CITY COUNCIL MEETING AGENDA

Wednesday, November 4, 2026 | **City Council Chambers**
7:00 p.m. | **Halstead City Hall**

CALL TO ORDER

- **A. AGENDA CHANGES/APPROVAL OF AGENDA**
- **B. PUBLIC FORUM**
- **C. CONSENT AGENDA**
  1. Minutes of October 21, 2026 City Council Meeting
  2. Ordinance No. 2026-AP-21: Bills and Payroll from October 22 – November 4, 2026
- **D. PUBLIC HEARING**
  1. Distressed Property Show Cause Hearing – 416 Walnut St
     a) Potential Resolution No. 2026-13
- **E. UNFINISHED BUSINESS**
- **F. NEW BUSINESS**
  1. 2026 Cereal Malt Beverage License Renewal – Jump Start
  2. Wastewater Treatment Plant Upgrade project – Invitation to Bid approval
  3. Concrete Repairs – Swimming Pool and Warkentine Trail
- **G. EXECUTIVE SESSION**
  1. Non-elected personnel
- **H. REPORTS**
  1. Governing Body Comments
  2. City Manager

ADJOURNMENT

NOTICE

Agendas may be subject to change upon action of or at the discretion of a majority of the governing body.

For those who cannot attend a meeting in person but wish to provide comment to the Governing Body, those comments can be emailed to cityclerk@halsteadks.gov. Comments received before 5:00 PM on the day of a meeting will be shared with the governing body during that night's meeting during public forum. ***Anonymous comments that are sent or received will not be shared.***

Meetings are also live streamed via the city's YouTube channel and Cox Cable channel 7.

CITY COUNCIL AGENDA REPORT

Meeting Date:	November 4, 2026
City Department:	Administration and Finance
Prepared By:	Julie Wait, City Clerk
Agenda Title:	Consent Agenda

RECOMMENDED ACTION

Motion to approve the Consent Agenda November 4, 2026, as presented.

CONSIDERATIONS/ANALYSIS

Items in the November 4, 2026 Consent Agenda include:

- Minutes of October 21, 2026 City Council Meeting.
- Ordinance No.2026-AP-21 which includes bills & payroll from October 22 – November 4, 2026.

Items of note in the bills and payroll from October 22 – November 4 are as follows:

- Check #124562 in the amount of $7,019.14 to Everline of Wichita for Main Street striping.
- Check #124563 in the amount of $8,000 to Lochner for North Street preliminary engineering.
- Check #124567 in the amount of $5,289.27 to State Industrial Products for ice melt liquid.

FISCAL IMPACT/FUNDING SOURCE

Total dollar amount of checks being approved is $67,032.53, wires in the total amount of $138,315.34, direct deposits in the amount of $4,102.00, and total net payroll in the amount of $51,608.33. These expenses are split amongst multiple funds in the budget and costs from the current 2026 fiscal year.

Department Head Approval Date: 11/04/2026 City Attorney Approval Date:
City Manager Approval Date: 11/04/2026

Attachments (*listed as included in packet*):

1. Minutes of October 21, 2026 City Council Meeting.
2. Ordinance No.2026-AP-21 which includes bills & payroll from October 22 – November 4, 2026.

Halstead City Council Meeting **Council Room, City Hall**
October 21, 2026 **7:00 p.m.**

CALL TO ORDER

Mayor Faelber called the meeting to order at 7:02 p.m. The City Council meeting was streamed live on YouTube, HalsteadKS.gov, and Cox Channel 7.

CITY COUNCIL MEMBERS PRESENT

Charlie Robinson, Shawna Will, James VanSchaick, George Torres, and Roger Keating; a quorum was declared present.

CITY OF HALSTEAD STAFF PRESENT

City Manager Ethan Reimer, City Attorney Brad Jantz, City Superintendent Pat Adams, Police Chief Josh Orem, and City Clerk Julie Wait.

OTHERS PRESENT

- Melodee Shafto and Madelynn Denno – USD 440 Future Farmers of America (FFA) Officers.
- Bill Bush from the *Harvey County Now.*
- Halstead Residents – Alora Finch and Alan Weber.

AGENDA CHANGES

City Clerk Wait requested the addition of item #4 under New Business for discussion of a special event application for the USD 440 FFA Turkey Trot.

CONSENSUS by the Governing Body to accept the changes to the meeting's agenda

PUBLIC FORUM

Mayor Faelber opened the public forum at 7:03 p.m.

Hearing no requests for public comment, Mayor Faelber closed the public forum at 7:03 p.m.

CONSENT AGENDA

The following items were included in the October 21, 2026 Consent Agenda:

- Minutes from October 7, 2026 City Council Meeting.
- Ordinance No. 2026-AP-20 which includes bills & payroll from October 8 – 21, 2026.
- City Treasurer's Reports – September and 3rd Quarterly.

MOTION by Torres to approve the Consent Agenda for October 21, 2026 as submitted.
SECOND by Robinson
CARRIED 5-0

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PUBLIC HEARING

None.

UNFINISHED BUSINESS

1. **Set City Council Work Session**

   City Manager Reimer reminded the Governing Body they had tabled discussion of setting a City Council Work Session during the October 7, 2026 City Council Meeting. Recommended topic of discussion included the city-owned lots on 11th Street, the repainting of the water tower, and the Scout Cabin project.

MOTION by Torres to set a City Council Work Session for November 11, 2026 at 6:00 p.m.
SECOND by VanSchaick
CARRIED 5-0

NEW BUSINESS

1. **2027 Contracted Mowing Request for Proposal (RFP)**

   City Manager Reimer presented a draft RFP for contract mowing which would include City properties. Several properties relating to the Parks department were not included in the RFP due to the anticipation of hiring a seasonal employee to assist in that department during the summer. There were also some areas added that weren't formally included in the RFP in addition to some language to address concerns that had been brought up regarding mowing at the cemetery and on other City properties. Any responses to the RFP would be due by November 6, 2026 and then they would be presented to the Governing Body for review on November 18, 2026. Councilmember Torres asked if there was an anticipated number of bids, and City Manager Reimer stated that he did not have an estimated number. Reimer reminded the Governing Body that bidders could submit proposals for individual sections or for the project as a whole, and that the Governing Body was not obligated to select a bid if they were not satisfied with the proposals received. Councilmember Torres also asked Attorney Jantz if he had reviewed the RFP and Jantz responded that he had and that it was ready for release.

MOTION by Torres to approve issuance of the 2027 Contracted Mowing RFP subject to final edits by staff.
SECOND by VanSchaick
CARRIED 5-0

2. **Mausoleum Foundation Project Update**

   City Manager Reimer reported that the work on the Mausoleum foundation had been formally completed. Before-and-after photographs were included in the packet, showing the improvements resulting from the contractor being able to raise the building using methods they were comfortable with, without potentially jeopardizing the structure. The plan going forward was to continue to monitor and keep an eye on measurements to ensure the settlement had been addressed. He estimated it would probably be a year before they could move onto the next phase of the project which would include fixing cosmetic issues. Superintendent Adams added that Public Works still needed to get the furnace duct work put back in the floor.

NO ACTION TAKEN

3. **Joint Organization Community Marketing/Outreach**

   In the past, the Chamber, USD 440, and the City had formed a committee with representatives from all three entities to work on group marketing efforts and City Manager Reimer noted that there had been some recent interest in reviving that. The goal of the marketing was to promote the community overall without any one entity bearing 100% of the cost. Councilmember Torres asked if there was a line item in the budget for this type of expense and City Manager Reimer

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explained that it would be similar to the City's current marketing efforts and that those existing resources could potentially be leveraged through collaboration with the other entities. Councilmember Torres felt it would be a good thing to pursue, and he expressed interest in being a representative for the City on the committee, but he also requested that it be added to the Work Session agenda for additional discussion.

CONSENSUS by the Governing Body to add discussion of the joint organization community marketing/outreach to the City Council Work Session scheduled for November 11, 2026.

4. **Special Event Application – USD 440 FFA Turkey Trot**
   Madelynn Denno, FFA Secretary, and Melodee Shafto, FFA Treasurer, addressed the Governing Body regarding the 2025 Turkey Trot, which had 40 registrants. They explained that they hoped to expand the event in 2026 by adding a biking category and requested permission to hold a 5K run/walk/bike on November 21, 2026. The event falls under the "Healthy Lifestyles" component of the Growing Leaders section of the FFA Program of Activities and was intended to promote the mental and physical well-being of students and community members while encouraging positive development of the whole person. They concluded by thanking the Governing Body for the opportunity to speak about their upcoming event. Councilmember Will asked if there would be a separate route for the biking option and they responded it would be the same route as the runners. Councilmember Will also asked where people could sign up for the event and they responded their advisor would be helping them set that up. Councilmember Will asked City Clerk Wait if this was something the City could help share and Wait responded they could and the advisor could email the information to be shared.

MOTION by Torres to approve the Special Event application for the Halstead FFA Turkey Trot 5K Run/Walk, scheduled to be held on Wednesday, November 21, 2026, from 9:00 a.m. to 11:00 a.m., utilizing City streets within the City of Halstead.
SECOND by VanSchaick
CARRIED 5-0

EXECUTIVE SESSION

MOTION by Keating to recess into executive session to discuss the performance review and evaluation of the City Manager pursuant to the personnel matters of non-elected personnel exception, K.S.A 75-4319(b)(1), and ask that the City Manager and City Attorney join the Governing Body in executive session with the regular meeting to reconvene in the City Council Chambers at 7:30 p.m.
SECOND by VanSchaick
CARRIED 5-0

Mayor Faelber called the regular meeting back to order at 7:33 p.m.

No formal or binding action was taken during the Executive Session.

REPORTS

1. **Governing Body Comments**
   - Councilmember Robinson congratulated City Clerk Wait on 10 years of service which was recognized by the League of Kansas Municipalities (LKM) noting the following week would be 11 years. He joked that the City shouldn't have sent him to the LKM Conference, but he noted that everything the Halstead Governing Body was discussing was also being discussed by everyone else from what he heard. He also wanted to recognize that it had been the hottest summer on record, even hotter than 1936. Councilmember Robinson provided a rundown of the seven sessions he had attended during the three days at League Conference:

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- Planning and Zoning was a really good presentation.
- Small cities forum had a large amount of people representing a portion of the 620 cities in Kansas. There were a lot of cities like Halstead and there were cities without police and/or fire protection and one city had a 45-minute window. One of the most common issues among all the cities present, under 30,000 people, was e-bikes and scooters.
- Cybersecurity and the risk involved discussed a city at which "bad players" came in through a microwave and started capturing their information and being extremely disruptive. With all the remote equipment, information on the web, and cell phones it was scary what and how easily things could happen.
- The Moderate-Income Housing Partnership for Kansas Communities had a lot of intriguing ideas, and more cities were getting into the real estate business because they had to.
- The Keynote Speaker did an outstanding job, and the take-a-way was to have fun because cities don't have enough fun, and Wamego was referenced as being the Wizard of Oz land because the whole town celebrates it year-round.
- ADA Compliance revealed that come April 2028 everything newly published on the web such as on Facebook or a website had to be ADA compliant, meaning for hearing, speech, and vision.
- Navigating a huge loss which covered that on October 22, 2025 when Columbus, Kansas had its hard drive die on the server at City Hall. They lost everything and it couldn't be restored so it was recommended to have mirror and backup on site and to deliberately crash it occasionally to test that it restores the way it is supposed to. There was a huge difference between end of life and out of warranty and it was important to replace hardware while it was still under warranty.
- Shaping the future property tax legislation was presented by Spencer Duncan with the League of Kansas Municipalities. They discussed 20 – 22 different proposals that had been reviewed but not made into a legislation or a bill and one that stood out was an earned income tax that would apply to someone who might work in a city but not live in that same city. Everyone was looking for new sources of revenue because it was such a huge factor and nobody knew what was going to happen in the next legislative session.
- Councilmember Robinson said he appreciated the opportunity to attend League Conference because he loves it and gets to see people he has seen over the past four years, and he wished all the Governing Body and staff could attend the conference.

- Councilmember Robinson also said he had two people ask him about placing a stop sign instead of a yield sign at Santa Fe and 2nd Street. He felt this was largely driven by students exiting the school, going down Santa Fe, and ignoring the yield sign. He knew they had put one on Chestnut and because 2nd Street was such a major thoroughfare it might be a good to have stop signs at every street intersecting 2nd Street for safety.
- Councilmember Will thanked Councilmember Robinson for the birthday wishes from the last meeting and the details and information from his attendance at the League Conference. She also thanked everyone that came together for Brick Street Festival because she thought it was a really great day with all the vendors that brough people downtown for a great kickoff to fall. The football team plays home on Friday at 7:00 p.m. so she encouraged people to come out and support the team during Friday night lights at Hess Field. The volleyball girls are in sub-state which was being played at Hesston and she encouraged people to go cheer the Dragons on. Debate season kicked off and FFA students were attending national convention, and she said she was grateful for the

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opportunities for the students and if people wanted something to celebrate, they should go out, watch them, and cheer them on. Good luck to everyone competing.

- Councilmember VanSchaick concurred with Councilmember Will on what she had said, and he added he and his wife had seen the Halstead choir twice and a soloist performing the National Anthem during the volleyball season at Wichita State's Koch Arena. They had all been fantastic and had represented Halstead quite well. He also commented that the FFA event was close to his heart since he was in it and he encouraged people to go out and support them as well.
- Councilmember Keating encouraged people to enjoy the nice weather and the light rains being received, adding that he loves light rains. With Halloween coming up he asked that people enjoy that, be safe, and watch out for the kiddos. He added that the time change tended to make it dark when people were coming home so to be cautious of people out biking and walking.

2. City Manager Report

- The mausoleum foundation repair project has been completed, as was presented during the meeting. Staff will continue observation of the building to ensure the solution has the desired result and once we are confident that settling has been resolved, we will look at the next phase which would be cosmetic repair of the interior.
- Staff have signed the work agreement for the cemetery wall. We are still awaiting to hear back from the contractor on the anticipated timeline for the work to begin and will request that they start with the south broken section first.
- Approval has come in from KDHE on the WWTP upgrade plans. The city should now be able to advertise for bids and I anticipate that will be an item on our next agenda. The period for bids is a minimum of 30 days so award would not occur until December.
- We have heard back from BNSF on our permit application for the North Street project and it appears they may be one or two additional permits they are requesting us to pull related to the project. We continue to work with BNSF staff on clarification of these additional permit requests.
- The Planning Commission has established a design review committee for the site plan application for the proposed Casey's. They will be meeting prior to the next Planning Commission meeting in November and with the retained consultant on the project, PEC to discuss the proposed site plan for the project.
- Work continues on both GIS mapping projects. Staff are furnishing additional needed information to PEC as requested currently.
- The SEED grant application for replacing the entry way sign in Riverside Park was submitted Monday. I want to thank USD 440, the Halstead Community Foundation, the Halstead Chamber, and the Halstead Bank for their support on the application.
- The city received a $2,000 Risk Avoidance Grant from KCAMP which helped with some equipment for the new patrol vehicle for the Police Department.
- I also wanted to thank Councilmember Robinson for his attendance at the LKM conference. There were a lot of great sessions this year and I hope that you all will continue to consider attending future LKM events as your schedules might allow.
- The city and departments will be participating in Halloween Howl this year again. As always, we invite any members of the governing body who would be free the night of October 31st to join staff at City Hall to help with glow necklaces, candy, and hot dogs.

Councilmember Will requested that City Manager Reimer restate the section in his report regarding Casey's and to elaborate on that process. Reimer stated that there was an

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application for a conditional use permit which was strictly related to whether fuel could be sold at that location. That was formally approved by the Planning and Zoning Commission which meant if the project was to move forward it would allow for fuel sales in conjunction with a convenience store. The next step would include the site plan application which would review the logistics of the design of the building, the property layout, and plans for ingress egress. Because Halstead has a business overly district specific to the downtown area it allowed for the potential of additional parameters for development. A committee which included three Planning and Zoning Commissioners had been established to work with the City's consultant, PEC, to ensure all necessary zoning regulations would be met. The project was still in the preliminary stage and the City would continue working with the developer per code and zoning regulations.

Councilmember Keating asked if there had been any movement on the hospital properties or the lot behind the Library and staff confirmed that no building permits had been pulled for either location and staff had no additional information to report on the properties.

3. Financial Report

- September has been officially reconciled with the City Treasurer and completely closes out our 3rd financial quarter. Both the monthly and quarterly treasurer reports were included in your packets, so hopefully you had an opportunity to review them. Additionally, you have the handouts this evening that you receive monthly and contain the information that I am presenting now.
- The balance of all city funds fell from just over $7 million to just over $6.22 million, a decrease of around $780,000 for the quarter. This is not an unexpected result as most of our larger revenues are received in the first half of our fiscal year, while expenditures in the third quarter typically run a little higher from seasonal activities such as the pool and golf course seeing increases during that same time and then factors such as principal and interest debt service payments for the city typically occur in the third quarter. We also had the ambulance purchase finally move from its encumbered status to an actual expense with receipt of the new unit. City investments balances did see slight gains for the quarter while overall outstanding debt and liabilities remained relatively unchanged from the previous quarter due to the addition of the dump truck lease purchase despite other debt service payments being made during the quarter. During the quarter, the city saw just over $2.15 million in receipts and transfers in while expenses and transfers out totaled just over $2.99 million. At the end of the 3rd Quarter, total cash and investments were at the stated $6.22 million while total liabilities and obligations were just over $5 million.
- Looking closer at the month of September and budgeted funds, the city continued its trend of cash being in an unfavorable position to the previous fiscal year by around $130,000, the majority of that being the city's General Fund and Water Fund. The Water Fund continues to be in an unfavorable position due to the transfers out of the water fund last year into the utility's reserves in anticipation of upcoming projects such as work related to the North Street project and the lead and copper rule activities while the General Fund continues to see inflationary pressures such as increased fuel prices and limited revenue growth in non-tax revenues. The majority of funds though are currently favorable though to anticipated expenditures by a minimum of 5%, and this is a pretty consistent trend so far and one staff will try to maintain or even increase as we approach the end of the fiscal year. Enterprise funds continue to show a relatively health relationship between expenditures and revenues, although we are planning for

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adjustments to refuse rates for the next year in anticipation of known contract price changes and county tipping fee changes for 2027.

- Not much to report with the capital funds, the largest change was in the City Equipment Fund with the funds coming out for the ambulance purchase. The Capital Improvement Fund is holding steady in anticipation of pending projects, some of which will be discussed in more detail during upcoming work sessions I have no doubt. We remain on fairly positive ground as we approach the last quarter of our fiscal year.

ADJOURNMENT
MOTION by Torres to adjourn at 8:04 p.m.
SECOND VanSchaick
CARRIED 5-0

Respectfully Submitted,

Julie L. Wait, City Clerk

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CITY OF HALSTEAD

Ordinance No. 2026 - AP - 21

Check No. 124552 thru Check No. 124598 in the total amount of $ 67,032.53

Wires in the total amount of $ 138,315.34

Direct Deposits in the total amount of $ 4,102.00

and total net payroll(s) in the amount of $ 51,608.33
are approved for payment.

Roger Keating	Charles Robinson
George Torres	Gary Faelber
James VanSchaick	Shawna Will

Date: 11/04/2026

Commissioners Purchasing Review Report by Vendor (APLT56)

Beginning Date: 10/22/2026 **Ending Date:** 11/4/2026

City of Halstead

Vendor	Vendor Amount
ANASTASIA ENRIQUEZ	$25.00
ANDERSON LOWE	$50.00
ARMSCOR CARTRIDGE INC.	$2,405.00
BENJAMIN HEADINGS	$25.00
BRAD BRIGGS	$25.00
BRICK STREET HARDWARE	$669.37
BRIDGMAN OIL CO., INC.	$2,019.21
CHIMNEY & STONE SPECIALISTS, INC.	$219.00
CITY BEVERAGE	$240.35
CITY OF HALSTEAD	$100.66
CITY OF HALSTEAD	$2,206.72
COLONIAL LIFE INS.	$190.21
CYPRESS FACILITY SERVICES	$325.00
D C & B SUPPLY INC	$2,703.52
DANIEL BENNETT	$25.00
DIGITAL OFFICE SYSTEMS	$184.47
DOUG HOFFMAN	$50.00
ETHAN REIMER	$50.00
EVERGY	$10,086.48
EVERLINE OF WICHITA	$7,019.14
GRABERS ACE HARDWARE	$143.88
GRANT WILLIAMS	$50.00
HALSTEAD TIRE, LLC	$42.00
IDEATEK TELCOM, LLC	$1,260.79
IMAGINE IT	$580.47
IRS	$14,618.69
JANTZ LAW OFFICE	$2,000.00
JODY JONAS	$25.00
JOSH OREM	$50.00
JULIE WAIT	$50.00
KANSAS ONE-CALL SYSTEM, INC.	$31.92
KANSAS PUBLISHING VENTURES, LLC	$88.00
KMGA-GAS SUPPLY OPERATING FUND	$108,903.00
KOEHN ELECTRIC	$1,841.62

Commissioners Purchasing Review Report by Vendor (APLT56)

Beginning Date: 10/22/2026 **Ending Date:** 11/4/2026 **City of Halstead**

Vendor	Vendor Amount
KPERS	$3,850.53
KPERS	$6,962.15
KPERS OPTIONAL LIFE	$161.64
KS PAYMENT CENTER	$358.16
KS WITHHOLDING	$2,638.41
LDF COMPANY	$253.75
LOCHNER	$8,000.00
LOYAL AMERICAN LIFE INS CO	$40.48
MELISSA FARLOW	$25.00
MERIDIAN ANALYTICAL LABS LLC	$793.35
MIDWEST SINGLE SOURCE	$335.00
MISSIONSQUARE - 303013	$188.77
MUTUAL OF OMAHA	$413.85
NAVRAT'S	$174.05
NISLY BROTHERS TRASH SERVICES, INC.	$12,123.70
OFFICE PLUS OF KANSAS	$73.38
OPTIV SECURITY INC.	$423.24
PAT ADAMS	$50.00
PROFESSIONAL TURF PRODUCTS, LP	$1,171.54
QUADIENT LEASING USA, INC.	$362.37
ROBERT PILAND	$25.00
RONNIE PEDERSON JR	$25.00
SAM EBERLY	$202.00
SHAWN YOUNTS	$50.00
SITEONE LANDSCAPE SUPPLY, LLC	$458.28
STAN GARNETT, INC.	$161.21
STATE INDUSTRIAL PRODUCTS	$5,289.27
TASC/ACH FLEX ACCOUNT	$1,180.92
UCI - UTILITY CONSULTANTS INC	$70.00
UNIFIRST CORPORATION	$194.55
VAN-WALL EQUIPMENT	$1,056.29
VISA - CITY MAIN	$939.47
VISA - CITY MANAGER (ETHAN REIMER)	$430.00
VISA - EMS DEPT	$440.00

Commissioners Purchasing Review Report by Vendor (APLT56)

Beginning Date: 10/22/2026 **Ending Date:** 11/4/2026 **City of Halstead**

Vendor	Vendor Amount
VISA - PARKS & REC	$300.00
VISA - POLICE DEPARTMENT	$108.96
VISA - PUBLIC WORKS (PAT ADAMS)	$262.92
VISA - WEDGEWOOD	$252.13
WISE & ASSOCIATES, INC.	$1,300.00
Grand Total :	**$209,449.87**

AGENDA ITEM: D1

CITY COUNCIL AGENDA REPORT

Meeting Date:	November 4, 2026
City Department:	Administration/Code Enforcement
Prepared By:	Ethan Reimer, City Manager
Agenda Title:	Distressed Property Show Cause Hearing – 416 Walnut St.

RECOMMENDED ACTIONS (2)

1. Motion to adopt Resolution No. 2026-13, a resolution finding the property and structure at 416 Walnut St. to be unsafe or dangerous and directing that the structure be demolished and the premises made safe and secure on or before January 1, 2027.
2. Motion to continue the distressed property proceedings on 416 Walnut St. to January 6, 2027 at 7:00 PM.

BACKGROUND

The property at 416 Walnut has had numerous code violations in the past five years and several registered complaints from other residents in the neighborhood regarding the property. The City received a report from our previously contracted Code Enforcement contractor in August listing their concerns with the property and their determination that the property could be considered as dangerous or unsafe due to the observed conditions and lack of communication or action from the registered property owner. The City Council adopted Resolution No. 2026-10 on September 16, 2026 during their regular meeting which set a show cause hearing date for the property for November 4, 2026.

CONSIDERATIONS

Per Halstead City Code, copies of the show cause hearing were mailed via certified mail to all interested parties, and a copy of the resolution was published for two consecutive weeks in the *Harvey County Now*. It is unknown whether any representation from any of the parties receiving mailed notice will be in attendance for the hearing. If such representation is present, they should be given opportunity to speak at the public hearing as should any other interested members of the public. The presented resolution orders demolition or remediation of the structure no later than Jan. 1, 2027 which is approximately a 60-day window which has been the city's general policy in previous distressed property proceedings.

FISCAL IMPACT/FUNDING SOURCE

The city has to this point only incurred the costs related to legal publication and mailing, which come from the city's General Fund. Should the decision be made to order demolition, potentially the city would have to cover such costs if no action was taken by the property owner within the established timeline. The city would then bill the property owner for the cost of such work and should the invoice not be paid within 30 days, can then add those costs to the property as a special assessment. The last residential property the city had demolished cost approximately $8,000. Any costs the city would potentially remit for the purpose of demolition would come from the city's Capital Improvement Fund.

City Manager Approval Date: 11/2/26 City Attorney Review Date: *Pending*

Attachments (*listed as included in packet*):

1. ProCode Compliance Property Report on 416 Walnut St.
2. Resolution No. 2026-10
3. Draft Resolution No. 2026-13

Professional Code Compliance

Professional Code Compliance, LLC has inspected the structure at 416 Walnut in Halstead, Kansas, and believes it to be dangerous, unsafe or unfit for human habitation. This report is made to the governing body of the city as required by Section 4-603 of the Halstead City Code.

Description of the Structure: The structure at 416 Walnut is a single-family residence constructed in 1910. It is believed to have been unoccupied for many years.

Ownership of the Structure: The official records of Harvey County, Kansas, identify Patriot Properties, LLC of Bentley, Kansas as the owner of 416 Walnut. However, Kansas Secretary of State records show that the entity was forfeited in July 2025 for failure to file the reports required by law. Moreover, the former principal of Patriot Properties, LLC, Jeremy Lee, is on military deployment, and his wife claims that the property has been transferred to another unidentified "investor," even though such transfer is not reflected in the county records.

Condition of the Structure: The structure is dangerous, unsafe or unfit for human habitation for the following reasons:

- The structure is not weathertight. Water damage is evident on the interior of the roof, and the ceilings have fallen or been removed.
- The structure lacks solid flooring. The floor joists are exposed, and the structure cannot be walked in safely.
- The structure is accessible to rodents and other animals. Exterior siding is missing on the lower part of the structure, and the resulting holes are access points for vermin.

Photographs that document these defects are attached to this report.

Recommendation: Professional Code Compliance recommends that the governing body, by resolution, fix a time and place at which the owner, the owner's agent, any lienholder of record and any occupant of the structure may appear and show cause why the structure should not be condemned and ordered repaired or demolished, as authorized by Section 4-605 of the Halstead City Code.


May 20, 2026 at 10:43:09 AM
Halstead, KS 67056

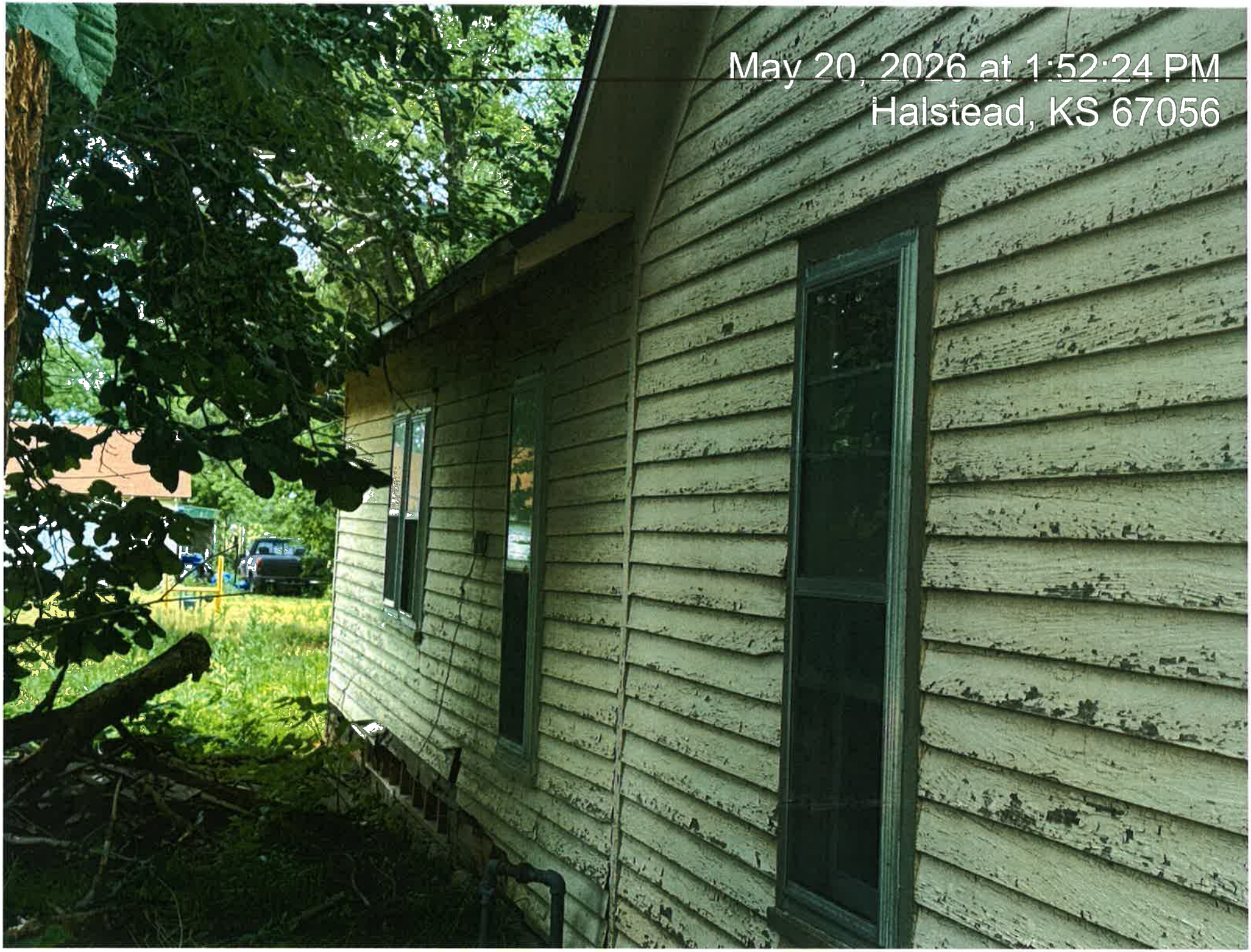

May 20, 2026 at 1:52:08 PM
Halstead, KS 67056


May 20, 2026 at 1:52:11 PM
Halstead, KS 67056


May 20, 2026 at 1:53:02 PM
Halstead, KS 67056


May 20, 2026 at 1:52:54 PM
Halstead, KS 67056


May 20, 2026 at 1:53:17 PM
Halstead, KS 67056


May 20, 2026 at 1:52:24 PM
Halstead, KS 67056

6/04/2020

6/04/2020

6/04/2020



6/04/2026

6/04/2024



6/04/2026

Published twice weekly in the Harvey County Now
on September 24,2026 and October 1, 2026 .

RESOLUTION NO. 2026-10

A RESOLUTION OF THE CITY OF HALSTEAD, KANSAS FIXING A TIME AND PLACE FOR SHOW CAUSE HEARING PURSUANT TO THE HALSTEAD CITY CODE CHAPTER 4, ARTICLE X, SECTION 4-1010 ET.SEQ. AS DULY ADOPTED BY THE CITY OF HALSTEAD, KANSAS.

WHEREAS, the City of Halstead, Kansas is authorized to cause the repair or removal of certain structures located within the City which may have become unsafe or dangerous.

WHEREAS, an updated inspection report has been received by the duly authorized building inspector for the City of Halstead, Kansas and filed with the City of Halstead on June 4, 2026, referencing possible unsafe or dangerous conditions of a residential structure, on property which is located within the City of Halstead, Kansas described as follows:

Legally described as follows:

Beginning 150 feet South of the Northwest Corner of Block Forty (40), City of Halstead, Harvey County, Kansas, thence East 150 Feet; thence South 100 feet; then West 150 feet; thence North 100 feet, to the place of beginning.

Commonly known by Street Address as:

416 Walnut Street, Halstead, Kansas 67056

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF HALSTEAD, KANSAS:

That the Governing Body has, pursuant to Halstead City Code Chapter IV, Article 6, Section 4-604 et.seq., as duly adopted by the City of Halstead, Kansas, hereby authorized the fixing of a time and place for hearing at which the owner, its agent, any lienholders of record, and any occupant of such structure(s) may appear and show cause why such structure should not be condemned and ordered repaired or demolished. The time and place of hearing is hereby established as November 4, 2026 at 7:00 p.m., at the Halstead City Hall, 303 Main Street, Halstead, Kansas 67056.

BE IT FURTHER RESOLVED:

That a copy of this resolution shall be published once each week for two (2) consecutive weeks on the same day of each week. A copy of this resolution shall be mailed by certified mail within three (3) days after its publication to each owner, agent, lienholder and occupant at his, her, or its last known address and that any owner who is a Kansas resident shall be personally served with three (3) days after publication in lieu of mailing the same.

ADOPTED AND APPROVED by the Governing Body of The City of Halstead, Harvey County, Kansas this 16th day of September, 2026.

THE CITY OF HALSTEAD INCORPORATED MARCH 12, 1877 SEAL HARVEY COUNTY, KANSAS

Mayor

ATTEST:

City Clerk

Published in the **HARVEY COUNTY NOW**, November 12, 2026

RESOLUTION NO. 2026-13

A RESOLUTION FINDING THAT THE STRUCTURE LOCATED AT 217 MAIN STREET IN THE CITY OF HALSTEAD, HARVEY COUNTY, KANSAS, IS UNSAFE OR DANGEROUS AND DIRECTING THAT THE STRUCTURE BE DEMOLISHED AND THE PREMISES MADE SAFE AND SECURE.

WHEREAS, the duly authorized Code Enforcement Officer of the City of Halstead, Kansas did on the 12th day of August , 2026, file with the Governing Body of said City a report in writing that a certain structure, hereinafter described was unsafe and dangerous; and,

WHEREAS, the Governing Body did by Resolution No. 2026-10 dated the 16th day of September, 2026, fix the time and place of a hearing at which the owner, his or her agent, and lienholders, any occupants and all other parties of interest of such structure could appear and show cause why such structure should not be condemned and ordered repaired or demolished, and provided for giving notice thereof as provided by law; and,

WHEREAS, Resolution No. 2026-10 was published in the official newspaper for the city on the 24th day of September, 2026, and on the 1st day of October, 2026 and a copy of said resolution was served upon all persons entitled thereto as provided by law: and

WHEREAS, on the 4th day of November, 2026, and, the Governing Body did conduct the hearing scheduled in Resolution No. 2026-10 and took evidence from the following: City staff and the written report of the duly authorized Code Enforcement Officer on behalf of the City and the owner, _____. No other parties in interest appeared or presented evidence.

WHEREAS, on this ____ day of _____, 2026, the Governing Body, after hearing and taking into consideration all offered testimony, finds that subject property is sufficiently distressed and that the condition of the same warrants a finding that the property is dangerous and unsafe and a dangerous and unsafe structure exists thereon.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF HALSTEAD, KANSAS:

1. The Governing Body hereby finds that the structure located at:

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Legally described as follows:

Beginning 150 feet South of the Northwest Corner of Block Forty (40), City of Halstead, Harvey County, Kansas, thence East 150 Feet; thence South 100 feet; then West 150 feet; thence North 100 feet, to the place of beginning.

Commonly known by Street Address as:

416 Walnut Street, Halstead, Kansas 67056

is unsafe and dangerous and directs that certain remedial measures be completed or the dangerous and unsafe structure is to be demolished and the premises made safe and secure.

2. The owner of such structure is hereby directed to arrange for and complete a full structural evaluation by a properly licensed structural engineer to confirm the safety and structural integrity of the subject structure or, failing that confirmation, complete the demolition of the property as soon as practicable and to have the demolition completed on or before, January 1, 2027. Provided, that upon due application by the owner and for good cause shown, the governing body, in its sole discretion, may grant the owner additional time to complete the demolition of the property.

3. If the owner fails to complete the demolition of the structure in a timely manner as expressly noted herein, or any additional time granted by the Governing Body, or fails to diligently prosecute the same until the work is completed by the date approved herein, the governing body may, at any time after the approved deadline noted, cause the structure to be razed and removed and the costs of razing and removing, less salvage if any, shall be collected in the manner provided by K.S.A. 12-1,1115, and amendments thereto or shall be assessed as a special assessment against the lot or parcel of land upon which the structure is located or by both, all as provided by law.

BE IT FURTHER RESOLVED, that if the owner fails to commence the removal of the structure in a timely manner, or fails to diligently prosecute the same, the governing body may take such further action as it deems necessary to raze and remove the structure without further notice to the owner or other parties in interest on or after January 1, 2026.

BE IT FURTHER RESOLVED, that the City Clerk shall cause this Resolution to be published once in the official city paper and mail a copy to the owners, agents, lienholders, occupants, and other parties in interest.

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ADOPTED AND APPROVED by the Governing Body of The City of Halstead, Harvey County, Kansas this _____ day of _____, 2026.

_____
Gary Faelber, Mayor

ATTEST:

_____
Julie Wait, City Clerk

Seal:

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AGENDA ITEM: F1

CITY COUNCIL AGENDA REPORT

Meeting Date:	November 4, 2026
City Department:	Administration
Prepared By:	City Clerk Wait
Agenda Title:	2027 CMB Sales for Jump Start Store #2

RECOMMENDED ACTION

Motion to approve the Cereal Malt Beverage (CMB) Retailer's License application submitted by Jump Start Store #2, with the license being valid from January 1, 2027, through December 31, 2027.

BACKGROUND

Section 3-201 of the City Code requires any person selling cereal malt beverages at retail to obtain a license for each place of business where cereal malt beverages are sold at retail. The application must be submitted to the Governing Body and include the information and certifications required by the City Code and the State of Kansas. Jump Start has applied for and held a Cereal Malt Beverage License through the City since 2017 while maintaining compliance with the State of Kansas. The application has been submitted for consideration for the 2027 licensing year. If approved, the CMB Retailer's License will be valid from January 1, 2027, through December 31, 2027.

CONSIDERATIONS

The Governing Body should review the application to determine whether CMB Sales meets the requirements for issuance of a Cereal Malt Beverage Retailer's License at Jump Start Store #2. If the license is approved, the City Clerk will issue the license showing the name of the licensee and the year for which it is issued. The license is required to be posted in a conspicuous place at the licensed place of business. Jump Start has complied with all provisions of CMB licensure successfully since 2017.

FISCAL IMPACT/FUNDING SOURCE

There is no fiscal impact to the City associated with the approval of this license. Jump Start Store #2 pays the required $25.00 State of Kansas licensing fee and the $50.00 City licensing fee. The City has received the $50.00 local licensing fee as revenue in the city's General Fund.

City Manager Review Date: 10/30/26 City Attorney Review Date: *Pending*

Attachments (*listed as included in packet*):

1. Kansas Cereal Malt Beverage Monthly Report

Alcoholic Beverage Control
109 SW 9th Street, 5th Floor
PO Box 3506
Topeka KS 66601-3506

Kansas
Department of Revenue

Phone: 785-296-7015
Fax: 785-296-7185
kdor_abc.licensing@ks.gov
www.ksrevenue.gov/abc.html

KANSAS CEREAL MALT BEVERAGE (CMB) MONTHLY REPORT

REPORT MONTH:	☐January ☐February ☐March ☐April ☐May ☐June ☐July ☐August ☐September ☑October ☐November ☐December	YEAR: 2026

Office Name	☑City ☐County	Contact Person Name
City of Halstead		Julie Wait, City Clerk

Mailing Address	City	Zip Code
303 Main	Halstead	67056

Telephone Number	E-Mail Address
(316) 835-2286	cityclerk@halsteadks.gov

CMB LICENSES ISSUED:

Owner Name	DBA Name
Jump Start Stores, Inc.	Jump Start Stores #2

	Start Date	Expiration Date
☐On-Premise Retailer ☑Off-Premise Retailer ☐Special Event	01/01/2027	12/31/2027

Place on State Copy

C53285

Owner Name	DBA Name	Affix CMB Stamp

	Start Date	Expiration Date
☐On-Premise Retailer ☐Off-Premise Retailer ☐Special Event		

Owner Name	DBA Name	Affix CMB Stamp

	Start Date	Expiration Date
☐On-Premise Retailer ☐Off-Premise Retailer ☐Special Event		

Owner Name	DBA Name	Affix CMB Stamp

	Start Date	Expiration Date
☐On-Premise Retailer ☐Off-Premise Retailer ☑Special Event		

Owner Name	DBA Name	Affix CMB Stamp

	Start Date	Expiration Date
☐On-Premise Retailer ☐Off-Premise Retailer ☐Special Event		

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This report must be filed by the 25th day of the following month. All CMB records shall be maintained for three years and shall be available for inspection by the Director or any agent or employee of the Director or Secretary upon request.

Under penalties of perjury, I declare the information contained in this document represents a true, accurate and complete disclosure of information. I also authorize KDOR to send communications to the e-mail address provided on this form.

SIGNATURE Julie L. Wait TITLE City Clerk DATE

AGENDA ITEM: F2

CITY COUNCIL AGENDA REPORT

Meeting Date: November 4, 2026
City Department: Public Works – Wastewater
Prepared By: Ethan Reimer, City Manager
Agenda Title: Wastewater Treatment Plant Upgrade project – Invitation . . .

RECOMMENDED ACTION

Motion to approve staff and project consultants to prepare and advertise for bids on the Halstead Wastewater Treatment Plant Improvements project as presented.

BACKGROUND

Due to changing Kansas Department of Health and Environment (KDHE) regulations and the age of the plant staff recommended a thorough evaluation of the WWTP facility that would allow the city to best plan for the future and ensure that the city is proactive in being able to meet any new potential regulations in addition to current regulations. Such an evaluation and a proposed facility plan also became a condition of our latest KDHE permit in 2022. The WWTP facility was originally built in the late 70s (with an estimated life of 25 years) and the last two major upgrades to the WWTP facility occurred in 2001 and 2009 in order to meet updated permit requirements. The city originally contracted with MKEC in 2019 for evaluation and assessment of the facilities and to identify potential courses of action or solutions regarding the wastewater treatment process and continued compliance with the city's KDHE permit. The City of Halstead then contracted with Schwab Eaton in 2023 to make a recommendation on the best course of action of the identified solutions laid out by MKEC in the previous evaluation and assessment. The Governing Body was presented the findings of the Schwab Eaton report during a work session on August 5, 2024. On August 12, 2024 the Governing Body formally accepted the preliminary engineering report from Schwab Eaton and approved an administrative services agreement with Ranson Financial for their assistance and management of the process for the city to seek funding through the state's revolving loan (SRLF). The city subsequently held a public hearing and meeting on the WWTP improvement project and the decision to seek SRLF financing on October 7, 2024. The City of Halstead approved Resolution No. 2024-14, which authorized the city to file an application to the KDHE state revolving loan fund for financing of the proposed improvements and upgrades to the city's WWTP, which was subsequently approved by KDHE. The city has entered into further contracts with Schwab Eaton and Ranson Financial regarding the project and the required administration and engineering work necessary and work on the project has been ongoing since that time. The city has now received approval from KDHE on the submitted plans for the project which means the project can go out to bid.

CONSIDERATIONS/ANALYSIS

The current WWTP has exceeded its expected original lifespan, and this project will also allow the city to pursue other improvements such as improved efficiency and better technology to assist with overall operations and management of the plant in the future and hopefully reduce operational costs to some degree from current costs. The city's multi-year efforts and evaluation of the WWTP has allowed us to stay compliant with our wastewater permit conditions, and these improvements will ensure that Halstead remains compliant for the foreseeable future. The City of Halstead is eligible for loan forgiveness of up to $2,000,000 on the overall estimated $4,541,000 project. That $4.541 million budget amount does also include the engineering services and loan administration amounts and with the forgiveness the principal of the loan would be in the amount of $2.541 million. The loan agreement does stipulate that the City of Halstead will establish a dedicated revenue source (e.g. wastewater utility revenues) and

establish rates that will cover the operations of the plant, and the loan payment amounts for the duration of the loan. The City of Halstead did make some initial changes to our wastewater rate structure starting in 2024 and added a sewer capital fee in 2025 in anticipation of the new debt service and will as part of the process be evaluating that rate structure and bring forward suggested changes to ensure our meeting the financial obligation of this loan. The advertisement for bid must be published in the local newspaper a minimum of 30 days prior to the opening of bids. Observing this window would allow the city to open bids on December 15 with the intent to present the bids to the governing body during the December 16, 2026 meeting.

FISCAL IMPACT/FUNDING SOURCE

Since beginning evaluation of the WWTP and the need for major improvements in 2019, the city has spent just shy of $46,500 in multiple evaluations of existing conditions, engineering recommendations, solution identification, and potential solution rate impacts. The estimated annual debt service payment is just shy of $162,000 per year for 20 years. The debt service costs for the WWTP improvement project would come from the Wastewater Fund and the primary revenue stream for the fund which are wastewater utility rates. It is anticipated that any improvements would necessitate the need for updated wastewater rates to help cover the additional debt service obligation going forward. The estimated rate on the loan of 2.48% is in line with previous rates the city has had for SRF obligations and below the most recent rates the city has received for both tax-exempt and taxable general obligation debt. Serious financial consequences would potentially result if the city would take no action or attempt to operate a facility that was not in compliance with KDHE regulations regarding the quality of treated wastewater coming out of the facility or continued equipment failures of the older equipment that has exceeded its intended lifespan. Putting the project out to bid will also help establish the actual amount of project, as currently the $4.541 million has been an estimate of probable costs.

City Manager Approval Date: 11/2/26 City Attorney Review Date: *Pending*

Attachments (*listed as included in packet*):

1. Draft Invitation to Bid document

ADVERTISEMENT FOR BIDS

City of Halstead

303 Main Street

Halstead, KS 67056
(Owner Address)

Separate sealed BIDS for the Wastewater Treatment Plant Improvements consisting of a new Aero-Mod SEQUOX Basin and equipment, a new 30' x 40' pre-engineered metal building with backup generator, new phosphorus removal chemical feed system, new UV equipment, removal and replacement of grit removal system, headworks building improvements, removal and replacement of the existing backup generator, building and site piping, site work, electrical work, and miscellaneous appurtenances will be received by the City of Halstead at **City Hall, 303 Main Street, Halstead, KS 67056** until 1:00 PM (Central Time) on December 15, 2026 and then publicly opened and read aloud.

Bids will be received for a single prime Contract. Bids shall be on a lump sum basis as indicated on the Bid Form.

The Issuing Office for the Bidding Documents is: **Schwab Eaton, 5410 Ledge Stone Drive, Suite 100, Manhattan, KS 66503.** Prospective Bidders may examine the Bidding Documents at the Issuing Office on Mondays through Fridays between the hours of **8:00 AM – 12:00 PM** and **1:00 PM – 5:00 PM**, and may obtain copies of the Bidding Documents as described below.

Bidding Documents may also be examined at **303 Main Street, Halstead, KS 67056** by appointment. Please contact **Julie Wait** at **316-835-2286** to set up an appointment.

Copies of plans and specifications can be seen or purchased for a Non-Refundable fee online at www.drexeltech.com in the eDistribution plan room. Additional assistance is available at distribution@drexeltech.com. Information regarding this project can be found in the "Public Jobs" link on the website. Contractors desiring the Contract Documents for use in preparing bids may also obtain a set of such documents from Drexel Technologies; 10840 West 86th Street, Lenexa, KS 66214, telephone number (913) 371-4430. Bidding documents will be shipped only if the requesting party assumes responsibility for all related charges. Corporate, certified, or cashier's checks shall be made payable to Drexel Technologies, Inc.

The Owner reserves the right to waive any informalities and/or to reject all bids.

Each Bidder must deposit his bid security in the amount, form and subject to conditions provided in the information to Bidders.

This project is funded in whole or in part by the KDHE State Revolving Loan Fund program. Associated certifications and the completion of other documents will be required for the successful completion of the project. All bidders are required to comply with Local, State, and Federal regulations as stated in the bid documents.

All contracts and subcontracts exceeding $100,000 shall comply with the Anti-Lobbying Act, Section

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319 of Public Law 101-121, and file an Anti-Lobbying Certification form, and the Disclosure of Lobbying Activities form, if required, to the next tier above.

November 12, 2026
Date

Ethan Reimer
City Manager

DRAFT

AGENDA ITEM: F3

CITY COUNCIL AGENDA REPORT

Meeting Date: November 4, 2026
City Department: Parks and Recreation
Prepared By: Ethan Reimer, City Manager
Agenda Title: Concrete Repairs – Swimming Pool and Warkentine Trail

RECOMMENDED ACTIONS (2)

1. Motion to approve the bid from Casta Construction to repair and expand the concrete at the swimming pool for a project amount not to exceed $16,000.
2. Motion to approve the bid from Casta Construction to remove and replace sections of the Warkentine Trail for a project amount not to exceed $17,000.

BACKGROUND

Following closure of the pool this season, Public Works staff had to cut into the concrete deck around the pool to repair a leak which now needs repaired. While discussing the needed repairs to the deck for the leak repair, the Parks and Recreation Director asked about the possibility of pouring new concrete within the fenced area of the pool to replace the existing grass areas which are hard to maintain or keep healthy and have been ever since the "new" pool was completed. There are also several panels or areas of the Warkentine Trail (levee path) that have significant cracking or issues and need to be replaced for safety considerations.

CONSIDERATIONS

Staff believe the repairs for the levee path are necessary from a safety standpoint for those who utilize the trail. Several previously known or even minor cracks have been observed over the summer to get progressively worse this year to the point action is appropriate. Alternative funding for this project is very unlikely as the trail is established so this type of work would be seen as general maintenance and upkeep of existing infrastructure. The requested expansion of the decking at the pool is based on staff observation and consideration for the maintenance and upkeep of these areas within the fenced area, which can only be accessed through the pool house when it comes to equipment. Staff believe that pursuing these projects later will only likely see increased costs for the same work. While staff have tried to seek multiple quotes for these projects, Casta Construction has been the only response we have received thus far. On multiple previous concrete related projects, Casta has either been the lowest or second lowest price point for the project and has a good track record with the city on those projects in terms of finished project and adherence to timelines, so staff are comfortable proceeding with the work if approved by the governing body. Staff have added some contingency to the quoted prices to allow for any potential variance that might occur.

FISCAL IMPACT/FUNDING SOURCE

Funding would come from the Capital Improvement Fund and funds that are earmarked for quality-of-life improvements. At the end of the third quarter of 2026, over $330,000 was available in this fund for such projects so if both projects were approved it would represent about 10% of those available funds (and overall, around 3% of the total Capital Improvement Fund balance).

City Manager Approval Date: 11/2/26 City Attorney Approval Date:

Attachments (*listed as included in packet*):

1. Casta Construction Quote/Pool Area Map

Pool New Concrete Areas



11/2/2026, 3:53:49 PM

1:564

0 0 0.01 0.01 mi

0 0.01 0.01 0.02 km

Kansas NG911 Address Points

Override 2

Areas

Override 1

Property Boundary

Parcel Boundaries

Esri, HERE, Garmin, INCREMENT P, USGS, EPA, USDA

ArcGIS Web AppBuilder

All map data subject to Harvey County GIS data disclaimer. Any conclusions drawn from such information are the sole responsibility of the user.

Proposal

PROPOSAL NO.

SHEET NO.

DATE 10-3-26

PROPOSAL SUBMITTED TO:

NAME Patt Adams

ADDRESS

PHONE NO.

WORK TO BE PERFORMED AT:

ADDRESS 410 College Halstead Ks

DATE OF PLANS

ARCHITECT

We hereby propose to furnish the materials and perform the labor necessary for the completion of

135 L Ft of 6' Concrete approach $1,870.00

Swiming Pool

112.5 Sq Ft of 4" concrete Repair $1,950.00

Swiming Pool

1,614 Sq Ft of 4" concrete replacing Grass $13,719.00

Remove and Replace 1770 Sq Ft of 5' concrete $15,930.00

Diked

Casta Const

Slavel Ortiz

776 N custer st

Wichita Ks

67203

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner for the sum of

Dollars ($) with payments to be made as follows.

Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.

Respectfully submitted

Per

Note — this proposal may be withdrawn by us if not accepted within days.

ACCEPTANCE OF PROPOSAL

The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

Signature

Signature