

**AGENDA  
REGULAR MEETING  
Dec. 12th, 2022  
7:00 p.m.**

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

**1. APPROVAL OF MINUTES** - Regular Meeting, Nov. 28, 2022. Pages 02-06

**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.

**3. NOTICES AND HEARINGS**

**4. BUSINESS AND DISCUSSION ITEMS**

- |  |             |
|--|-------------|
| 1. Koester House Museum Request – Sharon Kessinger | Page 07     |
| 2. Inter-model Containers                          | Pages 08-18 |
| 3. Koester Block Leases                            | Page 19     |
| 4. Birthday Policy                                 | Pages 20-21 |
| 5. Personal Protective Equipment Policy            | Pages 22-25 |

**5. CONSENT AGENDA**

- |  |             |
|--|-------------|
| 1. CMB 2023 License Approval                                     | Pages 26-27 |
| 2. Varney’s Engagement Letter – 2 <sup>nd</sup> Year of Contract | Pages 28-32 |
| 3. City Clerks Report – November 2022                            | Pages 33-35 |
| 4. Revenue / Expense Report – November 2022                      | Pages 36-37 |
| 5. Municipal Judge’s Report – November 2022                      | Pages 38-42 |

**6. PRESENTATION OF APPROPRIATIONS ORDINANCE NO. 3786** Pages 43-47

**7. STAFF REPORTS**

- |                                       |             |
|---------------------------------------|-------------|
| 1. City Administrator                 | Pages 48-49 |
| a. Gateway Sign                       | Page 50     |
| b. Vacation Buy Back                  | Page 51     |
| c. 12 <sup>th</sup> Road/Keystone RFP | Pages 52-55 |
| d. 2023 Cost of Living Raises         | Pages 56-57 |
| e. Financials                         | Pages 58-65 |

**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**

**10. CITY ATTORNEY – EXECUTIVE SESSION**

**11. ROUNDTABLE DISCUSSION**

**ADJOURNMENT**

Regular Meeting  
City Hall, Marysville, Kansas-November 28, 2022

Members of the Governing Body of the City of Marysville were called to order in 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, Beikman, Price, Behrens, and Throm.

The minutes from the November 14, 2022, regular meeting were presented for approval. CM Throm moved; CM Keating seconded to approve the minutes as presented. Motion carried 6-0 voice vote.

**PUBLIC COMMENTS:**

- 1. SANTA PARADE STREET CLOSING.** Stacie Mayer, Marysville Chamber & Main Street director asked the Council to close access to Broadway from 13<sup>th</sup> Street to 6<sup>th</sup> Street for the Christmas Parade on December 3<sup>rd</sup>. The parade will begin at 11:00 a.m. Before the parade, at 8:30 a.m., 9<sup>th</sup> Street between Elm and Broadway and Elm Street between 9<sup>th</sup> Street and 10<sup>th</sup> Street will be blocked for carriage rides and festivities until 3:00 p.m. The parking at the Post Office will remain open until noon. The Chamber & Main Street would like to use the downtown speaker system to play Christmas music during the festivities. CM Keating moved, CM Beikman seconded to approve the street closing for the Santa Parade and festivities. Motion carried unanimously. The City will provide cones and barricades.

**BUSINESS AND DISCUSSION ITEMS:**

- 1. KOESTER HOUSE MUSEUM REPAIRS.** Sharon Kessinger representing the Koester House Museum Foundation asked the City to develop a maintenance schedule for the Museum furnace. She is again requesting the heating system be repaired so their contractor can repair the plaster and lathe. She was informed the storm windows on the east side had been repaired and installed. The faucet or hydrant for the west side of the property may need to be done later when the weather permits.
- 2. MICROCOMM SERVICE CONTRACT.** A contract renewal for 2023 was presented to Council from Micro-Comm. This contract provides parts, phone support and internet troubleshooting with a labor rate of \$100. CM Throm moved to renew the contract with Micro-Comm for \$3,350, CM Frye seconded. Motion carried unanimously.
- 3. ORDINANCE NO. 1915-APPROPRIATING MONEY FOR 2023 PAYROLL.** *AN ORDINANCE APPROPRIATING MONEY FROM THE VARIOUS FUNDS TO PAY PAYROLL OF THE CITY OF MARYSVILLE, FOR FY2023* was presented. CM Throm moved; CM Beikman seconded to approve Ordinance No. 1915. Motion carried a 6-0 roll call vote.
- 4. SWIM POOL WAGE ADJUSTMENT.** The current pool wage scale was included in the agenda with a possible wage scale increase for all pool employees. After Council discussion, CM Price moved, CM Throm seconded to approve the new wage scale as presented for all pool employees as follows:

Lifeguard Wage Scale		
Year of Service	Hourly Wage	Bonus
1st Year	\$12.00	\$50
2nd Year	\$12.75	\$60
3rd Year	\$13.50	\$70
4th Year and later	\$14.25	\$80
Assistant Manager	\$15.00	Based on years of service
Manager	\$18.00	\$200 if returns following year

Concessions/Admissions Wage Scale		
1st Year	\$10.00	\$50
2nd Year	\$10.75	\$60
3rd Year	\$11.50	\$70
4th Year	\$12.25	\$80

**5. EMPLOYEE HANDBOOK.** The updated Employee Handbook was again presented to the Council for discussion hoping it can take effect January 1, 2023. Additional holidays were discussed. The council suggested adding Christmas Eve and employee birthdays as holiday time off. Vacation buy-back was discussed including buy-back of up to one week once a year or buy-back days being contingent on vacation days taken. Staff will bring back a proposed vacation policy with a buy-back included in the policy. The no smoking policy in vehicles needs to be enforced at all times to avoid litigation.

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

1. Convention and Tourism request totaling \$980.50 as follows: Name signs for the new Black Squirrel statues \$180.50; Advertising for Small Business Saturday \$500.00. Pictures by Cailyn Graham Photography of all the Black Squirrels on Parade for the map.
2. Employee gift certificates totaling \$2,575.00. \$75.00 full-time employees and \$50.00 part-time employees.
3. Alcohol Consumption Lee Dam Art Center-Ruth Maschmeier, Christmas Party December 24, 2022.

**APPROPRIATIONS ORDINANCE NO. 3785**

1. Claims against the funds of the City were submitted for Council consideration as follows: General Fund, \$99,794.22; Water Revenue Fund, \$61,176.71; Sewage Revenue Fund, \$34,650.37; Sewage Replacement Fund, \$2,987.50; Library Revolving, \$10,621.88; Swim Pool Sales Tax,

\$81.00; Koester Block Maintenance, \$447.40; Employee Benefit Fund, \$33,950.82; Transient Guest Tax, \$686.47; Sales Tax Improvements, \$33,430.41; making a total of \$277,826.78.

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 \$277,826.78. Motion to approve the appropriations ordinance carried by 6-0 roll call vote. City Clerk Holle assigned Ordinance No. 3785.

#### **STAFF REPORTS:**

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

#### **STREET:**

1. **12<sup>th</sup> ROAD SOUTH IMPROVEMENTS.** The Street Committee met Monday, November 21 to discuss options for improving 12<sup>th</sup> Road south. A report was presented to Council. The Council discussed the design of roads in the Keystone development area, 11<sup>th</sup> Road and 12<sup>th</sup> Road and different road surfaces. CM Keating would like to look at a long-term phased project for the area and he would like drainage to be addressed first. CM Keating said he thought the residents in the area would be willing to contribute to the project. It was suggested that all the outer lining area roads surrounding the City should be included in a comprehensive plan. CA St. John said we should do a request for proposal for the main project and then the other 2 phases. The RFP would ask for an amount for the design and an engineer's estimate of the project costs designating the cost of each phase. The engineers would make suggestions for drainage, road surfaces and bases. The RFP would be sent to five engineering firms. CM Keating moved to amend the proposed map and request a RFP for construction engineering. The main project would be from Highway 36 through the entrance of Hometown Lumber, Option A would be 12<sup>th</sup> Road from south of Hometown Lumber through the Keystone Road intersection to Timber Creek Drive entrance on the east side of the Keystone Addition, Option B would be Keystone Road from 11<sup>th</sup> Road to 11<sup>th</sup> Terrace. CM Beikman seconded the motion. Motion carried 5-1 with CM Behrens voting no.

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

1. **LAGOON IMPROVEMENT PROJECT.** CM Throm asked if BG Consultants have given an update on the Lagoon Project. CA St. John said he had been informed the electrical engineer would come this week to look at the main lift station and the old force main line. KDHE is suggesting the City increase the lagoon size.
2. **WATER LINE PROJECT.** CM Throm asked if the City was making plans to engineer a larger water project for 2023. CA St. John reported CES was also engineering the water line on Elm Street from 10<sup>th</sup> to 8<sup>th</sup> Street to combine with the project on 8<sup>th</sup> Street. CA St. John said the project on 8<sup>th</sup> Street has been approved by KDHE. CM Throm would like these projects ready to bid in February 2023.
3. **MANHOLE PROJECT ON HWY 36.** CA St. John reported the manhole project on Highway 36 had not been approved yet by KDHE.

**PARKS & RECREATION:**

1. **LIGHTS ON TRAIL.** CM Throm said there are 2 lights out on the 7<sup>th</sup> Street Trail south of Broadway between Walnut and Elm. Also, the lights go off and on intermittently.
2. **BOLLARDS AT DOG PARK.** CM Frye asked if the City would put bollards around the new water fountain at the dog park. CA St. John said there would be several placed there.
3. **TENNIS COURT LIGHTS.** CM Throm reported the light on the tennis court's southeast side is on constantly.
4. **SWIM POOL UPDATES.** CA St. John reported he has scheduled Manhattan Energy Center to come in the spring to repair the Diamond Brite, replace grout and put new sand in the sand filters. CM Throm asked if anything could be done about the settling in the northwest corner of the pool.

**CEMETERY & AIRPORT:**

**POLICE & FIRE:**

1. **CALEA.** On November 19, 2022, the Police Department received their CALEA Accreditation which will be effective for 4 years,
2. **BATHROOM REMODEL AT POLICE DEPARTMENT.** The council discussed penalties and deadlines for projects. The remodel has not begun yet at the Police Department.

**ADMINISTRATION & FINANCE:**

**APPOINTMENTS:**

**CITY ATTORNEY:**

1. **MURPHY PROPERTY.** City Attorney McNish said the auction tax sale for the Murphy Property will be December 19<sup>th</sup> at 10:00 a.m.

**EXECUTIVE SESSION:**

**ROUND TABLE DISCUSSION:**

1. **PROPERTY 6<sup>TH</sup> AND BROADWAY.** CM Frye said the City should track the property at 6<sup>th</sup> and Broadway and keep everyone informed. Marshall County will be required to first present a site plan to the P&Z Commission and then a building plan for a permit.
2. **THANKSGIVING.** CM Keating said hoped everyone had a good Thanksgiving. He also thanked the Council for listening to him talk about the 12<sup>th</sup> Road project.
3. **EMPLOYEE LUNCH.** CM Beikman asked if there would be an employee lunch for Christmas. The employees and Council had a fall picnic so there will not be a lunch.

There being no further business, at 8:27 p.m. CM Frye moved to adjourn, CM Price seconded. Motion carried unanimously.

Cindy Holle  
City Clerk



1103 Elm St., Marysville, KS 66508

Marysville City Council  
City Hall  
209 N. Eighth St.  
Marysville, KS 66508

Dec. 7, 2022

This letter is to request that we be placed on the agenda for the Dec. 12 meeting of Marysville City Council to discuss the need for heat in the Koester House Museum.

We would also like to request that the city develop and print out for reference a city maintenance schedule to help prevent future damage to Koester House Museum facilities.

We would also like to ask whether anything has been done in response to discussion at previous meetings about running a water line to the museum property that will allow for hydrants in the west part of the yard.

Koester House Museum Foundation  
Marysville, KS 66508

Sharon Kessinger

## Section 10-3 R-1, Residential Single-Family District.

- A. **Purpose and Intent.** The intent of this district is to encourage single-family, detached residential dwellings together with school sites, churches, civic buildings, and parks necessary to create stable neighborhoods.
- B. **Uses Permitted.** The following uses shall be permitted within the R-1, Residential District.
1. Single family dwellings, including residential design manufactured homes. Residential design manufactured homes are subject to the provisions of Article 18, Supplementary Use Regulations.
  2. Public and private schools.
  3. Places of worship and customary accessory residential use.
  4. Child or adult day care homes for six (6) persons or less, subject to registration by the State of Kansas.
  5. Home occupations, subject to the provisions of Article 18, Supplementary Use Regulations.
  6. Golf courses, public or private, except illuminated driving ranges and miniature golf.
  7. Congregate housing (limited to State pre-empted categories for disabled).
  8. Hospitals; libraries; community centers.
  9. Public and private park and recreation facilities, including a golf course and ancillary uses such as club house, tennis courts, storage sheds, and driving range.
  10. Public utilities and facilities and governmental offices, including facilities for public water and sewer districts.
  11. Public safety services.
  12. Temporary buildings for uses incidental to construction work, provided the buildings are immediately adjacent to the construction work and shall be removed upon completion or abandonment of the construction work.
  13. Reserved for future use.
  14. Other customary accessory uses and buildings, provided such uses are incidental to the principal use and do not include any activity commonly conducted as a business. Any accessory building shall be located on the same lot with the principal building.
- C. **Uses Permitted Upon Review.** The following uses may be permitted, subject to procedures listed in Article 3, Section 3-7.
1. Duplex or two-family dwellings.
  2. Bed and Breakfast enterprise, subject to the provisions of Article 18, Supplementary Use Regulations.
  3. Childcare for six (6) persons or more, subject to the provisions of Article 18, Supplementary Use Regulations. Included in this category are the following types of day care operations as defined by the State of Kansas: family day care homes, licensed; group day care homes; childcare centers and preschools. (See K.S.A 65-517, K.A.R. 28-4-113, and K.A.R. 28-4-420)
  4. Adult care homes, subject to the provisions of Article 18, Supplementary Use Regulations. Included in this category are the following types of operations as defined by the State of Kansas (See K.S.A. 39-923): nursing facility, nursing facility for mental health, intermediate care facility for the mentally retarded, assisted living facility, residential health care facility, boarding care home and adult day care facility.
  5. Club or lodge.
  6. Communication towers and antennas 60 feet or more in height, subject to the provisions of Article 18, Supplementary Use Regulations.



7. E.C.H.O. (elderly cottage housing opportunity) accessory residential units for care of family elderly or disabled. The accessory residence may be a 16' or wider residential design manufactured dwelling unit, a site built accessory dwelling unit, or a slide-in manufactured ECHO unit, provided that such additional unit complies with all the Sanitary Code.
  
8. Intermodal Containers, subject to the provisions of Article 18, Supplementary Use Regulations.

## ARTICLE 18. SUPPLEMENTARY USE REGULATIONS

### Section 18-1 General Considerations.

- A. **Purpose and Intent.** The purpose of the supplementary use regulations is to provide additional regulations to specific uses. Compliance with all applicable supplementary use regulations shall be required for any use included in this Article prior to any development or use of land commences and continues.

### Section 18-2 Supplementary Use Regulations.

- A. **Family Day Care Home, licensed; Group Day Care Home; Child Care Centers; Preschool, Adult Care homes or centers and similar uses:**
1. In addition to the parking spaces required for single or multi-family dwellings, one off-street parking space shall be provided for each non-resident or non-family member employee. The residential driveway shall be acceptable for the intended purpose.
  2. When located on an arterial or collector street an off-street drop-off/pick-up area shall be provided.
  3. A valid and continuing permit shall be obtained from the Marshall County Health Department.
- B. **Aviation fields or airports.** The Planning Commission may recommend restrictions on land, buildings or structures within an approach or transition plane or turning zone, to promote safety of navigation and prevent undue danger from confusing lights, electrical interference or other hazards.
- C. **Arcades, discotheques, dance halls, private clubs or cereal malt beverage establishments.** Where the selling of alcoholic beverages is the primary business and such business is not contained within a motel or restaurant, the following standards shall be met:
1. **Residential Zones.** An arcade, discotheque, dance hall, private club, or cereal malt beverage establishment may be granted when the distance between the walls of the facility within which the operation is located and the nearest residential property carrying the zoning classification of R-1 or R-2 is greater than two hundred (200) feet.
  2. **Private or Public School.** An arcade, discotheque, or dance hall, private club, or cereal malt beverage establishment may be granted when the distance between the walls of the facility within which the operation is located and the nearest private or public-school property is over one thousand (1,000) feet.
- D. **Bed and Breakfast Enterprise.**
1. In addition to the parking spaces required for single or multi-family dwellings, off-street parking spaces shall be provided for each guestroom or non-family member employee. The residential driveway shall be acceptable for the intended purpose.
  2. The Planning Commission may require screening of parking areas.

3. All signage shall be approved by the Planning Commission.

**E. Mining and Quarrying.**

1. **Dust and Noise Abatement.** The Planning Commission may impose conditions to reduce or control dust and noise associated with unpaved interior roads, equipment and processing areas.
2. **Road Improvement and Maintenance.** The Planning Commission may impose conditions to ensure improvement and maintenance of City or County roads inadequate to handle the quantities of heavy traffic coming from the quarry site. An Improvement and Maintenance Agreement between the applicant City of Marysville and/or Marshall County shall be required to assure that the roads used by the operation will be appropriately improved and maintained.
3. **Environmental Conditions.** The Planning Commission may impose additional conditions on the site plan and operation to ensure on-site and off-site environmental protection and site reclamation.

**F. Auto wrecking yards, junk yards, recycling centers, salvage yards, and scrap processing yard.**

1. The operation shall be located at least 300 feet from a residential district.
2. The operation shall be conducted entirely within a noncombustible building or within an area completely enclosed by a fence or wall at least eight (8) feet high. The fence or wall shall be of uniform height, color, and texture, and shall be maintained in good condition by the property owner. No scrap, junk or other salvaged materials shall be piled to exceed the height of this wall or fence.
3. No junk or salvaged material shall be loaded, unloaded, or stored, either temporarily or permanently, outside the enclosing building, fence or wall.
4. Burning of paper, trash, junk or other waste materials shall be permitted only after approval of the Fire Chief, except when prohibited by the State Board of Health.

**G. Funeral, mortuary or crematory services.**

1. Shall be located on a collector or arterial street.

**H. Travel trailer camps and RV parks.**

1. The site selected for travel trailer or RV camp areas shall be well drained and primarily designed to provide space for short-term occupancy to the traveling public. Location of the site may not necessarily front on a major roadway or thoroughfare, but it shall be directly accessible to the major roadway by means of a private road or public road that it has frontage on. Short term occupancy shall not exceed thirty (30) days, except as approved by the Zoning Administrator.
2. The applicant for a travel trailer or RV camp shall submit a development plan to the Planning Commission for approval. Such plan shall contain the information as required below and any other information the Planning Commission shall deem necessary to fully

evaluate the proposed development. The applicant shall submit the information on a sheet size not to exceed 24" x 36" dimensions as a proposed developed plan showing:

- a General layout of development with dimensions, depths, number of spaces and related sanitation accommodations.
- b Parking area location, sizes and capacity.
- c Ingress and egress points for the project.
- d Use of structures.
- e General layout of typical travel trailer space showing size of space and proposed improvements.
- f Layout of roadway within the camp.
- g Net density of proposed project, expressed in terms of units per acre.
- h General landscaping plan indicating all new and retained plant material to be incorporated within the new development and layout of outdoor lighting system.
- i Plan and method of sewage disposal and water supply.
- j Location plan and number of proposed sanitary conveniences, including proposed toilets, washrooms, laundries and utility areas.
- k The development shall provide a general refuse storage area or areas that shall be provided with a paved concrete surface and shall be enclosed to screen it from view.

**I. Livestock Sales Facilities.**

**1. Operation.**

- a No operation shall be located closer than 5,000 feet from an existing residence.
- b Manure shall be removed or disposed of in one of the following manners: spraying or spreading on land followed by disking or plowing; grinding or dehydrating in properly designated dehydrators; or stockpiling in a compost plant in an isolated area in such a manner as to not create a water pollution problem.
- c Insect and rodent control shall be performed through the use of chemical sprays and positioned in accordance with procedures and recommendations of a biologist experienced in insect and rodent control.

**2. Drainage.**

- a All ground surfaces within pens shall be so graded and compacted to insure positive drainage.
- b Surface runoff shall be so controlled that no appreciable amount of soil or manure is carried into any roadway ditch or drainage area where it will deposit and form sludge banks where flies and mosquitoes can breed or create water pollution.

**J. Kennels (five or more dogs) for breeding, boarding and or sale.**

1. The minimum lot size shall not be less than two acres.
2. No kennel buildings or runs shall be located nearer than 75 feet to any property line.
3. Screening shall be required on all kennel runs or open areas. Such screening may be mature, dense deciduous foliage (double row), solid masonry, brick, or stone wall, louvered wood, stockade, or chain link fence with wooden strip intertwined or other equivalent fencing, providing a sight barrier to the dogs.

**K. Residential Design Manufactured Homes.** The following standards shall be met for a residential design manufactured home.

1. A pitched roof with customary residential roofing material.
2. Customary residential siding materials.
3. No less than 22 feet in width.
4. A permanent (poured in place or filled/reinforced concrete block) perimeter foundation.

**L. Automobile Body Shop/ Auto and Machinery Repair Shop**

1. All repair work shall be in an enclosed building.
2. Outdoor storage of automobile body parts shall be prohibited, unless located inside a storage area enclosed with a six-foot fence or other screening techniques so as to prevent visibility.
3. Inoperable vehicles shall be stored indoors or inside a storage area enclosed with a six-foot fence or other screening technique so as to prevent visibility.

**M. Home Occupations.**

1. No home occupation shall generate vehicular traffic, noise, parking, sewage or water use that is in excess of what is normal in a residential district.
2. Deliveries to and from the home occupation shall not require the use of vehicles other than parcel post or similarly service vehicles.
3. Commercial vehicles greater than one ton capacity shall not be parked at the location of the home occupation operator, including the public right-of-way or private driveway.
4. There shall not be alteration of the principal residential structure shall be made which changes its residential character or appearance.
5. No mechanical or electrical equipment shall be used, nor any business activity permitted, which creates a nuisance from noise, smell, dust or other disturbance uncharacteristic of a normal residential district.
6. No outdoor storage of equipment or materials used in the home occupation shall be permitted.
7. The home occupation shall be conducted by and involve the employment of only the residents of the dwelling unit and not more than one non-resident.
8. The home occupation may display a sign not exceeding two (2) square feet.
9. A permit to establish a home occupation is required.
10. The following uses shall be prohibited from being classified as a home occupation.
  - a Automobile repair service.
  - b Funeral homes.
  - c Restaurants.
  - d Commercial stables, kennels or animal hospitals.
  - e Retail or wholesale sales.
  - f Manufacturing of goods.
  - g Professional offices for health care services.

**N. Communication Towers (Greater than 60 feet in height).**

**1. Exemptions.**

- a The requirements of these regulations shall not govern any short-wave radio tower that is owned and operated by a federally licensed amateur radio station or is used exclusively for receive only purposes.

**2. Data required.**

- a General development plan that identifies the site location boundary, tower(s), wires, anchors, existing and proposed structures, parking, and access, with the names of owners and the use of parcels within 200 feet of the tower.
- b Written authorization from the property owner(s) acknowledging the application.
- c Identification of the owners of all antennae and equipment to be located on the site.
- d Documentation that a valid application for a FCC license has been filed.
- e Report from a structural engineer that the tower capacity and design is sufficient to withstand winds in accordance with ANSI/EIA/TIA 222 or latest revision.
- f Copy of the proposed lease agreement with the property owner and a signed statement from the applicant indicating their intentions to share space on the tower with other providers.

**3. Findings.**

- a Setback. All towers shall be setback 200 feet from any surrounding property, which is zoned R-1, R-2, R-3, or from any habitable structure, park, historic structure or monument, or cemetery. The Planning Commission or Governing Body may reduce, waive or require greater setbacks.
- b Submission of an acceptable agreement to remove the tower and or antenna within 180 days after cessation of use together with a sufficient performance bond, letter of credit, or other financial assurances, if required by the Planning Commission.
- c Applicant shall show that the new tower is designed to accommodate additional antennae equal in number to the applicant's present and future need, and will accommodate two (2) co-located antennae requested by public and private concerns.
- d The applicant shall demonstrate that a tower proposed to be located in a residential area, or an area planned for residences, cannot reasonably be located in a non-residential area, because of valid technical reasons.

**O. Adult Entertainment or Adult Uses.** (See K.S.A. 12-758 Section 10)

- 1. **Where Permitted.** An adult entertainment or adult use shall only be permitted in the C-3, Highway Commercial District, subject to the location restrictions below.
- 2. **Location Requirements.** An adult entertainment or adult use must be located 1,000 feet from the following:
  - a Public or private school.
  - b Place of worship.
  - c Park.
  - d Licensed day care center.
  - e Another adult entertainment or adult use.
- 3. **Definitions.** The definition of adult uses shall include the following types of establishments:

- a **Arcade, Adult.** Means any place to which the public is permitted or invited in which coin-operated, slug operated or for any form of consideration, electronically, electrically or mechanically controlled still or motion pictures, projectors, video or laser disc players or other image-producing devices are maintained to show images to five or fewer persons per machine at any one time, and where the images so displayed are distinguished or characterized by the depicting or describing of specified sexual activities or specified anatomical areas.
- b **Bookstore, Adult; Adult Novelty Store or Adult Video Store.** Means a commercial establishment which, as one of its principal purposes, offers for sale, for any form of consideration, any one or more of the following: 1) books, magazines, periodicals, or other printed matter, or photographs, films, motion pictures, video cassettes, slides or other visual representations that are characterized by an emphasis upon the depiction or description of specified sexual activities or specified anatomical areas; or, 2) instruments, devices or paraphernalia that are designed for use in conjunction with specified sexual activities.
- c **Cabaret, Adult.** A nightclub, bar, restaurant, or similar establishment which regularly features live performances that are characterized by the exposure of specified anatomical areas or specified sexual activities or photographs, films, motions pictures, video cassettes, slides, or other photographic reproductions in which a substantial portion of the total presentations time is devoted to the showing of material that is characterized by an emphasis upon the depiction or description of specified sexual activities or specified anatomical areas.
- d **Motel, Adult.** Means a hotel, motel or other similar commercial establishment which offers accommodations to the public for any form of consideration; provides patrons with closed-circuit television transmission, films, motion pictures, video cassettes, slides, or other photographic reproductions which are characterized by an emphasis upon the depiction or description of specified sexual activities or specified anatomical areas and has a sign visible for the public right-of-way which advertises the availability of this adult type of photographic reproductions; or 1) offers a sleeping room for rent for a period of time that is less than 10 hours; or 2) allows a tenant or occupant of a sleeping room to sub-rent the room for a period of time that is less than 10 hours.
- e **Motion Picture Theater, Adult.** Means an establishment where, for any form of consideration, films, motion pictures, slide, computer clips, virtual reality simulations, or similar photographic reproductions are generally shown, and in which a substantial portion of the presentation time is devoted to the showing of material that is characterized by an emphasis upon the depiction or description of specified sexual activities or specified anatomical areas.
- f **Facility, Adult.** A theater, concert hall, auditorium, building, car wash, or similar establishment regularly characterized by (activities featuring) the exposure of specified anatomical areas or specified sexual activities.
- g **Massage Parlor, Adult Use.** An establishment where, for any form of consideration, massage, alcohol rub, fomentation, electrical or magnetic treatment, or similar treatment or manipulation of the human body is administered, unless such treatment is by a medial practitioner, chiropractor, acupuncturist, physical therapist, or similar professional person licensed by the State of Kansas. This definition does not include an athletic club, school, gymnasium, reducing salon, spa, or similar establishment where massage or similar manipulation of the human body is offered as an incidental or accessory service.

- h **Sexual Encounter Club or Establishment, Adult Use.** An establishment other than a hotel, motel, or similar establishment offering public accommodations, which, for any form of consideration, provides a place where two or more persons may congregate, associated, or consort in connection with specified sexual activity or the exposure of specified anatomical areas. This definition does not include any establishment where a medical practitioner, psychologist, psychiatrist, or similar professional person licensed by the State of Kansas engages in sexual therapy.
- i **Escort.** Means a person who, for consideration, agrees to act as a companion, guide, or date for another person, or who agrees or offers to privately model lingerie or to privately perform a striptease for another person.
- j **Escort Agency.** Means a person or business association who furnishes, offers to furnish or advertises to furnish escorts as one of its primary business purposes for a fee, tip or other consideration.
- k **Nude Model Studio.** Means any place where a person appears semi-nude, in a state of nudity, or who displays specified anatomical areas and is provided to be observed, sketched, drawn, painted, sculptured, photographed or similarly depicted or by other persons who pay money or any form of consideration. Nude model studio shall not include a college, community college or university supported entirely or in part by public money, or in a structure or private studio that 1) has no sign visible from the exterior of the structure and no other advertising that indicates a nude or semi-nude person is available for viewing, 2) where, in order to participate in a class, a student must enroll at least three working days in advance of a class, and 3) where no more than one nude or semi-nude model is on the premises at any one time.
- l **Specifications.**
  - a Specified Anatomical Areas. As used herein, specified anatomical areas means and includes any of the following: 1) less than completely and opaquely covered human genitals, pubic region, anus, or female breasts below a point immediately above the top of the areolas; 2) human male genitals in a discernibly turgid state, even if completely and opaquely covered.
  - b Specified Sexual Activities. As used herein, specified sexual activities means and includes any of the following: 1) the fondling or other erotic touching of human genitals, pubic regions, buttocks, anus, or female breasts; 2) sex acts, normal or perverted, actual or simulated, including intercourse, oral copulation, or sodomy; 3) masturbation, actual or simulated; or 4) excretory functions as part of or in conjunction with any of the activities set forth above in this section.

**P. Intermodal Containers**

1. A building permit is required prior to placement of an intermodal container. The application shall show the proposed container meets the placement criteria for the zone.
2. Containers must be painted in color that is the same color palette as the residential or business structure.
3. Vinyl lettering/advertising must be removed prior to painting.
4. Containers must be placed on a concrete pad. Containers must be anchored to the concrete pad.
5. The fork holes and chain holes must be covered to stop critters from getting under the container.



6. Containers shall not connect to utility services, except for electricity, nor shall any other utility services be utilized within a container.
7. Vertical stacking and/or the stacking of materials on top of the storage unit is prohibited.
8. Containers shall be safe, structurally sound, and in good repair.

# ARTICLE 7. PERMITS REQUIRED FOR DEVELOPMENT

Section 7-1  
Section 7-2

Building Permit  
Temporary Permit

## Section 7-1 Building Permit.

- A. **When Required.** A building permit shall be required by the city for construction and use of a building, erected or structurally altered; change in use of existing building to more restrictive use; change in use of vacant land; and any change of a non-conforming use within the city limits and extra-territorial area.
- B. **Building Permit Required.** A building permit is required for record and tracking purposes, except no permit shall be required for a valid agricultural purpose.
1. Building permits void if work is not started within sixty days. All work must be completed within one year from date of permit
  2. All work must be completed within 90 day on any permit issued for a Intermodal Container.
- C. **Building Permit Waiver.** The Zoning Administrator or Building Official may waive building permit fees for structures damaged by fire or destroyed by natural disaster.
- D. **Application.** Written application for a building permit shall be made to the building inspector.
- E. **Approval.** The building permit shall be issued within 10 days from date of inspection of the lot or building for compliance with all provisions of the unified development code. In the event that a permit is denied, the applicant shall be notified within 10 days of such inspection and/or denial, and may appeal to the Board of Zoning Appeals. A building permit shall not be issued when such use would be in violation of any provisions of the unified development code. A building permit shall not be issued unless sealed construction plans are submitted for commercial and industrial construction (electrical, plumbing, construction, and mechanical).
- F. **Building Permit Not Required.**
1. Fences and retaining walls.
  2. Prefabricated swimming pools accessory to a Group R, Division 3 Occupancy in the Uniform Building Code in which the pool walls are entirely above the adjacent grade and capacity does not exceed 5,000 gallons.
  3. Playhouses, provided they have a projected roof area of less than 50 square feet and are elevated at least three feet from the ground level.
  4. Renovation or finishing which does not produce an increase in gross, finished square feet - unless the renovation is a change in use or a conversion of a use. For example, renovating a kitchen, finishing a basement, or building a hobby area in a garage do not result in an increase in square feet or a technical change in use.

## Section 7-2 Temporary Permit.

- A. **Repair of Structures.** The Zoning Administrator may waive any provision of this ordinance related to the use of property on a temporary basis for a prudent and reasonable time, when property owners have been impacted or damaged by fire or natural disaster. If the requested period for the waiver extends beyond 120 days, the Zoning Administrator shall seek approval from the Planning Commission to continue the waiver up to one year.

**Temporary Construction Activities.** The Planning Commission is authorized to review and approve the use of property during times of construction,

KOESTER BLOCK MAINTENANCE FUND RENT PROPOSAL														
				MONTHLY RENT	ANNUAL RENT	MONTHLY RENT	ANNUAL RENT	PROPERTY TAX	INSURANCE	TOTAL COST	RENT LESS COST 2022	RENT LESS COST 2023	RENT PR/SQ FT	RENT PR/SQ FT
INSURANCE & TAX COSTS	Sq Ft		2022	2022	PROPOSED	PROPOSED	2022	2022	TAX & INS				2022	2023
901 BROADWAY	REFLECTIONS	6,050	\$ 620.00	\$ 7,440.00	\$ 645.00	\$ 7,740.00	\$ 2,268.00	\$ 5,415.00	\$ 7,683.00	\$ (243.00)	\$ 57.00	\$ 0.10	\$ 0.11	
905 BROADWAY	PX TANNING	1,750	\$ 375.00	\$ 4,500.00	\$ 400.00	\$ 4,800.00	\$ 656.00	\$ 1,566.00	\$ 2,222.00	\$ 2,278.00	\$ 2,578.00	\$ 0.21	\$ 0.23	
907 BROADWAY	H & R BLOCK	1,750	\$ 375.00	\$ 4,500.00	\$ 400.00	\$ 4,800.00	\$ 656.00	\$ 1,566.00	\$ 2,222.00	\$ 2,278.00	\$ 2,578.00	\$ 0.21	\$ 0.23	
909 BROADWAY	CUT ABOVE	1,150	\$ 300.00	\$ 3,600.00	\$ 325.00	\$ 3,900.00	\$ 431.00	\$ 1,029.00	\$ 1,460.00	\$ 2,140.00	\$ 2,440.00	\$ 0.26	\$ 0.28	
911 BROADWAY	SOUTH HILL 2015	525	\$ 175.00	\$ 2,100.00	\$ 200.00	\$ 2,400.00	\$ 199.00	\$ 470.00	\$ 669.00	\$ 1,431.00	\$ 1,731.00	\$ 0.33	\$ 0.38	
913 BROADWAY	THE MAIN DISH	525	\$ 175.00	\$ 2,100.00	\$ 200.00	\$ 2,400.00	\$ 199.00	\$ 470.00	\$ 669.00	\$ 1,431.00	\$ 1,731.00	\$ 0.33	\$ 0.38	
908 ELM	RESTAURANT	6,500	\$ 700.00	\$ 8,400.00	\$ 725.00	\$ 8,700.00	\$ 2,438.00	\$ 5,453.00	\$ 7,891.00	\$ 509.00	\$ 809.00	\$ 0.11	\$ 0.11	
			\$ 2,720.00	32,640.00	2,895.00	34,740.00	\$ 6,847.00	\$ 15,969.00	\$ 12,911.00	\$ 9,824.00	\$ 11,924.00			
									\$ -					
909 1/2 BRDWAY	APARTMENT	2,200	\$ 500.00	\$ 6,000.00	\$ 550.00	\$ 6,600.00	\$ 825.00	\$ 1,969.00	\$ 2,794.00	\$ 3,206.00	\$ 3,806.00	\$ 0.23	\$ 0.25	
	<b>TOTAL:</b>		\$ 3,220.00	\$ 38,640.00	\$ 3,445.00	\$ 41,340.00	\$ 7,672.00	\$ 17,938.00	\$ 15,705.00					
<p>The Koester Block Advisory Board met December 7 and proposed a \$25 per month raise to the businesses in the Koester Block.</p> <p>They also suggested a \$50 per month raise to the apartment rent.</p> <p>The rent to the businesses in the Koester Block has remained the same since 2012.</p> <p>The leases expire December 31, 2022. The last time the leases were renewed they were written for 1 year with a 2 year renewal clause.</p>														

**E-3. Holidays.** All holidays are paid at 8 hours per day.

a. The following days shall be paid holidays for City employees:

- New Year's Day, January 1
- Martin Luther King, Jr. Day, third Monday in January
- President's Day, third Monday in February
- Memorial Day, last Monday in May
- Independence Day, July 4
- Labor Day, first Monday in September
- Veteran's Day, November 11
- Thanksgiving Day, fourth Thursday in November
- Friday following Thanksgiving
- Christmas Day, December 25
- *Christmas Eve, December 24*
- *Birthday*

From time to time and for certain special occasions, the governing body may by motion designate other days as special holidays on a one-time basis.

- b. When a holiday falls on a Saturday, the preceding Friday shall be declared a holiday. When a holiday falls on a Sunday, the following Monday shall be declared a holiday.
- c. Employees required to work on a city observed holiday shall be compensated according to the following:

Police department employees, other than the chief of police, required to work a city holiday shall be paid at two and one-half times their normal rate of pay on the actual holiday not the city observed holiday if different. A police officer not required to work the holiday shall receive the normal holiday pay of eight hours.

Part time police officers required to work a city holiday shall be paid at their normal rate of pay, in addition to eight hours of holiday pay. If a holiday is not worked by a part time officer, no compensation shall be paid.

Full-time employees of departments other than Police called out on an emergency basis by the city administrator on a city observed holiday shall be paid at one and one-half times their normal hourly rate for the hours worked.

- d. Part-time employees shall be paid only for city observed holidays that fall on days for which they would otherwise have been scheduled to work. The amount of such pay shall be equal to the wages they would have earned for the number of hours they would have

been scheduled to work on that day. Seasonal and temporary employees shall not receive paid holidays.

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

f. Birthdays are a personal holiday and will be observed on your actual birthday. If your birthday falls on the weekend it will be observed on Friday if your birthday falls on Saturday or Monday if your birthday falls on Sunday. No overtime will be paid for birthday holidays in any department.

# Personal Protective Equipment

While OSHA's Personal Protective Equipment regulation, found at 29 CFR 1910.132-.140(Subpart I), does not explicitly require a written Personal Protective Equipment (PPE) Program, the City of Marysville has developed a written PPE program to document and specify all information relative to our PPE needs.

The Safety Committee is the program coordinator. The Safety Committee will designate appropriate personnel to assist in training employees and monitoring their use of PPE. This written plan is kept in the City of Marysville Personnel Policies & Guidelines. The Safety Committee will review and update the program as necessary.

We at the City of Marysville believe it is our obligation to provide a hazard free environment for our employees. Any employee encountering hazardous conditions must be protected from the potential hazards. The purpose of protective clothing and equipment is to shield or isolate individuals from chemical, physical, biological, or other hazards that may be present in the workplace. (See separate documents for respiratory protection.)

Establishing an overall written PPE program detailing how employees use PPE makes it easier to ensure that they use PPE properly in the workplace and document our PPE efforts in the event of an OSHA inspection. The City of Marysville's PPE program covers:

## Purpose

Hazard assessment

PPE selection

Employee training

Cleaning and Maintenance of PPE

PPE specific information

If after reading this program, you find that improvements can be made, please contact the Safety Committee or your Supervisor. We encourage all suggestions because we are committed to the success of our Personal Protective Equipment Program. We strive for clear understanding, safe behavior, and involvement in the program from every level in the company.

## Purpose of Program

The basic element of any PPE program is an in-depth evaluation of the equipment needed to protect against the hazards in the workplace; this is the initial hazard assessment for which written documentation is required. Two basic objectives of any PPE program should be to protect the wearer from incorrect use and/or malfunction of PPE. The purpose of this Personal Protective Equipment (PPE) Program is to document the hazard assessment, protective measures in place, and PPE in use at this company. PPE devices are not to be relied on as the only means to provide protection against hazards, but are used in conjunction with guards, engineering controls, and sound manufacturing practices. If possible, hazards will be abated first through engineering controls, with PPE to provide protection against hazards which cannot

reasonably be abated otherwise.

## **Hazard Assessment**

In order to assess the need for PPE, the following steps are taken:

The Department Supervisor or their designee identifies job classifications where exposures occur or could occur. The Department Supervisor or their designee examines the following records to identify and rank jobs according to exposure hazards:

## **Injury/illness records**

### ***First report of injury records***

The Department Supervisor or their designee conducts a walk-through survey of workplace areas where hazards exist or may exist to identify sources of hazards to employees. They consider these basic hazard categories:

- Impact
- Heat
- Penetration
- Harmful dust
- Compression (roll over)
- Light (optical) radiation
- Chemical
- Electrical

Following the walk-through survey, the Department Supervisor or their designee organizes the data and information for use in the assessment of hazards to analyze the hazards and enable proper selection of protective equipment. An estimate of the potential for injuries is now made. Each of the basic hazards is reviewed and a determination made as to the frequency, type, level of risk, and seriousness of potential injury from each of the hazards found. The existence of any situation where multiple exposures occur or could occur are considered.

The Department Supervisor or their designee documents the hazard assessment via a written certification that identifies the workplace evaluated, the person certifying that the evaluation has been performed, the date(s) of the hazard assessment, and that the document is a certification of hazard assessment. Hazard assessment forms are provided.

## **Selection Guidelines**

Once any hazards have been identified and evaluated through hazard assessment, the general procedure for selecting protective equipment is to:

Become familiar with the potential hazards and the type of protective equipment (PPE) that is available, and what that equipment can do.

Compare types of equipment to the hazards associated with the environment.

Select the PPE which ensures a level of protection required to protect employees from the hazards.

Fit the user with proper, comfortable, well-fitting protection and instruct employees on care and use of the PPE in accordance with the manufacturer's recommendations. It is very important that the users are aware of all warning labels for and limitations of their PPE. (See the Employee Training guidelines outlined in the next section of this program for a more detailed description of training procedures.)

It is the responsibility of Department Supervisor or their designee to reassess the workplace hazard situation as necessary, to identify and evaluate new equipment and processes, to review accident records, and reevaluate the suitability of previously selected PPE. This reassessment will take place as needed, but at least once a year.

Elements which should be considered in the reassessment include:

- Adequacy of PPE program
- Accident and illness experience
- Levels of exposure (this implies appropriate exposure monitoring)
- Adequacy of equipment selection
- Number of person hours that workers wear various protective ensembles
- Adequacy of training/fitting of PPE
- Program costs
- The adequacy of program records
- Recommendation for program improvement and modification

## **Employee Training**

The City of Marysville provides training per the manufacturer's written instructions for each employee who is required to use personal protective equipment as per the completed Hazard Assessments.

Training includes:

- When PPE is necessary
- What PPE is necessary
- How to wear assigned PPE
- Limitations of PPE
- The proper care, maintenance, useful life, and disposal of assigned PPE

Employees must demonstrate an understanding of the training and the ability to use the PPE properly before they can perform work requiring the use of the equipment.

Employees are prohibited from performing work without donning appropriate PPE to protect them from the hazards they will encounter in the course of that work.

If the Department Supervisor has reason to believe an employee does not have the



understanding or skill required, the employee must be retrained. Circumstances where retraining may be required include changes in the workplace or changes in the types of PPE to be used which would render previous training obsolete. Also, inadequacies in an affected employee's knowledge or use of the assigned PPE which indicates that the employee has not retained the necessary understanding or skills.

The Supervisor or their designee certifies in writing that the employee has received and understands the PPE training.

Because failure to comply with company policy concerning PPE can result in OSHA citations and fines as well as employee injury, an employee who does not comply with this program will be disciplined for noncompliance in accordance with company policy.

### **Cleaning and Maintenance**

It is important that all PPE be kept clean and properly maintained, per the manufacturer's written instructions, by the employee to whom it is assigned. Cleaning is particularly important for eye and face protection where dirty or fogged lenses could impair vision. PPE is to be inspected, cleaned, and maintained by employees at regular intervals as part of their normal job duties so that the PPE provides the requisite protection. Supervisors or their designee are responsible for ensuring compliance with cleaning responsibilities by employees. If PPE is for general use, the Supervisor or their designee has responsibility for cleaning and maintenance. If a piece of PPE needs repair or replacement it is the responsibility of the employee to bring it to the immediate attention of his or her supervisor. It is against work rules to use PPE that is in disrepair or not able to perform its intended function. Contaminated PPE which cannot be decontaminated is disposed of in a manner that protects employees from exposure to hazards.



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

2023 CEREAL MALT BEVERAGE APPLICATION

I certify, in accordance with Section 3-203 of the 2011 Code of the City of Marysville, that the below-listed premises to be licensed for 2023 cereal malt beverage sales were inspected and comply with the fire and health codes and ordinances of the City of Marysville:

Business	Manager
Astro 3 Theatre	Alex Shultz
Bite Me BBQ	Dave Lyhane
Casey's General Store	Tiago Coelho
CJ Express	Chad Kramer
CJ Express #2	Chad Kramer
Dollar General	Anita Laws
Pizza Hut	Marcia Young
Wal-Mart	Sohpia Resh

Approval to issue 2023 Cereal Malt Beverage licenses is hereby recommended.

12-06-2022  
Date

  
William Ralph  
City Inspector



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

### 2023 CEREAL MALT BEVERAGE APPLICATIONS

In accordance with Sections 3-202 and 3-203 of the 2011 Code of the City of Marysville, I certify record checks have been conducted on the below listed applicants for 2023. Cereal Malt Beverage License to determine if the applicants are qualified as licensees under the provisions of Chapter 3, Article 2, of the 2011 Code of the City of Marysville.

Applicant	DOB
Alexander Shultz	01/11/70
Raymond Shultz	05/09/52
Evelyn Shultz	09/04/52
Tiago Coelho	09/05/82
Chad Kramer	10/15/80
Joy Kramer	08/31/81
Anita Laws	08/04/70
Dave Lyhane	11/29/59
Marcia Young	02/18/63
Sophia Resh	03/30/62

Favorable records checks were received on the applicants. I have examined, to the best of my abilities, the applicants to determine if any would be disqualified as outlined in Section 3-206 of the 2011 Code of the City of Marysville. I have found no reason for disqualification.

Date: 11/28/2022

Matthew Simpson  
Matthew Simpson  
Chief of Police



12/1/2022

City of Marysville, Kansas  
209 N. 8th  
Marysville, KS 66508

You have requested that we audit the fund summary statement of receipts, expenditures and unencumbered cash balances – regulatory basis of City of Marysville, Kansas, as of and for the year ended December 31, 2022, and the related notes to the financial statement. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter.

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America (GAAS) and *Kansas Municipal Audit and Accounting Guide* (KMAAG) will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

Supplementary information other than RSI will accompany City of Marysville, Kansas's financial statement. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statement and perform certain additional procedures, including comparing and reconciling the supplementary information to the underlying accounting and other records used to prepare the financial statement or to the financial statement itself, and additional procedures in accordance with GAAS and KMAAG. We intend to provide an opinion on the following supplementary information in relation to the financial statement as a whole:

- Summary of Expenditures – Actual and Budget
- Schedule of Receipts and Expenditures – Actual and Budget
- Schedule of Receipts and Expenditures – Non-Budgeted Funds

#### **Auditor Responsibilities**

We will conduct our audit in accordance with GAAS and KMAAG. As part of our audit we exercise the professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

### **Auditor Responsibilities (Continued)**

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about City of Marysville, Kansas's ability to continue as a going concern for a reasonable period of time.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements (whether caused by errors, fraudulent financial reporting, misappropriation of assets, or violations of laws or governmental regulations) may not be detected exists, even though the audit is properly planned and performed in accordance with GAAS and KMAAG.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any other periods.

### **Compliance with Laws and Regulations**

As previously discussed, as part of obtaining reasonable assurance about whether the financial statement is free of material misstatement, we will perform tests of City of Marysville, Kansas's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

### **Management Responsibilities**

Our audit will be conducted on the basis that management and, when appropriate, those charged with governance acknowledge and understand that they have responsibility:

- a. For the preparation and fair presentation of the financial statement in accordance with KMAAG, a regulatory basis of accounting;
- b. For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statement that is free from material misstatement, whether due to error, fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements; and
- c. To provide us with:
  - i. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statement such as records, documentation, and other matters;
  - ii. Additional information that we may request from management for the purpose of the audit; and
  - iii. Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.
- d. For including the auditor's report in any document containing the financial statement that indicates that the financial statement has been audited by the entity's auditor;

**Management Responsibilities (Continued)**

- e. For identifying and ensuring that the entity complies with the laws and regulations applicable to its activities;
- f. For adjusting the financial statement to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current year period(s) under audit are immaterial, both individually and in the aggregate, to the financial statement as a whole; and
- g. For acceptance of nonattest services, including identifying the proper party to oversee nonattest work;
- h. For maintaining adequate records, selecting and applying accounting principles, and safeguarding assets;
- i. For informing us of any known or suspected fraud affecting the entity involving management, employees with significant role in internal control and others where fraud could have a material effect on the financials; and
- j. For the accuracy and completeness of all information provided.

With regard to the supplementary information referred to above, you acknowledge and understand your responsibility: (a) for the preparation of the supplementary information in accordance with the applicable criteria; (b) to provide us with the appropriate written representations regarding supplementary information; (c) to include our report on the supplementary information in any document that contains the supplementary information and that indicates that we have reported on such supplementary information; and (d) to present the supplementary information with the audited financial statement, or if the supplementary information will not be presented with the audited financial statement, to make the audited financial statement readily available to the intended users of the supplementary information no later than the date of issuance by you of the supplementary information and our report thereon.

As part of our audit process, we will request from management, written confirmation concerning representations made to us in connection with the audit.

**Reporting**

We will issue a written report upon completion of our audit of City of Marysville, Kansas's basic financial statement. Our report will be addressed to the governing body of City of Marysville, Kansas. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement.

**Nonattest Services**

With respect to any nonattest services we perform:

At the end of the year, we agree to perform the following:

- Propose adjusting or correcting journal entries to be reviewed and approved by management.
- Assist in preparation of the financial statement as of and for the year ended December 31, 2022.

We will not assume management responsibilities on behalf of City of Marysville, Kansas. However, we will provide advice and recommendations to assist management in performing its responsibilities.

**Nonattest Services (Continued)**

City of Marysville, Kansas's management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) establishing and maintaining internal controls, including monitoring ongoing activities.

Our responsibilities and limitations of the engagement are as follows:

- This engagement is limited to the accounting services previously outlined. Our firm, in its sole professional judgment, reserves the right to refuse to do any procedure or take any action that could be construed as making management decisions or assuming management responsibilities, including determining account codings and approving journal entries.

**Other**

We have identified the following significant risk as part of our audit planning: management override of controls - in all cases, audit standards require us to treat the potential for management override of controls as a significant risk during planning. Audit standards have concluded that since management is in a unique position to perpetrate fraud because of management's ability to manipulate accounting records and prepare fraudulent financial statements by overriding controls that otherwise appear to be operating effectively. We will design and perform procedures to address this risk during our audit.

We understand that your employees will prepare all confirmations we request and will locate any documents or support for any other transactions we select for testing.

If you intend to publish or otherwise reproduce the financial statement and make reference to our firm, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

**Provisions of Engagement Administration, Timing and Fees**

During the course of the engagement, we may communicate with you or your personnel via fax or e-mail, and you should be aware that communication in those mediums contains a risk of misdirected or intercepted communications.

April Swartz is the engagement partner for the audit services specified in this letter. Her responsibilities include supervising Varney & Associates, CPAs, LLC's services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report.

Our fees are based on the amount of time required at various levels of responsibility, plus actual out-of-pocket expenses. We estimate that our fee for the audit will not exceed \$13,500. We will notify you immediately of any circumstances we encounter that could significantly affect this initial fee estimate. Whenever possible, we will attempt to use City of Marysville, Kansas's personnel to assist in the preparation of schedules and analyses of accounts. This effort could substantially reduce our time requirements and facilitate the timely conclusion of the audit. Further, we will be available during the year to consult with you on financial management and accounting matters of a routine nature.

During the course of the audit we may observe opportunities for economy in, or improved controls over, your operations. We will bring such matters to the attention of the appropriate level of management, either orally or in writing.

You agree to inform us of facts that may affect the financial statement of which you may become aware during the period from the date of the auditor's report to the date the financial statement is issued.

**Provisions of Engagement Administration, Timing and Fees (Continued)**

We agree to retain our audit documentation or work papers for a period of at least five years from the date of our report.

At the conclusion of our audit engagement, we will communicate to those charged with governance the following significant findings from the audit:

- Our view about the qualitative aspects of the entity's significant accounting practices;
- Significant difficulties, if any, encountered during the audit;
- Uncorrected misstatements, other than those we believe are trivial, if any;
- Disagreements with management, if any;
- Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process;
- Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures;
- Representations we requested from management;
- Management's consultations with other accountants, if any; and
- Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

The audit documentation for this engagement is the property of Varney & Associates, CPAs, LLC and constitutes confidential information. However, we may be requested to make certain audit documentation available to regulators pursuant to authority given to it by law or regulation, or to peer reviewers. If requested, access to such audit documentation will be provided under the supervision of Varney & Associates, CPAs, LLC's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to regulators. The regulators may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies.

Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the financial statement including our respective responsibilities. We appreciate the opportunity to be your financial statement auditors and look forward to working with you and your staff.

Please ensure that the governing body receives a copy of this engagement letter.

Sincerely,

*Varney & Associates, CPAs, LLC*

Certified Public Accountants  
Manhattan, Kansas

**RESPONSE:**

This letter correctly sets forth our understanding of City of Marysville, Kansas.

Acknowledged, agreed and shared with governing body on behalf of City of Marysville, Kansas by:

Name: Cindy Helle

Title: City Clerk



BALANCE IN FUNDS AS OF NOV. 30, 2022

General	\$ 726,289.56	Cemetery Endowment	\$ 37,481.62
Water Revenue	\$ 457,585.73	Library Revolving	\$ 28,358.63
Sewage Revenue	\$ 461,467.94	Library	\$ 4,381.01
Street & Highway	\$ 110,864.20	Library Employee Benefit	\$ 2,995.21
Airport Revolving	\$ 92,623.19	Swimming Pool Sales Tax	\$ 631,174.71
Sewer Replacement	\$ 1,042,707.13	Special Law Enforcement	\$ 8,991.01
Bond & Interest	\$ 91.36	Special Parks & Recreation	\$ 38,893.78
Bond & Interest #1	\$ 127,820.72	Koester Block Maintenance	\$ 22,041.75
Bond & Interest #1A	\$ 45,531.42	Employee Benefit	\$ 229,989.53
Special Improvements	\$ -	Transient Guest Tax	\$ 132,019.43
Industrial	\$ 194,204.62	Mun. Equip Reserve	\$ 398,626.53
Economic Development	\$ 27,050.70	Capital Improvements	\$ 76,999.25
Fire Equipment Reserve	\$ 277,237.51	Sales Tax Improvements Fund	\$ 1,071,704.28
Fire Insurance Proceeds	\$ -	Water Utility Reserve	\$ 459,215.19
			<u>\$ 6,706,346.01</u>

Bonds of City Outstanding	\$ 1,075,000.00
Revolving Loans	\$ 417,944.56
Swim Pool Internal Loan Outstanding (Swimming Pool)	\$ -
Water Collection - November	\$ 75,586.12
Sewage Collection - November	\$ 63,350.37
Investment of Idle Funds	\$ -
Lease Purchase - Vac Truck	\$ 362,459.88
Lease Purchase - Fire Station / Lights	\$ 609,351.75

Sept., Oct, Nov Rent - PX Tanning \$1125; Oct/Nov Rent - Main Dish \$350; Nov Rent - Las Cabanas \$700

Outstanding	State Set Off	Collections Bureau(CBK)	Outstandings	Total	
Water/Sewer	\$ 54,971.05	\$ 6,244.97	\$ 2,397.95	\$ 63,613.97	
Municipal Court	\$ 5,468.05	\$ 26,764.59	\$ 43,160.63	\$ 75,393.27	10 Yr Total

Respectively Submitted,

CINDY HOLLE  
City Clerk

CITY CLERK'S FINANCIAL REPORT

FOR NOV 2022

RECEIPTS:

NOV	1 YOUNG BACKHOE & TRENCHING	2023 PLBG LICENSE RENEWAL	\$	75.00
	1 THERMAL COMFORT AIR	2023 PLBG LICENSE RENEWAL	\$	75.00
	1 ADAMS PLBG & HTG LLC	2023 ELEC LICENSE RENEWAL	\$	75.00
	1 SCHOENS ROOFING LLC	2023 CONTRACTOR LICENSE RENEWAL	\$	75.00
	1 KOESTER MUSEUM	ADMISSION -- 10-16 THRU 10-29	\$	20.00
	1 STEVE ROBERTS FAMILY	URN BURIAL STEVE ROBERTS	\$	50.00
	1 OEHM PLUMBING & HEATING	2023 PLBG LICENSE RENEWAL	\$	75.00
	1 OEHM PLUMBING & HEATING	GAS INSPECTION - 605 BROADWAY	\$	30.00
	2 TROY SEDLACEK	2023 CONTRACTOR LICENSE RENEWAL	\$	75.00
	2 LENNIS HOLLE	2023 CONTRACTOR LICENSE RENEWAL	\$	75.00
	2 SOUTH HILL POTTERY	NOV 2022 RENT - 911 BROADWAY	\$	175.00
	3 STEVE TIDWELL	ELEC INSP - 710 N 12TH APT 2	\$	30.00
	4 NABHOLZ	2023 CONTRACTOR LICENSE RENEWAL	\$	75.00
	4 ADAMS PLBG & HTG LLC	2023 PLBG LICENSE RENEWAL	\$	75.00
	4 THOMPSON & SON CONST	2023 PLBG, ELEC & CONT LICENSE RENEWAL	\$	225.00
	4 DAVE RICHARDSON	BLDG PERMIT #2162, 507 ALSTON	\$	249.60
	7 DAVID LINDEHL	IMPOUND FEES	\$	80.00
	7 DAVE BLACKETER	2022 CAT TAG 33	\$	15.00
	7 PHILIP SENGER	BURIAL ORDERS URN PHIL SENGER	\$	50.00
	7 PARK DONATIONS	PARK DONATIONS	\$	38.00
	7 HALL BROS	2023 CONTRACTOR LICENSE RENEWAL	\$	75.00
	7 AHRS	2023 CONTRACTOR LICENSE RENEWAL	\$	75.00
	7 B & W ELECTRIC	2023 ELEC & PLBG LICENSE RENEWAL	\$	150.00
	7 JAMES KROEGER	ZONING COMMISION 1204 12TH RD	\$	50.00
	7 ALTERNATIVE AIR	2023 PLBG LICENSE RENEWAL	\$	75.00
	7 WEICHE & SONS	2023 CONTRACTOR LICENSE RENEWAL	\$	75.00
	8 MARY ANN HOLLE	DONATION POLICE DEPT	\$	50.00
	8 EL RANCHERO RESTAURANT	DRINKING EST LICENSE #5285 11/14/22 THRU 11/	\$	250.00
	8 BLUE VALLEY DOOR CO	2023 CONTRACTOR LICENSE RENEWAL	\$	75.00
	9 REFLECTIONS	NOV 2022 RENT - 901 BROADWAY	\$	620.00
	9 ALLENS ELECTRIC	2023 ELEC LICENSE RENEWAL	\$	75.00
	9 JESUS LOZANOS	2023 CONTRACTOR LICENSE RENEWAL	\$	75.00
	9 AUDRY YAUSSE	DOG IMPOUND FEES	\$	95.00
	10 FIRST COMMERCE BANK	CHRISTMAS LIGHTS DONATION	\$	586.71
	10 READY ROOFING	2023 CONTRACTOR LICENSE RENEWAL	\$	75.00
	14 A CUT ABOVE	NOV RENT - 909 BROADWAY	\$	300.00
	14 DANKER ROOFING	2023 CONTRACTOR LICENSE RENEWAL	\$	75.00
	14 EISENBARTH PLBG	2023 PLBG LICENSE RENEWAL	\$	75.00
	14 MIDWEST PRODUCTS LLC	2023 ELEC LICENSE RENEWAL	\$	75.00
	14 TRI STATE CARPORTS INC	2023 CONTRACTOR LICENSE RENEWAL	\$	75.00
	14 SANDMANN PLBG LLC	2023 PLBG LICENSE RENEWAL	\$	75.00
	15 ELLIS ELECTRIC LLC	2022 ELEC LICENSE	\$	250.00
	15 MARYSVILLE POLICE DEPT	DRUG BUY MONEY	\$	0.76
	15 MARYSVILLE POLICE DEPT	CASE #2021-CV-15	\$	754.00
	15 DEB PADGETT	2022 DOG TAG - 264	\$	15.00
	16 NELSON POWER & LIGHT	2023 ELEC LICENSE RENEWAL	\$	75.00
	16 BLUE RIVER EYECARE	CHRISTMAS LIGHTS DONATION	\$	1,231.16
	17 LEENA SHERRILL	WATER CONN FEE - 1709 JENKINS	\$	100.00
	17 BORDER TO BORDER ROOFING	2023 CONTRACTOR LICENSE RENEWAL	\$	75.00
	17 SOUTHWESTER BELL	OCT 2022 FRANCHISE FEE	\$	352.00
	17 NEMAHA MARSHALL	OCT 2022 FRANCHISE FEE	\$	120.86
	18 PEAK CONST	2023 CONT, PLBG, ELECT LINCENSE RENEWAL	\$	225.00
	18 ACME PLBG	2023 PLBG & ELEC LICENSE RENEWAL	\$	150.00
	18 KBS	2023 CONTRACTOR LICENSE RENEWAL	\$	75.00
	18 FERNANDO SALCEDO	MEAL OVERAGE	\$	1.89
	18 SMITTYS INC	SCRAP COPPER & BRASS	\$	6,360.00
	21 SOUTHARD	2023 CONTRACTOR LICENSE RENEWAL	\$	75.00

21 KANSAS GAS	OCT 2022 FRANCHISE FEE	\$ 4,544.44
21 DARLING DRILLING	BULK WATER INV 4540	\$ 66.00
21 ROHR THE HANDY MAN	2023 CONTRACTOR LICENSE RENEWAL	\$ 75.00
21 DEXTER SPITSNOGLE	IMPOUND FEE & 2022 DOG TAG 265	\$ 95.00
23 LAS CABANAS	OCT RENT - 908 ELM	\$ 700.00
23 KINSLEY MORTUARY	PHILIPPI FUNERAL - INV 4553	\$ 475.00
23 SMITTY'S INC	SCRAP METAL 1 LOAD	\$ 465.00
23 SMITTY'S INC	SCRAP METAL 3 LOADS	\$ 1,270.80
28 DAVID LINDAHL	IMPOUND FEES	\$ 95.00
28 DANES AUTO	SIGN PERMIT - 1107 PX HWY	\$ 147.00
28 EMC INSURANCE	REIMBURSEMENT FOR BACKHOE ASSICENT	\$ 263.44
28 A T & T	REFUND CREDIT ON ACCT	\$ 408.28
28 EAGLE PLUUMBING	GAS INSPECTION - 801 N 11TH	\$ 30.00
28 ORVAL JUENEMANN	2023 CONTRACTOR LICENSE RENEWAL	\$ 75.00
28 TAMMY HAYARD	2022 DOG TAG - 266	\$ 10.00
30 EDWARD BECK	PARK DONATIONS	\$ 100.00
		\$ 23,394.94

DEPOSITED IN CITIZENS STATE BANK FOR  
ACCOUNT OF CITY TREASURER

General Fund	\$ 10,344.83
Water Revenue Fund	\$ 8,349.61
Koester Block Maintenance Fund	\$ 1,815.00
Sales Tax	\$ 87.82
Special Law	\$ 754.00
Sewer Revenue Fund	\$ 87.81
Transient Guest Tax	\$ -
Special Improvements	\$ 1,817.87
Special Parks	\$ 138.00
	<u>\$ 23,394.94</u>

**ADJUSTED STATEMENT OF REVENUES  
AND  
BUDGET APPROPRIATIONS  
AS OF NOVEMBER 30, 2022**

FUND	BUDGETED	REC'D TO DATE	BUDGET BALANCE	PERCENT RECEIVED
<b>GENERAL:</b>				
TAX DISTRIBUTIONS	1,527,463	1,535,962	8,499	101%
ASSESSMENTS (weed/st)	2,500	1,606	(894)	64%
INTEREST	2,200	1,866	(334)	85%
FRANCHISE FEES	443,000	427,859	(15,141)	97%
LICENSES	12,250	11,060	(1,190)	90%
PERMITS	10,395	15,817	5,422	152%
GRANTS	5,000	12,150	7,150	243%
HIGHWAY MAINTENANCE	12,000	14,030	2,030	117%
RURAL FIRES	45,000	54,218	9,218	120%
BURIAL ORDERS	10,000	12,675	2,675	127%
CEMETERY DEEDS	1,000	2,450	1,450	245%
MUNICIPAL COURT	35,000	38,583	3,583	110%
IMPOUNDING FEES	1,000	1,770	770	177%
CONTRACT/RENTS	9,960	1,373	(8,587)	14%
GIFTS-DONATIONS	400	3,350	2,950	838%
REIMBURSEMENTS	5,000	1,461	(3,539)	29%
MISC/TENNIS/INS	35,000	228,763	193,763	654%
TRANSFERS	435,000	422,504	(12,496)	97%
<b>TOTAL</b>	<b>2,592,168</b>	<b>2,787,498</b>	<b>195,330</b>	<b>108%</b>

<b>2021 CASH CARRYOVER</b>	<b>666,661</b>
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**WATER REVENUE:**

WATER SALES	830,000	763,776	(66,224)	92%
INSTALL CHARGES/RECONNEC	33,500	31,869	(1,631)	95%
PENALTIES	6,800	5,846	(954)	86%
SALES TAX	12,000	11,672	(328)	97%
INTEREST	4,000	788	(3,212)	20%
MISCELLANEOUS	5,000	18,900	13,900	378%
<b>TOTAL</b>	<b>891,300</b>	<b>832,851</b>	<b>(58,449)</b>	<b>93%</b>

<b>2021 CASH CARRYOVER</b>	<b>515,195</b>
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**SEWAGE REVENUE:**

SEWAGE CHARGES	748,800	682,847	(65,953)	91%
PERMITS	2,500	2,230	(270)	89%
PENALTIES	9,609	9,068	(541)	94%
ASSESSMENTS		0		
INTEREST	4,000	858	(3,142)	21%
REIMBURSED EXPENSE	100		(100)	0%
MISCELLANEOUS	1,000	408,655	407,655	40865%
<b>TOTAL</b>	<b>766,009</b>	<b>1,103,658</b>	<b>337,649</b>	<b>144%</b>

<b>2021 CASH CARRYOVER</b>	<b>263,110</b>
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**ADJUSTED STATEMENT OF EXPENDITURES  
AND  
BUDGET APPROPRIATIONS  
AS OF NOVEMBER 30, 2022**

FUND	BUDGET APPROPRIATION	EXPENDITURES TO DATE	BUDGET BALANCE	PERCENT EXPENDED
<b>GENERAL:</b>				
ADMINISTRATION	479,806	439,458	40,348	92%
POLICE	714,700	593,947	120,753	83%
MUNICIPAL COURT	75,754	54,633	21,121	72%
FIRE	144,568	261,713	(117,145)	181%
STREET	505,117	486,823	18,294	96%
PARKS	188,699	160,246	28,453	85%
RECREATION	131,710	165,182	(33,472)	125%
CEMETERY	174,856	145,856	29,000	83%
TRAFFIC CONTROL	51,000	16,172	34,828	32%
HEALTH & SAN.	174,689	165,872	8,817	95%
STREET LIGHTING	80,800	68,480	12,320	85%
FORESTRY	2,150	1,150	1,000	53%
AIRPORT	17,791	28,377	(10,586)	160%
TRANSFERS	68,000	65,300	2,700	96%
ART CENTER/MAIN STREET	17,200	16,679	521	97%
GRANTS/GIFTS	8,500	39,830	(31,330)	469%
TORT LIABILITY	70,000	18,151	51,849	26%
NOXIOUS WEED	900	0	900	0%
<b>TOTAL</b>	<b>2,906,240</b>	<b>2,727,870</b>	<b>125,621</b>	<b>94%</b>
<b>WATER REVENUE:</b>				
PRODUCTION	214,675	119,564	95,111	56%
T & D	641,726	437,908	203,818	68%
COMMERCIAL & GENERAL	112,630	77,220	35,410	69%
NON-OP. EXPENSE+TORT	126,287	18,352	107,935	15%
TRANSFER TO B&I #1	159,000	145,750	13,250	92%
TRANSFER TO W. UTIL. RES	60,000	55,000	5,000	92%
TRANSFER TO GENERAL	40,000	36,667	3,333	92%
<b>TOTAL</b>	<b>1,354,318</b>	<b>890,460</b>	<b>463,858</b>	<b>66%</b>
<b>SEWAGE REVENUE:</b>				
COMMERCIAL & GENERAL	64,947	55,493	9,454	85%
COLLECTIONS	620,926	623,063	(2,137)	100%
PROCESSING	193,982	51,587	142,395	27%
TRANSFER TO SEW REPL.	100,000	91,667	8,333	92%
TRANSFER TO B&I #1 A	49,379	45,264	4,115	92%
TRANSFER TO GENERAL	40,000	36,667	3,333	92%
NON-OP TORT	5,000	1,559	0	31%
NON-OP GEN/ADMIN	0	0	0	0%
<b>TOTAL</b>	<b>1,074,234</b>	<b>905,300</b>	<b>165,493</b>	<b>84%</b>

11/30/2022

## Receipts Report for the period 11/01/2022 to 11/30/2022

Page 1

Date	Case #	Name	NSF Receipt #	Pay Type	Reference #	Received By	Total Paid
11/02/2022	22CR14475	Kardell, Meghan M	<input type="checkbox"/> 5711	Cash		Ruth	\$295.00
	JBEF		\$1.00		LETC		\$22.50
	Municipal Court Fees		\$61.50		Fines		\$210.00
	22TR14178	Leos, Estehan	<input type="checkbox"/> 5712	Check	1031	Ruth	\$285.00
	Fines		\$285.00				
	22TR14184	Loredo Santana, Esmerelda	<input type="checkbox"/> 5713	Check	1031	Ruth	\$215.00
	Fines		\$115.00		Traffic Diversion		\$100.00
	22CR14388	McIlheran, Erin M	<input type="checkbox"/> 5710	Cash		Ruth	\$200.00
	JBEF		\$1.00		LETC		\$22.50
	Municipal Court Fees		\$61.50		Fines		\$115.00
	<b>Totals for 11/02/2022:</b>						<b>\$995.00</b>
11/03/2022	22CR13950	Clark, Joshura T	<input type="checkbox"/> 5714	Bond Applied	Bond ID = 817	Ruth	\$500.00
	JBEF		\$1.00		LETC		\$22.50
	Municipal Court Fees		\$61.50		Fines		\$415.00
	22CR13950	Clark, Joshura T	<input type="checkbox"/> 5715	Bond Applied	Bond ID = 833	Ruth	\$250.00
	Fines		\$35.00		Restitution		\$215.00
	22TR13305	King, James O	<input type="checkbox"/> 5716	Cash		Ruth	\$40.00
	Municipal Court Fees		\$25.00		Fines		\$15.00
	<b>Totals for 11/03/2022:</b>						<b>\$790.00</b>
11/04/2022	20CR4266	Busch, Anita K	<input type="checkbox"/> 5717	Cash		Ruth	\$10.00
	Fines		\$10.00				
	<b>Totals for 11/04/2022:</b>						<b>\$10.00</b>
11/09/2022	19TR13098	Cowan, Thomas L	<input type="checkbox"/> 5718	Cash		Ruth	\$235.00
	Fines		\$135.00		Traffic Diversion		\$100.00
	<b>Totals for 11/09/2022:</b>						<b>\$235.00</b>
11/10/2022	22TR14454	Franklin, Todd L	<input type="checkbox"/> 5721	Credit Card	72698302	Ruth	\$585.00
	JBEF		\$1.00		LETC		\$22.50
	Municipal Court Fees		\$61.50		Fines		\$400.00
	Traffic Diversion		\$100.00				
	21TR4323	King, Kayla M	<input type="checkbox"/> 5719	Cash		Ruth	\$585.00
	Fines		\$385.00		Traffic Diversion		\$100.00
	Defense Attorney Fees		\$100.00				
	22TR14508	Ricky, Richard L	<input type="checkbox"/> 5720	Cash		Ruth	\$215.00
	JBEF		\$1.00		LETC		\$22.50
	Municipal Court Fees		\$61.50		Fines		\$130.00
	<b>Totals for 11/10/2022:</b>						<b>\$1,385.00</b>
11/15/2022	22CR14136	Pingel, Spencer Z	<input type="checkbox"/> 5722	Cash		Ruth	\$50.00
	JBEF		\$1.00		LETC		\$22.50
	Municipal Court Fees		\$26.50				
	<b>Totals for 11/15/2022:</b>						<b>\$50.00</b>
11/17/2022	22CR14301	Boyle, Hunter	<input type="checkbox"/> 5725	Bond Applied	Bond ID = 830	Ruth	\$250.00
	JBEF		\$1.00		LETC		\$22.50
	Municipal Court Fees		\$61.50		Fines		\$165.00
	21CR13863	Hight JR, Brice J	<input type="checkbox"/> 5724	Cash		Ruth	\$30.00
	Fines		\$30.00				

11/30/2022

Receipts Report for the period 11/01/2022 to 11/30/2022

Page 2

Date	Case #	Name	NSF	Receipt #	Pay Type	Reference #	Received By	Total Paid	
	22CR14193	Oldehoeft, Drew D	<input type="checkbox"/>	5723	Bond Applied	Bond ID = 821	Ruth	\$500.00	
		JBEF		\$1.00		LETC		\$22.50	
		Municipal Court Fees		\$61.50		Fines		\$185.00	
		Restitution		\$230.00					
	13CR7530	Schoonmaker, Randy Lee	<input type="checkbox"/>	5726	CBK Collection	54120	Ruth	\$242.27	
		Fines		\$42.27		Defense Attorney Fees		\$200.00	
	14TR9801	Yaussi, Shawn Lynn	<input type="checkbox"/>	5727	CBK Collection	54120	Ruth	\$313.32	
		Fines		\$313.32					
	<b>Totals for 11/17/2022:</b>							<b>\$1,335.59</b>	
<b>11/21/2022</b>									
	22TR13833	Gillespie, Tristen D	<input type="checkbox"/>	5728	Cash		Ruth	\$385.00	
		JBEF		\$1.00		LETC		\$22.50	
		Municipal Court Fees		\$61.50		Fines		\$300.00	
	21TR14079	Gillespie, Tristen D	<input type="checkbox"/>	5729	Cash		Ruth	\$20.00	
		LETC		\$20.00					
	22TR14178	Leos, Estehan	<input type="checkbox"/>	5730	Check	1002	Ruth	\$180.00	
		Fines		\$80.00		Traffic Diversion		\$100.00	
	22CR14193	Oldehoeft, Drew D	<input type="checkbox"/>	5731	Credit Card	72872456	Ruth	\$75.00	
		Restitution		\$75.00					
	<b>Totals for 11/21/2022:</b>							<b>\$660.00</b>	
<b>11/23/2022</b>									
	22TR14502	Carrillo, Eugene R	<input type="checkbox"/>	5732	Credit Card	72902570	Ruth	\$184.00	
		JBEF		\$1.00		LETC		\$22.50	
		Municipal Court Fees		\$61.50		Fines		\$99.00	
	<b>Totals for 11/23/2022:</b>							<b>\$184.00</b>	
<b>11/29/2022</b>									
	22CR14193	Oldehoeft, Drew D	<input type="checkbox"/>	5733	Cash		Ruth	\$25.00	
		Restitution		\$25.00					
	<b>Totals for 11/29/2022:</b>							<b>\$25.00</b>	

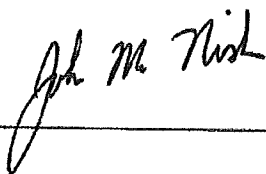
Date	Case #	Name	NSF Receipt #	Pay Type	Reference #	Received By	Total Paid
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Grand Totals by Fee:		Grand Totals by Payment Type:		Grand Total:	\$5,669.59
JBEF	\$10.00	Bond Applied	\$1,500.00		
LETC	\$245.00	Cash	\$2,090.00		
Municipal Court Fees	\$605.00	CBK Collection	\$555.59		
Fines	\$3,464.59	Check	\$680.00	NSF Adjustment:	\$0.00
ADSAP	\$0.00	Credit Card	\$844.00		
Restitution	\$545.00				
DUI Diversion	\$0.00				
Traffic Diversion	\$500.00				
Bond	\$0.00				
Defense Attorney Fees	\$300.00				
Returned Check Charge	\$0.00				
In State Reinstatement	\$0.00				
Expungement Fee	\$0.00				
KBI Fee	\$0.00				
Community Service	\$0.00				
Warrant Fee	\$0.00				
UA Fee	\$0.00				
UA Lab Fee	\$0.00				
Insufficient Funds	\$0.00				
Criminal Diversion	\$0.00				
JBS Fee	\$0.00				
30 Day Letter Fee	\$0.00				
Community Corrections	\$0.00				
Seatbelt Safety Fund	\$0.00				
Collections	\$0.00				
NJ Sal Adj	\$0.00				
Ks-Setoff	\$0.00				



## JUDGES REPORT

NOVEMBER REPORT		\$ 5669.59
BOND REPORT		\$ 3335.00
RESTITUTION PD	-	\$ 790.00
TOTAL		\$ 8214.59
CK BOOK TOTAL		\$ 8214.59
TOTAL		\$ 00.00



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MUNICIPAL COURT JUDGE

## 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>\$10.00</u>
D.	LAW ENFORCEMENT TRAINING CENTER FUND	<u>\$225.00</u>
E.	COMMUNITY CORRECTIONS SUPERVISION FEE FUND (DUI Fine)	<u>\$0.00</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>\$235.00</u>

*City \$4644.59      State \$235.00*

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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 November, 2022

Municipal Court of Marysville

Authorized Signature *Ruth Maschmeyer*

Date: 11/30/2022

Treasurer's Use Only:

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

Date \_\_\_\_\_

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

**DECEMBER 12, 2022 -----ORDINANCE NO. 3786**

TOTAL OF EXPENDITURES IN FUNDS AS FOLLOWS:

FUND		
100	GENERAL	\$ 128,894.56
200	WATER REVENUE	24,091.69
300	SEWAGE REVENUE	15,655.53
403	AIRPORT REVOLVING	20,385.00
504	ECONOMIC DEVELOPMENT	1,573.50
512	LIBRARY REVOLVING	6,981.31
600	SWIM POOL SALES TAX	2,807.41
707	KOESTER BLOCK MAINTENANCE	4,659.56
711	EMPLOYEE BENEFIT	39,126.26
715	TRANSIENT GUEST TAX	5,269.72
800	SALES TAX IMPROVEMENT	<u>220,693.39</u>
	TOTAL ORDINANCE	\$ 470,137.93

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

ORD #3786 12/12/22

Date: 12/08/2022

Time: 8:47 am

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City of Marysville

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
ACKERMAN LOCK & KEY	523	REKEY MEN'S RESTROOM FELD FIELD	0	00/00/0000	137.36
				Vendor Total:	<u>137.36</u>
AIR & FIRE SYSTEMS	2482	ANNUAL FIRE EXTINGUISHER MAINTENANCE	0	00/00/0000	1,246.39
				Vendor Total:	<u>1,246.39</u>
ANY GLIDE, LLC	2879	DOUBLE DRAWER TRUCK BED STORAGE BOX	0	00/00/0000	2,100.00
				Vendor Total:	<u>2,100.00</u>
ARBOR INK	1723	2500 EACH WINDOW & REGULAR ENVELOPES	0	00/00/0000	909.17
				Vendor Total:	<u>909.17</u>
B & W ELECTRIC INC	481	GRAVE OPENINGS OCTOBER LEEANN PHILIPPI&HELEN SAATHOFF + Nov Dennis Koch	0	00/00/0000	825.00
				Vendor Total:	<u>825.00</u>
BLUE VALLEY TECHNOLOGIES	1380	PHONE SERVICE/SYSTEM,INTERNET, & SECURITY	49310	12/02/2022	1,424.31 H
				Vendor Total:	<u>1,424.31</u>
BLUE VALLEY TRAILERS INC	2626	2023 TRAVALONG 16' DUMP BED TRAILER-VIN 1LH0BSBT5P2032274	0	00/00/0000	14,940.00
				Vendor Total:	<u>14,940.00</u>
BOLTON & MC NISH LLC	1688	LEGAL SERVICES-OCTOBER	0	00/00/0000	918.75
				Vendor Total:	<u>918.75</u>
CALEA	2758	ANNUAL CONTINUATION FEE LESS UNUSED ONSITE FEE CREDIT	0	00/00/0000	1,331.26
				Vendor Total:	<u>1,331.26</u>
CENTURY BUSINESS TECHNOLOG	2731	QTR BASE RATE CHARGE SAVIN COPIER CITY HALL 11/27/22-2/26	0	00/00/0000	1,448.39
				Vendor Total:	<u>1,448.39</u>
CITIZENS STATE BANK	0050	EMPLOYEE PAYROLL #662	49307	11/30/2022	50,526.89 H
				Vendor Total:	<u>50,526.89</u>
CNH CAPITAL	1783	TEETH FOR PLANER, CHAINSAW & CHAIN, & INSTALL SEAL KIT#2000	49314	12/06/2022	1,577.83 H
				Vendor Total:	<u>1,577.83</u>
CONVENTION & TOURISM	0680	REIMBURSE MUSEUM WAGES LESS MOTHERS DAY MARKET PROFITS	0	00/00/0000	4,885.71
				Vendor Total:	<u>4,885.71</u>
CORE & MAIN LP	2599	STEEL PROBE RODS&HOLE SKIMMER	0	00/00/0000	138.86
				Vendor Total:	<u>138.86</u>
CRAFCO, INC	2686	8400LBS CRACK SEAL	0	00/00/0000	7,476.00
				Vendor Total:	<u>7,476.00</u>
CROME LUMBER INC.	2235	MOLDING BAR,BROOM,CONCRETE, LUMBER,SCREWS,SQUARE,ETC	0	00/00/0000	557.24
				Vendor Total:	<u>557.24</u>
ECONOMIC DEVELOPEMENT FUNI	2671	REIMBURSE PART DEMOLITION 1110 CALHOUN-DAVID ELLENBECKER	0	00/00/0000	1,573.50
				Vendor Total:	<u>1,573.50</u>
EFT-FEDERAL TAX,FICA,MEDICAR	2025	FEDERAL TAX, FICA, & MEDICARE	0	00/00/0000	17,515.70
				Vendor Total:	<u>17,515.70</u>
EVERGY	1401	ELECTRICITY	49312	12/02/2022	9,572.56 H
EVERGY	1401	ELECTRICITY STREET LIGHTS 10/28/22-11/30/22	49315	12/06/2022	5,427.65 H
				Vendor Total:	<u>15,000.21</u>

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

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City of Marysville

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
FASTENAL	1894	HARDWARE TO INSTALL DOG PARK WATER FOUNTAIN	0	00/00/0000	18.16
				Vendor Total:	<u>18.16</u>
FASTSIGNS	2677	50 VINYL LICENSE TAGS UTV/MTN 2023 GREEN	0	00/00/0000	91.94
				Vendor Total:	<u>91.94</u>
FBI-LEEDA	1525	FBI-LEEDA TRAINING BEATRICE,NE ANTHONY ESCALANTE	0	00/00/0000	795.00
				Vendor Total:	<u>795.00</u>
FOLEY EQUIPMENT	2171	PM2 MAINTENANCE & FIX BUCKET COUPLER #2003-WATER BACKHOE	0	00/00/0000	1,918.75
				Vendor Total:	<u>1,918.75</u>
GODFREY'S	2704	1 BULLET PROOF VEST, PANTS, & UNIFORM POCKET, Pouches, 2 shotguns, shirts, jacket, cap, embroidery, etc	0	00/00/0000	3,908.85
				Vendor Total:	<u>3,908.85</u>
GRAINGER, INC	1234	GARDEN HOSE HANGER	0	00/00/0000	137.18
				Vendor Total:	<u>137.18</u>
HAWKINS, INC	1493	CHLORINE CYLINDERS-WATER PLANT	0	00/00/0000	30.00
				Vendor Total:	<u>30.00</u>
INDEPENDENT SALT COMPANY	0136	HIGHWAY SALT 2 Loads	0	00/00/0000	1,989.96
				Vendor Total:	<u>1,989.96</u>
INLINE CONSTRUCTION	2321	FRANK MARSHALL DR REHAB PAYMENT #2 + 18 <sup>th</sup> st replacement project	0	00/00/0000	220,012.45
				Vendor Total:	<u>220,012.45</u>
IRON HORSE TRAINING & FITNESS	2821	EMPLOYEE MEMBERSHIPS	0	00/00/0000	173.00
				Vendor Total:	<u>173.00</u>
JOHN DEERE FINANCIAL	2322	BENCH GRINDER,BALL,PIN,MOUNT, JACK,ANTIFREEZE,SCOOP,ETC	49317	12/07/2022	812.11 H
				Vendor Total:	<u>812.11</u>
K.P.E.R.S. EFT	0103	RETIREMENT CONTRIBUTIONS	0	00/00/0000	11,907.06
				Vendor Total:	<u>11,907.06</u>
KANSAS GAS SERVICE	1201	GAS SERVICE	49311	12/02/2022	1,830.79 H
				Vendor Total:	<u>1,830.79</u>
KANSAS ONE-CALL SYSTEM, INC	838	LOCATES (50) NOVEMBER	0	00/00/0000	60.00
				Vendor Total:	<u>60.00</u>
KANSAS PAYMENT CENTER	1238	WITHOLDING ORDER MS20DM000070	0	00/00/0000	363.69
				Vendor Total:	<u>363.69</u>
KANSAS PEACE OFFICERS' ASSOCIATION	0474	2023 MEMBERSHIP RENEWAL	0	00/00/0000	300.00
				Vendor Total:	<u>300.00</u>
KANSAS WITHHOLDING TAX	0299	STATE TAX WITHHELD	0	00/00/0000	3,301.04
				Vendor Total:	<u>3,301.04</u>
KMIT -KS MUNICIPAL INSUR TRUST	243	2023 WORKERS COMP INSURANCE PREMIUM	0	00/00/0000	37,915.00
				Vendor Total:	<u>37,915.00</u>
LEAGUE KANSAS MUNICIPALITIES	0047	LABOR LAW REQUIREMENTS POSTER	0	00/00/0000	31.00
				Vendor Total:	<u>31.00</u>
LOYAL AMERICAN	1935	INSURANCE PREMIUM DECEMBER EMPLOYEE WITHHELD	0	00/00/0000	79.19
				Vendor Total:	<u>79.19</u>
MAR KAN SALES CO.	0121	CANDY FOR SRO & TOILET PAPER FOR PARKS RESTROOMS	0	00/00/0000	367.02

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

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City of Marysville

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
				Vendor Total:	<u>367.02</u>
MARSHALL COUNTY TREASURER	0044	REAL ESTATE TAXES 1ST HALF 2022	0	00/00/0000	<u>4,659.53</u>
				Vendor Total:	<u>4,659.53</u>
MARYSVILLE ADVOCATE	0017	ADS-FALL CLEAN UP WEEK	0	00/00/0000	<u>160.00</u>
				Vendor Total:	<u>160.00</u>
MARYSVILLE AMBULANCE SERVIC	0072	AMBULANCE CONTRACT PAYMENT	0	00/00/0000	<u>13,537.00</u>
				Vendor Total:	<u>13,537.00</u>
MARYSVILLE CHAMBER & MAIN ST	0013	EMPLOYEE GIFT CERTIFICATES	49313	12/02/2022	<u>2,575.00</u> H
				Vendor Total:	<u>2,575.00</u>
MARYSVILLE FIRE DEPARTMENT	1345	FIREMENS CONTRIBUTIONS-NOV	0	00/00/0000	<u>240.00</u>
				Vendor Total:	<u>240.00</u>
MARYSVILLE HEALTH & FITNESS	1738	EMPLOYEE MEMBERSHIPS	0	00/00/0000	<u>126.00</u>
				Vendor Total:	<u>126.00</u>
MARYSVILLE POSTMASTER	0340	BULK POSTAGE 1358 WATER/SEWER BILLS	49316	12/06/2022	<u>505.18</u> H
				Vendor Total:	<u>505.18</u>
MARYSVILLE READY MIX, INC	0089	13.5YD CONCRETE-WATER LEAK REPAIR 3RD/JENKINS	0	00/00/0000	<u>2,072.25</u>
				Vendor Total:	<u>2,072.25</u>
MICRO-COMM INC.	2014	RENEW SERVICE CONTRACT SC0012 1/1/23-1/1/24 TELEMETRY SYSTEM	0	00/00/0000	<u>3,350.00</u>
				Vendor Total:	<u>3,350.00</u>
MIKE'S O.K. TIRES	2079	NEW TIRE #2000 SKID STEER & VALVE EXTENSION #6604	0	00/00/0000	<u>293.75</u>
				Vendor Total:	<u>293.75</u>
MILEAGE & MEAL REIMBURSEMENT	2428	REIMBURSE MEAL-LUNCH GREAT BEND-AUSTIN ST JOHN	0	00/00/0000	<u>15.00</u>
				Vendor Total:	<u>15.00</u>
NEENAH FOUNDRY	2553	10 CONVEX GRATES FOR CATCH BASINS	0	00/00/0000	<u>1,271.00</u>
				Vendor Total:	<u>1,271.00</u>
NEMAHA VALLEY COMM HOSPITA	2763	WITHOLING ORDER 2018LM0142	0	00/00/0000	<u>283.23</u>
				Vendor Total:	<u>283.23</u>
NETWORK COMPUTER SOLUTION	2223	INSTALL & SET UP NEW FIREWALL AT PD & FIX FACEBOOK LIVE	0	00/00/0000	<u>250.00</u>
				Vendor Total:	<u>250.00</u>
OLSSON ASSOCIATES	1950	AIRPORT RUNWAY 16/34 RUNWAY REHAB 3-20-0053-015/016	0	00/00/0000	<u>20,385.00</u>
				Vendor Total:	<u>20,385.00</u>
OR-AL QUARRIES, INC.	1678	1.5" MIX ROCK 165.03 TON-WATER REPAIRS & STOCK PILE	0	00/00/0000	<u>1,344.99</u>
				Vendor Total:	<u>1,344.99</u>
OTT ELECTRIC, INC	0037	RPR A/C POLICE DEPT-RPL POWER WIRES,BREAKER,DISCONNECT BOX, <i>Shipping Lagoon Samples + return battery</i>	0	00/00/0000	<u>406.29</u>
				Vendor Total:	<u>406.29</u>
PACE ANALYTICAL SERVICES INC	2519	WASTE WATER ANALYSIS-NOVEMBER <i>+ October</i>	0	00/00/0000	<u>962.20</u>
				Vendor Total:	<u>962.20</u>
PETTY CASH FUND (GENERAL)	0063	POSTAGE MAIL WATER SAMPLES & STAMPS	0	00/00/0000	<u>141.75</u>
				Vendor Total:	<u>141.75</u>
PONY EXPRESS VETERINARY CLII	452	EUTHANIZE/BOARD CATS/DOGS	0	00/00/0000	<u>15.00</u>
				Vendor Total:	<u>15.00</u>

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

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City of Marysville

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
QUALIFICATION TARGETS, INC	1524	150 TRANSTAR TARGETS 24X40"	0	00/00/0000	70.75
				Vendor Total:	70.75
QUILL CORPORATION	0132	SELF-INKING DATE STAMP PAD	0	00/00/0000	41.86
				Vendor Total:	41.86
REIMBURSE FLOWERS & SHRUBS	2689	REIMBURSE FLOWERS & POTS PONY PARK-BETH SKINNER + <i>Diane Schroller</i>	0	00/00/0000	500.00
				Vendor Total:	500.00
ROSEBAUGH JANITORIAL SERVIC	2043	JANITORIAL SERVICE AT POLICE DEPT-NOVEMBER X9	0	00/00/0000	675.00
				Vendor Total:	675.00
SITEONE LANDSCAPE SUPPLY	2437	RAIN BIRD ANGLE VALVES	0	00/00/0000	111.84
				Vendor Total:	111.84
TEMPS DISPOSAL SERVICE INC	0012	TRASH SERVICE NOVEMBER	0	00/00/0000	701.60
				Vendor Total:	701.60
TRUCK COMPONENT SERVICES	2628	2 MAIN BROOMS FOR STREET SWEEPER #4004	0	00/00/0000	1,306.61
				Vendor Total:	1,306.61
TRUCK REPAIR PLUS, INC.	1715	REPAIRED MASTER CYLINDER #6605	0	00/00/0000	128.91
				Vendor Total:	128.91
ULINE	2449	EXEC CHAIR,EXIT SIGN,EYE WASH, SCALES,LABLES,&FOLDERS	0	00/00/0000	808.60
				Vendor Total:	808.60
UNIVERSITY OF KANSAS	0140	KLEAP ANNUAL FEE DUAL	0	00/00/0000	250.00
				Vendor Total:	250.00
VANTAGEPOINT TRANSFER AGEN	921	ICMA RETIREMENT CONTRIBUTION NOVEMBER	0	00/00/0000	300.00
				Vendor Total:	300.00
VERIZON CONNECT	2848	VEHICLE TRACKING SERVICE 7 VEHICLES	0	00/00/0000	129.15
				Vendor Total:	129.15
VERIZON WIRELESS	2146	CELL PHONE,HOT SPOT, & TABLET SERVICE	49308	12/02/2022	463.61 H
				Vendor Total:	463.61
WAL-MART COMMUNITY	1254	TV,MOUNT,PRINTER,MINI FRIDGE, INK,HEATERS,OFFICE/CLN SUP,ETC	49309	12/02/2022	1,482.07 H
				Vendor Total:	1,482.07
				Grand Total:	470,137.93
				Less Credit Memos:	0.00
				Net Total:	470,137.93
				Less Hand Check Total:	76,198.00
				Outstanding Invoice Total :	393,939.93
	Total Invoices:	86			

# City Administrator's Report

12/8/2022

## 12/12/2022 Council Meeting

### 1. Gateway Sign

I recently had a meeting with KDOT to discuss the placement of the wayfinding signs and the gateway/welcome sign. As far as the wayfinding signs are concerned, Rob with CES is working to update the plans they created to reflect KDOT's concerns. There is still discussion to be had on the wayfinding signs. For the gateway/welcome sign, we were looking at placing it where we currently have a welcome sign, but KDOT won't approve that location. If we were to put a new sign in that same KDOT right of way it would have to be moved 52 feet east of the white line on the shoulder of the highway. KDOT also didn't like how tall the sign was. The alternative that came up during our conversation is we can place the new sign where the existing "Black Squirrel City" sign is. If we were to do that we could find another location for the signs.

**Pages: 50**

### 2. Vacation Buyback Policy

Included is a proposed policy taken from various cities and molded into our own policy form to match our payroll system. The policy incorporates a minimum usage of vacation with a maximum buyback of vacation once a year. The minimum usage of vacation is based on the time of continuous employment for each employee. The maximum buyback of vacation is set at 43 hours each year for those employees not within 3 years of qualifying for retirement and no max for those employees within 3 years of qualifying for retirement. This policy would also set a minimum amount of vacation to be left in each employee's account so that the employees would have vacation available for use.

After discussion with the department heads, there is not a favorable view on this policy. There is a feeling that with the minimum usage policy we will be back in the same situation that we are currently in with vacation not being used.

**Pages: 51**

### 3. 12<sup>th</sup> Road/Keystone RFP

Included is an engineering RFP for the proposed projects 12<sup>th</sup> Road and Keystone Road. The RFP includes a scope of the proposed projects, requests for proposal contents and a general timeline of when we would like to go out to bid for the construction of the projects. Also included is a map of the proposed projects and a grading rubric for when we go to select from the eligible firms.

After a conversation with one of the engineering firms about the proposed projects and our concerns about the road base, they recommended we work with a geotechnical company to take samples of the current road base to provide to the successful engineer. This could possibly save us money in the end as the engineer could design a base specific to each of the projects.

**Pages: 52-55**



#### **4. 2023 Cost of Living Raises**

Included is a chart showing the increase in CPI over the years. From October 2021 to October 2022 there was an increase of 7.4%. In comparison, the increase from 2020 to 2021 was 7.3% and the city gave a 5% increase for cost of living. I have put together a spreadsheet showing a variety of pay increases for your consideration, including a 7.4% option.

**Pages: 56-57**

#### **5. Financials/Project Costs**

The General Fund is sitting at \$726,289 with one month to go. We are coming close to spending all of our budget, but we will still have a good amount left in our bank account to close out the year. The Water Fund is at \$457,586, which is lower than where we were at in 2021. I am hoping to end the year close to where we began, but the worst case scenario is we end about where we are right now. The Sewer Fund is at \$461,468, which is about \$200,000 higher than where it was this time in 2021. The Sales Tax Fund is at \$1,071,704, which is also over \$200,000 more than this time last year, but we still have some large expenditures scheduled to come out.

**Pages: 58-65**

# Gateway Sign Proposed Location



## Vacation Buy Back Policy

f. Minimum Usage. In order to assure that employees are using vacation there will be a minimum amount of required usage per year for each full-time employee. Full-time and salaried employees are required to use a minimum amount of vacation time per year according to the following schedule:

Time of Continuous Employment

1 year – 5 years	5 years – 10 years	Over 10 years
Minimum Hours used per year		
48	72	96

g. Police Officers are required to use a minimum amount of vacation time per year according to the following schedule:

Time of Continuous Employment

1 year – 5 years	5 years – 10 years	Over 10 years
Minimum Hours used per year		
54	81	108

g. Vacation Buyback. Employees may request to receive payment for a portion of their unused vacation leave. Leave that is bought back cannot substitute for an employee's minimum annual vacation use requirement. Buyback of leave may occur for leave that would otherwise be carried over in the event an employee had not reached their maximum carry over amount. In order to request payment for unused vacation leave, the employee must maintain a minimum balance of 80 hours (86 hours for Police Officers) and make a written request on the appropriate form and submit the form to the Payroll Clerk.

1. Employees may request payment for a minimum of eight hours and a maximum of 43 hours. Employees within three years of qualifying for retirement (according to KPERS) may request payment for any portion (no maximum) of their unused vacation leave as long as the employee maintains the minimum balance.
2. Payments for unused vacation leave will be processed with the regular payroll cycle. Requests may be made by December 15<sup>th</sup> and be payable in the first full pay period in January.
3. Payment rate will match the employee's ending hourly rate in the year requested.
4. The payment for unused vacation leave will be processed through payroll; therefore, all applicable state and federal taxes, and active garnishments will apply. This payment will be included as taxable wages and reported on your W-2. KPERS percentages will apply to payments made to individuals whose membership date is before July 1, 1993.

**12<sup>th</sup> Road and Keystone Road Improvements  
Engineering Request for Proposal (RFP)  
City of Marysville, Kansas**

**Due January 18, 2023, at 2:30 pm**

**Overview**

The City of Marysville is requesting proposals for design engineering on three street projects. The main project of the three street projects is the first approximately 420 feet of 12<sup>th</sup> Road south of Highway 36. The second project is 12<sup>th</sup> Road immediately south of the main project going south through Timber Creek Drive. The third project is Keystone Road from 11<sup>th</sup> Road to 11<sup>th</sup> Terrace. The proposals each engineer will submit should include a cost to design the main project and prices for each of the other projects as if they are being completed in conjunction with the main project.

The City of Marysville is also looking into various methods and materials of street construction. The city is looking at both asphalt and concrete for street surface as well as a concrete/fly ash infused base. If your firm is selected as the project engineer your firm would be asked to design the projects with both concrete and asphalt as the surface material. The city is also looking for advice on base stability and the use of a concrete/fly ash infused base.

**Scope**

**Main Project:** Design engineering for 12<sup>th</sup> Road starting at Highway 36 going south approximately 420 feet through the entrance Hometown Lumber. The Main Project should include the option to expand with a right turn lane on to Highway 36 going east.

**Project A:** Design engineering for immediately south of the Main Project going south through the Timbercreek Drive entrance. Pricing should be set as if it is done in conjunction with the Main Project.

**Project B:** Design engineering for Keystone Road form the west side of the 11<sup>th</sup> Road intersection to the west side of the 11<sup>th</sup> Terrace intersection. Pricing should be set as if it is done in conjunction with the Main Project.

All projects should include analysis of and solutions for storm water.

The city is looking to maintain the “rural” style of road without curb and gutter.

Consideration for a concrete/fly ash infused base, and the use of asphalt vs concrete as a surface material on all projects.

The city is looking to bid the construction for this project in the fall of 2023.

## **Proposals Contents**

Please include the following in your proposal:

1. A timeline for completing of the design work
2. Past performance as a design engineer firm
3. List of staff that would be working on the project and their training, as well as anything that would delay the timeline for the expected bidding process
4. Three previous jobs similar to the proposed project
5. Understanding of the current project area
6. Cost of design and bid work

## **Questions and Clarifications**

Questions may be submitted to Austin St. John at [cityadm@bluevalley.net](mailto:cityadm@bluevalley.net) by **January 6, 2023, at 5:00 pm.**

## **Proposal Submission**

Proposals are to be submitted to the following by **January 18, 2023, at 2:30 pm:**

12<sup>th</sup> Road/Keystone Engineering  
Austin St. John  
209 N 8<sup>th</sup> Street  
Marysville, KS 66508

Or

By email at [cityadm@bluevalley.net](mailto:cityadm@bluevalley.net)

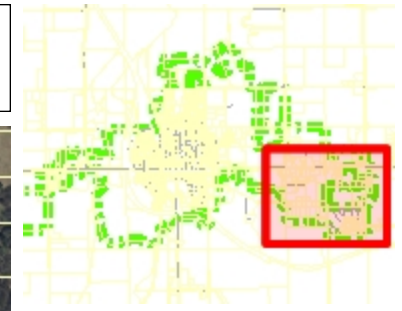
## **Selection of Firm**

The successful firm will be chosen based of the materials submitted, with the possibility of an interview by a selection committee. The selection will be made no later than February 13, 2023.



## **Included Materials**


Map of proposed project area.  
Grading rubric

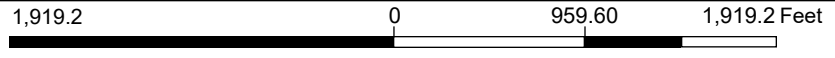
# 12th Road and Keystone Project



## Legend

-  Parcel
-  Roads

1 in. = 960ft. 



This Cadastral Map is for informational purposes only. It does not purport to represent a property boundary survey of the parcels shown and shall not be used for conveyances or the establishment of property boundaries.

THIS MAP IS NOT TO BE USED FOR NAVIGATION

## Notes

## Selection Committee Report

Project Number \_\_\_\_\_

City/County \_\_\_\_\_

	Weight amt. (100 pts max)*	Name of Consulting Firm				
Ability to perform the desired services within the time	15					
Past performance of firm	20					
Training of staff	10					
Previous experience with similar work and knowledge of	10					
Commitment of resources that could limit performance	15					
Firm's familiarity with project area	20					
Cost	10					
Totals						
Ranking						

Committee Member Name \_\_\_\_\_

Committee Member Signature \_\_\_\_\_

2023 Cost of Living Increase													
Current Cost					Cost of Increase								
Department	Salary	FICA	KPERS	Total	7.4%	7%	6.6%	5%	2%	2.5%	3%	3.5%	4%
Admin	\$270,400	\$20,686	\$25,985	\$317,071	\$23,463	\$22,195	\$20,927	\$15,854	\$6,341	\$7,927	\$9,512	\$11,097	\$12,683
Police	\$493,399	\$37,745	\$47,416	\$578,560	\$42,813	\$40,499	\$38,185	\$28,928	\$11,571	\$14,464	\$17,357	\$20,250	\$23,142
Street	\$291,366	\$22,290	\$28,000	\$341,656	\$25,283	\$23,916	\$22,549	\$17,083	\$6,833	\$8,541	\$10,250	\$11,958	\$13,666
Parks/Cemetery	\$211,286	\$16,163	\$20,305	\$247,754	\$18,334	\$17,343	\$16,352	\$12,388	\$4,955	\$6,194	\$7,433	\$8,671	\$9,910
<b>General Fund Total Increase</b>					\$109,893	\$103,953	\$98,013	\$74,252	\$29,701	\$37,126	\$44,551	\$51,976	\$59,402
Water/Sewer	\$317,262	\$24,271	\$30,489	\$372,022	\$27,530	\$26,042	\$24,553	\$18,601	\$7,440	\$9,301	\$11,161	\$13,021	\$14,881

Hourly Wage Increase Amount			
Percent Increase	Low	Average	High
7.4%	\$1.13	\$1.60	\$2.92
7%	\$1.07	\$1.51	\$2.76
6.6%	\$1.00	\$1.42	\$2.60
5%	\$0.76	\$1.08	\$1.97
2%	\$0.30	\$0.43	\$0.79
2.5%	\$0.38	\$0.54	\$0.99
3%	\$0.46	\$0.65	\$1.18
4%	\$0.61	\$0.86	\$1.58



### 12-month percentage change, Consumer Price Index, selected categories, not seasonally adjusted

- All items
- Food at home
- Energy
- Electricity
- All items less food and energy
- Apparel
- Medical care commodities
- Shelter
- Education and communication
- Food
- Food away from home
- Gasoline (all types)
- Natural gas (piped)
- Commodities less food and energy com...
- New vehicles
- Services less energy services
- Medical care services



Hover over chart to view data.

Note: Shaded area represents recession, as determined by the National Bureau of Economic Research.

Source: U.S. Bureau of Labor Statistics.



**CASH & BUDGET STATEMENT**  
November 2022

Fund	Begin Bal	Revenue	Expenses	Journal Entries	End Bal	Budget	YTD Rev	YTD Exp	Remaining	% Spent
General*	893,616.49	53,513.52	220,840.45	-	726,289.56	2,906,240	2,653,712.40	2,592,795.59	313,444.41	89.21%
Administration			38,610.36			497,806		439,457.56	58,348.44	88.28%
Police			62,787.06			714,700		593,947.07	120,752.93	83.10%
Municipal Court			5,985.53			75,754		54,633.44	21,120.56	72.12%
Fire			7,772.72			144,568		261,713.36	(117,145.36)	181.03%
Street			42,261.31			505,116		486,822.56	18,293.44	96.38%
Parks			18,447.67			188,699		148,074.45	40,624.55	78.47%
Recreation			2,540.48			131,710		165,182.41	(33,472.41)	125.41%
Cemetery			9,962.62			174,856		145,855.78	29,000.22	83.41%
Traffic Control			164.86			51,000		16,171.72	34,828.28	31.71%
Health & Safety			13,887.01			174,689		165,872.13	8,816.87	94.95%
Street Lighting			5,940.77			80,800		68,479.79	12,320.21	84.75%
Forestry			-			2,150		1,150.00	1,000.00	53.49%
Airport Maintenance			6,780.06			17,791		28,377.46	(10,586.46)	159.50%
Transfers			4,000.00			68,000		65,300.00	2,700.00	96.03%
Art Center/Old PD			1,700.00			17,200		16,678.81	521.19	96.97%
Grants/Gifts			-			8,500		39,830.00	(31,330.00)	468.59%
Tort Liability			-			70,000		18,151.00	51,849.00	25.93%
Noxious Weed			-			900		-	900.00	0.00%
Water Revenue	455,243.31	87,026.07	84,683.65	-	457,585.73	1,354,318	752,543.69	890,441.29	463,876.71	65.75%
Sewage Revenue	443,230.30	65,790.64	47,553.00	-	461,467.94	1,074,234	1,037,163.13	905,300.10	168,933.90	84.27%
Street & Highway	110,817.30	46.90	-	-	110,864.20	172,360	44,631.79	83,887.36	88,472.64	48.67%
Bond & Interest	91.32	0.04	-	-	91.36	110,000	72,472.43	107,183.92	2,816.08	97.44%
Bond & Interest #1	114,522.25	13,298.47	-	-	127,820.72	310,429	132,704.65	167,343.46	143,085.54	53.91%
Bond & Interest #1A	41,398.90	4,132.52	-	-	45,531.42	99,339	41,213.81	49,379.56	49,959.44	49.71%
Industrial	199,120.35	84.27	5,000.00	-	194,204.62	202,500	11,728.94	7,500.00	195,000.00	3.70%
Library	4,381.01	-	-	-	4,381.01	211,000	209,309.23	211,000.00	-	100.00%
Library Employee Benefit	3,297.11	-	-	-	3,297.11	40,000	41,369.53	40,000.00	-	100.00%
Swimming Pool Sales Tax	567,489.11	63,966.17	280.57	-	631,174.71	1,012,801	609,861.66	477,338.08	535,462.92	47.13%
Special Parks and Rec	38,739.38	154.40	-	-	38,893.78	38,596	7,067.39	-	38,596.00	0.00%
Employee Benefit	272,230.26	115.21	42,355.93	-	229,989.54	648,000	436,262.51	446,814.36	201,185.64	68.95%
Transient Guest Tax	109,612.93	24,437.29	2,030.79	-	132,019.43	109,526	102,655.00	44,235.53	65,290.47	40.39%
Sales Tax	1,154,792.44	108,899.97	192,488.13	-	1,071,204.28	1,576,357	1,422,285.02	1,055,182.72	521,174.28	66.94%
<b>TOTAL</b>	<b>4,408,582.46</b>	<b>421,465.47</b>	<b>595,232.52</b>	<b>-</b>	<b>4,234,815.41</b>	<b>9,865,700</b>	<b>7,574,981.18</b>	<b>7,078,401.97</b>	<b>2,787,298.03</b>	<b>71.75%</b>

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

November 2022

Fund	Begin Bal	Revenue	Expenses	Journal Entry	End Bal	YTD Rev	YTD Exp
Airport Revolving	\$ 94,333.27	\$ 39.92	\$ 1,750.00	\$ -	\$ 92,623.19	\$ 95,150.36	\$ 83,724.26
Sewer Replacement	\$ 1,073,507.31	\$ 8,787.32	\$ 39,587.50	\$ -	\$ 1,042,707.13	\$ 345,804.58	\$ 244,972.63
Special Improvement	\$ -	\$ 1,817.87	\$ 1,817.87	\$ -	\$ -	\$ 423,286.87	\$ 581,792.62
Economic Development	\$ 29,538.20	\$ 12.50	\$ 2,500.00	\$ -	\$ 27,050.70	\$ 20,065.56	\$ 20,917.00
Fire Equipment Reserve	\$ 274,121.50	\$ 3,116.01	\$ -	\$ -	\$ 277,237.51	\$ 34,738.09	\$ -
Fire Insurance Proceeds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,700.00
Cemetery Endowment	\$ 37,481.62	\$ -	\$ -	\$ -	\$ 37,481.62	\$ -	\$ -
Library Revolving	\$ 24,713.51	\$ 20,000.00	\$ 16,354.88	\$ -	\$ 28,358.63	\$ 161,901.59	\$ 159,602.65
Special Law Enforcement	\$ 8,233.52	\$ 757.49	\$ -	\$ -	\$ 8,991.01	\$ 770.73	\$ 3,204.00
Koester Block Maintenance	\$ 21,462.22	\$ 1,824.08	\$ 1,244.55	\$ -	\$ 22,041.75	\$ 44,774.40	\$ 104,924.93
Municipal Equipment Reserve	\$ 398,457.90	\$ 168.63	\$ -	\$ -	\$ 398,626.53	\$ 84,714.15	\$ 80,170.30
Capital Improvement	\$ 75,967.10	\$ 1,032.15	\$ -	\$ -	\$ 76,999.25	\$ 13,237.57	\$ 20,800.00
Water Utility Reserve	\$ 454,523.04	\$ 5,192.15	\$ -	\$ -	\$ 459,715.19	\$ 56,888.92	\$ -
<b>TOTAL NON-BUDGETED</b>	\$ 2,492,339.19	\$ 42,748.12	\$ 63,254.80	\$ -	\$ 2,471,832.51	\$ 1,281,332.82	\$ 1,305,808.39
<b>TOTAL BUDGETED</b>	\$ 4,408,582.46	\$ 421,465.47	\$ 595,232.52	\$ -	\$ 4,234,815.41	\$ 7,574,981.18	\$ 6,541,237.26
<b>GRAND TOTAL</b>	\$ 6,900,921.65	\$ 464,213.59	\$ 658,487.32	\$ -	\$ 6,706,647.92	\$ 8,856,314.00	\$ 7,847,045.65

**UTILITY STATEMENT**

November 2022

Fund	Month Operating Ratio	YTD Operating Ratio	Current Position	Number of Days*
Water Revenue	1.028	0.918	\$ 457,585.73	104.63
Sewer	1.384	1.203	\$ 461,467.94	168.38

**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>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)
August		\$1,017,070	\$314,072	\$222,034		\$1,954,543	\$1,109,108	\$92,038
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								
		<b>Totals</b>	<b>\$2,787,468</b>	<b>\$2,592,796</b>	<b>(\$135,044)</b>	<b>Change in Fund Balance</b>		<b>\$59,628</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>
<b>2019</b>								
January	<b>2019</b>	\$458,351	\$912,338	\$231,716	\$31,500.00	\$200,216	\$1,170,473	\$712,122
February		\$1,170,473	\$77,034	\$183,144		\$383,360	\$1,064,363	(\$106,110)
March		\$1,064,363	\$147,538	\$222,972		\$606,332	\$988,929	(\$75,434)
April		\$988,929	\$95,982	\$159,006	(\$0.10)	\$765,338	\$925,905	(\$63,024)
May		\$925,905	\$134,724	\$258,474		\$1,023,811	\$802,156	(\$123,749)
June		\$802,156	\$550,376	\$164,726		\$1,188,537	\$1,187,805	\$385,650
July		\$1,187,805	\$94,363	\$194,054	(\$5.00)	\$1,382,592	\$1,088,109	(\$99,696)
August		\$1,088,109	\$92,909	\$278,509		\$1,661,100	\$902,509	(\$185,600)
September		\$902,509	\$179,661	\$165,261		\$1,826,361	\$916,909	\$14,400
October		\$916,909	\$92,490	\$218,126		\$2,044,488	\$791,273	(\$125,636)
November		\$791,273	\$77,468	\$187,152		\$2,231,640	\$681,590	(\$109,684)
December		\$681,590	\$137,533	\$217,001		\$2,448,640	\$602,122	(\$79,468)
		<b>Totals</b>	<b>\$2,592,416</b>	<b>\$2,480,140</b>	<b>\$31,494.90</b>	<b>Change in Fund Balance</b>		<b>\$143,071</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>\$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						
<b>Totals</b>	<b>\$832,874</b>	<b>\$890,441</b>				
<i>Variance, Year to Date</i>			<b>(\$57,568)</b>	<b>(\$42)</b>		
			<b>(\$5,233)</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>			
<b>Jan. 1, 2019 carryover</b>						<b>\$674,248</b>
January	\$69,452	\$96,832	(\$27,380)	\$30,000	\$66,832	\$676,868
February	\$62,111	\$83,651	(\$21,540)	(\$6)	\$150,488	\$655,323
March	\$66,021	\$62,977	\$3,045		\$213,465	\$658,367
April	\$65,474	\$53,944	\$11,530		\$267,409	\$669,897
May	\$73,288	\$62,882	\$10,406		\$330,291	\$680,303
June	\$66,882	\$69,079	(\$2,197)		\$399,371	\$678,105
July	\$79,485	\$81,526	(\$2,042)		\$480,897	\$676,064
August	\$98,029	\$76,211	\$21,817		\$557,108	\$697,881
September	\$77,294	\$55,276	\$22,019	(\$6)	\$612,390	\$719,893
October	\$88,686	\$90,204	(\$1,518)	(\$12)	\$702,606	\$718,363
November	\$70,127	\$81,312	(\$11,185)	\$6	\$783,912	\$707,184
December	\$71,921	\$91,199	(\$19,278)	(\$58)	\$875,169	\$687,849
<b>Totals</b>	<b>\$888,769</b>	<b>\$905,093</b>				
<i>Variance, Year to Date</i>			<b>(\$16,324)</b>	<b>\$29,924</b>		
<i>Average monthly spread</i>			<b>(\$1,360)</b>			

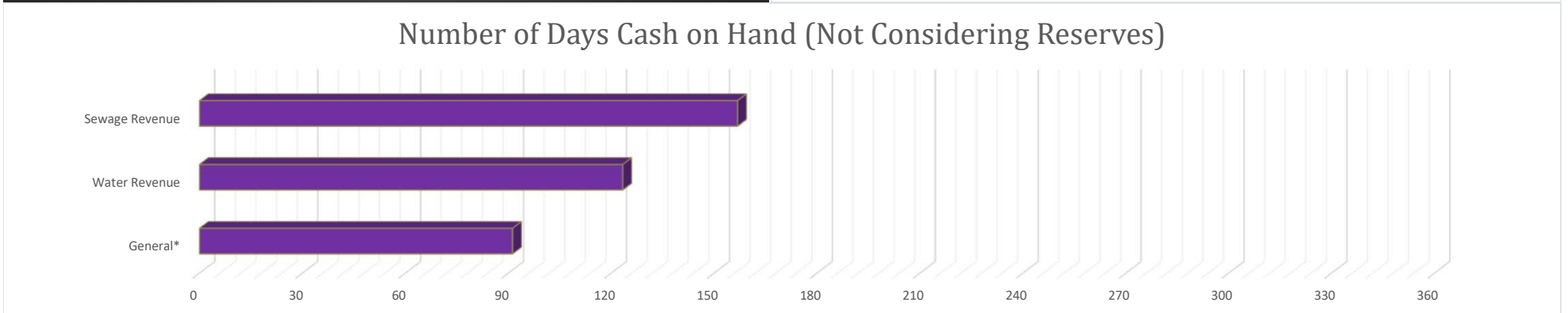
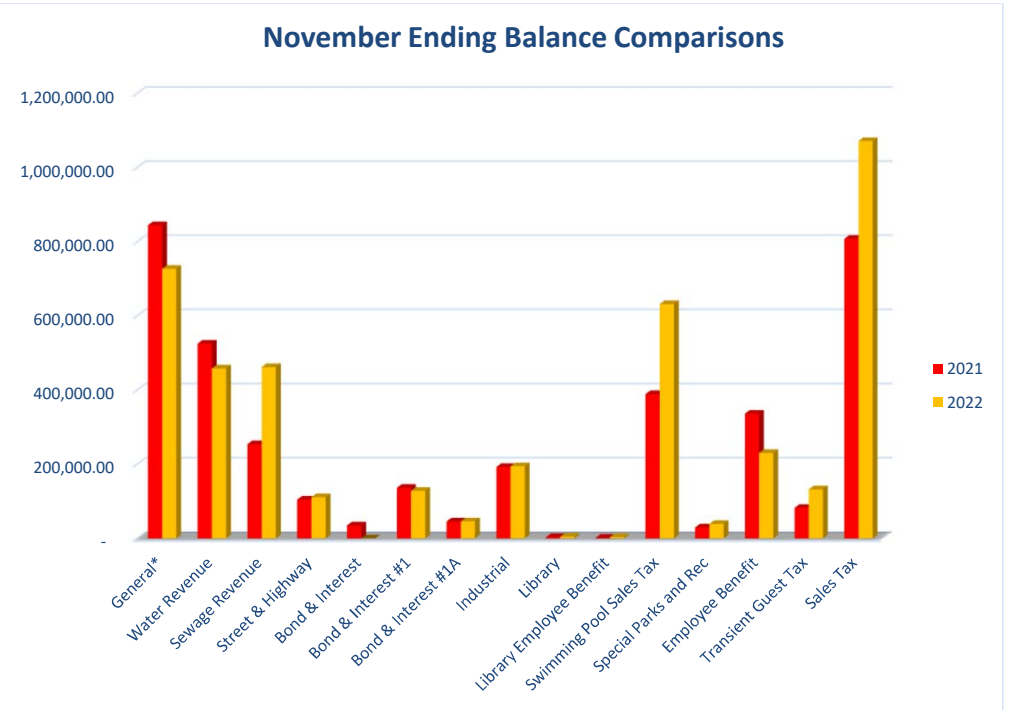
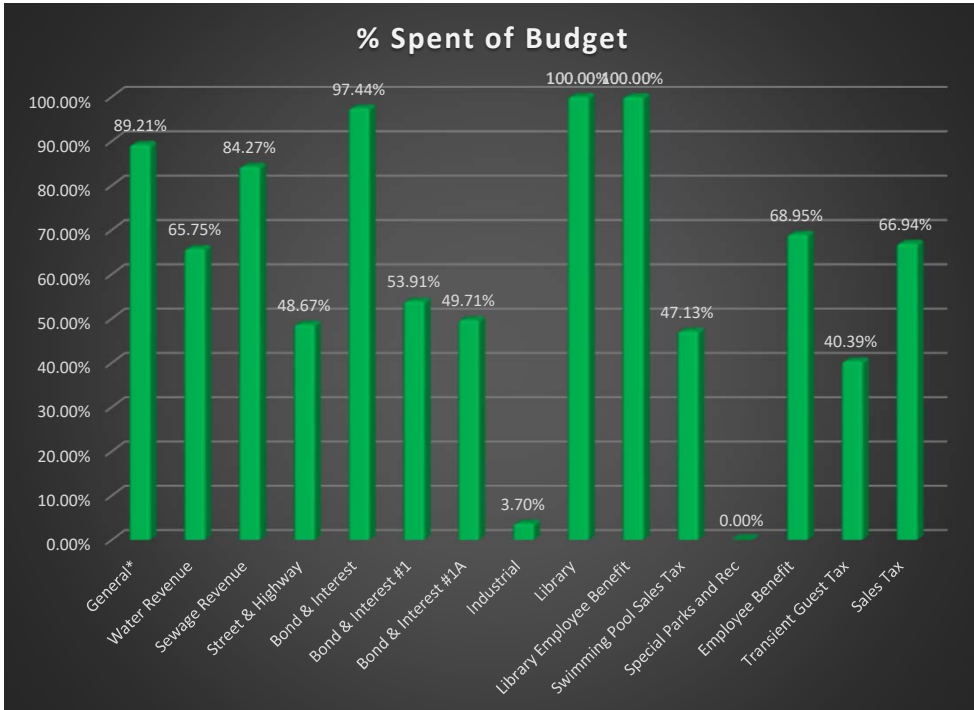
Sewage Revenue Fund  
Monthly Income/Expense Comparisons

Month	Revenue	Expense 2022	Difference	Journal Entry	Year to date expense	Balance
<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						
<b>Total revenue/expenses</b>	<b>\$1,103,665</b>	<b>\$905,300</b>				
<b>Variance, Year to Date</b>			<b>\$198,365</b>	<b>(\$7)</b>		
<b>Average monthly spread</b>			<b>\$18,033</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>			
			<b>2019</b>			
<b>January 1, 2019 Carryover</b>						<b>\$433,854</b>
January	\$69,001	\$71,348	(\$2,347)	\$35,000	\$69,001	\$466,508
February	\$63,127	\$72,385	(\$9,258)		\$141,386	\$457,250
March	\$68,735	\$46,096	\$22,638		\$187,482	\$479,888
April	\$64,592	\$38,024	\$26,568		\$225,506	\$506,456
May	\$68,996	\$44,004	\$24,992		\$269,511	\$531,447
June	\$61,820	\$61,364	\$456		\$330,875	\$531,903
July	\$65,270	\$46,359	\$18,910		\$377,234	\$550,813
August	\$64,779	\$42,139	\$22,640		\$419,373	\$573,454
September	\$63,538	\$299,455	(\$235,917)		\$718,828	\$337,536
October	\$66,142	\$96,220	(\$30,079)		\$815,049	\$307,458
November	\$58,405	\$62,210	(\$3,805)		\$877,259	\$303,653
December	\$73,594	\$54,687	\$18,907	(\$59)	\$932,005	\$322,501
<b>Total revenue/expenses</b>	<b>\$787,998</b>	<b>\$934,292</b>				
<b>Variance, Year to Date</b>			<b>(\$146,294)</b>	<b>\$34,941</b>		
<b>Average monthly spread</b>			<b>(\$12,191)</b>			

Sales Tax Fund

Month	Monthly Income/Expense Comparison						Difference
	Beginning Balance	Monthly Receipts	Monthly Expenses	Journal Entries	Expense To-Date	Ending Balance	
<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							
	<b>Totals</b>	<b>\$1,513,269</b>	<b>\$1,055,183</b>	<b>(\$13,395)</b>	<b>Change in Fund Balance</b>		<b>\$444,692</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>
<b>2019</b>							
January	\$793,442	\$329	\$53,896		\$53,896	\$739,875	(\$53,567)
February	\$739,875	\$169,652	\$55,779		\$109,674	\$853,748	\$113,873
March	\$853,748	\$70,032	\$44,350		\$154,025	\$879,430	\$25,682
April	\$879,430	\$72,379	\$46,618		\$200,643	\$905,191	\$25,761
May	\$905,191	\$78,733	\$29,890		\$230,533	\$954,034	\$48,843
June	\$954,034	\$85,285	\$37,299		\$267,832	\$1,002,019	\$47,985
July	\$1,002,019	\$84,997	\$607,712		\$875,544	\$479,304	(\$522,715)
August	\$479,304	\$82,389	\$102,196		\$977,740	\$459,497	(\$19,808)
September	\$459,497	\$88,262	\$87,797		\$1,065,538	\$459,961	\$465
October	\$459,961	\$77,368	\$42,851		\$1,108,388	\$494,478	\$34,517
November	\$494,478	\$81,425	\$30,969		\$1,139,358	\$544,934	\$50,455
December	\$544,934	\$83,396	\$32,898		\$1,172,256	\$595,432	\$50,499
	<b>Totals</b>	<b>\$974,246</b>	<b>\$1,172,256</b>	<b>\$0</b>	<b>Change in Fund Balance</b>		<b>(\$198,010)</b>

# Monthly Summary





Project	Date approved or agreement date	Estimated project cost (includes engineering)	Funding source	Expenses to date or Amount earned per contract	Notes
Frank Marshall Drive Replacement		\$277,404.15	Sales Tax Fund	\$162,036.82	Accepted Bid from Inline
Police Department Bathroom Remodel		\$40,000.00	Sewer Revenue/Sewer Reserve	\$0.00	Accepted Bid from Peak Const
8th Street Waterline Replacement		\$100,000.00	Water Revenue/Water Reserve	\$7,525.00	Planning Stage
North 11th Road Mill and Overlay		\$160,657.50	Sales Tax Fund	\$0.00	Hall Brothers Bid Accepted
North 16th Street Mill and Overlay		\$99,740.00	Street and Highway/Sales Tax	\$0.00	Hall Brothers Bid Accepted
Spring Street - 17th to Gravel		\$90,767.00	Sales Tax Fund	\$90,767.00	Completed
18th Street - Center to Carolina		\$113,754.30	Sales Tax Fund	\$0.00	Accepted Bid from Inline
Manhole Installation - Highway 36		\$200,000.00	Sewer Revenue/Sewer Reserve	\$3,555.00	Planning Stage
Flush Tank Replacement		\$100,000.00	General Fund	\$4,672.50	Planning Stage
Lagoon Improvements		\$4,000,000.00	CDBG/Sewer Reserve/KDHE loan-grant/ARPA funding	\$107,975.00	Planning Stage
8th Street and 10th Street Traffic Sensors		\$129,430.00	Sales Tax Fund	\$129,430.00	Completed
Feld Field Lights		\$275,000.00	Lease-Purchase	\$275,000.00	Completed
<b>Totals</b>		<b>\$5,309,348.80</b>		<b>\$780,961.32</b>	

**Future Potential Projects**

Geometric Improvement: 11th Road and US 36	Access Management
<b>Projects identified but not funded</b>	
CCLIP Pavement Reconstruction 10th St	\$1,306,589.00 Temp Note and KDOT Funding 10th Street - Spring to Jackson
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