

The City of Towanda

City Council Regular Meeting Agenda

Wednesday, April 8, 2026, 7:00 PM, City Hall, 110 S 3rd, Towanda, KS

Regular Council Meeting

1. Call to Order

2. Roll Call

3. Adopt Agenda

4. **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.*

a. **Minutes of March 11, 2026 Council Meeting**

b. **Treasurer’s Information Reports March 2026**

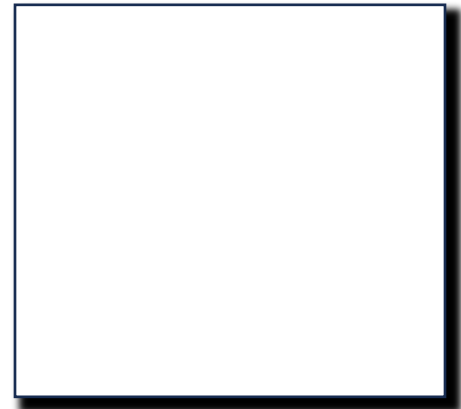
- i. Statement of Activities
- ii. Fund Balance Report
- iii. Budget Execution Report
- iv. Water Loss Report

c. **Claims**

- i. Claims Reports
- ii. Appropriations Ordinance 03-2026

d. **Staff/Department Information Reports**

- i. Sheriff’s Office Report
- ii. Court Clerk’s Report
- iii. Planning and Zoning
- iv. Code Compliance Report
- v. Towanda Maintenance Department
- vi. Towanda Public Library Report



Council Packet

5. Public Comment Time

6. Presentations and Guest Speakers

- a. JEO Update – 90% Water System Design
- b. Q1 City Financial Update

7. Old Business

- a. Main Street Building Progress Resolution
- b. Sales Tax Updates – Draft Ballot Language

8. New Business

- a. Swimming Pool Sandblasting & Painting
- b. Compensating Controls & Financial Policy Updates

CITY COUNCIL MEETING AGENDA

- c. Water Loss Adjustment Policy
- d. Job Description Updates – Part 1: City Financial Job Family
- e. Employee Handbook Updates

9. Other Business & Announcements

- a. Special Meeting in Late April
- b. Community Solutions for Storm Shelters

10. Executive Session

- a. None Scheduled

11. 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.

The City of Towanda

Public Meeting Information & Public Participation Policy

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 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;

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

(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.

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

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

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:

- 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.

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

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 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.



The City of Towanda

City Council Meeting Minutes
 Towanda City Hall – 110 S 3rd St.
 Wednesday, March 11, 2026, 7:00 PM

Governing Body

Present Not Present

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Mayor – Mike Hayes
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Council President – Jennifer Watkins
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Council Member – Kit Williams
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Council Member – Drew Shaults
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Council Member – Chris Hunt
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Council Member – Angel Ramsey

Staff

Present Not Present

<input checked="" type="checkbox"/>	<input type="checkbox"/>	City Administrator – Sarah Gooding
<input checked="" type="checkbox"/>	<input type="checkbox"/>	City Attorney – Rob Lane
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Planning/Zoning Administrator -Lisa Long
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Court Administrator – Emelia Toney
<input type="checkbox"/>	<input type="checkbox"/>	

REGULAR COUNCIL MEETING:

1. Call To Order

7:00 p.m. by Mike Hayes

2. Appointment and Swearing in of New Council Member:

Motion by Kit Williams to approve the appointment of Angel Ramsey as the new Council Member. Second by Jen Watkins. Motion carried 3-0.

Angel Ramsey took the oath of office and was sworn in by City Administrator Sarah Gooding.

3. Roll Call

4. Consent Agenda

➤ February 2026 Reports

- Minutes of the February 11, 2026 Council Meeting
- Treasure’s Information Reports February 2026
 - Statement of Activities
 - Fund Balance Report
 - Budget Execution Report
 - Water Loss Report
- Claims
 - Claims Report
 - 1. Appropriations Ordinance 02-2026
- Staff/Development Information Reports
 - Sheriff Office Report
 - Court Clerk’s Report
 - Planning and Zoning
 - Code Compliance Report
 - Towanda Maintenance Department
 - Towanda Public Library Report

Motion by Jen Watkins to approve the consent agenda from February 11, 2026, in its entirety, with a correction under Old Business, Swimming Pool Filter, below:

Motion by Jen Watkins to accept the second quote from Little Richards Pools for a three-unit filter system for \$26,548.56. Second by Kit Williams. Motion carried 2-0 with Drew Shaults abstaining.
Second by Kit Williams. Motion carried 4-0.

5. Public Comment Time: None

6. Presentation and Guest Speakers: None

7. Old Business

a. Main Street Building Resolution

Planning and Zoning Administrator Lisa Long provided a timeline review and update on the building at 309 Main in downtown Towanda, which has been braced for more than a year. She outlined options the Council could consider to move progress forward – either toward rehabilitation or demolition of the building.

Long presented a Building Resolution that provides a path to order the structure condemned and either repaired or demolished, and she also outlined options for the building owner and contractor to pursue grant funding through the South Central Kansas Economic Development District (SCKEDD) to rehabilitate the building. Seeking a grant would require City staff cooperation and time.

Council discussed a proposal by the contractor to reinforce the structure with steel beams, which could replace the 2x4 wood bracing currently outside of the building on Main Street and improve the street appearance while grant funding is pursued.

After additional discussion, Council approved three motions to direct next steps for staff.

Motion #1 by Drew Shaults to approve the contractor to put in the 3 columns of steel beams with brick or stucco, cover on a concrete footing for the front of the building, to replace the current 2x4 bracing, to improve the street appearance of the building, and keep it safe, supported while they advance with a grant funding process, pending that our engineer, JEO, does approve the new claims. Second by Jen Watkins. Motion carried 4-0.

Motion # 2 by Jen Watkins to extend the voting option on a dilapidation resolution until the next Council meeting. Second by Angel Ramsey. Motion carried 4-0.

Motion #3 by Jen Watkins to authorize staff to assist in this grant process. Second by Kit Williams. Motion carried 4-0.

b. Ballfield Management Contract with Circle Recreation

The City and CRC have negotiated a ballfield management contract that positions the CRC as the operator for scheduling and usage. The CRC is also responsible for mowing, field care, and other costs related to use of the fields, such as utilities during playing seasons. The City is responsible for maintaining safe and usable facilities, addressing any safety or major concerns that may emerge, and ensuring utilities are provided. Both are responsible for communication and working cooperatively.

The contract is revenue-neutral for the City. Circle Recreation will take on the costs of use, including mowing, field care, and reimbursing the City for utility costs during active use seasons. This means City taxpayers are not subsidizing activities for the full Circle district, and it also allows CRC to control their costs and field conditions.

The City is responsible for providing safe, usable park facilities, which would be our obligation whether or not we have a contract in place. City staff have completed a facility walkthrough with CRC staff and have identified basic repairs to be completed, including replacing a broken dugout board and repairs to broken fence.

The proposed contract is for a one-year term. Following this first season, the City and CRC may discuss proposed improvements and associated user fees to include in future contracts

Motion by Jen Watkins to enter into the contract with the Circle Recreation Commission. Second by Drew Shaults. Motion carried 4-0.

c. Disposal of Equipment

Staff efforts to develop the City's Capital Improvement Plan (CIP) and Municipal Equipment Reserve Plan (MERP) also have identified equipment currently in the City's inventory that could be disposed. Staff proposed disposing of three items via Purple Wave Auction, including a 1995 Chevy Pickup, Blawnox Paver, and Homemade Pump Trailer.

Public Works Foreman Rylan Rose presented the item and recommended that any income received from disposal could be credited to the City's Equipment Reserve Fund and can be applied toward future equipment purchases.

Motion by Angel Ramsey to direct staff to dispose of equipment, as recommended, with all income from disposal credited to the city's equipment reserve fund, to assist with future equipment purchases. Second by Kit Williams. Motion carried 4-0.

d. Sales Tax Updates

City of Towanda voters approved a 1% sales tax in 2016 that has been in effect since early 2017. This sales tax is in its 10th year and will sunset in early 2027. Council has discussed renewal of the tax, and the City is aiming toward an August ballot question so that the vote is finalized ahead of finalization of the 2027 budget.

Voter approval of a new sales tax would provide sustained revenue to address community priorities, allowing the community to expand its investments in transportation and public safety. In a February 4 workshop, Council identified streets and sidewalks and public safety as the top two priority areas for sustained additional funding.

The City will need to submit final ballot language to the County Clerk by the beginning of June, and staff will draft up to three ballot question options based on Council's recommendations for consideration at the April Council meeting and finalization in May.

Council directed staff to develop three sales tax options, including a 70%/30% split between law enforcement and streets, a 60%/40% split between law enforcement and streets, and a more generalized third option.

8. New Business

a. Dump Trailer Purchase

Staff have identified a need for a dump trailer that can be used for Public Works and Utilities and will be more multi-functional than a dump truck. The trailer would be used for equipment transport, parks upkeep, transport of tree limbs, asphalt and water leak needs, emergency response, and road treatments. Staff received three quotes, ranging from \$9,520.66 to \$11,795, and requested that Council approve staff pursuing the low bid, with a maximum spend of \$12,000. The trailer will be purchased out of the City's Equipment Reserve Fund.

Motion by Jen Watkins to the purchase of a dump trailer using the Equipment Reserve Fund, not to exceed \$12,000. Second by Angel Ramsey. Motion carried 4-0.

b. After Prom Donation

The Circle High School After Prom Committee has reached out to the City of Towanda with a request for a donation to support the After Prom event, which provides students a safe environment in which to enjoy the remainder of Prom night on April 11, 2026. Council has made donations in past years via the Mayor/Council Fund.

Motion by Jen Watkins to approve a donation to the Circle After Prom in the amount \$250 from the Mayor/Council Fund. Second by Kit Williams. Motion carried 4-0.

c. Storm Shelter

A request/motion to add this to the agenda was made at the start of the meeting by Jen Watkins. Second by Kit Williams (4-0)

City Administrator Sarah Gooding shared that the arrival of March and stormy weather have resulted in several days in which staff have considered community storm shelter operations, which are a collaborative effort between the City and the Interlocal School. The Interlocal makes its building available, and City staff unlock and staff the shelter.

For many years, one staff member who resides in Towanda has left a safe location at her home to travel across town, unlock the shelter door, and remain above ground to hold the door open for those seeking shelter. This compromises her safety for a service that receives very limited use (typically fewer than six come to the shelter).

Staff have explored alternate solutions to unlock the shelter, but they have required extensive coordination and are not easily replicable. Additionally, pop-up storms prompt both volunteers and shelter-seekers to drive through active storm conditions. In many instances, it is more advisable to shelter in place to protect life.

Sarah advised Council she is not comfortable having the City ask its employees to continue to provide this service. She acknowledged this leaves a gap, and offered to explore options with community partners and residents to consider how best to offer consistent shelter operations and clear communication about when the shelter would be available.

9. Other Business and Announcements

- a. Planning Commission Vacancy:** Motion by Angel Ramsey to approve the appointment of Yvonne Gorman for the Planning and Zoning Committee. Second by Jen Watkins. Motion carried 4-0.

10. Executive Session

Jen Watkins made a motion to enter into executive session for 20 minutes to discuss personnel matters of non-elected personnel and those concerning consultation with an attorney on matters deemed privileged in the attorney-client privilege, pursuant to the justification listed in K.S.A. 75-4319(b) 1 and 2. Second by Drew Shaults. Motion carried 4-0.

- Council entered into executive session at 8:33 p.m. with members of Council, City Administrator Sarah Gooding, and City Attorney Rob Lane present.
- Resumed open meeting at 8:55 p.m.

11. Adjourn

Motion by Angel Ramsey to adjourn at 8:57 p.m. Second by Kit Williams. Motion carried 4-0.

Sarah Gooding
City Administrator/Clerk

Approved the 8th day of April, 2026 by the City Council, City of Towanda, Kansas.

City of Towanda, KS
Statement of Activities
 March 2026

	Mar 26
Ordinary Income/Expense	
Income	
100I · GENERAL FUND INCOME	
1004110 · General Prop. Tax / AD Valorem	16,666.66
1004120 · General Prop Tax / Delinquent	1,296.45
1004130 · Motor Vehicle Pers Prop Tax	3,291.92
1004140 · Franchise Fees	11,069.12
1004150 · Sales Tax Income	11,667.60
1004328 · Sales Tax Collected To Send On	89.06
1004413 · Business / Contractor Licenses	124.00
1004420 · MHP License	105.00
1004421 · Building / Remodeling Permit	566.00
1004501 · Court Fines	400.00
1004610 · Interest Revenue	1,971.40
1004690 · Misc. Revenues	1,027.79
1004692 · Returned Check Fee	75.00
1004693 · Colletions Fee	134.78
1004694 · EMC Dividend Income	6,310.62
1005254 · Newsletter Income	40.00
Total 100I · GENERAL FUND INCOME	54,835.40
Total Income	54,835.40
Gross Profit	54,835.40
Expense	
100X · GENERAL FUND EXPENSES	
12 · ADMINISTRATION EXPENSES	
12-Administration/Finance	
12-5200 · Non-Material Expenditures	200.00
12-5210 · Training / Meetings	325.00
12-5215 · Food For Meettings	150.72
12-5222 · Intergovernment / Permit Fees	400.00
12-5224 · Consulting Services	400.00
12-5242 · Building / Facilities R&M	34.19
12-5254 · Printing / Publications	138.30
12-5255 · Postage & Shipping Charges	250.00
12-5314 · Office Supplies	93.75
12-5319 · Misc. Supplies	52.69
12-5326 · Empac Service	72.00
12-5400 · IT & Website Expenses	
12-5401 · QuickBooks Software	384.00
12-5400 · IT & Website Expenses - Other	2,215.43
Total 12-5400 · IT & Website Expenses	2,599.43
Total 12-Administration/Finance	4,716.08
12-5100 · Staff Expense Administration	

**City of Towanda, KS
Statement of Activities**

March 2026

	<u>Mar 26</u>
12-5110 · Salaries	17,011.54
12-5140 · PR Tax Expense City Share	1,306.87
12-5150 · KPERS City Share	1,703.77
12-5160 · Health Ins. - City Share	1,993.24
12-5161 · Adj - Payroll Liab. Differences	-3,397.07
Total 12-5100 · Staff Expense Administration	18,618.35
12-5251 · Utilities	
12-5261 · Utilities Reimbursed By BUFD#11	-48.24
12-5251 · Utilities - Other	418.76
Total 12-5251 · Utilities	370.52
12-5253 · Insurance	
12-5260 · Insuranc C Hall & Fire Sta Bldg	-544.51
Total 12-5253 · Insurance	-544.51
Total 12 · ADMINISTRATION EXPENSES	23,160.44
13 · COURT	
13-Court General Expenses	
13-5221 · Membership Fees	25.00
13-5251 · Utilities	81.57
Total 13-Court General Expenses	106.57
13-5100 · Staff Expense Court	
13-5110 · Salaries	615.76
13-5140 · PR Tax Expense City Share	47.73
13-5150 · KPERS City Share	0.00
13-5160 · Health Ins. - City Share	0.00
Total 13-5100 · Staff Expense Court	663.49
Total 13 · COURT	770.06
14 · LEGAL	
14-5110 · Salaries / Permanent	1,200.00
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	77.35
Total 15 · PLANNING & ZONING	1,137.06
21 · PARKS and GROUNDSKEEPING	
21-5251 · Utilities	273.17
21-5259 · MISC. SERVICES	32.44
21-5319 · MISC SUPPLIES	527.35
21-5550 · Groundkeeping	
21-5551 · Greenhouse Supplies & Parts	59.97
21-5552 · Fertilizer & Chemicals	137.90
21-5553 · Grass Seed, Plants & Supplies	56.96
21-5554 · Mowing	

City of Towanda, KS Statement of Activities

March 2026

	Mar 26
21-5555 · Mower Gas & Oil	0.00
Total 21-5554 · Mowing	0.00
21-5550 · Groundkeeping - Other	99.66
Total 21-5550 · Groundkeeping	354.49
Total 21 · PARKS and GROUNDSKEEPING	1,187.45
22 · POOL	
22-Pool General Expenses	
22-5222 · Intergovernment / Permit Fees	199.50
22-5242 · Building / Facilities R&M	6,382.51
22-5251 · Utilities	169.74
22-5332 · Building / Facility Parts	33.48
Total 22-Pool General Expenses	6,785.23
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	6,785.23
24 · LIBRARY-BILLING	
24-5244 · Other Repair / Maintenance	151.50
24-5251 · Utilities	267.01
Total 24 · LIBRARY-BILLING	418.51
25 · SENIOR CENTER	
25-5251 · Utilities	255.90
Total 25 · SENIOR CENTER	255.90
31 · SHERIFF DEPARTMENT CONTRACT	
31-Police Genral Expenditures	
31-5251 · Utilities	258.20
Total 31-Police Genral Expenditures	258.20
Total 31 · SHERIFF DEPARTMENT CONTRACT	258.20
34 · ANIMAL CONTROL	
34-5259 · Misc. Services	150.00
Total 34 · ANIMAL CONTROL	150.00
50 · PUBLIC WORKS SHOP	
50-Public Works General	
50-5200 · Non-Material Expenditures	82.00
50-5210 · Training / Meetings	530.00
50-5251 · Utilities	456.17
50-5311 · Gasoline / Fuel / Lubricants	543.48
50-5319 · Misc. Supplies	225.97
50-5320 · City Signs and Banners	148.35
50-5321 · Maintenance Uniforms	822.55
50-5325 · Tools	82.12
50-5326 · Medical	108.00

City of Towanda, KS Statement of Activities

March 2026

	Mar 26
50-5541 · Machinery / Equipment	74.98
Total 50-Public Works General	3,073.62
50-5100 · Staff Expense Public Works	
50-5110 · Salaries	4,082.36
50-5140 · PR Tax Expense City Share	316.31
50-5150 · KPERS City Share	395.00
50-5160 · Health Ins. - City Share	1,071.16
Total 50-5100 · Staff Expense Public Works	5,864.83
Total 50 · PUBLIC WORKS SHOP	8,938.45
Total 100X · GENERAL FUND EXPENSES	44,261.30
66000 · Payroll Expenses	0.00
Total Expense	44,261.30

200X · Mayor/Council Fund Distribution	
2001226 · CHS AFTERPROM	250.00
Total 200X · Mayor/Council Fund Distribution	250.00

210I · LIBRARY COUNTY TAX INCOME	
2104110 · Gen. Property Tax / AD Valorem	2,387.91
2104120 · Gen. Property Tax / Delinquent	181.03
2104130 · Motor Vehicle Tax	492.47
Total 210I · LIBRARY COUNTY TAX INCOME	3,061.41
210X · LIBRARY BLDG COUNTY TAX DIS	3,061.41

240X · EQUIPMENT RESERVE	
2405541 · Machinery / Equipment	10,835.84
Total 240X · EQUIPMENT RESERVE	10,835.84

City of Towanda, KS Statement of Activities

March 2026

Mar 26

250I · STREETS INCOME	
2504230 · City/County/State Highway Fund	1,470.30
2504690 · Misc. Revenues	6.38
Total 250I · STREETS INCOME	1,476.68
250X · STREETS OM FUND EXPENSE	
2505100 · Staff Expense Streets	
2505110 · Salaries	1,256.11
2505140 · PR Tax Expense City Share	97.33
2505150 · KPERS City Share	121.54
2505160 · Health Ins. - City Share	329.59
Total 2505100 · Staff Expense Streets	1,804.57
2505241 · Vehicle / Mobile Equip R&M	60.00
2505244 · Other Repair / Maintenance	487.36
2505251 · Utilities	1,610.75
2505310 · Fuel for Township-Exch for Rock	193.61
2505311 · Gasoline/ Fuel/ Lubricants	199.53
2505315 · Operating Supplies	269.31
Total 250X · STREETS OM FUND EXPENSE	4,625.13

251I · STREET RESERVE INCOME	
2514690 · Misc. Rev. / Street Impact Fee	96.46
Total 251I · STREET RESERVE INCOME	96.46

260I · COMMUNITY CENTER INCOME	
2604640 · Rents and Royalties	400.00
Total 260I · COMMUNITY CENTER INCOME	400.00
260X · COMMUNITY CENTER EXPENSE	
2605220 · Refund of Rents	50.00
2605225 · Cleaning / Disposal Service	500.00
2605251 · Utilities	302.43
Total 260X · COMMUNITY CENTER EXPENSE	852.43

410X · CAPITAL IMPROVEMENT	
4105531 · Improvements	26,548.50
Total 410X · CAPITAL IMPROVEMENT	26,548.50

City of Towanda, KS
Statement of Activities
 March 2026

Mar 26

609I · Water Debt Service Income	
6094100 · WDS Fund Income	6,205.00
Total 609I · Water Debt Service Income	6,205.00

610I · Water Meter Replacement Fund	
6104100 · Water Meter Replacement Income	2,190.00
Total 610I · Water Meter Replacement Fund	2,190.00

611I · WATER INCOME	
6114350 · Water Revenue	43,376.32
6114355 · Late Payment Charge	1,383.83
6114356 · Disconnect Fees	75.00
6114358 · Water Protection Fee	110.56
Total 611I · WATER INCOME	44,945.71

611X · WATER FUND EXPENSE	
6115100 · Staff Expense Water	
6115110 · Salaries	3,140.27
6115140 · PR Tax Expense City Share	243.32
6115150 · KPERs City Share	303.85
6115160 · Health Ins. - City Share	823.97
Total 6115100 · Staff Expense Water	4,511.41
6115212 · Transportation / Mileage	94.32
6115226 · Testing Services	305.00
6115241 · Vehicle / Mobile Equip R&M	672.95
6115244 · Other Repair / Maintenance	1,122.27
6115251 · Utilities	68.95
6115254 · Printing / Publications	34.12
6115255 · Shipping Charges	250.00
6115334 · Materials / Supplies Stock	13.01
6115420 · Contractual Services	200.00
6115541 · Machinery / Equipment	65.86
Total 611X · WATER FUND EXPENSE	7,337.89

613I · WATER TOWER INCOME	
6134691 · Water Tower Rental Fees	4,749.90
Total 613I · WATER TOWER INCOME	4,749.90

City of Towanda, KS
Statement of Activities
 March 2026

Mar 26

621I · SEWER INCOME	
6214350 · Sewer Revenue	19,308.81
6214355 · Late Payment Charge	805.53
Total 621I · SEWER INCOME	20,114.34
621X · SEWER FUND EXPENSE	
6215100 · Staff Expense Sewer	
6215110 · Salaries	7,222.63
6215140 · PR Tax Expense City Share	559.63
6215150 · KPERS City Share	698.85
6215160 · Health Ins. - City Share	1,895.13
Total 6215100 · Staff Expense Sewer	10,376.24
6215200 · Non-Material Expenditures	29.73
6215243 · Contractural Sewer R&M	1,424.17
6215251 · Utilities	557.14
6215254 · Printing / Publications	34.12
6215255 · Shipping Charges	250.00
6215319 · Misc. Supplies	78.85
6215334 · Materials / Supplies Stock	13.01
6215542 · Loan Jetter Sewer Equipment	959.64
Total 621X · SEWER FUND EXPENSE	13,722.90

622I · SEWER RESERVE INCOME	
6224690 · Misc.. Revenues / SL Fees	9,478.16
Total 622I · SEWER RESERVE INCOME	9,478.16

630I · TRASH REVENUE	
6304350 · Trash Service Revenue	16,249.06
6304355 · Late Payment Charge	454.86
Total 630I · TRASH REVENUE	16,703.92
630X · TRASH FUND EXPENSE	
6305225 · Cleaning / Disposal Service	11,362.94
6305254 · Printing / Publications	284.11
Total 630X · TRASH FUND EXPENSE	11,647.05

City of Towanda, KS Fund Balance Report

As of March 31, 2026

Mar 31, 26

ASSETS

Current Assets

Checking/Savings

1000 · Vintage Bank

100B · General Fund	136,873.57
200B · Mayor/Council Fund	3,250.00
240B · Equipment Reserve Fund	16,687.75
250B · Streets O/M Fund	12,764.57
251B · Street Reserve Fund	246,838.50
260B · Community Center Fund	31,381.81
410B · Capital Improvemnet Fund	58,218.14
609B · Water Debt Service Fund	36,252.50
610B · Water Meter Replacement Fund	20,257.10
611B · Water O/M Fund	27,644.72
612B · Water Reserve Fund	10,843.92
613B · Tower Fund	92,863.78
621B · Sewer O/M Fund	35,901.62
622B · Sewer Reserve Fund	148,952.04
630B · Trash and Refuse Fund	56,954.36

Total 1000 · Vintage Bank 935,684.38

Total Checking/Savings 935,684.38

Total Current Assets 935,684.38

TOTAL ASSETS 935,684.38

LIABILITIES & EQUITY 935,684.38

Budget Execution Report 2026

Date Tuesday, March 31, 2026

89 Days
24% % of year

Fund		Budget	YTD	% Used	Remaining
General	100	\$882,054.00	\$186,616.63	21.16%	\$695,437.37
Streets	250	\$71,922.00	\$12,081.06	16.80%	\$59,840.94
Comm Cntr	260	\$52,831.00	\$4,202.99	7.96%	\$48,628.01
Water	611	\$490,299.00	\$79,064.94	16.13%	\$411,234.06
Sewer	621	\$201,509.00	\$42,533.53	21.11%	\$158,975.47
Trash	630	\$177,353.00	\$35,085.10	19.78%	\$142,267.90
Cemetery	720	\$20,000.00	\$1,430.00	7.15%	\$18,570.00
Loan Pmt	310	\$41,660.00	\$41,798.38	100.33%	(\$138.38)
Library	210	\$68,316.00	\$32,942.15	48.22%	\$35,373.85
		\$2,005,944.00			

Notes:

Most funds are running slightly under 25% utilization after the first quarter of the year. Summer brings many projects, so we will watch funds closely through the second quarter.

Loan Pmt includes closeout of current balance of Bond Fund.

Funds listed in this report are those where the City has a legal, published limit. This report does not include sub-funds in the General Fund or Reserve Funds.

1/1/2026 Starting Date

**City of Towanda
Water Consumption Totals (Gallons)
2026**

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

Usage Month	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	
Billed Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
RWD #5 (Account #1310)	0	0	0	0	0	0	0	0	0	0	0	0	0
RWD #5 (Account #1309)	3,527,100	3,811,400	3,604,900	3,873,400	0	0	0	0	0	0	0	0	14,816,800
RWD #5 (Account #1297)	0	0	0	0	0	0	0	0	0	0	0	0	0
RWD #5 Total	3,527,100	3,811,400	3,604,900	3,873,400	0	0	0	0	0	0	0	0	14,816,800
Jayhawk Billed	1,983,000	2,319,000	2,834,000	2,146,000	0	0	0	0	0	0	0	0	9,282,000
Bulk Water Billed	0	0	0	0	0	0	0	0	0	0	0	0	0
Known Water Loss			273,000						0		0		273,000
Total Billed	1,983,000	2,319,000	2,561,000	2,146,000	0	0	0	0	0	0	0	0	9,009,000
Consumption Difference	(1,544,100)	(1,492,400)	(770,900)	(1,727,400)	0	0	0	0	0	0	0	0	(5,807,800)
Percent Different	44%	39%	21%	45%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	39%

Jayhawk Water \$ Amount	\$35,630.00	\$38,822.90	\$43,653.54	\$44,952.60	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$163,059.04
Rural Water 5 Billing Amou	\$20,987.14	\$22,661.67	\$21,445.38	\$23,023.82	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$88,118.01
Total Income from Water	\$14,642.86	\$16,161.23	\$22,208.16	\$21,928.78	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$74,941.03
Days	31	28	31	30	31	30	31	31	30	31	30	31		
Daly Gallons	113,777	136,121	116,287	129,113	-	-	-	-	-	-	-	-	-	#DIV/0!
Daily Billed Gallons	63,968	82,821	91,419	71,533	-	-	-	-	-	-	-	-	-	#DIV/0!
Daily Loss	49,810	53,300	24,868	57,580	-	-	-	-	-	-	-	-	-	#DIV/0!
Monthly Cost of Loss	\$9,079.31	\$8,775.31	\$4,532.89	\$10,157.11	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$32,544.62

City of Towanda, KS
Claims Report
March 2026

	Date	Num	Name	Memo	Debit	Credit	Balance
100X · GENERAL FUND EXPENSES							
12 · ADMINISTRATION EXPENSES							
12-Administration/Finance							
12-5200 · Non-Material Expenditures							
	03/31/2026	41474	ICI	Lisa Bond 03/25/2026	200.00		200.00
Total 12-5200 · Non-Material Expenditures					200.00	0.00	200.00
12-5210 · Training / Meetings							
	03/17/2026	41453	Bank of America	WSU	250.00		250.00
	03/31/2026	41475	OFFICE OF ACCOUNTS AND REPORTS	SARAH GOODING BUDGET TRAINING	75.00		325.00
Total 12-5210 · Training / Meetings					325.00	0.00	325.00
12-5215 · Food For Meetings							
	03/17/2026	41452	Bank of America	Gambinos	48.98		48.98
	03/17/2026	41453	Bank of America	Gambinos	52.97		101.95
	03/17/2026	41453	Bank of America	Gambinos	48.77		150.72
Total 12-5215 · Food For Meetings					150.72	0.00	150.72
12-5222 · Intergovernment / Permit Fees							
	03/10/2026	41431	ICI	INCREASE LIMIT OF BONDS FOR CAMI, SARAH,	400.00		400.00
Total 12-5222 · Intergovernment / Permit Fees					400.00	0.00	400.00
12-5224 · Consulting Services							
	03/10/2026	41420	KATHLEEN B. SEXTON	CITY COUNCIL ORIENTATION 03/04/2026	400.00		400.00
Total 12-5224 · Consulting Services					400.00	0.00	400.00
12-5242 · Building / Facilities R&M							
	03/17/2026	41437	SUTHERLANDS CREDIT	BLIND AND DOOR KNOB	34.19		34.19
Total 12-5242 · Building / Facilities R&M					34.19	0.00	34.19
12-5254 · Printing / Publications							
	03/20/2026	AUTO	Nexbill Pay		13.20		13.20
	03/24/2026	41464	CANON FINANCIAL SERVICES	PRINTER FROM 02/01/2026 TO 02/28/2026	125.10		138.30
Total 12-5254 · Printing / Publications					138.30	0.00	138.30
12-5255 · Postage & Shipping Charges							
	03/10/2026	41418	TOWANDA POST OFFICE	Mailing of Water Bills	250.00		250.00
Total 12-5255 · Postage & Shipping Charges					250.00	0.00	250.00
12-5314 · Office Supplies							
	03/10/2026	41427	Culligan	4 CULLIGAN WATER CONTAINERS 02/01/2026 to	43.40		43.40
	03/10/2026	41430	STAPLES	PAPER AND PLASTIC LETTER WALL FILE	50.35		93.75
Total 12-5314 · Office Supplies					93.75	0.00	93.75
12-5319 · Misc. Supplies							
	03/17/2026	41453	Bank of America	Hole Puncher	25.75		25.75
	03/17/2026	41453	Bank of America	Kleenex	26.94		52.69
Total 12-5319 · Misc. Supplies					52.69	0.00	52.69
12-5326 · Empac Service							
	03/10/2026	41433	EMPAC	EMPAC QTR 2 2026	72.00		72.00
Total 12-5326 · Empac Service					72.00	0.00	72.00
12-5400 · IT & Website Expenses							
12-5401 · QuickBooks Software							
	03/17/2026	41453	Bank of America	Quickbooks	384.00		384.00
Total 12-5401 · QuickBooks Software					384.00	0.00	384.00
12-5400 · IT & Website Expenses - Other							

City of Towanda, KS
Claims Report
March 2026

Date	Num	Name	Memo	Debit	Credit	Balance
03/17/2026	41453	Bank of America	Tockify	8.00		8.00
03/17/2026	41453	Bank of America	Adobe	21.29		29.29
03/17/2026	41453	Bank of America	Adobe	29.99		59.28
03/17/2026	41453	Bank of America	Mailchimp	39.50		98.78
03/24/2026	41467	ICI	CYBER INSURANCE	2,116.65		2,215.43
Total 12-5400 · IT & Website Expenses - Other				2,215.43	0.00	2,215.43
Total 12-5400 · IT & Website Expenses				2,599.43	0.00	2,599.43
Total 12-Administration/Finance				4,716.08	0.00	4,716.08
12-5100 · Staff Expense Administration						
12-5110 · Salaries						
03/31/2026	EOMPRADJ			17,011.54		17,011.54
Total 12-5110 · Salaries				17,011.54	0.00	17,011.54
12-5140 · PR Tax Expense City Share						
03/31/2026	EOMPRADJ			1,306.87		1,306.87
Total 12-5140 · PR Tax Expense City Share				1,306.87	0.00	1,306.87
12-5150 · KPERS City Share						
03/31/2026	EOMPRADJ			1,703.77		1,703.77
Total 12-5150 · KPERS City Share				1,703.77	0.00	1,703.77
12-5160 · Health Ins. - City Share						
03/31/2026	EOMPRADJ			1,993.24		1,993.24
Total 12-5160 · Health Ins. - City Share				1,993.24	0.00	1,993.24
12-5161 · Adj - Payroll Liab. Differences						
03/31/2026	EOMLCLNUP				3,397.07	-3,397.07
Total 12-5161 · Adj - Payroll Liab. Differences				0.00	3,397.07	-3,397.07
Total 12-5100 · Staff Expense Administration				22,015.42	3,397.07	18,618.35
12-5251 · Utilities						
12-5261 · Utilities Reimbursed By BUFD#11						
03/03/2026	41417	COX	Cox Utility	44.91		44.91
03/09/2026	5117	Butler County Fire District #11	March 2026 and rest owed from 02/2026		645.10	-600.19
03/17/2026	41440	VERIZON WIRELESS	VERIZON UTILITY	41.56		-558.63
03/31/2026	41472	KANSAS GAS SERVICE	KANSAS GAS UTILITY	343.44		-215.19
03/31/2026	41476	EVERGY	Evergy Utility	166.95		-48.24
Total 12-5261 · Utilities Reimbursed By BUFD#11				596.86	645.10	-48.24
12-5251 · Utilities - Other						
03/03/2026	41417	COX	Cox Utility	27.52		27.52
03/17/2026	41440	VERIZON WIRELESS	VERIZON UTILITY	41.56		69.08
03/31/2026	41472	KANSAS GAS SERVICE	KANSAS GAS UTILITY	210.42		279.50
03/31/2026	41476	EVERGY	Evergy Utility	139.26		418.76
Total 12-5251 · Utilities - Other				418.76	0.00	418.76
Total 12-5251 · Utilities				1,015.62	645.10	370.52
12-5253 · Insurance						
12-5260 · Insuranc C Hall & Fire Sta Bldg						
03/09/2026	5117	Butler County Fire District #11	March 2026		544.51	-544.51
Total 12-5260 · Insuranc C Hall & Fire Sta Bldg				0.00	544.51	-544.51
Total 12-5253 · Insurance				0.00	544.51	-544.51
Total 12 · ADMINISTRATION EXPENSES				27,747.12	4,586.68	23,160.44
13 · COURT						
13-Court General Expenses						

City of Towanda, KS
Claims Report
March 2026

	Date	Num	Name	Memo	Debit	Credit	Balance
13-5221 · Membership Fees							
	03/17/2026	41435	KMJA	Kansas Municipal Judges Association Dues 2026	25.00		25.00
Total 13-5221 · Membership Fees					25.00	0.00	25.00
13-5251 · Utilities							
	03/17/2026	41440	VERIZON WIRELESS	VERIZON UTILITY	81.57		81.57
Total 13-5251 · Utilities					81.57	0.00	81.57
Total 13-Court General Expenses					106.57	0.00	106.57
13-5100 · Staff Expense Court							
13-5110 · Salaries							
	03/31/2026	EOMPRADJ			615.76		615.76
Total 13-5110 · Salaries					615.76	0.00	615.76
13-5140 · PR Tax Expense City Share							
	03/31/2026	EOMPRADJ			47.73		47.73
Total 13-5140 · PR Tax Expense City Share					47.73	0.00	47.73
13-5150 · KPERS City Share							
	03/31/2026	EOMPRADJ					0.00
Total 13-5150 · KPERS City Share					0.00	0.00	0.00
13-5160 · Health Ins. - City Share							
	03/31/2026	EOMPRADJ					0.00
Total 13-5160 · Health Ins. - City Share					0.00	0.00	0.00
Total 13-5100 · Staff Expense Court					663.49	0.00	663.49
Total 13 · COURT					770.06	0.00	770.06
14 · LEGAL							
14-5110 · Salaries / Permanent							
	03/17/2026	41450	Robert Lane	Attorney Fees 03/2026	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							
	03/17/2026	41449	PIERCE CODE COMPLIANCE LLC	Code Compliance Contract 03/2026	1,000.00		1,000.00
Total 15-5225 · Code Compliance Contract					1,000.00	0.00	1,000.00
15-5252 · Communications							
	03/17/2026	41441	LISA HAMILTON	LISA PHONE BILL APRIL 2026	59.71		59.71
Total 15-5252 · Communications					59.71	0.00	59.71
15-5254 · Printing / Publications							
	03/17/2026	41453	Bank of America	Column Public Notice	77.35		77.35
Total 15-5254 · Printing / Publications					77.35	0.00	77.35
Total 15 · PLANNING & ZONING					1,137.06	0.00	1,137.06
21 · PARKS and GROUNDSKEEPING							
21-5251 · Utilities							
	03/31/2026	41476	EVERGY	Evergy Utility	273.17		273.17
Total 21-5251 · Utilities					273.17	0.00	273.17
21-5259 · MISC. SERVICES							
	03/17/2026	41437	SUTHERLANDS CREDIT	6X CONCRETE MIX FOR VOLLEY BALL POST	32.44		32.44
Total 21-5259 · MISC. SERVICES					32.44	0.00	32.44
21-5319 · MISC SUPPLIES							
	03/17/2026	41453	Bank of America	2X Volley Balls	33.93		33.93

City of Towanda, KS
Claims Report
March 2026

	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
	03/24/2026	41457	ASSOCIATED MATERIAL & SUPPLY	89.71 TONS OF MASON SAND FOR VOLLEY BALL	493.42		527.35
Total 21-5319 · MISC SUPPLIES					527.35	0.00	527.35
21-5550 · Groundkeeping							
21-5551 · Greenhouse Supplies & Parts							
	03/24/2026	41460	BOMGAARS SUPPLY	3X SHOP LIGHT	59.97		59.97
Total 21-5551 · Greenhouse Supplies & Parts					59.97	0.00	59.97
21-5552 · Fertilizer & Chemicals							
	03/24/2026	41459	BUTLER COUNTY NOXIOUS WEED DEPARTNME	10.000 gallon TENKOZ Buccaneer Plus	137.90		137.90
Total 21-5552 · Fertilizer & Chemicals					137.90	0.00	137.90
21-5553 · Grass Seed, Plants & Supplies							
	03/24/2026	41460	BOMGAARS SUPPLY	2X SPLASH BLOCK AND 2X GRASS SEED	56.96		56.96
Total 21-5553 · Grass Seed, Plants & Supplies					56.96	0.00	56.96
21-5554 · Mowing							
21-5555 · Mower Gas & Oil							
	03/02/2026	41415	WEX FLEET UNIVERSAL		0.00		0.00
Total 21-5555 · Mower Gas & Oil					0.00	0.00	0.00
Total 21-5554 · Mowing					0.00	0.00	0.00
21-5550 · Groundkeeping - Other							
	03/17/2026	41437	SUTHERLANDS CREDIT	BALL FIELDS	99.66		99.66
Total 21-5550 · Groundkeeping - Other					99.66	0.00	99.66
Total 21-5550 · Groundkeeping					354.49	0.00	354.49
Total 21 · PARKS and GROUNDSKEEPING					1,187.45	0.00	1,187.45
22 · POOL							
22-Pool General Expenses							
22-5222 · Intergovernment / Permit Fees							
	03/10/2026	41432	KANSAS DEPARTMENT OF AGRICULTURE	FOOD EST RENEWAL	199.50		199.50
Total 22-5222 · Intergovernment / Permit Fees					199.50	0.00	199.50
22-5242 · Building / Facilities R&M							
	03/17/2026	41437	SUTHERLANDS CREDIT	STRAP TIE X24, 9X11 250 PC, 16X S4S, POOL AW	2,117.56		2,117.56
	03/17/2026	41451	LESLIE'S SWIMMING POOL SUPPLIES	PAINT FOR POOL X 12	1,618.08		3,735.64
	03/17/2026	41453	Bank of America	Concrete at Pool	1,214.10		4,949.74
	03/31/2026	41470	LESLIE'S SWIMMING POOL SUPPLIES	9x paint for pool	1,213.56		6,163.30
	03/31/2026	41473	HIZEY SERVICE AND SUPPLY	FLANGE 150# AND 20FT 4" PVC	219.21		6,382.51
Total 22-5242 · Building / Facilities R&M					6,382.51	0.00	6,382.51
22-5251 · Utilities							
	03/03/2026	41416	VERIZON WIRELESS	VERIZON UTILITY	65.09		65.09
	03/31/2026	41476	EVERGY	Evergy Utility	39.47		104.56
	03/31/2026	41479	VERIZON WIRELESS	Verizon Utility	65.18		169.74
Total 22-5251 · Utilities					169.74	0.00	169.74
22-5332 · Building / Facility Parts							
	03/24/2026	41460	BOMGAARS SUPPLY	CHAIN AND PADLOCK	33.48		33.48
Total 22-5332 · Building / Facility Parts					33.48	0.00	33.48
Total 22-Pool General Expenses					6,785.23	0.00	6,785.23
22-5100 · Staff Expense Pool							
22-5110 · Salaries							
	03/31/2026	EOMPRADJ					0.00
Total 22-5110 · Salaries					0.00	0.00	0.00
22-5140 · PR Tax Expense City Share							

City of Towanda, KS
Claims Report
March 2026

Date	Num	Name	Memo	Debit	Credit	Balance
03/31/2026	EOMPRADJ					0.00
Total 22-5140 · PR Tax Expense City Share				0.00	0.00	0.00
Total 22-5100 · Staff Expense Pool				0.00	0.00	0.00
Total 22 · POOL				6,785.23	0.00	6,785.23
24 · LIBRARY-BILLING						
24-5244 · Other Repair / Maintenance						
03/10/2026	41422	ORKIN	Termite Coverage 05/2026 to 05/2027	151.50		151.50
Total 24-5244 · Other Repair / Maintenance				151.50	0.00	151.50
24-5251 · Utilities						
03/31/2026	41476	EVERGY	Evergy Utility	112.59		112.59
03/31/2026	41480	KANSAS GAS SERVICE	Kansas Gas Utility	154.42		267.01
Total 24-5251 · Utilities				267.01	0.00	267.01
Total 24 · LIBRARY-BILLING				418.51	0.00	418.51
25 · SENIOR CENTER						
25-5251 · Utilities						
03/10/2026	41426	COX	Cox Utility	33.50		33.50
03/31/2026	41472	KANSAS GAS SERVICE	KANSAS GAS UTILITY	118.31		151.81
03/31/2026	41476	EVERGY	Evergy Utility	104.09		255.90
Total 25-5251 · Utilities				255.90	0.00	255.90
Total 25 · SENIOR CENTER				255.90	0.00	255.90
31 · SHERIFF DEPARTMENT CONTRACT						
31-Police Genral Expenditures						
31-5251 · Utilities						
03/31/2026	41472	KANSAS GAS SERVICE	KANSAS GAS UTILITY	111.28		111.28
03/31/2026	41476	EVERGY	Evergy Utility	79.92		191.20
03/31/2026	41481	COX	Cox Utility	67.00		258.20
Total 31-5251 · Utilities				258.20	0.00	258.20
Total 31-Police Genral Expenditures				258.20	0.00	258.20
Total 31 · SHERIFF DEPARTMENT CONTRACT				258.20	0.00	258.20
34 · ANIMAL CONTROL						
34-5259 · Misc. Services						
03/24/2026	41466	PRAIRE STATION VET CLINIC	REMOVAL OF CARIN TERRIER AND AMERICAN I	150.00		150.00
Total 34-5259 · Misc. Services				150.00	0.00	150.00
Total 34 · ANIMAL CONTROL				150.00	0.00	150.00
50 · PUBLIC WORKS SHOP						
50-Public Works General						
50-5200 · Non-Material Expenditures						
03/17/2026	41438	RYLAN ROSE	REFUND FOR CDL LICENSE EXAM PAID FOR AN	41.00		41.00
03/17/2026	41439	Robert Beard	REFUND FOR CDL TEST PAID FOR AND PASSE	41.00		82.00
Total 50-5200 · Non-Material Expenditures				82.00	0.00	82.00
50-5210 · Training / Meetings						
03/31/2026	41471	KANSAS MUNICIPAL UTILITIES	Rylan and Todd Utility Locate Workshop	530.00		530.00
Total 50-5210 · Training / Meetings				530.00	0.00	530.00
50-5251 · Utilities						
03/03/2026	41417	COX	Cox Utility	27.52		27.52
03/17/2026	41443	RYLAN ROSE	PHONE BILL APRIL 2026	30.00		57.52
03/17/2026	41444	Robert Beard	PHONE BILL APRIL 2026	30.00		87.52
03/17/2026	41445	Josh Smith	PHONE BILL APRIL 2026	30.00		117.52

City of Towanda, KS
Claims Report
March 2026

Date	Num	Name	Memo	Debit	Credit	Balance
03/17/2026	41446	Todd Harrison	PHONE BILL APRIL 2026	30.00		147.52
03/31/2026	41472	KANSAS GAS SERVICE	KANSAS GAS UTILITY	210.42		357.94
03/31/2026	41476	EVERGY	Evergy Utility	98.23		456.17
Total 50-5251 · Utilities				456.17	0.00	456.17
50-5311 · Gasoline / Fuel / Lubricants						
03/02/2026	41415	WEX FLEET UNIVERSAL		543.48		543.48
Total 50-5311 · Gasoline / Fuel / Lubricants				543.48	0.00	543.48
50-5319 · Misc. Supplies						
03/17/2026	41453	Bank of America	Calendar book for Rylan	9.99		9.99
03/24/2026	41460	BOMGAARS SUPPLY	Pipe Bushing, pipe coupling, coupler, air hose, whip	73.75		83.74
03/24/2026	41460	BOMGAARS SUPPLY	3X 40LB BAGS OF CAT LITTER	38.97		122.71
03/24/2026	41460	BOMGAARS SUPPLY	POLY FILM, POLY ROLL, AND HAMMER TACKER	103.26		225.97
Total 50-5319 · Misc. Supplies				225.97	0.00	225.97
50-5320 · City Signs and Banners						
03/31/2026	41473	HIZEY SERVICE AND SUPPLY	PARTS TO FIX BANNER HOLDERS	148.35		148.35
Total 50-5320 · City Signs and Banners				148.35	0.00	148.35
50-5321 · Maintenance Uniforms						
03/02/2026	41414	UNIFIRST CORPORATION	Maintenance Uniforms 03/02/2026	80.23		80.23
03/10/2026	41428	UNIFIRST CORPORATION	MAINTENANCE UNIFORMS 03/09/2026	131.03		211.26
03/24/2026	41460	BOMGAARS SUPPLY	15X JEANS FOR MAINTENANCE	239.85		451.11
03/24/2026	41460	BOMGAARS SUPPLY	5X JEANS FOR MAINTENANCE	79.95		531.06
03/24/2026	41465	UNIFIRST CORPORATION	MAINTENANCE UNIFORMS FROM 03/16/2026	80.23		611.29
03/24/2026	41469	UNIFIRST CORPORATION	Maintenance Uniforms 03/23/2026	131.03		742.32
03/31/2026	41484	UNIFIRST CORPORATION	Maintenance Uniforms 03/30/2026	80.23		822.55
Total 50-5321 · Maintenance Uniforms				822.55	0.00	822.55
50-5325 · Tools						
03/17/2026	41437	SUTHERLANDS CREDIT	WISE BENCH, GALV COUPLING, PIPE SEALANT, ,	82.12		82.12
Total 50-5325 · Tools				82.12	0.00	82.12
50-5326 · Medical						
03/10/2026	41433	EMPAC	EMPAC QTR 2 2026	108.00		108.00
Total 50-5326 · Medical				108.00	0.00	108.00
50-5541 · Machinery / Equipment						
03/24/2026	41460	BOMGAARS SUPPLY	Bar Flat Weldable and hydraulic fluid	74.98		74.98
Total 50-5541 · Machinery / Equipment				74.98	0.00	74.98
Total 50-Public Works General				3,073.62	0.00	3,073.62
50-5100 · Staff Expense Public Works						
50-5110 · Salaries						
03/31/2026	EOMPRADJ			4,082.36		4,082.36
Total 50-5110 · Salaries				4,082.36	0.00	4,082.36
50-5140 · PR Tax Expense City Share						
03/31/2026	EOMPRADJ			316.31		316.31
Total 50-5140 · PR Tax Expense City Share				316.31	0.00	316.31
50-5150 · KPERS City Share						
03/31/2026	EOMPRADJ			395.00		395.00
Total 50-5150 · KPERS City Share				395.00	0.00	395.00
50-5160 · Health Ins. - City Share						
03/31/2026	EOMPRADJ			1,071.16		1,071.16
Total 50-5160 · Health Ins. - City Share				1,071.16	0.00	1,071.16

City of Towanda, KS
Claims Report
March 2026

	Date	Num	Name	Memo	Debit	Credit	Balance
Total 50-5100 · Staff Expense Public Works					5,864.83	0.00	5,864.83
Total 50 · PUBLIC WORKS SHOP					8,938.45	0.00	8,938.45
Total 100X · GENERAL FUND EXPENSES					48,847.98	4,586.68	44,261.30
DESIGNATED FUND EXPENDITURES							
200X · Mayor/Council Fund Distribution							
2001226 · CHS AFTERPROM							
	03/17/2026	41456	CHS AFTER PROM CELEBRATION	CHS After Prom 2026	250.00		250.00
Total 2001226 · CHS AFTERPROM					250.00	0.00	250.00
Total 200X · Mayor/Council Fund Distribution					250.00	0.00	250.00
210X · LIBRARY BLDG COUNTY TAX DIS							
	03/24/2026	41458	TOWANDA LIBRARY BOARD	County Tax Distribution	3,061.41		3,061.41
Total 210X · LIBRARY BLDG COUNTY TAX DIS					3,061.41	0.00	3,061.41
220X · FIRE RESCUE EXPENSE							
2205100 · Staff Expense Fire Rescue							
2205110 · Salaries							
	03/31/2026	EOMPRADJ					0.00
Total 2205110 · Salaries					0.00	0.00	0.00
2205140 · PR Tax Expense City Share							
	03/31/2026	EOMPRADJ					0.00
Total 2205140 · PR Tax Expense City Share					0.00	0.00	0.00
Total 2205100 · Staff Expense Fire Rescue					0.00	0.00	0.00
Total 220X · FIRE RESCUE EXPENSE					0.00	0.00	0.00
240X · EQUIPMENT RESERVE							
2405541 · Machinery / Equipment							
	03/17/2026	41447	TRAILER PLUS WICHITA	2026 BLACK DUMP TRAILER VIN 4RADU1623TCC	9,835.85		9,835.85
	03/24/2026	41460	BOMGAARS SUPPLY	Trailer Single axle 5X8 Mesh Floor	999.99		10,835.84
Total 2405541 · Machinery / Equipment					10,835.84	0.00	10,835.84
Total 240X · EQUIPMENT RESERVE					10,835.84	0.00	10,835.84
250X · STREETS OM FUND EXPENSE							
2505100 · Staff Expense Streets							
2505110 · Salaries							
	03/31/2026	EOMPRADJ			1,256.11		1,256.11
Total 2505110 · Salaries					1,256.11	0.00	1,256.11
2505140 · PR Tax Expense City Share							
	03/31/2026	EOMPRADJ			97.33		97.33
Total 2505140 · PR Tax Expense City Share					97.33	0.00	97.33
2505150 · KPERS City Share							
	03/31/2026	EOMPRADJ			121.54		121.54
Total 2505150 · KPERS City Share					121.54	0.00	121.54
2505160 · Health Ins. - City Share							
	03/31/2026	EOMPRADJ			329.59		329.59
Total 2505160 · Health Ins. - City Share					329.59	0.00	329.59
Total 2505100 · Staff Expense Streets					1,804.57	0.00	1,804.57
2505241 · Vehicle / Mobile Equip R&M							
	03/17/2026	41436	T&D TIRE AND AUTO REPAIR	Two tires dismounted, mounted and balanced	60.00		60.00

City of Towanda, KS
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	Date	Num	Name	Memo	Debit	Credit	Balance
Total 2505241 - Vehicle / Mobile Equip R&M					60.00	0.00	60.00
2505244 - Other Repair / Maintenance							
	03/24/2026	41461	HIZEY SERVICE AND SUPPLY	CULVERT FOR 220 N 6TH	487.36		487.36
Total 2505244 - Other Repair / Maintenance					487.36	0.00	487.36
2505251 - Utilities							
	03/10/2026	41424	EVERGY	Evergy Utility Street Lights	1,482.99		1,482.99
	03/31/2026	41476	EVERGY	Evergy Utility	60.60		1,543.59
	03/31/2026	41477	BUTLER RURAL ELECTRIC	light at Hunter and 254	67.16		1,610.75
Total 2505251 - Utilities					1,610.75	0.00	1,610.75
2505310 - Fuel for Township-Exch for Rock							
	03/02/2026	41415	WEX FLEET UNIVERSAL		193.61		193.61
Total 2505310 - Fuel for Township-Exch for Rock					193.61	0.00	193.61
2505311 - Gasoline/ Fuel/ Lubricants							
	03/02/2026	41415	WEX FLEET UNIVERSAL		199.53		199.53
Total 2505311 - Gasoline/ Fuel/ Lubricants					199.53	0.00	199.53
2505315 - Operating Supplies							
	03/17/2026	41455	BUTLER COUNTY PUBLIC WORKS	500 GALLONS OF BRINE	31.19		31.19
	03/17/2026	41455	BUTLER COUNTY PUBLIC WORKS	MEDIUM ROAD SALT	238.12		269.31
Total 2505315 - Operating Supplies					269.31	0.00	269.31
Total 250X - STREETS OM FUND EXPENSE					4,625.13	0.00	4,625.13
260X - COMMUNITY CENTER EXPENSE							
2605220 - Refund of Rents							
	03/10/2026	41423	JANDEE VANPATTEN	REFUND OF HALF OF DEPOSIT. HALF KEPT FOF	50.00		50.00
Total 2605220 - Refund of Rents					50.00	0.00	50.00
2605225 - Cleaning / Disposal Service							
	03/17/2026	41442	Lisa K. Hamilton	COMMUNITY BUILDING CLEANING MARCH 2026	500.00		500.00
Total 2605225 - Cleaning / Disposal Service					500.00	0.00	500.00
2605251 - Utilities							
	03/10/2026	41426	COX	Cox Utility	33.50		33.50
	03/31/2026	41472	KANSAS GAS SERVICE	KANSAS GAS UTILITY	140.38		173.88
	03/31/2026	41476	EVERGY	Evergy Utility	128.55		302.43
Total 2605251 - Utilities					302.43	0.00	302.43
Total 260X - COMMUNITY CENTER EXPENSE					852.43	0.00	852.43
410X - CAPITAL IMPROVEMENT							
4105531 - Improvements							
	03/24/2026	41468	LITTLE RICHARDS POOL	NEW PUMPS AND FILTERS FOR SWIMMING POC	26,548.50		26,548.50
Total 4105531 - Improvements					26,548.50	0.00	26,548.50
Total 410X - CAPITAL IMPROVEMENT					26,548.50	0.00	26,548.50
611X - WATER FUND EXPENSE							
6115100 - Staff Expense Water							
6115110 - Salaries							
	03/31/2026	EOMPRADJ			3,140.27		3,140.27
Total 6115110 - Salaries					3,140.27	0.00	3,140.27
6115140 - PR Tax Expense City Share							
	03/31/2026	EOMPRADJ			243.32		243.32
Total 6115140 - PR Tax Expense City Share					243.32	0.00	243.32
6115150 - KPERS City Share							
	03/31/2026	EOMPRADJ			303.85		303.85

City of Towanda, KS
Claims Report
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	Date	Num	Name	Memo	Debit	Credit	Balance
Total 6115150 · KPERS City Share					303.85	0.00	303.85
6115160 · Health Ins. - City Share							
	03/31/2026	EOMPRADJ			823.97		823.97
Total 6115160 · Health Ins. - City Share					823.97	0.00	823.97
Total 6115100 · Staff Expense Water					4,511.41	0.00	4,511.41
6115212 · Transportation / Mileage							
	03/10/2026	41429	METRO COURIER	WATER SAMPLE DELIVERY 02/16/2026 TO 02/28/	62.38		62.38
	03/24/2026	41462	METRO COURIER	WATER SAMPLE MAILING FROM 03/01/2026 TO C	31.94		94.32
Total 6115212 · Transportation / Mileage					94.32	0.00	94.32
6115226 · Testing Services							
	03/10/2026	41419	KANSAS HEALTH AND ENVIRONMENT	COLLECTION OF DRINKING WATER SAMPLES S	305.00		305.00
Total 6115226 · Testing Services					305.00	0.00	305.00
6115241 · Vehicle / Mobile Equip R&M							
	03/17/2026	41437	SUTHERLANDS CREDIT	PARTS AND PIECES FOR PUMP TRAILER	672.95		672.95
Total 6115241 · Vehicle / Mobile Equip R&M					672.95	0.00	672.95
6115244 · Other Repair / Maintenance							
	03/17/2026	41434	MUNICIPAL SUPPLY COMPANY	FIRE HYDRANT REPAIR	1,122.27		1,122.27
Total 6115244 · Other Repair / Maintenance					1,122.27	0.00	1,122.27
6115251 · Utilities							
	03/31/2026	41476	EVERGY	Evergy Utility	68.95		68.95
Total 6115251 · Utilities					68.95	0.00	68.95
6115254 · Printing / Publications							
	03/24/2026	41464	CANON FINANCIAL SERVICES	PRINTER FROM 02/01/2026 TO 02/28/2026	34.12		34.12
Total 6115254 · Printing / Publications					34.12	0.00	34.12
6115255 · Shipping Charges							
	03/10/2026	41418	TOWANDA POST OFFICE	Mailing of Water Bills	250.00		250.00
Total 6115255 · Shipping Charges					250.00	0.00	250.00
6115334 · Materials / Supplies Stock							
	03/10/2026	41421	Lampton Welding Supply	WELDING SUPPLIES	13.01		13.01
Total 6115334 · Materials / Supplies Stock					13.01	0.00	13.01
6115420 · Contractual Services							
	03/17/2026	41448	GRIFFIN MAX CONSTRUCTION INC	Water Contract 03/2026	200.00		200.00
Total 6115420 · Contractual Services					200.00	0.00	200.00
6115541 · Machinery / Equipment							
	03/24/2026	41460	BOMGAARS SUPPLY	OIL, MECHANIC SET 204 PC, PIPE NIPPLE	65.86		65.86
Total 6115541 · Machinery / Equipment					65.86	0.00	65.86
Total 611X · WATER FUND EXPENSE					7,337.89	0.00	7,337.89
621X · SEWER FUND EXPENSE							
6215100 · Staff Expense Sewer							
6215110 · Salaries							
	03/31/2026	EOMPRADJ			7,222.63		7,222.63
Total 6215110 · Salaries					7,222.63	0.00	7,222.63
6215140 · PR Tax Expense City Share							
	03/31/2026	EOMPRADJ			559.63		559.63
Total 6215140 · PR Tax Expense City Share					559.63	0.00	559.63
6215150 · KPERS City Share							
	03/31/2026	EOMPRADJ			698.85		698.85
Total 6215150 · KPERS City Share					698.85	0.00	698.85

City of Towanda, KS
Claims Report
March 2026

	Date	Num	Name	Memo	Debit	Credit	Balance
6215160 · Health Ins. - City Share							
	03/31/2026	EOMPRADJ			1,895.13		1,895.13
Total 6215160 · Health Ins. - City Share					1,895.13	0.00	1,895.13
Total 6215100 · Staff Expense Sewer					10,376.24	0.00	10,376.24
6215200 · Non-Material Expenditures							
	03/31/2026	41483	AMERICAN MESSAGING	Sewer Emergency pager	29.73		29.73
Total 6215200 · Non-Material Expenditures					29.73	0.00	29.73
6215243 · Contractural Sewer R&M							
	03/31/2026	41482	FOLEY EQUIPMENT INDUSTRIES	Unit had Code for unexpected shut down	1,424.17		1,424.17
Total 6215243 · Contractural Sewer R&M					1,424.17	0.00	1,424.17
6215251 · Utilities							
	03/24/2026	41463	LINGO	EMERGENCY PHONE	136.63		136.63
	03/31/2026	41476	EVERGY	Evergy Utility	420.51		557.14
Total 6215251 · Utilities					557.14	0.00	557.14
6215254 · Printing / Publications							
	03/24/2026	41464	CANON FINANCIAL SERVICES	PRINTER FROM 02/01/2026 TO 02/28/2026	34.12		34.12
Total 6215254 · Printing / Publications					34.12	0.00	34.12
6215255 · Shipping Charges							
	03/10/2026	41418	TOWANDA POST OFFICE	Mailing of Water Bills	250.00		250.00
Total 6215255 · Shipping Charges					250.00	0.00	250.00
6215319 · Misc. Supplies							
	03/17/2026	41453	Bank of America	Dawn Soap for Sewer	78.85		78.85
Total 6215319 · Misc. Supplies					78.85	0.00	78.85
6215334 · Materials / Supplies Stock							
	03/10/2026	41421	Lampton Welding Supply	WELDING SUPPLIES	13.01		13.01
Total 6215334 · Materials / Supplies Stock					13.01	0.00	13.01
6215542 · Loan Jetter Sewer Equipment							
	03/31/2026	41478	EMPRISE BANK	loan for Jetter Sewer Equipment April 2026	959.64		959.64
Total 6215542 · Loan Jetter Sewer Equipment					959.64	0.00	959.64
Total 621X · SEWER FUND EXPENSE					13,722.90	0.00	13,722.90
630X · TRASH FUND EXPENSE							
6305225 · Cleaning / Disposal Service							
	03/10/2026	41425	WASTE CONNECTIONS OF KANSAS	Trash service from 02/01/2026 to 02/28/2026	11,362.94		11,362.94
Total 6305225 · Cleaning / Disposal Service					11,362.94	0.00	11,362.94
6305254 · Printing / Publications							
	03/10/2026	41418	TOWANDA POST OFFICE	Mailing of Water Bills	250.00		250.00
	03/24/2026	41464	CANON FINANCIAL SERVICES	PRINTER FROM 02/01/2026 TO 02/28/2026	34.11		284.11
Total 6305254 · Printing / Publications					284.11	0.00	284.11
Total 630X · TRASH FUND EXPENSE					11,647.05	0.00	11,647.05
Total DESIGNATED FUND EXPENDITURES					78,881.15	0.00	78,881.15

General Fund Expenditures \$ 44,261.30
Designated Fund Expenditures \$ 78,881.15

Section 1 Expenditures Other than Payroll \$77,906.49
Section 2 Payroll Expenditures \$45,235.96

City of Towanda, KS
Claims Report
March 2026

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
		Total this Ordinance	Total Expenditures			\$123,142.45

CITY OF TOWANDA

APPROPRIATION ORDINANCE NO. 03-2026

For period March 1st, 2026 through, March 31st, 2026

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.	\$77,906.49
<u>Section 2.</u>	Payroll	\$45,234.96
	Total this Ordinance:	\$123,142.45

Stetson Diveley
Treasurer

Mike Hayes
Mayor

Report Attestation for the Month of March 2026.

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

ANDY NEWBREY

Business Card

February 08, 2026 - March 07, 2026

Cardholder Statement


<p>Account Information: www.bankofamerica.com</p> <p>Mail Billing Inquiries to: BANK OF AMERICA PO BOX 660441 DALLAS, TX 75266-0441</p> <p>Mail Payments to: BUSINESS CARD PO BOX 15796 WILMINGTON, DE 19886-5796</p> <p>Customer Service: 1.800.673.1044, 24 Hours</p> <p>Outside the U.S.: 1.509.353.6656, 24 Hours</p> <p>For Lost or Stolen Card: 1.800.673.1044, 24 Hours</p> <p>Business Offers: www.bankofamerica.com/mybusinesscenter</p>	<p>Payment Information</p> <p>New Balance Total \$2,301.43</p> <p>Minimum Payment Due \$25.00</p> <p>Payment Due Date 04/02/26</p> <p>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</p> <p>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.</p>	<p>Account Summary</p> <p>Previous Balance \$2,317.95</p> <p>Payments and Other Credits -\$2,317.95</p> <p>Balance Transfer Activity \$0.00</p> <p>Cash Advance Activity \$0.00</p> <p>Purchases and Other Charges \$2,301.43</p> <p>Fees Charged \$0.00</p> <p>Finance Charge \$0.00</p> <p>New Balance Total \$2,301.43</p> <p>Credit Limit \$7,500</p> <p>Credit Available \$5,198.57</p> <p>Statement Closing Date 03/07/26</p> <p>Days in Billing Cycle 28</p>
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Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
Payments and Other Credits				
02/27	02/26	PAYMENT THANK YOU AZ	05773400000847000014720	-2,317.95
TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD				-2,317.95
Purchases and Other Charges				
02/09	02/07	TOCKIFY WEB CALENDAR POOLE LND <i>Compu program</i>	89101786038500217920008	8.00 ✓
02/09	02/08	AMAZON MARK* O126J5LG3 SEATTLE WA <i>2 volleyball</i>	82305096039500030531034	33.93 ✓
02/12	02/12	TST* GAMBINO'S PIZZA - TOWANDA KS <i>Food for meeting</i>	02305376043500330372632	52.97 ✓
02/17	02/16	AMAZON MARK* L17PE28K3 SEATTLE WA <i>Help puncher</i>	82305096048500013135430	25.75
02/19	02/18	AMAZON MARK* 6T5ZP68H3 SEATTLE WA <i>Calendar book</i>	82305096050500000321311	9.99 ✓
02/20	02/19	ANDALE READY MIX 3168320063 KS <i>concrete at pool</i>	75345336050900017300017	1,214.10

Account Number: [REDACTED]
February 08, 2026 - March 07, 2026


BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796


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

**N0011424

New Balance Total \$2,301.43
Minimum Payment Due \$25.00
Payment Due Date 04/02/26

Enter payment amount
\$

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

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

ANDY NEWBREY

February 08, 2026 - March 07, 2026
Page 3 of 4

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
02/20	02/20	INTUIT *QuickBooks 8004468848 CA <i>software</i>	55432866051206061419872 <i>12-5401</i>	384.00 -
02/23	02/20	Adobe 8008336687 CA <i>software</i>	123020260510005121410891 <i>12-5400</i>	21.29 -
02/23	02/20	AMAZON RETA* JI43G1NM3 SEATTLE WA <i>Down Soap</i>	82305096051500053375916 <i>12-5319</i>	78.85 ✓
02/23	02/21	Adobe 8008336687 CA <i>software</i>	12302026052000308016221 <i>12-5400</i>	29.99 -
02/26	02/25	COLUMN PUBLIC NOTICE 2027135613 DC	82305096057500004835806 <i>12-5354</i>	77.35
02/27	02/26	WSU MARKETPLACE 3169783333 KS	25247806057004905007237 <i>12-5310</i>	250.00 ✓
02/27	02/27	TST* GAMBINO'S PIZZA - TOWANDA KS <i>Food Farming</i>	02305376058500357467218 <i>12-5215</i>	48.77 ✓
03/02	02/28	Mailchimp 6789990141 GA <i>software</i>	12302026059000705646078 <i>12-5400</i>	39.50 ✓
03/03	03/02	AMAZON RETA* BP7AX3FT2 SEATTLE WA <i>Kleenex</i>	82305096062500005658341 <i>12-5319</i>	26.94 ✓
TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD				\$2,301.43

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	27.74% V	\$0.00	\$0.00

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

Important Messages

We want to remind you of a few things you can do to help avoid late fees and finance charges:

- Schedule automatic payments to your corporate account, so they're not late.
- Create alerts to let you know when your payments are due or posted to your corporate account, and have them delivered to your phone or email.

Turn on automatic payments and alerts through Business Advantage 360 at Bankofamerica.com/SmallBusiness or our mobile app.

BANK OF AMERICA BUSINESS ADVANTAGE

Creating business card transaction reports is easy with Business Advantage 360

Give it a test drive today—log in or enroll at bankofamerica.com and select the CORP account for your business credit card to access the Download tool.

1. Select one of the following from the Download link on the Activity tab:

- **CORP account** (to view payments and fees)
- **All accounts** (to view all transactions for the company)

Or, choose an individual account to view purchases for that cardholder.

2. Create an annual report by selecting the **All accounts** option and setting the custom date range for the year.

3. To obtain the report, choose the file type and click **Download transactions**.

SARAH RE GOODING


Business Card

February 26, 2026 - March 07, 2026

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 \$48.98
Minimum Payment Due **\$25.00**
Payment Due Date **04/02/26**

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 \$0.00
 Payments and Other Credits \$0.00
 Balance Transfer Activity \$0.00
 Cash Advance Activity \$0.00
 Purchases and Other Charges \$48.98
Fees Charged **\$0.00**
Finance Charge **\$0.00**

New Balance Total \$48.98

Credit Limit \$5,000
 Credit Available \$4,951.02
 Statement Closing Date 03/07/26
 Days in Billing Cycle 28

Transactions


Posting Date	Transaction Date	Description	Reference Number	Amount
		Purchases and Other Charges		
03/05	03/05	TST* GAMBINO'S PIZZA - TOWANDA KS Food for meeting	02305376064500340317118	48.98
		TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD		\$48.98

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



Account Number 
 February 26, 2026 - March 07, 2026

New Balance Total \$48.98
Minimum Payment Due **\$25.00**
Payment Due Date **04/02/26**

Enter payment amount

\$

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

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



BUSINESS CARD
 PO BOX 15796
 WILMINGTON, DE 19886-5796



SARAH RE GOODING
 THE CITY OF TOWANDA
 PO BOX 160
 TOWANDA, KS 67144-0160

***N0050507

TALLGRASS

KS 67042

019448

2-04-2026 09:40:09

Summary of Account Activity	
Previous Balance	\$871.48
+ New Purchases	\$3,038.92
- Payments	\$871.48
+/- Credits, Fees & Adjustments (net)	\$0.00
+/- Interest Charge (net)	\$0.00

New Balance	\$3,038.92
Credit Limit	\$5,000.00
Available Credit	\$1,961.00
Days in Billing Period	28

Pay online for free at: synchrony.com
For Synchrony Bank customer service or to report your card lost or stolen, call 1-866-396-8254.

Best times to call are Wednesday - Friday.

Entered

Payment Information	
New Balance	\$3,038.92
Total Minimum Payment Due	\$107.00
Payment Due Date	03/27/2026

PAYMENT DUE BY 5 P.M. EASTERN ON THE DUE DATE.
We may convert your payment into an electronic debit. See reverse side.

Late Payment Warning: If we do not receive your Total Minimum Payment Due by the Payment Due Date listed above, you may have to pay a late fee of up to \$41.00 and your APRs may be increased up to the Penalty APR of 39.990%.

Minimum Payment Warning: Making only the Total Minimum Payment Due will increase the amount of interest you pay and the time it takes to repay your balance. For example:

If you make no additional charges using this card and each month you pay ...	You will pay off the balance shown on this statement in about ...	And you will end up paying an estimated total of ...
Only the minimum payment	15 years	\$10,011.00
\$137.00	3 years	\$4,948.00 (Savings = \$5,063.00)

If you would like information about credit counseling services, call 1-877-302-8797.

ANDS 80LB	
UBTOTAL	34.14
DISCOUNT	1.70
TOTAL	32.44
DER(Store)	32.44
ANGE DUE	0.00

Transaction Summary

Tran Date	Post Date	Reference Number	Description	Amount
02/16/2026	02/16/2026	P912300E201RAE8KS	PAYMENT - THANK YOU	(\$871.48)
02/04/2026	02/05/2026	8534812DL010FKMSW	SUTHERLANDS 2302 EL DORADO KS	\$32.44
			STANDARD PURCHASE <i>21-52595319</i>	
			HOME IMPROVEMENT	
02/09/2026	02/09/2026	8534812DT0112N5YK	SUTHERLANDS 2302 EL DORADO KS	\$286.74
			STANDARD PURCHASE <i>22-5332</i>	
			HOME IMPROVEMENT	
			POOL	
02/10/2026	02/10/2026	8534812DS011MRJ66	SUTHERLANDS 2302 EL DORADO KS	\$38.74
			STANDARD PURCHASE <i>22-5242</i>	
			HOME IMPROVEMENT	
02/12/2026	02/12/2026	8534812DW011QRK0Z	SUTHERLANDS 2302 EL DORADO KS	\$159.62
			STANDARD PURCHASE <i>22-5242</i>	
			HOME IMPROVEMENT	
02/13/2026	02/13/2026	8534812DY010G52EW	SUTHERLANDS 2302 EL DORADO KS	\$50.98
			STANDARD PURCHASE <i>22-5242</i>	
			HOME IMPROVEMENT	
02/16/2026	02/16/2026	8534812E001062V1L	SUTHERLANDS 2302 EL DORADO KS	\$54.06
			STANDARD PURCHASE <i>22-5242</i>	
			HOME IMPROVEMENT	
			POOL	

Continued on next page

* NOTICE: See reverse side and additional pages (if any) for important information concerning your account.

75007



Transaction Summary (Continued)

Tran Date	Post Date	Reference Number	Description	Amount
02/16/2026	02/16/2026	8534812E00128V33L	SUTHERLANDS 2302 EL DORADO KS Coupling, pvc pipe, 90 Elbow, Head Torch STANDARD PURCHASE 22-5242 HOME IMPROVEMENT POOL	\$150.53
02/17/2026	02/17/2026	8534812E1010G5403	SUTHERLANDS 2302 EL DORADO KS pvc Adaptor, pressure cap, connectors x 4, Coupling STANDARD PURCHASE 22-5242 HOME IMPROVEMENT POOL	\$62.32
02/17/2026	02/17/2026	8534812E101137FAR	SUTHERLANDS 2302 EL DORADO KS Black iron Keri Elbow, bushing, pvc pipe STANDARD PURCHASE 22-5242 HOME IMPROVEMENT POOL	\$48.09
02/18/2026	02/18/2026	8534812E200ZX2TE8	SUTHERLANDS 2302 EL DORADO KS Weldable angel x 4, yard hydrant elbow, connector, torch, black apic STANDARD PURCHASE 22-5242 HOME IMPROVEMENT	\$179.46
02/18/2026	02/18/2026	8534812E2011Z9ZMZ	SUTHERLANDS 2302 EL DORADO KS 3x10 ft for Awning STANDARD PURCHASE 22-5242 HOME IMPROVEMENT	\$14.72
02/18/2026	02/18/2026	8534812E201137G6T	SUTHERLANDS 2302 EL DORADO KS Rebar tie wire, screw set, elbow pull, 24 grade stake, 4x4, Rebar STANDARD PURCHASE 22-5242 HOME IMPROVEMENT	\$313.33
02/20/2026	02/20/2026	8534812E5010T5ASP	SUTHERLANDS 2302 EL DORADO KS Weldable round, Nipple, Floor Flange, tees, connectors, Elbows, Ball valves STANDARD PURCHASE 22-5242 HOME IMPROVEMENT POOL	\$158.90
02/20/2026	02/20/2026	8534812E5010T5AXS	SUTHERLANDS 2302 EL DORADO KS 8x Pipe Grip, 2 terminal post, 65-1x6 pine, 4-2x4's STANDARD PURCHASE 22-5242 HOME IMPROVEMENT POOL	\$254.42
02/23/2026	02/23/2026	8534812E7010FL7EQ	SUTHERLANDS 2302 EL DORADO KS 3x pipe grip, 3x Grand contact, terminal post STANDARD PURCHASE 22-5242 HOME IMPROVEMENT POOL	\$63.50
02/23/2026	02/23/2026	8534812E7010FL7QK	SUTHERLANDS 2302 EL DORADO KS 4x bits, 4x pipe grip, 8x 2 PPE exterior STANDARD PURCHASE 22-5242 HOME IMPROVEMENT POOL	\$79.87
02/24/2026	02/24/2026	8534812E8010TNQAQ	SUTHERLANDS 2302 EL DORADO KS 9-tie grip, powerbit, 40x pine #2, STANDARD PURCHASE 22-5242 HOME IMPROVEMENT	\$202.28
02/25/2026	02/25/2026	8534812E9010633GG	SUTHERLANDS 2302 EL DORADO KS Blind, Door Knob STANDARD PURCHASE 12-5242 HOME IMPROVEMENT CITY OFFICE	\$34.19
02/25/2026	02/25/2026	8534812E9010633GR	SUTHERLANDS 2302 EL DORADO KS Ball fields STANDARD PURCHASE 21-5550 HOME IMPROVEMENT BALL FIELDS	\$99.66
02/25/2026	02/25/2026	8534812E9011ZA5LA	SUTHERLANDS 2302 EL DORADO KS Vise Bench, Galv caping, Pipe scalant, 2x Hammer STANDARD PURCHASE 50-5325 HOME IMPROVEMENT	\$82.12
02/27/2026	02/27/2026	8534812EQ010TNDWF	SUTHERLANDS 2302 EL DORADO KS	\$222.74

0-1
1-2

02/20/2026	02/20/2026	8534812E5010T5ASP	pull, 240 rodstock, 4x4, Rebar	HOME IMPROVEMENT		\$158.90
02/20/2026	02/20/2026	8534812E5010T5ASP	Weldable round, Nipple, Floor Flange,	STANDARD PURCHASE	22-5242	
			Tees, Connectors, Elbows,	HOME IMPROVEMENT		
			Ball valves	POOL		
02/20/2026	02/20/2026	8534812E5010T5AXS	8x Pipe Grip, 2 terminal Post,	STANDARD PURCHASE	22-5242	\$254.42
			65-1x6 pine, 6-2x4's	HOME IMPROVEMENT		
				POOL		
02/23/2026	02/23/2026	8534812E7010FL7EQ	3x pipe grip, 3x Ground contact,	STANDARD PURCHASE	22-5242	\$63.50
			terminal post	HOME IMPROVEMENT		
				POOL		
02/23/2026	02/23/2026	8534812E7010FL7QK	4x bits, 4x pipe grip,	STANDARD PURCHASE	22-5242	\$79.87
			8x2 PPEXterior,	HOME IMPROVEMENT		
				POOL		
02/24/2026	02/24/2026	8534812E8010TNQAQ	9-tie grip, powerbit, 40x	STANDARD PURCHASE	22-5242	\$202.28
			pine #2,	HOME IMPROVEMENT		
02/25/2026	02/25/2026	8534812E9010633GG	Blind, Door Knob	STANDARD PURCHASE	12-5242	\$34.19
				HOME IMPROVEMENT		
				CITY OFFICE		
02/25/2026	02/25/2026	8534812E9010633GR	Ball fields	STANDARD PURCHASE	21-5550	\$99.66
				HOME IMPROVEMENT		
				BALL FIELDS		
02/25/2026	02/25/2026	8534812E9011ZA5LA	Use Bench, Gating, Caping,	STANDARD PURCHASE	50-5325	\$82.12
			Pre scalant, 2x Hammer	HOME IMPROVEMENT		
02/27/2026	02/27/2026	8534812EQ010TNDWF	4-2x8 S4S, 15-2x4 S4S,	STANDARD PURCHASE	611-5241	\$222.74
			4-1x6 S4S, 9x3 Exterior	HOME IMPROVEMENT		
02/27/2026	02/27/2026	8534812EQ0106360V	60 Trailer sock, 6x 4x8's	STANDARD PURCHASE	611-5241	\$242.34
			Pump Trailer	HOME IMPROVEMENT		
03/02/2026	03/02/2026	8534812EE0106L2ZL	50 gallon cylinder, 4x pull utility,	STANDARD PURCHASE	611-5241	\$185.08
			padlock, Tie Down, Pump trailer	HOME IMPROVEMENT		
03/02/2026	03/02/2026	8534812EE0128VG6Y	Pump trailer	STANDARD PURCHASE	611-5241	\$22.79
				HOME IMPROVEMENT		
				SHOP		
				FEES		
				TOTAL FEES FOR THIS PERIOD		\$0.00

Continued on next page

Towanda March 2026

<u>Date</u>	<u>Call Type</u>	<u>Location</u>	<u>Outcome</u>	<u>Deputy</u>
3/2/2026	Traffic Stop	900 Blk E Main	Warning	Hall
3/2/2026	Sexual Misconduct	600 Blk E Mechanic St	HBO	Hall/ In
3/2/2026	Civil Sevice	700 Blk Bever Dr	Served	Ditric
3/3/2026	Traffic Stop	700 Blk E Main St	Warning	Hall
3/3/2026	Case Follow-Up	600 Blk E Mechanic St	N/A	Hall/ In
3/4/2026	Criminal Threat	200 N 4 th St	HBO	District
3/5/2026	Theft	400 Blk N 9th St	N/A	District
3/5/2026	Criminal Threat	700 Blk E Mechanic St	HBO	District
3/6/2026	Assist City	City Hall	N/A	Hall
3/6/2026	Traffic Stop	400 Blk N 10th St	Warning	Hall
3/6/2026	Past Theft	400 Blk N 9 th ST	Civil	Hall
3/7/2026	Traffic Stop	400 Blk E North St	Warning	Hall
3/7/2026	Traffic Stop	200 Blk E Main St	Warning	Hall
3/7/2026	Traffic Stop	200 Blk S 6 th St	Warning	Hall
3/7/2026	Traffic Stop	300 Blk S 6 th St	Warning	Hall
3/9/2026	Stalled Vehicle	300 Blk E Pool St	HBO	District
3/9/2026	Welfare Check	400 Blk N 10th St	HBO	District
3/10/2026	Assist EMS	900 Blk E Main St	HBO	District
3/11/2026	Traffic Stop	900 Blk E Main St	Warning	Hall
3/11/2026	Traffic Stop	100 Blk S 6 th St	Warning	Hall
3/11/2026	Traffic Stop	900 Blk E Main St	Warning	Hall
3/11/2026	Case Follow-up	600 Blk E Mechanic St	N/A	Hall
3/11/2026	Public Service	600 Blk E Mechanic St	HBO	District
3/12/2026	Traffic Stop	600 Blk E Main St	Warning	Hall
3/12/2026	City Code Violation	500 Blk N 10th St	Warning	Hall
3/13/2026	Noise Complaint	600 Blk E Mechanic St	HBO	District
3/13/2026	Noise Complaint	600 Blk E Mechanic St	HBO	District
3/13/2026	Suspicious Activity	700 Blk E Wilson Dr	HBO	District
3/14/2026	Abandoned Vehicle	300 Blk E Pool St	Green Sticker	District
3/15/2026	Harassment	300 Blk S 3 rd St	HBO	District
3/15/2026	Non-Injury Accident	300 Blk E Main St	HB	District
3/16/2026	Abandoned Vehicle	300 Blk E pool St	Green Sticker	Hall
3/16/2026	Traffic Stop/ Safety	500 Blk N 8 th St	Warnings	Hall
3/17/2026	Traffic Stop	900 E Main St	Warning	Hall
3/17/2026	Traffic Stop	600 Blk E Main St	Warning	Hall
3/19/2026	Runaway/ Found	400 Blk N 10 th St	HBO	District
3/19/2026	Stalled Vehicle	1300 Blk SW Hunter Rd	HBO	District
3/19/2026	City Code Violation	1100 Blk E Rainbow Dr	HBO	District
3/21/2026	Custody Issue	600 E Mills Dr	HBO	District
3/22/2026	Traffic Stop	1000 Blk E Main St	NTA	Hall

3/24/2026	Civil Service	400 Blk E North St	Service	District
3/25/2026	Traffic Stop	200 Blk E Main St	Warning	Hall
3/25/2026	Suspicious Vehicle	100 Blk N 3 rd St	No Report	Hall
3/25/2026	Traffic Stop	700 Blk E Main St	Warning	Hall
3/25/2026	Traffic Stop	700 Blk E Main St	NTA	Hall
3/25/2026	Traffic Stop	1100 Blk E Main St	Warning	Hall
3/25/2026	Traffic Stop	800 Blk E Main St	NTA	Hall
3/25/2026	Welfare Check	Towanda City Park	N/A	Hall
3/26/2026	Traffic Stop	600 Blk E Main St	NTA	Hall
3/26/2026	Traffic Stop	100 Blk E Main St	NTA	Hall
3/26/2026	Traffic Hazard	Main st & Kechi	N/A	Hall
3/26/2026	Lost Animal	700 Blk E Mechanic	HBO	District
3/27/2026	Animal Issue	300 Blk S 6 th ST	HBO	District
3/27/2026	Civic Issue	600 Blk W Main St	HBO	District
3/28/2026	Noise Complaint	600 Blk E Main St	HBO	District
3/29/2026	Business Check	1100 Blk SW Hunter RD	N/A	District
3/30/2026	Traffic Stop	E Main St & Kechi Rd	Warning	Hall
3/30/2026	Suspicious Activity	900 Blk E Main St	N/A	Hall
3/30/2026	Request Phone Call	700 Blk Mills	N/A	Hall
3/30/2026	Suspicious Activity	Towanda City	N/A	Hall/ District
3/30/2026	Request Phone Call	700 Beaver Dr	N/A	Supervisor
3/30/2026	Traffic Stop	900 Blk E Main St	Warning	Hall
3/30/2026	Traffic Stop	900 Blk E Main St	Warning	District
3/31/2026	Traffic Stop	900 Blk E Main St	Warning	Hall
3/31/2026	Traffic Stop	2500 Blk SW River Valley	Warning	Hall
3/31/2026	Traffic Stop	700 Blk E Main St	Warning	Hall
3/31/2026	Traffic Stop	1000 Blk E Main Str	NTA	Hall
3/31/2026	Field Contact	1100 Blk E ClayHill	N/A	Hall
3/31/2026	Request Phone Call	400 Blk 11 th St	N/A	District
3/31/2026	Welfare Check	700 Blk E Mechanic st	HBO	District

Call Breakdown by Deputy		
	<u>Towanda</u>	<u>District</u>
Total Calls For Service	14	27
Calls Handled by Officer	0	27
Accident Reports	0	1
Reports	0	
Traffic Citations	6	0
Traffic Warnings	23	1
Arrests	0	0

MUNICIPAL COURT OF TOWANDA, KS

CASELOAD SUMMARY

For the Period March 1, 2026 through March 31, 2026

1. NUMBER OF OFFENSES WRITTEN DURING MONTH

COURT COSTS

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

a. Speeding.....	2	\$100.00
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.....		\$50.00
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

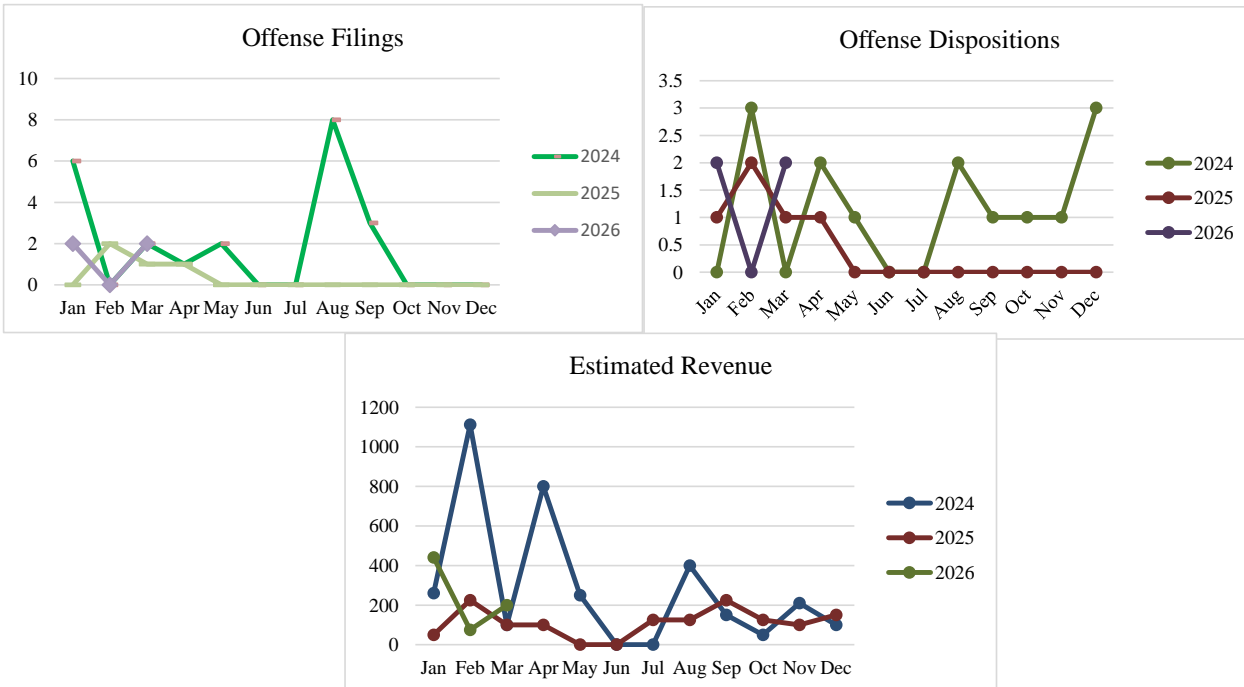
*YTD: \$721.00 collected of estimated annual revenue of \$

2. NUMBER OF OFFENSES DISPOSED OF DURING MONTH

a. Guilty Pleas.....	2
b. Bond Forfeitures.....	
c. Dismissals.....	
Reason.....	
Reason.....	
Reason.....	
d. Guilty by Trial (on plea of not guilty).....	
e. Diversion Agreements.....	

TOTAL DISPOSITIONS THIS MONTH

2





TOWANDA DEPARTMENTAL REPORT- Planning/Zoning Adm. Lisa Long Hamilton March 2026 Activity March 26, 2026 Report

What we have been doing

Following the progress of the Main Street Dilapidated Structure
 Monitoring City Nuisance Code Enforcement Activity
 Represented the City of Towanda at the Butler Co. Emergency Management Community Wildfire Protection Plan Meeting
 Completed a FEMA Flood Plain Class towards certification as a Certified Floodplain Administrator
 Processing Contractor Licensing Renewals for 2026
 Working with MFH Park Owners to finalize Manufactured License Renewals for 2026
 Monitor and Dispatch inspections Providing Excellent Public Service
 Processing Licensing/Permits 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:

Following the Main St Building Process Misc. other work as needed
 More Floodplain classes for certification Continue Serving Towanda Citizens
 Continue Contractor Licensing and Permit Issuing Continue with duties as listed above
 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

1205 Rainbow Kitchen \$23,500	206 S 5 th Roof	737 Bever Electrical
418 Highland Roof	301 Main Parking Approval	754 Wilson Electrical
409 N 11 th Electrical Upgrade	548 N 11 th Roofing	765 Bever Electrical
755 Wilson Electrical	626 Mills Electrical	779 Bever Electrical
629 Mills Electrical	663 Mills Electrical	782 Bever Electrical
676 Mills Electrical	726 Bever Electrical	785 Bever Electrical
689 Mills Electrical	730 Bever Electrical 1	902 North St Roof
743 Wilson Electrical		
115 Briarwood Deck Roof	735 Bever Electrical	

Statistics and Lists: Inspections Completed

409 N 9 th Electric Consult	115 Briarwood Consult	779 Bever Electrical
629 Mills Electric	1205 Rainbow Electrical Remodel	782 Bever Electrical Failed
676 Mills Electrical	626 Mills Electrical Failed	785 Bever Electrical Failed
689 Mills Electrical HOT	663 Mills Electrical	743 Wilson Electrical HOT
743 Wilson Electrical	726 Bever Electrical Failed	754 Wilson Electrical Failed
755 Wilson Failed	730 Bever Electrical	103 S 3 rd Site Consult
618 Mechanic Consult	735 Bever Electrical Failed	618 Mechanic Consult
108 N 3 rd Onsite consult	737 Bever Electrical	100 N 3rd Site Visit
115 Briarwood Deck Roof	765 Bever Electrical Failed	

New Contractors Licensed:

IWP LLC Wichita	Elevate Home Services Mr. Sparky- Wichita
Korlawski Plumbing- El Dorado	Robbins Carpentry- Augusta
Epic Heating & Cooling – Wichita	Bently Roofing and Home Repair-Rose Hill

NTA Citations Issued/ Pending Court Action/Status: None PZ Board Meeting/BZA March: No Meeting
 Business Permit for Door-to-Door Sales: None



**CITY OF TOWANDA, KS
CODE VIOLATION REPORT
MARCH 2026**

STATUS	LOCATION	VIOLATION	DELIVERY	1ST ATTEMPT	DELIVERY	2ND ATTEMPT	DELIVERY	3RD ATTEMPT	DELIVERY	4TH ATTEMPT	DELIVERY	5th ATTEMPT
Attorney Packet	300 BLOCK OF 4TH ST	Yard & Junk	Mail	7/30/2025	Mail	8/13/2025	Cert Mail	8/27/2025				
Attorney Packet	200 BLOCK 4TH ST	Vehicle	Mail	8/9/2024	Mail	9/13/2024	Mail	11/14/2024	Cert Mail	6/18/2025	Letter on Door	9/25/2025
Attorney Packet	300 BLOCK OF N 8TH ST	Junk	Mail	12/20/2024	Mail	2/20/2025	Mail	7/7/2025	Cert Mail	7/18/2025	Letter on Door	11/5/2025
Attorney Packet	300 BLOCK OF S 6TH	Yard	Mail	5/28/2025	Cert Mail	6/7/2025	Letter on Door	9/25/2025				
Attorney Packet	500 BLOCK HIGH ST	Vehicle	Mail	3/21/2025	Mail	4/18/2025	Cert Mail	6/18/2025				
Attorney Packet	300 BLOCK OF CINCINNATI ST	Yard	Mail	5/26/2025	Cert Mail	6/18/2025						
Cert Mail Sent	400 BLOCK OF CINCINNATI ST	Junk & Vehicle	Mail	1/29/2026	Cert Mail	2/11/2026						
Extension	400 BLOCK OF CINCINNATI ST	Structure & Grass	Cert Mail	7/18/2025								
Extension	400 BLOCK N 8TH ST	Structure	Mail	11/6/2024	Mail	12/20/2024	Cert Mail	6/18/2025				
Extension	200 BLOCK OF S 5TH	Yard & Junk	Cert Mail	7/18/2025								
Extension	600 BLOCK OF MECHANIC ST	Yard & Junk	Cert Mail	8/27/2025								
Extension	300 BLOCK OF 4TH ST	Junk	Mail	7/29/2025	Phone Call	11/24/2025	Mail	1/29/2026	Cert Mail	3/3/2026		
Returned Mail	200 BLOCK OF 6TH ST	Vehicle	Mail	8/27/2025	Mail	9/15/2025						
Returned Mail	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

March 2026 SUMMARIZED MAINTENANCE REPORT



WATER

In the month of March we rebuilt a clow fire hydrant and fixed a few of our pumps. We are prepared for any future water leaks. As we roll into the summer months we will be monitoring road conditions for sweating asphalt and wet spots aiming to hopefully find a substantial water leak.

- Took coliform samples
- Read meters
- Submitted paperwork to kdhe to resolve state inspection deficiencies
- Krwa Conference
- Changed meter out 549 N 8th

SEWERS/ DRAINAGE

The Maintenance crew has been working on replacing some culverts and cleaning ditches as needed.

- Installed 1 culvert 220 n 6th

STREETS

As the streets are in poor condition the Maintenance crew has been monitoring/ keeping track of street conditions for repair. The city Maintenance crew will begin marking patch jobs and come up with a plan and schedule to get them all done after the potholes are fixed and running.

- Installed street sign
- Fixed school zone lights

FACILITIES/ GENERAL MAINTENANCE

- Cleaned out lift station
- Clean shop on Fridays
- Pushed up burn pile
- Emptied trash cans
- Built pump trailer
- Fixed pump cage
- Cut tree down at park
- Planted flowers
- Finished volleyball pit
- Rebuilt ramps to city hall
- Insulated greenhouse
- Fixed banners
- Powerwashed pool
- Picked up dump trailer
- Painted pool shallow end
- Painted pool bathrooms
- Mowed

EQUIPMENT MAINTENANCE

- Greased equipment
- Washed equipment
- Fixed mower blades
- Generator service

Towanda Public Library – March 2026 Report

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	171	53	16	0	10	0	11	2	0	5	5	15	0	21	10	11	0	189
Feb	156	84	12	1	8	1	9	0	8	2	16	36	3	17	10	7	0	175
Mar	216	59	0	2	6	0	9	97	10	0	17	22	7	0	0	0	0	332
Apr	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
May	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Jun	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Jul	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aug	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sep	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Oct	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Nov	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dec	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Totals	543	196	28	3	24	1	29	99	18	7	38	73	10	38	20	18	0	696
Date	3/30/2026																	

As of 12:00pm 3/30/26

We have had over 250 more people through the doors of the library in this first quarter of 2026 than in the first quarter of 2025 (433). We had a giant increase in the number of patrons through the doors last year (more than doubled 2024) but we are hoping to still have even more friends join us and enjoy our collection!

We don't have a total number of materials added to our collection for the month of March, but it is less than 10.

This year, the focus of our librarians is to see what our collection needs to support our patrons and community.

We will be announcing the theme for the Summer Reading Program soon.

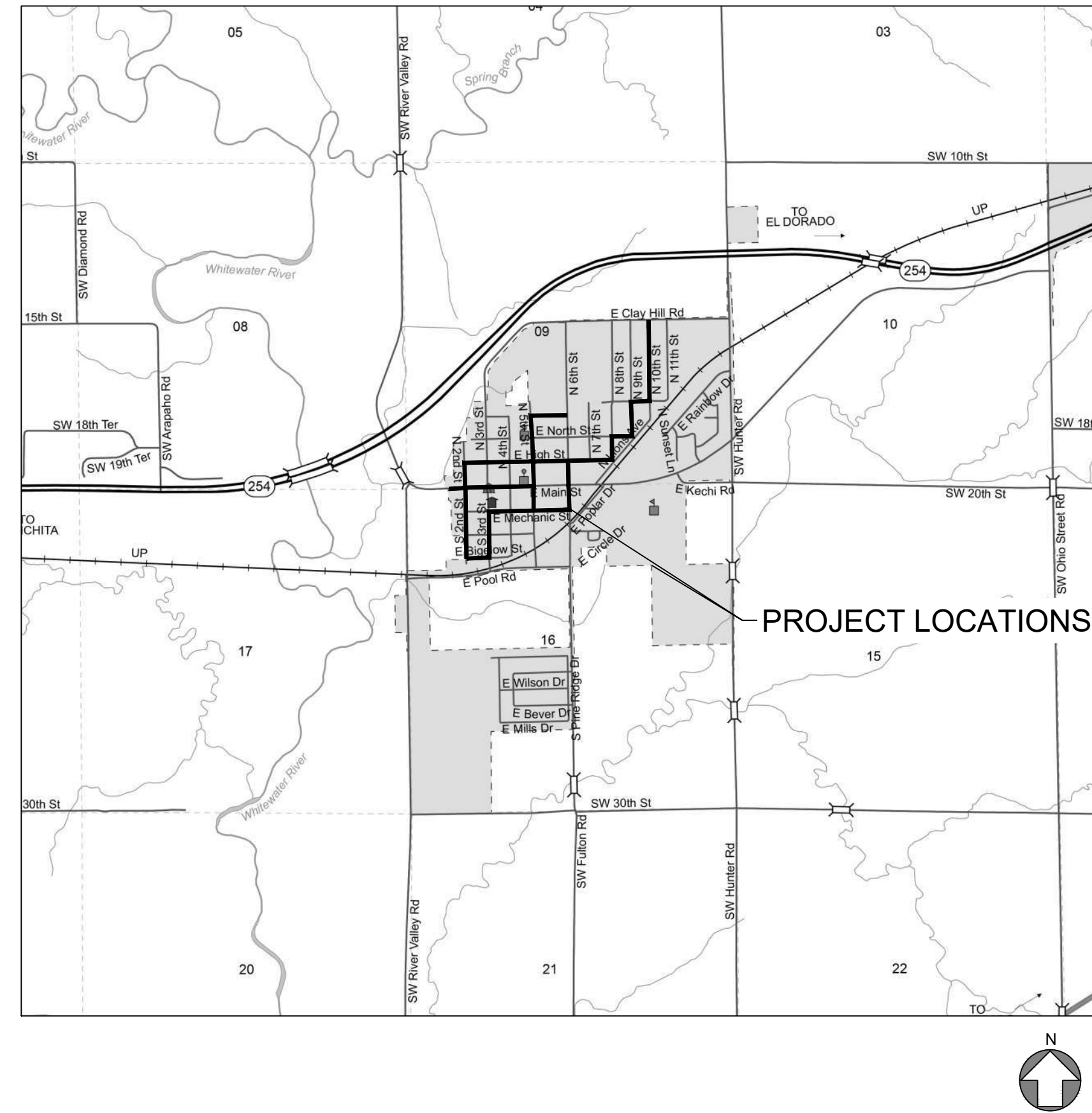
Presentations

WATER MAIN IMPROVEMENTS

CITY OF TOWANDA
110 3RD ST
TOWANDA, KANSAS 67144

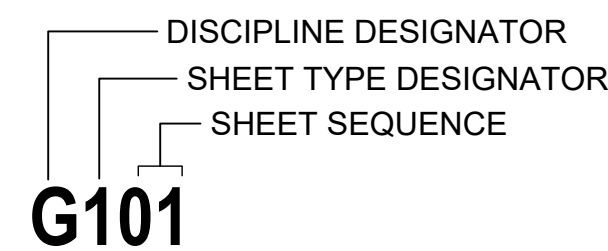
JEO PROJECT NO.: 241393.01

LOCATION MAP



SCALE: N.T.S.

SHEET IDENTIFICATION



DISCIPLINE DESIGNATOR	
G	GENERAL
C	CIVIL
A	ARCHITECTURAL
S	STRUCTURAL
M	MECHANICAL
P	PLUMBING
E	ELECTRICAL

SHEET TYPE DESIGNATOR	
0	GENERAL
1	PLANS AND COMBINATION PLAN & PROFILE
2	ELEVATIONS AND PROFILES
3	SECTIONS
4	LARGE SCALE VIEWS
5	DETAILS
6	SCHEDULES AND DIAGRAMS
7	NOT USED
8	NOT USED
9	3D REPRESENTATIONS

CONTACTS

OWNER:



ADDRESS:
CITY OF TOWANDA
110 3RD ST
TOWANDA, KS 67144

CONTACT INFO:
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ADMINISTRATOR@CITYOFTOWANDA.COM
P: 316.536.2243

COORDINATING PROFESSIONAL:



ADDRESS:
JEO CONSULTING GROUP, INC.
2727 WEST 2ND STREET #471
HASTINGS, NE 68901

CONTACT INFO:
MICHAEL SCHULTES, P.E.
MSCHULTES@JEO.COM
P: 402.469.0414

I, MICHAEL SCHULTES, P.E., AM THE COORDINATING PROFESSIONAL ON THE WATER MAIN IMPROVEMENTS PROJECT.

CIVIL ENGINEER:



ADDRESS:
JEO CONSULTING GROUP, INC.
2727 WEST 2ND STREET #471
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UTILITIES

WATER:



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SUPER@CITYOFTOWANDA.COM
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SEWER:



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EVERGY
P: 1.800.383.1183

GAS:



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P: 316.832.3123

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P: 620.543.5555

INDEX OF SHEETS

SHEET NO.	SHEET NAME
G001	COVER
G002	SYMBOLS
G003	PROJECT ORIENTATION MAP
G004 - G005	HORIZONTAL ALIGNMENT AND CONTROL
C201 - C230	PLAN AND PROFILE SHEETS
C231 - C235	WATER MAIN CONNECTION PROFILES
C501 - C503	STANDARD DETAILS
C504	MIXER DETAIL



JEO CONSULTING GROUP

1937 N CHESTNUT ST
WAHOO, NE 68066
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ORGANIZATION CERTIFICATE OF
AUTHORIZATION NUMBER: E-440 & LS-92

PRELIMINARY
 NOT FOR
 CONSTRUCTION
 90%
 DATE:
 02/09/2026
 PRELIMINARY

02/09/2026
MICHAEL SCHULTES, P.E.
27834

ISSUE

MARK	DATE	DESCRIPTION
PD	02/09/2026	90% REVIEW

WATER MAIN IMPROVEMENTS TOWANDA, KANSAS

CITY OF TOWANDA
110 3RD ST, TOWANDA, KANSAS 67144

JEO PROJECT NO.: 241393.01
DRAWN BY: TAH
QAQC: EEJ

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COVER



NOTE: NEITHER THE OWNER (CLIENT) NOR JEO CONSULTING GROUP, INC. ASSUMES ANY RESPONSIBILITY FOR UTILITY LOCATIONS BEING ACCURATELY SHOWN OR NOT SHOWN ON THE PLANS. A REQUEST FOR UTILITY LOCATES WAS MADE FOR THIS LOCATION AS PER THE ONE-CALL NOTIFICATION SYSTEM ACT.

(DATE: 06/16/2025 TICKET NO.: 25292062),	(DATE: 06/16/2025 TICKET NO.: 25292063),
(DATE: 06/16/2025 TICKET NO.: 25292064),	(DATE: 06/16/2025 TICKET NO.: 25292065),
(DATE: 06/16/2025 TICKET NO.: 25292066),	(DATE: 06/16/2025 TICKET NO.: 25292067),
(DATE: 06/16/2025 TICKET NO.: 25292068),	(DATE: 06/16/2025 TICKET NO.: 25292339),
(DATE: 06/16/2025 TICKET NO.: 25292340),	(DATE: 06/16/2025 TICKET NO.: 25292341),
(DATE: 06/16/2025 TICKET NO.: 25292342),	(DATE: 06/16/2025 TICKET NO.: 25292343),
(DATE: 06/16/2025 TICKET NO.: 25292344),	(DATE: 06/16/2025 TICKET NO.: 25292345).

UTILITIES SHOWN ARE FROM FIELD MARKINGS PROVIDED IN THE FIELD BY THE UTILITY PROVIDERS.

THE EXACT LOCATION AND/OR SIZE OF UNDERGROUND FEATURES MAY NOT BE ACCURATELY, COMPLETELY AND RELIABLY DEPICTED. FIELD VERIFICATION OF UTILITIES MAY BE REQUIRED. CONTRACTOR(S) SHALL NOTIFY THE RESPECTIVE UTILITY COMPANIES BEFORE COMMENCING ANY WORK.

LINESTYLES

ITEM	SYMBOL
BREAK LINE	
CABLE TELEVISION	— UTV — UTV —
CABLE TV (NS)	<UTV> — <UTV> —
CENTERLINE OF ROAD	— — — — —
CONTOUR MINOR (EX)	— — — — — 1202 — — — — —
CONTOUR MAJOR (EX)	— — — — — 1200 — — — — —
CONTOUR MINOR (EX,SCREENED)	— — — — — 1202 — — — — —
CONTOUR MAJOR (EX,SCREENED)	— — — — — 1200 — — — — —
CONTOUR MINOR (PR)	— — — — — 1202 — — — — —
CONTOUR MAJOR (PR)	— — — — — 1200 — — — — —
LIMITS OF CONSTRUCTION	— LOC — LOC —
CULVERT	— ST — IS — ST — IS —
ELECTRIC (OVHD)	— OHE — OHE —
ELECTRIC (OVHD, NS)	<OHE> — <OHE> —
ELECTRIC (UGND)	— UGE — UGE —
ELECTRIC (UGND, NS)	<UGE> — <UGE> —
FENCE (WOODEN)	— □ — □ — □ — □ —
FENCE (WIRE OR UNKNOWN)	— x — x — x — x —
FENCE (CHAINLINK)	— ○ — ○ — ○ — ○ —
FENCE (SECURITY)	— △ — △ — △ — △ —
FIBER OPTIC LINE	— FO — FO —
FIBER OPTIC LINE (NS)	<FO> — <FO> —
FLOWLINE (BREAKLINE)	— · · · · · —
GAS LINE	— G — G —
GAS LINE (NS)	<G> — <G> —
RAILROAD	— · · · · · —
PROPERTY BOUNDARY	— — — — —
PROPERTY LOT LINES (PR)	— — — — —
PROPERTY LOT LINES (EX)	— — — — —
PROPERTY LINES (NS)	— — — — —
RIGHT-OF-WAY LINE	— ROW — ROW —
RAILROAD RIGHT-OF-WAY	— RR ROW — RR ROW —
RAILROAD TRACKS	— + + + + + —
RETAINING WALL	— = = = = = —
SANITARY SEWER (EX)	— 8" SAN —
SANITARY SEWER (NS)	<SAN> — <SAN> —
SANITARY SEWER (PR)	— 8" SAN — 8" SAN —
SAN SEWER FORCE MAIN (EX)	— 8" FM — 8" FM —
SAN SEWER FORCE MAIN (PR)	— 8" FM — 8" FM —
STORM SEWER (EX)	— 12" ST — 12" ST — (OFFSET TO PIPE SIZE)
STORM SEWER (NS)	<ST> — <ST> —
STORM SEWER (PR)	— 12" ST — (OFFSET TO PIPE SIZE)
TELEPHONE LINE (UGND)	— UGT — UGT —
TELEPHONE LINE (UGND,NS)	<UGT> — <UGT> —
TELEPHONE LINE (OVHD)	— OHT — OHT —
TELEPHONE LINE (OVHD,NS)	<OHT> — <OHT> —
TERRACE	— ∇ — ∇ — ∇ — ∇ —
CROPLINE	— ∇ — ∇ — ∇ — ∇ —
TRAVELED WAY	— — — — —
WATER (EX)	— 6" W — 6" W —
WATER (NS)	<W> — <W> —
WATER (PR)	— 6" W — 6" W —
FIRE SERVICE	— 6" F — 6" F —
EXISTING	EX
EXISTING, NOT-SURVEYED	NS
PROPOSED	PR
OVERHEAD	OVHD
UNDERGROUND	UGND

COMMON HATCHING

ITEM	HATCH
ASPHALT PAVEMENT (EX)	
CONCRETE PAVEMENT (EX)	
GRAVEL (EX)	
BRICK PAVEMENT (EX)	
ASPHALT PAVEMENT (PR)	
CONCRETE PAVEMENT (PR)	
CONCRETE SIDEWALK (PR)	
GRAVEL (PR)	
BRICK PAVEMENT (PR)	
RIP RAP	
SEEDING	
MATTING	
UNDISTURBED EARTH	
EARTH	
GRANULAR FILL	
SAND MORTAR, PLASTER	
CONCRETE	
BRICK	
CONCRETE BLOCK	
METAL	
WOOD FRAMING	
WOOD FRAMING INTERRUPTED MEMBER	
BATT INSULATION	
RIGID INSULATION	

UTILITIES

ITEM	SYMBOL
STORM SEWER	
CURB INLET	
GRATE INLET	
CATCH BASIN	
STORM SEWER MANHOLE	
SANITARY	
CLEANOUT	
SEPTIC TANK	
SANITARY MANHOLE	
POWER, ELECTRICAL, LIGHT, AND TRAFFIC	
AIR CONDITIONING UNIT	
ANTENNA	
ANCHOR POLE/POST	
GUY POLE	
GUY WIRE ANCHOR	
ELECTRICAL HIGHLINE TOWER (METAL OR CONCRETE)	
POWER POLE (EXISTING)	
POWER POLE (PROPOSED)	
POWER (ELEC) PEDESTAL	
POWER (ELEC) PULL BOX OR MANHOLE	
POWER (ELEC) METER	
LIGHT POLE	
TRAFFIC SIGNAL	
TRAFFIC SIGNAL BOX	
TELEVISION PEDESTAL	
TELEVISION MANHOLE	
WATER	
WATER MANHOLE	
WATER VALVE	
WATER SHUT OFF OR CURB STOP	
WELL	
WATER METER	
WATER METER PIT	
YARD HYDRANT	
WATER ELEVATION	
WATER TOWER	
FIRE HYDRANT (EXISTING)	
FIRE HYDRANT (PROPOSED)	
FIRE HYDRANT IN PROFILE	
WATER FITTINGS	
11- 1/4"	
22- 1/2"	
45°	
90°	
CROSS	
PLUG	
REDUCER	
TEE	
GAS	
GAS METER	
GAS MANHOLE	
GAS FILL PIPE	
GAS PUMP	
GAS VALVE	
GAS VENT	
TELEPHONE	
FIBER OPTICS PULL BOX	
TELEPHONE POLE	
TELEPHONE PULL BOX OR MANHOLE	
TELEPHONE PEDESTAL	
MANHOLE (NON-SPECIFIC)	
UNDERGRND STORAGE TANK	
VALVE (NON-SPECIFIC)	

SITE & SIGNAGE

ITEM	SYMBOL
SIGN	
BARRICADE	
ROAD SIGNS	
COUNTY ROAD	
INTERSTATE HIGHWAY	
STATE HIGHWAY	
U.S. HIGHWAY	
MILE MARKER POST	
RIGHT OF WAY MARKER	
RAILROAD CROSSING SIGNAL	
RAILROAD SWITCH	
FLAG POLE	
MAILBOX	
PROPANE TANK	
SATELLITE TV DISH	
WINDMILL	

CONTROL & ELEVATION

ITEM	SYMBOL
BENCHMARK	
CONTROL POINT (NON-PROPERTY)	
MONUMENT FOUND (PROPERTY)	
MONUMENT SET	
TEMPORARY POINT	
TEST BORING	
POINT ELEVATION (EXISTING)	× 0.00
POINT ELEVATION (PROPOSED)	
TOP OF PAVEMENT	TP
TOP OF CURB	TC
GROUND	GR
TOP OF WALL	TW
BOTTOM OF WALL	BW
FLOWLINE	FL
GRID TICK	+

MISC FEATURES

ITEM	SYMBOL
CENTER PIVOT	
CEMETERY	
GRAVE	
CHURCH	
CAVE	
CISTERN	
LATRINE	
OIL WELL	
GUARD POST	

PAVING FEATURES

ITEM	SYMBOL
EXISTING PAVEMENT JOINT	— · · · · · —
TRANSVERSE JOINT	— — — — —
LONGITUDINAL JOINT	— — — — —
EXPANSION/KEYED JOINT	— + + + + + —
PAVEMENT MARKING	— — — — —
PAVEMENT REBAR	— — — — —
HANDICAP SYMBOL	

VEGETATION

ITEM	SYMBOL
BUSH	
CONIFEROUS TREE	
DECIDUOUS TREE	
MARSH/WETLAND	
TREE MASS LINE	
TREE STUMP	

SWPPP

ITEM	SYMBOL
SILT FENCE	— SF — SF —
INLET PROTECTION	— · · · · · —
STRAW WATTLE CHECK	— — — — —
STRAW BALE CHECK	— = = = = —
FLOW ARROW (PLAN)	→
AREA INLET	
FILTER PROTECTION	

GENERAL

ITEM	SYMBOL
PLAN REVISION	
NORTH ARROW	
GRAPHIC SCALE PLAN	
GRAPHIC SCALE PROFILE/ CROSS SECTION	
KEYNOTE OR TABULAR NOTE	
REFERENCED NOTE	
ELEVATION	
SECTION	
ENLARGED DETAIL	



JEO CONSULTING GROUP

1937 N CHESTNUT ST
 WAHOO, NE 68066
 800.723.8567 | jeo.com

ORGANIZATION CERTIFICATE OF
 AUTHORIZATION NUMBER: E-440 & LS-92

PRELIMINARY
 NOT FOR CONSTRUCTION
 90%
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 02/09/2026
 PRELIMINARY

02/09/2026
 MICHAEL SCHULTES, P.E.
 27834

ISSUE

MARK	DATE	DESCRIPTION
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WATER MAIN IMPROVEMENTS TOWANDA, KANSAS

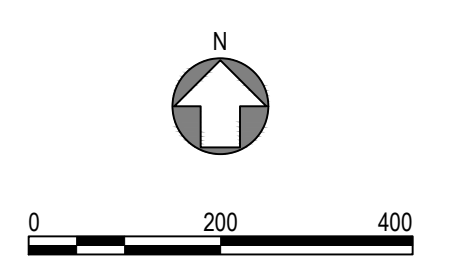
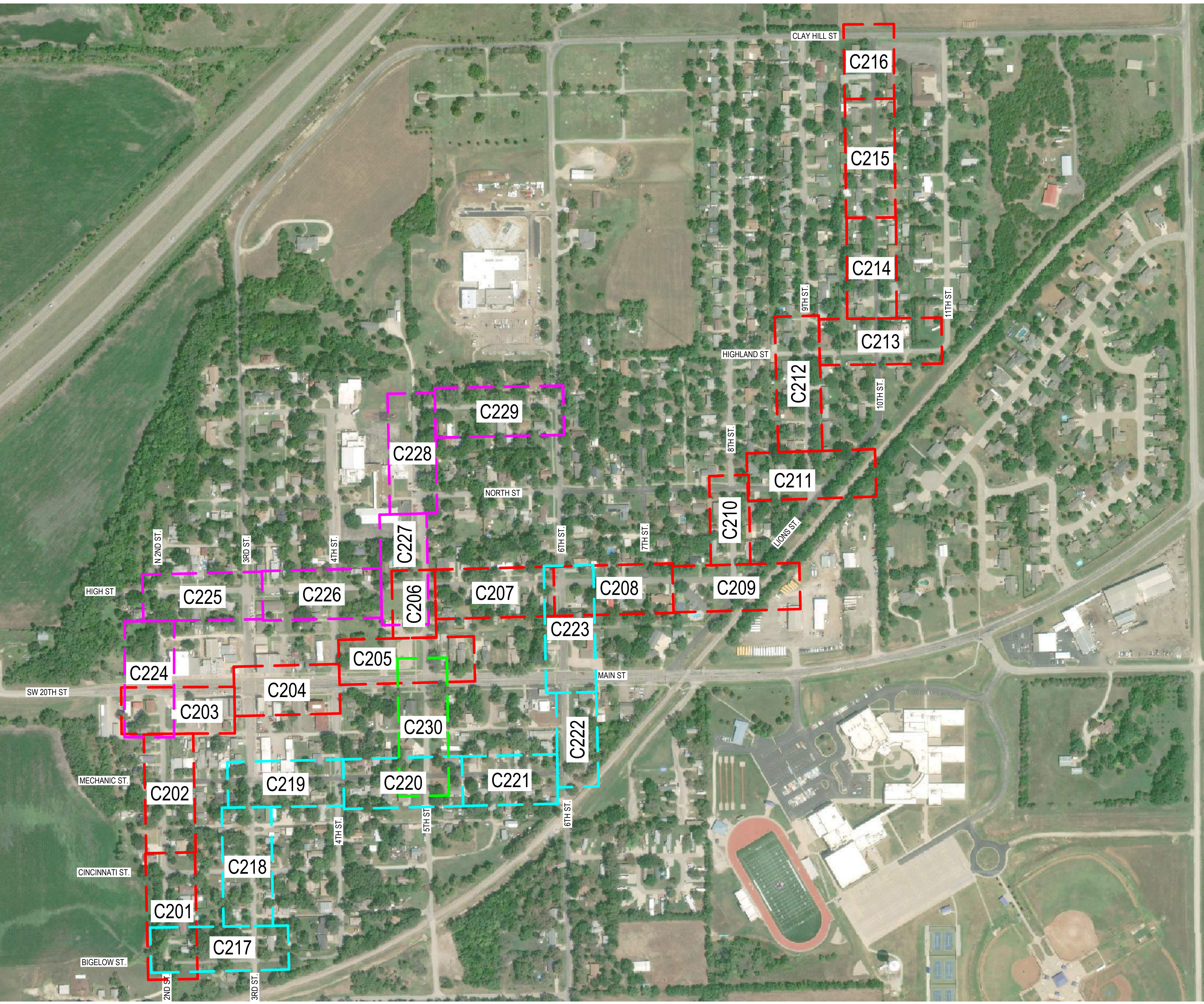
CITY OF TOWANDA
 110 3RD ST, TOWANDA, KANSAS 67144

JEO PROJECT NO.: 241393.01
 DRAWN BY: TAH
 QAQC: EEJ

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SYMBOLS SHEET



- ALIGNMENT**
- 8" ALIGNMENT 1
 - 6"/8" ALIGNMENT 2
 - 6" ALIGNMENT 3
 - 6" ALIGNMENT 4



JEO CONSULTING GROUP
 1937 N CHESTNUT ST
 WAHOO, NE 68066
 800.723.8567 | jeo.com

ORGANIZATION CERTIFICATE OF
 AUTHORIZATION NUMBER: E-440 & LS-92

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 DATE:
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02/09/2026
 MICHAEL SCHULTES, P.E.
 27834

ISSUE

MARK	DATE	DESCRIPTION
PD	02/09/2026	90% REVIEW

**WATER MAIN IMPROVEMENTS
 TOWANDA, KANSAS**

CITY OF TOWANDA
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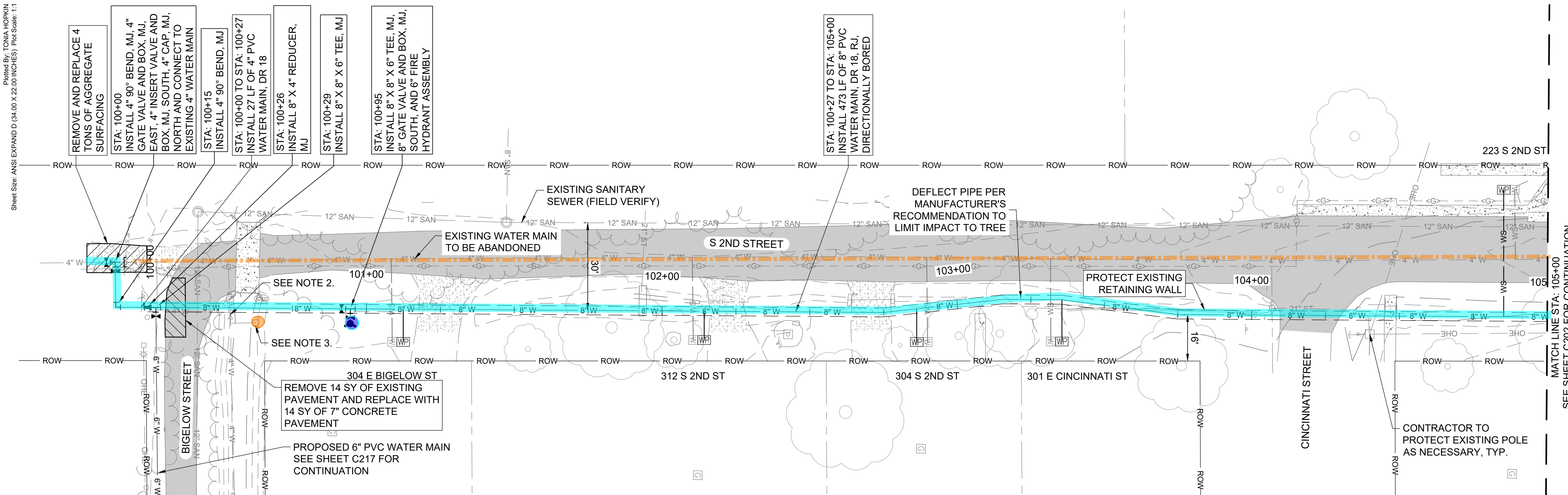
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 DRAWN BY: TAH
 QA/QC: EEJ

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US SURVEY FEET (±FT)

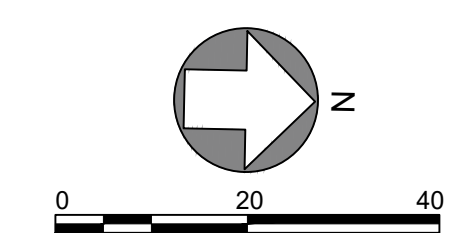
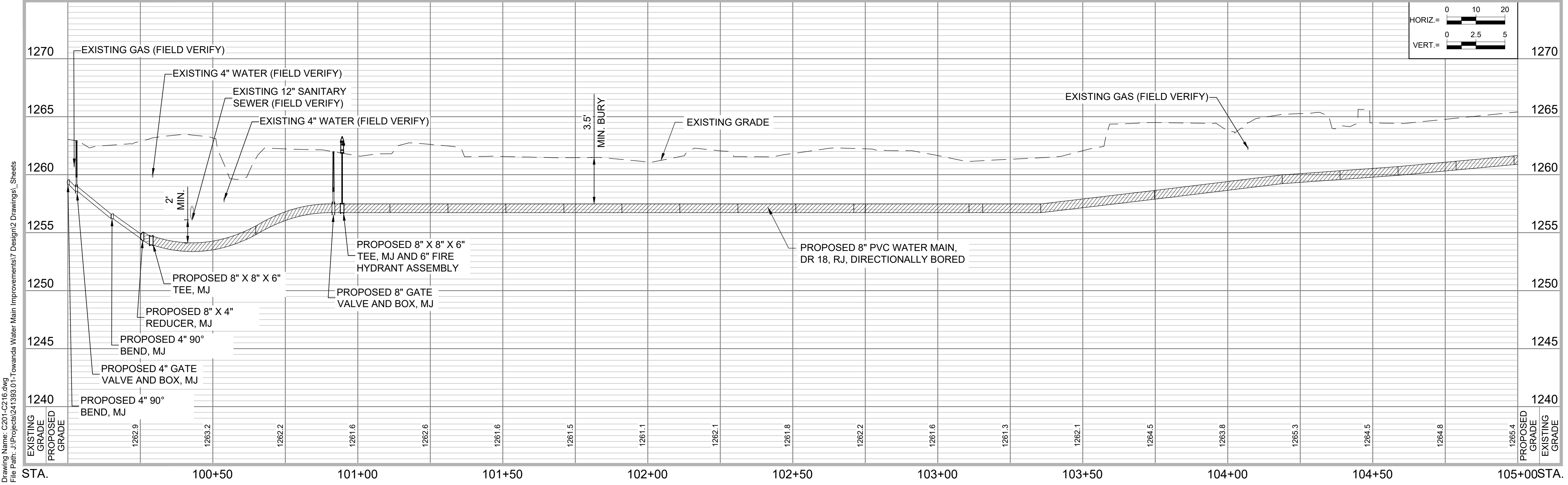
PROJECT ORIENTATION MAP



- GENERAL NOTES:**
- EXISTING WATER MAIN TO BE ABANDONED IN PLACE AFTER NEW WATER MAINS ARE PLACED INTO SERVICE.
 - EXISTING VALVE BOXES CONNECTED TO ABANDONED WATER MAINS SHALL BE REMOVED AND BACKFILLED OF VALVE BOX SHALL BE FILLED WITH CONCRETE IF PAVING. (INCIDENTAL)
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WATER SERVICES							
STATION	SIDE OF ROAD	SADDLE AND SERVICE SIZE	SERVICE LENGTH	BORE LENGTH	ADDRESS	REINSTATE SERVICE	EXISTING SERVICE MATERIAL
101+13	EAST	8" X 1"	11	-	304 E BIGELOW ST	YES	
102+14	EAST	8" X 1"	10	-	312 S 2ND ST	YES	
102+86	EAST	8" X 1"	11	-	304 S 2ND ST	YES	
103+36	EAST	8" X 1"	14	-	301 E CINCINNATI ST	YES	
104+85	WEST	8" X 1"	43	43	223 S 2ND ST	YES	



ORGANIZATION CERTIFICATE OF AUTHORIZATION NUMBER: E-440 & LS-92

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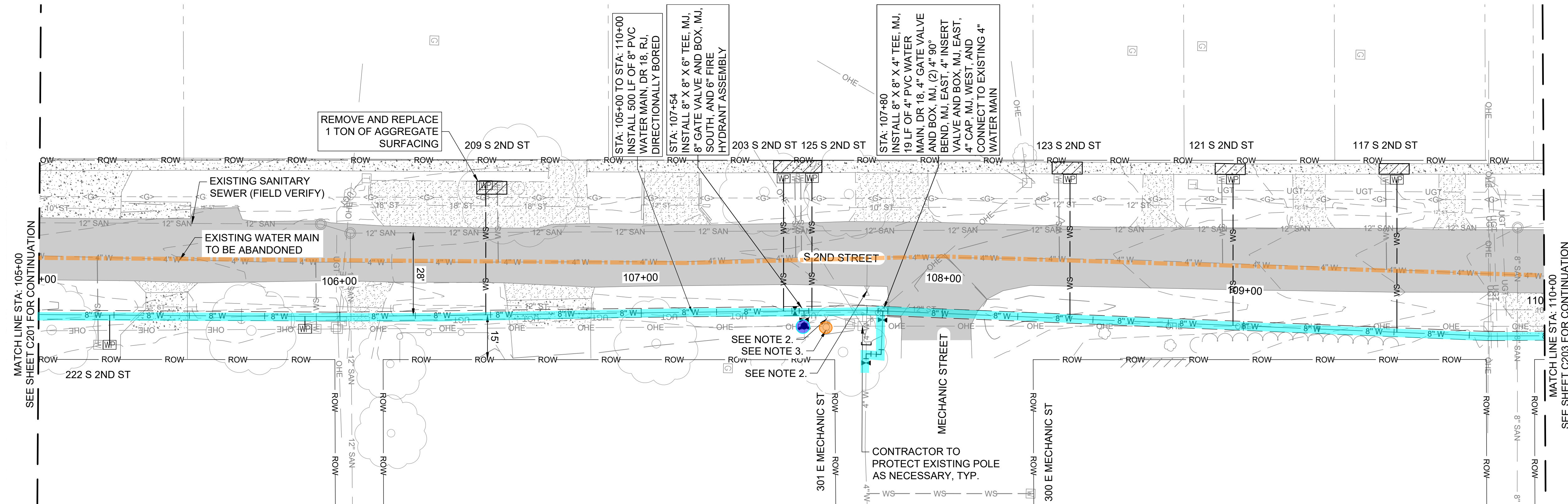
**WATER MAIN IMPROVEMENTS
 TOWANDA, KANSAS**

CITY OF TOWANDA
 110 3RD ST, TOWANDA, KANSAS 67144

JEO PROJECT NO.: 241393.01
 DRAWN BY: TAH
 QAQC: EEJ

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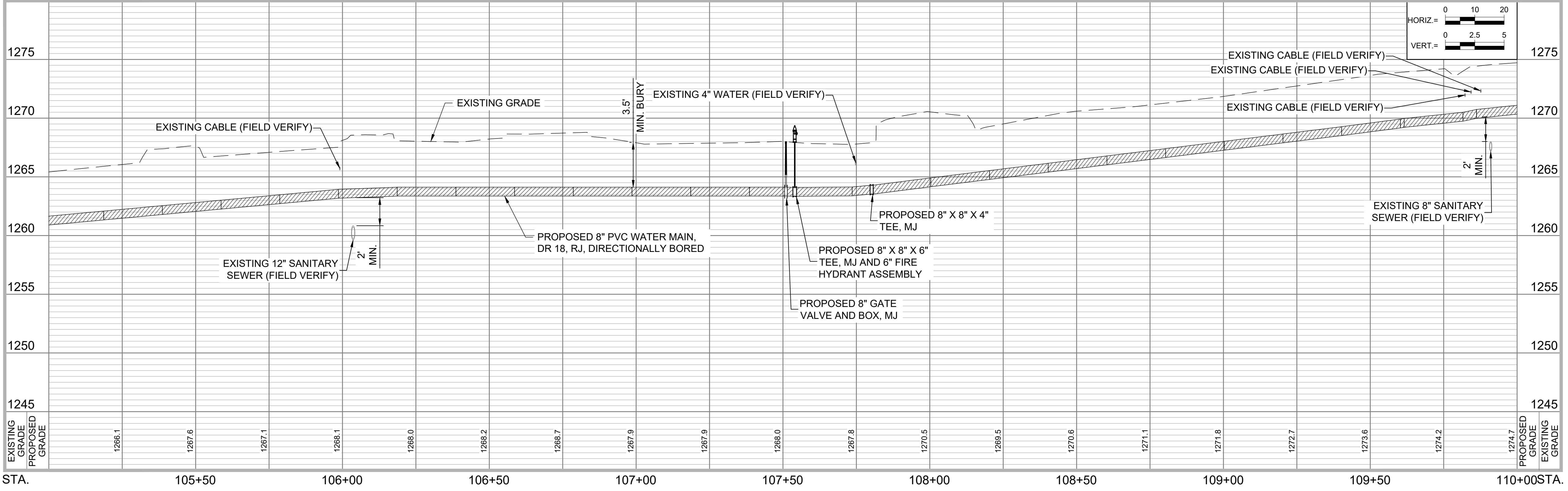
PLAN AND PROFILE



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WATER SERVICES								
STATION	SIDE OF ROAD	SADDLE AND SERVICE SIZE	SERVICE LENGTH	BORE LENGTH	ADDRESS	REINSTATE SERVICE	REMOVE AND REPLACE WITH 5\"/>	
105+24	EAST	8\"/>						
105+89	EAST	8\"/>						
106+49	WEST	8\"/>						
107+48	WEST	8\"/>						
107+57	WEST	8\"/>						
108+42	WEST	8\"/>						
108+97	WEST	8\"/>						
109+51	WEST	8\"/>						



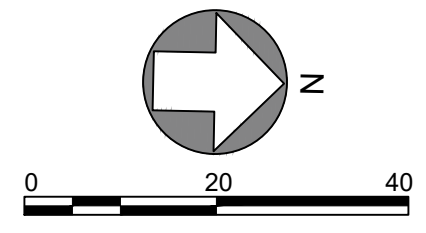
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 TOWANDA, KANSAS**

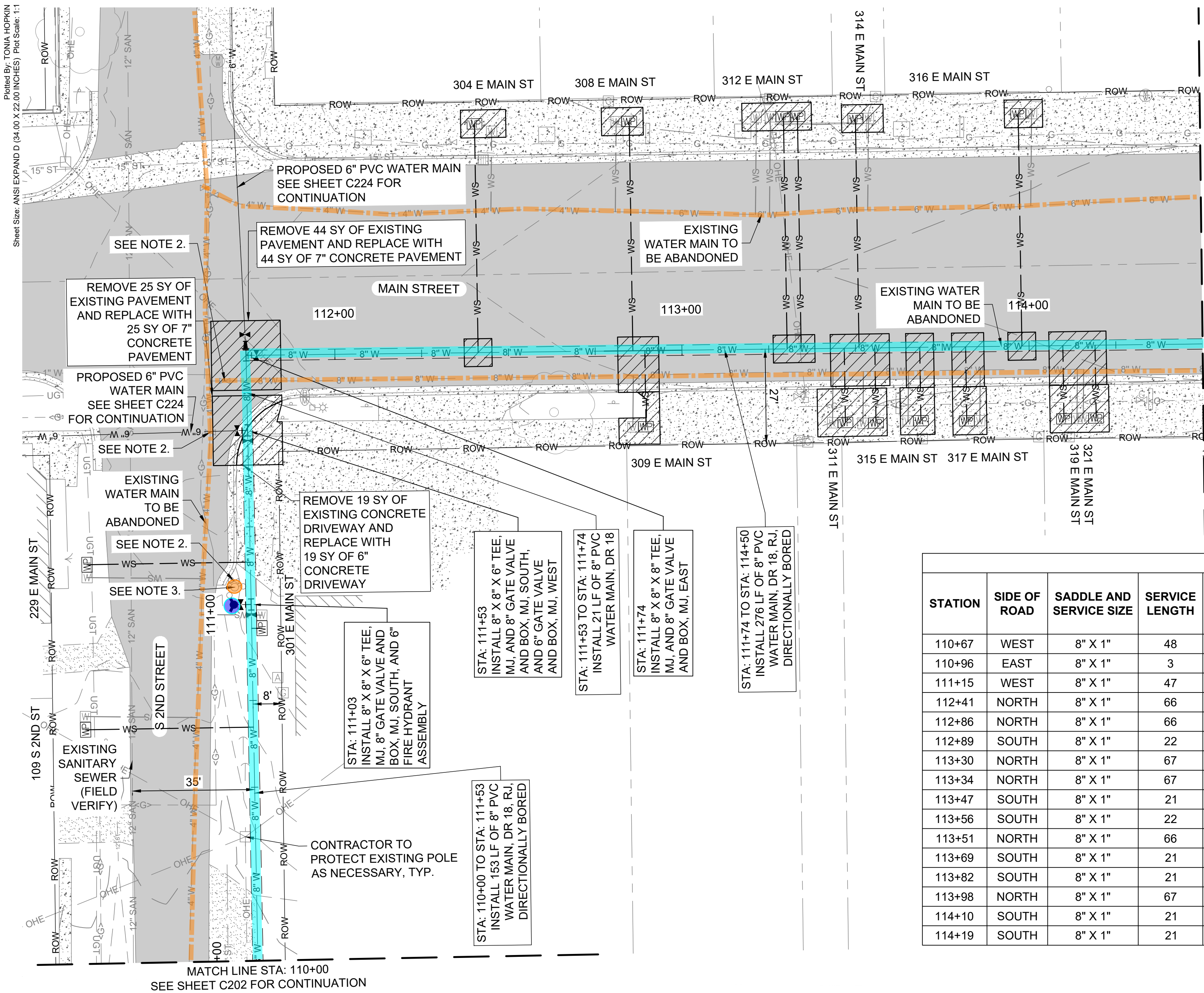
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SCALES SHOWN FOR 22\"/>

PLAN AND PROFILE

Plotted By: TONIA HOEKIN
 Sheet Size: ANSI EXPAND D (34.00 X 22.00 INCHES) Plot Scale: 1:1



MATCH LINE STA: 114+50
 SEE SHEET C204 FOR CONTINUATION

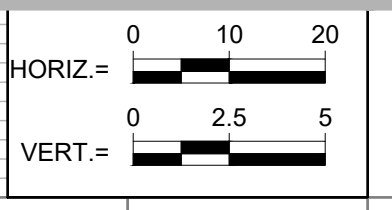
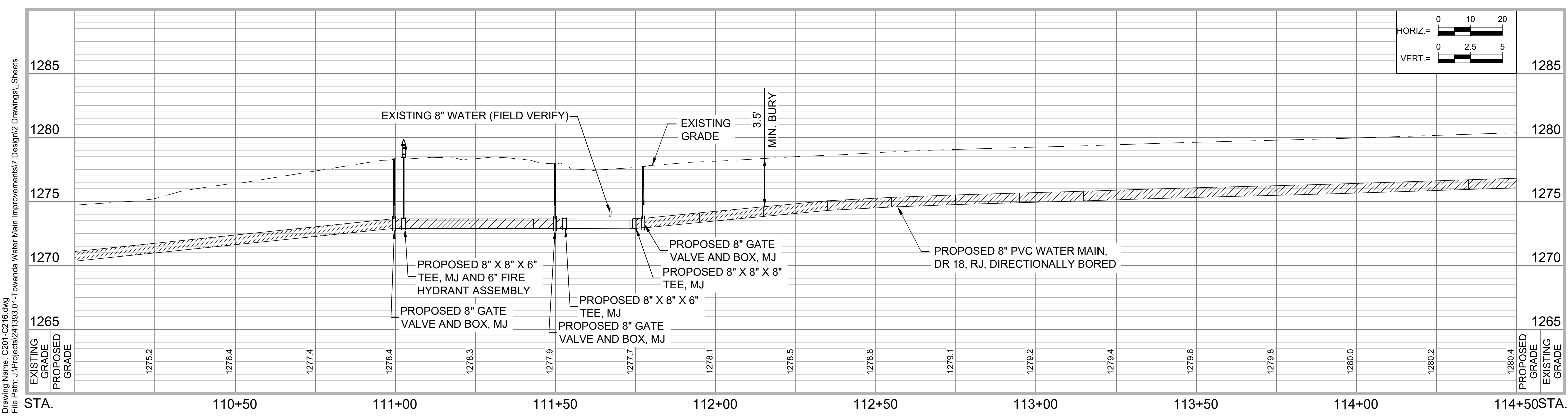
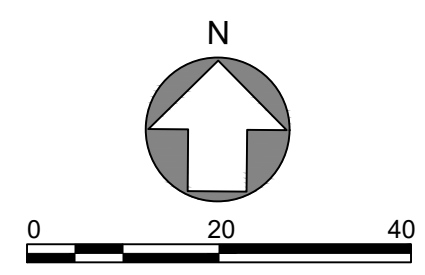
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110+67	WEST	8" X 1"	48	48	109 S 2ND ST	YES	-	-	
110+96	EAST	8" X 1"	3	-	301 E MAIN ST	YES	-	-	
111+15	WEST	8" X 1"	47	47	229 E MAIN ST	YES	-	-	
112+41	NORTH	8" X 1"	66	66	304 E MAIN ST	YES	104	7	
112+86	NORTH	8" X 1"	66	66	308 E MAIN ST	YES	96	-	
112+89	SOUTH	8" X 1"	22	-	309 E MAIN ST	YES	121	21	
113+30	NORTH	8" X 1"	67	67	312 E MAIN ST	YES	160	11	
113+34	NORTH	8" X 1"	67	67	312 E MAIN ST?	YES	-	-	
113+47	SOUTH	8" X 1"	21	-	311 E MAIN ST	YES	275	-	
113+56	SOUTH	8" X 1"	22	-	315 E MAIN ST?	YES	-	28	
113+51	NORTH	8" X 1"	66	66	314 E MAIN ST	YES	96	-	
113+69	SOUTH	8" X 1"	21	-	315 E MAIN ST	YES	134	14	
113+82	SOUTH	8" X 1"	21	-	317 E MAIN ST	YES	135	16	
113+98	NORTH	8" X 1"	67	67	316 E MAIN ST	YES	88	7	
114+10	SOUTH	8" X 1"	21	-	319 E MAIN ST	YES	-	-	
114+19	SOUTH	8" X 1"	21	-	321 E MAIN ST	YES	232	28	



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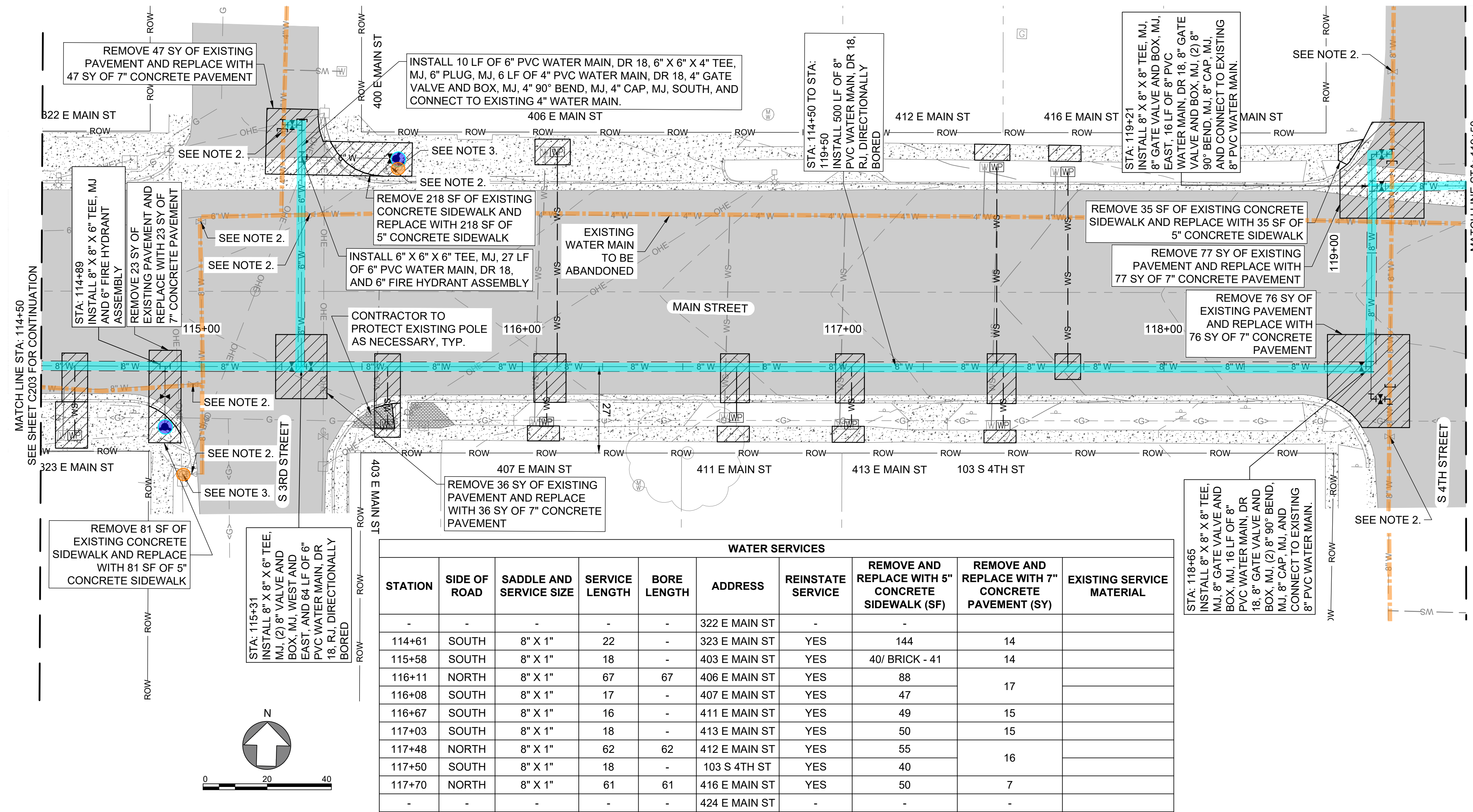
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CITY OF TOWANDA
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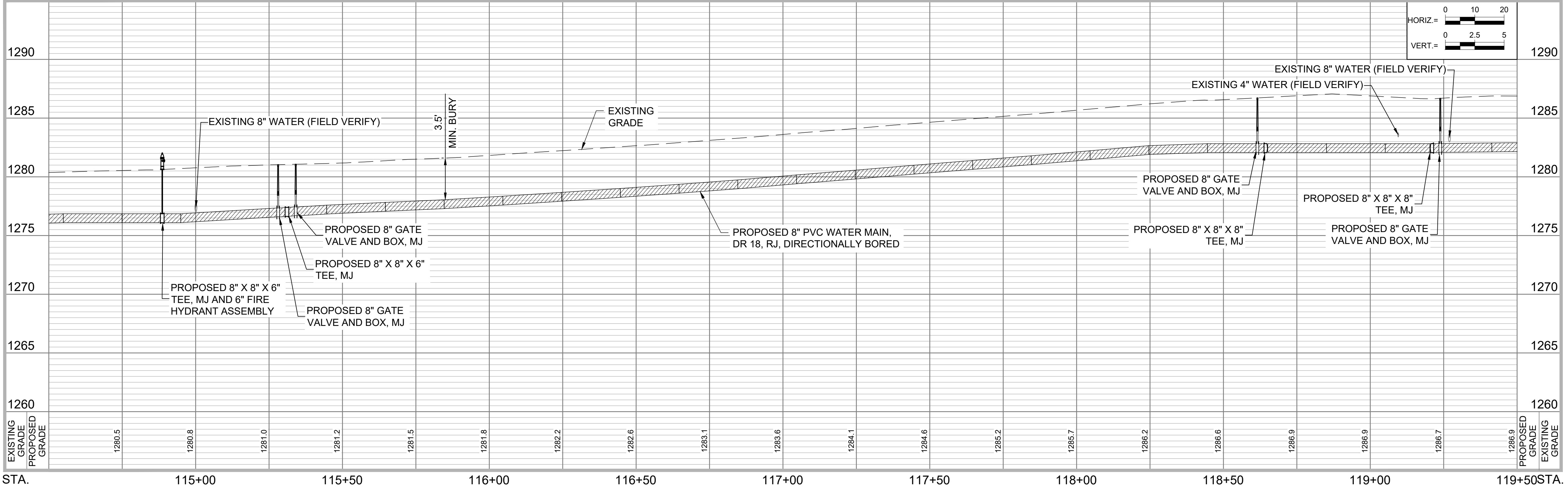
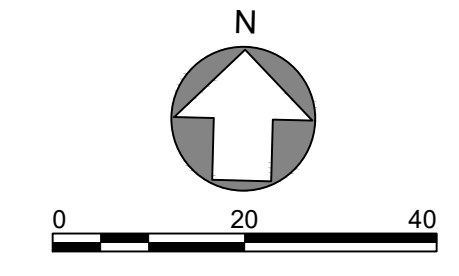
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PLAN AND PROFILE



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WATER SERVICES									
STATION	SIDE OF ROAD	SADDLE AND SERVICE SIZE	SERVICE LENGTH	BORE LENGTH	ADDRESS	REINSTATE SERVICE	REMOVE AND REPLACE WITH 5\"/>		
-	-	-	-	-	322 E MAIN ST	-	-	-	-
114+61	SOUTH	8\"/>							



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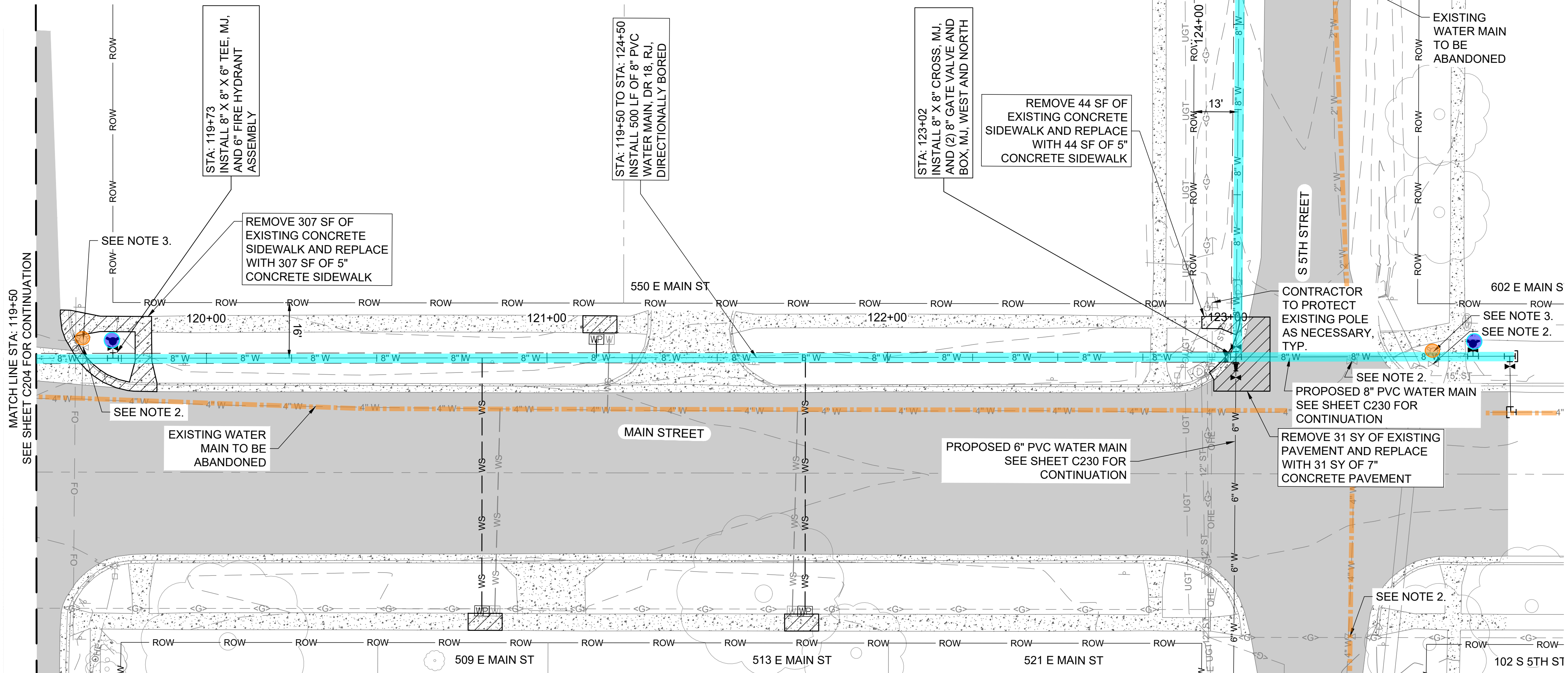
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PLAN AND PROFILE

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120+81	SOUTH	8" X 1"	74	74	509 E MAIN ST	YES	50	
121+15	NORTH	8" X 1"	5	-	550 E MAIN ST	YES	50	
121+76	SOUTH	8" X 1"	74	74	513 E MAIN ST	YES	50	



MATCH LINE STA: 124+50
 SEE SHEET C206 FOR CONTINUATION

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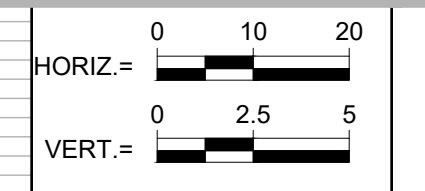
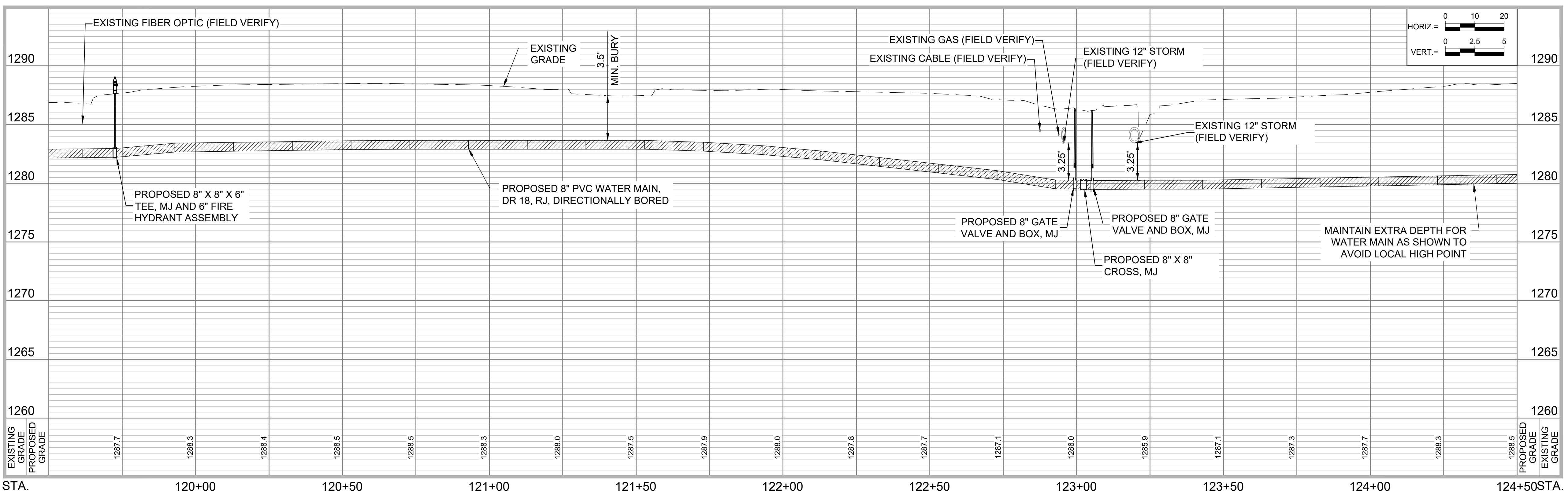
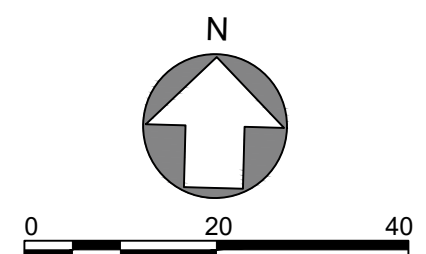
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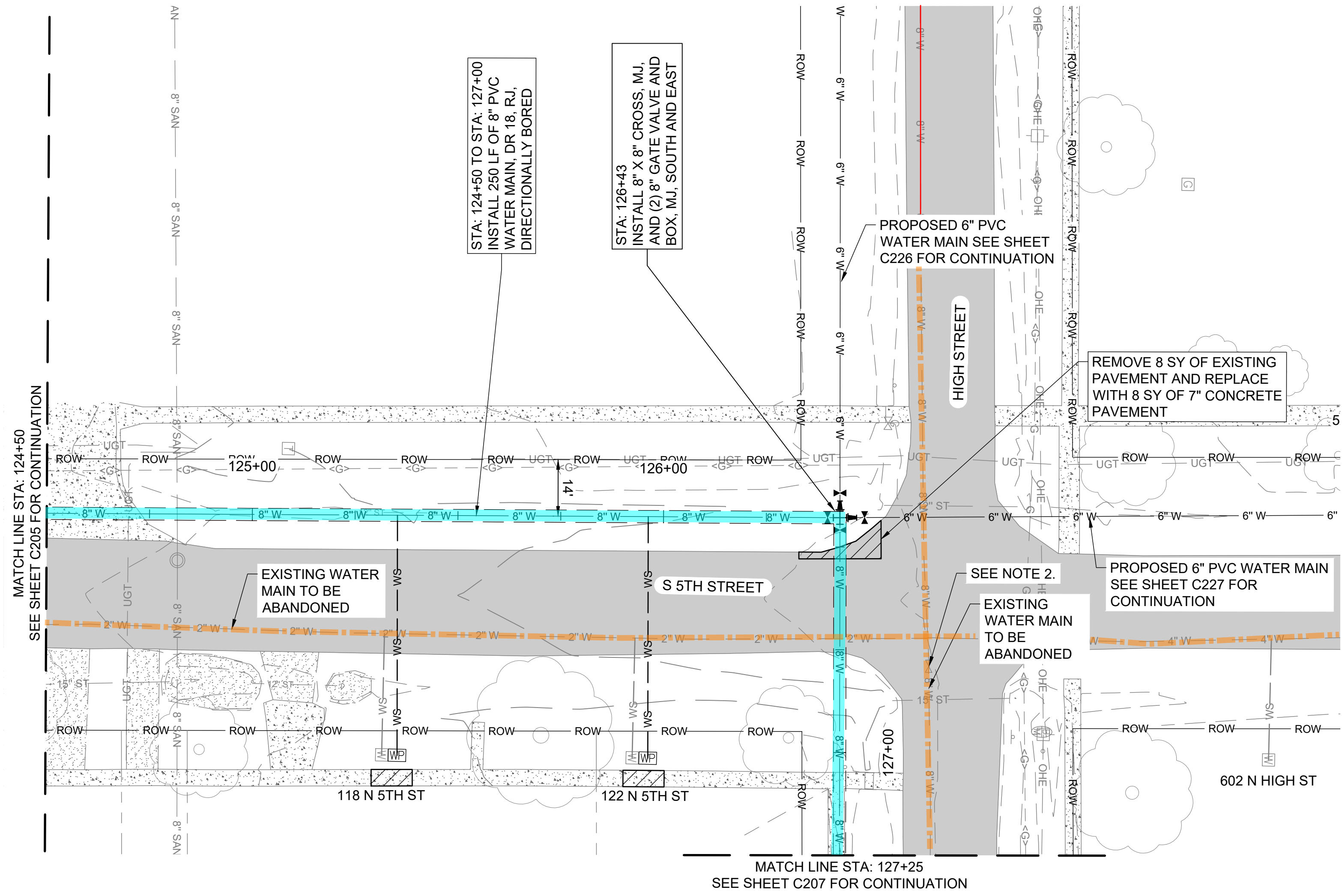
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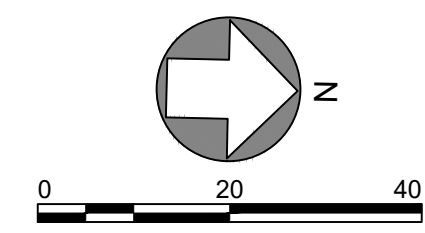
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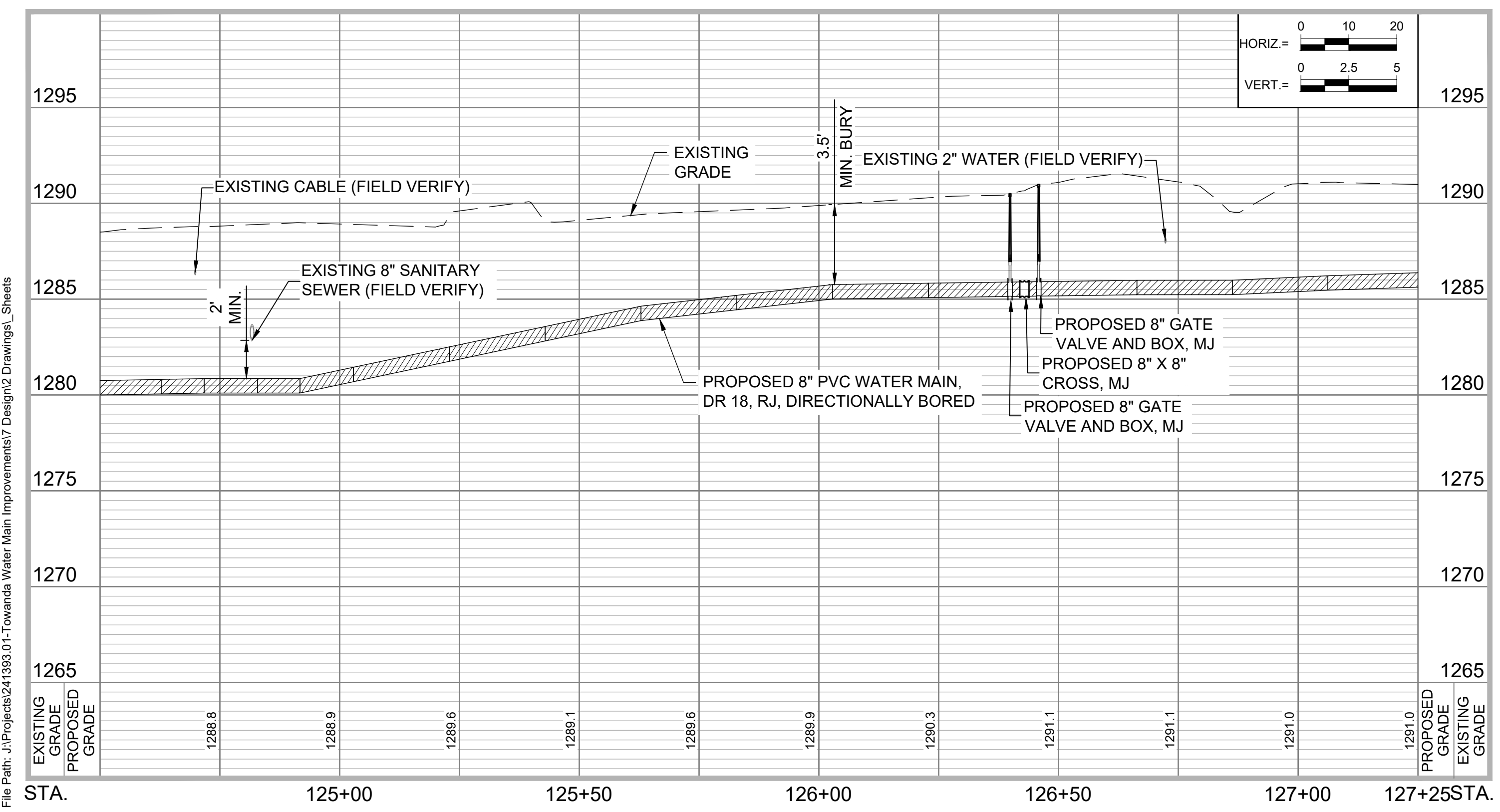
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125+36	EAST	8" X 1"	58	58	118 N 5TH ST	YES	40	
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WATER MAIN IMPROVEMENTS TOWANDA, KANSAS

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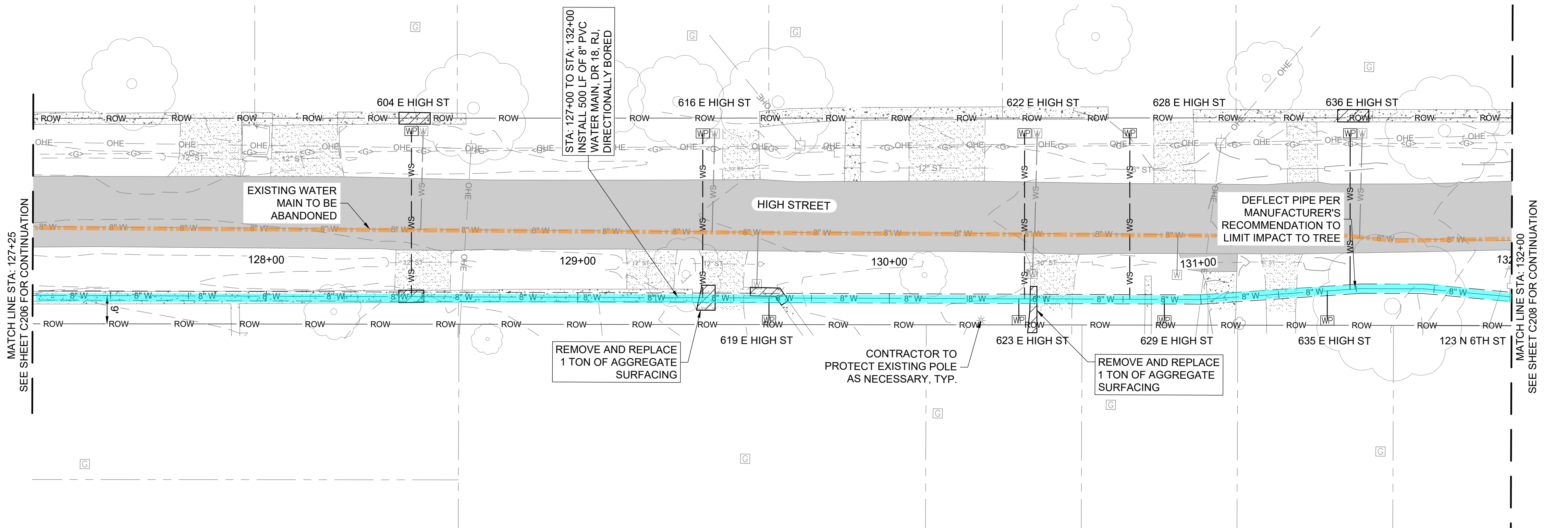
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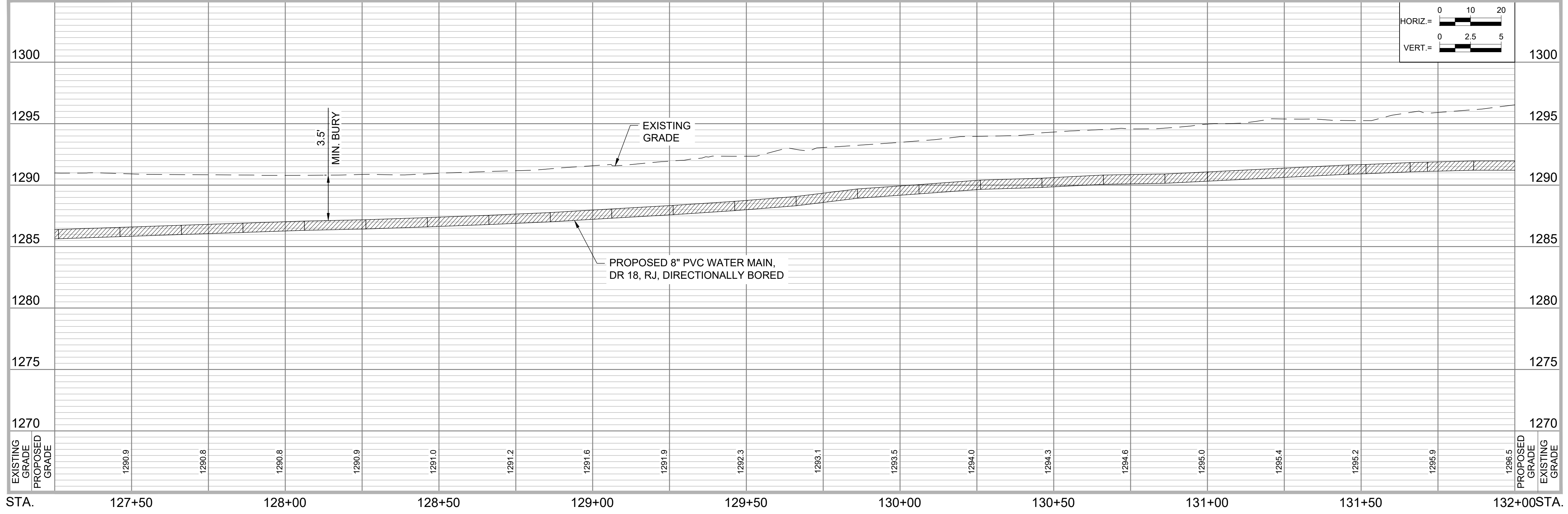
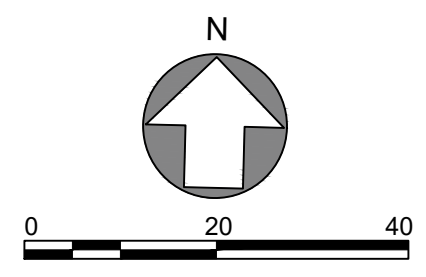
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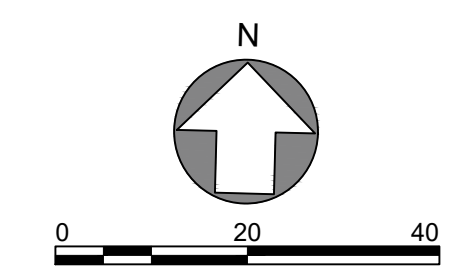
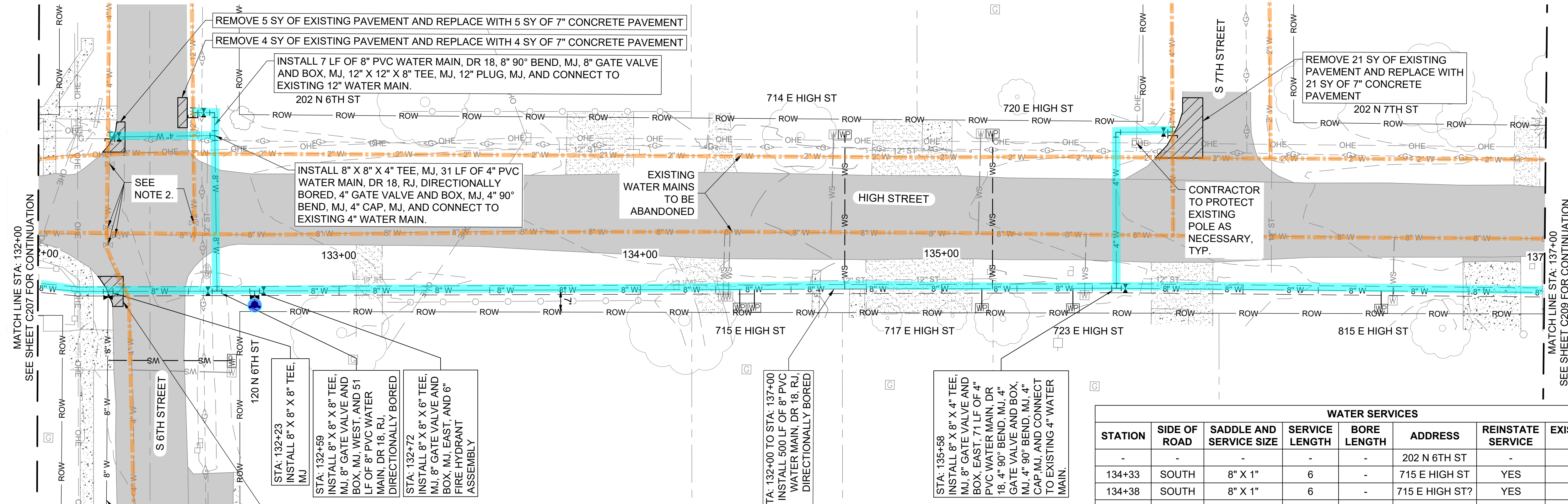
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WATER SERVICE NOTES:

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WATER SERVICES								
STATION	SIDE OF ROAD	SADDLE AND SERVICE SIZE	SERVICE LENGTH	BORE LENGTH	ADDRESS	REINSTATE SERVICE	REMOVE AND REPLACE WITH 5" CONCRETE SIDEWALK (SF)	EXISTING SERVICE MATERIAL
128+46	NORTH	8" X 1"	53	53	604 E HIGH ST	YES	37/32	
129+40	NORTH	8" X 1"	53	53	616 E HIGH ST	YES	-	
129+61	SOUTH	8" X 1"	7	-	619 E HIGH ST	YES	35	
130+42	SOUTH	8" X 1"	7	-	623 E HIGH ST	YES	-	
130+43	NORTH	8" X 1"	53	53	622 E HIGH ST	YES	-	
130+88	SOUTH	8" X 1"	7	-	629 E HIGH ST	YES	-	
130+77	NORTH	8" X 1"	53	53	628 E HIGH ST	YES	-	
131+40	SOUTH	8" X 1"	9	-	635 E HIGH ST	YES	-	
131+48	NORTH	8" X 1"	50	50	636 E HIGH ST	YES	40	
-	-	-	-	-	123 N 6TH ST	-	-	





JEO CONSULTING GROUP

1937 N CHESTNUT ST
 WAHOO, NE 68066
 800.723.8567 | jeo.com

ORGANIZATION CERTIFICATE OF
 AUTHORIZATION NUMBER: E-440 & LS-92

PRELIMINARY
 NOT FOR
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 DATE:
 02/09/2026
 PRELIMINARY

02/09/2026
 MICHAEL SCHULTES, P.E.
 27834

WATER SERVICES

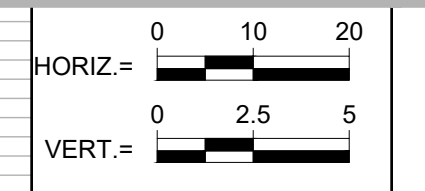
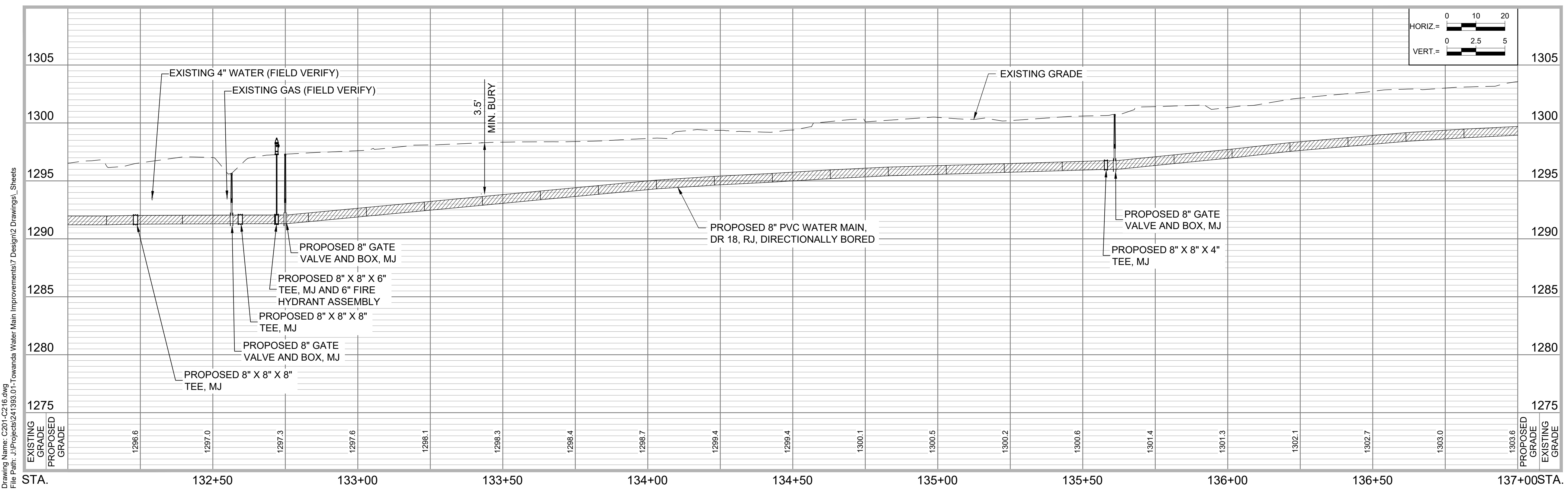
STATION	SIDE OF ROAD	SADDLE AND SERVICE SIZE	SERVICE LENGTH	BORE LENGTH	ADDRESS	REINSTATE SERVICE	EXISTING SERVICE MATERIAL
-	-	-	-	-	202 N 6TH ST	-	
134+33	SOUTH	8" X 1"	6	-	715 E HIGH ST	YES	
134+38	SOUTH	8" X 1"	6	-	715 E HIGH ST?	YES	
134+68	NORTH	8" X 1"	51	51	714 E HIGH ST	YES	
135+13*	SOUTH	8" X 1"	6	-	717 E HIGH ST	YES	
135+17	NORTH	8" X 1"	51	51	720 E HIGH ST	YES	
135+44	SOUTH	8" X 1"	7	-	723 E HIGH ST	YES	
-	-	-	-	-	202 N 7TH ST	-	
136+46	SOUTH	8" X 1"	6	-	815 E HIGH ST	YES	

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 TOWANDA, KANSAS**

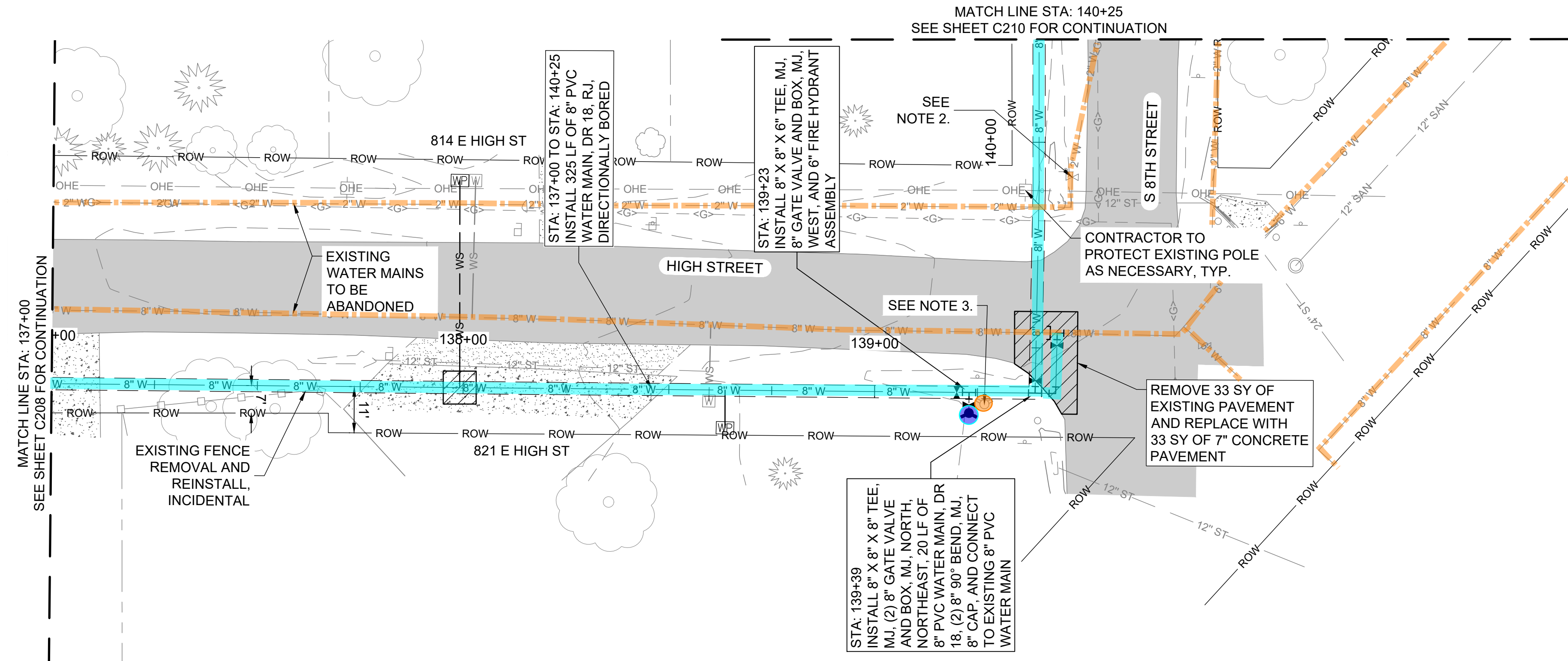
CITY OF TOWANDA
 110 3RD ST, TOWANDA, KANSAS 67144

JEO PROJECT NO.: 241393.01
 DRAWN BY: TAH
 QAQC: EEJ

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PLAN AND PROFILE



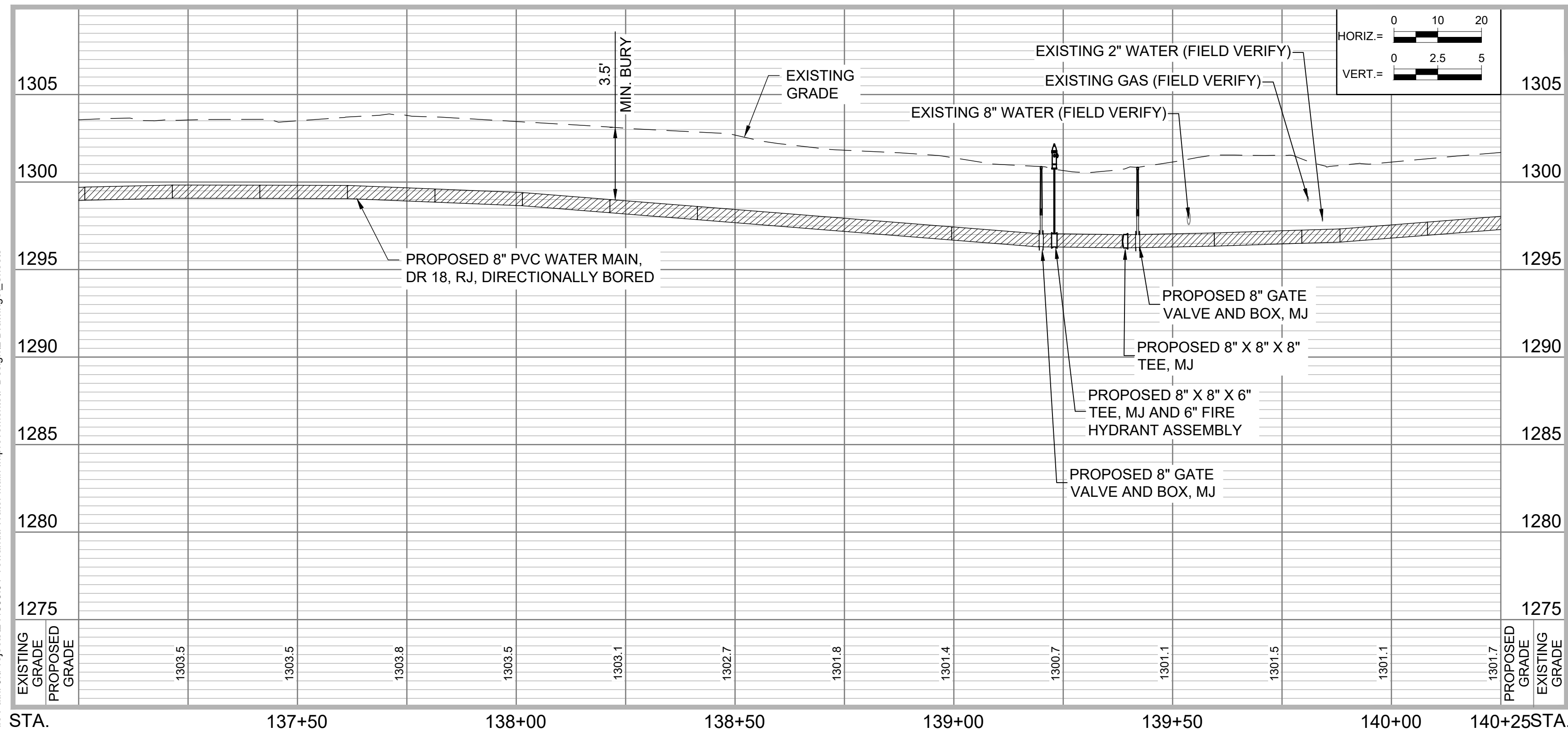
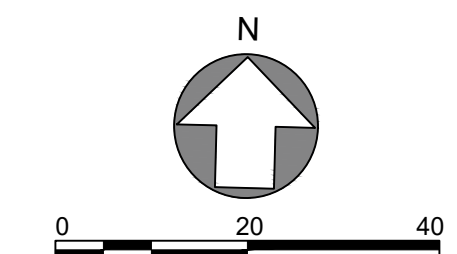
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WATER SERVICES								
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137+99	NORTH	8" X 1"	50	50	814 E HIGH ST	YES	7	
138+64	SOUTH	8" X 1"	9	-	821 E HIGH ST	YES	-	



JEO CONSULTING GROUP

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 800.723.8567 | jeo.com

ORGANIZATION CERTIFICATE OF
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PRELIMINARY
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02/09/2026
 MICHAEL SCHULTES, P.E.
 27834

ISSUE

MARK	DATE	DESCRIPTION
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**WATER MAIN IMPROVEMENTS
 TOWANDA, KANSAS**

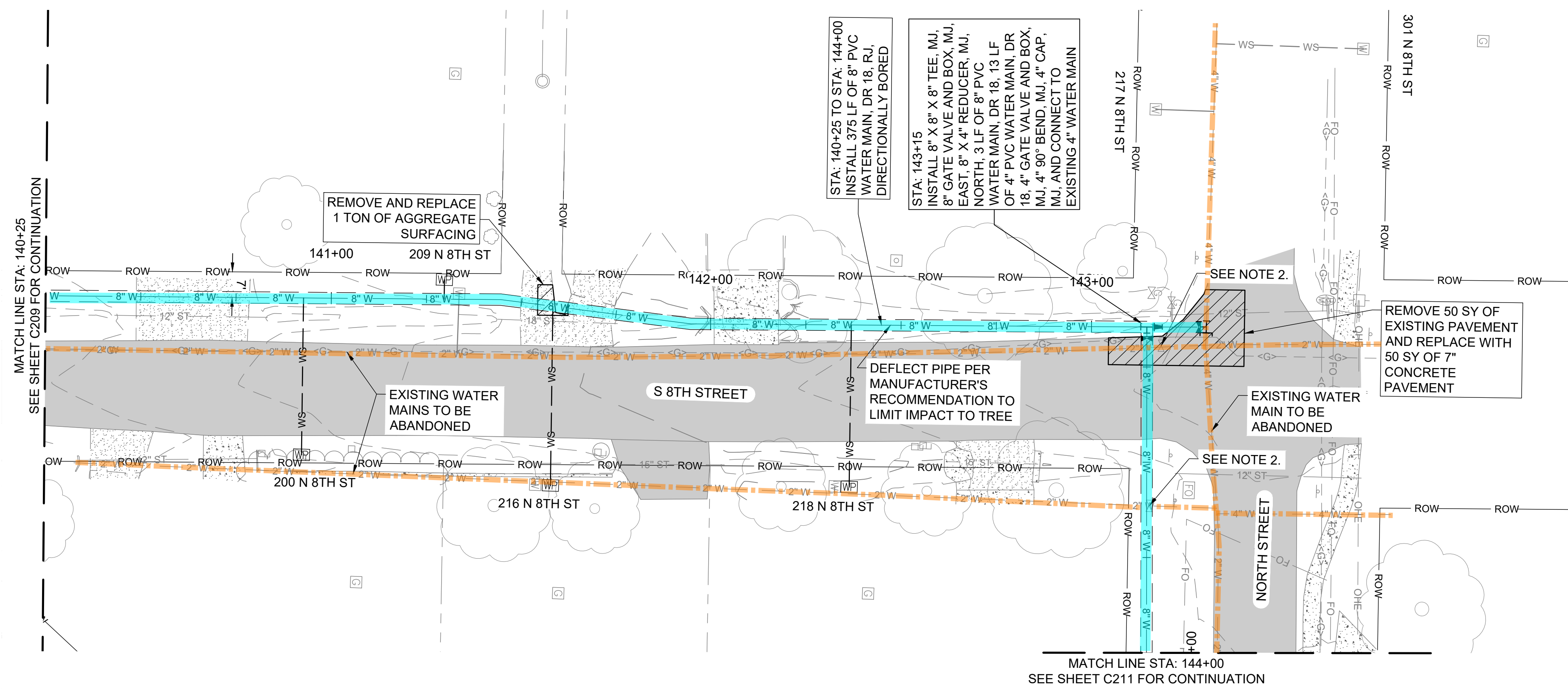
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140+93	EAST	8" X 1"	41	41	200 N 8TH ST	YES	
141+30	WEST	8" X 1"	5	-	209 N 8TH ST	YES	
141+58	EAST	8" X 1"	47	47	216 N 8TH ST	YES	
142+37	EAST	8" X 1"	43	43	218 N 8TH ST	YES	

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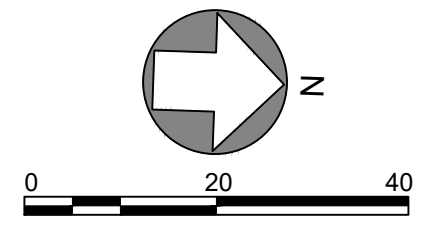
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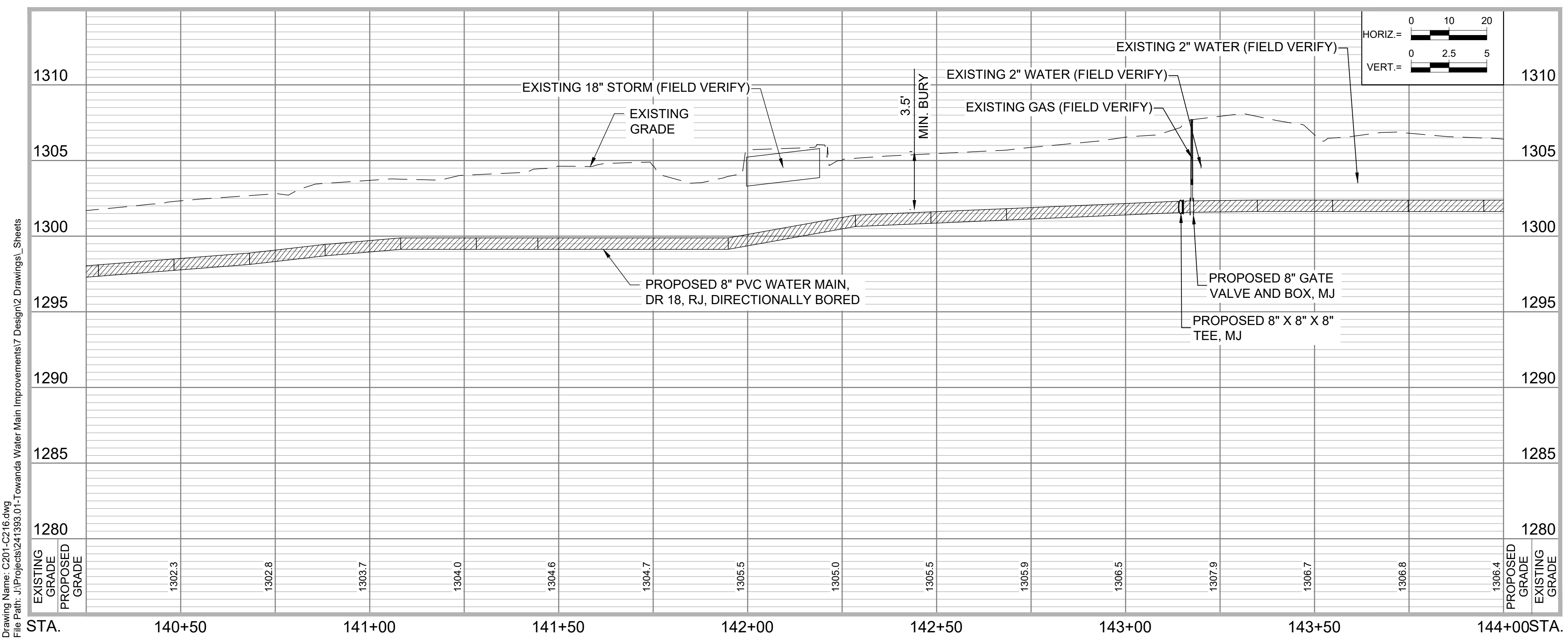
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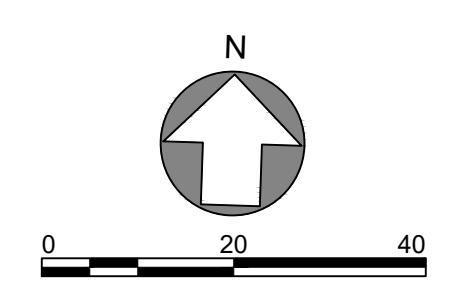
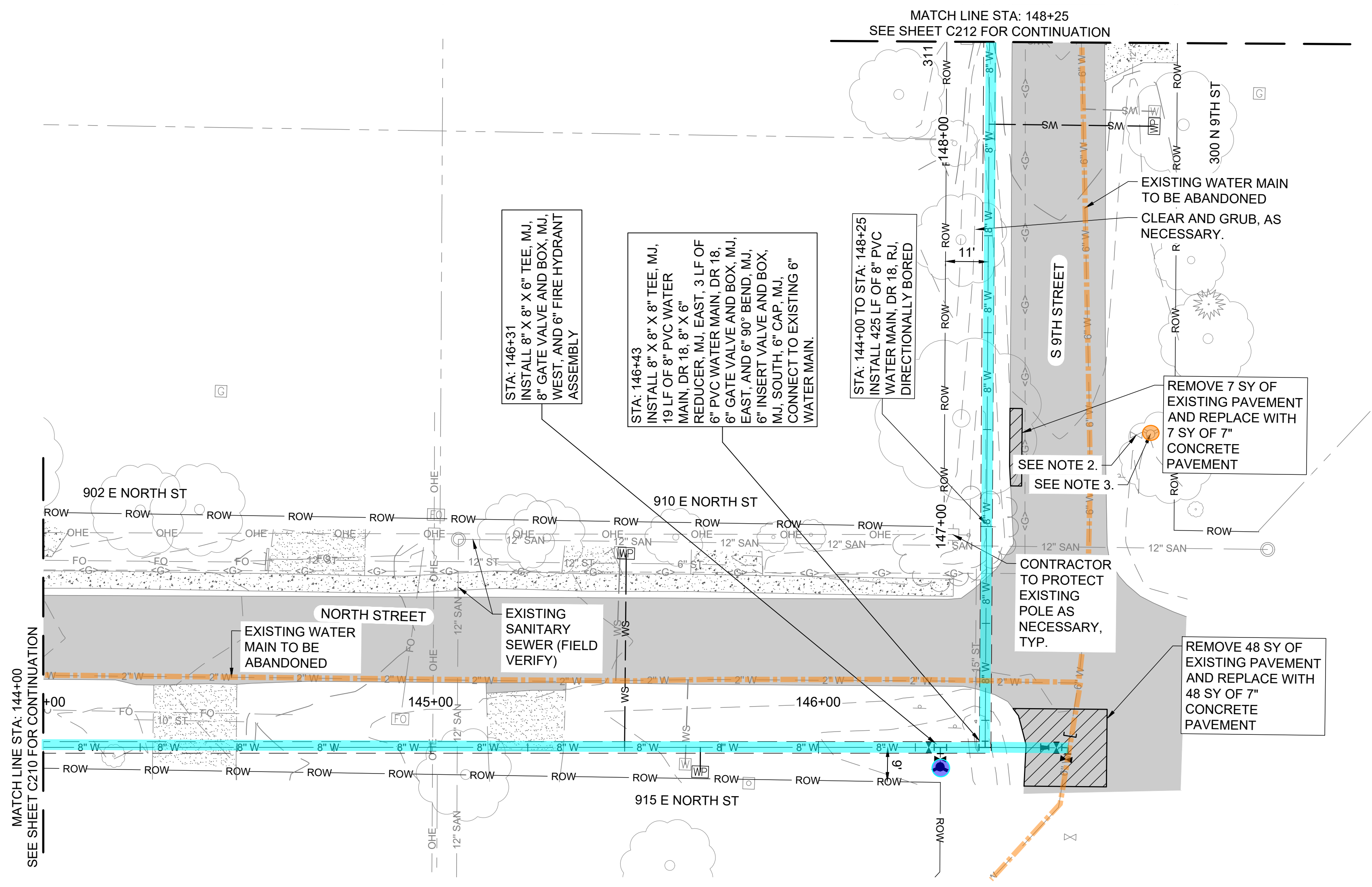
CITY OF TOWANDA
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02/09/2026
 MICHAEL SCHULTES, P.E.
 27834

WATER SERVICES							
STATION	SIDE OF ROAD	SADDLE AND SERVICE SIZE	SERVICE LENGTH	BORE LENGTH	ADDRESS	REINSTATE SERVICE	EXISTING SERVICE MATERIAL
-	-	-	-	-	902 E NORTH ST	-	
145+50	NORTH	8" X 1"	50	50	910 E NORTH ST	YES	
145+69	SOUTH	8" X 1"	6	-	915 E NORTH ST	YES	
148+04	EAST	8" X 1"	43	43	300 N 9TH ST	YES	

ISSUE

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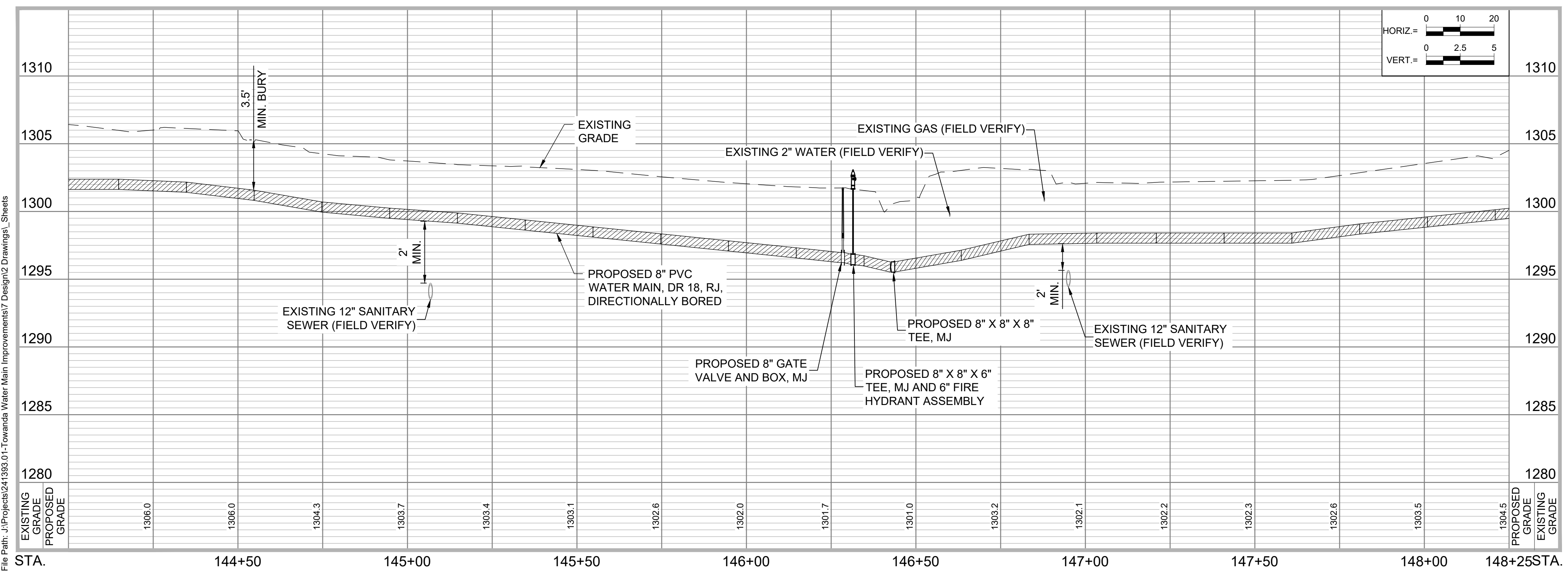
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 TOWANDA, KANSAS**

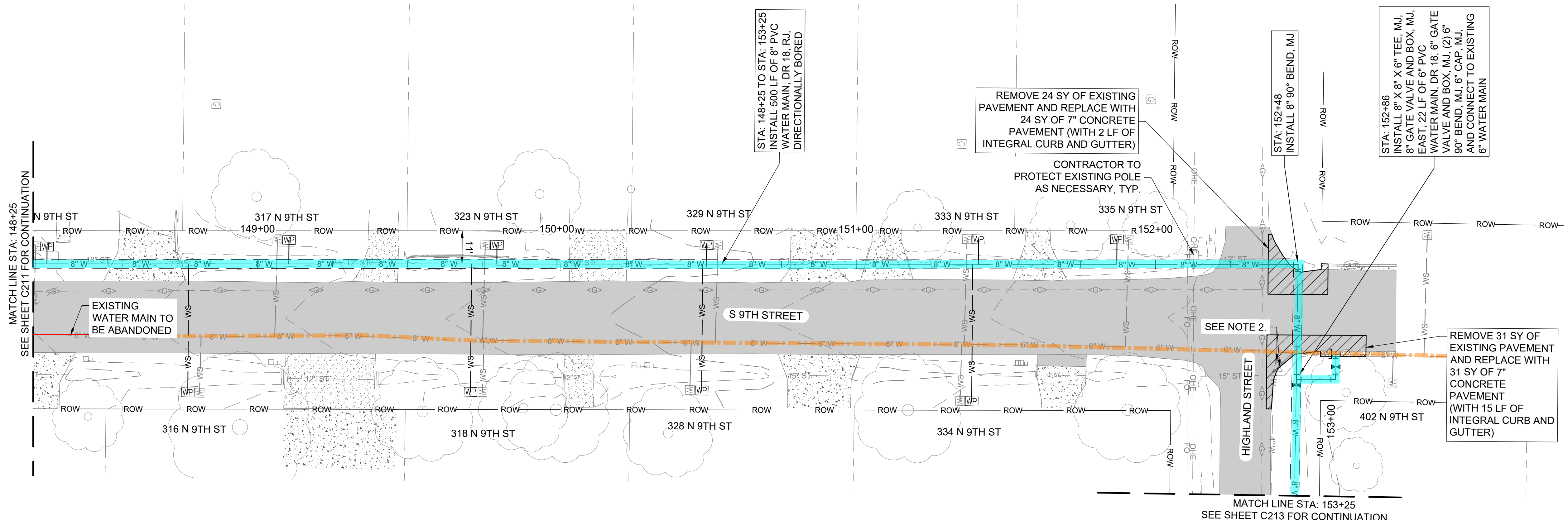
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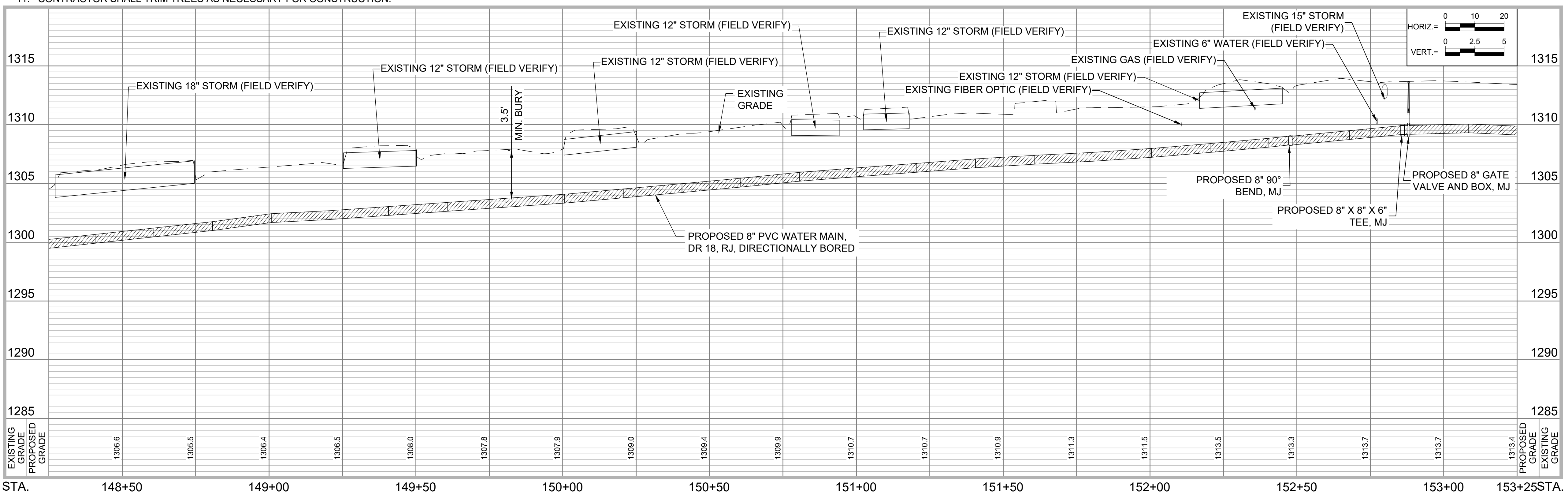
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148+77	EAST	8" X 1"	43	43	316 N 9TH ST	YES	
149+10	WEST	8" X 1"	8	-	317 N 9TH ST	YES	
149+71	EAST	8" X 1"	43	43	318 N 9TH ST	YES	
149+80	WEST	8" X 1"	6	-	323 N 9TH ST	YES	
150+48	EAST	8" X 1"	42	42	328 N 9TH ST	YES	
150+50	WEST	8" X 1"	6	-	329 N 9TH ST	YES	
151+39	EAST	8" X 1"	46	46	334 N 9TH ST	YES	
151+41	WEST	8" X 1"	8	-	333 N 9TH ST	YES	
151+87	WEST	8" X 1"	8	-	335 N 9TH ST	YES	



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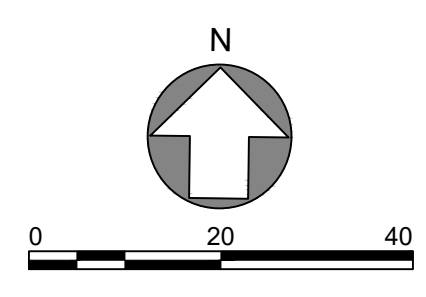
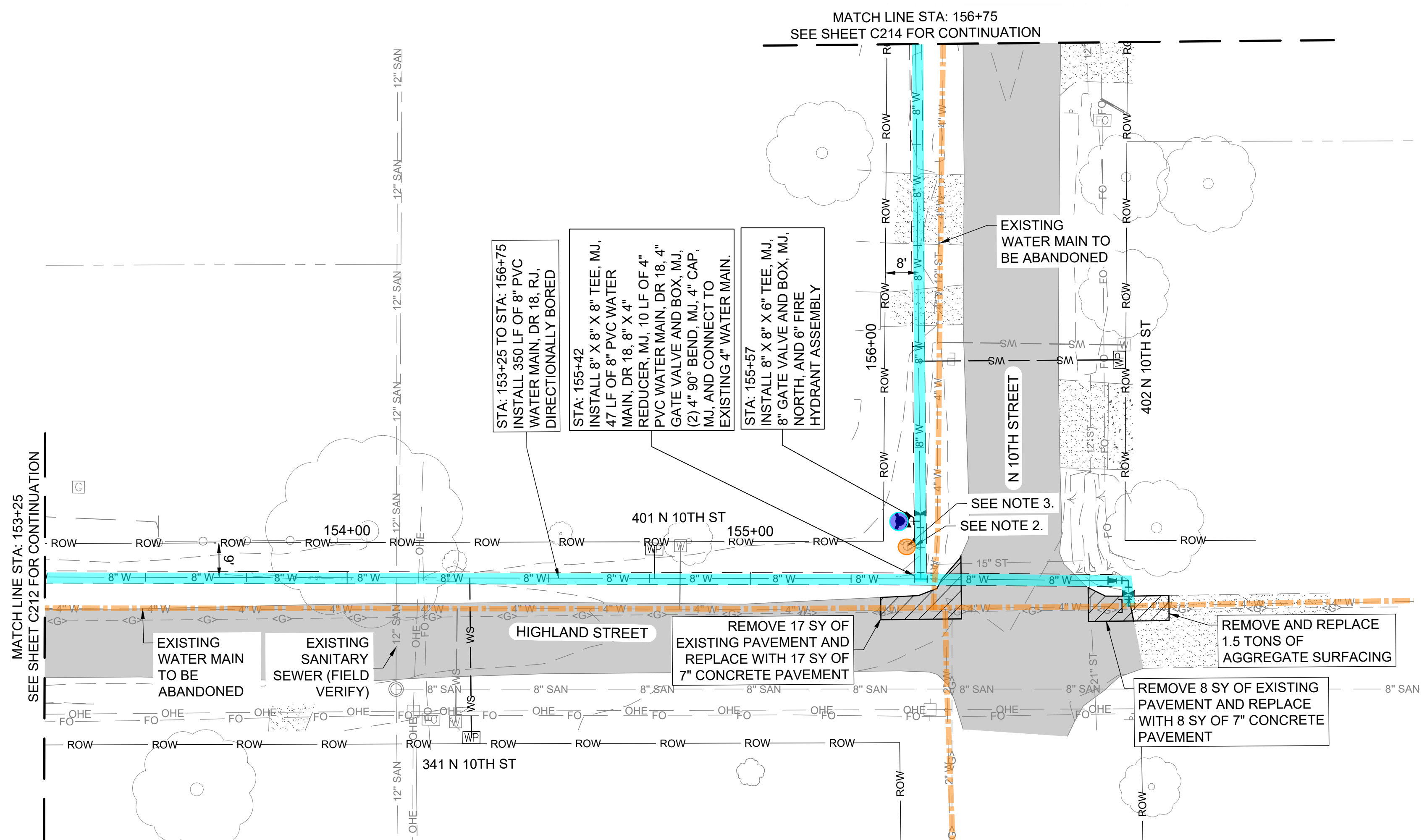
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 TOWANDA, KANSAS**

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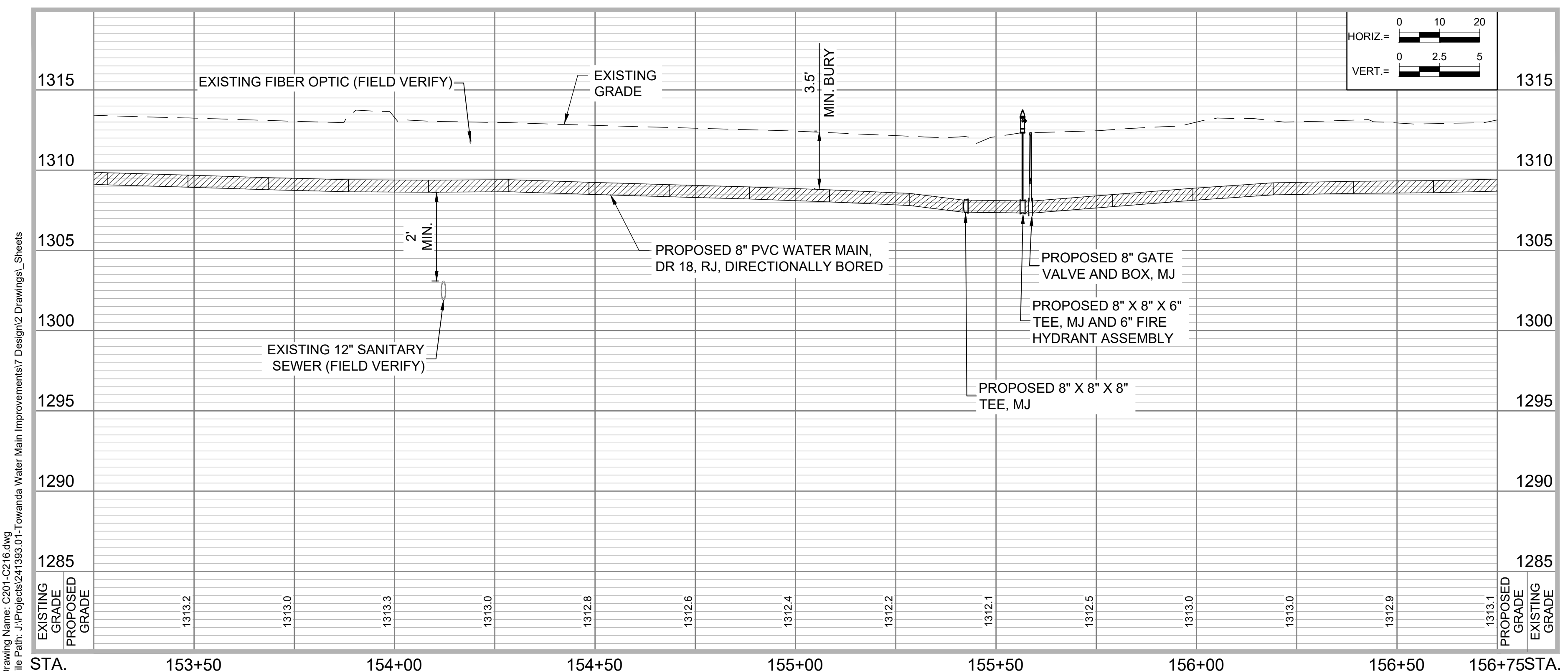
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02/09/2026
 MICHAEL SCHULTES, P.E.
 27834

WATER SERVICES							
STATION	SIDE OF ROAD	SADDLE AND SERVICE SIZE	SERVICE LENGTH	BORE LENGTH	ADDRESS	REINSTATE SERVICE	EXISTING SERVICE MATERIAL
154+31	SOUTH	8" X 1"	40	40	341 N 10TH ST	YES	
154+76	NORTH	8" X 1"	7	-	401 N 10TH ST	YES	
155+96	EAST	8" X 1"	50	50	402 N 10TH ST	YES	

ISSUE

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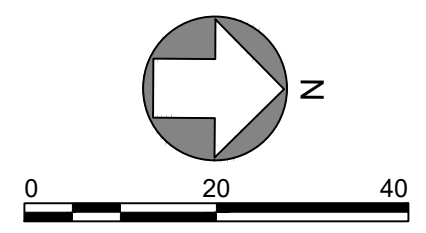
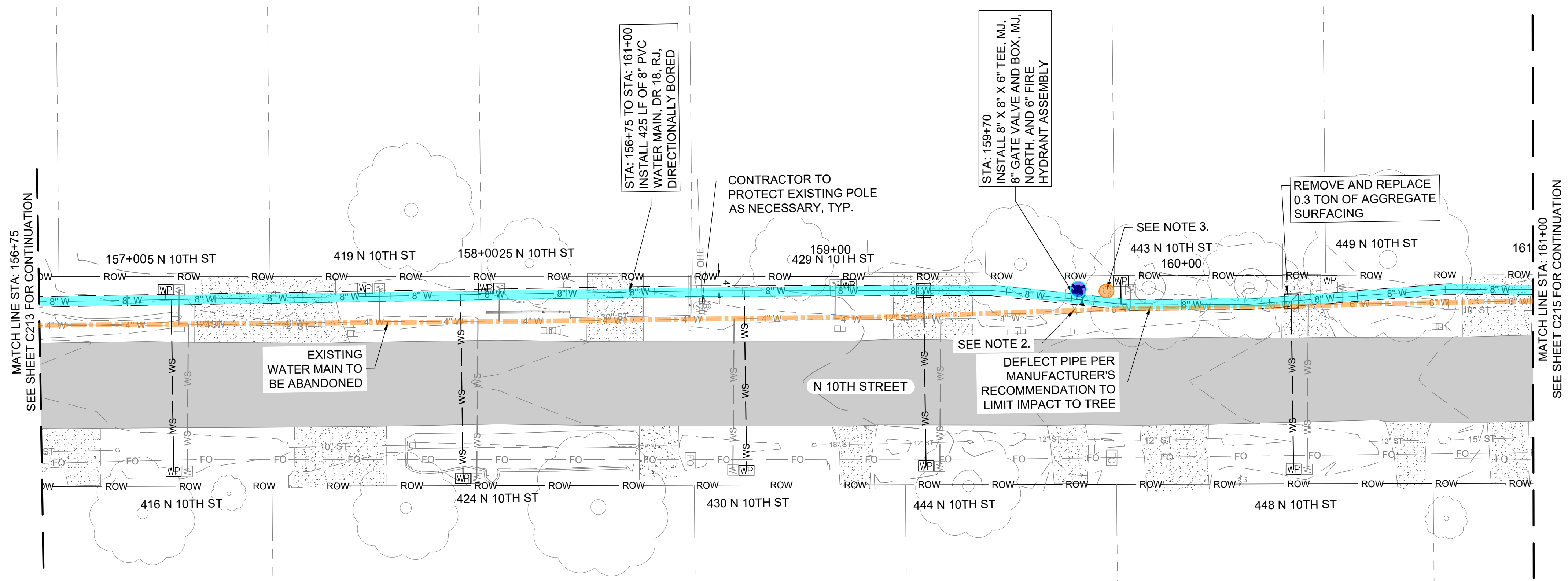
**WATER MAIN IMPROVEMENTS
 TOWANDA, KANSAS**

CITY OF TOWANDA
 110 3RD ST, TOWANDA, KANSAS 67144

JEO PROJECT NO.: 241393.01
 DRAWN BY: TAH
 QAQC: EEJ

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US SURVEY FEET (±FT)

PLAN AND PROFILE



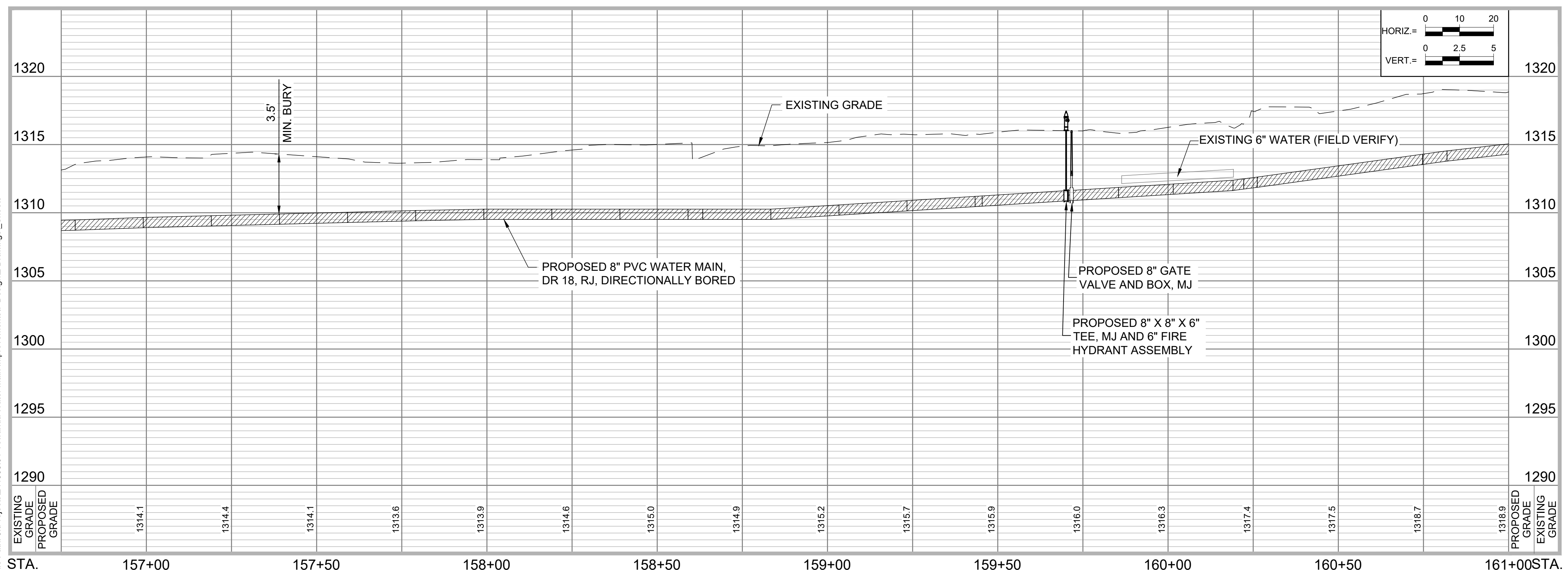
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STATION	SIDE OF ROAD	SADDLE AND SERVICE SIZE	SERVICE LENGTH	BORE LENGTH	ADDRESS	REINSTATE SERVICE	EXISTING SERVICE MATERIAL
157+11	WEST	8" X 1"	3	-	415 N 10TH ST	YES	
157+12	EAST	8" X 1"	49	49	416 N 10TH ST	YES	
157+68	WEST	8" X 1"	2	-	419 N 10TH ST	YES	
157+95	EAST	8" X 1"	52	52	424 N 10TH ST	YES	
158+02	WEST	8" X 1"	2	-	425 N 10TH ST	YES	
158+76	EAST	8" X 1"	51	51	430 N 10TH ST	YES	
159+05	WEST	8" X 1"	2	-	429 N 10TH ST	YES	
159+27	EAST	8" X 1"	50	50	444 N 10TH ST	YES	
159+83	WEST	8" X 1"	7	-	443 N 10TH ST	YES	
160+31	EAST	8" X 1"	48	48	448 N 10TH ST	YES	
160+42	WEST	8" X 1"	5	-	449 N 10TH ST	YES	



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**WATER MAIN IMPROVEMENTS
 TOWANDA, KANSAS**

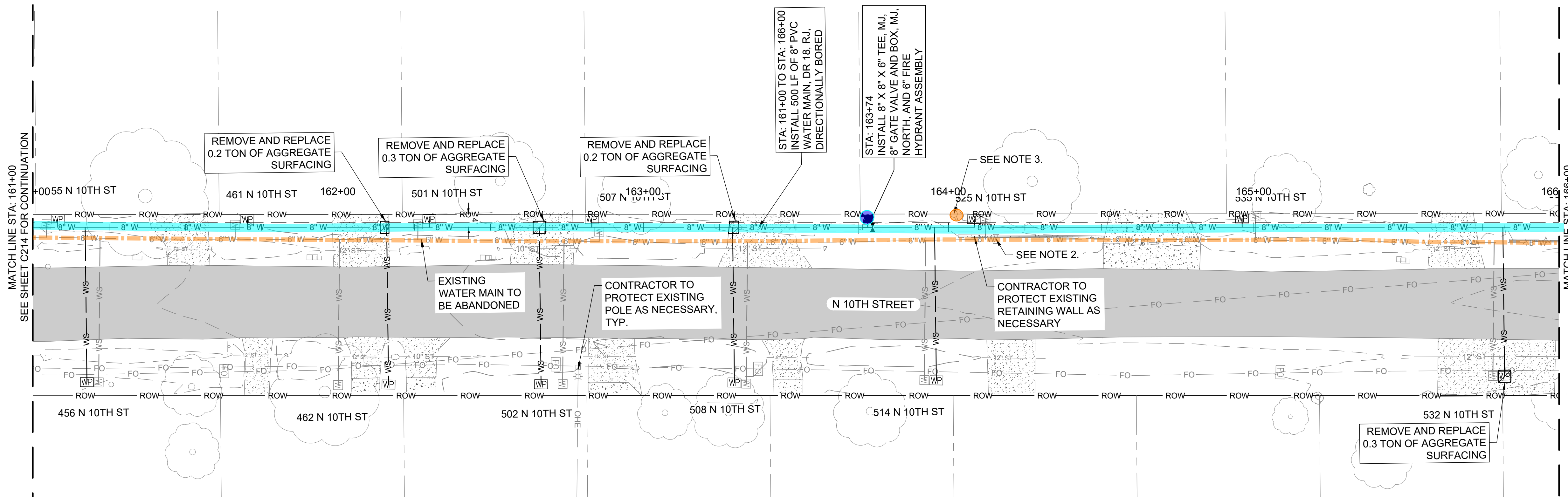
CITY OF TOWANDA
 110 3RD ST, TOWANDA, KANSAS 67144

JEO PROJECT NO.: 241393.01
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PLAN AND PROFILE



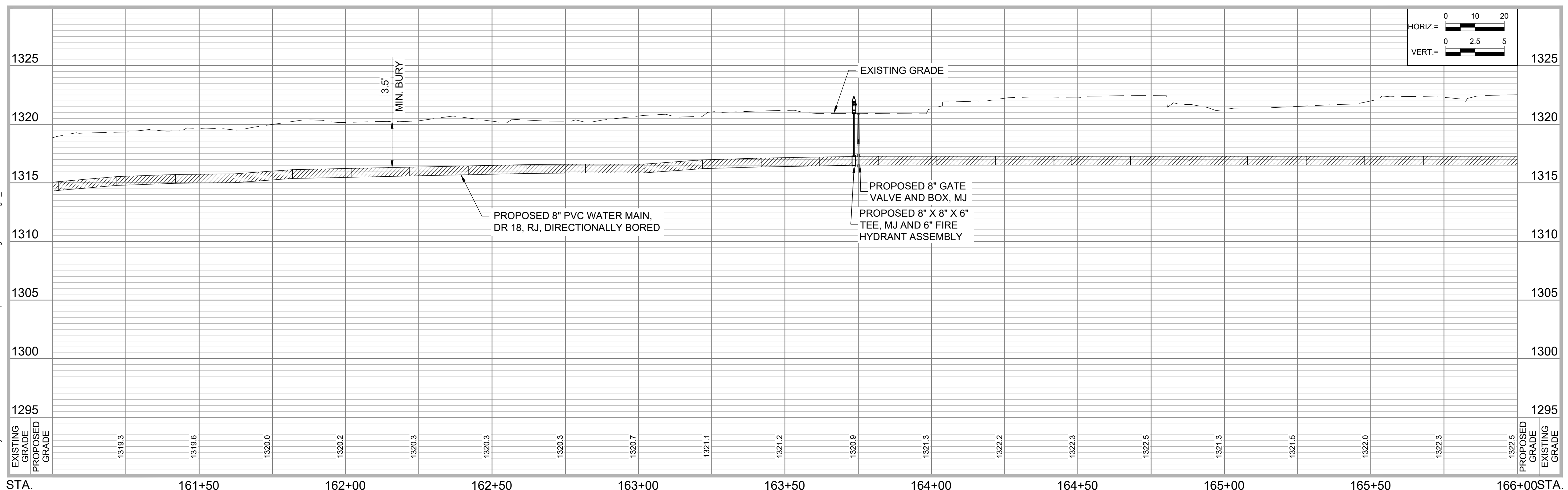
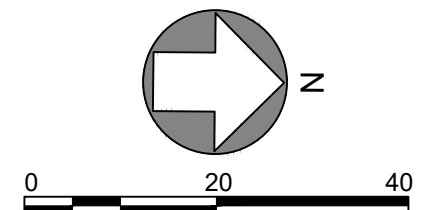
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161+08	WEST	8" X 1"	3	-	455 N 10TH ST	YES	
161+18	EAST	8" X 1"	51	51	456 N 10TH ST	YES	
161+70	WEST	8" X 1"	3	-	461 N 10TH ST	YES	
162+17	EAST	8" X 1"	52	52	462 N 10TH ST	YES	
162+30	WEST	8" X 1"	3	-	501 N 10TH ST	YES	
162+67	EAST	8" X 1"	51	51	502 N 10TH ST	YES	
162+83	WEST	8" X 1"	3	-	507 N 10TH ST	YES	
163+30	EAST	8" X 1"	51	51	508 N 10TH ST	YES	
163+96	EAST	8" X 1"	50	50	514 N 10TH ST	YES	
164+08	WEST	8" X 1"	3	-	525 N 10TH ST	YES	
164+96	WEST	8" X 1"	3	-	535 N 10TH ST	YES	
165+82	EAST	8" X 1"	49	49	532 N 10TH ST	YES	



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 TOWANDA, KANSAS**

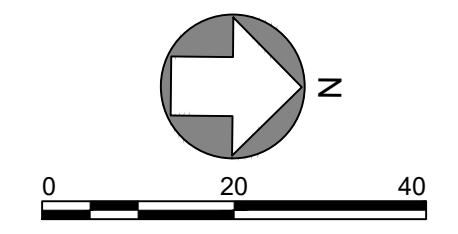
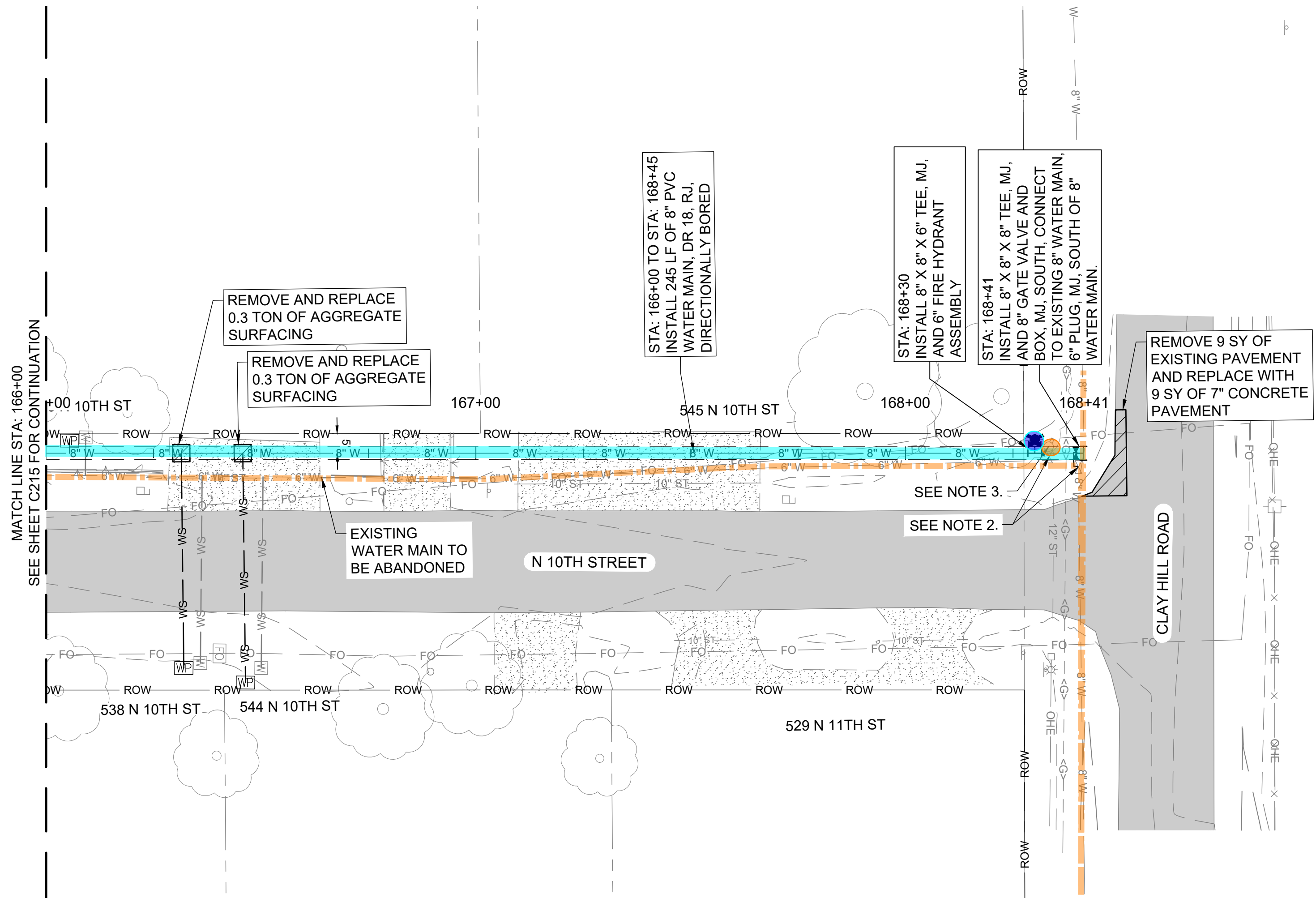
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166+05	WEST	8" X 1"	3	-	539 N 10TH ST	YES	
166+32	EAST	8" X 1"	50	50	538 N 10TH ST	YES	
166+46	EAST	8" X 1"	53	53	544 N 10TH ST	YES	
-	-	-	-	-	545 N 10TH ST	-	
-	-	-	-	-	529 N 11TH ST	-	

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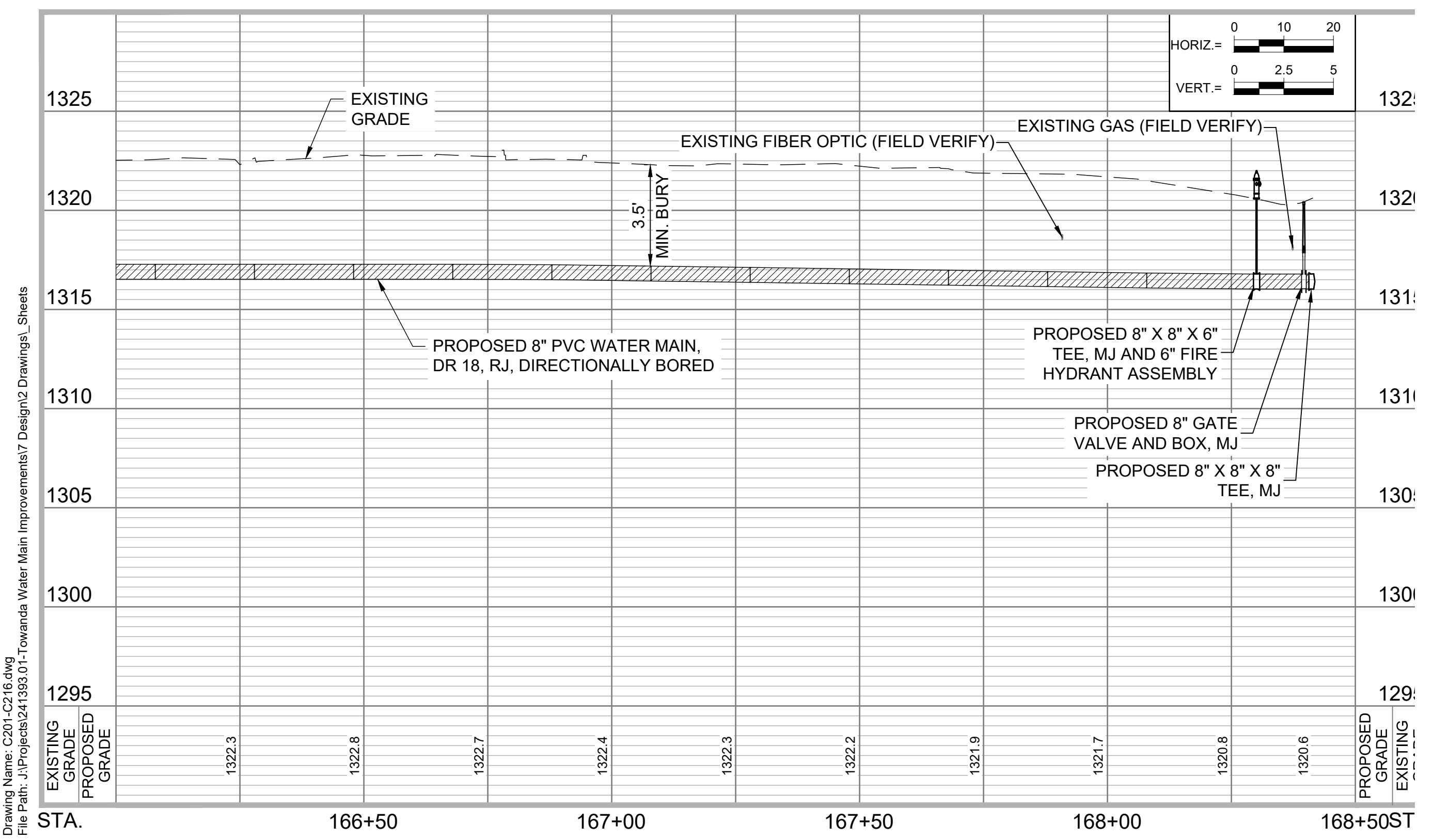
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 TOWANDA, KANSAS**

CITY OF TOWANDA
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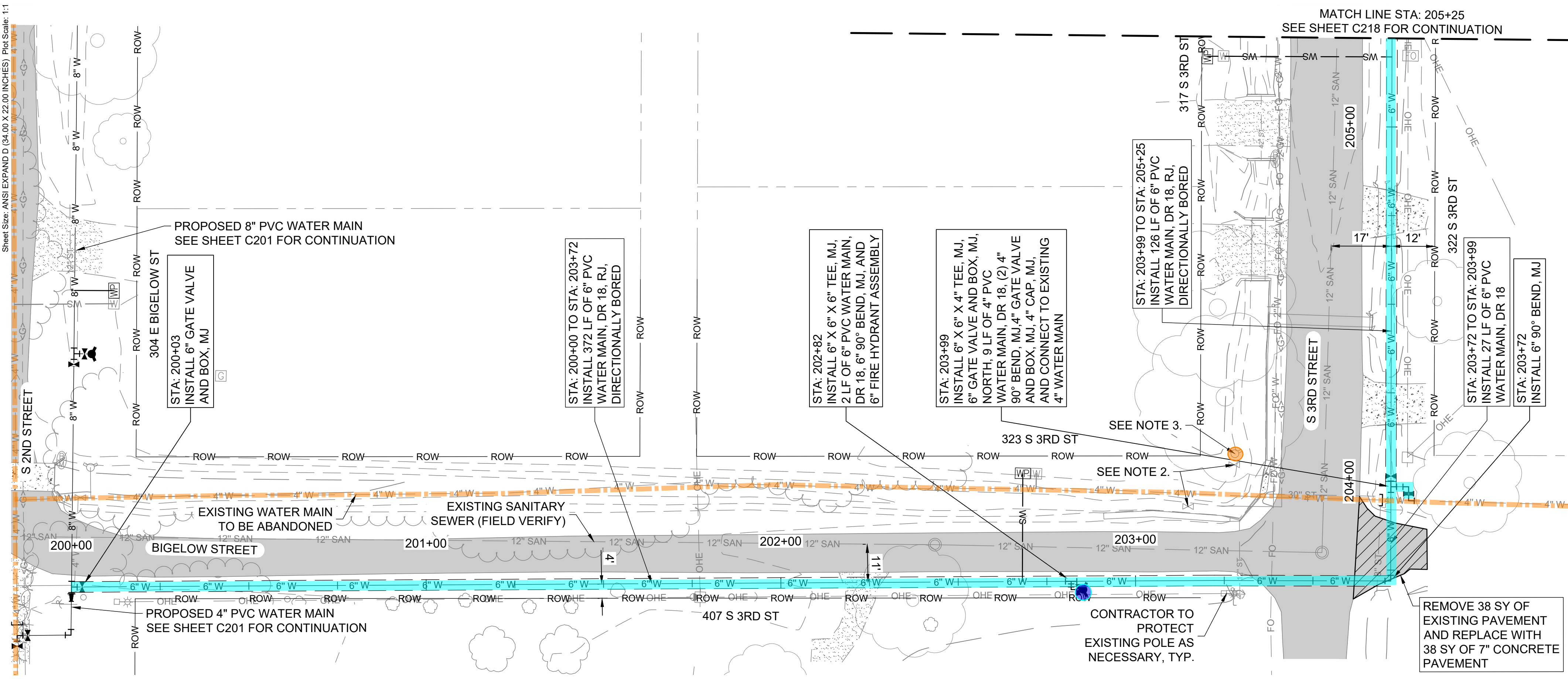
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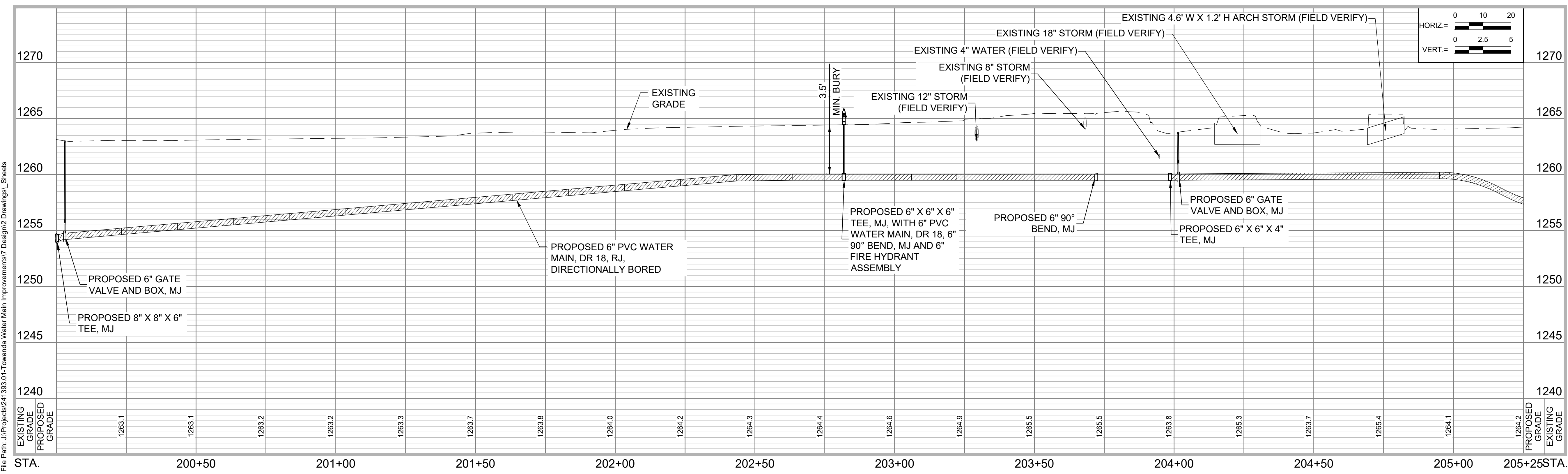
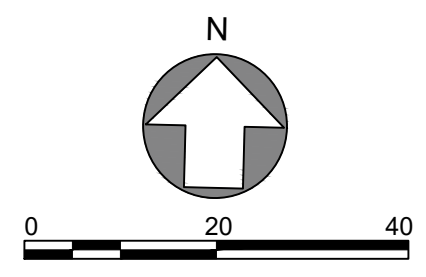


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 Plotted By: TONIA HOPKIN
 Sheet Size: ANSI EXPAND D (34.00 X 22.00 INCHES) Plot Scale: 1:1



WATER SERVICES							
STATION	SIDE OF ROAD	SADDLE AND SERVICE SIZE	SERVICE LENGTH	BORE LENGTH	ADDRESS	REINSTATE SERVICE	EXISTING SERVICE MATERIAL
-	-	-	-	-	407 S 3RD ST	-	-
202+68	NORTH	6" X 1"	31	31	323 S 3RD ST	YES	-
-	-	-	-	-	322 S 3RD ST	-	-
205+20	WEST	6" X 1"	52	52	317 S 3RD ST	YES	-

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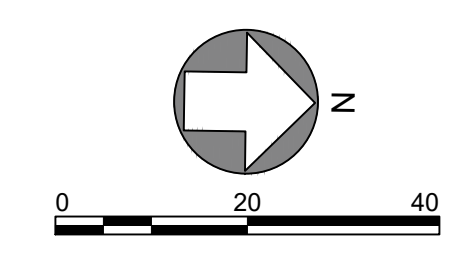
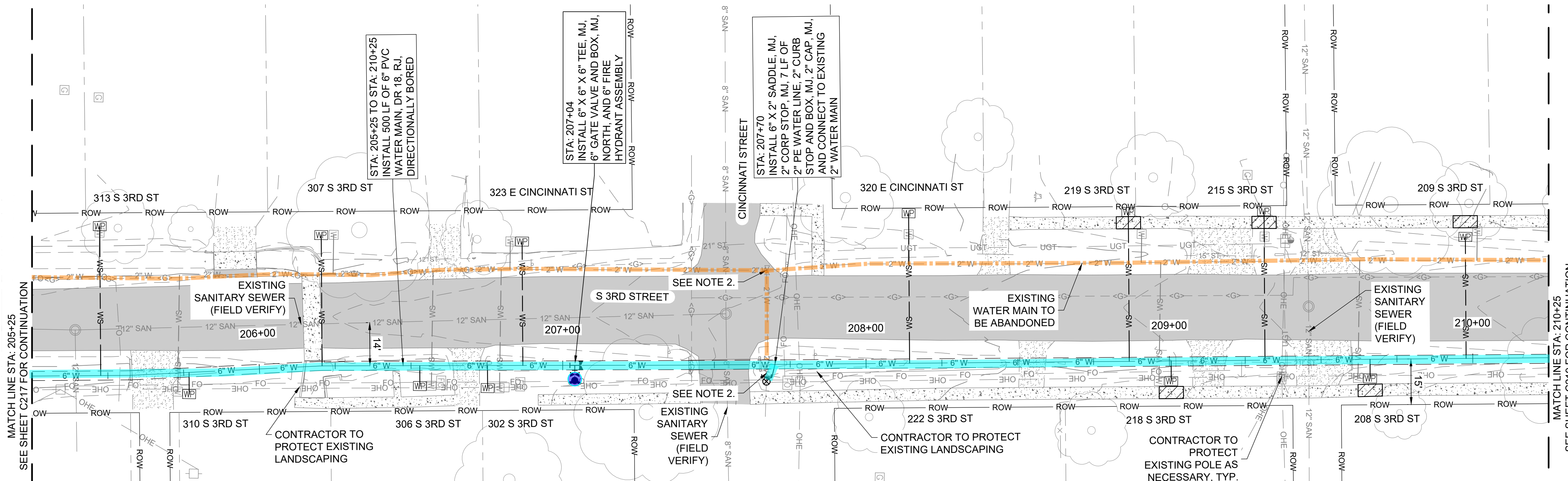
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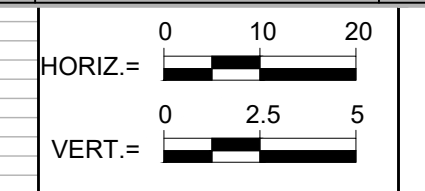
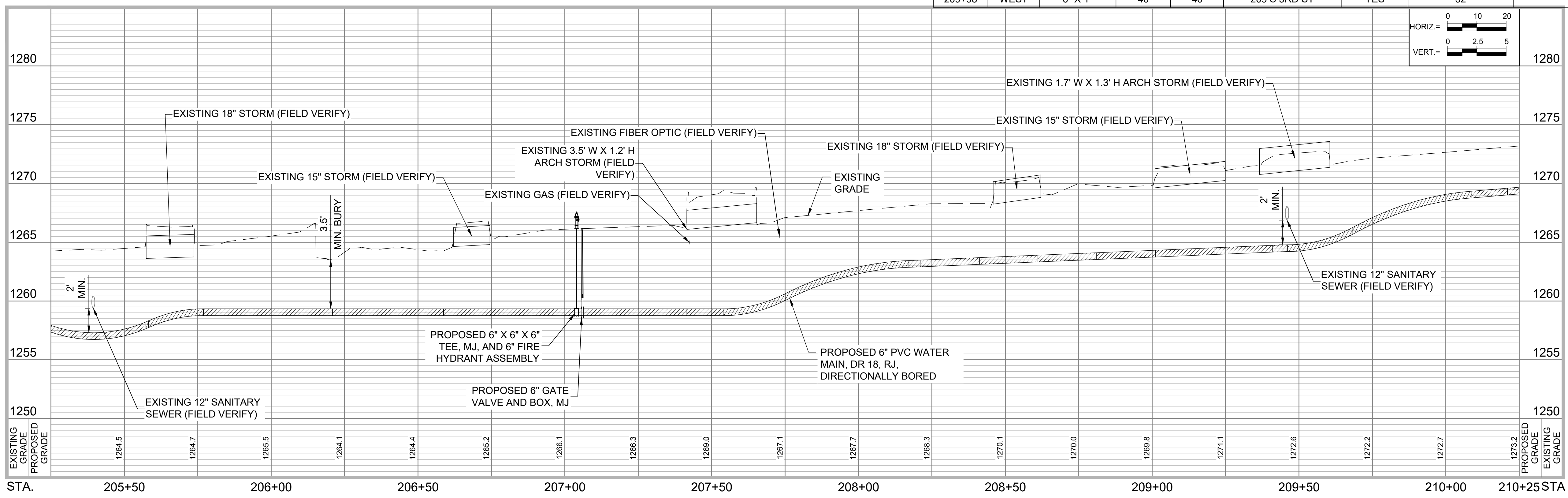
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WATER SERVICES

STATION	SIDE OF ROAD	SADDLE AND SERVICE SIZE	SERVICE LENGTH	BORE LENGTH	ADDRESS	REINSTATE SERVICE	REMOVE AND REPLACE WITH 5" CONCRETE SIDEWALK (SF)	EXISTING SERVICE MATERIAL
205+48	WEST	6" X 1"	49	49	313 S 3RD ST	YES	-	
205+76	EAST	6" X 1"	7	-	310 S 3RD ST	YES	-	
206+21	WEST	6" X 1"	43	43	307 S 3RD ST	YES	-	
206+53	EAST	6" X 1"	7	-	306 S 3RD ST	YES	-	
206+75	EAST	6" X 1"	7	-	302 S 3RD ST	YES	-	
206+87	WEST	6" X 1"	41	41	323 E CINCINNATI ST	YES	-	
208+14	WEST	6" X 1"	49	49	320 E CINCINNATI ST	YES	-	
-	-	-	-	-	222 S 3RD ST	-	-	
208+87	WEST	6" X 1"	49	49	219 S 3RD ST	YES	32	
209+01	EAST	6" X 1"	7	7	218 S 3RD ST	YES	32	
209+32	WEST	6" X 1"	49	49	215 S 3RD ST	YES	32	
209+66	EAST	6" X 1"	6	6	208 S 3RD ST	YES	32	
209+98	WEST	6" X 1"	40	40	209 S 3RD ST	YES	32	



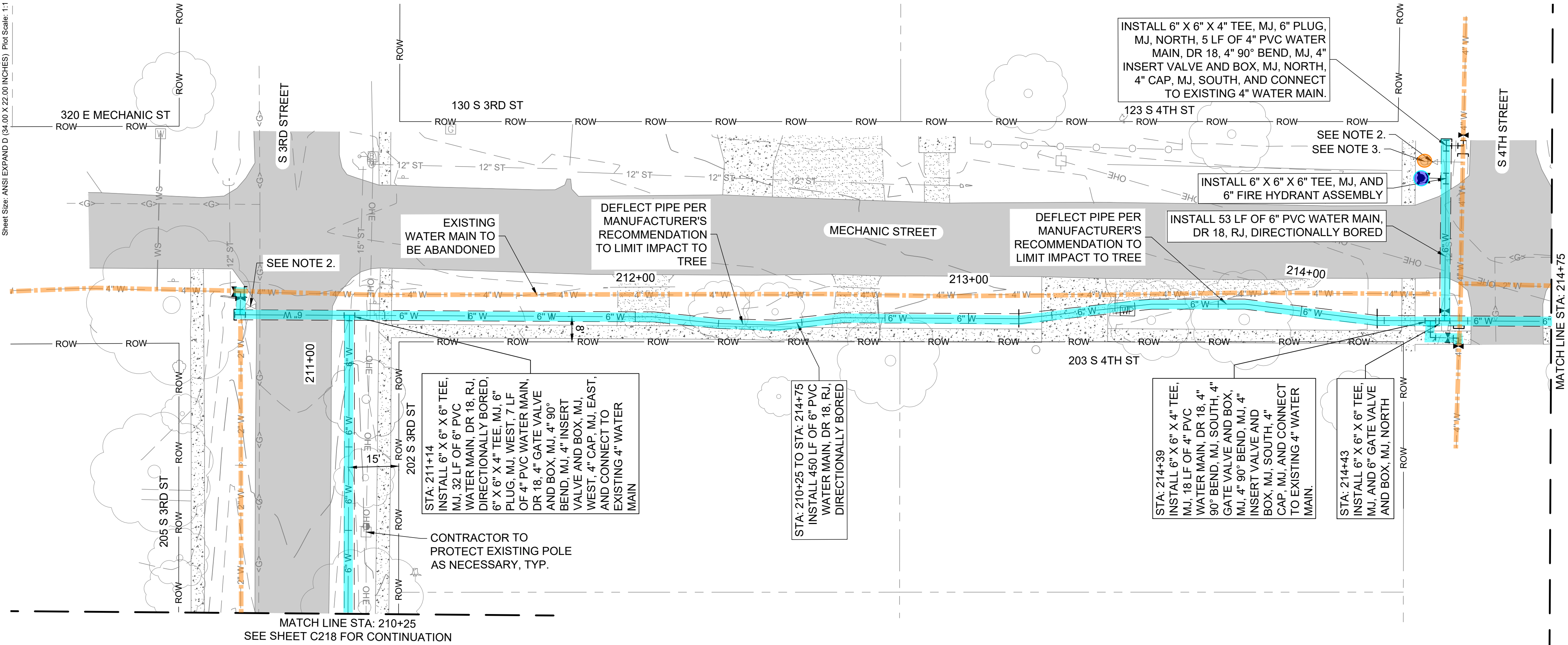
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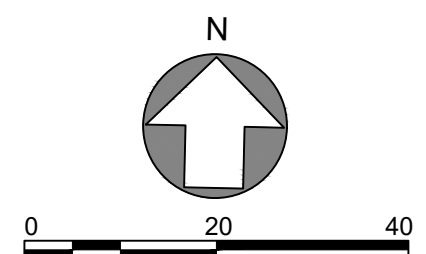
ORGANIZATION CERTIFICATE OF AUTHORIZATION NUMBER: E-440 & LS-92

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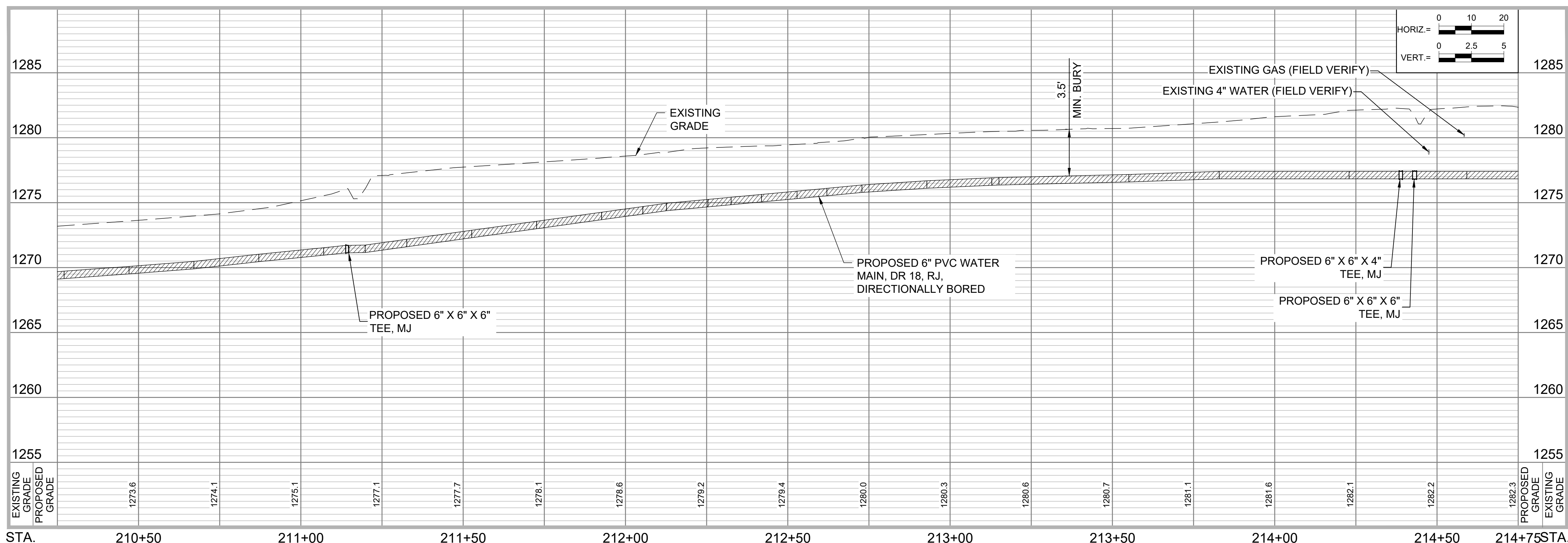
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WATER SERVICES							
STATION	SIDE OF ROAD	SADDLE AND SERVICE SIZE	SERVICE LENGTH	BORE LENGTH	ADDRESS	REINSTATE SERVICE	EXISTING SERVICE MATERIAL
-	-	-	-	-	205 S 3RD ST	-	-
-	-	-	-	-	202 S 3RD ST	-	-
-	-	-	-	-	130 S 3RD ST	-	-
213+48	SOUTH	6" X 1"	1	-	203 S 4TH ST	YES	-
-	-	-	-	-	123 S 4TH ST	-	-



**WATER MAIN IMPROVEMENTS
 TOWANDA, KANSAS**

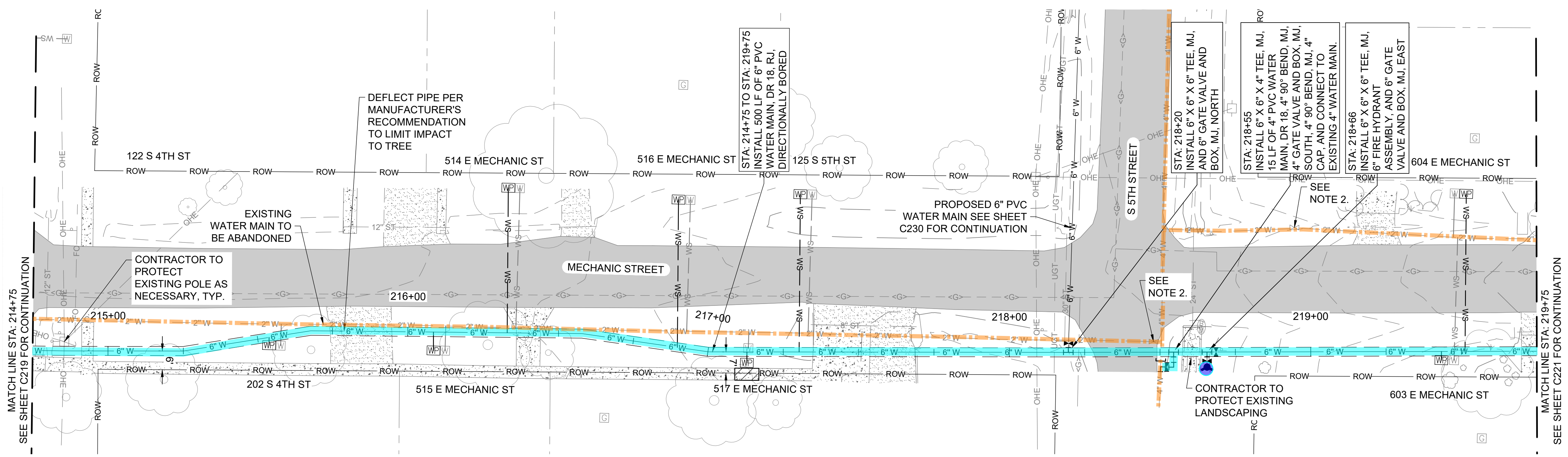
CITY OF TOWANDA
 110 3RD ST, TOWANDA, KANSAS 67144

JEO PROJECT NO.: 241393.01
 DRAWN BY: TAH
 QAQC: EEJ

SCALES SHOWN FOR 22"x34" SHEET
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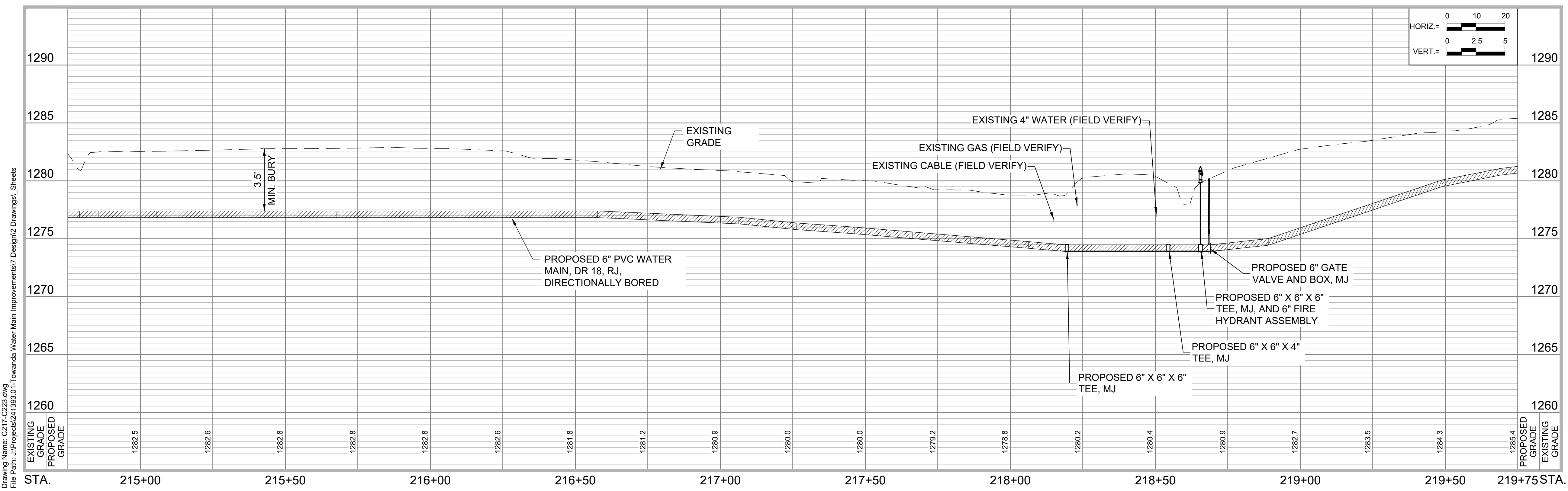
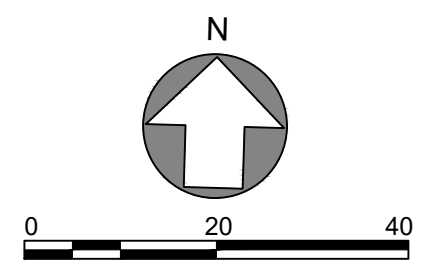


PLAN AND PROFILE



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WATER SERVICES								
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-	-	-	-	-	122 S 4TH ST	-	-	
215+54	SOUTH	6" X 1"	3	-	202 S 4TH ST	YES	-	
216+09	SOUTH	6" X 1"	6	-	515 E MECHANIC ST	YES	-	
216+33	NORTH	6" X 1"	48	48	514 E MECHANIC ST	YES	-	
216+90	NORTH	6" X 1"	49	49	516 E MECHANIC ST	YES	-	
217+13	SOUTH	6" X 1"	4	-	517 E MECHANIC ST	YES	32	
217+31	NORTH	6" X 1"	52	52	125 S 5TH ST	YES	-	
219+52	NORTH	6" X 1"	52	52	604 E MECHANIC ST	YES	-	
219+43	SOUTH	6" X 1"	3	-	603 E MECHANIC ST	YES	-	



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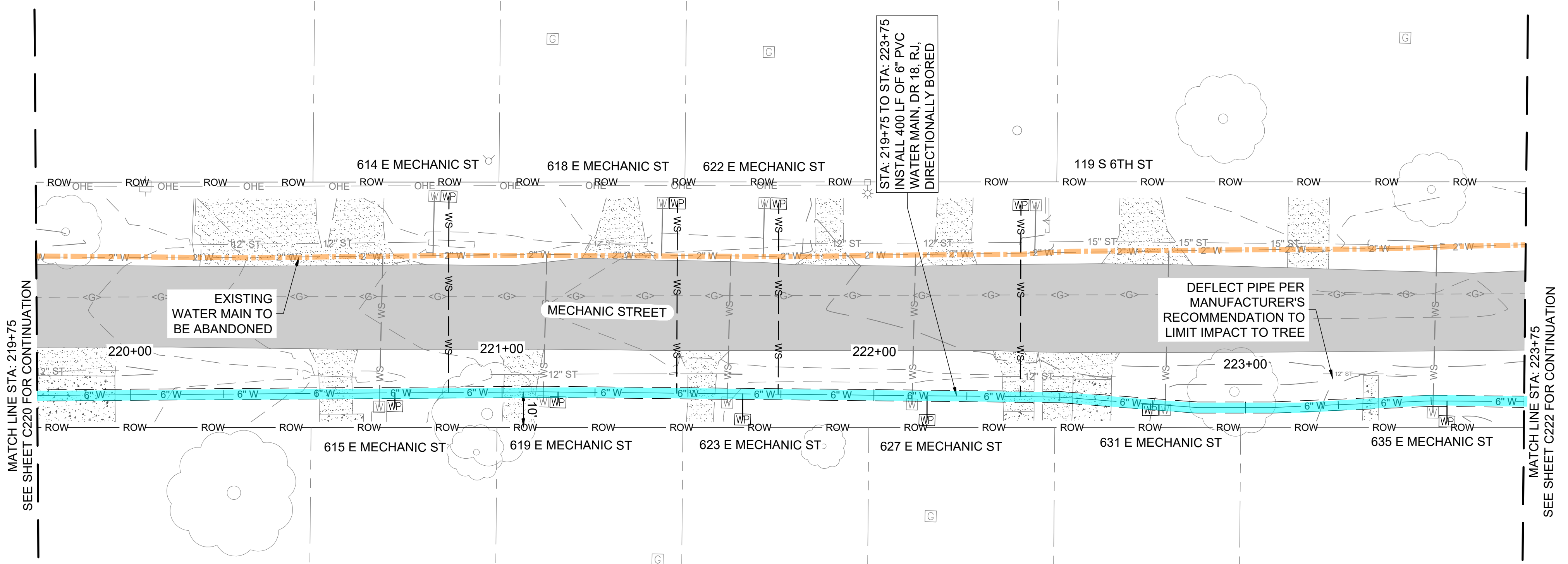
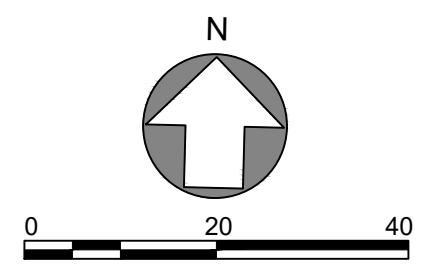
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STA: 219+75 TO STA: 223+75
 INSTALL 400 LF OF 6" PVC
 WATER MAIN, DR 18, RJ,
 DIRECTIONALLY BORED

DEFLECT PIPE PER
 MANUFACTURER'S
 RECOMMENDATION TO
 LIMIT IMPACT TO TREE

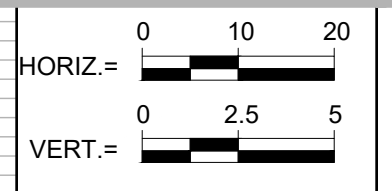
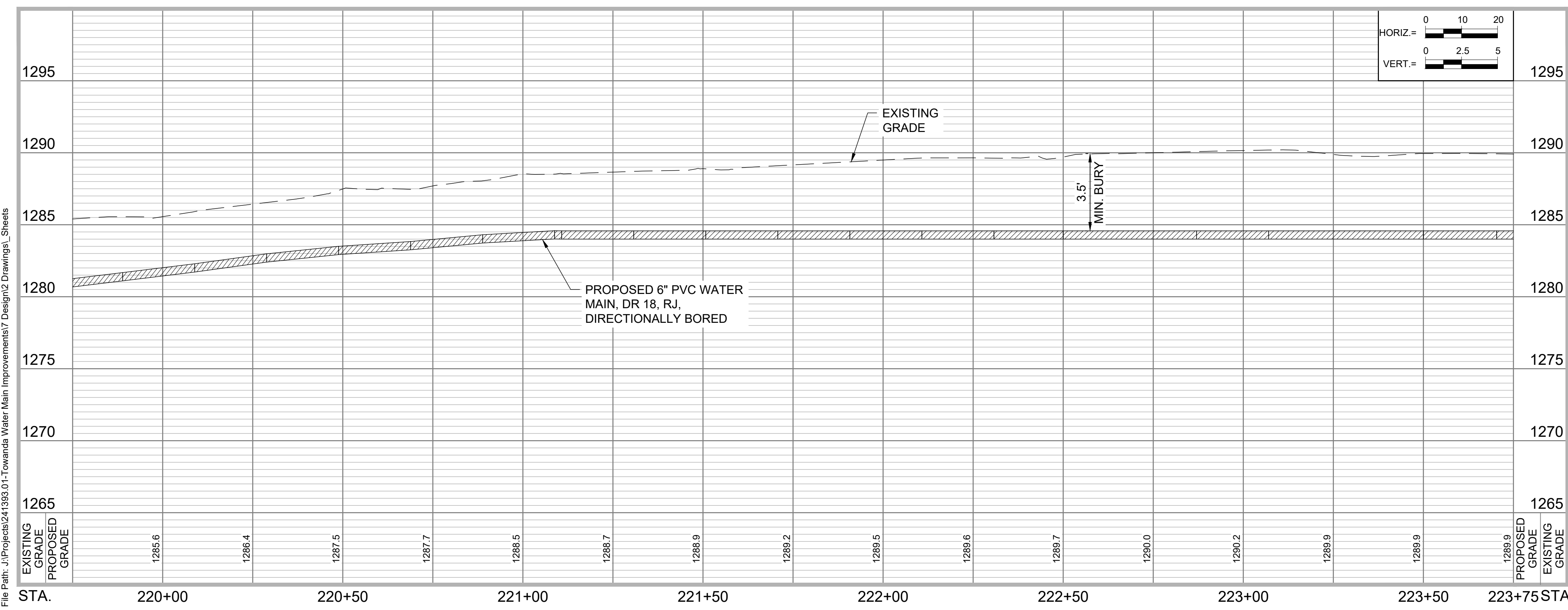
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220+71	SOUTH	6" X 1"	4	-	615 E MECHANIC ST	YES	
220+86	NORTH	6" X 1"	53	53	614 E MECHANIC ST	YES	
221+15	SOUTH	6" X 1"	3	-	619 E MECHANIC ST	YES	
221+47	NORTH	6" X 1"	51	51	618 E MECHANIC ST	YES	
221+65	SOUTH	6" X 1"	7	-	623 E MECHANIC ST	YES	
221+74	NORTH	6" X 1"	51	51	622 E MECHANIC ST	YES	
222+14	SOUTH	6" X 1"	7	-	627 E MECHANIC ST	YES	
222+75	SOUTH	6" X 1"	2	-	631 E MECHANIC ST	YES	
223+54	SOUTH	6" X 1"	5	-	635 E MECHANIC ST	YES	



**WATER MAIN IMPROVEMENTS
 TOWANDA, KANSAS**

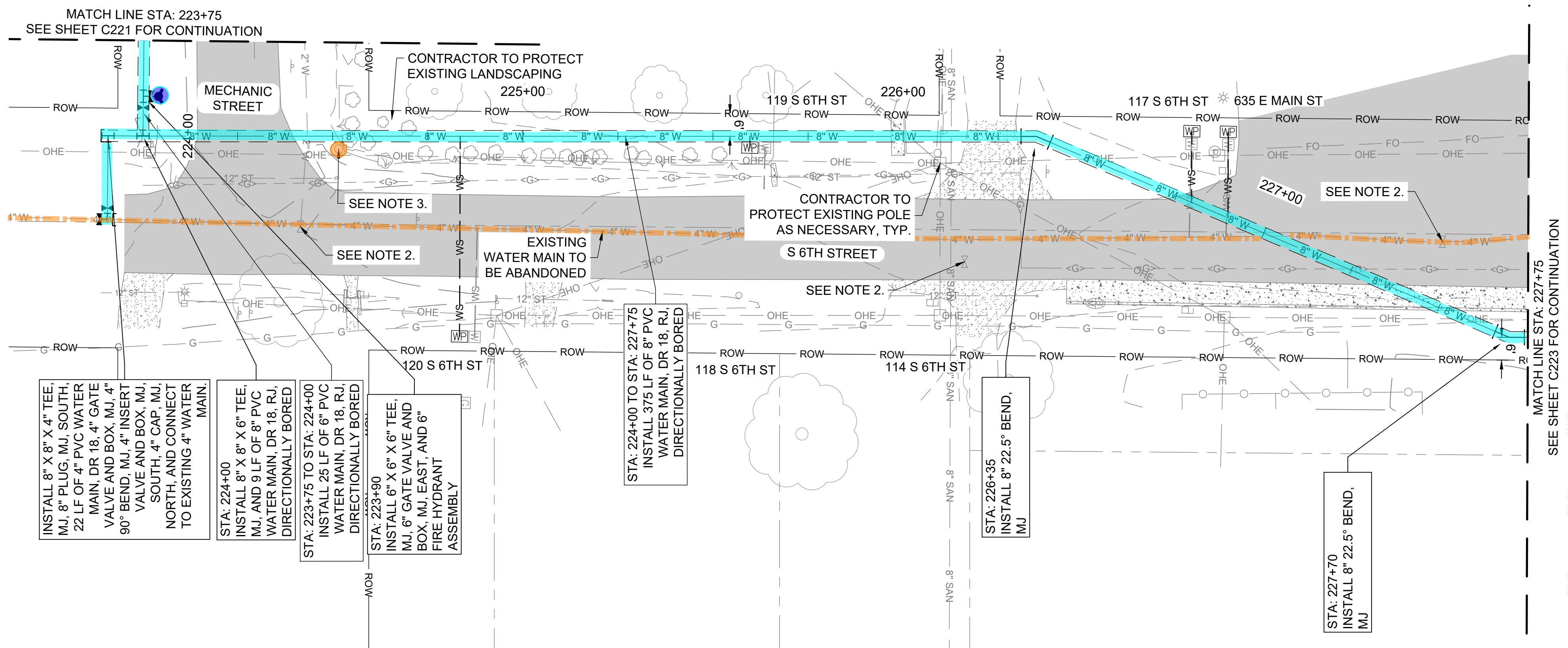
CITY OF TOWANDA
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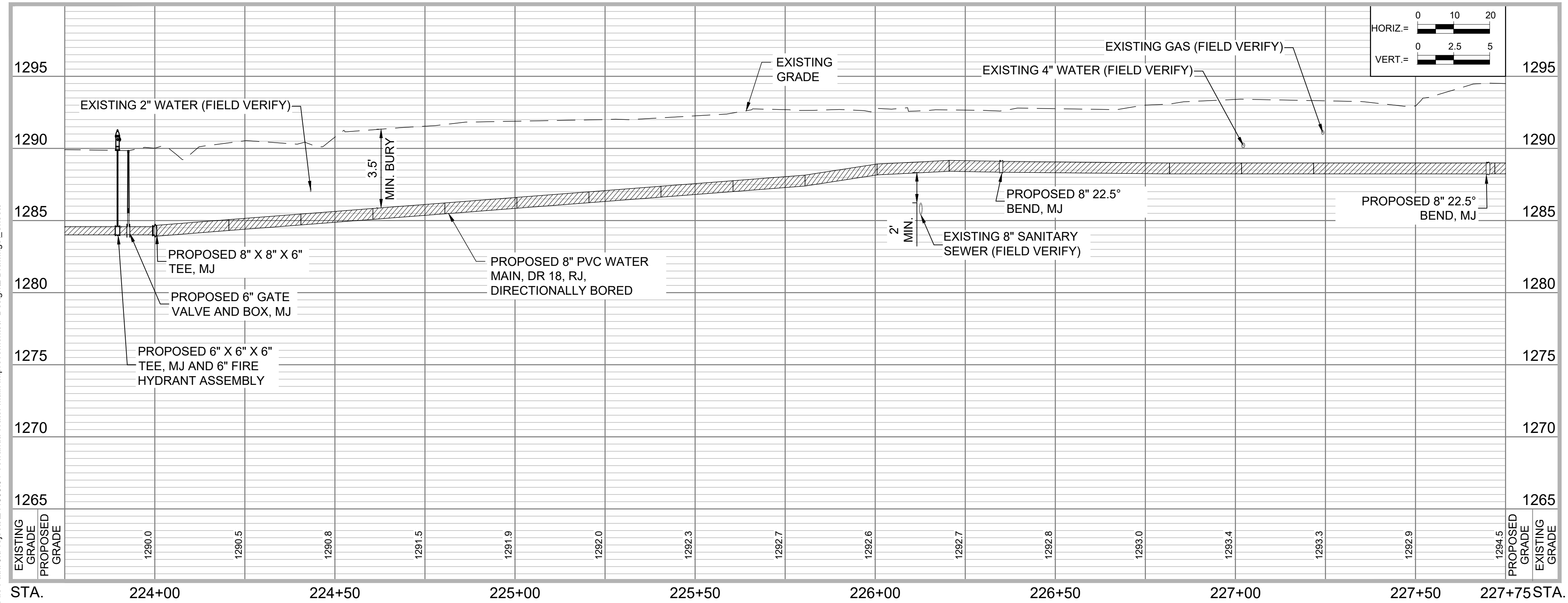
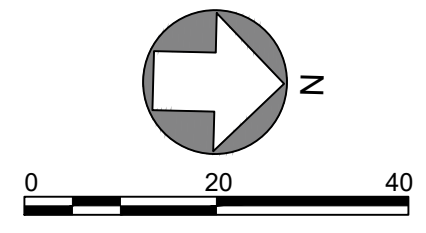
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224+83	EAST	6" X 1"	53	53	120 S 6TH ST	YES	
225+60	WEST	6" X 1"	3	-	119 S 6TH ST	YES	
-	-	-	-	-	118 S 6TH ST	-	
-	-	-	-	-	114 S 6TH ST	-	
226+79	WEST	6" X 1"	19	19	117 S 6TH ST	YES	
226+90	WEST	6" X 1"	23	23	635 E MAIN ST	YES	



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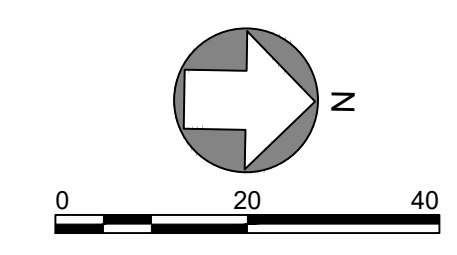
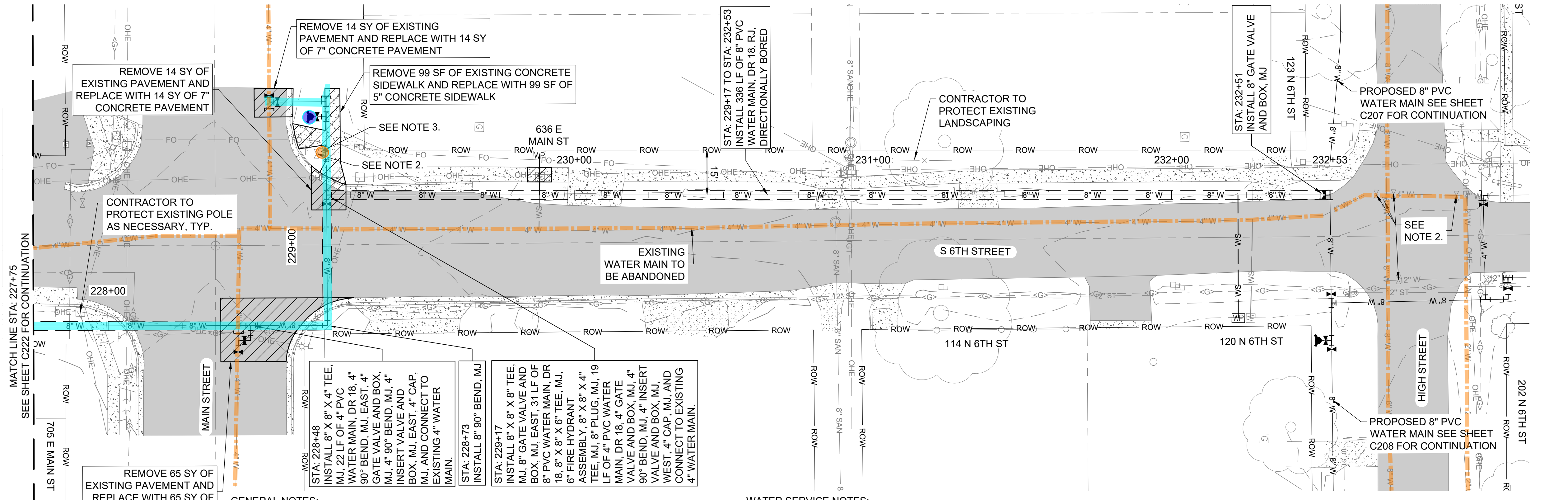
**WATER MAIN IMPROVEMENTS
 TOWANDA, KANSAS**

CITY OF TOWANDA
 110 3RD ST, TOWANDA, KANSAS 67144

JEO PROJECT NO.: 241393.01
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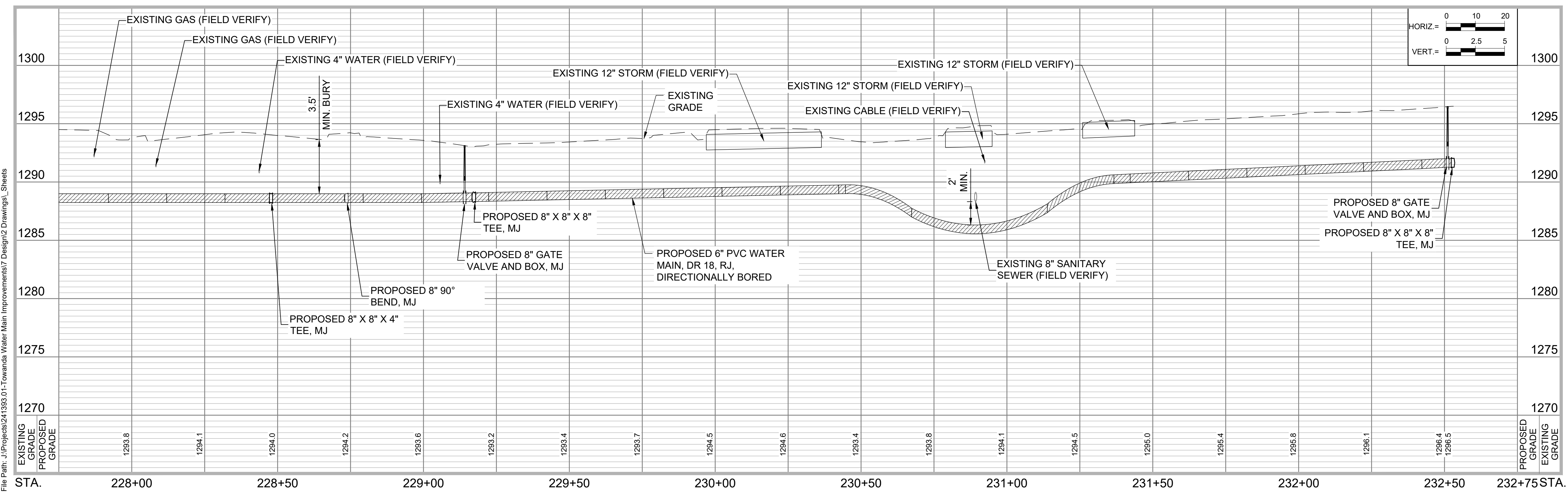
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229+88	WEST	1"	13	-	636 E MAIN ST	YES	39	
-	-	-	-	-	114 N 6TH ST	-	-	
232+22	EAST	6" X 1"	41	41	120 N 6TH ST	YES	-	
-	-	-	-	-	123 N 6TH ST	-	-	

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 TOWANDA, KANSAS**

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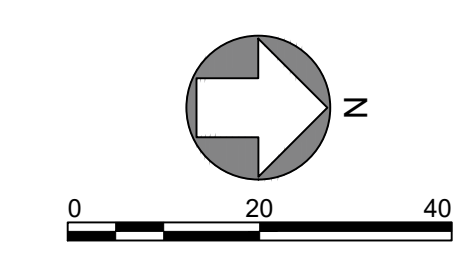
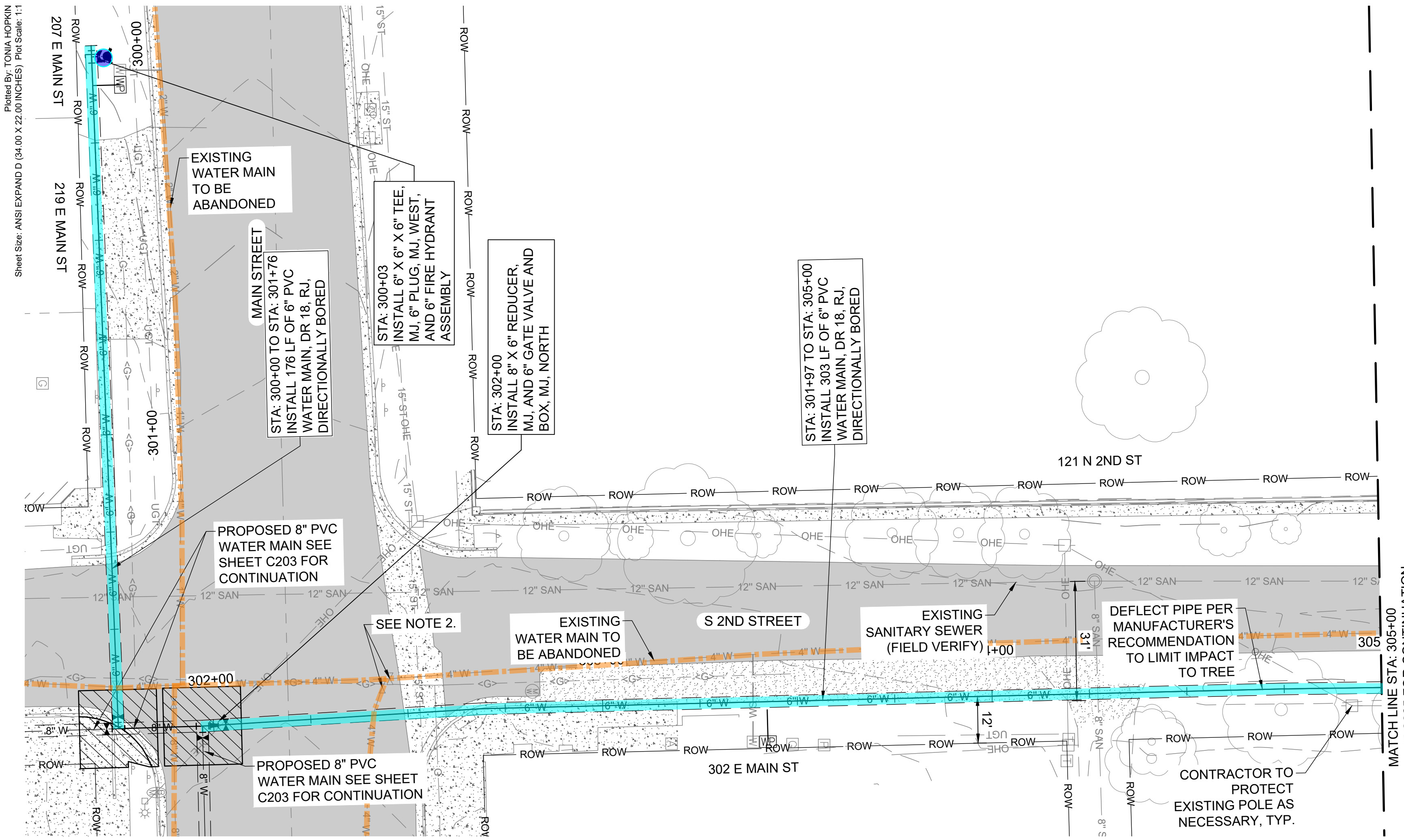
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US SURVEY FEET (±FT)

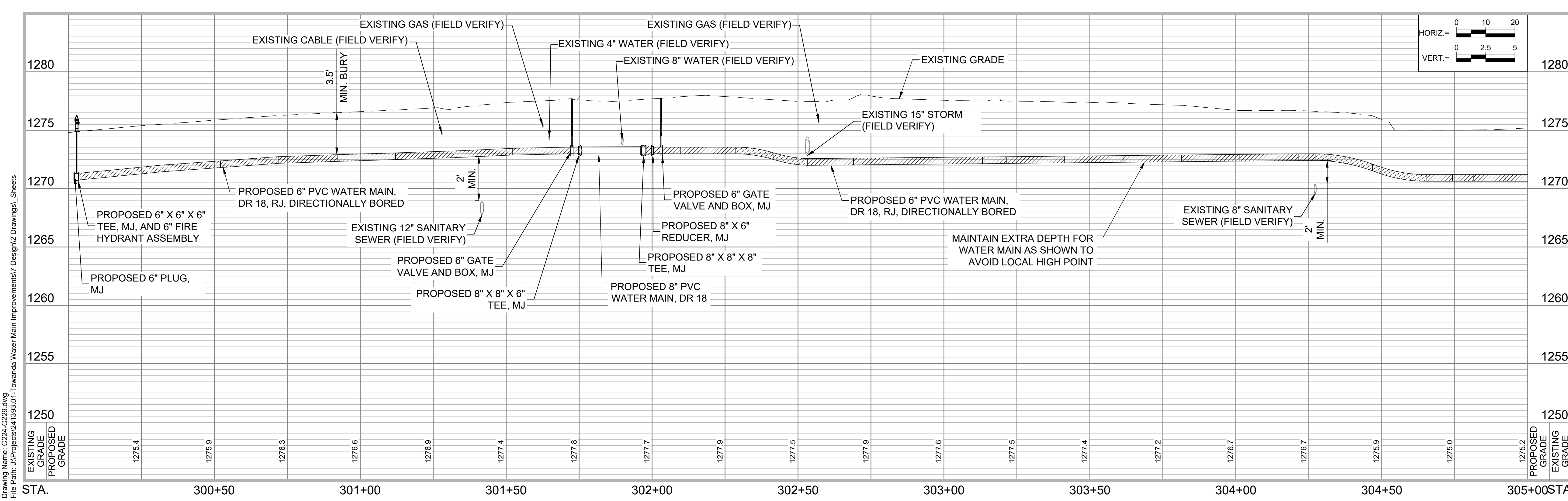
PLAN AND PROFILE

Plotted By: TONIA HOPKIN
 Sheet Size: ANSI EXPAND D (34.00 X 22.00 INCHES) Plot Scale: 1:1



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300+10	SOUTH	6" X 1"	7	-	207 E MAIN ST	YES	
-	-	-	-	-	219 E MAIN ST	-	
303+42	EAST	6" X 1"	10	-	302 E MAIN ST	YES	
-	-	-	-	-	121 N 2ND ST	-	



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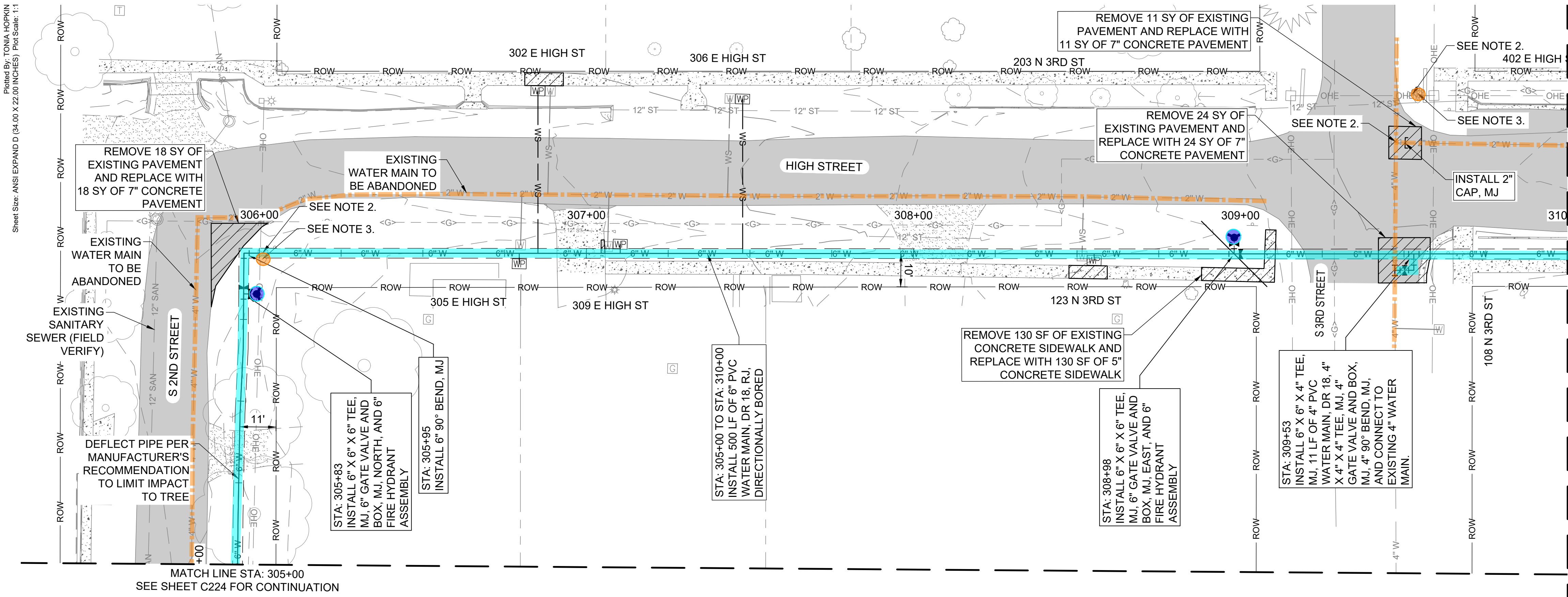
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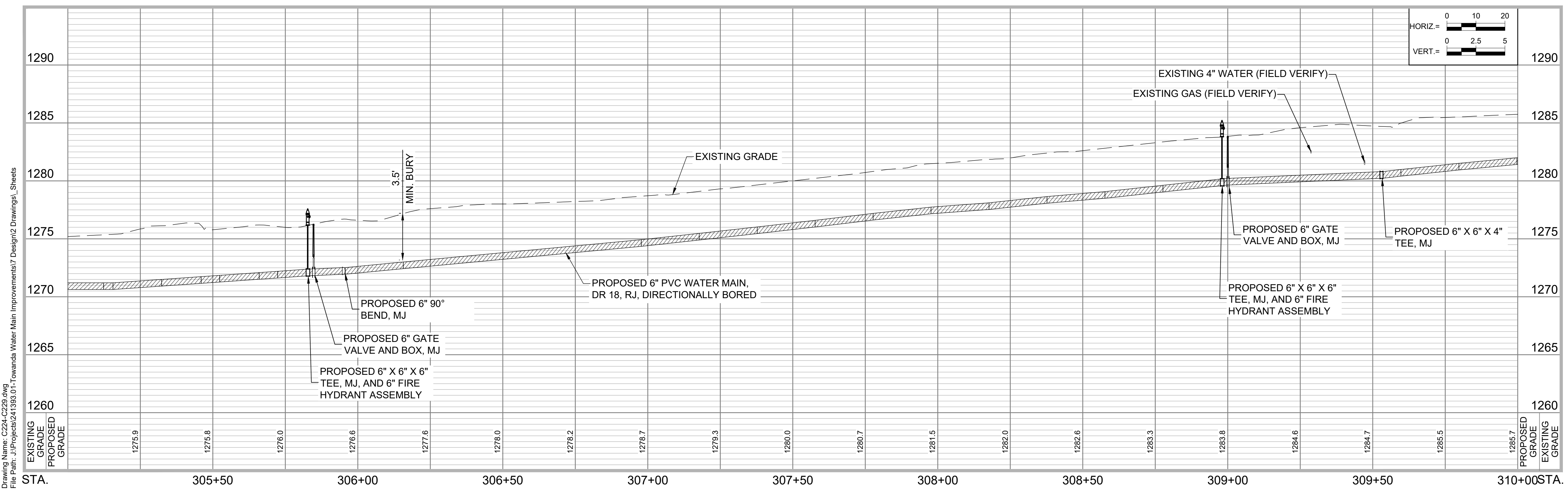
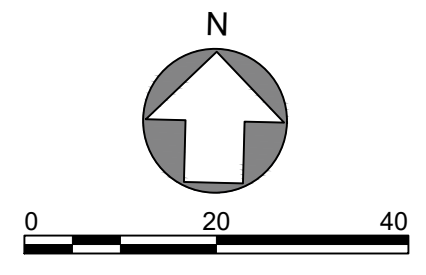
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306+79	SOUTH	6" X 1"	3	-	305 E HIGH ST	YES	-	-
306+85	NORTH	6" X 1"	50	50	302 E HIGH ST	YES	47	-
307+10	SOUTH	6" X 1"	3	-	309 E HIGH ST	YES	-	-
307+48	NORTH	6" X 1"	47	47	306 E HIGH ST	YES	-	-
-	-	-	-	-	203 N 3RD ST	-	-	-
308+55	SOUTH	6" X 1"	2	-	123 N 3RD ST	YES	47	-
-	-	-	-	-	402 E HIGH ST	-	-	-

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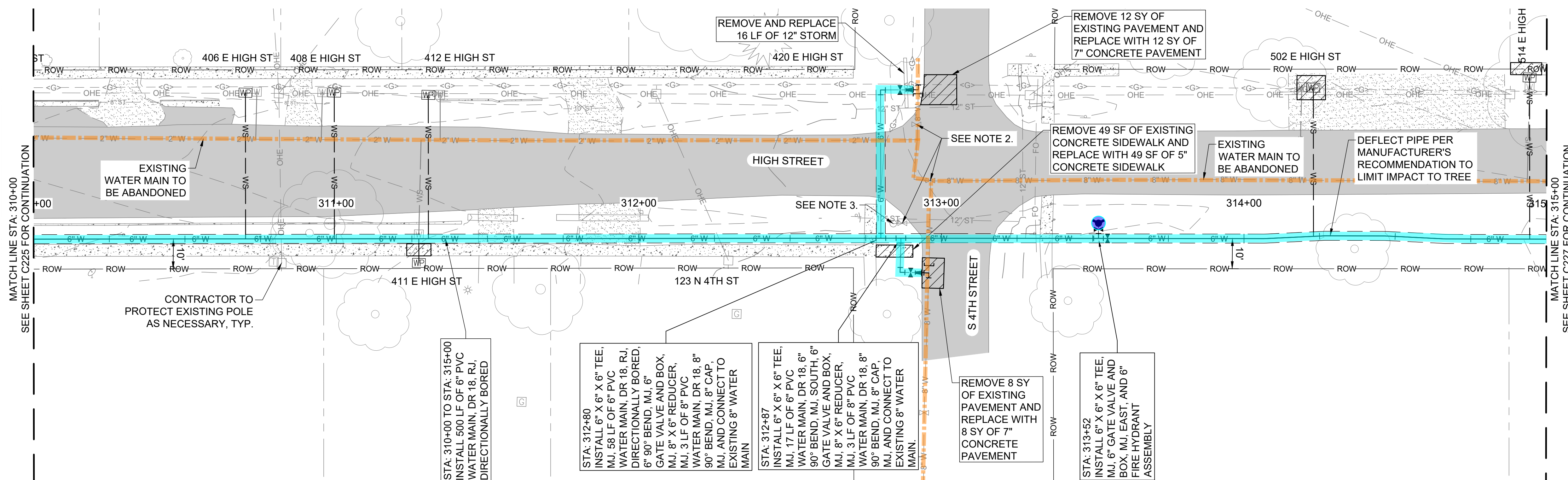
**WATER MAIN IMPROVEMENTS
 TOWANDA, KANSAS**

CITY OF TOWANDA
 110 3RD ST, TOWANDA, KANSAS 67144

JEO PROJECT NO.: 241393.01
 DRAWN BY: TAH
 QAQC: EEJ

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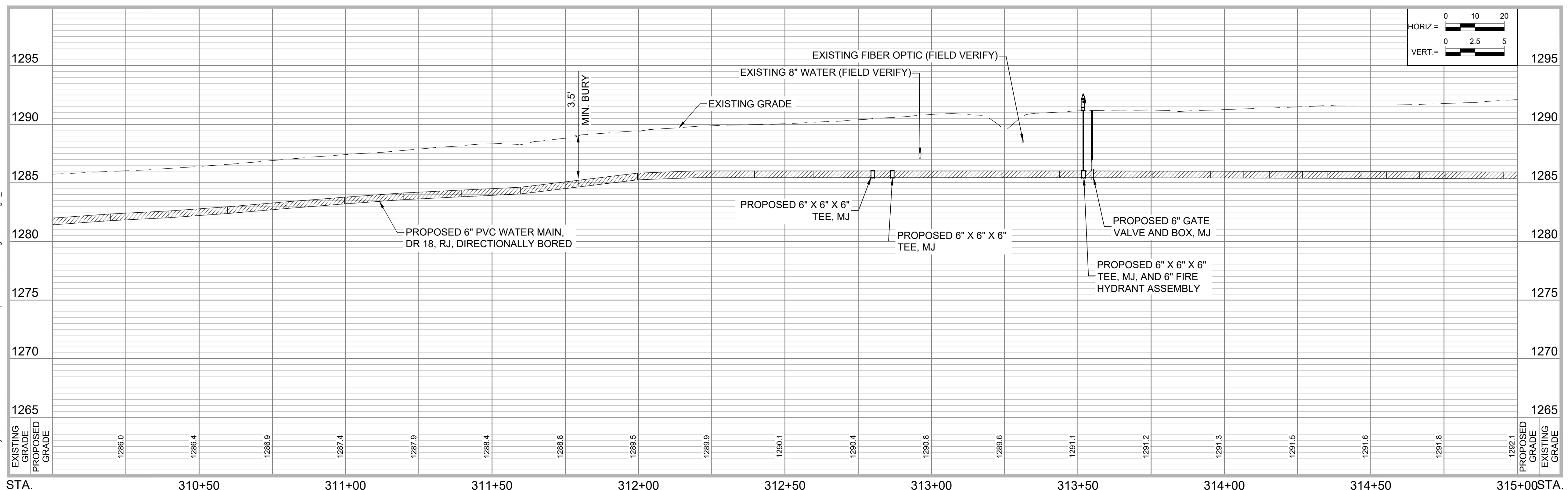
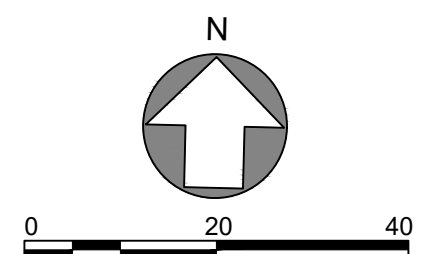
PLAN AND PROFILE



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WATER SERVICES								
STATION	SIDE OF ROAD	SADDLE AND SERVICE SIZE	SERVICE LENGTH	BORE LENGTH	ADDRESS	REINSTATE SERVICE	REMOVE AND REPLACE WITH 5" CONCRETE SIDEWALK (SF)	EXISTING SERVICE MATERIAL
310+70	NORTH	6" X 1"	48	48	406 E HIGH ST	YES	-	
310+99	NORTH	6" X 1"	48	48	408 E HIGH ST	YES	-	
311+27	SOUTH	6" X 1"	8	-	411 E HIGH ST	YES	32	
311+30	NORTH	6" X 1"	47	47	412 E HIGH ST	YES	-	
-	-	-	-	-	123 N 4TH ST	-	-	
-	-	-	-	-	420 E HIGH ST	-	-	
314+23	NORTH	6" X 1"	49	49	502 E HIGH ST	YES	-	
314+94	NORTH	6" X 1"	53	53	514 E HIGH ST	YES	41	



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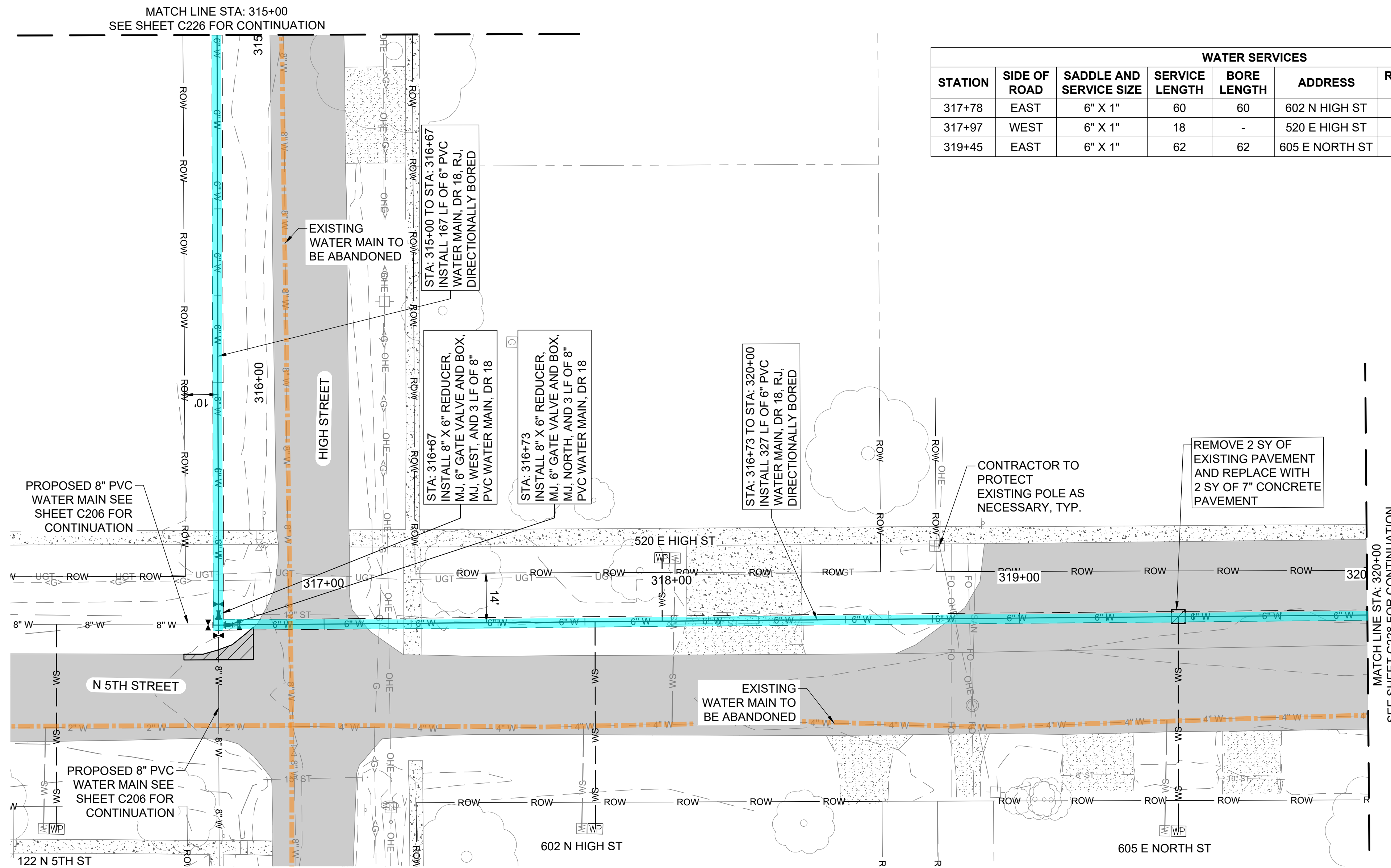
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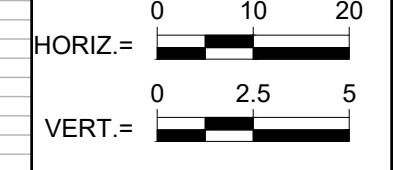
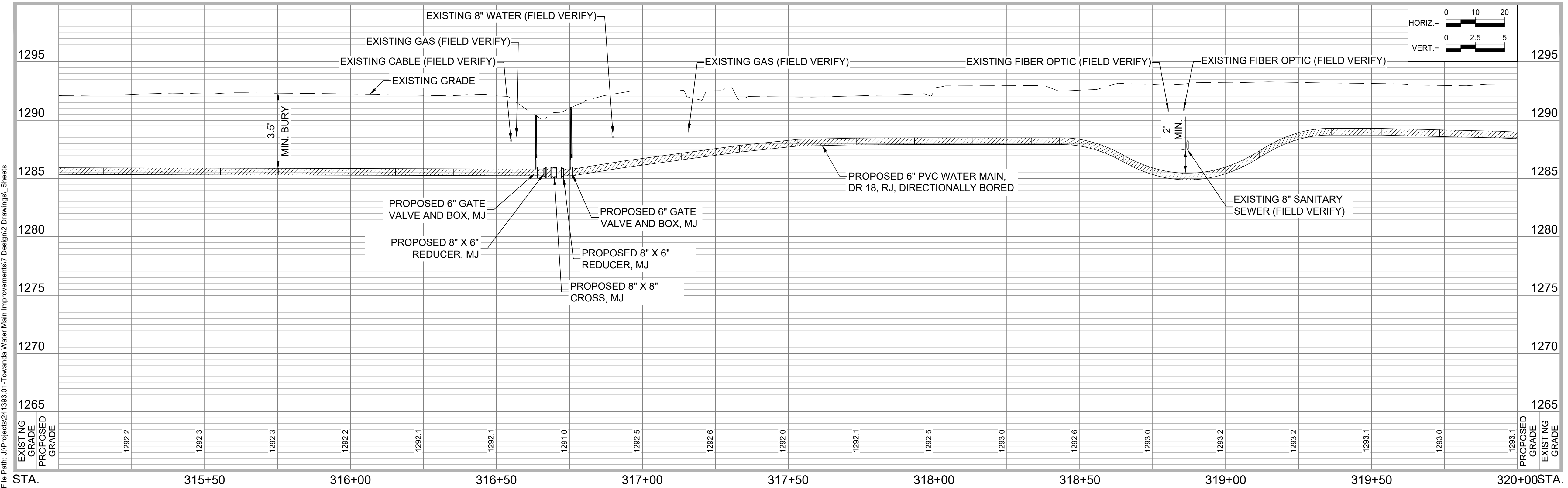
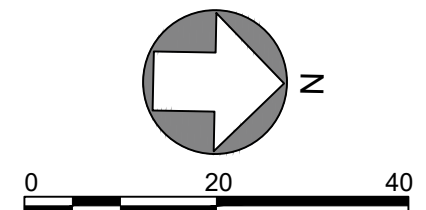
WATER SERVICES							
STATION	SIDE OF ROAD	SADDLE AND SERVICE SIZE	SERVICE LENGTH	BORE LENGTH	ADDRESS	REINSTATE SERVICE	EXISTING SERVICE MATERIAL
317+78	EAST	6" X 1"	60	60	602 N HIGH ST	YES	
317+97	WEST	6" X 1"	18	-	520 E HIGH ST	YES	
319+45	EAST	6" X 1"	62	62	605 E NORTH ST	YES	

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 TOWANDA, KANSAS**

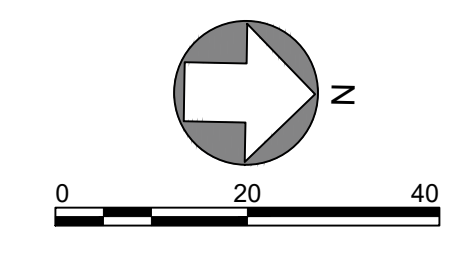
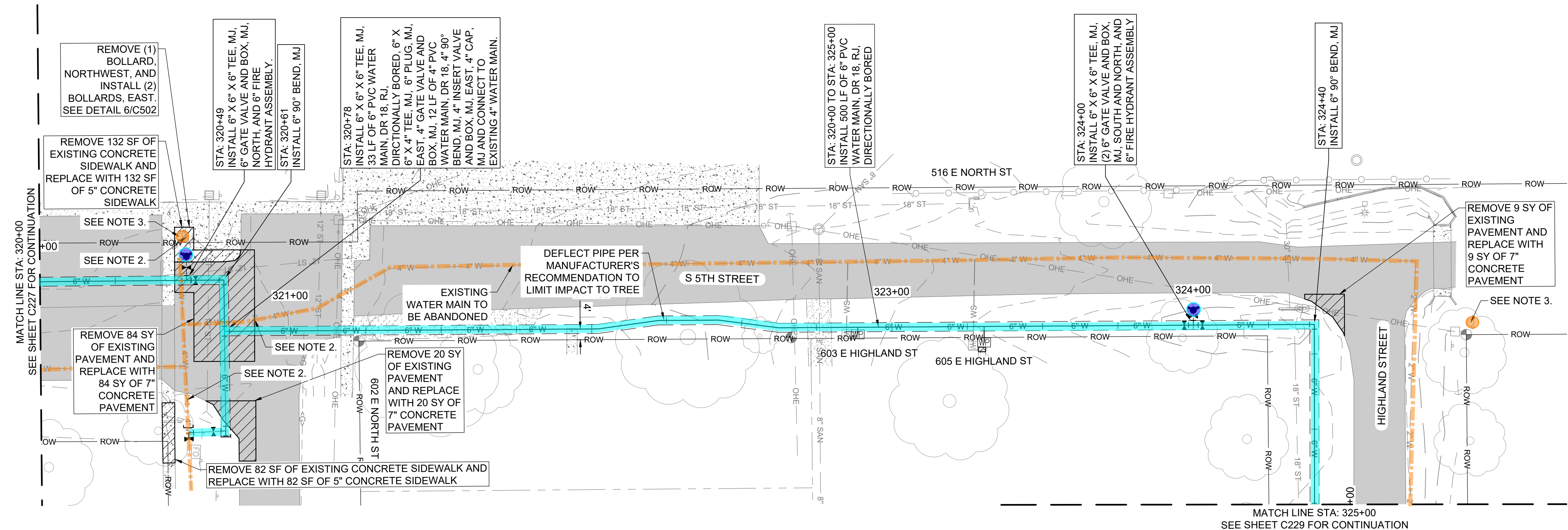
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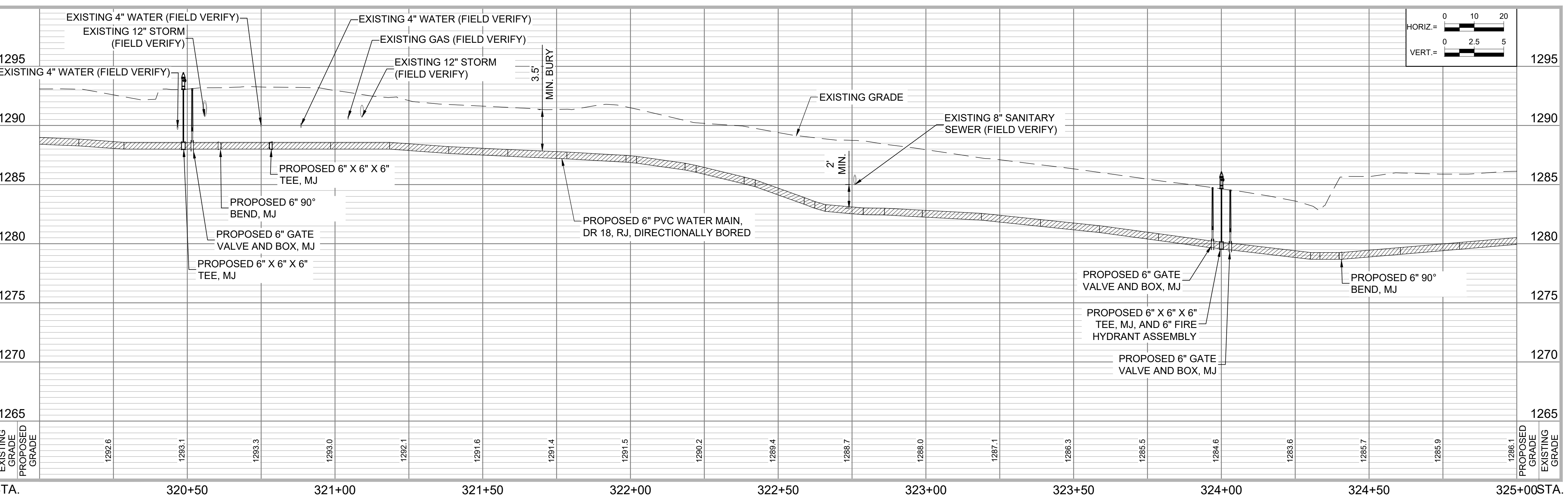
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-	-	-	-	-	602 E NORTH ST	-	-	-
322+89	EAST	6" X 1"	2	-	603 E HIGHLAND ST	YES	-	-
323+31	EAST	6" X 1"	5	-	605 E HIGHLAND ST	YES	4	-
-	-	-	-	-	516 E NORTH ST	-	-	-



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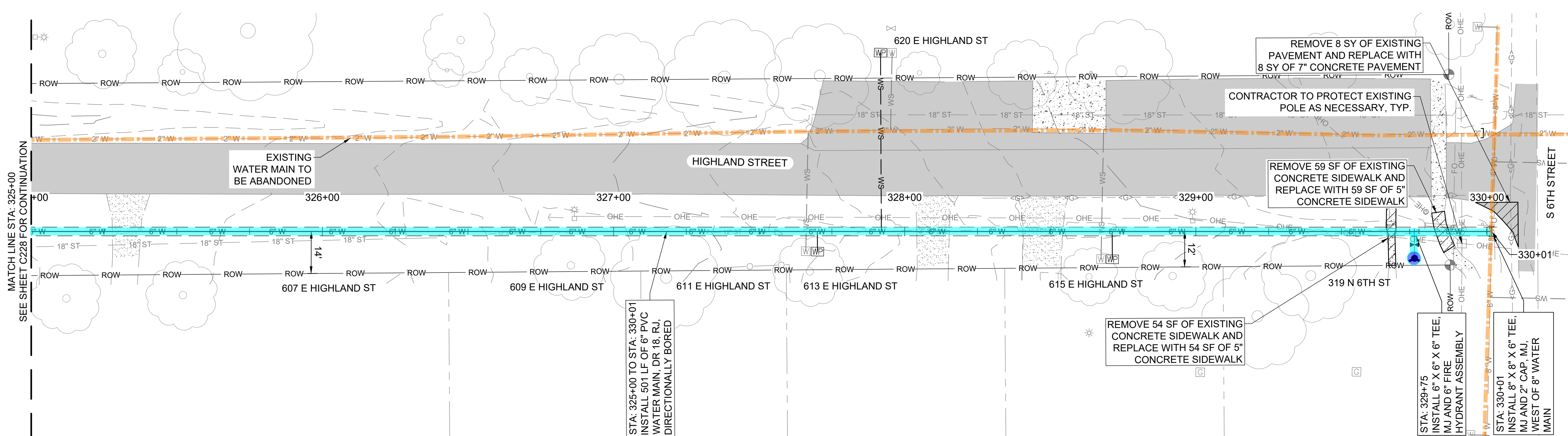
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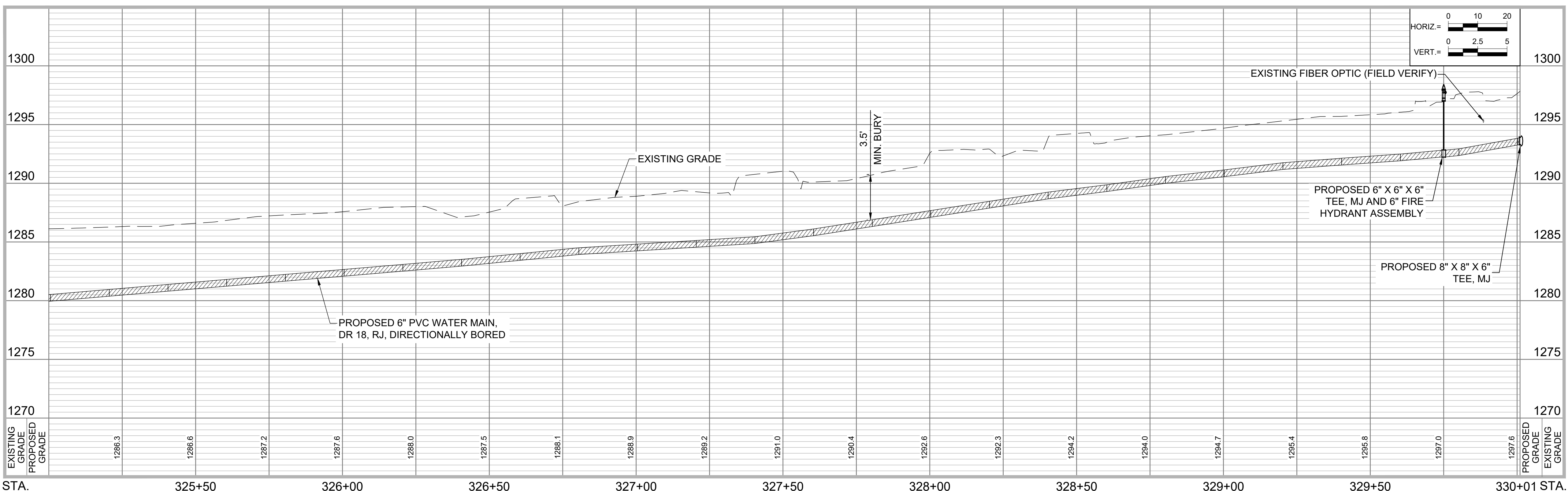
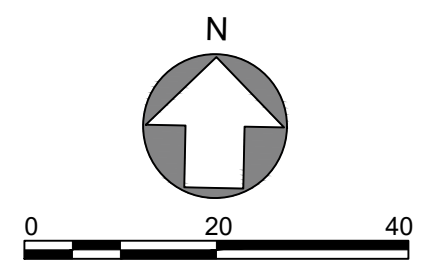
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STATION	SIDE OF ROAD	SADDLE AND SERVICE SIZE	SERVICE LENGTH	BORE LENGTH	ADDRESS	REINSTATE SERVICE	EXISTING SERVICE MATERIAL
-	-	-	-	-	607 E HIGHLAND ST	-	
-	-	-	-	-	609 E HIGHLAND ST	-	
-	-	-	-	-	611 E HIGHLAND ST	-	
327+70	SOUTH	6" X 1"	7	-	613 E HIGHLAND ST	YES	
327+92	NORTH	6" X 1"	61	61	620 E HIGHLAND ST	YES	
328+71	SOUTH	6" X 1"	10	-	615 E HIGHLAND ST	YES	
-	-	-	-	-	319 N 6TH ST	-	



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 TOWANDA, KANSAS**

CITY OF TOWANDA
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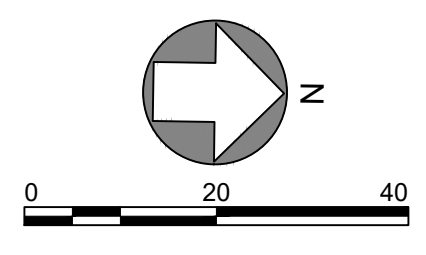
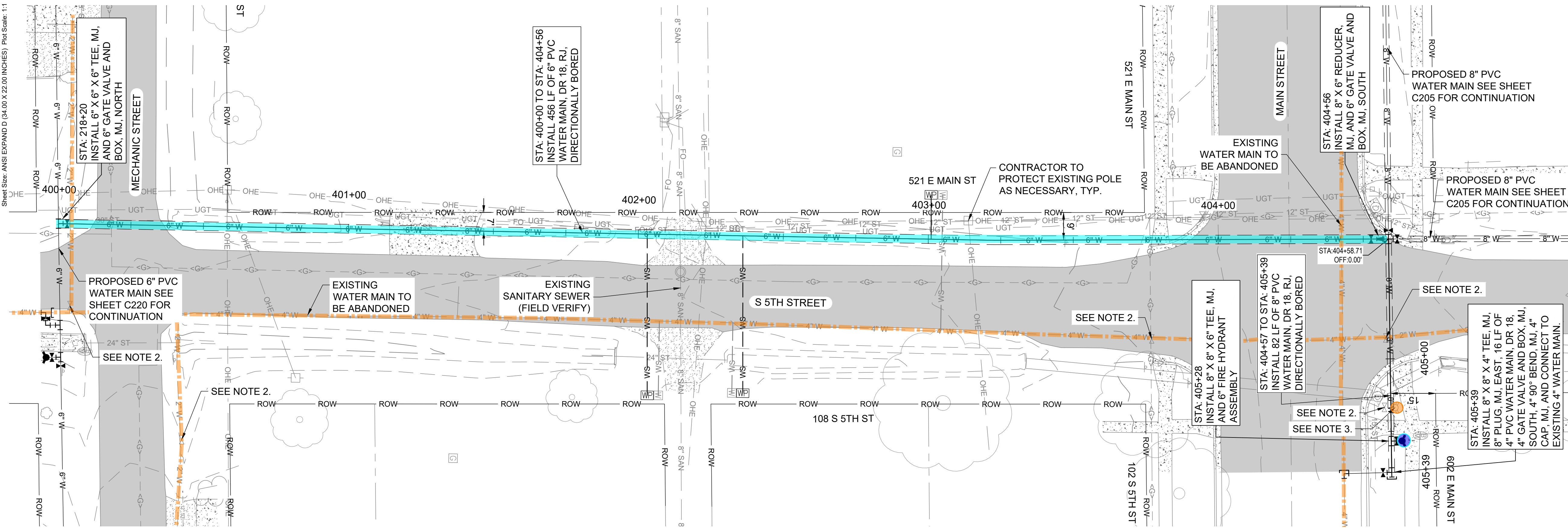
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 File Path: J:\Projects\241393.01\Towanda Water Main Improvements\Design\Drawings\Sheets
 Plotted By: TONIA HOPKIN
 Sheet Size: ANSI EXPAND D (34.00 X 22.00 INCHES) Plot Scale: 1:1



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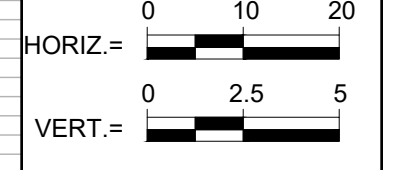
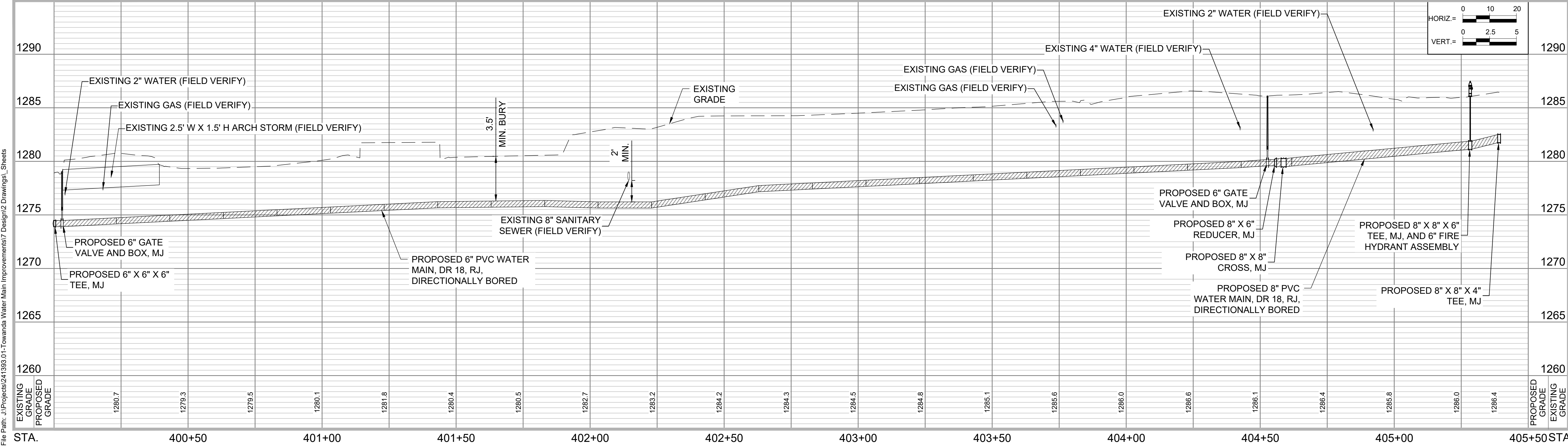
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402+37	EAST	6" X 1"	54	54	108 S 5TH ST	YES	-	
403+01	WEST	6" X 1"	15	-	521 E MAIN ST	YES	-	



**WATER MAIN IMPROVEMENTS
 TOWANDA, KANSAS**

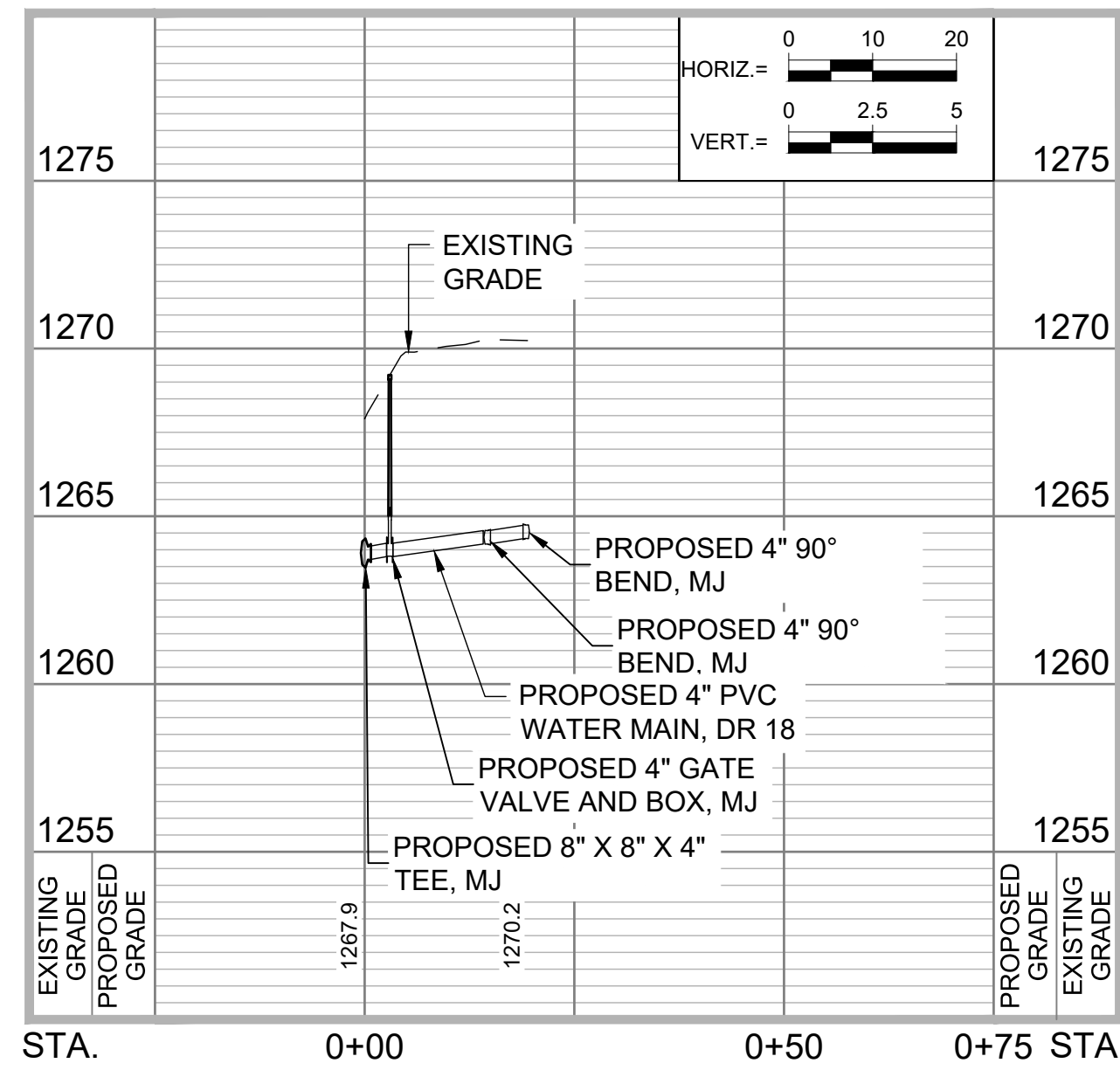
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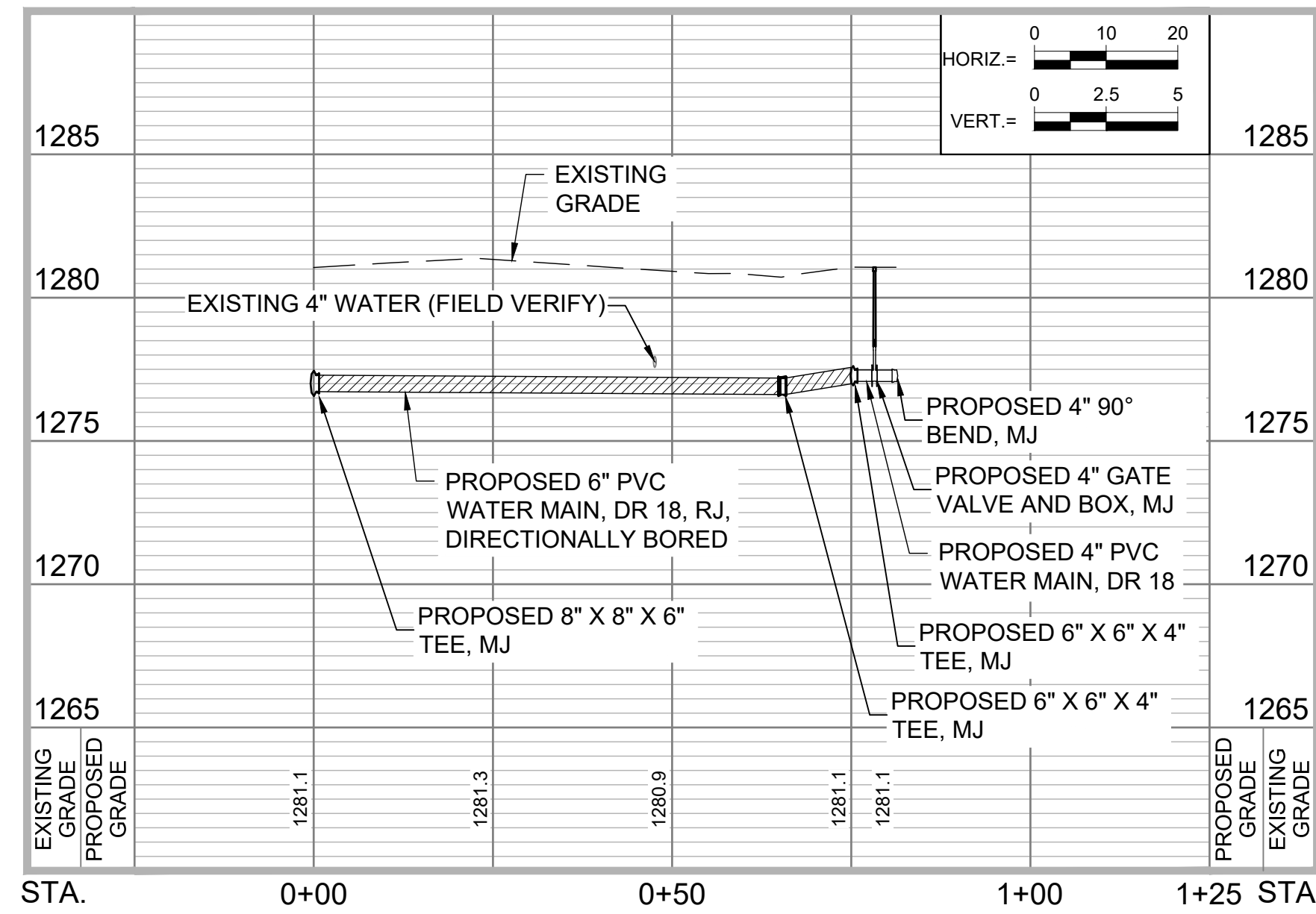
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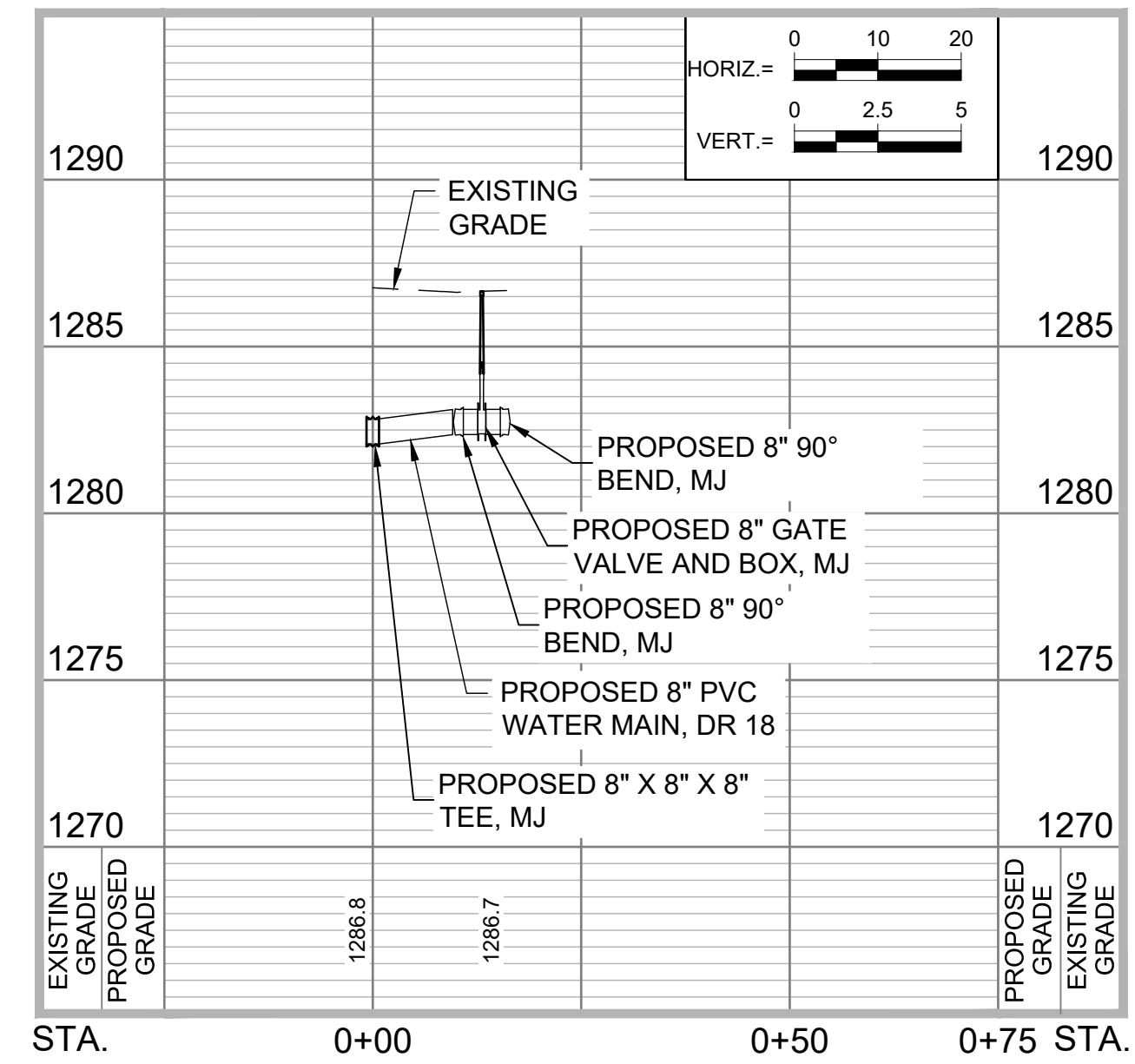
PLAN AND PROFILE



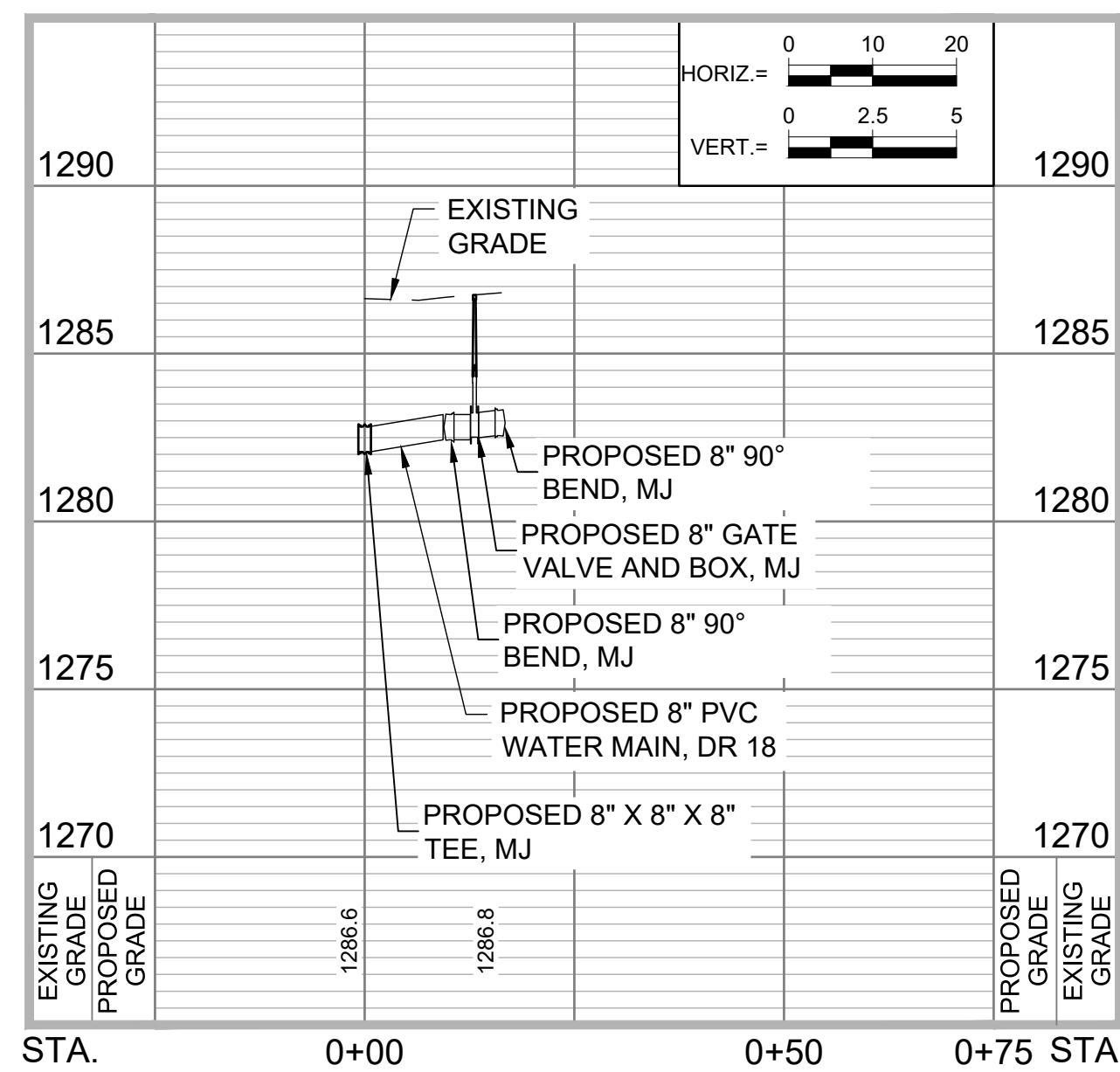
1 S 2ND ST AND MECHANIC ST CONNECTION PROFILE
 SCALE: 1" = 20'



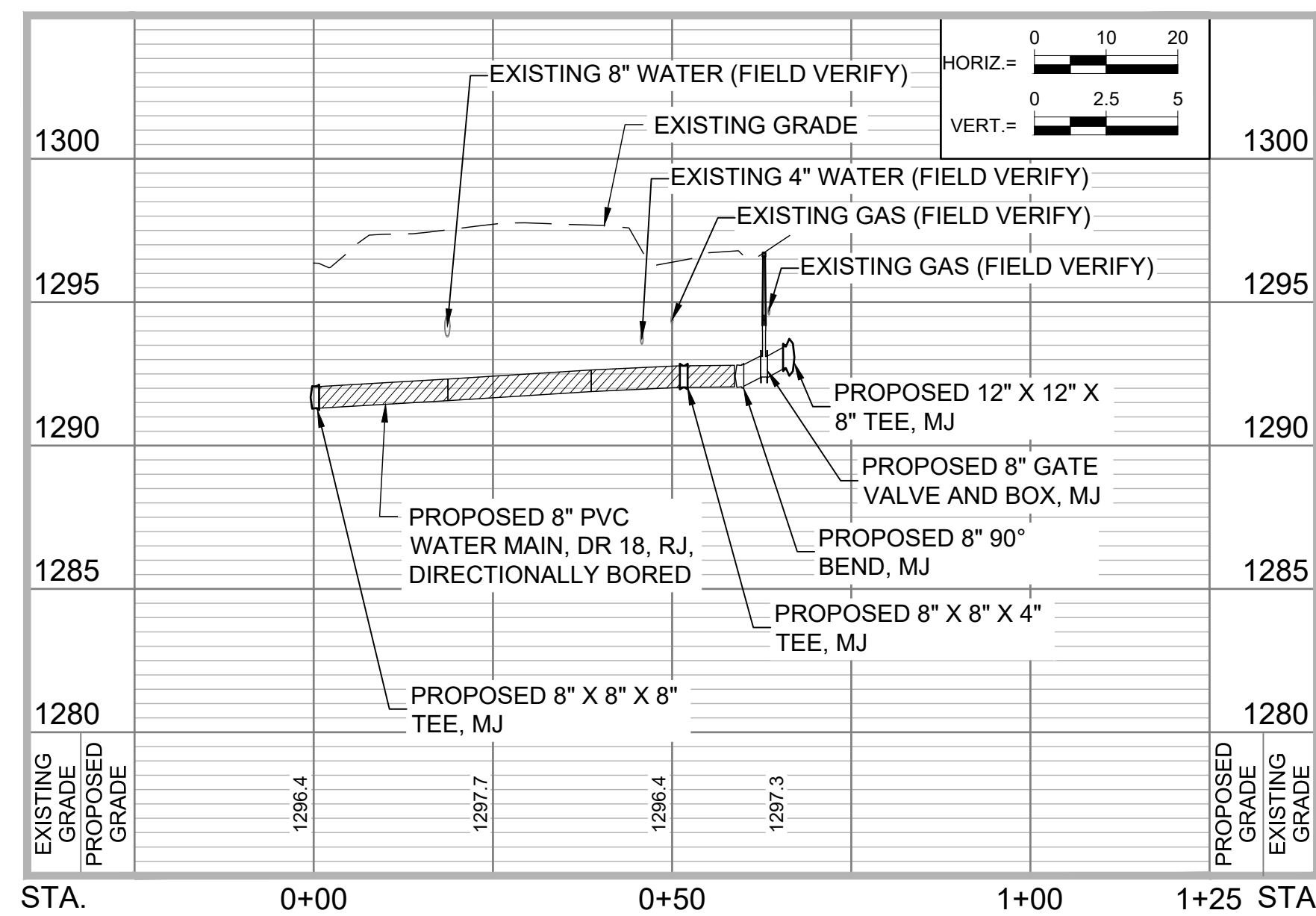
2 S 3RD ST AND MAIN ST CONNECTION PROFILE
 SCALE: 1" = 20'



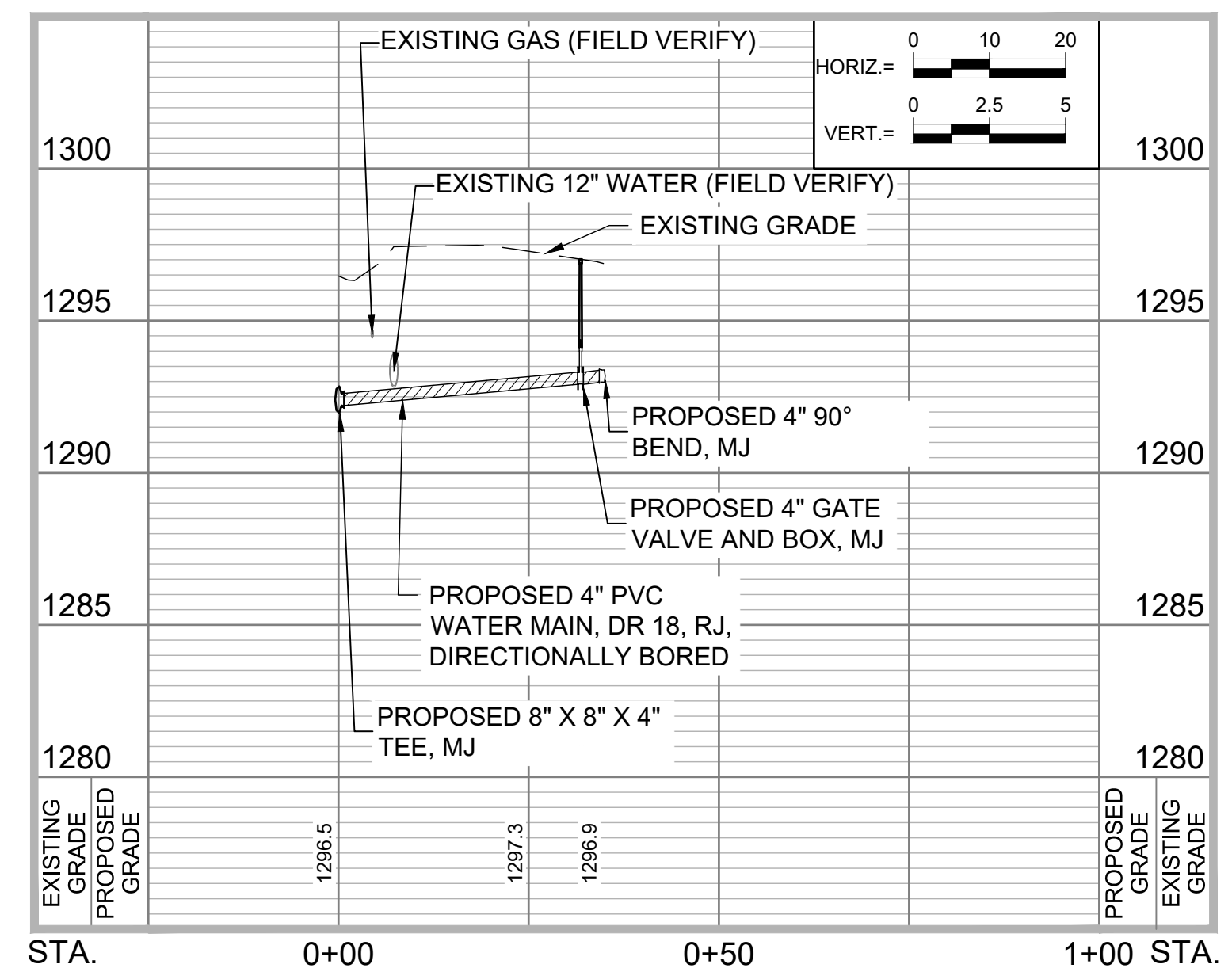
3 N 4TH ST AND MAIN ST - SOUTH CONNECTION PROFILE
 SCALE: 1" = 20'



4 N 4TH ST AND MAIN ST - NORTH CONNECTION PROFILE
 SCALE: 1" = 20'



5 N 6TH ST AND HIGH ST - EAST CONNECTION PROFILE
 SCALE: 1" = 20'



6 N 6TH ST AND HIGH ST - WEST CONNECTION PROFILE
 SCALE: 1" = 20'



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**WATER MAIN CONNECTION
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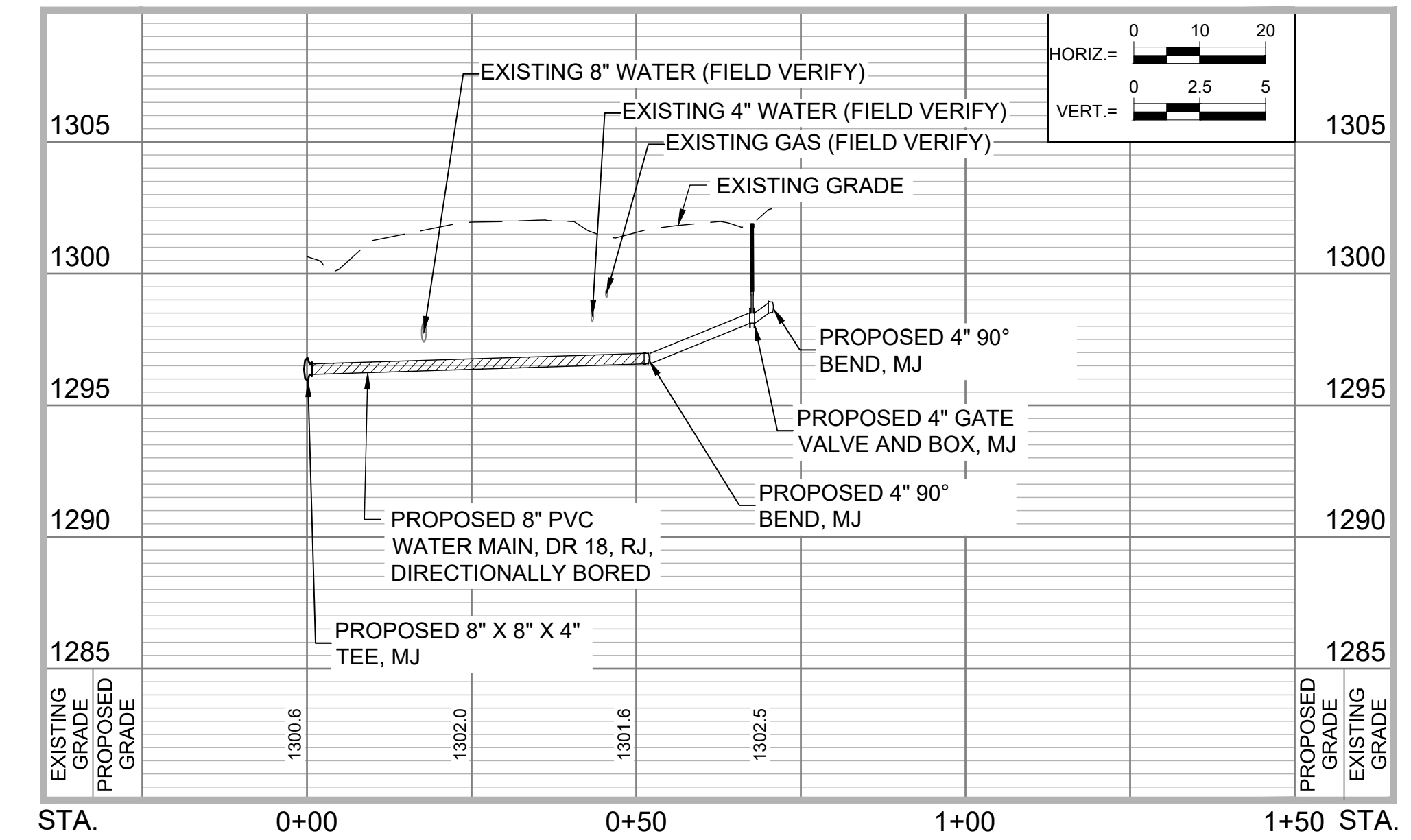
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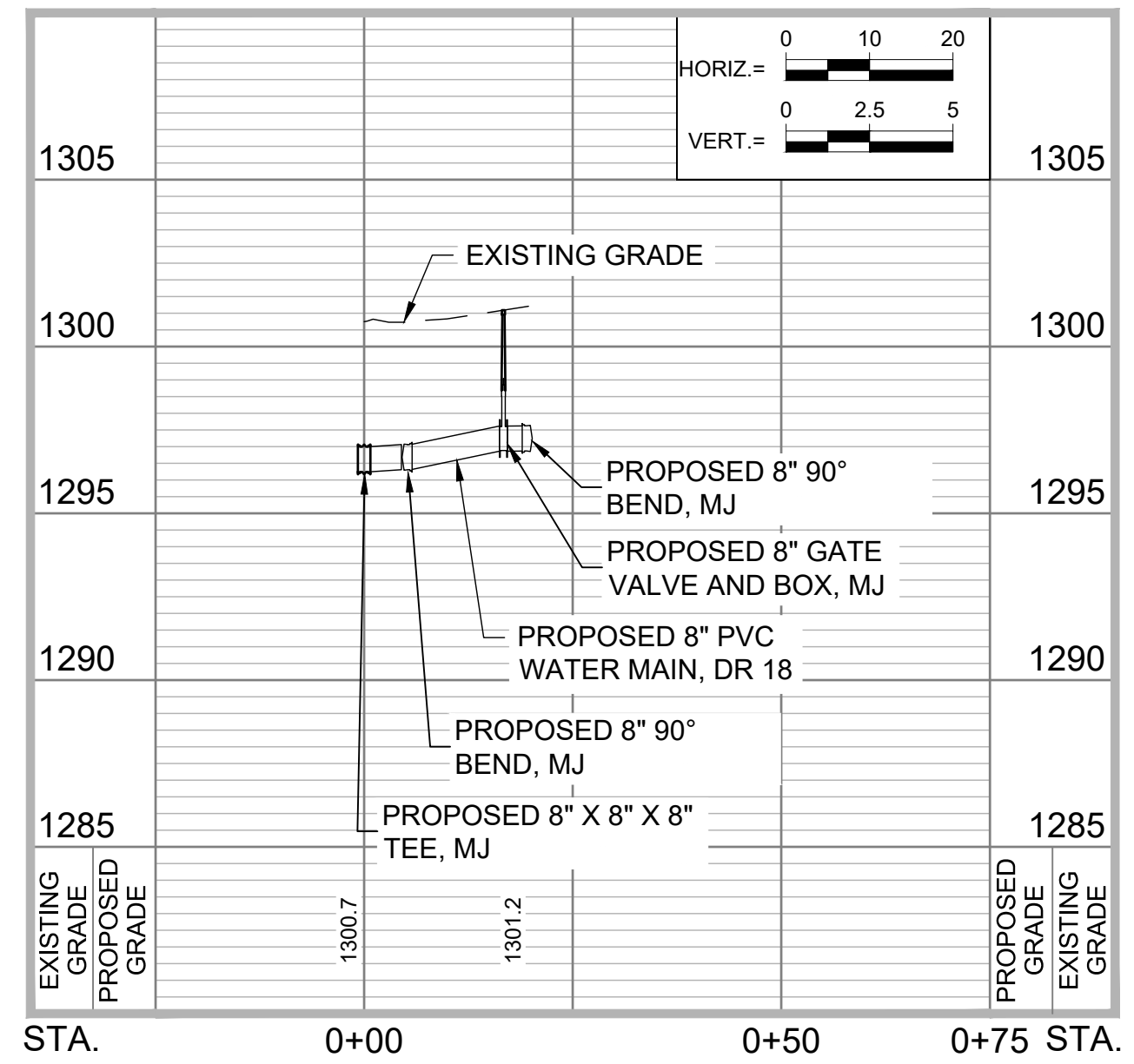
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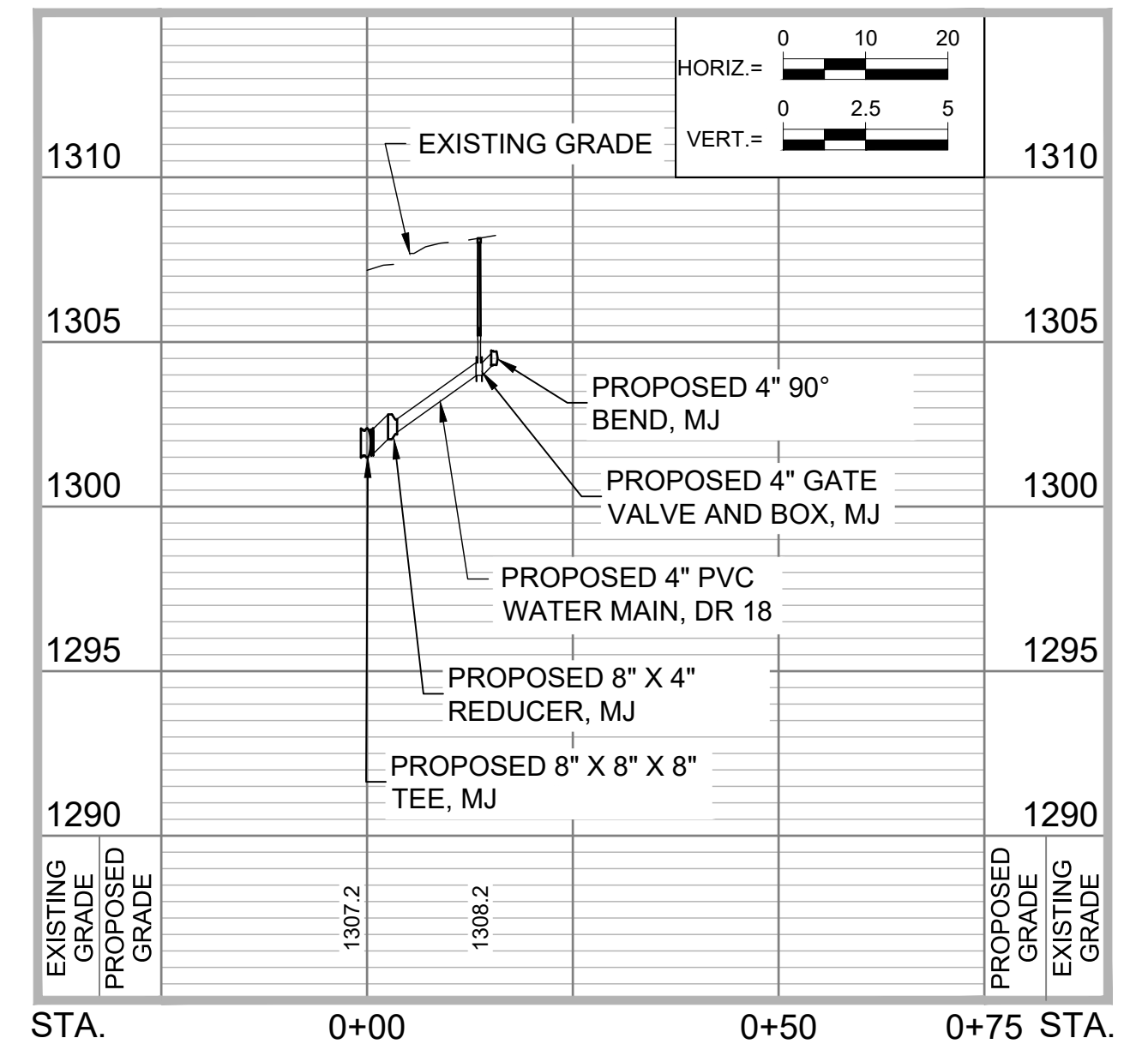
**WATER MAIN CONNECTION
 PROFILES**



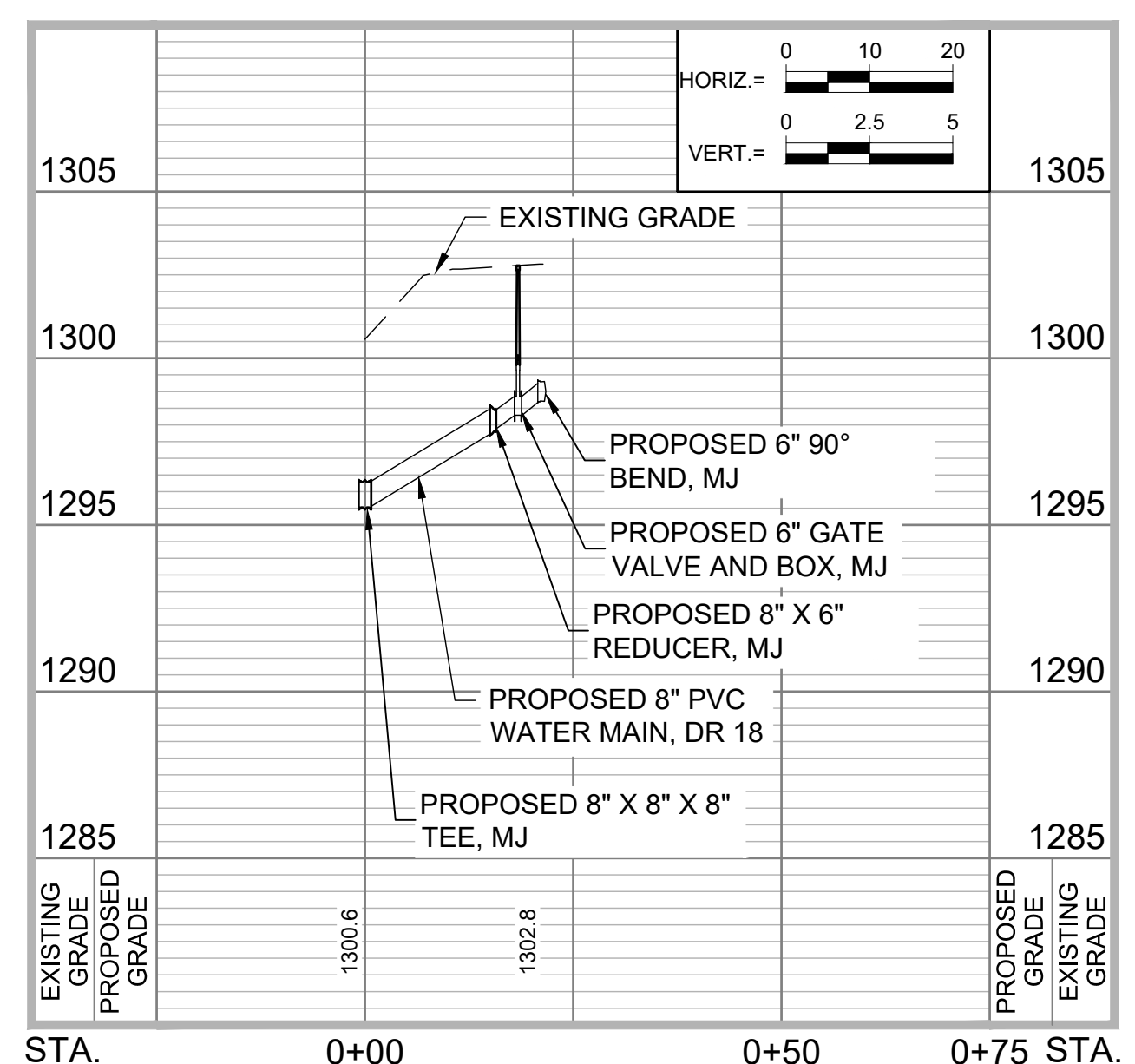
1 N 7TH ST AND HIGH ST
 CONNECTION PROFILE
 SCALE: 1" = 20'



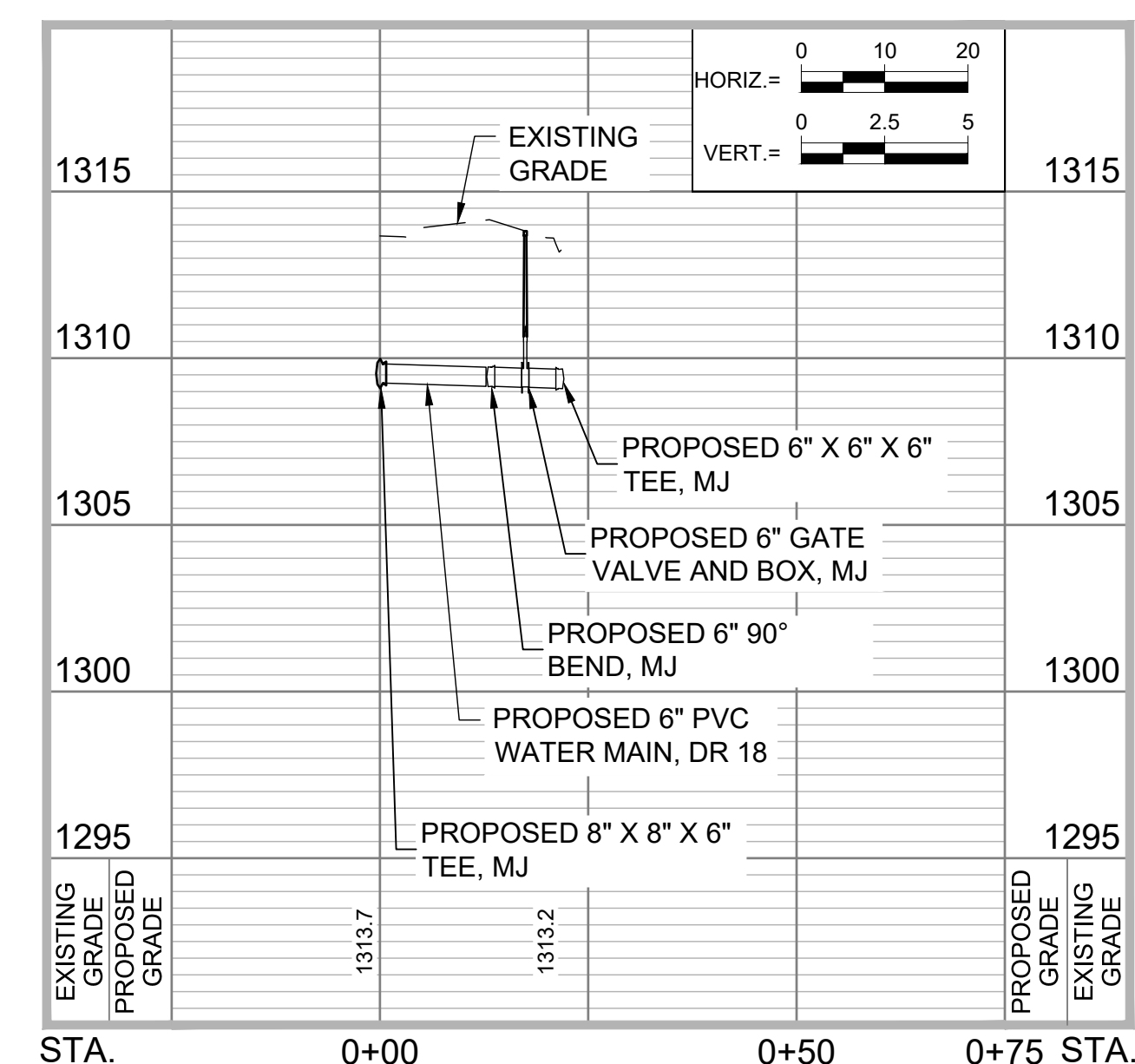
2 N 8TH ST AND HIGH ST
 CONNECTION PROFILE
 SCALE: 1" = 20'



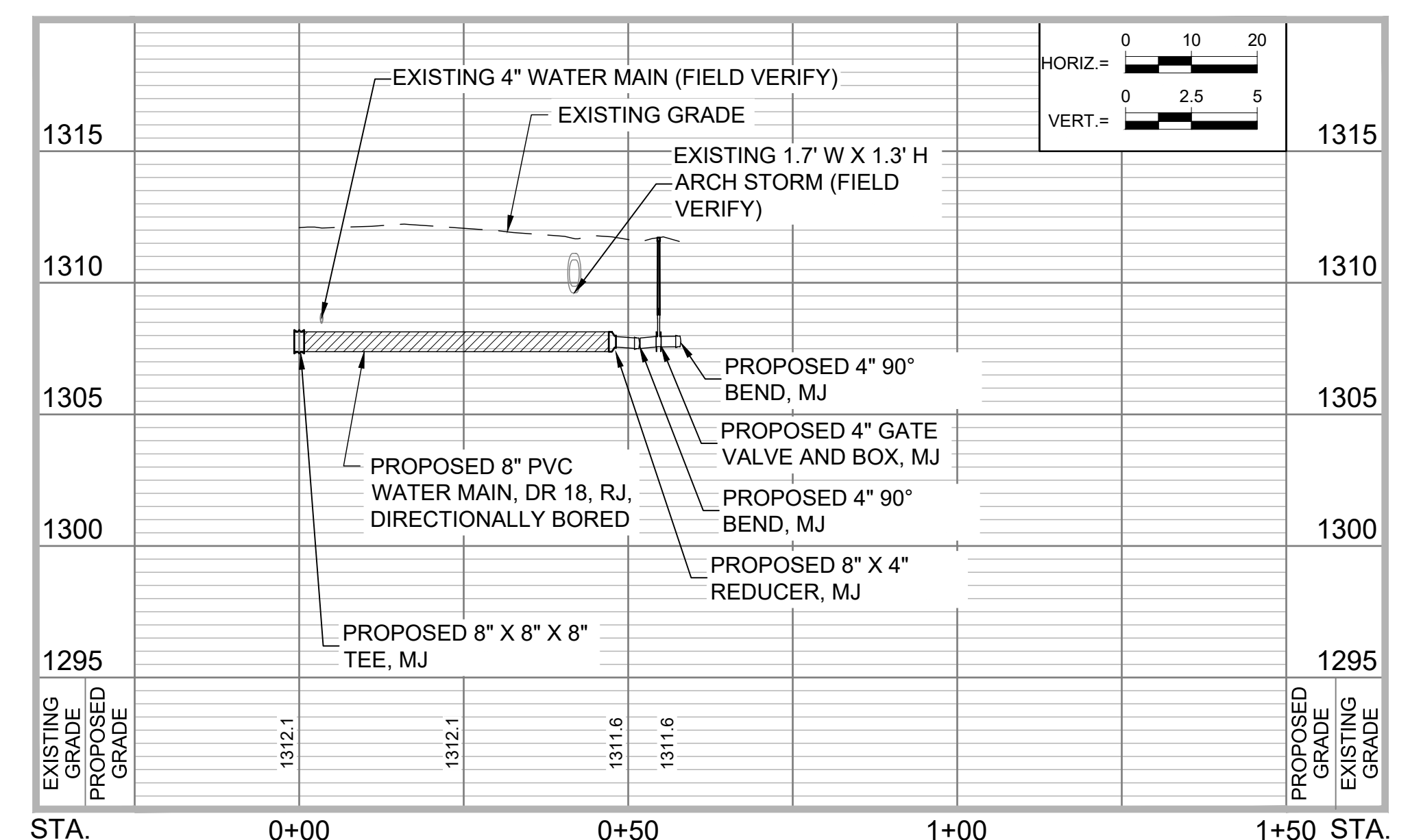
3 N 8TH ST AND NORTH ST
 CONNECTION PROFILE
 SCALE: 1" = 20'



4 N 9TH ST AND NORTH ST
 CONNECTION PROFILE
 SCALE: 1" = 20'



5 N 9TH ST AND HIGHLAND ST
 CONNECTION PROFILE
 SCALE: 1" = 20'



6 N 10TH ST AND HIGHLAND ST
 CONNECTION PROFILE
 SCALE: 1" = 20'



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02/09/2026
 MICHAEL SCHULTES, P.E.
 27834

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MARK	DATE	DESCRIPTION
PD	02/09/2026	90% REVIEW

**WATER MAIN IMPROVEMENTS
 TOWANDA, KANSAS**

CITY OF TOWANDA
 110 3RD ST, TOWANDA, KANSAS 67144

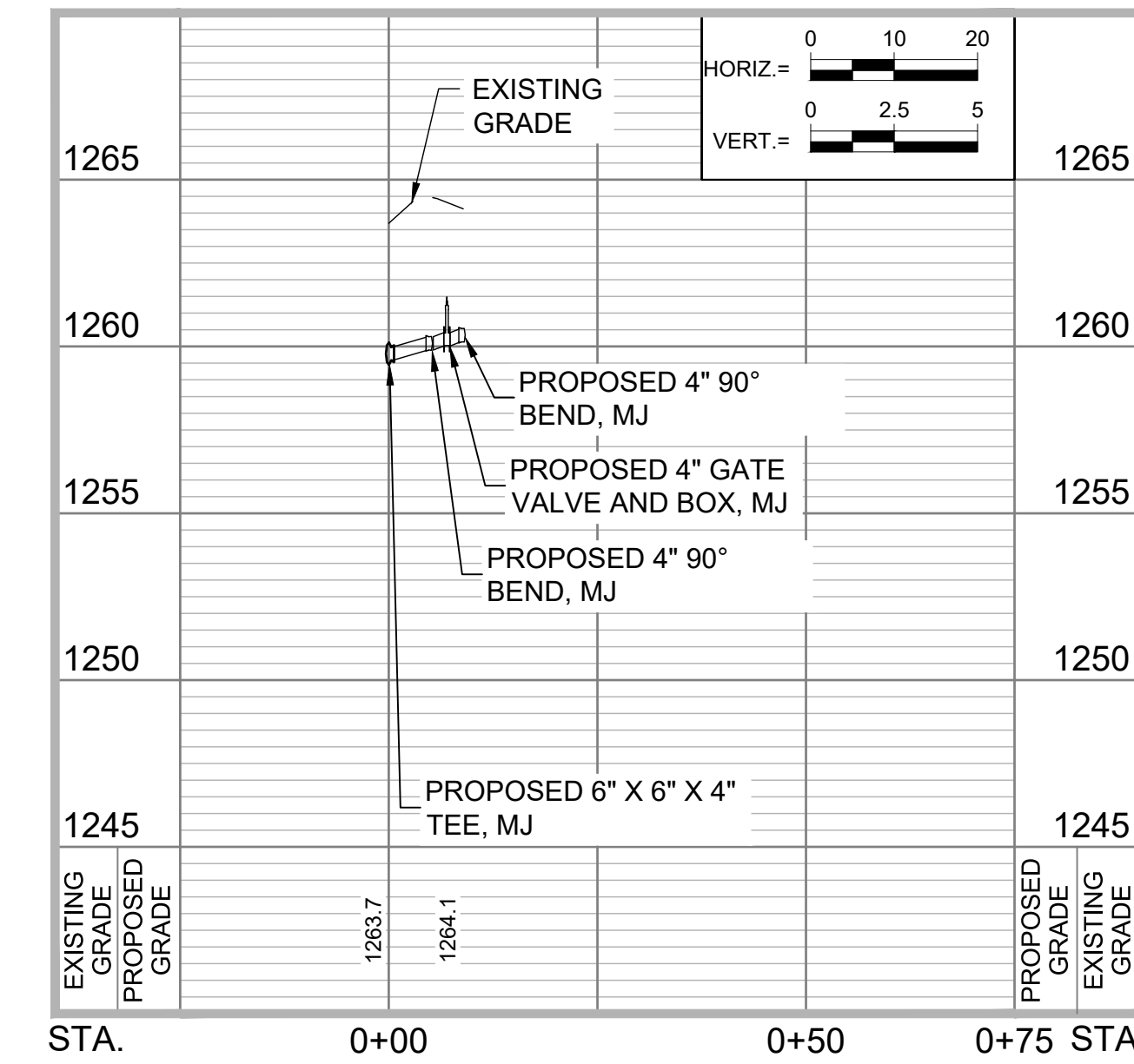
JEO PROJECT NO.: 241393.01
 DRAWN BY: TAH
 QAQC: EEJ

ADDITIONAL INFO:

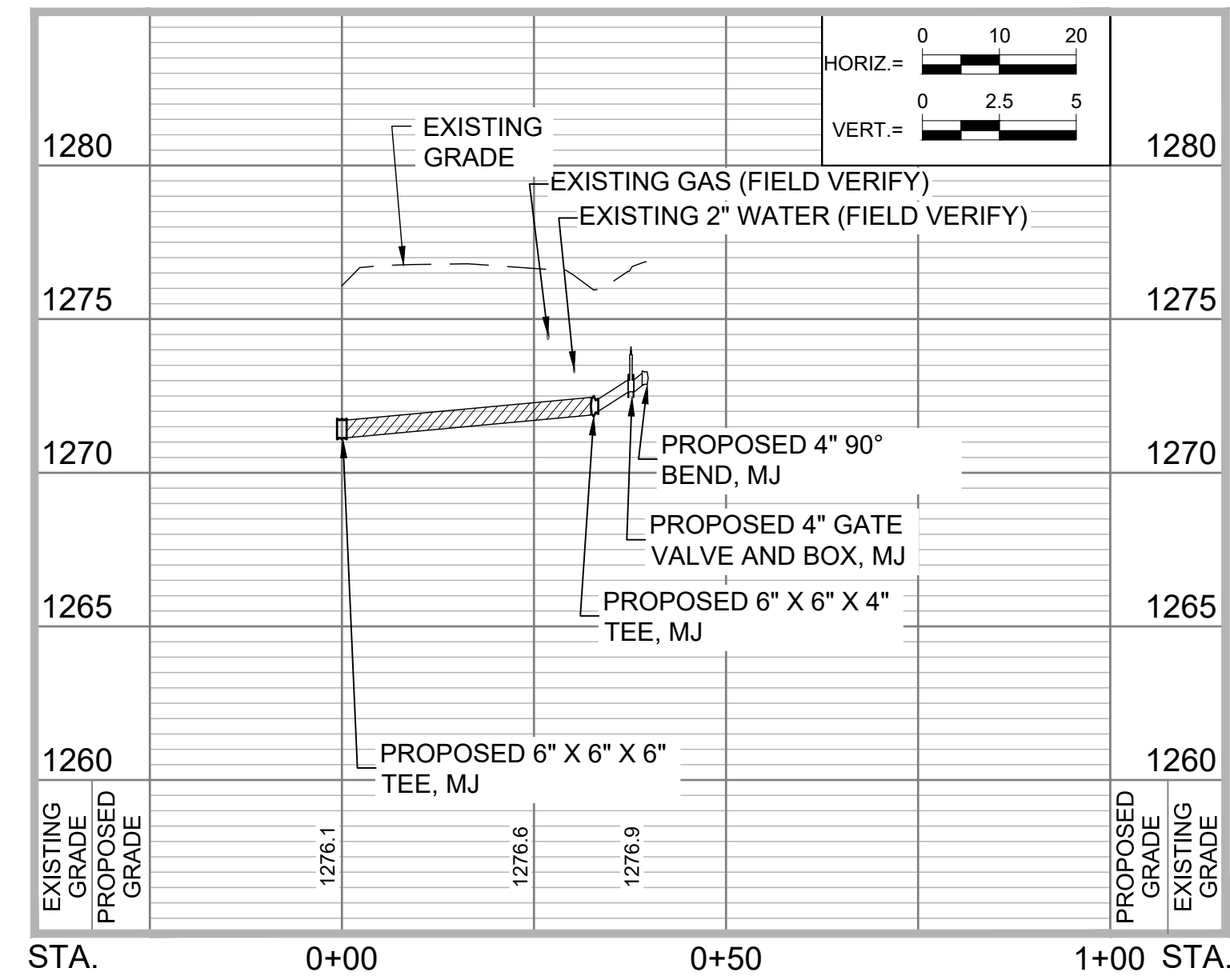
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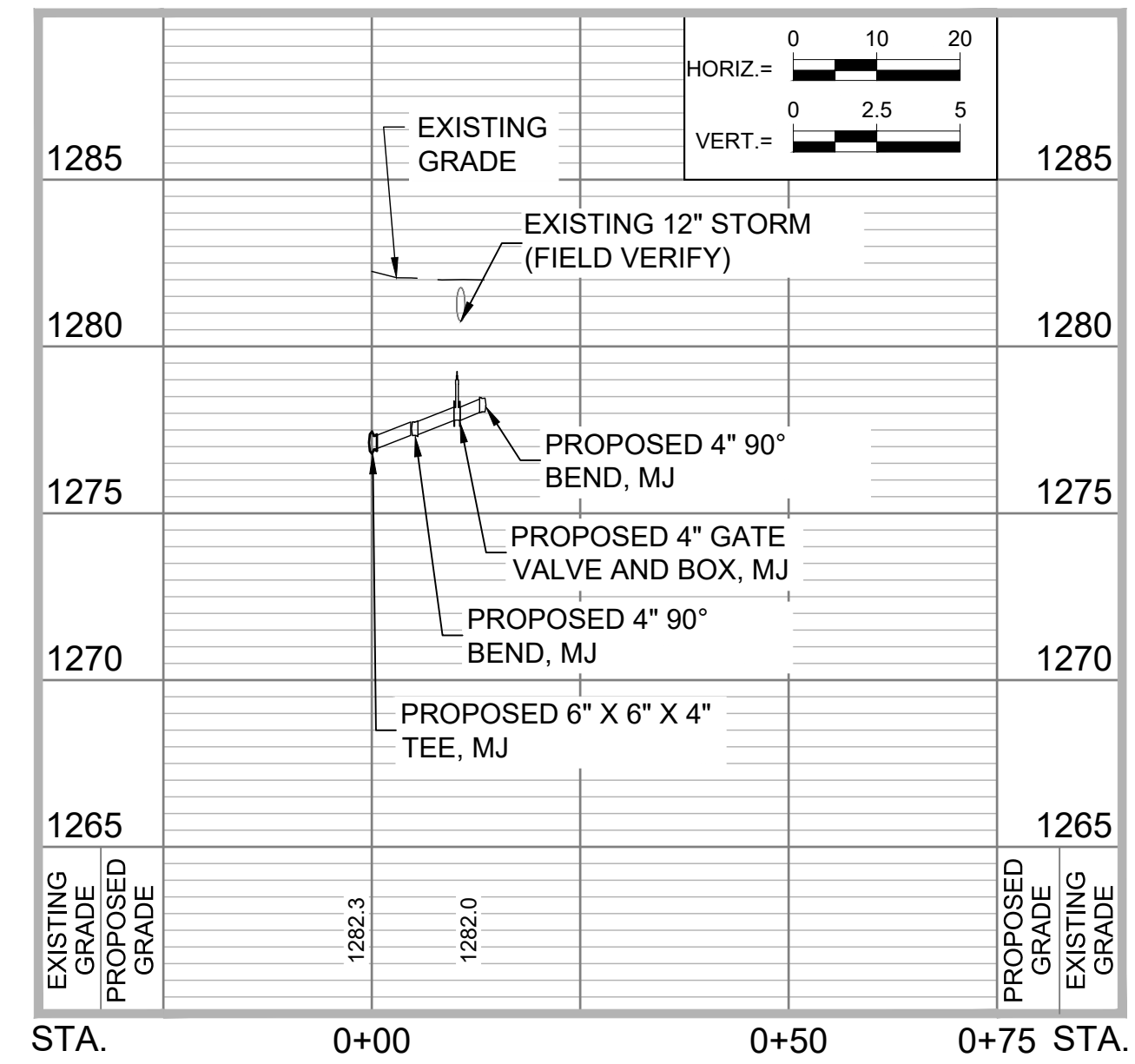
**WATER MAIN CONNECTION
 PROFILES**



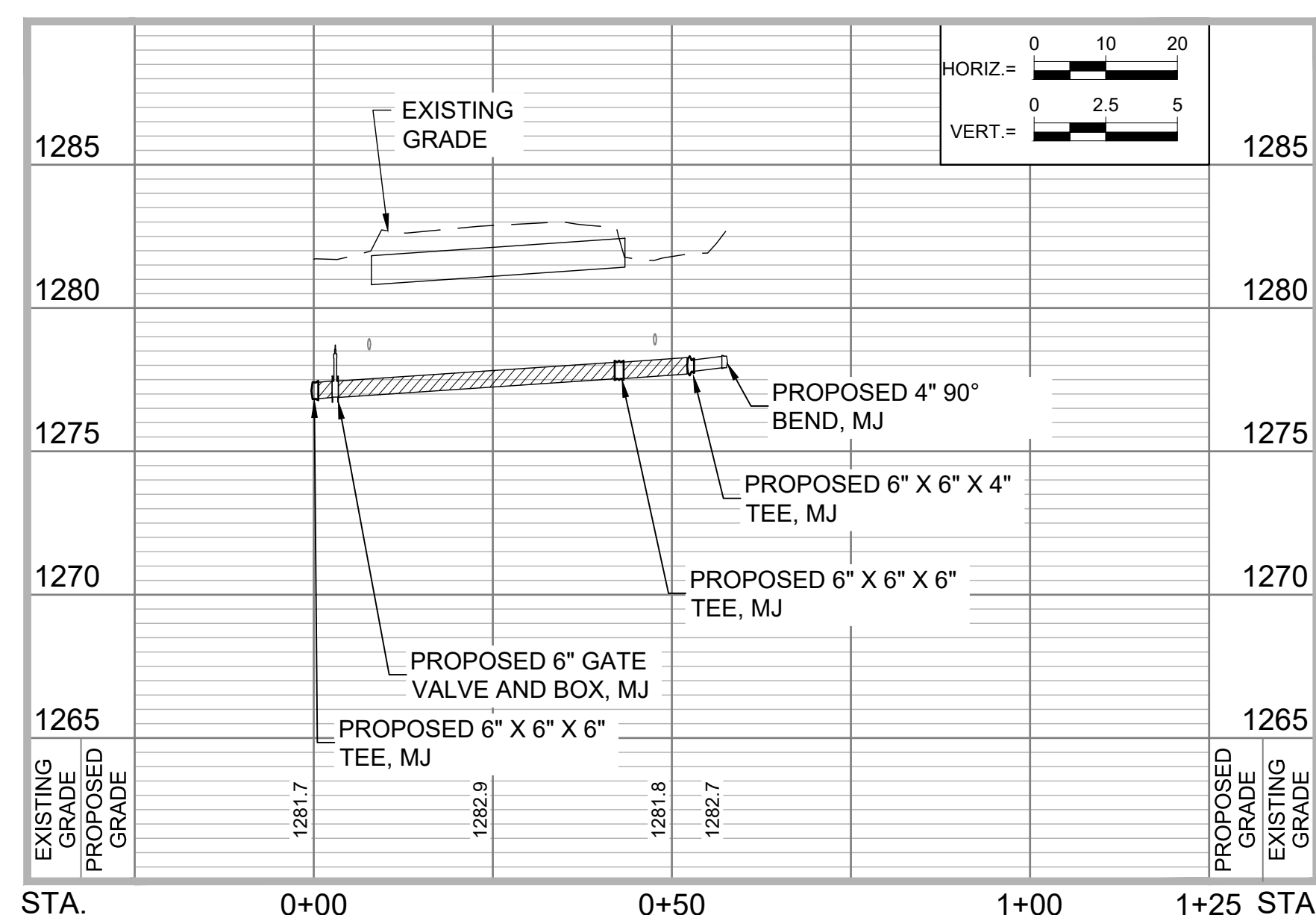
1 S 3RD ST AND BIGELOW ST
 CONNECTION PROFILE
 SCALE: 1" = 20'



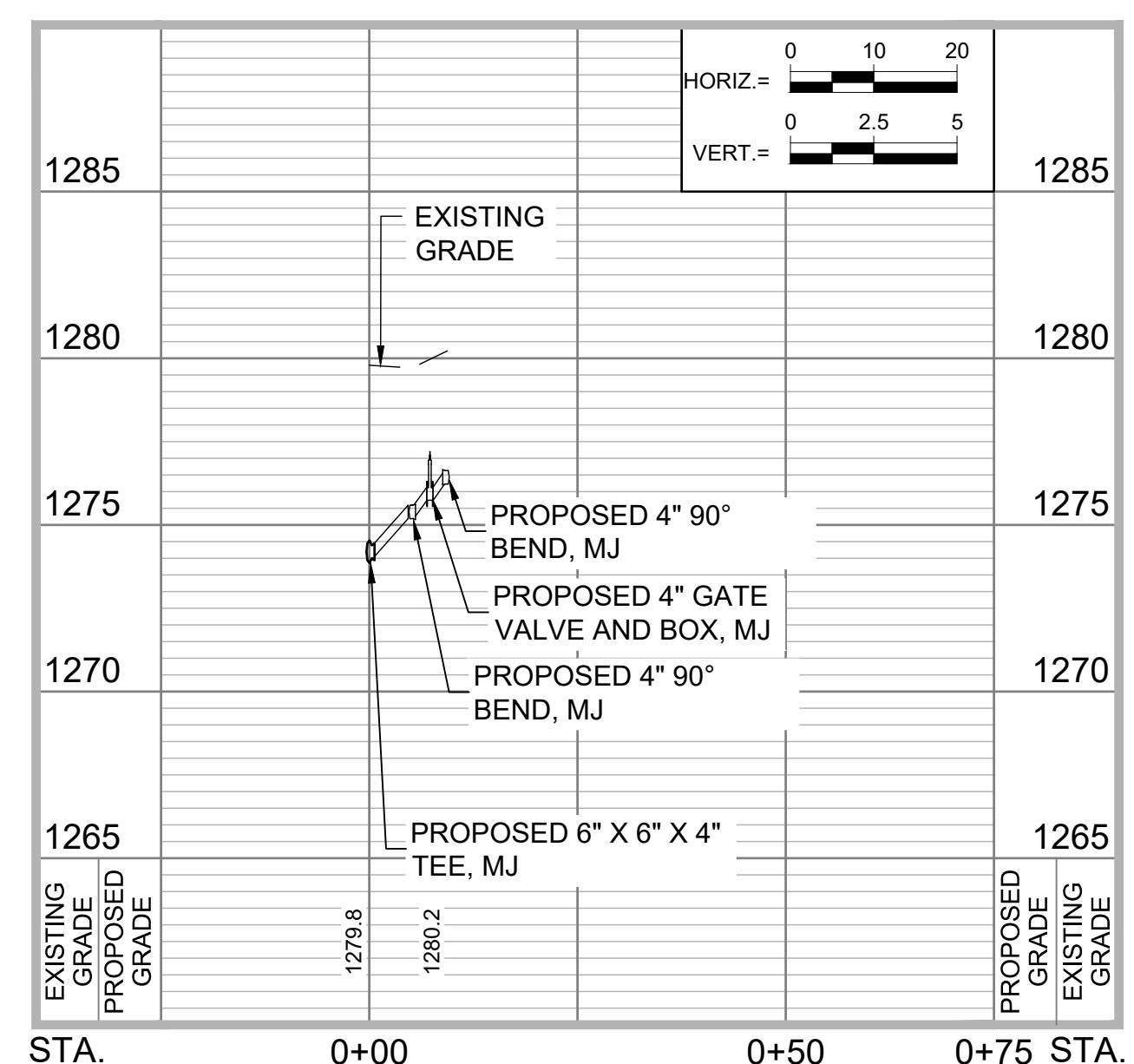
2 S 3RD ST AND MECHANIC ST
 CONNECTION PROFILE
 SCALE: 1" = 20'



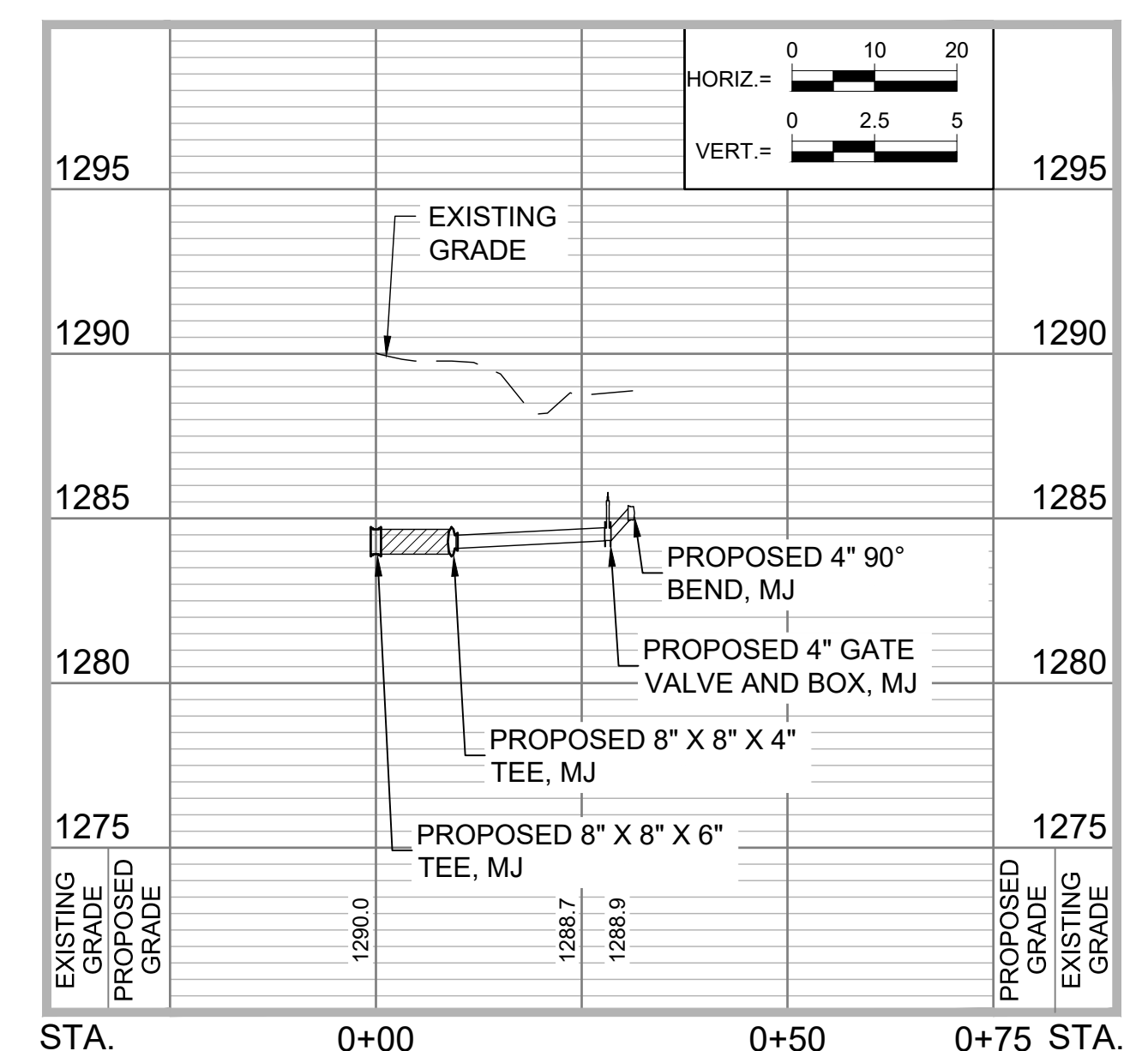
3 S 4TH ST AND MECHANIC ST - SOUTH
 CONNECTION PROFILE
 SCALE: 1" = 20'



4 S 4TH ST AND MECHANIC ST - NORTH
 CONNECTION PROFILE
 SCALE: 1" = 20'



5 S 5TH ST AND MECHANIC ST
 CONNECTION PROFILE
 SCALE: 1" = 20'



6 S 6TH ST AND MECHANIC ST
 CONNECTION PROFILE
 SCALE: 1" = 20'



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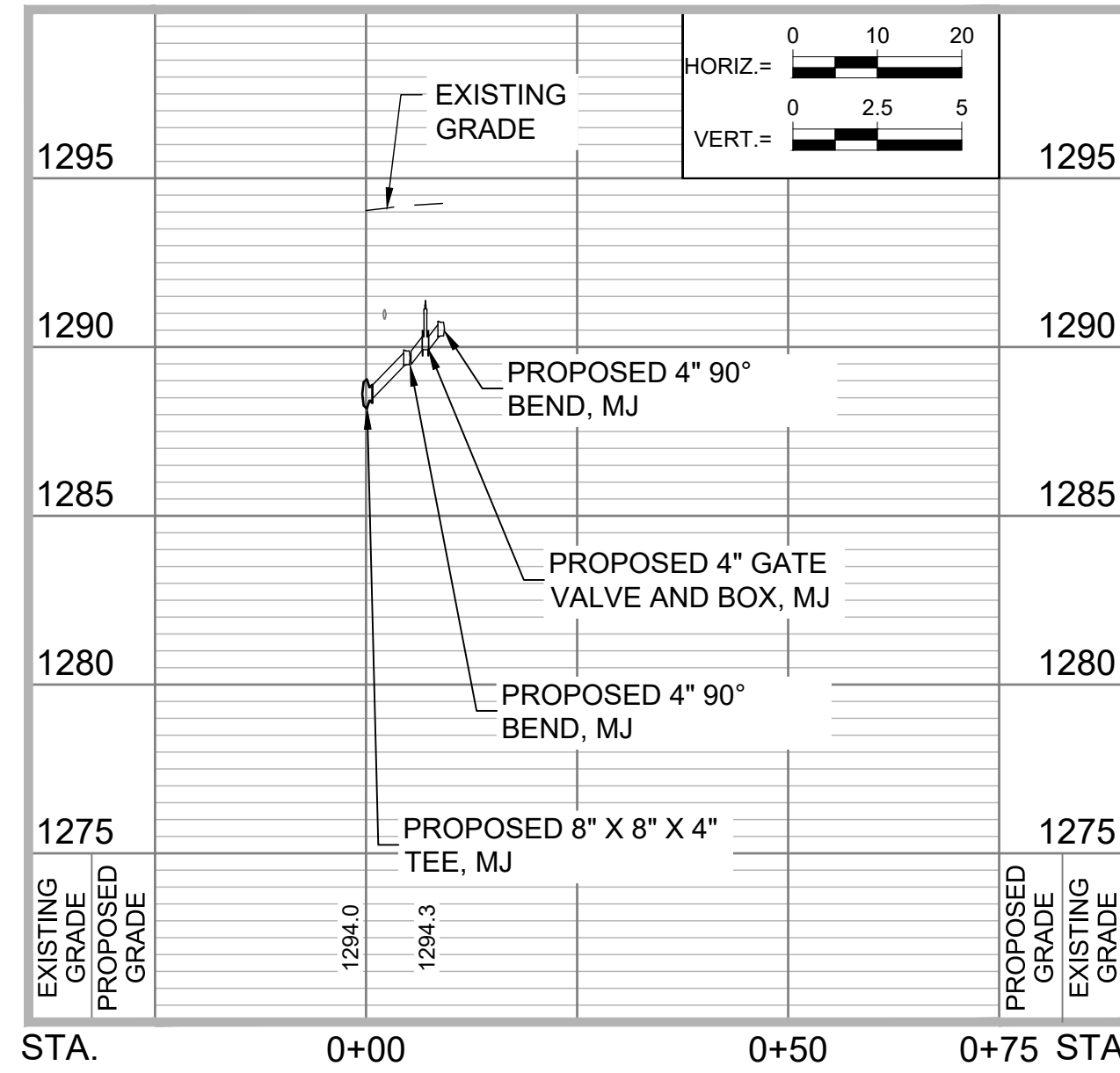
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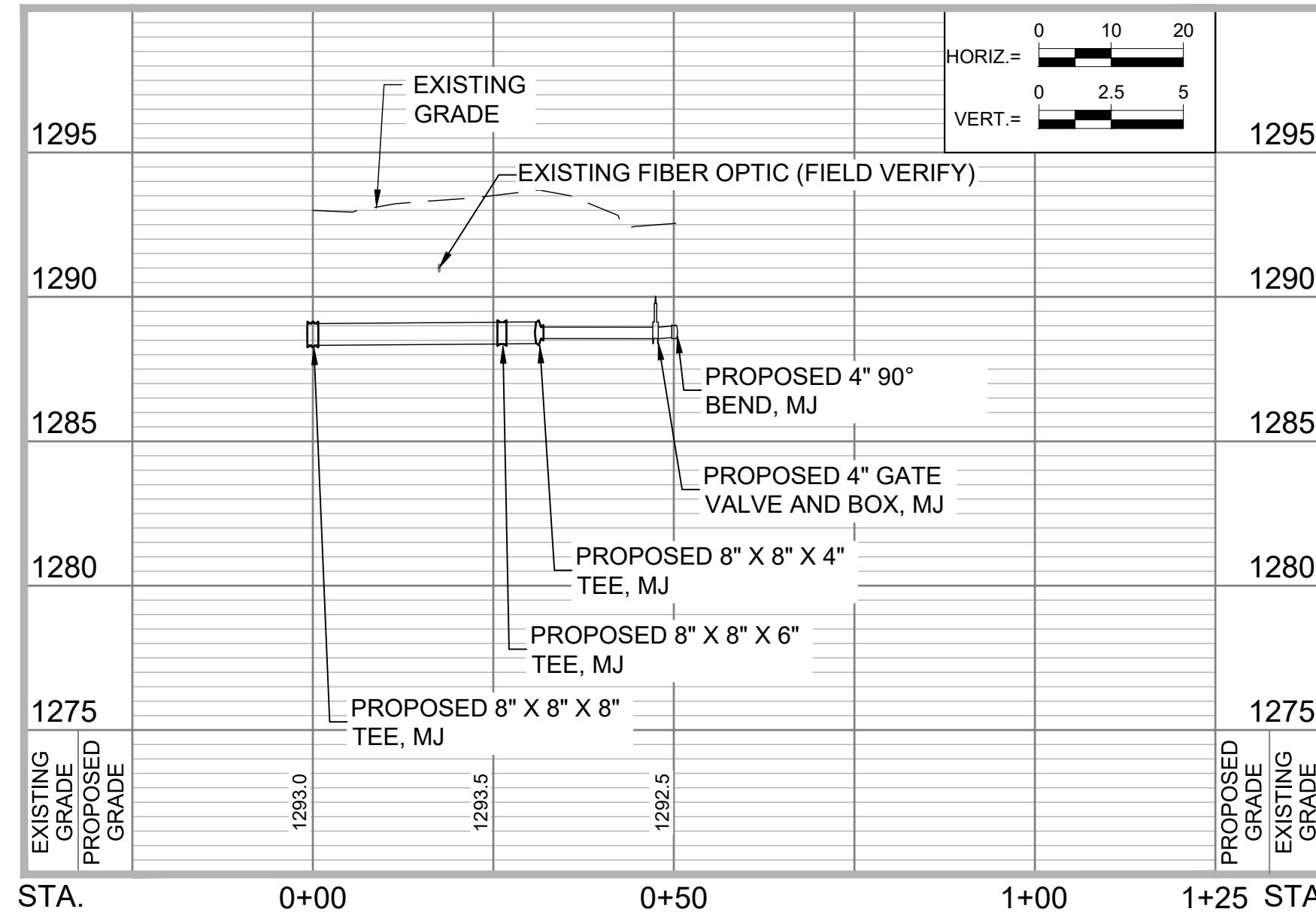
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**WATER MAIN CONNECTION
 PROFILES**



**1 S 6TH ST AND MAIN ST - EAST
 CONNECTION PROFILE**
 SCALE: 1" = 20'



**2 S 6TH ST AND MAIN ST - WEST
 CONNECTION PROFILE**
 SCALE: 1" = 20'



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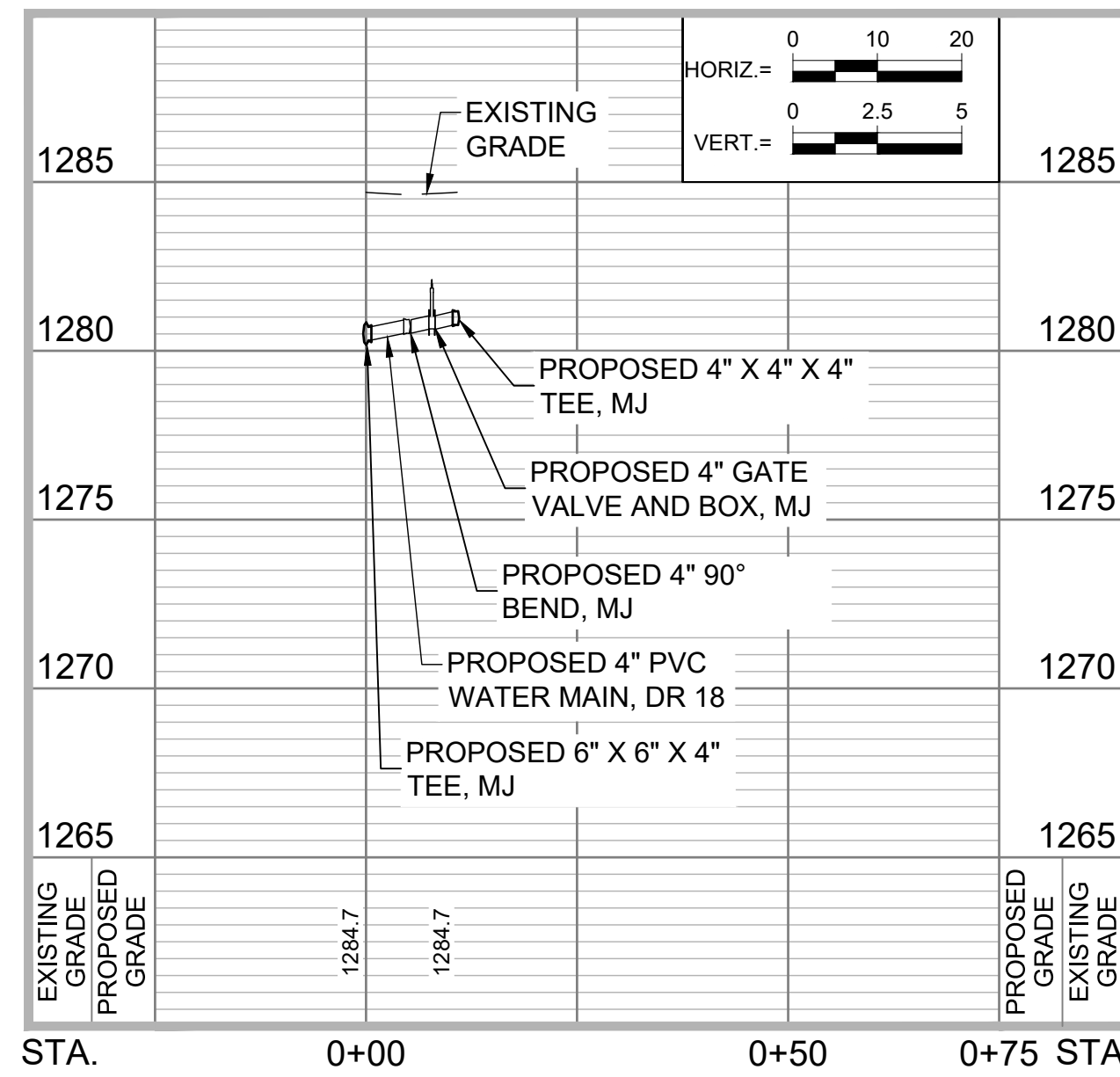
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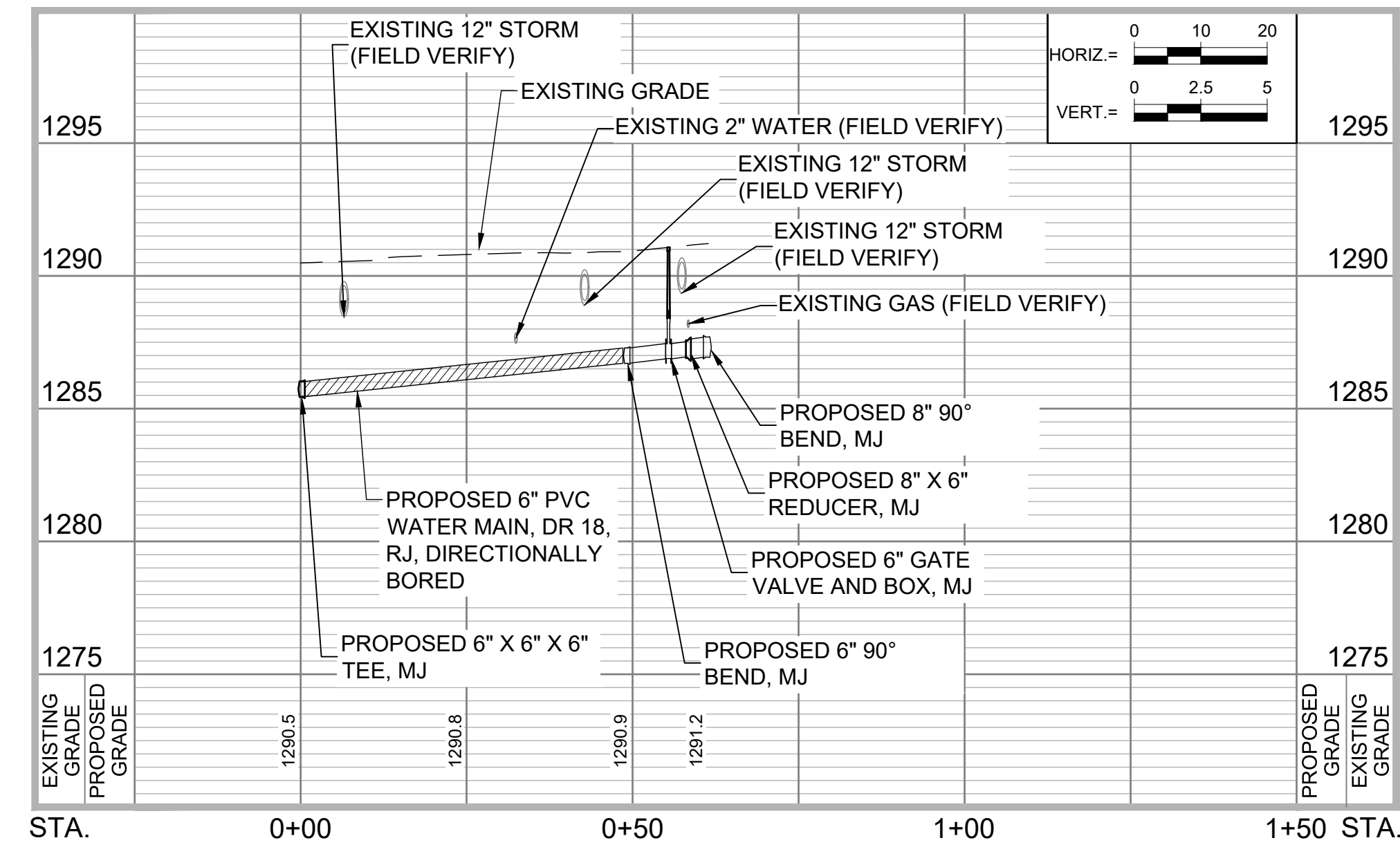
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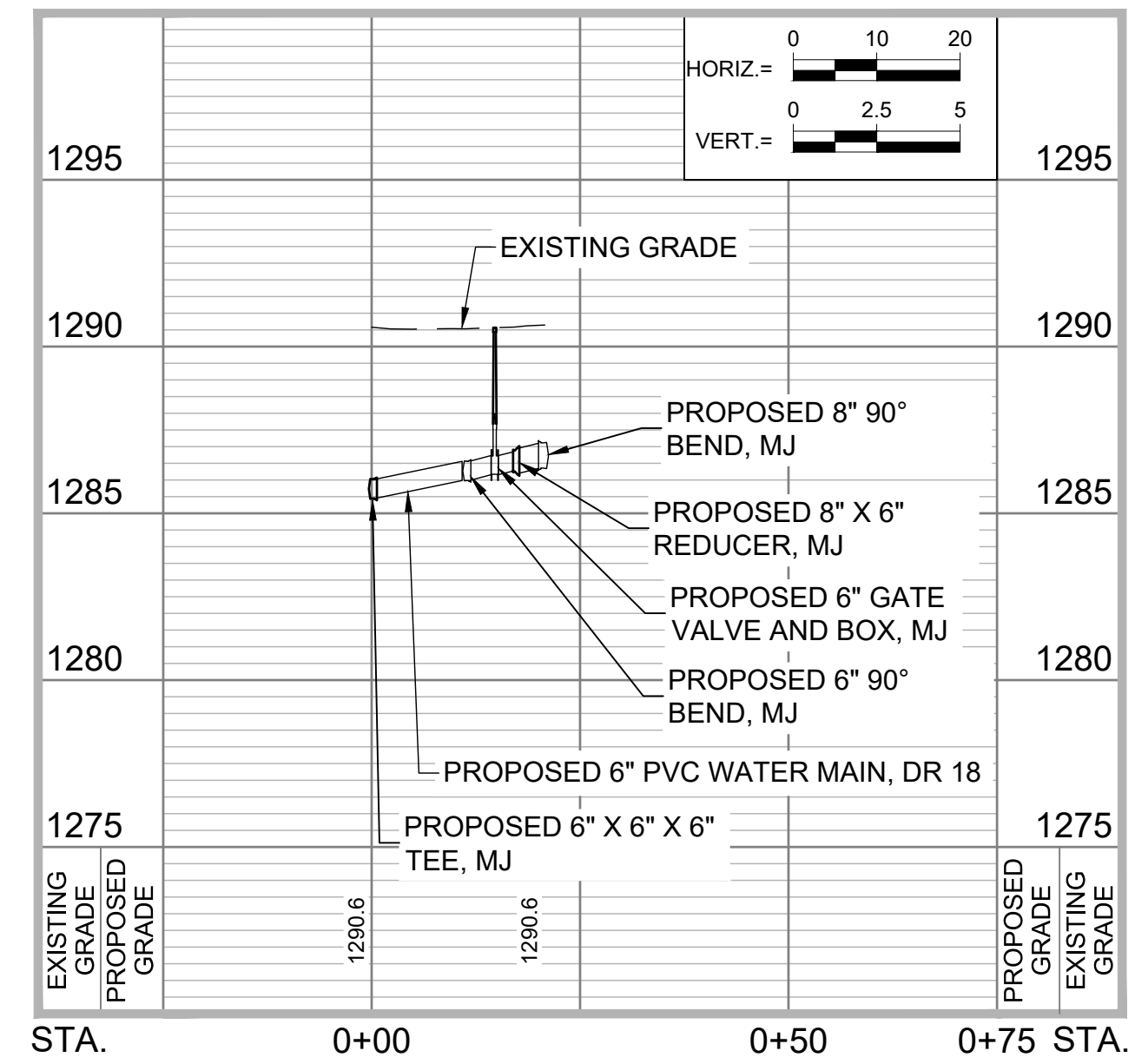
**WATER MAIN CONNECTION
 PROFILES**



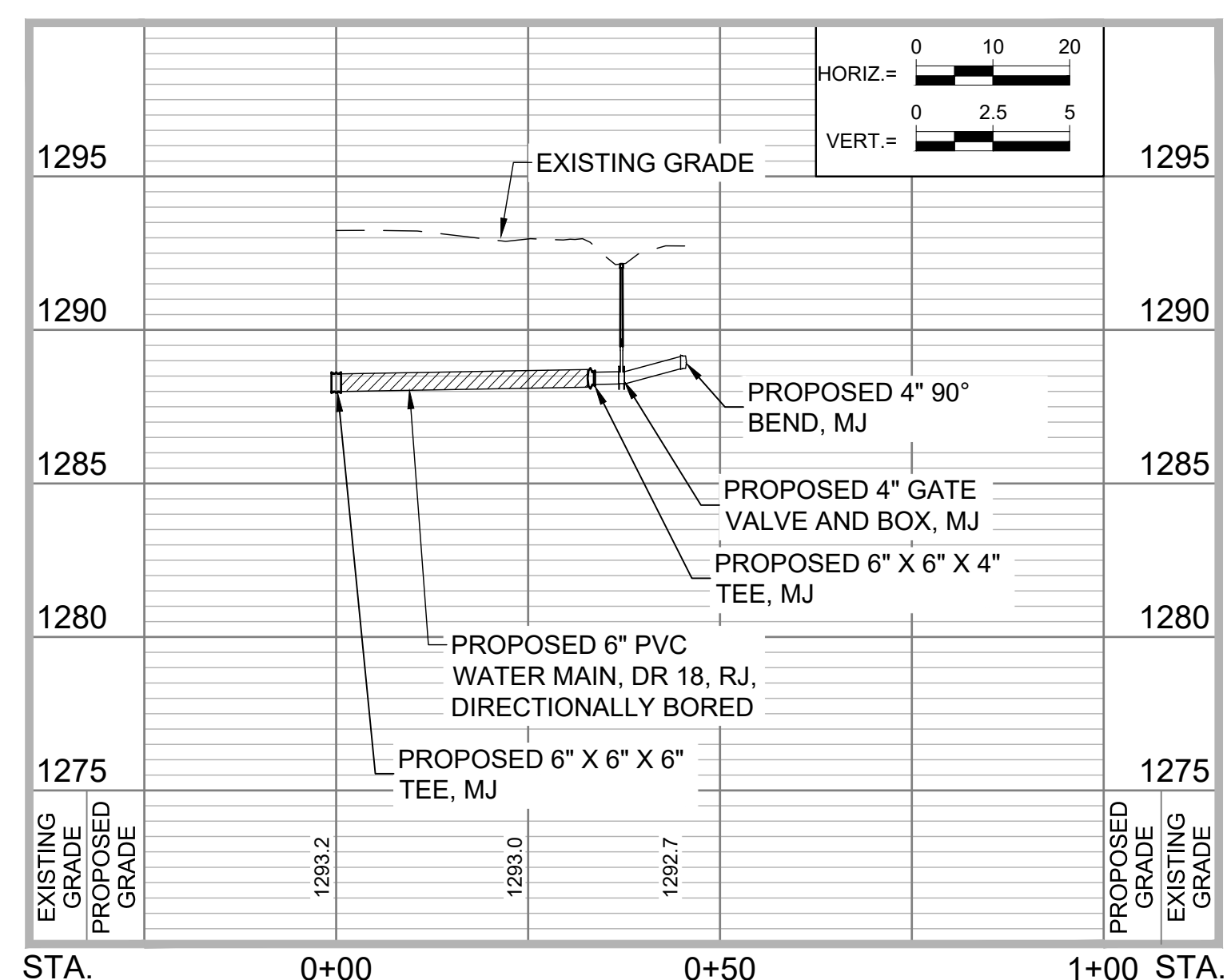
1
 N 3RD ST AND HIGH ST
 CONNECTION PROFILE
 SCALE: 1" = 20'



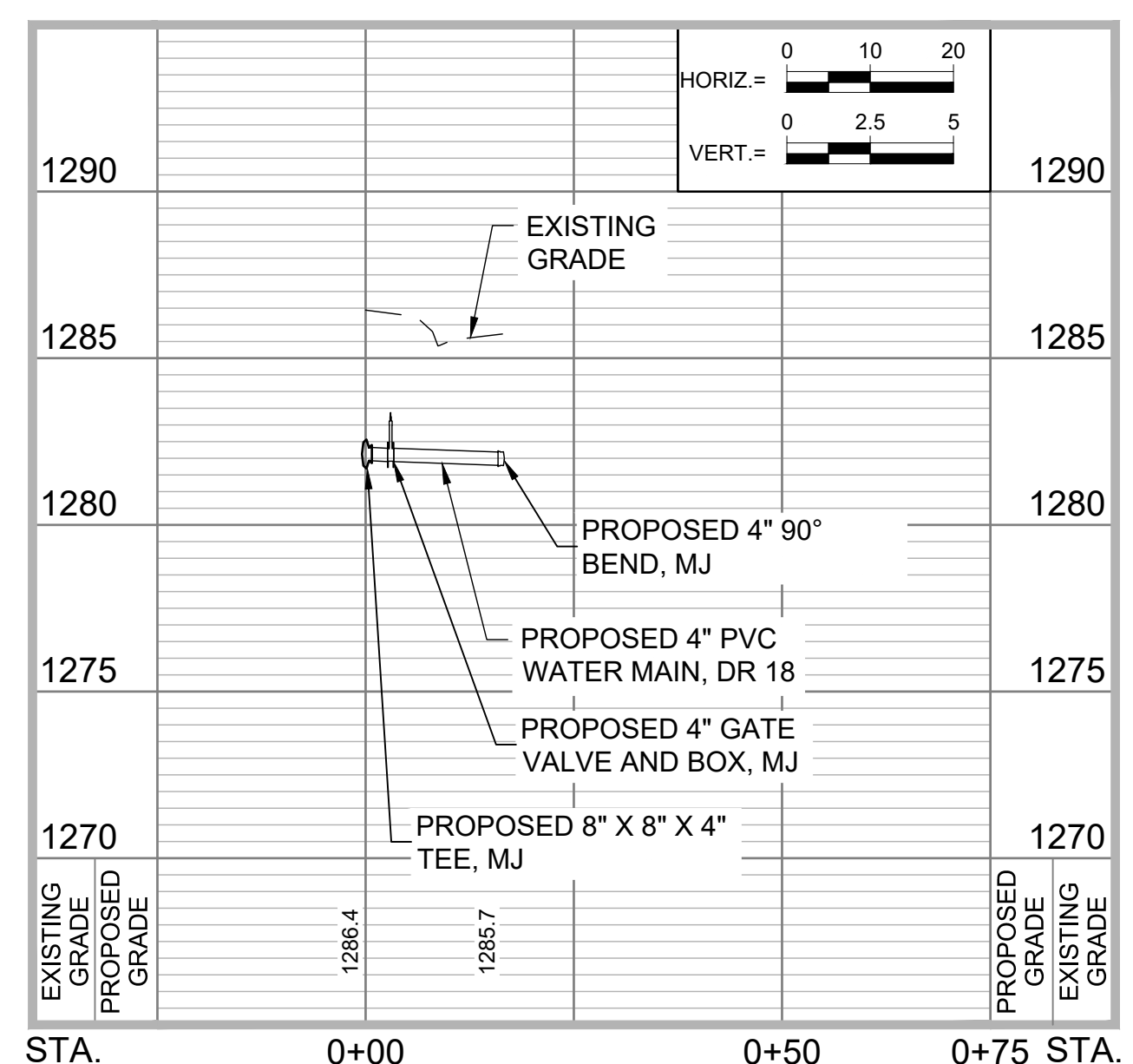
2
 N 4TH ST AND HIGH ST - NORTH
 CONNECTION PROFILE
 SCALE: 1" = 20'



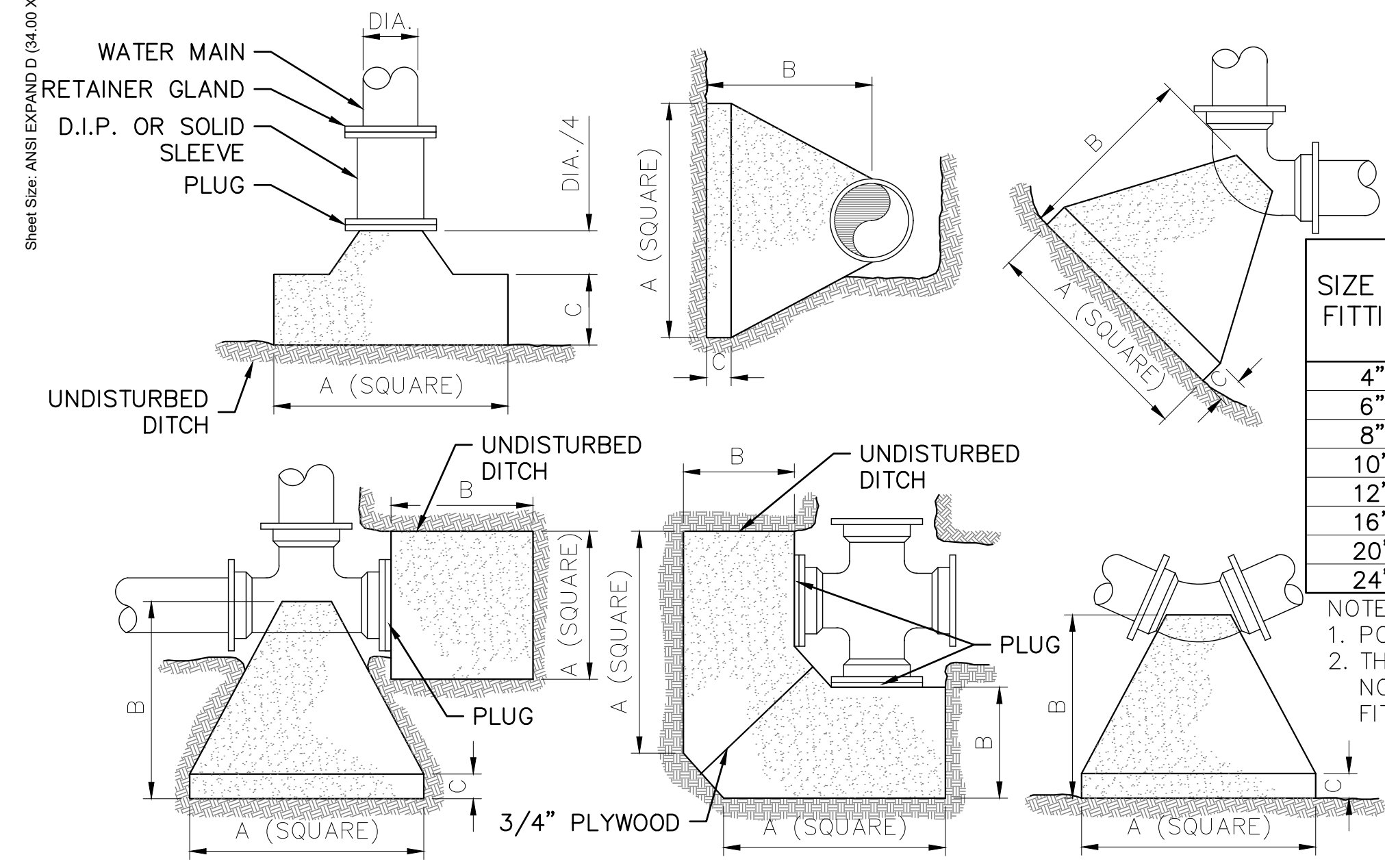
3
 N 4TH ST AND HIGH ST - SOUTH
 CONNECTION PROFILE
 SCALE: 1" = 20'



4
 N 5TH ST AND NORTH ST
 CONNECTION PROFILE
 SCALE: 1" = 20'



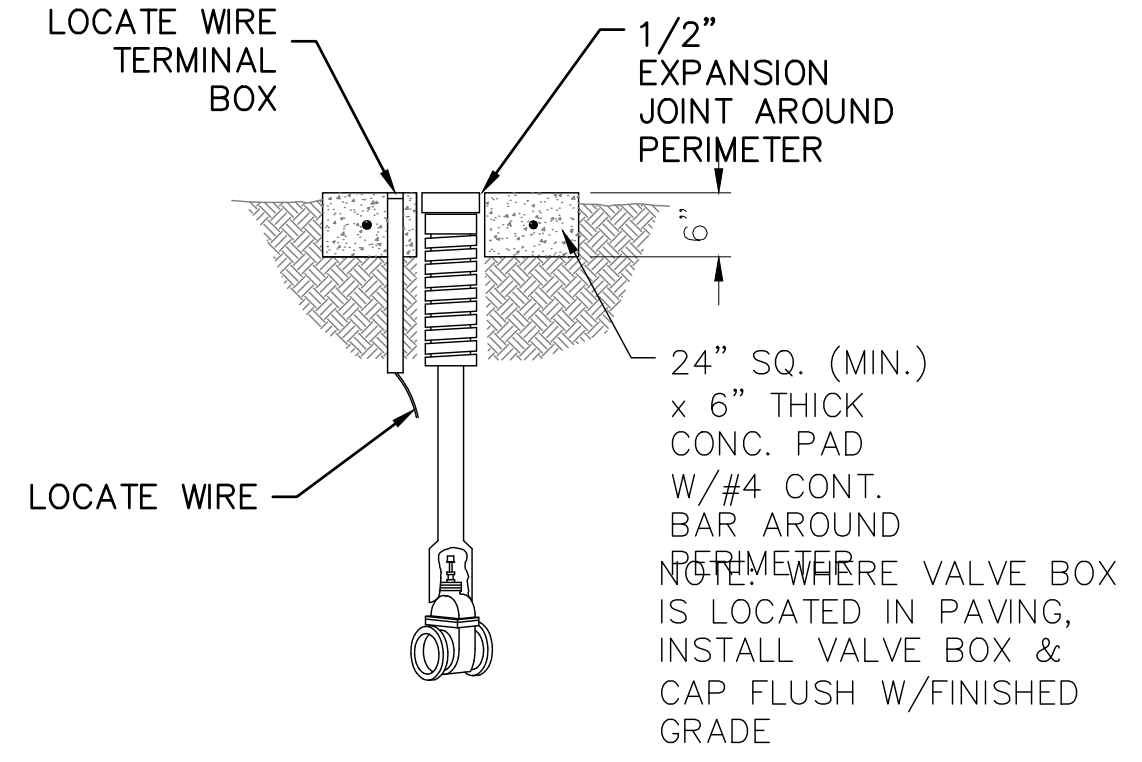
5
 N 5TH ST AND MAIN ST
 CONNECTION PROFILE
 SCALE: 1" = 20'



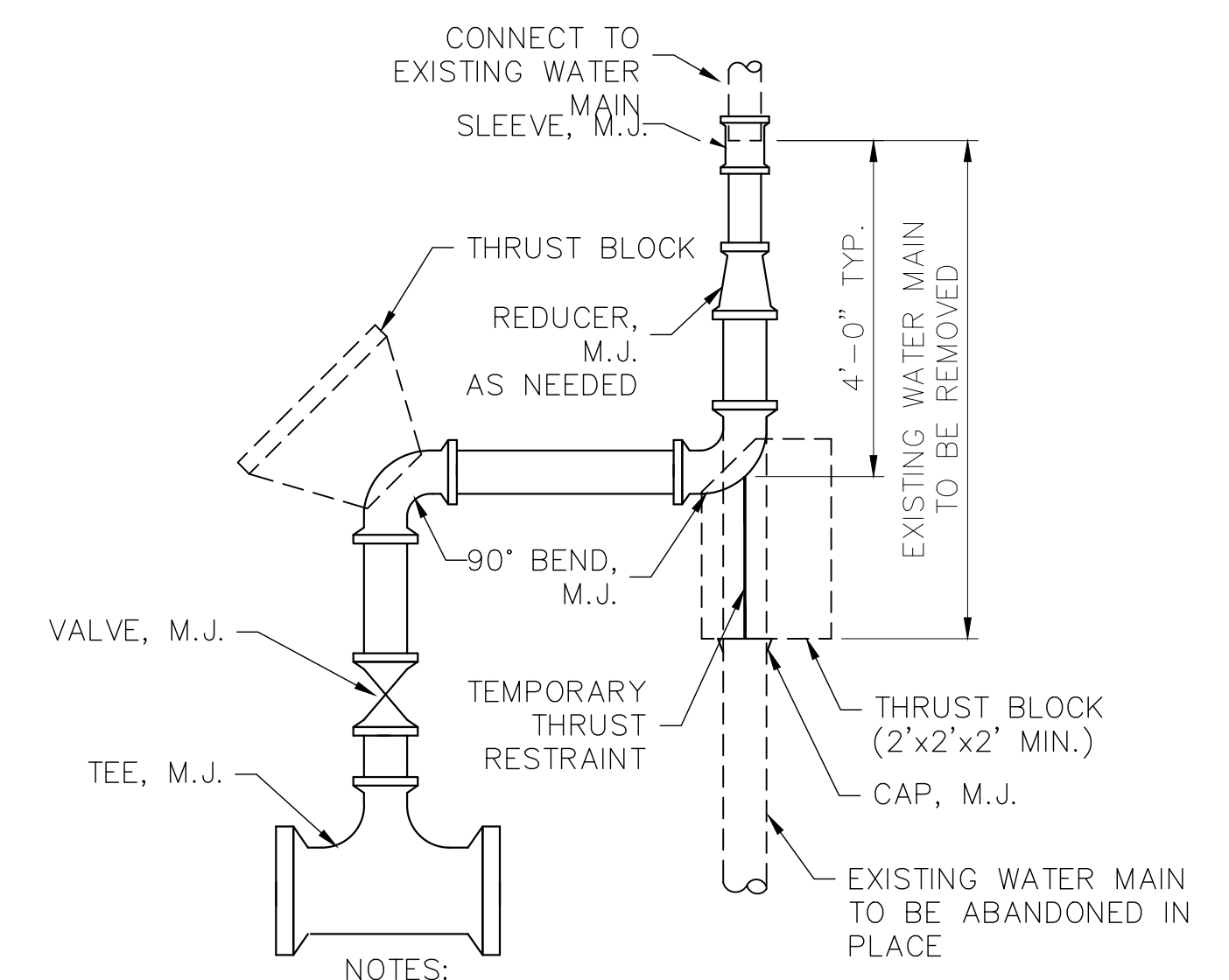
SIZE OF FITTING	THRUST BLOCK DIMENSIONS		
	A	B	C
4"	1'-0"	1'-0"	3"
6"	1'-6"	1'-0"	6"
8"	2'-0"	1'-0"	6"
10"	2'-6"	2'-0"	9"
12"	3'-0"	2'-6"	9"
16"	4'-0"	2'-6"	12"
20"	4'-0"	3'-0"	16"
24"	4'-6"	3'-0"	16"

NOTES:
 1. POLYWRAP ALL FITTINGS
 2. THRUST BLOCKS SHALL NOT PREVENT ACCESS TO FITTING BOLTS

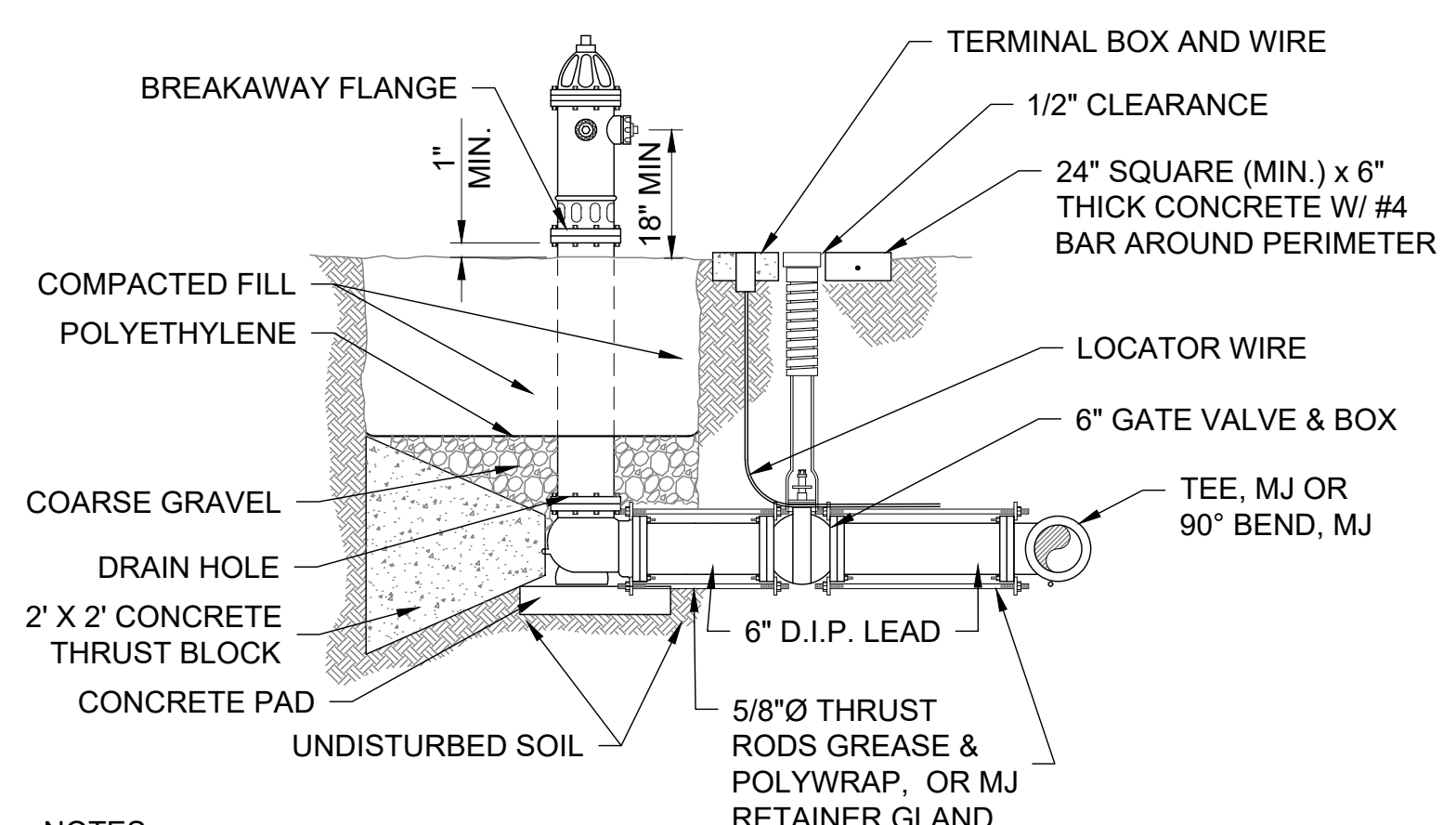
1 CONCRETE THRUST BLOCK
 SCALE: N.T.S.



2 GATE VALVE & BOX
 SCALE: N.T.S.

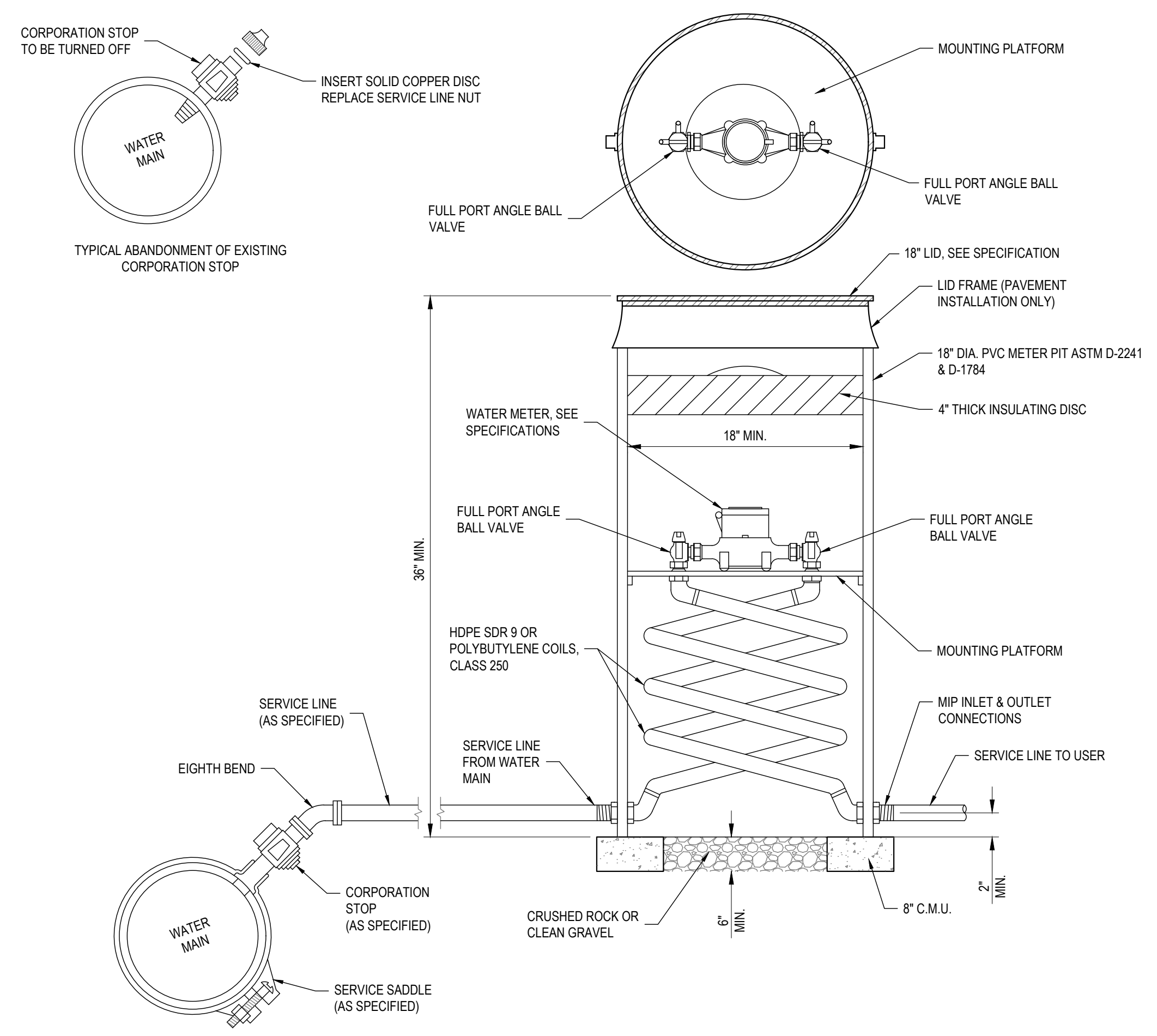


3 CONNECT TO EXISTING WATER MAIN
 SCALE: N.T.S.



NOTES:
 1. HYDRANT ASSEMBLY TO INCLUDE RETAINER GLANDS OR THRUST RODS, PIPING AND GATE VALVE.
 2. ALL FITTINGS TO BE MECHANICAL JOINT, WITH MECHANICAL JOINT RESTRAINT DEVICES OR THRUST RODS
 3. THRUST RODS AND APPURTENANCES SHALL BE STAINLESS STEEL OR CORTEN STEEL.
 4. HYDRANT TO BE INSTALLED TO MATCH EXISTING GRADE, AND GRADE ADJUSTMENT FITTINGS OR EXTENSIONS SHALL BE PROVIDED BY THE CONTRACTOR AND ARE INCIDENTAL TO THE FIRE HYDRANT ASSEMBLY PRICE.

4 FIRE HYDRANT ASSEMBLY
 SCALE: NOT TO SCALE



5 WATER SERVICE INSTALLATION
 SCALE: N.T.S.



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 TOWANDA, KANSAS**

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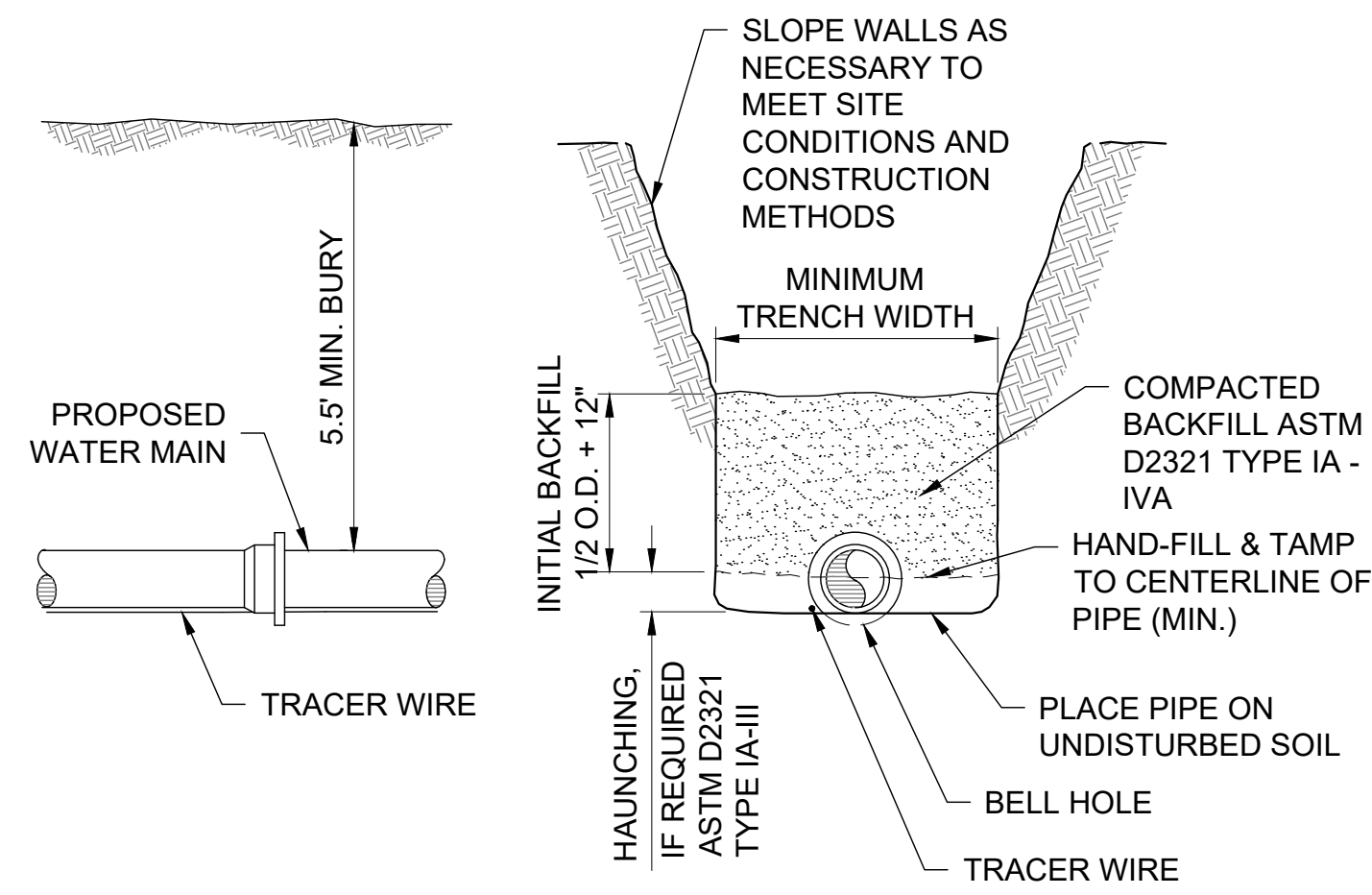
JEO PROJECT NO.: 241393.01
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 QAQC: EEJ

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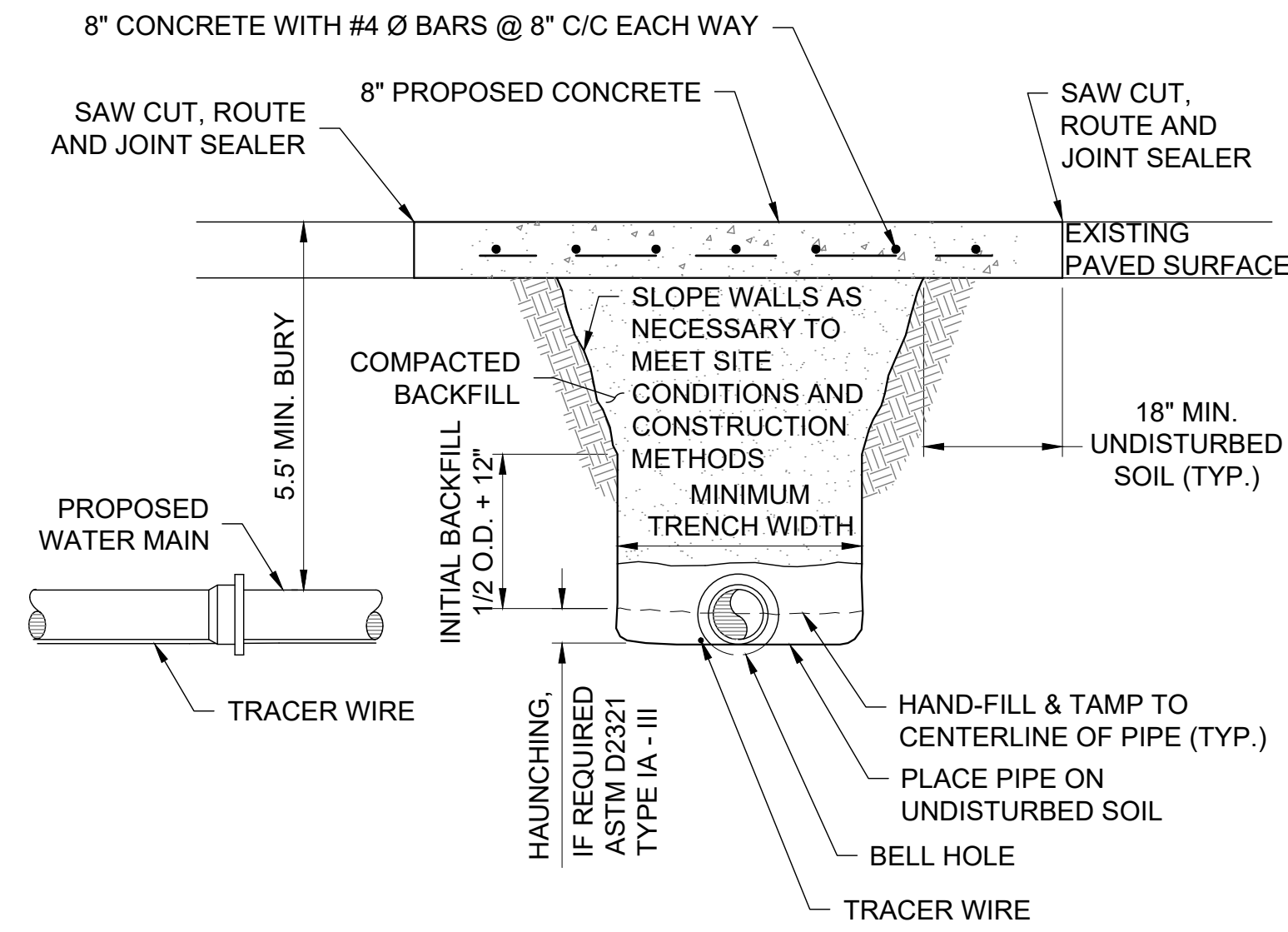


STANDARD DETAILS



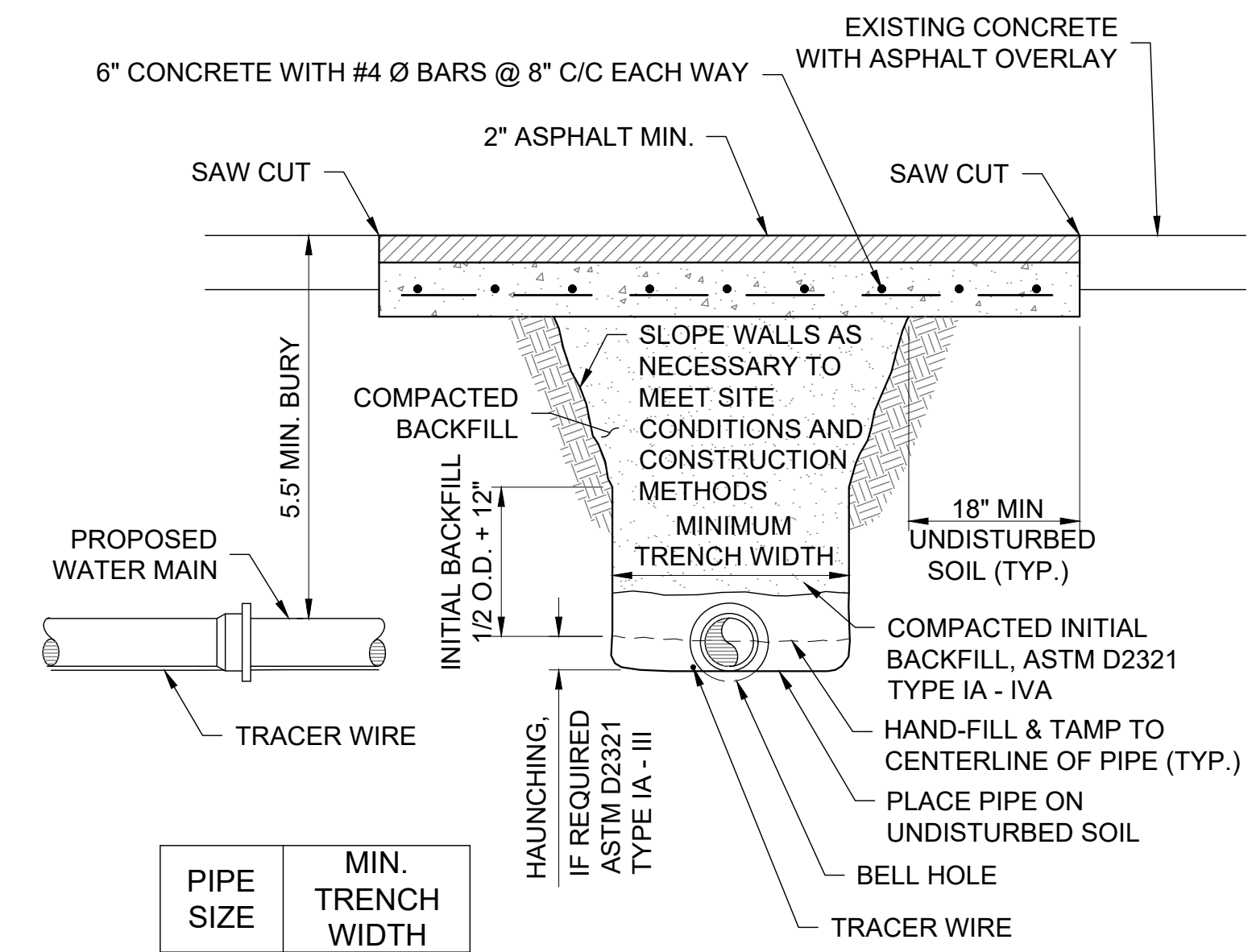
PIPE SIZE	MIN. TRENCH WIDTH
4"	18"
6"	18"
8"	24"
10"	26"
12"	30"
15"	30"
18"	32"

1 WATER MAIN TRENCH
 SCALE: N.T.S.



PIPE SIZE	MIN. TRENCH WIDTH
4"	18"
6"	18"
8"	24"
10"	26"
12"	30"
15"	30"
18"	32"

2 WATER MAIN TRENCH - CONCRETE PAVEMENT
 SCALE: N.T.S.



PIPE SIZE	MIN. TRENCH WIDTH
4"	18"
6"	18"
8"	24"
10"	26"
12"	30"
15"	30"
18"	32"

NOTES:
 1. PROPOSED CONCRETE AND ASPHALT TO MATCH THE THICKNESS OF THE EXISTING CONCRETE PAVEMENT WITH ASPHALT OVERLAY.

3 WATER MAIN TRENCH - CONCRETE PAVEMENT WITH ASPHALT OVERLAY
 SCALE: N.T.S.

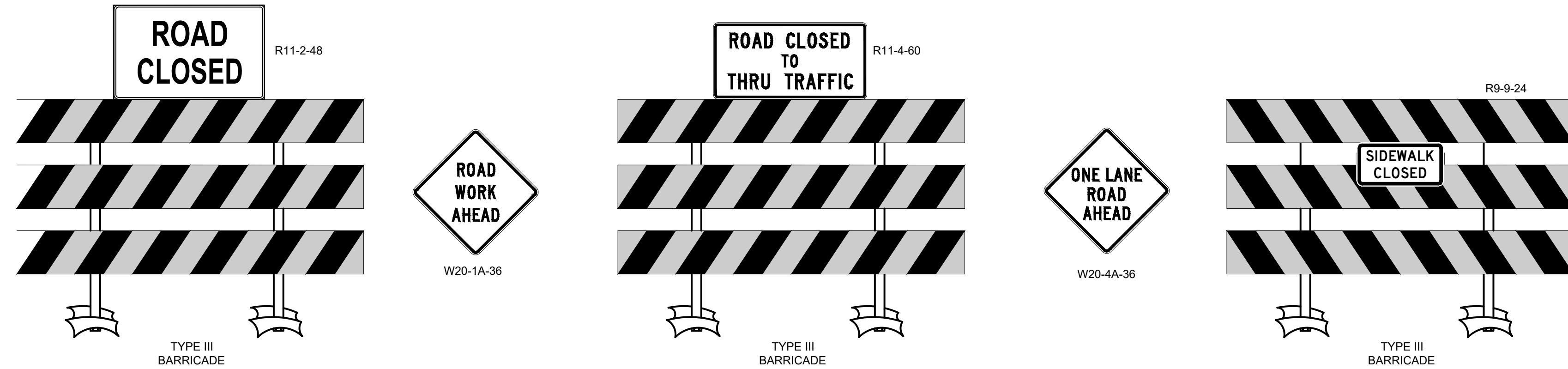
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7 TRAFFIC BARRICADE DETAILS
 SCALE: N.T.S.



**WATER MAIN IMPROVEMENTS
 TOWANDA, KANSAS**

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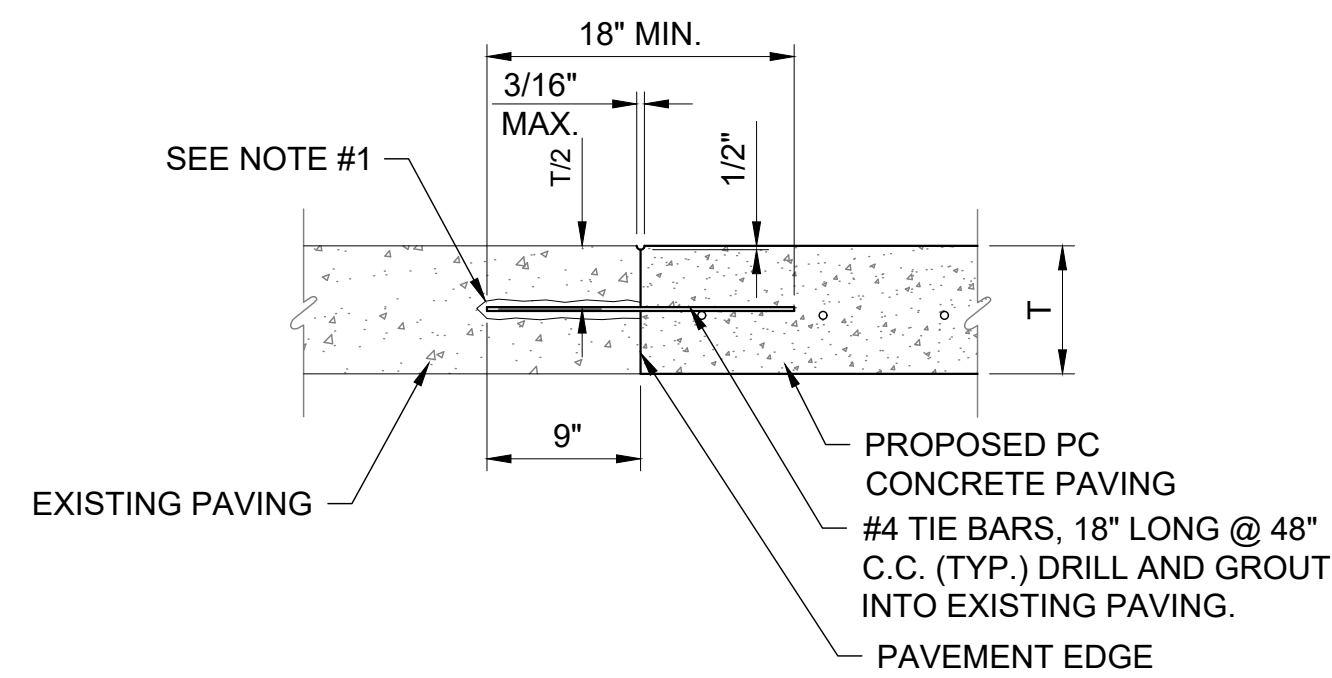
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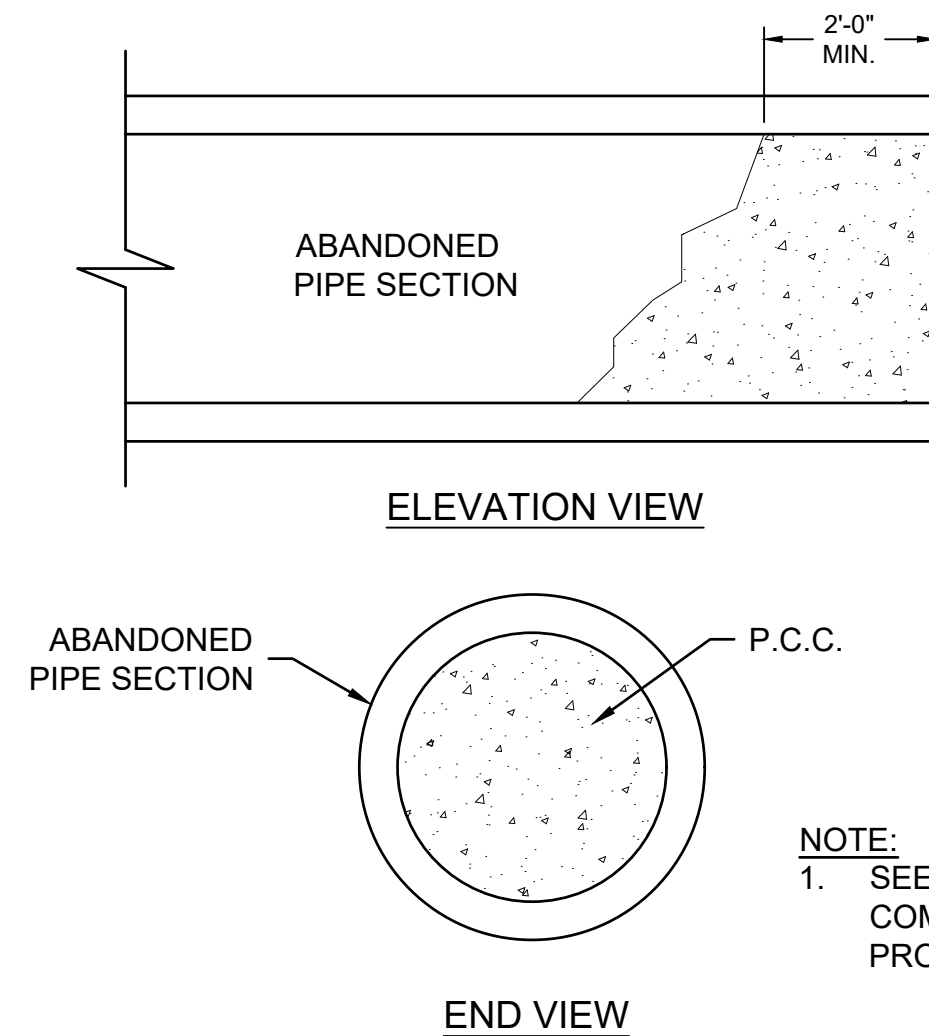


STANDARD DETAILS



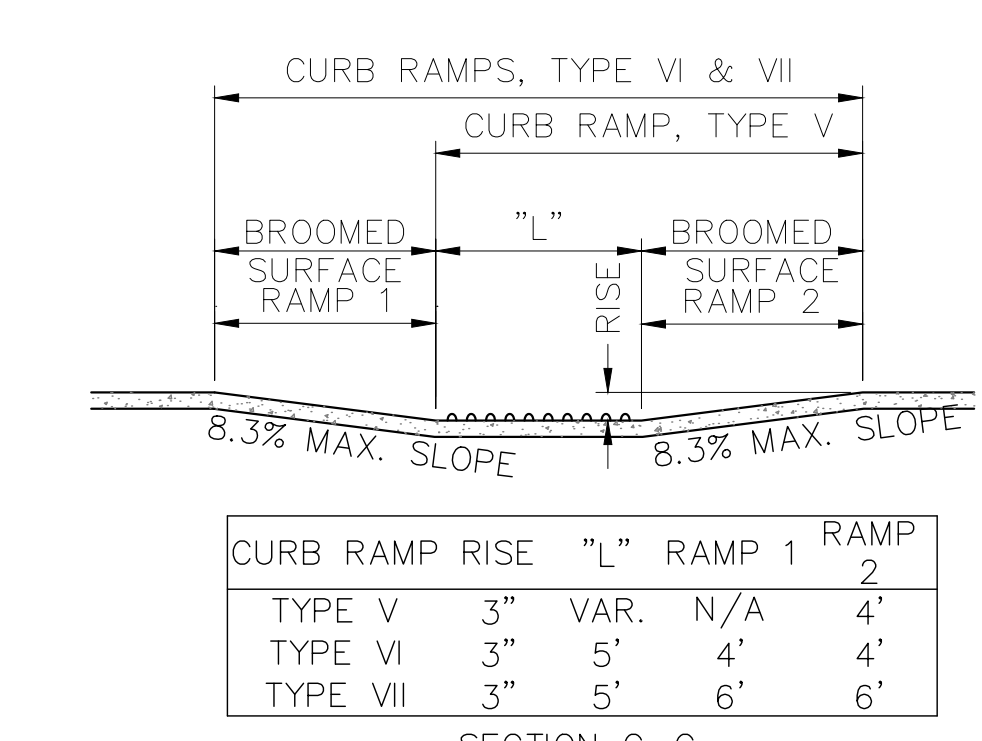
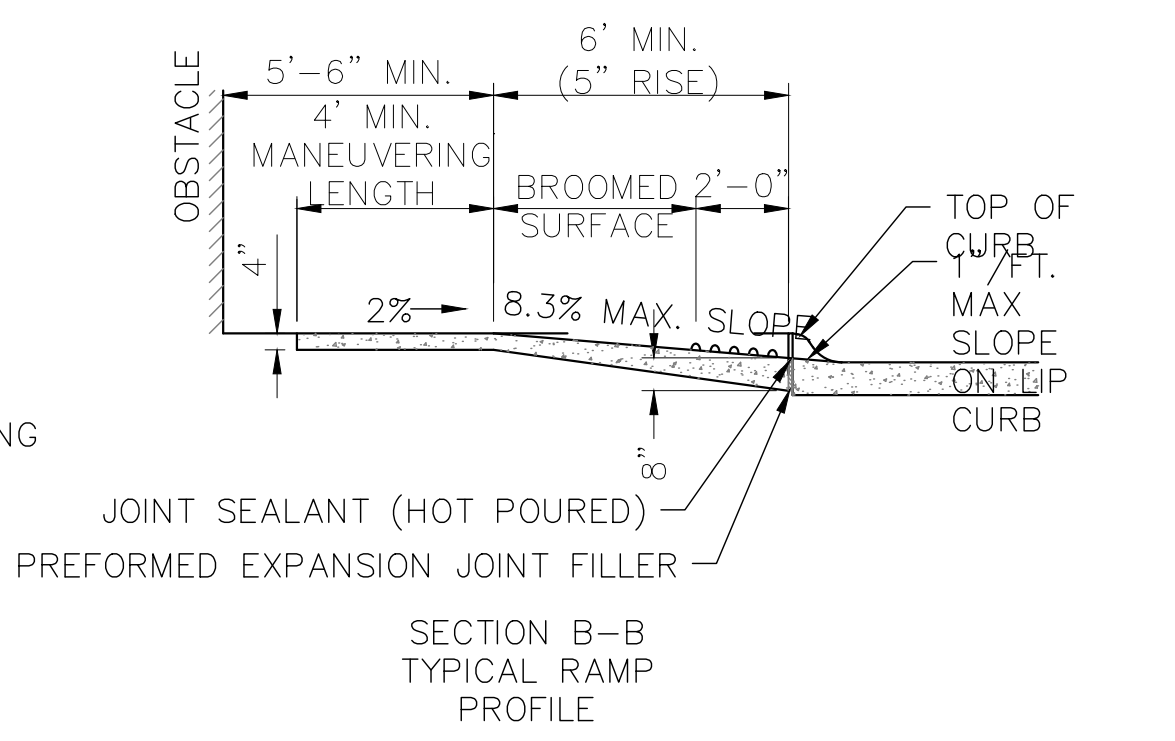
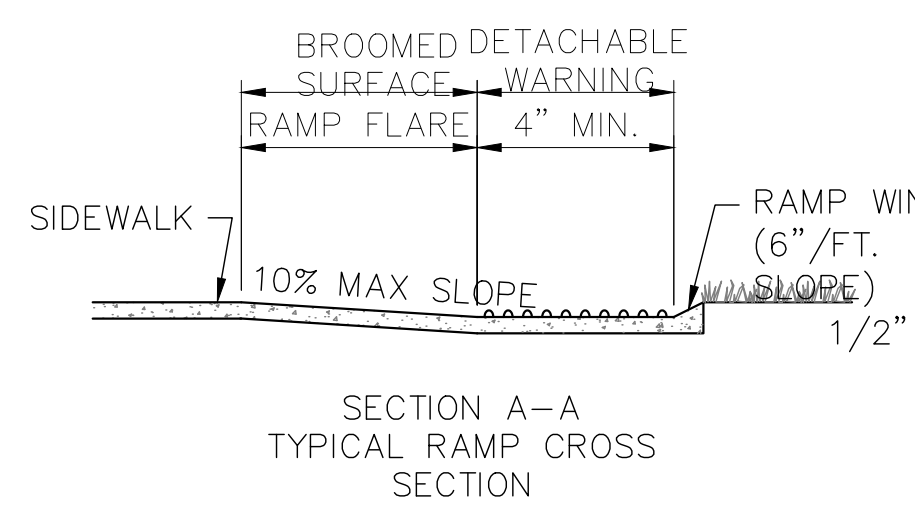
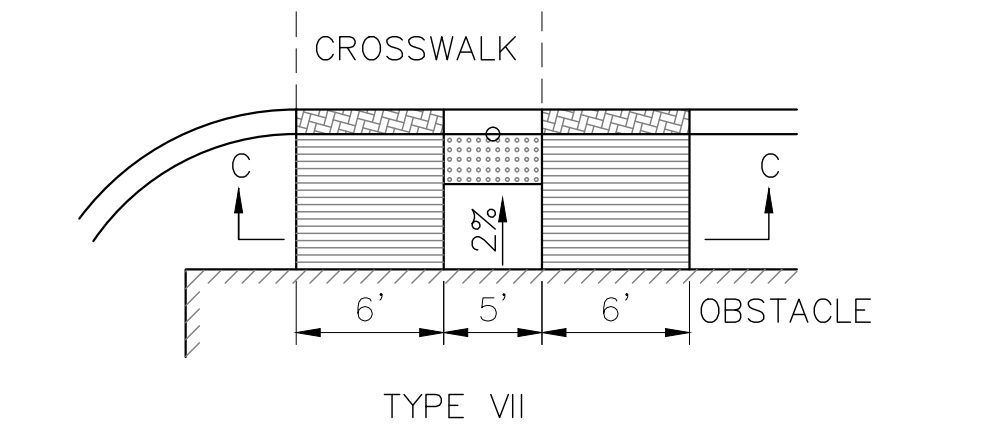
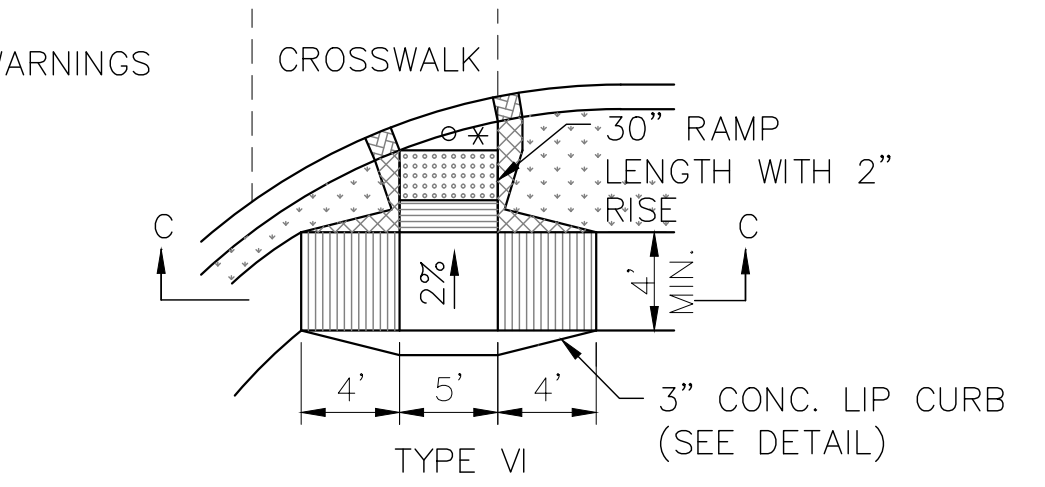
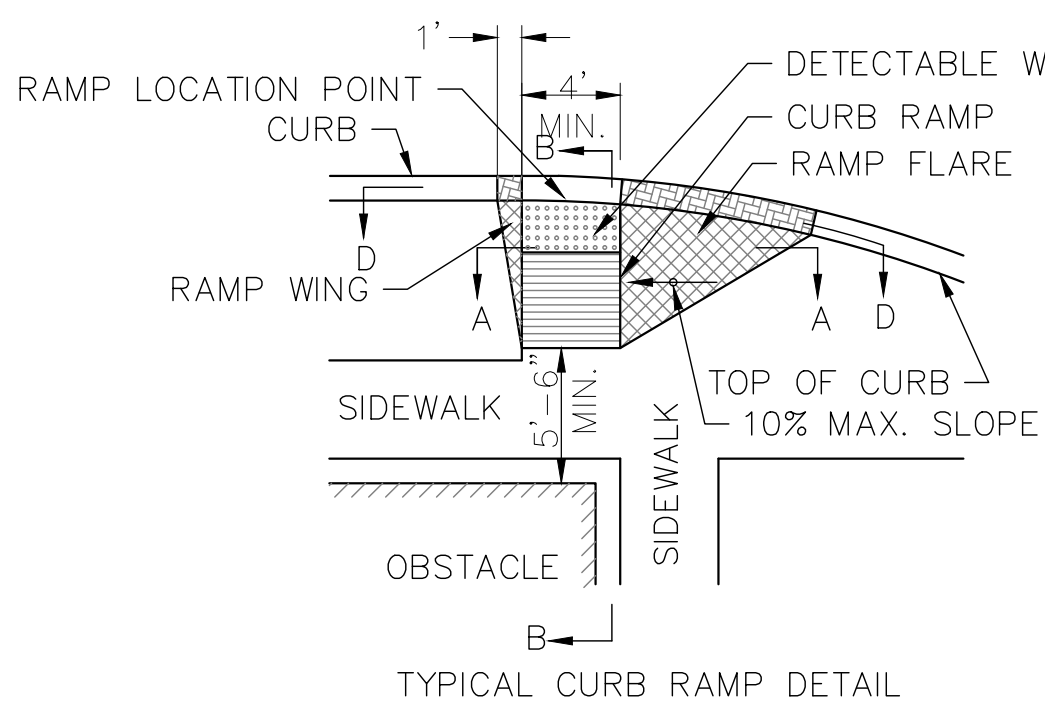
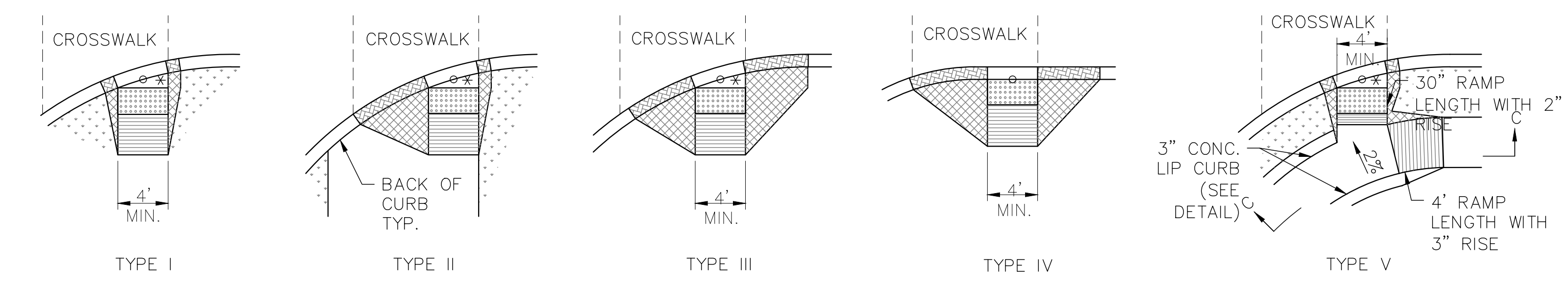
NOTES:
 1. DRILL HOLE DIA. 1/8" LARGER THAN TIE BAR.
 2. NO BAR WILL BE CLOSER THAN 6 INCHES TO ANY LONGITUDINAL JOINT (CENTERLINE OR LANELINE).

4 PAVING TIE-IN DETAIL
 SCALE: 1"=1'-0"

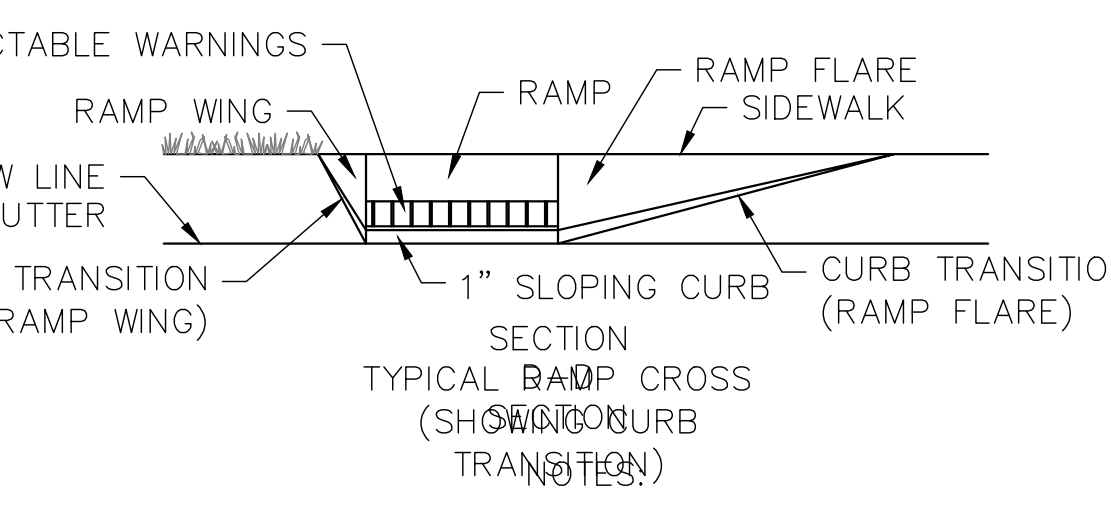
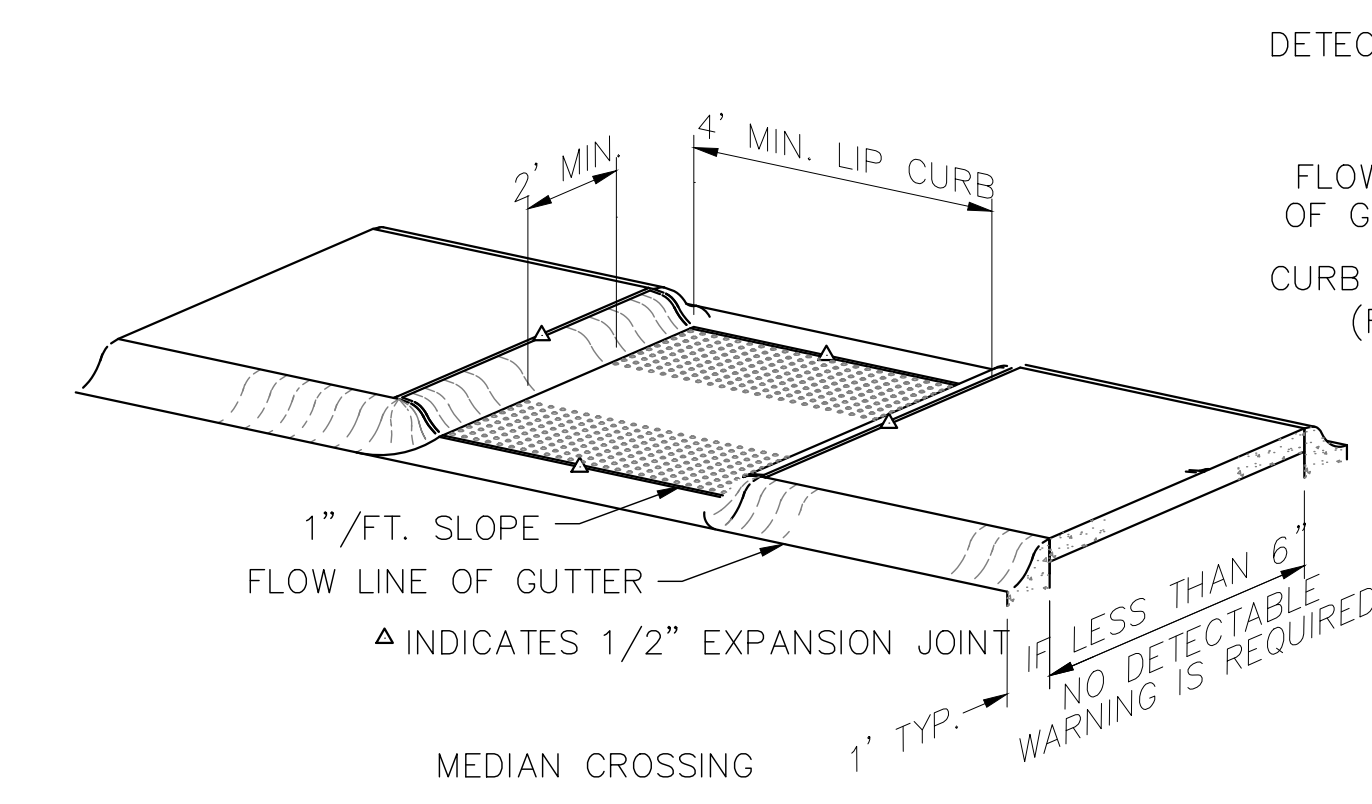


NOTE:
 1. SEE SPECIFICATIONS FOR COMPLETE ABANDONMENT PROCEDURES

5 STANDARD PIPE PLUG
 SCALE: N.T.S.

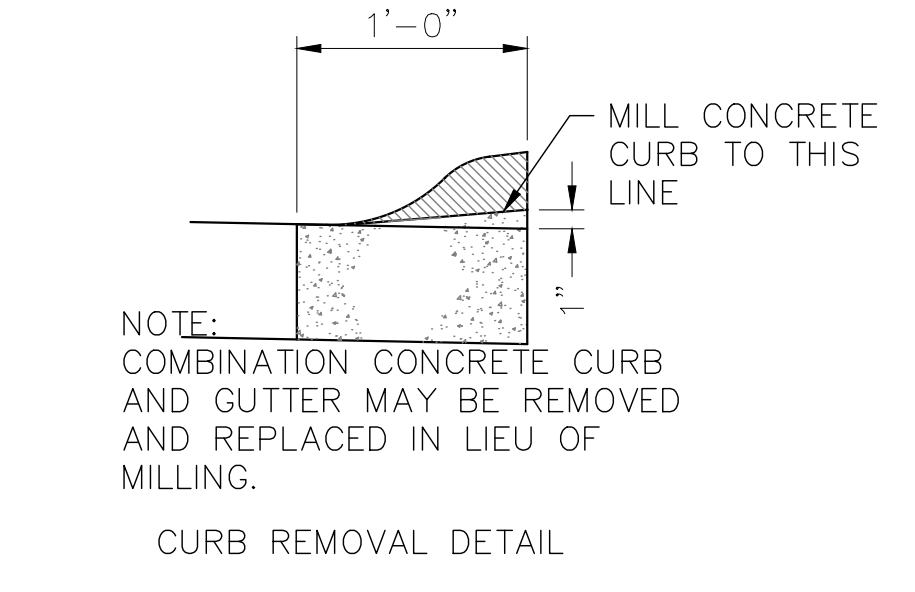
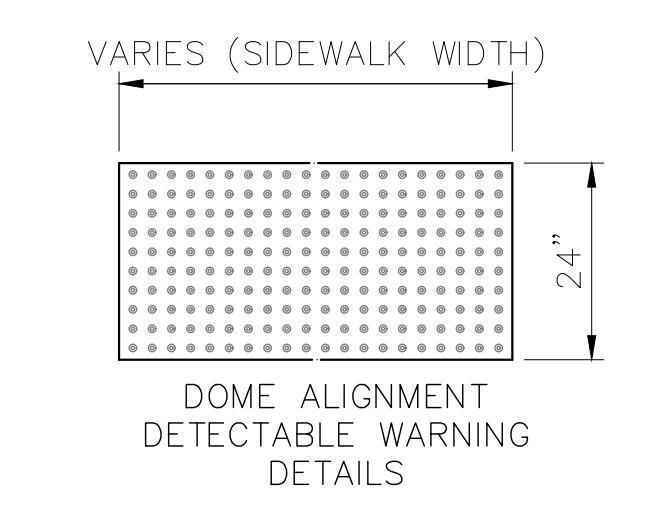
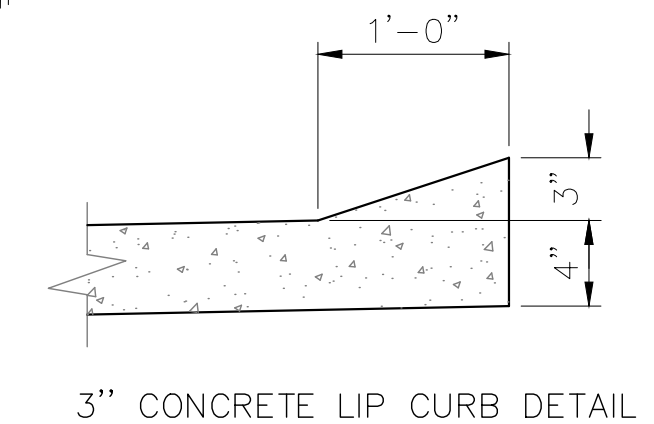


CURB RAMP RISE	"L" RAMP 1	RAMP 2
TYPE V 3"	VAR.	N/A
TYPE VI 3"	5'	4'
TYPE VII 3"	5'	6'



LEGEND

- DETECTABLE WARNINGS
- BROOMED CURB RAMPS
- BROOMED RAMP WINGS & FLARES
- MILLED CONCRETE
- GRASS OR NON-WALKING SURFACE
- CURB TRANSITION



- THE NORMAL GUTTER LINE PROFILE SHALL BE MAINTAINED THROUGH THE AREA OF THE CURB RAMP.
- THE SURFACE OF ALL CURB RAMPS SHALL BE BROOMED PERPENDICULAR TO THE SLOPE OF THE CURB RAMP. ALL FLARES AND WINGS SHALL BE BROOMED PERPENDICULAR TO SLOPE.
- CARE SHALL BE TAKEN TO ASSURE A UNIFORM GRADE ON THE CURB RAMP, FREE OF SAGS AND SHORT GRADE CHANGES.
- THE RAMP FLARES SHALL BE CONSTRUCTED WITH A 10 ANGLES TO THE SLOPE OF THE CURB RAMP, TYPES II, III & IV.
- THE SLOPE OF SIDEWALKS APPROACHING CURB RAMPS (OR THEIR FLARES) SHALL BE FLAT ENOUGH TO PROVIDE RECOVERY AREAS FOR WHEELCHAIRS ENTERING OR EXITING THE RAMPS.
- THE WORK OF CONSTRUCTING THESE RAMPS SHALL BE MEASURED AND PAID FOR AS A PART OF THE WORK FOR *"CONCRETE SIDEWALKS", "CONCRETE MEDIAN SURFACING" OR "CONCRETE BIKEWAY". THE WORK OF MODIFICATION OF NEW OR EXISTING CURB WILL NOT BE PAID FOR DIRECTLY, BUT WILL BE CONSIDERED SUBSIDIARY TO OTHER ITEMS OF WORK FOR WHICH DIRECT PAYMENT IS MADE.
- DETECTABLE WARNING PANEL:
 - SHALL BE FROM THE APPROVED PRODUCT LIST.
 - SHALL BE A CONTRASTING COLOR TO THE SURROUNDING SURFACING.
 - SHALL EXTEND THE FULL WIDTH OF THE 1" SLOPING CURB.

1 CURB RAMP DETAILS
 SCALE: N.T.S.

INDICATES 2% SLOPE TOWARDS STREET



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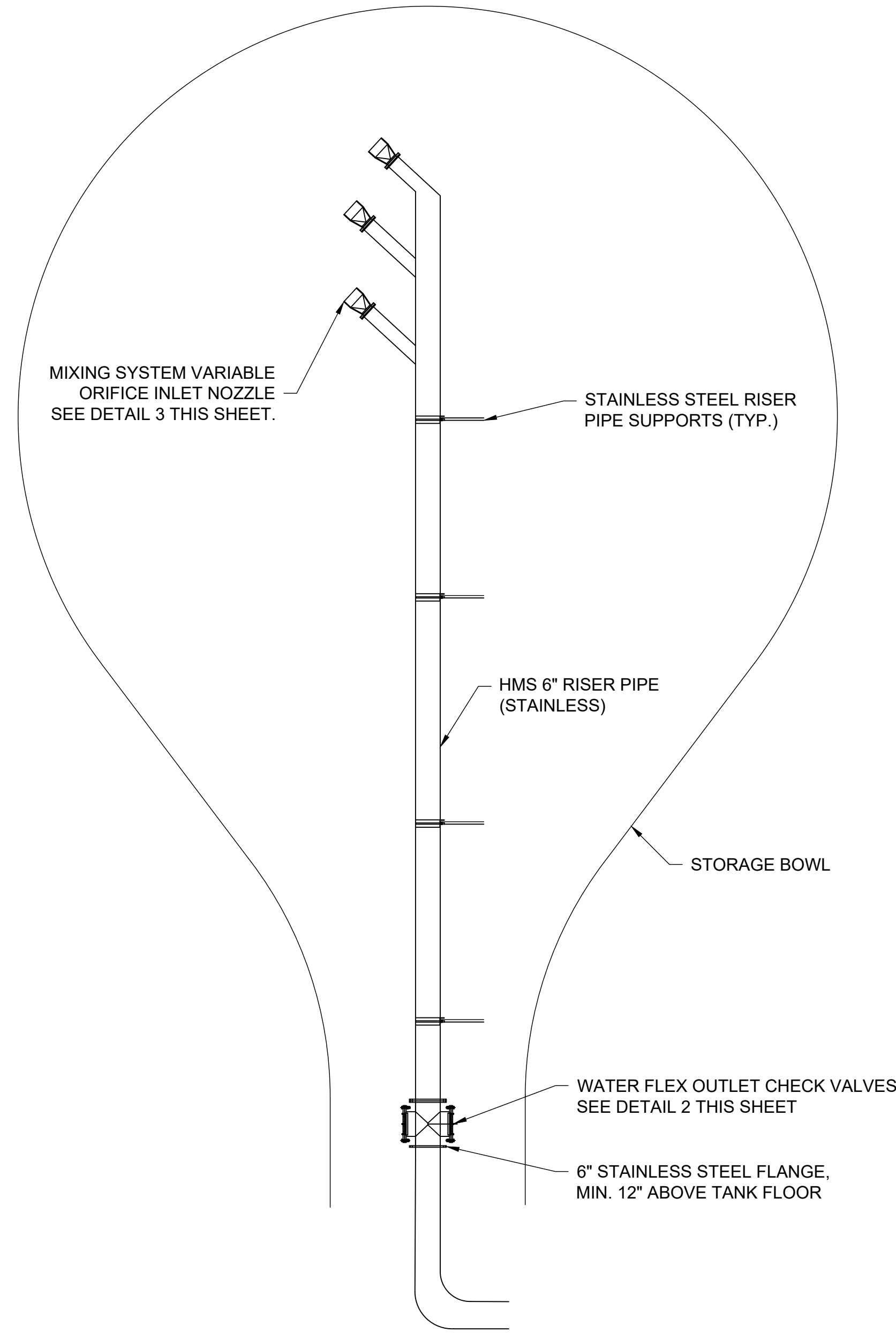
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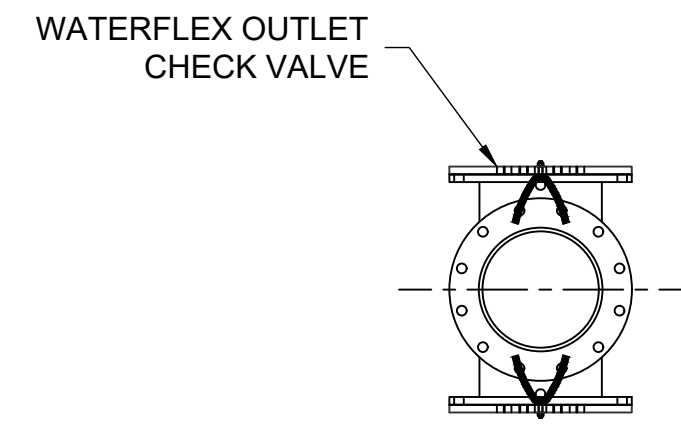
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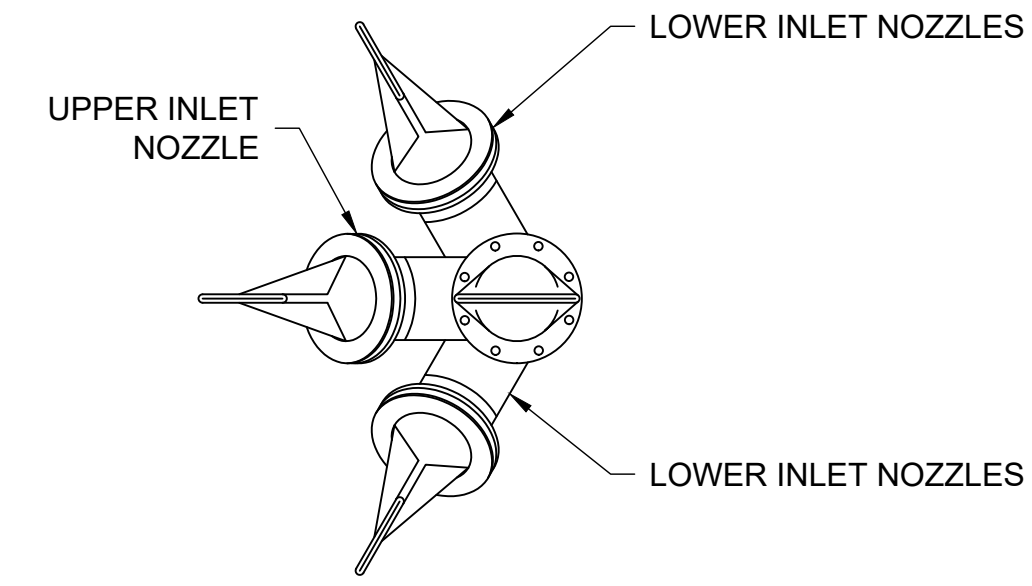
STANDARD DETAILS



1 GENERAL ARRANGEMENT
 SCALE: N.T.S.



2 OUTLET CHECK VALVE
 SCALE: N.T.S.



3 INLET NOZZLES
 SCALE: N.T.S.



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MIXER DETAIL

SECTION 01 10 00
SPECIAL PROVISIONS

PART 1 - GENERAL

These Special Provisions amend or supplement the following Specifications and other provisions of the Contract Documents as indicated below. All provisions which are not so amended or supplemented remain in full force and effect.

The terms used in these Special Provisions will have the meanings indicated in the Specifications and Contract Documents. Additional terms used in these Special Provisions have the meanings indicated below, which are applicable to both the singular and plural thereof.

1.01 PROJECT CONTACT

- A. Owner's Primary Contact:
 - 1. Name: Sarah Gooding
 - 2. Address: 110 S 3rd St. Towanda, KS 67144 PO Box 160
 - 3. Phone Number: 316.536.2243
 - 4. Email: administrator@cityoftowanda.com
- B. Engineer's Primary Contact:
 - 1. Name: Michael Schultes, PE
 - 2. Address: 2727 W. 2nd Street, Ste. 471, Hastings, NE 68901
 - 3. Phone Number: 402.462.5657
 - 4. Cell Number: 402.469.0414
 - 5. Email: mschultes@jeo.com
- C. Engineer's Secondary Contact:
 - 1. Name: Kyle Otto, PE
 - 2. Address: 319 N Locust St, Grand Island, NE 68801
 - 3. Phone Number: 308.381.7428
 - 4. Cell Number: 402.419.3466
 - 5. Email: kotto@jeo.com

1.02 BID FORM

- A. Groups A and B will be evaluated separately; hence Groups A and B may be awarded separately.

1.03 CONTRACT DESCRIPTION

- A. It is intended that the Owner will award either one (1) contract for Group A and B or two (2) separate contracts, one (1) for Group A and one (1) for Group B.

1.04 CONTRACT DRAWINGS AND SPECIFICATIONS

- A. The Drawings, Specifications, Proposal, Special Provisions, and all supplementary documents are intended to describe the complete work and are essential parts of the Contract. All requirements occurring in any of them are binding.
- B. In cases where there is a discrepancy in the contract documents.
 - 1. Written dimensions take precedence over scaled dimensions on Drawings.

2. Larger scale Drawings take precedence over smaller scale Drawings.
 3. Section 01 10 00 – Special Provisions, take precedence over the Drawings.
 4. Section 01 10 00 – Special Provisions, take precedence over other Specification Sections.
- C. Referenced Sections:
1. Any Specification Section that is referenced by another Specification Section and is not included in the project specifications (see table of contents for complete listing) shall not apply to this project.
- D. At least one copy of all Drawings and Specifications shall be maintained by Contractor at the project site and these shall be accessible at all times to Owner and Engineer.

1.05 REPORTS

- A. Refer to Section 00 73 00 – Supplementary Conditions, paragraphs SC-5.03 and SC-5.06.

1.06 PERMITS

- A. KDHE: A permit is being processed by the Kansas Department of Health and Environment (KDHE). A copy of the permit will be presented to the successful bidder, when the approval has been issued. Contractor shall construct the proposed improvements in strict compliance to the instructions and provisions of the permit.

1.07 CODE COMPLIANCE

- A. All proposed work shall comply with the National Plumbing Code, National Electrical Code, International Building Code and all applicable state and local codes.

1.08 SPECIAL FUNDING

1.09 BID ITEM DESCRIPTIONS

- A. Bore Water Service Line:
1. Pay unit: paid by linear foot (LF) instance of bored service line as shown in the Drawings.
 2. Includes the labor and equipment necessary to bore a water service line. It does not include the material for the water service line.
 3. 1" PE Water Service (SDR 7) will be paid by the linear foot (LF) and is a separate bid item.
- B. Connect to Existing Water Main:
1. Pay unit: paid by each (EA) instance of connection to an existing water main.
 2. Bid item shall include the labor, fittings, installation, tools, equipment, and any incidentals necessary to complete the work in conformance to the Drawings to connect the new water main to the existing water main. It shall include the field verification of the existing main, additional fittings to make the connection, coordination, and any incidentals.
- C. Connect to Existing Water Service:
1. Pay unit: paid by each (EA) instance of connection to an existing water service.
 2. Bid item shall include the labor, fittings, installation, tools, equipment, and any incidentals necessary to complete the work in conformance to the Drawings to connect the existing water service to the new water main. It shall include the field

verification of the existing water service, additional fittings to make the connection, coordination, and any incidentals.

- D. Abandon Existing Water Main:
 - 1. Pay unit: paid by each (EA) instance of abandoned water main.
 - 2. Bid item shall include the labor and materials necessary for completing abandonment of existing water mains. This bid item shall include, but is not limited to, excavation, removal, disposal or salvage, concrete, ductile iron fittings with mechanical joint restraint devices, backfill material, backfilling, site grading, and any incidentals necessary to complete the work in conformance to the Drawings to abandon the existing water main and take it out of service.
- E. Abandon Existing Gate Valve Box:
 - 1. Pay unit: paid by each (EA) instance of abandoned valve.
 - 2. Contractor to excavate immediate area as needed to allow access to top 3-foot of valve box and stem, close the valve, remove the top 3-foot of valve box and stem, backfill excavated area, compact backfill, and restore the surface to the original condition.
- F. Remove Existing Fire Hydrant Assembly:
 - 1. Pay unit: paid by each (EA) instance of abandoned fire hydrant assembly.
 - 2. Contractor to excavate immediate area as needed to allow access to the boot of the fire hydrant assembly, close the valve, remove the fire hydrant assembly at the boot, abandon gate valve, backfill excavated area, compact backfill, and restore the surface to the original condition.
 - 3. Removed fire hydrants shall be salvaged to the Owner. If Owner does not want some of all of the fire hydrants, the contractor shall dispose of them.
- G. Remove Existing Water Meter Pit:
 - 1. Pay unit: paid by each (EA) instance of abandoned water meter pit.
 - 2. Contractor to excavate immediate area as needed to allow access to the water meter pit foundation, close the ball valves on either side of the water meter, remove the entire meter pit, salvage the water meter and pit, backfill excavated area, compact backfill, and restore the surface to the original condition.
 - 3. Removed water meters shall be salvaged to the Owner. If Owner does not want some of all of the water meter pits, the contractor shall dispose of them.
- H. Replace Water Meter:
 - 1. Pay unit: paid by each (EA) instance of replacing an existing water meter.
 - 2. Bid item shall include the labor, installation, tools, equipment, and any incidentals necessary to complete the work in conformance to the Paragraph 3.03 - Water Meter Installation of these Special Provisions to remove the existing water meter and replace it with a new water meter.
 - 3. The Owner shall provide the new meter. Contractor to salvage existing meter to the Owner. Bid item shall include coordination with the Owner, notification to the existing user, additional fittings to make the connection, and any incidentals.

1.10 INCIDENTAL AND SUBSIDIARY ITEMS OF WORK

- A. Any items or materials called for in the Drawings or in these Specifications that are not measured and paid for directly shall be considered incidental and subsidiary to other items of work for which direct payment is made.
- B. Temporary Hydrants, Valves, & Fittings:
 - 1. Any temporary hydrants, valves, or fittings installed by the Contractor in order to complete the work as shown in the Drawings shall be considered incidental to other items of work for which direct payment is made.
- C. Temporary Sample Taps:
 - 1. Any temporary sample taps installed by the Contractor in order to complete disinfection and sampling of the water main in accordance with KDHE construction permit requirements shall be considered incidental to other items of work for which direct payment is made.
- D. Mailboxes:
 - 1. Temporary protection, removal, relocation, and resetting of mailboxes will not be paid for directly and shall be considered incidental and subsidiary to other items of work for which direct payment is made.
- E. Street Signs:
 - 1. Temporary protection, removal, relocation, and resetting of street signs will not be paid for directly and shall be considered incidental and subsidiary to other items of work for which direct payment is made.
- F. Trees:
 - 1. Temporary protection of trees shall be considered incidental and subsidiary to the other items of work for which direct payment is made.
- G. Protection of Utility and Light Poles:
 - 1. Temporary protection, removal, and relocation of utility and light poles shall be considered incidental and subsidiary to the other items of work for which direct payment is made. Damages due to improper protection shall be repaired at the expense of the Contractor. Refer to Paragraph 3.03 of these Special Provisions for requirements on protection of existing utility poles.
- H. Exploratory Excavation:
 - 1. Exploratory excavation necessary to determine the location and elevation of existing public and private utilities prior to installation of PVC water main shall be considered incidental and subsidiary to other items of work for which direct payment is made.
- I. Water for Construction:
 - 1. All labor and materials necessary for acquiring, storing, and use of water in order to complete the work shall be considered incidental and subsidiary to other items of work for which direct payment is made. Refer to Paragraph 3.13 – Water for Construction of these Special Provisions for flushing volumes and allowances.
- J. Power for Construction:
 - 1. All power for lighting, construction use, operation of the Contractor's equipment, and for any other use by the Contractor, shall be provided by the Contractor at

the Contractor's expense and shall be considered incidental and subsidiary to other items of work for which direct payment is made.

1.11 PROJECT CONDITIONS

A. Existing Utilities:

1. There are utilities in the vicinity of the proposed work.
2. Contractor shall notify the respective utility company(s) and/or "one-call notification center" before commencing work.
3. Neither Owner nor Engineer assumes any responsibility for utility locations being accurately shown, or not shown on the Drawings.
4. Any reference to utilities in the Drawings is approximate. Contractor shall verify the location of any existing utilities within the vicinity of the proposed work.
5. Contractor shall provide notification of intent to begin construction in advance to allow utility company(s) sufficient time to locate or relocate their utilities.
6. Once the location of the utility(s) has been staked, located or marked, it shall be Contractor's responsibility to protect these stakes/markings. Any costs for restaking or remarking shall be Contractor's expense.
7. Contractor shall avoid damaging any utility(s). Any such damage caused by Contractor, Contractor's employees, subcontractors, suppliers or agents will be the responsibility of Contractor to repair at Contractor's expense. No additional compensation will be allowed for protecting utility(s) or for repair of any damage caused by Contractor, Contractor's employees, subcontractors, suppliers or agents.
8. Contractor shall coordinate utility relocation or reconstruction with the appropriate utility company.

B. Maintain Continuous Water Service:

1. Whenever possible, Contractor shall schedule and conduct all work in a sequence, which will provide continuous operation of the water system. Contractor's schedule of planned operations shall outline compliance with this requirement.
2. When it is necessary to temporarily interrupt water service to any user:
 - a. Contractor shall limit shutdown to 4 hours maximum time.
 - b. Contractor shall make arrangement with Owner at least 48 hours in advance of any shutdown.
 - c. Contractor shall get approval of any shutdown from Owner at least 48 hours in advance of the shutdown.
 - d. Contractor shall give notification to any effected user at least 48 hours in advance of the shutdown. Such notification shall be closely coordinated with Owner.

C. Irrigation Systems:

1. There are underground lawn irrigation systems in the project area. It is the responsibility of Contractor to notify Owner of any irrigation systems in the project area about the construction activities that will affect the irrigation systems. Contractor shall conduct construction activities in a manner that will mitigate damage to the irrigation systems. Contractor shall be responsible for

repairing/replacing any lawn irrigation system components that are damaged by construction activities. This work will not be measured and paid for directly and shall be considered incidental and subsidiary to other items of work for which direct payment is made.

- D. Trash Pickup/Mail Delivery:
 - 1. Contractor shall be responsible for coordinating and allowing access for trash pickup and mail delivery for residents in the area affected by construction. This work will not be measured and paid for directly and shall be considered incidental and subsidiary to other items of work for which direct payment is made. Mail delivery shall be coordinated with the local United States Postal Service office.
- E. Emergency Services:
 - 1. Contractor shall be responsible for coordinating and allowing access for Emergency Services for residents in the area affected by construction. This work will not be measured and paid for directly and shall be considered incidental and subsidiary to other items of work for which direct payment is made.

1.12 "OR EQUAL" EQUIPMENT

- A. Prior to the bid opening, Engineer will review requests to be included as an "or equal" to major items of equipment and materials, which are already referred to by brand name in these specifications.
- B. It shall be the responsibility of the Planholder to supply adequate information concerning the proposed equivalent equipment to allow a timely review and determination by Engineer. Only Planholders can request review of equivalent equipment.
- C. The Planholder shall submit all information concerning a product at least 15 days before the date for the bid opening. The information submitted must be sufficient to allow for a complete review. If a request for equivalent equipment requires changes in sizes, hydraulic elevations, electrical changes, etc., these changes must be specifically outlined and included in the information submitted. Information provided to Engineer less than 15 days before the bid opening will not be reviewed.
- D. Engineer will issue an addendum approximately 7 days before the bid opening, identifying manufacturers of approved equivalent equipment.
- E. For the purposes of these specifications, major items of equipment are defined as:
 - 1. Fire Hydrants
 - 2. Valves
 - 3. Tank Mixing System
- F. All other equipment and materials must comply with and conform to the intent of the specifications. However, being listed as a manufacturer or an equivalent is not required.
- G. The Successful Bidder may be requested to state the proposed materials and equipment for the project on "Materials and Sub-Contractor Listing" following the bid opening.

1.13 QUANTITIES

- A. Some bid items have been rounded up on the bid form in comparison to the quantities on the plans to allow the Owner the flexibility to remove and replace more surfacing as needed during construction. Contractor shall be paid only for those quantities installed.

1.14 SUBMITTAL

- A. Refer to Section 01 30 00 – Administrative Requirements.
- B. All submittals shall be submitted to the Engineer in digital pdf format.
- C. Engineer will review and issue approvals digitally.
- D. Refer to Section 01 30 00 – Administrative Requirements, paragraph 3.05.B, references to printing and distribution shall be replaced with digital distribution in a pdf or other approved format. A field office is not required on this project.

1.15 RECORD DRAWINGS

- A. Contractor shall provide two (2) copies of the record drawings/as-builts clearly marking the field adjustments, additions/deletions to the Drawings, and locations of all buried piping/infrastructure and critical elevations of same.

1.16 SPECIAL EVENTS

- A. There are no special events planned in the area of construction activities.

1.17 RIGHT-OF-WAY/EASEMENTS

- A. The project shall be constructed within limited easements, right-of-way and property owned by Owner, as shown on the Drawings.
- B. Contractor shall confine all operations to areas within the limited easements, right-of-way and property owned by Owner, as shown on the Drawings.
- C. Areas outside of the limited easements, right-of-way and existing property owned by Owner, as shown on the Drawings, are not to be disturbed.
- D. Contractor shall exercise all reasonable care in any activities that are conducted in the areas of right of way and easement, to minimize damages to the property. Contractor’s attention is specifically called to any buildings, trees, fences, drainage structures and other miscellaneous appurtenances to the property.
- E. Contractor shall be solely and completely responsible for any damages caused by Contractor, Contractor’s employees, sub-Contractors, suppliers or agents to any areas outside of the limited easements, right-of-way and existing property owned by Owner, as shown on the Drawings.
- F. Contractor shall be solely responsible for obtaining and shall pay all costs in connection with any additional work area, storage site, access to the site, or temporary right-of-way, which may be required for proper completion of the work.
- G. Staging Area: Contractor is responsible for obtaining a site for storage of materials and equipment.

1.18 SITE ADMINISTRATION

- A. Contractor shall be responsible for all areas of the site used by him and by all Sub-Contractors in the performance of the work. He will exert full control over the actions of all employees and other persons with respect to the use and preservation of the property and existing facilities, except such controls as may be specifically reserved to Owner or others. Contractor has the right to exclude from the site all persons who have no purpose related to the work or its inspection, and may require all persons on the site (except Owner’s employees) to observe the same regulations as he requires of his employees.

- B. Contractor may use the area within the limited easements, right-of-way and property owned by Owner, as shown on the Drawings, for storage and staging, but must not interfere with normal operations of Owner, without prior written approval from Owner.

1.19 POWER

- A. All power for lighting, construction use, operation of Contractor's plant or equipment, or for any other use by Contractor, shall be provided by Contractor at his sole cost and expense and shall be considered incidental and subsidiary to other items of work for which direct payment is made. No separate payments will be made for this work.

1.20 MONTHLY PROGRESS MEETINGS

- A. Progress review meetings will be held during the construction period at a time and date set by Owner through Engineer. Location will be onsite. Attendance by Contractor or his/her authorized representative is mandatory.

1.21 TEMPORARY FACILITIES

- A. Temporary Fencing will not be required.
- B. Temporary facilities shall be considered incidental and subsidiary to other items of work for which direct payment is made. No separate payments will be made for this work.

1.22 HISTORICAL AND ARCHAEOLOGICAL

- A. If, during the course of construction, evidence of deposits of historical or archaeological interest is found, Contractor shall cease operations affecting the find and shall notify Owner. No further disturbance of the deposits shall ensue until Contractor has been notified by Owner that Contractor may proceed. Compensation to Contractor, if any, for lost time or changes in construction resulting from the find shall be determined in accordance with changed or extra work provisions of the Contract Documents.

1.23 DEWATERING OF SITE

- A. Work to be performed may require pumping and dewatering to complete the work as specified and as indicated on the Drawings. It is the intent of the specifications that such pumping and dewatering operation shall be the obligation of Contractor.
- B. Pumping and dewatering shall be considered incidental and subsidiary to other items of work for which direct payment is made. No separate payments will be made for this work.
- C. Contractor will be responsible for design, construction, electrical service and materials, operation, maintenance and permitting of any dewatering system necessary for the successful construction and completion of the project.
- D. Contractor shall conduct such investigation as is necessary to satisfy themselves of the groundwater conditions that will be encountered during the construction of the Work.

1.24 SUBSTANTIAL COMPLETION

- A. Refer to Section 00 70 00 – General Conditions.
- B. Substantial Completion so that the Work can be utilized requires the following components to be complete, operational and tested:
 - 1. Water main has passed all testing and has been placed into service.
 - 2. Above Grade and Below Grade Piping and Valves
 - 3. Aggregate Surfacing and pavement
 - 4. Reinstallation of Mailboxes
 - 5. Tank Mixing System (Group B)

PART 2 - PRODUCTS

The following information in **PART 2 - PRODUCTS** is provided to identify specific product selections required for this project and/or to augment requirements of products that may be specified in later specification sections.

2.01 CONCRETE

- A. Compressive Strength When Tested in Accordance with ASTM C39 at 28 Days: Minimum 3,500 psi.
 - 1. Type 47B Per Standard Specification.
 - 2. Concrete mix design shall have a minimum of 30% coarse aggregate.
 - 3. Air content shall be 6.5% to 9.0%.

2.02 SEEDING

- A. Seed Mixture for Urban Areas: Super Turf I (United Seeds, Inc.), Preferred Turf (Miller Seeds, Inc.), or of the following composition; seeding rate 10 lbs/1,000 square feet (drill seeded):

	<u>Percent of Mix</u>
Firecracker LS Turf Tall Fescue	24.50
Monet Turf Type Tall Fescue	24.50
Spyder LS Turf Tall Fescue	24.50
Talladega Turf Tall Fescue	24.50

- B. Other mixtures are available in the instructions of Section 32 92 19 – Seeding.

2.03 EARTHEN SOILS

- A. Borrow/Fill: Contractor shall be responsible for providing the borrow/fill materials on this project with approval from the soils engineer of record.
 - 1. Fill material shall be a clean, inorganic silt or lean clay with a liquid limit less than 45 and a plasticity index less than 20. Fill material shall not contain an appreciable amount of roots, rock, or debris, and should not contain any foreign material with a dimension greater than 3 inch.
- B. All earthwork and/or off-site borrow material shall be paid for under the lump sum bid price for site work and will not be measured separately.

2.04 AGGREGATE SURFACING

- A. Crushed Rock Surfacing:
 - 1. Crushed rock for surfacing shall consist of clean, hard particles of crushed limestone, quartzite, or dolomite.
 - 2. The crushed rock aggregates for surfacing shall have a Los Angeles Abrasion loss percentage of not more than 45.
 - 3. Crushed rock for surfacing shall have a percent loss of not more than 30 at the end of 16 cycles of the freezing and thawing test.
 - 4. Rock shall meet NDOT ¾" Crushed Rock for Surfacing gradations.

2.05 WATER

- A. Ductile Iron Fittings:
 - 1. All fittings shall be Tyler, Star, Sigma or approved equivalent and shall meet the requirements of AWWA C 153/111 or C 110/153 and shall be cement lined.

2. All fittings shall minimum pressure rating, 250 psi.
 3. Flanged joint for all above grade fittings.
 4. Mechanical joint for all buried fittings.
 5. All buried fittings shall be polywrapped.
- B. PVC Water Main: AWWA C900 PVC Pipe, DR 18.
1. Push joint if trenched, restrained joint (RJ) if bored, as shown in the Drawings.
 2. Contractor shall be allowed to directionally drill additional water main if the Contractor chooses to do so. No additional payment will be made, and payment will be process according to the installation method indicated on the bid form and Drawings. No payments will be made for surface removals and replacements unless the removals and replacements are made. All drilled water main shall be restrained joint. Contractor will not be allowed to push slip joint pipe in any bore over 60 linear feet.
- C. Service Line:
1. Polyethylene 1" CTS, SDR 7 or size as shown in the Drawings.
- D. Water Service Saddle: The service saddle shall be Ford FS202 with a stainless steel double bolt band.
- E. Corporation Stop: The corporation stop shall be a Ford taper thread inlet with a swivel eighth bend and Grip joint outlet suitable for service line material.
- F. Curb Stop: The curb stop shall be a Ford taper thread inlet with a swivel eighth bend and Grip joint outlet suitable for service line material.
- G. Curb Stop Box: The curb stop box shall be Minneapolis Pattern, 1.25" upper section with a plug style lid, with the word "water" cast on the lid.
- H. Connection Stiffeners: Insert stiffeners shall be installed in the PE pipe at all connections to fittings. The insert stiffeners shall be made of solid tubular stainless steel.
- I. Gate Valves:
1. Approved Manufacturers:
 - a. American Flow Control
 - b. Mueller
 2. All gate valves by the same manufacturer.
 3. The valve box shall be furnished with a valve box adaptor as manufactured by Adaptor, Inc. or equal.
- J. Fire Hydrant:
1. Approved Manufacturers:
 - a. Mueller
 - b. American Flow Control
 2. All hydrants by the same manufacturer.

2.06 METER PITS

- A. Meter Pits
1. Meter pits shall be rigid 0.300 minimum wall PVC material that holds shape and resists frost bridging for 3/4" through 1 - 1/2" water meters.

2. Meter pit shall be rigid 0.486 minimum wall PVC material that holds shape and resists frost bridging for 2" water meters.
3. Diameter of meter pit shall be based on the size of the water meter being installed.
4. The meter and platform shall be connected to the service line with coils of polybutylene tubing to allow the meter and platform to be raised to the surface.
5. Meter pits shall come complete with ball valves on each side of water meter.
6. Meter pits shall be open bottom pits being a minimum of 36" in depth and be installed above 6" of crushed rock or gravel. Contractor shall supply 6" of crushed rock or gravel bedding beneath the open bottom. Crushed rock or gravel shall cover the diameter of the meter pit.
7. Shallow service lines encountered shall be lowered to fit the depth of the meter pit.
8. Manufacturer for 3/4" through 1 1/2" water meters pits
 - a. Mueller Thermal-Coil Meter Boxes
9. Manufacturer for 2" water meters pits
 - a. Mueller EZ-Vault Meter Setters
10. Pits shall include an Insulation Pad
 - a. 4" Insulation Pad with Nylon Strip Handle
 - b. Diameter of insulation pad shall be determined by the diameter of the meter pit.

B. Meter Pit Lids

1. Lid frames used in turf/lawn areas shall be HDPE with standard pentagon nut lock
2. Manufacturer
 - a. Mueller Meter Box Setter Lids 311954 or 311955
 - b. Or equal
3. Lid frames used in areas subject to traffic shall be cast iron with standard pentagon nut lock. A manufacturer provided extension shall be provided to the water meter end point in meter pits with cast iron lids to enable transmission of end point data. End point extension equipment shall be considered incidental to construction unless otherwise noted.
4. Manufacturer
 - a. Mueller Meter Box Setter Lids 282924 or 282925
 - b. Or equal

2.07 CURB RAMPS

- A. All curb ramps will have detectable warning panels (truncated domes) as part of the ramp (see detail sheet on Drawings), which comply with the detectable warnings on walking surfaces section of the Americans with Disabilities Act. Color shall be selected by the owner. Approved types are:
1. Armor Tile Cast-In-Place System.
 2. ADA Solutions, Inc.
 3. Approved equal.

PART 3 - EXECUTION

3.01 WATER MAIN INSTALLATION BY DIRECTIONAL BORE

- A. Pipe rollers shall be used to support pipe during pulling operation.
- B. Installation Tolerances:
 - 1. Horizontally: \pm 2.0 feet from the alignment shown in the Drawings.
 - 2. Vertically: \pm 1.0 foot from the profile shown in the Drawings. Maintain the minimum depth specified in the contract documents.
 - 3. Greater deviation or interference with other identified facilities may be cause for rejection.
- C. Deviation from Line and Grade:
 - 1. Installations deviating from the specified tolerances that cannot be adjusted to conform to the specified tolerances may be rejected by the Owner.
 - 2. If non-conforming installation is not rejected, provide all additional fittings, manholes, or appurtenances as needed to accommodate horizontal or vertical misalignment, at the expense of the Contractor.
- D. Disposal of Boring Mud:
 - 1. Contractor shall take the necessary precautions to keep boring mud off of the streets/roads during directional boring activities.
 - 2. Contractor shall remove and dispose of all boring mud collected in open excavations prior to backfilling activities.

3.02 WATER MAIN INSTALLATION PHASING

- A. Contractor shall work with engineers to create a water main installation phasing plan to ensure the new water main is installed in phases and placed into service in phases such that the existing water main can be abandoned after water customers have been connected to the new water main. In general, contractor shall plan to construct up to 6 blocks of new water main. Place that section in service, connect water customers to the new water main, and finally abandon the existing water main.

3.03 WATER METER INSTALLATION

- A. General:
 - 1. The Contractor shall coordinate with the Owner for the property owners' contact information to schedule each water meter installation.
 - 2. It shall be the Contractor's responsibility to coordinate installation with property owners. All property owners shall be given minimum of 48 hours of notice, either verbally or written. It may be necessary for the Contractor to work around property owner's schedules, which may include evening or weekend installations.
 - 3. Installations at the school, where water is essential to the facility's operation, the utmost care in scheduling of this particular installation shall be made to accommodate those affected.
 - 4. The Contractor shall install meters in accordance with the state plumbing code and manufacturer's recommendations, confirming the water meter is installed in the correct direction, and all joints are watertight and free from leaks.

5. Care should be taken not to disturb areas. If disturbed, any disturbed areas shall be seeded or returned to pre-disturbed conditions. Cost is incidental to other bid items.
- B. Documentation:
1. It shall be the Contractor's responsibility to document the installation of all new water meters.
 2. Contractor shall build an electronic file detailing each installed water meter. The file shall include a photograph of the existing water meter prior to installation and new water meter after installation, the date of installation, the house address of where the meter was installed, the existing water meter reading, and the serial number of the new meter.
 3. Final payment shall not be issued to the Contractor without this file.
 4. Each installation shall be completed prior to end of days' work and minimize the amount of time each property Owner is without water service. Water service shutdowns shall be limited to 30 minutes.

3.04 PROTECTION OF EXISTING UTILITY POLES

- A. Contractor shall be responsible for coordinating with the utility and any temporary protection when working near existing utility poles.
- B. Any damage to existing utility poles, overhead wires, or other utility appurtenances will be the responsibility of the Contractor.

3.05 ACCESS REQUIREMENTS

- A. Notices: Contractor shall provide notice to property owners and authorities:
 1. Contractor shall notify owners of adjacent property and utilities when proceeding with the work that may affect them.
 2. When it is necessary to temporarily deny access by owners or tenants to their property, or when any utility service connection must be interrupted, Contractor shall give notices sufficiently in advance to enable the affected persons to provide for their needs. Notices shall conform to any applicable local ordinance and, whether delivered orally or in writing, will include information concerning the interruption and instructions on how to limit their inconvenience.
 3. Utilities and other concerned agencies shall be contacted at least 48 hours prior to cutting or closing streets or other traffic areas or excavating near underground utilities or pole lines.
 4. Contractor shall regularly advise the local law enforcement, fire and rescue authorities of the project status and coordinate with them in a manner to maximize access to property in the construction area in event of an emergency.
- B. Contractor to maintain access for the residents of the area located within the area of the project, as much as possible. Contractor shall keep driveways and entrances serving adjacent properties clear and available to the property owner or occupant at all times. Do not use these areas for parking or storage of materials. Schedule deliveries to minimize space and time requirements for storage of materials and equipment on site that obstructs access to property.
- C. Contractor shall at all times maintain public access to the neighboring buildings in the project area.

- D. Contractor shall provide temporary approaches and crossings of streets and sidewalks during construction operations. The temporary approaches and crossings shall be maintained by Contractor in good condition during construction operations.
- E. Contractor to arrange site and premises to allow work by others and Owner.
- F. Contractor to limit shutdowns of utility services to 4 hours at a time and arrange with Owner 48 hours in advance of any shutdowns.
- G. Contractor shall take all precautions not to damage buildings, utilities, sidewalks, drives, trees and property that are to remain in place during and after construction activities. Contractor shall be responsible for any damage and repair at Contractor's expense.

3.06 VERIFY UTILITY LOCATION

- A. Contractor to verify depth and location of existing utilities prior to any excavation.
- B. Contractor to verify that the existing utilities are of the size and type shown in the Drawings prior to providing any connecting materials.

3.07 UNFAVORABLE CONSTRUCTION CONDITIONS

- A. During unfavorable weather, wet ground or other unsuitable construction conditions, Contractor shall confine operations to work, which will not be affected adversely by such conditions. No portion of the work shall be constructed under conditions, which would adversely affect the quality or efficiency thereof, unless special means or precautions are taken by Contractor to perform the work in a proper and satisfactory manner.

3.08 TOPSOIL AND SUBSOIL

- A. Contractor shall remove the upper 6 inches (6") of topsoil from the area of trench excavation and store it on site. After the trench has been backfilled, Contractor shall replace the stored topsoil on top of the backfill to provide a suitable seed bed for the area above the trench excavation.
- B. Topsoil containing crop residue shall be collected separately and reapplied to agricultural ground to proposed finish grades.
- C. Existing soil conditions can be found in the soil boring logs and geotechnical report in the appendix. The soils are generally conducive to directional boring. Should the contractor encounter an area of hard soils that makes boring unfeasible, contractor shall work with the engineer and city to determine the best way to install the water main in that area.

3.09 CONCRETE SAWING

- A. Sawing of new concrete for jointing is incidental to the unit price for concrete paving.

3.10 CONCRETE PAVING TIE IN

- A. New concrete paving will be tied to existing concrete paving with no. 4 x 18 inch tie bars at 48 inch center to center.

3.11 BARRICADES, LIGHTS AND TRAFFIC CONTROL

- A. General:
 - 1. All open trenches and other excavations shall have suitable barricades, signs, lights and other safe guards to provide adequate protection to the public. Obstructions such as material piles and equipment shall be provided with similar warning barricades, signs, lights and other safe guards.
 - 2. Contractor shall maintain traffic and shall provide and maintain traffic control devices in accordance with the contract documents.

3. If there is no specific traffic control plan, then Contractor's traffic control devices shall be in accordance with and shall be placed as required in the current edition of the Manual on Uniform Traffic Control Devices for Streets & Highways.
 4. Barricades, signs, lights and other safeguards shall be placed and maintained by Contractor during construction activities.
 5. Contractor shall provide all necessary devices for traffic control during construction.
- B. Traffic control, including barricades, signs, lights and other safe guards shall be considered incidental and subsidiary to other items of work for which direct payment is made. No separate payments will be made for this work.

3.12 REMOVALS

- A. Contractor shall use care in removing concrete, asphalt and other permanent surfacing. Additional removals required due to Contractor's negligence will be at Contractor's expense.
- B. Contractor shall saw-cut existing concrete, asphalt, etc. to be removed and this sawing shall be considered incidental and subsidiary to the other items of work for which direct payment is made. No separate payments will be made for this work.
- C. Where sewer and storm sewer castings are removed by Contractor, care shall be taken when removing castings so they are suitable for future reuse. The castings shall be salvaged to Owner and shall be delivered to a site designated by Owner.

3.13 DISPOSAL OF REMOVALS

- A. All disposal of any material that is removed shall be done in strict compliance with all applicable State, Federal and Local laws and rules and regulations.
- B. Excavated materials: Excess excavated material that is not suitable for reuse in the project shall be disposed of at Contractor's own disposal site and at Contractor's expense.
- C. Concrete: All concrete removals shall be disposed of by Contractor at Contractor's own disposal site and at Contractor's expense.
- D. Asphalt: All asphalt removals shall be disposed of by Contractor at Contractor's own disposal site and at Contractor's expense.
- E. Trees: All trees and stumps removed shall be disposed of by Contractor at Contractor's own disposal site and at Contractor's expense.
- F. Salvage/Re-use Items: Items (if any) that are to be salvaged to Owner and items that are to be salvaged and re-installed are all listed in the Drawings.
- G. Miscellaneous: Contractor shall be responsible for the disposal of any miscellaneous items at Contractor's own disposal site and at Contractor's expense.
- H. Drainage pipe: All drainage pipe removed shall be disposed of by Contractor at Contractor's own disposal site and at Contractor's expense.

3.14 CONSTRUCTION STAKING

- A. Refer to Section 00 73 00 - Supplementary Conditions, Paragraph SC-4.03.A.

3.15 SUBGRADE PREPARATION

- A. All concrete paving, sidewalks, ramps, etc. shall include subgrade preparation. Contractor shall include cost of subgrade preparation with the appropriate related bid item.

3.16 TESTING

- A. Trench: Owner shall arrange and pay for all trench testing that meets the required densities. Any re-tests shall be paid for by Contractor.
 - 1. Soil Compaction shall meet the following requirements.
 - a. Trench Backfill in critical areas (driven roadways, driveways, alleys, parking lots, under pavement) 98% of maximum standard proctor density, with moisture content at optimum (-) 2% to (+) 4%.
 - b. Trench Backfill, not in critical areas: 95% of maximum standard proctor density, with moisture content at optimum (-) 2% to (+) 2%.
 - c. Top 12" of Trench Backfill in lawn and cultivated fields: 90% of maximum standard proctor density, with moisture content at optimum (-) 2% to (+) 2%.
- B. Concrete: An independent testing agency employed by Owner shall perform quality control tests and material testing.
 - 1. The Owner will perform testing similar to specification Section 03 30 00- 3.09 Field Quality Control and/or Section 32 13 13 – 3.12 Field Quality Control.
- C. Asphaltic Concrete: An independent testing agency employed by Owner shall perform quality control tests and materials testing.
 - 1. The Owner will perform testing similar to specification Section 32 12 16 – 3.08 Field Quality Control.
 - 2. Results of the tests of these samples shall be furnished to Owner, Engineer and Contractor prior to final acceptance of the project and final payment for in-place asphalt.

3.17 WATER

- A. Contractor shall make arrangements to obtain water from Owner, as necessary for construction of the work.
- B. Contractor shall furnish all hose, hose adapters, backflow protection devices, meters and fittings necessary, and shall provide transportation and distribution of the water.
- C. Contractor shall exercise care in drawing water from the water system and shall not draw water at a rate (when combined with municipal uses) that will reduce the water system storage level below 75% of the maximum.
- D. If water is required to provide the proper moisture content for compaction, the transportation and distribution of water shall be considered incidental and subsidiary to other items of work for which direct payment is made.
- E. All work associated with this shall not be measured and paid for directly but shall be considered incidental and subsidiary to other items of work for which direct payment is made. No separate payments will be made for this work.

3.18 OPERATION OF WATER SYSTEM VALVE AND WATER MAIN CONNECTIONS

- A. No valve or other control on the existing water system shall be operated for any purpose by Contractor without prior permission of Owner.
- B. Connections to existing water mains will be coordinated with Owner.

3.19 CLEANUP

- A. Contractor shall return all areas disturbed by construction of the project to the original grade or to the finish grade as shown on Drawings and shall restore the site to as clean and sightly condition as before the work began.
- B. Contractor shall keep the cleanup of the project current with the construction and shall not have any more than 300 feet of construction at any time during the project which has not been cleaned up.
- C. During construction, areas to be maintained for traffic shall be kept clear of all hazardous materials, including but not limited to construction debris, dust, and mud.
- D. The cleaning and sweeping of the streets in the construction area shall be completed prior to the completion of the project. The project cleanup shall be conducted to the satisfaction of Owner and Engineer and shall be completed prior to final acceptance of the project.
- E. Contractor shall clean streets in project area whenever mud, dirt or debris is tracked onto to the streets as a result of the activities of Contractor, by his/her employees, sub-Contractors, suppliers or agents.

END OF SECTION

Old Business

309 Main Street: Owner Perry Jones/Contractor Mexus Contracting

Since the last Council Meeting, the month of March has been spent working with the Project Engineer, Prairie Psalm Engineering, and the City Engineer JEO. They have been working out the requirements/plans to support and construct the building safely while removing the board braces on Main St., during the process.

Background/Analysis

To prepare for the pier construction and while the approval process was pending, the Contractor has made brick and mortar repairs to the adjoining Gambino's northwest corner.

- The property owner had been waiting for roof trusses since October of 2025 for the repair of the building.
- On 2/11/2026, the City was notified that contact had been made with SCKEDD (South Central Kansas Economic Development District) for the application of a HEAL (Historic Economic Asset Lifeline) grant for Downtown Rehabilitation.
- At the Council Meeting of March 2026, Council approved postponing the Demolition Resolution for the asap construction of piers and removal of board bracing pending updates on the grant process after consulting with the City Engineer.

Updates

- Recently, the City has been informed of the application and qualification of the project for a CDBG (Community Development Block Grant) for Commercial Rehabilitation. The Owner/Contractor has begun the process. This grant application period opened in March with a shorter award time. Sarah and Lisa were briefed by SCKEDD on the process. If they are awarded this grant, construction potentially could move faster than previously anticipated. The condition of the building appears to increase its qualification.
- Construction of Piers and Repairs: The Engineer for the project has been in contact with Brad at JEO, with at least a dozen emails working through the approval of the column construction on the front North wall, which will allow the removal of the board bracing.
- **Latest from Engineers Tuesday, March 31, 2026** “JEO does not object to the removal of the temporary wooden shoring over the sidewalk after the addition of the columns and steel shoring as illustrated by Prairie Psalm Engineering.” The City has received a copy of the drawings. Work was approved 3/31/2026 to begin.

Financial Analysis: Grant money is needed for the major repair of the building. If the City were to proceed with the dilapidation process, it could require significant finances to stabilize the existing building in preparation for the removal of the Jones building, in addition to the demolition costs if the City were faced with the remediation.

Recommendation: Since March has been spent on Engineering working out the safety and process of existing drawings for the construction of the piers to replace the board braces and shoring up the west wall and since the engineered plan has been approved and repairs have been made to the Gambino's building wall to ready for pier construction, my recommendation would be to move the consideration of the Dilapidated Resolution to May thus leaving the option/process open and on track if nothing farther develops on the remedy.

RESOLUTION NO. 2026-_____

A RESOLUTION FIXING A TIME AND PLACE AND PROVIDING FOR NOTICE OF A HEARING BEFORE THE GOVERNING BODY OF THE CITY OF TOWANDA, KANSAS, AT WHICH THE OWNER, HIS OR HER AGENT, LIENHOLDERS OF RECORD, OCCUPANTS, AND OTHER PARTIES IN INTEREST OF STRUCTURES LOCATED WITHIN SAID CITY AND DESCRIBED HEREIN MAY APPEAR AND SHOW CAUSE WHY SUCH STRUCTURE SHOULD NOT BE CONDEMNED AND ORDERED REPAIRED OR DEMOLISHED AS AN UNSAFE OR DANGEROUS STRUCTURE.

WHEREAS, the enforcing officer of the City of Towanda, Kansas, did on the 11th day of February 2026, file with the governing body of said city, a statement in writing that the structure, hereinafter described, is dilapidated or unsafe.

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

A hearing will be held on the **10th day of June 2026**, before the governing body of the city at 7:00 p.m., at 110 S 3rd at which the owner, his or her agent, any lienholders of record, any occupant, and any other parties in interest, as that term is defined by law, of the structure located at:

**TOWANDA, ORIG TOWN, S16, T26, R04E, BLOCK 6, Lot 17, 7350 SQUARE FEET
Commonly known as: 309 E Main St., Towanda, KS**

may appear and show cause why such a structure should not be condemned as a dilapidated or unsafe structure and ordered repaired or demolished.

BE IT FURTHER RESOLVED, that the City Clerk shall cause this resolution to be published and shall give notice of the aforesaid hearing in the manner provided by law.

Adopted this 8th day of April 2026.

Mike Hayes, Mayor

ATTEST:

Sarah Gooding, City Clerk

Sales Tax Updates – Draft Language Options

Background/Analysis

City of Towanda voters approved a 1% sales tax in 2016 that has been in effect since early 2017. This sales tax is in its 10th year and will sunset in early 2027. In recent years, the tax has generated approximately \$170,000 to \$180,000 annually, which is equivalent to about 18 mills in property taxes.

Council has discussed renewal of the tax, with an emphasis on sustained and enhanced funding for law enforcement and City streets. The City is aiming for an August ballot question, and Council will need to approve final wording at its May meeting to meet the June 1 deadline for submitting the question to the Butler County Clerk.

Staff have developed two concepts for ballot language, including one that may be allocated in either a 60/40 split or a 70/30 split, for a total of three options requested by Council at the March 11 Council meeting.

Financial Impact

Voter approval of a new sales tax would provide sustained revenue to address community priorities, allowing the community to maintain and expand its investments in transportation and public safety.

Moving to a sales tax designated for particular General Fund services such as law enforcement and streets will shift City revenue structures. Analysis of this impact will continue throughout the development of the 2027 budget. Additionally, staff anticipate developing two budget proposals for 2027, with one anticipating the sales tax passing and a second budget addressing City needs and revenue structures required if the sales tax does not pass.

Legal Analysis

These are drafts at this time, and will be sent to the City Attorney for review before a sales tax resolution is brought to Council for final approval at the May 13 City Council meeting.

Recommended Action

No motion recommended.

Council is asked to provide consensus and guidance around one or two options for final review and consideration.

Sales Tax ballot language draft concepts:

Generic:

Shall the City of Towanda, Kansas, be authorized, upon expiration of the existing one percent (1%) citywide retailers' sales tax authorized in 2016, to impose an additional one percent (1%) city-wide retailers' sales tax, the proceeds of which shall be used only for the following purposes, including the payment of financing costs related thereto: (1) Provide law enforcement services, including personnel, equipment, and related costs, to the Towanda community and (2) Provide funding for streets and sidewalks maintenance and improvement. The collection of the sales tax shall commence on March 1, 2027, or as soon thereafter as permitted by law, and shall terminate ten years after its commencement; all pursuant to the provisions of K.S.A. 12-187 et seq., as amended.

This option provides clear guidance as to the intent of the tax and what it may be used for, without requiring a certain split. This language seeks a renewal of the 1% sales tax.

60/40 or 70/30 split

Shall the City of Towanda, Kansas, be authorized, upon expiration of the existing one percent (1%) citywide retailers' sales tax, to impose an additional one percent (1%) city-wide retailers' sales tax, the proceeds of which shall be used only for the following purposes, including the payment of financing costs related thereto: (1) 60% of such tax to be applied to pay the costs to provide law enforcement services to the Towanda community, including personnel, vehicles, equipment, and related costs, and (2) 40% of such tax to provide funding for streets and sidewalks maintenance and improvement. The collection of the sales tax shall commence on March 1, 2027, or as soon thereafter as permitted by law, and shall terminate ten years after its commencement; all pursuant to the provisions of K.S.A. 12-187 et seq., as amended.

The percentages outlined in this option may be substituted. The Council also may consider whether it wants to seek a renewal of 1% or a higher number.

Splits/anticipated revenues are outlined below:

	Law Enforcement	Streets/Sidewalks	Annual Revenue (3 yr avg)
1% General	TBD	TBD	\$175,000
1.5% General	TBD	TBD	\$262,500
2% General	TBD	TBD	\$350,000
1%, 60/40 split	\$105,000	\$70,000	\$175,000
1%, 70/30 split	\$122,500	\$52,500	\$175,000
1.5%, 60/40 split	\$157,500	\$105,000	\$262,500
1.5%, 70/30 split	\$183,750	\$78,750	\$262,500
2%, 60/40 split	\$210,000	\$140,000	\$350,000
2%, 70/30 split	\$245,000	\$105,000	\$350,000

Swimming Pool Maintenance

Background/Analysis

The City of Towanda Swimming Pool is a community resource that provides physical activity, social opportunity, and recreation throughout the summer. It serves the youth population heavily, but also has is available as a family and fitness amenity for all community members.

Swimming pools require extensive maintenance and upkeep, particularly as they age. Staff are reviewing maintenance from a multi-year perspective with the goal of building routine major maintenance into the City's Capital Improvement Plan. This allows staff to conduct maintenance with a 4-5 year lifespan in mind, rather than a year-by-year approach, as in the past.

In 2023, staff power-washed the shallow end and applied an epoxy paint, which has held up significantly better and set a standard for maintenance goals going forward. In March 2026, staff have completed spot treatment and a full repainting of the shallow end ahead of the upcoming pool season. This work was initiated before there was a full awareness of the extent of repairs needed to properly refurbish the pool's deep end.

As staff power-washed the deep end, a dry-seal masonry material previously used to coat the deep end flaked off. These materials are intended to prevent moisture intrusion through concrete, but are not necessarily designed for swimming pool use and for containment of standing water. Staff have removed the material to the best of their ability.

Based on these findings, Public Works staff are recommending a full rehabilitation strategy for the deep end of the pool, including sandblasting the deep end, completing any necessary repairs and restoration to the concrete, and applying two coats of epoxy paint to re-seal the pool. This work is anticipated to provide a paint finish that lasts approximately five years.

Financial Impact

The proposed project is unanticipated major maintenance to the City Pool, but the hope is that a comprehensive sandblasting and resurfacing process will decrease annual maintenance and painting needs in the coming 3-5 years.

The City is fortunate to have an employee on staff with experience in sandblasting, which allows completion of the project in-house with a rented unit, under the recommended proposal.

Staff recommend paying up to \$10,000 for the project, not including staff labor time, out of the City's Capital Improvement Fund, which has a current balance of \$58,218.14.

Recommended Motion

Approve restoration of the deep end of the pool, with a not-to-exceed budget of \$10,000, to be paid out of the City's Capital Improvement Fund. The established budget covers paint, supplies, rental of a sandblasting unit, concrete repairs, and incidentals, not including staff labor.

Proposals Comparison

1. Sandblasting

a. Option 1 – Rental of Sandblasting Unit/City Staff Labor

- i. Public Works employee Josh Smith has been a professional sand blaster and believes that he could complete this work in-house with a rented unit with approximately 2-3 days of labor. If this option is selected, work would commence early next week.
- ii. Rental of a sandblasting unit would be \$375 for one week, and staff tentatively have a unit on hold for the week of April 13.
- iii. Estimated Cost: \$585 for rental of air compressor and \$375 for rental of sand blaster. Sand is already on hand. \$500-\$600 for staff labor.

Total Option 1: \$1,560 for sandblasting, plus painting costs

b. Option 2 – 3 JL Mobile Blasting

- i. \$17,186.40 for sandblasting the deep end of the pool
 1. \$12,800 for concrete surface prep and paint removal
 2. \$1,260 for sand
 3. \$1,226.40 for diesel fuel
 4. \$2,000 for prep and cleanup

Total Option 2: \$17,186,40 for sandblasting, plus painting costs

c. Option 3 – Joe Tucker Painting & Sandblasting

- i. \$41,875 for full pool restoration services, including application of pool lining
- ii. \$7,000 for sandblasting the deep end only.

Total Option 3: \$7,000, plus painting costs

2. Concrete Repair Work: TBD. Staff request a budget of \$2,700 to cover incidentals and small repairs

3. Paint

- a. **Estimate 1:** \$115/gallon for Sherwin-Williams White Epoxy Industrial Paint
 - i. 50 gallons = \$5,750 (staff pick up)
- b. **Estimate 2:** \$187/gallon for EP High Gloss/Epoxy High Build Blue or White
 - i. 50 gallons = \$9,350 (delivered)

All paint labor costs are planned in-house, with staff conducting the work throughout April.



Little Richards Pools & Spas, Inc.

9961 SW 15th Street
Towanda, KS 67144

Estimate

Date	Estimate #
3/26/2026	City-PAINT

Name / Address
City of Towanda 110 S. 3rd P.O. Box 160 Towanda KS 67144

Terms
Due on receipt

Description	Qty	Cost	Total
<p>Per 1 gallon- Commerical quality swimming pool paint- EP High Gloss/EPOXY HIGH BUILD - BLUE or WHITE = \$187.00 delivered</p> <p>Or Acrylic= goes on any surface = per gallon-White or Blue = \$136.00 delivered</p> <p>Rubber based paint- will not last as long as the others- per gallon White or Blue = \$139.00 delivered</p> <p>Epoxy is the recommended paint to go with if you do a full sandblasting and get all existing paint off surface area --- and will hold the longest- Would recommend doing two coats minimum for maximum life.</p> <p>POOL SIZE: 61' x 80' x 22' / 30' / 60'- approximately 6500 sq. ft. -- with 12' depth in deep end/ average shallow 48"-52" and 9" safety ledge 8' slope (350-450 sq. ft. per gallon) -- so approx 26 for one coat, so can order 50 total for two coats--(in theory, will use less on second coat) BUT, can always return what you don't use as long as not opened.....so getting enough ordered is also recommended</p>	50	187.00	9,350.00T

Estimate good for 30 days. Thanks for your business!	Subtotal
	Sales Tax (0.0%)
	Total

Check out our web page for exclusive deals, and "like" us on Facebook.

Signature



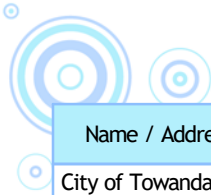


Little Richards Pools & Spas, Inc.

9961 SW 15th Street
Towanda, KS 67144

Estimate

Date	Estimate #
3/26/2026	City-PAINT



Name / Address
City of Towanda 110 S. 3rd P.O. Box 160 Towanda KS 67144

Terms
Due on receipt

Description	Qty	Cost	Total
<p>Hi Build Epoxy offers hard, tough durable finish, provides unsurpassed stain, chemical and abrasion resistance. Packaged in an easy-to-use 1:1 mix ratio, Hi Build Epoxy rolls easily and builds up to 8 mils dry per coat rendering "smoothing" qualities on rough surfaces.</p> <p>Renovates aged concrete, plaster, and fiberglass surfaces Easy to use 1:1 mix ratio 3-5 years service life- says 2 coats can provide 8 years Satin finish Abrasion and chemical-resistant Superior choice for spas Self-priming, two coat system Alternative to replastering at one-third the cost VOC compliant everywhere in US and Canada</p>			

Estimate good for 30 days. Thanks for your business!	Subtotal
	Sales Tax (0.0%)
	Total

Check out our web page for exclusive deals, and "like" us on Facebook.

Signature



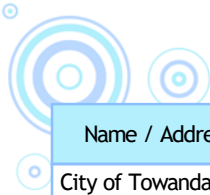


Little Richards Pools & Spas, Inc.

9961 SW 15th Street
Towanda, KS 67144

Estimate

Date	Estimate #
3/26/2026	City-PAINT



Name / Address
City of Towanda 110 S. 3rd P.O. Box 160 Towanda KS 67144

Terms
Due on receipt

Description	Qty	Cost	Total
<p>****Rylan and Sarah, We would normally sell this for over \$200 per gallon, and wanting to continue to do business with you. IF YOU ALL MANAGE TO FIND ANYTHING CHEAPER, PLEASE LET ME KNOW AND I WILL DO MY BEST TO BEAT IT. THIS PAINT IS FROM OUR LOCAL SUPPLIERS AND I DO HAVE A FEW OTHER GROUPS I CAN REACH OUT TO IF YOU HAPPEN TO FIND IT FOR LESS. (unlikely for same quality and product) WE WANT TO BE YOUR POOL PROFESSIONALS AND SAVE TOWANDA MONEY THE BEST WE CAN.</p>			

Estimate good for 30 days. Thanks for your business!	Subtotal	\$9,350.00
	Sales Tax (0.0%)	\$0.00
	Total	\$9,350.00

Check out our web page for exclusive deals, and "like" us on Facebook.

Signature _____





03/17/26

City of Towanda

Joshua Smith
 Phone: 316-570-0851
 Email: super@cityoftowanda.com

For your consideration, we have prepared the following information in regard to your equipment needs:

185 Air compressor

- 185 CFM
- Diesel
- Tow behind - 2" ball hitch
- Rated operating pressure 100 psig
- Includes: (1) 50' Air hose

\$195.00 (day) 8-hours use
\$585.00 (7-day week) 40-hours use
 \$1,295.00 (28-day month) 160-hours use

Sand Blaster

- 6.5 cuft
- Hood & Regulator
- 40'-50' Sandblaster hose
- (2) 50' Air Hoses

\$125.00 (day)
\$375.00 (7-day week)
 \$1,125.00 (28-day month)

1 week rental
 Josh est - 2 days
 600 (3 days)
 10 gal = 1150. (40 total)
 4600

Sherwin Williams
 10 gallon (white)
 Epoxy Industrial paint
 \$1150
~~Joe recommends~~
~~the color~~
 Joe recommends using
 this paint

equipment to quote your equipment needs. We would also like to renting and selling the highest quality construction equipment, we departments available 24 hours a day, seven days a week. anything we can do!

to Sandblast and Paint



3 JL Mobile Blasting

Sandblasting Deep end of the Towanda City Pool

Estimate #10375

Estimate date

March 18, 2026

Estimate expiration date

April 17, 2026

Customer

City of Towanda

super@cityoftowanda.com

316-536-2243

110 S 3rd St.

Towanda, KS 67144

Message

Pricing is subject to change dependent on total media expenses used for the project.

We look forward to working with you.

SURFACE PREP	\$12,800.00
(\$400.00/hr) x 32.000	
Concrete Surface Prep	
+ Paint Removal	
MEDIA (SAND)	\$1,260.00
(\$7.50/bag) x 168.000	
X-Fine Sand	
DIESEL FUEL	\$1,126.40
(\$4.40/gal) x 256.000	
PREP & CLEANUP	\$2,000.00
<hr/>	
Subtotal	\$17,186.40
Tax	\$0.00
<hr/>	
Total	\$17,186.40

3 JL Mobile Blasting
 4101 SW 10th St, El Dorado, KS 67042-8481
 316-323-0720

Sandblasting
 17186.40 + 4600 = 21786.40
Paint ourselves

Since 1993

INDUSTRIAL/COMMERCIAL/RESIDENTIAL
INTERIOR/EXTERIOR



Joe Tucker
OWNER

P.O. BOX 100
VALLEY CENTER, MS
37147

(316) 992-4500

projectucker101@yahoo.com

Painting

12615
sas 67277
-4500

Project: Towanda City Pool **Date:** 1-31-2023

Scope: Sandblast Pool Remove Debris Power Wash and Apply Pool Lining \$28,775.00

Line Item 1) Sweep blast concession, Entry and R.R. apply cool Deck coating \$4,500.00

Line Item 2) Owner Remove Caulking on Deck JTP to Replace Caulking \$5,100.00

Line Item 3) Sand Blast Lifeguard stands and repaint along with 1 Diving Board \$3,500.00

Owner to supply Dumpster for sand removal

50% up front for Material Purchase

50% due Upon Completion

Bid Proposal: \$ 41,875.00

Quote good for 30 days

Contractor will furnish all labor and Materials, supervision, insurance, equipment and other incidentals required to complete work.

TK to Sandblast deep end without clean up of

leftover sand

Paint ourselves - 4600

Sandblast Paint
7,000 + 4,600 = 11,600

New Business

Compensating Controls and Financial Procedures

Background/Analysis

The City of Towanda maintains Financial Procedures establishing how City manages its financial resources and the procedures employees should follow to ensure that funds are managed in a trustworthy manner. Financial procedures represent best practice, but also need to be aligned with actual daily practices and a reasonable division of duties for a small City.

With this in mind, Compensating Controls also have been developed to outline clear authority by role, checks and balances, and key controls to ensure that duties are appropriately divided.

Compensating Controls

Built around the 4 Pillars of Separation of Duties: Authorization, Recording, Custody, and Reconciliation.

They also maximize separation of duties through management review, documentation, and independent oversight.

Financial Procedures

The City's Financial Procedures have been reviewed through the lens of the Compensating Controls, actual staff practices, and clarifying responsibilities and checks and balances. They also inform our audit and provide continuity and guidance through staff transfers to minimize disruption.

Established City of Towanda Financial Procedures address:

- Cash Process
- Accounts Payable, Disbursements, and Purchase Processes
- Payroll, Timekeeping, and Employment
- Financial Closing and Reporting
- Adjusting Entries
- Governing Body Oversight
 - Revenue Process
 - Debt Process
- Additional Notes
 - Insurance Note for KMAAG
 - City of Towanda Bonded Employees

Financial Impact

There is no impact to the General Fund for establishing Compensating Controls and updating Financial Procedures.

Once established, procedures should be reviewed with staff and guide daily operations to minimize the potential of negative financial impacts on the City as a whole.

Recommended Motion

Approve the proposed Compensating Controls and updates to the City's Financial Procedures.

City of Towanda

Compensating Controls & Financial Procedures

Introduction

The City of Towanda has developed a practical, auditor-ready set of compensating controls designed specifically around separation of duties for the following three key roles and with the oversight of the Towanda City Council.

- **City Administrator/City Clerk**
- **Deputy Clerk/Utility Clerk**
- **City Treasurer (part-time)**

The controls are built around the 4 Pillars of Separation of Duties

- **Authorization**
- **Recording**
- **Custody**
- **Reconciliation**

Guiding Principle

No single employee should control **more than two pillars** for the same transaction stream. Where staffing limitations prevent full separation, **management review, documentation, and independent oversight** compensate for the risk.

Role Assignment by Pillar

Pillar	Primary Role	Compensating Oversight
Authorization	City Administrator	City Council Approval (budget, claims)
Recording	Deputy/Utility Clerk	Treasurer Review
Custody	Utility Clerk (front counter only)	Administrator Oversight
Reconciliation	City Treasurer	Administrator Review

Detailed Controls by Function

1. Cash Receipts (Utility Payments, Fees)

Normal Risk: Utility Clerk handles payments and enters them into the system.

Compensating Controls

Authorization

- Rates, fees, and penalties approved by City Council through ordinance or resolution.
- Adjustments and write-offs require written City Administrator approval (documented).

Recording

- Utility Clerk posts payments to utility billing system.
- System-generated daily receipts report printed and retained.

Custody

- Utility Clerk receives payments and prepares **daily deposit**.

Reconciliation (Compensating Control)

- **City Treasurer** independently reconciles:
 - Daily receipt reports to bank deposits
 - Monthly utility totals to General Ledger
- **City Administrator reviews and signs reconciliation** monthly.

Key Control: Utility Clerk **never** performs bank reconciliation.

2. Accounts Payable (Claims & Disbursements)

Normal Risk: Small staff often prepares and processes payments.

Compensating Controls

Authorization

- Claims approved by City Council via claims report in the Consent Agenda.
- City Administrator verifies:
 - Proper budget line
 - Supporting documentation
 - Mathematical accuracy

Recording

- Utility Clerk enters invoices into accounting system.

Custody

- Checks signed by City Treasurer, Mayor and Administrator
- Payment batches approved by City Administrator.

Reconciliation (Compensating Control)

- City Treasurer reconciles bank accounts monthly.
- Administrator reviews:
 - Cleared checks
 - ACH activity
 - Outstanding checks list

Key Control: No individual both **enters invoices and signs checks**.

3. Payroll

Normal Risk: Payroll is often handled by one person in small cities.

Compensating Controls

Authorization

- Pay rates and positions approved by City Council.
- Personnel actions approved by City Administrator.

Recording

- Payroll prepared by Utility Clerk or Administrator (not Treasurer).

Custody

- Payroll file authorized by City Administrator, who signs off on all timesheets and approves the release of payroll.

Reconciliation (Compensating Control)

- City Treasurer reviews:
 - Payroll register vs. approved rates
 - Payroll bank withdrawal vs. register
- Administrator signs payroll summary.

Key Control: Treasurer does **not** create payroll but **verifies** it.

4. Bank Reconciliations (Critical Control)

Required Compensating Structure

- **City Treasurer**
 - Performs all monthly bank reconciliations
 - Has no role in receipting or posting daily transactions
- **City Administrator**
 - Reviews reconciliations
 - Investigates and documents discrepancies

Key Control: Reconciliation is **independent** of daily processing.

5. Utility Adjustments & Write-Offs

Compensating Controls

- Utility Clerk prepares adjustment request with documentation.
- City Administrator approves adjustments in writing.
- Treasurer reviews monthly adjustment report.
- Adjustments reported to Council quarterly.

Key Control: No unilateral adjustment authority.

6. Management & Governing Body Oversight (Audit Defense)

These controls are critical for auditor confidence:

- Monthly financial reports to City Council
- Council approval of:
 - Claims
 - Budget amendments
 - Write-offs
- Annual review of internal controls
- Cross-training and mandatory vacation when possible

Key Considerations for Compensating Controls

- Aligns with 4-Pillar separation model
- Uses independent review instead of headcount
- Documents oversight at Administrator and Council level
- Matches state auditor expectations for small governments

Cash Process Established Procedures (04/26)

1. All rates, fees, penalties, and other cost structures are approved by City Council through an ordinance or resolution.
2. All payments (cash, check, credit card) are received by the Deputy City Clerk and posted on a daily basis using Jayhawk Solus software.
3. A system-generated daily receipts report is created each business day.
 - a. At the end of the day, the Deputy Clerk prepares the deposit, and the cash drawer is brought to \$150.00.
 - b. The Deputy City Clerk signs off on the receipt report after reviewing for accuracy.
4. Deposits are made in the City's Vintage Bank account each business day.
 - a. Prior to making a deposit at the bank, the Deputy City Clerk ensures that the amount of the deposit balances with the amount received during that day.
 - b. The Deputy City Clerk and City Administrator or designee also ensure that the checks being deposited match the checks received.
5. Every month, the Treasurer independently reconciles daily receipt reports to bank deposits and monthly utility totals to the General Ledger. The documentation is then filed in the appropriate receipts management books for those months.
6. At the monthly City Council meeting, the following reports are presented to the Council as part of the Council's Consent Agenda: Statement of Activities, Fund Balance, Budget Execution, Claims Report, and an Appropriation Ordinance. These reports enable the Council to see complete details of the funds received and the funds expended during the previous month.
7. The Treasurer independently reconciles the City's checking account at the beginning of each month.
 - a. Daily receipts reports are reconciled with bank deposits.
 - b. Monthly utility totals are reconciled to each fund.

Accounts Payable, Disbursements, and Purchase Processes Established Procedures (04/26)

1. QuickBooks is used for the cash disbursement process. The Deputy City Clerk enters all information regarding accounts payable and disbursements into QuickBooks and prepares a batch report for review by the City Clerk. Following review by the City Clerk, the Deputy City Clerk processes checks. Checks require three signatures, and at least two of the three must be wet signatures.
2. The City Council has given the City Administrator the authority to pay bills that are due before the next council meeting. The minutes of the Council meeting document Council authorization of any large or unusual projects that have been approved by the Council. The Council also receives a Budget Execution Report, which provides information on total expenditure to date per fund, along with the remaining budget in each. At each Council meeting, the City Council also receives a Claims Report delineating all checks written by the City. This report indicates the fund from which the money came and the vendor to which it was written.
3. Each business day, either the Deputy City Clerk or the City Administrator goes to the post office and picks up any incoming mail to the City. The bills are separated from this stack of mail and given to the City Administrator to code to the proper budget line for payment. The coded documents are then given to the Deputy City Clerk, who enters them in QuickBooks and prints the checks. Each Tuesday, the Deputy City Clerk runs checks to go with the statements and invoices and these checks are given to both the City Administrator and Treasurer to sign. The Deputy City Clerk stamps the Mayor's signature and mails the checks.
4. All checks must have 3 signatures. Those are the Mayor, the City Clerk and the Treasurer. The Mayor's signature is stamped and the other two are actual wet signatures.
5. The City Council has given authority to the City Administrator/Clerk to initiate purchases necessary for the operation of the City. For transparency and accounting purposes, the City Administrator may designate specific staff as holders of Purchasing Cards, based on their roles and duties within the City. Cardholders take full responsibility for purchases made on their assigned card, as well as responsibility to confirm budget authority, provide appropriate receipt documentation, and document budget categorization for all purchases.
6. All purchasing is conducted under the authority granted to the City Administrator to execute the approved budget and should be in alignment with the City Council's established budget, goals, and funds. Staff purchases in amounts greater than the purchase limit require pre-review and authorization by the designated authority.

7. Staff credit and purchasing limits are as follows:

Position Title	Credit Limit	Purchase Limit	Authorization to Exceed
City Administrator/Clerk	\$5,000	\$5,000	City Council
Public Works Foreman	\$5,000	\$2,000	City Administrator
Deputy City Clerk	\$1,500	\$250	City Administrator
Zoning & Planning Admin.	\$1,500	\$250	City Administrator

8. Staff have the authority to independently execute the approved budget in order to conduct City business in a timely manner, and the City Administrator/Clerk may authorize budgeted projects, purchases, purchase orders, or other forms of expenditures of up to \$5,000. Substantial changes, unbudgeted special projects, or other unplanned obligations of City Funds, even those within the designated purchase limits, should be brought to the Council to ensure transparency and confirm the availability of budget authority within the greater City financial framework.

Payroll, Timekeeping, and Employment Established Procedures (04/26)

Payroll

1. City employees are paid every other week, for a total of 26 periods in a year. Salaried employees will be paid 1/26th of their annual salary at each pay period.
2. To prepare payroll, the Deputy City Clerk downloads timeclock information for each employee and enters time into QuickBooks. The Deputy City Clerk is responsible for ensuring each employee submits a signed and complete timesheet and designates leave usage as needed. All use of leave must be pre-authorized by the appropriate supervisor. If there appear to be anomalies, the Deputy City Clerk will discuss that with the employee to clarify and may consult the City Administrator for guidance if needed.
3. The City Administrator will review and sign off on all timesheets and review a payroll batch preview prior to the Deputy City Clerk issuing payroll.
4. The City Treasurer will review the payroll register versus approved rates at least quarterly, as well as the payroll bank withdrawal versus register.

Key Control: Treasurer does not create payroll, but verifies it.

Timekeeping

1. Hourly employees record their time worked in an automated timeclock system through a cell phone app. They use that system to sign in and out each day and the app automatically calculates time worked. If a time in or time out is missed, the employee should notify the Deputy City Clerk and City Administrator in writing (text is fine) and ask the Deputy City Clerk to review security cameras, confirm the time in or time out, and fill in the missing entry. Employees are responsible for timekeeping, and regular misses or overrides may result in progressive discipline.
2. On-call time on Friday afternoons and weekends is paid as straight time, per the Employee Handbook. Response time may be logged as straight time or overtime, depending on total hours worked in the pay week.
3. Overtime must be preauthorized in writing (email or text are sufficient documentation), by the City Administrator or Designee, with the exception of emergency response, callouts, role-based attendance at City, or other similar occurrences outlined in the Employee Handbook. Employees are encouraged to offset time as able when performing scheduled evening or weekend work but may log authorized overtime if offset is not feasible or practical.
4. Hourly employees must be paid for all time worked, whether authorized or not. However, working unauthorized overtime, such as timing in early or timing out late, or overtime resulting from employee performance issues, will result in progressive discipline.

5. Payroll is issued the Thursday following the end of the pay period. In April 2026, pay periods are being realigned from a Thursday through Wednesday workweek to a 12:00 a.m. (midnight) Saturday through 11:59 p.m. Friday workweek. Payroll processing will take place the following Monday or Tuesday to align with employees receiving paychecks the Thursday following the end of the pay period.
6. Hard copies of biweekly payroll reports are stored in the Treasurer's office, and digital copies are retained in the QuickBooks system. At the end of each year, hard copies are moved to the basement of the Community Center for permanent storage, subject to the City's record retention policy.
7. The City Council reviews the pay rates for all employees when creating a budget for the next year, and approves pay rates for the upcoming year via a wage resolution. Typically, this will take place in the final quarter of the year before updated pay rates become effective.
8. Vacation and sick leave are earned per the employee handbook.
9. The Deputy City Clerk is responsible for ensuring that W-2s are printed and distributed to all current and prior year employees in a timely manner.
10. Payroll taxes are computed by the QuickBooks program, based on data input by the Deputy City Clerk. The Deputy City Clerk files these reports, along with all withholdings and tax forms, with the appropriate government agencies via QuickBooks.

Employment

1. When a position in the City becomes available, it is either advertised online or by word of mouth. Qualified candidates are interviewed by the City Administrator and the department head. The city pool is managed by a contracted pool manager who advertises for lifeguards, hires them, and notifies the Deputy City Clerk of that hiring.
2. The City maintains personnel files for each employee.
3. Hard-copy personnel files include evaluations, W-2s, pay rates, I-9s, and all other required documentation, and are stored in a locked file cabinet.
4. The Deputy City Clerk also maintains employee contact and payroll information in QuickBooks. Employees must request any changes to their records through submission of a signed, hard copy request. The Deputy City Clerk will enter those changes into payroll records before the next payroll check run.
5. Though infrequent, involuntary terminations may occur upon a vote by the City Council. When a voluntary or involuntary termination occurs, the exiting employee must surrender keys, City-owned equipment, City identification, and other employee access. The City's IT consultant will be contacted to modify technology access, as appropriate. The payroll record for the exiting employee is updated and marked inactive.

6. The City maintains a published Employee Handbook outlining comprehensive employee policies. Each employee receives the manual for review as part of their onboarding. Notifications or training will take place any time changes or updates are approved by Council.

City of Towanda Bank Reconciliations (04-26)

Financial Closing and Reporting

1. The city uses Jayhawk software for utility billing. Cash receipts data is entered into QuickBooks, and non-cash transactions are imported.
2. Any adjusting entries that are necessary are authorized by the City Administrator, then entered by the Deputy City Clerk.
3. Each month, the City Treasurer performs monthly bank reconciliations. The Treasurer creates a series of reports created every month, which are presented to the City Council as part of the consent agenda and are available as part of the Council Packet. These reports detail all financial transactions done by the city during that month.
4. The City Administrator reviews reconciliations completed by the Treasurer, investigates and documents discrepancies, and then signs and dates the reconciliation packet.

City of Towanda Adjusting Entries (04-2026)

1. The City Administrator, Deputy City Clerk, and City Treasurer are the only individuals authorized to initiate and make entries into the General Ledger.
 - a. These entries are for the purpose of correcting account balances, correcting an incorrect entry into a particular fund, or correcting accounts not in balance.
 - b. Adjustments are done in QuickBooks.
2. All adjustments are subject to internal and audit review processes.
 - a. The City Administrator must pre-authorize adjustments made by the Deputy City Clerk and will review all adjustments made by the Treasurer.
 - b. The Treasurer will review adjustments made by the Deputy City Clerk and/or the City Administrator.
 - c. In addition to journal entries within QuickBooks, hard copy documentation of each adjustment is kept for future reference and review as part of the City's annual audit.

Governing Body Oversights (04-26)

City of Towanda Revenue Process

1. Tax levies are initiated and approved by the City Council in a budget hearing. The budget is published and sent to the County Clerk.
2. The City maintains its books on a cash basis according to KMAAG audit standards and Council annually authorizes the waiving of GAAP accounting standards. Income is not recorded until it is received. Deposits are made the morning after each business day. The cash is held in a safe until the deposit is taken to the bank.
3. The City provides water, trash, and sewer utility services to residents and businesses. The council approves utility rates by passing an ordinance and resolution. Rates are recorded in Jayhawk Solus software. Meters are read monthly and the readings are imported to Neptune 360 for the Deputy City Clerk to process.
4. The Deputy City Clerk addresses customer complaints promptly, including reviewing customer concerns about usage, rates, or other questions. The City Administrator supervises to ensure that complaints and billing questions are resolved in a timely manner. Credit memos and adjustment request for customer accounts are calculated and recorded by the Deputy City Clerk according to policy and approved by the City Clerk. Council approval is not needed for the clerk to order write-off balances for individuals who have filed for bankruptcy, died, or for whom the balance is too low to send to the Kansas Department of Administration "Set Off" collections program. All adjustments are reviewed by the Treasurer each month, and a general adjustment report is prepared for Council each quarter.
5. The City does not write off bad debts. The bad debts are transferred to the Kansas Set-Off program. Or, depending on their age, to a collection agency. When the funds are obtained and sent to the City they are deposited into the City's bank account and posted to the delinquent account.
6. The City Council does not review any part of the standard utility billing cycle. The City Council receives a monthly report that compares actual receipts and disbursements to the budget.
7. Utility bills are printed and distributed by the 5th day of each month. They are due on the 20th day. Bills are considered delinquent on the 21st and subject to an additional 10% late fee at that time. The Deputy City Clerk provides courtesy notice to the customer on or around the 21st if their bill has not yet been paid. The customer has until the first day of the following month to submit valid payment. After that, the account is subject to being disconnected until the bill is paid in full or satisfactory arrangements for payment have been made.
8. Adjustments can be made if an error is found. Those adjustments are done through journal entries within the QuickBooks accounting system.
9. The Deputy City Clerk sorts the daily mail. When funds are received in the mail, the Deputy City Clerk enters payments into the QuickBooks system and deposits the check as part of the daily deposit.

10. The City maintains a petty cash fund. The balance in that fund is \$300, and any use of the petty cash fund must be documented with appropriate receipt records. At least quarterly, and more frequently if appropriate, the City Administrator will tally all the receipts for money spent, review remaining cash on hand, and request that a be check written for and the balance needed to replenish the fund to \$300.00.
11. The City Treasurer, in cooperation with the City Administrator, reconciles the checking account to QuickBooks. After that, designated reports are published for the City Council's next meeting. These reports show the City Council the amount of revenue received and expended during the previous month. These reports include a budget execution report so the Council is informed about the City's performance. These reports provide Council with a framework to understand the City's financial position.

City of Towanda Debt Process

1. The borrowing and issuance process is initiated by the City Council, which authorizes all debt either by contract, ordinance, or resolution, issuing bonds if necessary. Debt may only be authorized by a valid City Council vote and may not be authorized by staff, individual Council members, or the mayor.
2. The Deputy City Clerk uses the resulting amortization schedules on all bond issues to determine the allocation between principal and interest. The City's accounting procedures are on a cash basis, therefore debt liabilities are not recorded in the general ledger or financial statements, only the debt payments are recorded (except for disclosure in the financial statements).
3. Using the amortization schedules, the Deputy City Clerk processes and records the payments in accordance with agreed-upon schedules and keeps the receipts. All payments are reviewed and signed by the City Administrator and City Treasurer, and signed with the Mayor's stamped signature.
4. Paid bonds and notes are retained by the City. Financial statements are generated by the City Treasurer, reviewed by the City Administrator, and are printed and given to the Council for their review and approval each month. Actual amounts can be compared to budgeted amounts and variances identified and explained.

Compensating Controls and Financial Procedures

Background/Analysis

The City of Towanda, like many other cities and utility systems, has a history of providing relief for customers affected by water leaks. Current City procedure is that if a water customer has a leak and provides documentation that it is fixed the City will recalculate the overage and waive its share of water fees.

This procedure does not appear to be documented anywhere, and without written policy and procedure to fall back on, staff also face pressure to provide adjustments for other circumstances.

City Code currently provides the following guidance:

- **15-211. Water service maintenance.** Property owners shall at their own expense repair, replace or remove all such water lines on their own premises as may be required by the department to prevent loss to the city or damage to the public. When the owner shall fail promptly to repair water lines on his or her own premises after notice by the city, the department may disconnect the service until repaired or until the condition causing loss or damage shall be corrected.
- **15-222. Water rates.** Billing rates for the metered sales of water from the city water system may be set by simple resolution and amended from time to time. Those customers who have had a water leak in any of the months **used to calculate the wastewater units can**, by notifying the city office and showing receipt of repairs, **have that month's usage reduced to an average.**

The City Code does not currently allow for any water use adjustment, and limits adjustments solely to the wastewater portion of the bill.

The proposed Adjustment Policy seeks to provide clear guidance and documentation to support future water adjustment requests.

Financial Impact

The City of Towanda water utility pays Rural Water District No. 5 for all water purchased and used within the City's distribution system. The City must charge customers for the RWD portion of all water loss to avoid absorbing a deficit. Additional City charges on water volume allow the City to fund maintenance, upkeep, and upgrades of the system.

The City can sustain periodic offsets to assist customers with leak adjustments, and this can alleviate hardship if a line break or running toilet results in an unexpectedly large bill. This courtesy assistance by the City must be balanced with system viability to ensure that the adjustment policy is practical to administer, promotes prompt repairs, and generally incentivizes best practices to protect the City as a utility supplier.

In the first quarter of 2026, seven leak adjustments were granted for a total of \$1,450.72.

Recommended Motion

Approve the proposed Water Leak Adjustment Policy and accompanying Water Leak Adjustment Request form, and direct staff to develop and bring back an Ordinance to update City Code.

City of Towanda, Kansas

Utility Leak Adjustment Policy

Authority

This policy is adopted under the authority of the City of Towanda's utility rate ordinances and the administrative authority of the City Administrator. It establishes a uniform method for adjusting water usage charges when excessive consumption results from a verified leak and is consistent with the City's adopted rates, fees, and billing practices.

Purpose

The purpose of this policy is to provide equitable relief to utility customers who experience unusually high water usage due to an unintentional leak that has been repaired, while maintaining accountability, consistency, and internal controls.

Policy Statement

The City of Towanda may grant a one-time utility billing adjustment when abnormal water usage is caused by a verified leak, provided the leak has been repaired and documentation for the repair is submitted.

The adjustment shall be calculated based on the difference between the customer's average water use for the three months prior to the leak and the usage attributable to the leak.

Eligibility Requirements

To qualify for a leak adjustment:

- The leak must be unintentional and not caused by negligence, misuse, or tampering.
- Total loss related to the leak must be at least double the customer's regular use, based on the prior three months.
- The leak must be repaired, and proof of repair must be provided.
- The request must be submitted within 30 days of the billing date showing excessive usage.
- The account must otherwise be current or brought current prior to approval.
- Adjustments are limited to one adjustment per service address within a 12-month period (January to December), unless an exception is approved by the City Administrator.

Adjustment Calculation

The adjustment shall equal the difference between:

- The customer's average normal usage, based on historical billing data for the three months prior, and the actual metered usage during the leak period.
- The customer will be billed for the average of the previous three months at regular charge, and any usage over that will be charged at City provider cost (Rural Water District No. 5 charge to Towanda).
- Base charges, penalties, and fees established by ordinance are not subject to adjustment, unless otherwise authorized by the City Council.
- If the leak occurs during the months used to calculate wastewater averages (January through March readings), the wastewater averages will be recalculated to reflect average use.

Required Documentation

Customers must submit:

- A completed Utility Leak Adjustment Request Form.
- Proof of repair, such as:
 - A plumber's invoice or work order, or
 - A signed owner repair certification with supporting documentation (photos, receipts, etc.).

Approval & Internal Controls

To maintain proper separation of duties, no employee may authorize, process, and reconcile the same adjustment.

1. Utility Clerk
 - Receives request and documentation.
 - Verifies completeness.
 - Calculates the proposed adjustment using billing history.
2. City Administrator
 - Reviews documentation and calculation.
 - Approves or denies the adjustment in writing.
3. City Treasurer
 - Reviews approved adjustments during monthly reconciliation.
 - Confirms adjustments match approved documentation.

Recordkeeping & Reporting

- Approved adjustments shall be clearly documented in the utility billing system.
- Supporting documentation shall be retained in accordance with the City's records retention schedule.
- Adjustment activity shall be available for review by the City Council and auditors upon request.

Effective Date

This policy shall take effect upon approval by the City Council and shall remain in effect unless amended or rescinded.

**City of Towanda, Kansas
Utility Leak Adjustment Request Form**

Customer Name: _____

Service Address: _____ Account Number: _____

Billing Period with Leak: _____

Date Leak Discovered: _____

Date Leak Repaired: _____

Description of Leak Location and Cause: _____

Documentation Attached (check all that apply):

- Plumber Invoice / Work Order
- Owner Repair Affidavit / Photos

Customer Certification:

I certify that the leak has been repaired and the information provided is accurate.

Customer Signature: _____ Date: _____

--- For City Use Only ---

Average Usage (gallons used in past three months): _____

Leak Usage (gallons above average): _____

Water Rate Adjustment Amount: _____

Wastewater Gallons Adjustment Amount: _____

Final Bill: _____ Amount Written Off: _____

Approved:

City Administrator

Date

Job Description Updates Pt. 1 – City Financial Roles

Background/Analysis

The Towanda City Council appoints officers and employees to administer the daily functions of the City, and the City's code requires that duties and salaries of all appointed officers be fixed by resolution.

This is the first of three anticipated rounds of review and updates of City job descriptions to ensure that duties are clearly and succinctly outlined. This is important for a number of reasons:

- Ensuring that the City hires and retains qualified staff members
- Providing City employees with clarity regarding their own roles and responsibilities, as well as the duties and responsibilities to assist in providing quality City operations and public services.
- Reviewing employee salary scales, peer organization wage comparisons, and assessing appropriateness of any requested or proposed increases.
- Evaluating employee performance in a clear and measurable way.

Internal review of financial employee roles, financial procedures, and best practices led to the identification of the financial family of City roles as the first positions to be updated.

Job descriptions seek to clarify the unique roles and responsibilities of the City Administrator/City Clerk versus the areas in which the Deputy City Clerk should be cross-trained. They also recognize that this role provides services commonly performed by a Utility Billing Clerk. All updates provide an overview of key responsibilities and legal functions based on duties outlined in the Towanda City Code.

An accompanying set of updated financial procedures clarify the checks and balances necessary to both equip practical operations of a small city with limited staff, as well as provide protections for the City as employees manage the organization's financial resources.

Job descriptions will be presented to Council for adoption in three batches in the coming months, and both job descriptions and salaries will be approved by resolution, per Code, once all have been updated and presented.

Financial Impact

Those employed within the Financial family of jobs within the City are required to be bonded based on the nature of their duties. Bonds currently run between \$200 and \$300 per employee for established coverage requirements.

Recommended Motion

Adopt and implement the proposed job descriptions for the City's financial family of jobs.

City Administrator/City Clerk

Position Overview

The City Administrator serves as the chief administrative officer, responsible for overseeing all city operations, implementing policies as directed by the Mayor and City Council, managing the city's budget and personnel, and fostering effective relationships with residents, businesses, and regional partners.

Essential Duties and Responsibilities

- Provide leadership and direction for all municipal departments.
- Develop and manage the city's budget and capital improvement plans.
- Support and advise the City Council with policy development and implementation.
- Oversee economic development efforts and infrastructure investment.
- Promote transparency, responsiveness, and a high standard of customer service throughout city operations.

Minimum Qualifications

- A bachelor's degree in public administration or a related field is preferred; however, equivalent professional experience may be considered instead of a degree.
- An understanding of budgeting and finance, economic development, public relations, and municipal utility management and distribution experience is preferred.
- Strong communication and interpersonal skills with a demonstrated ability to build consensus and work collaboratively
- Commitment to community engagement

What Will Set You Ahead

- 3-6 years as a city administrator, city manager or increasingly responsible department head experience is also preferred.

Special Requirements

- Ability to be bonded.
- Evening or weekend meeting and attendance will be required.

Deputy City Clerk / Utility Billing Clerk

Position Overview

Under the general direction of the City Administrator/City Clerk, the Deputy City Clerk/Utility Billing Clerk performs a wide range of administrative, clerical, records management, and utility billing functions in support of city operations.

This position requires flexibility, confidentiality, accuracy, and the ability to work independently while coordinating closely with the City Administrator, city staff, and the public.

Essential Duties and Responsibilities

City Clerk & Records Administration

- Assist the City Administrator/City Clerk in maintaining custody of official city records, including ordinances, resolutions, minutes, contracts, agreements, bonds, oaths, special assessments, and permanent records in accordance with Kansas Open Records Act and retention requirements.
- Prepare, post, and distribute agendas, minutes, and public notices for City Council and board or commission meetings in compliance with Kansas Open Meetings Act.
- Attend City Council and other official meetings as required and accurately record official actions and proceedings.
- Serve as backup to the City Clerk in their absence to fulfill all duties and requirements in City Code sections 1-307 to 1-311.

Utility Billing, Payroll & Financial Support

- Administer utility accounts, including billing, payments, deposits, adjustments, delinquencies, and account setup/closure.
- Respond to customer inquiries regarding utility services, rates, and billing.
- Coordinate utility service orders, meter readings, shutoffs, and restorations with Public Works.
- Maintain accurate financial and utility records for audit and reporting purposes.
- Manage payroll, including withholdings for federal income tax purposes.
- Perform purchasing and Accounts Payable functions in alignment with the City's approved budget and financial guidelines.

Customer Service & Small-Staff Support

- Provide front-counter and telephone customer service for City Hall.
- Process permits, licenses, rentals, and miscellaneous payments.
- Perform general clerical and administrative duties, including filing, correspondence, data entry, and records maintenance in alignment with legal requirements.
- Cross-train in other administrative functions and provide backup support in a small-staff environment.

- Manage frontline human resources functions, including onboarding, benefits and leave administration, training coordination, and compliance with the Employee Handbook and applicable employment laws.
- Perform other duties as assigned in support of general administration of the City.

Minimum Qualifications

- High school diploma or GED required.
- Knowledge of or ability to learn Kansas Open Meetings Act (KOMA) and Kansas Open Records Act (KORA) requirements.
- Strong customer service, organizational, and communication skills; ability to handle confidential information.
- 1-3 years experience handling customer service, accounts, and records in an office environment.

What Will Set You Ahead

- College degree in a related discipline.
- Experience in municipal administration, utility billing, accounting, or clerical work.
- Proficiency using office and financial software.

Special Requirements

- Ability to be bonded and serve as a Notary Public.
- Occasional evening meeting attendance will be required.

Part-Time City Treasurer

Position Overview

The City Treasurer is an appointed city officer responsible for maintaining accurate fiscal records, safeguarding public funds, and ensuring the lawful receipt, deposit, investment, and disbursement of city monies in accordance with the City's code, applicable ordinances, and state law. The position requires accuracy, confidentiality, and the ability to work independently while coordinating with the City Administrator.

Essential Duties and Responsibilities

Financial Records & Cash Management

- Keep a full and accurate record of all money received and disbursed by the City in accordance with City code and Kansas law.
- Ensure all public monies are deposited in authorized depositories and safeguard city funds.
- Ensure City funds are disbursed only upon properly authorized orders or warrants, as required by City ordinance.

Reporting & Budget Support

- Prepare financial reports for the City Council as required by ordinance or requested by the governing body.

Coordination & Compliance

- Coordinate with the City Administrator/City Clerk to ensure accurate fiscal records and internal controls.
- Perform additional duties as prescribed by the governing body, City ordinance, or applicable Kansas statutes.

Qualifications

- High school diploma or GED required; Bachelors Degree in accounting or finance preferred.
- Experience in bookkeeping, accounting, or municipal finance required.
- Ability to maintain accurate financial records and handle confidential information.
- Must be bondable as required by Article 5 – Oaths and Bonds of the Towanda City Code.
- Occasional evening meeting attendance may be required.

City of Towanda Employee Handbook Updates

Background/Analysis

The City of Towanda Employee Handbook provides policy guidance to direct and inform the daily work of City employees. The handbook bridges City Code, employment law, local policy, and daily operations, and provides guidance and guardrails that govern how employees perform their roles.

Current daily operations do not strictly adhere to the handbook, which prompted a review under the City's new City Administrator. Rather than a heavy-handed administrative approach to reconcile operations with the handbook, it is recommended that Council consider updates to the Handbook that reflect changing practices in local government and achieve the following:

- Position the City of Towanda as an employer of choice, where employees are treated well and enjoy quality work-life balance, desirable benefits, and opportunities to learn and grow.
- Provide clear and enforceable guidelines and guardrails for employees and supervisors that also protect the City.

The current proposed update focuses on key handbook policies where there are opportunities to enhance or improve guidelines. There are other policy considerations that should be reviewed, but are not yet reflected in this version of the handbook. Additional reviews and additions are likely throughout the coming months, but this update should be the most significant and comprehensive review.

Key proposed updates include:

- Revising the definition of a full-time City Employee to allow hourly employees to select a normal work week between 36 and 40 hours, in alignment with the City organization's needs. This provides some flexibility for employees, while also clarifying that employees who work fewer than 36 hours without using leave will forfeit leave accrual and may be responsible for part or all of City-paid insurance benefit premiums.
- Clarification of Exempt/Non-Exempt positions under the Fair Labor Standards Act (FLSA), and clarity regarding time tracking, pay, breaks, overtime, and overtime compensation for hourly employees. At this time, all City employees are hourly (non-exempt), except for the City Administrator, who is salaried under a contract agreement.
- Removal of provisions related to part-time employee benefits. The current workforce does not necessitate this, and provisions should be revised according to City workforce specifications in the future.
- Guidelines for the City's Official Pay Plan and Performance Evaluations, including policy regarding salary resolutions, setting of wages, pay plan maintenance, pay increases, performance evaluations, and pay on termination.

- Updates to Attendance and Leave Policies to capture the flexibility that has evolved within the City’s current culture while setting guardrails for performance management. Proposed provisions:
 - Define the full-time work week as 36-40 hours
 - Restrict employees to their established work week and hours, unless directed by a supervisor
 - Provide policy around timekeeping expectations
 - Emphasize “On Call” expectations
- Addition of an Alternative Work Schedule (AWS) opportunity that allows employees to propose a work schedule that meets both organizational and personal needs.
 - This may include allowing employees to:
 - Start or end workdays earlier or later
 - Take or not take lunch breaks
 - Work a reduced schedule (as little as 36 hours for full-time)
 - Alternative Work Schedules are documented and subject to supervisor approval, based on employee performance and whether the schedule meets organization needs. Employees will be expected to generally adhere to their approved alternative work schedules.
 - Alternative Work Schedules can be beneficial to allow employees to balance life needs such as parenting or family needs, continuing education, aligning work with quiet times in the office or an individual’s most productive times of day, wellness goals, and more.
 - A proposed Alternative Work Schedule may be declined or adjusted by a supervisor or the City Administrator if it does not meet the needs of the City, or if an employee’s performance or disciplinary issues prompt a change.
- Review of Vacation Leave, including recommendations that employees in their first year accrue vacation at a rate that will provide 80 hours in the first year, rather than 40 hours, to remove a barrier to onboarding quality employees, help employees have time to rest and recover, and curb use of leave without pay by new employees.
 - Additional recommendations include crediting employees with 120 hours (currently 80) as of their fifth anniversary with the City and 140 hours (currently 120) as of their 10th anniversary with the City.
- Removal of a provision requiring annual buyouts of unused sick leave. The previous system bought out employee sick leave at a 50% value at the end of each calendar year, leaving employees with no sick leave and accruing annually from a zero balance in the heart of cold and flu season each year. It also prevents employees from banking sick leave so that they could cover an emergency or life event. Employees have unanimously asked NOT to have a sick leave buyout each year, and instead to be able to bank leave without it paying out. This also allows employees to support each other through sick leave donations into a shared leave pool.

- A Wellness Day policy is proposed that would allow employees with at least seven days of sick leave in their bank at the end of the year to transfer up to 16 hours of sick leave into “Wellness Days” that can be used for renewal or other purposes, subject to the same provisions as other leave. This rewards employees for not abusing sick leave, provides an exchange for the payout that is being forfeited, and can help give employees a bit more flexibility, especially during their early years with the organization. Unused Wellness Days will not pay out and would be forfeited if not used by the final pay period of the year.
- Modifications to the Gym Membership policy to reduce the total compensated benefit. Currently, a single gym membership may be reimbursed at 50%, up to \$40 per month. The recommended cap is now a reimbursement of 50% up to \$25 for a single membership, which is more in line with single gym memberships at many area gyms and more budget-conscious for the City. At this time, no employees currently take advantage of this benefit.
- Sexual Harassment definitions have been enhanced and clarified.
- Language around City-Issued Credit Cards has been tightened in anticipation of designating purchasing agents.
- A section providing guidance related to Employee Conduct and Discipline procedures has been added to clarify behaviors that are considered performance problems and to provide supervisors with guidance for progressive discipline.

Financial Impact

Proposed handbook provisions stabilize City finances and provide clarity for budgeting. Clarity around full-time employment standards, overtime restrictions, leave, and benefits prevents abuse of these provisions and unexpected expenses.

While these updates include more robust vacation leave and benefits enhancements, many of these provisions enhance the appeal of employment with the City while not increasing the overall amount needed to operate.

Legal Analysis

The handbook has been submitted to the City Attorney for review and feedback.

Recommended Motion

Adopt the handbook resolution as proposed.



2026 EMPLOYEE HANDBOOK

***PERSONNEL POLICIES AND GUIDELINES
for the City of Towanda, Kansas***

CITY OF TOWANDA, KANSAS

110 S. 3RD, TOWANDA, KS 67144, 316-536-2243, WWW.CITYOFTOWANDA.COM

RESOLUTION NO. _____

A RESOLUTION TO ESTABLISH VERSION 4.08.2026 OF THE EMPLOYEE HANDBOOK AS THE PERSONNEL POLICIES AND GUIDELINES FOR THE CITY OF TOWANDA, KANSAS.

BE IT ORDAINED by the Governing Body of the City of Towanda, Kansas.

Section 1. Establishment and Modifications of the Personnel Policies and Guidelines of the City of Towanda, KS.

- (a) Version 4.8.2026 of the Employee Handbook Shall be Established as the Personnel Policies and Guidelines of the City of Towanda, KS.
- (b) These personnel policies and guidelines repeal and replace *Version 1.2.2023 of the Employee Handbook: Personnel Policies, and Guidelines.*
- (c) Modifications to these personnel policies and guidelines shall only be made by ordinance of the Governing Body of the City of Towanda, Kansas.

Section 2. Availability

- (a) Copies of the Employee Handbook: *Personnel and Policies Guidelines Version 4.08.2026* and all its subsequent modifications shall be kept on file at the offices of the City Attorney.
- (b) Copies of any version of the Employee Handbook: *Personnel Policies and Guidelines* shall be made available at City Hall upon request.

Passed the Governing Body of the City of Towanda this 8th day of April, 2026.

Mike Hayes, Mayor

ATTEST:

Sarah Gooding, City Clerk

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**PERSONNEL POLICIES AND GUIDELINES,
CITY OF TOWANDA, KANSAS**

ARTICLE A. GENERAL

A-1. Policies Established. The following policies, guidelines, and other provisions for Personnel Administration in the City of Towanda, Kansas, hereinafter referred to as City, are established to:

- (a) Promote and increase the efficiency and effectiveness of City service.
- (b) Develop a program of recruitment, advancement, and tenure that will make City service attractive as a career.
- (c) Establish and maintain a uniform plan of performance evaluation and compensation based upon the relative duties and responsibilities of each position to assure a fair and equitable wage or salary to all employees.
- (d) Establish and promote high morale among City employees by providing good working relationships, uniform personnel policies, and an opportunity for advancement without regard to race, color, sex, disability, religion, age, national origin, ancestry, genetic information, or sexual orientation.
- (e) Establish City employment and personnel policies. These policies and guidelines do not create contractual employment rights. *All employees are considered to be at-will employees for the purposes of City employment.*

A-2. Application of Policies. These policies and guidelines shall apply to all employees in the service of the City except elected officials.

A-3. Departmental Guidelines. The City Administrator or head of any City department may formulate in writing reasonable guidelines for the conduct of the operations of his or her department, such as those relating to safety or operational procedures, which shall be available to all departmental employees. Such department guidelines shall not be less stringent than, in violation of, or in conflict with any personnel guidelines adopted by the Governing Body.

A-4. Personnel Records. The City shall keep adequate records of all persons employed. The records shall include each employee's pay scale, time worked, accrued vacation and sick leave, all absences for vacation, sick, or other leave, paid overtime; and all other records directed to be made and maintained under these policies and guidelines or under applicable state or federal law. An employee's records and personnel file shall be available during office hours for inspection by that employee.

A-5. Amendment of Policies. These policies may be amended from time to time in the same manner as they were adopted.

A-6. Appointment. At the first regular meeting in May of each year, the mayor, by and with the consent of the council, may appoint a city administrator/clerk, city treasurer, municipal judge, chief of police, and such other employees and officers as may be deemed necessary for the best interest of the city. All such

appointments shall be entered in the journal of proceedings of the council. The duties and salary ranges of all appointed employees and officers shall be fixed by resolution.

A-7. Employees. The mayor, city administrator, or designee shall have the authority to hire all other employees of the City who are not appointed under the provisions of Section A-6, or such authority may be delegated to the respective department heads.

A-8. Removal. Removal of any employee will be guided by the process outlined in City Code.

- (a) A majority of all members-elect of the governing body may remove any appointed officer.
- (b) For good cause, the mayor may suspend any appointed officer, and such officer may be removed with consent of the Council in accordance with subsection (d).
- (c) Employees, other than appointed officers, may be suspended by the mayor upon recommendation of the respective department heads and may be removed in accordance with subsection (d).
- (d) No officer or employee shall be removed for any reason until he or she has been given notice and afforded the opportunity for a hearing.

A-9. Disability Accommodations Policy. The City complies with the Americans with Disabilities Act (ADA), as amended by the ADA Amendments Act, and all applicable state and employment practices. The City is committed to providing equal employment opportunities to qualified individuals with disabilities. Consistent with this commitment, the City will provide reasonable accommodation to disabled applicants and employees provide the reasonable accommodation that would allow the individual to perform the essential functions of the job unless doing so would create an undue hardship.

If you believe that you need an accommodation because of your disability, please contact the City Administrator, who will engage in an interactive dialogue with you to determine the precise limitations of your disability and explore potential reasonable accommodations that could overcome those limitations.

If your disability or need for accommodation is not obvious, the City may ask you to provide supporting documents showing that you have a disability within the meaning of the ADA and applicable state or local laws and that your disability necessitates a reasonable accommodation. If the information provided in response to this request is insufficient, the City may require that you see a healthcare professional of the City's choosing, at the City's expense. In those cases, if you fail to provide the requested information or see the designated healthcare professional, your request for a reasonable accommodation may be denied.

The City expressly prohibits any form of discipline, reprisal, intimidation, or retaliation against any individual for requesting accommodation in good faith.

ARTICLE B. POSITION CLASSIFICATIONS

B-1. Objectives and Purpose. Position classification is a system of identifying and describing different kinds of work in the organization in order to permit equal treatment in employment practices and compensation. Each City position shall, on the basis of the duties, responsibilities, skills, experience,

education, and training required of the position, be allocated to an appropriate class, which may include either a single position or two or more positions.

B-2. Job Descriptions. Each position shall have a concise descriptive title, a description of the essential and marginal functions and tasks of the position, and a statement of the qualifications for filling such positions. The Governing Body shall approve the descriptions and the City shall keep the descriptions on file in the office of the City Clerk to be available for inspection by any interested party during regular office hours.

B-3. Pay Range Plan. The Governing Body shall adopt a pay plan, with minimum and maximum amounts of pay for each class of position. The Governing Body shall periodically review and revise the pay ranges assigned to each class of positions.

B-4. Maintenance of the Classification Plan. It shall be the duty of each department head to report to the City Administrator, any and all organizational changes significantly altering or affecting changes in existing positions or proposed positions. The Governing Body shall approve all new or revised job descriptions and pay ranges for such positions.

ARTICLE C. RECRUITMENT AND PROMOTION

C-1. Employment Definitions

(a) Full-Time Employee: one employed to work a normal week of at least 36 hours and up to 40 hours on a regular and continuing basis. The work week shall begin at 12:00 a.m. Saturday and end at 11:59 p.m. Friday. Employees shall, with the approval of their supervisor, designate their regular work schedule. Employees classified as full-time who work less than 36 hours per week without using approved leave will still be considered full-time, but will forfeit leave accrual and be responsible for part or all of their cost of City-paid insurance benefits.

(b) Part-Time Employee: one employed to work less than 30 hours per week on a regular and continuing basis.

(c) Seasonal Employee: one employed to work on a regular and/or recurring basis during a specific season or portion of a year.

(d) Volunteer: a non-paid individual in the position he or she holds. When acting as a volunteer, an individual is not an employee regardless of other City employment.

(e) Termination: the removal of an employee from City employment.

C-2. Recruitment. It shall be the policy of the City to provide fair and equal opportunity to all qualified persons to enter City employment on the basis of demonstrated merit and fitness determined by fair and practical methods of selection, without regard to race, color, sex, disability, religion, age, national origin, ancestry, genetic information, or sexual orientation.

C-3. Qualifications for Employment. All applicants for any position with the City shall meet the minimum qualifications established for that position. Each applicant shall complete a job application

form. The City may require applicants to satisfactorily complete a background check or be eligible to be bonded. All information obtained as a result of a background check will be used solely for employment purposes. A medical examination or other testing, including drug testing, may be required only after an offer of employment has been made, provided that, such exams or testing are required of all such applicants who are offered employment in similar positions or position classifications. Where required, the offer of employment is contingent upon the applicant passing the required tests. At the start of employment, each employee shall take an oath of office consistent with the requirements in K.S.A. 75-4308.

C-4. Promotion. It is the policy of the City to fill vacancies for supervisory, skilled, and upper-level positions from within the ranks of present employees whenever possible. All employees seeking promotion shall be expected to meet the minimum qualifications for the class in which they seek promotion. A medical examination or other testing, including drug testing, may be required only after an offer of promotion has been made, provided that, such exams or testing are required of all such employees who are offered promotions in similar positions or position classifications. The offer of a promotion is contingent upon the applicant passing required tests, when deemed necessary by the City Administrator.

C-5. Employment-Eligibility Verification. All employees hired for any position with the City shall complete an employment-eligibility verification statement in compliance with the federal Immigration Reform and Control Act of 1986.

C-6. Advertisement of Job Openings.

(a) When a job position is to be filled, the position may be advertised to the general public and, if deemed necessary, shall be advertised for a minimum of two weeks. In an emergency situation, the Mayor or Administrator may appoint someone on a temporary basis during the advertising period.

(b) If the position is not an at-will position, or if the City creates a property interest through personnel policies, the City shall give a veteran preference for initial employment and first promotion if the veteran is competent to perform such services. If the veteran is not hired, the City, within 30 days of filing the position, shall send a notification of the rejection by certified mail or personal services. This notice shall inform the veteran of any administrative appeals available. [See Appendix B for an explanation of Veteran Preference]

ARTICLE D. EMPLOYEE DESIGNATIONS, TIMEKEEPING, PAYROLL & COMPENSATION

Purpose: It is the intent and policy of the City to comply with the provisions of the FLSA, as it applies to local governments, in its overtime and compensatory time provisions and pay practices for City employees. In the event that the City's personnel policy should differ from the FLSA, the FLSA controls.

D-1. Exempt and Non-Exempt Designations. The City designates each employee as either exempt or nonexempt in compliance with applicable federal, state, and local law. Exempt employees are paid a fixed salary and are not entitled to minimum wage and overtime under the Fair Labor Standards Act. No person employed in an administrative, executive, or professional position, as defined by the federal Fair Labor Standards Act (FLSA), and who meets the salary threshold test of the FLSA, shall be eligible for overtime pay. These positions are defined as "FLSA - Exempt".

D-2. Non-Exempt Employee Provisions

(a) **Time Tracking:** The City uses a timeclock for time tracking of all non-exempt employees. Employees are expected to fulfill their agreed-upon schedule.

(b) **Pay.** For hourly employees, the pay received shall be based strictly on actual time worked. There shall be no rounding or adjustment of time when calculating hours worked.

(c) **Meal Breaks and Rest Breaks.** All nonexempt employees working more than four hours in a day may take an unpaid meal break of at least 30 and no more than 60 minutes. Employees also may take a paid rest break of 15 minutes for every four hours of work. The time of the rest break, usually midmorning and mid-afternoon, shall be determined by the employee's immediate supervisor. Rest breaks may not be combined and substituted for the meal break.

(d) **Overtime.** All "FLSA - Non-Exempt" employees shall be eligible to receive overtime compensation for all hours worked in excess of the normal City work week of up to 40 hours. Non-exempt employees shall not work more than 40 hours without written authorization by the City Administrator. The department head shall maintain records of any overtime worked. Unauthorized overtime work must be paid, but may result in progressive disciplinary action.

(e) **Overtime Compensation.** Compensation for overtime work shall be at the rate of one and one-half times the employee's regular rate of pay.

D-3. On-Call and Called-Out Policy. To best serve residents and respond to emergencies, Public Works staff are assigned "OnCall" shifts outside of regular working hours. If you are hourly, the pay schedule will be:

On-Call Time: Straight time just for being on-call

1 hr Monday through Friday

2 hrs Saturday

2 hrs Sunday

All straight time and does not create any overtime

Called-Out Time: If an employee is on-call and *does* get called out, the time actually worked becomes "Called-Out Time." Called-Out Time **can** become overtime, subject to total hours worked that week.

Called-Out to Help Time: If an employee is not on call but gets called out to assist, that person will receive a minimum of two (2) hours of work time. This **can** become overtime, if called out time and all other hours worked exceed 40 hours total (on call time is not included).

Example 1: The employee has worked 40 hours, and is On-Call for Friday through Sunday but did not get called out:

Total Straight Time hours for the week = 45

Example 2: *The employee has worked 40 hours, is On-Call for both weekend days, and gets Called-Out for an emergency that takes 3 hours:
Total Straight Time hours for the week = 44
Overtime Hours = 3*

Example 3: *The employee has worked 40 hours; is NOT On-Call for the weekend but did get called out to help with an emergency that took 1 hour:
Total Straight Time hours for the week = 40
Total Overtime Hours = 2*

D-4. Pay periods, Paydays. The City shall pay all employees bi-weekly on the Thursday following the last day of the previous pay period. The City provides payroll via direct deposit, but may issue payroll by check, upon request. Employees should review their paychecks and the accompanying information for errors. If you find a possible error, report it to the City Administrator immediately. The City will correct any errors, including any under or overpayment, as soon as possible.

D-5. Official Pay Plan

(a) **Salary Resolution.** The salary of each City employee shall be set annually by simple resolution at an amount within the pay range of the position class in which the employee is assigned.

(b) **Entry Level Wage/Salary.** A new employee with no experience will normally enter employment at the minimum wage/salary established for the position. Employees with prior similar experience will be given credit for their years of service, in a manner consistent with how it is provided to existing employees during pay studies. Department directors may present justification for exceptions to the City Administrator for consideration.

(c) **Pay Plan Maintenance.** The City Administrator will maintain the pay plan, including an inventory by number of all positions in the service of the City and a pay matrix establishing the minimum and maximum compensation for each authorized position within the City workforce.

D-6. Pay Increases.

(a) Pay increases shall not be routine or automatic and are subject to approval by the Governing Body.

(b) Annual cost-of-living pay increases may be given as approved by the Governing Body within the budget process.

(c) Subject to the approval of the Governing Body, the City Administrator may award a merit-based pay increase to an employee based on an annual performance evaluation submitted by the employee's immediate supervisor.

D-7. Performance Evaluations.

(a) **Purpose.** Employee performance evaluations will be considered in determining the following employment matters: salary increases and decreases within the limits established in the pay plan, promotions, demotions, orders of layoffs, transfers, and termination.

(b) **Frequency.** An evaluation of the performance of each Full-time and Part-time employee based on his or her duties and responsibilities shall be prepared by the employee's immediate supervisor at least annually. The evaluation shall be in writing. The supervisor shall evaluate at least quarterly, any employee who has received a poor performance rating in the prior annual evaluation.

(c) **Retention.** Evaluations, upon review by the supervisor and after the employee has had an opportunity to respond, shall be included in the employee's personnel file.

D-8. Pay on Termination.

(a) **Timeliness.** An employee who is terminated from City employment, either voluntarily or involuntarily, shall receive his or her final paycheck on the first regularly scheduled payday following his or her termination.

(b) **Restrictions.** Employees leaving employment with the City of Towanda shall not be eligible for payout of any accrued benefits other than unused vacation.

ARTICLE E. ATTENDANCE & LEAVE

E-1. Attendance. The City requires regular and punctual attendance from all employees. Employees who are going to be absent for a full or partial workday, or late for work, must notify their supervisor as far in advance as possible but at least one hour before the start of the workday. Employees who must miss work because of emergencies or other unexpected circumstances must notify their supervisor as soon as possible.

(a) **General Employees.** The normal work week for general employees, which includes all employees, shall be no less than 36 hours and no more than 40 hours.

(b) **Normal Work hours.** No employee shall be permitted to work in excess of their normal work week except when so directed by the employee's department head or City Administrator.

(c) **Timekeeping.** Nonexempt employees are required to record all hours worked, including any hours worked outside of their normal schedule.

(d) **On Call.** All city employees shall be obligated for the performance of their services at any off-duty time upon an emergency call from heads of departments or the City Administrator and shall be compensated as provided in Article D-3.

E-2. Alternative Work Schedule (AWS). The City of Towanda desires to be a place where employees can thrive and recognizes that a healthy work/life balance is essential. An alternative work schedule program is available to assist employees in balancing their obligations. This provides employees with the opportunity to request adjustments to their work schedules to assist in meeting their personal work performance goals and family or personal needs.

(a) Eligibility. All employees who have completed their 90-day introductory period are eligible to request an alternative work schedule, provided that they maintain a satisfactory or higher performance evaluation score. Alternative work schedule requests must be developed in consideration of role and staff needs and obligations, and are subject to approval or revocation by the City Administrator.

Examples: Alternative work schedules may include the following:

- Starting the workday earlier or later
- Taking or not taking lunch breaks
- Leaving earlier or later
- Hourly employees working a reduced schedule (at least 36 hours will be required to earn leave and benefits. Salaried employee wages are based on a 40-hour assumption.)

(b) Approval. Written requests, including a completed Alternative Work Schedule application, must be submitted to the City Administrator for review and approval at least 14 calendar days prior to being implemented.

(c) Adjustment or Termination. Alternative work schedules may be adjusted or terminated for a variety of reasons, including changes in needs of the department, changes in the employee's needs, performance or disciplinary issues, or by the determination of the supervisor or City Administrator.

(d) Requirements. Employees will be expected to generally adhere to their approved alternative work schedule, with the exception of absences covered by vacation, sick, or other leave banks. Employees may work outside of these established hours for purposes such as emergency response, authorized task completion, regular City or community meetings, or other pre-authorized work. When these occur, employees may coordinate with their supervisor to either offset extra hours worked or receive approval for overtime.

E-3. Holidays. The Governing Body shall declare which days shall be paid holidays for City employees. From time to time, and for certain special occasions, the Governing Body may, by motion, designate other days as special holidays on a one-time basis. As of this publication, these shall be the established holidays.

1. New Year's Day, January 1st
2. Memorial Day, The Last Monday in May
3. Independence Day, July 4th
4. Labor Day, The 1st Monday in September
5. Thanksgiving Day, the Fourth Thursday in November
6. The Friday After Thanksgiving Day
7. Christmas Eve, December 24th
8. Christmas Day, December 25th
9. Each employee will also receive one personal holiday to be scheduled with their immediate supervisor. Eight (8) hours of personal holiday leave will be credited to each full-time employee on the first paycheck of each year. These hours must be used by the pay period preceding the final payroll of the year, or they will be forfeited.

(a) When a paid holiday falls on a Saturday or Sunday, the preceding Friday or following Monday may be declared a holiday by the City Administrator.

(b) Employees required to work on a City-observed holiday shall be granted an alternative day off or shall be compensated at one and one-half times their regular salary for the day.

(c) All full-time employees shall receive eight hours' pay for the established holidays in their appropriate pay periods.

(d) Hours paid for Holiday time shall not be included when calculating overtime pay.

(e) To be eligible to receive pay for a City holiday, an employee must have been in full pay status and not have been absent without leave either on the workday before or the workday after the holiday.

E-4. Request for Leave. Except as provided in Section E-7 as to sick leave, and Section E-12 as to family leave, all leave must be authorized in writing by the employee's department head or City Administrator prior to leave time being taken. A copy of each leave record, including records of sick leave taken, signed by the employee and City Administrator, shall be maintained in the employee's personnel file.

E-5. Vacation Leave. Vacation leave shall be earned beginning with the date of employment under the conditions hereinafter stated. An employee who works fewer than 36 hours in any week shall not accrue vacation credit for such pay period of service; provided, this restriction shall not apply if the employee has utilized authorized vacation or sick leave. No employee shall be permitted to use vacation time for any period spent on unauthorized leave.

(a) **Full-Time Employees.** Full-time employees are entitled to paid vacation leave time according to the following schedule.

Years of Service	Hours of Vacation Per Year	Max Available with Carryover
1 st Year	Accrued at 3.077 Hours per Pay Period	40
2 nd – 4 th	80 Credited on Anniversary Date	120
5 th – 9 th Year	120 Credited on Anniversary Date	160
10 th – 19 th Year	140 Credited on Anniversary Date	160
20 th & Every Year Thereafter	160 Credited on Anniversary Date	200

(b) **Other Employees.** Seasonal and temporary employees shall not earn vacation leave.

(c) **Scheduling.** The dates for the taking of vacation leave shall be scheduled in consultation with the employee's supervisor and department head. Supervisors should ensure City operations are able to continue efficiently before granting a vacation request.

- (d) **Holiday During Vacation.** City holidays occurring during the taking of an employee's authorized vacation leave will not be counted as a day of vacation.
- (e) **Minimum Hours.** Employees may use vacation leave in units of not less than one-half hour, subject to the approval of their supervisor.
- (f) **90-Day Provision.** Vacation hours shall not be available for use until after the first 90 days of employment with the City.
- (g) **Termination.** Upon termination, an employee shall be compensated for all unused vacation time at their final rate of pay, subject to the maximum hours of accumulation authorized in the schedule in Section E-6 (a) and (b).

E-6. Sick Leave. All exempt employees and full-time nonexempt employees shall be entitled to sick leave with pay for absences resulting from illness, injuries, accidents, healthcare appointments, or other physical or health-related incapacities, occurring either on or off the job for themselves or a family member. A family member is defined as spouse, child, (including stepchild), parent (including stepparent), sister, brother, grandparents (including step-grandparents), grandchild, mother or father-in-law, sister, or brother-in-law. No employee shall be permitted to use sick leave for any period spent on unauthorized leave. The provisions of the Family and Medical Leave Act may apply in some circumstances, please see E-12 below.

(a) **Amount of Sick Leave.** Exempt employees and full-time nonexempt employees shall accrue sick leave at a rate of 0.462 hours per pay period (12 days per year)

(b) **Computing Sick Leave.** Any absence for a fraction of a day that is chargeable to leave shall be charged in increments of not less than one-half hour.

(c) **Doctor's Certificate.** For sick leave in excess of three workdays, a department head or the City Administrator may require a signed statement from a healthcare provider verifying the employee's inability to perform his or her assigned duties because of illness.

(d) **Notification.** To be eligible for paid sick leave, an employee, or his or her representative, shall notify his or her immediate supervisor and give the reason for the absence no later than one hour before the beginning of the first workday in which sick leave is taken. This notification requirement may be waived by the employee's supervisor in extraordinary circumstances.

(e) **Abuse of Sick Leave.** An employee who improperly claims sick leave shall be subject to disciplinary action, including loss of pay or dismissal. Sick leave hours may not be used for purposes other than the purposes outlined in this section. The City reserves the right to discipline employees who abuse this policy, for example, by falsifying documents submitted to support leave; being untruthful about the reasons for requested leave; or repeatedly using paid sick leave immediately before or after weekends, City holidays, or vacations. The City reserves the right to request additional documentation to support repeated requests for leave on Mondays or Fridays; or for leave requests on either the end of a City holiday, a planned vacation, or other absence.

(f) **Unused Sick Leave.** Unused sick leave may be accumulated from year to year, allowing employees to develop a bank that could protect them from future events such as an accident, illness, surgery, FMLA leave, or other qualifying leave event. Accumulated unused sick leave also may be contributed to a shared leave bank to assist other employees experiencing a qualifying event, subject to the conditions outlined in E-17.

(g) **Wellness Days.** Employees whose wellness and attendance habits allow them to accumulate and bank at least seven (7) or more sick days will have the opportunity to transfer up to two (2) days, or 16 hours of sick leave to wellness leave as of the first pay period of each calendar year. This transfer from sick leave to wellness days provides additional latitude for employees to use these days for renewal or other opportunities to promote wellness. Wellness days will not roll over and must be used by the final pay period of the calendar year in which they are designated.

(h) **Termination.** Under no circumstances will unused sick leave pay out upon termination.

E-7. Maternity Leave. An employee who becomes pregnant may claim and receive maternity leave in the same manner as provided for sick leave; the employee may also elect to use any accrued vacation leave to the extent such leave is available. An employee may also take leave without pay in the same manner as any other employee on leave without pay. If medical complications related to the pregnancy exist, the employee may, with the approval of the department head or the City Administrator, remain on maternity leave until released by the employee's physician. The provisions of the Family and Medical Leave Act may apply in some circumstances (see E-13 below).

E-8. Breast Feeding. For up to one year after the child's birth, any employee who is breastfeeding her child will be provided reasonable break times to express breast milk for her baby. The City can designate an area for this purpose. Nursing mothers wishing to use this area or room must request/reserve the space by contacting City Administrator. Breaks of more than 20 minutes in length will be unpaid, and the employee should indicate this break period on her time record.

A small refrigerator reserved for the specific storage of breast milk can be made available. Any breast milk stored in the refrigerator must be labeled with the name of the employee and the date of expressing the breast milk. Any nonconforming products stored in the refrigerator may be disposed of. Employees storing milk in the refrigerator assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage, refrigeration, and tampering.

E-9. Funeral Leave. In the case of the death of a member of an employee's immediate family (to include only the spouse, children, mother, father, brother, sister, grandparents, grandchildren, or close relatives by marriage of the employee or employee's spouse), the employee shall be granted paid funeral leave not to exceed 24 hours for full-time employees.

E-10. Injury Leave.

(a) **Reporting Injuries.** All injuries occurring on the job shall be reported as soon as possible to the employee's immediate supervisor.

(b) **Waiting Period.** Any employee injured on the job shall be eligible to receive injury leave with pay during the seven-day waiting period for workers' compensation claims.

(c) **Workers' Compensation.** When an employee receives compensation under the workers' compensation act, the pay he or she receives from the City, while an employee of the City, shall be the difference between his or her regular rate of pay and the amount he or she receives from workers' compensation.

E-11. Military Leave. The City recognizes and adheres to all applicable state and federal laws regarding leaves for uniformed service to the State of Kansas as well as the United States. Any employee who needs time off for uniformed service is to immediately notify his or her supervisor and the City Administrator, both of whom will provide a detailed explanation to the employee of his or her reemployment rights under K.S.A. 48-517 (governing members of the Kansas national guard, Kansas air national guard, and the Kansas state guard that are 'called or ordered to duty') and the Uniformed Services Employment and Reemployment Rights Act (USERRA), 38 U.S.C. 4301 *et seq.*, covering persons performing duty, voluntarily and/or involuntarily in the U.S. Army, Navy, Marine Corps, Air Force, Coast Guard, Army National Guard, Air National Guard, and Public Health Service commissioned corps.

Any employee, including full- and part-time, who notifies the City that he or she intends to return to Employment, once military service is completed, shall be eligible for military-leave benefits including:

- (a) Reinstatement of the veteran to the position he or she would have held if his or her employment had not been interrupted by military service provided one of the exceptions in 38 U.S.C. §4312(d)(1) have not been triggered;
- (b) Retention and accrual of benefits tied to seniority;
- (c) Continued health care coverage at the employee's expense; and
- (d) Continued participation in insurance and other benefits not determined by seniority to the same extent as employees granted other types of leave.

E-12. Civil Leave.

(a) **Civil Leave With Pay.** An employee shall be given necessary time off with pay (1) when performing jury duty, (2) when appearing in court as a witness in answer to a subpoena or as an expert witness when acting in an official capacity in connection with the City, (3) when performing emergency civilian duty in connection with national defense, or (4) for the purpose of voting when the polls are not open at least two hours before or after the employee's scheduled hours of work.

(b) **Civil Leave Without Pay.** If an employee is involved in a personal lawsuit either as a plaintiff or as a defendant in an action not related to his or her duties with the City, the employee may take leave without pay unless he or she elects to utilize any accumulated vacation leave.

E-13. Family and Medical Leave. *[Required only if you employ 50 or more employees at the time the request for leave is made]*

- (a) Upon request, any employee will be granted up to 12 weeks of unpaid family and medical leave during any 12-month period. Such leave will be available as the result of the birth, adoption, or placement of a child for foster care; to care for a spouse, child, or parent with a serious health

condition; or due to an employee's disabling illness; or because of any qualifying exigency (as the Secretary shall, by regulation, determine) arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on covered active duty (or has been notified of an impending call or order to covered active duty) in the Armed Forces. Where possible, employees are required to provide at least 30 days' notice before beginning to take leave. The employer may require any accrued paid vacation, sick, or personal leave of the employee to be substituted for the 12 weeks of leave provided under this law. Any required use of accrued paid leave will run concurrently with family medical leave.

(b) Upon request, any employee will be granted up to 26 weeks of unpaid military caregiver leave during a single 12-month period to care for the serious injury or illness of a son, daughter, spouse, parent, or next of kin who is a member or veteran of the Armed Forces as defined in 29 CFR 825.122.

E-14. Domestic Violence and Sexual Assault Leave. The City will not discharge, or in any manner discriminate against, an employee who is a victim of domestic violence or sexual assault and who takes time off from work to obtain relief, including restraining orders and other injunctive relief. The employee must be permitted time off to seek medical attention, obtain services from domestic violence programs, or make court appearances related to domestic violence. The employee must give advance notice when feasible. The employee must also provide to the City certain documentation such as a copy of the police report or restraining order within 48 hours of returning from requested time off. The employee may use accrued paid leave or, if paid leave is unavailable to the employee, up to 8 days per calendar year of unpaid leave for these purposes.

E-15. Credits for Paid Leave. An employee while on paid sick leave, vacation leave, or other leave with pay shall continue to earn credit for sick leave and vacation leave, but no leave credit shall be earned by any employee while on leave without pay.

E-16. Shared Sick Leave. An employee who lacks sufficient earned sick leave to cover the period of absence because of temporary medical disability, including pregnancy, may be granted leave without pay, as described herein; however, with the approval of the City Administrator, any eligible employee may transfer up to 120 hours (3 work weeks) of Vacation or Sick leave to any eligible employee so long as the donating employee's Vacation or Sick Leave does not drop below 40 hours. All donors' and recipients' names shall be kept confidential. All requests for shared leave shall be made through the City Administrator. To receive shared sick leave recipient must be completely out of sick leave and vacation leave.

ARTICLE F. OTHER EMPLOYEE BENEFITS

F-1. Retirement—OASDI Benefits. All eligible employees of the City are under the federal OASDI social security system and receive the benefits of it in accordance with federal laws and guidelines. The cost of this benefit is paid equally by the City and the employee, with the employee contribution subject to payroll deduction.

F-2. Retirement—KPERS Benefits. All eligible employees of the City are members of the Kansas Public Employees Retirement System (KPERS) and receive the benefits of it in accordance with state laws and guidelines.

F-3. Retirement Date. The federal Age Discrimination in Employment Act shall be the policy for City retirement.

F-4. Workers' Compensation Benefits. All employees of the City receive the benefits of the Kansas Workers' Compensation Act, in accordance with such laws and guidelines. The cost of this benefit is paid entirely by the employer.

F-5. KPERS Death and Disability Benefits. All employees who are contributing members of KPERS are eligible for the insured death and disability benefits provided by KPERS, which is supplemental to the regular KPERS benefits. The cost of this benefit is paid entirely by the employer. This insured death and disability benefit begin on the first day of employment.

F-6. Unemployment Compensation. All employees receive the benefits of the Kansas Employment Security (unemployment compensation) Act, in accordance with such law and guidelines. The cost of this benefit is paid entirely by the employer.

F-7. Life Insurance. In addition to the death benefits provided under OASDI and KPERS, the City makes available to each employee the option of purchasing group life insurance, administered by KPERS, on a payroll deduction basis. The cost of this additional life insurance is paid by the employee and varies with the options selected by the employee.

F-8. Health Care Program.

- (a) All permanent full-time employees shall be eligible for the City's group health insurance program the first day of the next full month following their date of hire as a full-time employee.
- (b) The City shall pay for 100% of an employee's Single Coverage policy through the State of Kansas Employee Health Plan.
- (c) The City and the employee shall each pay the appropriate portion of a Family Coverage policy as directed by the State of Kansas Employee Health Plan.
- (d) When an individual employee is required to contribute because of participation in the City's group healthcare program, the amount of such contribution shall be a payroll deduction.
- (e) All costs for healthcare insurance shall be paid by the employee during any period the employee:
 - is on leave without pay or working fewer than 36 hours without taking an authorized form of leave;
 - (f) is on suspension without pay;
 - (g) is on unauthorized leave;
 - (h) or is participating in any unlawful work stoppage.
- (i) Healthcare insurance coverage shall be extended to an individual who is temporarily disabled and drawing workers' compensation while serving as a City employee. The employee's share of the cost shall be deducted from any compensation payments. In the event no additional compensation is due, insurance may be extended at the option of the City.
- (j) No employee shall be entitled to a cash payment in lieu of healthcare insurance coverage
- (k) (g) The City complies with those provisions of the federal Consolidated Omnibus Reconciliation Act of 1986 (COBRA) relating to the extension of group health care plan coverage upon termination of City employment.

F-9. Continuing Education Policy. In an effort to assist the employees of the City with increasing their life skills in their field of work, the Governing Body wishes to assist employees in their education by allowing employees to work full time and continue education during their personal time.

- (a) **Approval.** All continuing education reimbursements shall be subject to Council review and approval.
- (b) **Amount Reimbursed.** If continuing education is not required by the City for employment and has been approved by the Council, the City will pay one-half (1/2) of the continuing education tuition costs and books required for the course, while the employee agrees to pay one-half (1/2) of the same costs. The City Council may agree to pay more or less than one-half (1/2) the cost of continuing education depending on relevance to the employee's field of work.
- (c) **Completion Requirements and Restrictions.** The employee is bound to complete the continuing education program and agrees to continue to work for the City for a two-year period, once the continuing education requirements are completed. If for any reason (including termination of employment) the employee elects to discontinue the continuing education program prior to completion or fails to maintain a 'B' average, the employee shall be liable for the entire costs of the course.
- (d) **Repayment Conditions.** Should the employment relationship between the City and the employee end for any reason after the completion of the continuing education program, but prior to the end of the two-year employment requirement, the employee shall be liable on a pro-rata basis for that portion of the tuition and books paid by the City based on the number of months remaining in the two-year period. Under no circumstances shall anything in this section be construed to extend an employment contract to the participating employee.

F-10. Gym Membership. The City of Towanda Governing Body encourages employees to achieve and maintain a healthy lifestyle through physical fitness. Employees who purchase and participate in a gym membership may be eligible for a 50% of gym membership reimbursement of up to \$25 per month on a qualifying gym membership to a facility primarily focused on physical fitness, such as a Circle Recreation Commission, YMCA, Planet Fitness, Anytime Fitness, CrossFit, etc. Gym qualifications must be pre-approved by the City Administrator.

- (a) **Eligibility.** Gym membership reimbursement is available to employees who have been employed by the City for a minimum of 90 days.
- (b) **Reimbursement.** To qualify, the following proof of paid membership and attendance must be submitted with a completed City of Towanda Gym Membership reimbursement form:
- (c) **Proof of paid membership:** receipt from the gym; copy of a canceled check; credit card statement; online purchase receipt must include employee name, gym name, the amount paid, and the date paid. Other gym fees (e.g. joiner, start-up, annual fees) are not reimbursable. Proof of attendance, in the form most accessible through the employee's selected gym, should be submitted along with the reimbursement form.

- (d) **Benefit Total.** The amount reimbursed shall not exceed 50% of the cost of the gym's rate for an individual membership and the amount of the receipt submitted, up to \$25 per month.
- (e) **Household Policy.** If two City employees are on the same 2-person or family membership, the amount of their combined reimbursement amounts shall not exceed the cost of the membership, and the amount of the receipt submitted, up to \$25 per month for each.
- (f) **Process.** Reimbursement will be disbursed in a regular paycheck (contingent on employment) and is taxable.
- a. Late or incomplete forms will not be accepted.
 - b. Reimbursements shall be made quarterly according to the following schedule:

Gym Membership Period	Submit Form and Proof Between*	Receive Reimbursement with Paycheck By
July 1 – September 30	October 1 and 15	November 30
October 1 – December 31	January 1 and 15	February 28
January 1 – March 31	April 1 and 15	May 31
April 1 – June 30	July 1 and 15	August 31

ARTICLE G. VOLUNTARY SEPARATION

G-1. Resignation. An employee who terminates his or her employment voluntarily shall be terminated in good standing, provided the employee gives a minimum of two weeks' written notice to his or her immediate supervisor or department head. Under appropriate circumstances, a shorter period of notice may be approved by the City Administrator.

G-2. Reinstatement. An employee who was terminated in good standing and who is re-employed in the same job classification within a period of 120 calendar days following separation may be reinstated at not more than the salary he or she was receiving at the time of his or her termination. Upon reinstatement within 120 calendar days following separation, an employee shall receive credit for all unused sick leave he or she had accrued as of the time of separation.

ARTICLE H. SEXUAL AND WORKPLACE HARASSMENT POLICY

H-1. All City employees have the right to work in an environment free from all forms of harassment. The purpose of this policy is to prevent and promptly address harassment in the workplace. This includes behaviors that:

- Create an intimidating, hostile, or offensive working environment;
- Unreasonably interfere with an individual's work performance;
- Otherwise adversely affect an individual's employment opportunities.

Definitions.

EMPLOYEE HANDBOOK, *PERSONNEL POLICIES, AND GUIDELINES.*

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- (a) **Sexual harassment** is defined as the threat, either explicitly or implicitly, that an employee's or job applicant's refusal to submit to sexual advances will adversely affect his or her employment, evaluation, wages, advancement, assigned duties, shifts, or any other condition of employment or career development (quid pro quo); or the subjecting of an employee(s) or job applicant(s) to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical, so as to create an intimidating, hostile, or offensive working environment. **Sexual harassment includes, but is not limited to, the following:**
- Unwelcome touching, propositions, or advances;
 - Abusive or vulgar language or discussion of a sexual nature;
 - Pressure or requests for sexual activity;
 - Sexually explicit or offensive jokes;
 - Displaying of sexually graphic or suggestive pictures, photographs, cartoons, etc.
 - Any other conduct of a sexual or gender-based nature that interferes with work performance, creates an intimidating, hostile or offensive work environment, or adversely affects employment opportunities.
- (b) **Workplace harassment** is repeated inappropriate behavior, direct or indirect, whether verbal, written, electronic, physical, or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment, which could reasonably be regarded as undermining the individual's right to dignity at work.
- (c) The term harassment, as used in this Article, may mean either sexual harassment or workplace harassment, or both, as the case may require.

H-2. General Policy. It is the policy of the City to maintain a work environment free of intimidation, insult, and harassment based upon race, creed, religion, sex, age, national origin, ancestry, disability, genetic information or sexual orientation, or post, current, or prospective service in the uniformed services. To ensure that this policy is strictly adhered to, the City will not tolerate harassment of any of its employees or job applicants and will take immediate action if such behavior should occur.

The City will not condone harassment by any employee or non-employee. Non-employees include, but are not limited to: governing body members, vendors, volunteers, and members of the general public.

Examples of workplace harassment can include group harassment, peer-to-peer harassment, supervisor-to-subordinate harassment, and situations where a subordinate employee subjects a supervisory-level employee to harassment. These can include, but are not necessarily limited to:

- (a) Slandering, ridiculing, or maligning a person or his or her family; persistent name calling that is hurtful, insulting, or humiliating; using the person as a butt of jokes; abusive and offensive remarks.

- (b) Nonverbal threatening gestures; glances conveying threatening messages.
- (c) Socially or physically excluding or disregarding a person in work-related activities.
- (d) Persistent or constant criticism in front of other persons (including co-workers, vendors, contractors, or members of the public) for the purpose of humiliating another employee.
- (e) Pushing, shoving, kicking, poking, tripping, assaulting, or threatening physical assault, or damage to a person's work area or property.
- (f) Tampering with an employee's personal belongings or work equipment.
- (g) Invasion of privacy, such as spying, stalking and rummaging through personal belongings (including unauthorized access of personal email and contents of personal cell phones and employee-owned personal digital assistants). NOTE: an employee has no expectation of privacy in any items of personal equipment attached to the City's network devices.
- (h) Making up arbitrary rules applying only to the targeted employee.
- (i) Assigning undesirable work as punishment.
- (j) Managing by threat and intimidation.
- (k) Giving tasks with unreasonable, impossible, or constantly changing objectives and or deadlines.
- (l) Removing key areas of responsibility and/or replacing them with more trivial or unpleasant tasks for no business-related reason.
- (m) Taking credit for another employee's work.
- (n) Falsely accusing an employee of making errors.
- (o) Undermining or deliberately impeding an employee's work.

H-3. Duty to Report. Employees should report all instances of harassment by employees, supervisors, officials, vendors, contractors, or members of the public. Any employee or job applicant who feels he/she is being subjected to harassment should immediately contact one of the persons listed below with whom the employee or job applicant feels the most comfortable. Complaints may be made orally or in writing to:

- (a) The employee's immediate supervisor;
- (b) The employee's department head;
- (c) Other supervisory personnel;
- (d) The City Administrator.

The employee should be prepared to provide the following information:

- (a) Employee's name, department, and position title;
- (b) The name of the person or persons committing the harassment;
- (c) The date(s) and approximate time(s) of the harassment;
- (d) The specific nature of the harassment, how long it has gone on, and any employment action (demotion, failure to promote, dismissal, refusal to hire, transfer, etc.) taken against him/her as a result of the harassment;
- (e) Witness to the harassment, if any;
- (f) Whether the harassment has been previously reported and if so, when and to whom.

After receiving a harassment complaint, the recipient of the complaint shall assist the employee filing the complaint with documenting the incident in writing and the employee shall affix their signature attesting to the accuracy and truthfulness of the complaint. All information disclosed in the complaint procedure will be held in the strictest confidence and will be disclosed only on a need-to-know basis in order to investigate and resolve the matter.

H-4. Investigation. All complaints involving claims of harassment shall be promptly and confidentially (as practical) investigated. It shall be the responsibility of the City Administrator to coordinate the investigation and review of harassment complaints or, as necessary, to delegate the investigation and review of harassment complaints to an independent third party. If the City Administrator or any member of the governing body is the subject of the complaint, an independent individual shall coordinate the investigation of the complaint. The following procedures shall apply to the receipt, review, and handling of such complaints:

- (a) The person to whom the complaint is made shall immediately present it to the City Administrator.
- (b) An investigation into the alleged incident shall be promptly started;
- (c) The investigator shall make and keep a written record of the investigation, including notes of verbal responses made to the investigator by the person complaining of harassment, witnesses interviewed during the investigation, the person against whom the complaint of harassment was made, and any other person contacted by the investigator in connection with the investigation;
- (d) The investigator shall notify the individual accused of the harassment as promptly as possible of the complaint and the severity of the allegations (immediate notification is not necessary if such notification would jeopardize the investigation);
- (e) The individual accused of the harassment shall be given an appropriate opportunity to refute the allegation and present information and/or witnesses on his/her behalf.

Based upon the investigation report, the City Administrator or the Independent Third-Party shall determine if the conduct of the person against whom a complaint of harassment has been made constitutes harassment. In making that determination, the City Administrator or the Independent Third-Party shall look at the record as a whole and at the totality of circumstances, including the nature of the conduct in question, and the context in which the conduct, if any, occurred. The determination of whether harassment occurred will be made on a case-by-case basis.

If the City Administrator or Independent Third-Party determines the complaints of harassment are founded, he/she shall take, or in the case of the Independent Third-Party recommend, immediate and appropriate disciplinary action against the employee guilty of harassment.

Any employee, supervisory or non-supervisory, found to have engaged in harassment of another employee or job applicant will be disciplined, up to and including discharge. When appropriate, the employee or job applicant filing the complaint will be encouraged to file criminal charges against the harasser.

The disciplinary action shall be consistent with the nature and severity of the offense, whether a supervisory relationship exists, and any other factors the City Administrator or Independent Third-Party believes relate to the fair and effective administration of the City, including the effect of the offense on employee morale, public perception of the offense, and the light in which it casts the City. The disciplinary action may include demotion or suspension, dismissal, warning, or reprimand. A determination of the level of disciplinary action shall also be made on a case-by-case basis. If the City Administrator or Independent Third-Party determines the complaint of harassment is unfounded, he/she shall notify the employee accused of harassment of the determination. Action shall also be made on a case-by-case basis.

The employee or job applicant making the complaint shall be notified of the results of the investigation and the discipline, if any, to be administered. If the City Administrator or Independent Third-Party determines after reviewing the investigation report that the complaint was intentionally falsified by the employee filing the complaint, the City Administrator shall take immediate and appropriate disciplinary action against the complaining employee.

H-5. Appeal of the Decision. (Optional) Within 10 working days of the postmark of the written notification to the employee of the City Administrator or Independent Third-Party's decision, the complainant or respondent may make a written request for a final review of the record by the Governing Body. The Governing Body members, in response to a timely appeal, will either:

1. Review the record and provide a final decision within five working days of the receipt of the appeal; or
2. Schedule an executive session with the appealing party to hear his/her appeal, within ten days following the receipt of the appeal.

The meeting date can be scheduled on any date, convenient to all parties, with mutual consent (including beyond the 10-day period). A final decision will be made by the Governing Body.

Copies of the decision shall be sent to the complainant and respondent by certified mail, return receipt requested, and a copy will be given to City Administrator.

H-6. Record of a Harassment Complaint. All records, except those affected by the Kansas Open Records Act, concerning a harassment complaint shall be confidential and kept in a separate locked file. Access shall be granted only with the City Administrator's approval and to parties who have a direct and relevant need to know.

H-7. Non-retaliation. This policy prohibits retaliation against employees who report in good faith potential sexual harassment or workplace harassment or participate in the investigation of the complaint. Any employee bringing a good faith complaint under this policy, or assisting in the investigation of such complaint, will not be adversely affected in terms and conditions of employment, nor discharged because of the complaint. Anyone who engages in retaliatory action will be subject to discipline, up to and

including dismissal. Retaliation is defined as an activity that may dissuade a reasonable person from exercising his or her rights under this policy.

ARTICLE I. POLITICAL ACTIVITY

I-1. Political Activity. It is the right of every employee to register and vote on all political issues. Employees are permitted to join political organizations, civic associations, or groups, and to become involved in political activities subject to the restrictions of this article.

- (a) As private citizens, employees may participate in all political activities, including holding public office, except where holding an appointive or elective office is incompatible with the employee's City employment.
- (b) Political activity must not interfere with job attendance or performance. Employees are not permitted to solicit or handle political contributions in City elections. They are not permitted to wear or display political badges, buttons, or signs on their person or on City property during on-duty hours.
- (c) No supervisor or other person in authority shall solicit any City employee for contributions of money or labor for any candidate for elective office, or otherwise compel, or attempt to compel, any employee to support a candidate for elective office or to engage in any political activity.
- (d) The purpose of this policy is to prevent and avoid the appearance of impropriety on the part of any City employee. City employees are neither appointed to nor retained in, the City's service on the basis of their political affiliations or activities.

ARTICLE J. OUTSIDE EMPLOYMENT

J-1. Outside Employment. Outside employment constitutes a City employee holding a second job with another employer. Outside employment by a full-time employee **should be disclosed to the City Administrator and** is permitted only when such outside employment: (1) is considered secondary to service with the City; (2) does not interfere with the performance of duties for the City; and (3) no legal, financial, or ethical conflict of interest results from such dual employment.

ARTICLE K. WORKPLACE SAFETY

K-1. General Safety. All employees are required to wear appropriate safety equipment and follow appropriate safety precautions according to City or departmental policy at all times. Failure to comply with safety policies may result in disciplinary action.

K-2. Workplace Violence. The City has a policy of zero tolerance for violence. If an employee engages in any violence in the workplace or threatens violence in the workplace, the employee shall be terminated immediately for cause. No talk of violence or joking about violence will be tolerated. "Violence" includes physically harming another, shoving, pushing, harassing, intimidating, coercing, brandishing weapons, and threatening or talking about engaging in those activities. It is the intent of this policy to ensure that everyone associated with the City, including employees and citizens, never feels

threatened by any employee's actions or conduct. Employees are required to report incidents, threats, or acts of physical violence to supervisors or the City Administrator immediately.

K-3. Substance Abuse Policy. The City has a responsibility to its employees and citizens to take reasonable steps to assure safety in the workplace and in the services it provides. To this end, the City reaffirms its policy that the following are strictly prohibited:

- (a) Reporting for work under the influence of intoxicants, including alcohol, illegal drugs, or controlled substances; and
- (b) The use, possession, sale, or distribution of such intoxicants, illegal drugs, controlled substances, or related paraphernalia, in any manner during work hours, or while engaged in City business, on City property, or in City vehicles. Employees are further prohibited from using such drugs or alcohol on their personal time to the extent that such use negatively impacts work performance.
- (c) Employees may be asked to submit to a drug and alcohol test if an employee's supervisor or other person in authority has a reasonable suspicion based on objective factors such as the employee's appearance, speech, behavior, or other conduct and facts, that the employee is under the influence of unlawful drugs or alcohol or both.
- (d) Employees in safety or security-sensitive positions are subject to random drug and alcohol testing.

K-4. Weapons. For all employees, other than those authorized by the City Administrator, the carrying or use of a firearm shall be considered outside the scope of the employee's duties. Employees may not openly carry a firearm in the workplace unless authorized by the City Administrator. If an employee chooses to exercise his or her statutory right to concealed carry, the City will not be responsible for any attorney fees resulting from the employee's use of his or her weapon. If the employee chooses to carry a concealed firearm, the firearm must remain on his or her person at all times. Any interruption in the employee's work due to his or her decision to concealed carry may result in discipline or even termination. Any injury resulting from the concealed carrying of a firearm is considered outside the employee's course and scope of employment and will not be covered by workers' compensation.

ARTICLE L. TELECOMMUNICATIONS

L-1. Telecommunications Policy. The City's e-mail, computer, internet, and voicemail systems are City property. These systems are in place to facilitate the employee's ability to do his or her job efficiently and productively. To that end, these systems are solely for City purposes, and abuse of these systems for personal use is prohibited. The City may intercept, monitor, copy, review, and download any communications or files employees create or maintain on the systems. When using the internet, exercise discretion. Sending materials of a sensitive nature or materials constituting "confidential information" is prohibited unless the information is properly encrypted to prevent interception by third parties. Employees have no expectation of privacy while accessing social media at work or on City-owned equipment.

Employee communications and use of City e-mail, computer, internet, and voicemail systems will be held to the same standard as all other business communications, including compliance with antidiscrimination and anti-harassment policies. It is expected that employees will use good judgment in the use of the City's system. Management should be notified of unsolicited, offensive materials received by any employee on any of these systems.

It is the responsibility of each employee to adhere to IT security protocols. No employee shall share usernames, passcodes, or passwords with any other person unless expressly authorized in order to perform the employee's job duties. An employee shall immediately inform the City Administrator if he or she knows or suspects that any username, passcode, or password has been compromised.

Any City business performed on an employee's personal device is subject to the Kansas Open Records Act. If the information requested is on an employee's personal device, the employee agrees to participate in fulfilling the records request. If the employee refuses to provide the requested data, the employee may be subject to discipline up to and including termination.

Employee consent and compliance with e-mail, computer, internet, and voicemail policies is a term and condition of employment. Failure to abide by these rules, or to consent to any interception, monitoring, copying, reviewing, and downloading of any communications or files, is grounds for discipline, up to and including termination.

L-2. Social Media Policy. The City understands that social media can be a fun and rewarding way to share your life and opinions with family, friends, and co-workers around the world; however, the use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for the appropriate use of social media.

(a) *Guidelines.* In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the internet, including to your own, or someone else's, weblog or blog, journal or diary, personal website, social networking or affinity website, web bulletin board or a chat room, whether or not associated or affiliated with the City, as well as any other form of electronic communication.

The principles and guidelines found in this policy apply to your activities online. The City respects your 1st Amendment rights; ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards involved. Keep in mind that any conduct adversely affecting your job performance, the performance of fellow employees, or that otherwise adversely affects members of the public, customers, suppliers, and people who work on behalf of the City may result in disciplinary action up to and including termination.

Know and follow the rules. Carefully read these guidelines, and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, threats of violence, or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

Be respectful. Always be fair and courteous to fellow employees. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers than by posting

complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video, or audio that reasonably could be viewed as malicious, obscene, threatening, or intimidating, that disparages members of the public or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion, or any other status protected by law or City policy.

Be honest and accurate. Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors you know to be false about the City.

Express only your personal opinions. Never represent yourself as a spokesperson for the City. If the City is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of the City, fellow employees, members, customers, suppliers, or people working on behalf of the City. If you do publish a blog or post online related to the work you do or subjects associated with the City, make it clear that you are not speaking on behalf of the City. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of the City."

(b) *Using social media at work.* Refrain from using social media while on work time or on equipment provided by the City unless it is work-related as authorized by the City Administrator or consistent with the City's Equipment Policy. Do not use your City email addresses to register on social networks, blogs, or other online tools utilized for personal use.

(c) *Retaliation is prohibited.* The City prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

(d) *Media contacts.* Employees should not speak to the media on the City's behalf. All media inquiries should be directed to the City Administrator.

ARTICLE M. TRAVEL

M-1. Travel Policy. In an effort to provide a fair and equitable policy pertaining to travel by employees necessary for the conduct of their particular assignments, the City establishes the following policy and procedure for work-related travel by employees.

The City shall allow employees to utilize City vehicles for work-related travel. Travel shall be defined for the purposes of this policy as any out-of-town trip(s). An employee shall receive permission from the appropriate department head for any travel. Any overnight travel shall be approved in advance by the appropriate department head and City Administrator.

City vehicles shall be used for travel whenever possible. Scheduling the use of a City vehicle shall be done with the City Administrator or designee. When a City-owned vehicle is unavailable for travel, the employee's personal vehicle may be used with the prior approval of the City Administrator. The rate of

per-mile reimbursement shall be at the standard mileage rate set annually by the Internal Revenue Service.

No City employee shall operate a motor vehicle on a public highway while using a mobile telephone while the employee's vehicle is in motion. The only exception to this policy is if the employee is using a hands-free device while engaging in a telephone call.

It is the City's practice to reimburse employees for reasonable expenses incurred during the period they are employed by the City in connection with travel and other business on behalf of the City subject to the guidelines set out in this policy. Specific types of expenses that may be reimbursed and procedures for requesting reimbursement are set out below. Employees must obtain advance written approval from the City Administrator and receipts or other appropriate substantiating documentation for all travel and business-related expenses must be coded and submitted to the Deputy City Clerk within three (3) business days of the conclusion of the trip.

ARTICLE N. CITY-ISSUED CREDIT CARDS

N-1. Credit Cards. The City may, subject to its financial policies, issue City credit cards to certain employees for business-related purposes. Employees may only use their City-issued credit card to incur expenses that are authorized under this policy. Employees may not incur personal expenses on City credit cards. The employee will be required to reimburse the City for any personal expense placed on the City-issued credit cards, and a pattern of personal use of the City's credit card may result in the City Administrator revoking use of the card. Violations of the policy will subject the employee to discipline up to and including termination.

Employees must submit receipts and other necessary substantiating documentation for all purchases on the City credit card as part of the monthly reconciliation process.

ARTICLE O. RESIDENCY

O-1. Residency. It is the policy of the City to employ its residents whenever possible; however, the City recognizes that employment of persons outside its geographic boundaries is sometimes necessary and desirable to maintain a qualified workforce. Except where residency within the City is required by state law, employees may reside outside the City.

ARTICLE P. CONFLICT OF INTEREST

P-1. Conflict of Interest. Employees should always act in the best interest of the City and not permit outside interests to interfere with their job duties. If you have a question about whether a situation is a potential conflict of interest, please contact City Administrator.

ARTICLE Q. INFECTIOUS DISEASE POLICY

Q-1 Purpose. The City remains committed to safeguarding the health and well-being of staff. The City recognizes that there are inherent health risks when people interact in close proximity. This policy

outlines specific steps that the City takes to safeguard employees' health and well-being during widespread outbreaks of infectious bacterial or viral diseases while ensuring the City's ability to maintain essential operations and provide necessary services to customers.

Q-2 Infectious Disease Defined. According to the federal Centers for Disease Control, emerging infectious diseases are new infections resulting from changes or evolution of existing organisms, known infections spreading to new geographic areas or populations, previously unrecognized infections appearing in areas undergoing ecologic transformation, old infections that are reemerging as a result of antimicrobial resistance in known agents, or breakdowns in public health measures.

Q-3. Remote Work Locations. The City acknowledges that employees' access to and use of public services or transportation might be prohibited or curtailed by local, state, or federal authorities during an infectious disease outbreak. Employees also might be unable to access or leave buildings, and disruptions can occur in the delivery of goods or services. The City is prepared to continue key operations from several remote work locations, including employees' home offices.

Q-4. Infectious Control Measures. The City takes several steps to minimize, to the extent practicable, exposure to infectious diseases at the workplace. As appropriate, the City recommends measures that employees can take to protect themselves outside the workplace and encourages employees to discuss their specific needs with a physician or other appropriate health or wellness professional.

Exposure Self-Check. The City expects employees who contract an infectious disease or are exposed to infected family members or other persons, to stay home and seek medical attention if needed. The City also expects these employees to notify the City as soon as possible of their exposure or illness. Before coming to work, the City expects all employees to provide a self-check of the following questions:

- (1) Do you have a temperature?
- (2) Have you been exposed to an individual who has tested positive for an infectious illness?
- (3) Do you feel ill?

If the answer to any of these questions is “Yes,” the employee must notify his or her supervisor. The supervisor will work with the employee on the appropriate next steps

Cleaning. The City approves the installation or use of improved equipment or cleaning methods to guard against the spread of infection at the workplace when appropriate during outbreaks of infectious illnesses. All employees are required to practice regular infection control practices, such as regular hand washing, following proper coughing and sneezing etiquette, and proper tissue usage and disposal.

Masks. Should the Center for Disease Control and Prevention (CDC), or the State of Kansas issue a “mask mandate” the City shall comply as per their directions.

Training. The City will provide training as appropriate to address issues such as the availability of vaccines; symptoms, treatment, and appropriate medical care; steps to take if exposure is suspected; proper use of provided personal protection equipment; and proper hygiene in the workplace and at home.

Q-5. Employee Leave and Pay. The City grants leave to employees who are absent because of an infectious disease that affects them or their family members.

The City allows employees to use their accrued annual sick or vacation leave as appropriate if they become ill or need to take leave to care for a family member. Employees can also use unpaid family and medical leave for their illness or a family member's illness. These employees must notify the City as soon as possible of their need for family and medical leave. The City requires employees to take unpaid family and medical leave if they lack accrued annual sick or vacation leave.

Q-6. Business Travel. The City will make all reasonable efforts to reduce the need for travel by, for example, using technology that allows employees to communicate or otherwise work electronically. In the event of an infectious disease outbreak, travel on the City's behalf generally is limited to a select group of essential employees who have the required travel authorization from the City Administrator and, if necessary, outside authorities.

ARTICLE R. EMPLOYEE CONDUCT AND DISCIPLINE

R-1. Purpose. These guidelines are placed in written form for the benefit of all employees, and to ensure fair treatment for all. The City expects all employees to conduct themselves in a professional and ethical manner at all times. The City has established standards of conduct outlined below. This list is not intended to be a complete list of misconduct which may result in immediate termination or other disciplinary action; these are merely some examples of unacceptable conduct. The City reserves the right to discipline or terminate employees for violation of department regulations and for other conduct not listed herein.

R-2. Standards of Conduct.

The following are examples of conduct that may lead to discipline, up to and including termination:

- Violation of any policy or procedure contained in this Manual or any other City policy or procedure manual.
- Violation of any policy, procedure, or regulation required by state, federal or any governmental or regulatory agency.
- Conviction or violation of city, state or federal law.
- Excessive absenteeism or tardiness.
- Making, publishing or distributing false, vicious or malicious statements concerning any customer or employee.
- Working overtime without prior authorization.
- Leaving the assigned work areas during working hours without approval.
- Immoral or indecent conduct or solicitation of another person for such conduct.
- Possession of, selling or being under the influence of alcohol or illegal drugs when reporting for work, on City property, or while on duty.
- Insubordination, including improper conduct or abusive language toward a supervisor, disparaging a supervisor, or refusal to perform tasks in a manner prescribed by a supervisor.
- Refusal to work any assigned hours, shifts or overtime.
- Ignoring emergency response calls.
- Unprofessional conduct, such as fighting, gambling, discourtesy, rudeness, intimidation or threats of any kind against other employees or citizens, or using vulgar, profane or derogatory language or gestures.

- Verbal or physical harassment, intimidation or interference with the rights of any fellow employee, vendor or citizen, including sexual harassment.
- Operating a motor vehicle in an unauthorized manner that endangers the life or safety of a guest or employee while on duty or on City property.
- Inattentive driving or failure to obey city and state traffic laws.
- Unauthorized use of the telephone or conducting personal business while on duty. This shall include, but not be limited to, engaging in excessive personal telephone calls, texts, emails, and social media activity.
- Incompetence or inefficiency, including failure to perform job assignments timely and satisfactorily.
- Engaging in conduct that endangers the safety of yourself or others.
- Failure to observe established health, fire, safety or emergency procedures or policies.
- Failure to immediately report unsafe conditions, actions or injuries to employees or customers.
- Failure to notify supervisor or department director if unable to report to work.
- Falsifying or altering City records, including, but not limited to, employment information, time records, or time cards.
- Repeated failure to record time worked.
- Possession or use of any type of fireworks, explosives or weapon not authorized by law or authorized by the City Administrator.
- Theft, attempted theft, unauthorized storage or removal, misappropriation, misuse or willful destruction of guest, employee, vendor or City property, including misuse of lost and found property, without the express written authorization of the City or the owner of the property.
- Filing or pursuing any false worker's compensation claim.
- Failure to fully cooperate with a City internal investigation, whether conducted by City personnel or a third-party at the City's request.
- Sleeping while on duty.
- Engaging in dishonest or unethical conduct, including lying to supervisors, coworkers and citizens.
- Engaging in conduct having a significant adverse effect upon or disruption to the operation or reputation of the City.
- Unauthorized dissemination of confidential City, employee, or citizen information.
- Losing or damaging City equipment due to improper care or negligence.
- Misuse or abuse of City funds or property. The City may, at its discretion, add or amend rules and regulations as deemed appropriate and necessary. It is each employee's responsibility to learn and adhere to all the City's rules, regulations, policies, procedures and principles of professional and personal conduct.

R-3. Disciplinary Procedures and Termination.

The form of discipline is determined on a case-by-case basis and depends entirely upon the facts and circumstances of each situation. The City is not obligated to use increasingly severe means of discipline with individual employees, but is free, at and within its sole discretion, to impose the discipline it deems necessary. The City may, in its sole discretion, take other, more-stringent disciplinary actions if it believes such action is appropriate and necessary. Under certain circumstances, the City Administrator may determine the misconduct is so severe that a suspension and Council hearing for termination are

warranted. In certain situations, an employee may be suspended with or without pay subject to termination following approval by the City Council. Administrative leave with pay may be authorized by a department director when the employee's conduct poses a danger to others or when an investigation is required.

On all occasions, and at the discretion of the City Administrator, the following forms of disciplinary action may be taken:

(a) **Minor Disciplinary Action.**

- **Written Warning.** A written warning is written documentation of an oral warning, describing the violation and the plan for improvement. The warning will be documented and placed in the employee's personnel file. The written warning shall serve as a reminder of what transpired and will be used for reference should further counseling be necessary.

- **Written Reprimand.** A written reprimand shall be issued to and discussed with an employee for serious offenses or where informal verbal warnings have been previously given or proven insufficient. The reprimand will be documented and placed in the employee's personnel file. The written reprimand shall serve as a record of the employee's reprimand, and will be used for reference should further counseling or discipline be necessary.

(b) **Major Disciplinary Action.** Requires City Administrator approval. Major Disciplinary Action will be reviewed with the City Attorney, administered by the City Administrator, and reported to the City Council.

- **Suspension.** A suspension is the removal of an employee from service for a specific period of time. Suspension without pay shall not exceed fifteen calendar days for any given offense, except in the case of an employee charged with a criminal offense. All suspensions or forfeitures of vacation will be based on the regular shift length (i.e., if the regular shift is ten (10) hours, a one day suspension will also be ten (10) hours in length). An employee charged with a criminal offense not related to his or her job may be suspended without pay pending a full investigation. Following such investigation, the employee may be reinstated at the discretion of the City Manager.

- **Demotion.** A demotion is a downward movement of an employee's job title and rate of pay within the pay range to which the employee's position is assigned. Employees will be paid at the maximum for the position to which they are demoted or 95% of their pay immediately before demotion, whichever provides the greater reduction.

- **Termination.** Termination is the removal of an employee from City employment.

R-4. Financial Crimes. It is the policy of the City to investigate any theft, misappropriation or diversion of assets. The City works in conjunction with local law enforcement agencies to investigate any allegations of theft, misappropriation or diversion of assets. The City may, in its discretion, secure a neutral third-party to investigate into any suspected misconduct. If third-party investigators are used, disclosure of any investigation report and its contents will be restricted to the City; any Federal or State officer, agency, or department, or any officer, agency, or department of a unit of general local government; or any self-regulatory organization with regulatory authority over the activities of the employer or employee; as otherwise required by law.

The City will immediately terminate and vigorously prosecute any and all employees found to be responsible for or involved in any of these activities. It is the responsibility of all employees to report any actual or suspected theft. Failure to report such acts will be grounds for termination.

APPENDIX A – FORMS

Confirmation of At-Will Employment

I, _____, an employee of the City of Towanda, KS have read the City’s Personnel Policies and Guidelines. I agree that I understand the policies and guidelines.

I also understand that my employment and compensation with the City of Towanda, KS are at-will and therefore, can be terminated with or without cause, at any time without prior notice at my option or the City’s option.

This document confirms that no one in the City of Towanda, KS has made any representation or promise that my job offers guaranteed employment or job security of any kind.

This at-will employment relationship will remain in effect throughout my employment with the City of Towanda, KS unless it is specifically modified by an express written employment agreement executed by an authorized representative of the City and me.

I also understand that this at-will employment relationship may not be modified by any oral or implied agreement and that neither the City’s Personnel Policies and Guidelines, nor any course of conduct, practice, policy, award, promotion, performance evaluation, transfer, or length of service can modify this at-will relationship.

I acknowledge that I have carefully read this manual and agreement and that I understand its meaning. I further acknowledge that I have entered into this agreement voluntarily and am returning this document for my personnel file.

Agreed:

Date: _____ **By:** _____
Employee’s Signature

Date: _____ **By:** _____
Supervisor’s Signature

OATH/AFFIRMATION OF OFFICE

“I do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Kansas, and faithfully discharge the duties of _____. So help me God.”

“I do solemnly, sincerely, and truly declare and affirm that I will support the Constitution of the United States and the Constitution of the State of Kansas, and faithfully discharge the duties of _____ under the pains and penalties of perjury.”

Date: _____

By: _____
Employee’s Signature

**City of Towanda GYM MEMBERSHIP PROGRAM
Reimbursement Request Form**

(See page2 for important Program information and deadlines)

Employee Information: All information is required	
Name	Preferred Phone
Job Title/Department	
E-mail	
IF this gym membership includes another City employee, please provide:	
Other Employee Name	Relationship <input type="checkbox"/> Spouse/Domestic Partner <input type="checkbox"/> Adult Child
Other Employee's Job Title/Department	
Other Employee's E-mail	

Gym Information: Please complete all applicable information		
Gym Name	Gym Location	Gym Phone
Reimbursement Period <i>(choose one)</i>		
<input type="checkbox"/> 1 st Quarter (Jan-Mar)	<input type="checkbox"/> 2 nd Quarter (Apr-Jun)	<input type="checkbox"/> 3 rd Quarter (Jul-Sept) <input type="checkbox"/> 4 th Quarter (Oct-Dec)
Type of Gym Membership Purchased (select all that apply)		
<input type="checkbox"/> Monthly <input type="checkbox"/> Annual <input type="checkbox"/> Other (e.g. punch card, visit pass) _____	<input type="checkbox"/> Individual <input type="checkbox"/> 2-Person *See box below <input type="checkbox"/> Family *See box below	
Amount Paid (attach proof of payment to your application) \$	*If you purchased 2-person or family membership provide the gym's standard monthly rate for individual membership \$	

I certify that the information provided above is valid and accurate. I understand that submitting false or fraudulent information and/or documentation may result in progressive discipline up to and including discharge. I have read and understand the program requirements on the reverse side of this application.

Employee Signature _____

Date _____

EMPLOYEE HANDBOOK, PERSONNEL POLICIES, AND GUIDELINES.

VERSION 4.8.2026

CITY OF TOWANDA, KANSAS

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Other Employee Signature _____ Date _____

(If applicable)

In order to process reimbursement, you must submit: ___ This completed form ___
 Proof of gym payment/membership ___ Proof of gym attendance ___

For Human Resources Personnel Only:		
		Approved Month 1: \$ _____ Month 2: \$ _____ Month 3: \$ _____ Denied Reason: _____
Processed By	Date Received	Pay Date

APPENDIX B – VETERAN’S PREFERENCE ACT

1. C-6(b): The Veteran’s Preference Act, K.S.A. 73-201 *et seq*, establishes several hiring requirements for cities.

a. Definitions

I. “Veteran” includes:

1. Any person who entered the armed forces before October 15, 1976, and separated from the armed forces under honorable conditions if such person served: (i) On active duty during any war (the official dates for war service are April 6, 1917, through July 2, 1921, and December 7, 1941 through April 28, 1952); (ii) during the period April 28, 1952 through July 1, 1955; (iii) in any campaign or expedition for which a campaign badge or service medal has been authorized; or (iv) for more than 180 consecutive days since January 31, 1955, but before October 15, 1976, excluding an initial period of active duty for training under the "six-month" reserve or national guard program;
2. any person who entered the armed forces on or after October 15, 1976, and separated from the armed forces under honorable conditions, if such person was awarded a service medal or campaign badge;
3. any person who separated from the armed forces under honorable conditions and has a disability certified by the United States department of veterans affairs as being service-connected, has been issued the purple heart by the United States government or has been released from active service with a service-connected disability;
4. the spouse of a veteran who has a 100% service-connected disability as determined by the United States department of veteran affairs;
5. the un-remarried spouse of a veteran who died while, and as a result of, serving in armed forces; and
6. the spouse of a prisoner of war, as defined by [K.S.A. 75-4364](#), and amendments thereto.

ii. "Competent" means a good faith determination that the person is likely to successfully meet the performance standards of the position based on what a reasonable person knowledgeable in the operation of the position would conclude from all information available at the time the decision is made. The basis for such determination shall include experience, training, education, licensure, certification and/or other factors determined by the decision-making authority as appropriate to determine the applicant's overall qualification and ability to successfully meet the performance standards of the position. The decision-making authority shall document such factors prior to the initiation of the selection process.

iii. "Disabled veteran" means a person who has served on active duty in the armed forces, has been separated therefrom under honorable conditions, and has established the present existence of a service-connected disability or is receiving compensation, disability retirement benefits, or pension because of a public statute administered by the department of veterans affairs or a military department.

b. All notices of job openings, if any, and all applications for employment, if any, by the state and any City or county in this state shall state that the job is subject to a veteran's preference, how

the preference works and how veterans may take advantage of the preference and post a written statement of: (1) The qualifications for such position; (2) any preferred qualifications of such position; (3) performance standards for the position; and (4) the process that will be used for selection. A veteran, or a spouse who qualifies for the veteran's preference, desiring to use a veteran's preference shall provide the hiring authority with a copy of the veteran's DD214 form or the DD214 form of the veteran under which the spouse qualifies for the preference.

- c. Every employment center of the state and any city or county human resources department, if any, shall openly display documents that indicate that veterans are eligible for a preference in their initial employment and any first promotion within the employment of the governmental entity.

Appendix C. – Information

CODE OF ETHICS

Towanda City Code, Chapter 1, Article 2. Governing Body, 1-209

- (a) Declaration of Policy - The proper operation of our government requires that public officials and employees be independent, impartial and responsible to the people; that governmental decisions and policy be made in the proper channels and that the public have confidence in the integrity of its government. In recognition of those goals, there is hereby established a Code of Ethics for all officials and employees, whether elected or appointed, paid or unpaid. The purpose of this code is to establish ethical standards by setting forth those acts or actions that are incompatible with the best interests of the city.
- (b) Responsibilities of Public Office - Public officials and employees are agents of public purpose and hold office for the benefit of the public. They are bound to uphold the Constitution of the United States and the Constitution of this State and to carry out impartially the laws of the nation, state, and city and thus to foster respect for all government. They are bound to observe in their official acts the highest standards of morality and to discharge faithfully the duties of their office regardless of personal considerations, recognizing that the long term public interest must be their primary concern. Their conduct in both their official and private affairs should be above reproach.
- (c) Dedicated Service - All officials and employees of the city should be responsive to the political objectives expressed by the electorate and the programs developed to attain those objectives. Appointive officials and employees should adhere to the rule of work and performance established as the standard for their positions by the appropriate authority.
- Officials and employees should not exceed their authority or breach the law or ask others to do so, and they should work in full cooperation with other public officials and employees unless prohibited from so doing by law or by officially recognized confidentiality of their work.
- (d) Fair and Equal Treatment –
- (1) Interest in Appointments. Canvassing of members of the city council, directly or indirectly, in order to obtain preferential consideration in connection with any appointment to the municipal service shall disqualify the candidate for appointment except with reference to positions filled by appointment by the city council.
 - (2) Use of Public Property - No official or employee shall request or permit the use of cityowned vehicles, equipment, materials or property for personal convenience or profit, except when such services are available to the public generally or are provided as city policy for the use of such official or employee in the conduct of official business.
 - (3) Obligations to Citizens - No official or employee shall grant any special consideration, treatment, or advantage to any citizen beyond that which is available to every other citizen.
- (e) Conflict of Interest - No elected or appointive city official or employee, whether paid or unpaid, shall engage in any business or transaction or shall have a financial or other personal interest, direct or indirect, which is incompatible with the proper discharge of his or her duties in the public interest or would tend to impair his or her independence of judgment or action in the performance of his or her

official duties. Personal as distinguished from financial interest includes an interest arising from blood or marriage relationships or close business or political association.

Specific conflicts of interest are enumerated below for the guidance of officials and employees:

- (1) Incompatible Employment - No elected or appointive city official or employee shall engage in or accept private employment or render services for private interests when such employment or service is incompatible with the proper discharge of his or her official duties or would tend to impair his or her independence of judgment or action in the performance of his or her official duties.
- (2) Disclosure of Confidential Information - No elected or appointive city official or employee, shall, without proper legal authorization, disclose confidential information concerning the property, government or affairs of the city. Nor shall he or she use such information to advance the financial or other private interest of himself, herself or others.
- (3) Gifts and Favors. No elected or appointive city official or employee shall accept any valuable gift, whether in the form of service, loan, thing or promise, from any person, firm, or corporation which to his or her knowledge is interested directly or indirectly in any manner whatsoever in business dealings with the city; nor shall any such official or employee (a) accept any gift, favor or thing of value that may tend to influence him or her in the discharge of his or her duties or (b) grant in the discharge of his or her duties any improper favor, service, or thing of value. The prohibition against gifts or favors shall not apply to: (a) an occasional nonpecuniary gift, of only nominal value or (b) an award publicly presented in recognition of public service or (c) any gift which would have been offered or given to him or her if not an official or employee.
- (4) Representing Private Interest Before City Agencies or Courts - No elected or appointive city official or employee whose salary is paid in whole or in part by the city shall appear in behalf of private interest before any agency of this city. He or she shall not represent private interests in any action or proceeding against the interest of the city in any litigation to which the city is a party.
(Code 1985)

RESOLUTION 2006-16

A RESOLUTION SETTING THE POLICY FOR RECOGNIZING EMPLOYEES FOR CERTAIN EMPLOYMENT PERIODS.

WHEREAS, it is the desire of the governing body to set forth a new policy regarding recognition for employees who have completed certain lengths of employment, the following shall be adopted:

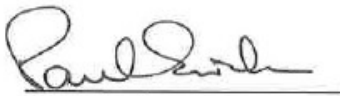
Employees shall receive a cash award of \$50.00 (net) for each five years of employment commencing upon the fifth anniversary of consecutive full-time employment with the City of Towanda.

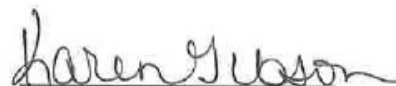
In addition, each employee shall receive a plaque commemorating the anniversary of their employment.

This new policy shall take effect immediately upon approval of the governing body of the City of Towanda.

Adopted this 8th day of November, 2006.

ATTEST:


Paul Erickson
City Clerk


Karen Gibson
Mayor