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

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. PUBLIC INPUT

4. CDBG HOUSING APPLICATION HEARING

   A. Call to Open Hearing
   B. Public Input
   C. Close Hearing

5. AMENDMENTS TO THE AGENDA

6. MAYOR'S REPORT

7. 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 February 16, 2026
   B. Payroll Ordinance No. 5577
   C. Purchase Order Ordinance No. 5578
   D. Resolution No. 04-2026

8. APPOINTMENTS

9. COMMITTEE/STAFF REPORTS

10. NEW BUSINESS

    A. Authorize Signing of CDBG Housing Application Forms
    B. Resolution No. 05-2026-Certifying Legal Authority for CDBG Grant Application
    C. Task Order LS26-001 (Wilson and Company)
    D. Task Order LS26-002 (Wilson and Company)
    E. Resolution No. 06-2026 Raymer Society Notification of Non-Profit Organization Event Promoting the Arts
    F. Annual Chip Seal
    G. BZA Set Back Variance
    H. Sundstrom Roof

11. EXECUTIVE SESSION

12. OTHER

13. ADJOURNMENT

LINDSBORG
KANSAS

Upcoming Meetings

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)

APRIL 2026

Mon. April 6	5:30 p.m.	Study Session
	6:30 p.m.	City Council Meeting
Tues. April 7	3:00 p.m.	CVB Advisory Board Meeting
Tues. April 14	6:30 p.m.	Board of Zoning Appeals (as required)
Mon. April 20	6:30 p.m.	City Council Meeting
Tues. April 21	8:30 a.m.	Tree Board Meeting
	6:30 p.m.	Design Review Board (as required)
Tues. April 28	6:30 p.m.	Planning Commission (as required)

LINDSBORG CITY COUNCIL
Lindsborg City Hall
February 16, 2026–6:30 p.m.
Meeting Minutes

COUNCILMEMBERS PRESENT: Mayor Clark Shultz, Kirsten Bruce, Joshua Swanson, Larry Lysell, Ericka Lysell, Andrew Smith, Lysa Palmer-Augusta, Tyler Johnson

MEMBERS ABSENT: Rebecca Van Der Wege

OTHERS PRESENT:
Tanner Faust, Zachary Strella, Denny Walker, Milton Collins, Chief Reed, Noah Flores, Holly Lofton, Scott Bontz, Darrel Colaw

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:
Mayor Shultz removed Item A, amending the zoning code, to be able to gather more input.

MAYOR'S REPORT:
Mayor Shultz shared an issue of the AARP magazine that includes 8 great places to live, one being Lindsborg, for City Administrator Tanner Faust to display in his office.

Mayor Shultz shared that tours of city facilities for Council will be scheduled for later this spring during the study session time before a Council meeting.

CONSENT AGENDA
Councilmember Kirsten Bruce moved to approve the minutes from the February 2, 2026, regular Council meeting, Payroll Ordinance 5575, Purchase Order Ordinance 5576, and the Elmwood Cemetery and Old Mill appropriations. 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.

OLD BUSINESS:
There was no old business.

NEW BUSINESS:

DRAFT

MOU with McPherson Rural Water District #6
A Memorandum of Understanding (MOU) has been drafted between the City of Lindsborg and McPherson County Rural Water District #6 to formalize a mutual aid partnership for limited utility services.

The primary purpose of the agreement is to allow the City to assist the District with:

> Water sample testing support, including sampling assistance and coordination of testing through appropriately certified laboratories; and
>
> Valve exercising services, including planned operation and verification of the District's valves to help maintain system reliability.

While the agreement's primary purpose is to provide assistance from the City to the Rural Water District, it provides flexibility for aid to flow in either direction if needed. All assistance will require a formal request and may be accepted or declined by the receiving party.

Councilmember Andrew Smith moved to approve the MOU with McPherson County Rural Water District #6 as presented. Seconded by Councilmember Kirsten Bruce and passed 7-0 by roll call vote.

Transformer Fan
After an inspection of the substation transformers, it was discovered that the two fans on the east transformer were not working. After looking into this further, staff determined that the fan control was bad and would need to be replaced. Staff are limited on what controls can be used for this transformer, needing to stay brand specific for this to fit and function properly.

KMEA provided a quote of $5,725.00 plus $543.88 tax for a total of $6,268.88 for the control and approximately $1500.00 in labor for installation. This includes a 2-year warranty.

Staff also received two quotes from Radwell for similar controls, one for $8,238.30, and one for $9,860.55. These quotes do not include installation or tax.

Councilmember Lysa Plamer-Augusta moved to approve the purchase and installation of a Qualitrol Fan Control from KMEA in an amount not to exceed $7,768.88. Seconded by Councilmember Joshua Swanson and passed 7-0 by roll call vote.

KRWA Voting Delegate
The Kansas Rural Water Association (KRWA) will hold its annual business meeting on Thursday, March 26, 2026, in conjunction with its annual conference in Wichita, Kansas. The conference agenda includes 49 sessions and expert presentations on water-related issues that are especially relevant to Kansas cities.

Each member city is requested to designate a voting delegate to participate in business matters of the association, as well as an alternate delegate in the event the primary delegate is unable to attend. KRWA requires notification of delegate selections no later than March 10, 2026, for delegates to participate in the meeting. This year's meeting will include the presentation of a financial report as well as the election of officers.

DRAFT

Public Works Director Denny Walker is scheduled to attend the conference on behalf of the City and, pending City Council approval, will serve as the City's voting delegate. Water/Wastewater Superintendent Cutler Croomes will serve as the alternate delegate should Mr. Walker be unable to attend.

Councilmember Kirsten Bruce moved to approve Denny Walker as a voting delegate to the Kansas Rural Water Association conference, with Cutler Croomes serving as an alternate. Seconded by Councilmember Andrew Smith and passed 7-0 by voice vote.

OTHER:
Councilmember Bruce asked if there could be a study session to go over the zoning code and invite members of the Planning Commission to join Council for that meeting.

ADJOURNMENT:
Councilmember Joshua Swanson moved for adjournment, seconded by Councilmember Kirsten Bruce, and passed -0 by voice vote. The meeting was adjourned at 6:49p.m.

Respectfully Submitted,

Roxie Sjogren

Roxie Sjogren, MMC
City Clerk

DRAFT

City of Lindsborg, KS

Expense Approval Register

: APPKT00632 - 2026.3.2 "A" COUNCIL PAYABLES

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Vendor: AIR & FIRE SYSTEMS, INC.					
AIR & FIRE SYSTEMS, INC.	77327	03/02/2026	FIRE EXT ANNUAL INSPECTI...	001-5-002-4000	32.00
				Vendor AIR & FIRE SYSTEMS, INC. Total:	**32.00**
Vendor: BLACKSMITH COFFEE SHOP & ROASTERY					
BLACKSMITH COFFEE SHOP &..	3305	03/02/2026	MELLAN/DECALF	001-5-014-4000	76.93
				Vendor BLACKSMITH COFFEE SHOP & ROASTERY Total:	**76.93**
Vendor: BOYER & PRICE LAW OFFICES					
BOYER & PRICE LAW OFFICES	INV0003065	03/02/2026	MUNICIPAL JUDGE MARCH 2...	001-5-002-4109	1,460.00
BOYER & PRICE LAW OFFICES	INV0003066	03/02/2026	MUNICIPAL JUDGE JAN INCR...	001-5-002-4109	460.00
BOYER & PRICE LAW OFFICES	INV0003067	03/02/2026	MUNICIPAL JUDGE FEB INCR...	001-5-002-4109	460.00
				Vendor BOYER & PRICE LAW OFFICES Total:	**2,380.00**
Vendor: Brock Gengler					
Brock Gengler	INV0003057	03/02/2026	REC BASKETBALL	023-5-001-4000	60.00
				Vendor Brock Gengler Total:	**60.00**
Vendor: BSN SPORTS INC					
BSN SPORTS INC	933080255	03/02/2026	PAINT FOR SOCCER FIELD	023-5-001-5000	179.98
				Vendor BSN SPORTS INC Total:	**179.98**
Vendor: CORE & MAIN LP					
CORE & MAIN LP	Y471050	03/02/2026	EJECTOR ASSEMBLY/VENT V...	084-5-001-5000	1,943.45
				Vendor CORE & MAIN LP Total:	**1,943.45**
Vendor: CROWN AND RYE					
CROWN AND RYE	10272391	03/02/2026	SV PROM CATERING	001-5-014-5200	2,345.00
				Vendor CROWN AND RYE Total:	**2,345.00**
Vendor: DSO ELECTRIC COOPERATIVE, INC.					
DSO ELECTRIC COOPERATIVE,..	INV0003061	02/25/2026	UTILITIES	024-5-001-4205	356.70
DSO ELECTRIC COOPERATIVE,..	INV0003061	02/25/2026	UTILITIES	084-5-001-4205	2,190.83
				Vendor DSO ELECTRIC COOPERATIVE, INC. Total:	**2,547.53**
Vendor: EAGLE ALIGNMENT & AUTOMOTIVE					
EAGLE ALIGNMENT & AUTO...	44670	03/02/2026	MOWER TIRES	024-5-001-4000	233.07
				Vendor EAGLE ALIGNMENT & AUTOMOTIVE Total:	**233.07**
Vendor: ETHAN STEINBRUCK					
ETHAN STEINBRUCK	INV0003059	03/02/2026	BOOT REIMBURSEMENT	070-5-021-5000	100.00
				Vendor ETHAN STEINBRUCK Total:	**100.00**
Vendor: EZRA HERNANDEZ					
EZRA HERNANDEZ	INV0003054	03/02/2026	YOUTH BASKETBALL GAMES	023-5-001-4000	120.00
				Vendor EZRA HERNANDEZ Total:	**120.00**
Vendor: JANELLE ELLIOTT					
JANELLE ELLIOTT	INV0003056	03/02/2026	SUNDSTROM CLEANING	001-5-014-4000	185.00
				Vendor JANELLE ELLIOTT Total:	**185.00**
Vendor: JCI INDUSTRIES, INC.					
JCI INDUSTRIES, INC.	8290532	03/02/2026	RFLYGT MIXER/MIXER REPLA...	028-3290	17,661.00
				Vendor JCI INDUSTRIES, INC. Total:	**17,661.00**
Vendor: JKC RENTALS, LLC					
JKC RENTALS, LLC	1-500496	03/02/2026	CONCRETE GRNDER/DUST E...	001-5-006-4000	77.00
				Vendor JKC RENTALS, LLC Total:	**77.00**
Vendor: KELLY DAUER					
KELLY DAUER	INV0003064	03/02/2026	STAGE STORAGE	001-5-002-4000	120.00
				Vendor KELLY DAUER Total:	**120.00**

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Vendor: KMEA					
KMEA	EMP3-LIND-2026-01	02/20/2026	PURCHASED POWER	070-5-020-4200	111,404.00
KMEA	DOGW-LIND-2026-03	02/27/2026	PURCHASED POWER	070-5-020-4210	72,905.00
KMEA	SPA-LIND-2026-01	02/27/2026	PURCHASED POWER	070-5-020-4200	2,361.00
				Vendor KMEA Total:	**186,670.00**
Vendor: KRPA					
KRPA	20148	03/02/2026	VIRTUAL EDUCATION WEBIN...	023-5-001-8100	25.00
				Vendor KRPA Total:	**25.00**
Vendor: LAUREN DOAK					
LAUREN DOAK	INV0003060	03/02/2026	PER DIEM STARGUARD INST...	023-5-001-4110	110.00
				Vendor LAUREN DOAK Total:	**110.00**
Vendor: LEAGUE KS MUNICIPALITIES					
LEAGUE KS MUNICIPALITIES	200016744	03/02/2026	LIFEGUARDS,LAWNCRES,LAB...	023-5-001-8100	25.00
				Vendor LEAGUE KS MUNICIPALITIES Total:	**25.00**
Vendor: LINDSBORG LAUNDRY, LLC					
LINDSBORG LAUNDRY, LLC	51042	03/02/2026	MAT SERVICE	001-5-002-4000	28.87
LINDSBORG LAUNDRY, LLC	51042	03/02/2026	MAT SERVICE	001-5-003-4000	5.83
LINDSBORG LAUNDRY, LLC	51042	03/02/2026	MAT SERVICE	001-5-004-4000	5.83
LINDSBORG LAUNDRY, LLC	51042	03/02/2026	MAT SERVICE	001-5-006-4000	8.48
LINDSBORG LAUNDRY, LLC	51042	03/02/2026	MAT SERVICE	001-5-007-4000	8.48
LINDSBORG LAUNDRY, LLC	51042	03/02/2026	MAT SERVICE	028-5-001-4000	8.35
LINDSBORG LAUNDRY, LLC	51042	03/02/2026	MAT SERVICE	070-5-021-4000	8.48
LINDSBORG LAUNDRY, LLC	51042	03/02/2026	MAT SERVICE	084-5-001-4000	8.36
LINDSBORG LAUNDRY, LLC	51060	03/02/2026	LAUNDRY SERVICE	001-5-014-4000	20.14
LINDSBORG LAUNDRY, LLC	51142	03/02/2026	MAT SERVICE	001-5-002-4000	28.87
LINDSBORG LAUNDRY, LLC	51142	03/02/2026	MAT SERVICE	001-5-003-4000	8.62
LINDSBORG LAUNDRY, LLC	51142	03/02/2026	MAT SERVICE	001-5-004-4000	8.61
LINDSBORG LAUNDRY, LLC	51142	03/02/2026	MAT SERVICE	001-5-006-4000	8.48
LINDSBORG LAUNDRY, LLC	51142	03/02/2026	MAT SERVICE	001-5-007-4000	8.48
LINDSBORG LAUNDRY, LLC	51142	03/02/2026	MAT SERVICE	001-5-008-4000	5.30
LINDSBORG LAUNDRY, LLC	51142	03/02/2026	MAT SERVICE	028-5-001-4000	8.35
LINDSBORG LAUNDRY, LLC	51142	03/02/2026	MAT SERVICE	070-5-021-4000	18.02
LINDSBORG LAUNDRY, LLC	51142	03/02/2026	MAT SERVICE	084-5-001-4000	8.36
LINDSBORG LAUNDRY, LLC	51160	03/02/2026	LAUNDRY SERVICE	001-5-014-4000	20.14
				Vendor LINDSBORG LAUNDRY, LLC Total:	**226.05**
Vendor: MALLORY SAFETY & SUPPLY LLC					
MALLORY SAFETY & SUPPLY ...	6356922	03/02/2026	BAG PATROL	001-5-003-5000	249.00
				Vendor MALLORY SAFETY & SUPPLY LLC Total:	**249.00**
Vendor: MIDWEST ELECTRIC TRANSFORMER SERVICES					
MIDWEST ELECTRIC TRANSF...	64253	03/02/2026	TRANSFORMERS/2400/1247...	070-5-021-5000	2,272.13
				Vendor MIDWEST ELECTRIC TRANSFORMER SERVICES Total:	**2,272.13**
Vendor: NEX-TECH					
NEX-TECH	11751609	03/02/2026	WIRELESS SERVICE	001-5-003-4000	150.05
				Vendor NEX-TECH Total:	**150.05**
Vendor: PACE ANALYTICAL SERVICES, INC.					
PACE ANALYTICAL SERVICES, ...	2660242404	03/02/2026	WATER ANALYSIS	028-5-001-4000	344.00
				Vendor PACE ANALYTICAL SERVICES, INC. Total:	**344.00**
Vendor: PNC EQUIPMENT FINANCE, LLC					
PNC EQUIPMENT FINANCE, L...	2458074	03/15/2026	GOLF CART LEASE	024-5-001-4000	1,261.00
PNC EQUIPMENT FINANCE, L...	2458075	03/15/2026	GPS	024-5-001-4000	323.93
				Vendor PNC EQUIPMENT FINANCE, LLC Total:	**1,584.93**
Vendor: R & R PRODUCTS, INC.					
R & R PRODUCTS, INC.	CD3116063	03/02/2026	SPACER/FLANGED/WASHERS	024-5-001-5000	76.47
				Vendor R & R PRODUCTS, INC. Total:	**76.47**

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Vendor: REACH SECURITY LLC					
REACH SECURITY LLC	1433	03/02/2026	DATA CABLING	001-5-002-4000	720.00
				Vendor REACH SECURITY LLC Total:	**720.00**
Vendor: REACH SOLUTIONS, INC.					
REACH SOLUTIONS, INC.	26371	03/02/2026	METAL MOUNTING POLE	001-5-002-4000	25.00
REACH SOLUTIONS, INC.	26453	03/02/2026	IT/EMAIL/BACKUP	001-5-002-4000	2,352.42
REACH SOLUTIONS, INC.	26453	03/02/2026	IT/EMAIL/BACKUP	001-5-003-4000	896.10
REACH SOLUTIONS, INC.	26453	03/02/2026	IT/EMAIL/BACKUP	001-5-006-4000	147.06
REACH SOLUTIONS, INC.	26453	03/02/2026	IT/EMAIL/BACKUP	001-5-007-4000	161.40
REACH SOLUTIONS, INC.	26453	03/02/2026	IT/EMAIL/BACKUP	001-5-008-4000	161.40
REACH SOLUTIONS, INC.	26453	03/02/2026	IT/EMAIL/BACKUP	001-5-014-4000	147.06
REACH SOLUTIONS, INC.	26453	03/02/2026	IT/EMAIL/BACKUP	021-5-001-4000	161.40
REACH SOLUTIONS, INC.	26453	03/02/2026	IT/EMAIL/BACKUP	023-5-001-4000	294.13
REACH SOLUTIONS, INC.	26453	03/02/2026	IT/EMAIL/BACKUP	024-5-001-4000	147.06
REACH SOLUTIONS, INC.	26453	03/02/2026	IT/EMAIL/BACKUP	028-5-001-4000	147.06
REACH SOLUTIONS, INC.	26453	03/02/2026	IT/EMAIL/BACKUP	070-5-021-4000	440.57
REACH SOLUTIONS, INC.	26453	03/02/2026	IT/EMAIL/BACKUP	070-5-022-4000	881.77
REACH SOLUTIONS, INC.	26453	03/02/2026	IT/EMAIL/BACKUP	084-5-001-4000	294.13
				Vendor REACH SOLUTIONS, INC. Total:	**6,256.56**
Vendor: REDIGAS INC					
REDIGAS INC	70220	03/02/2026	LP BULK	084-5-001-4000	342.08
				Vendor REDIGAS INC Total:	**342.08**
Vendor: ROD SCHRAGE					
ROD SCHRAGE	INV0003058	03/02/2026	BOOT REIMBURSEMENT	070-5-021-5000	100.00
				Vendor ROD SCHRAGE Total:	**100.00**
Vendor: SALINA SUPPLY COMPANY					
SALINA SUPPLY COMPANY	S100299649.001	03/02/2026	MUELLER FIRE HYDRANT/AC...	084-5-001-5000	3,500.00
				Vendor SALINA SUPPLY COMPANY Total:	**3,500.00**
Vendor: Sally Hefner					
Sally Hefner	INV0003055	03/02/2026	YOUTH BASKETBALL GAMES	023-5-001-4000	40.00
				Vendor Sally Hefner Total:	**40.00**
Vendor: SHRED-IT					
SHRED-IT	8013433628	03/02/2026	SHREDDING SERVICES	001-5-002-4000	50.50
				Vendor SHRED-IT Total:	**50.50**
Vendor: SODEXO, INC. & AFFILIATES					
SODEXO, INC. & AFFILIATES	233182	03/02/2026	CATERING/LAC AUCTION/S...	001-5-014-5200	1,052.08
SODEXO, INC. & AFFILIATES	233142	03/02/2026	CATERING BOX LUNCHES	001-5-014-5200	246.18
SODEXO, INC. & AFFILIATES	233159	03/02/2026	CATERING SWEDISH BUFFETT	001-5-014-5200	1,417.50
SODEXO, INC. & AFFILIATES	INV0003063	03/02/2026	CLEANING SERVICES 2.1.26-3...	001-5-002-4000	1,280.00
				Vendor SODEXO, INC. & AFFILIATES Total:	**3,995.76**
Vendor: SOUTH CENTRAL KS TOURISM REGION					
SOUTH CENTRAL KS TOURISM..	INV0003062	03/02/2026	MEMBERSHIP APPLICATOIN ...	001-5-008-4000	120.00
				Vendor SOUTH CENTRAL KS TOURISM REGION Total:	**120.00**
Vendor: Strella Legal Services, LLC					
Strella Legal Services, LLC	INV0003068	03/02/2026	ITY ATTORNEY MARCH 2026	001-5-002-4000	1,460.00
Strella Legal Services, LLC	INV0003069	03/02/2026	CITY ATTORNEY JAN INCREASE	001-5-002-4000	35.00
Strella Legal Services, LLC	INV0003070	03/02/2026	CITY ATTORNEY FEB INCREASE	001-5-002-4000	35.00
Strella Legal Services, LLC	INV0003071	03/02/2026	CITY PROSECUTOR MARCH 2...	001-5-002-4109	1,460.00
Strella Legal Services, LLC	INV0003072	03/02/2026	CITY PROSECUTOR JAN INCR...	001-5-002-4109	35.00
Strella Legal Services, LLC	INV0003073	03/02/2026	CITY PROSECUTOR FEB INCR...	001-5-002-4109	35.00
				Vendor Strella Legal Services, LLC Total:	**3,060.00**
Vendor: TBS ELECTRONICS, INC.					
TBS ELECTRONICS, INC.	00135666	03/02/2026	MAH LI ION BATTERY/ANTE...	001-5-004-5000	276.40
				Vendor TBS ELECTRONICS, INC. Total:	**276.40**
Vendor: TESCO					
TESCO	218350	03/02/2026	QUARTERLY HUB SERVICES	070-5-021-4000	2,944.00

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
TESCO	218350	03/02/2026	QUARTERLY HUB SERVICES	084-5-001-4000	2,944.00
				Vendor TESCO Total:	**5,888.00**
Vendor: TOTAL SECURITY SOURCE, INC.					
TOTAL SECURITY SOURCE, IN...	A56881	03/02/2026	USCAN ENTRANCE LEVER	028-5-001-5000	177.50
				Vendor TOTAL SECURITY SOURCE, INC. Total:	**177.50**
Vendor: WILLARD KEDING					
WILLARD KEDING	BID	03/02/2026	REMOVAL OF BUILDING AT L...	001-5-002-4000	3,500.00
				Vendor WILLARD KEDING Total:	**3,500.00**
				Grand Total:	**247,820.39**

Fund Summary

Fund	Expense Amount
001 - GENERAL FUND	21,394.21
021 - INDUSTRIAL DEVEL. FUND	161.40
023 - RECREATION FUND	854.11
024 - MUNICIPAL GOLF COURSE	2,398.23
028 - SPECIAL SEWER FUND	18,346.26
070 - ELECTRIC FUND	193,434.97
084 - WATER FUND	11,231.21
Grand Total:	**247,820.39**

Account Summary

Account Number	Account Name	Expense Amount
001-5-002-4000	CONTRACT SERVICES	9,667.66
001-5-002-4109	COURT EXPENSES	3,910.00
001-5-003-4000	CONTRACT SERVICES	1,060.60
001-5-003-5000	COMMODITIES	249.00
001-5-004-4000	CONTRACT SERVICES	14.44
001-5-004-5000	COMMODITIES	276.40
001-5-006-4000	CONTRACT SERVICES	241.02
001-5-007-4000	CONTRACT SERVICES	178.36
001-5-008-4000	CONTRACT SERVICES	286.70
001-5-014-4000	CONTRACT SERVICES	449.27
001-5-014-5200	CATERING	5,060.76
021-5-001-4000	CONTRACT SERVICES	161.40
023-5-001-4000	CONTRACT SERVICES	514.13
023-5-001-4110	MEETING EXPENSES	110.00
023-5-001-5000	COMMODITIES	179.98
023-5-001-8100	CONTINUING EDUCATION	50.00
024-5-001-4000	CONTRACT SERVICES	1,965.06
024-5-001-4205	UTILITIES	356.70
024-5-001-5000	COMMODITIES	76.47
028-3290	ENCUMBRANCES	17,661.00
028-5-001-4000	CONTRACT SERVICES	507.76
028-5-001-5000	COMMODITIES	177.50
070-5-020-4200	PURCHASED POWER	113,765.00
070-5-020-4210	DOGWOOD ENERGY	72,905.00
070-5-021-4000	CONTRACT SERVICES	3,411.07
070-5-021-5000	COMMODITIES	2,472.13
070-5-022-4000	CONTRACT SERVICES	881.77
084-5-001-4000	CONTRACT SERVICES	3,596.93
084-5-001-4205	ELECTRICITY @ RURAL …	2,190.83
084-5-001-5000	COMMODITIES	5,443.45
	Grand Total:	**247,820.39**

Project Account Summary

Project Account Key	Expense Amount
None	247,820.39
Grand Total:	**247,820.39**

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 Smoky Valley Arts and Folklife Center, 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 March 2026.

City of Lindsborg, Kansas

_____
Clark Shultz, Mayor

Attest:

_____
Roxie Sjogren, City Clerk

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
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STAFF
Tanner Faust
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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: March 02, 2026

Topic: Housing Rehab CDBG Public Hearing

Department: Community Development

Staff Contact: Tanner Faust, City Administrator

Background: At this point, the Council will have opened and closed the public hearing as required by the Department of Commerce for the city's application to be considered. Following this public hearing I ask that the Council to consider the approval of the related grant forms. These forms include an applicant/recipient disclosure/update report, a statement of assurances and certifications, residential Anti-displacement and Relocation Assistance Plan (should we opt into the demolition portion of the program), city contribution letter, and finally a determination of level of review.

Megan Unruh, from SCKEDD, has provided an additional document that provides an overview of each form and its purpose.

Recommendation: Motion to authorize the signing of the required grant application documents.

Fiscal Note: N/A

Funding Source: N/A

REVIEW:

- [x] City Administrator
- [ ] City Attorney
- [ ] City Council

Supporting Documents for 2026 CDBG Housing Rehabilitation Application

Summary of Required Application Documents

As part of the City of Lindsborg's 2026 Small Cities Community Development Block Grant (CDBG) Housing Rehabilitation application, the following documents are required for submission to the Kansas Department of Commerce:

1. City Contribution Letter

Purpose:
Confirms the City's commitment to provide $4,000 in local funds toward the required Environmental Review for the project.

Action Required:
This letter must be placed on official City letterhead and signed by the Mayor prior to submission.

2. Resolution Authorizing Application

Purpose:
Formally certifies that the City has the legal authority to apply for the CDBG program and authorizes the Mayor to sign and submit the application on behalf of the City. The mayor will be the primary signatory for all grant documents.

Action Required:
Must be approved by the Governing Body and signed by the Mayor and City Clerk.

3. Statement of Assurances and Certifications

Purpose:
Certifies that the City agrees to comply with all applicable federal and state laws and regulations governing the CDBG program, including civil rights, environmental review, relocation requirements, and financial management standards.

Action Required:
Signed by the Mayor.

4. Determination of Level of Environmental Review

Purpose:
Identifies the level of environmental review required for the project under federal regulations (24 CFR Part 58). This project qualifies as a Categorical Exclusion subject to §58.5.

Action Required:
Signed by the Mayor as the Responsible Entity.

5. Residential Anti-Displacement and Relocation Plan

Purpose:
Certifies that the City will comply with federal anti-displacement and relocation requirements and outlines how any potential displacement would be handled.
For this project, one vacant structure is proposed for demolition and no residents will be displaced.

Action Required:
Adopted and signed by the Mayor.

6. HUD Applicant/Recipient Disclosure Report (HUD-2880)

Purpose:
Discloses financial interests and participating entities involved in the administration and implementation of the project, as required by HUD regulations.

Action Required:
Signed by the Mayor.

Project Overview (for Reference)

The City is applying for $300,000 in CDBG funding to rehabilitate approximately nine (9) residential structures occupied by qualifying low- and moderate-income households and to demolish one (1) vacant, blighted structure. The total estimated project cost is $336,500, with $36,500 in local match funds.

LINDSBORG
KANSAS

March 2nd, 2026

Kansas Department of Commerce
Community Development Block Grant Program
915 SW Harrison St., Suite 250
Topeka, KS 66612

RE: City of Lindsborg Commitment of Funds
2026 CDBG Housing Rehabilitation Grant Application

Dear Mr. Parks,

The City of Lindsborg is pleased to submit this letter as part of our application for the 2026 Community Development Block Grant (CDBG) Housing Rehabilitation Program. This letter serves as a formal commitment of funds in support of the environmental review requirements for the proposed housing rehabilitation and demolition project.

The City of Lindsborg confirms its commitment to contribute $4,000 toward the completion of the environmental review necessary for the successful implementation of this project. This funding will ensure compliance with all applicable federal and state environmental regulations and will support the timely advancement of the rehabilitation of approximately nine (9) residential structures and the demolition of one (1) vacant, blighted structure within the City.

The City appreciates the Kansas Department of Commerce's continued partnership and support of community development efforts. We look forward to the opportunity to improve housing conditions for low- and moderate-income residents through this program.

Sincerely,

Clark Shultz
Mayor
City of Lindsborg

STATEMENT OF ASSURANCES AND CERTIFICATIONS

The applicant hereby assures and certifies with respect to the grant that:

(1) It possesses legal authority to make a grant submission and to execute a community development and housing program.

(2) Its governing body has duly adopted or passed as an official act a resolution, motion, or similar action authorizing the person identified as the official representative of the grantee to submit the final statement, all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the grantee to act in connection with the submission of the final statement and to provide such additional information as may be required.

(3) Prior to submission of its application to Commerce, the grantee has met the citizen participation requirements, prepared its application of community development objectives and projected use of funds, and made the application available to the public, as required by Section 104(a)(2) of the Housing and Community Development Act of 1974, as amended, and implemented at 24 CFR 570.486.

(4) It has developed its final statement (application) of projected use of funds so as to give maximum feasible priority to activities which benefit low- and moderate-income families or aid in the prevention or elimination of slums or blight; the final statement (application) of projected use of funds may also include activities that the grantee certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available.

(5) Its chief executive officer or other officer of the grantee approved by Commerce:

(a) Consents to assume the status of a responsible federal official under the National Environmental Policy Act of 1969 and other provisions of federal law as specified in 24 CFR 58.1(a);
(b) Is authorized and consents on behalf of the grantee and himself/herself to accept the jurisdiction of the federal courts for the purpose of enforcement of his/her responsibilities as such an official; and

(6) The grant will be conducted and administered in compliance with the following federal and state regulations (see Appendix A: Applicable Laws and Regulations):

(a) Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352), and implementing regulations issued at 24 CFR Part 1:

(b) Fair Housing Amendments Act of 1988, as amended, administering all programs and activities relating to housing and community development in a manner to affirmatively further fair housing; and will take action to affirmatively further fair housing in the sale or rental of housing, the financing of housing, and the provision of brokerage services;

(c) Section 109 of the Housing and Community Development Act of 1974, as amended; and the regulations issued pursuant thereto (24 CFR Section 570.602);

(d) Section 3 of the Housing and Urban Development Act of 1968, as amended; and implementing regulations at 24 CFR Part 75;

(e) Executive Order 11246, as amended by Executive Orders 11375 and 12086 and implementing regulations issued at 41 CFR Chapter 60;

(f) Executive Order 11063, as amended by Executive Order 12259 and implementing regulations at 24 CFR Part 107;

(g) Section 504 of the Rehabilitation Act of 1973 (Pub. L. 93-112), as amended and implementing regulations when published for effect;

(h) The Age Discrimination Act of 1975, as amended, (Pub. L. 94-135), and implementing regulations when published for effect;

(i) The relocation requirements of Title II and the acquisition requirements of Title III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and the implementing regulations at 24 CFR 570.488;

(j) Anti-displacement and relocation plan requirements of Section 104(d) of Title I, Housing and Community Development Act of 1974, as amended:

(k) Relocation payment requirements of Section 105(a)(11) of Title I, Housing and Community Development Act of 1974, as amended.

(l) The labor standards requirements as set forth in 24 CFR 570.603 and HUD regulations issued to implement such requirements;

(m) Executive Order 11988 relating to the evaluation of flood hazards and Executive Order 11288 relating to the prevention, control, and abatement of water pollution;

(n) The regulations, policies, guidelines and requirements of 2 CFR Part 200 as they relate to the acceptance and use of federal funds under this federally assisted program;

(o) The American Disabilities Act (ADA) (P.L. 101-336: 42 U.S.C. 12101) provides disabled people access to employment, public accommodations, public services, transportation, and telecommunications;

(7) The conflict of interest provisions of 24 CFR 570.489 apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the state, or of a unit of general local government, or of any designated public agencies, or sub recipients which are receiving CDBG funds. None of these persons may obtain a financial interest or benefit from the activity, or have an interest or benefit from the activity, or have an interest in any contract, subcontract, or agreement with respect thereto, or the proceeds thereunder, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter, and that it shall incorporate or cause to be incorporated, in all such contracts or subcontracts a provision prohibiting such interest pursuant to the purpose of this certification;

(8) It will comply with the provisions of the Hatch Act that limits the political activity of employee;

(9) It will give the state, HUD, and the Comptroller General or any authorized representative access to and the right to examine all records, books, papers, or documents related to the grant;

(10) It will comply with the lead-based paint requirements of 24 CFR Part 35 Subpart B issued pursuant to the Lead-Based Paint Hazard Elimination Act (42 U.S.C. 4801 et seq.).

(11) The local government will not attempt to recover any capital costs of public improvements assisted in whole or in part with CDBG funds by assessing properties owned and occupied by low- and moderate-income persons unless: (a) CDBG funds are used to pay the proportion of such assessment that relates to non CDBG funding or; (b) the local government certifies to the state that, for the purposes of assessing properties owned and occupied by low- and moderate-income persons who are not very low-income, that the local government does not have sufficient CDBG funds to comply with the provision of (a) above.

(12) It accepts the terms, conditions, selection criteria, and procedures established by this program description and that it waives any right it may have to challenge the legitimacy and the propriety of these terms, conditions, criteria, and procedures in the event that its application is not selected for CDBG funding.

(13) It will comply with the regulations, policies, guidelines, and requirements with respect to the acceptance and use of federal funds for this federally assisted program.

(14) It will comply with all parts of Title I of the Housing and Community Development Act of 1974, as amended, which have not been cited previously as well as with other applicable laws.

The applicant hereby certifies that it will comply with the above stated assurances.

	Clark Shultz
Signature, Chief Elected Official	Name (typed or printed) 3/2/2026
Mayor of Lindsborg, Kansas	
Title	Date

To Whom It May Concern:

As Chief Elected Official of the City of Lindsborg, Kansas, I hereby certify that I have knowledge of all activities in the above-referenced application. I also certify that I am aware that the regulations of the CDBG program prevent the use of any facility built or rehabilitated with CDBG funds, or any portion thereof, to be used for the conduct of official business. I therefore certify that no portion of the above application violates this regulation.

_____
Clark Shultz, Mayor

ATTEST:

_____
Roxie Sjogren, City Clerk

Kansas Department of Commerce
Community Development Block Grant (CDBG) Program
915 SW Harrison St., Suite 250
Topeka, KS 66612

DETERMINATION OF LEVEL OF REVIEW

ENVIRONMENTAL REVIEW RECORD (ERR)

Grantee Name & Project Number: Lindsborg Housing 2026

Project Location: City of Lindsborg

Project Description:

Rehabilitation of approximately 9 dwellings occupied by qualifying low-to-moderate-income families, with approximately two (2) rental units and seven (7) owner-occupied homes and the demolition of approximately one (1) blighted residential structure within the target area bounded by the City limits of Lindsborg, Kansas. The estimated project cost is $336,500, with the grant request for $300,000.00 and a local match of $36,500.00 derived from landlord contributions, the Kansas Weatherization Assistance Program, and City funds.

The subject project has been reviewed pursuant to HUD regulations 24 CFR Part 58, "Environmental Review Procedures for Entities Assuming HUD Environmental Responsibilities," and the following determination with respect to the project is made:

☐ Exempt from NEPA review requirements per 24 CFR 58.34(a)(3)(i)

☐ Categorical Exclusion NOT Subject to §58.5 authorities per 24 CFR 58.35(b)(3)(i)

☒ Categorical Exclusion SUBJECT to §58.5 authorities per 24 CFR 58.35(a)(3)(i)

☐ An Environmental Assessment (EA) is required to be performed.

☐ An Environmental Impact Statement (EIS) is required to be performed.

The ERR (see §58.38) must contain all the environmental review documents, public notices and written determinations or environmental findings required by Part 58 as evidence of review, decision making and actions pertaining to a particular project. Include additional information including checklists, studies, analyses and documentation as appropriate.

Clark Shultz, Mayor of Lindsborg, KS

Chief Elected Official (print name/title) Chief Elected Official's Signature

Date: 3/2/2026

(Minimum required by all applicants for funding – must be submitted with application)

Residential Anti-displacement and Relocation Assistance Plan
under Section 104(d) of the
Housing and Community Development Act of 1974, as Amended

The jurisdiction will replace all occupied and vacant occupiable low- and moderate-income dwelling units demolished or converted to a use other than as low- moderate-income housing as a direct result of activities assisted with funds provided under the Housing and Community Development Act of 1974, as amended, as described in 24 CFR Part 570.488.

All replacement housing will be provided within three years of the commencement of the demolition or rehabilitation relating to conversion. Before obligating or expending funds that will directly result in such demolition or conversion, the City of Lindsborg will make public and submit to the Kansas Department of Commerce the following information in writing:

1. A description of the proposed assisted activity;

2. The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be demolished or converted to a use other than as low- and moderate-income dwelling units as a direct result of the assisted activity;

3. A time schedule for the commencement and completion of the demolition or conversion;

4. The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be provided as Section 104(d) replacement dwelling units;

5. The source of funding and a time schedule for the provision of Section 104(d) replacement dwelling units; and

6. The basis for concluding that each Section 104 (d) replacement dwelling unit will remain a low- and moderate-income dwelling unit for at least ten years from the date of initial occupancy.

The jurisdiction will provide relocation assistance, as described in Section 570.488 to each low- and moderate-income household displaced by the demolition of housing or by the conversion of a low- and moderate-income dwelling to another use as a direct result of assisted activities.

Consistent with the goals and objectives of activities assisted under the act, the jurisdiction will take the following steps to minimize the displacement of persons from their homes:

Based on initial review of project, the following occupied dwellings (by address) will be demolished with grant funds (should contain proposed demolitions):

Proposed demolition of 415 S. Third Street, a vacant and unoccupied residential structure. No residents will be displaced as a result of this activity.

As chief official of the jurisdiction, I hereby certify that the above plan was officially adopted by the jurisdiction of the City of Lindsborg on the 2nd day of March, 2026.

Date: _____ Signature – Chief Elected Official: _____

Mayor, Clark Shultz

Applicant/Recipient Disclosure/Update Report

U.S. Department of Housing and Urban Development

OMB Number: 2501-0017
Expiration Date: 1/31/2026

Public Reporting Burden Statement: This collection of information is estimated to average 2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed, and completing and reviewing the collection of the requested information. Comments regarding the accuracy of this burden estimate and any suggestions for reducing this burden can be sent to: U.S. Department of Housing and Urban Development, Office of the Chief Data Officer, R, 451 7th St SW, Room 8210, Washington, DC 20410-5000. Do not send completed HUD-2880 forms to this address. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a valid OMB control number. This agency is authorized to collect this information under Section 102 of the Department of Housing and Urban Development Reform Act of 1989. The information you provide will enable HUD to carry out its responsibilities under this Act and ensure greater accountability and integrity in the provision of certain types of assistance administered by HUD. This information is required to obtain the benefit sought in the grant program. Failure to provide any required information may delay the processing of your application and may result in sanctions and penalties including of the administrative and civil money penalties specified under 24 CFR §4.38. This information will not be held confidential and may be made available to the public in accordance with the Freedom of Information Act (5 U.S.C. §552). The information contained on the form is not retrieved by a personal identifier, therefore it does not meet the threshold for a Privacy Act Statement.

Applicant/Recipient Information * UEI Number: [redacted] * Report Type: Initial ☒ Update ☐

1. Applicant/Recipient Name, Address, and Phone (include area code)

* Applicant Name: City of Lindsborg
* Street 1: 101 S Main
Street 2:
City: Lindsborg | State Abbreviation: KS | * Zip Code: 67456
County: McPherson
* Country: USA
* Phone: (785) 227-3355

2. Employer ID Number (do not include individual social security numbers):
3. HUD Program Name: Community Development Block Grant, Small Cities Program
4. Amount of HUD Assistance Requested/Received: $ 300,000
5. State the name and location (street address, City and State) of the project or activity

Project Name: 2026 Home Rehabilitation Project
* Street 1: Rehabilitation Area Bounded by the City Limits of Lindsborg, Kansas
Street 2:
City: Lindsborg | State Abbreviation: Kansas | * Zip Code: 67456
County: McPherson
* Country: USA: UNITED STATES

Part I Threshold Determinations

1. Are you applying for assistance for a specific project or activity? These terms do not include formula grants, such as public housing operating subsidy or CDBG block grants. For further information see 24 CFR Sec. §4.3.

☒ Yes ☐ No

2. Have you received or do you expect to receive assistance within the jurisdiction of the Department (HUD), involving the project or activity in this application, in excess of $200,000 during this fiscal year (Oct. 1-Sep. 30)? For further information, see 24 CFR §4.9.

☐ Yes ☒ No

If you answered "No" to either question 1 or 2, **Stop!** You do not need to complete the remainder of this form. However, you must sign the certification at the end of the report.

Part II Other Government Assistance Provided or Requested/Expected Sources and Use of Funds. Such assistance includes, but is not limited to, any grant, loan, subsidy, guarantee, insurance, payment, credit, or tax benefit.

Department/State/Local Agency Name	Department/State/Local Agency Name
* Government Agency Name:	* Government Agency Name:
Government Agency Address:	Government Agency Address:
* Street 1:	* Street 1:
Street 2:	Street 2:
City: State Abbreviation: * Zip Code:	City: State Abbreviation: * Zip Code:
County:	County:
Country:	Country:
* Type of Assistance:	* Type of Assistance:
* Amount Requested/Provided: $	* Amount Requested/Provided: $
* Expected Uses of the Funds:	* Expected Uses of the Funds:

Note: For Part 1, use additional pages if necessary. Add Attachment:

Part III Interested Parties. You must disclose:

1. All developers, contractors, or consultants involved in the application for assistance or in the planning, development, or implementation of the project or activity.

* Alphabetical list of all persons with a reportable financial interest in the project or activity (for individuals, give the last name first)	* Unique Entity ID	* Type of Participation in Project/Activity	* Financial Interest in Project/Activity ($ and %)			
SCKEDD	[redacted]	Grant Administration & ER	$	39,000	11.59	%
SCKEDD		Risk Assessment & Inspections	$	57,250	17.01	%
			$			%

2. Any other person who has a financial interest in the project or activity for which the assistance is sought that exceeds $50,000 or 10 percent of the assistance (whichever is lower).

* Alphabetical list of all persons with a reportable financial interest in the project or activity (for individuals, give the last name first)	* City of Residence	* Type of Participation in Project/Activity	* Financial Interest in Project/Activity ($ and %)			
			$			%
			$			%
			$			%

Note: For Part 2, use additional pages if necessary. Add Attachment:

Certification:

I/We, the undersigned, certify under penalty of perjury that the information provided above is true and correct.
Warning: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§ 287, 1001, 1010, 1012, 1014; 31 U.S.C. §3729, 3802).

* Signature:	* Date: (mm/dd/yyyy):

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
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Joshua Swanson
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STAFF

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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: March 02, 2026

Topic: Housing Rehab CDBG Resolution

Department: Community Development

Staff Contact: Tanner Faust, City Administrator

Background: This resolution 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.

The resolution further authorizes the Mayor to serve as the City's official representative for purposes of signing and submitting the grant application. It also formally commits the City's required local match in the form of cash funds and force account labor toward the proposed project.

Should this resolution be adopted, the city will proceed with the grant application process.

Recommendation: Motion to adopt the resolution as presented.

Fiscal Note: N/A

Funding Source: N/A

REVIEW:

- [x] City Administrator
- [ ] City Attorney
- [ ] City Council

THE CITY OF LINDSBORG, KANSAS

RESOLUTION NO. 05-2026

RESOLUTION CERTIFYING LEGAL AUTHORITY
TO APPLY FOR THE 2026 KANSAS
SMALL CITIES COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
FROM THE KANSAS DEPARTMENT OF COMMERCE
AND AUTHORIZING THE MAYOR
TO SIGN AND SUBMIT SUCH AN APPLICATION

WHEREAS, The City of Lindsborg, Kansas is a legal governmental entity as provided by the laws of the STATE OF KANSAS, and

WHEREAS, The City of Lindsborg, Kansas intends to submit an application for assistance from the COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM.

THE APPLICANT hereby certifies that the City of Lindsborg, Kansas is a legal governmental entity under the status of the laws of the STATE OF KANSAS and thereby has the authority to apply for assistance from the KANSAS SMALL CITIES COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM.

THE APPLICANT hereby authorizes the MAYOR of Lindsborg, Kansas to act as the applicant's official representative in signing and submitting an application for the assistance to the COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM.

THE APPLICANT hereby dedicates $ 4,000.00 in cash funds toward this project and $ 00.00 in force account labor for same.

APPROVED BY THE GOVERNING BODY OF THE CITY OF Lindsborg, KANSAS, this 2nd day of March, 2026.

APPROVED _____
MAYOR, CLARK SHULTZ

ATTEST _____
CITY CLERK, ROXIE SJOGREN, MMC

(SEAL)

THE CITY OF LINDSBORG, KANSAS

CITY COUNCIL

Clark Shultz
Mayor

Tyler Johnson
Ward 1
Rebecca Van Der Wege
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Kirsten Bruce
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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: March 02, 2026

Topic: Wilson & Company Task Order (LS26-001)

Department: Public Works

Staff Contact: Tanner Faust, City Administrator

Background: 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.

Recommendation: A motion to approve Task Order LS26-001 from Wilson & Co. for On-Call Professional Services for a not-to-exceed price of $10,600.00.

Fiscal Note: $10,600.00; funds approved for LS26-001 will only be billed out when services are utilized.

Funding Source: Public Works (Streets, Water, Wastewater) & Stormwater Utility Contract Services.

REVIEW:

- [x] City Administrator
- [ ] City Attorney
- [ ] City Council

Exhibit A: LS26-001

City of Lindsborg On-Call Professional Services

Task Order Scope

Description: On-Call Professional Services

Project Location: City wide

Scope of Work: The scope listed below defines the work to be completed in Task Order LS26-001**.**

Task Order LS26-001 work is defined as: Engineer will designate a representative to serve as a consultant to the Owner. The entire engineering and architectural capabilities of the Engineer will be available, through this person, to the Owner.

Engineering, architectural or planning services that are limited in scope, are of indeterminate scope, or as agreed upon. Examples of on-call services to be provided under this task order include:

a. General consultation.
b. Engineering studies, reports, and investigations.
c. Architectural concept studies, planning studies, or zoning consultations.
d. Utility rate reviews, special assessment calculations, or other financial studies.
e. Property/boundary surveys or topographic surveys, not a part of a specific project design.
f. Review of construction documents, plans, specifications, preliminary plat, final plats and maps submitted by consultants other than Wilson & Company.
g. Coordination and supervision of soils investigations and testing by commercial testing laboratories.
h. Assistance in preparation of federal or state grant applications, permits, or environmental impact studies or any other technical documents related to city engineering, architectural or planning functions or intentions.
i. Attend meetings with City to discuss reports, comments, or other project-related topics, as requested by City.
j. Site visits as requested by City.
k. Provide miscellaneous consultation as requested by the City.

Additional engineering services, beyond the scope and/or budget of this task order will be completed by mutual agreement, and supplemental Task Orders.

Project Team and Compensation
Per Exhibit C and in accordance with the Master Owner-Engineer agreement.

The level of effort which will be needed or requested is estimated only. Only the actual effort expended will be invoiced. If additional efforts are needed, then a new Task Order may be required.

Schedule: This task order will terminate when the budget is exhausted and will be replaced with a new Task Order.

Engineer Designated Representative(s): Michael E. Kramer, P.E.. Doug Goetz, P.E.
Jeff Holste, P.E.

Owner Designated Representative(s): Tanner Faust, City Administrator
Denny Walker, Public Works Director

Exhibit C: LS26-001

Work Estimate Form

Description: On-Call Professional Services

Fee Type: Cost Plus

Direct Salary Position Classification	Hourly Rate	Estimated Hours	Total Cost
Principal In Charge (Licensed)	$95.00	1	$95.00
Project Manager (Licensed)	$76.00	8	$608.00
Senior Design Lead (Licensed)	$68.00	4	$272.00
Designer Engineer (Licensed)	$55.00	15	$825.00
Design Engineer (Unlicensed)	$42.00	12	$504.00
Designer/Planner (Unlicensed)	$39.00	10	$390.00
CADD Design Technician	$36.00	8	$288.00

Overhead Rate = 189.32% Total Hours => 58

Subtotal	$2,982.00
Overhead	$5,645.52
Subtotal	$8,627.52
Fee	$1,294.13
(Rounding)	$78.35
Subtotal	$10,000.00
Direct Expense	$600.00
Upper Limit	$10,600.00

Direct Expense	A	unit	B	A*B
Misc/Postage				$0.00
Mileage	500.0	mi.	$0.700	$350.00
Meals		day	$25.00	$0.00
Counts		day	$179.00	$0.00
Equipment	2.0	day	$125.00	$250.00
Misc/Postage				
		Direct Expenses		$600.00

Wilson & Company, Inc., Eng & Arch Signature

Consultant: Justin C. Klaudt, PE

Vice President (Date)

City of Lindsborg Signatures

Signature

Name Title (Date)

Signature

Name Title (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

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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: March 02, 2026

Topic: Wilson & Company Task Order (LS26-002)

Department: Public Works

Staff Contact: Tanner Faust, City Administrator

Background: 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.

Recommendation: A motion to approve Task Order LS26-002 for engineering services from Wilson & Co. for a not-to-exceed price of $19,950.00.

Fiscal Note: $19,950.00

Funding Source: Special Streets Capital Outlay

REVIEW:

- [x] City Administrator
- [ ] City Attorney
- [ ] City Council

Exhibit A: LS26-002

City of Lindsborg
K-4 Grade Separation Removal

Task Order Scope

Description: KDOT K-4 Grade Separation Removal

Scope of Work: The scope listed below defines the work to be completed in Task Order LS26-002**.**

Task Order LS26-002 work is defined as: This task order is for the purpose of fulfilling the "City Engineer" role as it pertains specifically to the K-4 Grade Separation Removal (KDOT Project Number 4-59 KA-7406). The Engineer will provide technical representation for the City through the process to assist City staff in communicating and advocating for the City's interests in the project. This may include but is not limited to:

- Review of Field Check Plans
    - Reviews are to be high-level in nature and focus on overall support for City interests, not technical or quality control aspects of KDOT work
- Attendance at Field Check Meeting
- Attendance at a City Council meeting/work session to discuss the project
- Internal discussions
- Informal discussions with KDOT and/or KDOT representatives

Project Assumptions:

- Other appropriate City staff will attend meetings as well to provide a well-rounded representation of the City's interests.
- Meetings will be a mix of in-person and virtual.
- No documents, displays, or other deliverables will be produced by Engineer for the project

Project Team and Compensation
Per Exhibit C and in accordance with the Master Owner-Engineer agreement.

The level of effort which will be needed or requested is estimated only. If additional efforts are needed, then a new Task Order may be required.

Engineer Designated Representative(s): Tyler Glissman, P.E..
Jeff Holste, P.E.
Michael E. Kramer, P.E.

Owner Designated Representative: Tanner Faust, City Administrator

Exhibit C: LS26-002

Work Estimate Form

Description: KDOT K-4 Grade Separation Removal

Fee Type: Cost Plus

Direct Salary Position Classification	Hourly Rate	Estimated Hours	Total Cost
Principal In Charge (Licensed)	$95.00	26	$2,470.00
Project Manager (Licensed)	$76.00	15	$1,140.00
Senior Design Lead (Licensed)	$68.00	28	$1,904.00
Designer Engineer/Planner (Licensed)	$55.00	4	$220.00
Design Engineer (Unlicensed)	$42.00		$0.00
Designer/Planner (Unlicensed)	$39.00	4	$156.00
CADD Design Technician	$36.00		$0.00
			$0.00
			$0.00
			$0.00

Overhead Rate 189.32 %

Direct Expense	A	unit	B	A*B
Subconsultants	-	l.s.		
Mileage	500.0	mi.	$0.70	$350.00
Hotel		day	$135.00	$0.00
(rounding)	1.0	l.s.	$2.91	$2.91
GPS		day	$125.00	$0.00
				$0.00
			Direct Expenses	$352.91

Subtotal	$5,890.00
Overhead	$11,150.95
Subtotal	$17,040.95
Fee (15%)	$2,556.14
Subtotal	$19,597.09
Direct Expense	$352.91
Upper Limit	$19,950.00

Wilson & Company, Inc., Eng & Arch Signature

Consultant: Justin C. Klaudt, PE

Principal (Date)

City of Lindsborg Signatures

Signature

Name Title (Date)

Signature (if needed)

Name Title (Date)

Proposal Man-hour Detail

KDOT K-4		Principal			Planning	
		Engineer	Engineer	Engineer	Lead	Planner
	Number	Glissman	Holste	Kramer	Schylon	
1. Project Management		**0**	**0**	**2**	**0**	**0**
General Project Management, Proj. Management Plan, Project Setup				2		
2. Formal Meetings		**16**	**6**	**16**	**4**	**4**
Field Check Plan Reviews	x1	4	4	4		
Field Check Meeting	x1	4		4		
Follow up to Field Check	x1	4		4		
City Meeting (incl prep & drive time)	x1	4	2	4	4	4
3. Informal Meetings/Discussions		**10**	**9**	**10**	**0**	**0**
Wilson internal discussions (no dedicated trips)		4	4	4		
Wilson-City internal meetings/discussions (no dedicated trips)		2	2	2		
KDOT calls/discussions (no dedicated trips)		2	1	2		
Consultant calls/discussions (no dedicated trips)		2	2	2		
PROJECT TOTAL		26	15	28	4	4

CITY COUNCIL

Clark Shultz
Mayor

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Ward 1
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CVB Director
Terry Reed
Chief of Police
Noah Flores
Parks Director

City Council Meeting Date: March 02, 2026

Topic: Raymer Society for the Arts 2026 Events – Resolution 06-2026

Department: Administration

Staff Contact: Roxie Sjogren, City Clerk

Background:

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.

Recommendation: A motion 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.

Fiscal Note: N/A

Funding Source: N/A

REVIEW:

☐ City Administrator ☐ City Attorney

☐ City Council

Alcoholic Beverage Control
109 SW 9th Street, 5th Floor
PO Box 3506
Topeka KS 66601-3506

Kansas
Department of Revenue

Phone: 785-296-7015
Fax: 785-296-7185
kdor_abc.licensing@ks.gov
www.ksrevenue.gov/abc.html

NOTIFICATION OF NON-PROFIT ORGANIZATION EVENT PROMOTING THE ARTS

WHO MUST COMPLETE THIS FORM?

A non-profit organization that wishes to sponsor an event promoting the arts must complete this form if non-licensed businesses wish to serve free alcoholic liquor or Cereal Malt Beverages to members of the general public during the event. Notification must be received by the Director **at least 10 days prior** to the event.

The local governing body must approve the event by ordinance or resolution, which must be submitted with this form.

Complete this form and return to the address or fax number above **at least 10 days prior** to the event.

Non-Profit Organization Information:

Organization Name			
Raymer Society for the Arts			
Organization Mailing Address	**City**	**State**	**Zip Code**
212 S. Main	Lindsborg	KS	67456
Contact Person Name	**E-mail Address**		
Marsha Howe	marsha@redbarnstudio.org		
Phone Number	**Fax Number**		
785-227-2217			

Event Information:

Title of Event	Date(s) of Event		
Artist-in-Residence reception	March 22, 2026		
Beginning Time of Event	**Ending Time of Event**		
2:00 PM	4:00 PM		
Address	**City**	**State**	**Zip Code**
212 S. Main	Lindsborg	KS	67456

☑ I have attached a copy of the required ordinance or resolution authorizing this event.

☐ I have attached a list of participating businesses.

Under penalties of perjury, I declare the information contained in this document a true, accurate and complete disclosure of information.

Authorized Signature _____ Date _____

ABC Office Use Only

☐Received less than 10 days prior to event. ☐Scanned to Enforcement Agent	Date: _____ Associate: _____

Resolution No. 06-2026

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 Artist-in-Residence Reception on March 22, 2026 from 2:00-4:00pm and authorize the serving of complimentary alcoholic liquor or cereal malt beverage at 212 S Main Street, Lindsborg, Kansas.

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 March 2026.

City of Lindsborg, Kansas

_____

Clark Shultz, Mayor

Attest:

_____

Roxie Sjogren, City Clerk, MMC

Approved as to form:

_____

Zachary Strella, City Attorney

CITY COUNCIL

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CVB Director
Terry Reed
Chief of Police
Noah Flores
Parks Director

City Council Meeting Date: March 02, 2026

Topic: Street Maintenance/Chip Seal

Department: Public Works/Streets

Staff Contact: Denny Walker, Public Works Director

Background: 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 seal the surface of the street. The seal helps prevent moisture from infiltrating through the surface course of the paving to help 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 sq. yards. APAC-Kansas returned a proposal for $75,887.00 for 21,573 sq. yards.

Recommendation: A motion to approve the proposal from Vance Brothers to chip seal 21,573 sq. yards of streets for $57,168.45.

Fiscal Note: $70,000 budgeted.

Funding Source: Special Streets/Annual Streets Maintenance Program

REVIEW:

☐ City Administrator ☐ City Attorney

☐ City Council

vancebrothers®

Bringing Integrity to the Surface.

PROPOSAL

Submitted To:	Date:
City of Lindsborg	2/19/2026
Address:	Project Name:
City of Lindsborg	City of Lindsborg 2026
City, State, Zip:	Project No:
Kansas	
Contact:	Project Location:
Denny Walker	
Phone:	Email:
785-227-3428	pwdirector@lindsborgcity.org

Vance Brothers shall furnish all labor, material, and equipment necessary to complete material installation. All work shall be done in accordance with the Standard Specifications.

Item No.	Item Description	Quantity	Unit	Unit Price	Total Price
1	Chip Seal	21,573	SY	$ 2.65	$ 57,168.45
					$ -
TOTAL PRICE					$ 57,168.45

NOTES:

**Project Exempt Certificate required

**City to provide location and retain loose rock swept up after application

**Does not include residental notifications

* Excludes: Permits, lab, testing, staging area, water meter, engineering fees, surveying, striping, and utility adjustments

* Extra mobilizations and days will be billed if needed

* Work shall be completed during the typical seasonal months of March through October.

* Price includes Asphalt Cement or emulsion applied by Vance Brothers (Unless otherwise agreed upon)

*Payment for each item shall be made based on the plan quantities shown in this proposal. Unless the Owner issues a written change order reducing the scope or plan quantities, Vance Brothers shall be entitled to bill for and be paid the full plan quantities regardless of minor variations in field-measured quantities.

*In the event the Owner issues a written change order that reduces the scope of work or plan quantities for any bid item, Vance Brothers shall be entitled to adjust its unit prices proportionally so that the total compensation for that item remains equal to the original contract amount based on the plan quantities.

*If actual measured quantities exceed the plan quantities, Vance Brothers shall be entitled to payment for the additional quantities at the same contract unit prices, unless otherwise agreed in writing.

* Payment terms are net 30 if your company has a credit account at Vance Brothers. Otherwise, total price must be paid before work is started.

*Representation from owner is expected to be on site during construction.

1. This contract (hereinafter referred to as the "Agreement") including the terms and conditions that follow, supersedes any prior understanding or written or oral agreement between the parties, and constitutes the entire agreement between the parties and any understanding or representation not contained herein is hereby expressly waived. It is expressly understood that no representative Vance Brothers hereinafter “Contractor” has the power to modify the provisions hereof in any respect, that the Contractor shall not be bound by, or liable to, Owner for any representation, promise or endorsement made by any agent or person in Contractor's employment not set forth in writing in this Agreement and no modification or amendment of this instrument shall be binding on the Contractor unless set forth in writing and signed by an authorized officer of the Contractor.

2. This Agreement shall be binding on and inure to the benefit of the parties hereto and their respective heirs, executors, administrators, legal representative successors where permitted by this Agreement. Owner expressly agrees that this Agreement is binding upon it and is not subject to cancellation unless expressly agreed upon for any reason, as shown in the body of this Agreement, and that furthermore, notwithstanding the terms hereof, this Agreement shall not be binding upon Contractor until the credit of Owner is approved and accepted by Contractor. Owner agrees that Contractor has permission to obtain Owner's credit report and shall sign all necessary documents to allow this credit check.

3. Contractor shall not be liable for delays or damages occasioned by causes beyond his control, including but not limited to: the elements, labor strikes and other labor unrest, labor shortages, riots and other public disturbances, acts of God, pandemic, accidents, material and supply shortages, and delays occasioned by suppliers not meeting shipping schedules.

4. If any provision of this agreement is modified by statue or declared invalid, the remaining provisions shall nevertheless continue in full force and effect to the greatest extent possible. The Owner and the Contractor agree that the Agreement shall be construed and governed by the laws of Missouri, irrespective of any conflict of laws provisions, and that venue for any dispute or litigation arising out of this Agreement shall be only in Jackson County, Missouri.

5. As directed by the Owner, construction lender, public body or any alteration or deviation from the specifications that involves extra cost (subcontractors, labor, materials, etc.) will be performed only after the parties have entered into a written change order. However, Owner hereby authorizes Contractor to make any such repairs or changes and agrees to be responsible for the cost of any such additional work and materials necessary to complete the Job as described herein even if no written change order is executed.

6. Contractor will provide and pay for all labor and materials necessary to complete the Project. Contractor is released from this obligation when the Owner is in arrears in making progress payments or the final payment.

7. Contractor will maintain worker's compensation insurance for its employees and comprehensive coverage liability insurance policies.

8. Contractor may substitute materials without notice to the Owner in order to allow work to proceed, provided that the substituted materials are of no less quality than those listed in the specifications.

9. Contractor shall not be responsible for underlying materials of the pavement.

10. The parties agree that in the event of breach of any warranty, the liability of the Contractor shall be limited to the labor costs of replacing the defective work. The Contractor shall not be liable for any other damages direct, indirect, or consequential. Notwithstanding anything else to the contrary, the Contractor shall have no liability or responsibility for any damage to the structure, its contents, floors, carpets and walkways that is caused by the condition of tracking materials (sealcoat, cracksealer, tar, etc.), caused by others besides employees of Vance Brothers, regardless of whether such damage occurs or is worsened during the performance of the job.

11. All Work has a ONE YEAR WARRANTY on workmanship and material unless otherwise noted in this contract. Final contract price will be determined from actual field measurements of completed work at the unit prices given. Additional work can be done at your request, at an additional charge while the crew is on site if time and materials are available. Vance Brothers is not responsible for damage due to scaring, marking, vandalism, mag chloride. All warranties are void if the contract is not paid in full on time.

12. If any payment under this Agreement is not made when due, the Contractor may suspend work or terminate all work on the job. Any failure to make payment is subject to a lien claim to be enforced against the property in accordance with all applicable lien laws.

13. In the event the amount of Contract is not paid within 31 days from completion, the account shall be in default. The Owner and acceptor of this Agreement agrees to indemnify and hold harmless the Contractor from any costs or expenses incurred in the collection of the defaulted account, or in any part thereof, including, but not limited to, attorney's fees, court cost, etc., and further agrees that the defaulted account, and any part thereof, including attorney's fees, court cost, etc., shall bear interest at the rate of 1.5% per month, which is 18% per annum, on the all such unpaid balances.

14. If any provision of this Contract is found unenforceable by any court or tribunal, Owner and Contractor agree that such provision shall be modified to the minimum extent necessary to render it enforceable, and that the remainder of this Contract shall not be otherwise affected. The mutual agreement of the parties hereto is comprised of each and every provision hereof, and no provision shall individually be held unenforceable for lack of mutuality. This Contract constitutes the entire agreement between the parties and may not be amended except by written agreement executed by the parties. This Contract constitutes the complete agreement between the parties and supersedes any and all prior understandings, conversations, and proposals.

15. The Contractor will exercise reasonable care when performing the work but will not be liable in any manner for any damages caused in whole or in part by other tradesmen, heavy trucks or chemical spills, including, but not limited to, products not adhering to previous chemical spills. Contractor will not be responsible for fugitive or wind-blown materials if instructed to apply in windy conditions.

16. This contract shall become binding when signed by all parties and the authorized officer of the Contractor. Owner is still liable for the full amount of contract even if the contract is terminated for any reason at any time.

17. Any notice required or permitted under this Agreement shall be given by hand delivery, certified or registered mail at the addresses contained in the Agreement.

18. Owner further agrees that the equity in the property is security for payment of the Contract price. This Contract shall become binding upon the written acceptance hereof by the Contractor (or its authorized Agent) or upon commencement of the work by Contractor, whichever is earlier.

19. This Contract constitutes the entire understanding of the parties, and no other understanding, collateral or otherwise, shall be binding unless in writing signed by both parties.

20. The proposal will expire within 60 days from date unless extended in writing by the company. After 60 days, Contractor may revise its price in accordance with costs in effect at that time.

<table>
<tr><td colspan="4">Please sign in spaces provided below to indicate acceptance and return original. This proposal will expire in sixty (60) days from date above, if it is not accepted within that time. If accepted, shall constitute a contract between the parties to this proposal. Payment terms are net 30 days from invoice, unless otherwise stated.</td></tr>
<tr><td colspan="2">SUBMITTED:</td><td colspan="2">ACCEPTED:</td></tr>
<tr><td colspan="2">Vance Brothers, LLC
5201 Brighton Ave.
Kansas City, MO 64130
816-923-4325</td><td colspan="2"></td></tr>
<tr><td colspan="2">By: _____</td><td colspan="2">By: _____</td></tr>
<tr><td>Date:</td><td></td><td>Date:</td><td></td></tr>
</table>

PROPOSAL and CONTRACT

APAC-Kansas, Inc., Shears Division

302 Peyton, Emporia, KS 66801

Phone: 620-342-2047, Fax: 620-343-8118

To	City of Lindsborg	Date	2/12/2026
		Job Name	Lindsborg Chip Seal
Phone		Job Location	
		Proposal #	
Fax			

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1	Mobilization	1.00	LSU	10,952.27	10,952.27
2	Single Chip Seal	21,573.00	SY	3.01	64,934.73

GRAND TOTAL **$75,887.00**

NOTES:

This quotation includes the following terms:

1. Unless the words "Lump Sum" appear next to an item of work, it is understood and agreed that the quantities referred to above are estimates only and that payment shall be made at the stated unit prices for actual quantities, plus applicable sales tax of work performed by APAC-Kansas, Inc., Shears Division.
2. This quotation includes 1 mobilization. Add $5,000 for each additional mobilization.
3. Surveying, staking, traffic control, pavement markings, testing, utilities location and adjustment or relocation are not included.
4. This proposal expires thirty (30) days from the date of this Proposal.
5. If you agree to these terms, prices and conditions, including the terms and conditions on the reverse side or attached page, please acknowledge acceptance by signing in the space provided and return the original hereof to us, retaining a copy for your files. The person signing for you below represents that he or she is fully authorized to enter into this Agreement.

ACCEPTED:

_____
(Firm Name)

By: _____
(Name and Title)

_____
(Date)

Thank you very much for the opportunity to quote this project. Please call me with any questions.

Sincerely,

Marie Johnson

TERMS AND CONDITIONS - Proposal and Contract

Payment in full for all work performed hereunder during any month shall be made not later than the tenth (10th) day of the month next following. Final and complete payment for all work performed hereunder shall be made not later than fifteen (15) days after the completion of such work. Interest at the highest rate allowable under the laws of the in state which the work is done, or one and one half percent (1 1/2%) per month, whichever is less, shall be charged and paid on all unpaid balances from the due date to the date we receive payment. You agree to pay in full all costs and expenses incurred by APAC in collecting the amounts owed by you under the Agreement, including any and all court costs and attorneys' fees. Payments received will be applied against open items on unpaid invoices in an order and sequence determined by APAC in its sole discretion. Any monies paid to you for our work shall be held in trust for our benefit.

We shall not become obligated to perform the work called for under this Proposal and Contract until we check and approve your credit. This Proposal and Contract shall be null and void if your credit is not approved. If credit conditions become unsatisfactory at any time prior to our completion of the work hereunder, you will furnish adequate security upon our request. To the extent you fail to provide adequate security, we may stop work.

This document is the full agreement between us, regardless of any prior proposals or communications. Any deviations from the specifications or modification of the terms of this contract and any extra or incidental work, or reductions in work, shall be set forth in writing and signed by both parties prior to the making of such change. We will be compensated for any increase in our costs caused by such change, on the basis of the increase plus ten percent(10%) profit. If a time is set for the performance of work, and if, in our judgment, such change or other circumstances beyond our reasonable control will increase the time necessary for our performance, we will be granted a reasonable extension of time.

We will provide and pay for Workers' Compensation covering our employees, as well as General Liability and Property Damage Insurance. You agree to carry General Liability and Property Damage Insurance sufficient to protect yourself against any and all claims and liabilities arising from the performance of the work, including but not limited to claims arising under your agreement to indemnify and hold us harmless under this contract.

We shall be provided with suitable access to the work area. If our work is dependent upon or must be undertaken in conjunction with the work of others, such work shall be so performed and completed as to permit us to perform out work hereunder in a normal uninterrupted single shift operation.

Unless a time for the performance of our work is specified, we shall undertake it in the course of our normal operating schedule. We shall not be liable for any failure to undertake or complete the work for causes beyond our control, and we may suspend the work for causes beyond our control, including but not limited to fire, flood or other casualty; the presence on or beneath the work site of utilities, facilities, substances, or objects, including but not limited to any substance that in our opinion is hazardous or toxic or the reporting, remediation, or clean-up of which is required by any law or regulation (together "subsurface conditions"); labor disputes or other disagreements; and accidents or other mishaps, whether affecting this work or other operations in which we are involved, directly or indirectly.

If for causes beyond our control our work is not completed within twelve (12) months after the date of your acceptance of the proposal, we may cancel this agreement at any time thereafter on ten (10) days notice. In such event (i) we shall be relieved of any further obligation with respect to the balance of the work; and (ii) we shall be entitled to receive final and complete payment for all work performed by us to the date of cancellation within fifteen (15) days thereafter.

We shall not be responsible for, and you agree to indemnify and hold us harmless from, any suit, claim, liability, cost or expense arising from or in any way related to: sidewalks, driveways or other improvements located within our work area or designated areas of access, and to adjacent property and improvements; subsurface conditions; and any and all other alleged damages to persons or property, including but not limited to personal injury and death, arising from the performance of the work, unless such alleged damages arise from our sole negligence. You further agree to indemnify and protect us and save us harmless from any and all loss, damage, costs, expenses and attorney's fees suffered or incurred on account of your breach of any obligations and covenants of this contract. It is further understood that we shall not be responsible for any damage to or deterioration of any of our work, whether completed or in process, resulting from any cause or causes beyond our reasonable control, including but not limited to design, failure of subgrade or other subsurface conditions, or failure or inadequacy of any labor or materials not furnished and installed by us, whether or not such failure or inadequacy was or could have been known at the time our work was undertaken or work performed under adverse weather conditions. You agree that the proper jurisdiction and venue for adjudication concerning this contract is Lyon County, Kansas, and you waive any right to jurisdiction and venue in any other place.

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

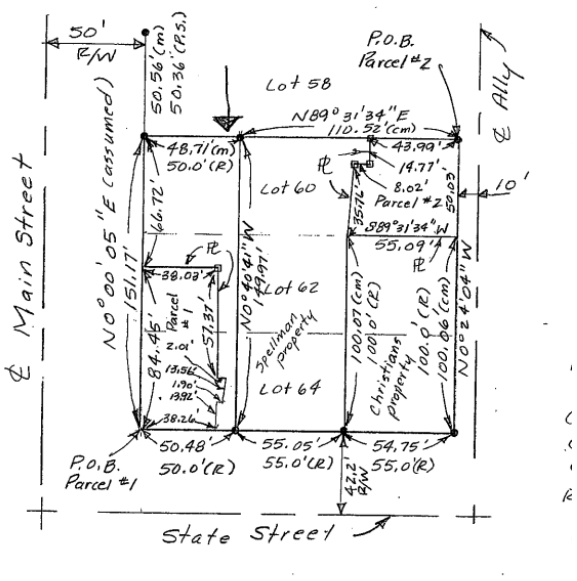
City Council Meeting Date: March 2, 2026

Topic: Variance Request

Department: Community Development

Staff Contact: Milton Collins

Background: On February 10th the Board of Zoning Appeals 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 sqft building to be placed in the northeast corner of their property initially the request was to reduce the setback to 2ft off the property line the Board of Zoning Appeals agreed to allow 3ft 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.



Recommendation: Motion to approve the Bank of Tescott variance request to reduce the setback requirement subject to the approval of the Design Review Board.

Fiscal Note: N/A

Funding Source: N/A

REVIEW:

☐ City Administrator ☐ City Attorney

☐ City Council

CITY COUNCIL
Clark Shultz
Mayor

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Ward 1
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Ward 1
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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: March 16, 2026

Topic: Sundstrom Conference Center – Roof Maintenance and Repair

Department: Convention and Visitors Bureau

Staff Contact: Holly Lofton, Director

Background: 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.

We have 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 the interior ceiling of the upper floor, as the water runs to an open point, causing a dripping leak. We have 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. We are hopeful that these repairs will address leaks, giving us more years out of this roof before paying to replace it. The roof is currently 12 years old.

We have asked Wray Roofing to provide the bid as this keeps our 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 is included in the quote from Wray Roofing.

Recommendation: A motion to approve Sunstrom roof maintenance/repairs in the amount of $12,500, utilizing Wray Roofing.

Fiscal Note: $10,000 budgeted for repairs

Funding Source: Sundstrom Capital Outlay

REVIEW:

☐ City Administrator ☐ City Attorney

☐ City Council

WRAY ROOFING, INC.

PO BOX 420 - 1521 NW 36th St - NORTH NEWTON, KANSAS 67117
Toll Free (800) 794-4594 Phone (316) 283-6840 Fax (316) 283-1264 info@wrayroofing.com
Kansas Registration No. 13-115183

PROPOSAL SUBMITTED TO	PHONE	DATE
Sundstrom Conference Center	(785) 227-2015	Aug. 14, 2025
STREET	JOB NAME	
102 N. Main Street	Sundstrom Conference Center	
CITY, STATE, ZIP CODE	JOB NAME/LOCATION	
Lindsborg, Kansas 67456	102 N. Main Street – Lindsborg, Kansas 67456	
We hereby submit specifications and estimates for:		

ROOF SERVICE AND MAINTENANCE REPAIRS – TOTAL ROOF AREA – 9,200 S.F.:

SUNDSTROM CONFERENCE CENTER – 102 N. MAIN STREET – LINDSBORG, KANSAS, 67456:

SINGLE-PLY TPO MEMBRANE ROOF SYSTEM – ADHERED - 60 Mil TPO - WHITE

EXISTING ROOF SYSTEM:

Structural Metal Deck

Roof Insulation – Polyisocyanurate – 5.0" (R-30) good condition

Roof Insulation – Securock – 1/4"

Roof System – TPO MAS

Structural Slope – 1/4" – to

ROOF SERVICE AND MAINTENANCE REPAIRS – SCOPE OF WORK:

1. **Clean the roof free of all debris.**
2. **Clean the exterior gutters free of debris.**
3. **Inspect all parapet wall condition and add sealant to parapet wall coping cap joints as required.**
4. **Inspect roof parapet divider wall between this roof and roof to the North and complete several roof and wall termination sealant repairs.**
5. **Inspect the entire roof surface – clean, prepare a patch a few field areas with new TPO materials and sealant.**
6. **Inspect and check around all the HVAC-RTU curbs and complete any TPO membrane repairs and sealant.**
7. **Inspect A.C. – C.U. stand pipe boot flashing and apply new sealant to the pipe support clamps.**
8. **Inspect and seal the line set box that services the A.C. – C.U. lines.**

Net Due Upon Completion	Documentation Required if Tax Exempt

Service charge 18% on all past due balances. All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance. NOTE: This proposal may be withdrawn by us if not accepted within 30 days.

Authorized Signature

_____

Acceptance of Proposal - The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____ Date of Acceptance ___

_____

Printed Name & Title _____

WRAY ROOFING, INC.
PO BOX 420 - 1521 NW 36th St - NORTH NEWTON, KANSAS 67117
Toll Free (800) 794-4594 Phone (316) 283-6840 Fax (316) 283-1264 info@wrayroofing.com
Kansas Registration No. 13-115183

9. Check and inspect all pipe boot flashings that service P.V. and flue pipe penetrations and apply sealant.
10. Check and inspect TPO membrane around the elevator shaft pop up roof area and complete any repairs.
11. Check all gas line support blocks and slip sheets and apply any sealant as required.
12. Repairs include all TPO membrane materials, adhesive and sealants.
13. Repairs include all fasteners and anchors as required for repairs.
14. Includes final job site clean-up and dispose of all debris.

THIS SCOPE OF WORK COMPLETE FOR – ROOF SERVICE – MAINTENANCE REPAIRS:

ROOF MAINTENANCE REPAIRS $12,500.00

SALES TAX – EXEMPT

PEC REQUIRED IF ACCEPTED

IF TAX EXEMPTION STATUS DOES NOT APPLY – ADD 9.5% = $1,187.50

Net Due Upon Completion	Documentation Required if Tax Exempt

Service charge 18% on all past due balances. All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance. NOTE: This proposal may be withdrawn by us if not accepted within 30 days.

Authorized Signature

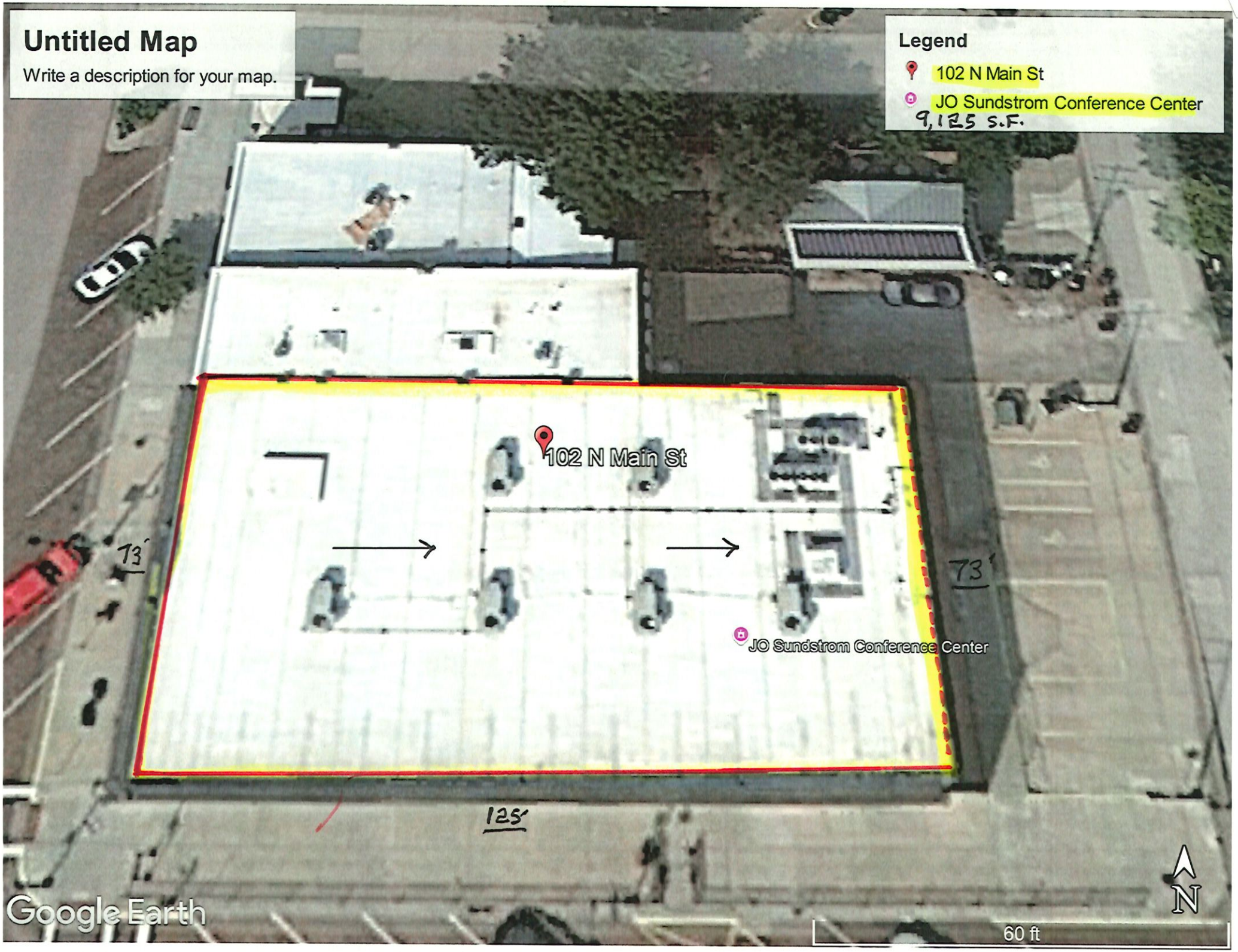
_____

Acceptance of Proposal - The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____ Date of Acceptance ___

_____

Printed Name & Title_____


Untitled Map
Write a description for your map.
Legend
102 N Main St
JO Sundstrom Conference Center
9,125 S.F.
102 N Main St
JO Sundstrom Conference Center
73'
73'
125'
Google Earth
N
60 ft

Jim Pavlacka

From: Holly Lofton <cvbdir@lindsborgcity.org>
Sent: Tuesday, August 12, 2025 9:08 AM
To: Jim Pavlacka
Cc: Tanner Faust; clofton@alloyarchitecture.com; Lisa Johnson; David Hay
Subject: Sundstrom Conference Center Roof
Attachments: IMG_0317.jpeg; IMG_0318.jpeg; IMG_0315.jpeg; IMG_0316.jpeg

Jim,

Thanks for taking my call this morning.

I am sending the photos, as promised of some of the probable causes of our ongoing roof leaks at the Sundstrom, as well as pics from our last rain/leak situation.

My husband, an architect that deals regularly with membrane roofing, got on top of the building this past week and took these pics to help with getting these issues resolved. He feels that the membrane itself is in good condition, but there are some areas that simply need some TLC. I think we start here and not with a roof replacement as we had asked you to quote.

Craig also thinks that some cricketing should have been installed when the rooftop AC units were installed. I would also appreciate your thoughts on this and any other thoughts you may have on the leaks. Craig's notes are below, along with his photos of the roof.

Would you please put together a quote for servicing some of areas where the flashing is no longer intact, or the sealant has pulled away from the flashing areas? If this could be done in the next week or so, that would be greatly helpful as we try to finalize the city's budget for the upcoming year.

Should you need to get someone on the roof again to look at the areas I am sending photos of, please let me know and we will happily unlock doors for you.

Thank you.

Holly Lofton | Director
Lindsborg Convention & Visitors Bureau
PO Box 70 | 104 E Lincoln | Lindsborg, KS 67456 | Ph. 785.227.8687
Toll Free 888.227.2227 | www.visitlindsborg.com |
Visit Lindsborg

visit LINDSBORG
CONVENTION & VISITORS BUREAU

From: Craig Lofton <clofton@alloyarchitecture.com>
Sent: Monday, August 4, 2025 5:38 PM
To: Holly Lofton <cvbdir@lindsborgcity.org>; Tanner Faust <CityAdmin@lindsborgcity.org>
Subject: RE: Sundstrom Roof

EXTERNAL EMAIL - This email was sent by a person from outside your organization. Exercise caution when clicking links, opening attachments or taking further action, before validating its authenticity.

Good afternoon, Tanner, Holly:

Per Holly's email, from what I saw on the roof, there is nothing that jumps out at me on the main body of roof, that would be an apparent cause for roofs, which would lead to 2 potential other causes.

1. Gaps, holes, cracks, splits, etc. in flashing along the north parapet wall.
    a. IF you look at the photos I have attached, you will see a variety of gaps, holes, cracks, splits, etc., where while they don't look very big, can most definitely be an area where water could be infiltrating the roofing system and them working its way across the roof insulation, metal decking etc. before finally coming out inside the building.

2. Water may also potentially be getting in thru RTU's and is working its way down and getting into the building.

Please keep in mind I am not a roofing professional, but I have spent a considerable amount of time on roofs looking for leaks, which are one of the hardest things to track down, and as I mentioned earlier, there is just nothing jumping out on this roof, that one could easily point out. I would be curious how long this roof has been installed, what the original warranty was for (length, etc.).

I hope I have helped to some extent.

Thanks, and I hope both of you have had a wonderful day.

Alloy ARCHITECTURE

CRAIG W. LOFTON, AIA
Managing Principal

o:316.634.1111
d:316.292.0064
c:785.207.0484

165 S. ROCK ISLAND, SUITE 200
WICHITA, KS 67202

clofton@alloyarchitecture.com
alloyarchitecture.com

"Act Justly, love Mercy, walk Humbly with your God"
...Micah 6:8...