

K. Discussion, consideration, and possible action to Review and approve ISG invoice for CDBG Wastewater System Improvements Project.

Motion _____ Second _____

Roll Call

Mark Roberts	1 _____
Paul Marean	2 _____
James Shaw	3 _____
Jessica Hackler	4 _____
Jerry Earp	5 _____
Sheryl Baker	6 _____
Gary Jackson	7 _____
David Spears	8 _____

L. Discussion, consideration, and possible action to add Amazon as a vender with a blanket purchase order. (R Montgomery)

Motion _____ Second _____

Roll Call

Mark Roberts	1 _____
Paul Marean	2 _____
James Shaw	3 _____
Jessica Hackler	4 _____
Jerry Earp	5 _____
Sheryl Baker	6 _____
Gary Jackson	7 _____
David Spears	8 _____

- M. Discussion, consideration, and possible action to approve the contract terms with RAW Construction for the city hall improvements.

Motion _____ Second _____

Roll Call

Mark Roberts	1 _____
Paul Marean	2 _____
James Shaw	3 _____
Jessica Hackler	4 _____
Jerry Earp	5 _____
Sheryl Baker	6 _____
Gary Jackson	7 _____
David Spears	8 _____

N. Discussion, consideration, and possible action regarding inventory/asset management duties. (Kern)

Motion _____ Second _____

Roll Call

Mark Roberts	1 _____
Paul Marean	2 _____
James Shaw	3 _____
Jessica Hackler	4 _____
Jerry Earp	5 _____
Sheryl Baker	6 _____
Gary Jackson	7 _____
David Spears	8 _____

8. Abatement

A. Discussion, consideration, and possible action to S 65' LOT 6 BLK 103, 111 S.15TH STREET (VERBAL COMPLAINT)

DEEM PROPERTY PUBLIC NUISANCE

N 50' LOTS 5 & 6 BLK 69, 206 N 13TH STREET (VERBAL COMPLAINT)

DEEM PROPERTY PUBLIC NUISANCE

Motion _____ Second _____

Roll Call

Mark Roberts	1 _____
Paul Marean	2 _____
James Shaw	3 _____
Jessica Hackler	4 _____
Jerry Earp	5 _____
Sheryl Baker	6 _____
Gary Jackson	7 _____
David Spears	8 _____

8. Ordinances

A. Discussion, consideration, and possible action to amend Chapter 3 Article 4

Pound: establishment, operation, section 3-27 fees for impounding.

Previously, approved but never ran in newspaper.

Motion _____ Second _____

Roll Call

Mark Roberts	1 _____
Paul Marean	2 _____
James Shaw	3 _____
Jessica Hackler	4 _____
Jerry Earp	5 _____
Sheryl Baker	6 _____
Gary Jackson	7 _____
David Spears	8 _____

This agenda was filed in the office of the City Clerk and posted by 4:00PM on 01.12.2024, at the following locations.

- 1000 Pennsylvania Ave. Hartshorne, OK 74547
- 307 S 12th Street, Hartshorne, OK 74547
- Online at www.cityofhartshorne.com under GOVERNMENT, Meetings and Agendas 2024

By Kerry Porter, Clerk

Clerk

SEAL

Mayor

CITY OF HARTSHORNE--GEN. FUND

Balance Sheet
December 31, 2023

ASSETS

Current Assets			
Hartshorne City Treasurer	\$	963,293.68	
Tax Account		3,832.89	
Hartshorne Emergency Fund		0.03	
Twin Cities Baseball		14,238.97	
Hartshorne Nutrition-Donations		4,000.00	
Police Narcotics Forfeiture		1,482.77	
Equipment & Training		43,687.36	
Tech Fund		14,728.56	
Court Fund		1,909.82	
Cemetery Project		6,834.47	
Cemetery Fund		36,158.60	
Recreational & Event Fund		175,467.93	
Volunteer Fire Department		28,919.92	
Accounts Receivable		8,988.05	
Due from Ambulance		99,448.84	
Due From PWA		76,072.41	
Due from S & A Fund		(4,155.63)	
Due from Nutrition		7,989.36	
CITY HALL RENOVATION		21,315.00	
		<u> </u>	
Total Current Assets			1,504,213.03
Property and Equipment			
Poloce Vehicles		123,241.15	
		<u> </u>	
Total Property and Equipment			123,241.15
Other Assets			
		<u> </u>	
Total Other Assets			<u> </u> 0.00
Total Assets	\$		<u><u> </u></u> 1,627,454.18

LIABILITIES AND CAPITAL

Current Liabilities			
Accounts Payable	\$	31,744.92	
Deductions Payable		11,565.15	
Federal Payroll Taxes Payable		247,876.26	
State Payroll Taxes Payable		4,387.28	
SUTA Payable		(15,268.46)	
AFLAC Payable		726.98	
Accrued Payroll		(2,817.99)	
Due to PWA		231,416.27	
Due To Nutrition		(7,940.55)	
Due to Ambulance		107,799.24	
Welch Bank- Police Vehicles		123,293.03	
POOL M & O		(936.08)	
		<u> </u>	
Total Current Liabilities			731,846.05
Long-Term Liabilities			
		<u> </u>	
Total Long-Term Liabilities			<u> </u> 0.00

Unaudited - For Management Purposes Only

CITY OF HARTSHORNE--GEN. FUND
Balance Sheet
December 31, 2023

Total Liabilities		731,846.05
Capital		
Retained Earnings	799,298.83	
Net Income	<u>96,309.30</u>	
Total Capital		<u>895,608.13</u>
Total Liabilities & Capital		\$ <u><u>1,627,454.18</u></u>

CITY OF HARTSHORNE--GEN. FUND
Income Statement
Compared with Budget
For the Six Months Ending December 31, 2023

	Current Month Actual	Year to Date Actual	Year to Date Budget	Year to Date Variance
Revenues				
City Sales Tax	\$ 38,424.11	\$ 228,073.42	\$ 388,371.00	(160,297.58)
City Use Tax	10,605.87	63,138.37	105,971.00	(42,832.63)
Cigar Tax	459.79	2,386.17	4,323.00	(1,936.83)
Franchise Tax	0.00	21,961.39	57,643.00	(35,681.61)
Alcohol Tax	0.00	8,950.49	24,638.00	(15,687.51)
Fines	6,865.55	61,948.50	80,527.00	(18,578.50)
Miscellaneous	36,222.97	155,053.90	100,000.00	55,053.90
Royalties	13,000.60	47,590.25	50,000.00	(2,409.75)
Licenses & Fees	0.00	1,282.81	0.00	1,282.81
Cemetery	701.00	4,505.00	0.00	4,505.00
General Interest	44.35	247.44	394.00	(146.56)
Professional Fees	0.00	2,488.00	0.00	2,488.00
Total Revenues	<u>106,324.24</u>	<u>597,625.74</u>	<u>811,867.00</u>	<u>(214,241.26)</u>
Expenses				
Municipal Judge	500.00	3,000.00	6,000.00	(3,000.00)
Mayor & Council	600.00	3,725.00	6,000.00	(2,275.00)
Treasurer Per Ser	3,046.16	18,069.27	36,170.00	(18,100.73)
ANIMAL CONT	218.50	1,458.94	0.00	1,458.94
RECREATION &	3,589.62	15,328.57	0.00	15,328.57
City Clerk Per Se	2,907.70	13,303.89	34,233.00	(20,929.11)
City Attorney	1,200.00	6,000.00	9,600.00	(3,600.00)
Police Personnel	21,336.80	118,750.40	248,648.00	(129,897.60)
Police M&O	2,452.44	31,320.81	50,000.00	(18,679.19)
Police FUEL	2,097.40	13,034.01	20,000.00	(6,965.99)
POLICE VEHIC	0.00	5,129.53	23,000.00	(17,870.47)
Health Ins	2,178.50	7,434.63	23,000.00	(15,565.37)
POLICE: CLOT	0.00	0.00	5,000.00	(5,000.00)
Police Capital Ou	0.00	22,127.09	41,000.00	(18,872.91)
Fire Per Serv	57.00	11,192.51	20,000.00	(8,807.49)
FIRE FUEL	336.27	1,513.38	0.00	1,513.38
FIRE REPAIRS	0.00	464.93	0.00	464.93
Fire M & O	267.56	3,354.91	10,000.00	(6,645.09)
Park Capital	0.00	0.00	140,000.00	(140,000.00)
Street Personnel	0.00	11,226.92	71,000.00	(59,773.08)
Street M & O	8,997.37	36,687.55	60,000.00	(23,312.45)
Street & Alley Fu	498.16	2,770.24	0.00	2,770.24
S/A REPAIRS	2,273.50	9,690.20	16,000.00	(6,309.80)
Street & Alley Ca	0.00	0.00	50,000.00	(50,000.00)
City Hall Capital	0.00	2,150.00	325,000.00	(322,850.00)
General M & O	11,725.08	64,269.19	469,968.00	(405,698.81)
Transfer to PWA	0.00	0.00	100,000.00	(100,000.00)
Cemetery M & O	0.00	0.00	20,000.00	(20,000.00)
Library M & O	491.92	4,383.82	30,000.00	(25,616.18)
Twin Cities Base	350.84	2,884.82	0.00	2,884.82
Wages Expense	4,092.88	12,614.36	0.00	12,614.36
Employee Benefit	2,888.96	21,793.83	0.00	21,793.83
Payroll Tax Expe	2,762.35	15,707.71	0.00	15,707.71
Personal Dog Pou	2,567.16	17,001.95	35,500.00	(18,498.05)
CODE/DOG HE	1,037.54	2,502.64	0.00	2,502.64
Dog Pound M &	271.08	3,584.11	23,000.00	(19,415.89)
Abatement	0.00	0.00	25,000.00	(25,000.00)
Maintenance & R	0.00	258.36	0.00	258.36
Utilities Expense	0.00	2,097.21	0.00	2,097.21

For Management Purposes Only

CITY OF HARTSHORNE--GEN. FUND
 Income Statement
 Compared with Budget
 For the Six Months Ending December 31, 2023

	Current Month Actual	Year to Date Actual	Year to Date Budget	Year to Date Variance
Nutrition Maint	0.00	8,000.00	103,000.00	(95,000.00)
Office Supplies E	1,738.65	2,598.21	0.00	2,598.21
Telephone Expen	440.44	2,473.45	0.00	2,473.45
Other Office Exp	550.00	2,555.00	0.00	2,555.00
Advertising Expe	0.00	859.00	0.00	859.00
Total Expenses	<u>81,473.88</u>	<u>501,316.44</u>	<u>2,001,119.00</u>	<u>(1,499,802.56)</u>
Net Income	<u>\$ 24,850.36</u>	<u>\$ 96,309.30</u>	<u>\$ (1,189,252.00)</u>	<u>1,285,561.30</u>

CITY OF HARTSHORNE--NUTRITION CENTER
Balance Sheet
December 31, 2023

ASSETS

Current Assets		
Checking Account	\$	25,317.43
FOOD DONATIONS		2,034.81
Accounts Receivable		4,336.15
		31,688.39
Total Current Assets		
Property and Equipment		
		0.00
Total Property and Equipment		
Other Assets		
		0.00
Total Other Assets		
Total Assets	\$	31,688.39

LIABILITIES AND CAPITAL

Current Liabilities		
Accounts Payable	\$	10.00
Federal Payroll Taxes Payable		37,950.79
State Payroll Taxes Payable		3,930.00
SUTA Payable		(1,639.38)
AFLAC Payable		713.92
GLOBE LIFE		(470.27)
Net Check		(77.85)
		40,417.21
Total Current Liabilities		
Long-Term Liabilities		
		0.00
Total Long-Term Liabilities		
Total Liabilities		
Capital		
Retained Earnings		(32,172.57)
Net Income		23,443.75
		(8,728.82)
Total Capital		
Total Liabilities & Capital	\$	31,688.39

CITY OF HARTSHORNE--NUTRITION CENTER
Income Statement
Compared with Budget
For the Six Months Ending December 31, 2023

	Current Month Actual	Year to Date Actual	Year to Date Budget	Year to Date Variance
Revenues				
Professional Fees	\$ 3,437.42	\$ 28,933.86	\$ 55,000.00	(26,066.14)
Other Income	0.00	38,000.00	103,000.00	(65,000.00)
Total Revenues	3,437.42	66,933.86	158,000.00	(91,066.14)
Cost of Sales				
Total Cost of Sales	0.00	0.00	0.00	0.00
Gross Profit	3,437.42	66,933.86	158,000.00	(91,066.14)
Expenses				
Wages Expense	5,755.29	34,850.88	80,500.00	(45,649.12)
Payroll Tax Expense	497.82	3,014.72	0.00	3,014.72
Rent or Lease Expense	72.95	297.68	0.00	297.68
Maintenance & Repairs Expense	1,224.26	1,560.26	32,500.00	(30,939.74)
Utilities Expense	554.22	1,806.76	0.00	1,806.76
Office Supplies Expense	142.76	911.96	0.00	911.96
Telephone Expense	144.55	867.36	0.00	867.36
Other Office Expense	0.00	0.00	40,000.00	(40,000.00)
Fuel and Travel	0.00	139.49	0.00	139.49
Service Charge Expense	0.00	41.00	0.00	41.00
Total Expenses	8,391.85	43,490.11	153,000.00	(109,509.89)
Net Income	\$ (4,954.43)	\$ 23,443.75	\$ 5,000.00	18,443.75

For Management Purposes Only

City of Hartshorne--AMBULANCE
Balance Sheet
December 31, 2023

ASSETS

Current Assets		
CHECKING ACCOUNT	\$	174,889.48
A/R		<u>34,717.12</u>
Total Current Assets		209,606.60
Property and Equipment		<u> </u>
Total Property and Equipment		0.00
Other Assets		<u> </u>
Total Other Assets		<u>0.00</u>
Total Assets	\$	<u><u>209,606.60</u></u>

LIABILITIES AND CAPITAL

Current Liabilities		<u> </u>
Total Current Liabilities		0.00
Long-Term Liabilities		<u> </u>
Total Long-Term Liabilities		<u>0.00</u>
Total Liabilities		0.00
Capital		
RETAINED EARNINGS	\$	180,169.53
Net Income		<u>29,437.07</u>
Total Capital		<u>209,606.60</u>
Total Liabilities & Capital	\$	<u><u>209,606.60</u></u>

City of Hartshorne--AMBULANCE
Income Statement
Compared with Budget
For the Six Months Ending December 31, 2023

	Current Month Actual	Year to Date Actual	Year to Date Budget	Year to Date Variance
Revenues				
Sales Tax	\$ 17,079.52	\$ 101,378.63	\$ 172,204.00	(70,825.37)
Interest Income	0.00	58.44	0.00	58.44
Total Revenues	17,079.52	101,437.07	172,204.00	(70,766.93)
Cost of Sales				
Total Cost of Sales	0.00	0.00	0.00	0.00
Gross Profit	17,079.52	101,437.07	172,204.00	(70,766.93)
Expenses				
Pafford	12,000.00	72,000.00	144,000.00	(72,000.00)
Capital Outlay	0.00	0.00	203,035.00	(203,035.00)
Total Expenses	12,000.00	72,000.00	347,035.00	(275,035.00)
Net Income	\$ 5,079.52	\$ 29,437.07	\$ (174,831.00)	204,268.07

Hartshorne PWA
Balance Sheet
December 31, 2023

ASSETS

Current Assets		
Checking Account	\$	288,278.99
Hartshorne Public Works Proj		5,714.33
Meter Deposit Refund		98,070.08
PW SHORT LIVED ASSETS SAVINGS		4,694.19
Sales Tax		86,782.31
Certificate of Deposit 74525		32,340.32
CD #51909		33,047.49
CD Short Term Asset Replac		1,414.74
Accounts Receivable		(21,867.73)
Due From Gen Fund		137,368.56
		665,843.28
Total Current Assets		
Property and Equipment		
Property and Equipment		407,163.22
Land & Construction in Proress		6,130,814.00
Other Capital Assets Net of De		2,474,310.00
		9,012,287.22
Total Property and Equipment		
Other Assets		
		0.00
Total Other Assets		
		0.00
Total Assets		
	\$	9,678,130.50

LIABILITIES AND CAPITAL

Current Liabilities		
Accounts Payable	\$	(80,671.32)
Customer Deposit		81,395.25
Deductions Payable		39,955.78
Federal Payroll Taxes Payable		128,938.08
State Payroll Taxes Payable		(7,704.75)
SUTA Payable		5,129.86
AFLAC Payable		2,475.31
GLOBE LIFE		(1,872.05)
Due to General		(100,511.55)
Customer Deposits		59,087.66
Current Portion Long-Term Debt		(1,425.48)
		124,796.79
Total Current Liabilities		
Long-Term Liabilities		
RD 9201 & 9203		2,627,184.51
Citizens Bank		93,860.75
OWRB Loan		85,294.79
		2,806,340.05
Total Long-Term Liabilities		
		2,931,136.84
Total Liabilities		
Capital		
Retained Earnings		6,763,129.06
Net Income		(16,135.40)

Unaudited - For Management Purposes Only

Hartshome PWA
Balance Sheet
December 31, 2023

Total Capital

6,746,993.66

Total Liabilities & Capital

\$ 9,678,130.50

Hartshorne PWA
Income Statement
Compared with Budget
For the Six Months Ending December 31, 2023

	Current Month Actual	Year to Date Actual	Year to Date Budget	Year to Date Variance
Revenues				
Water	\$ 56,208.58	\$ 351,673.01	\$ 680,000.00	(328,326.99)
Sewer	21,400.11	129,746.54	280,000.00	(150,253.46)
Trash	36,151.54	216,283.32	470,000.00	(253,716.68)
Penalties	2,172.08	15,645.51	26,000.00	(10,354.49)
Sales Tax	8,723.04	42,159.78	85,000.00	(42,840.22)
Interest Income	17.66	155.10	0.00	155.10
Other Income	0.00	14,469.20	100,000.00	(85,530.80)
Total Revenues	<u>124,673.01</u>	<u>770,132.46</u>	<u>1,641,000.00</u>	<u>(870,867.54)</u>
Cost of Sales				
Total Cost of Sales	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Gross Profit	<u>124,673.01</u>	<u>770,132.46</u>	<u>1,641,000.00</u>	<u>(870,867.54)</u>
Expenses				
PWA M & O	480.00	797.23	0.00	797.23
Wages Expense	19,035.54	116,365.89	221,000.00	(104,634.11)
Employee Benefit Prog	14.85	91.90	53,000.00	(52,908.10)
Payroll Tax Expense	1,465.51	9,408.01	20,000.00	(10,591.99)
Bank Fees	0.00	30.00	0.00	30.00
Billing Program-Sequo	194.60	1,926.50	3,000.00	(1,073.50)
Rent or Lease Expense	897.52	3,135.44	4,000.00	(864.56)
Supplies	6,354.75	7,579.29	20,000.00	(12,420.71)
Maintenance & Repairs	18,401.70	26,585.52	88,000.00	(61,414.48)
Professional Fees	1,715.00	4,745.00	13,000.00	(8,255.00)
Lab & Other Fees	885.00	11,202.42	16,000.00	(4,797.58)
Utilities Expense	92.69	969.45	46,000.00	(45,030.55)
RD Loan Payments	0.00	74,398.03	185,000.00	(110,601.97)
Equipment	0.00	104,276.04	50,000.00	54,276.04
Office Supplies Expens	0.00	12,186.54	4,000.00	8,186.54
Postage	601.92	2,929.97	7,000.00	(4,070.03)
Telephone Expense	0.00	0.00	6,000.00	(6,000.00)
Water Purchase	0.00	214,678.00	430,000.00	(215,322.00)
Sanitation	32,400.91	194,486.48	435,000.00	(240,513.52)
Advertising Expense	0.00	18.15	0.00	18.15
Service Charge Expens	70.50	458.00	0.00	458.00
Fuel	0.00	0.00	20,000.00	(20,000.00)
Insurance Expense	0.00	0.00	20,000.00	(20,000.00)
Total Expenses	<u>82,610.49</u>	<u>786,267.86</u>	<u>1,641,000.00</u>	<u>(854,732.14)</u>
Net Income	<u>\$ 42,062.52</u>	<u>\$ (16,135.40)</u>	<u>\$ 0.00</u>	<u>(16,135.40)</u>

Hartshorne PWA
General Ledger
For the Period From Jul 1, 2023 to Dec 31, 2023

Filter Criteria includes: 1) IDs from 6440 to 6440. Report order is by ID. Report is printed with shortened descriptions and in Detail Format.

Account ID	Date	Reference	Jrnl	Trans Description	Debit Amt	Credit Amt	Balance
Account Description							
6440	7/1/23			Beginning Balance			
Equipment	8/1/23			Beginning Balance			
	9/1/23			Beginning Balance			
	9/22/23	230921HA	PJ	FRONTIER EQUIP	101,274.79		
	9/22/23	5/4/23*5/6/	PJ	CAPITAL EQUIPM	650.00		
	9/22/23	5/18/23*5/1	PJ	CAPITAL EQUIPM	1,006.25		
	9/22/23	60132	PJ	ENVIRONMENTAL	1,345.00		
				Current Period Cha	104,276.04		104,276.04
	10/1/23			Beginning Balance			104,276.04
	11/1/23			Beginning Balance			104,276.04
	12/1/23			Beginning Balance			104,276.04
	12/31/23			Ending Balance			104,276.04

- Sewer machine

STREET & ALLEY
Balance Sheet
December 31, 2023

ASSETS

Current Assets		
Hartshorne Street & Alley	\$	19,117.75
Street & Alley CD#74394		<u>32,319.96</u>
Total Current Assets		51,437.71
Property and Equipment		<u> </u>
Total Property and Equipment		0.00
Other Assets		<u> </u>
Total Other Assets		<u>0.00</u>
Total Assets	\$	<u><u>51,437.71</u></u>

LIABILITIES AND CAPITAL

Current Liabilities		<u> </u>
Total Current Liabilities		0.00
Long-Term Liabilities		<u> </u>
Total Long-Term Liabilities		<u>0.00</u>
Total Liabilities		0.00
Capital		
Retained Earnings	\$	47,456.53
Net Income		<u>3,981.18</u>
Total Capital		<u>51,437.71</u>
Total Liabilities & Capital	\$	<u><u>51,437.71</u></u>

STREET & ALLEY
Income Statement
Compared with Budget
For the Six Months Ending December 31, 2023

	Current Month Variance		Year to Date Actual		Year to Date Budget		Year to Date Variance
Revenues							
Mileage	592.50	\$	3,978.95	\$	10,594.00		(6,615.05)
General Interest	0.00		0.76		0.00		0.76
Street & Alley Int	0.80		1.47		0.00		1.47
	<hr/>						
Total Revenues	593.30		3,981.18		10,594.00		(6,612.82)
	<hr/>						
Expenses							
Street & Alley Ca	0.00		0.00		58,051.00		(58,051.00)
	<hr/>						
Total Expenses	0.00		0.00		58,051.00		(58,051.00)
	<hr/>						
Net Income	593.30	\$	3,981.18	\$	(47,457.00)		51,438.18
	<hr/> <hr/>						