

**AGENDA**  
**REGULAR MEETING**  
**April 28, 2025**  
**7:00 p.m.**

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**1. APPROVAL OF MINUTES** – Regular Meeting: Apr. 14, 2025.

Pages 03-07

**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. Prior to making comments, please state the following: First & Last Name, Your Address and Ward.

1. Marysville Library Report – Mandy Cook
2. Youth Advisory Committee – Josie Naaf

Page 08

**3. BUSINESS AND DISCUSSION ITEMS**

1. Poppy Run Walk Request – American Legion Auxiliary, Jennifer Taphorn
2. Food Truck Friday & Brown Bag Bits – OneMarysville, Wayne Kruse
3. Aquatic Center Staff Dress Code Policy Change – Courtney Porter
4. Airport Hangar Lease Update
5. Ordinance 1944 – Common Consumption Area
6. Office Software Quotes

Pages 09-11

Pages 12-13

Pages 14-16

Pages 17-22

Pages 23-29

Pages 30-56

**4. NOTICES AND HEARINGS**

**5. CONSENT AGENDA**

**6. PRESENTATION OF APPROPRIATIONS ORDINANCE NO. 3846**

Pages 57-60

**7. CITY ADMINISTRATOR REPORT**

**8. STANDING COMMITTEE REPORTS**

**9. APPOINTMENTS & WAGE DETERMINATION**

**10. CITY ATTORNEY**

**11. EXECUTIVE SESSION**

**12. COUNCIL COMMENTS**

**ADJOURNMENT**

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).

### **Standing Committee Reports**

1. Youth Advisory Committee – More youth activities; involvement; parking & pedestrian safety around school, pool admissions.

### **TABLED OR UNRESOLVED ITEMS**

1. Water & sewer connections required for separate buildings.
2. Animal Control – Cats
3. Odd / even parking snow removal.
4. Water Connection Fees
5. Grinder Pits - Residential
6. Ord \*\*\*\* Standard Traffic Ordinance 2024
7. Ord \*\*\*\* Uniform Offence Code 2024
8. Demolition Review Downtown Marysville - Research
9. Lease Agreement OneMarysville 617 Broadway

Regular Meeting  
City Hall, Marysville, Kansas-April 14, 2025

Members of the Governing Body of the City of Marysville were called to order in the regular session at 7:00 p.m. on the date and place noted above with Council President Keating in the chair. City Administrator Haverkamp, City Attorney Luke Sunderland, and City Clerk Ralph were also present.

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

The minutes from the March 24 regular meeting were presented for approval. CM Throm moved; CM Schrater seconded to approve the minutes as presented. Motion carried by 8-0 voice vote.

**PUBLIC COMMENTS:**

1. **POPPY RUN.** Jennifer Taphorn, 403 Carolina, Ward 3, representing the American Legion Auxiliary shared information on the Poppy Run on Sunday May 25<sup>th</sup> at 6:00 p.m. starting at the American Legion going to the City Cemetery and then returning to the American Legion. She was asked to submit the information to bring to the next council meeting on April 28<sup>th</sup>.

**NOTICES AND HEARINGS:**

1. **PUBLIC HEARING KOESTER BLOCK RHID.** At 7:04 p.m. CP Keating opened a public hearing for public comment on the proposed Koester Block RHID. There being no public comment at 7:05 p.m. CM Throm moved; CM Beikman seconded to close the hearing. Motion carried unanimously.

**BUSINESS AND DISCUSSION ITEMS:**

1. **MOTHER'S DAY MARKET REQUESTS.** Stacy Wullschleger, OneMarysville Volunteer, presented requests for the Mother's Day Market on May 10<sup>th</sup> & 11<sup>th</sup>. She reported they already have 95 vendors, 22 food vendors signed up and hope to add some more. Wayne Kruse, OneMarysville Director, said they will not need city employees to dump trash or clean the restroom this year. CM Schrater moved; CM Snellings seconded to approve the requests. Motion carried unanimously.
2. **POOL PARTY POLICY CHANGE.** Courtney Porter, 2025 Pool Manager, presented an updated pool party policy. This new policy would base fees on the number of people at the party and allow the manager to staff accordingly for each party. After council discussion CM Behrens moved; CM Schrater seconded to approve the new policy. Motion carried unanimously.
3. **MATCHING FUNDS AGREEMENT-FDG.** A Matching Funds Agreement for the downtown commercial building rehabilitation project between the City and Frontier Development Group was presented. After council discussion CM Throm moved; CM Beikman seconded to approve the agreement. Motion carried unanimously.
4. **REPAYMENT AGREEMENT-FDG.** A repayment agreement between the City and Frontier Development Group for the CDBG funding for the Koester Block Commercial building project was presented. CM Beikman moved; CM Goracke seconded to approve the agreement as presented. Motion carried unanimously.
5. **BOYCOTT OF ISRAEL CERTIFICATION FORM-KOESTER BLOCK PROJECT.** A Boycott of Israel Certification form for the Koester Block Commercial building project was presented. CM Schrater moved; CM Goracke seconded to approve the form. Motion carried unanimously.
6. **POLICY ON COVERED TECHNOLOGIES-KOESTER BLOCK PROJECT.** A Policy on Covered Technologies for the Koester Block Commercial building project was presented. CM Throm moved; CM Schrater seconded to approve the policy. Motion carried unanimously.

7. **SEXUAL HARASSMENT POLICY AGREEMENT-KOESTER BLOCK PROJECT.** A Sexual Harassment Policy Agreement for the Koester Block Commercial building project was presented. CM Schrater moved; CM Snellings seconded to approve the agreement. Motion carried unanimously.
8. **CDBG AGREEMENT - KOESTER COMMERCIAL BUILDING PROJECT.** The CDBG agreement for the Koester Commercial building project was presented. After council discussion CM Schrater moved; CM Throm seconded to approve the agreement.
9. **ORDINANCE 1943 ESTABLISHING AN RHID-KOESTER BLOCK.** Ordinance 1943 establishing an RHID district in the Koester Block was presented. After council discussion CM Schrater moved; CM Throm seconded to approve the ordinance as presented. Motion carried unanimously.
10. **FDG RHID DEVELOPMENT AGREEMENT.** An RHID agreement between the City and Frontier Development Group was presented. CM Schrater moved; CM Goracke seconded to approve the agreement. Motion carried unanimously.
11. **RESOLUTION 2025-05 IRB RESOLUTION OF INTENT.** Resolution 2025-05, the IRB Resolution of Intent was presented. CP Keating asked for clarification on the amount of \$2,800,000. CA Haverkamp reported that this IRB is for the sales tax on construction materials. No bonds will be issued. CM Goracke moved; CM Schrater seconded to approve the resolution as presented. Motion carried unanimously.
12. **PROPOSED ORDINANCE-SEPARATE WATER TAPS FOR ACCESSORY BUILDINGS.** A proposed ordinance change concerning water taps was presented. The Water/Sewer Committee recommended allowing one accessory building per residential lot to share a water tap with the main structure. CA Sunderland suggested adding who is responsible for separating the lines if one of the buildings was sold. Council consensus was to send this back to the Water/Sewer Committee for further discussion.
13. **PROPOSED ORDINANCE-WATER/SEWER CONNECTION FEES.** A proposed ordinance to update the water connection fee for residential customers. The Water/Sewer Committee's recommendation was to lower the fee from \$100 to \$60 to make it more affordable for new customers. The \$60 is based on one month's minimum water/sewer bill. This will be brought back at a later date.
14. **PROPOSED POLICY-GRINDER PUMP OWNERSHIP.** A proposed policy to transfer ownership of residential grinder pumps to the homeowners instead of the city. The transfer date was set as September 1, 2025. The city would continue to repair or replace the grinder pumps until that date. CM Schrater suggested if this is passed that letters be sent to the owners, so they were aware of the change and there weren't any surprises. This will be sent back to the Water/Sewer Committee as well.
15. **MOSQUITO SQUAD QUOTES.** Quotes from the Mosquito Squad to treat City Park, Dargatz Park, and Lions Park for mosquitoes, chiggers, and gnats were presented. The price is approximately \$600 more total than last year, and treatment would begin in early May. CM Behrens moved; CM Schrater seconded to approve the quotes. Motion carried unanimously.

**CONSENT AGENDA.** The Consent Agenda was presented for consideration. CM Throm moved; CM Snellings seconded to approve the Consent Agenda. Motion carried 8-0. Consent Agenda consisted of the following:

1. Alcohol consumption request at the Lee Dam Art Center on May 3, 2025, for the Rotary Kentucky Derby Fund Raiser-Anita Welch.

2. The City Clerk's Report for March showed \$106,049.41 collected in receipts with a like amount being deposited with the City Treasurer.
3. Cash balances in funds were presented as well as outstanding debt and receivable balances. Revenue/Expenditure Budget Reports through March 2025 showed unadjusted accumulated revenues in the General Fund of \$1,516,744 or 45% of budget; Water Revenue Fund, \$207,842 or 18% of budget, Sewer Revenue Fund, \$205,480 or 19% of budget, Storm Water Revenue, \$34,507. The unadjusted statement of expenditures in the General Fund totaled \$716,604 or 20% of budget, Water Revenue Fund, \$170,417 or 12% of budget, and Sewer Revenue Fund, \$276,049 or 21% of budget, Storm Water Revenue, \$0.
4. The Municipal Judge's Report for March showed \$4,144.50 being deposited with the City Treasurer and \$258.50 being forwarded to the State Treasurer for Judicial Branch Education, court costs and law enforcement training.

#### **APPROPRIATIONS ORDINANCE NO. 3845**

1. Claims against the funds of the City were submitted for Council consideration as follows: General Fund, \$127,160.38; Water Revenue Fund, \$45,565.31; Sewer Revenue Fund, \$15,196.53; Street & Highway Fund, \$3,327.58; Sewage Replacement Fund, \$12,218.24; Library Revolving Fund, \$14,484.26; Swim Pool Sales Tax Fund, \$1,383.44; Koester Block Maintenance Fund, \$8,408.50; Employee Benefit Fund, \$30,290.61; Transient Guest Tax, \$826.48; Sales Tax Improvement Fund, \$4,812.00 making a total of \$263,673.33.
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 Schrater seconded to approve the appropriations ordinance totaling \$263,673.33.
3. Motion to approve the appropriations ordinance carried by 8-0 roll call vote. City Clerk Ralph assigned Ordinance No. 3845.

#### **STAFF REPORTS:**

##### **CITY ADMINISTRATOR:**

1. **SPRING CLEAN UP.** CA Haverkamp reported Spring Clean Up week was going well.
2. **AUDIT UPDATE.** CA Haverkamp reported the annual audit was completed and we have not gotten a report yet.
3. **KIWANIS EASTER EGG HUNT.** CA Haverkamp reported that the Kiwanis Easter Egg hunt was well attended this past weekend. There were lots of activities in town over the weekend.
4. **FDG TOURS.** CA Haverkamp reported he had visited Manhattan, Wamego, and Alma to tour other properties developed by Frontier Development Group. He looks forward to seeing what they can do with the Koester Commercial building project.
5. **POLICE CASE-WEDDING RING.** CA Haverkamp reported the Police Department recently had a case of a lost wedding ring. Lieutenant Leis was able to solve the case with the help of surrounding agencies and return the ring in time for the couple's 40<sup>th</sup> wedding anniversary.
6. **KOESTER RESTAURANT UPDATE.** A new tenant is moving into the former Koester House Restaurant at 908 Elm Street. They are planning a community volunteer workday to work on the outside of the building if anyone is interested in helping.
7. **TREE REMOVAL.** The trees planted for Arbor Day at the Cemetery last year did not make it. The plan is to replant them this year for Arbor Day. A tree was recently removed from City Park as it had split and became a danger.

8. **NEW EMPLOYEES.** CA Haverkamp welcomed new employees Tony and James in the Street and Water Departments.
9. **WASTEWATER CERTIFICATION.** CA Haverkamp reported Kyle Bargman recently passed his wastewater certification test and is now a certified wastewater operator.
10. **VOLUNTEER WEEK & ADMINISTRATIVE PROFESSIONAL WEEK.** CA Haverkamp thanked all the volunteers for National Volunteer Week April 20<sup>th</sup> – 26<sup>th</sup> as well as the people that work in our offices for Nation Administrative Professional week.
11. **CITY ADMINISTRATOR ANNIVERSARY.** CA Haverkamp reported he recently celebrated his one-year anniversary with the City. Council congratulated him on being here for a year.
12. **SENECA TRAGEDY.** CA Haverkamp expressed his condolences to the Seneca community after the tragedy there. He offered his assistance and encouraged everyone to support them during this difficult time.

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

1. **WATER/SEWER COMMITTEE.** The Water/Sewer Committee met, and their recommendations were included in business and discussion.
2. **ADMIN/FINANCE COMMITTEE.** The Admin/Finance committee met to discuss a common consumption area and demolition review. CA Haverkamp reported that staff is working with CA Sunderland on the legal aspect of the common consumption area. CP Keating gave an overview of the demolition review. Discussion will continue on this.
3. **POLICE & FIRE COMMITTEE.** The Police and Fire Committee met to discuss the proposed change to the fireworks ordinance. CA Schrater reported that the committee felt our current laws and ordinances cover all concerns and the committee's recommendation is not to change anything.
4. **KOESTER BLOCK ADVISORY BOARD.** The Koester Block Advisory Board met to discuss a rental application for 908 Elm. The application was approved, and the new tenant should move in soon.
5. **PARKS & RECREATION COMMITTEE.** The Parks and Recreation Committee met to discuss the swimming pool and ballfields. CM Goracke reported the swimsuit policy was discussed; pool maintenance and the Eagle Scout project were also discussed. The slide refurbishing hasn't been done because a company has not been found. It was discussed to see if staff can do that. Lifeguards are being hired. The ballfields were also discussed. CC Ralph looked up previous plans for drainage. The committee is looking at ways to divert the water without major overhauls. CM Goracke will meet with BI Ralph to discuss the drainage issues.

#### **APPOINTMENTS & WAGE DETERMINATION:**

1. **CHIEF OF POLICE.** Mayor Frye appointed Anthony Escalante as Chief of Police. CM Beikman moved; CM Goracke seconded the mayor's appointment. Motion carried unanimously.
2. **WAGE DETERMINATION-ANTHONY ESCALANTE.** A wage determination for Anthony Escalante, Chief of Police, for \$37.00 per hour was presented. CM Beikman moved; CM Schrater seconded to approve the wage determination. Motion carried unanimously.
3. **YOUTH ADVISORY COMMITTEE COUNCIL LIASON.** Mayor Frye appointed himself as the Youth Advisory Committee Council Liaison. CM Schrater moved; CM Goracke seconded to approve the mayor's appointment. Motion carried unanimously.

#### **CITY ATTORNEY:**

1. CA Sunderland reported he has been working on the agreement with Frontier Development Group and subdivision regulations. CA Sunderland, CA Haverkamp, and BI Ralph have been doing research on the subdivision.

**COUNCIL COMMENTS:**

1. **N 8<sup>th</sup> STREET DITCH IMPROVEMENTS.** CM Snellings asked about the ditch issue on N 8<sup>th</sup> Street. CA Haverkamp reported staff has been working with landowners to gain permission to make improvements to the ditch.
2. **STORM WATER FEES.** CM Snellings has received several complaints from people who don't have storm drains on the new storm water fees. Ditches, future development, and run off were discussed.
3. **STOP LIGHT SENSORS.** CM Ferris asked if we could have someone check the stoplight sensors at 20<sup>th</sup> Street. The one at 10<sup>th</sup> Street was mentioned as well.
4. **ELECTRIC CAR CHARGING STATION.** CM Beikman asked about a second electric car charging station on the north side of the highway, so cars don't have to cross traffic. CA Haverkamp said staff has looked into it but funding is limited. CM Behrens suggested checking with Walmart to see if they would put them in.
5. **WASH OUT AT LAGOONS/WETLAND.** CM Throm asked if Thaniel with BG Consultants had been contacted about the areas washing out at the new lagoon cell and wetlands. CA Haverkamp will follow up.
6. **STORM WATER ISSUES.** CM Throm asked if the storm sewer had been checked at 7<sup>th</sup> and North Streets. Staff has been working on this issue. CM Schrater mentioned a problem area in the Argo Subdivision. CA Haverkamp reported that is another storm water issue. CM Snellings also has one in her backyard.
7. **SENECA TRAGEDY.** CM Schrater said our hearts go out to the Seneca community and offered his support.
8. **YEAR-ROUND FIREWORKS SALES.** CM Schrater reported Kansas recently changed legislation to allow for year-round fireworks sales. City regulations must still be followed but this allows the city to extend sales if they make changes to the current regulations.
9. **PERMITS FOR CHICKENS ON 2 ACRES.** CM Goracke asked if people on 2 or more acres are required to get a permit for their chickens or if they were grandfathered in. CA Haverkamp said everyone, including those on 2 or more acres, must get a permit for chickens.

There being no further business, at 8:07 p.m. CM Behrens moved to adjourn; CM Goracke seconded. Motion carried unanimously.

Samantha J. Ralph  
City Clerk



**Marysville Public Library**  
1009 Broadway, Kansas  
785-562-2491 | marysville.lib.ckks.org

April 21, 2025

Dear Members of the Marysville City Council, City Administrator Josh Haverkamp, and Mayor Todd Frye,

Hello from the library! We are excited to bring you information about the great things happening at 1009 Broadway Street.

Spring has arrived in Marysville, and with it comes a flurry of seasonal activity! As usual, our programming numbers tend to slow down a little this time of year, but we're thrilled to see both kids and adults out soaking up the sunshine and enjoying Marysville's beautiful parks and green spaces. Our after-school programs will continue through the week of April 28–May 2. After that, we'll take a short break as we shift our focus to planning and prepping for our big summer library program, which kicks off in early June. This year's theme is "*Color Our World*"—a fun and vibrant concept we're really excited about. After all, who doesn't love the colors of the rainbow?

This month, we hosted two Library U programs: *Fascinating Fascinators* on April 17, and just tonight, we held our *Adult Show-and-Tell*. We love offering programs that explore a variety of interests and hobbies! Our final adult class for the month is coming up soon and is presented in partnership with Blue Valley Communications. *Oh, 'Appy Day! Smartphone Apps to Up Your Game* is designed to help both Android and iPhone users make the most of their phones with time-saving and productivity-boosting apps. Join us at the library on Tuesday, April 29 at 5:30 p.m. for this fun and useful session. We're proud to continue offering programs like this thanks to the DOCK Grant – *Digital Opportunities to Connect Kansans*.

Our spring DOCK Grant computer classes have wrapped up, but don't worry—we've got more lined up for the fall! We're also exploring the idea of offering deeper dives into specific programs and tools, beyond just the basics of digital literacy. Stay tuned for updates!

Thank you for your continued support. We look forward to seeing you at the library!

Sincerely,

A handwritten signature in black ink that reads "Mandy Cook". The signature is fluid and cursive, with a large initial "M" and a long, sweeping underline.

Mandy Cook  
Marysville Public Library Director

**CITY OF MARYSVILLE, KANSAS  
CITY COUNCIL MEETING  
REQUEST TO BE PLACED ON THE AGENDA**

Meetings are held on the 2<sup>nd</sup> and 4<sup>th</sup> Mondays of each month  
(excluding holidays) at 7:00 p.m.

Requests need to be submitted by noon the Wednesday before the meeting.  
All handouts for council needs to be submitted with request.

Name: Jennifer Taphorn

Address: American Legion Auxiliary - Marysville, Unit 163

Contact Number: 575-430-6763

Date to Appear before Council: April, 28, 2025

What Organization are you representing: American Legion Auxiliary

What are you requesting: Poppy Run/Walk - (see letter attached)

---

---

---

---

---

---

---

---

When will the event be held if applicable: Sunday, May 23, 2025 7PM

Where will the event be held if applicable: American Legion Post, 163

Jennifer Taphorn  
Signature

April 14, 2025  
Date

**CITY OF MARYSVILLE  
209 NORTH 8<sup>TH</sup> STREET  
MARYSVILLE, KS 66508  
Ph (785) 562-5331 Fax (785) 562-2449**

April 14, 2025

Marysville City Council:

Poppy Day is Friday, May 23, 2025 and is a big weekend for the American Legion Auxiliary. We will be distributing Poppy Donation Cans to local businesses and downtown.

I am also here to request permission to hold the 2nd Annual "Poppy Run" to honor our fallen Military and past Auxiliary members during the Memorial Day Weekend.

The Poppy Run would be Sunday, May 25, 2025 at 6PM. (This is an hour later than last year.)

Last year's event was a perfect night for a Run/Walk and it was definitely awe inspiring and solemn to walk through the cemetery gates with all the flags waving and past the Flanders Field Display.

The event is a fundraiser for the Auxiliary as well as various programs that the Auxiliary supports such as VA hospital in Topeka and Girls State Scholarships.

The Poppy Run (per last year) would start at the American Legion, go south past the Marysville Veterans Memorial, turn east on Carolina St, north on 20<sup>th</sup> St to the Airport Access Road, west to 16<sup>th</sup> Street, north to main Marysville Cemetery Gate. Walk around the cemetery passing the Flanders Field display and return to the American Legion.

The Auxiliary (per last year) would ask homeowners, Community Memorial Hospital, Landoll and City of Marysville to put up yard signs that would direct people on the route. The yard signs would double as memorials and feature deceased Veterans and past Auxiliary members. Last year we had two water stands along the route, one at corner of the clinic and one at the south cemetery gate.

Last year, the Marysville City Police directed traffic at the start of the Run/Walk and a car escort followed the group.

The Auxiliary believes this is a great way to recognize all the hard work the volunteers put into the Marysville Cemetery and the Flanders Field display for Memorial Day weekend. It also gives family members who are in town for the weekend an event to honor their military and Auxiliary loved ones.

The Auxiliary is requesting the Marysville City Council to consider approving our event for another year.

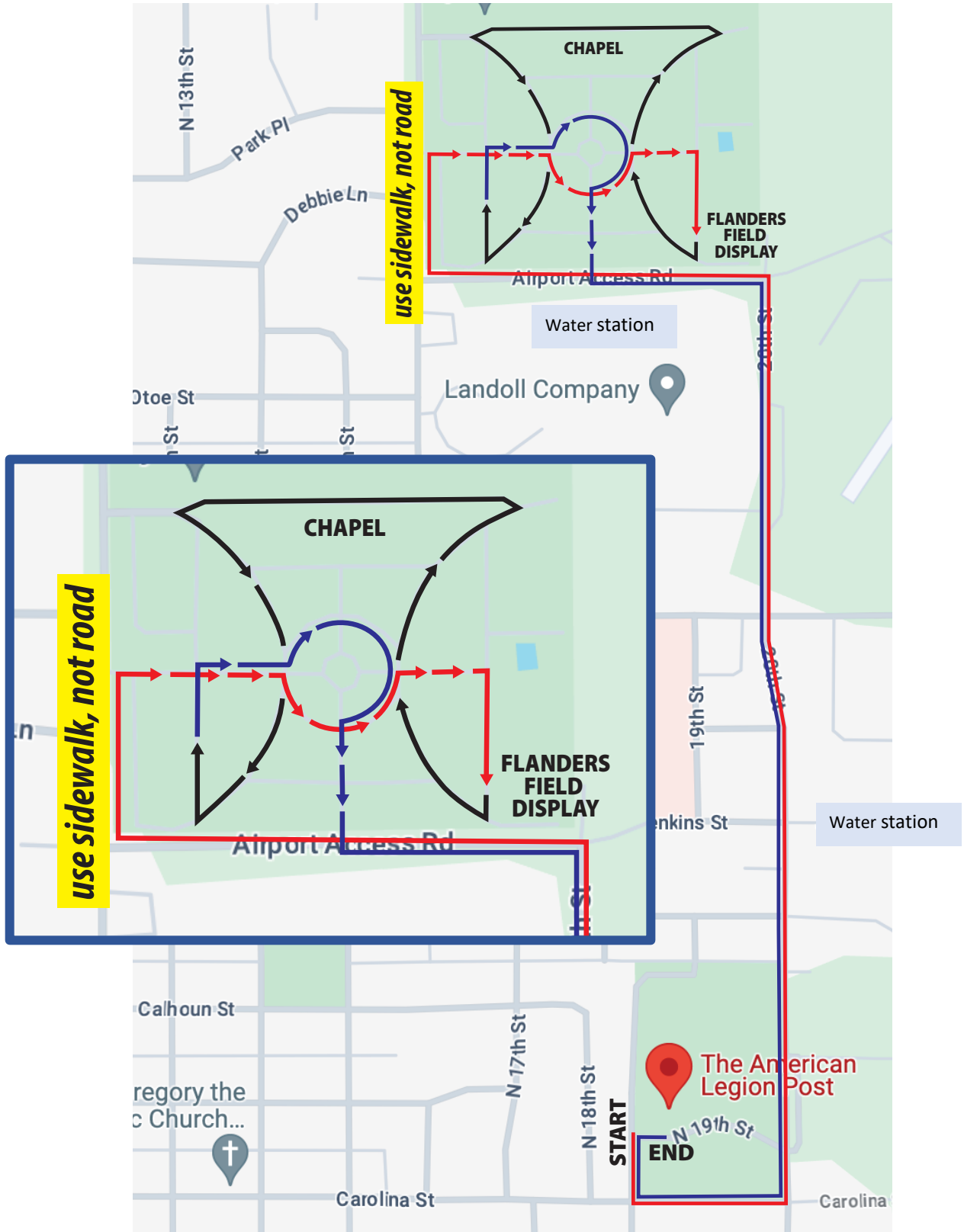
Thank you,

Liberty Price-Obley  
American Legion Auxiliary  
President  
785-562-6561

Jennifer Taphorn  
American Legion Auxiliary  
Treasurer, Membership Chairman  
575-430-6763

# POPPY RUN – PROPOSED ROUTE – SUNDAY, MAY 25, 2025

AMERICAN LEGION, TO CAROLINA, TO 20<sup>TH</sup> STREET, NORTH TO AIRPORT ACCESS ROAD  
WEST TO 16<sup>TH</sup> STREET, NORTH TO WEST GATE OF CEMETERY (USING SIDEWALK)  
THROUGH CEMETERY, AND EXIT USING SOUTH GATE. RETURN TO LEGION.





**OneMarysville**

Post Office Box 16  
617 Broadway Street  
Marysville, KS 66508  
785-562-3101

April 23, 2025

Dear Mayor Frye and Members of City Council,

On behalf of OneMarysville, I am writing to request permission to host a weekly event called Food Truck Friday & Brown Bag Bites beginning Friday, May 16. This initiative is designed to support local businesses, create energy downtown and offer a fun, community-focused lunch option.

We would like to use the area on South 7th Street (see attached map) each Friday starting at 11 a.m. for this gathering. The event will feature licensed food trucks, each of which will be charged a \$10 fee to access electricity; OneMarysville will collect the fee and forward it to the City. In addition to the food trucks, we are partnering with Marysville restaurants to promote a “brown bag special” — an easy, takeout-friendly option to encourage residents to support our local eateries as part of the experience.

To help foster a welcoming, outdoor dining atmosphere, we plan to place picnic tables in the area. As interest grows, we can consider enhancing the space over time with additional seating, shade features and small touches that make downtown more inviting.

All participating food trucks will be required to have a current City of Marysville vendor license. OneMarysville will coordinate scheduling, promotions and logistics for the event.

We believe this is a simple and effective way to encourage local spending, support our restaurants and add vibrancy to our downtown each week. Thank you for considering our request.

Thank you,

Wayne A. Kruse  
Executive Director  
OneMarysville



Imagery ©2025 Airbus, Maxar Technologies, Map data ©2025 50 ft

*This area  
for the event.*

# Policy Change Request for Updated Aquatic Center Staff Dress Code

---

Date: 04.28.2025

To: City Council Members

From: Courtney Porter, Aquatic Center Operator

Subject: Proposal for an Updated and Functional Aquatic Center Staff Dress Code

## Background & Purpose

The Marysville Aquatic Center is committed to maintaining a professional, practical, and safety-focused work environment for all employees and the community we serve. Our current staff dress code is outdated and does not fully reflect the modern standards of functionality, professionalism, and comfort required for aquatic staff to perform their duties effectively.

The purpose of this policy update is to establish clear, consistent, and adaptable dress code standards that allow all staff to perform their duties safely and confidently while maintaining a professional appearance aligned with industry best practices.

## Proposed Policy Updates

The revised dress code will:

1. Expand approved swimwear options for lifeguards to ensure comfort, mobility, and functionality while on duty. Approved options would include:
  - One-piece swimsuits
  - Two-piece athletic-style swimsuits (secure and full coverage)
  - Swim trunks, swim leggings, and rash guards
  - Marysville Aquatic Center-issued staff tank tops or t-shirts when not on stand
2. Maintain professionalism and safety standards, ensuring that all attire allows for full range of motion for rescues and lifeguard duties.
3. Standardize attire for non-aquatic staff (admissions and concessions) to include Marysville Aquatic Center-issued shirts and appropriate footwear to ensure a consistent and professional appearance.

- Any questions about the approved swimwear options or requests for exceptions or changes to the approved swimwear options must be submitted to the Pool Manager and the City Administrator to be examined.

4. Clearly outline prohibited attire, including:

- Excessively loose, revealing, or non-functional swimwear
- Clothing that interferes with job performance or safety standards
- Attire that does not meet hygiene and pool sanitation requirements

### **Defining Workplace Adaptability in Dress Code**

This update removes restrictions based on specific styles and instead focuses on functionality, professionalism, and performance. This ensures that:

- All staff can select swimwear that allows them to move efficiently for lifeguarding duties and water rescues.
- Staff attire remains appropriate, durable, and suited for an aquatic work environment.
- A clear, objective standard is in place to ensure professionalism without subjective interpretation issues.

### **Justification for Policy Change**

Industry Standards & Compliance – Many aquatic centers have adopted similar updates to allow for functional swimwear while maintaining safety and professionalism.

Employee Comfort & Retention – Providing adaptable uniform options encourages staff morale, confidence, and overall job satisfaction, which supports recruitment and retention.

Safety & Functionality – The updated policy ensures that all lifeguards can wear swimwear that provides full mobility for rescues while maintaining a secure fit.

Operational Efficiency – A well-defined policy helps create consistent enforcement, reduces ambiguity, and ensures all staff adhere to safety and professional expectations.

### **Request for City Council Approval**

We respectfully request that the City Council review and approve this updated dress code policy to take effect for the 2025 pool season. This update enhances professionalism, safety, and functionality while ensuring that all staff can perform their duties without unnecessary restrictions.

We are happy to provide additional details or answer any questions at your convenience. Thank you for your time and consideration.

Sincerely,

Dr. Courtney D. Porter  
Marysville Aquatic Center Manager  
[cporter@mccks.edu](mailto:cporter@mccks.edu)  
785.713.1931

## Book1

Name	Hangar1	sq ft	2022	2023	2024	2025	2026	2027	
Rate per sq ft (Round to the Nearest \$)			0.40	0.41	0.42	\$ 0.43	\$ 0.44	\$ 0.45	
Landoll Ventures, LLC.	#1 (Two Spaces)	8400	\$ 3,360	\$ 3,444	\$ 3,528	\$ 3,612	\$ 3,696	\$ 3,780	
Landoll Ventures, LLC.	#11 (Two Spaces)	2208	\$ 883	\$ 905	\$ 927	\$ 949	\$ 972	\$ 994	
		10608	\$ 5,738	\$ 5,881	\$ 6,024	\$ 4,561	\$ 4,668	\$ 4,774	\$ 14,003
						\$ -	\$ -	\$ -	
Chris Grauer	#4 (One Space) Eff 5/1/20	1271	\$ 508	\$ 521	\$ 534	\$ 547	\$ 559	\$ 572	
Chris Grauer	#6 (One Space) Eff 12/31/20	1146	\$ 458	\$ 470	\$ 481	\$ 493	\$ 504	\$ 516	
Chris Grauer	#12 (Three Spaces) Eff 12/17/24	3735	\$ -	\$ -	\$ -	\$ 1,606	\$ 1,643	\$ 1,681	
		6,152	\$ 967	\$ 991	\$ 1,015	\$ 2,645	\$ 2,707	\$ 2,768	\$ 8,121
						\$ -	\$ -	\$ -	
Shawn Minge	#2 (One Space) Purchased 7/7/22	922	\$ 369	\$ 378	\$ 387	\$ 396	\$ 406	\$ 415	\$ 1,217
Roland D. Dilley, Jr	#3 (One Space)	756	\$ 302	\$ 310	\$ 318	\$ 325	\$ 333	\$ 340	\$ 998
Gary Howland	#13 (One Space)	1968	\$ 787	\$ 807	\$ 827	\$ 846	\$ 866	\$ 886	\$ 2,598
			\$ 7,794	\$ 8,366	\$ 8,571	\$ 16,528	\$ 16,912	\$ 17,297	

**AIRPORT HANGAR LAND LEASE**

**For**

**Small, Privately-Owned Hangars,  
CITY OF MARYSVILLE, KANSAS**

***BUILDING ON LEASED GROUND***

**This Lease** made and entered into this 1<sup>st</sup> day of April 2025, by and between the City of Marysville, Kansas, a Municipal Corporation, hereinafter referred to as LESSOR, and [REDACTED] hereinafter referred to as LESSEE.

**WHEREAS** Lessor is the owner of real estate upon which the Marysville Municipal Airport is situated and the Lessee desires to lease a tract of land to be used for an airplane hangar at said Municipal Airport.

**NOW, THEREFORE,** in consideration of the terms and provisions of this Agreement, the Lessor hereby leases to the Lessee and the Lessee hereby rents from the Lessor a tract of land to be used for an airplane hangar in accordance with the following terms and provisions.

1. Term. The term of this Lease shall be three (3) years beginning April 1<sup>st</sup>, 2025, and ending March 31<sup>st</sup>, 2028. The lease shall terminate at the end of the lease period.

2. Tract of Real Estate. The tract of land subject to this Lease at the Municipal Airport is described as follows:

**Hangar Space No. [REDACTED] Marysville Municipal Airport.**

**Plane Spaces: [REDACTED]**

3. Lease Payment. For the first year of the lease, Lessee shall pay to the Lessor rent for the use and occupancy of said tract of real estate the sum of \$0.43 per square foot of cumulative hangar space owned by Lessee, in advance, on or before April 1<sup>st</sup>, 2025. For the second year, Lessee shall pay to the Lessor rent for the use and occupancy of said tract of real estate the sum of \$0.44 per square foot of cumulative hangar space owned by Lessee, in advance, on or before April 1<sup>st</sup>, 2026. For the third year, Lessee shall pay to the Lessor rent for the use and occupancy of said tract of real estate the sum of \$0.45 per square foot of cumulative hangar space owned by Lessee, in advance, on or before April 1<sup>st</sup>, 2027. Lessee agrees on each of the three years of this lease. Said rent shall be used for the operation and maintenance of the airport.

**TOTAL HANGAR SQUARE FOOTAGE OWNED = 6152**

**TOTAL RENT FOR 2025 = \$2,645.00**

**2026 = \$2,707.00**

**2027 = \$2,768.00**

4. Delivery at Termination of Lease. Lessee shall deliver the tract of land to Lessor at the termination of the Lease in as good condition as originally received. If the hangar remains on the subject property, within a reasonable time after termination of the lease, the City shall have the option of retaining such hangar or demolishing the same. If the structure is demolished, the City reserves the right to charge back to Lessee the cost of demolition. If the structure is retained, the City will assume all maintenance for such structure.

5. Lessee's Use of Leased Premises. It is agreed and stipulated that Lessee shall be permitted to occupy said land for storage or hangaring of aircraft. Lessee agrees to indemnify and hold harmless Lessor, its officers, agents, employees, and personnel (collectively "Indemnified Party") from and against any and all claims, demands, suits, losses, causes of action, penalties or liability that the Indemnified Party may sustain as a result of the Lessee's use, either directly or indirectly, of the subject property or breach of Lessee's duties under this lease agreement or violation by of the Lessee of any rule or regulation applicable to the subject property. This indemnification shall include reasonable expenses, including attorney's fees incurred by defending such claims and damages incurred by reason of the indemnifying party's failure to comply with applicable laws, ordinances, and regulations or for damages caused by the indemnifying party.

As dictated by the FAA the following aeronautical uses of a hangar are as follows:

- Storage of active aircraft.
- Shelter for maintenance, repair, or refurbishment of aircraft, but not the indefinite storage of non-operational aircraft.
- Construction of amateur-built or kit-built aircraft provided that activities are conducted safely.
- Storage of aircraft handling equipment, e.g., tow bar, glider tow equipment, workbenches, and tools and materials used to service, maintain, repair or outfit aircraft; items related to ancillary or incidental uses that do not affect the hangars' primary use.
- Storage of materials related to an aeronautical activity, e.g., balloon and skydiving equipment, office equipment, teaching tools, and materials related to ancillary or incidental uses that do not affect the hangars' primary use.

- A vehicle parked at the hangar while the aircraft usually stored in that hangar is flying.

Lessee shall maintain the hangar on said leased premises in a good state of repair and shall maintain all exterior area adjacent to the hangar in a reasonably clean, neat and attractive condition. City Code 8-201 NUISANCES UNLAWFUL; DEFINED. It shall be unlawful for any person to maintain or permit any nuisance within the city as defined, without limitation, as follows: (g) All articles or things whatsoever caused, kept maintained or permitted by any person to the injury, annoyance, or inconvenience of the public or of any neighborhood. Also, City Code 8-308 ENVIRONMENTAL CODE; UNLAWFUL ACTS. It shall be unlawful for any person to allow to exist on any residential, commercial, or industrial premises, conditions which are injurious to the health, safety, or general welfare of the residents of the community or conditions which are detrimental to adjoining property, the neighborhood, or the city. For the purpose of fair and efficient enforcement and administration, such unlawful conditions shall be classified as follows: (b) Exterior conditions (structure) shall include, but not be limited to, deteriorated, dilapidated, or unsightly: (1) exteriors of any structure. It is further understood that no personal property shall be stored outside the hangar. It is expressly understood that for safety purposes, the outside area adjacent to the hangar space shall be kept free of any debris or materials, supplies, equipment, machinery, or parts thereof.

The installation, maintenance, and use of all utilities in the tract of land are the sole responsibility of the Lessee. Lessor shall not be responsible for any loss, damage, or inconvenience to any person or property that may occur in or on the leased premises or from the use thereof.

Nothing herein shall be construed to grant or authorize the granting of an exclusive right within the meaning of Section 308 of the Federal Aviation Act of 1958, as amended.

6. Lessor's Use of Municipal Airport. Lessor reserves the right to further develop or improve the landing area on all publicly owned inter-navigation facilities of the airport as it sees fit regardless of the desires or views of the Lessee and may prevent the Lessee from erecting or permitting to be erected any building or other structure, which in the opinion of Lessor would limit the usefulness of the airport or constitute a hazard to aircraft. It is expressly understood that the rights granted by this agreement will not be exercised in such a way as to interfere with or adversely affect the use, operation, maintenance, or development of the airport.

7. Affirmative Action. Lessee assures that it will undertake an affirmative action program as required by 14 CFR Part 152, Subpart E, to ensure that no person shall, on the grounds of race, creed, color, national origin, or sex, be excluded from participating in any employment activities covered in 14 CFR Part 152, Subpart E. The Lessee assures that no person shall be excluded on these grounds from participating in or receiving the services or benefits of any program or activity covered by this subpart. Lessee assures that it will require that its covered sub-organizations provide assurances to the Lessor that they similarly will undertake affirmative action programs and that they will require assurances from their sub-organization as required by 14 CFR Part 152, Subpart E, to the same effect.

8. Access to Premises. Lessee agrees that Lessor's agents and employees, including but not limited to, city code enforcement officer, police chief, and fire chief, shall have access to and the right to enter the Lessee's hangar during reasonable hours.

9. Sale of Hangar. Should the Lessee sell the hangar to another party, the Lessee will notify Lessor in writing prior to the transfer of title. Lessee shall be permitted to assign the lease to the purchaser so long as the transaction does not compromise the safety of the airport and hinder the use of the airport facilities by the public.

10. Lessee's Noncompliance. If the Lessee fails to perform any of the terms and provisions of this Lease, other than payment of the annual lease amount, the Lessee will have thirty (30) days to comply or the Lessor may, at Lessor's sole option, terminate this Lease by giving the Lessee written notice of such termination. Upon such termination as therein provided, Lessee agrees to deliver possession of the premises as provided herein. Any notice permitted or required hereunder to be given by Lessor to Lessee shall be given to Lessee at the Lessee's address last known to the Lessor.

11. Waiver of Breach. A waiver by Lessor of any breach or default by Lessee hereunder shall not be deemed or construed to be a continuing waiver of such breach or default nor as a waiver or permission expressed or implied for any subsequent breach or default.

12. Hazardous and Noxious Uses. All volatile fluids and gases, except in aircraft fuel tanks, re-fueling or fuel storage tanks, shall be stored in approved containers and the same shall be less than five (5) gallons in capacity and the aggregate of such material stored on the premises shall not exceed twenty-five (25) gallons.

13. National Emergency. During the time of war or national emergency, the Lessor

shall have the right to enter into any agreements with the United States Government for military or naval use of part or all of the landing area, the publicly owned air navigation facilities, and other areas or facilities of the Municipal Airport. If any such agreement is executed with the United States Government, provisions of this instrument insofar as they are inconsistent with the provisions of said agreement with the Government, shall be superseded.

14. Subordination of Lease. This Lease shall be subordinate to the provisions of any existing or future agreement between the Lessor and the United States Government and/or State of Kansas, or any agency thereof, relative to the operation and maintenance of the Municipal Airport, the execution which has been made or may be required as a condition precedent to the expenditure of federal or state funds for the development of the Municipal Airport.

This lease shall be binding upon and inure to the benefit of the heirs, devisees, legatees, executors, administrators, successors and permitted assigns of the parties hereto.

**ADOPTED BY THE GOVERNING BODY AND APPROVED BY THE  
MAYOR** this 16th day of February 2022.

---

TODD FRYE, MAYOR

---

ATTEST:

---

SAMANTHA RALPH, CITY CLERK

(First Published in the Marysville Advocate on the 1<sup>st</sup> day of May, 2025)

**ORDINANCE NO. 1944**

**AN ORDINANCE PERTAINING TO ALCOHOLIC LIQUOR AND CEREAL MALT BEVERAGE; DELETING ARTICLE 3. OF CHAPTER 3. BEVERAGES, OF THE CODE OF THE CITY OF MARYSVILLE, KANSAS; AND REPLACING ARTICLE 3. ALCOHOLIC LIQUOR, GENERAL PROVISIONS; WHICH WILL ESTABLISH THE DOWNTOWN MARYSVILLE COMMON CONSUMPTION AREA; AND AUTHORIZING THE POSSESSION AND CONSUMPTION OF ALCOHOLIC LIQUOR WITHIN ITS BOUNDARIES.**

WHEREAS, K.S.A. 41-2659 permits a city to establish, by ordinance or resolution, one or more common consumption areas within the limits of the city, and to authorize the possession and consumption of alcoholic liquor or cereal malt beverage within the common consumption area; and

WHEREAS, Subsection (g)(1) of K.S.A. 41-2659 states that “common consumption area” means a defined indoor or outdoor area not otherwise subject to a license issued pursuant to the Kansas liquor control act or the club and drinking establishment act where the possession and consumption of alcoholic liquor or cereal malt beverage is allowed pursuant to a common consumption area permit.

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

SECTION 1. That Article 3. Alcoholic Liquor, General Provisions of Chapter 3, BEVERAGES, of the Code of the City of Marysville, Kansas is hereby deleted in its entirety, and replaced with Article 3. Alcoholic Liquor, General Provisions, to read as follows:

**Article 3. Alcoholic Liquor, General Provisions**

**3-301. Restriction on location.**

(a) No alcoholic liquor shall be sold or served by a person holding a license or permit from the city whose place of business or other premises are located within 200 feet of any church or school, said distance to be measured from the nearest property line of such church or school to the nearest portion of the building occupied by the premises.

(b) The distance location of subsection (a) above shall not apply to a club, drinking establishment, caterer or temporary permit holder when the license or permit applicant petitions for and receives a waiver of the distance limitation from the governing body. The governing body shall grant such a waiver only following public notice and hearing and a finding by the governing body that the proximity of the establishment is not adverse to the public welfare or safety.

(c) No license or permit shall be issued for the sale of alcoholic liquor if the building or use does not meet the zoning ordinance requirements of the city or conflicts with other city laws, including building and health codes.

**3-302. Minors on premises.**

(a) It shall be unlawful for any person under the age of 21 years to remain on any premises where the sale of alcoholic liquor is licensed for on-premise consumption, or where a caterer or temporary permit holder is serving alcoholic liquor.

(b) It shall be unlawful for the operator, person in charge or licensee of any premises licensed for on-premise consumption of alcoholic liquor or a caterer or temporary permit holder who is serving alcoholic liquor to permit any person under the age of 21 years to remain on the premises.

(c) This section shall not apply if the person under the age of 21 years is accompanied by his/her parent or guardian, or if the licensed or permitted premise derives not more than 50 percent of its gross receipts in each calendar year from the sale of alcoholic liquor for on-premise consumption.

(d) It shall be unlawful for any person to sell, serve or dispense any cereal malt beverage in any public place not licensed to sell, serve or dispense such beverage at such public place within or under the jurisdiction of the City.

**3-303. Consumption on public property.**

(a) No person shall drink or consume an alcoholic beverage on city-owned public property except for the possession and/or consumption of alcoholic beverages within the Common Consumption Area as set forth in Section 3-306 and Section 3-307 below.

(b) No person shall have, in such person's possession, any alcoholic beverage not in its original, unopened container upon any highway or public place generally open to the public or to which the motoring public has access or within any vehicle which is upon any of said places, except for the possession of alcoholic beverages within the Common Consumption Area as set forth in Section 3-306 and Section 3-307 below.

(c) The City Council, upon written application, may permit the consumption of alcoholic beverages on city-owned property and may waive any business regulation or other applicable restriction that may prohibit or limit such events. Such application shall be reviewed by applicable advisory boards and by the city police and fire departments for comment and

recommendation. The City Council may impose reasonable conditions upon such permission to assure public safety and may require reasonable deposits for clean-up and damage.

(d) Violation of this subsection is punishable by a fine of not less than \$50.00 or more than \$200.00, or by imprisonment for not more than six months, or both.

**3-304. Consumption while driving.**

(a) No person shall drink or consume any alcoholic beverage while operating a vehicle upon any street or highway.

(b) Violation of this subsection is punishable by a fine of not less than \$50.00 or more than \$200.00, or by imprisonment for not more than six months, or both.

**3-305. Sales prohibited.**

(a) No person shall knowingly or unknowingly sell, give away, dispose of, exchange or deliver or permit the sale, gift or procuring of any alcoholic liquor to or for any minor, and no such minor shall represent that such person is of age for the purpose of asking for, purchasing or receiving alcoholic liquor from any person, except in cases authorized by law.

(b) No person shall knowingly sell, give away, dispose of, exchange or deliver, or permit the sale, gift or procuring of any alcoholic liquor to or for any person who is an incapacitated person, or any person who is physically or mentally incapacitated by the consumption of such liquor.

(c) It shall be unlawful for any person to sell, serve or dispense any cereal malt beverage in any public place not licensed to sell, serve or dispense such beverage at such public place within or under the jurisdiction of the City.

**3-306. Common Consumption Area established.**

(a) Establishment. In accordance with K.S.A. 41-2659, and amendments thereto, the Governing Body hereby establishes the Downtown Marysville Common Consumption Area (“CCA”) located in the Downtown Marysville area (encompassed by the following boundaries: starting on the south side of Center Street along the west Property line of 410 Broadway, go south to the south side of Broadway along the sidewalk, then east to the west side of 5<sup>th</sup> Street along the sidewalk, the south to the alley between Broadway Street and Elm Street, then east to the east side of 6<sup>th</sup> Street along the sidewalk, then south to the north side of Elm Street along the sidewalk, then east to the west side of 10<sup>th</sup> Street along the sidewalk, then north to the south side of Center Street along the sidewalk, then west along the south side of Center Street to the point of

beginning), provided that a common consumption area permit has been issued by the Director of the Kansas Department of Revenue Division of Alcoholic Beverage Control (“Director”).

(b) Boundary Identification. The boundaries of the CCA shall be clearly marked using a physical barrier or any apparent line of demarcation. Every CCA shall have signs conspicuously posted identifying the boundaries of such area, and such signs must be in a size and manner that provides notice to persons entering or leaving the area.

(c) Hours. The possession and consumption of alcoholic liquor or cereal malt beverage in the CCA is authorized between the hours of 11:00 AM Thursday until 11:30 PM Sunday. An exception may be made for a change in day or time if prior approval is granted via a special event permit approved by the Governing Body.

### **3-307. Common Consumption Area – Rules of Conduct.**

(a) Sales Conditions. CCA permits are for possession and consumption of alcoholic liquor or cereal malt beverage only. No sales of alcoholic liquor or cereal malt beverage may occur on premises covered by the CCA permit unless the sales are conducted by a caterer licensed in accordance with all City requirements for a catered event, a separate special event permit has been issued for that specific area, or a drinking establishment has been authorized in writing by the City Clerk or designee to operate a noncontiguous service area in accordance with K.S.A. 41-2659(e)(2).

(b) Consumption Areas. Alcoholic liquor or cereal malt beverage drinks may be consumed on public property within the CCA including sidewalks and crosswalks but shall not be consumed in public parking lots, street parking stalls, or the public thoroughfare (“street”) unless the street has been closed to vehicular traffic for a special event approved by the Governing Body.

(c) Purchases Outside of the CCA. The possession and consumption of alcoholic liquor or cereal malt beverage purchased outside of the CCA and its participating licensees shall not be permitted inside the boundaries of the CCA without prior approval of a special event permit by the Governing Body.

(d) Removal of Purchases from Within the CCA. No open container of alcoholic liquor or cereal malt beverage purchased within the CCA shall be removed from the boundaries of the CCA.

(e) Containers and One-Drink per-person on-street limit. All alcoholic liquor and cereal malt beverage removed from a licensed premises or otherwise sold within the CCA shall be served in a paper or plastic cup no larger than sixteen (16) fluid ounces that displays the licensee’s trade name or logo or other identifying mark that is unique to the licensee. No establishment

participating in the CCA shall allow any person to leave their premises and enter the CCA with more than one such alcoholic beverage at a time. Paper or plastic cups shall be single serve and not be refilled by the licensee identified on the cup, by any other licensed establishment participating in the CCA, or by any other person or party.

(f) Conduct. All persons within the CCA shall follow all laws and ordinances concerning the purchase, sale, and consumption of alcohol or cereal malt beverage. Any person acting in a way that violates any provisions of the Municipal Code, State or Federal laws, including but not limited to any offenses against person, property, the public peace, the public safety, or public morals, will be removed from the CCA.

(g) Licensed Premises. Any licensee of a licensed premises located within or immediately adjacent to the CCA may request permission from the Kansas Alcoholic and Beverage Control Director to participate in the CCA upon forms prescribed by the Director.

(1) Removal of Alcohol from Licensed Premises. Any licensee of a licensed premises who has requested and received permission to participate in the CCA may allow its legal patrons to remove one alcoholic liquor or cereal malt beverage purchased from the licensee per person into the premises described by the CCA permit.

(2) Noncontiguous Sales. In addition to their licensed premises, one or more licensees that have requested and received permission to participate in the CCA may offer for sale, sell, and serve alcoholic liquor or cereal malt beverage for consumption from one noncontiguous service area within the CCA, as designated and approved by the CCA permit holder. The licensee shall prominently display a copy of its drinking establishment license and the approval of the CCA permit holder at its noncontiguous service area.

(3) Compliance with Applicable Laws. Each licensee within the CCA shall comply with all City ordinances, Federal and State laws regulating the purchase, sale and consumption of alcoholic liquor or cereal malt beverage. Any violations of the common consumption area restrictions, City ordinances, or State or Federal laws may result in revocation of the licensee's participation in the CCA. Each licensee within the CCA shall be liable for violations of all liquor laws governing the sale and consumption of alcoholic liquor or cereal malt beverage that occur on the licensee's premises.

(4) Signage. Any licensed establishment that allows patrons to leave the establishment with an alcoholic beverage in an open container as provided in this Article shall maintain posted inside all exit doors for clear public view a map of the current boundaries of the entertainment district and a sign of at least eleven (11) inches by eight and one-half (8.5) inches that states the following:

“All patrons leaving this establishment with an alcoholic beverage in an open container do hereby assume full responsibility to consume such alcoholic beverage only if it has been served in a paper or plastic cup not to exceed 16 ounces in size and obtained from an establishment licensed to sell alcoholic beverages within the common consumption area (CCA) outlined on the map below. Any individual who leaves the CCA with an alcoholic beverage in an open container is in violation of the Code of the City of Marysville, Kansas and may be subject to a citation, arrest, incarceration, and/or fine.”

(5) Liability. Each licensee within a CCA shall be liable for violations of all liquor laws governing the sale and consumption of alcoholic liquor or cereal malt beverage that occur on the licensee’s premises. Licensee shall provide any insurance coverage or proof of coverage as may be required by the Governing Body as a condition of participating in the CCA.

### **3-308 Common Consumption Area – Notification**

Upon passage of an ordinance or resolution establishing a CCA, the City shall immediately notify the Director of the Kansas Alcoholic Beverage Control Division of the establishment of the CCA and submit a copy of the ordinance or resolution along with such notice.”

### **3-309. Penalty.**

If the license or permit holder has violated any of the provisions of this chapter, the governing body of the city, upon five days written notice to a person holding a license or permit to sell alcoholic liquor, may permanently revoke or cause to be suspended for a period of not more than 30 days such license or permit and the individual holding the license or permit may be charged in municipal court with a violation of the alcoholic liquor laws of the city and upon conviction shall be punished by:

- (a) A fine of not more than \$500; or
- (b) Imprisonment in jail for not more than 180 days; or
- (c) Both such fine and imprisonment not to exceed (a) or (b) above.

SECTION 3. All ordinances or parts of ordinances in conflict herewith are repealed. However, any section of an existing ordinance not in conflict herewith is not repealed and remains in full force and effect.

SECTION 4. This Ordinance shall become effective upon passage and publication of the Ordinance summary as provided by law.

PASSED BY THE COUNCIL AND APPROVED BY THE MAYOR this 28<sup>th</sup> day of  
May, 2025.

---

Todd Frye, Mayor

ATTEST:

---

Samantha J. Ralph, City Clerk

(SEAL)



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

To: Marysville City Council

From: Sammy Ralph, City Clerk

RE: Updating Software at City Hall

**Background:** Late last year we were notified by our current software company, Tyler Technologies, that the current Accounting, Payroll, and Utility billing software we get from them would no longer be supported after 2026. We were given a deadline of May 30, 2025, to let them know if we would be transitioning to their new software or moving to a new software company. At that time, we began researching other software companies that work with cities. We did a demo with Tyler Technology on the software they were transitioning customers to and found another company, Edmunds GovTech, that works with cities and did a demo with them as well. Both companies also offered versions of code enforcement software so Will did demos of the code software with each company as well along with other companies that have a stand-alone software for code enforcement.

After having Will, Deb, Melissa, and myself watch each of the demos that pertained to the software we would be working with we all felt that Edmunds GovTech was the best overall software for what we need. It offered several aspects that Tyler Technology did not such as budgeting software, business licensing, animal licensing, and other features that worked better for our needs. All information is tied to an address and is easily accessible when looked up by location or property owner. Melissa, Deb, and I all liked how everything was in one place, it was very user friendly, and it would streamline a lot of our processes that we now do manually such as hand entering utility bill payments by credit card, payroll hours, and the budget. Will liked that everything was tied to an address for easy access, and he would be able to do code enforcement from the field and all he or someone in the office would have to do is print out the letters. Overall, we are in agreement this is the best fit for what we are looking for in a software right now.

**Consideration:** Attached are information and quotes from both Tyler Technologies and Edmunds GovTech. We asked that the council review this information, consider our request, and approve signing a contract with Edmunds GovTech for software, support, and implementation/conversion. We appreciate your time and consideration.



**Sales Quotation For:**  
 City of Marysville  
 209 N 8th St  
 Marysville KS 66508-1637

Quoted BY           Lukas DeBolt  
 Quote Expiration   8/30/25  
 Quote Name         Fundbalance to ERP Pro 10

<b>Tyler Annual Software – SaaS</b>			
Description	List Price	Discount	Annual
<b>ERP Pro</b>			
<b>ERP Pro 10 Financial Management Suite</b>			
Core Financials	\$ 10,285	\$ 3,086	\$ 7,199
Human Resources Management (Includes Position Budgeting)	\$ 4,498	\$ 1,349	\$ 3,149
<b>ERP Pro 10 Customer Relationship Management Suite</b>			
Utility Billing Water/Gas	\$ 6,427	\$ 1,928	\$ 4,499
<b>ERP Pro Community Development Suite</b>			
Code Enforcement	\$ 2,894	\$ 579	\$ 2,315
Permitting	\$ 2,894	\$ 579	\$ 2,315
<b>Tyler One</b>			
<b>Identity</b>			
Workforce Managed	\$ 1,800	\$ 0	\$ 1,800
<b>TOTAL:</b>	<b>\$ 28,798</b>	<b>\$ 7,521</b>	<b>\$ 21,277</b>

Term # of Years: 3

<b>Services</b>		
Description	Hours/Units	Extended Price
<b>ERP Pro 10 Financial Management Suite</b>		
Professional Services	212	\$ 26,520
Data Conversion Services		\$ 0
Project Management	1	\$ 1,500
<b>ERP Pro 10 Customer Relationship Management Suite</b>		
Project Management	1	\$ 1,500
Professional Services	132	\$ 15,600
Data Conversion Services		\$ 0
<b>ERP Pro Community Development Suite</b>		
Professional Services	64	\$ 8,320
<b>TOTAL:</b>		<b>\$ 53,440</b>

<b>Summary</b>	<b>One Time Fees</b>	<b>Recurring Fees</b>
Total SaaS		\$ 21,277
Total Tyler Services	\$ 53,440	
<b>Summary Total</b>	<b>\$ 53,440</b>	<b>\$ 21,277</b>



## Comments

Work will be delivered remotely unless otherwise noted in this agreement.

Expenses associated with onsite services are invoiced as incurred according to Tyler's standard business travel policy.

SaaS is considered a term of one year unless otherwise indicated.

### **Core Financials**

Core Financials includes general ledger, budget prep, bank recon, AP, CellSense, a standard forms pkg, output director, positive pay, secure signatures.

### **Utility Billing Water/Gas**

Utility CIS System includes collections, tax lien process and import, a standard forms pkg., output director and one Utility handheld meter-reader interface.

### **Workforce Managed**

Tyler's Workforce Managed solution is designed to utilize Client's Active Directory ("Active Directory"), if available. If you choose to no longer use Active Directory or Workforce Managed, Tyler may charge additional costs, such as costs associated with configuring to Clients OIDC or SAML compliant Identity Provider. Client is responsible for (a) keeping Client and its representatives' passwords secure and confidential, (b) any account activity that occurs pursuant to Client and its representatives' passwords, its account or Active Directory, and (c) notifying Tyler of any unauthorized access to its account.

### **Utilities Data Conversion**

Utility Billing conversion includes contacts/properties/accounts, meters, transaction/consumption/read history, metered services, non-metered service. Balanced transactions converted from current calendar year plus prior 2 years. Unlimited history imported upon request.

### **Financial Management Data Conversion**

Financial Management conversion includes Chart of Accounts, General Ledger, Accounts Payable, current fiscal year balanced transactions, and unlimited unbalanced transaction history.

**Client agrees that items in this sales quotation are, upon Client's signature or approval of same, hereby added to the existing agreement ("Agreement") between the parties and subject to its terms. Additionally, payment for said items, as applicable but subject to any listed assumptions herein, shall conform to the following terms, subject to payment terms in an agreement, amendment, or similar document in which this sales quotation is included:**

- License fees for Tyler and third-party software are invoiced upon the earlier of (i) delivery of the license key or (ii) when Tyler makes such software available accessible.
- Fees for hardware are invoiced upon delivery.
- Fees for year one of hardware maintenance are invoiced upon delivery of the hardware.
- Annual Maintenance and Support fees are first payable when Tyler makes the software accessible to the Client, and SaaS fees, Hosting fees, and Subscription fees are first payable on the first day of the month following the date this quotation was signed (or if later, the commencement of the agreement's initial term). Any such fees are prorated to align with the applicable term under the agreement, with renewals invoiced annually thereafter in accord with the agreement.

**Fees for services included in this sales quotation shall be invoiced as indicated below.**

- Implementation and other professional services fees shall be invoiced as delivered.
- Client has six months to use the services. If Client does not use the services within six months, Tyler may remove the unused services or issue a new quote to provide services at then-current rates.
- Fixed-fee Business Process Consulting services shall be invoiced 50% upon delivery of the Best Practice Recommendations, by module, and 50% upon delivery of custom desktop procedures, by module.
- Fixed-fee conversions are invoiced 50% upon initial delivery of the converted data, by conversion option, and 50% upon Client acceptance to load the converted data into Live/Production environment, by conversion option. Where conversions are quoted as estimated, Tyler will invoice Client the actual services delivered on a time and materials basis.
- Except as otherwise provided, other fixed price services are invoiced upon complete delivery of the service. For the avoidance of doubt, where "Project Planning Services" are provided, payment shall be invoiced upon delivery of the Implementation Planning document. Dedicated Project Management services, if any, will be invoiced monthly in arrears, beginning on the first day of the month immediately following initiation of project planning.
- If Client has purchased any change management services, those services will be invoiced in accordance with the Agreement.
- Notwithstanding anything to the contrary stated above, the following payment terms shall apply to fees specifically for migrations: Tyler will invoice Client 50% of any Migration Services Fees listed above upon Client approval of the product suite migration schedule. The remaining 50%, by line item, will be billed upon the go-live of the applicable product suite. Tyler will invoice Client for any Project Management Fees listed above upon the go-live of the first product suite. Annual SaaS Fees will be invoiced upon availability of the hosted environment.

Any SaaS or hosted solutions added to an agreement containing Client-hosted Tyler solutions are subject to Tyler's SaaS Services terms found here: <https://www.tylertech.com/terms/tyler-saas-services>.

Unless otherwise indicated in the contract or amendment thereto, pricing for optional items will be held for six (6) months from the Quote date or the Effective Date of the Contract, whichever is later.

Customer Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ P.O.#: \_\_\_\_\_

<b>Customer:</b>	Marysville City	<b>Sales Order</b>	
<b>Customer Address:</b>	209 N 8th St Marysville, KS 66508	<b>Order #:</b>	00009893
<b>Customer County:</b>	Marshall	<b>Sales Order Date:</b>	March 18, 2025
<b>Customer Admin Contact:</b>	Sammy Ralph	<b>Effective Date:</b>	Date of customer signature below
<b>Customer Admin Phone:</b>	785-562-5331	<b>New/Add-On:</b>	New Logo Core
<b>Customer Admin Email:</b>	cityclk@bluevalley.net	<b>Sales Rep:</b>	Bryce Edmunds

Investment Summary	List Price	Discount %	Sales Price
Software Services - Subscription	\$79,798	59%	\$32,500
Hosting Services	\$5,280	53%	\$2,500
Professional Services - Implementation	\$55,940	66%	\$19,250
Conversion Services	\$39,450	58%	\$16,750
<b>Total Proposed Year 1 Cost</b>	<b>\$180,468</b>	<b>61%</b>	<b>\$71,000</b>

## Summary Notes

One-time Implementation Fees: 50% will be due upon execution of the contract, 25% will be invoiced 60 days after the Effective Date and the remaining 25% will be invoiced upon the earlier of project acceptance or first production use.

One-time Data Conversion Fees: 50% will be due upon execution of the contract, 25% will be invoiced 60 days after the Effective Date and the remaining 25% will be invoiced upon the earlier of project acceptance or first production use.

Hosting Services Fees: 100% will be invoiced on the Effective Date for the first annual term. Thereafter, 100% of each subsequent annual fee will be invoiced annually, 60 days prior to each anniversary of the Effective Date.

Annual Subscription Fees: 100% will be invoiced upon execution of the contract for the first annual term. Thereafter, 100% of each subsequent annual fee will be invoiced annually, 60 days prior to the anniversary of the term date.

All invoices shall be paid within 30 days of the invoice date. Fees may increase annually with renewal terms subject to the National Consumer Price Index (CPI) or four percent (4%) of prior year's fees.

Software Services - Subscription	List Price	Discount %	Sales Price
Animal Licensing - 3 Year	\$1,682	55%	\$750
AR & Business Licensing - 3 Year	\$3,023	67%	\$1,000
Electronic Requisitions - 3 Year	\$3,023	67%	\$1,000
Employee Self-Service - 3 Year	\$5,037	60%	\$2,000
Finance Super Suite - 3 Year	\$10,266	61%	\$4,000
Finance ViewPoint Dashboard - 3 Year	\$4,400	55%	\$2,000
Human Resources - 3 Year	\$6,848	49%	\$3,500
Online Bill Pay (WIPP) - AR - 3 Year	\$1,972	62%	\$750
Online Bill Pay (WIPP) - Utility - 3 Year	\$1,972	62%	\$750
Online Permit Application - 3 Year	\$2,000	63%	\$750
Payroll - 3 Year	\$7,190	58%	\$3,000
Permitting & Code Enforcement - 3 Year	\$7,054	65%	\$2,500
Positive Pay Connector - 3 Year	\$1,650	70%	\$500
Resident Self-Service - 3 Year	\$5,037	60%	\$2,000
Utility Billing & Collections - 3 Year	\$7,190	51%	\$3,500
Utility ViewPoint Dashboard - 3 Year	\$4,400	55%	\$2,000
Work Orders - 3 Year	\$7,054	65%	\$2,500

<b>Total Annual Fees:</b>	<b>\$79,798</b>	<b>59%</b>	<b>\$32,500</b>
---------------------------	-----------------	------------	-----------------

<b>Hosting Services</b>	<b>List Price</b>	<b>Discount %</b>	<b>Sales Price</b>
Hosting (Level I)	\$5,280	53%	\$2,500
<b>Total Annual Fees:</b>	<b>\$5,280</b>	<b>53%</b>	<b>\$2,500</b>

<b>Professional Services - Implementation</b>	<b>List Price</b>	<b>Discount %</b>	<b>Sales Price</b>
Animal Licensing Implementation	\$2,000	63%	\$750
Electronic Requisitions Implementation	\$2,000	63%	\$750
Employee Self-Service Implementation	\$2,000	63%	\$750
Finance ViewPoint Dashboard Implementation	\$1,320	62%	\$500
Online Bill Pay (WIPP) - Implementation	\$2,000	75%	\$500
Online Bill Pay (WIPP) - Implementation	\$2,000	75%	\$500
Online Permit Application Implementation	\$1,000	50%	\$500
Resident Self-Service Implementation	\$2,000	63%	\$750
Standard AR/Business Licensing Implementation	\$2,000	63%	\$750
Standard Finance Implementation	\$7,975	62%	\$3,000
Standard Permitting Implementation	\$10,175	71%	\$3,000
Standard Personnel Implementation	\$9,625	69%	\$3,000
Standard Utility Implementation	\$8,525	65%	\$3,000
Utility ViewPoint Dashboard Implementation	\$1,320	43%	\$750
Work Orders Implementation	\$2,000	63%	\$750
<b>Total One-Time Fees:</b>	<b>\$55,940</b>	<b>66%</b>	<b>\$19,250</b>

Conversion Services	List Price	Discount %	Sales Price
Finance - Summary Additional History - Summarized Financial Information for additional years in scope - Opening/Ending Balances of GL, Revenue, and Expense accounts	\$1,000	50%	\$1,500
Finance - Summary Conversion - Chart of Accounts ( Balance Sheet/GL, Revenue, and Expense ledgers) - Summary Account Financial Information for current and prior fiscal year Budgets Opening/Ending Balances Summarized Year to Date Activity - Vendor Master Information including names/addresses, 1099 status - Fixed Asset Master Information	\$9,500	63%	\$3,500
Payroll - Additional History - # years required/specified by client - Additional years check history: - Gross Pay - Hours Worked - Detailed Deductions - Detailed Taxes - Net Pay	\$1,000	50%	\$1,500
Payroll & Human Resources - Advanced Conversion - Employee Master Information - Current Year Check History - Gross Pay - Detailed Deductions - Detailed Taxes - Net Pay - Leave Time Balances - Employee Profile History - Salary, Position, Education History, etc. - Employee ACA Benefit Information - Employee Dependent Benefit Information - Employee Benefit Time Transaction History for current year	\$5,500	64%	\$2,000

Permitting - Standard Conversion	\$8,250	70%	\$2,500
<ul style="list-style-type: none"> <li>- Contractor and Customer Master Information</li> <li>- Parcel Master Information including property locations, owner names, and mailing addresses</li> <li>- Building Permit activity including permit types, project descriptions, associated fees, inspections, notes for up to 10 years based on issue date</li> <li>- Does not include billing or payment history (invoices).</li> </ul>			
Utility Billing - Standard Conversion	\$11,000	68%	\$3,500
<ul style="list-style-type: none"> <li>- Active customer account Information including Property, Owner, and mailing address information, emails, mail settings such as Tenant vs. Owner.</li> <li>- Meter configuration required to interface with reading software.</li> <li>- Current Billing Configuration (Services, cycles, rates, etc.)</li> <li>- Current year account activity including billings, payments, adjustments, deposits, and reading history.</li> <li>- System configuration necessary for proper bill calculations including rate codes set-up and assignment, service statuses, meters and last 2 readings.</li> <li>- Current Open Balance (Unpaid, Credit balance/receivables) Information for all accounts.</li> <li>- Backflow meter tracking and testing history</li> </ul>			
Utility Billing – Additional History	\$1,000	50%	\$1,500
Additional years of account activity including billings, payments, adjustments, deposits, reading history.			
Work Orders - Standard Conversion	\$2,200	66%	\$750
Open Work Order Information including work to be performed, assigned technician/worker, requesting party, additional notes.			
<b>Total One-Time Fees:</b>	<b>\$39,450</b>	<b>58%</b>	<b>\$16,750</b>

**Software Services - Subscription Notes**

Initial term of the Software Services are a 36 month subscription, commencing 90 days after the Effective Date.

Thereafter, the Software Services subscription shall renew automatically for 12-month renewal terms unless written notice is provided by Customer at least 90 days prior to the expiration of the initial or then-current renewal Term. Fees may increase annually with renewal terms subject to the National Consumer Price Index (CPI) or four percent (4%) of prior year's fees.

**Hosting Services Notes**

The initial Hosting Services Term shall be 36 months commencing on the Effective Date.

The Hosting Services Terms shall renew automatically for 12-month renewal terms at then-current applicable Fees unless written notice is provided by Customer at least 90 days prior to the expiration of the initial or then-current renewal Term. Fees may increase annually with renewal terms subject to the National Consumer Price Index (CPI) or four percent (4%) of prior year's fees.

**Professional Services - Notes**

Includes all standard implementations listed under "Professional Services - Implementation".

**Sales Order Notes**

- Remote Implementation & Training
- Go-Live Date Determined by EGT Implementation Staff
- If interested, onsite training is available \$1,500 per day plus travel fees
- Discovery and system demonstrations have been held
- Alternate conversions available upon request and priced accordingly
- Any post signature acceptance project requests are subject to added costs
- Estimated systems go live time frame 12 months for initial phase. ERP systems may require multiple phases and extend beyond 12 months

Please return executed Sales Orders via

DocuSign or Email to:

Edmunds GovTech, Inc.

Email: [SalesOrders@EdmundsGovTech.com](mailto:SalesOrders@EdmundsGovTech.com)

P: 888.336.6999 | F: 609.645.3111

[www.EdmundsGovTech.com](http://www.EdmundsGovTech.com)

Sales Order #: 00009893

THE UNDERSIGNED IS AUTHORIZED TO EXECUTE THIS SALES ORDER ON BEHALF OF CUSTOMER AND ACKNOWLEDGES AND AGREES ON BEHALF OF CUSTOMER THAT (A) ALL SERVICES SET FORTH IN THIS SALES ORDER ARE SUBJECT TO AND GOVERNED BY THE EDMUNDS GOVTECH, INC. SERVICE TERMS AND CONDITIONS AVAILABLE AT THE FOLLOWING URL: <https://go.edmundsgovtech.com/terms> (THE SERVICE TERMS), WHICH ARE INCORPORATED INTO THIS SALES ORDER, AND (B) THIS SALES ORDER, INCLUDING THE SERVICE TERMS, IS THE COMPLETE AND EXCLUSIVE AGREEMENT BETWEEN EDMUNDS GOVTECH (OR OUR AFFILIATE PROVIDING THE SERVICES DESCRIBED HEREIN) AND CUSTOMER CONCERNING THE SUBJECT MATTER HEREOF AND SUPERSEDES ANY PRIOR OR CONTEMPORANEOUS TERMS AND CONDITIONS, INCLUDING ANY PURCHASE ORDER CUSTOMER MAY PROVIDE OR ANY PRIOR COURSE OF DEALING OR USAGE OF TRADE, AND SUCH ADDITIONAL OR DIFFERENT TERMS OR CONDITIONS SHALL HAVE NO FORCE OR EFFECT.

EDMUNDS GOVTECH, INC.

Marysville City

By: _____	Date: _____	By: _____	Date: _____
Bryce Edmunds Regional Sales Director		Sammy Ralph City Clerk	





## Marysville City Payment Schedule

Prepared by: Bryce Edmunds, Regional Sales Director  
 Proposal Date: 03/18/2025

Year 1 Investment	Amount Due
Subscription Fees (100%)	\$32,500.00
Implementation Fees (50%)	\$9,625.00
Hosting Fees (100%)	\$2,500.00
Conversion Fees (50%)	\$8,375.00
<b>Upon Contract Execution: Payment 1</b>	<b>\$53,000.00</b>
Implementation Fees (25%)	\$4,812.50
Conversion Fees (25%)	\$4,187.50
<b>60 Days After Contract Execution: Payment 2</b>	<b>\$9,000.00</b>
Implementation Fees (25%)	\$4,812.50
Conversion Fees (25%)	\$4,187.50
<b>60 Days After Go-Live: Payment 3</b>	<b>\$9,000.00</b>
<b>Total Year 1 Investment</b>	<b>\$71,000.00</b>

Year 2-3 Investment	Amount Due
Subscription Fees (100%)	\$32,500.00
Hosting Fees (100%)	\$2,500.00
<b>Annual Payment</b>	<b>\$35,000.00</b>



# Data Services Conversion Scope

## Table of Contents

Misc. AR.....	3
Animal Licensing.....	3
Escrow.....	4
Utility Billing.....	4
Work Orders.....	5
Finance.....	5
Fleet.....	7
Inventory.....	7
Payroll.....	8
Permitting.....	9
Tax.....	10
Document Attachments.....	12
Conversion of Multiple Legacy/Sources into One Database.....	13
Conversion of Single Legacy/Sources into Multiple Databases.....	13
Conversion of Multiple Legacy/Sources into Multiple Databases.....	13

## Data Conversion Scope per Module

### Misc. AR

#### **Business License – Standard Conversion**

- Customer records including names and mailing addresses
- Active business license records including license types and associated fees (current and prior year)
- All Open Balances in summary per Customer

#### **Customer Master**

- Customer/Contractor records including names and mailing addresses

#### **Accounts Receivable – Additional History (# years required/specified by client)**

- Invoice transactions including billing, payments, and adjustments
- Additional business license records, per year

### Animal Licensing

#### **Animal Licensing - Standard Conversion**

- Animal Owner Demographic Information (Names, billing addresses)
- Animal Master Information (Name, Breed, gender, age, neuter/spay status, vaccination status, etc.)
- Current/Prior year License Information including issue date/fee amount per license.

#### **Animal Licensing – Additional History (# years required/specified by client)**

- Additional years of Licenses including annual fees/issue dates per licensed pet.

## Escrow

### Escrow - Standard Conversion

- Project Master Information including Project description, notes, developers
- Developer Master Information including names and mailing addresses
- Open Project Balances and year-to-date activity
- 

## Utility Billing

### Utility Billing – Standard Conversion

- Active customer account Information including Property, Owner, and mailing address information, emails, mail settings such as Tenant vs. Owner.
- Meter configuration required to interface with reading software.
- Current Billing Configuration (Services, cycles, rates, etc.)
- Current year account activity including billings, payments, adjustments, deposits, and reading history.
- System configuration necessary for proper bill calculations including rate codes set-up and assignment, service statuses, meters and last 2 readings.
- Current Open Balance (Unpaid, Credit balance/receivables) Information for all accounts.
- Backflow meter tracking and testing history

### Utility Billing – Additional History (# years required/specified by client)

- Additional years of account activity including billings, payments, adjustments, deposits, reading history.

## Work Orders

### Work Orders - Standard Conversion

- Open Work Order Information including work to be performed, assigned technician/worker, requesting party, additional notes.

### Work Orders – Additional History (# years required/specified by client)

- Additional years of Work Order information for both completed and open work orders including work to be performed, requested party, assigned technician/worker, additional notes, and results/outcome for completed work orders

## Finance

### Finance - Summary Conversion

- Chart of Accounts ( Balance Sheet/GL, Revenue, and Expense ledgers)
- Summary Account Financial Information for current and prior fiscal year
  - Budgets
  - Opening/Ending Balances
  - Summarized Year to Date Activity
- Vendor Master Information including names/addresses, 1099 status
- Fixed Asset Master Information

### Finance - Summary Conversion (QUICKBOOKS)

- # of Company/Funds must be specified.
- Chart of Accounts ( Balance Sheet/GL, Revenue, and Expense ledgers)
- Summary Account Financial Information for current and prior fiscal year
  - Budgets
  - Opening/Ending Balances
  - Summarized Year to Date Activity
- Vendor Master Information including names/addresses, 1099 status
- Fixed Asset Master Information

### **Finance – Summary Additional History (# years required/specified by client)**

- Summarized Financial Information for additional years in scope
  - Opening/Ending Balances of GL, Revenue, and Expense accounts

### **Finance - Detail Conversion**

- Chart of Accounts
- Detailed Financial Information for current and prior fiscal year
  - Budget Activity
  - General Ledger Transactions
  - Accounts Payable Check History
  - Open and Paid Purchase Order/Voucher/Invoice/Check History
- Vendor Master
- Fixed Asset Master

### **Finance - Detail Conversion (QUICKBOOKS)**

- # of Company/Funds must be specified.
- Chart of Accounts
- Detailed Financial Information for current and prior fiscal year
  - Budget Activity
  - General Ledger Transactions
  - Accounts Payable Check History
  - Open and Paid Purchase Order/Voucher/Invoice/Check History
- Vendor Master
- Fixed Asset Master

### **Finance – Additional History (# years required/specified by client)**

- Detailed Financial Information for additional years in scope
  - Budget Activity
  - General Ledger Transactions
  - Accounts Payable Check History
  - Open and Paid Purchase Order/Voucher/Invoice/Check History

## **Finance – Chart of Accounts Change**

- A client can elect to have their legacy system Chart of Accounts altered during their Finance data conversion for an additional fee, however the below requirements will also need to be met:
- Current COA to Future COA Crosswalk File
  - EGT Data Services will extract the legacy system COA file
  - EGT Implementation Consultants will then work with the client on creating the COA Crosswalk file
  - Crosswalk must be completed by client and verified prior to scheduling GO-LIVE

## **Fleet**

### **Fleet - Standard Conversion**

- Fleet Master Information including vehicle make/model, mileage, VIN, etc.
- Fleet Usage and Assignment History
- Maintenance Service Intervals

## **Inventory**

### **Inventory - Standard Conversion**

- Inventory Master – Item id, description, account expensed, purchased from vendor
- Balances (Qty on hand/on order), Avg cost per Unit

### **Inventory – Additional History (# years required/specified by client)**

- Inventory activity including purchases and disbursements of inventory items, for years in scope based on transaction date

## Payroll

### Payroll – Standard Conversion

- Employee Master Information
- Current Year Check History
  - Gross Pay
  - Detailed Deductions
  - Detailed Taxes
  - Net Pay
- Leave Time Balances

### Human Resources Only – Standard Conversion

- Employee Profile History
  - Salary, Position, Education History, Notes, etc.
- Employee ACA Benefit Information
- Employee Dependent Benefit Information
- Employee Benefit Time Transaction History for current year

### Payroll & Human Resources - Advanced Conversion

- Employee Master Information
- Current Year Check History
  - Gross Pay
  - Detailed Deductions
  - Detailed Taxes
  - Net Pay
- Leave Time Balances
- Employee Profile History
  - Salary, Position, Education History, etc.
- Employee ACA Benefit Information
- Employee Dependent Benefit Information
- Employee Benefit Time Transaction History for current year

### **Payroll – Additional History (# years required/specified by client)**

- Additional years check history:
  - Gross Pay
  - Hours Worked
  - Detailed Deductions
  - Detailed Taxes
  - Net Pay

## **Permitting**

### **Permitting - Standard Conversion**

- Contractor and Customer Master Information
- Parcel Master Information including property locations, owner names, and mailing addresses
- Building Permit activity including permit types, project descriptions, associated fees, inspections, notes for up to 10 years based on issue date
- Does not include billing or payment history (invoices).

### **Permitting - Additional History (# years required/specified by client)**

- Building Permit activity including permit types, project descriptions, associated fees, inspections, for each additional year beyond 10 years.

### **Violations - Standard Conversion**

- Parcel Master Information
- Ordinance Master/Codebook (if present in legacy system)
- Violation activity including Ordinance infraction, fines, inspections, notes for up to 10 years

### **Violations – Additional History (# years required/specified by client)**

- Violation activity including Ordinance infraction, fines, inspections, notes for each additional year beyond 10 years.

### **Rental - Standard Conversion**

- Parcel Master Information
- Rental License Master Information including Rental Units, Tenant information, dwelling information, inspections, rental fees for active Rentals in the current year based on issue date

### **Rental – Additional History (# years required/specified by client)**

- Additional years inspections, and rental fees for years in scope.

## **Tax**

### **NJ Real Estate Tax – Standard Conversion**

- Tax account information including owner’s names, addresses, current assessed values
- MODIV Import
- Current and Preliminary (future) year account activity including billing, payments, adjustments.
- Open/Unpaid and Credit Balances per account
- Open Lien records including transaction history
- PILOT master records and activity including billings/payments/balances

### **NJ Real Estate Tax – Additional History (# years required/specified by client)**

- Additional years of tax account activity including billing, payment, penalty, interest, abatements/supplements, assessment history

### **Real Estate Tax – Standard Conversion**

- Tax account Information including owner’s names and addresses, current assessed value
- Current year account activity including billing, payments, adjustments.
- Tax File Import functionality
- Open/Unpaid and Credit Balances per account

### **Real Estate Tax– Additional History (# years required/specified by client)**

- Additional years of tax account activity including billing, payment, penalty, interest, abatements/supplements, assessment history

### **Personal Property Tax (VA Only) - Standard Conversion**

- Personal Property Master Information including vehicle information
- Billing, Payment, Penalty, Interest History current and prior year based on Transaction Date

### **Personal Property Tax (VA Only) – Additional History (# years required/specified by client)**

- Additional years of tax account activity including billing, payment, penalty, interest, abatements/supplements, assessment history

### **State and Estimated Income Tax (VA Only)**

- Payment Control Master Information
- Current Year History Information

### **Business Tax**

- Business Tax Information including business names and mailing addresses
- Business Tax activity including Business Tax Types, Business Tax Filings and reconciliations for current year

### **Business Tax – Additional History**

- Business Tax activity including Business Tax Filings and reconciliations for each additional year

## Document Attachments

Document Attachments can be converted per module. The following requirements must be met for EGT Data Services to accept a Document Attachment conversion in a scope of work:

1. **PRE-SALE DATA DISCOVERY REQUIRED** - Dependent on Data Services finding or providing a linking file between the attachment on disk, and the system record the attachment is associated with.

### Applicable Modules:

- **Permitting Attachments**
  - Permits
  - Violation
  - Parcel
- **AR Attachments**
  - Invoice
  - Customer
  - License
- **Finance Attachments**
  - GL, Revenue, Expense accounts
  - PO
  - Vendor
  - Fixed Assets
- **Utility Attachments**
- **Tax Attachments**

## Conversion of Multiple Legacy/Sources into One Database

**Multiple legacy systems/data sources can be utilized to facilitate a single module conversion into 1 database for an additional fee, however the below requirements will also need to be met:**

1. EGT Data Services will extract and review the source data files
2. The client will then need to review the output of the data analysis to provide feedback on how they want data to be cleaned into a singular format.
  - a. The data conversion will not begin until the client agrees to the singular data source.

## Conversion of Single Legacy/Sources into Multiple Databases

**A single legacy systems/data source can be utilized to facilitate a single module conversion into 2 or more databases for an additional fee, however the below requirements will also need to be met:**

1. EGT Data Services will extract and review the source data files
2. The client will then need to review the output of the data analysis to provide feedback on how they want data to be split across the multiple databases.
  - a. The data conversion will not begin until the client agrees to the split out extracted data files.

## Conversion of Multiple Legacy/Sources into Multiple Databases

**Multiple legacy systems/data source can be utilized to facilitate a single module conversion into 2 or more databases for an additional fee, however the below requirements will also need to be met:**

1. EGT Data Services will extract and review the source data files
2. The client will then need to review the output of the data analysis to provide feedback on how they want the data to be split across multiple databases.
  - a. The data conversion will not begin until the client agrees to the split out extracted data files

# CITY CLERK'S WARRANT REGISTER

PAGE 1 OF 4

**APRIL 28, 2025 -----ORDINANCE NO. 3846**

TOTAL OF EXPENDITURES IN FUNDS AS FOLLOWS:

FUND		
100	GENERAL	\$ 77,474.74
200	WATER REVENUE	84,340.79
300	SEWAGE REVENUE	46,386.43
403	AIRPORT REVOLVING	17,325.83
407	BOND & INTEREST	56,080.25
512	LIBRARY REVOLVING	7,661.19
513	LIBRARY	13,795.72
514	LIBRARY EMPLOYEE BENEFIT	6,877.72
707	KOESTER BLOCK MAINTENANCE	5,008.21
711	EMPLOYEE BENEFIT	9,855.69
715	TRANSIENT GUEST TAX	969.48
800	SALEX TAX IMPROVEMENT	<u>35,099.00</u>
	TOTAL ORDINANCE	\$ 360,875.05

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

ORD #3846 04/28/25

Date: 04/25/2025

Time: 9:45 am

Page: 1

City of Marysville

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
ACKERMAN LOCK & KEY	523	KEYS KB 901, 907,913 - 9 PARK RESTROOM KEYS (8PD-1OFFICE)	0	00/00/0000	<b>249.26</b>
				Vendor Total:	<b>249.26</b>
ACME PLUMBING	2268	CITY PARK SEWER ROOTER	0	00/00/0000	<b>165.00</b>
				Vendor Total:	<b>165.00</b>
B & W ELECTRIC INC	481	GRAVE OPENING-JOYCE HOLT	0	00/00/0000	<b>300.00</b>
				Vendor Total:	<b>300.00</b>
BOND & INTEREST ACCOUNT #1	0066	TRANSFER (WATER TOWER PJT)	0	00/00/0000	<b>14,165.00</b>
				Vendor Total:	<b>14,165.00</b>
BOND & INTEREST ACCOUNT #1A	332	TRANSFER (LAGOONS)	0	00/00/0000	<b>31,250.00</b>
				Vendor Total:	<b>31,250.00</b>
BRUCE'S BODY SHOP, INC.	0158	#2572 REPAIR TAIL GATE; #4005 LEFT DOOR GLASS & INSTALL 123C	0	00/00/0000	<b>405.00</b>
				Vendor Total:	<b>405.00</b>
CARROT-TOP INDUSTRIES INC	1164	3 x 5 US Flags 4 x 8 US Flags	0	00/00/0000	<b>1,396.71</b>
				Vendor Total:	<b>1,396.71</b>
CENTURY BUSINESS SYSTEMS	2009	SAVIN COPIER AT PD COLOR COPIES-APRIL	0	00/00/0000	<b>34.30</b>
				Vendor Total:	<b>34.30</b>
CENTURY BUSINESS TECHNOLOG	2731	QTR BASE RATE CHARGE SAVIN COPIER 2-27-25 THRU 5-26-25	0	00/00/0000	<b>1,392.00</b>
				Vendor Total:	<b>1,392.00</b>
CITIZENS STATE BANK	0050	LEASE PURCHASE - FIRE STATION LIGHTS	0	00/00/0000	<b>56,080.25</b>
CITIZENS STATE BANK	0050	EMPLOYEE PAYROLL #724	53690	04/16/2025	<b>55,859.82 H</b>
				Vendor Total:	<b>111,940.07</b>
COLUMN SOFTWARE PBC	2923	ORD 1943; CHARTER ORD 25 (X2) SPRING CLEAN UP WEEK	0	00/00/0000	<b>1,298.67</b>
				Vendor Total:	<b>1,298.67</b>
COMMERCE BANK-COMMERCIAL (	2055	HOLSTER, TRAINING, LODGING, MEALS, POSTAGE, ETC	53691	04/16/2025	<b>3,316.61 H</b>
				Vendor Total:	<b>3,316.61</b>
COMPLIANCE ONE	1907	ALCOHOL/DRUG TESTING, ADMIN FEE	0	00/00/0000	<b>163.35</b>
				Vendor Total:	<b>163.35</b>
EFT-FEDERAL TAX,FICA,MEDICAR	2025	FEDERAL TAX, FICA & MEDICARE	0	00/00/0000	<b>17,015.55</b>
				Vendor Total:	<b>17,015.55</b>
EVERGY	1401	ELECTRICTY - 909H BROADWAY 908 ELM	53692	04/21/2025	<b>117.44 H</b>
EVERGY	1401	ELECTRICITY STORM SIREN	53693	04/24/2025	<b>29.63 H</b>
				Vendor Total:	<b>147.07</b>
FIRE EQUIPMENT RESERVE FUND	1988	TRANSFER PER BUDGET	0	00/00/0000	<b>3,333.00</b>
				Vendor Total:	<b>3,333.00</b>
GENERAL FUND	1986	TRANSFER PER BUDGET	0	00/00/0000	<b>42,915.00</b>
				Vendor Total:	<b>42,915.00</b>
GRAINGER, INC	1234	SAFETY GLASS,TRAP,SEALANT,MAT AIR VALV,PAINT,TOOLS,SGLASSES,	0	00/00/0000	<b>699.58</b>
				Vendor Total:	<b>699.58</b>
GUDENKAUF TREE SERVICE INC	278	REMOVE TREE IN CITY PARK	0	00/00/0000	<b>675.00</b>
				Vendor Total:	<b>675.00</b>
HACH COMPANY	0324	REAGENT SET CHLORINE FREE CL17	0	00/00/0000	<b>792.25</b>
				Vendor Total:	<b>792.25</b>
HAWKINS, INC	1493	CHLORINE-WATERPLANT	0	00/00/0000	<b>80.00</b>
				Vendor Total:	<b>80.00</b>

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

ORD #3846 04/28/25

Date: 04/25/2025

Time: 9:45 am

Page: 2

City of Marysville

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
HELENA AGRI-ENTERPRISES, LLC	2915	ATRAZINE-LV ESTER-REMEDY	0	00/00/0000	<b>880.00</b>
				Vendor Total:	<b>880.00</b>
HILLTOP TIRES LLC	2842	TRAILER TIRE-WATER WAGON TRAILER TIRE ST205/75R-15	0	00/00/0000	<b>229.43</b>
				Vendor Total:	<b>229.43</b>
K.P.E.R.S. EFT	0103	RETIREMENT CONTRIBUTIONS	0	00/00/0000	<b>12,283.71</b>
				Vendor Total:	<b>12,283.71</b>
KANSAS DEPT OF HEALTH	0151	LAB SERVICES 1ST QUARTER 2025 COLILERT DRINKING WATER, ETC	0	00/00/0000	<b>240.00</b>
				Vendor Total:	<b>240.00</b>
KANSAS PAYMENT CENTER	1238	WITHHOLDING	0	00/00/0000	<b>126.26</b>
				Vendor Total:	<b>126.26</b>
KANSAS RURAL WATER ASSOCIA	0696	KRWA 2025 REGISTRATION CONF 3/25 THRU 3/27, OLLER,KYLE B	0	00/00/0000	<b>560.00</b>
				Vendor Total:	<b>560.00</b>
KANSAS WITHHOLDING TAX	0299	STATE TAX WH - PR#724	0	00/00/0000	<b>3,238.13</b>
				Vendor Total:	<b>3,238.13</b>
STEVEN ALLEN KRAUSHAAR	0974	COURT APPOINTED SERVICES C PERCIVAL; C PRINGEL	0	00/00/0000	<b>200.00</b>
				Vendor Total:	<b>200.00</b>
LANDOLL COMPANY LLC	0093	ANGLE 2 X 2 X 1/8 AREA DRAIN SUPPORTS	0	00/00/0000	<b>7.90</b>
				Vendor Total:	<b>7.90</b>
LEFTY'S AUTO REPAIR	1202	OIL CHANGE & SERVICE #1008	0	00/00/0000	<b>71.54</b>
				Vendor Total:	<b>71.54</b>
LIBRARY TREAS-CITY OF MARYSV	0095	TAX DISTRIBUTION PER BUDGET	0	00/00/0000	<b>20,673.44</b>
				Vendor Total:	<b>20,673.44</b>
MAR KAN SALES CO.	0121	TOILET PAPER; URINAL BLOCK	0	00/00/0000	<b>76.50</b>
				Vendor Total:	<b>76.50</b>
MARSHALL CO TRANSFER STATIC	664	LANDFILL FEES - FREEZER FROM KOESTER HOUSE RESTAURANT	0	00/00/0000	<b>13.30</b>
				Vendor Total:	<b>13.30</b>
MARSHALL COUNTY TREASURER	0044	REAL ESTATE TAXES-2ND HALF	0	00/00/0000	<b>5,870.23</b>
				Vendor Total:	<b>5,870.23</b>
MID SOUTH RADAR LLC	2990	RADAR STALKER DRSR2X-7 CERTIFICATE	0	00/00/0000	<b>280.00</b>
				Vendor Total:	<b>280.00</b>
MUNICIPAL SUPPLY, INC	579	168 - 5/8 X 1/2 MACH 10 R9001 500-RUBBER METER GASKETS	0	00/00/0000	<b>49,675.00</b>
				Vendor Total:	<b>49,675.00</b>
NEMAHA MARSHALL R E C	1044	ELEC AT BILLBOARD-SAM CASSIDY	53694	04/24/2025	<b>1,963.33</b> H
				Vendor Total:	<b>1,963.33</b>
NETWORK COMPUTER SOLUTION	2223	OLLER CMPTR-NO INTERNET-SI BLK CHG ADMIN RIGHTS TO A ESCALANT	0	00/00/0000	<b>2,718.93</b>
				Vendor Total:	<b>2,718.93</b>
OLSSON ASSOCIATES	1950	AIRPORT RUNWAY 16/34 RUNWAY REHAB 3-20-0053-015/016-FINAL	0	00/00/0000	<b>17,325.83</b>
				Vendor Total:	<b>17,325.83</b>
PURE ASPHALT COMPANY	2959	ASPHALT SEALANT FOR MASTIC MACHINE - 2 PALLETS	0	00/00/0000	<b>2,790.00</b>
				Vendor Total:	<b>2,790.00</b>
QUILL CORPORATION	0132	CALC.;TONER/DRUM;HAND TOWELS POST ITS, NOTE PADS	0	00/00/0000	<b>512.00</b>

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

ORD #3846 04/28/25

Date: 04/25/2025

Time: 9:45 am

Page: 3

City of Marysville

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
				Vendor Total:	<u>512.00</u>
SITEONE LANDSCAPE SUPPLY	2437	FERTILIZER	0	00/00/0000	<u>86.88</u>
				Vendor Total:	<u>86.88</u>
STUDER TRUCK LINE, INC	1505	FRT FOR HWY SALT 78.5 TON	0	00/00/0000	<u>2,198.00</u>
				Vendor Total:	<u>2,198.00</u>
TRUCK REPAIR PLUS, INC.	1715	ALTERNATOR OUT OF ADJ. TRUCK 6606	0	00/00/0000	<u>131.27</u>
				Vendor Total:	<u>131.27</u>
VALLEY VET SUPPLY	0166	MUCK, BOOTS-WATER DEPT	0	00/00/0000	<u>154.95</u>
				Vendor Total:	<u>154.95</u>
WATER UTILITY RESERVE FUND	1989	TRANSFER PER BUDGET	0	00/00/0000	<u>3,750.00</u>
				Vendor Total:	<u>3,750.00</u>
WESTBROOK LAW OFFICE, LLC	2948	LEGAL SER MAR & MUNICIPAL CRT	0	00/00/0000	<u>3,010.00</u>
				Vendor Total:	<u>3,010.00</u>
WORKSTEPS, INC	2978	POET-PREEMPLOYMENT TESTING JAMES MONTGOMERY	0	00/00/0000	<u>75.00</u>
				Vendor Total:	<u>75.00</u>
				Grand Total:	<u>360,875.05</u>
				Less Credit Memos:	<u>0.00</u>
				Net Total:	<u>360,875.05</u>
				Less Hand Check Total:	<u>61,286.83</u>
				Outstanding Invoice Total :	<u>299,588.22</u>
	Total Invoices:	56			