66053
913-837-5811
Fax: 913-837-5374

Adjacent Property Owner Notification Form

I, _____, have been notified of the petition to vacate the alley / street at the address below:

Adjacent Property Owner Information

Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____ Email: _____

I hereby certify that I do not object to the proposed vacation.

Signature: _____ Date: _____

Notary Stamp or Seal:

Subscribed to and before me on the _____ day of _____ 20_____

Notary Public Signature _____

Notary (Printed Name) _____

Date: _____

The City of Louisburg offers notary services at City Hall free of charge.

**NOTICE OF PUBLIC HEARING
CITY OF LOUISBURG**

The Louisburg Planning Commission will hold a public hearing at 6:30 P.M. on July 30, 2025, in the Council Chambers, 215 South Broadway, Louisburg, Kansas to consider a city-initiated Deannexation of property from the City of Louisburg in accordance with K.S.A. 12-504, Petition for vacation of site or addition, street or alley, or for exclusion of land, for property generally located south of 335th Street and east of US-69 Highway.

Case No. 25001-DXA

Deannexation of property from the City of Louisburg

The following Deannexation is requested:

1. Deannexation of 601.58 acres from the City of Louisburg and reclassify this property into the Miami County, Kansas jurisdiction.

Legal Description

A tract of land described as beginning at the SW corner of the SE $\frac{1}{4}$ of Section 6, Township 18, Range 25, in Miami County, Kansas; thence north along the west line of said SE $\frac{1}{4}$ a distance of 969.83 feet; thence on an angle deflection to the right of 77 degrees 02 minutes 16 seconds a distance of 1500.61 feet; thence on an angle deflection to the left of 23 degrees 30 minutes 00 seconds a distance of 840.00 feet; thence on an angle deflection to the right 28 degrees 30 minutes 00 seconds a distance of 510.00 feet to a point on the east line of said SE $\frac{1}{4}$; thence south along said east line a distance of 1710.73 feet; thence west a distance of 208.00 feet; thence south a distance of 208.00 feet to a point on the south line of said SE $\frac{1}{4}$; thence west along the south line a distance of 2442.10 feet to the point of beginning, containing 84.88 acres more or less.

Part of the Southeast Quarter of Section 6, Township 18 South, Range 25 East, more particularly described as: Beginning at the Southeast Corner of said Quarter Section as the point of beginning; thence west along the south line of said Section a distance of 208 feet to a point; thence north parallel with the east line of said Section a distance of 208 feet; thence east parallel with the south line of said Section a distance of 208 feet; thence south along the east line of said Section a distance of 208 feet to the point of beginning, containing one acre more or less, all being in Miami County, Kansas.

A tract of land consisting of the Northeast Quarter of Section 7, Township 18, Range 25, Miami County, Kansas, described as beginning at the Northeast corner of said Quarter Section; thence South along the East line of said Quarter Section 2640.24 feet; thence West along the South line of said Quarter Section 2727.25 feet; thence North along the West line of said Quarter Section 2642.40 feet; thence East along the North line of said Quarter Section 2650.10 feet to the point of beginning, containing 160.00 acres, more or less.

A tract of land beginning at a point 208.0 feet North of the SW corner of the SW $\frac{1}{4}$ of Section 5, Township 18, Range 25 in Miami County, Kansas, said point being on the West line of said SW $\frac{1}{4}$; thence North along said West line a distance of 2435.73 feet to the NW corner of said SW $\frac{1}{4}$; thence East a distance of 985.23; thence North a distance of 820.00 feet; thence East a distance of 690.00

feet; thence South a distance of 1935.00 feet; thence on an angle deflection to the left of 124 degrees 00 minutes 00 seconds a distance of 655.00 feet; thence on an angle deflection to the left of 24 degrees 22 minutes 15 seconds a distance of 853 feet to the NE corner of said SW $\frac{1}{4}$; thence South along the East line of said SW $\frac{1}{4}$ a distance of 2622.57 feet to the SE corner of said SW $\frac{1}{4}$; thence West along the South line of said SW $\frac{1}{4}$ a distance of 2431.56 feet; thence North a distance of 208.00 feet; thence West a distance of 208.00 feet to the point of beginning, containing 157.97 acres, more or less.

Part of the Southwest Quarter of Section 5, Township 18 South, Range 25 East, more particularly described as: Beginning at the Southwest Corner of said Quarter Section as the point of beginning; thence east along the south line of said Section a distance of 208 feet to a point; thence north parallel with the west line of said Section a distance of 208 feet; thence west parallel with the south line of said Section a distance of 208 feet; thence south along the west line of said Section a distance of 208 feet to the point of beginning, containing one acre more or less, all being in Miami County, Kansas.

A tract of land described as beginning at the NW corner of the SE $\frac{1}{4}$ of Section 7, Township 18, Range 25 in Miami County, Kansas; thence east along the north line of said SE $\frac{1}{4}$ a distance of 410.0 feet; thence on an angle deflection to the right of 116 degrees 42 minutes 20 seconds a distance of 912.32 feet to a point on the west line of said SE $\frac{1}{4}$; thence on an angle deflection to the right of 153 degrees 17 minutes 40 seconds a distance of 815.0 feet along the west line of said Quarter Section to the point of beginning, containing 3.84 acres more or less.

A tract of land described as beginning at a point 1331.48 feet east of the NW corner of the NW $\frac{1}{4}$ of Section 8, Township 18, Range 25, in Miami County, Kansas, measured along the north side of said NW $\frac{1}{4}$; thence east a distance of 1308.08 feet to the NE corner of said NW $\frac{1}{4}$; thence south a distance of 808.37 feet along the east side of said NW $\frac{1}{4}$; thence west a distance of 1308.08 feet; thence north a distance of 808.37 feet to the point of beginning containing 24.27 acres, more or less.

A tract of land described as beginning at the SW corner of the N $\frac{1}{2}$ of the SE $\frac{1}{4}$ of Section 5, Township 18, Range 25, in Miami County, Kansas; thence North along the West line of said SE $\frac{1}{4}$ a distance of 1328.32 feet to the NW corner of said SE $\frac{1}{4}$; thence East along the North line of said SE $\frac{1}{4}$ a distance of 1796.88 feet; thence on an angle deflection to the right of 130 degrees 15 minutes 00 seconds a distance of 501.29 feet; thence on an angle deflection to the left of 60 degrees 20 minutes 25 seconds a distance of 389.68 feet; thence on an angle deflection to the right of 101 degrees 46 minutes 14 seconds a distance of 511.72 feet; thence on an angle deflection to the left of 41 degrees 25 minutes 09 seconds a distance of 672.04 feet to a point on the South line of said N $\frac{1}{2}$; thence along said South line a distance of 613.71 feet to the point of beginning, containing 38.85 acres, more or less

A tract of land described as beginning at the SW corner of the SE $\frac{1}{4}$ of Section 5, Township 18, Range 25 in Miami County, Kansas; thence North along the West line of said SE $\frac{1}{4}$ a distance of 1320 feet to the North line of the S $\frac{1}{2}$ of said SE $\frac{1}{4}$; thence East along said North line a distance of 613.71 feet; thence on an angle deflection to the right of 131 degrees 38 minutes 30 seconds a distance 275.73 feet; thence on an angle deflection to the left of 110 degrees 15 minutes 54 seconds a distance of 633.61 feet; thence on an angle deflection to the right of 68 degrees 37 minutes 24 seconds a distance of 110.00 feet; thence on an angle deflection to the right of 81 degrees 00 minutes 00 seconds a distance of 465.00 feet; thence on an angle deflection to the left of 81 degrees 00

minutes 00 seconds a distance of 700.00 feet to a point on the South line of the said SE $\frac{1}{4}$; thence West along the said South line a distance of 535.00 feet to the point of beginning, containing 18.69 acres more or less.

A tract of land beginning at a point 750.0 feet south and on the west line of the NW Quarter of Section 4, Township 18, Range 25, in Miami County, Kansas; thence east a distance of 1108.10 feet; thence South a distance of 410.0 feet; thence west a distance of 486.61 feet; thence on an angle deflection to the left of 49 degrees 06 minutes 39 seconds a distance of 921.19 feet to a point on the west line of the said NW $\frac{1}{4}$; thence north along the said West line a distance of 1105.0 feet to the point of beginning, containing 15.4 acres, more or less.

A tract of land described as beginning at the SW corner of the NE $\frac{1}{4}$ of Section 5, Township 18, Range 25 in Miami County, Kansas, thence north along the west line of said NE $\frac{1}{4}$ a distance of 147.15 feet; thence on an angle deflection to the right of 85 degrees 20 minutes 22 seconds a distance of 381.60 feet; thence on an angle deflection to the left of 31 degrees 00 minutes 00 seconds a distance of 404.50 feet; thence on an angle deflection to the left of 53 degrees 05 minutes 24 seconds a distance of 635.00 feet; thence on an angle deflection to the right of 87 degrees 30 minutes 00 seconds a distance of 1165.00 feet; thence on an angle deflection to the left of 34 degrees 15 minutes 00 seconds a distance of 885.00 feet to a point on the east line of said NE $\frac{1}{4}$; thence south along said east line a distance of 1630.50 feet to the SE corner of said NE $\frac{1}{4}$; thence west along the south line of said NE $\frac{1}{4}$ a distance of 2636.77 feet to the point of beginning, containing 55.27 acres more or less.

A tract of land in the East Half of the Southwest Quarter of Section 7, Township 18 South, Range 25 East of the 6th P.M. described as follows: Beginning at the Northeast corner of said Quarter Section; thence South 88 degrees 29 minutes West, 333.8 feet along the North line of said Quarter Section; thence South 08 degrees 39 minutes East, 434.6 feet; thence South 16 degrees 06 minutes East, 655.5 feet; thence South 10 degrees 54 minutes West, 239.1 feet; thence on a curve of 23,098.31 feet radius to the right, an arc distance of 1,234.3 feet with a chord which bears South 07 degrees 08 minutes East, 1,234.2 feet; thence North 85 degrees minutes East to a point on the East line, 109.7 feet North of the Southeast corner of said Quarter Section; thence North 01 degree 54 minutes West along said East line of said Quarter Section to the place of beginning. The above contains 9.98 acres, more or less.

A tract of land in the Northwest Quarter of Section 7, Township 18 South, Range 25 East of the 6th P.M., described as follows: Beginning at the Northeast corner of said Quarter Section; thence South 88 degrees 40 minutes West, 406.5 feet along the North line of said Quarter Section; thence on a curve of 11,299.16 feet radius to the left, an arc distance of 1,168.2 feet with a chord which bears South 00 degrees 31 minutes West, 1,167.7 feet; thence South 12 degrees 03 minutes East, 521.3 feet; thence South 02 degrees 00 minutes East, 706.3 feet; thence South 08 degrees 39 minutes East to a point on the South line, 333.8 feet West of the Southeast corner of said Quarter Section; thence North 88 degrees 29 minutes East, 333.8 feet along said South line to the East line of said Quarter Section; thence North 01 degree 54 minutes West along said East line of said Quarter Section to the place of beginning. The above contains 24.51 acres, more or less.

A tract of land in the South Half of the Southwest Quarter of Section 6, Township 18 South, Range 25 East of the 6th P.M., described as follows: Beginning at the Southeast corner of said Quarter Section; thence South 88 degrees 40 minutes West, 406.5 feet along the South line of said Quarter

Section; thence on a curve of 11,299.16 feet radius to the right, an arc distance of 186.2 feet with a chord which bears North 04 degrees 12 minutes East, 286.2 feet; thence North 08 degrees 55 minutes East to a point on the North line, 161.6 feet West of the Northeast corner of said South Half of the Southwest Quarter Section; thence North 88 degrees 22 minutes East, 161.6 feet along said North line to the East line of said South Half of the Southwest Quarter Section; thence South 02 degrees 36 minutes East along said East line of said Quarter Section to the place of beginning. The above contains 8.92 acres, more or less.

Anyone wishing to address this application may attend the public hearing or submit written comments to the Planning Commission. Information regarding this application may be obtained before the hearing by contacting the Louisburg Planning and Development Department, 215 South Broadway, Louisburg, Kansas 66053.

If you require accommodations (qualified interpreter, hearing assistance, etc.) in order to attend this meeting, please contact Katherine Louderbaugh at (913) 837-5811 at least 48 hours in advance.

DEANNEXATION – 25001-DXA

ORDINANCE NO. _____

AN ORDINANCE GRANTING APPROVAL OF A DEANNEXATION OF PROPERTY FROM THE CITY OF LOUISBURG IN ACCORDANCE WITH K.S.A. 12-504, PETITION FOR VACATION OF SITE OR ADDITION, STREET OR ALLEY, OR FOR EXCLUSION OF LAND, LOCATED WITHIN THE CITY OF LOUISBURG, KANSAS, UNDER THE AUTHORITY GRANTED BY THE ZONING REGULATIONS OF THE CITY OF LOUISBURG, KANSAS.

**BE IT ORDAINED BY THE GOVERNING BODY
OF THE CITY OF LOUISBURG, KANSAS.**

SECTION 1. That having received a recommendation from the Planning Commission, and proper notice having been given and hearing held as provided by law and under the authority and subject to the provisions of the Zoning Regulations of the City of Louisburg, Kansas of 2010, that:

The following Deannexation is requested:

1. Deannexation of 601.58 acres from the City of Louisburg and reclassify this property into the Miami County, Kansas jurisdiction.

SECTION 2. The property to which the application for this Deannexation applies is located south of 335th Street and east of US-69 Highway, legally described as follows:

Legal Description

A tract of land described as beginning at the SW corner of the SE ¼ of Section 6, Township 18, Range 25, in Miami County, Kansas; thence north along the west line of said SE ¼ a distance of 969.83 feet; thence on an angle deflection to the right of 77 degrees 02 minutes 16 seconds a distance of 1500.61 feet; thence on an angle deflection to the left of 23 degrees 30 minutes 00 seconds a distance of 840.00 feet; thence on an angle deflection to the right 28 degrees 30 minutes 00 seconds a distance of 510.00 feet to a point on the east line of said SE ¼; thence south along said east line a distance of 1710.73 feet; thence west a distance of 208.00 feet; thence south a distance of 208.00 feet to a point on the south line of said SE ¼; thence west along the south line a distance of 2442.10 feet to the point of beginning, containing 84.88 acres more or less.

Part of the Southeast Quarter of Section 6, Township 18 South, Range 25 East, more particularly described as: Beginning at the Southeast Corner of said Quarter Section as the point of beginning; thence west along the south line of said Section a distance of 208 feet to a point; thence north parallel with the east line of said Section a distance of 208 feet; thence east parallel with the south line of said Section a distance of 208 feet; thence south along the east line of said Section a distance of 208 feet to the point of beginning, containing one acre more or less, all being in Miami County, Kansas.

A tract of land consisting of the Northeast Quarter of Section 7, Township 18, Range 25, Miami County, Kansas, described as beginning at the Northeast corner of said Quarter Section; thence South along the East line of said Quarter Section 2640.24 feet; thence West along the South line of said Quarter Section 2727.25 feet; thence North along the West line of said Quarter Section 2642.40 feet; thence East along the North line of said Quarter Section 2650.10 feet to the point of beginning, containing 160.00 acres, more or less.

A tract of land beginning at a point 208.0 feet North of the SW corner of the SW $\frac{1}{4}$ of Section 5, Township 18, Range 25 in Miami County, Kansas, said point being on the West line of said SW $\frac{1}{4}$; thence North along said West line a distance of 2435.73 feet to the NW corner of said SW $\frac{1}{4}$; thence East a distance of 985.23; thence North a distance of 820.00 feet; thence East a distance of 690.00 feet; thence South a distance of 1935.00 feet; thence on an angle deflection to the left of 124 degrees 00 minutes 00 seconds a distance of 655.00 feet; thence on an angle deflection to the left of 24 degrees 22 minutes 15 seconds a distance of 853 feet to the NE corner of said SW $\frac{1}{4}$; thence South along the East line of said SW $\frac{1}{4}$ a distance of 2622.57 feet to the SE corner of said SW $\frac{1}{4}$; thence West along the South line of said SW $\frac{1}{4}$ a distance of 2431.56 feet; thence North a distance of 208.00 feet; thence West a distance of 208.00 feet to the point of beginning, containing 157.97 acres, more or less.

Part of the Southwest Quarter of Section 5, Township 18 South, Range 25 East, more particularly described as: Beginning at the Southwest Corner of said Quarter Section as the point of beginning; thence east along the south line of said Section a distance of 208 feet to a point; thence north parallel with the west line of said Section a distance of 208 feet; thence west parallel with the south line of said Section a distance of 208 feet; thence south along the west line of said Section a distance of 208 feet to the point of beginning, containing one acre more or less, all being in Miami County, Kansas.

A tract of land described as beginning at the NW corner of the SE $\frac{1}{4}$ of Section 7, Township 18, Range 25 in Miami County, Kansas; thence east along the north line of said SE $\frac{1}{4}$ a distance of 410.0 feet; thence on an angle deflection to the right of 116 degrees 42 minutes 20 seconds a distance of 912.32 feet to a point on the west line of said SE $\frac{1}{4}$; thence on an angle deflection to the right of 153 degrees 17 minutes 40 seconds a distance of 815.0 feet along the west line of said Quarter Section to the point of beginning, containing 3.84 acres more or less.

A tract of land described as beginning at a point 1331.48 feet east of the NW corner of the NW $\frac{1}{4}$ of Section 8, Township 18, Range 25, in Miami County, Kansas, measured along the north side of said NW $\frac{1}{4}$; thence east a distance of 1308.08 feet to the NE corner of said NW $\frac{1}{4}$; thence south a distance of 808.37 feet along the east side of said NW $\frac{1}{4}$; thence west a distance of 1308.08 feet; thence north a distance of 808.37 feet to the point of beginning containing 24.27 acres, more or less.

A tract of land described as beginning at the SW corner of the N $\frac{1}{2}$ of the SE $\frac{1}{4}$ of Section 5, Township 18, Range 25, in Miami County, Kansas; thence North along the West line of said SE $\frac{1}{4}$ a distance of 1328.32 feet to the NW corner of said SE $\frac{1}{4}$; thence East along the North line of said SE $\frac{1}{4}$ a distance of 1796.88 feet; thence on an angle deflection to the right of 130 degrees 15

minutes 00 seconds a distance of 501.29 feet; thence on an angle deflection to the left of 60 degrees 20 minutes 25 seconds a distance of 389.68 feet; thence on an angle deflection to the right of 101 degrees 46 minutes 14 seconds a distance of 511.72 feet; thence on an angle deflection to the left of 41 degrees 25 minutes 09 seconds a distance of 672.04 feet to a point on the South line of said N ½; thence along said South line a distance of 613.71 feet to the point of beginning, containing 38.85 acres, more or less

A tract of land described as beginning at the SW corner of the SE ¼ of Section 5, Township 18, Range 25 in Miami County, Kansas; thence North along the West line of said SE ¼ a distance of 1320 feet to the North line of the S ½ of said SE ¼; thence East along said North line a distance of 613.71 feet; thence on an angle deflection to the right of 131 degrees 38 minutes 30 seconds a distance 275.73 feet; thence on an angle deflection to the left of 110 degrees 15 minutes 54 seconds a distance of 633.61 feet; thence on an angle deflection to the right of 68 degrees 37 minutes 24 seconds a distance of 110.00 feet; thence on an angle deflection to the right of 81 degrees 00 minutes 00 seconds a distance of 465.00 feet; thence on an angle deflection to the left of 81 degrees 00 minutes 00 seconds a distance of 700.00 feet to a point on the South line of the said SE ¼; thence West along the said South line a distance of 535.00 feet to the point of beginning, containing 18.69 acres more or less.

A tract of land beginning at a point 750.0 feet south and on the west line of the NW Quarter of Section 4, Township 18, Range 25, in Miami County, Kansas; thence east a distance of 1108.10 feet; thence South a distance of 410.0 feet; thence west a distance of 486.61 feet; thence on an angle deflection to the left of 49 degrees 06 minutes 39 seconds a distance of 921.19 feet to a point on the west line of the said NW ¼; thence north along the said West line a distance of 1105.0 feet to the point of beginning, containing 15.4 acres, more or less.

A tract of land described as beginning at the SW corner of the NE ¼ of Section 5, Township 18, Range 25 in Miami County, Kansas, thence north along the west line of said NE ¼ a distance of 147.15 feet; thence on an angle deflection to the right of 85 degrees 20 minutes 22 seconds a distance of 381.60 feet; thence on an angle deflection to the left of 31 degrees 00 minutes 00 seconds a distance of 404.50 feet; thence on an angle deflection to the left of 53 degrees 05 minutes 24 seconds a distance of 635.00 feet; thence on an angle deflection to the right of 87 degrees 30 minutes 00 seconds a distance of 1165.00 feet; thence on an angle deflection to the left of 34 degrees 15 minutes 00 seconds a distance of 885.00 feet to a point on the east line of said NE ¼; thence south along said east line a distance of 1630.50 feet to the SE corner of said NE ¼; thence west along the south line of said NE ¼ a distance of 2636.77 feet to the point of beginning, containing 55.27 acres more or less.

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Section; thence North 01 degree 54 minutes West along said East line of said Quarter Section to the place of beginning. The above contains 9.98 acres, more or less.

A tract of land in the Northwest Quarter of Section 7, Township 18 South, Range 25 East of the 6th P.M., described as follows: Beginning at the Northeast corner of said Quarter Section; thence South 88 degrees 40 minutes West, 406.5 feet along the North line of said Quarter Section; thence on a curve of 11,299.16 feet radius to the left, an arc distance of 1,168.2 feet with a chord which bears South 00 degrees 31 minutes West, 1,167.7 feet; thence South 12 degrees 03 minutes East, 521.3 feet; thence South 02 degrees 00 minutes East, 706.3 feet; thence South 08 degrees 39 minutes East to a point on the South line, 333.8 feet West of the Southeast corner of said Quarter Section; thence North 88 degrees 29 minutes East, 333.8 feet along said South line to the East line of said Quarter Section; thence North 01 degree 54 minutes West along said East line of said Quarter Section to the place of beginning. The above contains 24.51 acres, more or less.

A tract of land in the South Half of the Southwest Quarter of Section 6, Township 18 South, Range 25 East of the 6th P.M., described as follows: Beginning at the Southeast corner of said Quarter Section; thence South 88 degrees 40 minutes West, 406.5 feet along the South line of said Quarter Section; thence on a curve of 11,299.16 feet radius to the right, an arc distance of 186.2 feet with a chord which bears North 04 degrees 12 minutes East, 286.2 feet; thence North 08 degrees 55 minutes East to a point on the North line, 161.6 feet West of the Northeast corner of said South Half of the Southwest Quarter Section; thence North 88 degrees 22 minutes East, 161.6 feet along said North line to the East line of said South Half of the Southwest Quarter Section; thence South 02 degrees 36 minutes East along said East line of said Quarter Section to the place of beginning. The above contains 8.92 acres, more or less.

SECTION 3. This ordinance shall take effect and be in full force from and after its passage, approval and publication in the official City newspaper as provided by law.

PASSED and approved by the Governing Body this 18th day of August, 2025.

Donna Cook, Mayor

ATTEST:

Jessica McGowin, City Clerk

(seal)

Memo

To: Louisburg Governing Body

From: Nathan Law

Date: March 12, 2026

Re: Park & Tree Board Requests Regarding Louisburg Aquatic Center and S. 2nd & Mulberry

Background: Discussed as part of the joint workshop with Council and various boards/commissions, the Park & Tree Board chair, Wayne Knop, noted a request to remove the Louisburg Aquatic Center from the sections of City Code identifying that facility as part of the scope of the Board. Additionally, Mr. Knop noted a request for Council to consider formalizing as a park the S. 2nd & Mulberry block used most frequently for farmer's markets. Both of these items coincide with the same two sections of Code. Suggested changes to accommodate these requests are as follows.

12-104. Scope.

This article shall be applicable to all Louisburg, Kansas, park facilities (hereinafter collectively referred to as "facilities") that are under the jurisdiction of the City of Louisburg, Kansas, Park & Tree Board (hereinafter referred to as "Board"), and to all persons who enter upon such facilities. The facilities shall include the following:

LOUISBURG CITY PARK

LEWIS/YOUNG PARK

CITY LAKE/RON WEERS PARK

LOUISBURG AQUATIC CENTER **PARK**

S. 2ND & MULBERRY (NAME?)

12-301. Establishment of Park and Tree Board.

(d) ORGANIZATION. In the first official meeting of the Board ~~each June~~ **following annual appointments**, the Board shall elect one of the members as chairman and one of the members as vice-chairman, and said members shall perform the usual functions of their offices. After such election, the chairman shall appoint each of the remaining five voting members to one of the following roles:

- (1) *Louisburg City Park Liaison*
- (2) *Lewis/Young Park Liaison*
- (3) *City Lake/Ron Weers Park Liaison*
- (4) *Louisburg Aquatic Center Park Liaison*
- (5) *S. 2nd & Mulberry (NAME?)*
- (6) *Community Forest Manager*

All such elections and appointments shall take place on an annual basis.

Without a specific description of each of the various parks, the change to Louisburg Aquatic Center may not be clear enough to identify the focus by Park & Tree Board to be on the playground area, sand volleyball court, and all grounds outside of the fenced in aquatic center.

Financial: Cost to publish an ordinance once approved. As an idea of cost to publish ordinances, recent publications for single-family building permit waiver and for garage sale moratorium were \$96.89 and \$142.79 respectively. For the language included above, that would likely fall between those two values. This also may help highlight the reason for taking a comprehensive approach to changes to lengthy documents, such as zoning regulations or City Codebook. Each of those examples may be incorporated by reference with one ordinance, rather than making multiple changes to various sections within by way of separate ordinances.

Legal: Suggested changes must be made by ordinance amending City Code, and ordinance must be published once in the official newspaper.

Recommendation: Discuss requests of the Park and Tree Board and direct staff accordingly.