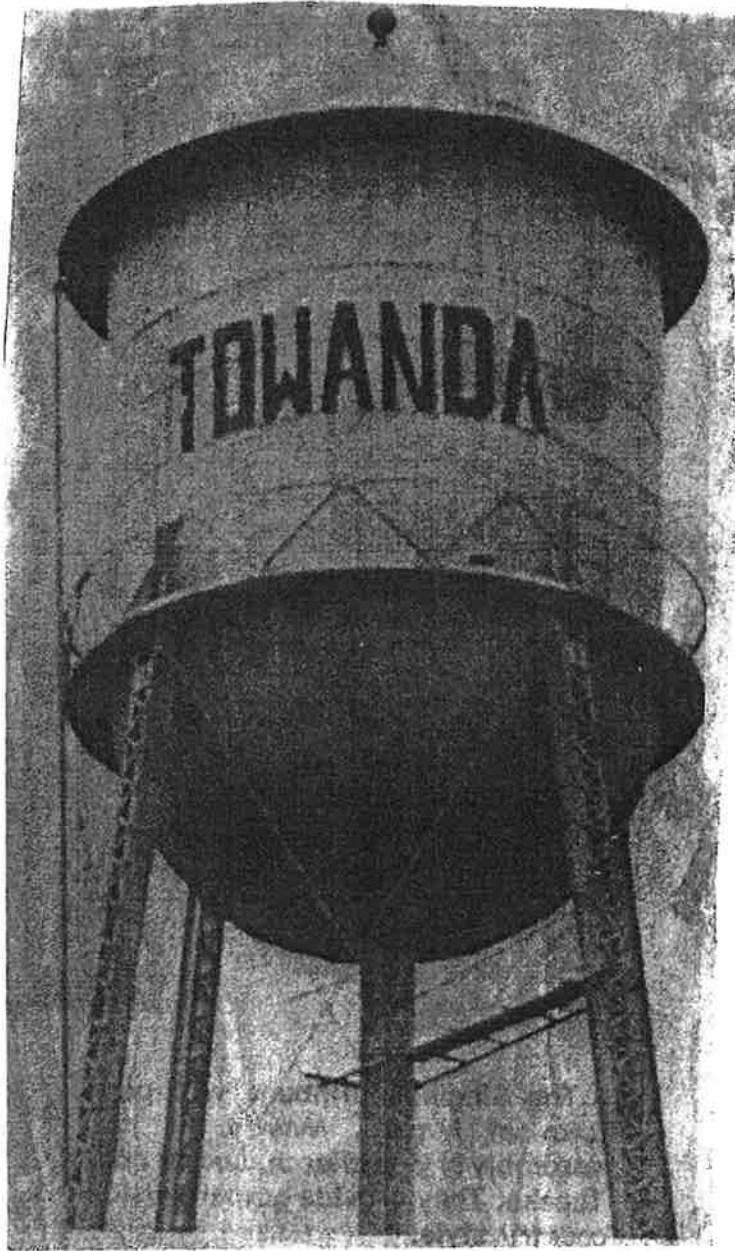




City Of Towanda, KS

Lovin' the Small Town Life!

Regular Council Meeting, January 14th, 2026, 7 pm
at City Hall, 110 S. 3rd, Towanda, KS

The City of Towanda

City Council Regular Meeting Agenda

Wednesday, January 14th, 2026, 7:00 PM, City Hall, 110 S 3rd, Towanda, KS

Regular Council Meeting

1. CALL TO ORDER

2. OATH OF OFFICE

- **Mike Hayes** – Mayor
- **Jennifer Watkins** – Council Member
- **Drew Shaults** – Council Member

3. ROLL CALL

4. ELECTION OF COUNCIL PRESIDENT

5. **CONSENT AGENDA** – *Consent agenda items will be acted on by one motion unless a majority of the City Council votes to remove an item for discussion and separate action.*

- **DECEMBER 2025 REPORTS**

- i. **Minutes of December 10th, 2025 Council Meeting**

- ii. **TREASURERS' INFORMATION REPORTS DECEMBER 2025**

- 1. Statement of Activities
 - 2. Fund Balance Report
 - 3. Budget Execution Report
 - 4. Water Loss Report

- iii. **Claims**

- 1. Claims Reports
 - a. Appropriations Ordinance 12-2025

- iv. **STAFF/DEPARTMENT INFORMATION REPORTS**

- 1. Sheriff's Office Report
 - 2. Court Clerk's Report
 - 3. Planning and Zoning
 - 4. Code Compliance Report
 - 5. Towanda Maintenance Department
 - 6. Towanda Public Library Report



Council Packet

6. **PRESENTATIONS AND GUEST SPEAKERS**

- i. None Scheduled

7. **OLD BUSINESS**

- Main Street Building Progress Update
- Safe Streets for All Grant Update
- Capital Improvement Plan Update
- **Discussion:** Circle Rec's Use of the South Ball Fields

CITY COUNCIL MEETING AGENDA, GENERAL ORDER OF BUSINESS AND PUBLIC PARTICIPATION POLICY

8. NEW BUSINESS

- 2026 New Mayoral Appointments
 - i. Sarah Gooding – City Administrator/City Clerk
 - ii. Rylan Rose – Public Works Foreman
 - iii. Continue all other appointments to May, per City Code
- Appointment of Library Board Member – Anjie Harrison
- Zoning Change for 500 Main
- Approval of Cereal Malt Beverage License – Thunderbird Grill
- Close out Bond Fund – Reallocate Reserves
 - i. Street Maintenance Master Plan?
- **Discussion:** Sales Tax to Expire in 2026 – What Next?
- **Discussion:** 2027 Budget

9. OTHER NEW BUSINESS

- Council Workshop with Kathy Sexton – Proposed Date March 4th, 2026

10. PUBLIC COMMENT TIME

11. EXECUTIVE SESSION

- None Scheduled

12. ADJOURN

* **“Discussion”** = No expectation of a final decision. The Council cannot discuss City issues as a group outside of a public meeting without violating the Kansas Open Meeting Act.

INTRODUCTION

Under the Kansas Open Meetings Act (KOMA), the public has the right to observe the meetings of the Towanda City Council unless the City Council has recessed into a lawfully conducted executive session. The KOMA does not require public comment; the opportunity is provided at the City Council's discretion, except as required by State law or City ordinance in specific circumstances. This policy outlines the various circumstances under which the City Council meets and elaborates on the City Council's Rules of Procedure by addressing the rules regarding the time, place, and manner of public participation in the City Council meetings from the standpoint of the participating member of the public. This policy is intended to strike a lawful balance between First Amendment protections and the substantial public interests of (1) assuring that meetings of the City Council can occur in an efficient, orderly, and safe manner and (2) promoting productive public discourse regarding the governance and administration of the City while maintaining decorum in an environment free from interference, distraction, or intimidation, whether real or perceived, by any person present in the meeting room toward the Council or members of the public.

SUBMISSION OF WRITTEN INFORMATION

Written information may be submitted to the City Clerk before noon on Thursday prior to a City Council meeting for distribution to Council and key staff members or may be presented during the meeting upon recognition by the Mayor as a speaker in the manner described below. Ten (10) copies

CITY COUNCIL MEETING AGENDA, GENERAL ORDER OF BUSINESS AND PUBLIC PARTICIPATION POLICY

should be provided to ensure that all applicable parties are able to receive and review the information provided.

FORMS OF COMMUNICATION OR EXPRESSION NOT ALLOWED IN THE MEETING ROOM

To assure fulfillment of the substantial public interests outlined above, no member of the public attending the City Commission meeting shall in the meeting room engage in the following forms of communication or expression found by the City Council to be in conflict with the substantial public interests outlined above and, therefore, not allowed in the meeting room (the “disallowed conduct”):

Before, during, or after the meeting:

(1) Possessing, placing, or displaying a sign, placard, flag, or banner, regardless of its size, the material of which it is made, or its written, graphic, or symbolic content;

During the meeting:

(2) Audibly speaking, or making any sound or noise other than while speaking as a speaker recognized by the mayor;

(3) Applauding, whistling, cheering, clapping, or otherwise expressing agreement with a speaker recognized by the mayor;

(4) Booing, jeering, taunting, ridiculing, mocking or otherwise expressing disagreement with a speaker recognized by the mayor;

(5) Inaudibly mouthing or gesturing messages deemed to be distracting to other persons in the meeting room;

(6) Making available or distributing written materials to those in attendance.

Persons attending a City Commission meeting must turn off or set on vibrate all cellular telephones. Any person exhibiting any form of the disallowed conduct will first be warned by the Mayor to cease. If the person continues the disallowed conduct, the Mayor may ask the person to leave the meeting room. If the person does not promptly leave the meeting room, the Mayor may direct that the person be escorted from the meeting room.

AGENDA ITEMS

CONSENT AGENDA

The Consent Agenda assembles routine action items for collective approval in the interest of efficiency of the meeting. Any item may be removed from the Consent Agenda for separate consideration either (a) at the request of a Council Member or City staff, or (b) by a majority vote of the City Council upon request by a Towanda resident directed to City staff or to a Council Member prior to the start of the meeting without discussion.

CITY COUNCIL MEETING AGENDA, GENERAL ORDER OF BUSINESS AND PUBLIC PARTICIPATION POLICY

PRESENTATIONS AND GUEST SPEAKERS

Presentations and Guest Speakers Time is an opportunity for organizations or citizens to make special presentations before the City Council. Such are scheduled in advance of the meeting by calling the City Clerk Andy Newbrey at (316) 536-2243 by 5:00 pm the Thursday preceding the meeting. Presentations are limited to ten minutes. Any presentation is for information purposes only; no action will be taken.

PUBLIC HEARINGS AND REGULAR AGENDA ITEMS

Following the introduction of any public hearing or regular agenda item, consideration of the item will ordinarily begin with a staff report, followed by Council Member questions of staff. If the matter involves an applicant, the applicant or the applicant's representative will be given the opportunity to address the City Council.

In the case of a public hearing, the public hearing shall be conducted in the manner required by State law or Towanda ordinance, and any person entitled to address the City Council shall be provided that opportunity, regardless of his or her viewpoint on the matter, subject to the allowed time period.

In the case of a regular agenda item, subject to the discretion of the City Council, any interested persons wishing to address the City Council regarding the subject of the agenda item, regardless of his or her viewpoint on the matter, may be given the opportunity to do so, subject to the allowed time period.

In the case of either a public hearing or regular agenda item, those allowed to address the City Council may do so by, in turn, approaching the podium to be recognized by the mayor.

- Upon recognition by the Mayor, the speaker must indicate his or her name and city of residence and may address the subject of the agenda item for no longer than the allowed time period which is typically three (3) minutes but may be altered and announced by the Mayor based upon the number of persons expected to speak during the public hearing or regular agenda item.
- While addressing the City Council, the speaker may request permission from the Mayor to distribute any written information regarding the subject of the agenda item to City Council Members, the City Administrator/City Clerk.
- The speaker should avoid repeating what has already been said and should feel free to simply state whether he or she is or is not in support of the matter being discussed.
- A speaker should not expect to engage in two-way dialogue with the City Council.
- A speaker should provide his or her comments for Council consideration at their discretion.

PUBLIC COMMENT TIME

Public Comment Time provides an opportunity for Towanda citizens to address the City Council on a topic that is not on the meeting agenda.

After the Mayor announces the Public Comment Time:

CITY COUNCIL MEETING AGENDA, GENERAL ORDER OF BUSINESS AND PUBLIC PARTICIPATION POLICY

- Any citizen wishing to address the City Council should, in turn, approach the podium to be recognized by the Mayor.
- There are no residency requirements.
- Upon recognition by the Mayor, the speaker must indicate his or her name and city of residence and may address the City Council for no longer than the allowed time period which is typically three (3) minutes but may be altered and announced by the Mayor based upon the number of persons expected to speak during the Public Comment Time.
- While addressing the City Council, the speaker may request permission from the Mayor to distribute any written information to Council Members, the City Manager, and the City Clerk.
- The City Council is not expected to take immediate action in response to the presentation.
- At the discretion of the City Council, subjects introduced under Public Comment Time may be referred to City staff for follow-up or may become an agenda item for a future meeting.
- A speaker should not expect to engage in two-way dialogue with the City Council.
- A speaker should provide his or her comments for Council consideration at their discretion.
 - Comments or questions will be directed **only** to the City Council.
- Debate or arguments between parties in the audience is not allowed.
- Comments on personnel matters and matters pending in court are not permitted.

In order for the Council to have an opportunity to review comments in advance of the meeting, please email your comments or questions to administrator@cityoftowanda.com by 5:00 p.m. the Tuesday prior to the Wednesday meetings.

EXECUTIVE SESSION

The Kansas Open Meetings Act allows the City Council to recess into an executive session based upon certain justifications outlined in the act. The City Council may recess into executive session based upon a motion that includes (1) a statement describing the subjects to be discussed during the executive session, (2) the statutory justification for the executive session, and (3) the time and place at which the open meeting shall resume. Executive sessions are closed to the public, however, once the executive session has concluded, members of the public may return to the meeting room.

AGENDA INFORMATION

Copies of the agenda are available on the Friday afternoon preceding the regular meetings. Items for the agenda should be submitted to the Towanda City Clerk's office prior to noon on the Thursday preceding a regularly scheduled Wednesday meeting. Information regarding the agenda may be obtained from City Hall, 110 S. 3rd, Towanda, KS, or by visiting our website at: www.cityoftowanda.com/agendas-minutes

OTHER ITEMS

STUDY/WORKSHOP SESSION

The City Council may meet in study session on topics determined by the City Administrator or the City Council on a specific date and time. As the name suggests, the study/workshop session is intended to provide a less formal opportunity for the City Council to study, discuss, and provide direction to City staff regarding the subject under study. Study sessions are open to the public; however, the extent of

CITY COUNCIL MEETING AGENDA, GENERAL ORDER OF BUSINESS AND PUBLIC PARTICIPATION POLICY

public participation is subject to the discretion of the City Council based upon available time during the study session and the need for public input in order to accomplish the objectives of the City Council in studying the subject of the study session.

SPECIAL LIMITED PUBLIC FORUM

A special limited public forum may be called by the City Council for the purposes of

- (a) conducting public discussion and
- (b) seeking public comment and/or the submission of written information regarding a particular subject matter.

A special limited public forum may be convened in the City Council's regular meeting room or at an alternative, publicly accessible site suitable for the anticipated number of participants in the forum.

At the appointed time on the agenda, any persons wishing to address the City Council regarding the subject of the special limited public forum, regardless of their viewpoint on the matter, may do so by, in turn, approaching the podium or microphone to be recognized by the Mayor.

- Upon recognition by the Mayor, the speaker must indicate his or her name and city of residence and may address the subject of the special limited public forum for no longer than the allowed time period determined and announced by the mayor based upon the number of persons expected to speak during the forum.
- While addressing the City Council, the speaker may request permission from the Mayor to distribute any written information regarding the subject of the special limited public forum to the City Council, the City Administrator, and the City Clerk.

Consent Agenda Items

01.14.2026



The City of Towanda

City Council Meeting Minutes

Towanda City Hall – 110 S 3rd St.

Wednesday, December 10, 2025, 7:00 PM

Governing Body

Present Not Present

☒	☐	Mayor – Jennifer Shaults
☒	☐	Council President – Mike Hayes
☒	☐	Council Member – Kit Williams
☒	☐	Council Member – Jennifer Watkins
☒	☐	Council Member – Chris Hunt
☒	☐	Council Member – TC Pyle

Staff

Present Not Present

☒	☐	City Administrator – Andy Newbrey
☒	☐	City Attorney – Rob Lane
☒	☐	Planning/Zoning Administrator -Lisa Long
☒	☐	Court Administrator – Emelia Toney
☐	☐	

REGULAR COUNCIL MEETING:

1 Call To Order

- 7:01 pm by Jennifer Shaults

2 Roll Call

3 Consent Agenda

➤ November 2025 Reports

- Minutes of the November 12, 2025
- Minutes of the Special meeting November 24, 2025
- Treasure's Information Reports September 2025
 - Statement of Activities
 - Fund Balance Report
 - Budget Execution Report
 - Water Loss Report
- Claims
 - Claims Report
 - 1. Appropriations Ordinance 11-2025
- Staff/Development Information Reports
 - Sheriff Office Report
 - Court Clerk's Report
 - Planning and Zoning
 - Code Compliance Report
 - Towanda Maintenance Department

Motion by Mike Hayes to approve the consent agenda from November 12, 2025, including the special meeting from November 25, 2025, in its entirety. Seconded by Jen Watkins. Motion carried (4-0).

4 Presentation and Guest Speakers

- JEO Consultants, Mike Schultz and Andrew Fisher provide an update on the water system design. They hope to have the final design in a few months. There will be another round of State funding, and JEO helped us apply for those funds. If the City receives grant money for the second round, that will be applied to construction.

5 Old Business

- **Main Street Building Progress Update:** Lisa: The contractors for Mr. Jones are still waiting on roof trusses.
- **Safe Streets for All Grant Update:** For the third time, the SS4A Grant Agreement needs to be re-signed due to Federal policy changes. There was a delay due to the government shutdown, but we can go ahead with the request for proposals. Those will go out to engineering firms before the end of the year.
- **Capital Improvement Plan Update:**
Lisa: Data is still being collected as more items are being added. The more the staff researched, the more we found to include in the project.
- **Discussion: Circle Rec's Use of the South Ball Fields:**
No response yet. Tyler Sperry, the Rec Commission Administrator, was unable to attend this meeting. No direction has been given, and we will try again to reach an agreement.

6 New Business

- **Signing of the Employment Agreement with Towanda's New City Administrator/Clerk:** Welcome, new City administrator, Sarah Gooding!
- **Ordinance No. 730:** Updating City Code to Reflect Current Government Structure:
 - Mike Hayes suggested that the Council have a workshop about our Governmental structure and organization with Kathy Sexton from WSU's PPMC, then readdress this issue.
 - The Ordinance change was put to a vote.
Motion by TC Pyle to approve and update Ordinance No. 730 as stated. Second by _Kit Williams. Motion did not carry (2-3).
- **Wholesale Water Supply:**
There has been some talk about creating a county-wide wholesale water district. A study was done 20 years ago on this subject, and they want a revised version to see if it is entirely feasible now. The vote is for participation in the study.

Motion by Chris Hunt to participate in the Wholesale water supply, not to exceed \$542.97. Second by _TC Pyle. Motion carried (5-0).

- **Update Check Signers for 2026:**

Needing to update check signers for 2026: Sarah Gooding, City Administrator, along with Mike Hayes, Chris Hunt, and Stetson Diveley. Andy Newbrey, Paul Erickson, and Jennifer Shaults need to be removed.

Motion by Mike Hayes to approve and add Sarah Gooding, Chris Hunt, Jen Watkins, and Kit Williams as check signers for 2026 and remove Andy Newbrey, Paul Erickson, and Jennifer Shaults. Second by _Kit Williams. Motion carried (5-0)

7 Other New Business

- .

8 Public Comment Time

- Johanna Kellner-Ledesma introduced herself as the real estate agent helping Perry Jones market his properties downtown Towanda.

9 Executive Session

- **None Scheduled**

10 Adjourn

- *Motion by TC Pyle to adjourn at 8:05 p.m. Seconded by Chris Hunt. Motion carried (5-0).*

Sarah Gooding
City Clerk

Approved the 14th day of January 2026 by the City Council, City of Towanda, Kansas.

City of Towanda, KS
Statement of Activities
December 2025

Dec 25

General Fund Income

100I · GENERAL FUND INCOME

1004130 · Motor Vehicle Pers Prop Tax	11,020.57
1004140 · Franchise Fees	13,131.29
1004150 · Sales Tax Income	13,615.48
1004160 · Liquor Tax Revenue	50.00
1004328 · Sales Tax Collected To Send On	102.32
1004413 · Business / Contractor Licenses	150.00
1004420 · MHP License	150.00
1004421 · Building / Remodeling Permit	206.75
1004501 · Court Fines	275.00
1004610 · Interest Revenue	1,862.42
1004640 · Land Rent Income	7,897.61
1004692 · Returned Check Fee	31.00
1004693 · Colletions Fee	-29.99
1005254 · Newsletter Income	40.00

Total 100I · GENERAL FUND INCOME	48,502.45
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Total Income	48,502.45
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Gross Profit	48,502.45
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Expense

100X · GENERAL FUND EXPENSES

12 · ADMINISTRATION EXPENSES

12-Administration/Finance

12-5200 · Non-Material Expenditures	100.00
12-5207 · Fees Paid to Collection Agency	114.98
12-5210 · Training / Meetings	64.25
12-5211 · Registration Fees	125.00
12-5213 · Lodging/Meals	353.13
12-5221 · Membership Fees	919.26
12-5254 · Printing / Publications	322.77
12-5255 · Postage & Shipping Charges	1,000.00
12-5314 · Office Supplies	442.55
12-5319 · Misc. Supplies	306.03
12-5400 · IT & Website Expenses	
12-5401 · QuickBooks Software	384.00
12-5403 · MS Office	107.49
12-5404 · Tockify - Community Calendar	8.00
12-5405 · Adobe - Licenced Images	29.99
12-5406 · Mail Chimp Email Service	39.50

Total 12-5400 · IT & Website Expenses	568.98
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66900 · Reconciliation Discrepancies	2.00
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Total 12-Administration/Finance	4,318.95
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City of Towanda, KS
Statement of Activities
December 2025

	<u>Dec 25</u>
12-5100 · Staff Expense Administration	
12-5110 · Salaries	16,548.67
12-5140 · PR Tax Expense City Share	1,263.07
12-5150 · KPERS City Share	1,548.61
12-5160 · Health Ins. - City Share	2,644.64
12-5161 · Adj - Payroll Liab. Differences	<u>2,760.22</u>
Total 12-5100 · Staff Expense Administration	24,765.21
12-5251 · Utilities	
12-5261 · Utilities Reimbursed By BUFD#11	375.70
12-5251 · Utilities - Other	<u>2,043.69</u>
Total 12-5251 · Utilities	2,419.39
12-5253 · Insurance	
12-5260 · Insuranc C Hall & Fire Sta Bldg	<u>337.22</u>
Total 12-5253 · Insurance	337.22
12-5650 · Interfund Operate / TR Out	
12 - Transfer to Capital Improv	12,750.00
12 - Transfer to Community Bldg	833.33
12 - Transfer to Equipment Res	10,833.34
12 - Transfer to Sewer Reserve	0.00
12 - Transfer to Water Reserve	416.67
12 -Transfer to Street Reserve	<u>12,625.00</u>
Total 12-5650 · Interfund Operate / TR Out	<u>37,458.34</u>
Total 12 · ADMINISTRATION EXPENSES	69,299.11
13 · COURT	
13-Court General Expenses	
13-5251 · Utilities	81.56
13-5314 · Office Supplies	<u>25.89</u>
Total 13-Court General Expenses	107.45
13-5100 · Staff Expense Court	
13-5110 · Salaries	124.53
13-5140 · PR Tax Expense City Share	9.64
13-5150 · KPERS City Share	0.00
13-5160 · Health Ins. - City Share	<u>0.00</u>
Total 13-5100 · Staff Expense Court	<u>134.17</u>
Total 13 · COURT	241.62
14 · LEGAL	
14-5110 · Salaries / Permanent	<u>1,200.00</u>
Total 14 · LEGAL	1,200.00
15 · PLANNING & ZONING	
15-5225 · Code Compliance Contract	1,000.00
15-5252 · Communications	59.71
15-5254 · Printing / Publications	111.35
15-5315 · Operating Supplies	180.85

City of Towanda, KS Statement of Activities

December 2025

	Dec 25
15-5319 · Misc. Supplies	100.00
Total 15 · PLANNING & ZONING	1,451.91
21 · PARKS and GROUNDSKEEPING	
21-5251 · Utilities	31.13
21-5253 · Insurance	109.06
21-5550 · Groundkeeping	
21-5554 · Mowing	
21-5555 · Mower Gas & Oil	91.40
Total 21-5554 · Mowing	91.40
Total 21-5550 · Groundkeeping	91.40
Total 21 · PARKS and GROUNDSKEEPING	231.59
22 · POOL	
22-Pool General Expenses	
22-5242 · Building / Facilities R&M	208.00
22-5251 · Utilities	130.22
22-5253 · Insurance	361.21
Total 22-Pool General Expenses	699.43
22-5100 · Staff Expense Pool	
22-5110 · Salaries	0.00
22-5140 · PR Tax Expense City Share	0.00
Total 22-5100 · Staff Expense Pool	0.00
Total 22 · POOL	699.43
24 · LIBRARY-BILLING	
24-5244 · Other Repair / Maintenance	-776.65
24-5251 · Utilities	390.75
24-5253 · Insurance	370.42
Total 24 · LIBRARY-BILLING	-15.48
25 · SENIOR CENTER	
25-5251 · Utilities	339.01
25-5253 · Insurance	322.46
Total 25 · SENIOR CENTER	661.47
26 · MUSEUM	
26-5253 · Insurance	929.90
Total 26 · MUSEUM	929.90
27 · City Gas Station Property	
27-5000 · Property Taxes	125.34
Total 27 · City Gas Station Property	125.34
31 · SHERIFF DEPARTMENT CONTRACT	
31-Police Genral Expenditures	
31-5251 · Utilities	364.02
31-5253 · Insurance	376.40
Total 31-Police Genral Expenditures	740.42
Total 31 · SHERIFF DEPARTMENT CONTRACT	740.42

City of Towanda, KS Statement of Activities

December 2025

	Dec 25
34 · ANIMAL CONTROL	
34-5253 · Insurance	12.96
34-5259 · Misc. Services	111.00
34-5319 · Misc. Supplies	85.96
Total 34 · ANIMAL CONTROL	209.92
50 · PUBLIC WORKS SHOP	
50-Public Works General	
50-5210 · Training / Meetings	13.00
50-5242 · Building / Facilities R&M	68.63
50-5251 · Utilities	585.64
50-5253 · Insurance	860.51
50-5311 · Gasoline / Fuel / Lubricants	395.80
50-5315 · Operating / Shop Supplies	27.31
50-5319 · Misc. Supplies	143.04
50-5321 · Maintenance Uniforms	427.94
50-5322 · Personal Protective Equip	149.99
50-5324 · Furniture	134.28
50-5325 · Tools	1,228.34
50-5331 · Vehicle / Mobile Parts-Supplies	549.28
Total 50-Public Works General	4,583.76
50-5100 · Staff Expense Public Works	
50-5110 · Salaries	3,840.95
50-5140 · PR Tax Expense City Share	295.15
50-5150 · KPERS City Share	375.27
50-5160 · Health Ins. - City Share	1,074.40
Total 50-5100 · Staff Expense Public Works	5,585.77
Total 50 · PUBLIC WORKS SHOP	10,169.53
Total 100X · GENERAL FUND EXPENSES	85,944.76
Total General Fund Expense	85,944.76

210I · LIBRARY COUNTY TAX INCOME	
2104130 · Motor Vehicle Tax	1,397.91
Total 210I · LIBRARY COUNTY TAX INCOME	1,397.91
210X · LIBRARY BLDG COUNTY TAX DIS	
2105610 · Appropriations	1,397.91
Total 210X · LIBRARY BLDG COUNTY TAX DIS	1,397.91

240I · EQUIPMENT RESERVE INCOME	
2404750 · Interfund Operating TR In	10,833.34
Total 240I · EQUIPMENT RESERVE INCOME	10,833.34

City of Towanda, KS Statement of Activities

December 2025

Dec 25

240X · EQUIPMENT RESERVE	
2405541 · Machinery / Equipment	1,134.78
Total 240X · EQUIPMENT RESERVE	1,134.78

250I · STREETS INCOME	
2504230 · City/County/State Highway Fund	1,552.80
Total 250I · STREETS INCOME	1,552.80
250X · STREETS OM FUND EXPENSE	
2505100 · Staff Expense Streets	
2505110 · Salaries	1,181.83
2505140 · PR Tax Expense City Share	90.81
2505150 · KPERS City Share	115.47
2505160 · Health Ins. - City Share	330.59
Total 2505100 · Staff Expense Streets	1,718.70
2505253 · Insurance (WC)	23.34
2505310 · Fuel for Township-Exch for Rock	200.99
2505311 · Gasoline/ Fuel/ Lubricants	570.39
2505331 · Vehicle / Mobile Parts-Supplies	9.21
Total 250X · STREETS OM FUND EXPENSE	2,522.63

251I · STREET RESERVE INCOME	
2514750 · Interfund Operate Trans. In	24,039.55
Total 251I · STREET RESERVE INCOME	24,039.55
251X · STREET RESERVE	
2515333 · Street Material / Supplies	2,339.34
Total 251X · STREET RESERVE	2,339.34

260I · COMMUNITY CENTER INCOME	
2604640 · Rents and Royalties	350.00
2604750 · Interfund Operating Tr. In	833.33
Total 260I · COMMUNITY CENTER INCOME	1,183.33
260X · COMMUNITY CENTER EXPENSE	
2605225 · Cleaning / Disposal Service	500.00
2605242 · Building / Facilities R&M	45.10
2605251 · Utilities	353.88
2605253 · Insurance	677.13
2605319 · Misc. Supplies	58.22
Total 260X · COMMUNITY CENTER EXPENSE	1,634.33

City of Towanda, KS
Statement of Activities
December 2025

Dec 25

310X · BOND FUND EXPENSE	
3105200 · Transfers Out	11,414.55
Total 310X · BOND FUND EXPENSE	11,414.55

410I · CAPITAL IMPROVEMENT INCOME	
4104750 · Interfund Operating Trans. In	12,750.00
Total 410I · CAPITAL IMPROVEMENT INCOME	12,750.00

609I · Water Debt Service Income	
6094100 · WDS Fund Income	5,950.00
Total 609I · Water Debt Service Income	5,950.00

610I · Water Meter Replacement Fund	
6104100 · Water Meter Replacement Income	2,100.00
Total 610I · Water Meter Replacement Fund	2,100.00

611I · WATER INCOME	
6114350 · Water Revenue	41,967.74
6114355 · Late Payment Charge	646.20
6114358 · Water Protection Fee	100.79
Total 611I · WATER INCOME	42,714.73

611X · WATER FUND EXPENSE	
6115100 · Staff Expense Water	
6115110 · Salaries	2,954.58
6115140 · PR Tax Expense City Share	227.04
6115150 · KPERs City Share	288.67
6115160 · Health Ins. - City Share	826.46
Total 6115100 · Staff Expense Water	4,296.75
6115212 · Transportation / Mileage	124.76
6115226 · Testing Services	1,220.00
6115315 · Operating Supplies	277.00
6115334 · Materials / Supplies Stock	13.60
6115341 · Water For Resale	22,067.95
6115420 · Contractual Services	180.00
Total 611X · WATER FUND EXPENSE	28,180.06

612I · WATER RESERVE INCOME	
6124750 · Interfund Operating Trans. In	416.67
Total 612I · WATER RESERVE INCOME	416.67

612X · WATER RESERVE EXPENSE	
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City of Towanda, KS
Statement of Activities
December 2025

	Dec 25
6125319 · Water Infrastructure Parts	38.18
Total 612X · WATER RESERVE EXPENSE	38.18
613I · WATER TOWER INCOME	
6134691 · Water Tower Rental Fees	2,374.95
Total 613I · WATER TOWER INCOME	2,374.95
613X · WATER TOWER EXPENSE	
6135253 · Insurance	427.27
Total 613X · WATER TOWER EXPENSE	427.27
621I · SEWER INCOME	
6214350 · Sewer Revenue	18,180.29
6214355 · Late Payment Charge	431.79
Total 621I · SEWER INCOME	18,612.08
621X · SEWER FUND EXPENSE	
6215100 · Staff Expense Sewer	
6215110 · Salaries	6,795.53
6215140 · PR Tax Expense City Share	522.18
6215150 · KPERs City Share	663.94
6215160 · Health Ins. - City Share	1,900.87
Total 6215100 · Staff Expense Sewer	9,882.52
6215200 · Non-Material Expenditures	32.92
6215224 · Consul;int Services	455.04
6215251 · Utilities	464.37
6215253 · Insurance	116.34
6215315 · Operating Supplies	78.42
6215334 · Materials / Supplies Stock	13.60
6215542 · Loan Jetter Sewer Equipment	1,919.28
Total 621X · SEWER FUND EXPENSE	12,962.49
622I · SEWER RESERVE INCOME	
6224690 · Misc.. Revenues / SL Fees	10,270.00
6224750 · Interfund Operating Trans In	0.00
Total 622I · SEWER RESERVE INCOME	10,270.00
630I · TRASH REVENUE	
6304350 · Trash Service Revenue	17,503.99
6304355 · Late Payment Charge	409.58
Total 630I · TRASH REVENUE	17,913.57

City of Towanda, KS
Statement of Activities
December 2025

		Dec 25
630X · TRASH FUND EXPENSE		
6305225 · Cleaning / Disposal Service		11,282.86
Total 630X · TRASH FUND EXPENSE		11,282.86

11:39 AM
01/08/26
Cash Basis

City of Towanda, KS
Fund Balance Report
As of December 31, 2025

	Dec 31, 25
ASSETS	
Current Assets	
Checking/Savings	
1000 · Vintage Bank	
100B · General Fund	1,281.88
200B · Mayor/Council Fund	2,986.29
240B · Equipment Reserve Fund	27,948.11
250B · Streets O/M Fund	13,723.96
251B · Street Reserve Fund	204,804.81
260B · Community Center Fund	34,051.86
310B · Bond Fund	41,735.93
410B · Capital Improvemnet Fund	84,803.81
609B · Water Debt Service Fund	20,451.00
610B · Water Meter Replacement Fund	14,680.10
611B · Water O/M Fund	7,112.14
612B · Water Reserve Fund	10,159.77
613B · Tower Fund	84,294.16
621B · Sewer O/M Fund	33,526.95
622B · Sewer Reserve Fund	166,360.72
630B · Trash and Refuse Fund	50,753.08
720B · Cemetery Fund	1,430.00
Total 1000 · Vintage Bank	800,104.57
Total Checking/Savings	800,104.57
Total Current Assets	800,104.57
TOTAL ASSETS	800,104.57
LIABILITIES & EQUITY	
Equity	
30000 · Opening Balance Equity	1,321,506.52
32000 · Retained Earnings	-407,299.10
Net Income	-114,102.85
Total Equity	800,104.57
TOTAL LIABILITIES & EQUITY	800,104.57

Budget Execution Report 2025

Date Wednesday, December 31, 2025

% of year

100%

Fund		Budget	YTD	% Used	Remaining
General	100	\$901,600.00	\$821,722.98	91%	\$79,877.02
Streets	250	\$47,393.00	\$45,245.29	95%	\$2,147.71
Fire	220	\$55,419.49	\$56,522.44	102%	(\$1,102.95)
Comm Cntr	260	\$36,604.00	\$20,860.03	57%	\$15,743.97
Water	611	\$435,890.00	\$261,032.80	60%	\$174,857.20
Sewer	621	\$201,745.00	\$154,468.68	77%	\$47,276.32
Trash	630	\$193,811.00	\$137,127.26	71%	\$56,683.74
Cemetery	720	\$10,000.00	\$7,850.00	79%	\$2,150.00
Loan Pmt	310	\$16,739.00	\$16,739.00	100%	\$0.00
Library	210	\$57,190.00	\$56,713.78	99%	\$476.22
		\$1,956,391.49	\$1,578,282.26		

2025

2025

*Consumption totals are for the **billed** month stated (readings from the end of the previous month).

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City of Towanda, KS
Claims Report
December 2025

Date	Num	Name	Memo	Debit	Credit	Balance
100X - GENERAL FUND EXPENSES						
12 - ADMINISTRATION EXPENSES						
12-Administration/Finance						
12-5200 - Non-Material Expenditures						
12/16/2025	41245	ICI	Bonding Fee for Sarah Gooding 2026	100.00		100.00
Total 12-5200 - Non-Material Expenditures				100.00	0.00	100.00
12-5207 - Fees Paid to Collection Agency						
12/15/2025	41235	Teart Haynes	Refund of Collection Fees Received on Account #468007 Teart Haynes	114.98		114.98
Total 12-5207 - Fees Paid to Collection Agency				114.98	0.00	114.98
12-5210 - Training / Meetings						
12/14/2025	41233	Bank of America	Food and Drink for meetings	64.25		64.25
Total 12-5210 - Training / Meetings				64.25	0.00	64.25
12-5211 - Registration Fees						
12/14/2025	41233	Bank of America	Cami CMC License	125.00		125.00
Total 12-5211 - Registration Fees				125.00	0.00	125.00
12-5213 - Lodging/Meals						
12/14/2025	41233	Bank of America	Stetson Conference Motel	157.41		157.41
12/14/2025	41233	Bank of America	Andy Conference Motel	195.72		353.13
Total 12-5213 - Lodging/Meals				353.13	0.00	353.13
12-5221 - Membership Fees						
12/08/2025	41222	League of Kansas Municipalities	2026 CITY MEMBERSHIP DUES	869.26		869.26
12/14/2025	41233	Bank of America	CCMFOA Membership	50.00		919.26
Total 12-5221 - Membership Fees				919.26	0.00	919.26
12-5254 - Printing / Publications						
12/12/2025	EWD	Nexbill Pay	Ebilled 12/2025	9.30		9.30
12/12/2025	EWD	Nexbill Pay	Bad Check Processing Fee Gaskill and Hutchinson	3.00		12.30
12/29/2025	41260	CANON FINANCIAL SERVICES	Printer Charges 11/01/2025 to 11/30/2025	310.47		322.77
Total 12-5254 - Printing / Publications				322.77	0.00	322.77
12-5255 - Postage & Shipping Charges						
12/03/2025	41207	TOWANDA POST OFFICE	Postage for sending bills	1,000.00		1,000.00
Total 12-5255 - Postage & Shipping Charges				1,000.00	0.00	1,000.00
12-5314 - Office Supplies						
12/03/2025	41214	WALMART COMMUNITY BFC	Post it Notes for Council and Dividers	43.81		43.81
12/08/2025	41219	STAPLES	Pens and a Ream of Paper	86.05		129.86
12/14/2025	41233	Bank of America	Staples, and Trash bags	50.89		180.75
12/14/2025	41233	Bank of America	Salt for front of Office when its icy	69.99		250.74
12/18/2025	41247	Lisa K. Hamilton	Reimburse Lisa for paying for Vacuum Cleaner for Office	148.00		398.74

City of Towanda, KS
Claims Report
December 2025

Date	Nm	Name	Memo	Debit	Credit	Balance
12/31/2025		WALMART COMMUNITY BRC		43.81		442.55
Total 12-5314 - Office Supplies				442.55	0.00	442.55
12-5319 - Misc. Supplies						
12/03/2025	41215	Seven K Company	Name plates for Mike Hayes Mayor and Drew Shults Council Member	33.30		33.30
12/14/2025	41233	Bank of America	Andy order through Fed Ex	28.23		61.53
12/14/2025	41233	Bank of America	Museum ink for printer	142.97		204.50
12/14/2025	41233	Bank of America	No Receipts Unknown Purchases Walmart and Unknown	101.53		306.03
Total 12-5319 - Misc. Supplies				306.03	0.00	306.03
12-5400 - IT & Website Expenses						
12-5401 - QuickBooks Software						
12/14/2025	41233	Bank of America	Quickbooks	384.00		384.00
Total 12-5401 - QuickBooks Software				384.00	0.00	384.00
12-5403 - MS Office						
12/14/2025	41233	Bank of America	Microsoft	107.49		107.49
Total 12-5403 - MS Office				107.49	0.00	107.49
12-5404 - Tockify - Community Calendar						
12/14/2025	41233	Bank of America	Tockify	8.00		8.00
Total 12-5404 - Tockify - Community Calendar				8.00	0.00	8.00
12-5405 - Adobe - Licenced Images						
12/14/2025	41233	Bank of America	Adobe	29.99		29.99
Total 12-5405 - Adobe - Licenced Images				29.99	0.00	29.99
12-5406 - Mail Chimp Email Service						
12/14/2025	41233	Bank of America	Mail Chimp	39.50		39.50
Total 12-5406 - Mail Chimp Email Service				39.50	0.00	39.50
Total 12-5400 - IT & Website Expenses				568.98	0.00	568.98
66900 - Reconciliation Discrepancies						
12/31/2025	EOMWMTRF3		Balance Adjustment	2.00		2.00
Total 66900 - Reconciliation Discrepancies				2.00	0.00	2.00
Total 12-Administration/Finance				4,318.95	0.00	4,318.95
12-5100 - Staff Expense Administration						
12-5110 - Salaries						
12/31/2025	EOMPRADJ			16,548.67		16,548.67
Total 12-5110 - Salaries				16,548.67	0.00	16,548.67
12-5140 - PR Tax Expense City Share						
12/31/2025	EOMPRADJ			1,263.07		1,263.07
Total 12-5140 - PR Tax Expense City Share				1,263.07	0.00	1,263.07
12-5150 - KPERS City Share						
12/31/2025	EOMPRADJ			1,548.61		1,548.61
Total 12-5150 - KPERS City Share				1,548.61	0.00	1,548.61

City of Towanda, KS
Claims Report
December 2025

Date	Num	Name	Memo	Debit	Credit	Balance
12-5160 - Health Ins. - City Share						
12/31/2025	EOMPRADJ			2,644.64		2,644.64
Total 12-5160 - Health Ins. - City Share						
				2,644.64	0.00	2,644.64
12-5161 - Adj - Payroll Liab. Differences						
12/31/2025	EOMBLCLNUP			2,760.22		2,760.22
Total 12-5161 - Adj - Payroll Liab. Differences						
				2,760.22	0.00	2,760.22
Total 12-5100 - Staff Expense Administration						
				24,765.21	0.00	24,765.21
12-5251 - Utilities						
12-5261 - Utilities Reimbursed By BUFD#11						
12/03/2025	41209	ACCENTLOGIC	Telephone Expense	32.94		32.94
12/03/2025	41217	COX	Cox Utility	44.91		77.85
12/11/2025	5078	Butler County Fire District #11	Payment for Credit Card Purchase		107.49	-29.64
12/14/2025	41232	VERIZON WIRELESS	VERIZON UTILITY	41.55		11.91
12/29/2025	41259	KANSAS GAS SERVICE	Gas Utility	482.03		493.94
12/29/2025	5080	Butler County Fire District #11	December 2025 Utilities		489.14	4.80
12/29/2025	41262	EVERGY	Evergy Utility	202.92		207.72
12/29/2025	41262	EVERGY	Evergy Utility	167.98		375.70
Total 12-5261 - Utilities Reimbursed By BUFD#11				972.33	596.63	375.70
12-5251 - Utilities - Other						
12/01/2025	41204	BUTLER RURAL ELECTRIC	Light at Hunter and 254	66.97		66.97
12/01/2025	41205	EVERGY	Evergy Utility	36.82		103.79
12/03/2025	41209	ACCENTLOGIC	Telephone Expense	98.81		202.60
12/03/2025	41213	EVERGY	Evergy Utility	1,476.69		1,679.29
12/03/2025	41217	COX	Cox Utility	27.52		1,706.81
12/14/2025	41232	VERIZON WIRELESS	VERIZON UTILITY	41.55		1,748.36
12/29/2025	41259	KANSAS GAS SERVICE	Gas Utility	295.33		2,043.69
Total 12-5251 - Utilities - Other				2,043.69	0.00	2,043.69
Total 12-5251 - Utilities				3,016.02	596.63	2,419.39
12-5253 - Insurance						
12-5260 - Insuranc C Hall & Fire Sta Bldg						
12/12/2025	41227	EMC INSURANCE		881.72		881.72
12/29/2025	5080	Butler County Fire District #11	December 2025 Insurance		544.50	337.22
Total 12-5260 - Insuranc C Hall & Fire Sta Bldg				881.72	544.50	337.22
Total 12-5253 - Insurance				881.72	544.50	337.22
12-5650 - Interfund Operate / TR Out						
12 - Transfer to Capital Improv						
12/31/2025	EOMFT			750.00		750.00
12/31/2025	EOYTFRs			12,000.00		12,750.00
Total 12 - Transfer to Capital Improv				12,750.00	0.00	12,750.00
12 - Transfer to Community Bldg						

City of Towanda, KS
Claims Report
December 2025

Date	Num	Name	Memo	Debit	Credit	Balance
12/31/2025	EOMFT			833.33		833.33
Total 12 - Transfer to Community Bldg						
12 - Transfer to Equipment Res				833.33	0.00	833.33
12/31/2025	EOMFT			833.34		833.34
12/31/2025	EOYTFRs			10,000.00		10,833.34
Total 12 - Transfer to Equipment Res						
12 - Transfer to Sewer Reserve				10,833.34	0.00	10,833.34
12/31/2025	EOMFT			0.00		0.00
Total 12 - Transfer to Sewer Reserve						
12 - Transfer to Water Reserve				0.00	0.00	0.00
12/31/2025	EOMFT			416.67		416.67
Total 12 - Transfer to Water Reserve						
12 - Transfer to Street Reserve				416.67	0.00	416.67
12/31/2025	EOMFT			625.00		625.00
12/31/2025	EOYTFRs			12,000.00		12,625.00
Total 12 - Transfer to Street Reserve						
12 - Transfer to Street Reserve				12,625.00	0.00	12,625.00
12/31/2025				37,458.34	0.00	37,458.34
Total 12-5850 - Interfund Operate / TR Out						
12 - ADMINISTRATION EXPENSES				70,440.24	1,141.13	69,299.11
Total 12 - ADMINISTRATION EXPENSES						
13 - COURT						
13-Court General Expenses						
13-5251 - Utilities						
12/14/2025	41232	VERIZON WIRELESS	VERIZON UTILITY	81.56		81.56
Total 13-5251 - Utilities						
13-5314 - Office Supplies						
12/14/2025	41233	Bank of America	ink for printer	25.89		25.89
Total 13-5314 - Office Supplies						
13-Court General Expenses				25.89	0.00	25.89
Total 13-Court General Expenses						
13-5100 - Staff Expense Court				107.45	0.00	107.45
13-5110 - Salaries						
12/31/2025	EOMPRADJ			124.53		124.53
Total 13-5110 - Salaries						
13-5140 - PR Tax Expense City Share				124.53	0.00	124.53
12/31/2025	EOMPRADJ			9.64		9.64
Total 13-5140 - PR Tax Expense City Share						
13-5150 - KPERS City Share				9.64	0.00	9.64
12/31/2025	EOMPRADJ					
Total 13-5150 - KPERS City Share						
13-5150 - KPERS City Share				0.00	0.00	0.00
12/31/2025	EOMPRADJ					
Total 13-5150 - KPERS City Share						
13-5160 - Health Ins. - City Share						
12/31/2025	EOMPRADJ					
Total 13-5160 - Health Ins. - City Share						

City of Towanda, KS
Claims Report
December 2025

Date	Nm	Name	Memo	Debit	Credit	Balance
Total 13-5100 - Staff Expense Court						
Total 13 - COURT				134.17	0.00	134.17
14 - LEGAL				241.62	0.00	241.62
14-5110 - Salaries / Permanent						
12/01/2025 41199 Robert Lane				1,200.00		1,200.00
Total 14-5110 - Salaries / Permanent				1,200.00	0.00	1,200.00
Total 14 - LEGAL				1,200.00	0.00	1,200.00
15 - PLANNING & ZONING						
15-5225 - Code Compliance Contract						
12/01/2025 41198				1,000.00		1,000.00
Total 15-5225 - Code Compliance Contract				1,000.00	0.00	1,000.00
15-5252 - Communications						
12/16/2025 41236				59.71		59.71
Total 15-5252 - Communications				59.71	0.00	59.71
15-5254 - Printing / Publications						
12/14/2025 41233				111.35		111.35
Total 15-5254 - Printing / Publications				111.35	0.00	111.35
15-5315 - Operating Supplies						
12/14/2025 41233				180.85		180.85
Total 15-5315 - Operating Supplies				180.85	0.00	180.85
15-5319 - Misc. Supplies						
12/16/2025 41243				100.00		100.00
Total 15-5319 - Misc. Supplies				100.00	0.00	100.00
Total 15 - PLANNING & ZONING				1,451.91	0.00	1,451.91
21 - PARKS and GROUNDSKEEPING						
21-5251 - Utilities						
12/29/2025 41261				31.13		31.13
Total 21-5251 - Utilities				31.13	0.00	31.13
21-5253 - Insurance						
12/12/2025 41227				109.06		109.06
Total 21-5253 - Insurance				109.06	0.00	109.06
21-5550 - Groundkeeping						
21-5554 - Mowing						
21-5555 - Mower Gas & Oil						
12/03/2025 41208				91.40		91.40
Total 21-5555 - Mower Gas & Oil				91.40	0.00	91.40
Total 21-5554 - Mowing				91.40	0.00	91.40
Total 21-5550 - Groundkeeping				91.40	0.00	91.40
Total 21 - PARKS and GROUNDSKEEPING				231.59	0.00	231.59

City of Towanda, KS
Claims Report
December 2025

22 - POOL	Date	Num	Name	Memo	Debit	Credit	Balance
22-Pool General Expenses							
22-5242 - Building / Facilities R&M							
	12/16/2025	41240	SUTHERLANDS CREDIT	3x Tees, Yard Hydrant, connector, elbow, coupling	208.00		208.00
Total 22-5242 - Building / Facilities R&M					208.00	0.00	208.00
22-5251 - Utilities							
	12/01/2025	41203	VERIZON WIRELESS	Verizon Utility	65.11		65.11
	12/30/2025	41264	VERIZON WIRELESS	Verizon Utility	65.11		130.22
Total 22-5251 - Utilities					130.22	0.00	130.22
22-5253 - Insurance							
	12/12/2025	41227	EMC INSURANCE		361.21		361.21
Total 22-5253 - Insurance					361.21	0.00	361.21
Total 22-Pool General Expenses					699.43	0.00	699.43
22-5100 - Staff Expense Pool							
22-5110 - Salaries							
	12/31/2025	EOMPRADJ			0.00	0.00	0.00
Total 22-5110 - Salaries					0.00	0.00	0.00
22-5140 - PR Tax Expense City Share							
	12/31/2025	EOMPRADJ			0.00	0.00	0.00
Total 22-5140 - PR Tax Expense City Share					0.00	0.00	0.00
Total 22-5100 - Staff Expense Pool					699.43	0.00	699.43
Total 22 - POOL							
24 - LIBRARY-BILLING							
24-5244 - Other Repair / Maintenance							
	12/02/2025	41185	ORKIN	PC Standard Quarterly 4-PC Standard	120.00		120.00
Total 24-5244 - Other Repair / Maintenance				Reimbursement for Concrete at the Library		896.65	-776.65
24-5251 - Utilities							
	12/29/2025	41258	KANSAS GAS SERVICE	KS Gas Utility	247.20		247.20
	12/29/2025	41261	EVERGY	Evergy Utility	109.79		356.99
	12/29/2025	41262	EVERGY	Evergy Utility	33.76		390.75
Total 24-5251 - Utilities					390.75	0.00	390.75
24-5253 - Insurance							
	12/12/2025	41227	EMC INSURANCE		370.42		370.42
Total 24-5253 - Insurance					370.42	0.00	370.42
Total 24 - LIBRARY-BILLING					881.17	896.65	-15.48
25 - SENIOR CENTER							
25-5251 - Utilities							
	12/14/2025	41230	COX	COX UTILITY	33.50		33.50

City of Towanda, KS
Claims Report
December 2025

Date	Num	Name	Memo	Debit	Credit	Balance
12/29/2025	41259	KANSAS GAS SERVICE	Gas Utility	148.59		182.09
12/29/2025	41262	EVERGY	Evergy Utility	156.92		339.01
Total 25-5251 - Utilities				339.01	0.00	339.01
25-5253 - Insurance						
12/12/2025	41227	EMC INSURANCE		322.46		322.46
Total 25-5253 - Insurance				322.46	0.00	322.46
Total 25 - SENIOR CENTER				661.47	0.00	661.47
26 - MUSEUM						
26-5253 - Insurance						
12/12/2025	41227	EMC INSURANCE		929.90		929.90
Total 26-5253 - Insurance				929.90	0.00	929.90
Total 26 - MUSEUM				929.90	0.00	929.90
27 - City Gas Station Property						
27-5000 - Property Taxes						
12/29/2025	EWD	Butler County Real Estate Tax	2025 Real Estate Tax's	125.34		125.34
Total 27-5000 - Property Taxes				125.34	0.00	125.34
Total 27 - City Gas Station Property				125.34	0.00	125.34
31 - SHERIFF DEPARTMENT CONTRACT						
31-Police General Expenditures						
31-5251 - Utilities						
12/01/2025	41206	COX	COX Utility	67.00		67.00
12/29/2025	41255	COX	Cox Utility	67.00		134.00
12/29/2025	41259	KANSAS GAS SERVICE	Gas Utility	147.50		281.50
12/29/2025	41262	EVERGY	Evergy Utility	82.52		364.02
Total 31-5251 - Utilities				364.02	0.00	364.02
31-5253 - Insurance						
12/12/2025	41227	EMC INSURANCE		376.40		376.40
Total 31-5253 - Insurance				376.40	0.00	376.40
Total 31-Police General Expenditures				740.42	0.00	740.42
Total 31 - SHERIFF DEPARTMENT CONTRACT				740.42	0.00	740.42
34 - ANIMAL CONTROL						
34-5253 - Insurance						
12/12/2025	41227	EMC INSURANCE		12.96		12.96
Total 34-5253 - Insurance				12.96	0.00	12.96
34-5259 - Misc. Services						
12/08/2025	41221	PRAIRE STATION VET CLINIC	EUTHANASIA PIT BULL MALE GREY ATTACKED A BOY	61.00		61.00
12/08/2025	41221	PRAIRE STATION VET CLINIC	EUTHANASIA OF A CAT PELVIC AND BACK FRACTURE	50.00		111.00
Total 34-5259 - Misc. Services				111.00	0.00	111.00
34-5319 - Misc. Supplies						

City of Towanda, KS
Claims Report
December 2025

Date	Nm	Name	Memo	Debit	Credit	Balance
12/16/2025	41244	BOMGAARS SUPPLY	Dog Food x3, Hitch Pin and Clip	85.96		85.96
Total 34-5319 - Misc. Supplies				85.96	0.00	85.96
Total 34 - ANIMAL CONTROL				209.92	0.00	209.92
50 - PUBLIC WORKS SHOP						
50-Public Works General						
50-5210 - Training / Meetings						
12/16/2025	41241	Robert Beard	Reimbursement for CDL Test	13.00		13.00
Total 50-5210 - Training / Meetings				13.00	0.00	13.00
50-5242 - Building / Facilities R&M						
12/16/2025	41240	SUTHERLANDS CREDIT	Garage Bottom Rubber, Dr bottom vinyl rep x2, 2x6 Preferred Cut	68.63		68.63
Total 50-5242 - Building / Facilities R&M				68.63	0.00	68.63
50-5251 - Utilities						
12/03/2025	41209	ACCENTLOGIC	Telephone Expense	32.94		32.94
12/03/2025	41217	COX	Cox Utility	27.52		60.46
12/16/2025	41237	RYLAN ROSE	Dec 2025 Phone Reimbursement	30.00		90.46
12/16/2025	41238	Josh Smith	Dec 2025 Phone Reimbursement	30.00		120.46
12/16/2025	41239	Robert Beard	Dec 2025 Phone Reimbursement	30.00		150.46
12/16/2025	41242	RYLAN ROSE	Reimbursement for CDL Test	13.00		163.46
12/29/2025	41259	KANSAS GAS SERVICE	Gas Utility	295.34		458.80
12/29/2025	41262	EVERGY	Evergy Utility	126.84		585.64
Total 50-5251 - Utilities				585.64	0.00	585.64
50-5253 - Insurance						
12/12/2025	41227	EMC INSURANCE		860.51		860.51
Total 50-5253 - Insurance				860.51	0.00	860.51
50-5311 - Gasoline / Fuel / Lubricants						
12/03/2025	41208	WEX FLEET UNIVERSAL	Fuel for all trucks	395.80		395.80
Total 50-5311 - Gasoline / Fuel / Lubricants				395.80	0.00	395.80
50-5315 - Operating / Shop Supplies						
12/01/2025	41202	HIZEY SERVICE AND SUPPLY	3x Nipple Brass	19.32		19.32
12/16/2025	41244	BOMGAARS SUPPLY	Clevis Slip Hook	7.99		27.31
Total 50-5315 - Operating / Shop Supplies				27.31	0.00	27.31
50-5319 - Misc. Supplies						
12/16/2025	41240	SUTHERLANDS CREDIT	No Receipt	82.13		82.13
12/16/2025	41244	BOMGAARS SUPPLY	Shop Supplies	60.91		143.04
Total 50-5319 - Misc. Supplies				143.04	0.00	143.04
50-5321 - Maintenance Uniforms						
12/03/2025	41210	UNIFIRST CORPORATION	Maintenance Uniforms 12/01/2025	76.14		76.14
12/08/2025	41220	UNIFIRST CORPORATION	Maintenance Uniforms 11/24/2025	77.04		153.18
12/08/2025	41223	UNIFIRST CORPORATION	MAINTENANCE UNIFORMS 12/08/2025	64.19		217.37

City of Towanda, KS
Claims Report
December 2025

Date	Num	Name	Memo	Debit	Credit	Balance
12/14/2025	41228	UNIFIRST CORPORATION	Uniforms for Maintenance 12/15/2025	63.19		280.56
12/18/2025	41246	UNIFIRST CORPORATION	Maintenance Uniforms 12/22/2025	81.19		361.75
12/29/2025	41251	UNIFIRST CORPORATION	12-29-2025 Maintenance Uniforms	66.19		427.94
Total 50-5321 - Maintenance Uniforms				427.94	0.00	427.94
50-5322 - Personal Protective Equip						
12/15/2025	41234	Harrison, Todd R	Reimbursement for Steel Toed boots 12/2025	149.99		149.99
Total 50-5322 - Personal Protective Equip				149.99	0.00	149.99
50-5324 - Furniture						
12/16/2025	41244	BOMGAARS SUPPLY	Cable Ties x 4, sanding disc, Wood Stain, Multi Tool, Utility Knife, Steel Wool, Wood Stain x2,	134.28		134.28
Total 50-5324 - Furniture				134.28	0.00	134.28
50-5325 - Tools						
12/14/2025	41233	Bank of America	Tools for Maintenance	795.45		795.45
12/16/2025	41240	SUTHERLANDS CREDIT	Extension Cord x2	56.99		852.44
12/16/2025	41244	BOMGAARS SUPPLY	Wrench set x2, 2x receiver tube, hitch, Saw Blade, Tape Measure, Utility Knife, 2x Multi tool	375.90		1,228.34
Total 50-5325 - Tools				1,228.34	0.00	1,228.34
50-5331 - Vehicle / Mobile Parts-Supplies						
12/14/2025	41233	Bank of America	Axle Shaft for Dump Truck	280.00		280.00
12/14/2025	41233	Bank of America	Lights for Equipment	269.28		549.28
Total 50-5331 - Vehicle / Mobile Parts-Supplies				549.28	0.00	549.28
Total 50-Public Works General				4,583.76	0.00	4,583.76
50-5100 - Staff Expense Public Works						
50-5110 - Salaries						
12/31/2025	EOMPRADJ			3,840.95		3,840.95
Total 50-5110 - Salaries				3,840.95	0.00	3,840.95
50-5140 - PR Tax Expense City Share						
12/31/2025	EOMPRADJ			295.15		295.15
Total 50-5140 - PR Tax Expense City Share				295.15	0.00	295.15
50-5150 - KPERS City Share						
12/31/2025	EOMPRADJ			375.27		375.27
Total 50-5150 - KPERS City Share				375.27	0.00	375.27
50-5160 - Health Ins. - City Share						
12/31/2025	EOMPRADJ			1,074.40		1,074.40
Total 50-5160 - Health Ins. - City Share				1,074.40	0.00	1,074.40
Total 50-5100 - Staff Expense Public Works				5,585.77	0.00	5,585.77
Total 50 - PUBLIC WORKS SHOP				10,169.53	0.00	10,169.53
Total 100X - GENERAL FUND EXPENSES				87,982.54	2,037.78	85,944.76

City of Towanda, KS
Claims Report
December 2025

Date	Nm	Name	Memo	Debit	Credit	Balance
Total Expense						
131,605.44						
45,660.68						
85,944.76						
DESIGNATED FUND EXPENDITURES						
210X - LIBRARY BLDG COUNTY TAX DIS						
2105610 - Appropriations						
12/30/2025 41265 TOWANDA LIBRARY BOARD						
County Tax Distribution 12/18/2025						
Total 2105610 - Appropriations						
1,397.91						
1,397.91						
1,397.91						
220X - FIRE RESCUE EXPENSE						
2205100 - Staff Expense Fire Rescue						
2205110 - Salaries						
12/31/2025 EOMPRADJ						
Total 2205110 - Salaries						
0.00						
0.00						
2205140 - PR Tax Expense City Share						
12/31/2025 EOMPRADJ						
Total 2205140 - PR Tax Expense City Share						
0.00						
0.00						
0.00						
Total 2205100 - Staff Expense Fire Rescue						
0.00						
240X - EQUIPMENT RESERVE						
2405541 - Machinery / Equipment						
12/12/2025 41225 EQUIPMENTSHARE						
Case glass, handle, bumper, washer nut						
special, nut push on , rod, latch, nut flange,						
washer sea...						
CAME TO THE CITY TO WORK ON						
BACKHOE						
Total 2405541 - Machinery / Equipment						
486.13						
486.13						
1,134.78						
1,134.78						
1,134.78						
250X - STREETS OM FUND EXPENSE						
2505100 - Staff Expense Streets						
2505110 - Salaries						
12/31/2025 EOMPRADJ						
Total 2505110 - Salaries						
1,181.83						
1,181.83						
1,181.83						
2505140 - PR Tax Expense City Share						
12/31/2025 EOMPRADJ						
Total 2505140 - PR Tax Expense City Share						
90.81						
90.81						
90.81						
2505150 - KPERS City Share						
12/31/2025 EOMPRADJ						
Total 2505150 - KPERS City Share						
115.47						
115.47						
115.47						
Total 2505150 - KPERS City Share						
2505160 - Health Ins. - City Share						
12/31/2025 EOMPRADJ						
Total 2505160 - Health Ins. - City Share						
330.59						
330.59						
330.59						

City of Towanda, KS
Claims Report
December 2025

Date	Nm	Name	Memo	Debit	Credit	Balance
Total 2505160 - Health Ins. - City Share						
				330.59	0.00	330.59
Total 2505100 - Staff Expense Streets						
2505253 - Insurance (WC)				1,718.70	0.00	1,718.70
12/12/2025 41227						
Total 2505253 - Insurance (WC)						
2505310 - Fuel for Township-Exch for Rock		EMC INSURANCE		23.34		23.34
12/03/2025 41208				23.34	0.00	23.34
Total 2505310 - Fuel for Township-Exch for Rock						
2505311 - Gasoline/ Fuel/ Lubricants		WEX FLEET UNIVERSAL	Fuel for Township	200.99		200.99
12/03/2025 41208				200.99	0.00	200.99
Total 2505311 - Gasoline/ Fuel/ Lubricants						
2505331 - Vehicle / Mobile Parts-Supplies		WEX FLEET UNIVERSAL	Fuel for Dirt Moving Equipment and Dumptrucks	570.39		570.39
12/03/2025 41211				570.39	0.00	570.39
Total 2505331 - Vehicle / Mobile Parts-Supplies						
2505331 - Vehicle / Mobile Parts-Supplies		BUMPER TO BUMPER OF EL DORADO	Hydraulic Hose Coupler	9.21		9.21
12/03/2025 41211				9.21	0.00	9.21
Total 2505331 - Vehicle / Mobile Parts-Supplies						
251X - STREET RESERVE				2,522.63	0.00	2,522.63
2515333 - Street Material / Supplies						
12/18/2025 41249		BUTLER COUNTY PUBLIC WORKS	Posts for Street Signs x3	125.01		125.01
12/18/2025 41250		MIDWEST TRUCK EQUIPMENT INC	Parts for salt truck	2,214.33		2,339.34
Total 2515333 - Street Material / Supplies						
251X - STREET RESERVE				2,339.34	0.00	2,339.34
260X - COMMUNITY CENTER EXPENSE						
2605225 - Cleaning / Disposal Service		Lisa K. Hamilton	Community Building Cleaning 12/2025	500.00		500.00
12/10/2025 41226				500.00	0.00	500.00
Total 2605225 - Cleaning / Disposal Service						
2605242 - Building / Facilities R&M		SUTHERLANDS CREDIT	Flapper Kit, Sink Sprayer, Sprayer hose	45.10		45.10
12/16/2025 41240				45.10	0.00	45.10
Total 2605242 - Building / Facilities R&M						
2605251 - Utilities		COX	COX UTILITY	33.50		33.50
12/14/2025 41230		KANSAS GAS SERVICE	Gas Utility	167.22		200.72
12/29/2025 41259		EVERGY	Evergy Utility	153.16		353.88
12/29/2025 41262				353.88	0.00	353.88
Total 2605251 - Utilities						
2605253 - Insurance		EMC INSURANCE		677.13		677.13
12/12/2025 41227				677.13	0.00	677.13
Total 2605253 - Insurance						
2605319 - Misc. Supplies		Bank of America	Paper Towels for Community Building	58.22		58.22
12/14/2025 41233				58.22	0.00	58.22
Total 2605319 - Misc. Supplies						

City of Towanda, KS
Claims Report
December 2025

Date	Num	Name	Memo	Debit	Credit	Balance
Total 260X - COMMUNITY CENTER EXPENSE				1,634.33	0.00	1,634.33
310X - BOND FUND EXPENSE						
3105200 - Transfers Out						
12/31/2025	EOYTFRs			11,477.00		11,477.00
12/31/2025	EOYTFRs				62.45	11,414.55
Total 3105200 - Transfers Out						
Total 310X - BOND FUND EXPENSE				11,477.00	62.45	11,414.55
611X - WATER FUND EXPENSE						
6115100 - Staff Expense Water				11,477.00	62.45	11,414.55
6115110 - Salaries						
12/31/2025	EOMPRADJ			2,954.58		2,954.58
Total 6115110 - Salaries				2,954.58	0.00	2,954.58
6115140 - PR Tax Expense City Share						
12/31/2025	EOMPRADJ			227.04		227.04
Total 6115140 - PR Tax Expense City Share				227.04	0.00	227.04
6115150 - KPERS City Share						
12/31/2025	EOMPRADJ			288.67		288.67
Total 6115150 - KPERS City Share				288.67	0.00	288.67
6115160 - Health Ins. - City Share						
12/31/2025	EOMPRADJ			826.46		826.46
Total 6115160 - Health Ins. - City Share				826.46	0.00	826.46
6115100 - Staff Expense Water						
12/31/2025	EOMPRADJ			4,296.75	0.00	4,296.75
6115212 - Transportation / Mileage						
12/03/2025	41216	METRO COURIER	Mallings from 11/16/2025 to 11/30/2025 to KDHE	62.38		62.38
12/16/2025	41248	METRO COURIER	Water Sample Mailing 12/01/2025 to 12/15/2025	62.38		124.76
Total 6115212 - Transportation / Mileage				124.76	0.00	124.76
6115226 - Testing Services						
12/14/2025	41229	KANSAS HEALTH AND ENVIRONMENT	Collection of Drinking Water Samples	1,220.00		1,220.00
Total 6115226 - Testing Services				1,220.00	0.00	1,220.00
6115315 - Operating Supplies						
12/29/2025	41252	GRIFFIN MAX CONSTRUCTION INC	Screenings	277.00		277.00
Total 6115315 - Operating Supplies				277.00	0.00	277.00
6115334 - Materials / Supplies Stock						
12/03/2025	41212	Lampton Welding Supply	Welding Supplies	13.60		13.60
Total 6115334 - Materials / Supplies Stock				13.60	0.00	13.60
6115341 - Water For Resale						
12/01/2025	41194	RURAL WATER DIST. NO. 5	Water for resale 10/31/2025 to 11/30/2025	22,067.95		22,067.95
Total 6115341 - Water For Resale				22,067.95	0.00	22,067.95

City of Towanda, KS
Claims Report
December 2025

Date	Num	Name	Memo	Debit	Credit	Balance
6115420 - Contractual Services						
12/01/2025	41200	GRIFFIN MAX CONSTRUCTION INC	WATER DECEMBER 2025	180.00		180.00
Total 6115420 - Contractual Services						
Total 611X - WATER FUND EXPENSE				180.00	0.00	180.00
612X - WATER RESERVE EXPENSE				28,180.06	0.00	28,180.06
6125319 - Water Infrastructure Parts						
12/16/2025	41240	SUTHERLANDS CREDIT	3x Elbows and PVC	38.18		38.18
Total 6125319 - Water Infrastructure Parts						
Total 612X - WATER RESERVE EXPENSE				38.18	0.00	38.18
613X - WATER TOWER EXPENSE				38.18	0.00	38.18
6135253 - Insurance						
12/12/2025	41227	EMC INSURANCE		427.27		427.27
Total 6135253 - Insurance						
Total 613X - WATER TOWER EXPENSE				427.27	0.00	427.27
621X - SEWER FUND EXPENSE				427.27	0.00	427.27
6215100 - Staff Expense Sewer						
6215110 - Salaries						
12/31/2025	EOMPRADJ			6,795.53		6,795.53
Total 6215110 - Salaries						
Total 6215110 - Salaries				6,795.53	0.00	6,795.53
6215140 - PR Tax Expense City Share						
12/31/2025	EOMPRADJ			522.18		522.18
Total 6215140 - PR Tax Expense City Share						
Total 6215140 - PR Tax Expense City Share				522.18	0.00	522.18
6215150 - KPERS City Share						
12/31/2025	EOMPRADJ			663.94		663.94
Total 6215150 - KPERS City Share						
Total 6215150 - KPERS City Share				663.94	0.00	663.94
6215160 - Health Ins. - City Share						
12/31/2025	EOMPRADJ			1,900.87		1,900.87
Total 6215160 - Health Ins. - City Share						
Total 6215160 - Health Ins. - City Share				1,900.87	0.00	1,900.87
6215200 - Non-Material Expenditures						
12/29/2025	41253	AMERICAN MESSAGING	Emergency Phone	9,882.52	0.00	9,882.52
Total 6215200 - Non-Material Expenditures						
Total 6215200 - Non-Material Expenditures				32.92		32.92
6215224 - Consul,int Services				32.92	0.00	32.92
12/29/2025	41254	GRIFFIN MAX CONSTRUCTION INC	Sewer Repair South 3rd Street	455.04		455.04
Total 6215224 - Consul,int Services						
Total 6215224 - Consul,int Services				455.04	0.00	455.04
6215251 - Utilities						
12/29/2025	41257	LINGO	Emergency Phone	140.18		140.18
12/29/2025	41261	EVERGY	Evergy Utility	27.11		167.29
12/29/2025	41262	EVERGY	Evergy Utility	297.08		464.37
Total 6215251 - Utilities						
Total 6215251 - Utilities				464.37	0.00	464.37

City of Towanda, KS
Claims Report
December 2025

Date	Num	Name	Memo	Debit	Credit	Balance
6215253 · Insurance						
12/12/2025	41227	EMC INSURANCE		116.34		116.34
Total 6215253 · Insurance				116.34	0.00	116.34
6215315 · Operating Supplies						
12/14/2025	41233	Bank of America	Dawn Dish Soap for Sewer	78.42		78.42
Total 6215315 · Operating Supplies				78.42	0.00	78.42
6215334 · Materials / Supplies Stock						
12/03/2025	41212	Lampton Welding Supply	Welding Supplies	13.60		13.60
Total 6215334 · Materials / Supplies Stock				13.60	0.00	13.60
6215542 · Loan Jetter Sewer Equipment						
12/01/2025	41201	EMPRISE BANK	PAYMENT FOR JETTER SEWER EQUIPMENT	959.64		959.64
12/29/2025	41256	EMPRISE BANK	Loan Jetter Payment	959.64		1,919.28
Total 6215542 · Loan Jetter Sewer Equipment				1,919.28	0.00	1,919.28
Total 621X · SEWER FUND EXPENSE				12,962.49	0.00	12,962.49
630X · TRASH FUND EXPENSE						
6305225 · Cleaning / Disposal Service						
12/08/2025	41218	WASTE CONNECTIONS OF KANSAS	Trash Disposal 11/01/2025 to 11/30/2025	11,282.86		11,282.86
Total 6305225 · Cleaning / Disposal Service				11,282.86	0.00	11,282.86
Total 630X · TRASH FUND EXPENSE				11,282.86	0.00	11,282.86
Total DESIGNATED FUND EXPENDITURES				73,396.85	62.45	73,334.40
General Fund Expenditures						\$ 85,944.76
Designated Fund Expenditures						\$ 73,334.40
Section 1 Expenditures Other than Payroll						\$115,656.26
Section 2 Payroll Expenditures						\$43,622.90
Total this Ordinance						\$159,279.16

ANDY NEWBREY

Business Card

November 08, 2025 - December 07, 2025

Cardholder Statement

Account Information:

www.bankofamerica.com

Mail Billing Inquiries to:

BANK OF AMERICA
PO BOX 660441
DALLAS, TX 75266-0441

Mail Payments to:

BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796

Customer Service:

1.800.673.1044, 24 Hours

Outside the U.S.:

1.509.353.6656, 24 Hours

For Lost or Stolen Card:

1.800.673.1044, 24 Hours

Business Offers:

www.bankofamerica.com/mybusinesscenter

Payment Information

New Balance Total \$3,354.43

Minimum Payment Due **\$33.54**

Payment Due Date **01/01/26**

Late Payment Warning: If we do not receive your minimum payment by the date listed above, You may have to pay a fee based on the outstanding balance on the fee assessment date:

\$0.00 for balance less than \$100.01

\$29.00 for balance less than \$1,000.01

\$39.00 for balance less than \$5,000.01

\$49.00 for balance equal to or greater than \$5,000.01

Minimum Payment Warning: If you make only the minimum payment each period, you will pay more in interest and it will take you longer to pay off your balance.

Account Summary

Previous Balance \$5,544.89

Payments and Other Credits **-\$5,546.01**

Balance Transfer Activity \$0.00

Cash Advance Activity \$0.00

Purchases and Other Charges \$3,355.55

Fees Charged \$0.00

Finance Charge \$0.00

New Balance Total \$3,354.43

Credit Limit \$7,500

Credit Available \$4,145.57

Statement Closing Date 12/07/25

Days in Billing Cycle 30

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
Payments and Other Credits				
11/21	11/21	RWD MORE REWARDS ON 11/6	32599909990000000193742	- 1.12
12/02	12/01	PAYMENT - THANK YOU	33615300000000528150784	- 5,544.89
TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD				-\$5,546.01
Purchases and Other Charges				
11/10	11/07	TOCKIFY WEB CALENDAR POOLE LND <i>computer program</i>	89101785311500254030000	8.00
11/10	11/07	JUMP START #21 3163487005 KS <i>water for meeting</i>	22303795311001163593739	8.06
11/12	11/11	AMAZON RETA* BT2QF0882 SEATTLE WA <i>ink printer</i>	82305095315500056199317	25.89
11/13	11/13	TST* GAMBINO'S PIZZA - TOWANDA KS <i>food for meeting</i>	02305375317500334901734	56.19
11/14	11/13	FLEETPRIDE531 WICHITA KS <i>Axle Shaft dump truck</i>	51506295317548138018176	280.00

Account Number
November 08, 2025 - December 07, 2025

New Balance Total \$3,354.43

Minimum Payment Due **\$33.54**

Payment Due Date **01/01/26**

Enter payment amount

\$

For change of address/phone number, see reverse side.



BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796



ANDY NEWBREY
THE CITY OF TOWANDA
PO BOX 160
TOWANDA, KS 67144-0160

***N0024545

Mail this coupon along with your check payable to:
BUSINESS CARD,
or make your payment online at
www.bankofamerica.com

ANDY NEWBREY

November 08, 2025 - December 07, 2025

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Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
11/18	11/17	COLUMN PUBLIC NOTICE 2027135613 DC	82305095322500013439559	56.10
11/19	11/18	RES* COMFORTINN WEST PALM BEACH FL	82117555322500051550318	157.41
		Arr: 11/18/25 Dep: 11/18/25 Inv: ch 3Sute		
11/19	11/18	FEDEX OFFIC54800005488 3166365443 KS	05410195322069223301208	28.23
11/19	11/19	AMAZON MARK* B02FR0JV0 SEATTLE WA	82305095323500023767246	142.97
11/20	11/19	AMAZON RETA* B09C70E70 SEATTLE WA	82305095323500070361166	78.42
11/20	11/20	INTUIT *QuickBooks 8004468848 CA	55432865324206564368207	384.00
11/21	11/19	WALMART.COM 8009256278 4792042765 AR	05436845324200085086714	64.63
11/21	11/20	AMAZON RETA* B00XR2MA0 SEATTLE WA	82305095325500016693977	10.90
11/24	11/21	Adobe 8008336687 CA	12302025325000313447067	29.99
11/24	11/22	AMAZON MARK* B04776IE2 SEATTLE WA	82305095326500063071274	269.28
11/24	11/23	AMAZON MARK* B264V7CU0 SEATTLE WA	82305095328500023484797	39.99
11/26	11/25	AMAZON RETA* B28U211S0 SEATTLE WA	82305095329500072168035	29.11
11/26	11/25	COLUMN PUBLIC NOTICE WASHINGTON DC	82305095330500013336169	55.25
11/28	11/26	AMAZON RETA* B23S437B1 SEATTLE WA	82305095330500069566370	29.11
11/28	11/26	BADGEANDWALLET.COM 9142361260 NY	52653845330714459187221	180.85
11/28	11/27	Microsoft*Microsoft 36 8006427676 WA	12302025331000401404212	107.49
11/28	11/28	Mailchimp 6789990141 GA	12302025332000902860077	39.50
12/01	11/28	BOMGAARS 133 7122265000 KS	55488725332096937389058	795.45
12/02	12/01	D29304560 8007220081 FL	57540245335744373859948	38.02
12/02	12/01	IIMC 9099444162 CA	55436875336133369327520	125.00
12/02	12/01	WSU MARKETPLACE 3169783333 KS	25247805335000200006383	50.00
12/04	12/03	AMAZON MKTPL*BI64Q0142 8662161072 WA	55432865337201520562295	69.99
12/04	12/03	LA QUINTA MOTOR INNS 6203424445 KS	55436875338153385553121	195.72
		Arr: 12/03/25 Dep: 12/03/25 Inv: 1		
		TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD		\$3,355.55

Finance Charge Calculation

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

	Annual Percentage Rate	Balance Subject to Interest Rate	Finance Charges by Transaction Type
PURCHASES	16.99%	\$0.00	\$0.00
CASH	27.99% V	\$0.00	\$0.00

V = Variable Rate (rate may vary), Promotional Balance = APR for limited time on specified transactions.

CITY OF TOWANDA

APPROPRIATION ORDINANCE NO. 12-2025

For period December 1st, 2025 through, December 31st, 2025

Be it ordained by the Governing Body of the City of Towanda that the above dated ordinance is and shall be passed and all claims honored and paid by the City Clerk.

<u>Section 1.</u>	Claims paid prior to approval of the City Council, authorized by Ordinance No. 279.	\$105,294.52
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<u>Section 2.</u>	Payroll	\$42,738.03
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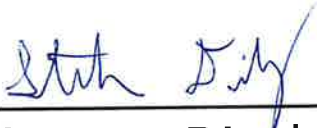
Total this Ordinance:	\$148,032.55
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Stetson Diveley
Treasurer

Mike Hayes
Mayor

Report Attestation for the Month of December 2025.

I have reviewed the Financial Statements and reports contained herein and, to the best of my knowledge, believe they present an accurate record of the City of Towanda's financial transactions for the indicated month.



Stetson Diveley

Treasurer, City of Towanda, KS

Towanda December, 2025

Call Breakdown by Deputy

<u>Date</u>	<u>Call Type</u>	<u>Location</u>	<u>Outcome</u>	<u>Deputy</u>	<u>Total Calls For Service</u>	<u>Walker</u>	<u>District</u>
12/1/2025	Traffic Stop	E Main St & N 6th St	Warning	Walker	Calls Handled by Officer	4	17
12/1/2025	Traffic Stop	600 Blk E Main St	Warning	Walker			
12/1/2025	Disturbance	500 Blk E North St	HBO	District	Accident Reports	0	0
12/1/2025	Alarm/ Residence	600 Blk E Main St	HBO	District	Reports	0	
12/3/2025	Alarm/ Business	600 Blk E Main St	HBO	District	Traffic Citations	0	0
12/4/2025	Traffic Stop	N 4th St & E Main St	Warning	Walker	Traffic Warnings	16	0
12/4/2025	Traffic Stop	N Briarwood Rd & E Main St	Warning	Walker	Arrests	0	0
12/6/2025	Tresspass Warning Issued	700 Blk E Main St	HBO	District			
12/8/2025	Check Welfare	600 Blk E High St	HBO	District			
12/8/2025	Civil Stand By	200 Blk S 4th St	HBO	District			
12/9/2025	Traffic Stop	N 5th St & E Main St	Warning	Walker			
12/9/2025	Traffic Stop	900 Blk E Main St	Warning	Walker			
12/9/2025	Traffic Stop	900 Blk E Main St	Warning	Walker			
12/10/2025	Disturbance	500 Blk E North St	HBO	District			
12/12/2025	Traffic Stop	SW Old Hwy 254 & SW Hunter Rd	Warning	Walker			
12/12/2025	Traffic Stop	SW Old Hwy 254 & SW Hunter Rd	Warning	Walker			
12/12/2025	Traffic Stop	900 Blk E Main St	Warning	Walker			
12/13/2025	Suspicious Activity	400 Blk E Main St	HBO	District			
12/13/2025	School Check	900 Blk E Main St	HBO	Walker			
12/13/2025	Traffic Stop	900 Blk E Main St	Warning	Walker			
12/14/2025	Custody Issue	600 Blk E Mills Dr	HBO	District			
12/14/2025	Civil Stand By	600 Blk E Mills Dr	HBO	District			
12/16/2025	Custody Issue	600 Blk E Mills Dr	HBO	Walker			
12/20/2025	Disturbance	400 Blk N 8th St	HBO	District			
12/22/2025	PFS/PFA Service	400 Blk N 8th St	HBO	District			
12/22/2025	Traffic Stop	E Main St & N 6th St	Warning	Walker			
12/22/2025	Civil	700 Blk E Bever Dr	HBO	District			
12/23/2025	Traffic Stop	SW Old Hwy 254 & SW Hunter Rd	Warning	Walker			

12/26/2025	Traffic Stop	500 Blk E Main St	Warning	Walker
12/26/2025	Check Welfare	S 5th St & E Pool Rd	HBO	Walker
12/26/2025	Traffic Stop	E Bever Dr & SW Fulton Rd	Warning	Walker
12/28/2025	Past Assault	600 Blk E Mills Dr	HBO	District
12/29/2025	Check Welfare	400 Blk N 10th St	HBO	District
12/29/2025	Disturbance	700 Blk E Bever Dr	HBO	District
12/30/2025	Civil	100 Blk N 3rd St	HBO	District
12/31/2025	Check Welfare	900 Blk E Main St	HBO	Walker
12/31/2025	Traffic Stop	E Main St & N Lions Ave	Warning	Walker

MUNICIPAL COURT OF TOWANDA, KS
CASELOAD SUMMARY
For the Period December 1, 2025 through December 31, 2025

1. NUMBER OF OFFENSES WRITTEN DURING MONTH

*Fines/Court Costs listed in this section are often waived in dismissed cases.

		COURT COSTS
a. Speeding.....	0	\$0.00
b. No/Invalid Insurance.....	0	\$0.00
c. Invalid/Expired Registration.....	0	\$0.00
d. No/Invalid Driver's License/Improper Use of DL.....	0	\$0.00
e. Driving Under the Influence.....	0	\$0.00
f. FTY or Failure to Stop.....	0	\$0.00
g. Other Traffic Violations.....		
h. Crimes Against Persons/Property (e.g. assault, battery, theft, criminal damage, vandalism).....		
i. Other Crimes (e.g. tobacco infractions by minors, crimes against government, public safety, public morals).....		

[(i. Offense Breakdown)]

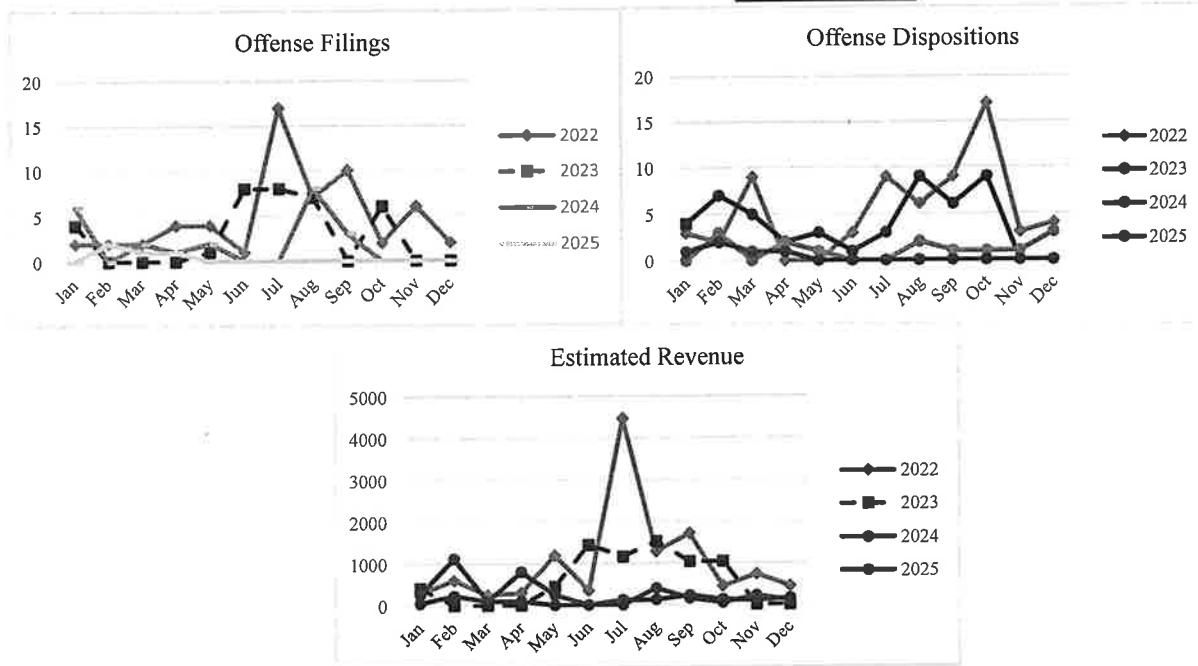
TOTAL THIS MONTH

*YTD: \$1754.00 collected of estimated annual revenue of \$

2. NUMBER OF OFFENSES DISPOSED OF DURING MONTH

a. Guilty Pleas.....	
b. Bond Forfeitures.....	
c. Dismissals.....	
Reason.....	
Reason.....	
Reason.....	
d. Guilty by Trial (on plea of not guilty).....	
e. Diversion Agreements.....	

TOTAL DISPOSITIONS THIS MONTH





TOWANDA DEPARTMENTAL REPORT- Planning/Zoning Adm. Lisa Long Hamilton December 2025 Activity January 9, 2026 Report

What we have been doing:

Published the Water Drought Ordinance returned from the State- Approved
Published the Water Conservation Plan Ordinance received the Plan from the State- Approved
Capital Improvement Plan
Processing Contractor Licensing Renewals for 2026
Processing Manufactured License Renewals for 2026
Preparing for Hearing of Dilapidated Structure
Publish Ordinances and prepare forms to reflect new info
Monitoring City Nuisance Code Enforcement Activity
Preparing Ordinances and Resolutions and assisting with the prep of Ordinances and Resolutions
Monitoring dilapidated building on Main St- Project waiting on Trusses to be delivered
Monitor and Dispatch inspections
Processing Licensing/Permits
Providing Excellent Public Service
Research and prepare information as needed
Cemetery Lot Sales, Paperwork, Deeds, and Questions
Assisting Residents/Contractors daily with building code questions and inspections
Working always to make the PZ Department more efficient

What we plan to do:

Capital Improvement Plan Work	Continue Serving Towanda Citizens
Continue Contractor Licensing and Permit Issuing	Continue with duties as listed above
Misc. other work as needed	
Research and Secretary duties for the Planning Board	
Cemetery -Selling Plots-Preparing paperwork and Deeds-Assisting residents with sales of plots and information	
Animal Control Records.	
Continue to follow Code Enforcement	
Continue to improve the efficiency of the PZ Department	

Permits

402 Highland HVAC
402 Highland Plumbing

Statistics and Lists: Inspections Completed

302 Main Walk thru safety inspection	310 S 4 th Walk thru on progress remodel
301 N 8 th Roof	Consult Plumbing Contractor re Sewer repair
500 N 9 th Electrical Consult	544 N 11 th Plumbing
400 Main Walk thru	642 North St Viewed project pending
Consult Basement repair	400 Main View wall progress
Consult w/Contractor re basement repairs	642 North Temp Elect Inspection
Consult w/Contractor re Sewer repairs	402 Highland Gas Inspection

New Contractors Licensed:

Don's Heating & Air- El Dorado
Steve Schneider -Benton
McCollough Excavation-Wichita

NTA Citations Issued/ Pending Court Action/Status: Continued to 1/13/2025 K. Otto 3 dogs at large (1 Vicious)
PZ Board Meeting/BZA January - Conditional Use Approved 704 Main- Used Car Lot Sales
Business Permit for Door-to-Door Sales: None

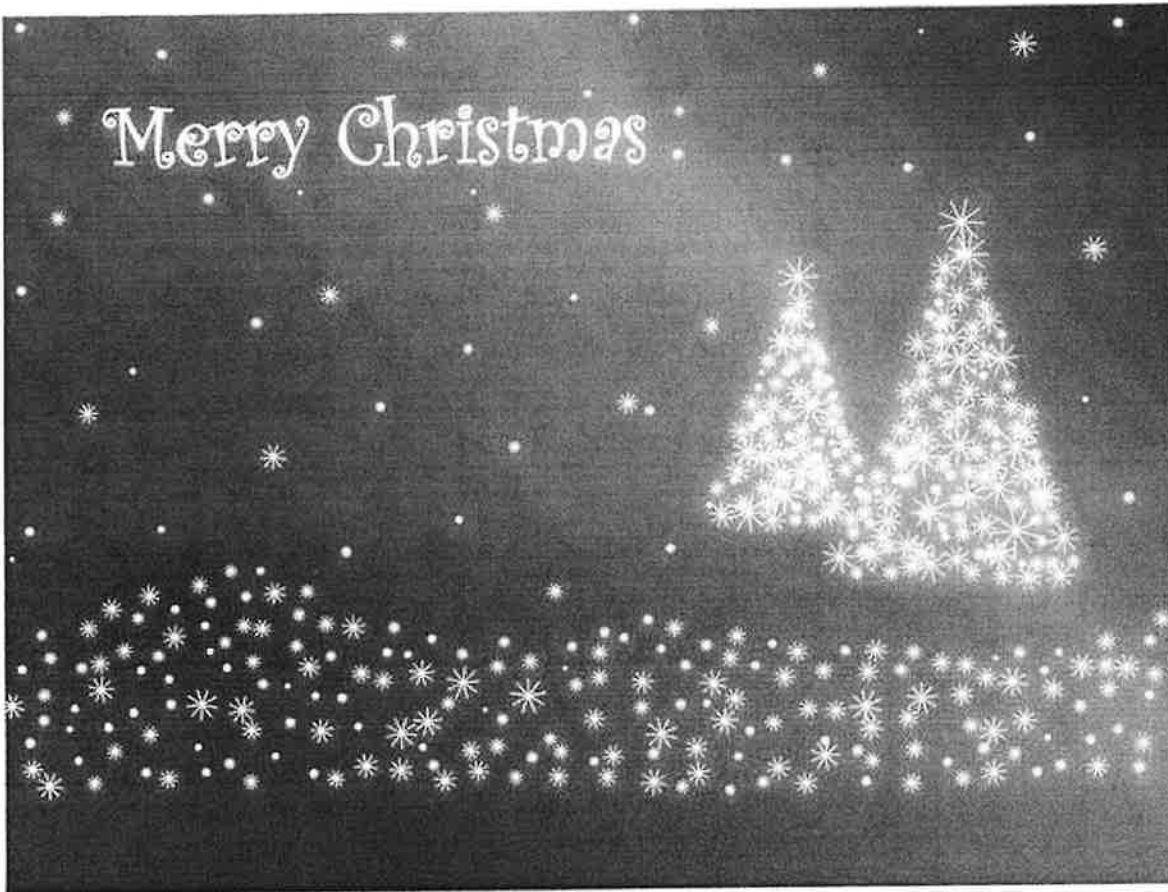


CITY OF TOWANDA, KS
CODE VIOLATION REPORT
DECEMBER 2025

STATUS	STREET NUMBER	STREET NAME	LOCATION	VIOLATION	DELIVERY	1ST ATTEMPT	DELIVERY	2ND ATTEMPT	DELIVERY	3RD ATTEMPT	DELIVERY	4TH ATTEMPT	DELIVERY	5th ATTEMPT
Attorney Packet	314	4TH ST	300 BLOCK OF 4TH ST	Yard & Junk	Mail	7/30/2025	Mail	8/13/2025	Cert Mail	8/27/2025				
Attorney Packet	118	S 6TH ST	100 BLOCK OF S 6TH ST	Junk	Mail	6/16/2025	Cert Mail	7/17/2025	Letter on Door	12/19/2025				
Attorney Packet	208	4TH ST	200 BLOCK 4TH ST	Vehicle	Mail	8/9/2024	Mail	9/13/2024	Mail	11/14/2024			Letter on Door	9/25/2025
Attorney Packet	333	N 8TH ST	300 BLOCK OF N 8TH ST	Junk	Mail	12/20/2024	Mail	2/20/2025	Mail	7/7/2025			Letter on Door	11/5/2025
Attorney Packet	315	S 6TH	300 BLOCK OF S 6TH	Yard	Mail	5/28/2025	Cert Mail	6/7/2025	Letter on Door	9/25/2025				
Attorney Packet	514	HIGH ST	500 BLOCK HIGH ST	Vehicle	Mail	3/21/2025	Mail	4/18/2025	Cert Mail	6/17/2025				
Complete	700	W MECHANIC ST	700 BLOCK W MECHANIC ST	Junk	Mail	3/21/2025	Mail	11/24/2025						
Complete	635	HIGH ST	600 BLOCK OF HIGH ST	Yard	Cert Mail	9/29/2025	Cert Mail	9/29/2025						
Complete	406	N 8TH ST	400 BLOCK OF N 8TH ST	Yard	Cert Mail	7/18/2025	Emailed	8/13/2025						
Complete	409	N 9TH ST	400 BLOCK OF N 9TH ST	Yard	Mail	7/18/2025	Cert Mail	7/30/2025						
Extension	301	CINCINNATI ST	300 BLOCK OF CINCINNATI ST	Yard	Mail	5/26/2025	Cert Mail	6/18/2025						
Extension	411	CINCINNATI ST	400 BLOCK OF CINCINNATI ST	Structure & Grass	Cert Mail	7/18/2025								
Extension	704	MAIN ST	700 BLOCK OF MAIN ST	Structure	Mail	9/15/2025								
Extension	412	N 8TH ST	400 BLOCK N 8TH ST	Structure	Mail	11/6/2024	Mail	12/20/2024	Cert Mail	6/19/2025				
Extension	206	S 5TH ST	200 BLOCK OF S 5TH	Yard & Junk	Cert Mail	7/18/2025								
Extension	217	S 5TH ST	200 BLOCK OF S 5TH ST	Junk & Vehicle	Mail	8/13/2025	Mail	8/27/2025						
Extension	615	W MECHANIC ST	600 BLOCK OF MECHANIC ST	Yard & Junk	Cert Mail	8/27/2025								
Extension	618	W MECHANIC ST	600 BLOCK OF W MECHANIC	Vehicle & Junk	Cert Mail	9/15/2025	Letter on Door	12/19/2025						
Extension	309	4TH ST	300 BLOCK OF 4TH ST	Junk	Mail	7/29/2025	Phone Call	11/24/2025						
Not Complete	636	N MILLS DR	600 BLOCK N MILLS DR	Junk	Hand Delivery	7/29/2025	Hand Delivery	9/29/2025						
Not Complete	628	N MILLS DR	600 BLOCK OF MILLS DR	Structure	Mail	6/18/2025	Hand Delivery	7/23/2025						
Returned Mail	223	6TH ST	200 BLOCK OF 6TH ST	Vehicle	Mail	8/27/2025	Mail	9/15/2025	Hand Delivery	9/29/2025				
Returned Mail	210	S 5TH ST	200 BLOCK OF S 5TH	Yard & Vehicle	Cert Mail	7/18/2025	Letter on Door	9/25/2025	City Can Mow	11/23/2025				

CITY OF TOWANDA

December 2025 SUMMARIZED MAINTENANCE REPORT



WATER

In the month of December, your maintenance crew has worked on becoming more efficient in water repairs and procedures for water leaks, and will continue to train and become more prepared to better serve our community.

- Took coliform samples
- Read meters
- Took HAA5 samples

STREETS

As the streets are in poor condition, the Maintenance crew has been monitoring/ keeping track of street conditions for repair. As we get closer to starting our water line replacement, we will start getting bids to fix a majority of our streets and be looking into future maintenance plans to keep streets in drivable condition.

- Patched 15 potholes
- Fixed 2 street signs
- Cleaned up Clay Hill Rd

SEWERS/ DRAINAGE

The Maintenance crew experienced a few sewer backups, and will be continuing to check manholes for debris as we jet them. In the month of December we worked on installing a sewer line under a culvert for a customer. We also inspected the sewer main on south 3rd south of Cincinnati St and learned that it had not been instuformed and is of clay tile material making it prone to have issues in the future due to age of the main.

- Took Lagoon Test
- Fixed sewer main

FACILITIES/ GENERAL MAINTENANCE

- Cleaned out lift station
- Clean shop on Fridays
- Pushed up burn pile
- Emptied trash cans
- Worked on garage doors
- Fixed salt truck
- Fixed Christmas lights
- Modified excavator trailer
- Hung banners
- Fixed pole at police station
- Built elephants foot tamp for the jack hammer
- Built Lisa an office
- Built cold patch heater
- Graded burn pile

EQUIPMENT MAINTENANCE

- Greased equipment
- Washed equipment
- Fixed backhoe window
- Serviced equipment

Towanda Public Library

2025 – Year End Report

Here are the total stats for 2025. The top table are the stats you get throughout the year. The bottom table shows item types checked out each month.

As you can see, the numbers for each month greatly increased after I took over the position partway through February. We are looking to start more programs, for children and adults, this coming year. We have been ecstatic that our Friends of the Towanda Library (FOTL) have been able to become involved with the library again and started having community events here and teaming up with us to join community events about town. We more than doubled the 1500 door total for 2024, and the director's personal goal is to exceed 4000 in 2026.

For 2026 our goal is to have little to no "on the fly" checkouts as those show corrections needed in our system (ie the book was never properly entered or it was deleted from the computer's collection but was still here). We are in the process of deleting the AUDIO, LARGE PRINT, and MAGAZINE types as we no longer have them or in the case of LARGE PRINT, they are Adult Fiction books. This graph helps show our staff what types of items are most popular, and when they are the most popular. Using this, we will be able to see when we need to do item swaps to refresh our collections.

Month	Patrons	Ref	Comp	Fax	B/W	Color	Board	Meetin	FOTL	Bk Club	ILL Out	ILL In	Member	Materials	Books	DVDs	Other	Door totals
Jan	95	48	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	95
Feb	58	18	0	1	0	0	7	0	18	5	10	13	1	1	1	0	0	88
Mar	212	77	0	2	8	0	11	0	27	0	23	37	10	92	78	14	0	250
Apr	116	43	0	3	6	0	10	41	166	0	10	6	10	56	37	19	0	333
May	636	176	5	0	3	2	13	0	0	3	8	8	42	288	288	0	0	652
Jun	232	58	1	1	6	0	5	84	17	6	15	18	5	292	292	0	0	344
Jul	211	47	7	0	13	0	6	59	0	4	31	20	2	131	97	33	1	280
Aug	199	60	3	1	11	2	5	4	6	3	29	29	6	200	163	10	27	217
Sep	163	41	1	0	5	1	8	8	6	4	34	22	1	81	81	0	0	181
Oct	254	73	1	0	2	0	7	162	9	4	48	38	3	352	343	9	0	274
Nov	190	56	0	0	4	2	10	4	24	0	44	32	1	25	7	6	12	224
Dec	136	38	7	2	8	0	8	2	0	0	33	30	0	50	50	0	0	144
Totals	2502	735	27	10	66	7	90	364	273	29	285	253	81	1568	1437	91	40	3258

	1/2025	2/2025	3/2025	4/2025	5/2025	6/2025	7/2025	8/2025	9/2025	10/2025	11/2025	12/2025	Totals
2 - Adult Fiction	37	35	30	21	26	35	35	32	15	31	15	3	315
3 - Adult Non Fiction	1	2	3	7	7	8	5	6	5	5	2	0	51
4 - Audio	1	0	0	1	2	0	2	0	0	0	0	0	6
5 - Biography	1	0	0	1	8	1	2	1	0	0	1	1	16
6 - Blu Ray	0	0	0	0	1	2	3	4	1	4	0	0	15
7 - DVD	29	24	28	31	61	60	66	71	83	86	20	16	575
9 - Graphic Novel	0	0	1	0	1	5	1	2	5	5	1	3	24
11 - Juv Beginning Reader	2	0	14	9	32	41	47	13	3	37	7	5	210
12 - Juv Biography	0	0	0	0	0	1	0	1	2	0	0	0	4
13 - Juv Board Book	1	0	3	3	2	2	3	6	10	9	2	4	45
15 - Juv Fiction	30	20	55	25	61	74	40	32	38	81	68	21	545
16 - Juv Graphic Novel	1	0	3	1	24	35	39	43	15	19	17	17	214
17 - Juv Non Fiction	5	3	11	6	5	12	6	4	5	5	5	2	69
18 - Juv Picture Books	35	22	43	30	77	75	90	41	78	108	41	17	657
19 - Kansas	0	0	0	0	0	0	0	0	0	0	0	0	0
20 - Large Print	0	1	0	0	0	1	3	0	1	0	0	2	8
21 - Magazine	0	0	0	0	0	0	0	2	1	7	2	0	12
23 - Public Computer	0	0	1	1	2	2	7	5	2	6	2	19	47
24 - Rotating Item	0	0	2	1	11	9	5	10	5	13	7	8	71
25 - Temp-ILL	0	0	0	0	0	0	0	0	0	1	0	0	1
26 - Young Adult Fiction	3	1	6	2	5	4	0	6	3	13	4	2	49
27 - Young Adult Graphic Novel	0	0	0	0	5	2	1	6	23	22	6	3	68
28 - Young Adult Non Fiction	0	0	0	0	0	0	2	3	1	0	0	0	6
29 - Board Game	0	0	0	0	0	0	0	1	4	16	17	9	47
30 - Puzzle	0	0	0	0	0	0	0	0	0	1	2	2	5
31 - Building Toys	0	0	0	0	0	0	0	1	9	11	3	12	36
32 - Card Game	0	0	0	0	0	0	0	0	0	0	9	9	18
None/On-the-fly	20	16	32	17	21	19	23	21	23	34	27	20	273
	166	124	232	156	351	388	380	311	332	514	258	175	3387

Old
Business
01.14.2026

New
Business
01.14.2026

Other
Business
01.14.2026