

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

Workshop Livestream link:

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

Council Livestream link:

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

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

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

City Administrator Nathan Law (attended virtually)

City Clerk

Public Works Director Ben Miller

Finance Director Richard Mikesic

Police Chief Josh Weber

Fire Chief Gerry Rittinghouse

Communications Coordinator & Recording Secretary Jean Carder

Mark Hagen, City Attorney (attended virtually)

Jacklyn Paletta, Municipal Judge (attended virtually)

Tyson Bramley, City Prosecutor (attended virtually)

**PLEDGE OF ALLEGIANCE**

Councilmember Scott Margrave led the Pledge of Allegiance.

**APPROVAL OF THE AGENDA**

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

## **APPROVAL OF THE MINUTES**

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

## **APPROVAL OF THE BILLS**

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

## **MAYOR'S REPORT**

Mayor Cook had no report.

## **PUBLIC COMMENTS** – none

## **COUNCIL REPORTS**

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

**Margrave** – no report

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

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

**Graves** – no report

**Stone** – nothing

## **DEPARTMENT REPORTS**

### **FINANCE:**

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

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

### **PUBLIC WORKS:**

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

**City Hall Copier** – Ellison said she would like to point out the complete irony of this request based on copies provided in the packet. Miller said there is currently a loaner copier at City Hall. Law said a particular copier model is not being recommended but to allow staff to sort out the best option based on value, functionality, and other factors listed in the memo. Ellison moved, seconded by Town and carried 5-0, to approve the purchase of a new copier/printer for City Hall that City Staff deems the best option that provides the best overall value based on cost, functionality, warranty, service support, and expected lifespan, not to exceed \$7,700 purchase price and \$350 monthly maintenance agreement.

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

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

#### **POLICE:**

**Purchase of new Stalker radios** – Police Chief Josh Weber said this is a budgeted item and will provide for updated radars in all units. Ellison moved, seconded by Margrave and carried 5-0, to approve the purchase of three Stalker DSR 2X radar systems in the amount of \$9,750.00 and the utilization of the remaining \$250.00 dedicated to this project towards installation costs of the radars systems.

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

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

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

**PLANNING** – no report

**ADMINISTRATIVE** – no report

## **ADMINISTRATOR’S REPORT**

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

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

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

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

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

**Council Chambers Visuals** – Law pointed out the tape on the walls and said that represents the 85-inch TVs. These TVs would be mounted to the wall with a moveable arm to allow the TVs to be rotated for viewing. Law said the memo details additional items that would be needed, including additional electrical work and a 10 percent contingency could be included to allow for any overage. The dais could also include displays that would allow for council or members of other boards to see the same items being shown on the TV screens. Ellison asked if this would be a tablet. Communications Coordinator Carder showed the council what the dais displays would be like. Ellison thanked Danny Summa, facilities coordinator, for his work on this project. Graves suggested 85” TVs so there would not be future regret about not getting a large enough display. He likes this whole concept. Graves moved, seconded by Stone and carried 5-0, to purchase 85-inch TVs and other necessary equipment and provide for installation of this visual equipment in the Council chambers to be funded from the General Fund in a not-to-exceed cost of \$4,122.79. Ellison said she loves where this is headed and thanked everyone very much.

**Hay/Land Lease Agreement for Lewis-Young Park** – Law said one bid was received. Ellison asked if this is comparable. Law said it is higher than the previous contract. Ellison moved, seconded by Margrave and carried 5-0, to approve the bid from Foote Cattle Company, LLC, for \$2,325/year for a four-year lease of the identified acreage at Lewis-Young Park and direct Mayor to sign and execute the lease agreement.

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

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

### **EXECUTIVE SESSION:**

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

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

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

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

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

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

**ADJOURNMENT**

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

Approved:

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Donna Cook, Mayor

Attest:

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Jean Carder, recording secretary