

**CITY OF LOUISBURG, KANSAS
MINUTES OF REGULAR MEETING
January 20, 2026**

Workshop Livestream link:

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

Council Livestream link:

<https://boxcast.tv/view/louisburg-city-council-dvyh6shkwuu2cy4h2tnm>

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

Councilmember Steve Town – Absent

City Administrator Nathan Law

City Clerk Jessica McGowin

Public Works Director Ben Miller

Finance Director Richard Mikesic -Absent

Police Chief Josh Weber

Fire Chief Gerry Rittinghouse

Communications Coordinator Jean Carder

PLEDGE OF ALLEGIANCE

Councilmember Tiffany Ellison led the pledge of allegiance.

APPROVAL OF THE AGENDA

Mayor Cook requested the removal of Executive Session due to HR Partners not being available. Ellison requested moving Countryside Drive item C under Administrators' Report to item A. City Administrator Nathan Law stated he is requesting an executive session so he would like to keep the existing one. Cook stated she wants HR Partners to be present for the executive session so she would like to remove it. Ellison asked Law how long of an executive session he would

like. Law said five minutes. Councilmember Scott Margrave said he had no issue with having an executive session. Ellison moved, seconded by Councilmember Ryan Graves and carried 4-0, to amend and adopt the agenda moving Item C Countryside Drive to item A under Administrator's Report.

APPROVAL OF THE MINUTES

Councilmember Kalee Stone moved, seconded by Margrave and carried 4-0, to approve the January 5, 2026, minutes as presented.

Graves moved, seconded by Ellison and carried 4-0, to approve the January 12, 2026, special meeting minutes as presented.

APPROVAL OF THE BILLS

Ellison moved, seconded by Margrave and carried 4-0, to approve the bills as presented.

Questions on Bills:

Graves asked if the legal consulting fees to John Dieterich was related to HR Partners. Law responded yes.

MAYOR'S REPORT

None.

SCHEDULED VISITORS

Summer Blessings Fox Hall usage and waiver of fees - Elizabeth Ellis presenting on behalf of Summer Blessings requesting the use of Fox Hall Community Center every Tuesday for the months of June and July at no cost for the summer children's meal program. Ellis also requested Broadway from S. Second Street to the Bank Midwest drive-through be closed during that time to allow patrons to safely walk between the Library and Fox Hall. There was discussion on temporary signage or having an officer patrol the traffic during that time instead of closing the road. Consensus was for Ellis to converse with Police Chief Josh Weber on an alternative.

Ellison moved, seconded by Margrave and carried 4-0, to waive the fees for Fox Hall for the Summer Blessings program on Tuesday mornings as it meets the requirements of the City donation policy.

Chamber of Commerce - David Alexander, Chamber president, gave an overview of what the Chamber was able to accomplish over the last year with the City's annual donation. Alexander stated with rising costs the Chamber is looking at ways to cut costs internally. The Chamber is asking for the continued donation of \$15,000 with \$3,600 of that used to cover the cost of rent for the office space in City Hall and the remaining \$11,400 to go to their operating fund.

Ellison moved, seconded by Stone and carried 4-0, to approve the City's annual support and donation of \$15,000 as it meets the requirement of the City's donation policy, with \$3,600 applied to rent for the office space.

PUBLIC COMMENTS

None.

COUNCIL REPORTS

Town – Absent

Margrave – Margrave stated he sat in on the Fox Hall / Cemetery Board meeting for the demonstration of cemetery software. He stated a lot of information was received and the board is continuing to work on that.

Ellison – Ellison thanked Chief Weber for attending the Summerfield HOA meeting saying residents were very appreciative.

Graves – None.

Stone – None.

DEPARTMENT REPORTS

FINANCE – None.

PLANNING – None.

PUBLIC WORKS:

Sanitary Sewer Point Repairs – Continued Item – Public Works Director Ben Miller stated he spoke to SAK about the timeline and Kissick can start immediately.

Stone moved, seconded by Graves and carried 4-0, to approve sewer point repairs with Kissick Construction at the quoted price of \$31,299.98.

Police/Fire Properties Engineering Firm Bid Selection – Miller presented three bids submitted for engineering of police and fire station parking lots.

Schwab Eaton	\$75,000-\$85,000
DuBois Consultants	\$60,902
Wallace Design Collective	\$60,300

Miller’s recommendation was Wallace Design Collective. Ellison asked what Miller liked about the company and if he had much interaction with the companies. Miller said he spoke with Wallace and gave an overview of the breakdown of the bid, stating the others were a design and build quote and Wallace was the only company that followed the scope of the RFP.

Stone moved, seconded by Ellison and carried 4-0, to approve using Wallace Design Collective for engineering services for the police/fire properties improvements at a not-to-exceed amount of \$60,300.

Police - None.

Fire - None.

Administration - None

ATTORNEY

Not present

ADMINISTRATOR’S REPORT

Countryside Drive Update – Law presented items agreeable with the school district and other requests.

School District requests:

- Shift JV field parking/access to Wildcat Drive to alleviate additional traffic concerns
- Keep the existing access on Countryside Drive
- Allow for existing parking lot off Wildcat Drive to be expanded but remain gravel for few years

Other Requests:

- No outlet sign added to Countryside Drive
- No parking signs added to both sides of Countryside Drive between Wildcat Drive and South 2nd Street East.
- No parking signs added to both sides of Wildcat Drive

Graves moved to approve the city purchase and install a no outlet sign on Countryside. Graves asked before recommending a number of signs how many additional signs would be needed. Law said he would return that information to the next meeting. Stone seconded the motion, and it carried 4-0.

Ellison moved, seconded by Stone and carried 4-0, to direct staff to bring Council's recommendation of the gravel parking lot on Wildcat Drive to the Planning Commission for approval.

Ellison thanked Law and residents for bringing information to the council.

Public speakers on the Countryside Drive agenda item:

Lori Scott, Countryside Drive – Mrs. Scott would like to eliminate the access off Countryside Drive to the school district and feels like the district has plenty of other options.

There was discussion on future expansion.

Mrs. Scott spoke on covenant restrictions.

Graves expressed concern that limiting access to the school district could result in litigation. He stated this is not an issue the Governing Body should be directly involved in and noted that affected residents could pursue legal remedies independently if they choose.

Graves asked how many no parking signs will be needed and would like to split the cost with the school district if possible. Law will bring the number of signs needed back to council. Ellison thinks this is a city requirement and therefore the City should pay for those signs and it's in the City's best interest to move forward even if the school district does not want to cost-share the signs.

Chief Weber requested that ordinance (city code)14-205 no parking be reviewed and for the ordinance to reflect that area if needed. Law will bring back a draft ordinance to the next meeting. Ellison said this feels like a good mutual agreement and she appreciates the residents. Ellison said the bond was passed by the people so now it is how we can manage this in the best way possible and would like the residents to keep a good line of communication.

Joe Bucher, Countryside Drive resident, asked to speak. He stated that allowing the school district access would compromise the deed restriction and if this gets litigated everyone will be drug through this. He stated if they choose to litigate this, it will cause havoc on the City and the Planning Commission and even the original commissioners who voted on it. He said a compromise would be a keyed gate with no public access. Ellison stated we cannot force the school district to do that. Bucher replied this situation could get very messy.

City Clerk McGowin called the three-minute time for public speakers.

Governing Body Handbook Draft Review – Continued item - Law stated the document was submitted for preliminary review and asked the Council for comments or suggested changes. Cook asked whether the document had been distributed to all employees. Law responded it had not yet been shared but would be at a later time.

Graves asked whether there were provisions for employees with special circumstances requiring paid leave, such as an officer-involved shooting or an

employee involved in a traffic accident. Graves expressed a desire to see this type of situation formally addressed in policy and requested the cost of having a law firm review the document. Law stated he would obtain pricing for a legal review and would also research and draft potential language related to compassionate leave to bring back for Council consideration.

Ellison asked whether any additional changes were needed to the search section that had been discussed at the previous meeting. Law stated there had not yet been further discussion with staff on that topic but that he would bring back sample language for Council review. Law added he has been speaking with Chief Weber regarding the legality of that section. Weber emphasized the importance of ensuring the City does not adopt language that could violate an individual's constitutional rights.

Council Chamber Audio/Visual – Law presented quotes from ImagineIT for camera system options. He also discussed the addition of television screens to allow the audience to view the same material being presented to the Council, as well as the installation of electrical outlets to eliminate visible cords.

Graves commented the current setup obstructs the council's view when using the moveable TV for presentations to include visibility of individuals or activity behind the screen for which the Council may need to be aware. There was discussion regarding potential locations for mounting the televisions. Stone emphasized the importance of including outlets in a way that maintains the integrity and appearance of the room. Graves and Ellison both expressed support for installing televisions so the public can clearly see what the Council is viewing.

The consensus of the Council was for Law to bring back additional options and cost estimates for televisions and electrical outlet installation.

Governing Body Handbook Draft Review – Law provided a draft copy of the handbook for discussion. Cook asked whether the codes of ethics should be included. Law stated that information could be included but are already located within the City Code. Graves suggested adding a citation referencing where the codes of ethics can be found would be sufficient. Graves also stated he was very

pleased with the document and expressed appreciation to Law for how it has come together.

Law asked whether the Council would like a signature page included. The consensus of the Council was to include a signature page for Councilmembers. Law will bring back examples at a future meeting.

Ellison recommended the following changes:

Page 3: Change “keepers of Democracy” to “keepers of Liberty.”

Page 4: Revise wording in the section describing city programs and facilities; the current tone was felt to be inappropriate.

Remove the statement referring to an “obligation of the government to provide a high quality of life,” clarifying that the government’s role is to protect citizens’ rights rather than provide quality of life.

Page 6: Clarify that all travel must be approved prior to departure.

Add Mayor Pro Tem throughout pages 8 & 9

Communication regarding how to call a special meeting

Page 11–Boards and Commissions: Add Chamber of Commerce to the list of Council Liaisons

Page 11 – Wording changed related to “promote and demote”

2025 Year End Report – Law presented the year-end report and explained that it is intended to capture and highlight the ongoing activity of the City. He noted the report could also be used as a foundation for compiling a future budget book. Cook requested the final draft reference of the Governing Body Handbook be removed from the Human Resources section as it has not yet been completed.

Law stated he needed to revisit the employee handbook discussion regarding the HR Coordinator role. He explained that HR Coordinator is listed as a title in the handbook; however, it is not an officially designated position held by any one individual. Instead, the responsibilities have been assigned as part of a combination

of duties following the realignment of job roles when the Municipal Court Clerk position was separated into its own role. Law stated the full scope of this workload had not been thoroughly discussed at the time, and the Finance Clerk has since assumed these additional duties. Graves asked whether the primary responsibilities included new-hire onboarding and payroll. Law responded the role involves a lengthy list of duties and stated he would like to discuss the matter further at a future meeting.

Hay/Land Lease Agreement – Lewis-Young Park – Law reported that following the recent passing of Mr. Cutshaw, the family submitted a letter stating their intent to dissolve the current lease agreement at Lewis-Young Park. He noted during the most recent Park and Tree Board meeting, members expressed the need to move quickly on the matter due to the approaching timeline for fertilization. Law requested authorization for staff to solicit bids in order to expedite the process.

Stone moved, seconded by Ellison and carried 4-0, to approve the expedited process for advertising the land lease for Lewis-Young Park as recommended by staff for a term of four years.

Law will get bids privately and bring those back to council.

2026 Aquatic Center Fees – Law presented annual considerations for the Aquatic Center fees noting no change from last year.

Consensus was to keep the fees the same as the previous year.

Garage Sale Moratorium – Law presented the dates and an ordinance for the 2026 garage sale sign moratorium.

Stone moved, seconded by Margrave and carried 4-0, to approve the ordinance that provides a moratorium on enforcement of certain provisions of the city sign ordinance relating to temporary garage sale signage to coincide with the dates provided.

EXECUTIVE SESSION – At 8:29 p.m. Graves moved, seconded by Ellison and carried 4-0, 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) The open meeting will resume in the City Council Chamber at 8:35 p.m.

(Administrator Law was in the executive session)

Open meeting resumed in Council Chambers at 8:35 p.m.

At 8:36 p.m. Graves moved, seconded by Ellison and carried 4-0, 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) to include City Administrator Law. The open meeting will resume in the City Council Chamber at 8:42 p.m.

Open meeting resumed in Council Chambers at 8:42 p.m.

No action was taken.

ADJOURNMENT

At 8:43 p.m. Stone moved, seconded by Margrave and carried 4-0, to adjourn the meeting.

Approved:

Donna Cook, Mayor

Attest:

Jessica McGowin, City Clerk