

CITY OF TONGANOXIE

October 19, 2020  
7:00 Regular Meeting



REMOTE MEETING – See City of Tonganoxie website at [www.tonganoxie.org](http://www.tonganoxie.org) for more information. There may be an audio recording of the meeting which will be utilized to prepare the meeting minutes.

Honorable David Frese, Mayor

Council Members

Rocky Himpel

Jacob Dale

Lisa Patterson

Loralee Stevens

Chris Donnelly

**Open Regular Meeting – 7:00 p.m.**

- I. Pledge of Allegiance**
- II. Approval of Minutes** – Regular meeting dated October 5, 2020
- III. Consent Agenda**
  - a) Review bill payments
- IV. Old Business**
- V. New Business**
  - a) Resolution 10-20-01: Approving City of Tonganoxie Code of Ethics
  - b) Church Street Bridge Project Discussion
  - c) City Manager Agenda
    1. CARES Act Coronavirus Relief Fund Update
    2. September 2020 Financial Report
  - d) City Attorney Agenda
  - e) Mayor Pro Tem Agenda
  - f) City Council Agenda
  - g) Mayor Agenda
- VI. Information & Communications (No Action Required)**
- VII. Adjourn**

City Council Meeting Minutes  
October 05, 2020  
7:00 PM Regular Meeting

**I. Pledge of Allegiance**

- Mayor Pro Tem Himpel opened the meeting at 7:00 p.m. and led the pledge of allegiance.
- Mayor Pro Tem Himpel, Mr. Donnelly, Ms. Patterson, Ms. Stevens, and Mr. Dale participated via Zoom. Mayor Frese was absent. City Manager George Brajkovic, Assistant City Manager Dan Porter, Fire Chief John Zimbelman, and City Attorney Anna Krstulic also participated via Zoom.

**II. Approval of Minutes – Regular meeting dated September 21, 2020**

- **Mr. Donnelly made a motion to approve minutes from the regular meeting dated September 21, 2020.**
- **Ms. Patterson seconded the motion.**
- **Roll call vote of all ayes, motion carried.**

**III. Consent Agenda**

a) Review bill payments

- Ms. Patterson asked for more information about the payments to the Leavenworth County Clerk and Freedom Defense Arms, LLC in the check report.
- Mr. Porter replied that the Leavenworth County Clerk payment of \$500,000 represents the final balloon payment for the City's share of the cost of County Road 1 improvements and the payment to Freedom Defense Arms, LLC is a \$30,000 grant from the CDBG-CV economic development grant program for relief from the impact of COVID-19 on small business.
- **Ms. Patterson made a motion to approve the consent agenda.**
- **Mr. Dale seconded the motion.**
- **Roll call vote of all ayes, motion carried.**

**IV. Old Business**

**V. New Business**

a) Presentation Mayors Tree Lighting Event Planning Discussion and Proposed Budget Consideration

- Mr. Porter introduced the item and described the revised plan for the 2020 Mayors Tree Lighting event to help protect the safety of attendees and organizers. He said that the revisions include a drive-by opportunity to see Santa Claus and outdoor decorations spread out around downtown.
- Diane Bretthauer said that the event planning committee was excited to prepare for the event and they are coordinating the food drive with the help of the local middle school and elementary school students.
- Chief Zimbelman said that an FM transmitter device was donated to broadcast audio of the event to the immediate area.
- **Mr. Donnelly made a motion to approve the 2020 Mayors Tree Lighting event plan and proposed budget of \$5,000.**
- **Mr. Dale seconded the motion.**
- **Roll call vote of 4 ayes, 1 abstain (Himpel), motion carried.**

b) Consider Approval of Tonganoxie Business Park Mowing Agreement

- Mr. Brajkovic introduced the item and described the process of collecting 3 bids for mowing approximately 100 acres of City-owned property at the Tonganoxie Business Park.
- Mr. Donnelly said that the price seemed very reasonable for mowing such a large area.
- **Mr. Donnelly made a motion to authorize approval and execution of the draft 2020 Business Park mowing services agreement with Thomas Turf and Landscape, LLC for an amount not to exceed \$3,000.**

- **Ms. Stevens seconded the motion.**
- **Roll call vote of all ayes, motion carried.**

c) Consider Acceptance of Public Dedications for Final Plat of West Village

- Mr. Brajkovic introduced the item and described the record of past approvals and considerations by the Planning Commission and City Council for the West Village project. He noted that the Kansas Housing Resources Corporation ("KHRC") approved a Moderate Income Housing Grant and the City established a Rural Housing Incentive District for the project.
- Mr. Donnelly asked whether he needed to recuse himself from consideration of this matter because he serves on the board of the KHRC.
- Ms. Krstulic replied that the Planning Commission already approved the plat and the City Council's consideration only involves acceptance of public dedications, which is not related to the KHRC grant, so there is no need for Mr. Donnelly to recuse himself.
- **Ms. Stevens made a motion to accept the public dedications shown on the final plat for West Village.**
- **Ms. Patterson seconded the motion.**
- **Roll call vote of all ayes, motion carried.**

d) Consider Approval of Business Grant Funding Award Recommendations from Review Committee

- Ms. Stevens said that she applied for funding from the program as a small business owner, and she recused herself and left the meeting during discussion of this item.
- Mr. Brajkovic introduced the item and explained the process undertaken by the review committee and contracted grant administrator to review applications, determine recommended funding amounts, and review submitted receipts and documentation of eligibility for funding in the recommended funding amounts.
- **Mr. Donnelly made a motion to approve the recommended award amounts as published in the agenda packet.**
- **Ms. Patterson seconded the motion.**
- **Roll call vote of all ayes (4-0), motion carried.**

e) Consider Approval of Adjustment to Fire Equipment Fund 2020 Expenditure Budget

- Mr. Porter introduced the item and said that staff proposed the adjustment of \$40,000 to the expenditure budget of the Fire Equipment Fund in order to accommodate nearly \$37,000 in spending for equipment related to the City's response to COVID-19, which is anticipated to be fully reimbursed later in 2020 with CARES Act funding from the County
- **Mr. Donnelly made a motion to authorize the \$40,000 increase to the 2020 expenditure authority for the Fire Equipment Fund.**
- **Mr. Dale seconded the motion.**
- **Roll call vote of all ayes (4-0), motion carried.**

f) City Manager Agenda

1. CARES Act Coronavirus Relief Fund Update

- Ms. Stevens rejoined the meeting.
- Mr. Brajkovic delivered a presentation on the progress of the City's CARES Act Spending Plan previously submitted to Leavenworth County, including the request for reimbursement of previous expenditures, collection of quotes and information for public wifi provision, updates to City facilities to accommodate remote communications, and provision of funds to the Good Shepherd Food Bank.
- Mr. Brajkovic said that he and Mr. Himpel participated in the Leavenworth County Port Authority meeting last week that resulted in unanimous approval of a motion to recommend that the Leavenworth County Commission

provide \$1,200,000 in funding support for the City to complete construction of an interceptor sewer line and closed loop 12" water line to the Tonganoxie Business Park.

- Mr. Himpel thanked Mr. Donnelly for his work on behalf of the City as a member of the Board of the Leavenworth County Port Authority.

g) City Attorney Agenda

h) Mayor Pro Tem Agenda

i) City Council Agenda

- Mr. Dale asked staff for information about the mobile food vending permit requirements for food trucks open to the public at a private residential property.
- Mr. Brajkovic replied that staff would fully research the issue and follow up with the City Council.

j) Mayor Agenda

1. Proclamation Recognizing October 10, 2020 as "Honoring Our Mission to Serve Veterans" Day

- Mayor Pro Tem Himpel read a proclamation proclaiming October 10, 2020 as "Honoring our Mission to Serve Veterans Day" in honor of National President Sandra Onstwedder and all members of the VFW Auxiliary for their outstanding volunteer service to veterans and their families, the City of Tonganoxie, and our great country.

## VI. Information & Communications (No Action Required)

## VII. Adjourn

- Ms. Patterson made a motion to adjourn the meeting.
- Mr. Donnelly seconded the motion.
- Roll call vote of all ayes, motion carried.
- Meeting adjourned at 8:00 p.m.

Respectfully submitted,



Dan Porter, Assistant City Manager



City of Tonganoxie, KS

# Check Report

Date Range: 10/02/2020 - 10/15/2020

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
0630	TONGANOXIE LIBRARY BOARD	10/02/2020	Regular	0	213645.24	47996
0250	HONEYCREEK DISPOSAL SERVICE	10/02/2020	Regular	0	30176.56	47983
0579	SECURITY BENEFIT - 457	10/02/2020	Regular	0	3319.6	47993
0959	OFFICE OF THE KANSAS STATE TREASURER	10/02/2020	Regular	0	2776.5	47991
0189	FIRST STATE BANK & TRUST	10/02/2020	Regular	0	2394.04	47980
0115	CONRAD FIRE EQUIPMENT, INC.	10/02/2020	Regular	0	1107.76	47978
0642	USPS	10/02/2020	Regular	0	1047	47998
0243	HIMPEL LUMBER & BUILDING SUPPL	10/02/2020	Regular	0	634.1	47982
0596	GEOFF SONNTAG	10/02/2020	Regular	0	600	47981
0677	WILLIAM PRAY	10/02/2020	Regular	0	600	48000
0628	TODD'S TIRE LLC	10/02/2020	Regular	0	580	47995
0614	T-MOBILE	10/02/2020	Regular	0	503.94	47994
0399	LEAVENWORTH ASPHALT MATERIALS	10/02/2020	Regular	0	479.09	47987
0661	VISION SERVICE PLAN	10/02/2020	Regular	0	450.96	47999
0057	BLUE TARP FINANCIAL, INC.	10/02/2020	Regular	0	389	47977
0857	MIDCONTINENT COMMUNICATIONS	10/02/2020	Regular	0	388.4	47989
0462	MILLER SIGN SHOPPE	10/02/2020	Regular	0	372	47990
0393	LAWRENCE MEMORIAL HOSPITAL	10/02/2020	Regular	0	351	47986
0568	SAMS CLUB	10/02/2020	Regular	0	316.78	47992
0410	LIBERTY NATIONAL	10/02/2020	Regular	0	206.42	47988
1021	Katherine Kelly	10/02/2020	Regular	0	200	47985
0651	USA BLUE BOOK	10/02/2020	Regular	0	177.58	47997
0752	DIRECTOR OF ACCOUNTS & REPORTS	10/02/2020	Regular	0	175	47979
0496	KANSAS ONE CALL CONCEPTS	10/02/2020	Regular	0	106.8	47984
0034	AT&T ACCESS TRANSPORT SERVICES	10/02/2020	Regular	0	74.49	47976

**Bank Code AP Bank Summary**

	Payable	Payment	Discount	Payment
Payment Type	Count	Count		
Regular Checks	28	25	0.00	261,072.26
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>28</b>	<b>25</b>	<b>0.00</b>	<b>261,072.26</b>

### All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	28	25	0.00	261,072.26
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>28</b>	<b>25</b>	<b>0.00</b>	<b>261,072.26</b>

### Fund Summary

Fund	Name	Period	Amount
998	Gen Fund-Pooled Cash	10/2020	261072.26
			<b>261072.26</b>



Office of the City Manager  
**AGENDA STATEMENT**

**DATE:** October 19, 2020  
**To:** Honorable Mayor David Frese and Members of the City Council  
**FROM:** Dan Porter, Assistant City Manager  
**SUBJECT:** Resolution 10-20-01: Updated Resolution Approving the City of Tonganoxie, Kansas Code of Ethics

**DISCUSSION:**

On September 18, 2019 the City received notice that the application for CDBG Urgent Need grant funding support to complete repairs to an aerial sanitary sewer encasement damaged due to flooding in March 2019 had been approved. As part of the requirements to receive grant funding the City needed to adopt a Code of Ethics illustrating that in completion of the grant funded project the associated public officials and employees are independent, impartial and responsible to the people; that governmental decisions and policy are made in the proper channels and that the public have confidence in the integrity of government. The City completed this action in November 2019, but during the grant monitoring review process Kansas Department of Commerce staff advised that the City's resolution accompanying the Code of Ethics policy needed to be adjusted to remove references to the CDBG Urgent Need Grant Program. Staff prepared a revised resolution, shown with tracked changes, for the review and consideration for approval by the City Council.

Completion of this approval will satisfy the last necessary item referenced in the Kansas Department of Commerce monitoring letter, so next steps should include a public hearing to close out the Urgent Need Grant Project and review of project completion documents at a City Council meeting in November 2020.

**BUDGET IMPACT:**

None.

**ACTION NEEDED:**

Make a motion to approve Resolution 10-20-01, approving the City of Tonganoxie, Kansas Code of Ethics.

**ATTACHMENTS:**

Resolution 10-20-01

**cc:** George Brajkovic, City Manager

**RESOLUTION NO. 10-20-01**

**A RESOLUTION APPROVING THE CITY OF TONGANOXIE, KANSAS CODE OF ETHICS.**

**WHEREAS**, the Governing Body has determined that it is advisable to adopt the Code of Ethics attached hereto as **Exhibit A**.

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

**Section 1.** That the Governing Body hereby approves and adopts the Code of Ethics in the form attached hereto as **Exhibit A**.

**Section 2.** This Resolution shall be effective upon adoption by the Governing Body.

**ADOPTED BY THE GOVERNING BODY OF THE CITY OF TONGANOXIE, KANSAS, AND APPROVED BY THE MAYOR ON THIS 19<sup>th</sup> DAY OF October, 2020.**

**SEAL**

---

David Frese, Mayor

ATTEST:

---

Daniel Porter, City Clerk

## EXHIBIT A

### **CITY OF TONGANOXIE, KANSAS CODE OF ETHICS**

#### A. Declaration of Policy

The proper operation of our government requires that public officials and employees be independent, impartial and responsible to the people; that governmental decisions and policy be made in the proper channels and that the public have confidence in the integrity of its government. In recognition of those goals, there is hereby established a Code of Ethics for all officials and employees, whether elected or appointed, paid or unpaid. The purpose of this Code of Ethics is to establish ethical standards by setting forth those acts or actions that are incompatible with the best interests of the City.

#### B. Responsibilities of Public Office

Public officials and employees are agents of public purpose and hold office for the benefit of the public. They are bound to uphold the Constitution of the United States and the Constitution of this State and to carry out impartially the laws of the nation, state, and city and thus to foster respect for all government. They are bound to observe in their official acts the highest standards of morality and to discharge faithfully the duties of their office regardless of personal considerations, recognizing that the long term public interest must be their primary concern. Their conduct in both their official and private affairs should be above reproach.

#### C. Dedicated Service

All officials and employees of the City should be responsive to the political objectives expressed by the electorate and the programs developed to attain those objectives. Appointive officials and employees should adhere to the rule of work and performance established as the standard for their positions by the appropriate authority.

Officials and employees should not exceed their authority or breach the law or ask others to do so, and they should work in full cooperation with other public officials and employees unless prohibited from so doing by law or by officially recognized confidentiality of their work.

#### D. Fair and Equal Treatment

1. Interest in Appointments. Canvassing of members of the City Council, directly or indirectly, in order to obtain preferential consideration in connection with any appointment for the provision of supplies, equipment, construction, and services to the City shall disqualify the candidate for such appointment except with reference to municipal positions filled by appointment by the City Council.

2. Use of Public Property. No official or employee shall request or permit the use of City-owned vehicles, equipment, materials or property for personal convenience or profit, except when such services are available to the public generally or are provided as City policy for the use of such official or employee in the conduct of official business.
3. Obligations to Citizens. No official or employee shall grant any special consideration, treatment, or advantage to any citizen beyond that which is available to every other citizen.

E. Conflict of Interest

1. Persons Covered: The conflict of interest provisions of this policy shall apply to any person who is an employee, elected or appointed official, agent, consultant, officer, or any immediate family member or business partner of the above, of the recipient, or of any designated public agencies, or subrecipients, which are receiving funds from the Kansas Community Development Block Grant ("CDBG") program.
2. Applicability:
  - a. In procurement of supplies, equipment, construction, and services by recipients, subrecipients, or designated public agencies, the conflict of interest provisions in Public Law 103-355 or OMB Circular A-110, as applicable, shall apply.
  - b. In all cases not governed by Public Law 103-355, the provisions of this Code of Ethics shall apply. Such cases include the acquisition and disposition of real property and the provision of assistance by the recipient or subrecipients to individuals, businesses and other private entities in the form of grants, loans, or other assistance through eligible activities of the CDBG program, which authorize assistance.
3. Conflicts Prohibited: Except for approved eligible administrative or personnel costs, no persons described in Section E.1. above who exercise or have exercised any functions or responsibilities with respect to CDBG activities assisted under the State program or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a personal or financial interest or subcontract or agreement with respect thereto, or the proceeds thereunder, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter. For the CDBG program, the above restrictions shall apply to all activities that are a part of the funding approval for all projects, and shall cover any such interest or benefit during, or at any time after, such person's tenure.

- a. An exception may be considered only after the grant applicant has provided the following:
  - i. A disclosure of the nature of the conflict accompanied by an assurance that there has been a public disclosure of the conflict and a description of how the public disclosure was made;
  - ii. A recording of the disclosure in the official minutes of the governing body of the grantee; and
  - iii. An opinion of the recipient's attorney that the interest for which the exception is sought would not violate State or local law.
- b. In determining whether to grant an exception, after the above three items have been received, the State shall consider the following factors, where applicable:
  - i. Whether the exception would provide a significant cost benefit or an essential degree of expertise to the CBDG program or project which would otherwise not be available;
  - ii. Whether an opportunity was provided for open competitive bidding or negotiation;
  - iii. Whether the person affected is a member of a group or class of low- or moderate- income persons intended to be the beneficiaries of the assisted activity, and the exception will permit such person to receive generally the same interest or benefits as are being made available or provided to the group or class;
  - iv. Whether the affected person has withdrawn from his or her functions or responsibilities, or the decision-making process with respect to the specific assisted activity in question;
  - v. Whether the interest or benefit was present before the affected person was in position as described in Section E.3.;
  - vi. Whether undue hardship will result either to the recipient or the person affected when weighted against the public interest served by avoiding the prohibited conflict; and

vii. Any other relevant considerations.

If after all considerations, determination is made to grant an exception, the State shall issue a waiver noting such exception and the conditions and the basis for the issuance of same.

It is policy of the CDBG program that no waiver will be issued concerning benefit to the chief elected official or governing body members of the grantee, except in dire circumstances.

F. Penalty to Code of Ethics Policy

Violations of the Code of Ethics by the City's elected officials, appointed officials, officers, employees or agents of the City shall be prosecuted to the fullest extent permitted according to Local, State, and Federal law or regulations.



Office of the City Manager  
**AGENDA STATEMENT**

**DATE:** October 19, 2020  
**To:** Honorable Mayor David Frese and Members of the City Council  
**FROM:** Dan Porter, Assistant City Manager  
**SUBJECT:** Church Street Bridge Project Discussion

**DISCUSSION:**

The City received notice from Kansas Department of Transportation (KDOT) staff that the City's recent submittal to the Federal Fiscal Year 2022 Off-System Bridge Program for financial assistance for an upcoming project to replace the Church Street Bridge structure was not selected for funding. Staff reached out for more information about the project evaluation in order to improve future submittals but have not received feedback yet. The notice from KDOT included information that only 14% of the 89 projects submitted for consideration across the state were approved. The City's financial request from KDOT totaled about 5% of the total amount of grant funding awarded to all approved projects. Had the City's request been approved, the City would have been responsible for 100 percent of the preliminary costs such as design, right of way acquisition, or utility relocation and 20% of construction and construction engineering costs of the project.

The 2021 budget for the City of Tonganoxie included plans for completion of the Church Street Bridge Project in late 2021 with financial assistance from KDOT along with \$182,000 of dedicated revenue from a combination of the City's share of the County Sales Tax and a small portion of the City's Infrastructure Sales Tax. To complete the project without financial assistance from KDOT, the City would need to revise the 2021 Budget to dedicate approximately \$312,000 of additional funding for the project. Recent positive financial performance from sales tax funding sources which could potentially be allocated towards this project make cash financing the project possible; however, in light of uncertainty stemming from the ongoing impact of the COVID-19 pandemic staff recommend that the City Council wait until early 2021 to make a decision about amending the 2021 budget to utilize additional sales tax funds for the project.

Another option for consideration is completing additional analysis of the Church Street bridge characteristics to determine if an alternative project design is available that would be able to slightly shorten the length of the bridge and change its classification from a bridge to a large culvert, which would reduce ongoing costs to the City for required periodic inspection processes.

**BUDGET IMPACT:**

Potential need for a future amendment to the 2021 Adopted Budget to complete the Church Street Bridge Project.

**ACTION NEEDED:**

No action requested. Item is presented for discussion.

**ATTACHMENTS:**

Letter dated October 9, 2020 from KDOT re: Church Street Bridge Project Submittal

**cc:** George Brajkovic, City Manager  
Kent Heskett, Public Works Director

Dwight D. Eisenhower State Office Building  
700 S.W. Harrison Street  
Topeka, KS 66603-3745

Julie L. Lorenz, Acting Secretary  
Michael J. Stringer, P.E., Chief



Phone: 785-296-3861  
Fax: 785-296-2079  
kdot#publicinfo@ks.gov  
<http://www.ksdot.org>  
Laura Kelly, Governor

October 9, 2020

Mr. Dan Porter  
City of Tonganoxie  
526 E 4th Street  
Tonganoxie, KS 66086

Dear Mr. Porter:

Thank you submitting an application for the Federal Fiscal Year (FFY) 2022 Off-System Bridge Program.

KDOT received 89 applications requesting \$46 million of Federal funding (\$59 million in total construction costs). KDOT selected 13 of these requests to be eligible for \$8 million of FFY 2022 funds.

Regretfully, your project to replace Structure Church St, #570800520000030, located over Trib to Tonganoxie Creek was not selected for this round of eligibility. We encourage you to apply again next year.

Your interest in this program is appreciated.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael J. Stringer".

Michael J. Stringer, P.E., Chief  
Bureau of Local Projects

Enclosure

c: Calvin E. Reed, P.E., Director of Engineering and Design  
Chris Herrick, P.E., Director of Planning and Development

# City of Tonganoxie Financial Report

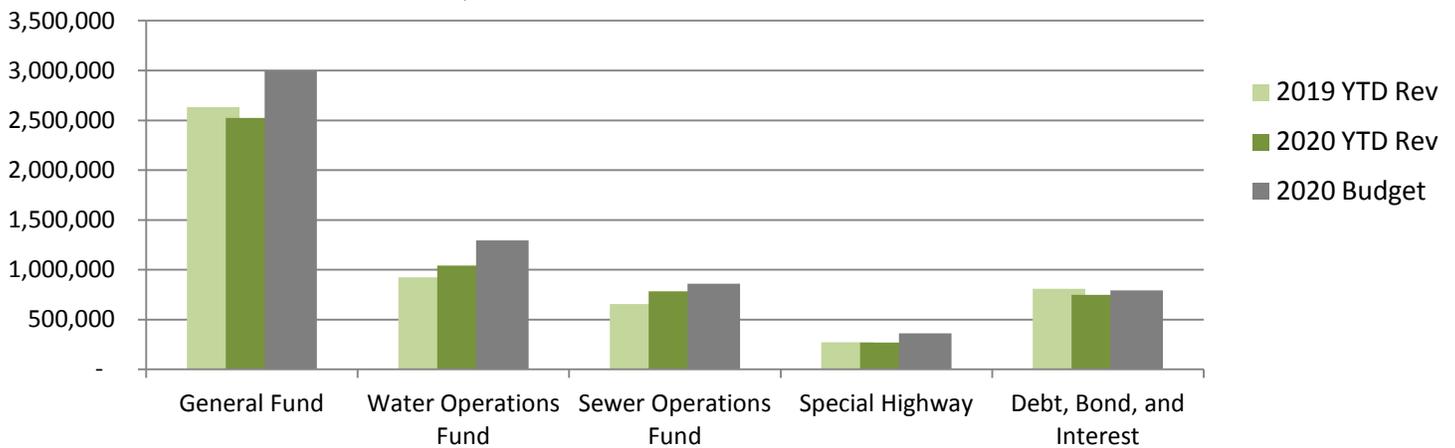
## Sep-20

### Significant Events in Most Recent Period

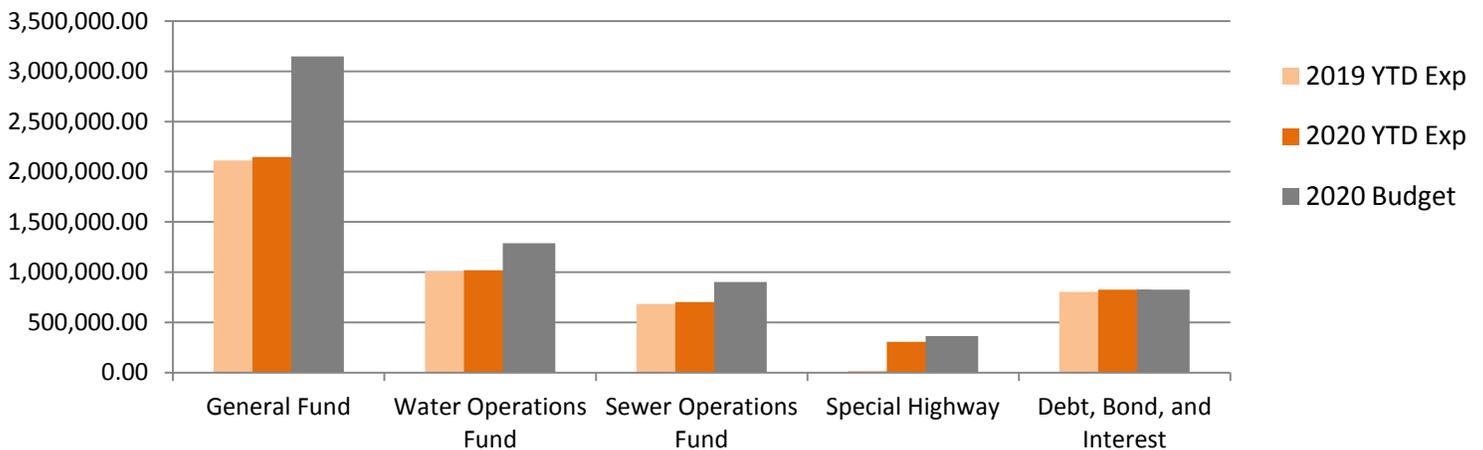
Spent 78% of budget authority in all funds YTD
Repaid \$500,000 LVCO CR1 Balloon Payment
Completed Series 2010A final payment

Received 86% of budgeted revenue YTD
Completed payment for 2020 Street Maintenance
Pending reimbursement for CARES Act costs

### Major Fund Revenues



### Major Fund Expenditures



# General Fund

Principal funding mechanism for general services.

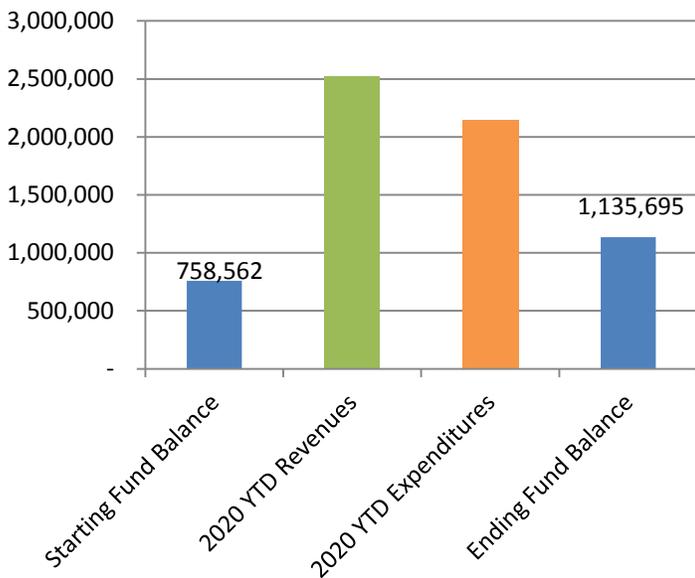
## Revenue

Overall, collected 84% of General Fund revenues.  
 Sales and Use Tax collection on track with budget due to good performance from Use Tax.  
 Franchise Fees were slightly more than budgeted and Court Fines are at 72% of budget.  
 Building Permits revenues are tracking at 160% of budget.

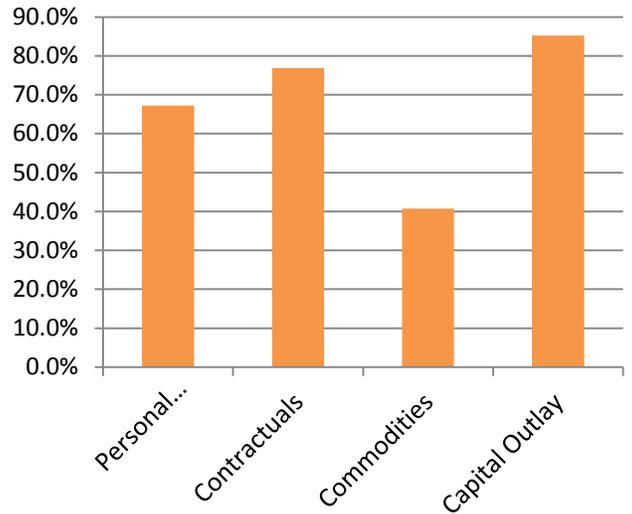
## Expenditures

Overall, spent 68% of General Fund budget.  
 Personal Services are at 67% of budget.  
 Contractuals are on pace with budget and Commodities is less than budget.

Projected Fund Balance



% of Budget Spent by Category



YTD Property Tax Collections

\$ 1,295,546	92.3% of Budget
--------------	--------------------

YTD Franchise Fee Collections

\$ 246,288	81.6% of Budget
------------	--------------------

YTD Sales & Use Tax Collections

\$ 485,709	85.0% of Budget
------------	--------------------

YTD Building Permit Collections

\$ 103,621	159.4% of Budget
------------	---------------------

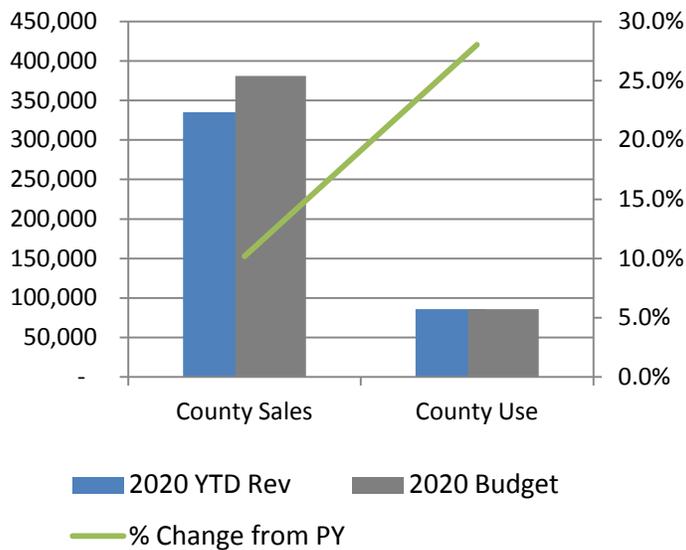
# Cap Projects and Debt Funds

County Road 1 debt, capital projects, and debt service payments.

## Capital Projects Fund

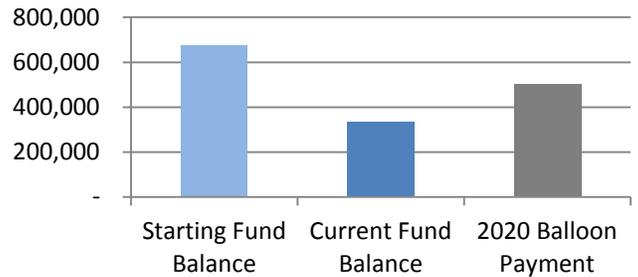
### Revenue

Some revenue is derived from transfers from other funds, but the majority in this fund is from the City's share of County Sales and County Use taxes. County Sales Tax is behind pace from last year but County Use Tax is still tracking ahead of pace for budget.



### Expenditures

\$500,000 CR1 Debt balloon payment was made in September 2020. Fund balance was built up intentionally in advance of this payment.



## Debt, Bond, and Interest Fund

### Revenue

Property Tax is the largest source of revenue in this fund, and it came in at 101% of budget in 2019. Revenue is at 94% with additional funding expected in 2020. Certain debt service payments like the 2018A Library issuance are funded by transfers from other funds dedicated to supporting those issuances (Infrastructure sales tax).

### Expenditures

Made all 12 scheduled debt service payments in 2020. Completed final payments for ballfields improvements reimbursement.

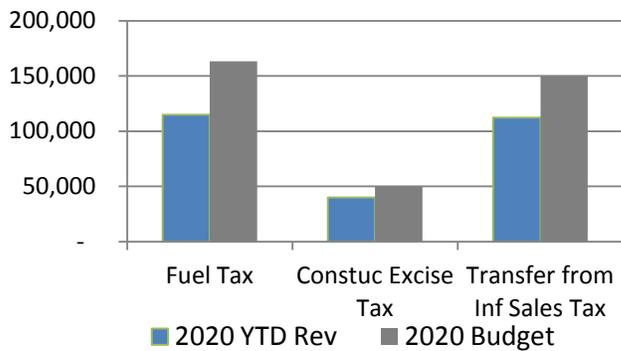
# Special Revenue Funds

Funds restricted in use based on source and type of revenue collected.  
Street and Infrastructure Maintenance Funds

## Special Highway Fund

### Revenue

The special highway fund receives funding from 3 primary sources: fuel tax distributions, construction excise taxes on development, and transfers from other funds like the Infrastructure Sales Tax Fund. In 2019, each funding source either met or exceeded budgeted collections. Through the current month, the City has collected revenue on par with budget.



### Expenditures

All major expenditures in 2020 are completed. Major services included mill and overlay treatment for 9% of the City's road network.

From 2018 - 2020, dedicated funding from the 3/4 cent infrastructure sales tax allowed for treatment of 43% of the City's overall street network.

## 2020 Activity

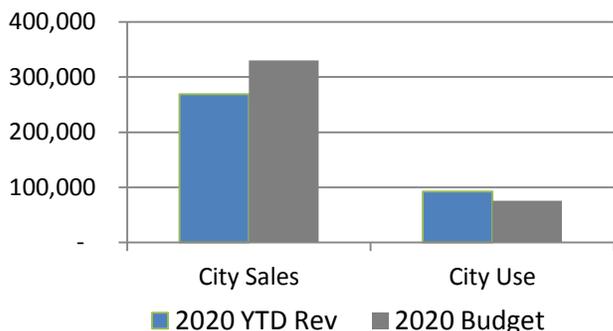


- Asphalt Rejuvenation
- Mill and Overlay or Chip Seal
- Unimpacted Network

## Infrastructure Sales Tax Fund

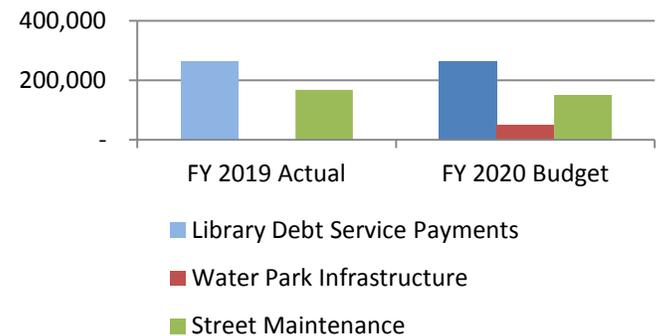
### Revenue

Collections of the general purpose sales tax dedicted to funding infrastructure improvements, including the construction of a new Library, on track with budget in sales tax and almost 20% over budget in use tax. The net of these two revenues is slightly over budget.



### Expenditures

The third quarterly transfer of funds was completed for 2020, along with the entirety of transfers for debt service payments.



## Special Revenue Funds

Funds restricted in use based on source and type of revenue collected.

### Utility Capital Funds

Fund	Beg. Fund Balance	YTD Rev	YTD Exp	End. Fund Balance	Change
<b>Water Capital</b>	238,709	115,575	78,432	275,852	37,143
<b>Sewer Capital</b>	320,691	45,700	38,562	327,829	7,138

### Public Safety Capital Funds

Fund	Beg. Fund Balance	YTD Rev	YTD Exp	End. Fund Balance	Change
<b>Fire Capital</b>	156,104	64,018	107,747	112,375	(43,729)
<b>Police Capital</b>	46,014	14,170	10,963	49,220	3,206

### Other Funds

Fund	Beg. Fund Balance	YTD Rev	YTD Exp	End. Fund Balance	Change
<b>Special Parks</b>	16,481	4,668	1,190	19,959	3,478



City of Tonganoxie, KS

# Fund Balance Report

As Of 09/30/2020

<b>Fund</b>	<b>Beginning Balance</b>	<b>Total Revenues</b>	<b>Total Expenses</b>	<b>Ending Balance</b>
100 - General Fund	758,561.58	2,524,080.02	2,146,947.05	1,135,694.55
210 - Water Operations Fund	475,909.03	1,042,615.15	1,018,311.56	500,212.62
220 - Sewer Operations Fund	461,805.88	782,667.55	703,447.13	541,026.30
230 - Sanitation Fund	124,014.94	308,463.92	302,470.68	130,008.18
240 - Storm Water	62,369.53	33,537.58	10,683.63	85,223.48
310 - Transient Guest Tax	4,432.98	657.43	-	5,090.41
320 - Library Operations	8,408.33	416,888.31	421,049.89	4,246.75
330 - Special Parks	16,481.17	4,667.61	1,189.92	19,958.86
340 - Special Highway	349,566.17	269,798.29	305,297.92	314,066.54
350 - Infrastructure Sales Tax	364,386.54	361,412.38	412,950.00	312,848.92
360 - Capital Projects	672,557.93	544,714.80	883,659.61	333,613.12
410 - Fire Equipment Reserve	156,103.93	64,018.14	107,747.40	112,374.67
420 - Police Equipment Reserve	46,015.25	14,169.50	10,963.17	49,221.58
430 - Sewer Capital Reserve	320,690.56	45,700.00	38,562.06	327,828.50
440 - Water Capital Reserve	238,709.32	115,575.00	78,432.07	275,852.25
450 - Capital Reserve	915.03	-	-	915.03
500 - Debt, Bond, and Interest	93,954.98	750,008.93	824,645.99	19,317.92

---

<b>Report Total:</b>	<b>4,154,883.15</b>	<b>7,278,974.61</b>	<b>7,266,358.08</b>	<b>4,167,499.68</b>
----------------------	---------------------	---------------------	---------------------	---------------------

---

**CITY OF TONGANOXIE, KANSAS**  
**SUMMARY OF RECEIPTS, DISBURSEMENTS & CASH BALANCES**

	12/31/2019				9/30/2020	
	BEGIN. BALANCE		RECEIPTS		DISBURSEMENTS	ENDING BALANCE
GENERAL	\$ 758,888	\$	2,524,080	\$	2,146,947	\$ 1,136,021
<b><u>Enterprise Funds</u></b>						
WATER	\$ 477,176	\$	1,042,615	\$	1,018,312	\$ 501,480
SEWER	\$ 465,992	\$	782,668	\$	703,447	\$ 545,212
SANITATION	\$ 124,014	\$	308,464	\$	302,471	\$ 130,007
STORM WATER	\$ 62,370	\$	33,538	\$	10,684	\$ 85,224
SEWER CAP IMPROVEMENT	\$ 320,691	\$	45,700	\$	38,562	\$ 327,829
WATER CAP IMPROVEMENT	\$ 238,709	\$	115,575	\$	78,432	\$ 275,852
<b><u>Special Revenue Funds</u></b>						
TRANSIENT GUEST TAX	\$ 4,443	\$	657	\$	-	\$ 5,100
LIBRARY	\$ 8,407	\$	416,888	\$	421,050	\$ 4,245
LAW ENFORCEMENT.TRUST	\$ -	\$	-	\$	-	\$ -
SPECIAL PARKS	\$ 16,481	\$	4,668	\$	1,190	\$ 19,959
<b><u>Debt Service Funds</u></b>						
DEBT SERVICE	\$ 93,956	\$	750,009	\$	824,646	\$ 19,319
INFRASTRUCTURE SALES TAX	\$ 364,387	\$	361,412	\$	412,950	\$ 312,849
<b><u>Capital Projects Funds</u></b>						
SPECIAL HIGHWAY	\$ 349,567	\$	269,798	\$	305,298	\$ 314,067
EQUIPMENT RESERVE	\$ 915	\$	-	\$	-	\$ 915
CAPITAL PROJECTS	\$ 672,558	\$	544,715	\$	883,660	\$ 333,613
POLICE DEPT EQUIP RESERVE	\$ 46,014	\$	14,170	\$	10,963	\$ 49,220
FIRE DEPT EQUIP RESERVE	\$ 156,104	\$	64,018	\$	107,747	\$ 112,375
<b>TOTALS</b>	<b>\$ 4,160,672</b>	<b>\$</b>	<b>7,278,975</b>	<b>\$</b>	<b>7,266,358</b>	<b>\$ 4,173,289</b>

**OUTSTANDING DEBT**

<b><u>GENERAL OBLIGATION BONDS</u></b>	<b><u>3rd Quarter</u></b>
2000 4th Street Improvement	\$ 15,000
2009A Streets	\$ -
2010A Streets	\$ -
2013A Industrial Park	\$ 1,290,000
2013B Refunding Rev. Loans	\$ 3,755,000
2017A Refunding 2007A and 2009A	\$ 1,240,000
2018A Library Sales Tax	\$ 3,395,000
<b>Sub-Total</b>	<b>\$ 9,695,000</b>
<b><u>OTHER OBLIGATIONS</u></b>	
City Hall/PD Lease Purchase	\$ 871,241
Fire Pumper Lease Purchase	\$ 245,214
Street Sweeper Lease Purchase	\$ 199,522
Ball Fields - Rec Commission	\$ -
County Road 1	\$ -
<b>Sub-Total</b>	<b>\$ 1,315,977</b>
<b>Grand Total</b>	<b>\$ 11,010,977</b>

I, JoAnn Ferguson, Treasurer of the City of Tonganoxie, do hereby certify that the above statement is correct.

Attest:  
 Subscribed and sworn before me this 28th Day of October, 2020

\_\_\_\_\_  
 Signed: JoAnn Ferguson, Treasurer

(Seal)

\_\_\_\_\_  
 Signed: Dan Porter, Assistant City Manager