

LINDSBORG CITY COUNCIL
Lindsborg City Hall
March 02, 2026–6:30 p.m.
Meeting Minutes

COUNCILMEMBERS PRESENT: Mayor Clark Shultz, Rebecca Van Der Wege, Kirsten Bruce, Joshua Swanson, Larry Lysell, Ericka Lysell, Andrew Smith, Lysa Palmer-Augusta

MEMBERS ABSENT: Tyler Johnson

OTHERS PRESENT: Tanner Faust, Roxie Sjogren, Holly Lofton, Lauren Doak, Denny Walker, Noah Flores, Milton Collins, Chief Terry Reed, Scott Bontz

The meeting was called to order at 6:30 p.m. by Mayor Clark Shultz, followed by the pledge of allegiance.

PUBLIC INPUT:

There was no public input.

Community Development Block Grant (CDBG) Housing Application Hearing

The City of Lindsborg is considering an application to be submitted to the Kansas Department of Commerce for the Small Cities Community Development Block Grant under the Housing Rehabilitation category. A specific project to be discussed involves the substantial rehabilitation of approximately 9 dwellings occupied by qualifying low-to moderate-income families, with approximately two rental units and seven owner-occupied homes and the demolition of approximately one blighted residential structure with the target area bounded by the city limits of Lindsborg, Kansas. The estimated project cost is \$336,500, derived from landlord contributions, the Kansas Weatherization Assistance Program, and City funds.

Mayor Shultz opened the CDBG Housing Application Hearing at 6:32 p.m. and asked for public comment.

With no public comment, Mayor Shultz closed the hearing at 6:34 p.m.

AMENDMENTS TO THE AGENDA:

There were no amendments to the agenda.

MAYOR'S REPORT:

With the recent recognition of President's Day on February 16, 2026, Mayor Shultz shared that President Teddy Roosevelt visited Lindsborg in 1900 and 1912 and that he was a good friend of Dr. Carl Swensson. President Roosevelt also visited the 1904 World's Fair in St. Louis and saw the Swedish Pavilion.

The Old Mill and Swedish Heritage Museum has discovered an old recipe, pancake flour, and will be having it produced and sold at the Old Mill. They will be serving waffles using this recipe at the upcoming Valffeldagen on March 21.

CONSENT AGENDA

Councilmember Kirsten Bruce moved to approve the minutes from the February 16, 2026, regular Council meeting, Payroll Ordinance 5577, Purchase Order Ordinance 5578, and Resolution No. 04-2026. Motion seconded by Councilmember Andrew Smith and passed 7-0 by roll call vote.

APPOINTMENTS:

There were no appointments.

COMMITTEE REPORTS:

There were no committee reports.

NEW BUSINESS:

Authorize Signing of Community Development Block Grant (CDBG) Housing Application Forms
City Administrator Tanner Faust asked Council to consider the approval of the related grant forms for the CDBG Housing Grant. These forms included an applicant/recipient disclosure/update report, a statement of assurances and certifications, residential Anti-Displacement and Relocation Assistance Plan (should the City opt into the demolition portion of the program), city contribution letter, and a determination of level of review.

Megan Unruh, from South Central Kansas Economic Development District (SCKEDD), provided an additional document that provided an overview of each form and its purpose.

Councilmember Kirsten Bruce moved to authorize the signing of the required grant application documents. Seconded by Andrew Smith and passed 7-0 by roll call vote.

Resolution No. 05-2026 – Certifying Legal Authority for CDBG Grant Application

Resolution No. 05-2026 certifies that the City of Lindsborg, Kansas, is a legally constituted governmental entity under the laws of the State of Kansas and therefore has the authority to apply for funding through the 2026 Kansas Small Cities Community Development Block Grant (CDBG) Program.

Resolution No. 05-2026 authorizes the Mayor to serve as the City's official representative for purposes of signing and submitting the grant application. The resolution also formally commits the City's required local match in the form of cash funds and force account labor toward the proposed project.

Councilmember Ericka Lysell moved to adopt the resolution as presented. Seconded by Larry Lysell and passed 7-0 by roll call vote.

Wilson and Co. Task Order LS26-001

On November 21, 2022, the City of Lindsborg entered into a Professional Services Agreement with Wilson & Company, Inc., Engineers & Architects for on-call engineering and related professional services. The agreement provides a framework for authorizing work through individual task orders that define scope, schedule, and compensation. Task Order LS22-001 was established at the same council meeting and is nearing depletion.

Task Order LS26-001 reestablishes On-Call Professional Services to be provided citywide under the Master Owner-Engineer Agreement. Under this task order, the Engineer will designate a representative to serve as a consultant to the City, providing access to the firm's full engineering, architectural, and planning capabilities.

Services may include general consultation; engineering and architectural studies; planning and zoning assistance; utility rate and financial analyses; property and topographic surveys; review of construction documents and plats submitted by other consultants; coordination of soils testing; assistance with grant applications, permits, and environmental documentation; attendance at meetings; site visits; and other miscellaneous consultation as requested by the City.

Compensation will be in accordance with Exhibit C of the Master Agreement, with billing based on actual time and effort expended. If services exceed the established scope or budget, a supplemental task order will be required. The total expenditure allocated under Task Order LS26-001 is \$10,600, and the task order will remain in effect until the allocated budget is exhausted.

Councilmember Andrew Smith moved to approve Task Order LS26-001 from Wilson & Co. for On-Call Professional Services for a not-to-exceed price of \$10,600.00. Seconded by Council President Rebcca Van Der Wege and passed 7-0 by roll call vote.

Wilson and Co. Task Order LS26-002

On November 21, 2022, the City of Lindsborg entered into a Professional Services Agreement with Wilson & Company, Inc., Engineers & Architects for on-call engineering and related professional services. The agreement provides a framework for authorizing specific work through individual task orders that define scope, schedule, and compensation.

Task Order LS26-002 pertains to the KDOT K-4 Grade Separation Removal project (KDOT Project No. 4-59 KA-7406). Under this task order, the Engineer will serve in the “City Engineer” role for the project and provide technical representation to assist City staff in communicating and advocating for the City’s interests.

Services include high-level review of Field Check Plans, attendance at the Field Check Meeting and a City Council meeting or work session, internal coordination, and informal discussions with KDOT representatives. City staff will also participate in meetings as appropriate. No formal deliverables will be produced under this task order.

Compensation will be in accordance with Exhibit C of the Master Owner-Engineer Agreement. The level of effort is estimated, and additional services beyond the established scope or budget would require a supplemental task order.

The total amount authorized under this agreement is \$19,950.

Councilmember Lysa Palmer-Augusta moved to approve Task Order LS26-002 for engineering services from Wilson & Co. for a not-to-exceed price of \$19,950.00. Seconded by Councilmember Kirsten Bruce and passed 7-0 by roll call vote.

Resolution No. 06-2026 Raymer Society Notification of Non-Profit Organization Event Promoting the Arts

The Raymer Society for the Arts submitted a “notification of non-profit organization event promoting the arts” application (ABC form 865) to be able to serve complimentary alcoholic liquor and cereal malt beverages at their Artist-in-Residence event on March 22, 2026, from 2:00-4:00pm at 212 South Main Street, Lindsborg.

Councilmember Joshua Swanson moved to approve the Raymer Society Notification of Nonprofit Organization Event Promoting the Arts form and pass Resolution No. 06-2026 authorizing the serving of complimentary alcoholic liquor or cereal malt beverage at their Artist-in-Residence

event on March 22, 2026, from 2:00-4:00pm at 212 South Main Street, Lindsborg. Seconded by Councilmember Larry Lysell and passed 7-0 by roll call vote.

Annual Chip Seal

The chip sealing of asphalt streets is a maintenance process where hot asphalt emulsion is sprayed onto a street followed by the application of small rocks (chip). A pneumatic roller is then rolled over the street to help bed the rock into the emulsion. After allowing the emulsion to cool and set up, a sweeper goes over the street to sweep up the excess loose chip. The process of chip-sealing streets helps to fill small cracks and flaws and seals the surface of the street. The seal helps prevent moisture from infiltrating through the surface course of the paving, helping to prolong the life of the street.

A request for proposal (RFP) was sent out to two separate contractors: Vance Brothers and APAC-Kansas. Staff also contacted Venture Corporation, but they did not respond. Vance Brothers returned a proposal for \$57,168.45 for 21,573 square yards. APAC-Kansas returned a proposal for \$75,887.00 for 21,573 square yards.

Councilmember Andrew Smith moved to approve the proposal from Vance Brothers to chip seal 21,573 square yards of streets for \$57,168.45. Seconded by Councilmember Joshua Swanson and passed 7-0 by roll call vote.

Board of Zoning Appeals Set Back Variance

On February 10, 2026, the Board of Zoning Appeals (BZA) met to hear a request for a setback reduction request from Mike Sample, a representative of The Bank of Tescott. The request is for a variance of a 10x14 square-foot building to be placed in the northeast corner of their property. Initially the request was to reduce the setback to 2 feet off the property line. BZA agreed to allow 3 feet off the property line instead. The intent of the building is to store seasonal items as the bank has outgrown their storage space. The approval of this item will be subject to the approval of the Design Review Board. This is being done to streamline the approval process as the Design Review Board meeting did not have a quorum when they last met.

Councilmember Larry Lysell moved to approve the Bank of Tescott variance request to reduce the setback requirement to 3' subject to the approval of the Design Review Board.

Sundstrom Roof

The Sundstrom Conference Center roof was initially installed by Wray Roofing during the construction process of this facility. Wray Roofing has continued to do roof checks and small leak repairs when we have had issues with small leaks, per their warranty work.

The Sundstrom has experienced small roof leaks for the past 5 – 6 years, which are impossible to pinpoint due to the slope of the roof. The leak does not necessarily originate at the location that the leak appears in in the interior ceiling of the upper floor, as the water runs to an open point, causing a dripping leak. Staff has continued to work with Wray Roofing when leaks have appeared, and they have been good to come out and reseal any apparent openings around openings in the ceiling that were created when installing the upstairs HVAC units.

After a roof inspection, it is clear that roof maintenance needs to be done, addressing open areas around the periphery of the roof. Wray Roofing has provided a quote to address repairs that are typical for a roof of this age. Staff are hopeful that these repairs will address leaks, giving them more years out of this roof before paying to replace it. The roof is currently 12 years old.

Staff have asked Wray Roofing to provide the bid as this keeps the basic roof warranty in place with this company. Introducing another company to do this work would cancel the current minor repairs warranty with Wray Roofing.

Scope of proposed work was provided to Council in the quote from Wray Roofing.

Councilmember Kirsten Bruce moved to approve Sundstrom roof maintenance and repairs in the amount of \$12,500, utilizing Wray Roofing. Seconded by Council President Rebecca Van Der Wege and passed 7-0 by roll call vote.

OTHER:

Councilmember Kristen Bruce shared that all of Council was invited by Dr. Crawley to attend the Messiah Festival, only 30 tickets have been sold at this point. She shared that it is the longest running Messiah performance in North America; the chorus is completely all volunteer. Holly Lofton shared at that the Norsk Hostfest has been stopped because of rising costs and lower attendance. She stated that Lindsborg has what it does because people show up and volunteer or support by attending/donating.

Council President Rebecca Van Der Wege asked for a general update on the K-4 project. City Administrator Tanner Faust shared that there will be a meeting in Lindsborg at the end of March to discuss the project and future plans. Construction has an anticipated start date in the second half of 2028.

Council President Rebecca Van Der Wege asked about the strategic planning session and when it might be. Mayor Shultz shared that they were looking at March but wanted to make sure the city administrator had time to get all the information gathered for things like the Diversion Channel project, cow creek, etc. He shared that it will be scheduled and will let them know.

ADJOURNMENT:

Councilmember Kirsten Bruce moved for adjournment, seconded by Councilmember Andrew Smith, and passed 7-0 by voice vote. The meeting was adjourned at 7:15 p.m.

Respectfully Submitted,



Roxie Sjogren, MMC
City Clerk