

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

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

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

Regular meeting livestream link:

<https://boxcast.tv/view/louisburg-city-council-cg0t0y889tbvjldczm8m>

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ADOPT AGENDA
4. APPROVE MINUTES - of the Feb. 17, 2026, regular meeting
5. APPROVAL OF BILLS
6. MAYOR'S REPORT
 - Planning Commission Appointment (*no memo*)
 - Municipal Court Judge Contract (*no memo*)
7. RECOGNITION OF SCHEDULED VISITORS
8. PUBLIC COMMENTS: Persons who wish to address the Mayor and City Council regarding items not on the agenda may do so at this time. Speakers will be limited to three (3) minutes. Any presentation is for informational purposes only. Please state your name and address.
9. COUNCIL/COMMISSION REPORTS
10. DEPARTMENT REPORTS
 - A. Finance
 - 2027 Budget Initiation
 - B. Fire
 - C. Public Works
 - 2026 Annual Concrete Priorities List
 - Summer Help Pay Consideration

– Employee Clothing Allowance Consideration

D. Police

E. Planning

F. Administration

11. CITY ATTORNEY’S REPORT

12. ADMINISTRATOR’S REPORT

A. Contract Municipal Attorney Services - Recommendation

B. Sewer SCADA System Lake Lift Station

C. Executive Session – Non-Elected Personnel

13. ADJOURNMENT

**CITY OF LOUISBURG, KANSAS
MINUTES OF REGULAR MEETING
February 17, 2026**

Workshop Livestream link:

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

Council Livestream link:

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

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

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

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 Steve Town led the pledge of allegiance.

APPROVAL OF THE AGENDA

Mayor Cook would like to change Item 12 City Attorney Report to Executive Session for attorney client privilege.

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

APPROVAL OF THE MINUTES

Stone moved, seconded by Councilmember Scott Margrave to approve the February 2, 2026, minutes as presented. Cook requested a correction to the minutes

on the top of page three. The statement currently reading “Graves asked for requirements of various boards” should be revised to read “Graves asked for the HPC requirements.”

Cook also requested a punctuation correction at the bottom of page three, asking that a period be inserted after “expected life span” so that the phrase reads “expected life span. Cost not to exceed.” After discussion, it was decided to insert a comma rather than period.

Motion failed 0-5

Councilmember Tiffany Ellison moved, seconded by Margrave and carried 5-0, to approve the February 2, 2026, minutes with the corrections.

APPROVAL OF THE BILLS

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

There were no questions on the bills.

MAYOR’S REPORT

Annual Appointments

Cook provided a list of appointments for council consideration. Cook also noted the current city attorney Mark Hagen stated he would continue to provide services until the City Attorney appointment was filled. There was a discussion on how council wanted to vote on the appointments. It was decided to vote on separate sections and individual appointments for the officers.

City Clerk – Jessica McGowen (1-year term) (Corrected spelling to McGowin)

Graves moved, seconded by Ellison and carried 5-0, to appoint Jessica McGowin for a one-year term.

Finance Director/Treasurer – Richard Mikesic (1year-term)

Graves asked for clarification as to the Finance Director being listed as an appointment as it was not listed in the city code. Cook said it is listed as City Treasurer/ Finance Director, so she broke them apart. Ellison noted that City Treasurer and City Clerk are the only ones listed as “shall” appoint. Graves said since the code lists it as City Treasurer/Finance he would like to make it one motion.

Ellison moved, seconded by Town and carried 5-0, to appoint Richard Mikesic as the City Treasurer/Finance Director.

City Prosecutor – Tyson Bramley (1-year term)

Graves moved, seconded by Ellison and carried 5-0, to appoint Tyson Bramley as the City Prosecutor.

Municipal Court Judge – Jacklyn Paletta (1-year term)

Ellison moved, seconded by Margrave and carried 5-0, to appoint Jacklyn Paletta as the Municipal Court Judge.

Public Works Director – Ben Miller (1-year term)

Town moved, seconded by Margrave and carried 5-0, to appoint Ben Miller as the Public Works Director.

Planning Director – To be filled

Chief of Police – Josh Weber (1-year term)

Town moved, seconded by Stone, to appoint Josh Weber as the Chief of Police. Motion carried 4-0-1 with Graves abstaining citing the same reason he stated last year.

Fire Chief – Gerald Rittinghouse (1-year term)

Town moved, seconded by Margrave and carried 5-0, to appoint Gerald Rittinghouse as the Fire Chief.

Public Officer – Nathan Law (1-year term)

Margrave moved, seconded by Graves and carried 5-0, to appoint Nathan Law as the Public Officer.

Council / Commission Liaisons (1-year term)

It was discussed that these are not appointments, so Council received as presented.

Park and Tree Board – Tiffany Ellison

Fox Hall/Cemetery Board – Scott Margrave

Planning and Zoning/BZA – Steve Town

LRC – Kalee Stone

Historical Preservation – Ryan Graves

Convention and Tourism – Scott Margrave

MCDPUA – Steve Town

President / Mayor Pro Tem (1-year term)

Cook would like to have Steve Town as the Mayor Pro Tem.

Stone moved to name Steve Town the President of the Council Pro Tem, seconded by Margrave

Ellison asked if there could be discussion. Law provided guidance that this position is generally nominated by the Council not appointed by the mayor. Cook stated that she can recommend and the nominee does not have to accept the nomination. Ellison also stated her understanding was the nominee was supposed to accept the nomination. Cook asked Town if he accepted the nomination. Town accepted the nomination.

A vote was then taken for the original motion and carried 4-0-1 with Town abstaining.

Official Depository / Newspaper (1-year term):

First National Bank

First Option Bank

Landmark Bank

Bank Midwest

Citizens State Bank

Newspaper- Miami County Republic

Graves moved, seconded by Ellison and carried 5-0, to accept the Official Depositories and Newspaper as listed.

Planning Commission Board (3-year term)

Christian Brown (Re-Appointment)

Stone moved, seconded by Town and moved 5-0, to approve Christian Brown to the Planning Commission board.

Clint Ernst (New Appointment)

Ellison inquired on the number of applications received for the Planning Commission. Cook stated she received three. Ellison asked if that included Christian Brown. Cook stated yes but then stated the three did not include Brown. Ellison asked what the process is to vet the applicants. Cook stated this was just a yes or no if they wanted Christian Brown. It was stated the Council already approved Christian Brown. Cook asked if Clint Ernst was a yes or a no. Ellison stated she didn't believe this was a yes or no type of thing. Cook stated these are appointments. Ellison asked if the other candidates were interviewed. Cook said no because they did not come in at the same time. Stone asked if interviews are usually conducted and Cook said no. Stone then asked if there needed to be a motion for each one. City Clerk McGowin said a motion is needed because these are appointments approved by the Governing Body. Law stated that it may not be required one way or the other, but Council has already been making motions for each one. Ellison said she doesn't think there is any stipulation the Council can't have discussion about these nominations. Cook then stated they are appointments

and according to the League of Kansas Municipalities and the City Attorney this was just a yes or no. Cook asked if there was a motion to approve Clint Ernst. Stone asked Ellison if in the past the mayor had interviewed other candidates. Ellison stated Council established a timeline this year, so members of the public are invited to apply, and the timeline serves a purpose of transparency and accountability to the public so that those who apply are receiving the same consideration as every other candidate. Cook stated this was started in January and she had zero applicants. Ellison stated they started in December, and three applicants had applied. Cook reiterated the candidates applied at different times. Stone asked if it were possible the other candidates might not be qualified. Ellison stated she is aware of two qualified candidates that applied and were not given consideration and that it feels like this was side stepping the process. Cook asked to finish her appointments and stated that when she looked at the appointments, she liked Clint Ernst to be on the Planning Commission.

Stone moved to appoint Clint Ernst to the Planning Commission. Motion died for a lack of second.

Cook stated she will have to find another candidate. Stone asked if they could have discussion. Cook stated no these are not for discussion. Ellison asked Cook how she was determining that there could not be discussion. Cook stated the League of Municipalities. Stone stated that she would like to know as a council member what the council wants to see, such as a different process, and that the conversation should have been done prior to this meeting as she only recalls them wanting an appointment list prior to this meeting. Law provided clarification on the process and stated from this point that Mayoral appointments have to be acted upon within 45 days, or they are effective as appointments, and he appreciated Stone's question, so there can be clarification on how to move forward. Stone said she just wants to know what they want as a council, stating that in the past when she was on the council, she did not know who applied and questioned if the council was wanting to make sure everyone had an interview. Margrave stated he assumed that everyone would be interviewed by the mayor. Stone stated she didn't think it was fair to deny this one and then go down the list and not do the same for everyone else. Graves stated they approved a timeline this year and there was a period of

review for interviews and a date a list was supposed to be given to council and that wasn't met. Stone and Graves were in discussion and Cook stopped the conversation. Cook stated they were done with Planning Commission and moving on to Park and Tree Board. Ellison asked if the mayor would provide a different nominee to the next meeting for that position. Cook said she will bring someone, but she thinks they should open it back up for people to apply. Ellison asked why. Cook said she had three applications that came in at three different times and stated that she waited on the council for a month, because council members had said they would help find someone. Ellison asked for clarification on that. Cook said the council members said they would help her find people. Graves clarified that it was asked if there were special requirements for that position, since the mayor was having a hard time finding people and didn't remember receiving an answer before the third. (February 3rd)

Park and Tree Board (3-year term)

Kenny Dover (Re-appointment)

Ellison moved, seconded by Stone and carried 5-0, to appoint Kenny Dover to the Park and Tree Board.

Julia Hacker (Re-appointment)

Stone moved, seconded by Town and carried 5-0, to appoint Julia Hacker to the Park and Tree Board.

Fox Hall/Cemetery Board (3-year term)

Julia Howard (New Appointment) (Corrected spelling to Julie)

Ellison moved, seconded by Margrave and carried 5-0, to appoint Julie Howard to the Fox Hall/Cemetery Board.

Historical Preservation Board (Commission) (3-year term)

Heather Wilson (Re-appointment)

Town moved, seconded by Ellison and carried 5-0, to appoint Heather Wilson to the Historical Preservation Commission.

Corrina Hauer (New Appointment)

Ellison moved, seconded by Margrave and carried 5-0, to appoint Corrina Hauer to the Historical Preservation Commission.

Convention & Tourism Board (Committee) (2-year term)

Paul Scruggs (Re-appointment)

Stone moved, seconded by Town and carried 5-0, to appoint Paul Scruggs to the Convention & Tourism Committee.

Cindy Reynolds (Re-Appointment)

Ellison moved, seconded by Margrave and carried 5-0, to appoint Cindy Reynolds to the Convention & Tourism Committee.

Katie Clausen (New Appointment)

Graves asked for clarification on the appointment list. He said that it shows Katie with Helen's Garden Family Farm, but her bio says she is a nurse. Cook stated it is her family farm.

Ellison moved, seconded by Graves and carried 5-0, to appoint Katie Clausen to the Convention & Tourism Committee.

Board of Zoning Appeals (3-year term)

Chris Hoffman (Re-Appointment)

Graves moved, seconded by Ellison and carried 5-0, to appoint Chris Hoffman to the Board of Zoning Appeals.

Kirk Shaffer (Re-Appointment)

Town moved, seconded by Margrave and carried 5-0, to appoint Kirk Shaffer to the Board of Zoning Appeals.

Jason Burk (Re-Appointment)

Ellison moved, seconded by Margrave and carried 5-0, to appoint Jason Burk to the Board of Zoning Appeals.

Code of Appeals (5-year term)

Chris Brown (Re-Appointment)

Stone moved, seconded by Ellison and carried 5-0, to appoint Chris Brown to the Code of Appeals Board. It was noted this is not Christian Brown who was appointed to the Planning Commission.

LRC – Park and Tree Board liaison

Brad Sells (Re-appointment)

Ellison moved, seconded by Town and carried 5-0, to appoint Brad Sells as the LRC liaison to the Park & Tree Board

Cook stated she wanted for the record that she contacted Nathan for an appointment according to 401 (referencing City Code 1-401) and he refused the appointment as the City Administrator. Law provided clarification that in a phone conversation it was stated that Cook had intended to reach out to all annual appointments, providing something in writing for them to sign and return. Law stated that per council action last year even if wasn't voted on unanimously, if she were to provide something like that to him for the City Administrator position, he would not sign it. Ellison asked why Cook was telling them he refused an annual appointment when it is not an annual appointment. Cook called time-out and said it was 1-401 and that she was moving on to the next thing and this was just for the record. Ellison said she would like to put on record that it is wildly inappropriate because he is not an annual appointment. Cook called point of order three times. Ellison asked McGowin to make sure the record reflected the City Administrator position is not an annual appointment and there should be no issue with him refusing to sign something that says that it is. Cook asked McGowin to strike that from the record, to which Ellison responded she cannot do that.

SCHEDULED VISITORS

Jessica Crozier – Nomad Market KC

Crozier provided a handout and spoke to council about a partnership in hosting an Easter event when the Market returns to the outside venue April 4. Crozier stated they welcome city involvement and spoke about the event. Graves asked if she was planning on talking to the Convention & Tourism and Park and Tree Board.

Crozier stated that she can, but it was recommended she start with council.

Consensus was that staff could volunteer to participate in the event if interested.

EXECUTIVE SESSION

At 7:06 p.m. Stone moved, seconded by Ellison and carried 5-0, to recess into executive session to discuss an individual employee's performance pursuant to the non-elected personnel matter exception K.S.A. 75-4319(b)(1) with the presence of Kristina Dieterich (HR Partners) requested with the open meeting to resume in the City Council Chamber at 7:36 p.m.

Open meeting resumed in Council Chambers at 7:36 p.m.

No action was taken.

PUBLIC COMMENTS

None.

COUNCIL REPORTS

Stone – None.

Graves – None.

Ellison – Ellison inquired about vandalism concerns on the pickleball courts and asked about the screening. Ellison questioned if the screening was approved by council as she feels it may make vandalism easier by obstructing visibility of activity inside the courts. Stone explained that the screening was installed for sight and sound mitigation. Ellison said she would be in favor of it coming down. Stone said the pickleball players like it. There was discussion on the latch for the gate.

Law will check with facility coordinator Danny Summa to see if that has been added.

Margrave – Margrave asked about the rules for burning leaves. Fire Chief Gerry Rittinghouse stated open burn is Friday and Saturday in the city limits, the wind speed must be between 5-15 mph, while fire pits can burn anytime with a screen cover. Town asked if fire pits must be manned the entire time. Rittinghouse said if the department gets a call they will show up and put it out. Graves asked during a burn ban and does that include fire pits and grills. Rittinghouse said it does not include grilling, but it does include fire pits.

Town – None.

DEPARTMENT REPORTS

FINANCE:

Finance Director Richard Mikesic presented the 2025 finance report, stating the information was being presented for transparency. Mikesic noted the report is not considered final until the audit is complete. Margrave asked when the audit will happen, Mikesic stated around March 1 and his expectation is to share the results at the first meeting in April.

FIRE:

Thermal Imaging Cameras – Rittinghouse requested the purchase of six handheld thermal cameras stating the cameras are an essential tool helping with search and rescue and fire location. Graves inquired if this was a budgeted item. Law said it was budgeted for \$9,000. Stone and Margrave asked if six cameras would be sufficient. Law stated with the current budget two more cameras could be added.

Stone moved, seconded by Ellison and carried 5-0, to approve the purchase of eight Seek Fire Pro 300 thermal imaging cameras in the amount of \$9,095.60 from Conrad Fire Equipment.

Bay Floor Heating Boiler Replacement – Rittinghouse is requesting approval to replace the boiler at the Fire Department, stating it had a complete malfunction and

is not repairable. He also noted this is the only source of heat for the bay. He received three bids:

Martin Mechanical	\$23,850.65
Supreme Mechanical Services (SMS)	\$17,210
Lancaster Brothers	\$32,682

Rittinghouse recommends approving SMS due to the price point and warranty. He noted the company is local. Rittinghouse also believes having a maintenance contract with an HVAC company could be beneficial.

Cook asked what budget this would come from. Law said the unbudgeted project would come from the Fire Fund as part of the General Fund.

Stone moved, seconded by Ellison and carried 5-0, to approve Supreme Mechanical Services in the amount of \$17,210.

Town inquired whether the County would pay half. Rittinghouse stated the County pays rent for the space so the city would be responsible for the building since we own it.

PUBLIC WORKS:

2026 Street Work RFP – Ellison moved, seconded by Stone and carried 5-0, to approve publishing the 2026 Annual Street Repair RFP.

2026 Annual Crack Seal RFP – Margrave moved, seconded by Stone and carried 5-0, to approve publishing the 2026 Annual Crack Seal RFP.

2027 F-650 Dump Truck Procurement – Public Works Director Ben Miller stated he received two bids; he noted due to the size of the truck there were only two dealerships that could provide a bid. He stated each price included the dump bed; however the snowplow would be an additional \$13,348.78 which puts the item over budget by \$3,972.78. It was noted that the overage would be split over multiple funds.

Olathe Ford \$111,670

Midway Ford \$105,624

Ellison moved, seconded by Graves and carried 5-0, to approve the procurement of the F-650 with dump bed from Midway Ford for \$105,624 with the installation of a Boss Snowplow from American Equipment for the not-to-exceed price of \$13,348.78.

Stone asked Miller if he had information regarding the diving board warranty. Miller stated there is a warranty and in-house installation will not affect the warranty. Law noted the Project Tracker also provided updates.

POLICE – None.

PLANNING

Street Name Change – Law explained there is a variation of Sunrise in a subdivision north and south of the highway but is not the same street name.

The request is to rename Sunrise Ave, located in the Starbrooke subdivision, as there are no houses built on this street. If approved, staff will send an affidavit to the County.

Margrave asked if both the Police Chief and Fire Chief were in favor. Rittinghouse said it removes an odd street out of the equation.

Margrave moved, seconded by Ellison and carried 5-0, to approve changing the street name Sunrise Ave. in the Starbrooke subdivision to Sunset Drive.

Starbrooke Lot Split – Law stated our regulations require lot splits to be done prior to a permit being issued. He said staff will bring language to Planning Commission for consideration in allowing for lot splits to occur after construction has started. Summit Homes is requesting lot splits for recently constructed duplexes in Starbrooke.

Ellison moved, seconded by Graves and carried 5-0, to approve lot splits for Lots 135A & B and 136A & B of the Starbrooke – Phase 6 subdivision.

ADMINISTRATION:

Water Leak Adjustment – Ellison moved, seconded by Margrave and carried 5-0, to approve the one-time water leak adjustment in the amount of \$81.59 for Tallgrass Energy at 1504 N. Metcalf Rd.

Municipal Court Updates – Law stated this was a receive and file item. The information was provided by Municipal Court Judge Jacklyn Paletta and updates council on changes in the fine schedule and software.

Cook asked if all fines could be changed. Law stated that some fines are set by State Statute and cannot be changed locally, and our court must abide by the minimum and maximums listed in the statute.

EXECUTIVE SESSION

At 8:14 p.m. Stone moved, seconded by Graves and carried 5-0, to recess into executive session for attorney consultation for item deemed as privileged in attorney-client relationship pursuant to exception K.S.A. 75-4319(b)(2) with the presence of the City Administrator and the city attorney to be present via Zoom. The open meeting will resume in the City Council Chamber at 8:40 p.m.

Open meeting resumed in Council Chambers at 8:40 p.m.

No action was taken.

ADMINISTRATOR'S REPORT

Governing Body Handbook – Law noted the final draft of the handbook is ready for approval.

Stone moved, seconded by Ellison and carried 5-0, to adopt the Governing Body Handbook as presented.

League of Kansas Municipalities – Membership Renewal – Law reminded Council the change in the fee calculation resulted from the adjustment made last year when the League moved from a base fee structure to a population-based percentage model. He also noted that although the invoice was dated in December, it was only recently received. Ellison asked whether the organization provides

annual code updates based on changes in state law. Law responded that the League provides legislative updates while the City's code updates are completed through Ranson Financial. Ellison also inquired about training opportunities. Law explained the membership includes access to discounted training sessions, as well as certain resources that are available exclusively to members.

Stone moved, seconded by Margrave and carried 5-0, to approve the annual membership renewal with the League of Kansas Municipalities at a cost of \$4,256.52, to be paid for as included in the 2026 budget.

PHB/HAWK Signal funding Concept Paper – Law provided an update stating KDOT would allow for a Pedestrian Hybrid Beacon (PHB) at the intersection of Rogers Road and Amity. He explained there is a grant opportunity available with an 80/20 cost share, and that JEO Consulting has offered to prepare the concept paper on the City's behalf at no cost. Law noted the grant may not be as timely as desired. Council discussed the amount already expended on traffic studies and questioned how frequently the existing signal is utilized for pedestrian crossings. Margrave expressed surprise at the projected cost and stated he was frustrated with himself for not identifying the issue earlier. Despite the expense, he believes the improvement is necessary. Graves agreed and asked whether the city would retain the option to decline the grant if awarded. Law confirmed that acceptance would remain at the City's discretion. Stone raised concerns about how the PHB would function across four lanes of traffic and requested a visual example. Law said he would provide a photo or rendering to Council via email at a later date. Ellison inquired whether the traffic engineering study included any recommendation for a full traffic signal, noting she would not want to install a PHB only to later determine that a full signal is required. Graves added that he does not want to create a series of four-way stops along Amity.

Consensus is to allow JEO Consulting to submit the concept paper on the City's behalf.

Short-Term Rental Registration – Law stated this is an item that Miami County Commission recently implemented with the World Cup coming and said this

would be a good opportunity to discuss this if council had any interest. There was discussion and council consensus was they were not interested.

ADJOURNMENT

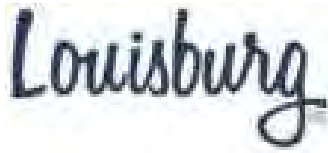
At 9:04 p.m. Ellison moved, seconded by Margrave and carried 5-0, to adjourn the meeting.

Approved:

Donna Cook, Mayor

Attest:

Jessica McGowin, City Clerk



Vendor Publication Report

Payment Date Range: 02/13/2026 - 02/26/2026

Vendor Name	Payable Description	Total Payments
ADP, INC	PAYROLL SERVICES	191.25
ANGEL ARMOR	NAME STRIP/ID PLACARD - 2 VESTS	101.34
AVERY SHOOK	RENTAL/DEPOSIT REFUND - FOX HALL	175.00
AXON ENTERPRISE INC	IN-CAR/BODY CAM FLEET BUNDLE	12,233.43
BLUE CROSS/BLUE SHIELD	HEALTH INSURANCE	46,536.84
BRADLEY DAVIS	DEPOSIT REFUND - FOX HALL	100.00
CITY ATTORNEYS ASSOC. OF KS.	ANNUAL MEMBERSHIP DUES	35.00
CITY OF LOUISBURG	START-UP CASH FOR COURT	100.00
COLOR DESIGN	GRAPHICS INSTALLATION - NEW TAHOE	1,101.00
COLUMN SOFTWARE	LEGAL - 2025 TREASURER REPORT	200.93
COMMENCO, INC.	REPROGRAM RADIOS FOR EMERGENCY FIXES	503.24
CONSOLIDATED ELECTRICAL DIST CORE & MAIN	ANNUAL GENERATOR SERVICE	500.00
	SENSUS WATER METERS/ANTENNAS	1,530.00
	COPPER WATER METER SETS/ RISERS	1,925.28
	SENSUS WATER METERS/ANTENNAS	1,530.00
DREXEL TECHNOLOGIES	LAC BUILDING PAINTING AD	47.00
	LAC BATHHOUSE PLUMBING AD	47.00
	SEWER BASIN REPAIR AD	47.00
EKGFOA	MEMBERSHIP - 2026	60.00
ENVIRONMENTAL WORKS	MONTHLY WASTEWATER SAMPLING	2,265.38
G-B CONSTRUCTION, LLC	AMITY TRAIL SIDEWALK PROJECT- FINAL PAYMENT	9,500.00
GT DISTRIBUTORS	UNIFORM PANTS	85.50
HEALTH EQUITY	FSA PAYMENTS	94.75
HEARTLAND PRINT & DESIGN	BUSINESS CARDS FOR PD EMPLOYEES	469.00
HR PARTNERS	HR CONSULTING - 1/15 TO 2/15	2,000.00
JEO CONSULTING GROUP, INC	AMITY STREET TRAFFIC INVESTIGATION	9,500.00
KATELYN CLAUSEN	RENTAL/DEPOSIT REFUND - FOX HALL	175.00
KDHE BUREAU OF WATER	DEBT SERVICE - C20 2010 01	263,556.37
KPERS	KPERS - 2/4/26	10,683.29
	KPF - 2/4/26	13,032.21
	KPERS WAR - 2/4/26	182.82
LAKEMARY CENTER	SHRED SERVICES - CITY HALL	55.00
LANNA MOORE	DEPOSIT REFUND - FOX HALL	100.00
LEAGUE KANSAS MUNICIPALITIES	ANNUAL DUES	4,441.52
LOUISBURG ATHLETIC CLUB	MEMBERSHIPS - JANUARY	246.00
LOUISBURG FORD	OIL CHANGE/FULL FRONT BRAKES	884.53
MASTERS TELECOM	MONTHLY VOICEMAIL SERVICE	52.59
MDC PUBLIC UTILITY AUTHORITY	WATER	92,877.07
MID-AMERICA PUMP	WILO MIXER REPAIRS	8,833.10
MOKAN DIAL, INC.	TELEPHONE/INTERNET SERVICES	1,271.22
NAPA AUTO PARTS	VACUUM TEE	5.14
NETSTANDARD, INC	CLOUD BACKUP/SECURITY	3,187.80
OADES BROTHERS TIRE & AUTO	NEW TIRES/MOUNT/BALANCE - CAR 2	657.95
O'REILLY AUTO PARTS	OIL/BATTERY/MINI BULB/WIPER BLADES/MISC	1,055.03
PRICE CHOPPER	PAPER TOWELS/DISTILLED WATER/VINEGAR	28.04
RUGGED DEPOT	CUP HOLDERS - CAR 99	69.04
SAFE RESTRAINTS, INC	WRAP RESTRAINT FOR TAHOE	1,657.12
STAPLES ADVANTAGE	MANILA ENVELOPES/POST ITS/FLASH DRIVES/MISC	291.90
SUMNER ONE	CONTRACT BASE RATE	245.00
SYMBOL ARTS LLC	BADGES FOR UNIFORMS	347.50

TETERS, KODY	DEPOSIT REFUND - FOX HALL	100.00
TYLER TECHNOLOGIES, INC	COURT CONFIGURATION/FINANCE POST GO-LIVE	10,198.75
UTILITY SAFETY & DESIGN	JANUARY- OPERATING AGREEMENT	7,950.00
UTILITY SERVICE CO.	WATER TOWER INSPECTIONS/ HIGHSCHOOL	41,672.02
VERIZON	CELLULAR	2,125.04
WATERS HARDWARE	SAW BLADE/BATTERIES/KEYS/DUCT TAPE/MISC	358.37
WHITE'S AUTOMOTIVE, INC.	TIRE REPAIR - CAR 99	43.50
WM CORPORATE SERVICES	TRASH SERVICES	820.76
	TOTAL	558,082.62

Memo

To: Louisburg Governing Body

From: Richard Mikesic

Date: February 26, 2025

Re: 2027 Budget Initiation

Background: The 2026 budget process reworked the previous process in an effort to streamline budget workshops, increase value of information provided throughout the process, and improve the efficiency of staff time in compiling the budget documents. That effort seemed to improve upon every aspect set out and resulted in timely budget adoption.

We don't anticipate significant changes in the overall budget process this year. How information is compiled for presentation may vary due to the new financial system. We will look to build upon the changes made last year, while continuing new initiatives from last year such as the budget books, capital request forms and involving department heads in line-item details.

Financial: As we initiate the 2027 budget process, staff will again request certain directives from the Council prior to building a budget for consideration:

- 1) **Desired General Fund Balance** –During the 2026 Budget process, we discussed the desired fund balance as represented by a percentage of the current year expenditures. It was suggested at the time that there was no reason to set a level higher than 75% nor lower than 50%. During the first workshop, the discussions steered towards a strategic, methodical decrease over a period of years, resulting in the council settling on a target for the Fund Balance to be 66% of budgeted expenditures and this amount was used to develop the 2026 budget. During the first workshop for this budget process, we will again set a percentage as a target for the 2027 Fund Balance.
- 2) **Salary Changes** – Each year, the council has selected a standard percentage increase for salary adjustments. During the first workshop for this budget process, staff will be requesting the Council to determine a percentage change, if any, that may be desired for salaries for the 2027 budget.
- 3) **Inflationary Changes** – Each year, the council has selected a standard percentage increase in commodity and contractual costs to account for inflationary factors. During the first workshop for

this budget process, staff will be requesting the Council to determine a percentage change, if any, may be desired for commodities and contractual costs for the 2027 budget.

- 4) **Exceeding Revenue Neutral Rate** – The determination on exceeding the RNR resides on decisions made by the governing body regarding the desired ending General Fund balance, salary increases, inflationary increases and projects approved throughout the 2027 budget process. The status of the Debt Service Fund may also impact the ability to meet the RNR.
- 5) **Workshop Schedule** – all workshops to begin at 5:30 to allow maximum time for discussions.
 - a. **Workshop #1** – requested 4/13 – 4/21
Determine beginning targets for General Fund balance, salary increases, inflationary increases
 - b. **Workshop #2** – requested 5/19 – 5/28
The 2027 Budget Line Detail based on the guidance provided from Workshop #1 is presented. Department Requests will also be presented for discussion. Discussions will focus on the General Fund, Bond and Interest Fund and the various utility funds.
 - c. **Workshop #3** – requested 6/22 – 6/25
The county is required to distribute new valuations by June 15. The 2027 Budget Line Detail (with input from departments) will be provided based on Projected 2026 results.
 - d. **Workshop #4** – requested 7/13 – 7/16
The City must notify County Clerk of intent to exceed RNR by July 20th. Among other things, this workshop will determine the intent of the City regarding RNR.
 - e. **Workshop #5** – requested 8/4 – 8/13
Focused on finalizing details for presentation of final budget. City must hold RNR hearing between August 20 – September 20 if exceeding RNR.
 - f. **Additional workshops (if needed)**
Budget hearing must be held by September 20 and provide a certified budget to the County Clerk by October 1.

Legal: None

Recommendation: Provided for information only, no action requested tonight. Staff will return for discussion of the items noted in the Financial section above. Statutory budget timeline requirements are attached for reference.



Budget Document Checklist & Timeline

Receiving the Budget

- ✓ All taxing subdivisions (both exceeding and not exceeding RNR) will submit budgets to the County Clerk by **October 1st **** (KSA 79-2988, KSA 79-2930).
- ✓ Budgets, in their entirety, are required to be submitted to the County Clerk **electronically** (KSA 79-2930) *See document checklist for required documents.* **
Budgets not received by 5:00 PM on October 1st, use the previous year's budget information and amount of ad valorem tax to be levied for such taxing subdivision.

Reviewing the Budget

- ✓ Verify municipality has provided **all** required documents for budget submission (see required document checklist)
- ✓ Verify the Notice of Budget Hearing was published at least 10 days before the budget hearing was held (KSA 79-2929)
- ✓ Verify the expenditure and ad valorem tax amounts found on the Certificate page do not exceed the corresponding expenditure and ad valorem tax amounts found on the published Notice of Budget Hearing (KSA 79-2930)
- ✓ Verify Revenue Neutral Rate Hearing was published at least 10 days before hearing was held and includes required information (KSA 79-2988)
- ✓ Verify resolution and roll call vote are complete and included with budget documents, if subdivision exceeded RNR (KSA 79-2988)

Setting the Levy

- ✓ Reduce ad valorem taxes as necessary (KSA 79-2930, KSA 79-2988)
 - Verify subdivision has not levied more than the Revenue Neutral Rate (if steps to hold an RNR hearing were not met or RNR resolution was not adopted under the provisions of KSA 79-2988).
 - If subdivision levied the same amount of ad valorem dollars as last year, the final levy rate CAN exceed RNR if the final assessed valuation is lower than estimated assessed valuation used in the RNR calculation.
- ✓ Notify municipality of any reductions (KSA 79-1965)
- ✓ **Indicate the final assessed valuation and levy rates on the Certificate page (KSA 79-2930)**
- ✓ Provide levies to the county treasurer on or before November 1st (KSA 79-1803)
- ✓ Submit all budgets to Municipal Services electronically by **December 31st (KSA 79-2930, KSA 79-2988)**



Budget Document Checklist

Budget documents *required* by municipality type.

<p style="text-align: center;"><u>Counties and Cities</u></p> <ul style="list-style-type: none"> • Certificate Page (signed by governing body) • Allocation of MV, RV, 16/20M, commercial and watercraft tax estimates • Schedule of Transfers • Statement of Indebtedness • Statement of Lease Purchase • Library Grant Page (if applicable) • All Applicable Fund Pages • Published Notice of Budget Hearing • Published Notice of RNR Hearing (if applicable) • Neighborhood Revitalization (if applicable) • TIF (if applicable) • Resolution to exceed RNR approved by governing body (if applicable) • Certified Roll Call Vote on resolution to exceed RNR (if applicable) 	<p style="text-align: center;"><u>Townships</u></p> <ul style="list-style-type: none"> • Certificate Page (signed by governing body) • Allocation of MV, RV, 16/20M, commercial and watercraft tax estimates • Schedule of Transfers • Statement of Indebtedness • Statement of Lease Purchase • Library Grant Page (if applicable) • All Applicable Fund Pages • Published Notice of Budget Hearing • Published Notice of RNR Hearing (if applicable) • Neighborhood Revitalization (if applicable) • TIF (if applicable) • Resolution to exceed RNR approved by governing body (if applicable) • Certified Roll Call Vote on resolution to exceed RNR (if applicable)
<p style="text-align: center;"><u>Recreation Commissions</u></p> <ul style="list-style-type: none"> • The budget that is required by <i>KSA 12-1927</i> • Certificate Page (signed by governing body) • Statement of Lease Purchase • All Applicable Fund Pages • Published Notice of Budget Hearing • Published Notice of RNR Hearing (if applicable) • Resolution to exceed RNR approved by governing body (if applicable) • Certified Roll Call Vote on resolution to exceed RNR (if applicable) 	<p style="text-align: center;"><u>Special Districts</u> (<i>Cemetery, Fire, Community College, Library Districts, Water Districts, etc.</i>)</p> <ul style="list-style-type: none"> • Certificate Page (signed by governing body) • Allocation of MV, RV, 16/20M, commercial and watercraft tax estimates • Schedule of Transfers • Statement of Indebtedness • Statement of Lease Purchase • Library Grant Page (if applicable) • All Applicable Fund Pages • Published Notice of Budget Hearing • Published Notice of RNR Hearing (if applicable) • Neighborhood Revitalization (if applicable) • TIF (if applicable) • Resolution to exceed RNR approved by governing body (if applicable) • Certified Roll Call Vote on resolution to exceed RNR (if applicable)

Budget Timeline

(Both Exceeding RNR & Not Exceeding)

If exceeding Revenue Neutral Rate (RNR), follow procedure outlined in KSA 79-2988

❖ The following dates apply to all budgets

- **June 15th:** Assessed property valuation estimates distributed from County Clerks (will include the Revenue Neutral Rate)
- **July 20th:** Last day to notify County Clerk of intent to levy above RNR
 - Provide County Clerk proposed tax rate and hearing information
 - **County Clerk will notify tax payers via mail/email of all taxing subdivisions exceeding RNR 10 days prior to first hearing in the county.**
- **By September 20th:** Hold budget hearing
 - **Publication of hearing must be done 10 days prior to budget hearing**
- **By October 1st:** Governing body certifies budget to County Clerk
 - **Note: County Clerk MUST receive certified budget by 5:00 PM October 1st or the County Clerk shall use the previous year's budget information and amount of ad valorem tax to be levied for such taxing subdivision.**
- **County Clerk submits budget to Municipal Services electronically no later than December 31st.**

❖ The following dates apply ONLY when exceeding RNR

- **August 20th – September 20th:** Hold RNR hearing prior to or in conjunction with budget hearing
 - **Publication of hearing must be done 10 days prior to RNR hearing**
 - **Publish in newspaper and website (if website is maintained)**
 - **Governing body passes resolution to exceed RNR PRIOR to adopting budget, records roll call for governing body vote, and then can formally adopts budget anytime after resolution passed.**
 - **(Resolution MUST be passed at the RNR hearing and before the budget is adopted)**

Note: Roll Call Vote will still be recorded and submitted with budget documents even if resolution fails.

**Best Practice: Contact your newspaper(s) in advance to confirm publication content due dates, procedure, and contact information! There is no remedy if the RNR hearing newspaper publication is missed.*

Reminder:

ALL budget documents for ALL taxing subdivisions MUST be submitted to the county clerk NO LATER THAN 5:00 PM on October 1st, or the county clerk shall use the previous year's budget information and amount of ad valorem tax to be levied for such taxing subdivision.



Recreation Commissions – Budget Timeline

Note: *Italicized lines are specific to exceeding Revenue Neutral Rate (RNR)*

- **June 15th**: Assessed property valuation estimates distributed from County Clerks
- **July 11th**: Last day for notice of budget hearing to be published in weekly or daily newspaper (if not exceeding RNR)
- **July 20th**: *Last day to notify County Clerk of intent to levy above RNR*
 - *Clerk should be provided proposed tax rate and RNR hearing information (date, time, location)*
 - *Cannot levy a rate in excess of maximum tax levy set by current resolution with the city or school district; unless procedures set forth in K.S.A. 12-1927(c) have been completed to increase levy rate stated in resolution.*
- **July 22nd**: Last day to hold budget hearing (if not exceeding RNR)
- **July 22nd – July 31st**: Recreation commission formally adopts budget (not exceeding RNR)
- **August 1st**: Recreation commission budget due to city or school district, and County Clerk (not exceeding RNR)
- **August 20th-September 20th**: *Hold RNR hearing prior to or in conjunction with budget hearing*
 - *Publication of hearing must be done 10 days prior to RNR hearing*
 - *Publish in newspaper and website (if website is maintained)*
- **August 20th – September 20th**: *Hold budget hearing*
 - *Publication of hearing must be done 10 days prior to budget hearing*
- **August 20th – October 1st**: *Governing body passes resolution to exceed RNR (if applicable) and formally adopts budget*
- **August 30th – October 1st**: *Governing body certifies budget to County Clerk*
 - *Note: County Clerk MUST receive certified budget by 5:00 PM October 1st or the County Clerk shall use the previous year's budget information and amount of ad valorem tax to be levied for such taxing subdivision.*
- *County Clerk submits budget to Municipal Services electronically no later than December 31st.*

***Best Practice:** *Contact your newspaper(s) in advance to confirm publication content due dates, procedure, and contact information! There is no remedy if the RNR hearing newspaper publication is missed.*

Reminder:

ALL budget documents for ALL taxing subdivisions MUST be submitted to the county clerk NO LATER THAN 5:00 PM on October 1st, or the county clerk shall use the previous year's budget information and amount of ad valorem tax to be levied for such taxing subdivision.

April 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14 Potential workshop #1 7-10 pm court	15 Potential workshop #1 5:30-8:30 pm	16 Potential workshop #1 5:30-8:30 pm	17 Potential workshop #1 5:30-8:30 pm	18 Potential workshop #1 time TBD
19	20	21 Potential workshop #1 5:30-8:30 pm	22	23	24	25
26	27	28	29	30		

May 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19 Potential workshop #2 7-10 pm court	20 Potential workshop #2 5:30-8:30 pm	21 Potential workshop #2 5:30-8:30	22 Potential workshop #2 5:30-8:30	23
24	25 Memorial Day	26 Potential workshop #2 5:30-8:30 pm	27 planning	28 Potential workshop #2 5:30-8:30 pm	29	30
31						

June 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>
<i>7</i>	<i>8</i>	<i>9</i>	<i>10</i>	<i>11</i>	<i>12</i>	<i>13</i>
<i>14</i>	<i>15</i> deadline for County to distribute valuation information	<i>16</i>	<i>17</i>	<i>18</i>	<i>19</i>	<i>20</i>
<i>21</i>	<i>22</i> Potential workshop #3 5:30-8:30 pm	<i>23</i> Potential workshop #3 7-10 pm court	<i>24</i> planning	<i>25</i> Potential workshop #3 5:30-8:30 pm	<i>26</i>	<i>27</i>
<i>28</i>	<i>29</i>	<i>30</i>				

July 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14 Potential workshop #4 7-10 pm court	15 Potential workshop #4 5:30-8:30 pm	16 Potential workshop #4 5:30-8:30 pm	17	18
19	20 County Clerk must be notified if intent to exceed RNR	21	22	23	24	25
26	27	28	29	30	31	

August 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4 Potential workshop #5 5:30-8:30 pm	5 HPC	6 Potential workshop #5 5:30-8:30 pm	7 Potential workshop #5 5:30-8:30 pm	8 Potential workshop #5 time TBD
9	10	11 Potential workshop #5 7-10 pm court	12 Potential workshop #5 6:30-9:30 pm CTC	13 Potential workshop #5 5:30-8:30 pm	14	15
16	17	18	19	20 City must hold RNR hearing between now and Sept 20	21	22
23	24	25	26	27	28	29
30	31					

September 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18 Last day to hold RNR hearing (actual date is Sunday, Sept. 20) Budget hearing must be conducted (by Sept. 20)	19
20	21	22	23	24		26
27	28	29	30			

October 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				<i>1</i> Approved budget must be provided to County Clerk	<i>2</i>	<i>3</i>
<i>4</i>	<i>5</i>	<i>6</i>	<i>7</i>	<i>8</i>	<i>9</i>	<i>10</i>
<i>11</i>	<i>12</i>	<i>13</i>	<i>14</i>	<i>15</i>	<i>16</i>	<i>17</i>
<i>18</i>	<i>19</i>	<i>20</i>	<i>21</i>	<i>22</i>	<i>23</i>	<i>24</i>
<i>25</i>	<i>26</i>	<i>27</i>	<i>28</i>	<i>29</i>	<i>30</i>	<i>31</i>

Memo

To: Louisburg Governing Body

From: Ben Miller

Date: March 2, 2026

Re: 2026 Annual Concrete Priorities List

Background: Each year the City publishes an RFP for Annual Concrete Repairs. 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 with areas that need repaired, replaced or added. The estimate is more than our budget would allow. Council is asked to review and identify which areas should be repaired/replaced at the next meeting when the RFP will be brought for approval to publish.

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

Legal: None.

Recommendation: Council feedback is desired.

Sample motion: None at this time.

2026 Concrete Priorities List

Location	Sidewalk	Curb	Ramp	Quantity	LF / SF	Estimate
1324 - 1334 Starbrooke Drive	x			70.4	SF	\$ 3,731.20
1104 - 1102 N 1st St E	x			256	SF	\$ 3,840.00
1100 - 1102 N 1st St E	x			272	SF	\$ 4,080.00
1100 - 1006 N 1st St E	x			52	SF	\$ 780.00
1006-1004 N 1st St E	x			80	SF	\$ 1,200.00
1002-1000 N 1st St E	x			54	SF	\$ 810.00
1100 N 2nd St E to Summerfield Drive	x			156	SF	\$ 2,340.00
1108-1006 N 2nd St E	x			34	SF	\$ 510.00
1004-1002 N 2nd St E	x			94	SF	\$ 1,410.00
304 Summerfield Drive (E Side of Road)	x			22	SF	\$ 330.00
Bewtween N 1st and N 2nd St E	x			30	SF	\$ 450.00
S 2nd from Metcalf to Olive	x			1335	SF	\$ 20,025.00
S 2nd from Olive to Vine	x			1175	SF	\$ 17,625.00
207 S 2nd - from Elm to W side of alley	x			1140	SF	\$ 17,100.00
S 1st St from Metcalf to 7 S 1st St	x			1170	SF	\$ 17,550.00
1200 S 6th St E		x		30	LF	\$ 1,800.00
1320 S 6th St E		x		30	LF	\$ 1,800.00
NE Corner of Olive & S 8th			x	1		\$ 2,000.00
SE Corner of Olive & S 8th			x	1		\$ 2,000.00
SE Corner of Peoria & S 2nd			x	1		\$ 2,000.00
NW Corner of N 1st St E & Summerfield			x	1		\$ 2,000.00
SE Corner of Harvest and N 4th St E			x	1		\$ 2,000.00
NW Corner of N 2nd St E & Summerfield			x	1		\$ 2,000.00
SE & SW corners of S 2nd & Olive			x	2		\$ 4,000.00
S 2nd & Vine - SW & SE			x	2		\$ 4,000.00
S 2nd & Elm - SW & SE			x	2		\$ 4,000.00
Total						\$ 119,381.20

Memo

To: Louisburg Governing Body

From: Ben Miller

Date: March 2, 2026

Re: Summer Help Pay Consideration

Background: Each summer the City advertises for Public Works teen-age seasonal summer help. Last summer these three employees left before the end of the season. Without definitive knowledge, Staff thinks this may be attributable to the hourly wage. These employees receive \$14.50 per hour. Staff would request a \$1/hour increase for the three seasonal employees. This would add \$1,440 in salaries, which can be accommodated in the various Public Works funds from which salaries are drawn.

Staff would also like to see all seasonal Public Works employees receive a 25 cent/hour pay raise each year they return. This would be effective this summer for those employees that primarily assist with mowing and next year for the teen-aged employees if they return.

Financial: This is not a budgeted item but there are funds available as the Public Works position created for the 2025 budget year remains vacant.

Legal: No legal action at this time.

Recommendation: Direct staff accordingly.

Sample motion: *I move to approve increasing the three seasonal summer employee salaries to \$15.50 per hour and provide a 25 cent/hr raise for each year all seasonal Public Works employees return for the summer.*

Memo

To: Louisburg Governing Body

From: Ben Miller

Date: March 2, 2026

Re: Employee Clothing Allowance Consideration

Background: Each year Public Works employees are allotted \$300 to go towards boots, jeans or both. It appears it has been \$300 for quite some time and just doesn't go as far as it once did. Staff would like to bring this to your attention to consider an increase to the clothing allowance in future budget years. The typical standard for reoccurring expenses is to add 3 percent each year to offset rising prices.

Financial: An increase for this is not budgeted in 2026.

Legal: None.

Recommendation: Please direct staff accordingly.

Memo

To: Louisburg Governing Body

From: Nathan Law

Date: February 26, 2026

Re: Contract Municipal Attorney Services – Recommendation

Background: In January Council approved a request for proposals for contract municipal attorney services that resulted in two submittals. At the February 2, 2026, meeting it was discussed that review and interviews would occur as previously provided in the RFP timeline (February 13 – February 27) and may involve Mayor Cook, Councilmember Steve Town, contract attorney Mark Hagen, City Administrator Law, and possibly Councilmember Ellison. That review occurred February 24 and interviews were determined not to be needed. In follow-up to the review, the collective recommendation is Jeffrey W. Deane with Lauber Municipal Law.

Financial Consideration: Proposed services include \$225/hour for work within the scope of Basic City Attorney Services, with a separate rate of \$110/hour for law clerk or paralegal work.

Legal Consideration: Staff is requesting Council to consider approval for negotiation of a contract that is agreeable to both parties and allowing for finalizing the same following this meeting.

Recommendation: Discuss recommendation as needed, considering approval of Jeffrey W. Deane with Lauber Municipal Law, direct staff to negotiate and finalize terms, and authorize Mayor to sign on behalf of the City.

Sample Motion – *I move 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.*

Memo

To: Louisburg Governing Body

From: Nathan Law

Date: February 26, 2026

Re: Sewer SCADA System – Louisburg Lake Subdivision Lift Station

Background: Discussed in March of 2024, staff presented multi-year estimates from Micro-Comm for Supervisory Control and Data Acquisition (SCADA) system upgrades and improvements for various sewer lift stations. That multi-year estimate locked in pricing. At that time Council approved a lift station SCADA upgrade in 2024, and SCADA upgrade and added cost for an antenna in 2025. Staff included and Council approved budget authority in 2026 for another lift station upgrade. Attached with this memo is the 2024 memo, price estimates from 2024, and selection of meeting minutes from March 18, 2024. The next and final lift station to be upgraded to SCADA as a part of that 2024 multi-year estimate is the Lake Subdivision lift station.

Financial: The 2026 budget includes \$50,000 for this work in the Wastewater Utility Fund, Capital Outlay category, line account 070-840-01-7010.

Legal: Nothing at this time.

Recommendation: Staff recommends Council approve moving forward with Micro-Comm work to add SCADA to the Louisburg Lake Subdivision lift station.

Sample Motion: *I move 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.*

Memo

To: Louisburg Governing Body

From: Nathan Law

Date: February 14, 2024

Re: Sewer SCADA System

Background: As a 2024 budgeted item, and due to previously budgeted work not being completed, staff contacted Micro-Comm recently to request updated estimates for Supervisory Control and Data Acquisition (SCADA) systems for those sewer lift stations that have not previously been upgraded with the same. The return estimate was provided through direct communication with the Governing Body early this month to provide additional time to review.

Current lift stations with communications capabilities include the station at the Lake of Louisburg, with dial-out, and the station on N. Broadway with SCADA. All stations have audible alarms. All stations are checked daily, time on each pump is recorded, and each is visually inspected for any problems. From the inspection, any malfunctions that may occur are addressed. The City system includes seven commonly operated lift stations.

A move to connecting all lift stations by SCADA is to improve the response time due to malfunction, helping to reduce impact of damage or emergency response.

Financial: The attached quote includes a three-year plan for one added SCADA per year. The initial cost will include an additional antenna onto the existing structure at the Public Works / Wastewater Treatment Plant site.

2024 Sewer Fund budget includes \$20,000 for SCADA

Estimate for year one totals \$31,927

Current estimate exceeds budget for this item. There is option to lower project budgets for replacing sewer mains or replacing sewer manholes, currently budgeted at \$100,000/each. Scope for those projects has not yet been identified for 2024.

Legal: Purchasing Policy allows for sole source exemption from the competitive procurement process. Council may consider Micro-Comm to be a sole source of this equipment based on knowledge of the existing system.

Recommendation: Staff recommends Council approve moving forward with Micro-Comm first year work, reducing project expenses to other budget projects to accommodate, and direct staff to execute necessary documentation.

Date: February 20, 2024

Project: Louisburg, KS, Lift Station SCADA Addition(s)

To: Whom It May Concern

Estimator: Tim D. Ochs, Sales and Technical Engineer/Corporate Secretary

TERMS:

1. Does NOT include applicable taxes or bonding costs.
Proposal will be good for 60 days.
2. Micro-Comm will provide a Certificate of Insurance to the purchasing party with owner listed as Also Insured.
3. This control system provides PILOT DUTY signals to control panels and devices by others. Primary devices, i.e. motor starters, circuit breakers, control valves, and flow meters are not included unless specifically listed in this quotation
4. Payment terms are net 30 days from date of shipment.
5. Submittal drawings will be provided within 60 days from receipt of a signed order.
6. Equipment will ship 90 - 120 days from receipt of approved drawing submittals.
7. The frequency coordination and FCC licensing process can take from 120 to 180 days. Micro-Comm will begin the filing process within 15 days of receiving latitude, longitude, ground elevation, and tank overflow information from the consulting engineer. Micro-Comm makes no guarantees for the completion time of the licensing process.
8. This proposal Includes any electrical and mechanical installation. Micro-Comm will require the owner to assist in any required excavation work. Owner to provide all power drops and disconnects.
9. This proposed turn key system interfaces with any existing VFD's. During this project, Micro-Comm will need VFD support to convert existing configuration to new style control scenario. Owner to provide external support and costs associated with third party services.
10. Although this estimate has been prepared without the use of PC path study, and a physical radio path analysis has not been performed and we do not anticipate any problems. In the event additional modifications are required to provide reliable radio communication Micro-Comm reserves the right to request a change order.

Material and Labor Specification Information

(1) M1600 Lift Station RTU: Typical

Micro-Comm M1600 unit in a NEMA 3R enclosure with "Single-Board M1600" RTU module, I/O Sub-panel type construction, 15A Circuit Breaker, 120VAC Surge Protection, 12VDC Power Supply, MDS SD1 radio transceiver, coaxial cable lightning arrester, coaxial cable, and Yagi antenna.

RTU panel to include:

Qty	Description
1	Hoffman NEMA 3R panel
1	AC Surge Protector
1	15A Circuit Breaker
1	RTU & Radio Power Supply
1	4 hour battery back-up, (2.6A/hr.)
1	M1600 Single-Board RTU assembly
1	MDS SD1 Radio
1	SD1 Power & Modem Interface Cable
1	Coaxial Lightning Arrester, Patch Cord & Bracket

(4) Control Outputs as follows:

(8) Discrete Inputs as follows:

The Following DI contacts are to be dry contacts from control panel or devices by others

1	Pump #1 Running/Off
1	Pump #1 Overload
1	Pump #2 Running/Off
1	Pump #2 Overload
1	High Wetwell Level
1	Power Failure (Software Generated)

(4) Analog Inputs as Follows:

1	Analog Input #1: Wetwell Level
---	--------------------------------

(2) Analog Outputs as Follows: (none)

1	LCD & Keypad Module & Cable
1	Engineering, Programming, & Testing of RTU

The following items will be shipped separately for field mounting:

1	Yagi antenna with mounting U-bolts
1	lot of coaxial cable & Connectors as needed
1	Submersible Pressure Transducer w/prewired cable & Snub-nose fitting
1	Suspension kit for MC Transducer
1	Central Unit CTU Program (Adding site to Polling List)

- 1 Factory Provided Installation services of above Micro-Comm equipment based on owner providing all power, and power disconnects.
- 1 Factory start-up and adjustment services of above Micro-Comm equipment
- 1 Freight to jobsite (FOB Factory)

Unit Price: \$23,394.00

Total Price for three units over the next three years: \$70,182.00

The proposed lift station RTU's may be purchased individually over the next three years or all at one time.

(1) Wastewater Treatment Plant Modifications

LOCATION: WWTP

Antenna: Mounted on existing Structure

The WWTP CTU Modifications will be required with the initial purchase of the Lift Station RTU's

CTU panel Modification's to include:

- | Qty | Description |
|-----|--|
| 1 | MDS SD1 Radio |
| 1 | SD1 Power & Modem Interface Cable |
| 1 | Coaxial Lightning Arrestor, Patch Cord & Bracket |

The following items will be shipped separately for field mounting:

- 1 Yagi antenna with mounting U-bolts
- 1 lot of coaxial cable & Connectors as needed
- Programming and Start-Up
- 1 Engineering, Programming, & Testing of Main PLC/Central Unit
- 1 Programming, & Testing of Additional HMI Tag Points
- 1 Factory start-up & adjustment of Micro-Comm equip.
- 1 Freight to jobsite (FOB Factory)

Unit Price: \$8,533.00

MISCELLANEOUS ITEMS TO INCLUDE:

Qty	Description	
1	Engineering and Design drawings and submittal	Included
1	Operation and Maintenance Manuals per Specifications	Included
1	Freight to Job Site (FOB Factory, Freight allowed)	Included
1	Electrical Installation of above equipment	Included
1	FIVE Year Parts and Labor Warranty on each RTU	Included

Basic Price for three units and required WWTP CTU Modifications: \$78,715.00

Amount Accepted: _____

Proposed by Tim D. Ochs

Accepted by: _____

Date: 2/20/2024

Date: _____

Optional PO# _____