CITY COUNCIL MEETING
AGENDA
FEBRUARY 2, 2026
6:30 P.M.

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. PUBLIC INPUT
4. AMENDMENTS TO THE AGENDA
5. MAYOR'S REPORT
6. CONSENT AGENDA

These items are routine & enacted by one motion; there will be no separate discussion unless a Council member so requests.

A. Approval of Minutes
   1) Regular Meeting January 20, 2026
B. Payroll Ordinance No. 5573
C. Purchase Order Ordinance No. 5574
D. Golf Cart Lease
E. Cereal Malt Beverage (CMB) license for Jalisco

7. APPOINTMENTS

A. Fire Appointments

8. COMMITTEE/STAFF REPORTS

A. Community Development Director, Milton Collins- Board Updates
B. Conventions and Visitors Bureau, Holly Lofton- Transient Guest Tax Report

9. NEW BUSINESS
   A. City Staff Appointments
   B. Public Works Job Description
   C. Resolution No. 03-2026: Notification of Non-Profit Organization Event Promoting the Arts/Raymer Society for the Arts
   D. Resolution No. 04-2026: Notification of Non-Profit Organization Event Promoting the Arts/Smoky Valley Arts & Folklife Center

10. EXECUTIVE SESSION
11. OTHER
12. ADJOURNMENT

LINDSBORG
KANSAS

Upcoming Meetings

FEBRUARY 2026

Mon. February 2	6:30 p.m.	City Council Meeting
Tues. February 3	3:00 p.m.	CVB Advisory Board Meeting
Tues. February 10	6:30 p.m.	Board of Zoning Appeals (as required)
Mon. February 16	6:30 p.m.	City Council Meeting
Tues. February 17	8:30 a.m.	Tree Board Meeting
	6:30 p.m.	Design Review Board (as required)
Tues. February 24	6:30 p.m.	Planning Commission (as required)

MARCH 2026

Mon. March 2	6:30 p.m.	City Council Meeting
Tues. March 3	3:00 p.m.	CVB Advisory Board Meeting
Tues. March 10	6:30 p.m.	Board of Zoning Appeals (as required)
Mon. March 16	6:30 p.m.	City Council Meeting
Tues. March 17	8:30 a.m.	Tree Board Meeting
	6:30 p.m.	Design Review Board (as required)
Tues. March 24	6:30 p.m.	Planning Commission (as required)

LINDSBORG CITY COUNCIL
Lindsborg City Hall
January 20, 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, Tyler Johnson

OTHERS PRESENT:
Tanner Faust, David Hay, Lauren Doak, Holly Lofton, Chief Reed, Noah Flores, Denny Walker, Scott Bontz, Ruth Leaf Krem, George Krem, Ian Manor, Cierra Manor, Skippy Rathlef, Sally train, Debbie Johnson

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.

AMENDMENTS TO THE AGENDA:
There were no amendments to the agenda.

MAYOR'S REPORT:
Mayor Shults reported that CVB Director Holly Lofton had shared that Lindsborg was listed in the Ramsey Solutions online article as one of the best places to live in Kansas.

Reader'sDigenst.com had an article recently that listed Lindsborg as well. He thanked Holly for all of her work.

Last Sunday, the Sandzen Gallery had an open house that showed the new space that they have added on where they will be able to bring in new shows. The gallery is nearly 70 years old.

CONSENT AGENDA
Councilmember Kirsten Bruce moved to approve the minutes from the January 05, 2026, regular Council meeting, Payroll Ordinance 5571, Purchase Order Ordinance 5572, and AXON car camera invoice. Motion seconded by Councilmember Andrew Smith and passed 8-0 by roll call vote.

APPOINTMENTS:
Mayor Shultz, with Council approval, appointed Quintin Pickering to the Lindsborg Volunteer Fire Department.

Mayor Shultz, with Council approval, appointed Lisa Meyer to the Lindsborg Housing Authority Board.

COMMITTEE REPORTS:
There were no committee reports.

OLD BUSINESS:
There was no old business.

NEW BUSINESS:
Sales Tax Transfer
Unallocated local sales tax (half-cent sales tax) is usually budgeted to be transferred each year-end to either the Equipment Reserve Fund or the Capital Improvement Reserve Fund. At the December 15, 2025, City Council

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meeting, December revenues had not yet been received. At that time, City Council voted to transfer $100,000 to the Capital Improvement Reserve Fund and $1,062.57 to the EMS Fund from the local half-cent sales tax.

The final 2025 half-cent sales tax revenues were $244,428.14, which is slightly above staff's projection of $239,026.64 at the December 15, 2025, City Council meeting.

This information was provided to update City Council as to the final totals of local sales tax received; no action is expected or requested from City Council.

Audit Funding
During the December 4, 2023, City Council meeting, City Council unanimously approved continuing audit services with Adams Brown for a period of three years. They have been providing the City with an annual audit since 2016.

The City is in the final year of the three-year audit agreement. As part of that agreement, the established cost for the audit for the fiscal year ending December 31, 2025, is $15,986.

The on-site audit, tentatively scheduled for April 2, 2026, will be performed in accordance with the Generally Accepted Auditing Standards (GAAS) and the Kansas Municipal Audit and Accounting Guide (KMAGG), including tests of the City's accounting records and other procedures. Based on the annual audit, Adams Brown will issue an opinion in relation to the City's financial statement as a whole, as well as:

- Summary of expenditures—actual and budgeted.
- Schedule receipts and expenditures; and
- Summary of receipts and disbursements.

Danielle Hollingshead serves as the engagement principal auditor.

Council President Rebecca Van Der Wege moved to approve Adams Brown for auditing services for Fiscal Year 2026 in the amount of $15,986. Seconded by Councilmember Larry Lysell and passed 8-0 by roll call vote.

Memorial Plaques
Two projects within the park system have recently begun and are now nearing completion.

At Swensson Park, the archway and lighting were installed in October 2025, along with new landscaping. This project was generously funded by the Kiwanis Club in recognition of its 75th anniversary and in honor of a past club president. A commemorative plaque is proposed to be installed in front of the archway, positioned between the sidewalk and the pillars. The plaque will be mounted on concrete and constructed of cast bronze, with a recommended size of 8x10 inches. The following inscription is proposed:

"In commemoration of the 75th Anniversary of the Lindsborg Kiwanis Club in 2023. Greenery in memory of Kiwanis Treasurer Craig Liljegren."

Additionally, the Dog Park has undergone an expansion with the addition of a new pen. This project was graciously funded by a donor in memory of the donor's mother, a strong advocate for dogs and the Lindsborg community. A memorial plaque has been requested to be installed on a pergola support. The plaque will be made of laser-etched cast aluminum, with a recommended size of 6x4 inches. The proposed inscription is as follows:

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"In cherished memory of Marie Bensman Bumgarner Campbell
Love me, love my dog."

Councilmember Larry Lysell moved to approve the Kiwanis memorial plaque as presented. Seconded by Council President Rebecca Van Der Wege and passed 8-0 by roll call vote.

Councilmember Tyler Johnson to approve the dog park memorial plaque as presented. Seconded by Councilmember Ericka Lysell and passed 8-0 by roll call vote.

ADJOURNMENT:
Councilmember Kirsten Bruce moved for adjournment, seconded by Councilmember Andrew Smith, and passed 8-0 by voice vote. The meeting was adjourned at 6:53 p.m.

Respectfully Submitted,

Roxie Sjogren

Roxie Sjogren, MMC
City Clerk

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City of Lindsborg, KS

Expense Approval Register

: APPKT00616 - 2026.2.2 "A" COUNCIL PAYABLES

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Vendor: AIR & FIRE SYSTEMS, INC.					
AIR & FIRE SYSTEMS, INC.	76908	02/02/2026	FIRE EXT MAINTENANCE	028-5-001-4000	103.84
				Vendor AIR & FIRE SYSTEMS, INC. Total:	**103.84**
Vendor: ANIXTER INC					
ANIXTER INC	6669119-00	02/02/2026	30-5 POLE WOOD	070-5-021-5000	360.54
				Vendor ANIXTER INC Total:	**360.54**
Vendor: BOYER & PRICE LAW OFFICES					
BOYER & PRICE LAW OFFICES	INV0002972	02/02/2026	MUNICIPAL JUDGE	001-5-002-4109	1,000.00
				Vendor BOYER & PRICE LAW OFFICES Total:	**1,000.00**
Vendor: CHENEY DOOR COMPANY					
CHENEY DOOR COMPANY	0498119-IN	12/31/2025	RESTROOM REPLACEMENT ...	026-5-001-6000	5,952.00
				Vendor CHENEY DOOR COMPANY Total:	**5,952.00**
Vendor: DAVID ZINN					
DAVID ZINN	INV0002967	02/02/2026	CHALK THE VALK DEPOSIT	036-5-001-4000	391.00
				Vendor DAVID ZINN Total:	**391.00**
Vendor: FELD FIRE					
FELD FIRE	SO17385	12/31/2025	VERIDIAN CUSTOM GEAR/B...	001-3290	8,918.82
FELD FIRE	SO17385	12/31/2025	VERIDIAN CUSTOM GEAR/B...	001-5-004-5000	742.50
FELD FIRE	SO17452	12/31/2025	HOSES/PROFLOW	001-5-004-6000	12,288.38
				Vendor FELD FIRE Total:	**21,949.70**
Vendor: GRABER'S ACE - MCPHERSON					
GRABER'S ACE - MCPHERSON	904492	02/02/2026	PVC UNION/ADAPTER/COUPL..	084-5-001-5000	23.94
GRABER'S ACE - MCPHERSON	904702	02/02/2026	BLTSNP DIE CAST/MTL CUT...	028-5-001-5000	31.16
GRABER'S ACE - MCPHERSON	903981	02/02/2026	HARDWARE	028-5-001-5000	3.66
GRABER'S ACE - MCPHERSON	904117	02/02/2026	PICCO MICRO CHN	001-5-007-5000	26.99
GRABER'S ACE - MCPHERSON	903691	12/31/2025	PORTABLE HEATER/CLAMPS...	028-5-001-5000	89.84
GRABER'S ACE - MCPHERSON	903693	12/31/2025	POLE SAW REPAIR	070-5-021-4000	116.00
				Vendor GRABER'S ACE - MCPHERSON Total:	**291.59**
Vendor: HESSTON RECREATION					
HESSTON RECREATION	1136	12/31/2025	MKL BASKETBALL	023-5-001-4000	180.00
				Vendor HESSTON RECREATION Total:	**180.00**
Vendor: IMAGE QUEST					
IMAGE QUEST	IN6310985	02/02/2026	4HX732778 Color Copies	001-5-006-4000	4.52
IMAGE QUEST	IN6310985	02/02/2026	4HX732778 Black Copies	001-5-006-4000	0.26
IMAGE QUEST	IN6310985	02/02/2026	4HX732778 Black Copies	028-5-001-4000	0.26
IMAGE QUEST	IN6310985	02/02/2026	4HX732778 Color Copies	028-5-001-4000	4.52
IMAGE QUEST	IN6310985	02/02/2026	4HX733264 Black Copies	070-5-021-4000	0.85
IMAGE QUEST	IN6310985	02/02/2026	4HX732778 Color Copies	070-5-021-4000	4.52
IMAGE QUEST	IN6310985	02/02/2026	4HX732778 Black Copies	070-5-021-4000	0.27
IMAGE QUEST	IN6310985	02/02/2026	4HX733264 Color Copies	070-5-021-4000	14.48
IMAGE QUEST	IN6310985	02/02/2026	4HX732778 Black Copies	084-5-001-4000	0.26
IMAGE QUEST	IN6310985	02/02/2026	4HX732778 Color Copies	084-5-001-4000	4.52
IMAGE QUEST	IN6310986	02/02/2026	EFQ496974 Color Copies	001-5-002-4000	141.04
IMAGE QUEST	IN6310986	02/02/2026	EFQ496974 Black Copies	001-5-002-4000	21.97
IMAGE QUEST	IN6310986	02/02/2026	ELQ594562 Color Copies	001-5-002-4000	44.08
IMAGE QUEST	IN6310986	02/02/2026	ELQ594562 Black Copies	001-5-002-4000	7.59
IMAGE QUEST	IN6310986	02/02/2026	QPH223551 Color Copies	001-5-003-4000	23.64
IMAGE QUEST	IN6310986	02/02/2026	QPH223551 Color Copies	001-5-003-4000	23.64
IMAGE QUEST	IN6310986	02/02/2026	QPH223551 Black Copies	001-5-003-4000	3.15
IMAGE QUEST	IN6310986	02/02/2026	QPH223551 Black Copies	001-5-004-4000	3.14
IMAGE QUEST	IN6310986	02/02/2026	QPH223551 Color Copies	029-5-001-4000	23.64
IMAGE QUEST	IN6310986	02/02/2026	QPH223551 Black Copies	029-5-001-4000	3.14

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
IMAGE QUEST	IN6310986	02/02/2026	ELQ594562 Black Copies	070-5-021-4000	7.59
IMAGE QUEST	IN6310986	02/02/2026	EFQ496974 Color Copies	070-5-021-4000	141.04
IMAGE QUEST	IN6310986	02/02/2026	ELQ594562 Color Copies	070-5-021-4000	44.08
IMAGE QUEST	IN6310986	02/02/2026	EFQ496974 Black Copies	070-5-021-4000	21.97
IMAGE QUEST	IN6310986	02/02/2026	EFQ496974 Black Copies	084-5-001-4000	21.97
IMAGE QUEST	IN6310986	02/02/2026	ELQ594562 Black Copies	084-5-001-4000	7.58
IMAGE QUEST	IN6310986	02/02/2026	ELQ594562 Color Copies	084-5-001-4000	44.08
IMAGE QUEST	IN6310986	02/02/2026	EFQ496974 Color Copies	084-5-001-4000	141.04
				Vendor IMAGE QUEST Total:	**758.84**
Vendor: JANELLE ELLIOTT					
JANELLE ELLIOTT	INV0002969	02/02/2026	SUNDSTROM CLEANING	001-5-014-4000	45.00
JANELLE ELLIOTT	INV0002970	02/02/2026	CLEANING SERVICES 1.4.26-2...	001-5-002-4000	1,280.00
				Vendor JANELLE ELLIOTT Total:	**1,325.00**
Vendor: JOHNSON PUMP SERVICE LLC					
JOHNSON PUMP SERVICE LLC	1426	02/02/2026	WELL#9SERVICE/LABOR	084-5-001-4000	973.00
				Vendor JOHNSON PUMP SERVICE LLC Total:	**973.00**
Vendor: KELLY DAUER					
KELLY DAUER	INV0002971	02/02/2026	STAGE STORAGE	001-5-002-4000	120.00
				Vendor KELLY DAUER Total:	**120.00**
Vendor: KMEA					
KMEA	2883-1-26	02/02/2026	BREAKER CHANGE OUT	070-5-021-4000	4,658.84
KMEA	DOGW-LIND-2026-02	12/31/2025	PURCHASED POWER	070-5-020-4210	17,877.00
KMEA	EMP3-LIND-2025-12	12/31/2025	PURCHASED POWER	070-5-020-4200	132,284.00
KMEA	SPA-LIND-2025-12	12/31/2025	PURCHASED POWER	070-5-020-4200	2,611.00
				Vendor KMEA Total:	**157,430.84**
Vendor: KS DEPT REVENUE, SALES TX					
KS DEPT REVENUE, SALES TX	6022-8474-8GAC	02/02/2026	ELECTRIC SALES TAX	070-5-023-9101	8,859.03
KS DEPT REVENUE, SALES TX	6022-3X7N-2636	12/31/2025	COMP USE TAX @UTILITY	070-5-023-9101	154.98
KS DEPT REVENUE, SALES TX	6022-6776-2433	12/31/2025	SUNDSTROM LIQUOR TAX	001-5-014-9102	47.66
KS DEPT REVENUE, SALES TX	6022-6P62-RMFF	12/31/2025	SUNDSTROM SALES TAX	001-5-014-9101	366.25
KS DEPT REVENUE, SALES TX	6022-7NDC-HM52	12/31/2025	KS RETAIL WATER PRTECTIO...	084-5-001-9102	1,432.82
				Vendor KS DEPT REVENUE, SALES TX Total:	**10,860.74**
Vendor: LAUREN DOAK					
LAUREN DOAK	INV0002968	02/02/2026	REIMBURSEMENT: KU PLAQ...	024-5-001-5000	45.00
				Vendor LAUREN DOAK Total:	**45.00**
Vendor: LEAGUE KS MUNICIPALITIES					
LEAGUE KS MUNICIPALITIES	200016522	02/02/2026	2026 GOVERNING BODY HA...	001-5-002-4000	423.72
				Vendor LEAGUE KS MUNICIPALITIES Total:	**423.72**
Vendor: LILYPAD SEPTIC & PORTABLE RESTROOMS SERVICES					
LILYPAD SEPTIC & PORTABLE...	13355	02/02/2026	PORTABLE RESTROOM SERVI...	024-5-001-4000	125.00
				Vendor LILYPAD SEPTIC & PORTABLE RESTROOMS SERVICES Total:	**125.00**
Vendor: LINDSBORG LAUNDRY, LLC					
LINDSBORG LAUNDRY, LLC	50618	02/02/2026	MAT SERVICE	001-5-002-4000	28.87
LINDSBORG LAUNDRY, LLC	50618	02/02/2026	MAT SERVICE	001-5-003-4000	5.83
LINDSBORG LAUNDRY, LLC	50618	02/02/2026	MAT SERVICE	001-5-004-4000	5.83
LINDSBORG LAUNDRY, LLC	50618	02/02/2026	MAT SERVICE	001-5-006-4000	8.48
LINDSBORG LAUNDRY, LLC	50618	02/02/2026	MAT SERVICE	001-5-007-4000	8.48
LINDSBORG LAUNDRY, LLC	50618	02/02/2026	MAT SERVICE	028-5-001-4000	8.35
LINDSBORG LAUNDRY, LLC	50618	02/02/2026	MAT SERVICE	070-5-021-4000	8.48
LINDSBORG LAUNDRY, LLC	50618	02/02/2026	MAT SERVICE	084-5-001-4000	8.36
LINDSBORG LAUNDRY, LLC	50718	02/02/2026	MAT SERVICE	001-5-002-4000	28.87
LINDSBORG LAUNDRY, LLC	50718	02/02/2026	MAT SERVICE	001-5-003-4000	8.62
LINDSBORG LAUNDRY, LLC	50718	02/02/2026	MAT SERVICE	001-5-004-4000	8.61
LINDSBORG LAUNDRY, LLC	50718	02/02/2026	MAT SERVICE	001-5-006-4000	8.48
LINDSBORG LAUNDRY, LLC	50718	02/02/2026	MAT SERVICE	001-5-007-4000	8.48
LINDSBORG LAUNDRY, LLC	50718	02/02/2026	MAT SERVICE	001-5-008-4000	5.30
LINDSBORG LAUNDRY, LLC	50718	02/02/2026	MAT SERVICE	028-5-001-4000	8.35

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
LINDSBORG LAUNDRY, LLC	50718	02/02/2026	MAT SERVICE	070-5-021-4000	8.48
LINDSBORG LAUNDRY, LLC	50718	02/02/2026	MAT SERVICE	084-5-001-4000	8.36
LINDSBORG LAUNDRY, LLC	50735	02/02/2026	LAUNDRY SERVICE	001-5-014-4000	20.14
LINDSBORG LAUNDRY, LLC	50764	02/02/2026	LAUNDRY SERVICE	001-5-014-4000	53.85
				Vendor LINDSBORG LAUNDRY, LLC Total:	**250.22**
Vendor: MALLORY SAFETY & SUPPLY LLC					
MALLORY SAFETY & SUPPLY ...	6340741	02/02/2026	CAT GEN TOURNIQUET/TOU...	001-5-003-5000	462.20
MALLORY SAFETY & SUPPLY ...	6341725	01/23/2026	HANDCUFF TACO/PISTOL TA...	001-5-003-5000	150.53
				Vendor MALLORY SAFETY & SUPPLY LLC Total:	**612.73**
Vendor: MAYER SPECIALTY SERVICES LLC					
MAYER SPECIALTY SERVICES ...	2026017	02/02/2026	CLEAN/INSPECTION SEWER L...	028-5-001-4000	14,613.85
				Vendor MAYER SPECIALTY SERVICES LLC Total:	**14,613.85**
Vendor: MENARDS					
MENARDS	63926	02/02/2026	TARP STRAPS/GLADE/WORKL...	070-5-021-5000	76.03
				Vendor MENARDS Total:	**76.03**
Vendor: NORDSTJERNAN					
NORDSTJERNAN	INV0002966	02/02/2026	2 YEAR SUBSCRIPTION RENE...	001-5-008-4000	95.00
				Vendor NORDSTJERNAN Total:	**95.00**
Vendor: PACE ANALYTICAL SERVICES, INC.					
PACE ANALYTICAL SERVICES, ...	2660241074	02/02/2026	WATER ANALYSIS	028-5-001-4000	618.00
				Vendor PACE ANALYTICAL SERVICES, INC. Total:	**618.00**
Vendor: REACH SOLUTIONS, INC.					
REACH SOLUTIONS, INC.	26222	02/02/2026	IT/EMAIL/BACKUP	001-5-002-4000	2,344.86
REACH SOLUTIONS, INC.	26222	02/02/2026	IT/EMAIL/BACKUP	001-5-003-4000	893.22
REACH SOLUTIONS, INC.	26222	02/02/2026	IT/EMAIL/BACKUP	001-5-006-4000	146.59
REACH SOLUTIONS, INC.	26222	02/02/2026	IT/EMAIL/BACKUP	001-5-007-4000	160.88
REACH SOLUTIONS, INC.	26222	02/02/2026	IT/EMAIL/BACKUP	001-5-008-4000	160.88
REACH SOLUTIONS, INC.	26222	02/02/2026	IT/EMAIL/BACKUP	001-5-014-4000	146.59
REACH SOLUTIONS, INC.	26222	02/02/2026	IT/EMAIL/BACKUP	021-5-001-4000	160.88
REACH SOLUTIONS, INC.	26222	02/02/2026	IT/EMAIL/BACKUP	023-5-001-4000	293.19
REACH SOLUTIONS, INC.	26222	02/02/2026	IT/EMAIL/BACKUP	024-5-001-4000	146.59
REACH SOLUTIONS, INC.	26222	02/02/2026	IT/EMAIL/BACKUP	028-5-001-4000	146.59
REACH SOLUTIONS, INC.	26222	02/02/2026	IT/EMAIL/BACKUP	070-5-021-4000	439.16
REACH SOLUTIONS, INC.	26222	02/02/2026	IT/EMAIL/BACKUP	070-5-022-4000	878.94
REACH SOLUTIONS, INC.	26222	02/02/2026	IT/EMAIL/BACKUP	084-5-001-4000	293.19
REACH SOLUTIONS, INC.	26274	02/02/2026	UPS FOR SERVER ROOM/2 O...	001-5-002-4000	657.00
REACH SOLUTIONS, INC.	26334	02/02/2026	SONICWALL LICENSE 2026	001-5-002-4000	1,770.00
				Vendor REACH SOLUTIONS, INC. Total:	**8,638.56**
Vendor: SAFETY-KLEEN SYSTEMS, INC.					
SAFETY-KLEEN SYSTEMS, INC.	R003579525	02/02/2026	PARTS CLEANER	001-5-006-4000	54.62
				Vendor SAFETY-KLEEN SYSTEMS, INC. Total:	**54.62**
Vendor: SAGE PRODUCTS, INC.					
SAGE PRODUCTS, INC.	0105700-IN	02/02/2026	DEICE/TP/CENTEPULL/MULTI...	028-5-001-5000	125.94
SAGE PRODUCTS, INC.	0105700-IN	02/02/2026	DEICE/TP/CENTEPULL/MULTI...	084-5-001-5000	125.94
SAGE PRODUCTS, INC.	0105773-IN	02/02/2026	SNOW PLOW ICE MELT	001-5-006-5000	119.75
				Vendor SAGE PRODUCTS, INC. Total:	**371.63**
Vendor: SHRED-IT					
SHRED-IT	9046097789	12/31/2025	SHREDDING SERVICES/ADJ ...	001-5-002-4000	51.50
				Vendor SHRED-IT Total:	**51.50**
Vendor: SMOKY VALLEY PRINTING					
SMOKY VALLEY PRINTING	INV0002965	02/02/2026	GARCEAU BUSINESS CARDS	001-5-003-4000	95.00
				Vendor SMOKY VALLEY PRINTING Total:	**95.00**
Vendor: SMOKY VALLEY TIRE SERVICE					
SMOKY VALLEY TIRE SERVICE	22823	01/27/2026	235/80R16 TRAILOR TIRE	070-5-021-5000	213.25
				Vendor SMOKY VALLEY TIRE SERVICE Total:	**213.25**

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Vendor: STARFISH AQUATICS INSTIUTE					
STARFISH AQUATICS INSTIUTE	24709	02/02/2026	ANNUAL LICENSING FEE 2.28...	001-5-012-4000	749.00
				Vendor STARFISH AQUATICS INSTIUTE Total:	**749.00**
Vendor: Strella Legal Services, LLC					
Strella Legal Services, LLC	INV0002973	02/02/2026	CITY ATTORNEY	001-5-002-4101	1,425.00
Strella Legal Services, LLC	INV0002974	02/02/2026	CITY PROSECUTOR	001-5-002-4109	1,425.00
				Vendor Strella Legal Services, LLC Total:	**2,850.00**
Vendor: THE RADAR SHOP					
THE RADAR SHOP	16700	02/02/2026	RECERTIFICATION OF RADAR...	001-5-003-4000	339.00
				Vendor THE RADAR SHOP Total:	**339.00**
Vendor: THE SPOTLIGHT					
THE SPOTLIGHT	3617	02/02/2026	FORMAL EVENTS COLOR DIS...	001-5-014-4000	106.00
				Vendor THE SPOTLIGHT Total:	**106.00**
Vendor: VERIZON					
VERIZON	6134047046	02/09/2026	CELL SERVICE	001-5-002-4000	60.16
VERIZON	6134047046	02/09/2026	CELL SERVICE	001-5-003-4000	12.04
VERIZON	6134047046	02/09/2026	CELL SERVICE	028-5-001-4000	137.44
VERIZON	6134047046	02/09/2026	CELL SERVICE	070-5-021-4000	12.04
VERIZON	6134047046	02/09/2026	CELL SERVICE	070-5-022-4000	12.04
VERIZON	6134047046	02/09/2026	CELL SERVICE	084-5-001-4000	12.04
VERIZON	6134125689	02/10/2026	MONTHLY PHONE SERVICE	001-5-002-4000	78.05
VERIZON	6134125689	02/10/2026	MONTHLY PHONE SERVICE	001-5-003-4000	396.22
VERIZON	6134125689	02/10/2026	MONTHLY PHONE SERVICE	001-5-007-4000	81.56
VERIZON	6134125689	02/10/2026	MONTHLY PHONE SERVICE	001-5-008-4000	41.55
VERIZON	6134125689	02/10/2026	MONTHLY PHONE SERVICE	001-5-014-4000	41.55
VERIZON	6134125689	02/10/2026	MONTHLY PHONE SERVICE	021-5-001-4000	45.55
VERIZON	6134125689	02/10/2026	MONTHLY PHONE SERVICE	023-5-001-4000	41.55
VERIZON	6134125689	02/10/2026	MONTHLY PHONE SERVICE	028-5-001-4000	94.28
VERIZON	6134125689	02/10/2026	MONTHLY PHONE SERVICE	070-5-021-4000	66.86
VERIZON	6134125689	02/10/2026	MONTHLY PHONE SERVICE	070-5-022-4000	57.76
VERIZON	6134125689	02/10/2026	MONTHLY PHONE SERVICE	082-5-001-4000	80.02
VERIZON	6134125689	02/10/2026	MONTHLY PHONE SERVICE	084-5-001-4000	114.42
				Vendor VERIZON Total:	**1,385.13**
				Grand Total:	**233,410.33**

Fund Summary

Fund	Expense Amount
001 - GENERAL FUND	37,795.94
021 - INDUSTRIAL DEVEL. FUND	206.43
023 - RECREATION FUND	514.74
024 - MUNICIPAL GOLF COURSE	316.59
026 - SPEC PARK/ RECR. FUND	5,952.00
028 - SPECIAL SEWER FUND	15,986.08
029 - AMBULANCE FUND	26.78
036 - TOURISM PROMOTION FUND	391.00
070 - ELECTRIC FUND	168,929.23
082 - REFUSE COLLECTION FUND	80.02
084 - WATER FUND	3,211.52
Grand Total:	**233,410.33**

Account Summary

Account Number	Account Name	Expense Amount
001-3290	ENCUMBRANCES	8,918.82
001-5-002-4000	CONTRACT SERVICES	7,057.71
001-5-002-4101	PROFESSIONAL FEES	1,425.00
001-5-002-4109	COURT EXPENSES	2,425.00
001-5-003-4000	CONTRACT SERVICES	1,800.36
001-5-003-5000	COMMODITIES	612.73
001-5-004-4000	CONTRACT SERVICES	17.58
001-5-004-5000	COMMODITIES	742.50
001-5-004-6000	CAPITAL OUTLAY	12,288.38
001-5-006-4000	CONTRACT SERVICES	222.95
001-5-006-5000	COMMODITIES	119.75
001-5-007-4000	CONTRACT SERVICES	259.40
001-5-007-5000	COMMODITIES	26.99
001-5-008-4000	CONTRACT SERVICES	302.73
001-5-012-4000	CONTRACT SERVICES	749.00
001-5-014-4000	CONTRACT SERVICES	413.13
001-5-014-9101	SALES TAX	366.25
001-5-014-9102	LIQUOR TAX	47.66
021-5-001-4000	CONTRACT SERVICES	206.43
023-5-001-4000	CONTRACT SERVICES	514.74
024-5-001-4000	CONTRACT SERVICES	271.59
024-5-001-5000	COMMODITIES	45.00
026-5-001-6000	CAPITAL OUTLAY	5,952.00
028-5-001-4000	CONTRACT SERVICES	15,735.48
028-5-001-5000	COMMODITIES	250.60
029-5-001-4000	CONTRACT SERVICES	26.78
036-5-001-4000	CONTRACT SERVICES	391.00
070-5-020-4200	PURCHASED POWER	134,895.00
070-5-020-4210	DOGWOOD ENERGY	17,877.00
070-5-021-4000	CONTRACT SERVICES	5,544.66
070-5-021-5000	COMMODITIES	649.82
070-5-022-4000	CONTRACT SERVICES	948.74
070-5-023-9101	SALES TAX	9,014.01
082-5-001-4000	CONTRACT SERVICES	80.02
084-5-001-4000	CONTRACT SERVICES	1,628.82
084-5-001-5000	COMMODITIES	149.88
084-5-001-9102	WATER PROTECTION FEE...	1,432.82
Grand Total:		**233,410.33**

Project Account Summary

Project Account Key	Expense Amount
None	233,410.33
Grand Total:	**233,410.33**

CITY COUNCIL

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CVB Director
Terry Reed
Chief of Police
Noah Flores
Parks Director

City Council Meeting Date: February 2, 2026

Topic: Golf Cart Lease

Department: Recreation – Golf Course

Staff Contact: Lauren Doak, Recreation Director

Background:

The City is currently in a 6-year lease with Kansas Golf and Turf for 10 EZ-GO Lithium Golf Carts and 10 PACE GPS Screens. This 2026 season we will be entering year 2 of the 6-year lease.

10 Carts	$1,261 / month	($15,132 per year)
10 GPS Screens	$323.93 / month	($3,887.16 per year)

Recommendation: Approval of the consent agenda includes approval to enter year 2 of this lease agreement.

Fiscal Note: $19,020 budgeted

Funding Source: Golf Course Contract Services

REVIEW:

☐ City Administrator ☐ City Attorney

☐ City Council

Lease Agreement

Dated as of October 15, 2024
Lease Number: 98984860-2

Lessor: PNC Bank, National Association
655 Business Center Drive
Horsham, Pennsylvania 19044

Lessee:

LESSEE FULL LEGAL NAME	FEDERAL TAX ID
City of Lindsborg 101 S. Mains Street Lindsborg, KS 67456	486019638

Equipment Description: Golf Carts

Quantity	Description	Serial No.
10	2025 E-Z-GO RXV ELITE LITHIUM	

Payment Information

Number of Payments:	Rent Amount:	Payable:	Lease Term (in months):	End of Lease Provision:
72	$1,261.00 + Applicable Taxes	☒ Monthly ☐ Quarterly ☐ See Attached Variable Payment Structure	72 months	☐ FMV- Cars ☒ Rental ☐ PUT - _____ ☐ FMV – Turf (Annual Hours _____) ☐ $1 Out

☐ See Schedule A for variable payment structure.

Lessee shall pay Rent payments exclusively from legally available funds in U.S. currency to Lessor in the amounts and on the dates set forth herein, without notice or demand.

TERMS AND CONDITIONS

1. **LEASE.** Subject to the terms of this Lease, Lessee agrees to lease from Lessor the equipment (the "Equipment") described above when Lessor accepts this Lease. Lessee agrees to be bound by all the terms of this Lease.
2. **DELIVERY AND ACCEPTANCE OF EQUIPMENT.** Acceptance of the Equipment occurs upon delivery. When Lessee receives the Equipment, Lessee agrees to inspect it and to verify by telephone or in writing such information as Lessor may require. Delivery and installation costs are Lessee's responsibility. If Lessee signed a purchase contract for the Equipment, by signing this Lease Lessee assigns its rights, but none of its obligations under the purchase contract, to Lessor.
3. **RENT.** Lessee agrees to pay Lessor Rent (plus applicable taxes) in the amount and frequency stated above. If Lessee's Rent payments are due in Advance, Lessee's first Rent payment is due on the date Lessee accepts the Equipment under the Lease. Lessor will advise Lessee as to (a) the due date of each Rent payment, and (b) the address to which Lessee must send payments. Rent is due whether or not Lessee receives an invoice from Lessor. Lessee will pay Lessor any required advance rent when Lessee signs this Lease. Lessee authorizes Lessor to change the Rent by not more than 15% due to changes in the Equipment configuration, which may occur prior to Lessor's acceptance of this Lease. Restrictive endorsements on checks Lessee sends to Lessor will not reduce Lessee's obligations to Lessor.
   NON-APPROPRIATION OF FUNDS. Lessee intends to remit all Rent and other payments to Lessor for the full Lease Term if funds are legally available. In the event Lessee is not granted an appropriation of funds at any time during the Lease Term for the Equipment subject to this Lease and operating funds are not otherwise available to Lessee to pay the Rent and other payments due and to become due under this Lease, and there is no other legal procedure or available funds by or with which payment can be made to Lessor, and the non-appropriation did not result from an act or omission by Lessee, Lessee shall have the right to return the Equipment as provided herein and terminate this Lease on the last day of the fiscal period for which appropriations were received without penalty or expense to Lessee, except as the portion of Rent for which funds shall have been appropriated and budgeted. At least 30 days prior to the end of Lessee's fiscal year, Lessee's chief executive officer (or legal counsel) shall certify in writing that (a) funds have not been appropriated for the upcoming fiscal period, (b) such non-appropriation did not result from any act or failure to act by Lessee, and (c) Lessee has exhausted all funds legally available for the payment of Rent.
4. **UNCONDITIONAL OBLIGATION. LESSEE AGREES THAT IT IS UNCONDITIONALLY OBLIGATED TO PAY ALL RENT AND ANY OTHER AMOUNTS DUE UNDER THIS LEASE IN ALL FISCAL YEARS IN WHICH FUNDS HAVE BEEN APPROPRIATED NO MATTER WHAT HAPPENS, EVEN IF THE EQUIPMENT IS DAMAGED OR DESTROYED, IF IT IS DEFECTIVE OR IF LESSEE HAS TEMPORARY OR PERMANENT LOSS OF ITS USE. LESSEE IS NOT ENTITLED TO ANY REDUCTION OR SET-OFF AGAINST RENT OR OTHER AMOUNTS DUE UNDER THIS LEASE FOR ANY REASON WHATSOEVER.**
5. **DISCLAIMER OF WARRANTIES. THE EQUIPMENT IS BEING LEASED TO LESSEE IN "AS IS" CONDITION. LESSEE AGREES THAT LESSOR HAS NOT MANUFACTURED THE EQUIPMENT AND THAT LESSEE HAS SELECTED THE EQUIPMENT BASED UPON LESSEE'S OWN JUDGMENT. LESSEE HAS NOT RELIED ON ANY STATEMENTS LESSOR OR ITS EMPLOYEES HAVE MADE. LESSOR HAS NOT MADE AND DOES NOT MAKE ANY EXPRESS OR IMPLIED REPRESENTATIONS OR WARRANTIES WHATSOEVER, INCLUDING WITHOUT LIMITATION, THE EQUIPMENT'S MERCHANTABILITY, FITNESS FOR A PARTICULAR**

Lease Agreement

Dated as of October 15, 2024
Lease Number: 98984860-3

Lessor: PNC Bank, National Association
655 Business Center Drive
Horsham, Pennsylvania 19044

Lessee:

LESSEE FULL LEGAL NAME	FEDERAL TAX ID
City of Lindsborg 101 S. Mains Street Lindsborg, KS 67456	486019638

Equipment Description: GPS Screens

Quantity	Description	Serial No.
10	2025 Pace 10EX GPS	

Payment Information

Number of Payments:	Rent Amount:	Payable:	Lease Term (in months):	End of Lease Provision:
72	$323.93 + Applicable Taxes	☒ Monthly ☐ Quarterly ☐ See Attached Variable Payment Structure	72 months	☐ FMV- Cars ☒ Rental ☐ PUT - _____ ☐ FMV – Turf (Annual Hours _____) ☐ $1 Out

☐ See Schedule A for variable payment structure.

Lessee shall pay Rent payments exclusively from legally available funds in U.S. currency to Lessor in the amounts and on the dates set forth herein, without notice or demand.

TERMS AND CONDITIONS

1. **LEASE.** Subject to the terms of this Lease, Lessee agrees to lease from Lessor the equipment (the "Equipment") described above when Lessor accepts this Lease. Lessee agrees to be bound by all the terms of this Lease.
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Chief of Police
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Parks Director

City Council Meeting Date: February 2, 2026

Topic: Cereal Malt Beverage License for Jalisco

Department: Administration

Staff Contact: Roxie Sjogren, City Clerk

Background:

The City has received an application for an on-premises Cereal Malt Beverage (CMB) license for 2026 from Jalisco.

The application has been reviewed, background check completed by the KBI, and the application fee has been received.

Recommendation: Approval of the consent agenda includes approval of the application for the 2026 on-premises CMB license for Jalisco.

Fiscal Note:

REVIEW:

☐ City Administrator ☐ City Attorney

☐ City Council

Place on City/County

C52193

CORPORATE APPLICATION FOR LICENSE TO SELL CEREAL MALT BEVERAGES

(This form has been prepared by the Attorney General's Office)

☑ City or ☐ County of Lindsborg

1/15/2024

SECTION 1 – LICENSE TYPE

Check One: ☐ New License ☑ Renew License ☐ Special Event Permit

Check One:

☑ License to sell cereal malt beverages for consumption on the premises.

☐ License to sell cereal malt beverages in original and unopened containers and not for consumption on the licensed premises.

SECTION 2 – APPLICANT INFORMATION

Kansas Sales Tax Registration Number (required): [redacted]

I have registered as an Alcohol Dealer with the TTB. ☐ Yes (required for new application)

Name of Corporation: Los Pasos LLC Jalisco 1	FEIN: [redacted]		
Corporation Street Address: 107 N main st	Corporation City: Lindsborg	State: Kansas	Zip Code: 67456
Date of Incorporation: 4-28-2008	Articles of Incorporation are on file with the Secretary of State. ☑ Yes ☐ No		
Resident Agent Name: Miguel Ayala-Aguirre	Phone No.: [redacted]		
Residence Street Address: 204 N McKinley St	City: Lindsborg	State: Kansas	Zip Code: 67456

SECTION 3 – LICENSED PREMISE

Licensed Premise (Business Location or Location of Special Event)	Mailing Address (If different from business address)
DBA Name: Jalisco 1	Name
Business Location Address: 107 N main St	Address
City: Lindsborg State: KS Zip: 67456	City State Zip
Email Address(s) Please separate values with a comma.: [redacted]	
Business Phone No.: 785-227-8987	☐ Applicant owns the proposed business location. ☑ Applicant does not own the proposed business location.
Business Location Owner Name(s): Jose G Aguirre	

SECTION 4 – OFFICERS, DIRECTORS, STOCKHOLDERS OWNING 25% OR MORE OF STOCK

List each person and their spouse*, if applicable. Attach additional pages if necessary.

Name	Position		Date of Birth
Residence Street Address	City	State	Zip Code
Spouse Name	Position		Date of Birth
Residence Street Address	City	State	Zip Code
Name	Position		Date of Birth
Residence Street Address	City	State	Zip Code
Spouse Name	Position		Age
Residence Street Address	City	State	Zip Code
Name	Position		Date of Birth
Residence Street Address	City	State	Zip Code
Spouse Name	Position		Age
Residence Street Address	City	State	Zip Code

SECTION 4 – OFFICERS, DIRECTORS, STOCKHOLDERS OWNING 25% OR MORE OF STOCK (CONTINUED)

Name	Position		Date of Birth
Residence Street Address	City	State	Zip Code
Spouse Name	Position		Date of Birth
Residence Street Address	City	State	Zip Code

Name	Position		Date of Birth
Residence Street Address	City	State	Zip Code
Spouse Name	Position		Date of Birth
Residence Street Address	City	State	Zip Code

Name	Position		Date of Birth
Residence Street Address	City	State	Zip Code
Spouse Name	Position		Date of Birth
Residence Street Address	City	State	Zip Code

Name	Position		Date of Birth
Residence Street Address	City	State	Zip Code
Spouse Name	Position		Date of Birth
Residence Street Address	City	State	Zip Code

Name	Position		Date of Birth
Residence Street Address	City	State	Zip Code
Spouse Name	Position		Date of Birth
Residence Street Address	City	State	Zip Code

Name	Position		Date of Birth
Residence Street Address	City	State	Zip Code
Spouse Name	Position		Date of Birth
Residence Street Address	City	State	Zip Code

Name	Position		Date of Birth
Residence Street Address	City	State	Zip Code
Spouse Name	Position		Date of Birth
Residence Street Address	City	State	Zip Code

Name	Position		Date of Birth
Residence Street Address	City	State	Zip Code
Spouse Name	Position		Date of Birth
Residence Street Address	City	State	Zip Code

SECTION 5 – MANAGER OR AGENT INFORMATION

My place of business or special event will be conducted by a manager or agent.	☑ Yes ☐ No

If yes, provide the following:

Manager/Agent Name: Miguel Ayala Aguirre	Phone No: [redacted]	D[redacted]
Residence Street Address: [redacted]	City and State: Lindsborg KS	Zip Code: 67456

Manager or Agent Spousal Information*

Spouse Name: Tiffany Ayala	Phone No: [redacted]	[redacted]
Residence Str[redacted]	City and State: Lindsborg KS	Zip Code: 67456

SECTION 6 – QUALIFICATIONS FOR LICENSURE

Applies to each partner or member of a firm or association AND their spouses*. Enter lowest residency length number**.

Are all persons identified in Sections 4 & 5 Citizens of the United States*?	☑ Yes ☐ No
Is the person identified in Section 5 currently a resident of Kansas*?	☑ Yes ☐ No
All persons identified in Sections 4 & 5 are at least 21 years old*?	☑ Yes ☐ No
All persons in Sections 4 & 5 have been a Kansas resident for at least 25 years prior to submitting this application.**	
Within 2 years immediately preceding the date of this application, have any persons identified in Sections 4 & 5 been convicted of, released from incarceration for or released from probation or parole for any of the following crimes*: (1) Any felony; (2) a crime involving moral turpitude; (3) drunkenness: (4) driving a motor vehicle while under the influence of alcohol (DUI); or (5) violation of any state or federal intoxicating liquor law?	☐ Yes ☑ No
Does the partnership, firm or association have a manager, officer, director or stockholder owning in the aggregate more than 25% of the stock of a corporation that has had any license issued pursuant to the Kansas Liquor Control Act, Kansas Club and Drinking Establishment Act or Kansas Cereal Malt Beverage Act, revoked for a violation of such acts?	☐ Yes ☑ No
Has the spouse of any partner or member ever been convicted of any of the crimes identified in Section 6 during the time the partner or member held a CMB license?	☐ Yes ☑ No

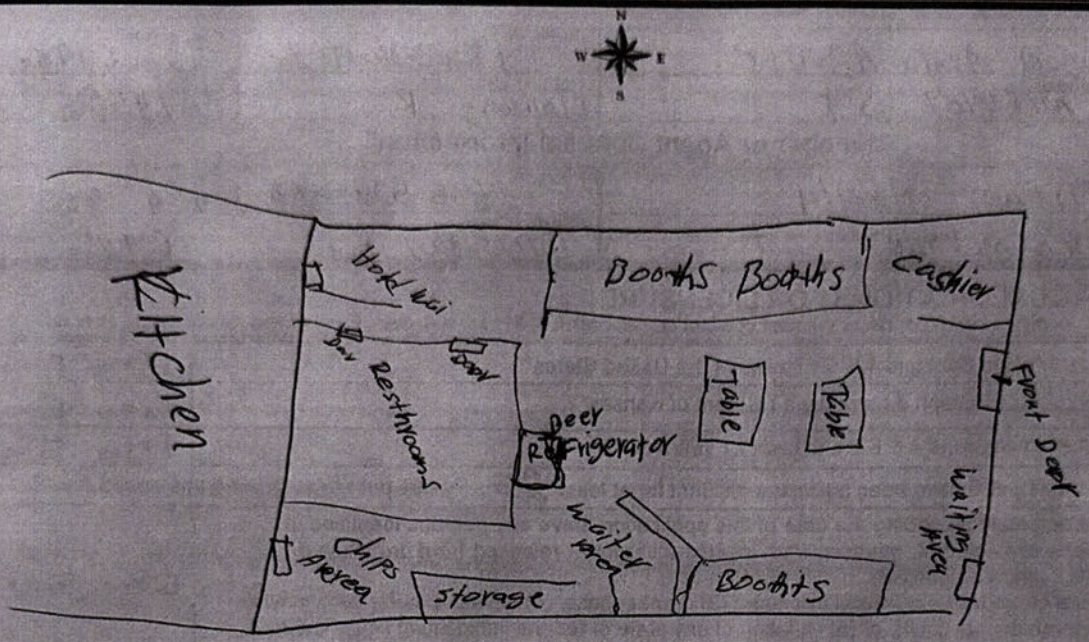
SECTION 7 – DURATION OF SPECIAL EVENT

Start Date	Time	☐ AM ☐ PM
End Date	Time	☐ AM ☐ PM

Proceed to Section 8 on the next page.

SECTION 8 – LICENSED PREMISE

In the space below, draw the area you wish to sell or deliver CMB. Include entrances, exits and storage areas. Do not include areas you do not wish to license. If you wish to attach a drawing, check the box: ☐ 8 ½" by 11" drawing attached.



I declare under penalty of perjury under the laws of the State of Kansas that the foregoing is true and correct and that I am authorized by the corporation to complete this application. (K.S.A. 53-601)

SIGNATURE Miguel Ayala Aguirre DATE 1-14-2026

FOR CITY/COUNTY OFFICE USE ONLY:

☐ **License Fee Received** Amount $_____ Date _____
($25 - $50 for Off-Premise license or $25-200 On-Premise license)

☑ **$25 CMB Stamp Fee Received** Date 1/14/26

☐ **Background Investigation** ☐ Completed Date _____ ☐ Qualified ☐ Disqualified

☐ **Verified applicant has registered with the TTB as an Alcohol Dealer**

☐ **New License Approved** Valid From Date _____ to _____ By: _____

☐ **License Renewed** Valid From Date _____ to _____ By: _____

☐ **Special Event Permit Approved** Valid From Date _____ to _____ By: _____

A PHOTOCOPY OF THE COMPLETED FORM, TOGETHER WITH THE STAMP FEE REQUIRED BY K.S.A. 41-2702(e), MUST BE SUBMITTED WITH YOUR MONTHLY REPORT (ABC-307) TO THE ALCOHOLIC BEVERAGE CONTROL, 109 SW 9TH ST, 5TH FLOOR, PO BOX 3506, TOPEKA, KS 66601.

* Applicant's spouse is not required to meet citizenship or age requirements. If renewal application, applicant's spouse is not required to meet the no criminal history requirement. K.S.A. 41-2703(b)(9)

AG CMB Corporate Application (Rev. 11.10.21)

Clear Form

CITY COUNCIL

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CVB Director
Terry Reed
Chief of Police
Noah Flores
Parks Director

City Council Meeting Date: February 2, 2026

Topic: Appointment of City Officers

Department: Administration

Staff Contact: Clark Shultz, Mayor

Background: Per Lindsborg City Code Section 2-108, the Mayor (with the City Council's consent) annually appoints a City Administrator, City Treasurer, Fire Chief, Chief of Police, Director of Public Safety, City Clerk, City Attorney, Municipal Judge, Public Works Director, and Parks & Recreation Director (these are now two separate positions) and may appoint such other officers as may be deemed necessary.

Per Ordinance 5407, adopted by City Council on Jan. 17, 2023, these appointments shall occur at the first regular meeting of the governing body in February of each year. Officers appointed and confirmed by the governing body shall hold their office for one year or until resignation, retirement, disqualification, or removal for cause by a 2/3rds vote of the Council.

The following are recommended for appointment:

- **City Administrator:** Tanner Faust
- **City Treasurer:** David Hay
- **Fire Chief:** Matt Clark
- **Chief of Police/Public Safety Director:** Terry Reed
- **Public Works Director:** Denny Walker
- **Municipal Judge:** Gary Price
- **City Clerk:** Roxie Sjogren
- **City Attorney:** Zachary Strella
- **Parks Director:** Noah Flores
- **Recreation Director:** Lauren Doak

Recommendation: A motion to approve the staff appointments as presented.

REVIEW:

☒ City Administrator ☐ City Attorney

☐ City Council

Appointed Officers

February 2026 - January 2027

- **City Administrator-** Tanner Faust
- **City Treasurer:** David Hay
- **Fire Chief:** Matt Clark
- **Chief of Police/Public Safety Director:** Terry Reed
- **Public Works Director:** Denny Walker
- **Municipal Judge:** Gary Price
- **City Clerk:** Roxie Sjogren
- **City Attorney:** Zachary Strella
- **Parks Director:** Noah Flores
- **Recreation Director:** Lauren Doak

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Holly Lofton
CVB Director
Terry Reed
Chief of Police
Noah Flores
Parks Director

City Council Meeting Date: February 2, 2026

Topic: Streets Lead Operator Job Description

Department: Public Works/Streets

Staff Contact: Tanner Faust, City Administrator

Background: The desire to establish a new position within the Street Department has resulted in a draft job description for a Streets Lead Operator. This full-time position will report directly to the Streets Superintendent and will be responsible for supervising department staff in the absence of, or at the direction of, the Streets Superintendent.

The Streets Lead Operator must possess strong working knowledge of all equipment utilized by the Street Department and will be required to maintain a Class B Commercial Driver's License (CDL) and a pesticide applicator's license.

This position is modeled after the Water/Wastewater Lead Operator role. Lead Operators are individuals who have demonstrated leadership abilities and the capacity to effectively manage and direct a crew when necessary.

This title will not create a job opening or result in the hiring of another employee. The department will be structured with a Streets Superintendent, Streets Lead Operator, and either Streets Maintenance I or II.

Pending approval of the job description, Cody Weibert (Streets Maintenance II) will be placed in this position. Cody has been serving the City of Lindsborg since January 6, 2014.

Recommendation: Approval of the streets lead operator job description as presented.

Fiscal Note:

Funding Source:

REVIEW:

■ City Administrator ☐ City Attorney

☐ City Council

Job Title:	Streets Lead Operator	**Reports to (Role):**	Streets Superintendent
Department/Group:	Public Works/Streets	**FLSA Status:**	Non-Exempt
Benefits Eligible:	Yes	**Travel Required:**	As needed
KPERS:	Eligible	**Position Type:**	Full-Time
Remote Work Eligible:	No	**Hiring Salary:**	

ALIGNED CITY, DEPARTMENT & ROLE

Every unified team starts with a purpose, and we are a purpose-driven team of service-minded professionals. We are passionate about working shoulder-to-shoulder in partnership with our City Council and internal team members to bring the City of Lindsborg's vision for the future to life. Whether you are looking to start, make a change, or advance your career, find your path forward at the City of Lindsborg to contribute to the legacy that we will leave in our city and the world around us.

Position Summary:

Under the supervision of the Streets Superintendent, the Streets Lead Operator is a non-exempt position under FLSA which maintains and repairs the city streets. The position operates heavy and light equipment and provides leadership to street staff when directed or in the absence of the Streets Superintendent. The Streets Lead Operator demonstrates strong technical expertise, sound judgment, and a commitment to safety, efficiency, and public service.

Reasonable Accommodations Statement

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

ROLE SUCCESS PROFILE

Essential Functions:

- Performs routine and emergency maintenance and repair of concrete and asphalt streets.
- Assists in the purchasing of materials and supplies required for street and construction projects.
- Assists in obtaining bids, quotes, and estimates from contractors and vendors.
- Assists with preparation, setup, and cleanup for special events.
- Assists in calculating, scheduling, and planning the annual street construction and maintenance calendar.
- Supervises street department staff in the absence of, or when directed by, the Street Superintendent.
- Performs curb and gutter repair and replacement.
- Operates heavy equipment including loaders, motor graders, and jackhammers.
- Paints curbs, parking stalls, pavement markings, and crosswalks.
- Maintains and repairs storm drains, catch basins, and related drainage infrastructure.
- Maintains City burn sites in accordance with applicable regulations.
- Performs trash and debris pickup from City receptacles and public areas.
- Assists with the placement, maintenance, and removal of barricades, traffic control devices, and signage.
- Ability to manage multiple projects and assignments concurrently while meeting deadlines.
- Results-oriented with strong organizational and problem-solving skills.
- Highly motivated; able to work independently and as part of a team.

- Demonstrates leadership skills and the ability to direct staff when required.
- Regular, reliable attendance and punctuality are required.

Marginal Functions:
- Assists with duties of Streets Superintendent
- Assists with repairs to equipment and machinery.
- Assists other departments as needed.
- Other duties as deemed necessary or assigned.

EDUCATION, EXPERIENCE LEVEL, CERTIFICATION REQUIREMENTS:

Required:
- High school diploma or GED.
- Class B CDL and Pesticide Applicators License is required within six months of employment.

Experience:

Three years of similar or related experience is required. The employee is expected to perform the job reasonably well within six months of employment.

POSITION REQUIREMENTS:

Technical Skills: Thorough knowledge of welding, mechanics, operation of heavy and light equipment, concrete placement and finishing, asphalt placement, grade preparation, and storm drain maintenance is required. Competence in math, surveying (elevations), and estimating materials is required.

Problem Solving: Problem solving is required. Problems this employee may encounter include assessing street problems, determining why streets have deteriorated, how to achieve proper drainage, and allocating funds to achieve desired outcomes.

Decision Making: Some decision making is required in this position. Employee must be able to make decisions regarding safety while providing efficient service.

Accountability: Employee does have control over department vehicles and equipment but does not participate in the annual departmental budget process.

Supervision: Occasional supervision is provided and job-related decisions are occasionally reviewed by the Streets Superintendent. Employee does not have supervisory responsibility over subordinate personnel unless directed otherwise.

Personal Relations: Frequent contact with co-workers, supervisory personnel, other departments, city officials, and the public is required.

Physical Requirements: Physical activity is required. Walking, lifting in excess of 100 pounds, standing, climbing, shoveling, and operating heavy machinery is expected.

Time Management: The employee must be able to manage their time effectively. Good time management leads to improved departmental efficiency and productivity. The employee must be able to identify and prioritize tasks based on importance and urgency, set goals and achieve measurable results while adhering to assigned deadlines.

CHARACTER:

- Must have the highest degree of integrity, judgment, and independence.
- A passion for public service.

WORKING CONDITIONS:

Adverse working conditions exist within this position. Exposure to all types of weather conditions, hazardous chemicals, confined areas, extreme heights and excessive noise may all be expected.

The City of Lindsborg is an equal employment opportunity employer. All applicants will be considered for employment regardless of race, color, religion, sex, national origin, veteran, disability status, or any other characteristic protected by federal, state, or local laws.

This job description is not intended to be a complete list of all responsibilities, duties or skills required for the position and is subject to review and change at any time.

Director Acknowledgement:		Date:	
Last Updated:	January 2026	Date:	
Employee Acknowledgement		Date:	

CITY COUNCIL
Clark Shultz
Mayor

Tyler Johnson
Ward 1
Rebecca Van Der Wege
Ward 1
Andrew Smith
Ward 2
Kirsten Bruce
Ward 2
Lysa Palmer-Augusta
Ward 3
Larry Lysell
Ward 3
Ericka Lysell
Ward 4
Joshua Swanson
Ward 4

STAFF
Tanner Faust
City Administrator
Denny Walker
Public Works Director
Roxie Sjogren
City Clerk
David Hay
Finance Director
Milton Collins
Community Development
Lauren Doak
Recreation Director
Holly Lofton
CVB Director
Terry Reed
Chief of Police
Noah Flores
Parks Director

City Council Meeting Date: February 02, 2026

Topic: Raymer Society for the Arts 2026 Events – Resolution 03-2026

Department: Administration

Staff Contact: Roxie Sjogren, City Clerk

Background:

The Smoky Valley Arts & Folklife Center 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 2026 events listed below.

DATE	EVENT	TIME
05/10/2026	Cinco de Mayo	5-7pm
09/26/2026	Poetry at the Barn	10am-7pm
11/07/2026	Members' Wine & Cheese Party	5-7pm
12/05/2026	CASOH	10am-5pm

Recommendation: A motion to approve the Smoky Valley Arts & Folklife Center Notification of Nonprofit Organization Event Promoting the Arts form and pass Resolution No. 03-2026 authorizing the serving of complimentary alcoholic liquor or cereal malt beverage at their 2026 events as listed.

Fiscal Note:

Funding Source:

REVIEW:

☐ City Administrator ☐ City Attorney

☐ City Council

Resolution No. 03-2026

RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF LINDSBORG, KANSAS APPROVING THE SERVING OF COMPLIMENTARY ALCOHOLIC LIQUOR OR CEREAL MALT BEVERAGES AT EVENTS PROMOTING THE ARTS.

WHEREAS, Raymer Society for the Arts' mission is to preserve and promote the work and memory of Lester Raymer, and provide public opportunities for artistic and cultural enrichment.

WHEREAS, pursuant to K.S.A. 41-104, complimentary alcoholic liquor or cereal malt beverage may be served at an event sponsored by a nonprofit organization promoting the arts so long as the event has been approved by the local governing body and the State of Kansas, Division of Alcoholic Beverage Control has been notified of such an event at least ten days in advance; and

WHEREAS, the City desires to approve the Raymer Society's events listed below. and authorize the serving of complimentary alcoholic liquor or cereal malt beverage at the listed locations.

DATE	EVENT	TIME	LOCATION
05/10/2026	Cinco de Mayo	5-7pm	212 S. Main St, Lindsborg, KS
09/26/2026	Poetry at the Barn	10am-7pm,	212 S. Main St, Lindsborg, KS
11/07/2026	Members' Wine & Cheese Party	5-7pm,	212 S. Main St, Lindsborg, KS
12/05/2026	CASOH	10am-5pm	Artists' studios around Lindsborg, KS

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF LINDSBORG, KANSAS:

Section 1. The Governing Body hereby authorizes the serving of complimentary alcoholic liquor or cereal malt beverages to members of the general public on the unlicensed premise for an event promoting the arts, sponsored by Raymer Society, a nonprofit 501(c)(3) organization, provided that proper notification has been given to the State of Kansas, Division of Alcoholic Beverage Control no less than ten days in advance of the event in accordance with K.S.A. 41-104(i).

Section 2. This resolution shall take effect and be in full force immediately after its adoption by the governing body of the City.

ADOPTED by the governing body of the City of Lindsborg, Kansas, and signed by the mayor this 2nd day of February 2026.

City of Lindsborg, Kansas

_____

Clark Shultz, Mayor

Attest:

_____

Roxie Sjogren, City Clerk, MMC

Approved as to form:

_____

Zachary Strella, City Attorney

CITY COUNCIL
Clark Shultz
Mayor

Tyler Johnson
Ward 1
Rebecca Van Der Wege
Ward 1
Andrew Smith
Ward 2
Kirsten Bruce
Ward 2
Lysa Palmer-Augusta
Ward 3
Larry Lysell
Ward 3
Ericka Lysell
Ward 4
Joshua Swanson
Ward 4

STAFF
Tanner Faust
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Denny Walker
Public Works Director
Roxie Sjogren
City Clerk
David Hay
Finance Director
Milton Collins
Community Development
Lauren Doak
Recreation Director
Holly Lofton
CVB Director
Terry Reed
Chief of Police
Noah Flores
Parks Director

City Council Meeting Date: February 02, 2026

Topic: Smoky Valley Arts & Folklife Center 2026 Events – Resolution 04-2026

Department: Administration

Staff Contact: Roxie Sjogren, City Clerk

Background:

The Smoky Valley Arts & Folklife Center 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 2026 events listed below.

Date	Event	Time
03/08/2026	LBK Collects Reception	2-4pm
04/12/2026	Digital Art Reception	2-4pm
05/10/2026	Debbie Wagner Reception	2-4pm
06/28/2026	Community Art Reception	2-4pm
07/26/2026	Josh Novak Reception	2-4pm
08/01/2026	Crystal Hammerschmidt Reception	2-4pm
09/06/2026	Mike Hartung Reception	2-4pm
10/04/2026	Slums Exhibition Reception	2-4pm
11/01/2026	Holiday Gift Market Reception	2-4pm
11/12/2026	Christmas Crafts and Cocktails	6-8pm
11/19/2026	Christmas Crafts and Cocktails	6-8pm
12/03/2026	Christmas Crafts and Cocktails	6-8pm
12/10/2026	Christmas Crafts and Cocktails	6-8pm
12/17/2026	Christmas Crafts and Cocktails	6-8pm

Recommendation: A motion to approve the Smoky Valley Arts & Folklife Center Notification of Nonprofit Organization Event Promoting the Arts form and pass Resolution No. 04-2026 authorizing the serving of complimentary alcoholic liquor or cereal malt beverage at their 2026 events as listed.

Fiscal Note:

Funding Source:

REVIEW:

☐ City Administrator ☐ City Attorney

☐ City Council

Resolution No. 04-2026

RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF LINDSBORG, KANSAS APPROVING THE SERVING OF COMPLIMENTARY ALCOHOLIC LIQUOR OR CEREAL MALT BEVERAGES AT EVENTS PROMOTING THE ARTS.

WHEREAS, Smoky Valley Arts and Folklife Center's mission is to promote, support, and develop the arts at the local level throughout the Smoky Valley and to provide cultural enrichment for the public.

WHEREAS, pursuant to K.S.A. 41-104, complimentary alcoholic liquor or cereal malt beverage may be served at an event sponsored by a nonprofit organization promoting the arts so long as the event has been approved by the local governing body and the State of Kansas, Division of Alcoholic Beverage Control has been notified of such an event at least ten days in advance; and

WHEREAS, the City desires to approve the Smoky Valley Arts and Folklife Center (SVAFC) 2026 events/dates listed below and authorize the serving of complimentary alcoholic liquor or cereal malt beverages at SVAFC, 114 ½ South Main Street, Lindsborg Kansas.

Date	Event	Time
03/08/2026	LBK Collects Reception	2-4pm
04/12/2026	Digital Art Reception	2-4pm
05/10/2026	Debbie Wagner Reception	2-4pm
06/28/2026	Community Art Reception	2-4pm
07/26/2026	Josh Novak Reception	2-4pm
08/01/2026	Crystal Hammerschmidt Reception	2-4pm
09/06/2026	Mike Hartung Reception	2-4pm
10/04/2026	Slums Exhibition Reception	2-4pm
11/01/2026	Holiday Gift Market Reception	2-4pm
11/12/2026	Christmas Crafts and Cocktails	6-8pm
11/19/2026	Christmas Crafts and Cocktails	6-8pm
12/03/2026	Christmas Crafts and Cocktails	6-8pm
12/10/2026	Christmas Crafts and Cocktails	6-8pm
12/17/2026	Christmas Crafts and Cocktails	6-8pm

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF LINDSBORG, KANSAS:

Section 1. The Governing Body hereby authorizes the serving of complimentary alcoholic liquor or cereal malt beverages to members of the general public on unlicensed premises of businesses by the business owner or owner's agents at the above mentioned 2026 events promoting the arts, sponsored by Raymer Society for the Arts, a nonprofit 501(c)(3) organization, provided that proper notification has been given to the State of Kansas, Division of Alcoholic Beverage Control no less than ten days in advance of the event in accordance with K.S.A. 41-104(i).

Section 2. This resolution shall take effect and be in full force immediately after its adoption by the governing body of the City.

ADOPTED by the governing body of the City of Lindsborg, Kansas, and signed by the mayor this 2nd day of February 2026.

City of Lindsborg, Kansas

_____

Clark Shultz, Mayor

Attest:

_____

Roxie Sjogren, City Clerk

Approved as to form:

_____

Zachary Strella, City Attorney