



City Commission Meeting

July 18, 2023 at 5:30 PM

118 W Central Ave, Arkansas City, KS

Please join our meeting <https://global.gotomeeting.com/join/545028605>
Or dial in using your phone: United States: +1 (872) 240-3212 Access Code: 545-028-605

I. Routine Business

1. Roll Call
2. Opening Prayer and Pledge of Allegiance
3. Additions or Deletions (**Voice Vote**)
4. Approval of the Agenda (**Voice Vote**)

II. Awards and Proclamations

1. Proclaim July 26, 2023, as National Disability Independence Day in Arkansas City.

III. Consent Agenda (Voice Vote)

Note: All matters listed below on the Consent Agenda are considered under one motion and enacted by one motion. There should be no separate discussion. If such discussion is desired, any item may be removed from the Consent Agenda and then considered separately under Section VI: New Business.

1. Approve the July 5, 2023, regular meeting minutes as written.

IV. New Business

City Manager Department

1. Select three (3) voting delegates and three (3) alternates to the 2023 League of Kansas Municipalities (LKM) Annual Business Meeting to be held on Monday, October 9, 2023. (**Voice Vote**)

V. Items for Discussion by City Commissioners

VI. Comments from the Audience for Items not on the Agenda

The public will be allowed to speak on issues or items that are not scheduled for discussion on the agenda. Individuals should address all comments and questions to the Commission. Comments should be limited to issues and items relevant to the business of the Governing Body. The Commission will not discuss or debate these items, nor will the Commission make decisions on items presented during this time. Each person will be limited to three (3) minutes.

VII. City Manager Reminders and Updates

VIII. Financial Summary

1. June 2023 Financial Summary

IX. Adjournment

Office of the Mayor
Arkansas City, Kansas

Proclamation

WHEREAS, National Disability Independence Day is celebrated each year on July 26th to commemorate the signing of the Americans with Disabilities Act (ADA) on July 26, 1990; and

WHEREAS, this legislation established a clear and comprehensive national mandate for the elimination of discrimination against individuals with disabilities; and

WHEREAS, ADA provides protection from employment and other forms of discrimination by reducing barriers and changing perceptions, increasing full participation in community life, and providing better access to goods, services, and communications for people with disabilities; and

WHEREAS, although ADA has helped millions of Americans with disabilities to achieve equal treatment for disabled individuals, there still are barriers to public accommodation of which governments, corporations and business owners need to be aware, and the full promise of ADA only will be reached if we remain committed to continue our efforts to implement it fully; and

WHEREAS, throughout the year and on the anniversary of the Americans with Disabilities Act, this City, and its Equal Opportunity and Accessibility Advisory Board, celebrate and recognize the progress that has been made by reaffirming the principles of equality and inclusion, and recommitting our efforts to reach full ADA compliance.

NOW, THEREFORE, the Mayor of the City of Arkansas City, Kansas, does hereby proclaim **Wednesday, July 26, 2023**, as

NATIONAL DISABILITY INDEPENDENCE DAY

in the City of Arkansas City, and hereby reaffirm that the City and its citizens will continue to work toward full compliance with the Americans with Disabilities Act.

In witness thereof I have hereunto set my hand and caused this seal to be affixed:

Name/Title: Diana L. Spielman, Mayor
Date: July 18, 2023



City Commission Agenda Item

Meeting Date: July 5, 2023
From: Tiffany Parsons, City Clerk
Item: Approve the July 5, 2023, Regular Meeting Minutes

Purpose: Approve the July 5, 2023, regular meeting minutes as written.

Background:

Each meeting, the City Commission reviews and approves the minutes of its prior meeting(s).

Commission Options:

1. Approve with consent agenda.
2. Remove item from consent agenda for further consideration.

Approved for Agenda by:

A handwritten signature in blue ink, appearing to read "Randy Frazer", written over a horizontal line.

Randy Frazer, City Manager



Tuesday, July 5, 2023
Rescheduled Meeting Minutes
118 W Central Ave, Arkansas City, KS

Routine Business

1. Roll Call

PRESENT

Commissioner Kanyon Gingher
Commissioner Charles Jennings
Commissioner Scott Rogers
Commissioner Jay Warren
Mayor Diana Spielman

ABSENT

None

Also present from staff: Accountant Amy Roberts, City Attorney Larry Schwartz, City Manager Randy Frazer, City Clerk Tiffany Parsons, Communications Director Shana Adkisson, EMS Director Jeri Wheatley, Finance Director/Treasurer Jennifer Waggoner, Fire/EMS Administrative Assistant Kiesha DuMontelle, Interim Assistant Fire/EMS Chief Patrick Ramirez, Municipal Project Manager Nick Rizzio, Police Captain Jim Holloway, Police Chief Eric Burr, and Police Officer Shawntele Crownover.

1. Opening Prayer and Pledge of Allegiance were led by Mayor Spielman.

2. Additions or Deletions to the Agenda as read by City Manager Frazer:

- Add new item #3 under the Consent Agenda, "**and Shelley Gardner to the Visit Ark City Board**".

Motion made by Commissioner Rogers, Seconded by Commissioner Gingher to approve the addition as written.

Voting Yea: Commissioner Gingher, Commissioner Rogers, Commissioner Warren, Mayor Spielman. Mayor Spielman declared the motion approved.

3. Approval of the Agenda

Motion made by Commissioner Gingher, Seconded by Commissioner to approve the agenda as written.

Voting Yea: Commissioner Gingher, Commissioner Rogers, Commissioner Warren, Mayor Spielman. Mayor Spielman declared the motion approved.

Recognition of Visitors/Staff

1. Captain Holloway introduced new police officer Shawntele Crownover, who began employment June 5th, 2023, passing all preliminary testing. She has a vast amount of experience previously serving as a parole officer and will be a great addition the Arkansas City Police Department family. Crownover was sworn in by City Clerk Parsons.

Consent Agenda

Note: All matters listed below on the Consent Agenda are considered under one motion and enacted by one motion. There should be no separate discussion. If such discussion is desired, any item may be removed from the Consent Agenda and then considered separately under Section VI: New Business.

1. Approve the June 6, 2023, regular meeting minutes as written.
2. Approve a Resolution authorizing a public meeting of the Governing Body to attend a Land Bank Board of Trustees meeting at 5:00 p.m. Tuesday, July 18, 2023, in the Commission Room at City Hall, located at 118 W. Central Ave. in Arkansas City. (*Resolution No. 2023-07-3558*)
3. Ratify Mayor Diana Spielman's appointment of Sarah Long to the Beautification & Tree Advisory Board *and Shelley Gardner to the Visit Ark City Board.*

Motion made by Commissioner Rogers, Seconded by Commissioner Warren to approve the consent agenda as written.

*Voting Yea: Commissioner Gingher, Commissioner Jennings, Commissioner Rogers, Commissioner Warren, Mayor Spielman. Mayor Spielman declared the motion approved and given **Resolution No. 2023-07-3558.***

New Business

City Manager Department

1. City Clerk Parsons presented a Resolution adopting by reference the City's 2023 Comprehensive Fee Schedule and repealing Resolution No. 2022-12-3515.

City Manager Frazer noted that the main changes to the Comprehensive Fee Schedule involved amending the sanitation fees, which have not been adjusted since 2013. A recent rate study determined the need for this rate adjustments. City Clerk Parsons prepared a redline version of the Comprehensive Fee Schedule as presented in the packet showing all staff proposed changes, a clean-up of items that no longer mirror current ordinance(s), slight editorial updates, with all additions being highlighted in yellow. Finance Director/Treasurer Jennifer Waggoner also clarified a few fee updates before the commission.

Motion made by Commissioner Rogers, seconded by Commissioner Jennings to approve a Resolution adopting by reference the City's 2023 Comprehensive Fee Schedule and repealing Resolution No. 2022-12-3515.

*Voting Yea: Commissioner Gingher, Commissioner Rogers, Commissioner Warren, Mayor Spielman. Voting Nay: Commissioner Jennings. Mayor Spielman declared the motion approved and given **Resolution No. 2023-07-3559.***

2. City Clerk Parsons recited to consider a Resolution approving the notice of intent to exceed the Revenue Neutral Rate (RNR) and set the date for a public hearing at 5:30 p.m. on September 5, 2023, for the purpose of hearing and answering objections of taxpayers relating to the Revenue Neutral Rate and the amount of ad valorem tax and proposed use of all funds.

Finance Director/Treasurer Jennifer Waggoner clarified Senate Bill 13 requirement to notify County Clerk by July 20th every year with the intent to exceed the RNR. City staff is proposing to lower the current mill levy to 68.000 mills. Presently, the RNR is calculated at 63.074 and the current mill levy is at 70.044.

Motion made by Commissioner Jennings, seconded by Commissioner Warren to authorize a Resolution approving the notice of intent to exceed the Revenue Neutral Rate (RNR) and set the date for a public hearing at 5:30 p.m. on September 5, 2023, for the purpose of hearing and answering objections of taxpayers relating to the Revenue Neutral Rate and the amount of ad valorem tax and proposed use of all funds.

*Voting Yea: Commissioner Gingher, Commissioner Rogers, Commissioner Warren, Mayor Spielman. Voting Nay: Commissioner Jennings. Mayor Spielman declared the motion approved and given **Resolution No. 2023-07-3560**.*

3. City Clerk Parsons offered a Resolution authorizing the City of Arkansas City to enter into an agreement with GettingGreatRates, LLC, to provide water rate analysis services, for an amount not to exceed \$15,000.00.

City Manager Frazer spoke of the numerous water system item in need of addressing, which led staff to previously reach out to a consultant, who determined that the current structure of the water rate schedule was not meeting the needs of the system; however, the consultant did not have the resources to do the kind of in-depth analysis. After soliciting a Request of Proposal (RFP) for a water rate analysis, it identify a qualified consultant who demonstrates experience and implementation, two proposals were received. Staff recommends the proposal submitted by Carl Brown, President of GettingGreatRates, LLC dba GettingGreatRates.com (GGF), as it describes the need, responsibilities, timing, investment, and other issues for rate analysis of the Arkansas City, Kansas water utility. As a member of the Kansas Rural Water Association (KRWA), the City of Arkansas City qualifies for the 25 percent Kansas RATE Program discount.

Motion made by Commissioner Warren, Seconded by Commissioner Jennings to approve a Resolution authorizing the City of Arkansas City to enter into an agreement with GettingGreatRates, LLC, to provide water rate analysis services, for an amount not to exceed \$15,000.00.

*Voting Yea: Commissioner Gingher, Commissioner Jennings, Commissioner Rogers, Commissioner Warren, Mayor Spielman. Mayor Spielman declared the motion approved and given **Resolution No. 2023-07-3561**.*

Items for Discussion by City Commissioners

Mayor Spielman passed out single-sheet of paper to each of her follow commissioners and City Manager Frazer, expressing that she was given said handout, a Banking Services Request for Proposal (RFP) from 2022 earning compensation, by a concerned citizen. Mayor Spielman stated that, “according to him and his research, we have lost a considerable amount of money by not changing banks”, as the handout implied that the city has loss \$200,000 in funds. Turning the to the City Manager for explanation, Frazer explained that the city did go through the RFP process last year. Once the RFP was conducted, the actual numbers from the banks were presented to the commission, and at the time there was not a large amount of difference in the interest rates. Commissioner Rogers recalled the amount of difference in interest rates “being so small that changing an entire banking and checking system over, and the amount of staff time was negated”. Finance Director/Treasurer Waggoner further explained that when they got the RFP’s back in 2022, they differed to where some banks did not have the city listed on the same IntraFi Newtork, while RCB Bank has the city in their internal interest rate, so there was flex with whatever the going rate was. Waggoner advised that the city is now in the IntraFi and is now making considerably more interest than before. Discussion continued resulting in the decision to re-group about the topic in question during a work session, which will allow more time to discuss and for staff to validate the sheet of paper passed out.

Commission Jennings gave applause to the citizens after observing social media communications, curfews being honored, and the clean-up that occurred following the Independence Day celebrations this year.

Comments from the Audience for Items not on the Agenda

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Long time Arkansas City resident, Chad Beeson, spoke of being approached by community members, business owners and city leaders further proposing a Code of Ethic Policy for the City of Arkansas City, modeled after the City of Wichita, KS. Two main topics in the policy include: The Code of Conduct and an Ethic Advisory Board. Beeson elaborated that the Code of Conduct would establish guidelines for commissioners, officials, and staff while the Ethics Advisory Board ensures chain of command is being followed for citizens and staff alike.

City Manager Reminders and Updates

1. City Manager Frazer provided the commissioner with the following:

- Annual LKM Conference is October 7th-9th in Wichita. The need for the commission to select voting delegates for LKM Conference will be brought before the commission the next agenda.
- Wastewater Treatment Plant
 - Progress update occurred last week with stairs on digesters pending install later this week
 - Bypass got approved for UV, expected to be installed around the second week in July, weather permitting/abundance of rain next week
 - Project walk through set for July 25th
 - Flare piping installation anticipated for the last week in August
 - Overall, still staying within budget despite multiple change orders pending submission
- The box for the turn lane lights at the middle school have been delivered and will be installed before school begins.
- Strother Field Water Tower Loan paperwork has been completed at the state level, cities are awaiting their arrival, expected sometime the week of July 10th.
- Awaiting engineering to get finished up on the Country Club Estate 20-year-old lift station.
- Water Fill Station is still pending engineering plans.
- Circuit board for Chestnut booster station has been located, will need a company who specializes to install. Environmental Services Superintendent Rod Philo met with an electrician Monday, who performed rewiring to keep the circuit board running until it can be replaced.
- Design work for Water Well off-set drilling is about 30 percent done.
- Alcohol Policies for the Agri-Business building and the city overall is still begin reviewed by the City attorney and staff to be brought before the commission at a later work session.

Adjournment

Motion made by Commissioner Warren, Seconded by Commissioner Jennings to adjourn the meeting.

Voting Yea: Commissioner Gingher, Commissioner Jennings, Commissioner Rogers, Commissioner Warren, Mayor Gingher. Mayor Spielman declared the meeting adjourned.

(Seal)

**THE CITY OF ARKANSAS CITY
BOARD OF CITY COMMISSIONERS**

ATTEST:

Diana L. Spielman, Mayor

Tiffany Parsons, City Clerk

Prepared by:

Tiffany Parsons, City Clerk

DRAFT



City Commission Agenda Item

Meeting Date: July 18, 2023
From: Randy Frazer, City Manager
Item: Select League Voting Delegates

Purpose: Select three (3) voting delegates and three (3) alternates to the 2023 League of Kansas Municipalities (LKM) Annual Business Meeting to be held on Monday, October 9, 2023. **(Voice Vote)**

Background:

The City of Arkansas City is a voting member in good standing with the League of Kansas Municipalities.

LKM will hold its annual conference this year from Oct. 7-9, 2023, in Wichita. The city is required to certify, in advance, its voting delegates and any alternates for the annual business meeting that will be held on Monday, October 9th. Based on population, the city will have three (3) votes at the meeting.

Attached is information pertaining to the 2023 League Annual Conference.

Commission Options:

1. Approve the Resolution
2. Disapprove the Resolution
3. Table the Resolution for further discussion

Fiscal Impact:

Amount:

Fund: Department: Expense Code:

Included in budget Grant Bonds Other Not Budgeted

Approved for Agenda by:

Randy Frazer, City Manager

Convention of Voting Delegates

2023 League Convention of Voting Delegates

The 2023 League Annual Conference will be October 7-9, 2023 in Wichita. The Annual Business Meeting & Convention of Voting Delegates will be on Monday, October 9.

The League is now collecting registrations for Voting Delegates and Alternates. K.S.A. Supp. 12-1601f provides that “The governing body of each member city may elect city delegates from among the city’s officers to represent the city in the conduct and management of the affairs of the League of Kansas Municipalities.”

Article 2, Section 2 of the [League Bylaws](#) states “When a city is a member of the League, any elected or appointed officers of such city may be elected by the city governing body as voting delegates and alternate voting delegates, in accordance with the provisions of Article 4 of these bylaws, to represent the city in any meeting of the voting delegates and in the conduct of any other affairs of the instrumentality requiring action of the member cities. Alternate voting delegates may vote on matters before a meeting of the voting delegates in the absence of the regular delegate. A voting delegate or alternate shall qualify by having his or her name, city, title and address registered with the executive director and shall hold such position while qualified and until a successor is elected and qualified.”

To complete registrations for your city, please complete an online form by Friday, September 22 at 5:00 pm. The links to the online forms are in the population column in the table below, so please click the link in the table based on your city’s population.

Please call Kerry Pancoast at (785) 354-9565 if you need to submit a form after the deadline.

Population	Votes	Delegate Forms	Alternate Forms
1 – 2,500	1	1	1
2,501 – 7,500	2	2	2
7,501 – 17,500	3	3	3
17,501 – 37,500	4	4	4
37,501 – 77,500	5	5	5
77,501 – 117,500	6	6	6
117,501 – 157,500	7	7	7
157,501 – 197,500	8	8	8
197,501 – 237,500	9	9	9
237,501 – 277,500	10	10	10
277,501 – 317,500	11	11	11
317,501 – 357,500	12	12	12
357,501 – 397,500	13	13	13
397,501 – 437,500	14	14	14

The League must have a form on file for each voting delegate and each alternate for their vote to count during the business meeting. Forms received after this date may not be processed. More information regarding the business meeting will be emailed to the Delegates and Alternates in October. Please remember, the **voting delegate forms are not conference registrations. You must also register for conference** on our website at <https://www.lkm.org/page/AnnualConference>.

The League of Kansas Municipalities Annual Conference

October 7-9, 2023
Wichita, Kansas

Registration opens July 1

Plan Now to Attend

The League Annual Conference is the largest municipal gathering of the year in Kansas, and the one event city officials cannot afford to miss!

This event will allow you to engage with other leaders to share and brainstorm ideas to implement in your community, and think creatively to use problem solving tactics and address common municipal challenges.

Session Topics*

- Running Effective Meetings
- Clerks 101
- Building a Successful Parks & Rec Dept
- Planning for Your Water Future
- Crisis Communications
- Employee Evaluation Do's and Don'ts
- Conflict Resolution
- Moderate Income Housing Funding Available for Kansas Cities
- The United WE Appointments Project
- Rapid Fire Discussions:
 - Meet the New Executive Director
 - Kansas Community Empowerment [PRIDE]
- And more!

Venue

Hyatt Regency Wichita +
Century II Convention Center

Preliminary Agenda[^]

Saturday, October 7

Legislative Policy Committee
Pre-Conference MTI Workshops
Governing Body Meeting
KMIT Annual Meeting & Reception

Sunday, October 8

Nominating Committee Meeting
New Attendee Orientation
Rapid Fire Discussions
Opening General Session / Keynote
Concurrent Workshops
League Dinner / Social Event
Trade Show [Sunday only 12:30 - 5:30]

Monday, October 9

Breakfast / General Session
Concurrent Workshops + Mobile Workshop
Affiliate Association Concurrent Workshops
Public Service Awards Luncheon + Business Meeting

[^]A more detailed schedule of events available online



www.lkm.org/annualconfere



**CITY OF ARKANSAS CITY, KANSAS
FINANCIAL SUMMARY
Year-To-Date June 30, 2023**

Fund	Cash Summary						Budget Summary			
	1/1/2023 Beginning Cash Balance	Prior Year Encumbrances/ Adjusting Entries	Receipts	Disbursements	Change in Assets/Liabilities	06/30/2023 Ending Cash Balance	Budget	Encumbrances	Budget Variance Favorable (Unfavorable)	% Remaining (50%)
01 - GENERAL FUND	\$ 2,895,567.21	\$ 235,440.90	\$ 7,509,138.43	\$ 6,131,091.05	\$ (373,805.82)	\$ 3,664,367.87	\$ 13,389,936	\$ 36,930.38	\$ 7,221,915	54%
15 - STORMWATER FUND	\$ 440,484.20	\$ -	\$ 107,976.58	\$ 87,489.10	\$ (16,347.71)	\$ 444,623.97	\$ 346,287	\$ -	\$ 258,798	75%
16 - WATER FUND	\$ 3,744,233.50	\$ 352,062.11	\$ 2,798,856.89	\$ 2,483,706.87	\$ (537,092.56)	\$ 3,170,228.85	\$ 5,626,946	\$ 402,971.68	\$ 2,740,267	49%
18 - SEWER FUND	\$ 5,825,432.80	\$ 1,280,786.91	\$ 5,607,248.42	\$ 2,653,319.98	\$ (2,457,595.76)	\$ 5,040,978.57	\$ 4,659,731	\$ 32,455.63	\$ 1,973,955	42%
19 - SANITATION FUND	\$ 1,444,768.15	\$ -	\$ 912,720.40	\$ 613,958.28	\$ (189,321.59)	\$ 1,554,208.68	\$ 1,933,112	\$ 222,495.48	\$ 1,096,658	57%
20 - SPECIAL RECREATION FUND	\$ 41,151.85	\$ -	\$ 8,514.84	\$ -	\$ -	\$ 49,666.69	\$ 57,041	\$ -	\$ 57,041	100%
21 - SPECIAL STREET FUND	\$ 501,383.18	\$ -	\$ 710,907.56	\$ 150,089.40	\$ (3,679.04)	\$ 1,058,522.30	\$ 1,289,108	\$ -	\$ 1,139,019	88%
23 - TOURISM/CONVENTION FUND	\$ 58,921.39	\$ -	\$ 84,731.27	\$ 63,750.34	\$ -	\$ 79,902.32	\$ 200,398	\$ -	\$ 136,648	68%
26 - SPECIAL ALCOHOL FUND	\$ 82,849.19	\$ -	\$ 9,439.84	\$ 3,765.30	\$ (1,708.89)	\$ 86,814.84	\$ 103,678	\$ -	\$ 99,913	96%
27 - PUBLIC LIBRARY FUND	\$ -	\$ -	\$ 401,029.52	\$ 401,029.52	\$ -	\$ -	\$ 457,400	\$ -	\$ 56,370	12%
29 - SPECIAL LAW ENF TRUST FUND	\$ 3,540.14	\$ -	\$ -	\$ 2,500.00	\$ -	\$ 1,040.14	Not a Budgeted Fund			
31 - LAND BANK FUND	\$ 16,950.90	\$ -	\$ -	\$ -	\$ -	\$ 16,950.90	\$ 11,211	\$ -	\$ 11,211	100%
32 - MUNICIPALITIES FIGHT ADDICTION FUND	\$ 2,852.63	\$ -	\$ 26,902.57	\$ 457.00	\$ -	\$ 29,298.20	\$ -	\$ -	\$ (457)	0%
43 - BOND & INTEREST FUND	\$ 108,383.41	\$ -	\$ 2,138,888.60	\$ 1,175,335.98	\$ -	\$ 1,071,936.03	\$ 2,615,798	\$ -	\$ 1,440,462	55%
44 - HEALTHCARE SALES TAX FUND	\$ 178,275.32	\$ -	\$ 1,166,854.84	\$ 1,166,854.84	\$ (178,275.32)	\$ -	\$ 2,120,000	\$ -	\$ 953,145	45%
45 - UNPLEDGED HEALTHCARE SALES TAX FUND	\$ -	\$ -	\$ 104,084.90	\$ 68,893.03	\$ -	\$ 35,191.87	\$ 441,285	\$ -	\$ 372,392	84%
53 - MUNICIPAL COURT FUND	\$ 21,152.55	\$ 13,979.42	\$ -	\$ 7,173.13	\$ 13,727.93	\$ 13,727.93	Not a Budgeted Fund			
54 - EQUIPMENT RESERVE FUND	\$ 184,746.02	\$ -	\$ -	\$ -	\$ -	\$ 184,746.02	Not a Budgeted Fund			
57 - CID SALES TAX FUND	\$ -	\$ -	\$ 34,989.90	\$ 34,989.90	\$ -	\$ -	\$ 70,000	\$ -	\$ 35,010	50%
68 - CAPITAL IMPROVEMENT FUND	\$ 3,183,124.40	\$ -	\$ 64,176.20	\$ 968,650.00	\$ (360,000.00)	\$ 1,918,650.60	Not a Budgeted Fund			
TOTALS	\$ 18,733,816.84	\$ 1,882,269.34	\$ 21,686,460.76	\$ 16,013,053.72	\$ (4,104,098.76)	\$ 18,420,855.78	\$ 33,321,931.00			

INDEBTEDNESS:

2019 PBC	\$ 16,415,000
GO 2020 REFUNDING & IMPROVEMENT BOND	\$ 17,785,000
GO 2022 TAXABLE STROTHER FIELD	\$ 4,470,000
2019 FERRARA PUMPER TRUCK LEASE	\$ 362,095
2021 RAVO STREET SWEEPER	\$ 85,785
2023 WWTP SRF LOAN	\$ 9,500,000
TOTAL	\$ 48,617,880

Note: Information is Unaudited