



City of Towanda, KS
Regular Council Meeting
December 13th, 2023, 7 pm
City Hall, 110 S. 3rd, Towanda, KS

The City of Towanda

The City Council Regular Meeting Agenda

Wednesday, December 13th, 2023, 7:00 PM, City Hall – 110 S 3rd St., Towanda, KS

Budget Amendment Hearing

1. CALL TO ORDER
2. ROLL CALL
3. DISCUSSION
4. ROLL CALL VOTE
 - SIGNING OF THE BUDGET CERTIFICATE
5. BUDGET HEARING ADJOURN

Regular Council Meeting

6. CALL TO ORDER
7. ROLL CALL
8. **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.*
 - Minutes of November 8th, 2023, Regular City Council Meeting
 - Treasurer's Report
 - Statement of Activities
 - Fund Balance Report
 - Budget Execution Report
 - Claims Report
 - Appropriations Ordinance 11-2023
 - Sheriff Office Report
 - Court Clerk's Report
9. **PRESENTATIONS AND GUEST SPEAKERS**
 - None Scheduled
10. **DEPARTMENT REPORTS**
 - Planning and Zoning
 - Towanda Fire Rescue
 - Towanda Maintenance Department



Council Packet

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

11. OLD BUSINESS

- City & School Banners Update
- Fire Truck Update
- Lead & Copper, Water Meter Replacement Update

12. NEW BUSINESS

- Cereal Malt Beverage License Approval
- New Street Lights East of the Railroad Tracks on Main St.
- Camera System for Council Meetings
- Pay Rate Resolution for 2024
- "Official Newspaper" Issue

13. OTHER BUSINESS

- What We Have Accomplished Since January 1, 2022
- Planning for the Future & 2025 Budget Workshops

14. PUBLIC COMMENT TIME

15. EXECUTIVE SESSION

- Contract Review & Discussion

16. ADJOURN

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 the opportunity for public comment – that opportunity is provided at the discretion of the City Council, except as required by State law or City ordinance in certain 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

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

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 the 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;

(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

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

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 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.

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

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.

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

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

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.

Consent Agenda Items 12.13.2023



The City of Towanda

City Council Meeting Minutes
Towanda City Hall – 110 S 3rd St.
Wednesday, November 8, 2023, 7:00 PM

Governing Body

Present Not Present

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Mayor – Jennifer Shaults
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Council President – Mike Hayes
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Council Member – Darrell White
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Council Member – Kendall Pierce
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Council Member – Bill Wolf
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Council Member – Jeff Banks

Staff

Present Not Present

<input checked="" type="checkbox"/>	<input type="checkbox"/>	City Administrator – Andy Newbrey
<input checked="" type="checkbox"/>	<input type="checkbox"/>	City Attorney – Rob Lane
<input checked="" type="checkbox"/>	<input type="checkbox"/>	City Superintendent – Sam French
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fire Chief – TC Pyle
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Planning/Zoning Administrator -Lisa Long
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Court Administrator – Emelia Toney

1. Call To Order

- Mayor Jennifer Shaults at 7:04

2. Roll Call

3. Consent Agenda

- Including minutes of the October 11, 2023, Regular City Council
- Treasurer's Report
 - Statement of Activities
 - Fund Balance Report
 - Budget Execution Report
 - Claims Report
 - Appropriations Ordinance 09-2023
 - Sheriff Office Report
 - Court Clerk's Report
- *Motion by Mike Hayes to approve the consent agenda from the October 11, 2023. Second by Jeff Banks. Motion carried (3-0).*

4. Presentation and Guest Speakers

- None

5. Department Reports

- **Planning and Zoning:**

Lisa Long provided an update on Pine Ridge. They are doing what is requested of them for cleanup.

Lisa asks for approval of the Resolution 2023-13 Health Violations for the residential property 327 N 8th St, Towanda, KS.

(Motion by Mike Hayes to approve the resolution request for residential property 327 N 8th St. Second by Jeff Banks. Motion carried 3-0)

- **Towanda Fire Rescue:**

TC Pyle-no questions for TC at this time

- **Towanda Maintenance:**

Bill Wolf asked in regards to a fender-bender on Highland between 10th and 11th St..

6. Old Business

- School Zone Signs and City/School Banners Update: school signs ordered and, in the process, should be here in time for Christmas break.
 - One of the questions included in the Housing assessment survey pertained to why they live in Towanda. Responses are because they love a small town (Small Town Living). Good thoughts for our slogan!
 - Andy can bring designs for the next meeting. Size 30 x 60
- Fire Board update: Fire board meeting put together with Andy, Dave, and Mike to talk about structure is still in process. Andy and Dave visited a fire station to get ideas for planning and design. Costs are coming together for a new station and still awaiting more cost information.
 - TC notified the Counsel that both fire trucks failed pump tests today. They will be worked on. A used fire truck was found but was already sold and delivered.
 - If the purchase of a fire truck must be financed, it but must be done via a year-to-year lease.
 - Price determined to be around \$500,000.00 down payment of 15% of the purchase price. Lease of \$400,000 a little over \$570,000.00.
 - Andy said that, for the record, TC has been able to keep costs down.
 - Mayor Shauls states that if funds are available for a truck, we can put 15% down to get started.
 - *Motion was made by Mike Hayes to approve a cap of \$500,000.00 and 15% down payment with a brokerage agreement which allows for 30 days to obtain financing by. Second by Jeff Banks. Motion carried (3-0)*
- Sheriff's Contract update: Andy said that a copy of the City's proposal was sent to the County for review. It was pointed out that in the County's counterproposal, there is nothing written to keep the officers in town unless there is an emergency. That is the current Sheriff's policy right now. Attorney Rob Lane had thoughts on costs and expenses but need to be addressed in executive session. Officer Walker and said he really feels like we want more coverage but the Council wants staffing cut now to 2 officers. He said the County has been attempting to provide 3. There will be holes in coverage. Mayor asked for him to show us. Under Sheriff Cundiff says they can make it work. The County will do their best to work with a schedule of 2 officers instead of 3.

7. New Business

- Concessions Account Set up For Circle Rec. Commission Football and Cheer Board. They would like permission to set up another checking count for concessions/petty cash. It would be used for deposits from concessions and small merchandise sales under the City of Towanda's EIN. They want the account to buy and sell concessions, pay sales tax, and would have certain persons authorized to draw/write checks (Andy Newbrey, Paul Erickson, Mike Hays, Kyle Owens, and Lois Prochaska-Frack). They propose a petty cash account have a limit of \$10,000 and that any amount above this balance would be transferred to their main fund. Andy's opinion is to tell them that if the school board is willing to take over the Rec, get it done. Two people from Rec sit on the school board. This raises the question as to why they did not get enough

signatures to get the vote on the ballot. Andy is to suggest to them that they get this on the next voting ballot for a vote. If it does not, at least, get on the ballot for a vote, the City of Towanda will no longer oversee their finances.

Motion to approve a new checking account for concessions. The account is to have a max balance limit of \$10,000.00 with check signers to be Andrew Newbrey, Paul Erickson, Mike Hayes, Kyle Ownes, and Lois Prochaska-Frack. Second by Mike Hays. Motions carried 3-0

- Resolution No 2023-13 Concerning Water and Home Occupancy Matters
All ready done

8. Other Business

- Mike Hayes' asked for bids or cost estimates for camera equipment in City Council Meetings. He would like the City to stream the meetings live so that the public can watch what happens remotely.

9. Public Comment

- *Streetlights 2 out on Rainbow Dr. Need to do a Street light inventory.*
- *Nicole wanted an update any update on KDHE testing at the City-owned gas station property. Andy will check in to it.*
- *Tom Pyles's wife, Linda, continues to work on grants for the fire department.*
- *Andy notes that City is looking at a new development next to the post office.*
- *Lisa said that the potential development will require some rezoning. It will need to change back to B1 from B2. The City will require engineered plans for building on the site. The City will also be asked to vacate the ally to an easement.*

10. Executive Session

- *Motion by Mike Hays to start the executive session for a length of 20 -30 minutes. Second by Bill Wolf. Motion carried (3-0).*
- Entered executive session at 8:50 pm
- Resumed open meeting at 9:23 pm.

11. Adjourn

- *Motion by Mike Hays to adjourn at 9:25 pm. Second by Jeff Banks. Motion carried (3-0).*

Andrew Newbrey
City Clerk

Approved the 12th day of December, 2023 by the City Council, City of Towanda, Kansas.

City of Towanda, KS Statement of Activity

November 2023

Nov 23

General Fund

100I · GENERAL FUND INCOME

1004140 · Franchise Fees	3,027.27
1004150 · Sales Tax Income	17,439.87
1004413 · Business / Contractor Licenses	97.00
1004421 · Building / Remodeling Permit	347.75
1004501 · Court Fines	220.00
1004610 · Interest Revenue	203.36
1004640 · Land Rent Income	3,712.43
1004692 · Returned Check Fee	49.50
1004693 · Collections Fee	-26.94

Total 100I · GENERAL FUND INCOME	25,070.24
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100X · GENERAL FUND EXPENSES

12 · ADMINISTRATION EXPENSES

12-Administration/Finance

12-5200 · Non-Material Expenditures	303.49
12-5207 · Fees Paid to Collection Agency	59.11
12-5211 · Registration Fees	75.00
12-5215 · Food For Meetings	55.96
12-5223 · State Audit Reporting Fees	300.00
12-5254 · Printing / Publications	119.23
12-5255 · Postage & Shipping Charges	399.29
12-5314 · Office Supplies	217.02
12-5319 · Misc. Supplies	401.99
12-5320 · Website and Related Fees	254.40
66900 · Reconciliation Discrepancies	-9.94

Total 12-Administration/Finance	2,175.55
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12-5100 · Staff Expense Administration

12-5110 · Salaries	20,100.67
12-5140 · PR Tax Expense City Share	1,551.31
12-5150 · KPERS City Share	1,564.71
12-5160 · Health Ins. - City Share	3,933.68

Total 12-5100 · Staff Expense Administration	27,150.37
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12-5251 · Utilities	2,293.38
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12-5253 · Insurance	1,235.35
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Total 12 · ADMINISTRATION EXPENSES	32,854.65
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13 · COURT

13-Court General Expenses

13-5251 · Utilities	81.47
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Total 13-Court General Expenses	81.47
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13-5100 · Staff Expense Court

13-5110 · Salaries	771.87
13-5140 · PR Tax Expense City Share	64.45
13-5150 · KPERS City Share	0.00

City of Towanda, KS Statement of Activity

November 2023

	Nov 23
13-5160 · Health Ins. - City Share	0.00
Total 13-5100 · Staff Expense Court	836.32
Total 13 · COURT	917.79
14 · LEGAL	
14-5110 · Salaries / Permanent	1,000.00
Total 14 · LEGAL	1,000.00
15 · PLANNING & ZONING	
15-5252 · Communications	59.71
15-5254 · Printing / Publications	68.60
Total 15 · PLANNING & ZONING	128.31
21 · PARKS	
21-5251 · Utilities	25.66
21-5420 · Contractural Services	86.22
Total 21 · PARKS	111.88
22 · POOL	
22-Pool General Expenses	
22-5251 · Utilities	128.91
22-5253 · Insurance	350.00
Total 22-Pool General Expenses	478.91
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	478.91
24 · LIBRARY-BILLING	
24-5251 · Utilities	184.24
24-5253 · Insurance	350.00
Total 24 · LIBRARY-BILLING	534.24
25 · SENIOR CENTER	
25-5251 · Utilities	452.96
25-5253 · Insurance	275.00
Total 25 · SENIOR CENTER	727.96
31 · SHERIFF DEPARTMENT CONTRACT	
31-Police Genral Expenditures	
31-5200 · Non-Material Expenditures	40.62
31-5242 · Building / Facilities R&M	43.19
31-5251 · Utilities	1,056.88
31-5253 · Insurance	650.00
31-5327 · Law Enforcement Housing	420.00
Total 31-Police Genral Expenditures	2,210.69
31-5243 · Contractural Services	18,650.64
Total 31 · SHERIFF DEPARTMENT CONTRACT	20,861.33
34 · ANIMAL CONTROL	
34-5319 · Misc. Supplies	80.35
Total 34 · ANIMAL CONTROL	80.35

City of Towanda, KS
Statement of Activity

November 2023

Nov 23

50 · PUBLIC WORKS SHOP	
50-Public Works General	
50-5200 · Non-Material Expenditures	40.63
50-5241 · Vehicle / Mobile Equipment R/M	382.00
50-5242 · Building / Facilities R&M	1,522.00
50-5244 · Other Repair / Maintenance	179.95
50-5251 · Utilities	84.45
50-5312 · Chemicals	232.83
50-5315 · Operating / Shop Supplies	268.34
50-5319 · Misc. Supplies	1,472.04
50-5322 · Personal Protective Equip	133.57
50-5331 · Vehicle / Mobile Parts-Supplies	1,061.00
Total 50-Public Works General	5,376.81
50-5100 · Staff Expense Public Works	
50-5110 · Salaries	2,612.50
50-5140 · PR Tax Expense City Share	198.96
50-5150 · KPERS City Share	216.13
50-5160 · Health Ins. - City Share	820.27
Total 50-5100 · Staff Expense Public Works	3,847.86
Total 50 · PUBLIC WORKS SHOP	9,224.67
Total 100X · GENERAL FUND EXPENSES	66,920.09
66000 · Payroll Expenses	0.00
Total General Fund Expense	66,920.09

City of Towanda, KS
Statement of Activity
November 2023

Nov 23

Designated Funds

200 · DESIGNATED FUND INCOME

220I · FIRE INCOME	
2204331 · Fire Protection Services	967.24
Total 220I · FIRE INCOME	967.24
220X · FIRE RESCUE EXPENSE	
2205100 · Staff Expense Fire Rescue	
2205110 · Salaries	1,010.60
2205140 · PR Tax Expense City Share	84.39
Total 2205100 · Staff Expense Fire Rescue	1,094.99
2205210 · Training / Meetings	79.56
2205244 · Other Repair / Maintenance	31.20
2205251 · Utilities	250.24
2205253 · Insurance	950.00
2205319 · Misc. Supplies	408.03
2205322 · Personal Protective Equip	190.00
2205325 · Tools	52.13
2205420 · Contractural Services	5,000.00
2205540 · Fire Dept. Events and Promotion	140.16
2205542 · Grant Eligible Items	7,950.00
Total 220X · FIRE RESCUE EXPENSE	16,146.31

240X · EQUIPMENT RESERVE	
2405541 · Machinery / Equipment	334.26
Total 240X · EQUIPMENT RESERVE	334.26

250I · STREETS INCOME	
2504690 · Misc. Revenues	107.07
Total 250I · STREETS INCOME	107.07
250X · STREETS OM FUND EXPENSE	
2505100 · Staff Expense Streets	
2505110 · Salaries	2,612.50
2505140 · PR Tax Expense City Share	198.96
2505150 · KPERS City Share	216.13
2505160 · Health Ins. - City Share	820.27
Total 2505100 · Staff Expense Streets	3,847.86
2505251 · Utilities	41.46
2505254 · Printing / Publications	68.60
Total 250X · STREETS OM FUND EXPENSE	3,957.92

251I · STREET RESERVE INCOME	
2514690 · Misc. Rev. / Street Impact Fee	5,112.68
Total 251I · STREET RESERVE INCOME	5,112.68

City of Towanda, KS
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Nov 23

260I · COMMUNITY CENTER INCOME	
2604640 · Rents and Royalties	600.00
Total 260I · COMMUNITY CENTER INCOME	600.00
260X · COMMUNITY CENTER EXPENSE	
2605242 · Building / Facilities R&M	64.32
2605251 · Utilities	210.87
Total 260X · COMMUNITY CENTER EXPENSE	275.19

611I · WATER INCOME	
6114350 · Water Revenue	32,806.90
6114355 · Late Payment Charge	616.92
6114356 · Disconnect Fees	325.00
Total 611I · WATER INCOME	33,748.82
611X · WATER FUND EXPENSE	
6115100 · Staff Expense Water	
6115110 · Salaries	11,827.50
6115140 · PR Tax Expense City Share	898.85
6115150 · KPERS City Share	1,004.48
6115160 · Health Ins. - City Share	3,642.72
Total 6115100 · Staff Expense Water	17,373.55
6115200 · Non- Material Expenditures	17.40
6115212 · Transportation / Mileage	27.66
6115226 · Testing Services	84.00
6115251 · Utilities	150.60
6115253 · Insurance	899.98
6115254 · Printing / Publications	318.60
6115334 · Materials / Supplies Stock	135.27
6115341 · Water For Resale	27,550.43
Total 611X · WATER FUND EXPENSE	46,557.49

613I · WATER TOWER INCOME	
6134691 · Water Tower Rental Fees	2,238.61
Total 613I · WATER TOWER INCOME	2,238.61
613X · WATER TOWER EXPENSE	
6135300 · Water Tower Expense	14,090.81
Total 613X · WATER TOWER EXPENSE	14,090.81

City of Towanda, KS
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Nov 23

621I · SEWER INCOME	
6214350 · Sewer Revenue	506.45
6214355 · Late Payment Charge	430.58
6214357 · Service Tapping Fees	200.00
6214685 · Sewer Lagoon Fee	7,835.94
Total 621I · SEWER INCOME	8,972.97
621X · SEWER FUND EXPENSE	
6215100 · Staff Expense Sewer	
6215110 · Salaries	2,612.50
6215140 · PR Tax Expense City Share	198.96
6215150 · KPERS City Share	216.13
6215160 · Health Ins. - City Share	820.26
Total 6215100 · Staff Expense Sewer	3,847.85
6215200 · Non-Material Expenditures	17.40
6215251 · Utilities	628.34
6215253 · Insurance	900.00
6215254 · Printing / Publications	318.60
6215312 · Chemicals	2,928.94
6215334 · Materials / Supplies Stock	108.47
Total 621X · SEWER FUND EXPENSE	8,749.60

622I · SEWER RESERVE INCOME	
6224690 · Misc.. Revenues	10,412.18
Total 622I · SEWER RESERVE INCOME	10,412.18

630I · TRASH REVENUE	
6304350 · Trash Service Revenue	12,271.60
6304355 · Late Payment Charge	241.86
Total 630I · TRASH REVENUE	12,513.46
630X · TRASH FUND EXPENSE	
6305225 · Cleaning / Disposal Service	10,847.00
6305254 · Printing / Publications	318.64
Total 630X · TRASH FUND EXPENSE	11,165.64

750I · Donated Funds	
7504001 · Donations	-200.00
Total 750I · Donated Funds	-200.00

800X · ARPA Funds Expense	100,060.52
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10:23 AM
12/08/23
Cash Basis

City of Towanda, KS
Fund Balance Report
As of November 30, 2023

	Nov 30, 23
ASSETS	
Current Assets	
Checking/Savings	
1000 · Vintage Bank	
100B · General Fund	
100PC · Change Fund	450.00
100B · General Fund - Other	186,789.06
Total 100B · General Fund	187,239.06
210B · Library Fund	204.74
220B · Fire Rescue Fund	112,044.43
221B · Fire Reserve Fund	356,501.53
230B · OLD Rec Fund	200.00
240B · Equipment Reserve Fund	18,455.64
250B · Streets O/M Fund	8,633.18
251B · Street Reserve Fund	184,529.03
260B · Community Center Fund	26,288.01
310B · Bond Fund	36,140.22
410B · Capitol Improvemnet Fund	76,490.62
611B · Water O/M Fund	8,497.12
612B · Water Reserve Fund	49,919.89
613B · Tower Fund	59,739.51
614B · Water Surcharge Fund	-5,674.36
621B · Sewer O/M Fund	62,428.84
622B · Sewer Reserve Fund	192,765.35
624B · Sewer Debt Service Fund	11,037.77
630B · Trash and Refuse Fund	26,330.39
720B · Cemetery Fund	2,290.00
750B · Donated Funds	200.00
800B · ARPA Fund	114,044.01
1000 · Vintage Bank - Other	-2,170.46
Total 1000 · Vintage Bank	1,526,134.52
Total Checking/Savings	1,526,134.52
Total Current Assets	1,526,134.52
TOTAL ASSETS	1,526,134.52
LIABILITIES & EQUITY	0.00

Budget Execution Report 2023

Date Thursday, November 30, 2023

333 Days

91% % of year that has transpired

Fund	Budget	YTD	% Expended	%w/oTransfers	Projected Transfers	YTD w/Transfers	Remaining
General	100	\$827,001.00	\$613,681.37	74.21%		\$613,681.37	\$213,319.63
Streets	250	\$71,739.00	\$44,155.00	61.55%		\$44,155.00	\$27,584.00
Fire	220	\$232,850.00	\$121,152.81	52.03%		\$121,152.81	\$111,697.19
Comm Cntr	260	\$29,825.00	\$4,211.31	14.12%		\$4,211.31	\$25,613.69
Water	611	\$453,184.00	\$410,207.54	90.52%		\$410,207.54	\$42,976.46
Sewer	621	\$162,271.00	\$70,413.01	43.39%		\$70,413.01	\$91,857.99
Trash	630	\$132,313.00	\$93,100.58	70.36%		\$93,100.58	\$39,212.42
Rec	230	\$73,717.00	\$96,283.04	130.61%		\$96,283.04	(\$22,566.04)
Cemetery	720	\$10,899.00	\$7,010.00	64.32%		\$7,010.00	\$3,889.00
Loan Pmt	310	\$81,805.00	\$22,327.50	27.29%		\$22,327.50	\$59,477.50
Library	210	\$57,030.00	\$55,213.47	96.81%		\$55,213.47	\$1,816.53
		\$2,132,634.00					

City of Towanda, KS
Claims Report
November 2023

	Date	Num	Name	Memo	Balance
Ordinary Income/Expense					
Expense					
100X · GENERAL FUND EXPENSES					
12 · ADMINISTRATION EXPENSES					
12-Administration/Finance					
12-5200 · Non-Material Expenditures					
	11/19/2023	38919	Sam's Club	HALLOWEEN CANDY	303.49
Total 12-5200 · Non-Material Expenditures					303.49
12-5207 · Fees Paid to Collection Agency					
	11/14/2023	38913	CBK	COLLECTION AGENCY FOR	59.11
Total 12-5207 · Fees Paid to Collection Agency					59.11
12-5211 · Registration Fees					
	11/28/2023	38923	League of Kansas Municipalities	CIVILITY TRAINING FOR ANDY	75.00
Total 12-5211 · Registration Fees					75.00
12-5215 · Food For Meetings					
	11/19/2023	38915	Bank of America	P7Z MEETING FOOD	28.25
	11/19/2023	38919	Sam's Club	RETURN PARTY	55.96
Total 12-5215 · Food For Meetings					55.96
12-5223 · State Audit Reporting Fees					
	11/28/2023	38924	Kansas Department of Administration	STATEMENTS FOR THE CITY OF	300.00
Total 12-5223 · State Audit Reporting Fees					300.00
12-5254 · Printing / Publications					
	11/09/2023	AUTO	Nexbill Pay	Check Processing Fee	1.50
	11/19/2023	38915	Bank of America	Christin Lauber Return	
	11/28/2023	38931	SERVICES	PRINTING	50.63
				CANON PRINTER	119.23
Total 12-5254 · Printing / Publications					119.23
12-5255 · Postage & Shipping Charges					
	11/14/2023	38909	OFFICE	go out twice a month	250.00
	11/19/2023	38915	Bank of America	PRINTING	399.29
Total 12-5255 · Postage & Shipping Charges					399.29
12-5314 · Office Supplies					
	11/19/2023	38915	Bank of America	OFFICE SUPPLIES	167.02
	11/19/2023	38915	Bank of America	CARTS	217.02
Total 12-5314 · Office Supplies					217.02
12-5319 · Misc. Supplies					
	11/19/2023	38915	Bank of America	FLAG	63.41
	11/19/2023	38919	Sam's Club	SUPPLIES	141.25
	11/28/2023	38940	COMMUNITY BRC	PHOCELL CONTROL	174.79
	11/28/2023	38940	WALMART	CHRISTMAS LED	
			COMMUNITY BRC	LIGHTS 3 X 24FT	401.99
Total 12-5319 · Misc. Supplies					401.99
12-5320 · Website and Related Fees					
	11/19/2023	38915	Bank of America	QUICKBOOKS	254.40
Total 12-5320 · Website and Related Fees					254.40
66900 · Reconciliation Discrepancies					
	11/30/2023	RECADJ			-9.94
Total 66900 · Reconciliation Discrepancies					-9.94
Total 12-Administration/Finance					2,175.55
12-5100 · Staff Expense Administration					
12-5110 · Salaries					
	11/30/2023	EOMPRADJ			20,100.67
Total 12-5110 · Salaries					20,100.67
12-5140 · PR Tax Expense City Share					
	11/30/2023	EOMPRADJ			1,551.31
Total 12-5140 · PR Tax Expense City Share					1,551.31
12-5150 · KPERS City Share					
	11/30/2023	EOMPRADJ			1,564.71
Total 12-5150 · KPERS City Share					1,564.71
12-5160 · Health Ins. - City Share					

City of Towanda, KS
Claims Report
November 2023

	Date	Num	Name	Memo	Balance
	11/30/2023	EOMPRADJ			3,933.68
Total 12-5160 - Health Ins. - City Share					3,933.68
Total 12-5100 - Staff Expense Administration					27,150.37
12-5251 - Utilities					
	11/02/2023	38887	EVERGY	EVERGY UTILITY	1,300.89
	11/02/2023	38888	ELECTRIC	ELECTRIC UTILITY	1,363.93
	11/14/2023	38910	VERIZON WIRELESS	VERIZON UTILITY	1,405.39
	11/28/2023	38930	EVERGY	EVERGY UTILITY	1,972.98
	11/28/2023	38936	SERVICE	UTILITY	2,293.38
Total 12-5251 - Utilities					2,293.38
12-5253 - Insurance					
	11/14/2023	38911	EMC INSURANCE	INSURANCE	1,235.35
Total 12-5253 - Insurance					1,235.35
Total 12 - ADMINISTRATION EXPENSES					32,854.65
13 - COURT					
13-Court General Expenses					
13-5251 - Utilities					
	11/14/2023	38910	VERIZON WIRELESS	VERIZON UTILITY	81.47
Total 13-5251 - Utilities					81.47
Total 13-Court General Expenses					81.47
13-5100 - Staff Expense Court					
13-5110 - Salaries					
	11/30/2023	EOMPRADJ			771.87
Total 13-5110 - Salaries					771.87
13-5140 - PR Tax Expense City Share					
	11/30/2023	EOMPRADJ			64.45
Total 13-5140 - PR Tax Expense City Share					64.45
13-5150 - KPERS City Share					
	11/30/2023	EOMPRADJ			0.00
Total 13-5150 - KPERS City Share					0.00
13-5160 - Health Ins. - City Share					
	11/30/2023	EOMPRADJ			0.00
Total 13-5160 - Health Ins. - City Share					0.00
Total 13-5100 - Staff Expense Court					836.32
Total 13 - COURT					917.79
14 - LEGAL					
14-5110 - Salaries / Permanent					
	11/28/2023	38927	Robert Lane	2023	1,000.00
Total 14-5110 - Salaries / Permanent					1,000.00
Total 14 - LEGAL					1,000.00
15 - PLANNING & ZONING					
15-5252 - Communications					
	11/28/2023	38928	LISA HAMILTON	DEC 2023	59.71
Total 15-5252 - Communications					59.71
15-5254 - Printing / Publications					
	11/28/2023	38931	SERVICES	CANON PRINTER	68.60
Total 15-5254 - Printing / Publications					68.60
Total 15 - PLANNING & ZONING					128.31
21 - PARKS					
21-5251 - Utilities					
	11/28/2023	38930	EVERGY	EVERGY UTILITY	25.66
Total 21-5251 - Utilities					25.66
21-5420 - Contractural Services					
	11/19/2023	38920	SERVICES	RESTROOM	86.22
Total 21-5420 - Contractural Services					86.22
Total 21 - PARKS					111.88
22 - POOL					
22-Pool General Expenses					
22-5251 - Utilities					
	11/07/2023	38897	VERIZON WIRELESS	VERIZON UTILITY	64.77

City of Towanda, KS
Claims Report
November 2023

	Date	Num	Name	Memo	Balance
	11/28/2023	38930	EVERGY	EVERGY UTILITY	128.91
Total 22-5251 - Utilities					128.91
22-5253 - Insurance					
	11/14/2023	38911	EMC INSURANCE	INSURANCE	350.00
Total 22-5253 - Insurance					350.00
Total 22-Pool General Expenses					478.91
22-5100 - Staff Expense Pool					
22-5110 - Salaries					
	11/30/2023	EOMPRADJ			0.00
Total 22-5110 - Salaries					0.00
22-5140 - PR Tax Expense City Share					
	11/30/2023	EOMPRADJ			0.00
Total 22-5140 - PR Tax Expense City Share					0.00
Total 22-5100 - Staff Expense Pool					0.00
Total 22 - POOL					478.91
24 - LIBRARY-BILLING					
24-5251 - Utilities					
	11/28/2023	38930	EVERGY	EVERGY UTILITY	88.50
	11/28/2023	38936	SERVICE	UTILITY	184.24
Total 24-5251 - Utilities					184.24
24-5253 - Insurance					
	11/14/2023	38911	EMC INSURANCE	INSURANCE	350.00
Total 24-5253 - Insurance					350.00
Total 24 - LIBRARY-BILLING					534.24
25 - SENIOR CENTER					
25-5251 - Utilities					
	11/06/2023	38893	COX	COX UTILITY	280.84
	11/28/2023	38930	EVERGY	EVERGY UTILITY	369.73
	11/28/2023	38936	SERVICE	UTILITY	452.96
Total 25-5251 - Utilities					452.96
25-5253 - Insurance					
	11/14/2023	38911	EMC INSURANCE	INSURANCE	275.00
Total 25-5253 - Insurance					275.00
Total 25 - SENIOR CENTER					727.96
31 - SHERIFF DEPARTMENT CONTRACT					
31-Police Genral Expenditures					
31-5200 - Non-Material Expenditures					
	11/07/2023	38894	Culligan	POTABLE WATER	40.62
Total 31-5200 - Non-Material Expenditures					40.62
31-5242 - Building / Facilities R&M					
	11/19/2023	38918	CREDIT	TOILET REPAIR	43.19
Total 31-5242 - Building / Facilities R&M					43.19
31-5251 - Utilities					
	11/02/2023	38889	COX	COX UTILITY	191.53
	11/07/2023	38899	COX	COX UTILITY	709.41
	11/28/2023	38930	EVERGY	EVERGY UTILITY	785.44
	11/28/2023	38933	COX	COX UTILITY	976.97
	11/28/2023	38936	SERVICE	UTILITY	1,056.88
Total 31-5251 - Utilities					1,056.88
31-5253 - Insurance					
	11/14/2023	38911	EMC INSURANCE	INSURANCE	650.00
Total 31-5253 - Insurance					650.00
31-5327 - Law Enforcement Housing					
	11/07/2023	38904	Butler County Sheriff Inmate Housing	MUSGROVE 12 DAYS BOOKING DATE	420.00
Total 31-5327 - Law Enforcement Housing					420.00
Total 31-Police Genral Expenditures					2,210.69
31-5243 - Contractural Services					
	11/07/2023	38896	SHERIFF LE	NOVEMBER 2023	9,325.32
	11/28/2023	38926	SHERIFF LE	12/2023	18,650.64

City of Towanda, KS
Claims Report
November 2023

	Date	Num	Name	Memo	Balance
Total 31-5243 - Contractual Services					18,650.64
Total 31 - SHERIFF DEPARTMENT CONTRACT					20,861.33
34 - ANIMAL CONTROL					
34-5319 - Misc. Supplies					
	11/28/2023	38929	COMPANY	2024	80.35
Total 34-5319 - Misc. Supplies					80.35
Total 34 - ANIMAL CONTROL					80.35
50 - PUBLIC WORKS SHOP					
50-Public Works General					
50-5200 - Non-Material Expenditures					
	11/07/2023	38894	Culligan	POTABLE WATER	40.63
Total 50-5200 - Non-Material Expenditures					40.63
50-5241 - Vehicle / Mobile Equipment R/M					
	11/19/2023	38915	Bank of America	EQUIPMENT REPAIR	382.00
Total 50-5241 - Vehicle / Mobile Equipment R/M					382.00
50-5242 - Building / Facilities R&M					
	11/07/2023	38900	OVERHEAD DOOR COMPANY	TO SEWER TRUCK TRACK 2", DRUM CA/LC/LH, ANGLE	1,522.00
Total 50-5242 - Building / Facilities R&M					1,522.00
50-5244 - Other Repair / Maintenance					
	11/02/2023	38886	COMPANY	1x MTP-65HD Battery	179.95
Total 50-5244 - Other Repair / Maintenance					179.95
50-5251 - Utilities					
	11/28/2023	38930	EVERGY	EVERGY UTILITY	84.45
Total 50-5251 - Utilities					84.45
50-5312 - Chemicals					
	11/28/2023	38932	Supply	WELDING SUPPLIES	98.04
	11/28/2023	38937	RESEARCH	DE-ICER SPRAY	232.83
Total 50-5312 - Chemicals					232.83
50-5315 - Operating / Shop Supplies					
	11/19/2023	38915	Bank of America	JACK AND HITCH	268.34
Total 50-5315 - Operating / Shop Supplies					268.34
50-5319 - Misc. Supplies					
	11/19/2023	38918	CREDIT	AND SUPPLIES	1,206.39
	11/28/2023	38925	BUMPER OF EL	FITTING	1,369.91
	11/28/2023	38925	BUMPER OF EL	FITTING	1,412.59
	11/28/2023	38940	COMMUNITY BRC	SHOP	1,472.04
Total 50-5319 - Misc. Supplies					1,472.04
50-5322 - Personal Protective Equip					
	11/07/2023	38902	USA BLUE BOOK	WATERPROOF, WINTER LINED 2X YETI LG GLOVE	133.57
Total 50-5322 - Personal Protective Equip					133.57
50-5331 - Vehicle / Mobile Parts-Supplies					
	11/28/2023	38934	CENTRAL AG WHEEL & TIRE	DEESTONE D304 SKID TIRES	1,061.00
Total 50-5331 - Vehicle / Mobile Parts-Supplies					1,061.00
Total 50-Public Works General					5,376.81
50-5100 - Staff Expense Public Works					
50-5110 - Salaries					
	11/30/2023	EOMPRADJ			2,612.50
Total 50-5110 - Salaries					2,612.50
50-5140 - PR Tax Expense City Share					
	11/30/2023	EOMPRADJ			198.96
Total 50-5140 - PR Tax Expense City Share					198.96
50-5150 - KPERS City Share					
	11/30/2023	EOMPRADJ			216.13
Total 50-5150 - KPERS City Share					216.13
50-5160 - Health Ins. - City Share					
	11/30/2023	EOMPRADJ			820.27
Total 50-5160 - Health Ins. - City Share					820.27

City of Towanda, KS
Claims Report
November 2023

	Date	Num	Name	Memo	Balance
Total 50-5100 - Staff Expense Public Works					3,847.86
Total 50 - PUBLIC WORKS SHOP					9,224.67
Total 100X - GENERAL FUND EXPENSES					66,920.09
Total Expense					66,920.09

DESIGNATED FUND EXPENDITURES

220X - FIRE RESCUE EXPENSE

2205100 - Staff Expense Fire Rescue

2205110 - Salaries

11/30/2023	EOMPRADJ				1,010.60
Total 2205110 - Salaries					1,010.60

2205140 - PR Tax Expense City Share

11/30/2023	EOMPRADJ				84.39
Total 2205140 - PR Tax Expense City Share					84.39

Total 2205100 - Staff Expense Fire Rescue

1,094.99

2205210 - Training / Meetings

11/19/2023	38916	Bank of America	SEMINAR		10.00
11/19/2023	38919	Sam's Club	MEETINGS		79.56
Total 2205210 - Training / Meetings					79.56

2205244 - Other Repair / Maintenance

11/07/2023	38906	PARTS	COMPRS OIL		31.20
Total 2205244 - Other Repair / Maintenance					31.20

2205251 - Utilities

11/14/2023	38910	VERIZON WIRELESS	VERIZON UTILITY		41.46
11/28/2023	38930	EVERGY	EVERGY UTILITY		250.24
Total 2205251 - Utilities					250.24

2205253 - Insurance

11/14/2023	38911	EMC INSURANCE	INSURANCE		950.00
Total 2205253 - Insurance					950.00

2205319 - Misc. Supplies

11/19/2023	38916	Bank of America	MISC. SUPPLIES		338.27
11/19/2023	38919	Sam's Club	MISC SUPPLIES		408.03
Total 2205319 - Misc. Supplies					408.03

2205322 - Personal Protective Equip

11/19/2023	38916	Bank of America	FIREFIGHTER GEAR		190.00
Total 2205322 - Personal Protective Equip					190.00

2205325 - Tools

11/19/2023	38919	Sam's Club	DEPARTMENT		52.13
Total 2205325 - Tools					52.13

2205420 - Contractural Services

11/14/2023	38914	FIREFIGHTER	FIREFIGHTER RUNS		5,000.00
Total 2205420 - Contractural Services					5,000.00

2205540 - Fire Dept. Events and Promotion

11/02/2023	38891	Seven K Company	DONNA (SUZIE) ALBERT, TRENTON		140.16
Total 2205540 - Fire Dept. Events and Promotion					140.16

2205542 - Grant Eligible Items

11/14/2023	38912	EMERGENCY FIRE EQUIPMENT	BOOSTER AND A PUMP POWERFLOW		6,820.00
11/19/2023	38916	Bank of America	FIREFIGHTER GEAR		7,950.00
Total 2205542 - Grant Eligible Items					7,950.00

Total 220X - FIRE RESCUE EXPENSE

16,146.31

240X - EQUIPMENT RESERVE

2405541 - Machinery / Equipment

11/28/2023	38932	Supply	WELDING SUPPLIES		334.26
Total 2405541 - Machinery / Equipment					334.26

Total 240X - EQUIPMENT RESERVE

334.26

250X - STREETS OM FUND EXPENSE

2505100 - Staff Expense Streets

2505110 - Salaries

City of Towanda, KS
Claims Report
November 2023

	Date	Num	Name	Memo	Balance
Total 2505110 · Salaries	11/30/2023	EOMPRADJ			2,612.50
					2,612.50
2505140 · PR Tax Expense City Share					
	11/30/2023	EOMPRADJ			198.96
Total 2505140 · PR Tax Expense City Share					198.96
2505150 · KPERS City Share					
	11/30/2023	EOMPRADJ			216.13
Total 2505150 · KPERS City Share					216.13
2505160 · Health Ins. - City Share					
	11/30/2023	EOMPRADJ			820.27
Total 2505160 · Health Ins. - City Share					820.27
Total 2505100 · Staff Expense Streets					3,847.86
2505251 · Utilities					
	11/14/2023	38910	VERIZON WIRELESS	VERIZON UTILITY	41.46
Total 2505251 · Utilities					41.46
2505254 · Printing / Publications					
	11/28/2023	38931	SERVICES	CANON PRINTER	68.60
Total 2505254 · Printing / Publications					68.60
Total 250X · STREETS OM FUND EXPENSE					3,957.92
260X · COMMUNITY CENTER EXPENSE					
2605242 · Building / Facilities R&M					
	11/19/2023	38918	CREDIT	FAUCET REPAIR	64.32
Total 2605242 · Building / Facilities R&M					64.32
2605251 · Utilities					
	11/28/2023	38936	SERVICE	UTILITY	130.75
	11/28/2023	38939	COX	COX UTILITY	210.87
Total 2605251 · Utilities					210.87
Total 260X · COMMUNITY CENTER EXPENSE					275.19
611X · WATER FUND EXPENSE					
6115100 · Staff Expense Water					
6115110 · Salaries					
	11/30/2023	EOMPRADJ			11,827.50
Total 6115110 · Salaries					11,827.50
6115140 · PR Tax Expense City Share					
	11/30/2023	EOMPRADJ			898.85
Total 6115140 · PR Tax Expense City Share					898.85
6115150 · KPERS City Share					
	11/30/2023	EOMPRADJ			1,004.48
Total 6115150 · KPERS City Share					1,004.48
6115160 · Health Ins. - City Share					
	11/30/2023	EOMPRADJ			3,642.72
Total 6115160 · Health Ins. - City Share					3,642.72
Total 6115100 · Staff Expense Water					17,373.55
6115200 · Non- Material Expenditures					
	11/07/2023	38901	MESSAGING	EMERGENCY CALL	17.40
Total 6115200 · Non- Material Expenditures					17.40
6115212 · Transportation / Mileage					
	11/28/2023	38938	METRO COURIER	DELIVERY 11/01/2023 TO	27.66
Total 6115212 · Transportation / Mileage					27.66
6115226 · Testing Services					
	11/20/2023	38921	AND ENVIRONMENT	WATER TESTING	84.00
Total 6115226 · Testing Services					84.00
6115251 · Utilities					
	11/14/2023	38910	VERIZON WIRELESS	VERIZON UTILITY	41.46
	11/28/2023	38930	EVERGY	EVERGY UTILITY	150.60
Total 6115251 · Utilities					150.60
6115253 · Insurance					
	11/14/2023	38911	EMC INSURANCE	INSURANCE	899.98
Total 6115253 · Insurance					899.98

City of Towanda, KS
Claims Report
November 2023

	Date	Num	Name	Memo	Balance
6115254 · Printing / Publications					
	11/14/2023	38909	OFFICE	go out twice a mont	250.00
	11/28/2023	38931	SERVICES	CANON PRINTER	318.60
Total 6115254 · Printing / Publications					318.60
6115334 · Materials / Supplies Stock					
	11/07/2023	38898	Supply	WELDING SUPPLIES	26.80
	11/19/2023	38917	Supply	WELDING SUPPLIES	135.27
Total 6115334 · Materials / Supplies Stock					135.27
6115341 · Water For Resale					
	11/02/2023	38890	NO. 5	MONTHLY CHARGE	67.51
	11/02/2023	38890	RURAL WATER DIST.	RESALE 9/28/2023 TO 10/30/2023	27,353.65
	11/02/2023	38890	NO. 5	MONTHLY CHARGE	27,550.43
Total 6115341 · Water For Resale					27,550.43
Total 611X · WATER FUND EXPENSE					46,557.49
613X · WATER TOWER EXPENSE					
6135300 · Water Tower Expense					
	11/07/2023	38895	COMPANY INC.	INSPECTION 2023	14,090.81
Total 6135300 · Water Tower Expense					14,090.81
Total 613X · WATER TOWER EXPENSE					14,090.81
621X · SEWER FUND EXPENSE					
6215100 · Staff Expense Sewer					
6215110 · Salaries					
	11/30/2023	EOMPRADJ			2,612.50
Total 6215110 · Salaries					2,612.50
6215140 · PR Tax Expense City Share					
	11/30/2023	EOMPRADJ			198.96
Total 6215140 · PR Tax Expense City Share					198.96
6215150 · KPERS City Share					
	11/30/2023	EOMPRADJ			216.13
Total 6215150 · KPERS City Share					216.13
6215160 · Health Ins. - City Share					
	11/30/2023	EOMPRADJ			820.26
Total 6215160 · Health Ins. - City Share					820.26
Total 6215100 · Staff Expense Sewer					3,847.85
6215200 · Non-Material Expenditures					
	11/07/2023	38901	MESSAGING	EMERGENCY CALL	17.40
Total 6215200 · Non-Material Expenditures					17.40
6215251 · Utilities					
	11/14/2023	38910	VERIZON WIRELESS	VERIZON UTILITY	41.46
	11/28/2023	38930	EVERGY	EVERGY UTILITY	548.85
	11/28/2023	38935	LINGO	NUMBER	628.34
Total 6215251 · Utilities					628.34
6215253 · Insurance					
	11/14/2023	38911	EMC INSURANCE	INSURANCE	900.00
Total 6215253 · Insurance					900.00
6215254 · Printing / Publications					
	11/14/2023	38909	OFFICE	go out twice a mont	250.00
	11/28/2023	38931	SERVICES	CANON PRINTER	318.60
Total 6215254 · Printing / Publications					318.60
6215312 · Chemicals					
	11/28/2023	38937	RESEARCH	STATION	2,928.94
Total 6215312 · Chemicals					2,928.94
6215334 · Materials / Supplies Stock					
	11/19/2023	38917	Supply	WELDING SUPPLIES	108.47
Total 6215334 · Materials / Supplies Stock					108.47
Total 621X · SEWER FUND EXPENSE					8,749.60
630X · TRASH FUND EXPENSE					
6305225 · Cleaning / Disposal Service					
	11/07/2023	38903	CONNECTIONS OF	10/01/2023 TO	10,847.00
Total 6305225 · Cleaning / Disposal Service					10,847.00

City of Towanda, KS
Claims Report
November 2023

	Date	Num	Name	Memo	Balance
6305254 - Printing / Publications					
	11/14/2023	38909	OFFICE	go out twice a mont	250.00
	11/28/2023	38931	SERVICES	CANON PRINTER	318.64
Total 6305254 - Printing / Publications					318.64
Total 630X - TRASH FUND EXPENSE					11,165.64
800X - ARPA Funds Expense					
	11/02/2023	38892	Schulte Supply	R900 PIT METER INTERFACE UNIT WITH 20 YEAR NEPTUNE	228.00
	11/28/2023	38922	Schulte Supply	PROCODER WATER	98,067.00
	11/28/2023	38922	Schulte Supply	METER GASKETS	98,151.80
	11/28/2023	38922	Schulte Supply	RUBBER METER GASKETS	98,662.82
	11/28/2023	38922	Schulte Supply	6 X 5/8" X 3/4" NEPTUNE PROCODER WATER METER	100,060.52
Total 800X - ARPA Funds Expense					100,060.52
Total DESIGNATED FUND EXPENDITURES					201,337.74
Total Expenditures					268,257.83
Payroll Expenditures					57,998.72
Expenditures other than Payroll					210,259.11

ANDY NEWBREY

Business Card

October 08, 2023 - November 07, 2023

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 \$1,411.84
Minimum Payment Due \$25.00
Payment Due Date 12/04/23

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 \$2,361.65
Payments and Other Credits -\$2,361.65
Balance Transfer Activity \$0.00
Cash Advance Activity \$0.00
Purchases and Other Charges \$1,411.84
Fees Charged \$0.00
Finance Charge \$0.00
New Balance Total \$1,411.84
Credit Limit \$7,500
Credit Available \$6,088.16
Statement Closing Date 11/07/23
Days in Billing Cycle 31

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
10/24	10/24	Payments and Other Credits PAYMENT - THANK YOU TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		-2,361.65 -\$2,361.65
10/16	10/14	Purchases and Other Charges		
10/20	10/20	AMZN MKTP US*TP70X95E0 8007728574 WA <i>Flag</i>	55310203287083323107937	63.41
10/23	10/20	INTUIT *QuickBooks 8004468848 CA <i>QuickBooks</i>	55432863293203559255939	254.40
10/23	10/20	AMZN Mktg US*AM5915FT3 8662161072 WA <i>camp cash</i>	55432863293203685604174	12.62
10/23	10/22	OFFICE DEPOT #2190 WICHITA KS <i>office supplies</i>	02305373294100202468890	154.42
10/25	10/24	AMZN MKTP US*TD8X174K1 8007728574 WA <i>carb for chainsaw</i>	0203295083322856971	21.48
		CENTRAL AG WHEEL AND T 3169421408 KS <i>wheel for backhoe</i>	75428173297602900487188	360.50

Account Number: [REDACTED]
October 08, 2023 - November 07, 2023

New Balance Total \$1,411.84
Minimum Payment Due \$25.00
Payment Due Date 12/04/23

Enter payment amount

\$

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



BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796



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

**N0001257

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

ANDY NEWBREY

October 08, 2023 - November 07, 2023

Page 3 of 4

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
10/26	10/25	FEDEX OFFIC54800005488 3166365443 KS printing	05410193298069284574508	49.13 ✓
10/30	10/27	USPS PO 1989541202 TOWANDA KS every day Direct	02305373301000587024246	149.29 ✓
10/31	10/30	WELLS DESIGN INC 3163210511 KS Decals for Golf Cart	02305373304123042270786	50.00 ✓
11/03	11/02	HARBOR FREIGHT TOOLS35 8004443353 KS 3 ton Jack	55263523307091030002584	200.99 ✓
11/07	11/06	SQ *GAMBINO'S PIZZA TO 8774174551 KS Food Pt 2 meeting	56432863311208920757388	28.25 ✓
11/07	11/07	AMAZON.COM*RR5AK6MU3 8007728574 WA Steel pen holder	56310203311083388068032	67.35 ✓
TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD				\$1,411.84

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%		
CASH	29.49% V	\$0.00	\$0.00
		\$0.00	\$0.00

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

Important Messages

Traveling for Business? Remember to consult your credit card agreement before using your credit card(s) for cash or foreign currency transactions and for fee information. The Cash Advance Fee applies to all cash advances, including cash advances in foreign currency. You can always call us to request a copy of the credit card agreement by using the phone number listed on the back of your card.

TIP: Stay ahead of upcoming due dates by signing up for payment alerts.

You can get alerts about small business credit card payments five days before they're due to avoid any late fees and finance charges. They can be delivered by text, email or through Business Advantage 360 and our Mobile Banking app. Turn on alerts at bankofamerica.com/SmallBusiness by clicking on Alerts in the Activity Center.

T C PYLE

Business Card

October 08, 2023 - November 07, 2023

Cardholder Statement

Account Information:
www.bankofamerica.comMail Billing Inquiries to:
BANK OF AMERICA
PO BOX 660441
DALLAS, TX 75266-0441Mail Payments to:
BUSINESS CARD
PO BOX 15796
WILMINGTON, DE 19886-5796Customer Service:
1.800.673.1044, 24 HoursOutside the U.S.:
1.509.353.6656, 24 HoursFor Lost or Stolen Card:
1.800.673.1044, 24 HoursBusiness Offers:
www.bankofamerica.com/mybusinesscenter

Payment Information

New Balance Total \$1,668.27

Minimum Payment Due \$25.00

Payment Due Date 12/04/23

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 \$2,600.00

Payments and Other Credits -\$2,600.00

Balance Transfer Activity \$0.00

Cash Advance Activity \$0.00

Purchases and Other Charges \$1,668.27

Fees Charged \$0.00

Finance Charge \$0.00

New Balance Total \$1,668.27

Credit Limit \$6,000

Credit Available \$4,331.73

Statement Closing Date 11/07/23

Days in Billing Cycle 31

Transactions

Posting Date	Transaction Date	Description	Reference Number	Amount
10/24	10/24	Payments and Other Credits		
		PAYMENT - THANK YOU	2971530000000599122388	- 2,600.00
		TOTAL PAYMENTS AND OTHER CREDITS FOR THIS PERIOD		-\$2,600.00
		Purchases and Other Charges		
10/09	10/07	EB WICHITA WILDFIRE R 8014137200 CA	55429503280715859224150	10.00
10/11	10/10	DXP ENTERPRISES 8008303973 TX	55480773284081371736275	1,320.00
10/13	10/13	ULINE *SHIP SUPPLIES 8002955510 WI	55432863286201329225413	37.50
10/20	10/19	USPS PO 1989541202 TOWANDA KS	02305373293000566048877	17.00
10/23	10/21	AMZN MKTP US*TP4CZ5WS1 8007728574 WA	55310203294083344913769	283.77
		TOTAL PURCHASES AND OTHER CHARGES FOR THIS PERIOD		\$1,668.27

Account Number: [REDACTED]
October 08, 2023 - November 07, 2023

New Balance Total \$1,668.27

Minimum Payment Due \$25.00

Payment Due Date 12/04/23

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



T C PYLE
THE CITY OF TOWANDA
PO BOX 160
TOWANDA, KS 67144-0160

**N0002521

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	29.49% V	\$0.00	\$0.00

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

Important Messages

Traveling for Business? Remember to consult your credit card agreement before using your credit card(s) for cash or foreign currency transactions and for fee information. The Cash Advance Fee applies to all cash advances, including cash advances in foreign currency. You can always call us to request a copy of the credit card agreement by using the phone number listed on the back of your card.

TIP: Stay ahead of upcoming due dates by signing up for payment alerts.

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BUSINESS ADVANTAGE

Go paperless.
Greater convenience.
Less clutter.



Store and review your statements online. You can access up to seven years of account statements — online or from our mobile app — 24/7 from almost anywhere.

Simply use our **Mobile Banking app** or sign in online to Business Advantage 360 and click on **Profiles & Settings**.

Mobile Banking requires that you download the Mobile Banking app and is only available for select mobile devices. Message and data rates may apply. Not all account documents are available in paperless format.

SSM-01-23-2637 C | 5421106

CITY OF TOWANDA

APPROPRIATION ORDINANCE NO. 11-2023

For period November 1st, 2023 through, November 30th, 2023

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.	\$210,259.11
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<u>Section 2.</u>	Payroll	\$57,988.72
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Total this Ordinance:	\$268,257.83
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Paul Erickson
Treasurer

Mike Hayes
Council President

Towanda November, 2023 Calls for Service

Call Breakdown by Deputy

Date	Call Type	Location	Outcome	Deputy	Total Calls For Service	Walker	Danninger	District
11/1/2023	Runaway	600 blk E Mills Dr	HBO	District	5	5	17	30
11/1/2023	Assist other	400 E High St	HBO	District	3	3	12	16
11/2/2023	Arrest/ Traffic	HWY 254 and Ohio	Arrest	District	0	0	1	2
11/2/2023	Traffic Stop	HWY 254 and Ohio	Citation	District	0	0	1	1
11/2/2023	Accident/ 10-47	Hunter and E Main St	Accident	District				
11/3/2023	Extra Patrol	2400 blk Rivervally Rd	HBO	Danninger	0	0	0	1
11/3/2023	Extra Patrol	600 blk E Highland St	HBO	Danninger	2	2	3	7
11/3/2023	Assist other	500 blk N 11th St	HBO	Danninger	0	0	0	2
11/4/2023	Suspicious Activity	700 blk E Bever Dr	HBO	Danninger				
11/5/2023	Miscellaneous	300 blk S 4th St	HBO	Danninger				
11/5/2023	Green Tag	HWY 254 and Ohio	HBO	Danninger				
11/5/2023	Traffic Stop	E Main St and N Brainerd	Warning	Danninger				
11/7/2023	Accident/ 10-47	E Highland St and N 10th St	Accident	District				
11/8/2023	Traffic Stop	HWY 254 and Ohio	Warning	District				
11/9/2023	Traffic Stop	E Main and N 2nd St	Warning	Danninger				
11/9/2023	Traffic Stop	HWY 254 and Ohio	Warning	District				
11/10/2023	Green Tag	HWY 254 and Ohio	HBO	District				
11/11/2023	Theft	600 blk E Mills Dr	Report	District				
11/12/2023	Check Welfare	600 blk E Mills Dr	HBO	District				
11/12/2023	Miscellaneous	600 blk E Mills Dr	HBO	District				
11/13/2023	Arrest/ Warrant	600 blk E Mills Dr	Arrest	District				
11/13/2023	Traffic Stop	HWY 254 and Ohio	Warning	District				
11/14/2023	Traffic Stop	HWY 254 and Ohio	Warning	District				
11/14/2023	Miscellaneous	300 blk N 8th St	HBO	Danninger				
11/14/2023	Assault	700 blk E Mills Dr	Report	Danninger				
11/14/2023	PFA/PFS Violation	200 blk N 4th St	HBO	Danninger				
11/17/2023	Extra Patrol	400 blk E Main St	HBO	District				
11/17/2023	Accident/ 10-47	600 blk E Main St	Accident	Danninger				
11/17/2023	Miscellaneous	600 blk E Main St	HBO	Danninger				
11/17/2023	Assist other	2500 blk SW River Valley	HBO	Danninger				
11/18/2023	Noise Complaint	400 blk S 3rd St	HBO	Walker				
11/19/2023	Traffic Complaint	200 blk N 8th St	HBO	Walker				
11/21/2023	Miscellaneous	100 blk S 3rd St	HBO	Danninger				
11/21/2023	Suspicious Vehicle	N 5th St and E High St	HBO	District				
11/22/2023	Traffic Stop	900 blk E Main St	Warning	Danninger				
11/22/2023	Check Welfare	100 blk N 3rd St	HBO	Danninger				
11/22/2023	Animal at Large/ Domestic	2500 blk SW Fulton	HBO	District				
11/22/2023	Traffic Stop	900 blk E Main St	Warning	Walker				

11/22/2023	Traffic Complaint	600 E Main St	HBO	Walker
11/25/2023	Motorist Assist	HWY 254 and Ohio	HBO	District
11/26/2023	Motorist Assist	HWY 254 and Ohio	HBO	District
11/27/2023	School Check	500 blk E North ST	HBO	District
11/27/2023	Traffic Stop	E Main St and N 6th St	Warning	District
11/27/2023	Traffic Stop	HWY 254 and Ohio	Warning	District
11/28/2023	Extra Patrol	700 blk E Main St	HBO	Danninger
11/28/2023	Miscellaneous	100 blk N 3rd St	HBO	Danninger
11/28/2023	Traffic Stop	E Pool Rd and S 6th St	Warning	Walker
11/29/2023	Motorist Assist	HWY 254 and Ohio	HBO	District
11/29/2023	Traffic Stop	E 5th St and E Mechanic St	Warning	District
11/29/2023	Animal at Large/ Domestic	700 blk e Mechanic St	HBO	District
11/30/2023	Miscellaneous	700 blk E Bever Dr	HBO	District
11/30/2023	Miscellaneous	700 blk E Wilson Dr	HBO	District
11/30/2023	PFA/PFS Violation	100 blk S 3rd St	HBO	District



specified time range from all agencies
Data last updated **December 6, 2023 at 10:56 AM**. This visualization contains the following filters.

MUNICIPAL COURT OF TOWANDA, KS
CASELOAD SUMMARY
For the Period November 1, 2023 through November 30, 2023

1. NUMBER OF OFFENSES WRITTEN DURING MONTH

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

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

[(i. Offense Breakdown)]

TOTAL THIS MONTH

0 \$0.00

*YTD: \$5638.00 collected of estimated annual revenue of [Amount]: [%]

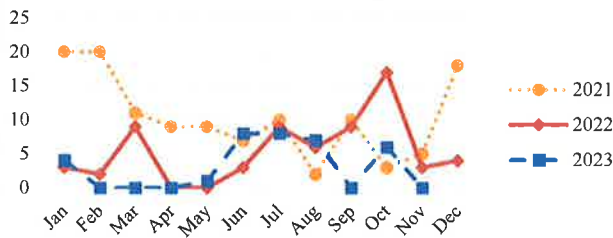
2. NUMBER OF OFFENSES DISPOSED OF DURING MONTH

a. Guilty Pleas.....	0
b. Bond Forfeitures.....	0
c. Dismissals.....	0
Reason.....	
Reason.....	
Reason.....	
d. Guilty by Trial (on plea of not guilty).....	0
e. Diversion Agreements.....	0

TOTAL DISPOSITIONS THIS MONTH

0

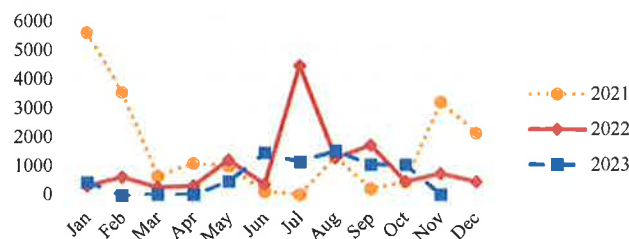
Offense Filings



Offense Dispositions



Estimated Revenue



Department Reports 12.13.2023



TOWANDA DEPARTMENTAL REPORT- Planning/Zoning Adm. Lisa Long

November 2023 Activity December 2023 Report

What we have been doing:

Begin Licensing for 2024 Contractors	Coordinating inspections for projects
Begin Licensing for 2024 MH Parks	Providing Excellent Public Service
Processing Board of Zoning Appeals Hearings	Cemetery Lot Sales, Paperwork and Questions
Issuing Building Permits, Contractor Licensing	Code Enforcement/Court Cases
Assisting Residents/Contractors daily with Building Code questions	
Filing and cleaning out old paperwork and files	
Working always to make PZ Department more efficient and functional	

What we plan to do:

Continue Serving Towanda Citizens	Continue to improve the efficiency of PZ Department
Continue Contractor Licensing and Permit Issuing	Cemetery Paperwork
Code Enforcement processing cases	Continue work to update Comprehensive Plan
Continue with duties as listed above	Misc. other work as needed
Secretary duties for the Planning Board	Animal Control Records and Renewal/Licensing Shelter
Preparing Information for PZ Hearings	

Permits:

441 N. 9 th Fence	1110 Rainbow Fencing
110 Sunset HVAC	1314 Rainbow Fencing
119 Briarwood Sprinklers	203 Main Electrical Serv
1306 Willow Brook Roofing	315 S. 4 th Electrical Serv
720 High Plumbing Sewer tap	1218 Willow Brook Roofing

Statistics and Lists:

Inspections Completed

119 Briarwood Deck Consult	720 High Sewer Tap	315 S. 4 th Electric
312 Mechanic Electric	205 Main Electrical	
303 N 3 rd Deck	312 Mechanic Plumbing	

New Contractors Licensed & Certificate Issued:

Grounds Guys of Wichita/Baker Grounds Care- El Dorado
Equity Builders RC Inc Wichita KS
Farha Roofing LLC Wichita KS
Mammoth Sports Construction LLC Meriden KS

NTA Citations Issued/ Court December:

N. 8th St. Tenant Violation of minimum housing code continued
N. 8th St Owner Violation of minimum housing code continued
S. 5th St. Tall grass & Junk continued

PZ Board Meeting/BZA December : Hearing to rezone 500 Main

Business Permit for Door-to-Door Sales: None

Fire Dept Report

November 2023

Summary: Towanda Fire Rescue is still the busiest (and geographically smallest) volunteer Fire Department in Butler County. TFR responded to 45 calls in November bringing the YTD total to 330. Volunteer firefighters continue to donate many hours: 567 in November, 7200 YTD. While the first half of 2023 was a bit on the slow side, the second half has already set a record for the most calls. Third quarter calls tied with 2022 for the busiest 3rd quarter ever. The fourth quarter is close to setting a record as well. More and more often we are getting “stacked” calls. This is when 2 or more calls happen at the same time. Volunteer staffing gets stretched very thin. There have been 7 instances of this in the past 60 days.

Membership: 17. One FF is off due to injury and will likely not return to service for 2-3 months.. Another FF is off due to a personal medical issue and will likely not return to service for 3-4 months.

YTD (as of 11/30/23) Calls: 330

Response Man Hours: 1519 Training Hours: 1438 Activity/Work Hours: 4218
Total Volunteer Hours 7201 YTD Staffed Station hours: 5960

November Calls: Number of calls 45 (5-yr avg. for Nov. calls: 27.8. Avg. Nov. calls since 1985-16.4)

8 – Fire calls: 2 grass, 2 vehicle, 1 structure, 1 fire alarm, 2 other

23 – Medical

6 – Vehicle accidents

8 – Public Assist (Lift, standby, etc.)

Response Man Hours: 145

Training Hours: 127

Activity/Work Hours: 295

Total Volunteer Hours 567 for November

Training:

- EMT class ongoing Mondays, Wednesdays and some weekends, wrapping up in December getting ready for testing
- Mapping Nov 5
- Pump operation Nov 8
- Officer Nov 9
- Apparatus checks Nov 18
- RIT Nov 21. At this training session a TFR FF was injured and required medical attention. The FF is recovering and continues to be off work.
- Officer Nov 28

Fire Dept Report

November 2023

Equipment:

- Engine 1: Failed pump test Nov. 8. Repaired primer and retested Nov 19. Mostly passed. Parts ordered for additional repairs.
- Engine 3: **This truck has questionable reliability. It should be replaced.** On December 4, the City Administrator signed a contract to purchase a new, demonstrator model fire engine. This truck should arrive May 2024.
- Pumper 4:
- Pumper 5: No change
- Pumper 6: No change (out of service)
- Pickups: PU8 & PU9: No change
- Tanker 12: Sitting outside in freezing cold. Almost all water outside the city limit must be hauled. Having this truck out of service (drained of water and extremely difficult to start) hampers fire suppression efforts.
- SCBAs: These were flow tested on Nov 16. Many parts are no longer available for these old units. The technician was able to locate some used parts for us to keep them going this time.
- KSFM Grant. Awaiting confirmation of order for two sets of coat and pants.
- Radios: (Important repeat) The 12 new handheld radios acquired in the recent past are doing fine, but we have 18 older radios. The older XTS radios are obsolete. They may no longer function in 2 years when new FCC standards come into effect. We currently have 6 portables (handhelds) and 11 mobile (vehicle and base) radios that will need replaced at some time in the fairly near future. Plan on spending about \$150,000. This money is not currently in the budget!

Building:

Due to lack of space and dilapidation, the emergency responders serving the Towanda and Fairview communities need a new facility in order to better serve.

The school district is growing. The highways are more congested. The population is expected to increase. Calls continue to increase.

Today's volunteers have different expectations than in the past. There is little to do in Towanda—no bowling alley, no fitness center, no movie theater, no pickleball courts. In order to interest potential volunteers AND keep them near the trucks, ready to respond, there must be options for them:

Food: firefighters love to eat and many love to cook. There has to be a kitchen and a BBQ grill. Keeping firefighters in or near the fire station reduces response times and provides citizens with better service. History has shown that whenever firefighters are together, they often talk about fire stuff. That often leads to spontaneous training, and again, better service.

Football (or other sports): firefighter like to watch sports. There has to be a big TV with channel access, along with comfortable chairs. This would give them a good option to be in the fire station with their fellow firefighters on weekends and evenings. Again, this benefits the citizens by having a staffed fire station.

Basketball and/or pickleball courts: same reasons as above, plus helps to keep fitness levels up. Going to El Dorado, Andover or Wichita does NOT benefit the citizens of our fire response area.

With the expected growth in and around our community, we must be ready to capture the interest of potential volunteers. A cramped, dilapidated, space with no room for anything but equipment is not likely to attract young volunteers.

Fire Dept Report

November 2023

Other:

- Chief Pyle attended the Monthly Chiefs meeting on Nov. 2 in Rose Hill.
- Chief Pyle assisted with annual pump testing Nov. 8. Both engines failed. Repairs were made on both trucks to allow them to pass.
- Chief Pyle attended the Task Force Chiefs meeting on Nov. 9 in Benton.

Upcoming:

- Take tanker tractor to have transmission serviced/adjusted.
- Task Force Chiefs meeting on Jan 4 in Towanda

Have you ever wondered? To what criteria are Fire Departments graded?

Response time

Number of responders to a call

Water supply: fixed system and hauled

Training

Structure fires

PPE

Driving

New recruit

Hazardous Materials

Rescue

Medical

Grass fires

Vehicle fires

"Other" fires

Communications

Public education/outreach

Inspections, code and enforcement

Investigations

Amount and types of equipment carried on apparatus

Fire equipment fitness: has it been tested, does it meet standards

Fire engines

SCBAs

Ladders

Fire hydrants

Fire hose

One has to wonder: How do volunteers do all that?

Fire Dept Report

November 2023

Activities: A glimpse of daily Fire Dept. activities. Included are Firefighter man hours for each day. Please consider the immense value of these volunteers to the community.

Date	Day	Activity
Nov 1	Wed	Work Vehicle accident on turnpike at noon Medical call in City at 8 PM Medical call in City at 10 PM Total man hours: 15
Nov 2	Thu	Chiefs Meeting at Rose Hill Staff Station, Fire reports submitted to state Medical call in City at 2 PM Vehicle accident at City edge 3 PM (School Zone) Total man hours: 21
Nov 3	Fri	Work: Wash trucks, repair equipment Lift Assist call in City 3 PM (School Zone) Total man hours: 9.5
Nov 4	Sat	Medical Call in Twp at 8 AM Work Day: Truck Maint Motor Vehicle Accident at K254 & River Valley Rd at 8 PM Total man hours: 35
Nov 5	Sun	Active911 hydrant map Grass Fire in Twp at 4 PM Total man hours: 8.5
Nov 6	Mon	Truck checks Active911 hydrant map checks Total man hours: 20
Nov 7	Tue	Truck checks, Mapping Total man hours: 7
Nov 8	Wed	Pump testing: both engines failed the test Medical call in City Grass fire in Potwin district crossed road to ours Commercial fire alarm in City K254 corridor meeting Council meeting Total man hours: 50.5
Nov 9	Thu	Medical call in City at 7:15 (School Zone) North Task Force Chiefs meeting in Benton Lift Assist call in City at 7:30 PM Total man hours: 14.5
Nov 10	Fri	Meeting with Administrator Medical call in City at 2:30 PM Lift Assist call in the Twp at 5:30 PM Medical call on the KTA at 9:30 PM Total man hours: 21
Nov 11	Sat	Medical Call in Fairview Twp at 10 AM Medical call in City at 2:30 PM Retirement Dinner for Dave Highbarger Total man hours: 66.5
Nov 12	Sun	Total man hours:

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Nov 13	Mon	Medical call in City at 1 PM Automatic Crash Response in Twp at 4 PM <div style="text-align: right;">Total man hours: 23</div>
Nov 14	Tue	Medical Training Vehicle Fire in Twp at 11:45 Work on Engine 1 to ready for pump test attempt Lift assist in City at 3 PM (School Zone) Medical call in City at 7 PM <div style="text-align: right;">Total man hours: 18.5</div>
Nov 15	Wed	Engine pump testing. Both passed. Engine 1 barely. Technically failed the vacuum test (too slow), but the pump and other functions passed. Will continue pursuing repairs. Vehicle fire in Fairview Twp (Potwin side) Webinar on updated NFPA standard (missed due to call) <div style="text-align: right;">Total man hours: 23.5</div>
Nov 16	Thu	SCBA flow testing and repairs (RJ's) Lift assist in Twp at 2 PM Reports Put up Christmas lights Medical Call in City at 6:30 PM Grant writing webinar <div style="text-align: right;">Total man hours: 22</div>
Nov 17	Fri	Work on Breathing Air Compressor—another hose leaking Finish hanging Christmas lights Fuel trucks Dispatched to grass fire at 6:30 PM—burn pile <div style="text-align: right;">Total man hours: 12</div>
Nov 18	Sat	Lift assist call in City at 6:50 AM Work Day <div style="text-align: right;">Total man hours: 21</div>
Nov 19	Sun	Medical call in Fairview at 4:50 PM Medical call in Twp at 4:52 PM <div style="text-align: right;">Total man hours: 4</div>
Nov 20	Mon	Work & meeting Injury motor vehicle accident at K254 & River Valley Road at 3:30 PM (School Zone) Medical call in Twp at 10:30 PM <div style="text-align: right;">Total man hours: 8.5</div>
Nov 21	Tue	Structure Fire in El Dorado at 12:43 Medical call in City at 12:45 Drained Tanker 12 Training, Injury <div style="text-align: right;">Total man hours: 24</div>
Nov 22	Wed	Injury motor vehicle accident on KTA at midnight Medical call in City at 5:30 PM <div style="text-align: right;">Total man hours: 19</div>
Nov 23	Thu	Thanksgiving Lift Assist in City at noon <div style="text-align: right;">Total man hours: 4</div>
Nov 24	Fri	<div style="text-align: right;">Total man hours: 0!</div>

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Nov 25	Sat	Lift assist in Fairview at 9 AM Snow, slippery Reports Lift assist in City at 6:30 PM, outside in cold and snow—500#. Truck would not back up slope into the station. Medical call on KTA at 11:30 PM—still snowing. Emergency access gates blocked with snow. <div style="text-align: right;">Total man hours: 10</div>
Nov 26	Sun	FF Thanksgiving <div style="text-align: right;">Total man hours: 22</div>
Nov 27	Mon	Medical call in Twp at 8:30 PM <div style="text-align: right;">Total man hours: 10</div>
Nov 28	Tue	FFA/FRA meeting Towanda Twp Board meeting: City Admin. Andy attended to talk about Fire District <div style="text-align: right;">Total man hours: 20</div>
Nov 29	Wed	ISO audit prep <div style="text-align: right;">Total man hours: 12</div>
Nov 30	Thu	Medical call in City at 6:30 AM ISO audit prep Medical call in City at 3:00 PM (School Zone) Structure fire in City 4 PM (Smoke scare) <div style="text-align: right;">Total man hours: 12</div>
Dec 1	Fri	Childbirth on KTA at 3 AM Prepping for ISO audit <div style="text-align: right;">Total man hours: 10</div>
Dec 2	Sat	ISO audit prep <div style="text-align: right;">Total man hours: 4</div>
Dec 3	Sun	Medical call in City at 8:30 PM <div style="text-align: right;">Total man hours: 5</div>
Dec 4	Mon	Signed contract to purchase fire engine Motor vehicle accident with injuries on K254 at 5:30 PM ISO audit prep <div style="text-align: right;">Total man hours: 25</div>
Dec 5	Tue	<div style="text-align: right;">Total man hours: 3</div>
Dec 6	Wed	Medical call in City at 7:30 AM (School Zone) High Fire Danger: disallowed any controlled fires ISO audit prep <div style="text-align: right;">Total man hours: 14</div>
Dec 7	Thu	Very High Fire Danger ISO audit prep Medical call in Twp at 1:30 PM Grass fire in Twp at 2 PM Medical in City at 8 PM <div style="text-align: right;">Total man hours: 25</div>

Fire Dept Report

November 2023

2023 Fire Dept Calls by Month

What the Calls Are												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Grass Fire	2	1	4	3	1	1	8	1	3	2	2	26
Vehicle Fire	2	1		1	2	1	1			1	2	11
Structure Fire	5	4	1	4	2	8	2	2	3	1		32
HazMat	1	1		1	2		1	2	2			10
Carbon Monoxide		1							1	1		3
Other Fire	1	1	1	6	6	4	4	2	2	1	3	24
Vehicle Accident	1	2	1	1	1	1		5	7	5	6	29
Medical	7	8	8	11	13	6	16	22	17	22	23	154
Rescue						1						1
Public Assist	2	2		1	3	2		2	8	12	8	39
Storm Watch												
Other									1			1
Total	19	20	16	28	26	24	28	38	44	42	45	330
Where the Calls Are												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Towanda Twp	3	4	4	5	8	5	8	12	14	16	12	91
Fairview Twp	3		2	5	1	0	2		3		4	20
City	9	12	7	14	14	13	11	21	20	20	23	164
KTA	1		2		1	0	4	4	2	6	4	24
Mutual Aid Given	3	4	1	3	2	6	3	1	5		2	31
Total	19	20	16	28	26	24	28	38	44	42	45	330
Mutual Aid Rec'd	4	1	2	2	1	1	0	0	0	0	0	11
YTD % per Area												
	Fire	EMS	Other	Fire	EMS	Other	Fire	EMS	Other	Fire	EMS	Other
	28%	47%	25%	28%	47%	25%	28%	47%	25%	28%	47%	25%
YTD % per Area												
	Fire	EMS	Other	Fire	EMS	Other	Fire	EMS	Other	Fire	EMS	Other
	41%	41%	41%	41%	41%	41%	41%	41%	41%	41%	41%	41%

January 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Holiday	2 Shut-offs/install meters and lead and copper survey	3 Install meters/lead and copper survey	4 Install meters/lead and copper survey	5 Shop and Vehicle equipment checks	6
7	8 Paint Community Building	9 Paint Community Building	10 Paint Community Building, Monthly coliform test	11 Paint Community Building	12 Paint Community Building	13
14	15 Trash removal of all City properties/Public Works	16 Install meters/lead and copper survey	17 Install meters/lead and copper survey	18 Install meters/lead and copper survey	19 Shop and Vehicle, equipment checks/Public Works	20
21	22 Trash removal of all City properties/Public Works	23 Install meters/lead and copper survey, monthly coliform test	24 Install meters/lead and copper survey/Water certification prep	25 Install meters/lead and copper survey/Water cert. Test	26 Public Works/ facility checks	27
28	29 Trash removal of all City properties/Public Works	30 Install meters/lead and copper survey	31 Install meters/lead and copper survey			

Notes

I have set a goal for us to complete 100 meter installs and 120 lead and copper surveys for the month.

Days listed as public works involve streets, ditches, sewer problem area checks, and any maintenance done to city properties.

Working on goal dates for 2 full time employees to take water certification test.

January will also involve long term planning for problem street areas, and older equipment issues.

All days subject to change

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