

**AGENDA**  
**REGULAR MEETING**  
**September 11, 2023**  
**7:00 p.m.**

**CALL TO ORDER**  
**PLEDGE OF ALLEGIANCE**  
**ROLL CALL**

- 1. APPROVAL OF MINUTES** - Regular Meeting: August 28, 2023. Pages 02-08
  
  - 2. PUBLIC COMMENTS**  
Comments in this portion of the meeting will be held to a maximum of five (5) minutes. Scheduled requests shall be allotted fifteen (15) minutes. Requests to address the council or to be on the agenda must be given to the city clerk no later than noon (12:00) on the Wednesday preceding a scheduled council meeting (council meetings are scheduled for the second and fourth Monday of every month). Prior to making comments, please state the following: First & Last Name, Your Address and Ward.
    1. August Report to Council – Wayne Kruse Pages 09-14
  
  - 3. BUSINESS AND DISCUSSION ITEMS**
    1. Mason Storm Drain MOU – Dennis Mason Pages 15-18
    2. Alcohol Consumption – City Park Employee Picnic Pages 19-20
    3. Ord No 1923 – Amendment Service Connection Fees Pages 21-22
    4. Resolution 2023-51 GAAP Waiver Page 23
    5. City Administrator Search Proposals Pages 24-98
  
  - 4. NOTICES AND HEARINGS**
    1. Resolution 2023-52 – 900 N 8<sup>th</sup> (Miscellaneous Items) Pages 99-104
    2. Resolution 2023-53 – 507 Walnut (Black Ford Pickup) Pages 105-109
    3. Resolution 2023-54 – 203 S 4<sup>th</sup> (Miscellaneous Items) Pages 110-117
    4. Resolution 2023-55 -- 1009 North (Condemnation) Pages 118-119
    5. Resolution 2023-56 -- 708 Calhoun (Condemnation) Pages 120-121
  
  - 5. CONSENT AGENDA**
    1. City Clerks Report – Aug 2023 Pages 122-123
    2. Revenue / Expense Report – Aug 2023 Pages 124-125
    3. Municipal Judge’s Report – Aug 2023 Pages 126-131
  
  - 6. PRESENTATION OF APPROPRIATIONS ORDINANCE NO. 3805** Pages 132-135
  
  - 7. STAFF REPORTS**
    1. City Administrator Page 136
      - a. Lakeview Sidewalk Engineering Proposal Pages 137-143
      - b. 2024 Street Truck Purchase Pages 144-147
      - c. Financials Pages 148-155
  
  - 8. STANDING COMMITTEE REPORTS**
    1. Street
    2. Water & Wastewater Treatment
    3. Parks & Recreation
    4. Cemetery & Airport
    5. Police & Fire
    6. Administration & Finance
  
  - 9. APPOINTMENTS & WAGE DETERMINATIONS**
    1. Koester House Museum Board – *Karen Hughes; Rachel Frye; Michelle Whitesell; Sharon Kessinger; and Ralph Balaun from September 2023 thru December 2025.*
  
  - 10. CITY ATTORNEY**
  - 11. EXECUTIVE SESSION**
  - 12. ROUNDTABLE DISCUSSION**
    1. Arbor Day Proclamation – Sept. 21, 2023 Page 156
- ADJOURNMENT**

Regular Meeting  
City Hall, Marysville, Kansas-August 28, 2023

Members of the Governing Body of the City of Marysville were called to order in the regular session at 7:00 p.m. on the date and place noted above with Mayor Barnes in the chair. City Administrator St. John, City Attorney McNish and City Clerk Holle were also present.

After the Pledge of Allegiance, roll call was answered by the following council members: Frye, Keating, Snellings, Goracke, Price, Behrens, and Throm. A quorum was present. CM Beikman was absent.

The minutes from the August 14<sup>th</sup> regular meeting were presented for approval. CM Throm moved; CM Behrens seconded to approve the minutes as presented. Motion carried by 7-0 voice vote.

**NOTICES AND HEARINGS:**

1. **REVENUE NEUTRAL RATE.** At 7:01 p.m. Mayor Barnes opened the public hearing. The Revenue Neutral Rate set by the Marshall County Clerk was set at 63.866 mills for the 2024 budget. The proposed budget of the City of Marysville will require a levy of property tax rate exceeding the Revenue Neutral Rate. The proposed property tax levy rate will be 68.631 mills. No public comments were presented. Mayor Barnes closed the hearing. CM Throm moved to approve Resolution 2023-43 *A RESOLUTION OF THE CITY OF MARYSVILLE, KANSAS TO LEVY A PROPERTY TAX RATE EXCEEDING THE REVENUE NEUTRAL RATE*, CM Snellings seconded. Motion carried with a 7-0 roll call vote.
2. **2024 BUDGET HEARING.** At 7:02 p.m. Mayor Barnes opened the public hearing. The proposed budget authority for 2024 was set at \$11,236,736 and the requested Ad Valorem Tax is \$2,484,424. No public comments were presented. Mayor Barnes closed the hearing. CM Throm moved to approve the 2024 Budget; CM Behrens seconded. Motion passed unanimously. The Budget Certificate was signed by the Governing Body.

**PUBLIC COMMENTS:**

1. **VERNITA PEEKS.** Vernita Peeks, Ward 1 addressed the Council asking them to speak into the microphones because it was difficult to hear in the audience. Vernita also addressed the Council concerning the product and method Marshall County Sports and Recreation used when spraying the weeds along the west fence at Feldhausen Field which abuts her property.

**BUSINESS AND DISCUSSION ITEMS:**

1. **NUISANCE VEHICLE POLICY AND PROCEDURES.** CA McNish presented a vehicle policy and procedures to abate nuisance vehicles located in the City. The procedures are based on state statute K.S.A. 8-1102. After discussion by Council CM Throm moved, CM Snellings seconded to approve the Nuisance Vehicle Policy and Procedures A-98. Motion carried unanimously.
2. **ORDINANCE 1921 STANDARD TRAFFIC ORDINANCE.** *AN ORDINANCE AMENDING SECTION 14-101 OF THE 2020 CODE OF THE CITY OF MARYSVILLE, KANSAS INCORPORATING 2023 STANDARD TRAFFIC ORDINANCE FOR KANSAS CITIES.* CM Throm moved; CM Frye seconded to approve Ordinance 1921 incorporating the 2023 Standard Traffic Ordinance for Kansas Cities. Motion carried unanimously.
3. **ORDINANCE 1922 UNIFORM OFFENCE CODE.** *AN ORDINANCE AMENDING SECTION 11-101 OF THE 2020 CODE OF THE CITY OF MARYSVILLE, KANSAS INCORPORATING 2023 UNIFORM PUBLIC OFFENSE CODE FOR KANSAS CITIES.* CM Throm moved to approve the

Ordinance 1922 incorporating the 2023 Uniform Public Offence Code for Kansas Cities; CM Behrens seconded. Motion carried unanimously.

4. **HOMEcomings PARADE REQUESTS.** Marysville High School Student Council asked to hold a Homecoming Parade Friday, September 15<sup>th</sup> at 2:00 p.m. The parade will line up on Broadway from 14<sup>th</sup> to 13<sup>th</sup> and 14<sup>th</sup> Street south to Walnut Street. The parade will proceed down Broadway from 13<sup>th</sup> Street to 6<sup>th</sup> Street. The floats will then move to City Park. CM Frye moved; CM Throm seconded to close Broadway from 14<sup>th</sup> Street to 6<sup>th</sup> Street for the Homecoming Parade, Motion carried unanimously.
5. **UNITED BANK HOMEcomings TAILGATE REQUESTS.** United Bank & Trust requests the use of the City Park September 15<sup>th</sup> for a community tailgate for Homecoming. UB&T would like the City to block the two entrances on 10<sup>th</sup> Street to the park and at the Y from 8<sup>th</sup> Street. CM Price moved, CM Goracke seconded to approve closing the east side of City Park for the annual United Bank & Trust Homecomings Tailgate. Motion carried unanimously.
6. **ALLEY CLOSURE 503 N 14<sup>TH</sup>.** Jeff Sandstrom from Olmsted Auctions would like to close the east half of the alley north of 503 N 14<sup>th</sup> Street for an auction. The auction will be on September 30<sup>th</sup> and they would like to close the alley from 7:00 a.m. to 3:00 p.m. CM Price moved; CM Throm seconded to close the alley on September 30<sup>th</sup> from 7:00 a.m. to 3:00 p.m. Motion carried unanimously.
7. **HEDRIX AVENUE CLOSING.** Interim Director of Chamber Main Street Wayne Kruse asked to have Hedrix Avenue closed on Friday, September 8<sup>th</sup> for the spaghetti dinner the Marysville U.P. Depot Preservation Society will serve in conjunction with the Pony Express Gravel Dash. CM Throm moved; CM Price seconded to approve closing Hedrix Avenue on September 8<sup>th</sup> to allow for the spaghetti meal. Motion carried unanimously.
8. **LANDOLL 60<sup>TH</sup> ANNIVERSARY ALCOHOL SALES IN PARK.** Wayne Kruse President of MCAC asked to close the City Park on Thursday, October 12<sup>th</sup> to bring in food vendors and bands previous to and following the free concert Landoll Company is hosting in the Landoll Family Sports Complex. Landoll Company is celebrating their 60<sup>th</sup> Anniversary. MCAC would also like to sell alcohol in a barricaded area in the park from 5:00 p.m. to 10:00 p.m. CM Throm moved, CM Goracke seconded to close the City Park from 5:00 p.m. to 10:00 p.m. on October 12<sup>th</sup>; allow sales and consumption of alcohol in the barricaded area. Motion carried unanimously. It was noted extra restrooms may be required.
9. **KOESTER HOUSE MUSEUM HEAT.** Sharon Kessinger and the Koester House Advisory Board asked the City to repair the heating system upstairs in the museum by fall. The heat has been repaired in the bottom floor and one room upstairs. Council consensus was to allow the Koester Foundation to pay for and hire an engineer to conduct a study of the HVAC and heating system in the Museum with the possible use of mini splits. The City will get quotes to repair the water lines in the ceiling to the radiators. Sharon asked the Council to appoint enough citizens to fill the Koester Museum Advisory Board.
10. **LEAGUE OF KANSAS MUNICIPALITY VOTING DELEGATES.** The City needs to appoint two voting delegates to vote at the LKM Conference October 9<sup>th</sup>. CM Keating moved, CM Snellings seconded to appoint CM Behrens and Mayor Barnes as the voting delegates. Motion carried unanimously.

**11. CITY EMPLOYEE HEALTH INSURANCE.** Blue Cross and Blue Shield of Kansas notified the City they will no longer allow the City employees to be covered under the current health care plan. Several options were presented. 1000/25 Gold with a \$1,000 deductible and a \$6,600 max out of pocket (double for family) for a monthly premium of \$41,791.49; 1500/25 Gold with a \$1,500 deductible and a \$4,950 max out of pocket (double for family) for a monthly premium of \$41,363.01; 2000/25 Gold with a \$2000 deductible and a \$6,000 max of out of pocket for a monthly premium of \$40,788.40. CM Behrens moved; CM Throm seconded to purchase the BlueCare Gold 1500/25 plan. Motion carried unanimously.

**HEARINGS:**

- 1. RESOLUTION 2023-44 NUISANCE AT 510 OAK STREET.** BI Ralph presented pictures and the Notice of Violation for 510 Oak Street owned by John R and Brenda K Edwards/Edwards Quarry and Trucking. John or Brenda did not request a hearing, nor did they appear on August 14, 2023. CM Price moved, CM Throm seconded to approve Resolution 2023-44 setting a deadline of September 8, 2023, for the owner to abate the nuisance. Following September 8, 2023, the City will abate the nuisance and assess the costs to John and Brenda Edwards/Edwards Quarry and Trucking. Motion carried unanimously.
- 2. RESOLUTION 2023-45 NUISANCE AT 401 WALNUT STREET.** BI Ralph presented pictures and the Notice of Violation for 401 Walnut Street owned by Linda Jorgenson. Linda did not request a hearing, nor did she appear on July 24, 2023. CM Throm moved, CM Snellings seconded to approve Resolution 2023-45 setting a deadline of September 8, 2023, for the owner to abate the nuisance. Following September 8, 2023, the City will abate the nuisance and assess the costs to Linda Jorgenson. Motion carried unanimously.
- 3. RESOLUTION 2023-46 NUISANCE AT 1206 JENKINS STREET.** BI Ralph presented pictures and the Notice of Violation for 1206 Jenkins Street owned by Justin D. and Donna J Chappell. Justin or Donna did not request a hearing, nor did they appear on June 26, 2023. CM Throm moved, CM Goracke seconded to approve Resolution 2023-46 setting a deadline of September 8, 2023, for the owner to abate the nuisance. Following September 8, 2023, the City will abate the nuisance and assess the costs to Justin and Donna Chappell. Motion carried unanimously.
- 4. RESOLUTION 2023-47 NUISANCE AT 509 N 14th STREET.** BI Ralph presented pictures and the Notice of Violation (red Pontiac) at 509 N 14<sup>th</sup> Street owned by Steven M. Kling. Steven did not request a hearing, nor did he appear on July 10, 2023. CM Behrens moved, CM Snellings seconded to approve Resolution 2023-47 setting a deadline of September 8, 2023, for the owner to abate the nuisance. Following September 8, 2023, the City will abate the nuisance and assess the costs to Steven Kling. Motion carried unanimously.
- 5. RESOLUTION 2023-48 NUISANCE AT 509 N 14th STREET.** BI Ralph presented pictures and the Notice of Violation (white Ford pickup) at 509 N 14<sup>th</sup> Street property owned by Steven M. Kling. Steven did not request a hearing, nor did he appear on August 28, 2023. CM Behrens moved, CM Throm seconded to approve Resolution 2023-48 setting a deadline of September 8, 2023, for the owner to abate the nuisance. Following September 8, 2023, the City will abate the nuisance and assess the costs to Steven Kling. Motion carried unanimously.

6. **RESOLUTION 2023-49 NUISANCE AT 407 N 12th STREET.** BI Ralph presented pictures and the Notice of Violation (Chrysler Van) at 407 N 12<sup>th</sup> Street owned by Janet Wecker and occupied by Morgan Heberlein. Janet or Morgan did not request a hearing, nor did they appear on July 10, 2023. CM Frye moved, CM Goracke seconded to approve Resolution 2023-49 setting a deadline of September 8, 2023, for the owner to abate the nuisance. Following September 8, 2023, the City will abate the nuisance and assess the costs to Janet Wecker. Motion carried unanimously.
7. **RESOLUTION 2023-50 NUISANCE AT 407 N 12th STREET.** BI Ralph presented pictures and the Notice of Violation (white Dodge pickup) at 407 N 12<sup>th</sup> Street property owned by Janet Wecker and occupied by Morgan Heberlein. Janet or Morgan did not request a hearing, nor did they appear on July 10, 2023. CM Throm moved, CM Behrens seconded to approve Resolution 2023-50 setting a deadline of September 8, 2023, for the owner to abate the nuisance. Following September 8, 2023, the City will abate the nuisance and assess the costs to Janet Wecker. Motion carried unanimously.

*CM Keating left the council chamber at 8:17 p.m.*

**AGENDA.** The Consent Agenda was presented for consideration. CM Throm moved; CM Snellings seconded to approve the Consent Agenda. Motion carried 6-0. The Consent Agenda consisted of the following:

1. Convention and Tourism funding request: membership to Kansas Society of Association Executives for the remainder of 2023 \$50.00 and 2024 \$150.00.

*CM Keating entered the council chamber at 8:18 p.m.*

#### **APPROPRIATIONS ORDINANCE NO. 3804**

1. Claims against the funds of the City were submitted for Council consideration as follows: General Fund, \$88,397.25; Water Revenue Fund, \$54,250.69; Sewage Revenue Fund, \$24,098.37; Library Revolving Fund, \$6,528.10; Swim Pool Sales Tax, \$12,736.88; Koester Block Maintenance, \$1,054.72; Employee Benefit, \$30,651.23; Transient Guest Tax, \$3,570.31; Sales Tax Improvements, \$33,377.68 making a total of \$254,665.23.
2. An appropriations ordinance was introduced and considered to honor claims against the funds of the City as audited by the Finance Committee. CM Throm moved; CM Behrens seconded to approve the appropriations ordinance totaling \$254,665.23.
3. Motion to approve the appropriations ordinance carried by 7-0 roll call vote. City Clerk Holle assigned Ordinance No. 3804.

#### **STAFF REPORTS:**

#### **POLICE:**

1. **2024 DODGE DURANGO.** Police Chief Simpson presented a quote from Nemaha Valley Motors of Seneca for a 2024 Dodge Durango for \$41,310.00. There is a limited time frame to order vehicles for delivery in 2024. This vehicle will need to be uplifted at KaComm after arrival. The police

vehicle is in the 2024 budget. This vehicle will be paid for from the Municipal Equipment Reserve Fund which is a non-budgeted fund and the General Fund, Police Department will reimburse the Municipal Equipment Reserve Fund for the purchase. Neither Honeyman Ford or Nordhus Motors could guarantee availability. CM Throm moved; CM Price seconded to approve the purchase of the 2024 Dodge Durango from Nemaha Valley Motors for \$41,310.00. Motion carried unanimously. The uplifting will be bid and paid for in 2024. The current cost of uplifting from KaComm is \$11,500.00.

2. **POLICE UTV PURCHASE.** PC Simpson requested the purchase of a 2024 Polaris Ranger Crew XP 1000 Northstar Premium uplifted with emergency lights. The Ranger is in the 2024 budget but due to a 240-day delivery date PC Simpson would like to order the vehicle now. The bid for the Ranger plus uplifting and freight from Polaris Government & Defense is \$44,734.78. CM Behrens moved; CM Price seconded to purchase the 2024 Polaris from Polaris Government & Defense. Motion carried unanimously. The Ranger will be paid from the Municipal Equipment Reserve Fund and reimbursed from the General Fund, Police Department.

#### **CITY ADMINISTRATOR:**

1. **EMPLOYEE PICNIC.** The employee picnic will be Saturday, September 23 at 4:00 p.m. in the City Park. All Council Members and their families are encouraged to attend.

#### **STANDING COMMITTEE REPORTS:**

##### **STREET:**

1. **11<sup>TH</sup> ROAD.** CM Throm asked about 11<sup>th</sup> Road south. The engineering has not been completed by CES and most of the easements are not signed.
2. **12<sup>TH</sup> ROAD.** CM Throm asked about the engineering on 12<sup>th</sup> Road and Keystone Road. BG Consultants has not completed the preliminary engineering.
3. **ASHBURY LANE.** CM Frye reported Ashbury Lane has several large areas with concrete failure.
4. **AIRPORT ROAD.** CM Price reported there is a large piece of Airport Road missing. Looks like something gouged the street. Also, the catch basin on that road should be added to the list to refurbish.
5. **10<sup>TH</sup> & CENTER STREET CATCH BASIN.** CM Frye said the catch basin at 10<sup>th</sup> & Center looks good after the Street Department repaired it.
6. **JAYHAWK ROAD.** CM Goracke reported that the people on Jayhawk Road liked the millings. The City will observe how they do in the winter.

##### **WATER & WASTEWATER:**

1. **STORM DRAIN NEAR NORDHUS MOTORS ON CENTER STREET.** CM Price asked if the engineering has been done on the storm drain near Nordhus Motors. The engineering has not been completed.
2. **STORM DRAIN ON S 6<sup>TH</sup> STREET.** CM Throm asked if there was any progress on the storm drain on S 6<sup>th</sup> and Koester Street. The Street Department is waiting for the backhoe to be repaired.

3. **LAGOON PROJECT.** CM Throm asked when the lagoon project would start. BG Consultants are setting up the pre-construction meeting now.
4. **WELL MEASUREMENTS.** CM Throm asked when there will be a report on the well measurements. CA St. John reported Sargent Drilling is here today.
5. **WATER TOWER INSPECTION.** The 17<sup>th</sup> Street water tower will be drained Tuesday for inspection.

**PARKS & RECREATION:**

**CEMETERY/AIRPORT:**

**POLICE AND FIRE:**

**ADMINISTRATION AND FINANCE:**

1. **KOESTER BLOCK MEETING.** CM Snellings suggested the Admin and Finance Committee meet previous to a meeting of the Koester Block Board.

**APPOINTMENTS:** Koester House Museum Board-*Sharon Phillips and Rory Clark September 2023 through December 2025* CM Throm moved; CM Frye seconded to approve the Mayor's appointment. Motion carried unanimously.

*CM Beikman entered the council chamber at 8:43 p.m.*

**CITY ATTORNEY:**

**EXECUTIVE SESSION:** At 8:44 p.m. CM Keating moved to recess in executive session to discuss personnel matter of non-elected personnel, discussion on specific personnel matters, not general personnel policies, exception KSA 75-4319 (b) (1). This session will include the Mayor, City Council, City Attorney, and the City Administrator. The open meeting will resume in the city council chamber at 8:50 p.m. CM Throm seconded. Motion carried 8-0. At 8:50 p.m. the council reconvened. Mayor Barnes reported no binding action was taken during the executive session and the regular session was continuing.

At 8:51 p.m. CM Keating moved to recess into executive session for consultation with an attorney on matters deemed privileged in an attorney-client relationship about litigation or claims against the city to K.S.A. 75-4319 (b) (2). This meeting will include the Mayor, City Council, City Attorney and City Administrator. The open meeting will resume in the city council chamber at 9:00 p.m. CM Beikman seconded. Motion carried 8-0. At 9:00 p.m. the council reconvened. Mayor Barnes reported no binding action taken during the executive session and the regular session was continuing.

At 9:00 p.m. CM Keating moved to recess in executive session to discuss personnel matter of non-elected personnel, discussion on specific personnel matters, not general personnel policies, exception KSA 75-4319 (b) (1). This session will include the Mayor, City Council, and the City Attorney. The open meeting will resume in the city council chamber at 9:10 p.m. CM Snellings seconded. Motion carried 8-0. At 9:10 p.m.

the council reconvened. Mayor Barnes reported no binding action was taken during the executive session and the regular session was continuing.

**RESIGNATION.** CA St. John announced his resignation. His last day will be October 6, 2023. He has taken a job in a different city.

**ROUND TABLE DISCUSSION:**

1. **KANSAS TOURISM GRANT.** CM Frye reported Kansas Tourism presented a \$10,000 grant to Chamber Main Street and Convention & Tourism to build a visitor website for Marysville.
2. **BURNING TRASH.** CM Frye said someone was burning trash at midnight Sunday.
3. **WIDEN 10<sup>TH</sup> & CENTER CORNER.** CM Beikman reported there was a traffic incident at the 10<sup>th</sup> and Center Street stoplight with a semi and several vehicles. The corner needs to be widened.
4. **THANK YOU, AUSTIN ST. JOHN.** Mayor Barnes thanked Austin for his time here at the City and wished him luck in his new adventure.

There being no further business, at 9:21 p.m. CM Throm moved to adjourn, CM Price seconded. Motion carried unanimously.

Cindy Holle  
City Clerk





September 6, 2023

To Mayor Barnes, Members of City Council and Austin St. John:

I will be at Monday's city council meeting to provide an update from Marysville Convention & Tourism and Marysville Chamber & Main Street.

I have attached the August hotel occupancy numbers for Heritage Inn Express, Surf Motel and Travelodge.

The three hotels provide lodging for 232:

- Heritage Inn = 41 rooms
- Surf Motel = 52 rooms
- Travelodge = 139 rooms

I have also included data on the number of visitors to some of our local attractions as well as a list of ZIP codes from those who attended Squirrels Just Wanna Have Fun August 4. The community calendar is included for your reference, too.

At Monday's meeting I'll discuss:

- Insights from hotel managers about the August travelers;
- Our efforts to increase overnight stays - specifically, our work to bring conventions to Marysville;
- The Marysville Minute;
- The joint website between Marysville Convention & Tourism and the Marysville Chamber & Main Street;
- Concerns with some of the new wayfinding signs;
- What we're doing to beautify Marysville through the Sparkler program and discussions about the backside of buildings on Center Street;
- The progress we've made with the building inventory survey needed to create a historic district in downtown Marysville and the discussions we've had with downtown business owners;
- Our location at 617 Broadway and about plans for the green space across the street from the office.

We will also be able to celebrate the success of the 10th anniversary of the Pony Express 120 Gravel Dash. A special thank you to Mark and Renee Hoffman for organizing this event that brings people to Marysville.

This office is also responsible for creating the map of local garage sales for the Treasure Hunt Across Kansas sponsored by the US Highway 36 Association. Printed maps will be available the week of September 11; an online listing may be found at [www.us Hwy36.com/treasure-hunt.html](http://www.us Hwy36.com/treasure-hunt.html).

Thank you for the opportunity to serve in this capacity - what an honor!

Cheers,

  
Wayne A. Kruse

785-713-9866

**August 2023 Occupancy Rates**  
**Heritage Inn Express, Surf Motel, Travelodge**

Date	Day	Occupancy#/232	Occupancy %
1	Tuesday	148	64%
2	Wednesday	159	69%
3	Thursday	164	71%
4	Friday	143	62%
5	Saturday	137	59%
6	Sunday	135	58%
7	Monday	153	66%
8	Tuesday	143	62%
9	Wednesday	156	67%
10	Thursday	171	74%
11	Friday	110	47%
12	Saturday	124	53%
13	Sunday	124	53%
14	Monday	158	68%
15	Tuesday	161	69%
16	Wednesday	150	65%
17	Thursday	146	63%
18	Friday	136	59%
19	Saturday	141	61%
20	Sunday	119	51%
21	Monday	134	58%
22	Tuesday	157	68%
23	Wednesday	145	63%
24	Thursday	145	63%
25	Friday	147	63%
26	Saturday	160	69%
27	Sunday	122	53%
28	Monday	139	60%
29	Tuesday	140	60%
30	Wednesday	146	63%
31	Thursday	140	60%

## August Visitor Information

### The number of visitors that toured local attractions:

Blue River Rail Trail 1612

Koester House Museum and Gardens 43

Lee Dam Center for Fine Art 337

Marshall County Historic Courthouse 40

Pony Express Barn & Museum 363

**Squirrels Just Wanna Have Fun  
2023  
ZIP Code Data**

66508	Marysville
66548	Waterville
66411	Blue Rapids
66968	Washington
63084	Union, MO
68978	Superior, NE
66945	Hanover
66427	Frankfort
66403	Axtell
66406	Beattie
66933	Barnes
66547	Wamego
67401	Salina
66438	Home
68466	Wymore, NE
66412	Bremen
66531	Riley
67601	Hays
68318	Blue Springs, NE
66503	Manhattan
93401	San Luis Obispo, CA
66549	Westmoreland
66801	Emporia
68415	Odell, NE
35661	Muscle Shoals, Al
66542	Tecumseh, KS
66518	Oketo
66404	Baileyville
68105	Omaha, NE
66958	Morrowville
67480	Solomon
77388	Houston, TX
66224	Leawood
66062	Olathe
68381	Liberty, NE
66544	Vermillion
66415	Centralia
66541	Summerfield

## Community Calendar

- September 6, Wednesday - Leadership Book Club, *Think Again* by Adam Grant, Marysville Public Library, 5 p.m.
- September 7-10, Thursday-Sunday - Vintage Bike Exhibit, Lee Dam Center for Fine Art
  - September 7, 8, 9 from 10 a.m. until 6 p.m.
  - September 10 from 12-3 p.m.
- September 7-30 - See *Kansas*, exhibition at the Lee Dam Center for Fine Art
- September 8, Friday - Mum Sale, Evangelical United Church of Christ
- September 8, Friday - Spaghetti Feed, Historic Union Pacific Depot, 4:30-7 p.m.
  - Everyone welcome: \$12 adults, \$8 children
  - Spaghetti, salad, garlic bread
- September 9, Saturday - Pony Express 120 Gravel Dash
- September 10, Sunday - Pan-fried chicken, liver & onions and ham dinner, Marysville American Legion, 11:30 a.m. - 1:30 p.m.
- September 11, Monday - 911 Commemoration Ceremony
- September 11, Monday - B.A.G. (Books Are Great) Book Club, *The Virgin of Small Plains* by Nancy Pickard, Marysville Public Library, 6 p.m.
- September 11, Monday - Quilt Divas Quilt Guild, Lee Dam Center for Fine Art, 7 p.m.
- September 12, Tuesday - Christmas Brainstorming Meeting to plan Marysville's Christmas activities, Lee Dam Center for Fine Art, 5 p.m.
- September 14, Thursday - Coffee and Conversation, Marshall County Historic Courthouse, 10 a.m.
- September 14, Thursday - YA for Adults Book Club, *Last Night at the Telegraph Club* by Malinda Lo, Marysville Public Library, 12:15 p.m.
- September 14, Thursday - Hamburger Feed, Marysville American Legion, 4:30-7 p.m.
- September 18, Monday - Library U: Armchair Travel with Maureen Crist, Marysville Public Library, 5:30 p.m.
- September 18, Monday - Marysville Community Blood Drive, American Legion, Marysville, 12-6 p.m.
- September 21, Thursday - Library U: All About Apples with K-State Research and Extension's Ashley Kirkham, Marysville Public Library, 12:15 p.m.
- September 22, Friday - Ribbon Cutting for Tractor Supply Company
- September 29, Friday - Ribbon Cutting for Semper Fi Electric
- October 2, Monday - B.A.G. (Books Are Great) Book Club, *On Rotation* by Shirlene Obuobi, Marysville Public Library, 6 p.m.
- October 5, Thursday - Soup Day: American Legion Baseball, American Legion, 11-7
- October 5, Thursday - Candidate Forum, Marysville City Hall, 7-9 p.m.
- October 6, Friday - First Friday Coffee, Evangelical United Church of Christ, 10 a.m.
- October 7, Saturday - Waterville Autumn Flannel Fest
- October 8, Sunday - Pan-fried chicken, liver & onions and ham dinner, Marysville American Legion, 11:30 a.m. - 1:30 p.m.
- October 9, Monday - Quilt Divas Quilt Guild, Lee Dam Center for Fine Art, 7 p.m.
- October 12, Thursday - Coffee and Conversation, Marshall County Historic Courthouse, 10 a.m.
- October 12, Thursday - YA for Adults Book Club, *Clap When You Land* by Elizabeth Acevedo, Marysville Public Library, 12:15 p.m.
- October 12, Thursday - Landoll-Sponsored Concert by Eddie Montgomery of Montgomery Gentry, Landoll Family Sports Complex, 7 p.m.
- October 13, Friday - Friday the 13th Retail Specials, Marysville
- October 14, Saturday - Firemen's Fall Fest, Blue Rapids
- October 16, Monday - Library U: Make Your Own Book Nook, Marysville Public Library, 5:30 p.m.

- October 19, Thursday - Soup Day: Marysville Chamber & Main Street, Marysville American Legion, 11-7
- October 19, Thursday - Library U: Shakespeare in Depth with Brian Cook, Marysville Public Library, 12:15 p.m.
- October 19, Thursday - Hamburger Feed, Marysville American Legion, 4:30-7 p.m.
- October 25 & 26, Wednesday and Thursday - Sunflower Sod Stompers walk in Marysville
- October 26, Thursday - Soup Day: Memorial Presbyterian Church
- October 26, Thursday - Black Squirrel Night, downtown Marysville, 5-8 p.m.
- November 1, Wednesday - Leadership Book Club, November 6: *Soundtracks* by Jon Acuff, Marysville Public Library, 5 p.m.
- November 2, Thursday - Soup Day: United Methodist Church, 11-7
- November 3, Friday - First Friday Coffee, Evangelical United Church of Christ, 10 a.m.
- November 6, Monday - B.A.G. (Books Are Great) Book Club, *Can't Hurt Me* by David Goggins, Marysville Public Library, 6 p.m.
- November 7, Tuesday - Kiwanis Pancake Day, National Guard Armory
- November 9, Thursday - Coffee and Conversation, Marshall County Historic Courthouse, 10 a.m.
- November 9, Thursday - Soup Day: St. Gregory's Catholic Church, 11-7
- November 9, Thursday - YA for Adults Book Club, *The Grace Year* by Kim Liggett, Marysville Public Library, 12:15 p.m.
- November 11, Saturday - Dueling Divas & Divos, Lee Dam Center for Fine Art, 7 p.m.
- November 13-16, Monday - Thursday - Citywide Clean-Up, Marysville
- November 13, Monday - Quilt Divas Quilt Guild, Lee Dam Center for Fine Art, 7 p.m.
- November 16, Thursday - Soup Day: Mt. Calvary Lutheran Church, 11-7
- November 16, Thursday - Library U: Houseplant Care and Swap, Marysville Public Library, 12:15 p.m.
- November 17, 18, 19, Friday, Saturday, Sunday - Marysville Area Community Theatre presents *Four Old Broads*
- November 20, Monday - Library U: House Ownership 101 with Jerry Horton, Marysville Public Library, 5:30 p.m.
- November 25, Saturday - Small Business Saturday
- December 1, Friday - First Friday Coffee, Evangelical United Church of Christ, 10 a.m.
- December 2, Saturday - The King's Singers, Marysville High School auditorium, 7 p.m.
- December 4, Monday - B.A.G. (Books Are Great) Book Club, *In Cold Blood* by Truman Capote, Marysville Public Library, 6 p.m.
- December 8, Thursday - YA for Adults Book Club, *You Should See Me in a Crown* by Leah Johnson, Marysville Public Library, 12:15 p.m.
- Sep
- December 11, Monday - Quilt Divas Quilt Guild, Lee Dam Center for Fine Art, 7 p.m.
- December 14, Thursday - Coffee and Conversation, Marshall County Historic Courthouse, 10 a.m.
- December 16, Saturday - Mixer for Landoll Company
- December 18, Monday - Library U: Spelling Bee, Marysville Public Library, 5:30 p.m.
- December 21, Thursday - Library U: Crafting No-Sew Pocket Warmers, Marysville Public Library, 12:15 p.m.
- January 19 and 20, Friday and Saturday - Marshall County Arts Cooperative presents The Replay Lounge, Venue 36, 7 p.m.
- February 10, Saturday - SOUL, St. Gregory's Catholic School
- April 12, 13, 14, Friday, Saturday, Sunday - Marysville Area Community Theatre presents *The Secret Garden*

## Permission to use storm sewer attachment

9/1/2023

At the next Council meeting, I request consideration of putting a underground attachment to the present storm sewer inlet box at the location of 1405 Debbie Lane, Marysville.

The attachment is to drain excess water from the south-east corner of my property, which some time ago, the property owner did an extensive expansion of concrete, and put in a tennis court, re-placing lawn areas. Further design of the court included the addition of dirt and trees in a position to force the excess water into my yard, resulting in having water in my house basement.

After an extensive and expensive re-landscaping and adding a long wall of concrete masonry and replanting grass. That was not enough. Over the years, I can't count the hours I have spend patching, sodding, watering and working in the yard. Now perpetually, water flows over the grass still is washing the soil away, to the extent of several yards of silt.

After asking a contractor, Engineer, and other experts, the only choice to do, was to put in a catch "Basin", and run a drain line to the city storm sewer that is on a utility easement on my property. I proceeded to engage a contractor. That person was to be a plumber, and I was requested to supply a paper showing I would not bring charges to the City if, by nature there was a plug up in the system, to cause damage to my property. I agreed to these terms.

To point out, my intent was to put the water into the sewer direct and not just allow the excess water to flow into the street, and that during freezing conditions, the streets could freeze and create a dangerous condition for auto and pedestrians for a large area. (there are no sidewalks there) Since all of the expenses of instillation will be on me, I feel the city would be pleased to see the job will be done as it should be.

Further, I would deeply request that the Council consider putting in a rule that is the same as for "out-of the city" rules, in cases where property owners divert the water flow onto an adjacent property causing damage. This should have been done years ago.

Dennis Mason



To the city council members of Marysville, KS:

This is a brief letter to describe the work being done for Dennis Mason at 1405 Debbie Lane in Marysville.

Dennis came to me with concerns of high amounts of water runoff coming from the southeast corner of his property running downhill towards his house and into the yard causing substantial amounts of the dirt misplacement. I provided him a solution to put in a 24" wide drainage catch basin to collect water at the source and direct it into a 6" pipe and carry it away from the home.

With the amount of water Dennis has stressed to me about running into the yard, we believe it to be the best option to direct the pipe into the storm drain to put the water where it should go rather than in the street and potentially causing large amounts of ice to accumulate in the winter which can lead to obvious hazards, and to keep from having constant standing water in the yard or street. Somehow, either way, some of that water coming out of a pop up or not will make its way into the storm drains in the street, we want to simply direct that water right to the drain to get the water right where it inevitably will go as quickly as when can.

We would like your go ahead to have us, Outdoor Visions, direct that water in to the storm drain.

Sincerely,

Lucas Gudenkauf



## **MEMORANDUM OF UNDERSTANDING**

This Memorandum of Understanding is entered into by and between Dennis W. Mason & Norma J. Mason (hereinafter "Mason's"), Husband and Wife and the City of Marysville, Kansas (hereinafter "City" to-wit;

WHEREAS, the Mason's desire to remove pooled rainwater from the Southeast corner of their property, legal described as follows:

Lot 11, in Block "C", North Park Subdivision "A", City of Marysville, Marshall County, Kansas, except for the following described tract: Commencing at the Southeast corner of said Lot 11, and from said point running thence Northwesterly on the line between Lots 11 and 10, in said Block "C", a distance of 25 feet, thence Northeasterly in a straight line to the Northeast Corner of said Lot 11, thence Southwesterly along the East line of said Lot 11 to the place of beginning.

AND WHEREAS, the City has an existing storm drain along the curb and gutter on the Northeast corner of the Mason property.

NOW THEREFORE, the parties agree that Mason may install a rainwater collection device and necessary tubing on and along the east edge of the Mason property line to link to the existing City storm drain under the following terms and conditions:

1. The Mason's shall bear all expense associated with the installation of the collection device and tubing, to include connecting to the existing City storm drain.
2. That the Mason's shall bear all burden and responsibility associated with maintenance of the rainwater collection device, tubing and connection to the city storm drain.
3. The parties acknowledge that the installed rainwater collection device and tubing are and shall remain the personal property of the Mason's and do not belong to the City.
4. The parties acknowledge that the installed rainwater collection device and tubing are installed on the private property of the Mason's and are not installed on any

City easement and no City easement is created by the installation of the rainwater collection ~~dives~~ <sup>device</sup> or the tubing on said private property.

5. The Mason's agree to indemnify and hold the City harmless against any and all damages to their property or to the property of any third party.
6. This agreement shall "run with the land" and any subsequent owner of the above-described real estate shall be bound by the terms of this agreement.
7. This MEMORANDUM OF UNDERSTANDING shall commence on the date of the final signature of the parties.
8. This MEMORANDUM OF UNDERSTANDING may only be modified in writing by addendum signed by the parties.
9. If any provision of this contract is determined by a court of competent jurisdiction to be invalid or unenforceable to any extent, the remainder of this contract shall not be affected, and each provision of this contract shall be enforced to the fullest extent permitted by law.
10. This contract shall be governed by the laws of the State of Kansas and shall be deemed executed at Marysville, Marshall County, Kansas.
11. This agreement, in its final composite form, shall represent the entire MEMORANDUM OF UNDERSTANDING between the parties and shall supersede all prior negotiations, representations or agreements, either written or oral, and furthermore shall be independent of and have no effect on any other contracts of either party.

Dennis W. Mason  
Dennis W. Mason  
Dated: 8/31/2023

Norma J. Mason  
Norma J. Mason  
Dated: 8-31-23

**City of Marysville:**

Attest:

\_\_\_\_\_  
Jason Barnes, Mayor  
Dated: \_\_\_\_\_

\_\_\_\_\_  
Cindy Holle, City Clerk

The City of Marysville requests both shelters at the City Park and the area in between be barricaded for the City Employees, Fire Department and Governing Body to use for an employee picnic with alcohol consumption allowed in the barricaded area. The picnic will be held on September 23rd and will be from 4:00 p.m. to 7:00 p.m.

CITY OF MARYSVILLE  
APPLICATION FOR CONSUMPTION OF ALCOHOL BEVERAGES  
PERSONAL INQUIRY WAIVER  
CONSENT TO RELEASE RECORDS

Full Name (Responsible Party)

Holle Cindy  
Last First Middle

Address: 209 N 8<sup>th</sup> St  
Marysville, Ks 66508

Home Phone #: \_\_\_\_\_ Work/Cell Phone #: 785-562-5331

Event Sponsor (i.e., Main Street, Bank, Etc.):  
City of Marysville

DATE OF EVENT: September 23, 2023 LOCATION: City Park

Reason for Event (i.e., Chamber Mixer, Art Show, Open House, Etc.)  
Employee Picnic

I Cindy Holle, do hereby authorize a review and full disclosure of all records concerning myself to any duly authorized agent of the City of Marysville, whether the said records are public, private, or confidential nature. The intent of this authorization is to give my full and complete disclosure of the records of educational institutions, employment, and pre-employment records including background reports, efficient ratings, complaints, or grievances filed by or against me and the records and recollections of attorneys, or of other council whether representing me or another person in any case, either criminal or civil in which I presently have, or had an interest.

I understand that any information obtained by a personal history background investigation which is developed directly or indirectly, in whole or in part, upon this released authorization will be considered in determining my suitability of this application by the City of Marysville. I also certify that any person(s) who may furnish such information concerning me shall not be held accountable for giving this information; and I do hereby release said person(s) from all liability which may be incurred as a result of furnishing such information.

A photocopy of this release will be valid as an original thereof, even though the said photocopy does not contain an original writing of my signature.

Cindy Holle 8-30-23  
Signature of Responsible Party Date

APPROVED BY COUNCIL THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_.

NOTE: FORMS MAY BE REJECTED IF NOT FILLED OUT COMPLETELY!!

Please Attach a Copy of a Valid Driver's License or Identification Card

**ORDINANCE NO. 1923**

**AN ORDINANCE AMENDING SECTION 15-122, 15-123, 15-124, 5-125, 5-126  
OF ARTICLE 1, CHAPTER XV, UTILITIES, OF THE 2020 CODE OF THE  
CITY OF MARYSVILLE, MARSHALL COUNTY, KANSAS.**

**BE IT ORDAINED BY THE GOVERNING BODY OF THE CITY OF MARYSVILLE, KANSAS:**

SECTION 1. Section 15-122 of the 2020 Code of the City of Marysville is hereby amended to read as follows:  
15-122. SERVICE CONNECTION FEES.

- A. Service Connection Fee for new Water and/or Sewer service must be paid prior to service being established. Service Connection Fees cannot be transferred from one customer to another.
1. Water and/or Sewer (Residential): \$100.00 nonrefundable. Must be paid in full before service is connected.
  2. Water and/or Sewer (Commercial and Industrial): \$250.00 nonrefundable. Must be paid in full before service is connected (except as noted in 3 below).
  3. Water and/or Sewer (Commercial located in the Main Street District as defined in 4 below): No fee is required in a Commercial Business for service to be connected. A refund will be issued for all Commercial connection fees collected between January 1, 2019 and June 20, 2019.
  4. The Main Street district is defined as the corridor beginning on 4<sup>th</sup> Street and ending on 16<sup>th</sup> Street From Carolina Street to Elm Street.
- B. TRANSFER and TRANSFER FEE:  
Water users shall be charged a transfer fee of \$10.00 for each service turn on and turn off when:  
1) desiring to have their water physically connected for a period of time (i.e. vacation, sprinkler, cleaning, repairing leak); 2) moving from one address to another address (see C below). A transfer fee will not be charged when only changing names on the account (landlords).
- C. MOVING TO ANOTHER ADDRESS. Should a customer move to another address in the City's service area, utilities may be established at the new address without additional Service Connection Fees providing the following criteria are met:
1. The account, or any previous account in the customer's name, cannot have been disconnected due to failure to pay during the past 24 consecutive months.
  2. Customer must have a good payment record which is defined as no more than one late payment in a 12 month period of time, or for the duration of the account if it has been active less than 12 months.

If the above criteria has been met, a nonrefundable transfer fee of \$10.00 will be required to transfer the utilities. If the above criteria cannot be met, then a new Service Connection Fee as outlined in Paragraph A will be required.

Section 15-123 of the 2020 Code of the City of Marysville is hereby amended to read as follows:

15-123. SAME; DELINQUENT BILL.

A bill not paid by the 22<sup>nd</sup> day of the month following the billing date shall be declared to be delinquent. An Additional penalty will be added to each delinquent bill for each month delinquent. It shall be the duty of the City clerk or the city utility clerk to cause notice to be given to the owner or occupant of the premises that unless the delinquent bill is paid within five days following the service of the notice that the water service to the premises shall be terminated.

Section 15-124 of the 2020 Code of the City of Marysville is hereby amended to read as follows:

15-124. SAME; NOTICE.

A termination notice may be served by regular mail addressed to the customer's or owner's last known address, or it may be delivered in person to the premises. If the bill remains unpaid for 5 days following of notice, water service shall be discontinued.

- A. In the event any person shall neglect, fail or refuse to pay, within five days following notice of the discontinuance, the utility billings and delinquency charges due the city, such billings and charges shall constitute a lien upon the real property serviced by the connection to the utility service and shall be certified by the city clerk to the county clerk of Marshall County, Kansas, to be placed on the tax roll for collection, subject to the same penalties and collected in like manner as other taxes are by law collectible.

Section 15-125 of the 2020 Code of the City of Marysville is hereby amended to read as follows:

**15-125 SAME; RESTORATION OF SERVICE.**

Whenever water service shall be terminated under the provisions of Section 15-124, and amendments thereto, such service shall not be reconnected until the delinquent account is paid in full, including a disconnect fee.

The delinquent bill and disconnect fee including any late charges or penalties must be paid in full even if service is not reconnected at the current service address. The disconnect fees are as set forth below:

- A. First time delinquent, \$50.00 fee;
- B. Second time delinquent, \$75.00 fee;
- C. Third and any other time thereafter delinquent, \$100.00 fee.

Section 15-126 of the Code of the City of Marysville is hereby amended to read as follows:

**15-126 BULK METER.**

Whenever a bulk water meter is set on a fire hydrant for customer's use a fee of \$25.00 will be charged plus the fee for the actual gallons used. The city will remove the meter in two weeks if the customer has not contacted the city.

**Section 2.** All ordinances or parts of ordinances in conflict herewith are hereby repealed.

**Section 3.** This ordinance shall take effect and be in force on August 17, 2023 following its passage and publication in the official city newspaper.

**PASSED BY THE COUNCIL AND APPROVED BY THE MAYOR** this fourteenth of August 2023.

ATTEST:

JASON BARNES  
Mayor

LUCINDA HOLLE  
City Clerk

(SEAL)

## **RESOLUTION NO. 2023-51**

**WHEREAS**, the City of Marysville, Kansas, has determined that the financial statements and financial reports for the year ended 2023 to be prepared in conformity with the requirements of K.S.A. 75-1120a (a) are not relevant to the requirements of the cash basis and budget laws of the state and are of no significant value to the governing body or the members of the general public of the City of Marysville; and

**WHEREAS**, there are no revenue bond ordinances or other ordinances or resolutions of said municipality which require financial statements and financial reports to be prepared in conformity with said act for the year ended 2023.

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

That the governing body requests the Director of Accounts and Reports for the Kansas Department of Administration to waive the requirements of said law as they apply to the City of Marysville for the year ended 2023.

Be it further resolved that the said governing body shall cause its financial statements and financial reports of the said municipality to be prepared on the basis of cash receipts and disbursements as adjusted to show compliance with the cash basis and budget laws of the state.

**PASSED BY THE COUNCIL AND APPROVED BY THE MAYOR** this eleventh second day of September 2023.

JASON BARNES  
Mayor

ATTEST:

LUCINDA HOLLE  
City Clerk

(SEAL)

# **City of Marysville, Kansas Request for Proposal City Administrator Recruitment & Selection**

August 5, 2023



630 Dundee Road  
Suite 225  
Northbrook, IL 60062

**Primary Contact Person:**  
Laurie Pederson  
Senior Vice President  
Operations & Client Services  
847-380-3198  
[LPederson@GovHRusa.com](mailto:LPederson@GovHRusa.com)



## Table of Contents

---

Firm Profile.....	3
Our Leadership.....	3
Why Choose GovHR? .....	4
Our Team .....	5
References .....	6
Project Approach and Methodology.....	7
Phase I: Position Assessment, Position Announcement & Brochure.....	7
Phase II: Advertising, Candidate Recruitment & Outreach.....	7
Phase III: Candidate Evaluation & Screening .....	8
Phase IV: Presentation of Recommended Candidates .....	8
Phase V: Interviewing Process & Background Screening.....	8
Phase VI: Appointment of Candidate.....	9
Project Timeline .....	10
Commitment to Diversity, Equity & Inclusion in Recruitments .....	10
Recruiting in Today’s Candidate Market.....	11
Full Scope Recruitment – Price Proposal .....	12
The GovHR Guarantee – Full Scope Recruitment .....	13
Limited Scope Recruitment – Scope of Services .....	14
Limited Scope Recruitment – Price Proposal.....	15
Virtual Recruitment Option .....	16
Contract Signature Page .....	17
Optional Services .....	18

## Attachments

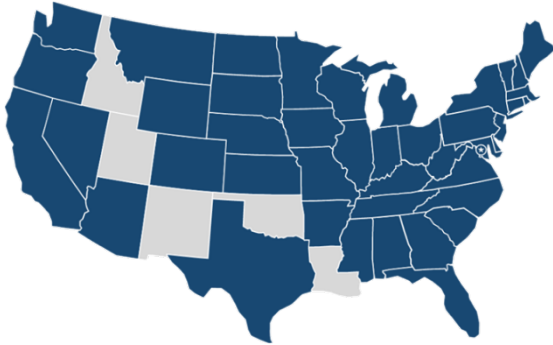
---

Consultant Biography  
Client List

## Firm Profile

---

GovHR is a public management consulting firm serving local government clients and other public-sector entities across the country. The firm was originally formed as Voorhees Associates in 2009 and changed its name to GovHR USA in 2013. Our headquarters are in Northbrook, Illinois. We are a certified Female Business Enterprise in the State of Illinois and work exclusively in the public and non-profit sectors. GovHR offers customized executive recruitment services, management studies and consulting projects for local government and organizations who work with local government.



GovHR has 29 full-time and 12 permanent part-time employees including 12 full-time recruiters and more than 30 additional project consultants. Our employees and project consultants are located across the country, giving us a national presence. Additionally, GovTempsUSA, GovHR's subsidiary, provides interim staffing solutions to keep operations moving during the recruitment process.

Our consultants are experienced executive recruiters who have conducted over 1,250 recruitments, working with cities, counties, special districts, and other governmental entities of all sizes throughout the country. In addition, we have held leadership positions within local government, giving us an understanding of the complexities and challenges facing today's public sector leaders.

## Our Leadership



**Heidi Voorhees**

President

847-380-3240

[HVoorhees@GovHRusa.com](mailto:HVoorhees@GovHRusa.com)

*Ms. Voorhees has conducted more than 400 recruitments in her management consulting career, with many of her clients being repeat clients, attesting to the high quality of work performed for them. In addition to her 22 years of executive recruitment and management consulting experience, Ms. Voorhees has 19 years of local government leadership and management service, including ten years as Village Manager for the Village of Wilmette, Illinois.*



**Joellen Cademartori**

Chief Executive Officer

847-380-3238

[JCademartori@GovHRusa.com](mailto:JCademartori@GovHRusa.com)

*Ms. Cademartori is a seasoned manager, with expertise in public sector human resources management. She has held positions from Human Resources Director and Administrative Services Director to Assistant Town Manager and Assistant County Manager. Ms. Cademartori has worked in forms of government ranging from Open Town Meeting to Council-Manager and has supervised all municipal and county departments ranging from Public Safety and Public Works to Mental Health and Social Services.*

## Why Choose GovHR?

**Unparalleled Expertise and Level of Service:** We are a leader in the field of local government recruitment and selection with experience in **44 states**, in communities ranging in population from 1,000 to 3,000,000. Since our establishment in 2009, more than 40% of our clients are repeat clients showing a high level of satisfaction with our work. We encourage you to call any of our previous clients. Surveys of our clients show that 94% rate their overall experience with our firm as **Outstanding** and indicate that they plan to use our services or highly recommend us in the future.

**Delivering the Best:** We conduct comprehensive **due diligence** on candidates. Our state-of-the-art process, includes extensive use of **social media** for candidate outreach and video interviews with potential finalist candidates, ensure a successful recruitment for your organization. Our high quality, thorough Recruitment Brochure reflects the knowledge we will have about your community and your organization and will provide important information to potential candidates. Additionally, before we recommend a candidate to you, we will have interviewed them via video, conducted reference calls, and news media and social media searches. Our knowledge of local government ensures that we can ask probing questions that will verify their expertise.

**A Partner from Start to Finish:** We are your partners in this important process. You are welcome to review all the resumes we receive, and we will share our honest assessment of the candidates. Our goal is your **complete satisfaction**. We can strategize with you on a variety of approaches for meeting your recruiting needs, including evaluation of internal candidates, identification of non-traditional candidates who meet your recruitment requirements, succession planning and mentoring options. We are committed to working with you until you find the candidate that is the best fit for your position.

**Services for Any Budget and Any Search:** We strive to meet the specific needs of our clients. We offer several options for recruitment services to meet your needs and your budget. Our services range from Full Executive Recruitments to Virtual Recruitments and even simply Professional Outreach for those who want to reach a broader network. In the following proposal, we have provided the scope we believe that best fits your needs. However, you may find all our services [here on our website](#).

## Our Team

---

GovHR employs a team of professionals with backgrounds in local government and the not-for-profit sector. With your staff needs in mind and due to the significance of this recruitment, we have assigned our highly knowledgeable and experienced Vice President Mark Peterson. He will act as your project manager and primary point of contact for this project. His full biography can be found as part of the Appendix and his client list is available on our website.

### Project Manager & Main Point of Contact



**Mark Peterson**  
Vice President  
309-825-5091

[MPeterson@GovHRusa.com](mailto:MPeterson@GovHRusa.com)

### Proposal Inquiries



**Laurie Pederson**  
Senior Vice President  
Operations & Client Services  
847-380-3198

[LPederson@GovHRusa.com](mailto:LPederson@GovHRusa.com)

## References

---

We are a proven leader in public sector consulting. ***More than one-third of the organizations served by GovHR are repeat clients.*** Our team provides a growing pool of highly qualified candidates who are well-suited to handle the challenges and expectations of professional positions in local government and the not-for-profit sector.

The following references can speak to the quality of service provided by GovHR.

**Rock Island, IL  
(City Manager, 2022)**

Mike Thoms, Mayor  
1528 Third Avenue  
Rock Island, IL 61201  
309-732-2000  
[rimayor@rigov.org](mailto:rimayor@rigov.org)

**Washington, IL  
(City Administrator, 2021)**

Gary Manier, Mayor  
301 Walnut St.  
Washington, IL 61571  
309-208-6214  
[gmanier@ci.washington.il.us](mailto:gmanier@ci.washington.il.us)

**Windsor Heights, IA -  
(City Administrator, 2023)  
(City Administrator, 2020)**

Mike Jones, Mayor  
1145 66<sup>th</sup> Street  
Windsor Heights, IA 50324  
[Mike.jones@windsorheights.org](mailto:Mike.jones@windsorheights.org)  
Rachel Swisher, Finance Director  
515-778-6290  
[rswisher@windsorheights.org](mailto:rswisher@windsorheights.org)

## Project Approach and Methodology

---

A typical recruitment and selection process takes approximately 175 hours to conduct. At least 50 hours of this time is administrative, including advertisement placement, reference interviews, and due diligence on candidates. We believe our experience and ability to professionally administer your recruitment will provide you with a diverse pool of highly qualified candidates for your position search. GovHR clients are informed of the progress of their recruitment throughout the entire process. We are always available by mobile phone or email should you have a question or need information about the recruitment.

### Phase I: Position Assessment, Position Announcement & Brochure

GovHR treats each executive recruitment as a transparent partnership with our client. We believe in engaging with stakeholders early in each recruitment process to fully understand the challenges and opportunities inherent in the position. Understanding the organizational culture is critical to a successful recruitment. We gain this insight and information through meetings (one on one and small groups), surveys and a review of relevant information. This information is reflected in a polished marketing piece that showcases the organization and the area it serves.

#### Information Gathering:

- One-on-one or group interviews with stakeholders identified by the client.
- GovHR can establish a dedicated email address for feedback from stakeholders or the community.
- Community forums (In-person or via video) can be used to gather input and feedback.
- Surveys can be used for department personnel and/or the community to gather feedback.
- Conversations/interviews with department heads.

A combination of the above items can be used to fully understand community and organizational needs and expectations for the position (this proposal includes 12 hours of meetings – additional meetings can be added for a fee of \$150/hour plus actual expenses if incurred. Dedicated email address and one organizational survey are included. Community Survey can be conducted for \$2,500. Community Forums can be conducted as an optional service.

Development of a **Position Announcement** to be placed on websites and social media.

Development of a thorough **Recruitment Brochure** for client review and approval.

Agreement on a detailed **Recruitment Timetable** – a typical recruitment takes between 90 to 120 days from the time you sign the contract to appointment of the finalist candidate.

### Phase II: Advertising, Candidate Recruitment & Outreach

We make extensive use of social media as well as traditional outreach methods to ensure a diverse and highly qualified pool of candidates. In addition, our website is well known in the local government industry – we typically have 17,000+ visits monthly to our website and career center. Additionally, our weekly jobs listings are sent to over 8,000 subscribers.

Phase II will include the following:

- GovHR consultants will personally identify and contact potential candidates.
- Develop a database of potential candidates from across the country unique to the position and to the Client, focusing on:

- Leadership and management skills
- Size of organization
- Experience in addressing challenges and opportunities also outlined in Phase I
- The database will range from several hundred to thousands of names and an email blast will be sent to each potential candidate.
- Placement of the Position Announcement:
  - Public sector online Career Centers
  - Social media: LinkedIn (posted on GovHR Executives LinkedIn news feeds to reach over 50,000 connections), Facebook and Instagram
  - GovHR will provide you with a list of advertising options for approval

### **Phase III: Candidate Evaluation & Screening**

Phase III will include the following steps:

- Review and evaluation of candidates' credentials considering the criteria outlined in the Recruitment Brochure
- Candidates will be narrowed down to those candidates that meet the qualification criteria
- Candidate evaluation process:
  - Completion of a questionnaire explaining prior work experience
  - Live Video Interview (45 minutes to 1 hour) conducted by consultant with each finalist candidate
  - References provided by the candidate are contacted
  - Internet/Social Media search conducted on each finalist candidate

All résumés will be acknowledged and inquiries from candidates will be personally handled by GovHR, ensuring that the Client's process is professional and well regarded by all who participate.

### **Phase IV: Presentation of Recommended Candidates**

Phase IV will include the following steps:

- GovHR will prepare a Recruitment Report presenting the credentials of those candidates most qualified for the position.
- GovHR will provide an electronic recruitment portfolio which contains the candidates' materials along with a "mini" résumé for each candidate so that each candidate's credentials are presented in a uniform way.
- Client will receive a log of all applicants and may review résumés if requested.
- Report will arrive in advance of the Recruitment Report Presentation.

GovHR will meet with the Client to review the recruitment report and provide additional information on the candidates.

### **Phase V: Interviewing Process & Background Screening**

Phase V will include the following steps:

GovHR will:

- Develop the first and second round interview questions for your review and comment

- Coordinate candidate travel and accommodations
- Provide you with an electronic file that includes:
  - Candidates’ credentials
  - Set of questions with room for interviewers to make notes
  - Evaluation sheets to assist interviewers in assessing the candidate’s skills and abilities

Background screening will be conducted along with additional references contacted:

<b>GovHR USA Background Screening</b>	
✓ Social Security Trace & Verification	✓ County/Statewide Criminal
✓ U.S. Federal Criminal Search	✓ Civil Search
✓ Enhanced Verified National Criminal	✓ Bankruptcy, Leans and Judgements
- National Sex Offender Registry	✓ Motor Vehicle Record
- Most Wanted Lists FBI, DEA, ATF, Interpol	✓ Education Verification – All Degrees Earned
- OFAC Terrorist Database Search	<b>Optional:</b> Credit Report – Transunion with score (based on position and state laws)
- OIG, GSA, SAM, FDA	<b>Optional:</b>
- All felonies and misdemeanors reported to the National Database	Professional License Verification
	Drug Screen
	Employment Verification

GovHR will work with you to develop an interview schedule for the candidates, coordinating travel and accommodations. GovHR consultants will be present for all the interviews, serving as a resource and facilitator.

GovHR will coordinate a 2-Step Interview process. The first round interviews will include four to five candidates. The second round interviews will include two or three candidates. GovHR will supply interview questions and an evaluation form.

In addition to a structured interview, the schedule can incorporate:

- Tour of Client facilities
- Interviews with senior staff

### **Phase VI: Appointment of Candidate**

- GovHR will assist you as much as you request with the salary and benefit negotiations and drafting of an employment agreement, if appropriate.
- GovHR will notify all applicants of the final appointment, providing professional background information on the successful candidate.



## Project Timeline

Week	Week	Week	Week	Week	Week	Week	Week	Week	Week	Week	Week	Week	Week
1	2	3	4	5	6	7	8	9	10	11	12	13	14
Phase I		Phase II				Phase III			Phase IV	Phase V		Phase VI	

Weeks 1 & 2	Phase 1: Interviews & Brochure Development
Weeks 3 thru 6	Phase 2: Advertising, Candidate Recruitment & Outreach
Weeks 7 thru 9	Phase 3: Candidate Evaluation & Background Screening
Week 10	Phase 4: Presentation of Recommended Candidates
Week 11 & 12	Phase 5: Interview Process & Additional Background Screening
Weeks 13 & 14	Phase 6: Appointment of Candidate

## Commitment to Diversity, Equity & Inclusion in Recruitments

GovHR has a long-standing commitment to Equity, Diversity and Inclusion. Since our firm’s inception we have supported, with our time and financial resources, organizations that advance underrepresented populations in local government. These include the National Forum for Black Public Administrators, the Local Government Hispanic Network, The League of Women in Government and CivicPride.

GovHR Team Members have moderated and spoken on DEI topics at the International City and County Management Association conference and state conferences. Our employees and consultants have undergone Implicit Bias Training and we are frequent speakers on incorporating equity and inclusion into all levels of local government. Additionally, we provide a list of DEI resources on the homepage of our website at [GovHRusa.com](http://GovHRusa.com).

GovHR has formally partnered with the National Forum for Black Public Administrators' consulting arm, i4x, in several recruitment and selection processes throughout the country including Toledo, OH, Fort Collins, CO, Ann Arbor, MI, Oakland, MI and Arlington, TX. Our partnership reflects our mutual commitment to advancing DEI values and increasing the diversity of local government leaders at the highest levels of local government organizations.

## Recruiting in Today's Candidate Market

---

The GovHR team is aware of the lasting impact that the Great Resignation has had on nearly all local government positions. Data shows annual quit rates have been at record highs the past two years. Additionally, there is a growing trend of public workers accelerating retirement plans, a drastic change from when workers were *postponing* retirement.

Our team of consultants work diligently to ensure the success of each recruitment and will be transparent upfront and throughout the process regarding any obstacles or delays they anticipate. Despite these challenging times, we have still seen a tremendous amount of success in our recruitments largely due to our consultants' outreach methods and our team's marketing strategies.

### GOVHR'S RECOMMENDATIONS TO RECRUIT AND RETAIN TOP TALENT

**Responsive: Roll out the Welcome Mat!** Candidates may struggle with relocating for a new position as well as be concerned about the "fit" with a new team. It is important to include costs for your top candidate(s) to travel to your location for the final interview process. Our team will work with you to create a welcoming, informative experience for both you and the candidate(s).

**Encouraging:** Employee development is a must-have in today's market. Candidates appreciate their employer investing in them as much as they are investing themselves in the job. Consider "up and coming" candidates who may lack one or two preferred skills and assign a mentor or invest in a course to encourage their professional development. A mentor/training program will also help establish a peer-to-peer connection and make them feel more comfortable about the transition to a new job.

**Competitive:** Our team will guide you in offering a competitive market rate compensation and competitive benefits package attractive to today's candidates. Competitive employers must include relocation expenses and should consider signing bonuses and temporary housing.

**Resourceful:** Review your job description – do you need public sector experience? Are the years' experience you list essential, or can that be preferred? Consider a more resourceful approach when reviewing candidates' experience. Carefully consider requirements such as CPA, Professional Engineer and others that will limit your talent pool – consider using the word "ideally" or "preferably."

**Understanding:** These past few years have, without a doubt, changed the work environment. Competitive employers have recognized this and are offering flexible/hybrid/remote work options. Those positions that offer this type of flexibility consistently receive a better candidate response rate.

**Innovative:** Think about what is unique and attractive about your community and organization and highlight that in your recruitment efforts. Talk about organizational culture and what your values are with respect to your employees. GovHR will assist you in being as innovative as possible in your outreach.

**Transparent:** Some states now mandate listing salary ranges in any job advertisements or postings. More and more companies are now showing at least a salary range in their postings to promote pay transparency and equity. Post the salary range you will use for hiring – it is public information if we make it too difficult for candidates to find out the salary, they will move on to the next opportunity.

## Full Scope Recruitment – Price Proposal

Summary of Costs: Full Scope	Price
Recruitment Fee:	<b>\$20,500</b>
Recruitment Expenses: (not to exceed) <ul style="list-style-type: none"> <li>➤ Expenses include candidate due diligence efforts</li> </ul>	<b>\$1,500</b>
Advertising: <i>*Advertising costs over \$2,500 will be placed only with client approval. If less than \$2,500, Client is billed only for actual cost.</i>	<b>\$2,500*</b>
<b>Total:</b>	<b>\$24,500**</b>

\*\*Consultant travel expenses are not included in the price proposal. If the consultant is requested to travel to the client, travel costs will be estimated at time of request. Only actual expenses will be billed to the client for reimbursement to GovHR.

Possible in-person meetings could include:

1. Recruitment brochure interview process
2. Presentation of recommended candidates
3. Interview Process

Any additional consultant visits requested by the Client (beyond the three visits listed above) will be billed at \$150/hour. The additional visits may also result in an increase in the travel expenses and those expenses will be billed to the client.

This fee does not include travel and accommodations for candidates interviewed.

### Payment for Fees & Services:

**1<sup>st</sup> Invoice:** Contract Award (40% of the Recruitment Fee)

**2<sup>nd</sup> Invoice:** Presentation of Candidates (40% of the Recruitment Fee & expenses incurred to date)

**Final Invoice:** Completion of Recruitment (20% of the Recruitment Fee plus all remaining expenses)

Payment of invoices is due within thirty (30) days of receipt.

## The GovHR Guarantee – Full Scope Recruitment

---

GovHR is committed to assisting our clients until a candidate is appointed to the position. Therefore, no additional professional fee will be incurred if the client does not make a selection from the initial group of recommended candidates and requests additional candidates be developed for interview consideration. If additional advertising beyond the Phase I advertising is requested, client will be billed for actual advertising charges. Reimbursable expenses may be incurred should the recruitment process require consultant travel to the Client.

Upon appointment of a candidate, GovHR provides the following guarantee: should the selected and appointed candidate, at the request of the Client or the employee's own determination, leave the employ of the Client within the first 12 months of appointment, we will, if desired, conduct one additional recruitment for the cost of expenses and announcements only. This request must be made within 6 months of the employee's departure.

## Limited Scope Recruitment – Scope of Services

---

GovHR offers Clients a "Limited Scope" recruitment process, designed for clients who require only partial assistance with a recruitment. The first several components of a Limited Scope Recruitment Process and a Full Recruitment and Selection Process are similar.

The consultant will:

- Meet with employees and other stakeholders
- Develop a Recruitment Flyer for the position
- Develop and place the position announcement on websites and on social media outlets
- Conduct outreach for candidates via personal and electronic contacts (up to 6 hours)
- Review all resumes for fit for position
- Conduct video interviews.
- Complete references for select candidates.
- Prepare an electronic Recruitment Portfolio that includes the information on the recommended candidates. This will be provided to the Client a few days in advance of a candidate presentation meeting.

At this point in the Limited Scope Recruitment process, GovHR involvement will be complete.

The key differences between the Limited Scope Recruitment Process and the Full Recruitment and Selection Process are:

- A Recruitment Flyer, instead of a full Brochure, will be prepared for the Limited Scope Recruitment.
- GovHR will not conduct background investigations (court, credit, motor vehicle records checks, etc.)
- GovHR will not offer any guarantee regarding the selection and tenure of the candidates. GovHR will bill the client immediately after presentation of candidates and will not redo the recruitment and selection process if the Client is unsuccessful in hiring someone from the group of recommended candidates.
- Development of interview questions, second interview questions, and assistance with contract negotiations will be the responsibility of the Client.

## Limited Scope Recruitment – Price Proposal

Summary of Costs: Limited Scope	Price
Recruitment Fee:	<b>\$19,000</b>
Advertising: <i>*Advertising costs over \$2,500 will be placed only with client approval. If less than \$2,500, Client is billed only for actual cost.</i>	<b>\$2,500*</b>
<b>Total:</b>	<b>\$21,500**</b>

\*\*Consultant travel expenses are not included in the price proposal. If the consultant is requested to travel to the client, travel costs will be estimated at the time of request. Only actual expenses will be billed to the client for reimbursement to GovHR.

Possible in-person meetings could include:

1. Recruitment brochure interview process
2. Presentation of recommended candidates

Any additional consultant visits requested by the Client (beyond the two visits listed above) will be billed at \$150/hour. The additional visits may also result in an increase in the travel expenses and those expenses will be billed to the client.

\*This fee does not include travel and accommodations for candidates interviewed.

### Payment for Fees & Services:

**1<sup>st</sup> Invoice:** Contract Award (50% of the Recruitment Fee)

**Final Invoice:** Recommendation of Candidates: (50% of the Recruitment Fee plus all expenses)

Payment of invoices is due within thirty (30) days of receipt.

## Virtual Recruitment Option

Summary of Costs: Virtual	Price
Recruitment Fee:	<b>\$9,500</b>
Advertising: <i>*Advertising costs over \$2,000 will be placed only with client approval. If less than \$2,000, Client is billed only for actual cost.</i>	<b>\$2,000*</b>
<b>Total:</b>	<b>\$11,500</b>

GovHR offers a condensed process called a “Virtual Recruitment”. GovHR services will include the following:

- Telephone or video conference regarding the position and the recruitment process.
- Review of position job description and any prior position announcements.
- Preparation of a position announcement for client review and approval.
- Posting of position announcement on GovHR’s website and social media sources (Twitter, Facebook, LinkedIn, Instagram).
- Distribution of position announcement to relevant professional network contacts via direct e-mail or telephone (up to 6 hours)
- Preparation of matrix for client review and approval that identifies key position requirements with which to evaluate candidates.
- Review of each candidate’s qualifications against key position requirements and presentation of candidate matrix.

### Payment for Fees & Services:

**1<sup>st</sup> Invoice:** Contract Award (50% of the Recruitment Fee)

**Final Invoice:** Candidate Matrix Submitted to Client: (50% of the Recruitment Fee plus all expenses)

Payment of invoices is due within thirty (30) days of receipt.

## Contract Signature Page

---

We believe we have provided you with a comprehensive proposal; however, if you would like a service that you do not see in our proposal, please let us know. We can most likely accommodate your request.

This proposal will remain in effect for a period of six months from the date of the proposal. We look forward to working with you on this recruitment and selection process!

City of Marysville, Kansas agrees to retain GovHR USA, LLC ("GovHR") to conduct a City Administrator Recruitment in accordance with its proposal dated August 5, 2023. The terms of the proposal are incorporated herein and shall become a part of this contract.

**ACCEPTED:**

**City of Marysville, Kansas**

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Billing Contact: \_\_\_\_\_

Billing Contact Email: \_\_\_\_\_

**GovHR USA, LLC**

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**PLEASE SELECT ONE:**

- Full Recruitment Service**
- Limited Recruitment Service**
- Virtual Recruitment Service**



## Optional Services

---

### GovTemps USA

Need an Interim? GovTempsUSA, a subsidiary of GovHR USA, specializes in the temporary placement of positions in local government. The firm offers short-term assignments, in addition to long-term and outsourced arrangements. Our placement professionals at GovTempsUSA have typically enjoyed distinguished careers in local government and displayed a commitment to public service throughout their career.

### Recorded One-Way Video Interview of Candidates

Candidates we recommend for your consideration can complete a one-way video interview with 3 to 5 questions that will be recorded and which you can review electronically at your convenience. This can occur prior to making your decision on which candidates to invite for an interview. Cost \$100 per candidate.

### Leadership/Personality Testing

GovHR has experience working with a wide variety of leadership and personality assessment tools, depending on the qualities and experiences the client is seeking in their candidates. These include but are not limited to Luminaspark, Caliper, DISC and others. Depending on the evaluation type selected fees can range between \$100 to \$500 per candidate.

### 360° Evaluation

As a service to the Client, we offer the option to provide you with a proposal for a 360° performance evaluation for the appointed position at six months into his or her employment. This evaluation will include seeking feedback from both elected officials and department directors, along with any other stakeholder the Client feels would be relevant and beneficial. This input will be obtained on a confidential basis with comments known only to the consultant. If you are interested in this option, GovHR will prepare a proposal for this service.



# MARK R. PETERSON



Mark R. Peterson is a Vice President with GovHR USA. Mark’s career in local government management spans four decades in three midwestern states... Iowa, Missouri and Illinois. He matriculated at the University of Iowa where he received a BA Degree in Political Science and an MPA Degree in Public Affairs.

Following relatively brief local government assignments in Iowa, Mark served for four years as the Assistant to the City Administrator in Liberty, Missouri. Mark came to Illinois in early 1988 when he was appointed as the Assistant City Manager of Normal, Illinois. Ten years later, he was named the City Manager in that same community. He retired in 2018 having served the Town of Normal for over 30 years.

The Town of Normal, a full service municipality in central Illinois has a population of 56,500. The Town carries a AAA bond rating. Normal is also home to Illinois State University with an annual enrollment of 22,000 full time students.

While serving as its City Manager, Normal established a national reputation for sustainable urban development practices. In 2001, the Town of Normal launched a robust central business district redevelopment initiative. Over the ensuing 15 years, the downtown district, later rebranded as Uptown Normal, was transformed with over \$100 million in public investment, including \$35 million from various state and federal sources, and over \$200 million in private investment including the development of a full service, four Diamond, Marriott Hotel & Conference Center, a Hyatt Place hotel, a multi-modal transportation center, a Children’s Discovery Museum and a number of private mixed use projects involving retail, residential and office uses.

Normal’s “Uptown Renewal Project” has won national awards for planning, sustainable infrastructure, and innovative development partnerships. Mark Peterson and members of his former staff have been invited to present on Normal’s central business revitalization project at numerous regional and national conferences and symposiums. Further, this very successful initiative is routinely cited by the U.S. Department of Transportation as a model for transportation oriented development (TOD) that other cities should emulate.

Under Peterson’s leadership, the Town of Normal has been recognized both regionally and nationally for several other innovative programs and practices including the effective use of public/private partnerships, successful town/gown relations, innovative urban planning initiatives, and electric vehicle technology deployment.

During his career, Mark also developed significant expertise in the following areas of local government operations: insurance administration, capital improvement funding, state and federal grant procurement, economic development analysis, strategic planning, financial management, community policing and intergovernmental collaboration.

## PROFESSIONAL EDUCATION

- Master of Arts in Public Administration, Local Government Management, University of Iowa,
- Bachelor of Arts in Political Science, University of Iowa

- Bloomington-Normal Economic Development Council (BNEDC), Past Member
- Central Illinois Regional Broadband Network Board (CIRBN), Past Chair

## MEMBERSHIPS AND AFFILIATIONS

- Municipal Insurance Cooperative Association (MICA), Former Treasurer
- Metro McLean County Centralized Communications Board (Metcom), Former Chair
- Bloomington-Normal Public Transit Systems Board (BNPTS), Former Trustee
- Illinois City/County Management Association (ILCMA), Past President
- Illinois Municipal League Managers Committee, Past Chair

## PROFESSIONAL BACKGROUND

- Town of Normal, Illinois
  - City Manager 1998 - 2018
  - Assistant City Manager 1988 - 1998
- City of Liberty, Missouri, Assistant to the City Administrator 1984 - 1988
- City of Coralville, Iowa, Administrative Intern 1980 - 1981
- City of Ankeny, Iowa, Administrative Intern 1978





### City Management Client List

State	Client	Position Title	Year	Population
Alaska	Bethel	City Manager	2019	6,500
	Bethel	City Manager	2023	6,500
	Homer	City Manager (Professional Outreach)	2019	5,300
	Seward	City Manager	2019	2,693
	Unalaska	City Manager	2017	4,768
Arizona	Buckeye	City Manager	2021	69,744
Colorado	Eagle	Town Manager	2017	6,739
	Englewood	City Manager	2019	34,957
Connecticut	Cheshire	Town Manager	2017	29,261
	East Hampton	Town Manager	2019	13,000
	Enfield	Town Manager	2015	45,246
	Enfield	Town Manager	2018	45,246
	Enfield	Town Manager	2022	45,246
	Manchester	General Manager	2021	59,710
	Meriden	City Manager	2018	60,838
	Simsbury	Town Manager	2023	25,517
Delaware	Newark	City Manager	2018	33,398
Florida	Lakeland	City Manager	2020	110,000
	Ponce Inlet	Town Manager	2022	3,411
Georgia	Albany	City Manager	2021	77,434
	Decatur	City Manager	2018	25,000
Illinois	Algonquin	Village Manager	2012	30,947
	Arlington Heights	Village Manager	2014	75,500
	Barrington	Village Manager	2018	10,455
	Bensenville	Village Manager	2015	20,703
	Bloomington	City Manager	2018	78,005
	Buffalo Grove	Village Manager	2010	42,909
	Carbondale	City Manager	2011	25,092
	Cary	Village Administrator	2011	17,840
	Centralia	City Manager	2020	13,000
	Clarendon Hills	Village Administrator	2014	8,653
	Clarendon Hills	Village Manager	2010	8,653
	Crest Hill	City Administrator	2015	21,169
	Crest Hill	City Administrator	2021	21,169
	Decatur	City Manager	2014	76,178
	Decatur	City Manager	2018	76,178
Decatur	Deputy City Manager	2019	76,178	
DeKalb	City Manager	2013	44,862	
DeKalb	City Manager	2018	43,849	
Dixon	City Manager	2015	18,601	

East Moline	City Administrator	2011	21,300
East Moline	City Administrator	2016	21,300
East Peoria	City Administrator	2016	23,503
Effingham	City Administrator	2010	12,384
Effingham	City Administrator	2018	12,577
Elmhurst	City Manager	2010	46,387
Forsyth	Village Administrator	2021	3,490
Fox Lake	Village Administrator	2013	10,550
Fox Lake	Village Administrator	2021	10,550
Freeport	City Manager	2017	25,000
Galesburg	City Manager	2010	33,706
Galesburg	City Manager	2022	33,706
Galesburg	City Manager	2023	33,706
Geneseo	City Administrator (Virtual)	2019	6,500
Glen Ellyn	Village Manager	2010	27,000
Glencoe	Village Manager	2013	8,900
Greenville	City Manager	2021	7,000
Hanover Park	Village Manager	2012	38,510
Highland Park	City Manager	2011	31,365
Hinsdale	Village Manager	2013	17,631
Homer Glen	Village Manager	2011	24,220
Inverness	Village Administrator	2013	7,400
Joliet	City Manager	2013	147,500
Joliet	City Manager	2017	147,500
Kenilworth	Village Manager	2012	2,562
La Grange	Village Manager	2022	15,610
La Grange	Village Manager	2017	15,610
Lake Barrington	Village Administrator	2022	4,879
Lake Forest	City Manager	2018	19,375
Lake Villa	Village Administrator	2013	8,774
Lake Zurich	Village Manager	2015	19,631
Libertyville	Village Manager	2016	20,431
Lincoln	City Administrator	2014	14,500
Lincolnshire	Village Manager	2012	7,500
Lindenhurst	Village Administrator	2017	14,468
Lombard	Village Manager	2013	43,815
Marengo	City Administrator	2011	7,614
McHenry	City Administrator	2023	27,135
Mettawa	Part-time Village Administrator	2010	500
Mokena	Village Administrator	2015	19,042
Moline	City Administrator	2017	43,100
Monmouth	City Administrator	2014	9,444
Morton Grove	Village Administrator	2011	23,500
Mt. Prospect	Village Manager	2015	54,771
Mundelein	Village Administrator	2020	31,385
New Lenox	Village Administrator	2011	25,000
Niles	Village Manager	2021	30,001
Normal	City Manager	2017	54,264

	North Chicago	Chief of Staff	2021	30,020
	Northbrook	Village Manager	2021	35,000
	Oak Brook	Village Manager	2014	8,058
	Oak Brook	Village Manager	2021	8,058
	Oak Park	Village Manager	2021	52,000
	Oak Park Township	Township Manager	2023	51,774
	Orland Park	Village Manager	2016	60,000
	Orland Park	Village Manager	2019	60,000
	Palos Heights	City Administrator (Virtual)	2021	12,480
	Pekin	City Manager	2016	33,223
	Pingree Grove	Village Manager	2020	10,000
	Pingree Grove	Village Manager	2023	10,000
	Plainfield	Village Administrator	2021	41,734
	Princeton	City Manager	2011	7,700
	Princeton	City Manager	2019	7,700
	River Forest	Village Administrator	2010	11,635
	River Forest	Village Administrator	2021	11,635
	Rock Island	City Manager	2011	39,684
	Rock Island	City Manager	2021	39,684
	Savoy	Village Administrator (Virtual)	2020	8,607
	Schaumburg Township	Township Administrator (Virtual)	2021	140,000
	Schiller Park	Village Manager	2015	11,692
	Shorewood	Village Administrator	2018	17,495
	Skokie	Village Manager	2013	67,824
	Sycamore	City Manager (Professional Outreach)	2021	18,557
	Tinley Park	Village Manager	2013	56,831
	Vernon Hills	Village Manager	2021	25,911
	Villa Park	Village Manager	2022	22,038
	Volo	Village Administrator	2013	6,283
	Washington	City Administrator	2015	15,700
	Washington	City Administrator	2021	15,700
	Wauconda	Village Administrator	2013	14,125
	Wauconda	Village Administrator	2017	14,125
	Wauconda	Village Administrator	2021	14,125
	Willowbrook	Village Administrator	2019	8,967
	Woodridge	Village Administrator	2017	33,256
Indiana	Munster	Town Manager	2014	23,603
	St. John	Town Manager (Professional Outreach)	2020	18,047
Iowa	Bondurant	City Administrator	2017	5,493
	Burlington	City Manager	2011	25,663
	Indianola	City Manager	2022	15,833
	Knoxville	City Manager	2021	7,300
	Muscatine	City Administrator	2020	23,819
	Newton	City Administrator	2016	15,000
	Washington	City Administrator	2011	7,266
	Webster City	City Manager	2016	8,000
	West Liberty	City Manager	2013	3,736
	Windsor Heights	City Administrator	2023	4,860

	Windsor Heights	City Administrator	2019	4,860
Kentucky	Paducah	City Manager	2021	24,850
	Paris	City Manager	2021	9,846
Maine	Bangor	City Manager	2021	33,039
Maryland	Greenbelt	City Manager	2016	23,753
	Hagerstown	City Administrator	2015	40,612
	Sykesville	Town Manager	2019	3,941
	Westminster	City Administrator	2021	18,522
Massachusetts	Cambridge	City Manager	2016	110,000
	Eastham	Town Administrator	2016	4,956
	Provincetown	Town Manager	2015	2,990
	Wayland	Town Manager	2022	13,882
	Williamstown	Town Manager	2015	8,400
	Williamstown	Town Manager	2021	8,400
Michigan	Adrian	City Administrator	2018	20,676
	Adrian	City Administrator	2020	20,676
	Albany	City Manager	2018	8,337
	Alpena	City Manager	2012	10,410
	Caro	City Manager	2012	4,208
	Charlotte	City Manager	2020	9,100
	Clawson	City Manager	2021	11,946
	Delta Charter Township	Township Manager	2014	32,400
	Eastpointe	City Manager	2019	32,673
	Ferndale	City Manager	2019	20,428
	Hamtramck	City Manager	2017	21,752
	Kalamazoo	City Manager	2013	75,000
	Lincoln Park	City Manager	2019	36,665
	Oakland Township	Township Manager	2013	16,779
	Oakland Township	Township Manager	2018	19,132
	Rochester	City Manager	2022	13,017
	Rochester	City Manager	2015	13,017
	Royal Oak	City Manager	2020	59,112
	Troy	City Manager	2018	83,181
Minnesota	Becker	City Administrator	2021	4,874
	Fairmont	City Administrator	2023	10,477
	Hibbing	City Administrator	2021	15,855
	Lindström	City Administrator	2023	4,888
	Minnetonka	City Manager	2022	53,953
	Scandia	City Administrator	2023	4,149
	St. Joseph	City Administrator	2022	7,342
	St. Louis Park	City Manager	2021	48,662
	Waconia	City Administrator	2021	13,500
Missouri	Ballwin	City Administrator	2020	30,181
	Cape Girardeau	City Manager	2020	38,000
	Ferguson	City Manager	2015	21,111
	Maryland Heights	City Administrator	2015	27,436
	Republic	City Administrator	2016	15,590
	South Lyon	City Manager	2018	11,327

	University City	City Manager	2017	35,172
	Warrensburg	City Manager	2021	20,200
	Webster Groves	City Manager	2020	22,800
	Wildwood	City Administrator	2014	35,517
	Wildwood	City Manager	2019	35,524
Nebraska	Nebraska City	City Administrator	2022	7,200
Nevada	Boulder City	City Manager	2021	16,207
New Hampshire	Portsmouth	City Manager	2019	21,796
New Jersey	Waldwick	Borough Administrator	2015	9,800
New York	Mamaroneck (Town)	Town Administrator	2021	29,156
	Mamaroneck (Village)	Village Manager	2018	19,426
	New Rochelle	City Manager	2022	79,067
	Scarsdale	Village Manager	2021	17,837
North Carolina	Ayden	Town Manager	2023	5,000
North Dakota	Minot	City Manager	2020	45,700
Ohio	Oberlin	City Manager	2016	8,390
Pennsylvania	Ferguson Township	Township Manager	2017	18,300
	Ferguson Township	Township Manager	2022	18,300
	Mt. Lebanon	Municipal Manager	2015	33,137
	Patton Township	Township Manager	2022	15,801
	South Fayette Township	Township Manager	2018	14,416
Rhode Island	North Kingstown	Town Manager	2015	26,326
Tennessee	Oak Ridge	City Manager	2023	31,402
Texas	Burleson	City Manager	2011	36,990
	Burleson	City Manager	2018	43,960
	Missouri City	City Manager	2022	74,139
Vermont	Winooski	City Manager	2022	7,997
Virginia	Chesapeake	City Manager	2019	245,000
	Portsmouth	City Manager	2020	96,000
	Salem	City Manager	2019	25,643
	Virginia Beach	City Manager	2019	442,707
Washington	Burien	City Manager	2022	52,066
	Duvall	City Administrator (Professional Outreach)	2021	8,090
West Virginia	Bridgeport	City Manager	2019	8,582
	Bridgeport	City Manager	2021	8,582
	Morgantown	City Manager	2016	31,000
Wisconsin	Baraboo	City Administrator	2019	12,048
	Beaver Dam	City Administrator	2021	16,291
	Bellevue	Village Administrator	2018	15,524
	Beloit (City)	City Manager	2015	36,966
	Beloit (Town)	Town Administrator	2016	7,083
	Beloit (Town)	Town Administrator	2020	7,083
	Brown Deer	Village Manager	2012	12,000
	Burlington	City Administrator	2014	10,511
	Cedarburg	Town Administrator	2015	11,475
	Fond du Lac	City Manager	2012	43,021
	Fort Atkinson	City Manager	2012	12,300
	Franklin	Director of Administration	2019	36,155

Glendale	City Administrator	2016	12,920
Harrison	Village Manager	2021	13,185
Hartford	City Administrator	2015	14,251
Hobart	Village Administrator	2016	8,500
Janesville	City Manager	2013	63,480
Lake Geneva	City Administrator	2015	7,710
Lisbon	Town Administrator/Clerk	2014	2,521
Monroe	City Administrator	2020	10,827
Oak Creek	City Administrator	2016	35,243
Plymouth	City Administrator/Utilities Manager	2020	8,540
Plymouth	Director of City Services	2010	8,540
Prairie du Chien	City Administrator	2017	5,900
Princeton	City Administrator	2010	1,504
Rhineland	City Administrator	2018	7,800
Richfield	Village Administrator	2009	11,500
Rome	Town Administrator	2016	2,720
Sheboygan	City Administrator	2023	48,327
Shorewood	Village Manager	2017	13,331
Waukesha	City Administrator	2012	71,158
Waukesha	City Administrator	2014	71,158
Waukesha	City Administrator	2023	71,158
West Bend	City Administrator	2016	31,000
Whitewater	City Manager	2012	14,300
Whitewater	City Manager	2022	14,300





# CITY ADMINISTRATOR

WAUKESHA, WISCONSIN



# EXECUTIVE RECRUITMENT



## POSITION IN BRIEF

The City Administrator is the chief administrative officer in charge of the City's day-to-day operations and manages a budget of approximately \$100 million and a five-year CIP of \$218 million. The City Administrator oversees a workforce of approximately 570 FTEs in a financially stable organization. The City is looking for a forward-thinking, collaborative, and transparent professional with strong communication skills.

## THE COMMUNITY

The City of Waukesha, with a population of 71,158, is an award-winning and growing community located west of Milwaukee. The City has experienced considerable residential, commercial and employment growth. Nationally recognized as one of the "100 Best Places to Live" in the U.S., and in 2020 and 2021, the City was named as one of the "Top Workplaces" by the Milwaukee Journal Sentinel.

Waukesha is the seventh largest city in the state with a daytime population of approximately 100,000 people. It is located in one of the fastest growing and wealthiest counties in Wisconsin and its commercial and residential boom is expected to continue.

The City has a thriving historic downtown boasting concerts, a farmer's market, scenic Riverwalk, and festivals. The location on the river, historic buildings, and strong artist culture all contribute to the unique character of the City. Waukesha also includes great neighborhoods, excellent schools, and an award-winning park system with recreation programs for the whole family.

There are 31,280 households in Waukesha. A wide variety of housing sizes, styles and price ranges are available throughout the community from older structures to new construction home sites. The median household income is \$65,688; median home values, per market reports, are approximately \$310,000. Waukesha's population is approximately 84% white, 12% Hispanic and 4% African American. The

neighboring City of Milwaukee has more than 600,000 residents, and the Milwaukee Metropolitan Statistical Area has a population of more than 1.5 million.

Education is a top priority for the Waukesha community. There are excellent public and private schools from K through 12 in the City. The City is home to the state's oldest college, Carroll University (est. 1848), and the University of Wisconsin-Waukesha, a two-year university. The City is also served by Waukesha Technical College immediately adjacent to the City. The greater Milwaukee area offers a wide variety of higher education opportunities. Chief among them include the University of Wisconsin – Milwaukee and Marquette University.

Diverse recreational opportunities abound in Waukesha and the surrounding area. The City manages 45 parks and 1,100 acres of open land. There are hundreds of miles of biking and hiking trails in and around the City. Waukesha is within minutes of the Kettle Moraine State Forest. There are 12 golf courses and 77 lakes within the County. Waukesha hosts a lively arts community ranging from the Wisconsin Philharmonic and Waukesha Civic Theatre to the Waukesha Choral Union and free summer concerts at the Les Paul Band shell.

For more about activities and events, see [Visit Waukesha](#).

For more about the city's organization, [see this link](#).

## CITY GOVERNMENT

The City of Waukesha is an independent, full-service municipality governed by a [Mayor](#) elected at large and a 15-member [Common Council](#), each elected by district. The Mayor serves as the City's chief executive officer. The Common Council, through standing committees, provides policy oversight of City activities, services, and programs.

The City Administrator is responsible for administering the day-to-day operations of the City, providing leadership and direction to the City's management staff which include the Police Chief, Fire Chief, Assessor, City Clerk/Treasurer, Public Works Director, Community Development Director, Finance Director, Library Director, Director of Information Services, Cemetery Director, Parks, Recreation and Forestry Director and Human Resources Director. The City also has an elected City Attorney and Municipal Judge.

The last City Administrator had been in his position for more than seven years, and recently became the City Manager of Janesville, Wisconsin. The city's elected officials and management team enjoy strong and mutually respectful work relationships.



## CHALLENGES & OPPORTUNITIES

The next City Administrator can expect to work closely with the elected officials, community stakeholders, and the City's senior staff on the following:

- **Financial Condition and Budget Management.** The City is in excellent financial condition with a AA2 bond rating and a fund balance exceeding 28%, and the City Administrator takes a lead role in developing and managing the City's budget. Like all Wisconsin municipalities, however, the City's finances are significantly challenged by various parameters guiding the generation of new sources of revenues, as well as State of Wisconsin tax levy limits. The next City Administrator can expect to work closely with the elected officials and key management staff on seeking out new sources of revenue as well as continuing to find ways to deliver City services most efficiently.
- **Capital Improvements.** The City has made significant strides in the last few years in upgrading its facilities and infrastructure, including a new City Hall, police headquarters, and an aggressive road maintenance program. The City's water utility, governed by an independent Commission, is nearing completion of its pipeline to receive Lake Michigan water. An assessment of the public works facility is underway. With these projects in the background, and more to be accomplished, the next City Administrator can expect to continue advancing a robust five-year [Community Investment Plan \(CIP\)](#) that is supported by the community and Common Council. Still, containing costs on capital projects as prices increase and interest rates rise will be an ongoing challenge.
- **Organizational development.** The new City Administrator is encouraged to look at the municipal organization and over time, evaluate service delivery processes, procedures and methods, departmental and division organization, collaboration, and resource-sharing. The City is dedicated to continuous improvement. The next City Administrator will be encouraged to nurture and foster what is, by many accounts, already a collegial and high-output organizational culture.
- **Workforce Recruitment and Retention.** Working with a collaborative and professional executive staff that works together to solve complex problems, the next City Administrator will find a cohesive and energetic team that enjoys working with one another. Many on the management team identified challenges for themselves, and chief among them is retaining and recruiting City staff. In 2023's workforce environment, staying up on wages and benefits can be a moving target when competition from other public and private sector organizations is intense, and the City's ability to raise revenues is limited. Finding the right recipe to recruit and retain employees can be elusive even for an organization like Waukesha which has been recognized as a workplace of choice, and the next City Administrator can expect to be at the forefront when taking on this challenge.
- **Strategic Planning.** In late 2018, the Common Council adopted a [Strategic Plan](#). As a road map for the future, the Plan has helped establish goals, objectives, and strategies to help make significant and measurable improvements for the City. It has been a successful and respected guide, as it has been reflected in the various policies adopted by the Common Council and embodied in the City's budget, Community Investment Plan (CIP), the Master Plan, and department level strategic initiatives. It is due for an update, and the process is underway. Thus, the next City Administrator's work will be enhanced with a new strategic plan now under development.
- **Intergovernmental and Community Relationships.** The City's desire for strong intergovernmental relationships within the region is keenly important. As Waukesha is one of the largest communities in the state, it plays a significant role in helping craft state legislation that affects all Wisconsin communities, and its leaders have cultivated important relationships and persuasive messaging on a regional and state level. The next City Administrator can expect to play a leading role in developing close working alliances within the community, and with state, county and municipal partners and neighbors.





## CANDIDATE QUALIFICATION CRITERIA

The following education, experience, management, and leadership criteria have been identified by the City's management team as important skills and abilities for candidates to possess and demonstrate:

### EDUCATION AND EXPERIENCE

- A Bachelor's degree in business or public administration, or related field, with a Master's degree in public administration or closely related field preferred.
- Proven executive-level municipal management experience as either a chief administrative officer or assistant CAO, preferably in an independent, freestanding community of similar size and complexity, or an equivalent combination of education and experience.
- A team-oriented, strategic-thinking approach toward staff leadership with supervisory skills compatible with a high-functioning team.
- Exceptional interpersonal and communication skills.
- Strong financial, analytical, and budget management expertise.
- Have management experience in creating an environment of trust, integrity, and mentorship where employees respect one another and where the Department consistently functions at a high level of customer service.
- Have a demonstrated ability to provide strategic leadership and long-range planning practices.
- Have a history of assessing the skills and abilities of existing personnel in an effort to maximize their talent and expertise, including opportunities for employees to take on new challenges as professionals.
- Excellent communication skills and significant career success in building collaborative, effective relationships across departments.

### MANAGEMENT STYLE/PERSONAL TRAITS

- Have complete personal and professional integrity, gaining respect and inspiring the trust and confidence of subordinates, co-workers, and elected and appointed officials, as well as the general public.
- Be a clear and concise communicator, including the ability to actively listen.
- Be a collaborative and decisive leader, one who has the ability to distill information and ideas from a variety of sources and make timely decisions.
- Be able to present complex technical information to any audience in a manner that is understandable and jargon-free.
- Have a genuine passion for public service from both an internal, department standpoint and for service to the community; be devoted to customer, community and departmental service.
- Be creative in solving problems, encouraging and empowering employees to find new and better ways to get work done, while also applying, maintaining and respecting the regulatory framework that guides the delivery of municipal services.
- Be a positive and flexible team builder who is committed to the well-being of the staff; be a manager who both defends his/her staff when appropriate, and holds the team accountable.
- Have an open, friendly personality and communication style and a calm demeanor; be one who can establish trust quickly with others. Have a sense of humor when appropriate to the circumstances.
- Be proactive and willing to keep the City Administrator and Common Council apprised of the state of the City's finances, major activities and/or operations of the Department in a consistent and timely manner, passing on both good news and bad news in a tactful, self-confident and professional manner.





## COMPENSATION AND BENEFITS

The starting salary is \$170,000 – \$195,000 +/- DOQ, plus an excellent benefit package. The City offers a competitive benefits package including health, dental, and vision insurance, HSA, PTO, cell phone, and participation in the Wisconsin Retirement System.

The Mayor and Common Council possess a strong respect for City staff's work. Among themselves, elected officials are collegial and respectful of differing perspectives and points of view.

The City is an Equal Opportunity Employer. The City seeks to attract the most talented people from a diverse candidate pool, and strongly encourages women, people of color, LGBTQ individuals, people with disabilities, and veterans to apply.

## HOW TO APPLY

Candidates should apply by June 26, 2023 with resume, cover letter and contact information for five work-related references to [www.GovHRjobs.com](http://www.GovHRjobs.com) to the attention of Lee Szymborski, Senior Vice President, GovHR USA, 630 Dundee Road, #225, Northbrook, IL 60062. Tel: 847-380-3197

**The City of Waukesha is an Equal Opportunity Employer.**



'...RANKED AS ONE OF THE MOST LIVABLE COMMUNITIES IN WISCONSIN'



# CITY ADMINISTRATOR

## City of Marysville, Kansas

# WHO WE ARE

The League of Kansas Municipalities is a membership association that advocates on behalf of cities, offers training and guidance to city appointed and elected officials, and has a clear purpose of strengthening Kansas communities. Since 1910, the League has been a resource for cities across Kansas and has acted as a body to share ideas, facilitate communication between members and provide information on best practices in city operations.

### The League Advocates for Cities

The League advocates on our membership’s behalf to sponsor and encourage beneficial legislation for cities and oppose legislation that would be detrimental to our members’ interest.

### The League Offers Guidance

Member cities can contact the League with a legal inquiry or question. Additionally, we provide sample ordinances and guidance on legislation and rulemakings from both the state and federal levels.

### Contract Services

The League offers members a competitive rate to have the League engage in contract services, which include codification services, executive personnel search program (LEAPS) and personnel policies.

### Communications & Outreach

Since 1914, the League has published the Kansas Government Journal, a publication for city, county, and state government officials that is printed tent times a year. The League publishes a weekly e-newsletter, researches municipal issues and develops programs for cities to use to engage their residents and reinforce the importance of civic engagement.

### Municipal Training & Education

The League offers members the ability to communicate and converse in an environment which encourages collaboration. The League offers members a variety of education and training opportunities throughout the year. Our annual conference brings together leaders in municipal government to offer innovative ideas for cities. Throughout the year, the League works with professionals in the field to train, inspire and solve problems facing municipal issues.

## SERVICES





# OUR EXECUTIVE SEARCH SERVICES

## **THE PLANNING SESSION**

League Staff provides the Governing Body with an overview of the entire LEAPS process. The presentation covers roles and responsibilities, as well as a timeline for completing the search.

## **GOVERNING BODY ASSESSMENT**

Each member of the Governing Body completes two surveys. The responses shape the position and criteria for the candidate pool.

The “Administrative Process” survey establishes consensus on the options chosen by the Governing Body to complete the search process.

The “Candidate” survey clarifies the responsibilities for the position description, builds the advertisement and community profile, and outlines the criteria for selecting applicants by articulating the preferred skills and management style needed by the city.

## **SALARY GUIDANCE**

League Staff conduct a salary and benefits survey to provide the Governing Body with compensation information from comparable cities.

## **ADVERTISING**

League Staff create advertisements, a community profile, and recommend an advertisement plan utilizing state, regional, and national resources to reach highly qualified candidates.

## **RESUME REVIEW**

League Staff review all resumes for completeness, compliance with the requirements and preferences of the Governing body, and for alignment with our quality administration rubric. We express our recommendations in the second in-person meeting with the Governing Body to assist in selecting candidates for the interview process. The Governing Body will make the final determination of how many and which candidates to interview.

## **INTERVIEWING CANDIDATES**

League Staff provides guidance on appropriate interview questions and interview process options. These questions assist the Governing Body in determining the skills, management style, and knowledge of their chosen candidates. League Staff also schedules interviews with the candidates and contacts all applicants once the position is filled.

# OUR INVITATION TO YOU

## WE GUIDE YOU THROUGH THE ENTIRE PROCESS

The League is with you from the start of your search to the very end, with staff available to answer your questions and provide updates as needed. We help you answer the big question of “Who are we looking for?” right up front and then conduct background checks before you make your final offer.

Once the Governing Body has chosen their candidate and the employment contract has been signed, the League will reach out to your candidate to help them get started in their new position. Candidates receive a free one-year membership to the Kansas Association of City/County Management (KACM), can sign up for the mentorship program, and receive a free copy of the book, *Your First 90 Days*. Our desire is to facilitate your city finding the best fit, and then doing everything in our power to make that person successful once they start. We strive to be the primary support for you and your final candidate.

## EXPERIENCE

With more than 90 searches conducted since 1998, the League comes to you with exceptional experience placing administrators in the state of Kansas. As the source for advocacy, training, and resources for Kansas municipalities, we come with a broad and deep relationship with Kansas cities and their staff. Our staff bring a combined 50 years of municipal experience to the process. We represent a personal and economical option for your city.

John Deardoff has worked 40 years in local government management all in the state of Kansas. He has conducted over 20 city manager/administrator searches over the past four years while employed full-time and since retirement in 2020. John has served as the interim city administrator in two KS communities and as the Interim Executive Director of the Kansas League of Municipalities.

John is well-known and highly respected by city managers and local government circles. He is a member of ICMA and KACM and served as the KACM President in 2002. Additionally, John has served on the League of Kansas Municipalities Governing Body since 2011-2020 and was its President during the 2013/2014 business year. In 2008, John was awarded the prestigious “Buford Watson” award from the Kansas Association of City/County Management the organization’s highest honor.

# QUOTE FOR SERVICES

## OUR PRICE STRUCTURE

Our price structure is based on the population of your city. We charge a base price for the core services, which includes staff administrative expenses, direct expenses which includes travel, and advertising costs. The base price (based on population) can be larger than this quote if you choose to add any process options to your package. Your advertisement price will be determined by the advertisement platforms chosen.

<b>CITY OF MARYSVILLE BASE PRICE:</b>	<b>\$ 8,238</b>
<b>ADVERTISEMENT PRICE:</b>	<b>+ \$1,000 - \$1,400 est.</b>
<b>DIRECT EXPENSES:</b>	<b>+ \$1,000 est.</b>

# ESTIMATED TIMETABLE

- 2 weeks:** Contract (Contract must be approved by the Governing Body)
- Administrative Questionnaire (Governing Body completes and approves process questionnaire)
- Candidate Criteria Survey (Governing Body members individually submit survey responses)
- 3 days:** Approval of Advertisement (Advertisements for online and print publications)
- Approval of Community Profile (Attached to advertisement or provided upon request)
- 30 days:** Place position announcement (One month recommended for resume collection)
- 1 week:** Deadline for Resume Review (One week allocated to review resumes)
- 1 week:** Select candidates for interviews (We recommend selection of 2-3 finalists)
- 2 weeks:** Conduct initial interviews (We allot two weeks to schedule interviews)
- 1 week:** Interview finalists (We allot one week to interview final candidates)
- 1 week:** Extend conditional offer (City consults city attorney for contract negotiations)
- 1 week:** Approve employment agreement (We estimate one week to finalize the contract)
- Announce new city administrator (The League will also post a press release)
- 30 days:** New city executive start date (Professionals give up to 30-day notice to current employer)

# PROS & CONS OF SEARCH CHOICES

We want to ensure you have all the information you need to make an informed choice. Below we will discuss the pros and cons of three different choices of executive search processes: The League, Private Firm, and Self-Administered.

## THE LEAGUE LEAPS SERVICES

- PRO** 20 years of experience.
- PRO** Level of service is customizable to the community's preferences.
- PRO** Knows the needs and idiosyncrasies of local Kansas communities.
- PRO** Contracts with other Leagues and cities for advertising and background checks.
- PRO** Relieves staff and governing body of search and screening chores.
- PRO** Provides a one-year membership in the Kansas Association of City/County Management for selected candidate.

- CON** We do not directly solicit employed city executives.
- CON** Less familiar with city executives outside of Kansas

## PRIVATE EXECUTIVE RECRUITING FIRM

- PRO** Level of service depends on community's specifications.
- PRO** Actively solicits employed city executives
- PRO** Acquainted with city executives on a regional/national basis and is aware of availability.
- PRO** May be able to dedicate more time to the process than the city.
- PRO** Relieves staff and governing body of search and screening chores.
- PRO** May offer contract negotiations.

- CON** Often expensive, depending on services purchased.
- CON** May be less familiar with the needs of Kansas communities.
- CON** May not provide additional benefits to selected candidate.
- CON** Possible of Conflict of Interest.

## SELF-ADMINISTERED SEARCH PROCESS

- PRO** Least expensive.
- PRO** Provides Governing Body with greatest level of involvement in the process.
- PRO** Works best when city has a professional human resource staff.

- CON** Unfamiliar with process which may result in costly mistakes.
- CON** Requires the most time from Governing Body Members.
- CON** Governing Body does not normally solicit or know of potential candidates.
- CON** Outside resources required for background checks unless a full service human resource programs is available.
- CON** Search process may interfere with normal city business and require extensive staff time.
  
- CON** May place city staff in an awkward position of reviewing their potential supervisors in an unsupervised portion of the process.

# TEN REASONS TO CHOOSE LEAPS

**1. We Save You Money.** The League offers quality services for a fraction of the cost of a private firm.

**2. We Know Kansas.** The League has served Kansas municipalities for nearly a century. We understand the leaders Kansas needs to find and nourish.

**3. We Understand Public Hiring.** We provide guidance on the role of the Kansas Open Meetings Acts, Executive Sessions, and Lawful interview questions.

**4. We Service as a Clearinghouse.** As a third-party, we provide a fair and neutral hiring process.

**5. We Support Your Final Candidate.** We provide a one-year membership and resources to your chosen candidate.

**6. We Come to You.** League Staff will make up to two trips to your community to meet with you personally.

**7. We Provide Direct and Accessible Support.** You will have a direct number to contact staff with questions or request updates.

**8. We Customize Services to Your Community.** The Governing Body has the opportunity to express their preferences, open the process to community members, and select process options.

**9. We Provide Advertising Discounts.** Through contacts, we provide advertising discounts to increase your reach for qualified candidates.

**10. We Communicate with the Applicants.** Direct them to our office! We will manage all communication and calls with applicants.

## WHAT MAKES A QUALITY CANDIDATE?

The League has developed and utilizes a ranking process backed by the latest research in selection procedures.

We further customize this metric by including the preferences and needs of your community to assist you in finding the best fit.

	0-1	2 - 3	4 - 5	6 - 7	8 - 9	10
<b>Municipal Experience</b>	<i>Basic</i>	<i>Beginning</i>	<i>Developing</i>	<i>Competent</i>	<i>Mature</i>	<i>Exemplary</i>
<b>Management Experience</b>	<i>Basic</i>	<i>Beginning</i>	<i>Developing</i>	<i>Competent</i>	<i>Mature</i>	<i>Exemplary</i>
<b>Kansas Connection</b>			<i>Developing</i>			<i>Exemplary</i>
<b>Education</b>			<i>Developing</i>			<i>Exemplary</i>
<b>Work History</b>	<i>Basic</i>	<i>Beginning</i>	<i>Developing</i>	<i>Competent</i>	<i>Mature</i>	<i>Exemplary</i>
<b>Gut</b>	<i>Basic</i>	<i>Beginning</i>	<i>Developing</i>	<i>Competent</i>	<i>Mature</i>	<i>Exemplary</i>

**Developing**

Demonstrates ability to navigate government processes and execute the organization's projects and initiatives.

**Competent**

This candidate shows early success and potential to be a good public administrator and their particular skill set appears to match the needs of the organization



---

## The League Executive/Administrative Position Search

---



300 SW 8<sup>th</sup> Avenue, Suite 100

Topeka, Kansas 66603

785-354-9565

[www.LKM.org](http://www.LKM.org)

# PROPOSAL FOR EXECUTIVE RECRUITMENT SERVICES

---

**City Administrator  
City of Marysville, Kansas**

**September 6, 2023**

**This proposal is valid for 60 days**

**Strategic** Government Resources  
P.O. Box 1642, Keller, Texas 76244  
Office: 817-337-8581

JJ Peters, President of Executive Recruitment  
[JJPeters@GovernmentResource.com](mailto:JJPeters@GovernmentResource.com)





September 6, 2023

Hon. Mayor Jason Barnes and City Council  
City of Marysville, Kansas

Dear Mayor Barnes and Council Members,

Thank you for the opportunity to submit this proposal to assist the City of Marysville in your recruitment for a new City Administrator. SGR has the unique ability to provide a personalized and comprehensive recruitment to meet your needs.

We would like to draw your attention to some key aspects that distinguish SGR from other recruitment firms and allow us to reach the most extensive and diverse pool of applicants available:

- SGR is a recognized thought leader in local government management and is actively engaged in local government operations, issues, and best management practices.
- SGR announces all conducted recruitments in our Servant Leadership e-newsletter, which reaches over 43,000 subscribers in all 50 states.
- SGR reaches a broad community of over 15,000 LinkedIn followers and over 2,700 Facebook followers.
- SGR sends targeted emails to our opt-in Job Alert subscriber database of over 5,000 city management professionals.

We are happy to provide references upon request. We are excited about the prospect of conducting this recruitment for the City of Marysville, and we are available to visit with you at your convenience.

Respectfully submitted,

Jeri J. Peters, President of Executive Recruitment  
[JJPeters@GovernmentResource.com](mailto:JJPeters@GovernmentResource.com)



# TABLE OF CONTENTS

- 1**    **Company Profile**
- 2**    **Unique Qualifications**
- 3**    **Project Personnel**
- 4**    **Recruitment Methodology**
- 5**    **Projected Schedule**
- 6**    **Costs & Service Guarantee**
- 7**    **SGR City/County Management Recruitments**
- 8**    **Appendix A: Sample Position Profile Brochure**
- 9**    **Appendix B: Sample Contract: Full Service Recruitment**

## Company Profile

Strategic Government Resources, Inc. (SGR) exists to help local governments become more successful by Recruiting, Assessing, and Developing Innovative, Collaborative, and Authentic Leaders. SGR was incorporated in Texas in 2002 with the mission to facilitate innovative leadership in local government. SGR is fully owned by former City Manager Ron Holifield, who spent two high-profile decades in city management and served as a City Manager in several cities.

SGR's business model is truly unique. Although we are a private company, SGR operates like a local government association. Most of SGR's principals are former local government officials, allowing SGR to bring a perspective and depth of local government expertise to every project that no other firm can match.

SGR's Core Values are Customer Service, Integrity, Philanthropy, Continuous Improvement, Agility, Collaboration, Protecting Relationships, and the Golden Rule.

SGR is a full-service firm, specializing in executive recruitment, interim placements, online training, onsite training, leadership development, psychometric assessments, strategic visioning retreats, one-on-one employee coaching, and other consulting services.

SGR's services are designed to promote innovation, team building, collaboration, and continuous improvement in local governments. SGR has approximately 700 local government clients in 47 states for all of our business lines combined. SGR has been, and continues to be, a leader in spurring innovation in local government.

SGR has 31 full-time employees, 1 part-time employee, 21 recruiters, 20 facilitators and multiple consultants who function as subject matter experts on a variety of projects.

SGR has corporate headquarters in Texas, as well as virtual offices in California, Colorado, Florida, Minnesota, New York, North Carolina, Ohio, Oklahoma, and Oregon.

View all SGR team members and bios at: [Meet the Team](#).

## SGR's Unique Qualifications

### Extensive Network of Prospects

SGR is intent on being a leader in executive recruitment, and we believe it is imperative to be proactive in our mission to build a workforce that represents the communities we serve. SGR reaches an extensive and diverse pool of applicants by utilizing our unequaled network of prospects.

- Your position will be announced in SGR's Servant Leadership e-newsletter that reaches over 43,000 subscribers in all 50 states.
- We will send targeted emails to over 5,000 opt-in subscribers to SGR's City Management Job Alerts.
- Your position will appear on SGR's Website, <https://sgr.pub/SGRWebsite>, which has approximately 20,000 visitors per month.
- Your position will be posted to SGR's Job Board, <https://sgr.pub/SGRJobBoard>, which averages nearly 16,000 unique visitors per month and has more than 1,600 jobs listed at any given time.
- SGR provides a comprehensive social media marketing campaign that includes custom-made graphics and distribution on Facebook, Twitter, Instagram, and LinkedIn.
- SGR frequently partners with local government associations including League of Women in Government, Alliance for Innovation, and the National Forum for Black Public Administrators.
- Approximately 65% of semifinalists selected by our clients learned about the open recruitments through our website, servant leadership e-newsletter, job board, job alert emails, social media, or personal contact.

### Collective Local Government Experience

Our recruiters have years of experience in local government, as well as regional and national networks of relationships. The executive recruitment group works as a team to leverage their networks to assist with each recruitment. SGR team members are active on a national basis in local government organizations and professional associations. Many SGR team members frequently speak and write on issues of interest to local government executives. SGR can navigate all relevant networks as both a peer and insider.

### Equal Opportunity Commitment

SGR strongly believes in equal employment opportunity. SGR does not discriminate and believes that equal opportunity is an ethical issue. SGR will not enter an engagement with an entity or organization that directs bias or expects bias to be demonstrated on any basis other than factors that affect the ability of the candidate to do the job. SGR will make a serious and sincere effort to encourage qualified applicants from underrepresented demographic groups to apply. Although SGR cannot guarantee the makeup of the semifinalist or finalist groups, SGR has relationships and contacts nationwide to encourage the meaningful participation of

underrepresented minority groups, and we continue to evaluate and improve our processes by embedding a lens of equity and inclusion into our recruitment practices.

### **Listening to Your Unique Needs**

SGR devotes significant time to actively listening to your organization and helping you define and articulate your needs. We work hard to conduct a comprehensive recruitment that is unique to you. SGR dedicates a prodigious amount of energy to understanding your organization's unique culture, environment, and local issues to ensure a great fit regarding values, philosophy, and management style perspectives.

### **Trust of Candidates**

SGR has a track record of providing remarkable confidentiality and wise counsel to candidates and next generation leaders. We have earned their trust. As a result, SGR is able to bring exceptional prospects to the applicant pool. Candidates trust SGR to assess the situation well, communicate honestly, and maintain their confidentiality to the greatest extent possible.

### **Accessibility & Communication**

Your executive recruiter is accessible throughout the recruitment process and can be reached at any time by candidates or clients via cell phone or email. In addition, the recruiter communicates with active applicants on a weekly basis to keep the applicants informed about the community and opportunity.

### **Comprehensive Evaluation and Vetting of Candidates**

SGR offers a screening process that ensures a detailed understanding of candidate backgrounds and minimizes surprises. Our vetting process includes:

- Prescreening questions and technical review of resumes
- Cross communication between our recruiters about candidates who have been in previous searches for greater understanding of background and skills
- Comprehensive written questionnaires to gain insights beyond what is available through a resume
- Online pre-recorded video interviews that allow search committee members to view candidates in an interview setting prior to the finalist recruitment stage
- All-inclusive media reports that far surpass automated Google/LexisNexis searches, customized to each candidate based on where they have lived and worked
- Thorough automated, anonymous reference checks that provide details on candidates' soft skills from an expansive group of references
- Psychometric assessments (supplemental cost)
- Comprehensive background checks completed by a licensed private investigation firm
- Advanced exercise for finalist candidates, customized to the organization

View a full list of our Executive Recruitment Clients at: <https://sgr.pub/ERClientList>

## Project Personnel

**Kurt Hodgen, Senior Vice President**

[KurtHodgen@GovernmentResource.com](mailto:KurtHodgen@GovernmentResource.com)

540-820-0531



With over 30 years of local government experience, Kurt Hodgen joined SGR in 2017 as Senior Vice President. Most recently, from 2007 until his retirement, Kurt served as the City Manager for the City of Harrisonburg, Virginia, after having previously served as the Assistant City Manager beginning in 2001. From 1993 to 2001, Kurt was the Assistant County Administrator/Director of Public Works for Botetourt County, Virginia. Before that, Kurt served as the Town Manager for the Town of Narrows, Virginia.

Kurt has been active in his professional associations and is currently a member of the International City and County Management Association (ICMA) and the Virginia Local Government Management Association (VLGMA). Recently, he served as the Chairman for the Board of Directors for the Virginia Municipal League Insurance Program, in addition to serving on the Executive Committee for VLGMA, the Harrisonburg Rockingham Regional Sewer Authority, the Middle River Regional Jail Board of Directors, Harrisonburg Rockingham Emergency Communication Center Administrative Board, and more.

Kurt holds a Bachelor of Science in Public Administration and Political Science from James Madison University and is an ICMA Credentialed Manager. He is also a graduate of the Senior Executive Institute at the University of Virginia, the Utility Management Institute at Virginia Tech, and the Economic Development Institute at Virginia Tech.

# Recruitment Methodology

A full-service recruitment typically entails the following steps:

- 1. Organizational Inquiry and Analysis**
  - Development of Recruitment Plan and Timeline
  - Individual Interviews with Key Stakeholders
  - Creation of Position Profile Brochure
- 2. Advertising and Marketing, Communication with Applicants and Prospects**
- 3. Initial Screening and Review**
- 4. Search Committee Briefing to Facilitate Selection of Semifinalists**
- 5. Evaluation of Semifinalist Candidates**
  - Written Questionnaires
  - Recorded Online Interviews
  - Media Searches - Stage 1
- 6. Search Committee Briefing to Facilitate Selection of Finalists**
- 7. Evaluation of Finalist Candidates**
  - Comprehensive Media Searches - Stage 2
  - Comprehensive Background Investigation Reports
  - DiSC Management Assessments (supplemental service)
  - First Year Game Plan or Other Advanced Exercise
- 8. Interview Process**
  - Face-to-Face Interviews
  - Stakeholder Engagement (may occur earlier in process)
  - Deliberations
  - Reference Checks (may occur earlier in process)
- 9. Negotiations and Hiring Process**
  - Determination of Terms of an Offer
  - Negotiation of Terms and Conditions of Employment
  - Press Release (if requested)

## **Step 1: Organizational Inquiry and Analysis**

---

### **Development of Recruitment Plan and Timeline**

SGR will meet with the client at the outset of the project to finalize the recruitment plan and timeline. At this time, SGR will also request that the client provide us with photos and information on the community, organization, and position to assist us in drafting the position profile brochure.

### **Individual Interviews with Key Stakeholders**

SGR devotes tremendous energy to understanding your organization's unique culture, environment, and goals to ensure you get the right match for your particular needs. Fully understanding your organizational needs is the most critical part of conducting a successful executive recruitment. In consultation with the Search Committee, SGR will develop a list of individuals to meet with about the position. These interviews identify issues that may affect the dynamics of the recruitment, as well as develop a composite understanding of the position, special considerations, and the political environment. This process helps with organizational buy-in and will assist us in developing the position profile.

### **Development of Position Profile Brochure**

Following the individual interviews, SGR will develop a draft position profile brochure that is reviewed and revised in partnership with your organization until we are in agreement that it accurately reflects the sought-after leadership and management characteristics.

To view sample recruitment brochures, please visit:

<https://sgr.pub/OpenRecruitments>

## **Step 2: Advertising and Marketing, Communication with Applicants and Prospects**

---

### **Advertising and Marketing**

The Executive Recruiter and client work together to determine the best ways to advertise and recruit for the position. SGR's Servant Leadership e-newsletter, where your position will be announced, reaches over 43,000 subscribers in all 50 states. We will also send targeted emails to opt-in subscribers to SGR's Job Alerts. Your position will be posted on SGR's Website, <https://sgr.pub/SGRWebsite>, and on SGR's Job Board, <https://sgr.pub/SGRJobBoard>. SGR provides a comprehensive social media marketing campaign that includes custom-made graphics and distribution on Facebook, Twitter, Instagram, and LinkedIn. Ads are also typically placed in various state and national publications, targeting the most effective venues for reaching qualified candidates for that particular position.

### **Communication with Prospects**

SGR communicates with interested prospects on ongoing basis during the recruitment process. Outstanding prospects often will not submit a resume until they have done considerable homework on the available position. A significant number of inquiries will be made, and it is essential that the executive search firm be prepared to answer those questions with fast,

accurate, and complete information, and in a warm and personal manner. This is one of the first places a prospective candidate will develop an impression about the organization, and it is an area in which SGR excels.

### **Communication with Active Applicants**

Handling the flow of resumes is an ongoing and significant process. On the front end, it involves tracking resumes and promptly acknowledging their receipt. It also involves timely and personal responses to any questions or inquiries. SGR communicates frequently with applicants to ensure they stay enthusiastic and informed about the opportunity. SGR sends weekly updates to active applicants regarding the organization and community.

### **Step 3: Initial Screening and Review**

---

SGR uses a triage process to identify high-probability, medium-probability, and low-probability candidates. The triage ranking is focused on overall assessment based on interaction with the applicant, qualifications, any known issues regarding previous work experience, and evaluation of cultural fit with the organization.

In contrast with the triage process described above, which focuses on subjective assessment of the resumes and how the candidates present themselves, we also evaluate each candidate to ensure that the minimum requirements of the position are met and determine which preferred requirements are met. This sifting process assesses how well candidates' applications fulfill the recruitment criteria outlined in the Position Profile.

### **Step 4: Search Committee Briefing / Selection of Semifinalist Candidates**

---

At this briefing, SGR will provide a comprehensive progress report and facilitate the selection of up to 12 semifinalists. The presentation will include summary information on the process so far, the candidate pool overall, and any trends or issues, as well as a briefing on each candidate and their credentials.

### **Step 5: Evaluation of Semifinalist Candidates**

---

Reviewing resumes is an important and valuable step in the executive recruitment process. However, resumes can be misleading. Resumes fail to disclose the individual's personal qualities and his or her ability to get along with other people. Resumes can also exaggerate or inflate accomplishments and experience. SGR's responsibility is to go deeper than the resume to ensure that those candidates who continue in the process are truly outstanding. SGR's goal is to have a clear understanding of the person behind the resume and what makes them an outstanding prospect for you. The evaluation of semifinalist candidates includes follow-up when appropriate to ask any questions about underlying issues.



### **Written Questionnaires**

SGR will ask semifinalist candidates to complete a comprehensive written exercise designed to provide greater insight into candidate thought processes and communication styles. SGR's written instrument is custom designed around the priorities identified by the Search Committee and usually includes questions focusing on key areas of particular interest to the client. This written instrument will be included in the semifinalist briefing book along with cover letters and resumes submitted by the candidates.

### **Recorded Online Interviews**

SGR will ask semifinalist candidates to complete online interviews. This provides a very insightful, efficient and cost-effective way to gain additional insights to utilize in selecting finalists you want to invite for an onsite interview. The recorded online interviews allow the Search Committee to evaluate technological competence, demeanor, verbal communication skills, and on-camera presence. Online interviews also convey to candidates that the organization is using leading edge technology in its business processes and provide an opportunity for the Search Committee to ask candidates questions on specific topics of special interest. Links to view the online interviews are emailed to the Search Committee members for viewing at their convenience prior to selection of finalist candidates.

### **Media Searches - Stage 1**

"Stage 1" of our media search process involves the use of the web-based interface Nexis Diligence™. This platform is an aggregated subscription-based platform that allows access to global news, business, legal, and regulatory content. These media reports at the semifinalist stage have proven helpful by uncovering issues that may not have been previously disclosed by prospective candidates. The recruiter will communicate any "red flags" to the Search Committee immediately upon discovery.

## **Step 6: Search Committee Briefing / Selection of Finalist Candidates**

---

Prior to this briefing, SGR will provide each member of the Search Committee with a briefing book on the semifinalist candidates. The briefing book includes cover letters, resumes, and completed questionnaires. The link to view the online interviews is emailed separately to Search Committee members. The purpose of this briefing is to facilitate narrowing the list to up to 5 finalists who will be invited for personal interviews.

## **Step 7: Evaluation of Finalist Candidates**

---

### **Comprehensive Media Searches - Stage 2**

"Stage 2" of our media search process includes the web-based interface Nexis Diligence™ along with Google as a supplementary tool. By utilizing both, we can provide our clients with an enhanced due diligence process to help vet potential candidates in an efficient and comprehensive manner, which reduces the risk of overlooking important information.

The Stage 2 media search consists of a more complex search, which also includes social media platforms, and has proven helpful in analyzing possible adverse news about the candidate by uncovering issues that may not have been previously disclosed by the candidate. The media search gives the Search Committee an overview of the type and extent of press coverage that a candidate has experienced over the course of their career. View a sample media report at: <https://sgr.pub/SGRMediaReport>.

### **Comprehensive Background Investigation Reports**

Through SGR's partnership with a licensed private investigation firm, we are able to provide our clients with comprehensive background screening reports that include the detailed information listed below. View a sample background report at: <https://sgr.pub/SGRBackgroundReport>.

- Social Security number trace
- Address history
- Driving history/motor vehicle records
- Credit report (if desired)
- Federal criminal search
- National criminal search
- County warrants and warrants for previous 10 years
- Global homeland security search
- Sex offender registry search
- State criminal search (for current and previous states of residence)
- County civil and criminal search (for every county in which candidate has lived or worked) for previous 10 years
- Education verification
- Employment verification (if desired)
- Military verification (if desired)

### **DiSC Management Assessments (supplemental service)**

SGR uses a DiSC Management assessment tool, which is among the most validated and reliable personal assessment tools available. The DiSC Management assessment analyzes and reports comprehensively on the candidate's preferences in five vital areas: management style, directing and delegating, motivation, development of others, and working with his/her own manager. View a sample report at: <https://sgr.pub/SGRDiSCReport>. For assessments of more than two candidates, a DiSC Management Comparison Report is included, which provides a side-by-side view of each candidate's preferred management style. View a sample comparison report at: <https://sgr.pub/SGRDiSCCompare>.

### **First Year Game Plan or Other Advanced Exercise**

SGR will work with your organization, if desired, to develop an advanced exercise for the finalist candidates. One example of such an exercise is a "First Year Game Plan," a process where finalist candidates are provided with the contact information for elected officials, key staff, and community leaders and then given free rein to make contact with all of them in advance and use those insights to develop a "first year game plan" based on what they know so far.

Feedback is received from the key contacts on their impressions of the finalist candidates from the interactions with the candidates prior to the interviews. This exercise provides the opportunity to evaluate candidates' written and interpersonal communication skills, as well as critical analysis skills.

## **Step 8: Interview Process**

---

### **Face-to-Face Interviews**

SGR will schedule interviews at a date/time convenient to your organization. This process can be as simple, or as complex, as your organization desires. SGR will help you determine the specifics and assist in developing the interview schedule and timeline. SGR will prepare sample interview questions and will participate throughout the process to make it smooth and efficient.

### **Stakeholder Engagement**

At the discretion of the Search Committee, we will work closely with your organization to engage stakeholders in the recruitment process. Our recommendation is that we design a specific stakeholder engagement process after we learn more about the organization and the community. Different approaches work best in different communities. We will collaborate with your organization to determine which option, or combination of options, will be the most effective for the unique needs of the organization.

- Stakeholder survey (supplemental service, can be provided at an additional cost)
- Interviewing community leaders at the outset of the recruitment;
- Holding a public forum for citizen engagement at the outset of the recruitment;
- Community leader reception;
- Meet and greet;
- Search Committee and key community leader dinner meeting;
- "Round Robin" forum meetings with various community groups during a multi-day interview process.

### **Deliberations**

SGR will facilitate a discussion about the finalist interviews and assist the Search Committee in making a hiring decision or in deciding whether to bring back one or more candidates for a second interview.

### **Reference Checks**

SGR uses a progressive and adaptive automated reference check system to provide insights on candidates' soft skills from a well-rounded group of references. References may include elected officials, direct supervisors, direct reports, internal organizational peers, professional peers in other organizations, and civic leaders. SGR's reference check platform is anonymous, which is proven to encourage more candid and truthful responses, in turn providing organizations with more meaningful and insightful information on candidates. SGR provides a written summary report to the organization once all reference checks are completed. The timing of reference

checks may vary depending on the specific search process and situation. If the names of the finalists are made public prior to interviews, SGR will typically contact references prior to the interview process. If the names of the finalists are not made public prior to interviews, SGR will typically wait until the organization has selected its top candidate before calling references in order to protect candidate confidentiality.

## **Step 9: Negotiations and Hiring Process**

---

### **Determine the Terms of an Offer**

Upon request, SGR will provide appropriate employment agreement language and other helpful information to assist you in determining an appropriate offer to extend to your candidate of choice.

### **Negotiate Terms and Conditions of Employment**

SGR will assist to whatever degree you deem appropriate in conducting negotiations with the chosen candidate. SGR will determine and define any special needs or concerns of the chosen candidate, including anything that could be a complicating factor. SGR is experienced and prepared to help craft win-win solutions to negotiation “log-jams.”

### **Press Release (if requested)**

Until you have “sealed the deal,” you should be cautious in order to avoid the embarrassment of a premature announcement that does not work out. It is also best practice to notify all senior staff and unsuccessful candidates before they read about it in the newspaper. SGR will assist with this coordination and with drafting any announcements or press releases.

## **Satisfaction Surveys**

---

SGR is committed to authentically following the golden rule by providing prompt, professional and excellent communication and always treating every client with honor, dignity and respect. We ask clients and candidates to complete a brief and confidential survey after the completion of their recruitment. This helps us strive to continuously improve our processes and meet the changing needs of the workforce.

## **Supplemental Service: Post-Hire Team Building Workshop**

---

SGR can provide a customized team building workshop after you hire for the position. SGR utilizes I-OPT, which is a validated measurement tool that shows how a person perceives and processes information. Because people “see” different things when they assess a situation, they are motivated to take various courses of action, so understanding you and your colleagues’ I-OPT Profiles will enable you to work much more effectively as a team. This service can be provided at an additional cost. View sample I-OPT reports at: <https://sgr.pub/SampleIOPT>.

## Projected Schedule

*Holidays may affect recruitment schedule.*

Task	Weeks
<ul style="list-style-type: none"> <li>Contract Executed</li> <li>Develop Recruitment Plan, Timeline</li> <li><u>Individual Interviews with Key Stakeholders</u></li> </ul>	Week 1
<ul style="list-style-type: none"> <li><u>Deliverable</u>: Position Profile Brochure</li> <li>Search Committee Reviews and Approves Brochure</li> </ul>	Weeks 2-3
<ul style="list-style-type: none"> <li>Advertising and Marketing</li> <li>Accept Applications</li> <li>Communication with Prospects and Applicants</li> </ul>	Weeks 4-7
<ul style="list-style-type: none"> <li>Initial Screening and Review</li> </ul>	Week 8
<ul style="list-style-type: none"> <li><u>Search Committee Briefing</u> / Select Semifinalists</li> <li>Questionnaires and Recorded Online Interviews</li> <li>Media Searches - Stage 1</li> </ul>	Week 9
<ul style="list-style-type: none"> <li><u>Deliverable</u>: Semifinalist Briefing Books and Online Interviews</li> </ul>	Week 10
<ul style="list-style-type: none"> <li><u>Search Committee Briefing</u> / Select Finalist Candidates</li> </ul>	Week 11
<ul style="list-style-type: none"> <li>Comprehensive Media Searches - Stage 2</li> <li>Comprehensive Background Investigation Reports</li> <li>DiSC Management Assessments (supplemental service)</li> <li>First Year Game Plan or Other Advanced Exercise</li> </ul>	Weeks 12-13
<ul style="list-style-type: none"> <li><u>Deliverable</u>: Finalist Briefing Books</li> </ul>	Week 14
<ul style="list-style-type: none"> <li><u>Face-to-Face Interviews</u></li> <li>Stakeholder Engagement (may occur earlier in process)</li> <li>Deliberations</li> <li>Reference Checks (may occur earlier in process)</li> <li>Negotiations and Hiring Process</li> </ul>	Week 15

## Recruitment Costs & Service Guarantee

**Not-to-Exceed Price: \$25,900 \***

*\* Ad placement costs are not included in the Not-to-Exceed Price. Ad placement costs are estimated to be between \$1,750 and \$2,500 and shall be added to the total cost of services upon approval from the organization.*

### Not-to-exceed price includes:

- **Professional Service Fee - \$19,500**
- **Expenses:**
  - **Position Profile Brochure & Marketing - \$1,500**
    - Production of a professional position profile brochure
    - Custom-designed graphics for social media and email marketing
    - Announcement in SGR's 10 in 10 Leadership and Innovation e-newsletter
    - Two (2) email blasts to SGR's opt-in Job Alert subscribers for the relevant job category
    - Job placement on SGR's website
    - Ad placement on SGR's job board
    - Promotions on SGR's social media pages – Facebook, Twitter, LinkedIn, and Instagram
  - **Semifinalist Recorded Online interviews** for up to twelve (12) semifinalists - **\$225 each**
  - **Comprehensive Media Reports** for up to five (5) finalists - **\$500 each**
  - **Comprehensive Background Investigation Reports** for up to five (5) finalists - **\$400 each**
  - **Comprehensive Reference Checks** with individual reports for up to five (5) finalists - **\$225 each**
  - **Up to two (2) multi-day onsite visits** by one Recruiter to the Organization, for up to 2 and 1/2 days per visit. Meals are billed back at a per diem rate of \$15 for breakfast, \$20 for lunch, and \$30 for dinner. Mileage will be reimbursed at the current IRS rate. All other travel-related expenses are billed back at actual cost, with no markup for overhead.

### Reimbursable Expenses

- **Ad placements, as approved by the organization, will be billed back at actual cost with no markup for overhead.**

## **Supplemental Services**

The supplemental services listed below are not included in the not-to-exceed price:

- Additional online interviews (over and above the twelve (12) included in the not-to-exceed price above) are offered for \$225 per candidate.
- Additional comprehensive media reports (over and above the five (5) included in the not-to-exceed price above) are offered for \$500 per candidate.
- Additional background investigation reports (over and above the five (5) included in the not-to-exceed price above) are offered for \$400 per candidate.
- Additional reference checks (over and above the five (5) included in the not-to-exceed price above) are offered for \$225 per candidate.
- There is a cost of \$175 per candidate for the DiSC Management Profile.
- Semifinalist and finalist briefing materials will be provided to the search committee via an electronic link. Should the organization request printing of those materials, the reproduction and shipping of briefing materials will be outsourced and be billed back at actual cost.
- Additional onsite visits (over and above the two (2) onsite visits included in the not-to-exceed price above) by one Recruiter will be billed over and above the not-to-exceed price. Travel and onsite time will be billed at a professional fee (per recruiter) of \$1,000 per half-day and \$1,500 per full day. Meals are billed back at a per diem rate of \$15 for breakfast, \$20 for lunch, and \$30 for dinner. Mileage will be reimbursed at the current IRS rate. All other travel-related expenses are billed back at actual cost, with no markup for overhead.
- Candidates are reimbursed directly by the organization for travel expenses.
- SGR will conduct a Stakeholder Survey for \$1,000. SGR provides recommended survey questions and sets up an online survey. Stakeholders are directed to a web page or invited to take the survey by email. A written summary of results is provided to the organization.
- A half-day onsite post-hire team building workshop is offered for \$4,000, plus travel expenses and \$150 per person for I-OPT reports.
- If the organization desires any supplemental services not mentioned in this section, an estimate of the cost and hours to be committed will be provided at that time, and no work shall be done without approval.

## **Billing**

The professional service fee for the recruitment is billed in three equal installments during the course of the recruitment. The initial installment is billed after the position profile brochure has been created. The second installment is billed after semifinalists are selected. The final installment is billed at the conclusion of the recruitment. Expenses and supplemental services will be billed with each of the three installments, as appropriate. Balances that are unpaid after the payment deadline are subject to a fee of 5% per month or the maximum lawful rate, whichever is less, on the owed amount every month, charged monthly until the balance is paid.

**Service Guarantee**

SGR guarantees that you will be satisfied with the results of the full service recruitment process, or we will repeat the entire process one additional time and charge only for expenses. Additionally, if you select a candidate (that SGR has fully vetted) who resigns or is released within 12 months of their hire date, SGR will repeat the process one additional time and charge only for expenses. If the organization circumvents SGR's recruitment process and selects a candidate who did not participate in the full recruitment process, the service guarantee is null and void. We also guarantee that we will not directly solicit a candidate we bring to you for another job.



## City & County Management Recruitments, 2018-Present

### In Progress

---

- Cleburne, Texas (pop. 33,000) - City Manager
- Edwardsville, Kansas (pop. 4,700) - City Manager
- Glenn Heights, Texas (pop. 17,000) - City Manager
- Kilgore, Texas (pop. 14,000) - City Manager
- Lafayette, Colorado (pop. 30,000) - City Administrator
- Largo, Florida (pop. 84,000) - City Manager
- Lawton, Oklahoma (pop. 90,000) - City Manager
- Snoqualmie, Washington (pop. 14,000) - City Administrator
- Trophy Club, Texas (pop. 13,000) - Town Manager

### 2023

---

- Camp Verde, Arizona (pop. 12,000) - Town Manager
- Bristol, Tennessee (pop. 27,000) - City Manager
- Dobbs Ferry, New York (pop. 11,000) - Village Administrator
- Gatesville, Texas (pop. 16,000) - City Manager
- Glastonbury, Connecticut (pop. 35,000) - Town Manager
- Great Bend, Kansas (pop. 15,000) - City Administrator
- Justin, Texas (pop. 5,000) - City Manager
- Laredo, Texas (pop. 256,000) - City Manager
- Mexia, Texas (pop. 7,000) - City Manager
- Nassau Bay, Texas (pop. 5,000) - City Manager
- Navajo County, Arizona (pop. 106,000) - County Manager
- Ottawa, Kansas (pop. 12,500) - City Manager
- Parker, Arizona (pop. 3,500) - Town Manager
- Rowlett, Texas (pop. 68,000) - City Manager
- Shawnee, Kansas (pop. 69,000) - City Manager
- Snyder, Texas (pop. 11,000) - City Manager
- Williston, North Dakota (pop. 29,000) - City Administrator

### 2022

---

- Aledo, Texas (pop. 5,500) - City Manager
- Blaine, Washington (pop. 6,000) - City Manager
- Crandall, Texas (pop. 4,000) - City Manager

- Dalhart, Texas (pop. 8,500) - City Manager
- Edinburg, Texas (pop. 100,000) - City Manager
- Frisco, Colorado (pop. 3,000) - Town Manager
- Graham, Texas (pop. 8,000) - City Manager
- Hutto, Texas (pop. 40,000) - City Manager
- Johnston, Iowa (pop. 24,000) - City Administrator
- Kennebunk, Maine (pop. 11,000) - Town Manager
- Kennedale, Texas (pop. 9,000) - City Manager
- Ketchikan, Alaska (pop. 8,000) - City Manager/Public Utilities General Manager
- Klamath Falls, Oregon (pop. 22,000) - City Manager
- Leawood, Kansas (pop. 34,000) - City Administrator
- Levelland, Texas (pop. 14,000) - City Manager
- Live Oak, Texas (pop. 16,000) - City Manager
- Madisonville, Texas (pop. 4,500) - City Manager
- Manor, Texas (pop. 15,000) - City Manager
- Marshall, Texas (pop. 23,000) - City Manager
- Mineral Wells, Texas (pop. 15,000) - City Manager
- Mont Belvieu, Texas (pop. 8,000) - City Manager
- Montgomery, Texas (pop. 2,400) - City Administrator
- Nassau Bay, Texas (pop. 5,000) - City Manager
- Parkville, Missouri (pop. 7,000) - City Administrator
- Rocky Hill, Connecticut (pop. 21,000) - Town Manager
- Sunnyvale, Texas (pop. 8,000) - Town Manager
- Tolland, Connecticut (pop. 15,000) - Town Manager
- Walla Walla, Washington (pop. 34,000) - City Manager
- West Lake Hills, Texas (pop. 3,000) - City Administrator
- Wethersfield, Connecticut (pop. 26,000) - Town Manager
- Wickenburg, Arizona (pop. 7,500) - Town Manager

## 2021

---

- Bainbridge Island, Washington (pop. 25,000) - City Manager
- Breckenridge, Texas (pop. 5,000) - City Manager
- Bridgeport, Texas (pop. 6,500) - City Manager
- Briarcliff Manor, New York (pop. 8,000) - Village Manager
- Chandler, Arizona (pop. 270,000) - City Manager
- Chanhassen, Minnesota (pop. 27,000) - City Manager
- Chickasha, Oklahoma (pop. 16,000) - City Manager
- Choctaw, Oklahoma (pop. 12,000) - City Manager

- Clermont, Florida (pop. 44,000) - City Manager
- Flower Mound, Texas (pop. 79,000) - Town Manager
- Johnson City, Tennessee (pop. 65,000) - City Manager
- Kennett Square, Pennsylvania (pop. 6,000) - Borough Manager
- Lago Vista, Texas (pop. 8,000) - City Manager
- Lamar, Colorado (pop. 7,500) - City Administrator
- Monett, Missouri (pop. 9,000) - City Administrator
- North Port, Florida (pop. 77,000) - City Manager
- Port Chester, New York (pop. 30,000) - Village Manager
- Sherwood, Oregon (pop. 20,000) - City Manager
- Snoqualmie, Washington (pop. 14,000) - City Administrator
- Spokane, Washington (pop. 220,000) - City Administrator

## 2020

---

- Argyle, Texas (pop. 4,000) - Town Administrator
- Bay City, Texas (pop. 17,000) - City Manager
- Bedford, Texas (pop. 49,000) - City Manager
- Boerne, Texas (pop. 16,000) - City Manager
- Castroville, Texas (pop. 3,000) - City Administrator
- Clinton, Connecticut (pop. 13,500) - Town Manager
- Commerce, Texas (pop. 9,000) - City Manager
- Covington, Georgia (pop. 14,000) - City Manager
- DeSoto, Texas (pop. 56,000) - City Manager
- Duncanville, Texas (pop. 40,000) - City Manager
- Hutchinson, Kansas (pop. 42,000) - City Manager
- Hutto, Texas (pop. 30,000) - City Manager
- Iola, Kansas (pop. 5,500) - City Administrator
- Johns Creek, Georgia (pop. 84,000) - City Manager
- Joplin, Missouri (pop. 50,000) - City Manager
- Miami, Oklahoma (pop. 13,500) - City Manager
- Mission Hills, Kansas (pop. 3,500) - City Administrator
- Nacogdoches, Texas (pop. 33,000) - City Manager
- Santa Fe, Texas (pop. 13,000) - City Manager
- Tigard, Oregon (pop. 53,000) - City Manager
- Westworth Village, Texas (pop. 3,000) - City Administrator

## 2019

---

- Blaine, Minnesota (pop. 65,000) - City Manager
- Bullard, Texas (pop. 4,000) - City Manager
- Campbell County, Wyoming (pop. 46,000) - Commissioners' Administrative Director/County Administrator
- Canyon, Texas (pop. 15,000) - City Manager
- Copperas Cove, Texas (pop. 34,000) - City Manager
- Killeen, Texas (pop. 145,000) - City Manager
- Kingsville, Texas (pop. 26,000) - City Manager
- Lamar, Colorado (pop. 7,500) - City Administrator
- Lenexa, Kansas (pop. 55,000) - City Manager
- Mineral Wells, Texas (pop. 15,000) - City Manager
- Orange, Texas (pop. 19,000) - City Manager
- Palm Coast, Florida (pop. 86,000) - City Manager
- South Windsor, Connecticut (pop. 26,000) - Town Manager
- Springfield, Oregon (pop. 62,000) - City Manager
- Terrell, Texas (pop. 17,000) - City Manager
- Tolland, Connecticut (pop. 15,000) - Town Manager
- Vail, Colorado (pop. 5,000) - Town Manager
- Venus, Texas (pop. 5,000) - City Administrator
- Victoria, Texas (pop. 67,000) - City Manager
- West Lake Hills, Texas (pop. 3,000) - City Administrator

## 2018

---

- Anna, Texas (pop. 14,000) - City Manager
- Bethany, Oklahoma (pop. 19,000) - City Manager
- Cameron, Missouri (pop. 10,000) - City Manager
- Clackamas County, Oregon (pop. 400,000) - County Administrator
- Clallam County, Washington (pop. 75,000) - County Administrator
- Coffeyville, Kansas (9,500) - City Manager
- Craig, Colorado (pop. 9,000) - City Manager
- Erie, Colorado (pop. 26,000) - Town Administrator
- Forney, Texas (pop. 19,000) - City Manager
- Freeport, Texas (pop. 12,000) - City Manager
- Fulshear, Texas (pop. 9,500) - City Manager
- Green Cove Springs, Florida (pop. 7,500) - City Manager
- Humble, Texas (pop. 15,000) - City Manager
- Jacksonville, Texas (pop. 14,000) - City Manager

- Jupiter, Florida (pop. 60,000) - Town Manager
- Lawton, Oklahoma (pop. 94,000) - City Manager
- Lebanon, Missouri (pop. 15,000) - City Administrator
- Lockhart, Texas (pop. 13,500) - City Manager
- Marshall, Texas (pop. 24,000) - City Manager
- Murfreesboro, Tennessee (pop. 130,000) - City Manager
- Nixa, Missouri (pop. 21,000) - City Administrator
- Paducah, Kentucky (pop. 25,000) - City Manager
- Pflugerville, Texas (pop. 60,000) - City Manager
- Plant City, Florida (pop. 38,000) - City Manager
- Riverside, Missouri (pop. 3,000) - City Administrator
- Smithville, Missouri (pop. 10,000) - City Administrator
- Springfield, Missouri (pop. 167,000) - City Manager
- Sunnyvale, Texas (pop. 6,500) - Town Manager
- West University Place, Texas (pop. 14,000) - City Manager
- Wethersfield, Connecticut (pop. 26,000) - Town Manager

# CITY OF MONETT

— Missouri —

## CITY ADMINISTRATOR



CITY OF MONETT, MISSOURI

EXECUTIVE SEARCH  
PROVIDED BY 



## THE COMMUNITY

Conveniently located between Springfield and Joplin, Monett, Missouri, home to more than 9,000 people, is the largest city in what is considered the regional center for Barry and Lawrence counties. More than 25,000 visitors come to downtown Monett each year to take advantage of the specialty shops, restaurants, and services offered throughout the district.

In the heart of Ozark country, Monett was established in 1887 as a trading post and shipping center for the St. Louis-San Francisco Railway, later known as the Frisco. Named for a popular station agent, Henry Monett, the city is rich in railroad history as it was a major stop along various rail routes with a Harvey House restaurant, a Railroad YMCA, and a roundhouse repair station. In the 1950s and 1960s, the city transitioned from a railroad community to one focused on manufacturing. The Monett Industrial Development Corporation was responsible for bringing companies like EFCO, a major manufacturer of custom windows, Vaisey-Bristol, and Schreiber Foods to the community that led to a rapid expansion of the manufacturing sector. Today, Monett's daytime population increases to over 14,000 with commuters traveling to work in Monett. More than 5,500 jobs in the community are in manufacturing with other employment in the healthcare, education, and service sectors.

Monett was a DREAM community that led to many improvements to the downtown business district which has been transformed into a park/green space area that is used for special events and a popular summer concert series.

Though the Frisco has long since left Monett, today's city street names reflect its railway heritage, including Bond, Cale, Wishart, Dunn, Benton, and Scott – all former railroad officials – and the original town structure remain. The historic buildings and landmarks stand in much the same place as they did in the late 19th century. In 2014 a large portion of the central business district was added to the National Register of Historic Places and is now referred to as the Downtown Monett Historic District. Monett's culture demonstrates a continued commitment to creating a place of "Pride & Progress," honoring and remembering the past as the City grows into its progressive future.

## THE COMMUNITY — CONTINUED

CoxHealth Systems, which operates the Cox Monett Hospital, is completing the construction of a new \$43 million hospital campus. The City is actively engaged in planning for the repurposing of the former Cox Monett hospital facility and clinics. Jack Henry & Associates (JHA) travel division is headquartered at the Monett Regional Airport. JHA's travel operations and the location of several other large corporate facilities in Monett are contributing factors in making Monett's airport one of the busiest general aviation airports in Missouri. The City recently announced that it had been awarded an \$11.3 million federal grant as Phase 1 of the construction of a new 6,001' runway. Phase 2, anticipated to cost an additional \$10-\$12 million, is expected to be awarded in 2021. The existing 5,000' runway will be extended and converted to use as a full-length, parallel taxiway.

Monett's residents have access to abundant entertainment and cultural offerings including the Monett Performing Arts Center, Monett History Museum, Ozark Festival Orchestra, Windmill Ridge Golf Course, First on Front event featuring local music and food trucks, and a seasonal Farmer's Market. Sports fans enjoy watching professional and minor league sports teams near Monett including the Kansas City Chiefs NFL franchise, Kansas City Royals major league baseball, and Northwest Arkansas Naturals, and Springfield Cardinals minor league baseball teams. The Wonders of Wildlife Museum and Aquarium, Dickerson Park Zoo, and Silver Dollar City theme park round out opportunities for family fun and adventure.

Monett R-1 School District is the public school system for Monett, serving grades K through 12 with six campuses and a total enrollment of 2,429. The community also has two private schools, Berean Christian Academy and St. Lawrence school. Drury University, a small private university headquartered in Springfield, Missouri, has a campus in Monett that offers multiple Bachelor's and Associate's degree programs as well as professional certifications.

The City has a median household income of \$36,858 and an average home value of \$129,811.

## MAJOR EMPLOYERS

EFCO

Jack Henry & Associates

Tyson

PlayPower (Miracle Equipment Co.)

Schreiber Foods

International Dehydrated Foods

WinTech

Architectural Systems, Inc.

Monett Metals

Steel Tech

Hydro Aluminum







## GOVERNANCE AND ORGANIZATION

Monett operates under the commission form of government. The City Council is comprised of the Mayor and two commission members, all elected at-large for four-year terms with no term limits. The Council appoints a professional City Administrator who is responsible for the efficient administration of all departments within the organization. The City's 126 employees deliver a variety of municipal services that include Police, Fire, E911, Building Inspection/Code Enforcement, Emergency Management, Municipal Court, Cemetery, Streets, Economic Development, Golf Course, Parks, Aquatic Center, Events Center, Airport, Water, Electric, Sewer, Fiber, Sanitation, and Fleet Maintenance Services. The City enjoys very sound infrastructure that includes water and sewer system capacity, parks, playgrounds, and streets.

The current City Administrator is retiring after 13 years of service to Monett. The person selected for the position will be just the second Administrator in the City's history.

The City has a fiscal year budget of \$44 million and 126 employees. Monett does not have a real estate tax. The primary sources of revenue for the City are sales tax and electric utility revenues.



## CHALLENGES & OPPORTUNITIES

Several priorities for the incoming City Administrator include:

### CAPITAL PROJECTS

There are several capital projects underway that will need to be managed to completion including an overpass project, airport runway extension, TIF redevelopment, and street, sidewalk, curb and gutter improvements.

### EMERGENCY SERVICES

There are some pending changes to the City's emergency services operations. Expected changes to the dispatch/communications partnership with Lawrence County could impact funding in support of those services and there is a need to develop a long-term strategy for providing fire protection services to the community that could require additional City investment or consolidation of fire departments.

### COMMUNITY GROWTH

Some growth-related issues currently exist. There is a need for more housing development and there are currently more jobs available than employees to fill them.

### JOINT VENTURE PROJECTS

Several projects are underway including work with Monett Main Street on downtown revitalization and determining positive re-use of the former Cox Monett Hospital property.



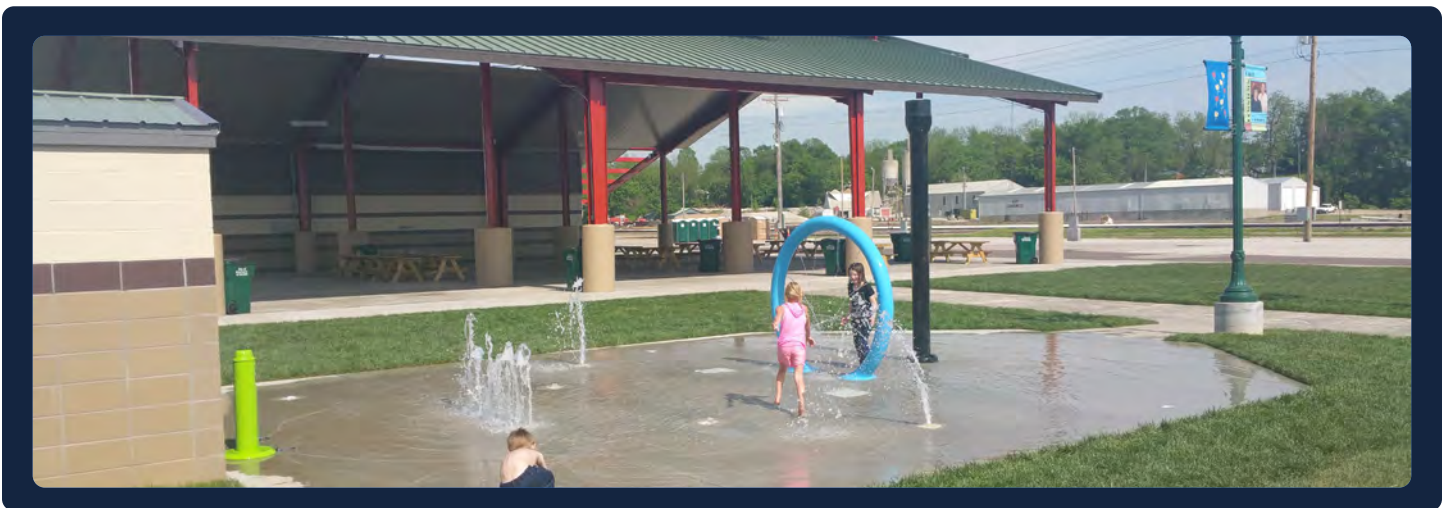
## IDEAL CANDIDATE

This ideal candidate for this position is a consummate professional with the ability to maintain the high level of services and projects that the City is accustomed to, and has the knowledge, experience, and integrity needed to ensure that City operations are carried out in a manner that represents the City's values.

The successful City Administrator is a collaborative manager who can build effective and successful relationships with the City Council, staff, and the community. The selected candidate must be knowledgeable of municipal operations and Missouri state statutes and possess refined analytical skills and the ability to resolve problems quickly and with sound judgment. Because the City Administrator will ultimately be responsible for the execution of the City budget, the candidate must possess strong finance and budgeting skills.

Superior leadership skills are a must for this position. The ideal City Administrator is an excellent communicator, a good listener, and works continuously to help build consensus. The successful candidate must be an approachable, open, and fair "people person" who genuinely cares about staff and the community, and who appreciates Monett's culture and history. The ideal candidate for this position is a leader with impeccable character who is honest and trustworthy.

The hired candidate is expected to live in the community - preferably within the city limits.



## EDUCATION & EXPERIENCE

The selected candidate must have a bachelor's degree in public administration or have the equivalent qualifications and experience in the fields of finance, business administration, public affairs, public policy, or public relations fields. A minimum of five years of progressive management experience in local government as a City, County, or Town Administrator or at the Deputy/Assistant level is preferred, as well as experience managing electric and water utilities and conducting water, sewer, and electric rate studies. Experience overseeing municipal airport operations would be a plus.



## COMPENSATION & BENEFITS

In addition to a competitive, annually reviewed salary schedule, the City of Monett offers an outstanding benefits package that includes paid time off, group insurance, tax-deferred retirement plans, and generous vacation and paid time off. The City participates in the Missouri Local Government Employees Retirement System with a 4% employee contribution rate.



## APPLICATION PROCESS

Please apply online at: <http://bit.ly/SGROpenRecruitments>

For more information on this position contact:

**Kurt Hodgen, Sr. Vice President, Recruitment**  
SGR  
[KurtHodgen@GovernmentResource.com](mailto:KurtHodgen@GovernmentResource.com)  
540-820-0531



The City of Monett is an Equal Opportunity Employer and values diversity in its workforce. Applicants selected as finalists for this position will be subject to a comprehensive background check.

To understand more about Monett and its people, follow this link to a short video about the community - [mometomonett.com](http://mometomonett.com).

## RESOURCES

**City of Monett**  
[cityofmonett.com](http://cityofmonett.com)

**Monett Main Street**  
[monettmainstreet.com](http://monettmainstreet.com)

**Monett Chamber of Commerce**  
[monettchamber.com](http://monettchamber.com)

FOLLOW CITY OF MONETT



**Agreement for Executive Recruitment Services  
for City Administrator  
between**

Strategic Government Resources, Inc. ("SGR")  
and  
City of Marysville, Kansas ("Organization")

**Scope of Services:**

SGR shall provide all services for recruitment as described in the formal proposal submitted and described in abbreviated form as follows:

- Development recruitment plan and timeline
- Production of a professional position profile brochure
- Advertising and marketing
- Communication with prospects and applicants
- Initial screening and review of applications
- Briefing with search committee to facilitate selection of semifinalists
- Written questionnaires, customized to the position, for up to twelve (12) semifinalists
- Recorded online interviews for up to twelve (12) semifinalists
- Stage 1 Media Searches on up to twelve (12) semifinalists
- Electronic delivery of semifinalist briefing books and online interviews
- Briefing with the search committee to facilitate selection of finalist candidates
- Assistance with development of advanced exercise for finalist candidates, if desired
- Comprehensive Stage 2 Media Reports for up to five (5) finalist candidates
- Comprehensive background investigation reports on up to five (5) finalist candidates
- Comprehensive Reference Checks for up to five (5) finalist candidates
- Electronic delivery of finalist briefing books
- Assistance with interview questions and interview schedule
- Assistance with stakeholder engagement, if desired
- Assistance with negotiating terms and conditions of employment, if desired
- Up to Two (2) in-person visits by the Recruiter to the Organization.
- Periodic updates regarding the progress of the search, as frequently as desired

**The Organization agrees:**

- To provide photos/graphics and information necessary to develop position profile brochure
- To respond to drafts of documents and reports in a timely manner; failure to do so may extend timelines and can negatively impact the outcome of the process
- To refer all prospective applicants to SGR and shall not accept applications independently during the recruitment process

- To provide reproduction of hard copy brochure, if desired
- To provide any direct mailings desired by the Organization
- To provide legal opinions to SGR regarding when and if any information must be released in accordance with Public Information requests
- To directly reimburse finalists for travel-related expenses to interview
- That Organization is ultimately responsible for candidate selections and that Organization will not discriminate against any candidate on the basis of age, race, creed, color, religion, sex, sexual orientation, national origin, disability, marital status, or any other basis that is prohibited by federal, state, or local law
- To comply with the Fair Credit Reporting Act (FCRA) with regard to any pre- or post-adverse action notices and requirements if the Organization decides not to hire a candidate as a result of their credit history report

**SGR shall be compensated by the Organization as detailed below:**

**Not-to-Exceed Price = \$25,900\***

*\* Ad placement costs are not included in the Not-to-Exceed Price. These costs are estimated to be between \$1,750 and \$2,500 and shall be added to the total cost of services upon approval from the organization.*

**Not-to-exceed price includes:**

- **Professional Service Fee - \$19,500**
- **Expenses** (will appear on invoices until not-to-exceed price is reached):
  - **Position Profile Brochure & Marketing - \$1,500**
    - Production of a professional position profile brochure
    - Custom-designed graphics for social media and email marketing
    - An announcement in SGR's 10 in 10 Leadership and Innovation e-newsletter
    - Two (2) email blasts to SGR's opt-in Job Alert subscribers for the relevant job category
    - Job placement on SGR's website
    - Ad placement on SGR's job board
    - Promotions on SGR's social media pages – Facebook, Twitter, LinkedIn, and Instagram
  - **Semifinalist Recorded Online interviews** for up to twelve (12) semifinalists - **\$225 each**
  - **Comprehensive Media Reports** for up to five (5) finalists - **\$500 each**
  - **Comprehensive Background Investigation Reports** for up to five (5) finalists - **\$400 each**
  - **Comprehensive Reference Checks** with individual reports for up to five (5) finalists - **\$225 each**
  - **Up to two (2) multi-day onsite visits** by one Recruiter to the Organization, for up to 2 and 1/2 days per visit. Meals are billed back at a per diem rate of \$15 for breakfast, \$20 for lunch, and \$30 for dinner. Mileage will be reimbursed at the current IRS rate. All other travel-related expenses are billed back at actual cost, with no markup for overhead.

## **Reimbursable Expenses**

- **Ad placements, as approved by the Organization, will be billed back at actual cost with no markup for overhead.**

## **Supplemental Services (not included in the not-to-exceed price above):**

- SGR will conduct a Stakeholder Survey for \$1,000. SGR will provide recommended survey questions within three (3) business days of project initiation. SGR will set up an online survey within one (1) business day after Organization has reviewed and approved the survey questions. Stakeholders can be directed to a web page or invited to take the survey by email. SGR and Organization will agree to the open survey time period, typically ten (10) to thirty (30) days. Organization shall be responsible for marketing and promoting the survey to stakeholders. A written summary of results is provided to Organization within three (3) business days of survey close date. Survey is not validated statistically.
- Additional online interviews (over and above the twelve (12) included in the not-to-exceed price above) are offered for \$225 per candidate.
- Additional comprehensive media reports (over and above the five (5) included in the not-to-exceed price above) are offered for \$500 per candidate.
- Additional background investigation reports (over and above the five (5) included in the not-to-exceed price above) are offered for \$400 per candidate.
- Additional reference checks (over and above the five (5) included in the not-to-exceed price above) are offered for \$225 per candidate.
- There is a cost of \$175 per candidate for the DiSC Management Profile.
- Semifinalist and finalist briefing materials will be provided to the search committee via an electronic link. Should the organization request printing of those materials, the reproduction and shipping of briefing materials will be outsourced and be billed back at actual cost.
- Additional onsite visits (over and above the two (2) onsite visits included in the not-to-exceed price above) by one Recruiter will be billed over and above the not-to-exceed price. Travel and onsite time will be billed at a professional fee (per recruiter) of \$1,000 per half-day and \$1,500 per full day. Meals are billed back at a per diem rate of \$15 for breakfast, \$20 for lunch, and \$30 for dinner. Mileage will be reimbursed at the current IRS rate. All other travel-related expenses are billed back at actual cost, with no markup for overhead.
- Candidates will be reimbursed directly by the Organization for travel expenses.
- If the Organization desires any supplemental services not mentioned in this section, an estimate of the cost and hours to be committed will be provided at that time, and no work shall be done without approval.

## **Billing:**

The professional service fee for the recruitment is billed in three equal installments during the course of the recruitment. The initial installment is billed after the position profile brochure has been created. The second installment is billed after semifinalists are selected. The final installment is billed at the conclusion of the recruitment. Expenses and supplemental services will be billed with each of the three installments, as appropriate. Balances that are unpaid after the payment deadline are subject to a fee of 5% per month or the maximum lawful rate, whichever is less, on the owed amount every month, charged monthly until the balance is paid.



Organization Contact for Invoicing:

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

**Service Guarantee:**

SGR guarantees that you will be satisfied with the results of the full service recruitment process, or we will repeat the entire process one additional time and charge only for expenses. Additionally, if you select a candidate (that SGR has fully vetted) who resigns or is released within 12 months of their hire date, SGR will repeat the process one additional time and charge only for expenses. If the organization circumvents SGR's recruitment process and selects a candidate who did not participate in the full recruitment process, the service guarantee is null and void. We also guarantee that we will not directly solicit a candidate we bring to you for another job.

**Expenses in the event of a repeat search shall include:**

- Position Profile Brochure Edits, Custom Graphics, and SGR Marketing - \$750
- Ad placements, as approved by the organization, will be billed back at actual cost with no markup for overhead.
- Online interviews - \$225 per candidate.
- Comprehensive media reports - \$500 per candidate.
- Background investigation reports - \$400 per candidate.
- Reference checks - \$225 per candidate.
- DiSC Management Profile - \$175 per candidate
- Should the organization request printing of semifinalist or finalist briefing materials, the reproduction and shipping of briefing materials will be outsourced and be billed back at actual cost.
- Recruiter travel. Meals are billed back at a per diem rate of \$15 for breakfast, \$20 for lunch, and \$30 for dinner. Mileage will be reimbursed at the current IRS rate. All other travel-related expenses are billed back at actual cost, with no markup for overhead.
- Candidates are reimbursed directly by the organization for travel expenses.
- Stakeholder Survey - \$1,000
- If the Organization desires any supplemental services not mentioned in this section, an estimate of the cost and hours to be committed will be provided at that time, and no work shall be done without approval.

**Terms and Conditions:**

- The Organization reserves the right to terminate this agreement at any time upon giving SGR seven days advanced written notice to SGR, Attn: Melissa Valentine, PO Box 1642, Keller, TX 76244 or by email to MelissaValentine@GovernmentResource.com. In such an event, SGR will be compensated for all work satisfactorily completed up to and through the date of termination.
- The Organization acknowledges that the nature of executive recruitment is such that SGR engages in discussions with prospects throughout the process who may or may not ultimately become a candidate, and that SGR is utilizing its proprietary network of relationships to identify and engage prospective candidates, and that premature release of such proprietary information, including names of prospective candidates who SGR may be having conversations with as part of the recruitment process, may be damaging to the prospects and SGR. Accordingly, the Organization acknowledges and, to the extent provided by law, agrees that all information related to this search is proprietary, and remains the property of and under the exclusive control of SGR, regardless of whether such information has been shared with the Organization or not, including all decisions regarding release of information, until such time that a finalist is named. At the time finalists are determined, all information related to the finalists shall become the property of the Organization and all decisions regarding public disclosure shall be determined by the Organization, except that psychometric assessments, questionnaires, and any information produced by SGR is proprietary and shall not become the property of the Organization or subject to disclosure. If the Organization receives an open records request, the Organization shall notify and share the request with SGR in writing as soon as possible but within no more than three (3) business days of receipt. The Organization shall provide sufficient time for SGR to notify and provide advance notice to the impacted individuals prior to the Organization releasing the required information with protected information redacted.

Approved and Agreed to, this the \_\_\_\_\_ day of \_\_\_\_\_, 2023 by and between

\_\_\_\_\_  
Jeri J. Peters, President of Executive Recruitment  
Strategic Government Resources

\_\_\_\_\_  
City of Marysville, Kansas

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

**RESOLUTION NO. 2023-52**

**RESOLUTION FOLLOWING HEARING ON NUISANCE  
VIOLATION BEFORE THE GOVERNING BODY ON  
SEPTEMBER 11, 2023**

WHEREAS, pursuant to Chapter 8, Article 2 of the Code of the City of Marysville, Kansas, notice was given to Cassie Scheetz and Christian Perez with regard to 900 N 8<sup>th</sup> Street, Marysville, Marshall County, Kansas, on July 17, 2023, regarding violations of Chapter 8-201 of said Code (commonly referred to as the Health and Welfare Code); and

WHEREAS Cassie Sheetz or Christian Perez did not request a hearing, nor did they appear on August 14, 2023, as pursuant to the Code of the City of Marysville; however, the Governing Body did discuss the alleged violations as aforementioned on September 11, 2023, and

WHEREAS the Governing Body indicated the following deadline would apply for compliance in the area of concern: The area of 900 N 8<sup>th</sup> Street, Marysville, Marshall County, Kansas, shall be in compliance prior to July 31, 2023.

NOW, THEREFORE, IT IS RESOLVED by the Governing Body of the City of Marysville, Kansas, that the above aforementioned deadline as applicable to the respective area shall apply and be deemed final; and

IT IS FURTHER RESOLVED that if compliance is not met in this area by September 22, 2023, the City Inspector shall abate the violation with the costs assessed against the lot or parcel of ground as provided by Chapters 8-208 and 8-210 of the Marysville Code of Ordinances.

IT IS SO RESOLVED.

PASSED AND APPROVED this 11th day of September 2023, by the Governing Body of the City of Marysville, Kansas.

FORMALIZED IN WRITING ON THIS 11<sup>th</sup> DAY OF SEPTEMBER 2023.

(Seal)

---

JASON BARNES  
Mayor

ATTEST:

---

LUCINDA HOLLE  
City Clerk



209 NORTH 8<sup>TH</sup> ST., MARYSVILLE, KS 66508 ♦ PH: (785) 562-5331 FAX: (785) 562-2449

## NOTICE OF VIOLATION

of City Code, Chapter 8, Article 2, Section 8-201, relating to health nuisances as defined. Providing for notice and providing for removal by the City of Marysville and providing for charges, therefore.

**DATE: 7/17/2023**

**OWNER AND/OR TENANT: Cassie Scheetz / Christian Perez**

**LOCATION OF INSPECTION: 900 N. 8<sup>th</sup> St.**

**PHOTO(S) & INSTRUCTIONS TO ABATE:** Please note the pictures I have taken, these areas are in violation of city code, please clean up these areas at your earliest convenience which is the metal, barrel, and miscellaneous items. We greatly appreciate your cooperation and prompt action to this situation and helping keep Marysville clean.

Inspection of your property within the city limits of Marysville, Kansas reveals that there is a health nuisance on your property that is in violation of City Code, Chapter 8, Article 2, Section 8-201.

The above-referenced property is in violation of the Marysville Code of Ordinances because of the following conditions:

8-201. NUISANCES UNLAWFUL; DEFINED. It shall be unlawful for any person to maintain or permit any nuisance within the city as defined, without limitation, as follows:

- (a) Filth, excrement, lumber, rocks, dirt, cans, paper, trash, metal or any other offensive or disagreeable thing or substance thrown or left or deposited upon any street, avenue, alley, sidewalk, park, public or private enclosure or lot whether vacant or occupied.
- (b) All dead animals not removed within 24 hours after death.
- (c) Any place or structure or substance which emits or causes any offensive, disagreeable or nauseous odors.
- (d) All stagnant ponds or pools of water.
- (e) All grass or weeds or other unsightly vegetation not usually cultivated or grown for domestic use or to be marketed or for ornamental purposes.
- (f) Abandoned iceboxes or refrigerators kept on the premises under the control of any person or deposited on the sanitary landfill.
- (g) All articles or things whatsoever caused, kept maintained or permitted by any person to the injury, annoyance, or inconvenience of the public or of any neighborhood.
- (h) Any fence, structure, thing, or substance placed upon or being upon any street, sidewalk, alley, or public ground to obstruct the same, except as permitted by the laws of the city. (K.S.A. 21-4106:4107; Code 2011)

As the owner or tenant of the property in which the violation is found you have **10 days from the date of this notice** to abate the condition(s) in violation or request a hearing before the governing body of the matter as provided by section 8-206 of the City Code. If you so request, your hearing will be at the next City Council meeting, which is presently scheduled for **8/14/2023** at 7:00 p.m.

A follow-up inspection will be conducted on **7/31/2023** to ensure compliance with this request. Your prompt attention to this matter will be appreciated.

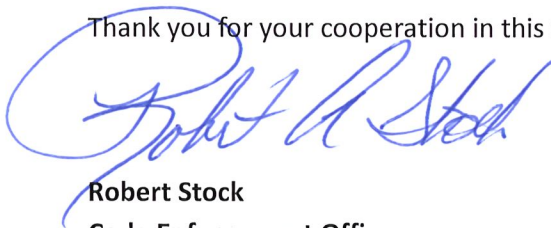
Should the person, corporation, partnership, or association listed on this notice fail to properly abate the nuisance or request a hearing, the matter may be referred to the prosecutor to be filed in the municipal court against such person, corporation, partnership or association and upon conviction of any violation of provisions of section 8-201, **may be fined in an amount not to exceed \$250 plus court costs.**

**Please be advised that should you fail to properly abate the nuisance or request a hearing, the City will abate the violation and seek recovery of the costs incurred, including administrative fees, mowing costs, attorney fees and publication costs, from you. The minimum City charge is \$325, which could increase by \$105 per hour depending upon the length of time required for the abatement.**

In addition to, or as an alternative to prosecution, the public officer may seek to remedy violations of this section in the following manner. If a person to whom a notice has been sent has neither alleviated the conditions causing the alleged violation nor requested a hearing before the governing body within the time periods specified, the public officer may present a resolution to the governing body for adoption authorizing the public officer or other agents of the city to abate the conditions causing the violation at the end of 10 days after passage of the resolution. The resolution shall further provide that the costs incurred by the city shall be charged against the lot or parcel of ground on which the nuisance was located. A copy of the resolution shall be served upon the person in violation.

If you have any question regarding the enforcement of this order, contact the Building Inspector at 785-562-5331.

Thank you for your cooperation in this matter.



**Robert Stock**  
**Code Enforcement Officer**



Updated 9/5/2023







**RESOLUTION NO. 2023-53**

**RESOLUTION FOLLOWING HEARING ON NUISANCE  
VIOLATION BEFORE THE GOVERNING BODY ON  
SEPTEMBER 11, 2023**

WHEREAS, pursuant to Chapter 8, Article 2 of the Code of the City of Marysville, Kansas, notice was given to Rick Wecker and owner of the property Oscar/Elaine E Wecker with regard to 507 Walnut Street, Marysville, Marshall County, Kansas, on July 7, 2023, regarding violations of Chapter 8-503 of said Code (commonly referred to as the Health and Welfare Code); and

WHEREAS Rick Weck or Oscar and Elaine Wecker did not request a hearing, nor did they appear on July 24, 2023, as pursuant to the Code of the City of Marysville; however, the Governing Body did discuss the alleged violations as aforementioned on September 11, 2023, and

WHEREAS the Governing Body indicated the following deadline would apply for compliance in the area of concern: The area of 500 Walnut Street, Marysville, Marshall County, Kansas, shall be in compliance prior to July 18, 2023.

NOW, THEREFORE, IT IS RESOLVED by the Governing Body of the City of Marysville, Kansas, that the above aforementioned deadline as applicable to the respective area shall apply and be deemed final; and

IT IS FURTHER RESOLVED that if compliance is not met in this area by September 22, 2023, the City Inspector shall abate the violation with the costs assessed against the lot or parcel of ground as provided by Chapters 8-208 and 8-210 of the Marysville Code of Ordinances.

IT IS SO RESOLVED.

PASSED AND APPROVED this 11th day of September 2023, by the Governing Body of the City of Marysville, Kansas.

FORMALIZED IN WRITING ON THIS 11<sup>th</sup> DAY OF SEPTEMBER 2023.

(Seal)

\_\_\_\_\_  
JASON BARNES  
Mayor

ATTEST:

\_\_\_\_\_  
LUCINDA HOLLE  
City Clerk



209 NORTH 8<sup>TH</sup> ST., MARYSVILLE, KS 66508 ♦ PH: (785) 562-5331 FAX: (785) 562-2449

## NOTICE OF VIOLATION

of City Code, Chapter 8, Article 5, Section 8-503, relating to the junked motor vehicles on private property. Providing for notice and providing for removal by the City of Marysville, and providing for charges, therefore.

**DATE: 7/7/2023**

**OWNER AND/OR TENANT: Rick Wecker / Oscar & Elaine E. Wecker**

**LOCATION OF INSPECTION: 507 Walnut St.**

**PHOTO(S) & INSTRUCTIONS TO ABATE: The vehicle in question is the Black Ford pickup with expired tags. Tag number 407 FFR MS county Kansas. This vehicle either needs to be fixed and properly tagged or needs to be removed from the property, we greatly appreciate your cooperation in this matter.**

Inspection of your property within the city limits of Marysville, Kansas reveals that there is a vehicle on your property that is in violation of City Code, Chapter 8, Article 5, Section 8-503.

It shall be unlawful for any person to maintain or permit any motor vehicle nuisance within the city.

- (a) A motor vehicle nuisance is any motor vehicle which is not currently registered or tagged pursuant to K.S.A. 8-126 to 8-149 inclusive, as amended; or parked in violation of city ordinance; or incapable of moving under its own power; or in a junked, wrecked, or inoperable condition. Any of the following conditions shall raise the presumption that a vehicle is junked, wrecked or inoperable:
  - (1) Absence of a current registration plate upon the vehicle
  - (2) Placement of the vehicle or parts thereof upon jacks, blocks, or other supports
  - (3) Absence of one or more parts of the vehicle necessary for the lawful operation of the vehicle upon street or highway.
- (b) The provisions of this section shall not apply to:
  - (1) Any motor vehicle which is enclosed in a garage or other building
  - (2) To the parking or storage of a vehicle inoperable for a period of 30 consecutive days or less, or
  - (3) To any person conducting a business enterprise in compliance with existing zoning regulations or who places such vehicles behind screening of sufficient size, strength, and density to screen such vehicles from the view of the public and to prohibit ready access to stored vehicles by children. However, nothing in this subsection shall be construed to authorize the maintenance of a public nuisance.

As the owner or tenant of the property in which the vehicle in violation is found, you have **10 days from the date of this notice** to abate the condition(s) in violation.

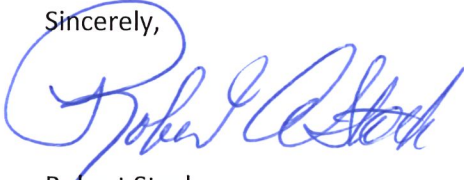
You may request a hearing before the City Council by filing a written request with the City Clerk at Marysville City Hall, 209 N. 8th Street, Marysville, Kansas, within the five (5) days of receipt of this letter. If you so request, your hearing will be at the next City Council meeting, which is presently scheduled for **7/24/2023** at 7:00 p.m.

Failure to comply with this notice to abate the nuisance or request a hearing, the city may file a complaint in the municipal court. Upon conviction of violation of provisions of section 8-503, **you may be fined in an amount not to exceed \$100 plus court costs.**

If you have any questions regarding the enforcement of this order, contact the Building Inspector at 785-562-5331.

A follow-up inspection will be conducted on **7/18/2023** to ensure compliance with this request. Your prompt attention to this matter will be appreciated.

Sincerely,



Robert Stock  
Code Enforcement Officer



Updated 9/5/2023



**RESOLUTION NO. 2023-54**

**RESOLUTION FOLLOWING HEARING ON NUISANCE  
VIOLATION BEFORE THE GOVERNING BODY ON  
SEPTEMBER 11, 2023**

WHEREAS, pursuant to Chapter 8, Article 2 of the Code of the City of Marysville, Kansas, notice was given to Cheryl Farley with regard to 203 S 4<sup>th</sup> Street, Marysville, Marshall County, Kansas, on August 4, 2023, regarding violations of Chapter 8-201 of said Code (commonly referred to as the Health and Welfare Code); and

WHEREAS Cheryl Farley did not request a hearing, nor did she appear on August 28, 2023, as pursuant to the Code of the City of Marysville; however, the Governing Body did discuss the alleged violations as aforementioned on September 11, 2023, and

WHEREAS the Governing Body indicated the following deadline would apply for compliance in the area of concern: The area of 203 S 4<sup>th</sup> Street, Marysville, Marshall County, Kansas, shall be in compliance prior to August 16, 2023.

NOW, THEREFORE, IT IS RESOLVED by the Governing Body of the City of Marysville, Kansas, that the above aforementioned deadline as applicable to the respective area shall apply and be deemed final; and

IT IS FURTHER RESOLVED that if compliance is not met in this area by September 22, 2023, the City Inspector shall abate the violation with the costs assessed against the lot or parcel of ground as provided by Chapters 8-208 and 8-210 of the Marysville Code of Ordinances.

IT IS SO RESOLVED.

PASSED AND APPROVED this 11th day of September 2023, by the Governing Body of the City of Marysville, Kansas.

FORMALIZED IN WRITING ON THIS 11<sup>th</sup> DAY OF SEPTEMBER 2023.

(Seal)

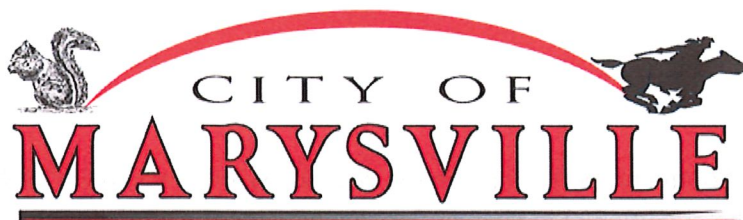
---

JASON BARNES  
Mayor

ATTEST:

---

LUCINDA HOLLE  
City Clerk



209 NORTH 8<sup>TH</sup> ST., MARYSVILLE, KS 66508 ♦ PH: (785) 562-5331 FAX: (785) 562-2449

## NOTICE OF VIOLATION

of City Code, Chapter 8, Article 2, Section 8-201, relating to health nuisances as defined. Providing for notice and providing for removal by the City of Marysville and providing for charges, therefore.

**DATE: 8/4/2023**

**OWNER AND/OR TENANT: Cheryl Farley**

**LOCATION OF INSPECTION: 203 S. 4<sup>th</sup> St.**

**PHOTO(S) & INSTRUCTIONS TO ABATE:** Please note the pictures I have taken, these areas are in violation of city code, please clean up these areas at your earliest convenience which is the tires, metal, and wood and pallets on sidewalks and miscellaneous items. We greatly appreciate your cooperation and prompt action to this situation and helping keep Marysville clean.

Inspection of your property within the city limits of Marysville, Kansas reveals that there is a health nuisance on your property that is in violation of City Code, Chapter 8, Article 2, Section 8-201.

The above-referenced property is in violation of the Marysville Code of Ordinances because of the following conditions:

8-201. NUISANCES UNLAWFUL; DEFINED. It shall be unlawful for any person to maintain or permit any nuisance within the city as defined, without limitation, as follows:

- (a) Filth, excrement, lumber, rocks, dirt, cans, paper, trash, metal or any other offensive or disagreeable thing or substance thrown or left or deposited upon any street, avenue, alley, sidewalk, park, public or private enclosure or lot whether vacant or occupied.
- (b) All dead animals not removed within 24 hours after death.
- (c) Any place or structure or substance which emits or causes any offensive, disagreeable or nauseous odors.
- (d) All stagnant ponds or pools of water.
- (e) All grass or weeds or other unsightly vegetation not usually cultivated or grown for domestic use or to be marketed or for ornamental purposes.
- (f) Abandoned iceboxes or refrigerators kept on the premises under the control of any person or deposited on the sanitary landfill.
- (g) All articles or things whatsoever caused, kept maintained or permitted by any person to the injury, annoyance, or inconvenience of the public or of any neighborhood.
- (h) Any fence, structure, thing, or substance placed upon or being upon any street, sidewalk, alley, or public ground to obstruct the same, except as permitted by the laws of the city. (K.S.A. 21-4106:4107; Code 2011)

As the owner or tenant of the property in which the violation is found you have **10 days from the date of this notice** to abate the condition(s) in violation or request a hearing before the governing body of the matter as provided by section 8-206 of the City Code. If you so request, your hearing will be at the next City Council meeting, which is presently scheduled for **8/28/2023** at 7:00 p.m.

A follow-up inspection will be conducted on **8./16/2023** to ensure compliance with this request. Your prompt attention to this matter will be appreciated.

Should the person, corporation, partnership, or association listed on this notice fail to properly abate the nuisance or request a hearing, the matter may be referred to the prosecutor to be filed in the municipal court against such person, corporation, partnership or association and upon conviction of any violation of provisions of section 8-201, **may be fined in an amount not to exceed \$250 plus court costs.**

**Please be advised that should you fail to properly abate the nuisance or request a hearing, the City will abate the violation and seek recovery of the costs incurred, including administrative fees, mowing costs, attorney fees and publication costs, from you. The minimum City charge is \$325, which could increase by \$105 per hour depending upon the length of time required for the abatement.**

In addition to, or as an alternative to prosecution, the public officer may seek to remedy violations of this section in the following manner. If a person to whom a notice has been sent has neither alleviated the conditions causing the alleged violation nor requested a hearing before the governing body within the time periods specified, the public officer may present a resolution to the governing body for adoption authorizing the public officer or other agents of the city to abate the conditions causing the violation at the end of 10 days after passage of the resolution. The resolution shall further provide that the costs incurred by the city shall be charged against the lot or parcel of ground on which the nuisance was located. A copy of the resolution shall be served upon the person in violation.

If you have any question regarding the enforcement of this order, contact the Building Inspector at 785-562-5331.

Thank you for your cooperation in this matter.

**Robert Stock**  
**Code Enforcement Officer**







Updated 9/6/2023







(First Published in the Marysville Advocate on September 14, 2023)

RESOLUTION NO. 2023-55

A RESOLUTION FINDING THAT THE STRUCTURE AND APPURTENANCES LOCATED AT LOTS 2 AND 3 EAST 33 FT, IN BLOCK 6, PALMETTO, MARYSVILLE, MARSHALL COUNTY, KANSAS (COMMONLY KNOWN AS 1009 NORTH STREET, MARYSVILLE, KANSAS 66508) ARE UNSAFE OR DANGEROUS AND DIRECTING THAT THE STRUCTURE AND APPURTENANCES BE REMOVED AND THE PREMISES MADE SAFE AND SECURE.

Whereas, the enforcing officer of the City of Marysville, Kansas, did on the 10<sup>th</sup> day of July, 2023, file with the governing body of said city a statement in writing that a certain structure, hereinabove described, was unsafe and dangerous;

Whereas, the governing body did by Resolution No. 2023-12, published in the Marysville Advocate fix the time and place of a hearing at which the owner, its agent, lienholders, any occupants and all other interested parties of such structure could appear and show cause why such structure should not be condemned and ordered repaired or demolished, and provided for giving notice thereof as provided by law;

Whereas, on May 22, 2023, the governing body did conduct a hearing as scheduled in said Resolution and took evidence on the condition of the subject residential structure and outbuildings. The owner's representative requested that the matter be continued during which the subject property would be repaired and rehabilitated in the next 60 days.

Whereas, at said hearing, the City Council found evidence that the residential structure is in dangerous and unsafe; that the structure is not habitable at the present time and an extension was granted until August 30, 2023 for the demolition to be completed.

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

1. The governing body of the City of Marysville, Kansas, found that pursuant to K.S.A. 12-1750 et seq., the residential structure located on Lots Two (2) and the East Thirty-three feet of Lot Three (3), Block Six (6), Palmetto, Marysville, Marshall County, Kansas (commonly known as 1009 North Street, Marysville, Kansas 66508) is unsafe and dangerous and that the governing body should proceed with condemnation proceedings. Accordingly, the governing body directs that such structure including any debris be removed and the premises made safe and secure.

2. The owner is directed to commence the removal of the subject premises and to have said removal completed within 15 days from the date of publication of this resolution (not later than September 29, 2023) or otherwise repair and rehabilitate the

subject property by removing all health and safety hazards within 15 days from the date of publication of this resolution (not later than September 29, 2023). Provided, that upon due application by the owner and for good cause shown, the governing body, in its sole discretion, may grant the owner additional time to complete the removal of the property or grant the owner time in which to rehabilitate the subject premises.

3. If owner fails to commence the removal (or repair) of the structure within the time stated herein, or any additional time granted by the governing body or fails to diligently prosecute the same until the work is completed, the governing body will cause the structure to be razed and removed and the costs of razing and removing any salvage value if any shall be collected in the manner provided by K.S.A. 12-1,115 and amendments thereto or shall be assessed as a special assessment against the lot or parcel of land upon which the structure is located or by both, all as provided by laws.

BE IT FURTHER RESOLVED that if the owner fails to commence and complete the removal of the structures or otherwise complete the rehabilitation of the subject premises within the time provided herein or fails to diligently prosecute the same, the governing body may take such further action as it deems necessary to raze or remove the structure without further notice to the owner or other parties of interest.

BE IT FURTHER RESOLVED that the City Clerk shall cause this resolution to be published once in the official city paper. A copy of this resolution shall be served by the City Clerk upon the person in violation in one of the following ways: (a) personal service upon the person in violation or (b) service by restricted delivery mail, postage prepaid, return receipt requested.

Adopted on this 11th day of September, 2023.

(SEAL)

\_\_\_\_\_  
Jason Barnes, Mayor

Attest:

\_\_\_\_\_  
Lucinda Holle, City Clerk

(First Published in the Marysville Advocate on September 14, 2023)

RESOLUTION NO. 2023-56

A RESOLUTION FINDING THAT THE STRUCTURE AND APPURTENANCES LOCATED AT LOT 11, BLOCK 56, PALMETTO, MARYSVILLE, MARSHALL COUNTY, KANSAS (COMMONLY KNOWN AS 708 CALHOUN STREET, MARYSVILLE, KANSAS 66508) ARE UNSAFE OR DANGEROUS AND DIRECTING THAT THE STRUCTURE AND APPURTENANCES BE REMOVED AND THE PREMISES MADE SAFE AND SECURE.

Whereas, the enforcing officer of the City of Marysville, Kansas, did on the 26<sup>th</sup> day of June 2023, file with the governing body of said city a statement in writing that a certain structure, hereinabove described, was unsafe and dangerous.

Whereas, the governing body did by Resolution No. 2023-29, published in the Marysville Advocate fix the time and place of a hearing at which the owner, its agent, lienholders, any occupants and all other interested parties of such structure could appear and show cause why such structure should not be condemned and ordered repaired or demolished, and provided for giving notice thereof as provided by law;

Whereas, on August 14, 2023, the governing body did conduct a hearing as scheduled in said Resolution and took evidence on the condition of the subject residential structure and outbuildings. The owner's representative requested that the matter be continued during which the subject property would be repaired and rehabilitated in the next 23 days, or an Economic Development Reimbursement be requested.

Whereas, at said hearing, the City Council found evidence that the residential structure is in dangerous and unsafe; that the structure is not habitable at the present time and an extension was granted until September 6, 2023, for the demolition to be completed or the Economic Development application be completed.

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

1. The governing body of the City of Marysville, Kansas, found that pursuant to K.S.A. 12-1750 et seq., the residential structure located on Lot Eleven (11) , Block Fifty-six (56), Palmetto, Marysville, Marshall County, Kansas (commonly known as 708 Calhoun Street, Marysville, Kansas 66508) is unsafe and dangerous and that the governing body should proceed with condemnation proceedings. Accordingly, the governing body directs that such structure including any debris be removed and the premises made safe and secure.

2. The owner is directed to commence the removal of the subject premises and to have said removal completed within 15 days from the date of publication of this resolution (not later than September 29, 2023) or otherwise repair and rehabilitate the



subject property by removing all health and safety hazards within 15 days from the date of publication of this resolution (not later than September 29, 2023). Provided, that upon due application by the owner and for good cause shown, the governing body, in its sole discretion, may grant the owner additional time to complete the removal of the property or grant the owner time in which to rehabilitate the subject premises.

3. If owner fails to commence the removal (or repair) of the structure within the time stated herein, or any additional time granted by the governing body or fails to diligently prosecute the same until the work is completed, the governing body will cause the structure to be razed and removed and the costs of razing and removing any salvage value if any shall be collected in the manner provided by K.S.A. 12-1,115 and amendments thereto or shall be assessed as a special assessment against the lot or parcel of land upon which the structure is located or by both, all as provided by laws.

BE IT FURTHER RESOLVED that if the owner fails to commence and complete the removal of the structures or otherwise complete the rehabilitation of the subject premises within the time provided herein or fails to diligently prosecute the same, the governing body may take such further action as it deems necessary to raze or remove the structure without further notice to the owner or other parties of interest.

BE IT FURTHER RESOLVED that the City Clerk shall cause this resolution to be published once in the official city paper. A copy of this resolution shall be served by the City Clerk upon the person in violation in one of the following ways: (a) personal service upon the person in violation or (b) service by restricted delivery mail, postage prepaid, return receipt requested.

Adopted on this 11th day of September 2023.

(SEAL)

\_\_\_\_\_  
Jason Barnes, Mayor

Attest:

\_\_\_\_\_  
Lucinda Holle, City Clerk

BALANCE IN FUNDS AS OF AUG 2023

General	\$ 1,073,945.38	Cemetery Endowment	\$ 37,481.62
Water Revenue	\$ 454,626.04	Library Revolving	\$ 25,533.18
Sewage Revenue	\$ 548,630.12	Library	\$ -
Street & Highway	\$ 143,493.85	Library Employee Benefit	\$ -
Airport Revolving	\$ 102,714.61	Swimming Pool Sales Tax	\$1,040,410.14
Sewer Replacement	\$ 937,817.78	Special Law Enforcement	\$ 10,341.34
Bond & Interest	\$ 25,895.33	Special Parks & Recreation	\$ 47,522.61
Bond & Interest #1	\$ 77,776.13	Koester Block Maintenance	\$ 19,395.57
Bond & Interest #1A	\$ 33,488.13	Employee Benefit	\$ 259,139.24
Special Improvements	\$ 8,693.50	Transient Guest Tax	\$ 188,217.58
Industrial	\$ 196,657.25	Mun. Equip Reserve	\$ 438,812.26
Economic Development	\$ 43,209.70	Capital Improvements	\$ 58,146.55
Fire Equipment Reserve	\$ 311,620.19	Sales Tax Improvements Fund	\$ 969,736.88
Fire Insurance Proceeds	\$ -	Water Utility Reserve	\$ 507,965.89
			\$ 7,561,270.87

Bonds of City Outstanding	\$ 860,000.00
Revolving Loans	\$ 346,153.66
Water Collection - Aug	\$ 96,901.18
Sewage Collection - Aug	\$ 64,772.60
Investment of Idle Funds	\$ 3,293,481.00
Lease Purchase - Vac Truck	\$ 285,861.72
Lease Purchase - Fire Station / Lights	\$ 562,707.65

MAIN DISH LATE FEE OF \$10 FOR JULY -- PX TANNING & TRADING AUG 2023 - \$400 + \$20 LATE FEE = \$420

Outstanding Collections:	State Set Off	Collections Bureau(CBK)	Outstandings	Total	
Water/Sewer	\$ 50,716.93	\$ 6,244.97	\$ 6,537.82	\$ 63,499.72	
Municipal Court	\$ 5,392.05	\$ 25,318.75	\$ 44,330.10	\$ 75,040.90	10 Yr Total

Respectively Submitted,

\_\_\_\_\_  
CINDY HOLLE  
City Clerk

CITY CLERK'S FINANCIAL REPORT  
FOR AUG 2023

RECEIPTS:

AUG	1 PARK DONATIONS	DONATIONS	\$	20.00
	1 BRIAN DETERS	WATER CONN FEE - 206 N 10TH	\$	100.00
	1 SPECTRUM PRODUCTS	STEP REIMBURSE	\$	150.00
	1 SMITTY'S	SCRAP METAL	\$	88.20
	1 SMITTY'S	SCRAP METAL	\$	46.80
	2 LYLE STOHS	BUILDING PERMIT #2187	\$	216.00
	2 SMITTY'S	SCRAP METAL	\$	152.10
	3 SOUTH HILL POTTERY	AUG RENT - 911 BROADWAY	\$	200.00
	3 JAKE SLUPIANEK	BUILDING PERMIT #2188	\$	40.50
	3 DESIREE NELSON	DOG IMPOUND FEE	\$	300.00
	4 REFLECTIONS	AUG RENT - 901 BROADWAY	\$	645.00
	7 YORGENSEN-MELOAN-LONDEEN FUNERAL HOME	SAT BURIAL URN - CARL KIRKPATRICK	\$	350.00
	7 ACME PLUMBING	ELEC INSP - 500 JENKINS	\$	45.00
	7 STATE OF KANSAS	RESTITUTION CASE #2020-CR-000137 DAMIEN GORDON	\$	200.20
	7 ASHLEIGH HORSCHLAG	WATER CONN FEE - 1411 ELM	\$	100.00
	9 MAIN DISH	JULY / AUG RENT - 913 BROADWAY	\$	410.00
	10 REBECCA BREEDING	WATER CONN FEE - 1404 DEBBIE LANE + 3 ANIMAL TAGS	\$	130.00
	10 DONALD EDMUNDS	WATER CONN FEE - 501 ALSTON	\$	100.00
	10 ST GREGORY ALTAR SOC	2023 TEMP LIQUOR LICENSE	\$	25.00
	14 DYLAN FRAZIER	NUISCANCE MOWING - INV 4615	\$	325.00
	14 POLICE DEPT	RECORDS CHECKS	\$	70.00
	14 JACOB SAPP	WATER CONN FEE - 406 JENKINS	\$	100.00
	16 GREGORY WHEELER	4 SPACES SEC R BLOCK 12 LOT 7 W 1/2 CEMETERY SPACES	\$	200.00
	16 LOU JUANA STRYKER	WATER CONN FEE - 507 S 14TH	\$	100.00
	17 KINSLEY MORTUARY	BURIAL ORDER - INV 4621	\$	675.00
	17 NEMAHA MARSHALL	JULY FRANCHISE FEE	\$	185.96
	17 SOUTHWESTERN BELL	JULY FRANCHISE FEE	\$	252.00
	18 KANSAS GAS	JULY FRANCHISE FEE	\$	4,856.53
	18 CASH	PARK DONATIONS	\$	41.00
	18 US ENGINEERING SERVICE LLC	2023 PLBG LICENSE #5325	\$	250.00
	18 THE PARLOR JOELLEN FINCHAM	PEDDLERS LICENSE (4 DAYS)	\$	65.00
	21 BRENDA ALBIN	WATER CONN FEE - 1210 8TH RD	\$	100.00
	21 MARSHALL CO	RED RIBBON WEEK DONATION	\$	5,000.00
	21 MANDY BECKER	IMPOUND FEES & TAGS 217, 218	\$	150.00
	21 KRIS KIRKENDALL	WATER CONN FEE - 511 N 8TH	\$	100.00
	22 VOLLE	MOWING 501 ALSTON - INV 4608	\$	305.00
	22 PEPC	WATER CONN FEE - 916 N 9TH	\$	100.00
	23 STEVE PRELL	COPIES 1/6/23 (MOVED FROM PC AS IT WAS A CHECK	\$	3.00
	23 KOESTER MUSEUM	ADMISSION	\$	250.00
	24 SKYLER WIDMER	USE PERMIT UPON REVIEW APP	\$	125.00
	24 NORMA HIRT	EXHUME & REBURY FRANK FRERKING	\$	925.00
	25 KEVIN KIRKLAND	EXCAVATION PERMIT - 712	\$	50.00
	28 DENNIS MASON FOR LUCAS GUDENKAUF	2023 PLUMBING LICENSE	\$	250.00
	31 EVERGY	JULY FRANCHISE FEE	\$	32,528.12
	31 BEN THROM	WATER CONN FEE - 506 S 14TH	\$	100.00
	31 H & R BLOCK	SEPT 2023 RENT - 907 BROADWAY	\$	400.00
			\$	50,825.41

DEPOSITED IN CITIZENS STATE BANK FOR  
ACCOUNT OF CITY TREASURER

General Fund	\$	47,709.41
Water Revenue Fund	\$	1,000.00
Koester Block Maintenance Fund	\$	1,905.00
Sewer Rev	\$	-
Pool	\$	150.00
Special Law	\$	-
Transient Guest Tax	\$	-
Airport Revolving	\$	-
Special Parks	\$	61.00
	\$	50,825.41

**ADJUSTED STATEMENT OF REVENUES  
AND  
BUDGET APPROPRIATIONS  
AS OF AUGUST 31, 2023**

FUND	BUDGETED	REC'D TO DATE	BUDGET BALANCE	PERCENT RECEIVED
<b>GENERAL:</b>				
TAX DISTRIBUTIONS	1,737,024	1,606,612	(130,412)	92%
ASSESSMENTS (weed/st)	2,500	1,213	(1,287)	49%
INTEREST	2,200	5,587	3,387	254%
FRANCHISE FEES	443,000	355,843	(87,157)	80%
LICENSES	12,050	6,470	(5,580)	54%
PERMITS	10,395	12,708	2,313	122%
GRANTS	5,000	141,244	136,244	2825%
HIGHWAY MAINTENANCE	12,000	10,494	(1,506)	87%
RURAL FIRES	45,000	57,152	12,152	127%
BURIAL ORDERS	10,000	10,700	700	107%
CEMETERY DEEDS	1,000	2,400	1,400	240%
MUNICIPAL COURT	35,000	35,590	590	102%
IMPOUNDING FEES	1,000	640	(360)	64%
CONTRACT/RENTS	2,500	812	(1,688)	32%
GIFTS-DONATIONS	400	7,463	7,063	1866%
REIMBURSEMENTS	5,000	2,997	(2,003)	60%
MISC/INS/ PURPLE WAVE	25,000	75,849	50,849	303%
TRANSFERS	499,000	337,668	(161,332)	68%
TOTAL	<u>2,848,069</u>	<u>2,671,441</u>	<u>(176,628)</u>	<u>94%</u>

<b>2022 CASH CARRYOVER</b>	<b>372,777</b>
----------------------------	----------------

**WATER REVENUE:**

WATER SALES	840,000	554,468	(285,532)	66%
INSTALL CHARGES/RECONNEC	33,500	21,110	(12,390)	63%
PENALTIES	6,800	5,425	(1,375)	80%
SALES TAX	12,000	9,785	(2,215)	82%
INTEREST	4,000	2,331	(1,669)	58%
MISCELLANEOUS	5,000	63	(4,937)	1%
TOTAL	<u>901,300</u>	<u>593,182</u>	<u>(308,118)</u>	<u>66%</u>

<b>2022 CASH CARRYOVER</b>	<b>392,849</b>
----------------------------	----------------

**SEWAGE REVENUE:**

SEWAGE CHARGES	753,000	501,330	(251,670)	67%
PERMITS/ASSESSMENTS	2,500	1,360	(1,140)	54%
PENALTIES	9,608	8,152	(1,456)	85%
INTEREST	4,000	2,754	(1,246)	69%
REIMBURSED EXPENSE	100	10	(90)	10%
ASSESSMENTS	1,000	700	(300)	70%
TOTAL	<u>770,208</u>	<u>514,307</u>	<u>(255,902)</u>	<u>67%</u>

<b>2022 CASH CARRYOVER</b>	<b>619,839</b>
----------------------------	----------------

**ADJUSTED STATEMENT OF EXPENDITURES  
AND  
BUDGET APPROPRIATIONS  
AS OF AUGUST 31, 2023**

FUND	BUDGET APPROPRIATION	EXPENDITURES TO DATE	BUDGET BALANCE	PERCENT EXPENDED
<b>GENERAL:</b>				
ADMINISTRATION	518,360	378,320	140,040	73%
POLICE	771,172	539,822	231,350	70%
MUNICIPAL COURT	77,800	40,684	37,116	52%
FIRE	152,526	83,652	68,874	55%
STREET	627,378	340,478	286,900	54%
PARKS	240,398	127,682	112,716	53%
RECREATION	109,710	77,402	32,308	71%
CEMETERY	223,151	136,400	86,751	61%
TRAFFIC CONTROL	46,000	22,839	23,161	50%
HEALTH & SAN.	181,900	124,939	56,961	69%
STREET LIGHTING	80,800	46,763	34,037	58%
FORESTRY	2,150	0	2,150	0%
AIRPORT	19,900	9,375	10,525	47%
TRANSFERS	75,000	58,668	16,332	78%
ART CENTER/MAIN STREET	17,200	5,934	11,266	35%
GRANTS/GIFTS	8,500	142,054	(133,554)	1671%
TORT LIABILITY	68,000	15,922	52,078	23%
NOXIOUS WEED	900	558	342	62%
<b>TOTAL</b>	<b>3,220,845</b>	<b>2,151,492</b>	<b>1,016,933</b>	<b>67%</b>
<b>WATER REVENUE:</b>				
PRODUCTION	203,675	62,618	141,057	31%
T & D	682,499	251,830	430,669	37%
COMMERCIAL & GENERAL	120,975	62,738	58,237	52%
NON-OP. EXPENSE+TORT	26,000	13,519	12,481	52%
TRANSFER TO B&I #1	159,000	106,000	53,000	67%
TRANSFER TO W. UTIL. RES	60,000	40,000	20,000	67%
TRANSFER TO GENERAL	42,000	28,000	14,000	67%
<b>TOTAL</b>	<b>1,294,149</b>	<b>564,705</b>	<b>729,444</b>	<b>44%</b>
<b>SEWAGE REVENUE:</b>				
COMMERCIAL & GENERAL	69,547	44,526	25,021	64%
COLLECTIONS	633,555	240,524	393,031	38%
PROCESSING	540,566	38,796	501,770	7%
TRANSFER TO SEW REPL.	50,000	33,340	16,660	67%
TRANSFER TO B&I #1 A	49,379	32,920	16,459	67%
TRANSFER TO GENERAL	42,000	28,000	14,000	67%
NON-OP TORT	5,000	0	0	0%
NON-OP GEN/ADMIN	0	0	0	0%
<b>TOTAL</b>	<b>1,390,047</b>	<b>418,106</b>	<b>966,941</b>	<b>30%</b>

Receipts Report for the period 08/01/2023 to 08/31/2023

08/31/2023

Page 1

Date	Case #	Name	NSF Receipt #	Pay Type	Reference #	Received By	Total Paid	
08/01/2023	22TR14487	Oller, Gabriel D	<input type="checkbox"/> 5937	Cash		Ruth	\$402.00	
	Fines		\$305.00		Traffic Diversion	\$97.00		
	21TR13794	Shepardson, Karl M	<input type="checkbox"/> 5936	Cash		Ruth	\$40.00	
	Fines		\$40.00					
	Totals for 08/01/2023:						\$442.00	
08/02/2023	21TR14079	Gillespie, Tristen D	<input type="checkbox"/> 5938	Cash		Ruth	\$100.00	
	Fines		\$100.00					
	23CR15033	Goodwin, Miles S	<input type="checkbox"/> 5940	Credit Card	77635774	Ruth	\$600.00	
	JBEF		\$1.00		LETC	\$22.50		
	Municipal Court Fees		\$76.50		Fines	\$500.00		
	23CR14403	Simmons, Clay J	<input type="checkbox"/> 5939	Credit Card	77632944	Ruth	\$100.00	
	JBEF		\$1.00		LETC	\$22.50		
	Municipal Court Fees		\$76.50					
	Totals for 08/02/2023:						\$800.00	
08/03/2023	23CR14664	Brady, Craig S	<input type="checkbox"/> 5946	Bond Applied	Bond ID = 892	Ruth	\$150.00	
	JBEF		\$1.00		LETC	\$22.50		
	Municipal Court Fees		\$76.50		Fines	\$50.00		
	22TR14478	Bussmann, Benjamin J	<input type="checkbox"/> 5941	Bond Applied	Bond ID = 825	Ruth	\$850.00	
	JBEF		\$1.00		LETC	\$22.50		
	Municipal Court Fees		\$76.50		Fines	\$500.00		
	Community Corrections		\$250.00					
	23CR14658	Lowery, Christian J	<input type="checkbox"/> 5947	Bond Applied	Bond ID = 893	Ruth	\$400.00	
	JBEF		\$1.00		LETC	\$22.50		
	Municipal Court Fees		\$76.50		Fines	\$300.00		
	23TR14559	Miller, Rachel E	<input type="checkbox"/> 5942	Bond Applied	Bond ID = 862	Ruth	\$1,000.00	
	JBEF		\$1.00		LETC	\$22.50		
	Municipal Court Fees		\$76.50		Fines	\$900.00		
	23TR14559	Miller, Rachel E	<input type="checkbox"/> 5943	Check	351	Ruth	\$350.00	
	Fines		\$100.00		Community Corrections	\$250.00		
	23CR14730	Nemechek, Taylor	<input type="checkbox"/> 5948	Bond Applied	Bond ID = 889	Ruth	\$250.00	
	JBEF		\$1.00		LETC	\$22.50		
	Municipal Court Fees		\$76.50		Fines	\$150.00		
	23TR14628	Nunez, Sara L	<input type="checkbox"/> 5944	Bond Applied	Bond ID = 871	Ruth	\$1,000.00	
	JBEF		\$1.00		LETC	\$22.50		
	Municipal Court Fees		\$76.50		Fines	\$500.00		
	KBI Fee		\$400.00					
	23TR14628	Nunez, Sara L	<input type="checkbox"/> 5945	Check	685	Ruth	\$450.00	
	Defense Attorney Fees		\$200.00		Community Corrections	\$250.00		
	23CR14655	Yoxall, Michael J	<input type="checkbox"/> 5949	Bond Applied	Bond ID = 886	Ruth	\$300.00	
	JBEF		\$1.00		LETC	\$22.50		
	Municipal Court Fees		\$76.50		Fines	\$200.00		
	Totals for 08/03/2023:						\$4,750.00	
08/07/2023	21TR14079	Gillespie, Tristen D	<input type="checkbox"/> 5950	Cash		Ruth	\$100.00	
	Fines		\$100.00					
	23CR14337	Snyder, Shelly R	<input type="checkbox"/> 5951	Check	7349	Ruth	\$325.00	
	JBEF		\$1.00		LETC	\$22.50		
	Municipal Court Fees		\$76.50		Fines	\$200.00		
	Restitution		\$25.00					
	Totals for 08/07/2023:						\$425.00	

08/31/2023

## Receipts Report for the period 08/01/2023 to 08/31/2023

Page 2

Date	Case #	Name	NSF Receipt #	Pay Type	Reference #	Received By	Total Paid
08/08/2023	23CR14667	Butler, Shakeen D	<input type="checkbox"/> 5953	Bond Applied	Bond ID = 895	Ruth	\$200.00
	JBEF		\$1.00	LETC			\$22.50
	Municipal Court Fees		\$76.50	Fines			\$100.00
08/08/2023	23CR14334	Seitz, Stephanie L	<input type="checkbox"/> 5952	Cash		Ruth	\$325.00
	JBEF		\$1.00	LETC			\$22.50
	Municipal Court Fees		\$76.50	Fines			\$200.00
	Restitution		\$25.00				
	Totals for 08/08/2023:						\$525.00
08/10/2023	18TR11562	Swearingen, Amber D	<input type="checkbox"/> 5954	Credit Card	77688012	Ruth	\$50.00
	Fines		\$50.00				
	Totals for 08/10/2023:						\$50.00
08/11/2023	23TR3099	Cooper, Justin D	<input type="checkbox"/> 5955	Cash		Ruth	\$200.00
	Fines		\$200.00				
	Totals for 08/11/2023:						\$200.00
08/14/2023	23TR3081	Schmitz, Caitlyn A	<input type="checkbox"/> 5957	Cash		Ruth	\$400.00
	Fines		\$200.00	Traffic Diversion			\$100.00
	Defense Attorney Fees		\$100.00				
08/14/2023	13CR8511	Wooten, Jamar Cortez	<input type="checkbox"/> 5956	CBK Collection	67669	Ruth	\$182.00
	Defense Attorney Fees		\$182.00				
	Totals for 08/14/2023:						\$582.00
08/17/2023	23CR14712	Cheatham, Mililani	<input type="checkbox"/> 5964	Bond Applied	Bond ID = 874	Ruth	\$250.00
	JBEF		\$1.00	LETC			\$22.50
	Municipal Court Fees		\$76.50	Fines			\$150.00
08/17/2023	23CR14712	Cheatham, Mililani	<input type="checkbox"/> 5965	Check	2321	Ruth	\$150.00
	Fines		\$50.00	Criminal Diversion			\$100.00
08/17/2023	22CR13950	Clark *, Joshura T	<input type="checkbox"/> 5961	Cash		Ruth	\$80.00
	Restitution		\$80.00				
08/17/2023	23CR15028	Hanson, Kyle	<input type="checkbox"/> 5962	Cash		Ruth	\$100.00
	JBEF		\$1.00	LETC			\$22.50
	Municipal Court Fees		\$76.50				
08/17/2023	21TR14016	Hillman, Daniel K	<input type="checkbox"/> 5963	Cash		Ruth	\$5.00
	LETC		\$5.00				
08/17/2023	23CR14652	Price, Shane A	<input type="checkbox"/> 5959	Bond Applied	Bond ID = 885	Ruth	\$400.00
	JBEF		\$1.00	LETC			\$22.50
	Municipal Court Fees		\$76.50	Fines			\$200.00
	Defense Attorney Fees		\$100.00				
08/17/2023	23TR3093	Price, Shane A	<input type="checkbox"/> 5960	Cash		Ruth	\$300.00
	JBEF		\$1.00	LETC			\$22.50
	Municipal Court Fees		\$76.50	Fines			\$200.00
08/17/2023	23CR14640	Tommer, Leon F	<input type="checkbox"/> 5958	Bond Applied	Bond ID = 884	Ruth	\$600.00
	JBEF		\$1.00	LETC			\$22.50
	Municipal Court Fees		\$76.50	Fines			\$500.00
	Totals for 08/17/2023:						\$1,885.00

Date	Case #	Name	NSF Receipt #	Pay Type	Reference #	Received By	Total Paid
08/21/2023	21TR13890	Brooks, Jennifer J	<input type="checkbox"/> 5969	Cash		Ruth	\$100.00
		Fines	\$100.00				
	23CR14397	Cheatham, Eli A	<input type="checkbox"/> 5968	Credit Card	78021032	Ruth	\$500.00
		JBEF	\$1.00		LETC	\$22.50	
		Municipal Court Fees	\$76.50		Fines	\$300.00	
		Criminal Diversion	\$100.00				
	22CR13950	Clark *, Joshura T	<input type="checkbox"/> 5966	Cash		Ruth	\$500.00
		Restitution	\$500.00				
	23CR14703	Vass, John T	<input type="checkbox"/> 5967	Check	6479	Ruth	\$100.00
		Fines	\$100.00				
		<b>Totals for 08/21/2023:</b>					<b>\$1,200.00</b>
08/22/2023	21TR14079	Gillespie, Tristen D	<input type="checkbox"/> 5971	Cash		Ruth	\$200.00
		Fines	\$150.00		Defense Attorney Fees	\$50.00	
	23CR13995	Pingel, Spencer Z	<input type="checkbox"/> 5970	Cash		Ruth	\$50.00
		Fines	\$50.00				
		<b>Totals for 08/22/2023:</b>					<b>\$250.00</b>
08/25/2023	23TR3078	Lake, Brianna T	<input type="checkbox"/> 5972	Cash		Ruth	\$100.00
		JBEF	\$1.00		LETC	\$22.50	
		Municipal Court Fees	\$76.50				
		<b>Totals for 08/25/2023:</b>					<b>\$100.00</b>
08/28/2023	22CR14292	Huls*, Lori A	<input type="checkbox"/> 5974	Cash		Ruth	\$100.00
		Municipal Court Fees	\$35.00		Fines	\$65.00	
	23CR14703	Vass, John T	<input type="checkbox"/> 5973	Check	6462	Ruth	\$44.00
		Fines	\$44.00				
		<b>Totals for 08/28/2023:</b>					<b>\$144.00</b>
08/29/2023	23CR13995	Pingel, Spencer Z	<input type="checkbox"/> 5975	Cash		Ruth	\$80.00
		Fines	\$80.00				
		<b>Totals for 08/29/2023:</b>					<b>\$80.00</b>
08/31/2023	23TR15051	Espinoza, Kacey L	<input type="checkbox"/> 5976	Cash		Ruth	\$150.00
		JBEF	\$1.00		LETC	\$22.50	
		Municipal Court Fees	\$76.50		Fines	\$50.00	
		<b>Totals for 08/31/2023:</b>					<b>\$150.00</b>



Receipts Report for the period 08/01/2023 to 08/31/2023

Date Case # Name NSF Receipt # Pay Type Reference # Received By Total Paid

*City 9811.00*

*State 1220.00*

Grand Totals by Fee:		Grand Totals by Payment Type:		Grand Total:
JBEF	\$20.00	Bond Applied	\$5,400.00	\$11,583.00
LETC	\$455.00	Cash	\$3,332.00	
Municipal Court Fees	\$1,565.00	CBK Collection	\$182.00	
Fines	\$6,734.00	Check	\$1,419.00	
ADSAP	\$0.00	Credit Card	\$1,250.00	
Restitution	\$630.00			
DUI Diversion	\$0.00			
Traffic Diversion	\$197.00			
Bond	\$0.00			
Defense Attorney Fees	\$632.00			
Returned Check Charge	\$0.00			
In State Reinstatement	\$0.00			
Expungement Fee	\$0.00			
KBI Fee	\$400.00			
Community Service	\$0.00			
Warrant Fee	\$0.00			
UA Fee	\$0.00			
UA Lab Fee	\$0.00			
Insufficient Funds	\$0.00			
Criminal Diversion	\$200.00			
JBS Fee	\$0.00			
30 Day Letter Fee	\$0.00			
Community Corrections	\$750.00			
Seatbelt Safety Fund	\$0.00			
Collections	\$0.00			
NJ Sal Adj	\$0.00			
Ks-Setoff	\$0.00			

NSF Adjustment: \$0.00

## REPORT AND PAYMENT OF MUNICIPAL COURT REVENUE

A.	REINSTATEMENT FEES	<u>\$0.00</u>
A1.	\$15.00 Fixed Reinstatement Fees	<u>\$0.00</u>
B.	JUDICIAL BRANCH SURCHARGE	<u>\$0.00</u>
C.	JUDICIAL BRANCH EDUCATION FUND	<u>\$20.00</u>
D.	LAW ENFORCEMENT TRAINING CENTER FUND	<u>\$450.00</u>
E.	COMMUNITY CORRECTIONS SUPERVISION FEE FUND (DUI Fine)	<u>\$750.00</u>
F.	HUMAN TRAFFICKING VICTIM ASSISTANCE FUND (Human Trafficking Fine)	<u>\$0.00</u>
G.	SEAT BELT SAFETY FUND	<u>\$0.00</u>
TOTAL REMITTANCE		<u>\$1,220.00</u>


-----

I hereby certify the above to be a true, complete, and accurate report and payment of municipal court revenue as required to be remitted to the State Treasurer by K.S.A. 8-2110 as amended by 2011 Senate Bill 97; 12-4114, 12-4115 and 12-4116, as amended and Kansas Supreme Court Order 91 SC 1 and 1992 House Bill No. 2832; 12-4117 as amended by 2010 Senate Bill No. 434 and 2012 Senate Bill No. 60, Sec. 1; 2013 Sen Sub. For House Bill No. 2034, K.S.A. 2016 Supp 74-7336 and amendments thereto.

For the Month of August, 2023

Municipal Court of Marysville

Authorized Signature



Date: 08/31/2023

-----

**Treasurer's Use Only:**

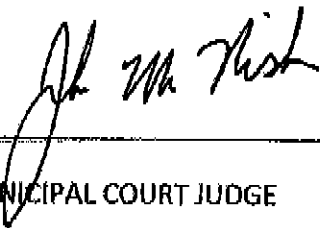
Please remit to: **Kansas State Treasurer  
900 SW Jackson  
Suite 201  
Topeka, KS 66612-1235  
785-296-4153**

Check# \_\_\_\_\_

Date \_\_\_\_\_

**JUDGES REPORT**

AUGUST REPORT	\$ 11583.00
BOND REPORT	\$ 3450.00
RESTITUTION PD -	\$ 552.00
TOTAL	\$ 14481.00
CK BOOK TOTAL	\$ 14481.00
TOTAL	\$ 00.00



---

MUNICIPAL COURT JUDGE

**SEPTEMBER 11, 2023 -----ORDINANCE NO. 3805**

TOTAL OF EXPENDITURES IN FUNDS AS FOLLOWS:

FUND		
100	GENERAL	\$ 95,065.40
200	WATER REVENUE	20,437.87
300	SEWAGE REVENUE	48,215.38
400	STREET & HIGHWAY	18,204.18
403	AIRPORT REVOLVING	220,039.53
405	SEWAGE REPLACEMENT	93,991.95
512	LIBRARY REVOLVING	6,449.73
600	SWIM POOL SALES TAX	2,081.11
707	KOESTER BLOCK MAINTENANCE	1,016.80
711	EMPLOYEE BENEFIT	8,894.32
715	TRANSIENT GUEST TAX	424.61
799	CAPITAL IMPROVEMENTS	22,532.50
800	SALES TAX	<u>3,500.04</u>
	TOTAL ORDINANCE	\$ 540,853.42

**INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR**

ORD #3805-9/11/23

Date: 09/07/2023

Time: 8:44 am

Page: 1

City of Marysville

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
ACME PLUMBING	2268	REPAIR TOILET AT CITY PARK RESTROOMS	0	00/00/0000	<b>193.92</b>
				Vendor Total:	<b>193.92</b>
AMERISEAL OF OHIO, INC	2502	AIRPORT-MOBILIZATION/CRACK RPR RUNWAY PJT 3-20-0053-015/16/17	51100	08/30/2023	<b>196,772.40 H</b>
				Vendor Total:	<b>196,772.40</b>
ARBOR INK	1723	2500 WINDOW ENVELOPES	0	00/00/0000	<b>570.30</b>
				Vendor Total:	<b>570.30</b>
BARDAVON	2669	POET-PRE-EMPLOYMENT TESTING DOUGLAS OTTO	0	00/00/0000	<b>75.00</b>
				Vendor Total:	<b>75.00</b>
BLUE VALLEY TECHNOLOGIES	1380	PHONE SERVICE/SYSTEM,INTERNET, & SECURITY	51104	08/31/2023	<b>1,505.68 H</b>
				Vendor Total:	<b>1,505.68</b>
BOLTON & MC NISH LLC	1688	LEGAL SERVICES-JULY	0	00/00/0000	<b>808.50</b>
				Vendor Total:	<b>808.50</b>
CENTURY BUSINESS TECHNOLOG	2731	QTR BASE RATE CHARGE SAVIN COPIER-CITY HALL 8/27-11/26	0	00/00/0000	<b>1,152.00</b>
				Vendor Total:	<b>1,152.00</b>
CITIZENS STATE BANK	0050	PREPAID VISA CARDS-EMPLOYEE AWARDS-PRICE,COHORST,GUNDELFIN	0	00/00/0000	<b>609.00</b>
CITIZENS STATE BANK	0050	EMPLOYEE PAYROLL #682	51107	09/06/2023	<b>53,177.59 H</b>
				Vendor Total:	<b>53,786.59</b>
CORE & MAIN LP	2599	21X36 PV METER PITS & 1QT PIPE LUBE	0	00/00/0000	<b>1,001.58</b>
				Vendor Total:	<b>1,001.58</b>
DOUG'S TINKER SHOP	3038	DISPOSAL OF WINDOW A/C FROM KOESTER MUSEUM	0	00/00/0000	<b>50.00</b>
				Vendor Total:	<b>50.00</b>
EFT-FEDERAL TAX,FICA,MEDICAR	2025	FEDERAL TAX, FICA, & MEDICARE	0	00/00/0000	<b>16,840.14</b>
				Vendor Total:	<b>16,840.14</b>
EVERGY	1401	ELECTRICITY	51106	08/31/2023	<b>10,791.31 H</b>
EVERGY	1401	ELECTRICITY STREET LIGHTS 7/28/23-8/28/23	51108	09/06/2023	<b>5,211.49 H</b>
				Vendor Total:	<b>16,002.80</b>
GALLOWAY, WIEGERS & BRINEGA	0268	COURT LEGAL SERVICES-JUNE & JULY	0	00/00/0000	<b>1,925.00</b>
				Vendor Total:	<b>1,925.00</b>
HALL BROTHERS INC	0200	171.07 TON MILLINGS-JAYHAWK RD DUST CTRL&63.3 TON FILL SAND	0	00/00/0000	<b>3,554.02</b>
				Vendor Total:	<b>3,554.02</b>
HAUG COMMUNICATIONS, INC	22	MAG ONE BPR40 HANDHELD RADIO	0	00/00/0000	<b>295.00</b>
				Vendor Total:	<b>295.00</b>
HELENA AGRI-ENTERPRISES, LLC	2915	PRAMITOL-LEVEE	0	00/00/0000	<b>312.00</b>
				Vendor Total:	<b>312.00</b>
HILLTOP TIRES LLC	2842	4 NEW TIRES BF GOODRICH ALL TERRAIN #1003	0	00/00/0000	<b>928.20</b>
				Vendor Total:	<b>928.20</b>
HONEYMAN AUTO SALES & SERVI	2694	RECHARGE A/C #5561	0	00/00/0000	<b>100.80</b>
				Vendor Total:	<b>100.80</b>
JULIE HORMANN	0440	HEM UNIFORM PANTS	0	00/00/0000	<b>10.00</b>
				Vendor Total:	<b>10.00</b>
JADWIN CONSTRUCTION & DEVEL	2895	CENTER ST/KDOT SANITARY SEWER REPAIR-PAYMENT #1	0	00/00/0000	<b>130,264.65</b>

**INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR**

ORD #3805-9/11/23

Date: 09/07/2023

Time: 8:44 am

Page: 2

City of Marysville

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
				Vendor Total:	<b>130,264.65</b>
JEREMY HENDERSON	2749	JANITORIAL SERVICE-CITY HALL AUGUST X4	0	00/00/0000	<b>300.00</b>
				Vendor Total:	<b>300.00</b>
K.P.E.R.S. EFT	0103	RETIREMENT CONTRIBUTIONS	0	00/00/0000	<b>11,197.91</b>
				Vendor Total:	<b>11,197.91</b>
KANSAS DOR VEHICLE EXPRESS-	2916	VEHICLE REG RECORD REQUEST VIN 1G2WK52J92F179005-GRAND PR	0	00/00/0000	<b>18.00</b>
				Vendor Total:	<b>18.00</b>
KANSAS GAS SERVICE	1201	GAS SERVICE	51102	08/31/2023	<b>850.54 H</b>
				Vendor Total:	<b>850.54</b>
KANSAS PAYMENT CENTER	1238	WITHHOLDING ORDER MS17DM000091 EVENSON	0	00/00/0000	<b>307.85</b>
				Vendor Total:	<b>307.85</b>
KANSAS SECRETARY OF STATE	0168	RENEW NOTARY-RUTH MASCHMEIER	51101	08/30/2023	<b>25.00 H</b>
				Vendor Total:	<b>25.00</b>
KANSAS WITHHOLDING TAX	0299	STATE TAX WITHHELD	0	00/00/0000	<b>3,141.00</b>
				Vendor Total:	<b>3,141.00</b>
KRAMER OIL CO., INC	0035	GAS, DIESEL, PROPANE, & GREASE	0	00/00/0000	<b>8,786.14</b>
				Vendor Total:	<b>8,786.14</b>
LEAGUE KANSAS MUNICIPALITIES	0047	LEAGUE ANNUAL CONF OCT 7-9 WICHITA-KEVIN THROM	0	00/00/0000	<b>300.00</b>
				Vendor Total:	<b>300.00</b>
LOYAL AMERICAN	1935	INSURANCE PREMIUM-SEPTMEBER EMPLOYEE WITHHELD	0	00/00/0000	<b>79.19</b>
				Vendor Total:	<b>79.19</b>
MAR KAN SALES CO.	0121	POOL CONCESSION-REESE STICKS & AIRHEADS-LESS CREDIT RETURN	0	00/00/0000	<b>44.00</b>
				Vendor Total:	<b>44.00</b>
MARYSVILLE AMBULANCE SERVIC	0072	AMBULANCE CONTRACT PAYMENT	0	00/00/0000	<b>14,349.00</b>
				Vendor Total:	<b>14,349.00</b>
MARYSVILLE HEALTH & FITNESS	1738	EMPLOYEE MEMBERSHIPS	0	00/00/0000	<b>84.00</b>
				Vendor Total:	<b>84.00</b>
MARYSVILLE POSTMASTER	0340	BULK POSTAGE-1310 WATER SEWER BILLS	51109	09/06/2023	<b>529.24 H</b>
				Vendor Total:	<b>529.24</b>
MCKINLEY MASONRY INC	2470	KOESTER BLOCK WALL RESTORATION PHASE 2, PAYMENT 2-FINAL	0	00/00/0000	<b>22,532.50</b>
				Vendor Total:	<b>22,532.50</b>
JOHN T. MCNISH	2914	VIDEOGRAPHY SERVICES MONTHLY APRVD 7/24/23(1 YEAR CONTRACT)	0	00/00/0000	<b>400.00</b>
				Vendor Total:	<b>400.00</b>
MIKE'S O.K. TIRES	2079	2 NEW TIRES #4531&4 NEW TIRES #2500	0	00/00/0000	<b>1,441.10</b>
				Vendor Total:	<b>1,441.10</b>
MUNICIPAL SUPPLY, INC	579	4"X20' & 6"X20' PVC PIPE	0	00/00/0000	<b>1,211.40</b>
				Vendor Total:	<b>1,211.40</b>
NELSON POWER & LIGHT	2339	SERVICE CALL-INSTALL ARIUS FAN AT CITY HALL	0	00/00/0000	<b>95.00</b>
				Vendor Total:	<b>95.00</b>
NETWORK COMPUTER SOLUTION	2223	LABOR TO PREP&INSTALL NEW FIREWALL&WIRELESS ACCESS PNT	0	00/00/0000	<b>412.50</b>
				Vendor Total:	<b>412.50</b>

**INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR**

ORD #3805-9/11/23

Date: 09/07/2023

Time: 8:44 am

Page: 3

City of Marysville

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
OLSSON ASSOCIATES	1950	AIRPORT RUNWAY 16/34 REHAB 3-20-0053-015/016-CONSTRUCTION	51099	08/30/2023	<b>23,267.13 H</b>
				Vendor Total:	<b>23,267.13</b>
OTT ELECTRIC, INC	0037	SHIPPING-WATER&LAGOON SAMPLES	0	00/00/0000	<b>71.97</b>
				Vendor Total:	<b>71.97</b>
PACE ANALYTICAL SERVICES INC	2519	WASTE WATER ANALYSIS-AUGUST	0	00/00/0000	<b>653.20</b>
				Vendor Total:	<b>653.20</b>
PEPSI-COLA BOTTLING CO.	0478	POOL CONCESSIONS-WATER,POP,ETC LESS CREDIT FROM RETURN	0	00/00/0000	<b>70.50</b>
				Vendor Total:	<b>70.50</b>
PRAIRIE FIRE COFFEE SYSTEMS	0229	COFFEE-STREET DEPARTMENT	0	00/00/0000	<b>119.80</b>
				Vendor Total:	<b>119.80</b>
ROSEBAUGH JANITORIAL SERVIC	2043	JANITORIAL SERVICES POLICE DEPARTMENT-AUG X9	0	00/00/0000	<b>675.00</b>
				Vendor Total:	<b>675.00</b>
SCHROLLER COLLISION CENTER	1373	TOW 2003 GOLD CHEVY IMPALA FROM 308 N 4TH	0	00/00/0000	<b>130.00</b>
				Vendor Total:	<b>130.00</b>
SMALL ENGINE WAREHOUSE	2732	MULCHING BLADES FOR HUSTLER MOWERS #5003 & 5004	0	00/00/0000	<b>188.62</b>
				Vendor Total:	<b>188.62</b>
TEMPS DISPOSAL SERVICE INC	0012	TRASH SERVICE-AUGUST	0	00/00/0000	<b>499.40</b>
				Vendor Total:	<b>499.40</b>
TRUCK REPAIR PLUS, INC.	1715	RPL BATTERY #6608, ULTIMATE TRUCK WASH,&ULTRA-SEAL SEALANT	0	00/00/0000	<b>512.00</b>
				Vendor Total:	<b>512.00</b>
UTILITY SERVICE CO, INC	2511	ROV INSPECTION GROUND STORAGE TANK BY WATER PLANT	0	00/00/0000	<b>1,700.00</b>
				Vendor Total:	<b>1,700.00</b>
VANCE BROTHERS	2127	5,701 GALLON ROAD OIL FOR CHIP & SEAL	0	00/00/0000	<b>18,204.18</b>
				Vendor Total:	<b>18,204.18</b>
VANTAGEPOINT TRANSFER AGEN	921	ICMA RETIREMENT CONTRIBUTION- AUGUST	0	00/00/0000	<b>250.00</b>
				Vendor Total:	<b>250.00</b>
VERIZON WIRELESS	2146	CELL PHONE,HOT SPOT,CAMERA,& TABLET SERVICE	51103	08/31/2023	<b>664.18 H</b>
				Vendor Total:	<b>664.18</b>
WAL-MART COMMUNITY	1254	TV,MOUNT, TABLES,SHOP LIGHTS, WASP SPRAY,SD CARD READER,ETC	51105	08/31/2023	<b>1,594.49 H</b>
				Vendor Total:	<b>1,594.49</b>
				Grand Total:	<b>540,853.42</b>
				Less Credit Memos:	<b>0.00</b>
				Net Total:	<b>540,853.42</b>
				Less Hand Check Total:	<b>294,389.05</b>
				Outstanding Invoice Total :	<b>246,464.37</b>
	<b>Total Invoices:</b>	<b>61</b>			

# **City Administrator's Report**

9/6/2023

**9/11/2023 Council Meeting**

## **1. Lakeview Sidewalk Engineering Proposal**

Included is a proposal to design the sidewalk at Lakeview Ball complex. This includes a sidewalk from the top of the driveway leading to the concession stand, a sidewalk from the upper parking lot and expansion of the apron around the concession stand. The proposed price is \$20,220 for design and \$1,920 for bidding services.

**Pages: 137-143**

## **2. 2024 Street Truck Purchase**

Included are three quotes for a ¾ ton pickup truck. This purchase would be for 2024 but would be set up like we just set the police vehicle up. If the council approves, we would purchase this vehicle out of the Municipal Equipment Reserve Fund and pay it back from the General Fund in 2024. The lowest bid is from Nordhus at \$51,205.

**Pages: 144-147**

## **3. Financials/Project Cost**

The General Fund is still sitting a little over \$1 million in balance, which is about where it was at in 2022. The Water Fund had an increase in revenue due to extra water use in hot weather. The Sewer Fund increased by about \$22k. The Sales Tax Fund had a decrease in balance due to the Sales Tax payment being late.

**Pages: 148-155**



August 30, 2023

City of Marysville  
Attn: Austin St. John – City Administrator  
209 N 8<sup>th</sup> Street  
Marysville, KS 66508

RE: Lakeview Sports Complex – Proposed Sidewalks  
Proposal for Engineering Services

Dear Austin,

This letter is a proposal for **CES Group Inc.**, hereafter referred to as ENGINEER to provide professional design services to the **City of Marysville, KS**, hereafter referred to as OWNER, for the above referenced project, hereafter referred to as the PROJECT. The PROJECT generally consists of the Design Survey, Preliminary Engineering, Engineering Design, Bidding and Construction Phase Services to evaluate, design and construct new sidewalks at Lakeview Sports Complex. (Aerial photo of general area shown on Attachment A)

CES proposes to perform the Scope of Services as outlined below.

### 1.0 Design Surveying

- 1.1 Collect topographic design data in area of proposed sidewalk.
- 1.2 Identify utility services to the best extent practicable, based on OWNER or other utility information.
- 1.3 Survey physical features including, but not limited to, the existing sewer line, existing water line, and other physical features that could impact the work.
- 1.4 Review right of way records to check for utility easement, as needed.

### 2.0 Preliminary Engineering

- 2.1 Review site with CLIENT to determine specific project requirements, receive project documents, as available.
- 2.2 Review Original Construction Drawings, if available, and other project documents provided.
- 2.3 If not available, or as otherwise directed by CLIENT prepare Preliminary Plan for sidewalk plan to be reviewed and approved by CLIENT.
- 2.4 Following CLIENT review of Preliminary Plans, attend a review meeting with CLIENT to discuss CLIENT comments.
- 2.5 Perform any necessary field work to determine existing water and sewer utility locations and depths, as practical. Determining depths to existing waterlines will be in the purview of the CLIENT because neither the Surveyors nor the Engineer have the equipment or training to dig or otherwise expose a waterline.
- 2.6 CLIENT provides approval to proceed with Design of PROJECT.

### 3.0 Design Engineering

- 3.1 Following CLIENT approval of Preliminary Plans, complete design and produce final construction Drawings, and Specifications, for proposed sidewalk.
- 3.2 Submit completed Drawings and Project Manual to CLIENT for review and approval



#### 4.0 Geotechnical Investigation

- 4.1 N/A – If needed, this will be provided under additional services.

#### 5.0 Permits

- 5.1 N/A – If needed, this will be provided under additional services.

#### 6.0 Bidding Services

- 6.1 Send out Advertisement for Bids
- 6.2 Provide Project Manual and Drawings to interested bidders
- 6.3 Answer bidder questions and prepare Addendums, as necessary.
- 6.4 Attend bid opening, review bids, and provide recommendation to CLIENT for awarding project.

#### 7.0 Construction Phase Services

- 7.1 Provide construction administration and assistance to CLIENT during construction through following services:
  - 1.1.1 Review shop drawings.
  - 1.1.2 Answer questions during construction.

#### 8.0 Additional Services

- 8.1 Additional Services for survey work for easements preparation, boundary work, and replatting.
- 8.2 Prepare a Preliminary Opinion of Probable Cost, and submit to CLIENT with Preliminary Plans for review.
- 8.3 Geotechnical Investigation if applicable and/or requested by CLIENT.
- 8.4 Permitting – If applicable
- 8.5 Prepare Construction Contract documents (EJCDC Owner/Contractor) and assemble the Project Manual.
- 8.6 Construction observation services.
- 8.7 Fee for Additional Services: ENGINEER will provide the above described services on a Time and Materials basis, with rates generally as represented on Attachment C, or as otherwise negotiated and included in this Agreement via Amendment.

#### 9.0 Responsibility of CLIENT

The CLIENT agrees to provide the following pursuant to ENGINEER accomplishing the Scope of Services herein:

- 9.1 Provide access to project site and previous locate records
- 9.2 Provide timely review of proposed layout and final plans
- 9.3 Pay for Geotechnical Services provided by the selected geotechnical laboratory. If applicable.
- 9.4 Provide site access to ENGINEER for the performance of activities necessary to complete this Scope of Services.
- 9.5 Provide Personnel to accompany ENGINEER and provide access to existing manholes and other utility structures, sites, and locations, as necessary, for both information and safety purposes.



## 10.0 Exclusions

The following shall be specifically excluded from the Scope of Services to be provided by ENGINEER:

- 10.1 ENGINEER cannot be responsible for the time of review of other agencies.

## 11.0 Payment Provisions

- 11.1 ENGINEER proposes to perform Scope of Services as listed at the conditions and/or amounts listed below:

- 1.1.1 **Services Provided for: Sections 1.0 – 3.0**

- Lump Sum: \$20,220**

- 1.1.2 **Services Provided for: Section 6.0**

- Lump Sum: \$1,920**

- 1.1.3 **Services Provided for: Sections 7.0**

- Lump Sum: \$TBD**

- 11.2 Additional services will be billed on a Time and Materials basis with costs as generally represented on **ATTACHMENT C**, or as otherwise incorporated into this Agreement via Amendment.
- 11.3 Taxes are not included in the stated fees. CLIENT shall reimburse ENGINEER for any sales, use and value-added taxes, which apply to these services.
- 11.4 Unless otherwise agreed upon, billing will be made once a month for work completed the previous month. Payment is due within 30 days of the invoice date. For payments over 30 days, refer to the "General Provisions".
- 11.5 Any WORK requested by the CLIENT that is not included within this Scope of Services will be Additional Work. The Additional Work will be requested in writing by CLIENT, and if ENGINEER so agrees in writing, ENGINEER will provide the Additional Work, on either a Time and Materials basis, or as otherwise negotiated and included in this Agreement via Amendment, or under a new separate Agreement.

## 12.0 Standard Terms and Conditions

- 12.1 Standard Terms and Conditions, provided as **ATTACHMENT B**, CES Group – General Provisions, are hereby incorporated into this Agreement.

## 13.0 Authorization

- 13.1 If the Scope of work and proposed fee are acceptable, please sign the attached Proposal Acceptance Sheet and return it to us. This quote and the attached Standard Terms and Conditions will serve as the Agreement and our receipt of a signed copy will serve as Notice to Proceed. Note that this proposal is valid for a period of 30 days, or as mutually agreed by both parties.



Thank you for considering CES to provide professional engineering services on this PROJECT. Should you have any questions, please contact us at (785) 562-5148. Returned receipt of an executed copy of this letter will serve as the contract and notice to proceed.

Sincerely,  
CES Group, Inc.

Rob Peschel  
President

.....

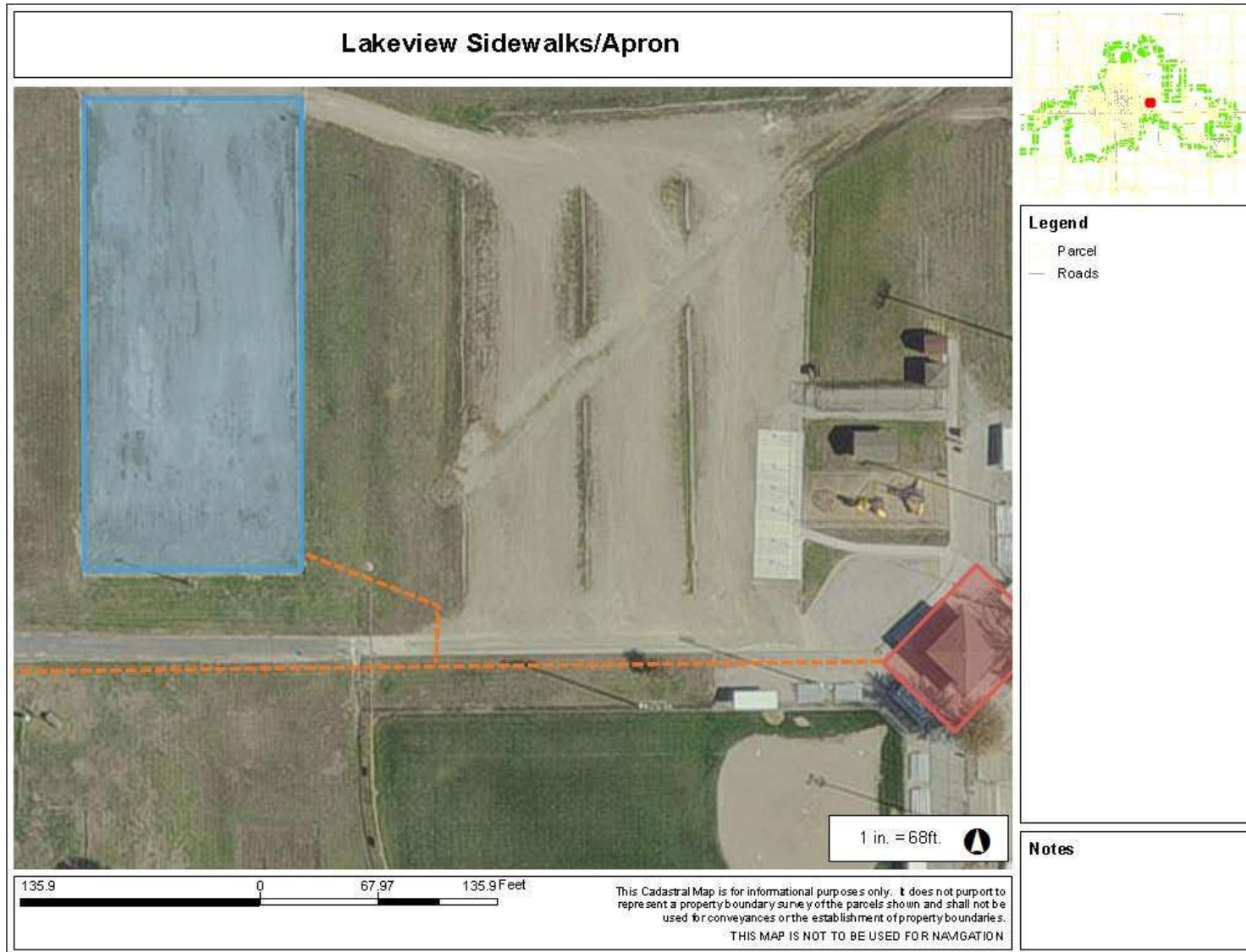
**PROPOSAL ACCEPTANCE:**

City of Marysville – Lakeview Sports Complex Proposed Sidewalks  
Proposal for Engineering Services

<p><b>AGREED TO, THIS _____ DAY OF _____, 2023.</b></p> <p><b>BY (please print):</b> _____</p> <p><b>TITLE:</b> _____</p> <p><b>SIGNATURE:</b> _____</p> <p><b>ATTEST:</b> _____</p>
--



# ATTACHMENT A





## ATTACHMENT B

### CES GROUP – GENERAL PROVISIONS

**Access to Site:** Unless otherwise stated, the Client shall grant or secure the legal right for CES to access the site for activities necessary for the performance of the services. CES will take precautions to minimize damage due to these activities but has not included in the fee the cost of restoration of any resulting damage. The client shall also grant CES access to city maps and records which are pertinent to the project.

**Additional Services:** If services are requested in addition to the scope of services, CES will invoice for such services at their published hourly billing rates. CES shall not commence work on additional services without prior written approval from the Client.

**Billings and Payment:** CES shall be responsible for submitting invoices to the client at the times specified in the contract. If not specified in the contract/agreement, CES shall invoice for services rendered on a monthly basis. Invoices shall be payable within 30 days after the invoice date. If the invoice is not paid within 30 days, CES may, without waiving any claim or right against the Client, and without liability whatsoever to the Client, terminate the performance of the service. Accounts unpaid 60 days after the invoice date may be subject to a monthly service charge of 1.5% (or the legal rate) on the unpaid balance. In the event any portion or all the account remains unpaid 90 days after billing, the Client shall pay all costs of collection, including reasonable attorney's fees.

**Project Budget:** The Client shall agree that project estimates furnished by CES for items including, but not limited to, land acquisition, repairs or modifications to existing facilities, new construction or services provided by others, are not a guarantee of the actual costs that will be incurred. CES agrees to exercise a standard measure of care in the preparation of cost estimates. The Client shall, in writing advise CES immediately upon receipt of cost estimate information if budgetary limitations appear to preclude implementation of the project as proposed.

**Costs of Permits:** Review fees and other direct expenses related to the cost of obtaining permits from governmental or regulatory entities shall be borne by the Client and are not included as a part of CES's fee unless stated otherwise within the Agreement.

**Bidding Costs:** Costs of advertising, printing of bidding documents, and other direct expenses related to bidding shall be borne by the Client and may be billed as a direct expense by CES. If CES determines a non-refundable purchase price of bidding documents paid by bidders and receives the proceeds thereof, the Client shall be exempt from said printings costs.

**Dispute Resolution:** Causes of action between the parties of this Agreement pertaining to acts, or failures to act, shall be deemed to have accrued and the applicable statutes of limitations shall begin to run not later than the date of Substantial Completion. Any claims or disputes made during design, construction or post-construction between the Client and CES shall be submitted to non-binding mediation. Client and CES agree to include a similar mediation agreement with all contractors, subcontractors, suppliers and fabricators, thereby providing for mediation as the primary method for dispute resolution between all parties.

**Limitation of Liability:** In recognition of the relative risks and benefits of the project to both the Client and CES, the risks have been allocated such that the Client agrees, to the fullest extent permitted by law, CES's total liability to the Client for any and all injuries, claims, losses, expenses, damages or claim expenses arising out of the Agreement from any cause or causes, shall not exceed the sum of fees covered in the agreement in which these provisions cover. Such causes include, but are not limited to, CES's negligent acts, errors, omissions, strict liability, breach of contract or breach of warranty.

**Termination of Services:** The client may terminate this contract at any time by giving at least ten (10) days notice, in writing to CES. If the contract is terminated by the Client as provided herein, CES will be paid for the time provided and expenses incurred up to the termination date. CES will provide to the client a detailed breakdown on all time and expenses.

**Fee Adjustment:** If protracted delays occur in the project for reasons beyond CES's control, CES may, at its option, negotiate with the Client an adjustment in compensation for services yet to be provided. The adjustment shall be derived from the impact of said delays due to factors including, but not limited to, changes in price indices and pay scales applicable to the period when services are rendered.

**Hazardous Materials:** If any hazardous materials are discovered by anyone on or about the project site, or it becomes known that such materials may be present at or adjacent to the project site, the existence of which may affect the performance of services under this Agreement, CES shall have the option, and without any liability, to suspend the performance of its services until the Client or the Client's contractors remove such hazardous material and certify that the project site is in complete compliance with all applicable laws and regulations.



**ATTACHMENT C**

**STANDARD HOURLY BILLING RATES**

EFFECTIVE THROUGH DECEMBER 31, 2023

PRINCIPAL ENGINEER .....	\$220.00
SENIOR ENGINEER.....	\$170.00
STRUCTURAL ENGINEER.....	\$185.00
DESIGN ENGINEER.....	\$120.00
ARCHITECT.....	\$150.00
PROJECT MANAGER.....	\$180.00
LAND SURVEYOR .....	\$170.00
2 MAN SURVEY CREW.....	\$186.00
1 MAN SURVEY CREW.....	\$136.00
TECHNICIAN (ENG, SURVEY, CADD).....	\$90.00
TECHNICIAN ASSISTANT....	\$63.00
CONSTRUCTION INSPECTOR II .....	\$105.00
CONSTRUCTION INSPECTOR I.....	\$86.00
RECEPTIONIST, ADMIN/OFFICE. ASST.....	\$60.00
STANDARD VEHICLE MILEAGE.....	\$0.70
SURVEY CREW MILEAGE.....	\$0.90
MEALS.....	\$48.00/Day

# Order Details - Order #CXMD9D

Customer Dealer

## BAC Information

Contact Name  
Contact Phone

DAN Stock No. Update

## Model/Order Information

Model Year: 2024  
 Division: Chevrolet  
 Distribution Entity: RET Retail  
 Order Type: TRE - Retail Stock  
 Allocation Group: HDSILV  
 Model: CK20943 - 2500HD Silverado: LWB, 4WD, Crew Cab  
 TPW  
 VIN  
 MSRP w/DFC: \$55,205.00

MSRP - \$55205.00

PRICE \$51205.00

## Vehicle Specifications

PEG: 1WT - Work Truck Preferred Equipment Group  
 Primary Color: GAZ - Summit White  
 Trim: H1T - 1WT/1FL-Cloth, Jet Black, Interior Trim  
 Engine: L8T - Engine: 6.6L, V-8, SIDI  
 Transmission: MKM - 10-Speed Automatic  
 Emissions: FE9 - Federal Emissions

### Ordered Options

- 1WT - Work Truck Preferred Equipment Group
- 9L7 - Upfitter / Accessory Electrical Switches
- AQQ - Keyless Remote Entry
- AZ3 - Seats: Front 40/20/40 Split-Bench, Full Feature
- BG9 - Floor Covering: Rubberized Vinyl, Black
- CGN - Chevytec Spray-on Liner
- E63 - Durabed
- FE9 - Federal Emissions
- G80 - Auto Locking Differential, Rear
- GAZ - Summit White
- GT4 - Rear Axle: 3.73 Ratio
- H1T - 1WT/1FL-Cloth, Jet Black, Interior Trim
- IOR - Chevrolet Infotainment, 7" Color Screen
- JGF - GVW Rating 10,650 Lbs
- K34 - Cruise Control
- K47 - Heavy Duty Air Filter
- KC4 - Cooler, Engine Oil
- KNP - Transmission Cooling System
- KW5 - Alternator, 220 AMP
- L8T - Engine: 6.6L, V-8, SIDI
- MKM - 10-Speed Automatic
- NQF - Transfer Case: w/ Rotary Dial Control, Electronic
- Shift
- NZZ - Skid Plate
- PRF - 3 Years of Onstar Remote Access
- PYN - Wheels: 17" Steel, Painted
- QHQ - Tires: LT245/75 R17E All Season, Blackwall
- QK1 - Standard Tailgate
- RVQ - LPO - Assist Steps, 6" Rectangular, Tubular, Black
- SAF - Spare Tire Lock
- TQ5 - Headlamps, Intellibeam
- UE1 - OnStar Communication System
- UE4 - Following Distance Indicator
- UEU - Sensor, Forward Collision Alert
- UHY - Automatic Emergency Braking
- UKJ - Sensor, Front Pedestrian Braking
- V76 - Recovery Hooks
- VQK - LPO - Splash Guards, Molded, Front & Back, Black
- VYU - Snow Plow Prep / Camper Package
- YM8 - LPO Processing Option
- Z82 - Trailering Package
- ZHQ - Tire, Spare: LT245/75 R17 All Season, Blackwall

## Event History

Global Filter

Event Code	Event Description	Effective Date	Timestamp	End Date	System
------------	-------------------	----------------	-----------	----------	--------



# Chrome Package

NEMAHA VALLEY MOTORS INC  
703 NORTH STREET  
SENECA, KS 665382402

## Configuration Preview

Date Printed: 2023-08-24 12:52 PM VIN:  
Estimated Ship Date: VON:

Quantity: 1  
Status: BA - Pending order  
FAN 1: 01A40 CITY OF MARYSVILLE  
FAN 2:  
Client Code:  
Bid Number: TB4065  
PO Number:

Sold to:  
NEMAHA VALLEY MOTORS INC (63317)  
703 NORTH STREET  
SENECA, KS 665382402

Ship to:  
NEMAHA VALLEY MOTORS INC (63317)  
703 NORTH STREET  
SENECA, KS 665382402

Vehicle: 2024 2500 TRADESMAN CREW CAB 4X4 (149 in WB 6 ft 4 in Box) (DJ7L91)

	Sales Code	Description	MSRP(USD)
Model:	DJ7L91	2500 TRADESMAN CREW CAB 4X4 (149 in WB 6 ft 4 in Box)	52,545
Package:	2GA	Customer Preferred Package 2GA	0
	ESB	6.4L V8 Heavy Duty HEMI MDS Engine	0
	DFX	8-Spd Auto 8HP75-LCV Transmission	0
Paint/Seat/Trim:	PW7	Bright White Clear Coat	0
	APA	Monotone Paint	0
	*TX	HD Vinyl 40/20/40 Split Bench Seat	0
Options:	-X8	Black/Diesel Gray	0
	4ES	Delivery Allowance Credit	0
	MAF	Fleet Purchase Incentive	0
	LHL	Auxiliary Switches - I/P Mounted	145
	MWH	Rear Wheelhouse Liners	195
	XMF	Mopar Spray in Bedliner	600
	MR5	Flat Whl-to-Whl Side Steps Chrome	745
	AMP	Chrome Appearance Group	1,650
	AHD	Heavy Duty Snow Plow Prep Group	245
	A61	Tradesman Level 1 Equipment Group	195
	4DH	Prepaid Holdback	0
	5N6	Easy Order	0
	4FM	Fleet Option Editor	0
	4FT	Fleet Sales Order	0
	174	Zone 74-Denver	0
	4EA	Sold Vehicle	0
	Non Equipment:	4FA	Special Bid-Ineligible For Incentive
Bid Number:	TB4065	Government Incentives	0
Discounts:	YG2	5.2 Additional Gallons of Gas	0
Destination Fees:			1,995

Total Price: 58,315

Order Type: Fleet  
Scheduling Priority: 1-Sold Order  
Salesperson:  
Customer Name:  
Customer Address:

PSP Month/Week:  
Build Priority: 99

Discounts - \$5000.00  
Total \$53401.00

Instructions: USA

Note: This is not an invoice. The prices and equipment shown on this priced order confirmation are tentative and subject to change or correction without prior notice. No claims against the content listed or prices quoted will be accepted. Refer to the vehicle invoice for final vehicle content and pricing. Orders are accepted only when the vehicle is shipped by the factory.

No Chrome Package

NEMAHA VALLEY MOTORS INC  
703 NORTH STREET  
SENECA, KS 665382402

Configuration Preview

Date Printed: 2023-08-24 1:00 PM  
Estimated Ship Date:

VIN:  
VON:

Quantity: 1  
Status: BA - Pending order  
FAN 1: 01A40 CITY OF MARYSVILLE  
FAN 2:  
Client Code:  
Bid Number: TB4065  
PO Number:

Sold to:  
NEMAHA VALLEY MOTORS INC (63317)  
703 NORTH STREET  
SENECA, KS 665382402

Ship to:  
NEMAHA VALLEY MOTORS INC (63317)  
703 NORTH STREET  
SENECA, KS 665382402

Vehicle: 2024 2500 TRADESMAN CREW CAB 4X4 (149 in WB 6 ft 4 in Box) (DJ7L91)

	Sales Code	Description	MSRP(USD)
Model:	DJ7L91	2500 TRADESMAN CREW CAB 4X4 (149 in WB 6 ft 4 in Box)	52,545
Package:	2GA	Customer Preferred Package 2GA	0
	ESB	6.4L V8 Heavy Duty HEMI MDS Engine	0
	DFX	8-Spd Auto 8HP75-LCV Transmission	0
Paint/Seat/Trim:	PW7	Bright White Clear Coat	0
	APA	Monotone Paint	0
	*TX	HD Vinyl 40/20/40 Split Bench Seat	0
Options:	-X8	Black/Diesel Gray	0
	4ES	Delivery Allowance Credit	0
	MAF	Fleet Purchase Incentive	0
	AHD	Heavy Duty Snow Plow Prep Group	245
	MRU	Mopar Black Tubular Side Steps	445
	XMF	Mopar Spray in Bedliner	600
	MWH	Rear Wheelhouse Liners	195
	LHL	Auxiliary Switches - I/P Mounted	145
	MDA	Front License Plate Bracket	0
	A61	Tradesman Level 1 Equipment Group	195
	4DH	Prepaid Holdback	0
	5N6	Easy Order	0
	4FM	Fleet Option Editor	0
	4FT	Fleet Sales Order	0
	174	Zone 74-Denver	0
4EA	Sold Vehicle	0	
Non Equipment:	4FA	Special Bid-Ineligible For Incentive	0
Bid Number:	TB4065	Government Incentives	0
Discounts:	YG2	5.2 Additional Gallons of Gas	0
Destination Fees:			1,995

Black Tube Steps  
Black Bumpers  
Steel wheels

Total Price: 56,365

Order Type: Fleet  
Scheduling Priority: 1-Sold Order  
Salesperson:  
Customer Name:  
Customer Address: USA

PSP Month/Week:  
Build Priority: 99

Discounts - \$5000.00  
\$51365.00

Note: This is not an invoice. The prices and equipment shown on this priced order confirmation are tentative and subject to change or correction without prior notice. No claims against the content listed or prices quoted will be accepted. Refer to the vehicle invoice for final vehicle content and pricing. Orders are accepted only when the vehicle is shipped by the factory.



Preview Order 3030 - W2B 4x4 Crew Cab SRW: Order Summary Time of Preview: 08/25/2023 13:34:06 Receipt: NA

Dealership Name: Honeyman Ford, Inc.

Sales Code : F53534

Dealer Rep.	Brian Gudenkauf	Type	Fleet	Vehicle Line	Superduty	Order Code	3030
Customer Name	Marysville Po	Priority Code	L1	Model Year	2024	Price Level	420

DESCRIPTION	MSRP	DESCRIPTION	MSRP
F250 4X4 CREW CAB PICKUP/176	\$51770	PLATFORM RUNNING BOARDS	\$445
176 INCH WHEELBASE	\$0	10000# GVWR PACKAGE	\$0
TOTAL BASE VEHICLE	\$51770	50 STATE EMISSIONS	\$0
OXFORD WHITE	\$0	SNOW PLOW PREP PACKAGE	\$250
VINYL 40/20/40 SEATS	\$0	JACK	\$0
MEDIUM DARK SLATE	\$0	WHEEL WELL LINERS FRONT & REAR	\$325
PREFERRED EQUIPMENT PKG.600A	\$0	SPLASH GUARDS - FRONT	\$130
.XL TRIM	\$0	SPLASH GUARDS - REAR	\$0
.AIR CONDITIONING -- CFC FREE	\$0	UPFITTER SWITCHES	\$165
.AM/FM STEREO MP3/CLK	\$0	250 AMP ALTERNATOR	\$85
.6.8L DEVCT NA PFI V8 ENGINE	\$0	TOUGH BED SPRAY IN BEDLINER	\$595
10-SPEED AUTO TORQSHIFT-G	\$0	SPECIAL FLEET ACCOUNT CREDIT	\$0
.LT245/75R17E BSW ALL-SEASON	\$0	FUEL CHARGE	\$0
3.73 RATIO REGULAR AXLE	\$0	PRICED DORA	\$0
JOB #1 ORDER	\$0	ADVERTISING ASSESSMENT	\$0
FRONT LICENSE PLATE BRACKET	\$0	DESTINATION & DELIVERY	\$1995
TOTAL BASE AND OPTIONS			MSRP \$55760
DISCOUNTS			NA
TOTAL			\$55760

ORDERING FIN: QD869 END USER FIN: QD869

*\$51,444*

Customer Name:	Customer Email:
Customer Address:	Customer Phone:
Customer Signature	147 Date

**CASH & BUDGET STATEMENT**

August 2023

Fund	Begin Bal	Revenue	Expenses	Journal Entries	End Bal	Budget	YTD Rev	YTD Exp	Remaining	% Spent
General*	1,223,818.49	137,554.51	315,895.38	28,467.76	1,073,945.38	3,220,846	2,709,569.32	2,220,091.23	1,000,754.77	68.93%
Administration			43,948.70			518,360		378,320.10	140,039.90	72.98%
Police			87,996.54			771,172		539,822.16	231,349.84	70.00%
Municipal Court			6,264.10			77,799		40,684.43	37,114.57	52.29%
Fire			10,442.57			152,527		83,651.95	68,875.05	54.84%
Street			44,247.48			627,379		340,478.24	286,900.76	54.27%
Parks			17,920.53			240,399		127,681.61	112,717.39	53.11%
Recreation			7,040.59			109,710		77,402.02	32,307.98	70.55%
Cemetery			20,317.32			223,150		136,399.56	86,750.44	61.12%
Traffic Control			8,800.52			46,000		22,838.88	23,161.12	49.65%
Health & Safety			14,553.42			181,900		124,939.49	56,960.51	68.69%
Street Lighting			5,768.83			80,800		46,762.71	34,037.29	57.87%
Forestry			-			2,150		-	2,150.00	0.00%
Airport Maintenance			601.15			19,900		9,374.92	10,525.08	47.11%
Transfers			6,583.00			75,000		58,668.00	16,332.00	78.22%
Art Center/Old PD			3,019.88			17,200		5,934.17	11,265.83	34.50%
Grants/Gifts			9,365.00			8,500		142,053.99	(133,553.99)	1671.22%
Tort Liability			-			68,000		15,922.00	52,078.00	23.41%
Noxious Weed			557.96			900		557.96	342.04	62.00%
Water Revenue	441,721.84	98,730.52	85,826.32	-	454,626.04	1,294,149	593,181.91	564,684.57	729,464.43	43.63%
Sewage Revenue	526,164.53	65,183.32	42,717.73	-	548,630.12	1,390,047	514,306.50	418,093.89	971,953.11	30.08%
Street & Highway	143,355.69	138.16	-	-	143,493.85	180,723	69,816.55	37,242.55	143,480.45	20.61%
Bond & Interest	25,870.40	24.93	-	-	25,895.33	112,161	71,240.52	45,436.60	66,724.40	40.51%
Bond & Interest #1	64,483.26	13,292.87	-	-	77,776.13	302,301	106,884.71	170,243.46	132,057.54	56.32%
Bond & Interest #1A	54,015.67	4,162.24	24,689.78	-	33,488.13	99,355	33,198.42	49,379.56	49,975.44	49.70%
Industrial	196,612.33	44.92	-	-	196,657.25	202,500	9,855.15	2,500.00	200,000.00	1.23%
Library	-	-	-	-	-	218,500	197,909.86	202,290.87	16,209.13	92.58%
Library Employee Benefit	(0.00)	-	-	-	(0.00)	37,000	32,193.50	35,188.71	1,811.29	95.10%
Swimming Pool Sales Tax	1,078,522.59	4,780.86	42,892.81	(0.50)	1,040,410.14	1,280,383	508,943.57	159,304.45	1,121,078.55	12.44%
Special Parks and Rec	47,380.04	142.57	-	-	47,522.61	42,666	6,246.22	-	42,666.00	0.00%
Employee Benefit	308,047.42	152.32	49,060.49	-	259,139.25	598,000	441,190.61	334,759.66	263,240.34	55.98%
Transient Guest Tax	194,084.42	129.22	5,996.06	-	188,217.58	166,919	122,720.26	60,060.93	106,858.07	35.98%
Sales Tax	1,097,080.19	527.25	127,870.56	-	969,736.88	1,696,346	821,432.42	746,225.84	950,120.16	43.99%
<b>TOTAL</b>	<b>5,401,156.87</b>	<b>324,863.69</b>	<b>694,949.13</b>	<b>28,467.26</b>	<b>5,059,538.69</b>	<b>10,841,896</b>	<b>6,238,689.52</b>	<b>5,045,502.32</b>	<b>5,796,393.68</b>	<b>46.54%</b>

**CASH & BUDGET STATEMENT (NON BUDGET FUNDS)**

August 2023

Fund	Begin Bal	Revenue	Expenses	Journal Entry	End Bal	YTD Rev	YTD Exp
Airport Revolving	\$ 51,751.01	\$ 50,963.60	\$ -	\$ -	\$ 102,714.61	\$ 61,461.31	\$ 34,458.75
Sewer Replacement	\$ 933,139.00	\$ 4,678.81	\$ -	\$ -	\$ 937,817.81	\$ 36,659.51	\$ 110,183.70
Special Improvement	\$ 8,693.50	\$ -	\$ -	\$ -	\$ 8,693.50	\$ 23,114.00	\$ -
Economic Development	\$ 43,177.72	\$ 31.98	\$ -	\$ -	\$ 43,209.70	\$ 20,187.23	\$ -
Fire Equipment Reserve	\$ 306,136.71	\$ 5,483.48	\$ -	\$ -	\$ 311,620.19	\$ 26,470.93	\$ -
Fire Insurance Proceeds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Cemetery Endowment	\$ 37,481.62	\$ -	\$ -	\$ -	\$ 37,481.62	\$ -	\$ -
Library Revolving	\$ 25,923.58	\$ 20,000.00	\$ 20,390.40	\$ -	\$ 25,533.18	\$ 160,000.00	\$ 121,137.33
Special Law Enforcement	\$ 10,332.35	\$ 8.99	\$ -	\$ -	\$ 10,341.34	\$ 5,453.08	\$ 4,913.27
Koester Block Maintenance	\$ 20,876.11	\$ 1,920.30	\$ 3,400.84	\$ -	\$ 19,395.57	\$ 69,308.04	\$ 73,883.44
Municipal Equipment Reserve	\$ 438,582.33	\$ 229.93	\$ -	\$ -	\$ 438,812.26	\$ 91,861.87	\$ 45,100.00
Capital Improvement	\$ 76,536.61	\$ 10,077.73	\$ -	\$ (28,467.79)	\$ 58,146.55	\$ 17,956.44	\$ 10,960.00
Water Utility Reserve	\$ 503,312.37	\$ 5,243.56	\$ -	\$ -	\$ 508,555.93	\$ 38,299.75	\$ -
<b>TOTAL NON-BUDGETED</b>	\$ 2,455,942.91	\$ 98,638.38	\$ 23,791.24	\$ (28,467.79)	\$ 2,502,322.26	\$ 550,772.16	\$ 400,636.49
<b>TOTAL BUDGETED</b>	\$ 5,401,156.87	\$ 324,863.69	\$ 694,949.13	\$ 28,467.26	\$ 5,059,538.69	\$ 6,238,689.52	\$ 5,045,502.32
<b>GRAND TOTAL</b>	\$ 7,857,099.78	\$ 423,502.07	\$ 718,740.37	\$ (0.53)	\$ 7,561,860.95	\$ 6,789,461.68	\$ 5,446,138.81

**UTILITY STATEMENT**

August 2023

Fund	Month Operating Ratio	YTD Operating Ratio	Current Position	Number of Days*
Water Revenue	1.150	1.050	\$ 454,626.04	128.22
Sewer	1.526	1.230	\$ 548,630.12	144.06

**General Fund Monthly Income/Expense Comparison - All figures are unaudited**

Month	Year	Beginning Balance	Monthly Receipts	Monthly Expenses	Journal Entries	Expense To Date	Ending Balance	Difference
<b>2023</b>								
January	<b>2023</b>	\$553,996	\$1,116,749	\$169,003		\$169,003	\$1,501,742	\$947,746
February		\$1,501,742	\$104,957	\$329,037		\$498,041	\$1,277,662	(\$224,080)
March		\$1,277,662	\$228,999	\$278,284	\$381	\$775,944	\$1,228,758	(\$48,904)
April		\$1,228,758	\$151,802	\$354,583	\$125	\$1,130,402	\$1,026,102	(\$202,656)
May		\$1,026,102	\$99,220	\$226,977	\$1,572	\$1,355,807	\$899,916	(\$126,186)
June		\$899,916	\$654,160	\$310,954	(\$75)	\$1,666,836	\$1,243,047	\$343,131
July		\$1,243,047	\$216,128	\$235,357		\$1,902,193	\$1,223,818	(\$19,228)
<b>August</b>		<b>\$1,223,818</b>	<b>\$137,555</b>	<b>\$315,895</b>	<b>\$28,468</b>	<b>\$2,189,620</b>	<b>\$1,073,945</b>	<b>(\$149,873)</b>
September								
October								
November								
December								
		<b>Totals</b>	<b>\$2,709,569</b>	<b>\$2,220,091</b>	<b>\$30,471</b>	<b>Change in Fund Balance</b>		<b>\$519,949</b>
<b>2022</b>								
January	<b>2022</b>	\$666,661	\$984,565	\$126,436		\$126,436	\$1,524,790	\$858,129
February		\$1,524,790	\$51,137	\$274,348		\$400,784	\$1,301,579	(\$223,211)
March		\$1,301,579	\$200,323	\$266,127	(\$110,116)	\$777,027	\$1,125,659	(\$175,920)
April		\$1,125,659	\$94,725	\$305,736	\$813	\$1,081,950	\$915,461	(\$210,198)
May		\$915,461	\$105,287	\$217,343	\$30	\$1,299,263	\$803,435	(\$112,026)
June		\$803,435	\$582,034	\$238,865		\$1,538,128	\$1,146,604	\$343,169
July		\$1,146,604	\$64,846	\$203,381	\$9,000	\$1,732,508	\$1,017,070	(\$129,534)
<b>August</b>		<b>\$1,017,070</b>	<b>\$314,072</b>	<b>\$222,034</b>		<b>\$1,954,543</b>	<b>\$1,109,108</b>	<b>\$92,038</b>
September		\$1,109,108	\$203,209	\$291,894		\$2,246,436	\$1,020,423	(\$88,684)
October		\$1,020,423	\$133,756	\$225,792	(\$34,771)	\$2,506,999	\$893,616	(\$126,807)
November		\$893,616	\$53,514	\$220,840		\$2,727,840	\$726,289	(\$167,327)
December		\$726,289	\$152,708	\$312,901	(\$12,100)	\$3,052,841	\$553,996	(\$172,293)
		<b>Totals</b>	<b>\$2,940,176</b>	<b>\$2,905,697</b>	<b>(\$147,144)</b>	<b>Change in Fund Balance</b>		<b>(\$112,665)</b>
<b>2021</b>								
January	<b>2021</b>	\$816,080	\$966,204	\$131,822		\$131,822	\$1,650,462	\$834,382
February		\$1,650,462	\$88,945	\$269,029	(\$49,862)	\$450,714	\$1,420,515	(\$229,947)
March		\$1,420,515	\$162,497	\$218,514	(\$110,000)	\$779,228	\$1,254,497	(\$166,018)
April		\$1,254,497	\$158,721	\$399,225	(\$10)	\$1,178,463	\$1,013,983	(\$240,514)
May		\$1,013,983	\$94,522	\$183,454		\$1,361,918	\$925,051	(\$88,932)
June		\$925,051	\$539,652	\$167,153		\$1,529,071	\$1,297,550	\$372,499
July		\$1,297,550	\$116,604	\$202,940		\$1,732,011	\$1,211,214	(\$86,336)
August		\$1,211,214	\$121,339	\$205,902	\$20	\$1,937,892	\$1,126,671	(\$84,542)
September		\$1,126,671	\$202,911	\$262,032		\$2,199,924	\$1,067,551	(\$59,121)
October		\$1,067,551	\$127,424	\$234,247	(\$2,017)	\$2,436,188	\$958,711	(\$108,840)
November		\$958,711	\$76,225	\$190,935		\$2,627,123	\$844,001	(\$114,710)
December		\$844,001	\$93,910	\$271,250		\$2,898,373	\$666,661	(\$177,340)
		<b>Totals</b>	<b>\$2,748,953</b>	<b>\$2,736,503</b>	<b>(\$161,869)</b>	<b>Change in Fund Balance</b>		<b>(\$149,419)</b>
<b>2020</b>								
January	<b>2020</b>	\$602,122	\$875,342	\$179,278		\$179,278	\$1,298,186	\$696,064
February		\$1,298,186	\$107,057	\$218,222	\$51	\$397,449	\$1,187,072	(\$111,113)
March		\$1,187,072	\$160,834	\$263,863		\$661,312	\$1,084,043	(\$103,029)
April		\$1,084,043	\$101,350	\$354,123		\$1,015,435	\$831,270	(\$252,773)
May		\$831,270	\$75,905	\$150,830	\$453	\$1,165,812	\$756,798	(\$74,472)
June		\$756,798	\$770,479	\$203,745		\$1,369,557	\$1,323,532	\$566,734
July		\$1,323,532	\$98,236	\$220,204		\$1,589,761	\$1,201,564	(\$121,968)
August		\$1,201,564	\$61,207	\$170,377		\$1,760,138	\$1,092,393	(\$109,170)
September		\$1,092,393	\$191,539	\$224,681		\$1,984,820	\$1,059,251	(\$33,142)
October		\$1,059,251	\$145,112	\$149,406		\$2,134,226	\$1,054,958	(\$4,293)
November		\$1,054,958	\$53,384	\$151,226		\$2,285,451	\$957,116	(\$97,841)
December		\$957,116	\$109,308	\$250,394	\$50	\$2,535,795	\$816,080	(\$141,036)
		<b>Totals</b>	<b>\$2,749,754</b>	<b>\$2,536,349</b>	<b>554.06</b>	<b>Change in Fund Balance</b>		<b>\$213,959</b>

Water revenue balances  
Monthly Income/Expense Comparisons

Month	Revenue	Expense	Difference	Journal Entry	Year to Date expense	Balance
<b>Jan. 1, 2022 carryover</b>						<b>\$426,149</b>
January	\$61,963	\$49,907	\$12,056		\$49,907	\$438,205
February	\$67,835	\$84,978	(\$17,143)		\$152,029	\$421,061
March	\$59,905	\$60,535	(\$630)		\$213,195	\$420,431
April	\$60,835	\$84,499	(\$23,664)		\$321,357	\$396,767
May	\$68,368	\$66,017	\$2,351	(\$10)	\$385,024	\$399,108
June	\$83,316	\$68,441	\$14,875	(\$10)	\$438,589	\$413,973
July	\$92,229	\$64,480	\$27,749		\$475,321	\$441,722
August	\$98,731	\$85,826	\$12,904		\$548,243	\$454,626
September						
October						
November						
December						
<b>Totals</b>	<b>\$593,182</b>	<b>\$564,685</b>				
<i>Variance, Year to Date</i>			<b>\$28,497</b>	<b>-\$20</b>		
<i>Average monthly spread</i>			<b>\$3,562</b>			
<b>Jan. 1, 2022 carryover</b>						<b>\$515,195</b>
January	\$64,659	\$46,087	\$18,571		\$46,087	\$533,767
February	\$71,856	\$81,194	(\$9,338)		\$136,620	\$524,429
March	\$58,824	\$57,314	\$1,510		\$192,424	\$525,938
April	\$63,560	\$92,803	(\$29,244)		\$314,471	\$496,695
May	\$69,823	\$63,304	\$6,519	(\$23)	\$371,257	\$503,191
June	\$79,280	\$136,640	(\$57,360)	(\$6)	\$565,256	\$445,825
July	\$77,738	\$111,788	(\$34,050)	(\$7)	\$711,093	\$411,768
August	\$83,612	\$69,313	\$14,299		\$766,107	\$426,068
September	\$96,166	\$76,719	\$19,447	(\$6)	\$823,379	\$445,509
October	\$80,330	\$70,595	\$9,735		\$884,239	\$455,243
November	\$87,026	\$84,684	\$2,342		\$966,580	\$457,586
December	\$59,181	\$102,718	(\$43,537)	\$12,100	\$1,112,835	\$426,149
<b>Totals</b>	<b>\$892,055</b>	<b>\$993,159</b>				
<i>Variance, Year to Date</i>			<b>(\$101,104)</b>	<b>\$12,058</b>		
			<b>(\$8,425)</b>			
<b>Jan. 1, 2021 carryover</b>						<b>\$711,102</b>
January	\$62,655	\$54,102	\$8,553	(\$75)	\$54,177	\$719,580
February	\$56,082	\$73,197	(\$17,116)		\$127,374	\$702,464
March	\$69,218	\$60,118	\$9,100		\$187,492	\$711,564
April	\$60,495	\$110,253	(\$49,758)		\$297,745	\$661,806
May	\$67,264	\$192,869	(\$125,605)	(\$12)	\$490,626	\$536,190
June	\$69,890	\$73,462	(\$3,572)		\$564,088	\$532,618
July	\$99,737	\$144,802	(\$45,065)		\$708,890	\$487,552
August	\$94,254	\$122,462	(\$28,208)	(\$6)	\$831,358	\$459,338
September	\$109,754	\$97,947	\$11,807	(\$6)	\$929,311	\$471,139
October	\$86,633	\$59,160	\$27,473		\$988,471	\$498,613
November	\$78,793	\$52,636	\$26,157	\$0	\$1,041,107	\$524,770
December	\$69,133	\$78,701	(\$9,568)	(\$6)	\$1,119,814	\$515,195
<b>Totals</b>	<b>\$923,908</b>	<b>\$1,119,709</b>				
<i>Variance, Year to Date</i>			<b>(\$195,802)</b>	<b>(\$105)</b>		
<i>Average monthly spread</i>			<b>(\$16,317)</b>			
<b>Jan. 1, 2020 carryover</b>						<b>\$687,849</b>
January	\$61,942	\$52,577	\$9,365	(\$6)	\$52,583	\$697,207
February	\$61,560	\$68,891	(\$7,331)		\$121,474	\$689,876
March	\$62,668	\$136,856	(\$74,188)	(\$6)	\$258,336	\$615,682
April	\$66,881	\$81,845	(\$14,964)	(\$59)	\$340,239	\$600,659
May	\$62,316	\$60,150	\$2,166	\$220	\$400,169	\$603,045
June	\$75,911	\$55,707	\$20,204		\$455,876	\$623,249
July	\$96,939	\$77,239	\$19,699		\$533,116	\$642,948
August	\$93,177	\$56,798	\$36,379		\$589,914	\$679,327
September	\$85,633	\$82,011	\$3,622		\$671,925	\$682,949
October	\$97,581	\$55,036	\$42,545	(\$6)	\$726,967	\$725,487
November	\$80,818	\$63,411	\$17,407		\$790,378	\$742,894
December	\$64,085	\$95,912	(\$31,827)	\$35	\$886,256	\$711,102
<b>Totals</b>	<b>\$909,509</b>	<b>\$886,433</b>				
<i>Variance, Year to Date</i>			<b>\$23,075</b>	<b>\$178</b>		
<i>Average monthly spread</i>			<b>\$1,923</b>			

Sewage Revenue Fund  
Monthly Income/Expense Comparisons

Month	Revenue	Expense 2023	Difference	Journal Entry	Year to date expense	Balance
<b>January 1, 2022 Carryover</b>						<b>\$452,429</b>
January	\$62,995	\$81,245	(\$18,250)		\$81,245	\$434,179
February	\$66,293	\$77,363	(\$11,070)		\$169,677	\$423,109
March	\$62,144	\$32,037	\$30,107		\$171,607	\$453,217
April	\$60,835	\$47,213	\$13,622		\$205,198	\$468,391
May	\$66,239	\$31,306	\$34,933	(\$12)	\$201,571	\$503,312
June	\$64,454	\$31,112	\$33,343	(\$10)	\$199,340	\$536,645
July	\$64,611	\$75,102	(\$10,490)		\$284,932	\$526,155
August	\$65,183	\$42,718	\$22,466		\$305,184	\$548,620
September						
October						
November						
December						
<b>Total revenue/expenses</b>	<b>\$512,754</b>	<b>\$418,094</b>				
<b>Variance, Year to Date</b>			<b>\$94,660</b>	<b>(\$22)</b>		
<b>Average monthly spread</b>			<b>\$11,833</b>			
<b>2022</b>						
<b>January 1, 2022 Carryover</b>						<b>\$263,109</b>
January	\$461,483	\$29,057	\$432,426		\$29,057	\$695,536
February	\$68,516	\$71,632	(\$3,116)		\$103,806	\$692,419
March	\$58,664	\$36,193	\$22,472		\$117,527	\$714,891
April	\$63,235	\$51,221	\$12,015		\$156,732	\$726,905
May	\$64,107	\$39,384	\$24,723	(\$7)	\$171,393	\$751,621
June	\$64,534	\$37,081	\$27,453		\$181,021	\$779,074
July	\$59,943	\$464,499	(\$404,556)		\$1,050,076	\$374,518
August	\$66,081	\$34,289	\$31,792		\$1,052,573	\$406,310
September	\$64,810	\$51,523	\$13,287		\$1,090,808	\$419,597
October	\$66,502	\$42,870	\$23,632		\$1,110,046	\$443,230
November	\$65,791	\$47,553	\$18,238		\$1,139,361	\$461,468
December	\$58,943	\$67,982	(\$9,039)		\$1,216,381	\$452,429
<b>Total revenue/expenses</b>	<b>\$1,162,608</b>	<b>\$973,282</b>				
<b>Variance, Year to Date</b>			<b>\$189,327</b>	<b>(\$7)</b>		
<b>Average monthly spread</b>			<b>\$15,777</b>			
<b>2021</b>						
<b>January 1, 2021 Carryover</b>						<b>\$206,192</b>
January	\$63,964	\$37,387	\$26,577	(\$103)	\$37,490	\$232,666
February	\$58,943	\$75,266	(\$16,323)		\$112,756	\$216,343
March	\$69,589	\$34,939	\$34,651		\$147,695	\$250,993
April	\$65,889	\$80,958	(\$15,068)		\$228,653	\$235,925
May	\$66,568	\$43,620	\$22,948		\$272,273	\$258,873
June	\$64,272	\$43,152	\$21,120		\$315,425	\$279,993
July	\$70,872	\$99,533	(\$28,661)		\$414,958	\$251,333
August	\$65,914	\$153,650	(\$87,736)		\$568,608	\$163,596
September	\$66,268	\$39,136	\$27,132		\$607,744	\$190,728
October	\$66,594	\$30,834	\$35,760		\$638,579	\$226,488
November	\$63,166	\$36,147	\$27,019		\$674,726	\$253,508
December	\$67,143	\$57,541	\$9,602		\$732,267	\$263,109
<b>Total revenue/expenses</b>	<b>\$789,184</b>	<b>\$732,164</b>				
<b>Variance, Year to Date</b>			<b>\$57,020</b>	<b>(\$103)</b>		
<b>Average monthly spread</b>			<b>\$4,752</b>			
<b>2020</b>						
<b>January 1, 2020 Carryover</b>						<b>\$322,501</b>
January	\$63,185	\$45,019	\$18,166		\$45,019	\$340,667
February	\$62,159	\$71,940	(\$9,781)		\$116,960	\$330,886
March	\$62,815	\$33,984	\$28,830		\$150,944	\$359,716
April	\$64,532	\$49,354	\$15,178	(\$89)	\$200,387	\$374,805
May	\$60,835	\$34,659	\$26,176	\$226	\$234,820	\$401,207
June	\$66,574	\$33,687	\$32,887		\$268,506	\$434,094
July	\$65,146	\$349,845	(\$284,699)	\$6,727	\$611,625	\$156,122
August	\$68,022	\$44,824	\$23,197		\$656,449	\$179,320
September	\$62,790	\$66,905	(\$4,114)		\$723,354	\$175,205
October	\$69,338	\$40,117	\$29,221		\$763,470	\$204,427
November	\$65,233	\$36,108	\$29,125		\$799,578	\$233,552
December	\$64,730	\$92,098	(\$27,368)	\$8	\$891,668	\$206,192
<b>Total revenue/expenses</b>	<b>\$775,359</b>	<b>\$898,540</b>				
<b>Variance, Year to Date</b>			<b>(\$123,181)</b>	<b>\$6,873</b>		
<b>Average monthly spread</b>			<b>(\$10,265)</b>			

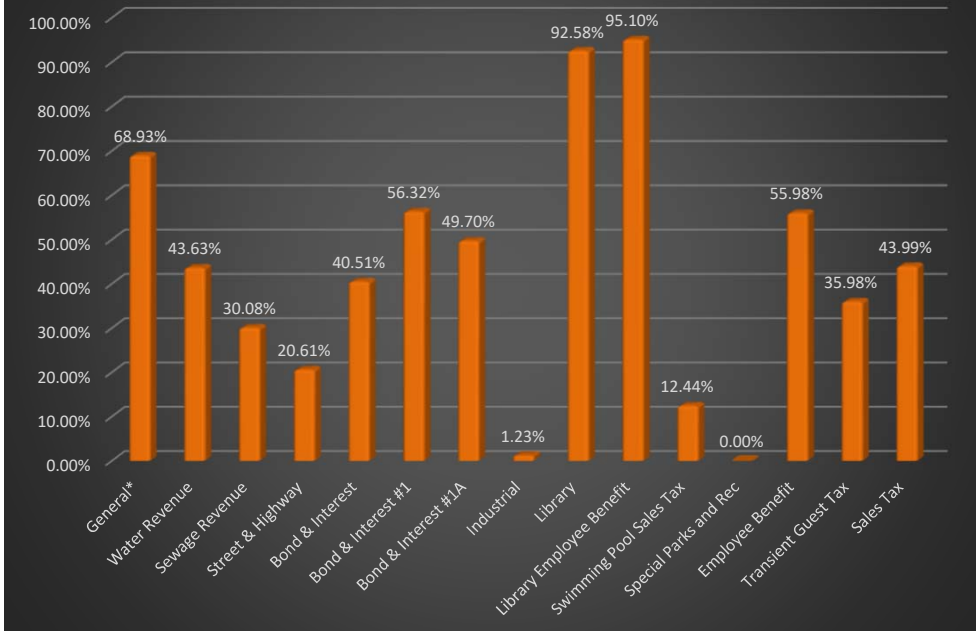


Sales Tax Fund

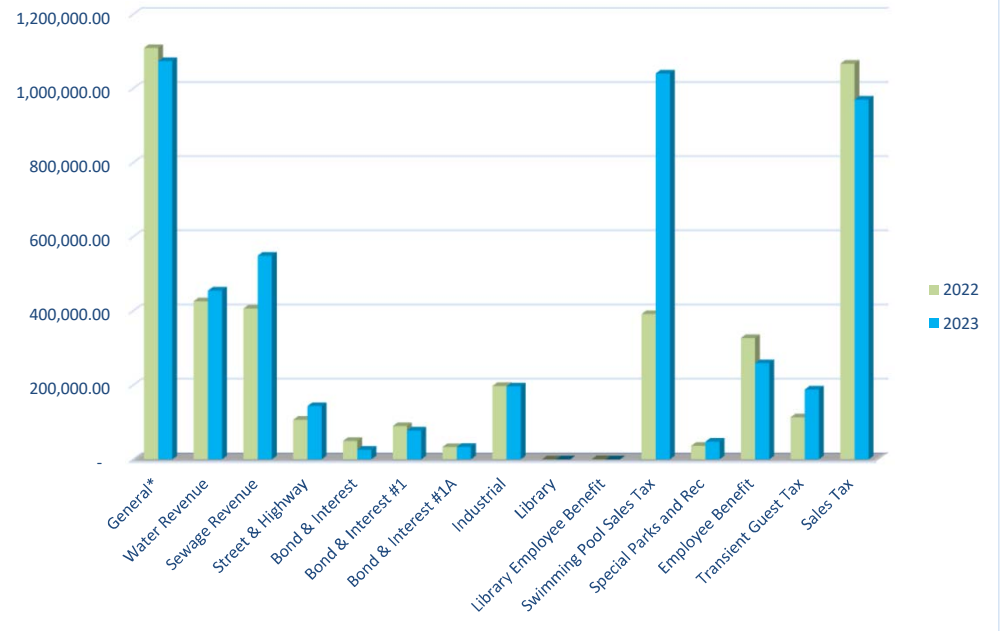
Month	Monthly Income/Expense Comparison						Difference
	Beginning Balance	Monthly Receipts	Monthly Expenses	Journal Entries	Expense To-Date	Ending Balance	
<b>2023</b>							
January	\$894,530	\$107,879	\$50,221		\$50,221	\$952,188	\$57,658
February	\$952,188	\$120,124	\$44,061		\$94,283	\$1,028,251	\$76,063
March	\$1,028,251	\$137,903	\$40,086		\$134,369	\$1,126,068	\$97,817
April	\$1,126,068	\$772	\$36,012		\$170,381	\$1,090,828	(\$35,240)
May	\$1,090,828	\$99,704	\$313,413		\$483,794	\$877,119	(\$213,709)
June	\$877,119	\$218,414	\$38,418		\$522,212	\$1,057,115	\$179,996
July	\$1,057,115	\$136,108	\$96,143		\$618,355	\$1,097,080	\$39,965
August	\$1,097,080	\$527	\$127,871		\$746,226	\$969,737	(\$127,343)
September							
October							
November							
December							
	<b>Totals</b>	<b>\$821,432</b>	<b>\$746,226</b>	<b>\$0</b>	<b>Change in Fund Balance</b>		<b>\$75,207</b>
<b>2022</b>							
January	\$627,013	\$163,377	\$30,909		\$30,909	\$759,480	\$132,468
February	\$759,480	\$317,063	\$58,837	(\$13,895)	\$103,641	\$1,003,811	\$244,331
March	\$1,003,811	\$88,146	\$49,420		\$153,061	\$1,042,537	\$38,726
April	\$1,042,537	\$82,880	\$31,769		\$184,830	\$1,093,648	\$51,111
May	\$1,093,648	\$99,649	\$33,852		\$218,682	\$1,159,445	\$65,797
June	\$1,159,445	\$104,350	\$35,401		\$254,083	\$1,228,394	\$68,950
July	\$1,228,394	\$87,397	\$267,165		\$521,248	\$1,048,626	(\$179,768)
August	\$1,048,626	\$144,700	\$126,523		\$647,771	\$1,066,803	\$18,177
September	\$1,066,803	\$225,824	\$126,593		\$774,364	\$1,166,034	\$99,231
October	\$1,166,034	\$90,984	\$102,226	\$500	\$876,090	\$1,155,292	(\$10,741)
November	\$1,155,292	\$108,900	\$192,488		\$1,068,578	\$1,071,704	(\$83,588)
December	\$1,071,704	\$104,447	\$281,621		\$1,350,199	\$894,530	(\$177,174)
	<b>Totals</b>	<b>\$1,617,717</b>	<b>\$1,336,804</b>	<b>(\$13,395)</b>	<b>Change in Fund Balance</b>		<b>\$267,518</b>
<b>2021</b>							
January	\$895,883	\$89,675	\$32,623		\$32,623	\$952,935	\$57,052
February	\$952,935	\$94,163	\$43,220	\$10,060	\$65,783	\$1,013,938	\$61,003
March	\$1,013,938	\$134,393	\$45,969	(\$770,000)	\$881,752	\$332,362	(\$681,576)
April	\$332,362	\$240,279	\$33,860		\$915,612	\$538,781	\$206,419
May	\$538,781	\$94,529	\$86,023		\$1,001,635	\$547,287	\$8,505
June	\$547,287	\$97,160	\$69,801		\$1,071,436	\$574,646	\$27,359
July	\$574,646	\$95,603	\$72,194		\$1,143,629	\$598,055	\$23,409
August	\$598,055	\$296,075	\$34,174		\$1,177,804	\$859,956	\$261,901
September	\$859,956	\$96,259	\$155,126		\$1,332,930	\$801,088	(\$58,867)
October	\$801,088	\$86,939	\$122,272		\$1,455,202	\$765,756	(\$35,333)
November	\$765,756	\$75,833	\$34,243		\$1,489,445	\$807,346	\$41,590
December	\$807,346	\$108,846	\$289,179		\$1,778,624	\$627,013	(\$180,333)
	<b>Totals</b>	<b>\$1,509,753</b>	<b>\$1,018,684</b>	<b>(\$759,940)</b>	<b>Change in Fund Balance</b>		<b>(\$268,871)</b>
<b>2020</b>							
January	\$595,432	\$81,947	\$31,268		\$31,268	\$646,111	\$50,679
February	\$646,111	\$90,829	\$31,070		\$62,339	\$705,870	\$59,759
March	\$705,870	\$73,659	\$37,463		\$99,802	\$742,066	\$36,196
April	\$742,066	\$77,335	\$82,442		\$182,243	\$736,959	(\$5,106)
May	\$736,959	\$80,750	\$102,063		\$284,307	\$715,646	(\$21,313)
June	\$715,646	\$88,815	\$206,290		\$490,597	\$598,171	(\$117,475)
July	\$598,171	\$85,544	\$33,543		\$524,139	\$650,172	\$52,001
August	\$650,172	\$97,320	\$30,913		\$555,053	\$716,579	\$66,407
September	\$716,579	\$85,215	\$35,990		\$591,043	\$765,804	\$49,225
October	\$765,804	\$87,491	\$37,327		\$628,370	\$815,968	\$50,164
November	\$815,968	\$120	\$41,223		\$669,593	\$774,864	(\$41,104)
December	\$774,864	\$167,287	\$46,268		\$715,861	\$895,883	\$121,019
	<b>Totals</b>	<b>\$1,016,312</b>	<b>\$715,861</b>	<b>\$0.00</b>	<b>Change in Fund Balance</b>		<b>\$300,451</b>

# Monthly Summary

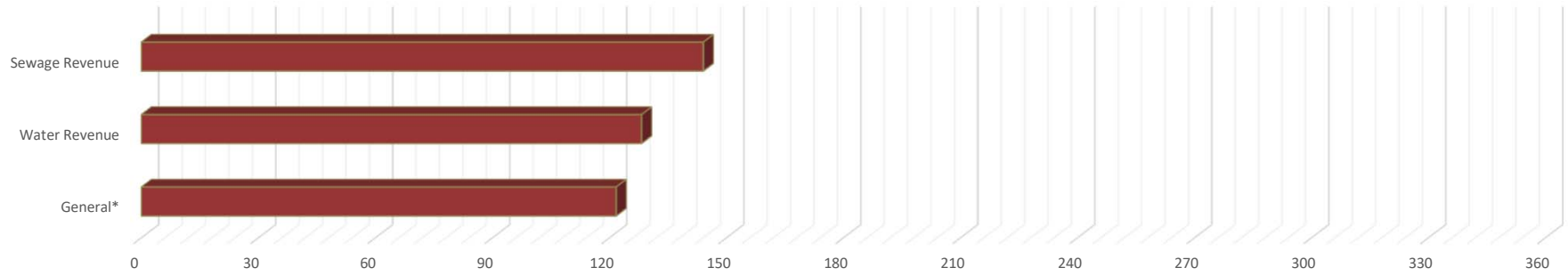
### % Spent of Budget



### August Ending Balance Comparisons



### Number of Days Cash on Hand (Not Considering Reserves)



Project	Date approved or agreement date	Estimated project cost (includes engineering)	Funding source	Expenses to date or Amount earned per contract	Notes
11th Road South		\$350,000.00	Sales Tax Fund	\$0.00	Planning Stage
Police Department Bathroom Remodel		\$40,000.00	General Fund	\$32,613.83	Project Completed
Tennis Court Parking Area		\$55,064.90	Sales Tax Fund	\$55,064.90	Project Completed
8th Street/Elm Street Waterline Replacement		\$250,000.00	Water Revenue/Water Reserve	\$7,525.00	Jadwin Bid Accepted - Oct Start
North 11th Road Mill and Overlay		\$160,657.50	Sales Tax Fund	\$160,657.50	Project Completed
North 16th Street Mill and Overlay		\$99,740.00	Street and Highway/Sales Tax	\$99,740.00	Project Completed
ADA Ramps		\$115,000.00	Sales Tax Fund	\$91,650.00	Under Construction
Cemetery Kiosk		\$24,000.00	General Fund	\$23,511.74	Project Completed
Manhole Installation - Highway 36		\$200,000.00	Sewer Revenue/Sewer Reserve	\$5,484.00	Planning Stage
Flush Tank Replacement		\$100,000.00	General Fund	\$4,672.50	Jadwin Bid Accepted - Aug Start
CCLIP Pavement Reconstruction 10th St		\$1,700,000.00	Temp Note and KDOT Funding	\$4,672.50	Planning Stage
Lagoon Improvements		\$4,000,000.00	CDBG/Sewer Reserve/KDHE loan-grant/ARPA funding	\$174,500.00	Superior Bid Accepted for 1st bid
<b>Totals</b>		<b>\$6,744,462.40</b>		<b>\$660,091.97</b>	

**Future Potential Projects**

Geometric Improvement: 11th Road and US 36	Access Management
<b>Projects identified but not funded</b>	
7th Street Corridor	\$3,300,000.00 Searching for funding
Geometric Improvement: Hwy 77 and US 36	\$672,375.00 KDOT Funding
Geometric Improvement: 12th Rd and US 36	Access Management



## **ARBOR DAY PROCLAMATION**

**WHEREAS**, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

**WHEREAS**, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and Arbor Day is now observed throughout the Nation and the world; and

**WHEREAS** trees reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen, and provide habitat for wildlife; and

**WHEREAS**, trees are renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products; and

**WHEREAS** trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community; and

**WHEREAS**, the City of Marysville has been recognized as a Tree City USA by the National Arbor Day Foundation for over forty consecutive years and desires to continue its tree planting practices.

**NOW, THEREFORE**, I, Jason Barnes, Mayor of the City of Marysville, do hereby proclaim.

### **SEPTEMBER 21, 2023, as ARBOR DAY**

in the City of Marysville, and urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands; and

**FURTHER**, I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

**DATED** this 11TH day of September 2023.

**JASON BARNES, MAYOR**  
City of Marysville, Kansas