

**LOUISBURG CITY COUNCIL  
REGULAR MEETING  
JUNE 5, 2023  
6:30 P.M.**

Livestream link:

<https://boxcast.tv/view/regular-meeting-of-louisburg-city-council-cn9sex3enkf1rblrrwip>

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ADOPT AGENDA
4. MAY 20 FOLLOW-UP
5. APPROVE MINUTES  
of the regular meeting May 15, 2023, and the special meetings of May 24 and May 30, 2023
6. APPROVAL OF BILLS
7. RECOGNITION OF SCHEDULED VISITORS
  - A. Rachael Stevens – Bub’s Bar & Grill
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. DEPARTMENT REPORTS
10. CITY ATTORNEY’S REPORT
11. MAYOR’S REPORT
12. ADMINISTRATOR’S REPORT
  - A. Stormwater Projects – Construction Observation - Continued
  - B. Council Budget Priorities for 2024 & Future Years - Continued
  - C. City-Owned Property Realtor
  - D. Master Plan Review

13. COUNCIL/COMMISSION REPORTS

14. ADJOURNMENT

**CITY OF LOUISBURG, KANSAS  
MINUTES OF REGULAR MEETING  
May 15<sup>TH</sup>, 2023**

**Livestream:** <https://boxcast.tv/view/louisburg-city-council-5-15-23-htm0djmsr3i4qjd24zyi>

The Council of the City of Louisburg, Kansas, met at 6:30 p.m. in regular session in the City Hall Council Chambers. Mayor Pro-Tem Clint Ernst presided in Mayor Donna Cook's absence.

Council Members Steve Town, Scott Margrave, Tiffany Ellison, TJ Williams  
City Administrator Nathan Law  
Finance Director Rick Mikesic  
City Clerk Jessica McGowin  
Police Chief Josh Weber  
Fire Chief Gerald Rittinghouse  
Public Works Supervisor Craig Hufferd  
Communications Coordinator Jean Carder  
City Attorney Mary Stephenson

**PLEDGE OF ALLEGIANCE**

Councilmember Scott Margrave led the pledge of allegiance.

**APPROVAL OF THE CONSENT AGENDA**

Mayor Pro-Tem Clint Ernst requested amending the consent agenda to include an executive session to discuss non-elected personnel qualifications. Councilmember TJ Williams moved, seconded by Councilmember Tiffany Ellison and carried 5-0, to approve the agenda as amended.

Ellison moved, seconded by Williams and carried 5-0, to approve the minutes from the May 1, 2023, regular meeting and the May 2, 2023, special meeting.

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

**SCHEDULED VISITORS**

Matthew Schulz, president of Kanza Disc Golf Club, presented a proposal for review and consideration to expand the disc golf area at Lewis-Young Park. Matthew has been working with the Park and Tree Board and has walked the course with them to select locations to increase the course to 36 holes. He would need to clear some trees for the new course and remove debris. He would like to host disc golf tournaments but said the course would still be open and available to the general public during these tournaments. KDGC would continually upgrade and maintain the course throughout the year. KDGC is asking the City of Louisburg for \$12,000 to complete the project. KDGC would build the course and provide the labor. KDGC would have insurance coverage from the Professional Disc Golf Association that would cover all workers and

tournaments. Williams moved, seconded by Ellison and passed 5-0 to approve funding not to exceed \$11,940 with the final approval of the Park and Tree Board.

Jason Simmons – Not present

### **PUBLIC COMMENTS**

None

### **DEPARTMENT REPORTS**

**Finance** – Finance Director Rick Mikesic issued a Human Resource Service RFP on April 27, 2023. Mikesic brought back two proposals that were submitted. Mikesic asked for approval to move forward with one of the proposals. Kristina Deitrick with HR Partners was present to answer questions. AGH was not present due to a scheduling conflict. Councilmember Ellison asked if we would do background checks. Mikesic said we would. Williams asked Ms. Deitrick if most of their clients were municipalities. Ms. Deitrick said that they have a diversified portfolio and have multiple municipalities as clients. Ernst asked how much time would be spent on site. Ms. Deitrick stated since they are based out of Topeka it would not be a problem to be on site, however most issues would be taken care of over the phone or by Zoom. Ernst thanked Mikesic for his time putting this together. Ernst motioned, seconded by Town and passed 5-0, to move forward with HR Partners.

**Public Works** – Craig Hufferd, public works supervisor, provided an update on new hires stating that Rocky Potts started today and Brian Nutt will start next Monday.

**Police** – Police Chief Josh Weber provided an update on Bub’s Bar & Grill special event permit. Weber said Administrator Law updated the map for the event. Chief Weber talked with Bub’s representative Rachael Stevens about barriers, snow fence, signage and traffic flow patterns. Chief Weber will meet with Ms. Stevens again the Wednesday prior to the event to finalize the application. Chief Weber stated that he approved the event as submitted. Weber gave updates on police equipment and SRO officer cost. Weber will be attending the June 12, 2023, school board meeting to continue the SRO discussion. Law encouraged the Council to have a member attend the meeting. Ellison volunteered to attend.

**Fire** – None

### **EXECUTIVE SESSION**

Councilmember Ellison moved, seconded by Councilmember Williams and carried 5-0, to recess into executive session to discuss employment qualifications of non-elected personnel pursuant to the non-elected personnel matter exception KSA 75-4319(b)(1) with the Council, City Administrator and City Attorney present for a total of 15 minutes with the open meeting to resume at 7:35 p.m.

Council returned to open meeting at 7:35 p.m.

Administrator Law recommended the Council hire Cindy Margrave for the Court Clerk position at a pay scale grade of 4-5A. Town moved, seconded by Williams to hire Cindy Margrave as the full-time Court Clerk at the pay scale grade 4-5A and passed 4-0, with Councilmember Margrave abstaining.

### **CITY ATTORNEY'S REPORT**

Nothing to report.

### **MAYOR'S REPORT**

Mayor Pro-Tem Ernst inquired about the traffic signal and striping work on Metcalf 2.0. Hufferd stated we were waiting on Evergy for lighting. Law stated that any off-street striping work is the business owners' responsibility.

### **ADMINISTRATOR'S REPORT**

**Batting Cage Funding Request** – Nick Shultz approached the Council at the April 3, 2023, meeting to request the City participate in funding additional project costs as part of the volunteer efforts to construct batting cages at Lewis-Young Park. Provided in the agenda packet were requested receipts for Council to consider for reimbursement. Williams moved, seconded by Ellison and passed 5-0, to reimburse \$1,356.30 to Shultz.

**Draft Memorial and Donation Policy** – Following preliminary discussion of reimbursement for project overages on the batting cages at Lewis-Young Park, staff compiled a draft policy for the recent Park and Tree Board agenda. There was not a quorum for that meeting so Law presented the draft policy to Council for guidance prior to returning the same to Park and Tree Board at its June meeting. Ellison asked if this could be considered for the dog park, Law stated yes. Council members are to respond via email to Law on any changes to the draft policy.

**Disc Golf Course Proposal** – previously discussed and voted on.

**Stormwater Projects – Construction Observation** – Law discussed construction observation services. The services would provide oversight of the new infrastructure installation to ensure all work completed complies with the design/plans. It would ensure that all testing is done appropriately, and all aspects of the contract for construction are followed without deviation. Law added that we could utilize Olsson, the design firm on the project, or bid out the services. Ernst asked if Olsson would be able to make design changes on site if needed since they designed it. Law said they could. Ellison said she believes it is always good to have competitive bids and would like for an RFP to go out. Ernst recommended that we review the first construction timeline and bring it back at a later date for discussion.

**Personnel and Purchasing Policies Draft Update** – Law attached a draft of updated personnel and purchasing policies for review. Councilmember Margrave would like to bring this back to discuss in a workshop. Ernst recommends we schedule the workshop when Mayor Donna Cook is available to attend. Law noted that the new HR firm would also be able to review the policies before a decision is made. It was decided to be discussed in a workshop at a later date.

**Council Budget Priorities** – Law provided a memo of past items Council may want to consider for 2024 and future budgets. Ernst reiterated Councilmember Margrave’s previous statement about the sidewalk extension on the west side of town towards McDonalds. Ernst wants to make sure we continue to keep that in mind for future budget planning. Some items discussed were the Fox Hall farmers market pavilion, playground resurfacing at the Aquatic Center, sidewalks, digital sign and lighting at the Lake trail. Councilmembers will send considerations directly to Law.

**Transient Guest Tax – Convention and Tourism Committee** – Law presented Council with the revenue amount received to date from the transient guest tax. Law said a Convention and Tourism Committee is required to be established to make recommendations concerning the programs and expenditures using those tax funds. The Mayor must nominate and the Governing Body shall confirm appointments of five (5) members to the committee, the majority of which shall be representatives of businesses, before revenue from the tax can be allocated. The funds must be used in accordance with the Charter Ordinance No. 994 and KSA 12-1692(e) defining Convention and Tourism Promotion. There was discussion about using the funds to help cover the cost of advertising in Kansas Travel Guide. Law reminded Council the committee would have to be in place prior to funds being allocated. Law said Council could still vote to fund the magazine advertising, but would just not come from this specific tax revenue. Discussion occurred on the advertising opportunity. Ernst believes it would highlight Louisburg in a positive way, especially with several large events coming to Kansas City. Ellison said if the ad were to be placed in the magazine it would be helpful to know how many travelers visited our town from seeing the ad. Jean Carder suggested a promotion option that businesses could give at checkout when customers mention the ad. Town moved, seconded by Ernst and passed 5-0, to approve but not to exceed \$3,000 to be used for the Kansas Travel Guide advertising.

**Master Plan Review** – Law noted that the master trails plan and implementation project has been completed. Louisburg Aquatic Center improvement options are still open for budget consideration. Ernst inquired about the pool and when it would be filled. Hufferd said it would be filled tomorrow and all repairs made. Jean Carder said pool staff is trained and ready to go. Carder organized an upcoming food safety training through the State of Kansas for concession employees. Carder also invited surrounding cities and LRC staff to attend the training.

### **COUNCIL/COMMISON REPORTS**

**Councilmember Williams** – Williams reported that he was happy with the professionalism of the construction company working on Metcalf 2.0. Williams asked about the parking lot concerning Citizens Bank. Law stated that once the construction company moves out, work on the bank will begin.

**Councilmember Ernst** – Ernst is auditing stop signs around town along with Administrator Law. Hufferd stated that he has replaced some stop signs, but he still has more to replace. Hufferd will be assessing the town to see what signs need to be replaced.

**Councilmember Ellison** – Ellison would like to see the KOMA and KORA training scheduled. Attorney Mary Stephenson said she is able to provide that training. Law will work with Stephenson to get a training scheduled.

**Councilmember Margrave** - Margrave expressed his appreciation to those who reached out to him with positive feedback for Metcalf 2.0 project. Margrave, liaison for the Fox Hall and Cemetery Board, will report back any pertinent information from that upcoming meeting. He thanked Ernst for stepping in for Mayor Cook in her absence and wanted to note that Ernst was doing a great job as Mayor Pro-Tem.

**Councilmember Town** – Town thanked Finance Director Mikesic for the extra time and work he has spent on putting together the RFP for the HR contract.

**ADJOURNMENT**

Williams moved, seconded by Margrave and carried 5-0, to adjourn the meeting at 8:17 p.m.

Approved:

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Donna Cook, Mayor

Attest:

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Jessica McGowin, City Clerk

**CITY OF LOUISBURG, KANSAS  
MINUTES OF SPECIAL MEETING  
May 24, 2023**

**Livestream:**

<https://boxcast.tv/view/special-meeting-of-the-louisburg-city-council-52423-u2kmdha3i1ajnhnmrbd>

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

Councilmembers Steve Town, Scott Margrave, Tiffany Ellison, Clint Ernst, TJ Williams  
City Administrator Nathan Law  
City Clerk Jessica McGowin  
City Attorney Mary Stephenson  
Police Chief Josh Weber  
Fire Chief Gerry Rittinghouse  
Public Works Supervisor Craig Hufferd  
Communications Coordinator Jean Carder

**CALL OF SPECIAL COUNCIL MEETING**

Mayor Donna Cook read the following statement:

*I, the undersigned Mayor of the City of Louisburg, Kansas, having received a request for a special meeting of the Governing Body of said city, do by these present call a special council meeting of the City of Louisburg, Kansas, for the purpose set forth in the foregoing request.*

*Executive Session – Consultation with an attorney that is privileged in the attorney-client relationship.*

**EXECUTIVE SESSION**

At 6 p.m. Councilmember Ellison made a motion to recess into executive session to consult with an attorney that is privileged in the attorney-client relationship pursuant to K.S.A. 75-4319 (b)(2) and to include Administrator Nathan Law and Police Chief Josh Weber. The open meeting is to resume at 6:30 p.m. in the Council Chamber. Seconded by Councilmember Williams and carried 5-0.

At 6:30 p.m. Councilmember Ellison made a motion to recess into executive session to consult with an attorney that is privileged in the attorney-client relationship pursuant to K.S.A. 75-4319 (b)(2) and to include Administrator Nathan Law and Police Chief Josh Weber. The



open meeting is to resume at 7:10 p.m. in the Council Chamber. Seconded by Councilmember Town and carried 5-0.

At 7:10 p.m. Councilmember Ellison made a motion to recess into executive session to consult with an attorney that is privileged in the attorney-client relationship pursuant to K.S.A. 75-4319 (b)(2) and to include Administrator Nathan Law and Police Chief Josh Weber. The open meeting is to resume at 7:30 p.m. in the Council Chamber. Seconded by Councilmember Margrave and carried 5-0.

**REGULAR SESSION**

Mayor Donna Cook announced that a statement would be made the next day regarding the Night Train event that occurred Saturday May 20, 2023.

**ADJOURNMENT**

At 7:32 p.m., Councilmember Town moved, seconded by Williams and carried 5-0, to adjourn the meeting.

Approved:

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Donna Cook, Mayor

Attest:

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Jessica McGowin

City Clerk

**CITY OF LOUISBURG, KANSAS  
MINUTES OF SPECIAL MEETING  
May 30, 2023**

**Livestream:**

<https://boxcast.tv/view/special-meeting-of-the-louisburg-city-council-idctomzyjdsn47i26atp>

The Council of the City of Louisburg, Kansas, met at 6:36 p.m. in special session in the City Hall Council Chambers. Mayor Donna Cook presiding.

Councilmembers Steve Town, Scott Margrave, Tiffany Ellison, TJ Williams  
Councilmember Clint Ernst was present via virtual means.  
City Administrator Nathan Law  
City Clerk Jessica McGowin  
City Attorney Mary Stephenson  
Police Chief Josh Weber  
Public Works Supervisor Craig Hufferd  
Communications Coordinator Jean Carder  
Finance Director Richard Mikesic

**CALL OF SPECIAL COUNCIL MEETING**

Mayor Donna Cook read the following statement:

*I, the undersigned Mayor of the City of Louisburg, Kansas, having received a request for a special meeting of the Governing Body of said city, do by these present call a special council meeting of the City of Louisburg, Kansas, for the purpose set forth in the foregoing request.*

- 1. Executive Session – To discuss personnel matters relating to non-elected personnel.*
- 2. Procedures for public comments during Council meetings.*

**EXECUTIVE SESSION**

At 6:36 p.m. Councilmember Ellison made a motion to recess into executive session to discuss personnel matters of non-elected personnel pursuant to K.S.A. 75-4319 (b)(1) for 20 minutes and to include Administrator Nathan Law and City Attorney Mary Stephenson. The open meeting is to resume at 6:56 p.m. in the Council Chamber. Seconded by Councilmember Williams and carried 5-0.

At 6:56 p.m. Councilmember Ellison made a motion to recess into executive session to discuss personnel matters of non-elected personnel pursuant to K.S.A. 75-4319 (b)(1) for 15 minutes and to include Administrator Nathan Law and City Attorney Mary Stephenson. The open meeting is to resume at 7:12 p.m. in the Council Chamber. Seconded by Councilmember Williams and carried 5-0.

At 7:12 p.m. Councilmember Ellison made a motion to recess into executive session to discuss personnel matters of non-elected personnel pursuant to K.S.A. 75-4319 (b)(1) and to include City Administrator and City Attorney for 20 minutes. The open meeting is to resume at 7:35 p.m. in the Council Chamber. Seconded by Councilmember Williams and carried 5-0.

At 7:38 p.m. Councilmember Ellison made a motion to recess into executive session to discuss personnel matters of non-elected personnel pursuant to K.S.A. 75-4319 (b)(1) and to include City Administrator and City Attorney for 15 minutes. The open meeting is to resume at 7:53 p.m. in the Council Chamber. Seconded by Councilmember Williams and carried 5-0.

At 7:55 p.m. Councilmember Ellison made a motion to recess into executive session to discuss personnel matters of non-elected personnel pursuant to K.S.A. 75-4319 (b)(1) and to include City Administrator and City Attorney for 10 minutes. The open meeting is to resume at 8:05 p.m. in the Council Chamber. Seconded by Councilmember Williams and carried 5-0.

At 8:08 p.m. Councilmember Ellison made a motion that City Council recess into executive session to discuss personnel matters of non-elected personnel pursuant to K.S.A. 75-4319 (b)(1) and to include City Administrator and City Attorney for 20 minutes. The open meeting is to resume at 8:27 p.m. in the Council Chamber. Seconded by Councilmember Williams and carried 5-0.

Regular session resumed at 8:30 p.m.

Councilmember Williams moved, seconded by Councilmember Town to allow City Administrator Law to enter into salary negotiations with Finance Director. Motion carried 3-2 with Councilmembers Margrave and Ernst voting no.

### **PROCEDURES FOR PUBLIC COMMENTS DURING COUNCIL MEETINGS**

Discussion occurred on how to handle an influx of public comments during the June 5 council meeting. It was decided to add the recent Night Train event as an agenda item so Council could respond and take action if desired. Councilmember Ellison said she wants to make sure Council can converse and engage in the conversation with the public and making this an agenda item would make this more feasible. Ellison said she and Police Chief Josh Weber met with local business owners and other citizens in the Council Chamber to view body cam footage from the May 20, 2023, Night Train event over the last couple days. Those present offered to set up a toy drive on June 5, 2023. This is an effort set forth to direct a negative narrative to a positive one, Ellison said. Ellison said that she wants to show support to our community, businesses, Police Chief, and those who would like to make a donation. Ellison wants to make sure this is a positive experience. Law said no special event permit would be needed as no streets would be closed and no gathering would take place.

**ADJOURNMENT**

At 8:47 p.m. Councilmember Margrave moved, seconded by Williams and carried 5-0, to adjourn the meeting.

Approved:

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Donna Cook, Mayor

Attest:

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Jessica McGowin  
City Clerk

### BILLS LIST 6-5-2023

ADP, INC	170.35	PAYROLL SERVICES
ANDERSON, ASHLEY	100.00	DEPOSIT REFUND - FOX HALL
BLUE CROSS/BLUE SHIELD	30,418.90	HEALTH INSURANCE - ALL
BROWN, ANDY	100.00	DEPOSIT REFUND - FOX HALL
C & M CREATIONS	5,670.00	LANDSCAPING/STREETSCAPING
CENTRAL STATES LAW ENF	500.00	FBI CSLEED SEMINAR TRAINING
CENTRALSQUARE TECHNOLOGY	5,655.00	RMS SOFTWARE - POLICE
CHIEF FINANCIAL OFFICER	175.00	AUDIT FILING FEE
CITY OF LOUISBURG	300.00	POOL CASH DRAWER
COLOR DESIGN	588.00	POLICE GRAPHICS
CORE & MAIN	1,397.78	WATER TAPPING MATERIALS
D.C.& B. SUPPLY INC.	3,995.00	REPLACEMENT METERS FOR STOCK
DELTA DENTAL OF KANSAS	5,579.49	INSURANCE - ALL
DREXEL TECHNOLOGIES	40.25	ADVERTISEMENT FOR CONCRETE RFP
ELLIOTT INSURANCE INC	44,978.00	QUARTERLY INSURANCE - ALL
EVERGY	10,661.68	ELECTRICITY - ALL
FAMILY CENTER OF PAOLA	508.92	QUICK HITCH - WWTP
FOX COMMUNITY HALL	175.00	C/C REIMBURSEMENT FOR MAY
G-B CONSTRUCTION	4,405.00	MOVE WATER HYDRANT
GERKEN RENT-ALL, INC.	307.00	POWER WASHER RENTAL - POOL
GRAINGER W.W.INC	3,557.42	PARTS FOR NEW TRUCKS
GRASS PAD WAREHOUSE	386.90	CLAY & GRASS SEED - L/Y PARK
HEARTLAND COCA COLA	1,261.29	CONCESSIONS - POOL
HEARTLAND PRINT & DESIGN	324.27	NAME PLATES - ADMIN
HUFFERD CRAIG	100.00	DEPOSIT REFUND - FOX HALL
JJ CLEANING	1,000.00	CLEANING SERVICES - ADMIN, PD
KANSAS STATE TREASURER	147,817.98	UTILITY LOAN PMT #5
LAWSON PRODUCTS	240.69	SUPPLIES FOR SHOP
LINDE GAS & EQUIPMENT	63.56	TESTING - GAS
LOUISBURG FORD	762.87	OIL CHANGE - FIRE
LOUISBURG NURSERY	166.40	FLOWER FOR POOL ENTRANCE
MATTISON, ANN	100.00	DEPOSIT REFUND - FOX HALL
MDC PUA	113,618.08	WATER
MEADOWLARK PLUMBING	4,838.60	TOILET INSTALLATION - L/Y PARK
MIAMI COUNTY SHERIFF	810.00	PRISONER CARE
MOORE DIANA	50.00	DEPOSIT REFUND - FOX HALL
MURPHY, AMANDA	100.00	DEPOSIT REFUND - FOX HALL
NAPA AUTO PARTS	77.16	DECAL REMOVER - PWD
OADES BROTHERS TIRE	979.16	TIRES TRUCK #16 - PWD
OLATHE SHEET METAL	1,260.40	GUTTERING SHELTER HOUSE-PARKS
OLSSON ASSOCIATES	2,470.43	STORMWATER PROJECT 020-30400
O'REILLY AUTO PARTS	79.21	AIR FILTER - FIRE
PRINCIPAL LIFE INSURANCE	209.30	INSURANCE - ALL
QUILL	440.86	FILES & COPY PAPER - ADMIN,CT

REEVES-WIEDEMAN COMPANY	1,239.46
ROMANS OUTDOOR POWER	111.26
RUTHERFORD CONSTRUCTION	1,356.30
SAMS CLUB MC/SYNCB	5,972.07
SKEENS CONSULTING SERVICE	9,750.00
STAPLES ADVANTAGE	197.53
SUMNER ONE	62.00
UCI	85.00
UTILITY SAFETY & DESIGN	9,750.00
VISA	8,420.48
WAGeworks	9.75
WASTE MANAGEMENT	4,915.09
WAYNE'S PLUMBING	1,346.00
WEBER, JOSH	126.50
WESTSTAR CONSTRUCTION	1,400.00
<b>CLAIMS TOTAL</b>	<b>441,181.39</b>

HYDRANT VALVE PARTS - WATER  
 MOWER DECK WHEELS  
 REIMB BATTING CAGES - L/Y PARK  
 CONCESSIONS/UNIFORMS/MISC SUPP  
 ACQUISITION SERV - STORMWATER  
 KEYBOARD/MOUSE, MISC OFFICE  
 REPLACEMENT CK - LOST IN MAIL  
 RANDOM DRUG TESTING  
 GAS AGREEMENT  
 MEMBERSHIPS/TRAINING/UNIFORMS  
 FSA SERVICE - PAYROLL  
 CITY WIDE CLEAN UP  
 DE-WINTERIZE POOL/REPAIRS  
 PER DIEM - KACP TRAINING  
 DITCH WORK ON 16TH STREET

# Memo

To: Louisburg Governing Body

From: Nathan Law

Date: June 1, 2023

Re: Stormwater Projects – Construction Observation – Continued

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**Background:** As presented at the previous meeting, the next step in the stormwater construction process is observation services. These services are oversight of the installation of new infrastructure to ensure all work completely complies with the design/plans, that testing is done appropriately, that all aspects of the contract for construction are followed without deviation. Also previously mentioned is that these services can be secured by negotiation through the design firm or can be bid out through either a request for proposals process or a request for qualifications process. Council requested staff first obtain the project schedule to consider when to seek these services. This is an expedited project as shown in the attached schedule provided by I-Solutions. With that expediency, staff reached out to three engineering firms previously used for similar services to try and compare current estimates to better determine the process for selecting a firm.

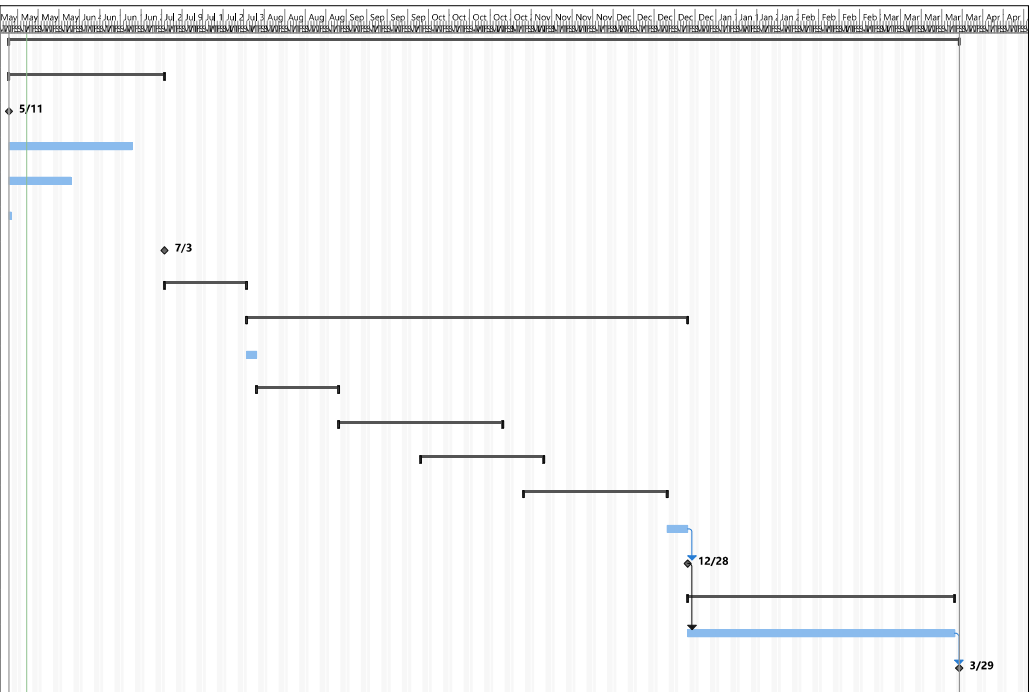
In the attached comparison you will note similar pricing provided for similar services. Without including the names of the other firms for the pricing information, the other two firms are Lamp Rynearson and MHS. A quick review does indicate that the previous estimate provided by Olsson seems to be less based on the per hour and per unit pricing.

**Financial Consideration:** Funding for these services are likely to be paid with the ARPA funding identified for the construction work.

**Legal Consideration:** None at this time.

**Recommendation:** Discuss process desired for construction observation and direct staff accordingly.

ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors	Resource Names	Notes	
1		<b>Louisburg Stormwater Projects</b>	<b>231.13 days</b>	<b>Thu 5/11/23</b>	<b>Fri 3/29/24</b>				
2		Pre construction startup	36.25 days	Thu 5/11/23	Mon 7/3/23				
3		Precon Meeting	0 days	Thu 5/11/23	Thu 5/11/23				
4		Product Submittals	30 days	Thu 5/11/23	Thu 6/22/23				
5		Subcontracts and Purchase Orders	15 days	Thu 5/11/23	Thu 6/1/23				
6		Permits (if any)	1 day	Thu 5/11/23	Thu 5/11/23				
7	MP	<b>NTP</b>	0 days	Mon 7/3/23	Mon 7/3/23				
8		<b>North 3rd and North Broadway</b>	20 days	Mon 7/3/23	Mon 7/31/23				
13		<b>1st Street and Vine</b>	109 days	Mon 7/31/23	Thu 12/28/23				
14		Clearing and Grubbing	4 days	Mon 7/31/23	Thu 8/3/23	12			
15		Sonic side (AA)	20 days	Thu 8/3/23	Thu 8/31/23				
18		1st Street (AA & FF)	40 days	Thu 8/31/23	Thu 10/26/23				
23		Olive Street (AA, BB, EE)	30 days	Thu 9/28/23	Thu 11/9/23				
28		Vine Street & 2nd Street (CC, DD, & FF)	35 days	Thu 11/2/23	Thu 12/21/23				
32		Restoration	5 days	Thu 12/21/23	Thu 12/28/23	31,26			
33		<b>Substantial Completion (Spec 12.31.23)</b>	<b>0 days</b>	<b>Thu 12/28/23</b>	<b>Thu 12/28/23</b>				
34		Closeout Documents	65 days	Thu 12/28/23	Thu 3/28/24				
35		O&M's	65 days	Thu 12/28/23	Thu 3/28/24	33			
36	MP	<b>Final Completion</b>	0 days	<b>Fri 3/29/24</b>	<b>Fri 3/29/24</b>	35			





Estimate of Fees Comparison

Construction Inspection Services - 1st & Vine and 3rd & Broadway

		Olsson			Engineer 2		Engineer 3	
	EmployeeType/Usage	Unit Rate	Estimated Hours/Units	Extension	Unit Rate	Extension	Unit Rate	Extension
<b>Pre-Construction Phase</b>								
Pre-Construction Meeting	CA Project Manager	\$ 140.00	3	\$ 420.00	\$ 120.00	\$ 360.00	\$ 190.00	\$ 570.00
	CA Inspector	\$ 95.00	3	\$ 285.00	\$ 105.00	\$ 315.00	\$ 115.00	\$ 345.00
Shop Drawing & Material Submittal Reviews	CA Project Manager	\$ 140.00	4	\$ 560.00	\$ 120.00	\$ 480.00	\$ 190.00	\$ 760.00
Plan & Construction Document Review, Project Documentation Set-up Field Books/Project Files/Qty. Checks								
	CA Inspector	\$ 95.00	2	\$ 190.00	\$ 105.00	\$ 210.00	\$ 115.00	\$ 230.00
<b>Phase Totals</b>			<b>12</b>	<b>\$ 1,455.00</b>				
<b>Construction Phase</b>								
Daily Observation/Documentation/Coordination Etc.	CA Inspector	\$ 95.00	480	\$ 45,600.00	\$ 105.00	\$ 50,400.00	\$ 115.00	\$ 55,200.00
	CA Project Manager	\$ 140.00	30	\$ 4,200.00	\$ 120.00	\$ 3,600.00	\$ 190.00	\$ 5,700.00
Materials Testing	Technician	\$ 65.00	40	\$ 2,600.00	\$ 90.00	\$ 3,600.00		N/A
	Daily Field Equipment	\$ 10.00	10	\$ 100.00	\$ 40.00	\$ 400.00		N/A
	Concrete Compressive Strength	\$ 25.00	25	\$ 625.00	\$ 115.00	\$ 2,875.00		N/A
	Standard Proctor	\$ 200.00	2	\$ 400.00	\$ 175.00	\$ 350.00		N/A
Pay Application Review - 3 ea. @ 2 hr./ea.	CA Project Manager	\$ 140.00	3	\$ 420.00	\$ 120.00	\$ 360.00	\$ 190.00	\$ 570.00
	CA Inspector	\$ 95.00	6	\$ 570.00	\$ 105.00	\$ 630.00	\$ 115.00	\$ 690.00
<b>Phase Totals</b>			<b>596</b>	<b>\$ 54,515.00</b>				
<b>Post-Construction Phase</b>								
Punch List & Remedial Work Inspections	CA Inspector	\$ 95.00	8	\$ 760.00	\$ 105.00	\$ 840.00	\$ 115.00	\$ 920.00
	CA Project Manager	\$ 140.00	4	\$ 560.00	\$ 120.00	\$ 480.00	\$ 190.00	\$ 760.00
<b>Phase Totals</b>			<b>12</b>	<b>\$ 1,320.00</b>				
<b>TOTAL LABOR</b>								
<b>Direct Expenses</b>								
Daily Trip Charge		\$ 135.00	65	\$ 8,775.00		\$ 8,775.00		\$ 8,775.00
<b>ESTIMATED DIRECT EXPENSES</b>				<b>\$ 8,775.00</b>				
<b>TOTAL ESTIMATED FEE</b>				<b>\$ 66,065.00</b>		<b>\$ 73,675.00</b>		<b>\$ 74,520.00</b>

# Memo

To: Louisburg Governing Body

From: Nathan Law

Date: June 1, 2023

Re: Council Projects for 2024 and Future Years – Continued

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Background: Provided at the last meeting, staff is seeking Council budget priorities for the next budget. Also previously provided, the following are lists of previous years items not yet budgeted or completed.

## Past items:

- 2023 Items:
  - Feasibility study of something similar to our FLIP program geared toward rental of vacant commercial property. Capped at a certain amount per month and only have a duration of a certain time frame.
- 2022 Items:
  - Keep improving walkability of the community – repair old sidewalks and add new ones as needed
  - Continue to explore long-range items: ballfield improvements, community center, pool expansion
  - Figure out a plan to fix the city lake issues
  - Modify plans for Farmer's Market for that group's current location
  - Force use of vacant strip mall on Harvest Drive
  - Look at option for a skate park on the Aquatic Center property
  - Look at design and installation of signage at the southeast of the City sign for faith community in Louisburg
- 2021 Items:
  - Consider adding bike lanes on wider streets
  - Promote local small business incubator locations and modified utility assistance program
  - Continue pursuit of a multi-use/multi-function community center
  - Concrete at the brush dump
  - Stormwater improvements at S. 8<sup>th</sup> & Rogers

- 2020 Items:
  - Street work extension of Broadway south to S. 5<sup>th</sup> or S. 9<sup>th</sup> Street
  - New Park north of Amity and west of N. Metcalf
  - Better backup water connection for Louisburg
  - Replace sign faces of the City message board with electronic messaging center
  - Road connection from old cemetery to new cemetery
  - Additional sidewalks along N. Broadway
- 2019 Items:
  - Add options/activities to the pool to make it more fun
  - Construct pavilion adjacent to the water tower behind Fox & City Hall (design done)
  - Place a fence in front of the new section of the City's Cemetery similar to old section
  - Additional sidewalks
  - Explore pool expansion
  - Trash burning power generating facility
  - Look into wayfinding signage
  - Carport for Police Department
  - Work with Recreation Commission
  - Business growth and Light Industry

Recommendation: Provide budget priorities and direct staff accordingly.

# Memo

To: Louisburg Governing Body

From: Nathan Law

Date: June 1, 2023

Re: City-Owned Property Realtor – Term Ending

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**Background:** The term for the services with Keller Williams to represent the City of Louisburg in the advertisement for sale of City-owned property is coming to an end on June 7, 2023. Council may at this time determine if it is desirable to continue to utilize the services of Keller Williams for the remaining property listed for sale, the property located west of the pharmacy at Amity and Metcalf.

**Financial:** The agreement included a 5.75% fee based on the value of property sale.

**Legal:** None at this time.

**Recommendation:** Discuss as desired and direct staff accordingly.

# Memo

To: Louisburg Governing Body

From: Nathan Law

Date: June 1, 2023

Re: Master Planning Review Continued

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Background: Included as part of the administrative goals list is a regular review of master planning projects, goals and objectives. This is the tenth section of the City Strategic Plan, as found within the Bright Future Comprehensive Plan.

Enhance community identity and appearance:

1. Prepare a master gateway and wayfinding signage program
2. Conduct placemaking efforts in key locations

On the first item, no formal gateway and wayfinding signage program has been developed. There is a Kansas City Regional Wayfinding Guidebook designed in part by Mid-America Regional Council in 2020 – <https://www.marc.org/sites/default/files/2022-03/Regional-Wayfinding-Plan.pdf>.

On the second item, there still has been no significant advancement on placemaking efforts. The notion of placemaking is a way to create quality or creative places where people want to be, whether visiting, living, working, etc. This is a common topic when discussing comprehensive planning efforts or any time a space is being reinvented, like the City Hall block and the potential for a new pavilion.

Financial Consideration: None.

Legal Consideration: None.

Recommendation: Discuss as desired and direct accordingly.