Keiser City Council Agenda

December 16, 2024, Keiser City Hall

1. Call to Order
2. Roll Call
3. Minutes (November 2024 Regular Council Meeting & Special Council Meeting)
4. Financial Report
5. Old Business
    a. ANRC Sewer Grant/Loan
    b. Diner
    c. Park Trees
    d. Annexation
6. New Business
    a. Water/Sewer Revenue
    b. Bad Debt
    c. Grants
        i. Rural Community Grant Program
        ii. Fire Protection Grant
        iii. Mitigation Grant
7. Other Business
8. Next regular meeting will be January 20, 2025 @ 6:pm Keiser City Hall
9. Adjournment

CITY OF KEISER

Council Meeting

November 18, 2024

The Keiser City Council met in regular session Mondy, November 18, 2024, at 6 PM at Keiser City Hall. In attendance were Mayor Rick Creecy; Recorder Penny Wilbanks; and Councilmembers Donna Bell and Lynn Skaggs. Absent council members were Laura Smith and Joey Jackson. Mayor Creecy used his legislative privilege to provide a quorum, and the meeting was called to order.

Minutes from October council meeting & a special meeting held on October 17,2024 were read and approved with a motion from Bell, followed by a second from Skaggs; and all said aye.

Financial Reports were reviewed and approved with a motion from Skaggs, followed by a second from Bell; and all said aye.

Representing the Special Events Committee, Bell informed the council that Jerry & Peggy Sellars would serve as the Grand Marshall in Keiser's Annual Christmas Parade, which will take place December 5, 2024.

OLD BUSINESS

A. 60% of the plans for the Bike/Walking Trail have been sent in for approval. Mayor met with the engineer to make final adjustments to the plan
B. Approval was given to award the contract for the Main Street Lift Station to MMRC and will take approximately 6 months to start the work.

NEW BUISNESS

A. There is one adjustment that had to be made to the 2025 Budget. Workman Comp has gone up to $6402 from $5000. Motion to accept adjustment was approved by Bell, followed by a second from Skaggs; and all said aye.
B. The 1975 Ford Fire Truck is out of service. The Keiser Fire Department recommended donating the truck to a Fire Department in need. Resolution 2024-12 (A Resolution approving the agreement and Release & Donation waiver of liability and agreement for indemnification receipt of donated equipment) was read by Recorder/Penny Wilbanks
C. Hunter Malone offered to let the City of Keiser purchase the Furniture left in The Diner by Champion Coffee (The Grind). The City Council was not interested in the city making the purchase. The motion to decline purchase of furniture was approved by Bell, followed by a second from Skaggs and all said aye.
D. A motion to approve Fire Pay, $20 for meetings, $20 per fire, and $55 for fires over 3 hours was approved by Bell; followed by a second from Skaggs and all said aye.
E. A motion to approve yearly City Incentive pay; $600 for Full-Time Employees, and $300 for Part-Time Employees was approved by Skaggs; followed by a second from Bell and all said aye.

F. Policies and Procedures were discussed about Cybersecurity to protect all information for the City of Keiser. A motion to approve Cybersecurity Policy and Procedure was accepted by Skaggs; followed by a second from Bell and all said aye
A motion to approve a policy for Data Retention, keeping records for 7 years, and keeping all Ordinances and Resolutions forever, was accepted by Skaggs; followed by a second from Bell and all said aye.
G. Mayor presented information on current Grants that have been submitted. CDBG Drainage, BCBS, and NRA Training Grant. Sewer Grant has been awarded. We will find out what type in the upcoming days.
H. Mayor met with Judge Nelson about potential for game changing funds for the city.

OTHER BUSINESS

A. Council has approved to sell the City Tahoe and Blue Crown Vic police cars. Motion was approved by Bell; followed by a second from Skaggs and all said aye
B. There are 2 Dogs and some puppies presently at the dog pound.
C. Chief of Police and Officer Borden are working with getting a game plan together on Code Enforcement.
D. Special Committee advocate, Donna Bell announced the Grand Marshall for the 2024 Christmas Parade. (Jerry & Peggy Sellars)

With no further business to discuss, Skaggs motioned to adjourn the meeting; followed by a second from Bell; and all said aye.

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MAYOR RECORDER

CITY OF KEISER

November 2024 Bank Balances

GENERAL	$205,541.13
ACT 833	$40,740.30
STREET	$160,977.82
WATER/SEWER REVENUE	$4,883.44
WATER/SEWER OPERATING	$94,091.79
ONE-CENT WATER	$166,642.73
ONE-CENT SEWER	$148,906.66
METER DEPOSIT	$25,852.23
	$847,636.10
CERTIFICATE OF DEPOSIT	$60,136.00
	$907,772.10
SQUARE PAY	$1,015.28
FUN PARK GRANT	$50,091.32
SEWER LOAN GRANT	$179.45
COMMUNITY POLICING	$1,487.76
COPS PROGRAM	$756.06
PSEG	$0.00
RURAL PARK GRANT	$0.00
LIFT STATION GRANT	$0.00
WATER TANK GRANT	$0.00
	$53,529.87
GRAND TOTAL	***$961,301.97***

Register: 1000 · BancorpSouth
From 11/01/2024 through 11/30/2024
Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
11/01/2024		Revenue	3724 · Interest Earned	Deposit		X	12.89	201,032.70
11/04/2024	D405589	Revenue	3700 · Sanitation Fees	11-4-24		X	639.36	201,672.06
11/04/2024		LOPFI	7200 · Fire Dept - Reti...	ACH, Withdra...	96.00	X		201,576.06
11/04/2024	44195	Office of Child Supp...	2030 · Child Support/...	Smith - 002521...	252.60	X		201,323.46
11/04/2024	44189	Penny L Wilbanks	-split-		577.53	X		200,745.93
11/04/2024	44190	Paul D Borden	-split-		708.63	X		200,037.30
11/04/2024	44191	Steven D Smith	-split-		586.53	X		199,450.77
11/04/2024	44192	Stacy F Burks	-split-		307.10	X		199,143.67
11/04/2024	44193	Howard V. Cross	-split-		218.41	X		198,925.26
11/04/2024	44194	Daniel Broughman	-split-		91.45	X		198,833.81
11/04/2024	44196	Jerry Hamilton	-split-		375.00	X		198,458.81
11/05/2024	44197	SkyCop, Inc	8006 · SkyCop, Inc.	Inv 28018	330.38	X		198,128.43
11/05/2024	44198	Arkansas Municipal ...	5203 · Mun.League W...	Fund Year 41 ...	6,401.52			191,726.91
11/05/2024	44199	Buffalo Island Services	6200 · Sanitation-Wast...	Inv. 6566	90.00	X		191,636.91
11/05/2024	44200	Danny Graham	5208 · City Expense	The Sophisticat...	65.00	X		191,571.91
11/06/2024		Entergy	5400 · City Hall-Electr...	ACH, Withdra...	139.25	X		191,432.66
11/06/2024		Entergy	5405 · Diner Electricity	ACH, Withdra...	119.94	X		191,312.72
11/06/2024		Entergy	7400 · Fire Dept - Elec...	ACH, Withdra...	97.29	X		191,215.43
11/08/2024		Revenue	3725 · Garbage Bag Sa...	Transfer from ...		X	10.00	191,225.43
11/08/2024	D405590	Revenue	3500 · State Turnback ...	Municipal Gen...		X	769.50	191,994.93
11/08/2024	D4005591	Revenue	3350 · Grant Revenue	COPS (2nd Off...		X	1,154.40	193,149.33
11/08/2024		IRS	2400 · Payroll Liabiliti...	October	4,139.00	X		189,010.33
11/08/2024		Department of Finan...	2400 · Payroll Liabiliti...	71-0467243	556.33	X		188,454.00
11/08/2024		Department of Finan...	2031 · Ark Sales Tax	71-0467243	593.00	X		187,861.00
11/08/2024	44201			VOID: Printed...		X		187,861.00
11/11/2024	*44211*	*Office of Child Supp...*	*2030 · Child Support/...*	*Void: Entered ...*		X		187,861.00
11/11/2024	44212	Office of Child Supp...	2030 · Child Support/...	Smith - 002521...	252.60	X		187,608.40
11/11/2024	44202	Rodney N. Brown	-split-		216.52	X		187,391.88
11/11/2024	44203	Steven D Smith	-split-		394.65	X		186,997.23
11/11/2024	44204	Stacy F Burks	-split-		237.71	X		186,759.52
11/11/2024	44205	Howard V. Cross	-split-		142.87	X		186,616.65
11/11/2024	44206	Daniel Broughman	-split-		91.46	X		186,525.19
11/11/2024	44207	Penny L Wilbanks	-split-		577.53	X		185,947.66
11/11/2024	44208	Brenda K Creecy	-split-		139.33	X		185,808.33
11/11/2024	44209	Paul D Borden	-split-		667.76	X		185,140.57
11/11/2024	44210	Jerry Hamilton	-split-		374.99	X		184,765.58
11/12/2024		Revenue	3725 · Garbage Bag Sa...	2@ $10 - transf...		X	20.00	184,785.58
11/12/2024	D405592	Revenue	3700 · Sanitation Fees	11-12-24		X	5,237.82	190,023.40
11/12/2024		Black Hills Energy	5899 · Diner (Black Hi...	ACH, Withdra...	73.81	X		189,949.59
11/12/2024		Black Hills Energy	7151 · Fire Dept Gas (...	ACH, Withdra...	33.49	X		189,916.10

Register: 1000 · BancorpSouth

From 11/01/2024 through 11/30/2024

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
11/12/2024		Black Hills Energy	5308 · City Hall Gas (...	ACH, Withdra...	33.49	X		189,882.61
11/13/2024		Ritter Communication	5450 · City Hall - Tele...	ACH, Withdra...	419.74	X		189,462.87
11/13/2024	44213	Crown Trophy, Inc	5208 · City Expense	Trophies	118.27	X		189,344.60
11/13/2024	44214	Mid-South Sales, Inc.	6402 · Gas for City Ve...	10000363	1,210.88	X		188,133.72
11/13/2024	44215	Pugh's Hauling	9350 · City Park - Rep...	1 load of dirt	250.00	X		187,883.72
11/13/2024	44216	United Police Supply	8005 · Police Dept Uni...	1339	103.08	X		187,780.64
11/13/2024	44217	Gunn's Supermarket	5208 · City Expense	05050	74.34	X		187,706.30
11/13/2024	44218	Lowe's	6354 · Sanitation Equip.	9800 328110 6	307.30	X		187,399.00
11/14/2024		Cadence	5006 · Bank Fees	Fee, Withdraw...	4.43	X		187,394.57
11/15/2024	D405593	Revenue	3350 · Grant Revenue	COPS (2nd Off...		X	577.20	187,971.77
11/15/2024		Cadence	5007 - Safety Deposit ...	Fee, Withdraw...	80.00	X		187,891.77
11/18/2024	44219	Jerry Hamilton	-split-		375.00	X		187,516.77
11/18/2024	44220	Paul D Borden	-split-		706.37	X		186,810.40
11/18/2024	44221	Rodney N. Brown	-split-		186.86	X		186,623.54
11/18/2024	44222	Steven D Smith	-split-		633.38	X		185,990.16
11/18/2024	44223	Howard V. Cross	-split-		116.30	X		185,873.86
11/18/2024	44224	Daniel Broughman	-split-		91.45			185,782.41
11/18/2024	44225	Eli B. Gann	-split-		47.92	X		185,734.49
11/18/2024	44226	Brenda K Creecy	-split-		44.59	X		185,689.90
11/18/2024	44227	Stacy F Burks	-split-		299.12	X		185,390.78
11/19/2024	D405594	Revenue	3700 · Sanitation Fees	11-19-24		X	5,185.31	190,576.09
11/19/2024	5158	Ritter Communication	8450 · Police Dept - Te...	Check, Withdra...	27.44	X		190,548.65
11/19/2024	5159	Ritter Communication	7450 · Fire Dept -Tele...	Check, Withdra...	76.94	X		190,471.71
11/19/2024	44229	Office of Child Supp...	2030 · Child Support/...	S Smith 00252...	252.60	X		190,219.11
11/19/2024	44228	Penny L Wilbanks	-split-		577.53	X		189,641.58
11/19/2024	44230	Rodney N. Brown	-split-		386.10	X		189,255.48
11/19/2024	44231	Jerry Hamilton	-split-		486.10	X		188,769.38
11/19/2024	44232	Paul D Borden	-split-		486.10	X		188,283.28
11/19/2024	44233	Penny L Wilbanks	-split-		486.10	X		187,797.18
11/19/2024	44234	Howard V. Cross	-split-		255.47	X		187,541.71
11/19/2024	44235	Daniel Broughman	-split-		271.47			187,270.24
11/19/2024	44236	Eli B. Gann	-split-		271.47	X		186,998.77
11/19/2024	44237	Steven D Smith	-split-		506.10	X		186,492.67
11/19/2024	44238	Stacy F Burks	-split-		274.03	X		186,218.64
11/19/2024	44239	William L. Skaggs	-split-		600.27	X		185,618.37
11/19/2024	44240	Laura Smith	-split-		600.27	X		185,018.10
11/19/2024	44241	Donna E Bell	-split-		600.27			184,417.83
11/19/2024	44242	Joey Jackson	-split-		600.27	X		183,817.56
11/19/2024	44243	Joseph L Richmond	-split-		277.05	X		183,540.51
11/19/2024	44244	George A. Herriman, ...	-split-		281.67			183,258.84

Register: 1000 · BancorpSouth
From 11/01/2024 through 11/30/2024
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Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
11/19/2024	44245	Taylor Spence	-split-		166.23			183,092.61
11/19/2024	44246	George A. Herriman, ...	-split-		230.87			182,861.74
11/19/2024	44247	Nicholas Moody	-split-		161.61	X		182,700.13
11/19/2024	44248	Randy A. Victory	-split-		106.20			182,593.93
11/19/2024	44249	Patrick A. Warren	-split-		78.50			182,515.43
11/19/2024	44250	Rodney A Taylor	-split-		609.51	X		181,905.92
11/19/2024	44251	Kolby A. Stokes	-split-		420.19	X		181,485.73
11/19/2024	44252	Joey Jackson	-split-		350.93	X		181,134.80
11/19/2024	44253	Hunter B. Ragan	-split-		175.64	X		180,959.16
11/19/2024	44254	Bradley L. Morris	-split-		13.85			180,945.31
11/19/2024	44255	Autumn E. Stokes	-split-		577.19	X		180,368.12
11/19/2024	44256	Ronald B Hallett	-split-		286.28	X		180,081.84
11/19/2024	44257	Brandon E. Herrington	-split-		549.48	X		179,532.36
11/19/2024	44258	Reggie A. Horton	-split-		1,542.24	X		177,990.12
11/21/2024	D405595	Revenue	3350 · Grant Revenue	transfer from C...		X	498.02	178,488.14
11/21/2024		American Express	-split-	978654849	2,222.21	X		176,265.93
11/21/2024	44259	Rick Creecy	8300 · Police Dept - Su...	Reimbursement...	498.02	X		175,767.91
11/21/2024	44260	Crown Trophy, Inc	5208 · City Expense	Grand Martial ...	35.81	X		175,732.10
11/21/2024	44261	Mississippi County L...	6200 · Sanitation-Wast...	Acct 800	936.82	X		174,795.28
11/21/2024	44262	Auto Tire & Parts	-split-	Acct 53138	1,913.93	X		172,881.35
11/22/2024	D405596	Revenue	3500 · State Turnback ...	VOID: Munici...		X	0.00	172,881.35
11/22/2024	D405597	Revenue	3200 · Franchise Tax	Riter Communi...		X	228.48	173,109.83
11/22/2024	D405598	Revenue	3950 · Misc Revenue	Entergy - Billin...		X	214.10	173,323.93
11/25/2024	D405599	Revenue	3400 · Local Sales & U...	one cent sewer		X	2,962.55	176,286.48
11/25/2024	D405600	Revenue	3400 · Local Sales & U...	one cent water		X	2,962.54	179,249.02
11/25/2024	D405601	Revenue	3400 · Local Sales & U...	county		X	18,589.54	197,838.56
11/25/2024	D405602	Revenue	3350 · Grant Revenue	COPS (2nd Off...		X	577.20	198,415.76
11/25/2024		One-Cent Sewer Fund	2001 · One-Cent Sewer	transfer	2,962.55	X		195,453.21
11/25/2024		One-Cent Sewer Fund	2002 · One-Cent Water	transfer	2,962.54	X		192,490.67
11/25/2024	44273	Office of Child Supp...	-split-	S Smith-00252...	252.60	X		192,238.07
11/25/2024	44263	Rodney N. Brown	-split-		351.15	X		191,886.92
11/25/2024	44264	Steven D Smith	-split-		510.67	X		191,376.25
11/25/2024	44265	Stacy F Burks	-split-		236.05	X		191,140.20
11/25/2024	44266	Daniel Broughman	-split-		80.70			191,059.50
11/25/2024	44267	Eli B. Gann	-split-		66.54			190,992.96
11/25/2024	44268	Howard V. Cross	-split-		159.02	X		190,833.94
11/25/2024	44269	Penny L Wilbanks	-split-		577.54	X		190,256.40
11/25/2024	44270	Brenda K Creecy	-split-		89.17	X		190,167.23
11/25/2024	44271	Jerry Hamilton	-split-		278.95	X		189,888.28
11/25/2024	44272	Paul D Borden	-split-		555.49	X		189,332.79

City of Keiser General Fund

12/10/2024 4:20 PM

Register: 1000 · BancorpSouth

From 11/01/2024 through 11/30/2024

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
11/26/2024	D40566	Revenue	3700 · Sanitation Fees	11/17/24-11/23...		X	1,300.03	190,632.82
11/26/2024	D405603	Revenue	3100 · 5 Mill Property ...	city		X	5,906.30	196,539.12
11/26/2024	D405604	Revenue	3100 · 5 Mill Property ...	Lopfi		X	1,181.28	197,720.40
11/26/2024	D405605	Revenue	3725 · Garbage Bag Sa...	11 @ $10		X	110.00	197,830.40
11/26/2024	D405607	Revenue	3725 · Garbage Bag Sa...	transfer from S...			20.00	197,850.40
11/26/2024	D405608	Revenue	3350 · Grant Revenue:...	Park Grant for ...			8,000.00	205,850.40
11/27/2024	44276	Rick Creecy	6400 · Travel Exp	VOID: Mileage...		X		205,850.40
11/27/2024	44274	Rickey J Creecy	-split-	VOID:		X		205,850.40
11/27/2024	44275	Penny L Wilbanks	-split-		55.41			205,794.99
11/27/2024	123158	Rick Creecy	6400 · Travel Exp	For CHK 4427...	157.86	X		205,637.13
11/29/2024		LOPFI	7200 · Fire Dept - Reti...	ACH, Withdra...	96.00	X		205,541.13

Water & Sewer Fund

12/10/2024 2:32 PM

Register: 1200 - Bancorp - Operating Fund

From 11/01/2024 through 11/30/2024

Sorted by: Date and Order Entered

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
11/04/2024	D416449	Revenue	3100 - Water Sales Rev	11-4-24			1,257.89	88,739.76
11/06/2024		Entergy	5400 - Electricity	ACH, Withdra...	609.79	M		88,129.97
11/06/2024		Entergy	5400 - Electricity:5410...	ACH, Withdra...	260.22	M		87,869.75
11/06/2024		Entergy	5400 - Electricity:5415...	ACH, Withdra...	38.25	M		87,831.50
11/06/2024		Entergy	5400 - Electricity:5425...	ACH, Withdra...	177.00	M		87,654.50
11/08/2024		Ark Dept of Finance ...	4001 - Ark Sales Tax	71-0467243	266.00			87,388.50
11/12/2024	D416450	Revenue	3100 - Water Sales Rev	11-12-24			2,789.89	90,178.39
11/13/2024	12479	Environmental Servi...	5600 - Laboratory Anal...	001825 Inv 12...	45.00			90,133.39
11/13/2024	12480	Henard Utility Produ...	5350 - Repairs & Main...	1076255 & 10...	2,623.20			87,510.19
11/19/2024	D416451	Revenue	3100 - Water Sales Rev	11-19-24			3,680.99	91,191.18
11/19/2024	5075	MS CO Electric Coo...	5400 - Electricity:5401...	Check, Withdra...	48.99	M		91,142.19
11/21/2024	12481	Auto Tire & Parts	5350 - Repairs & Main...	Acct 53138	128.12			91,014.07
11/26/2024	D416452	Revenue	3100 - Water Sales Rev	11-26-24			3,600.34	94,614.41
11/27/2024	12482	Stephen Moore	5304 - Contract Labor	November Met...	400.00			94,214.41
11/27/2024	12483	U S Post Office	5470 - Postage	Postage for De...	122.62			94,091.79

Water & Sewer Fund 12/12/2024 10:23 AM

Register: 1000 - Bancorp - Revenue Fund

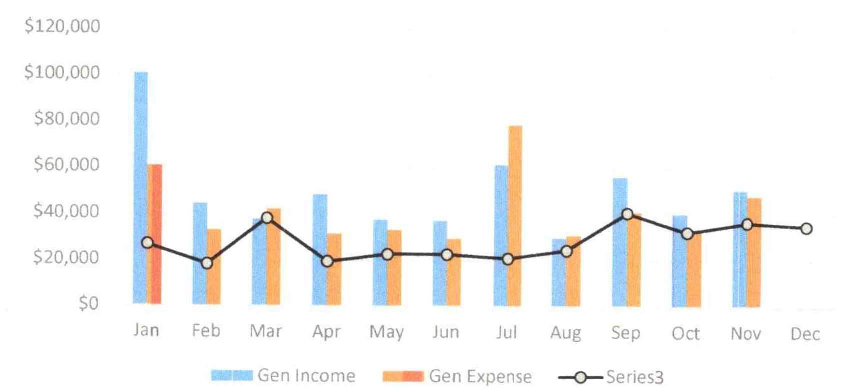
From 11/01/2024 through 11/30/2024

Sorted by: Date, Type, Number/Ref

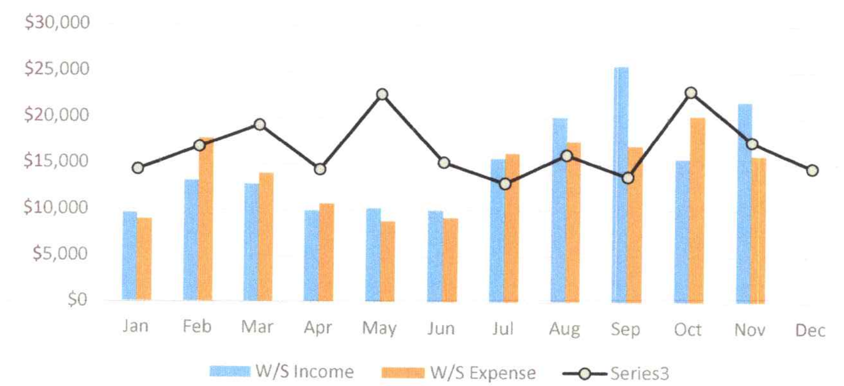
Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
11/04/2024	D406046	Revenue	3102 - Surcharge	11-4-24		X	360.00	6,082.97
11/05/2024		USDA/Rural Develo...	1975 - Well Construction		2,339.00	X		3,743.97
11/07/2024		Arkansas Developme...	SRFKEISER - 02330-...	Loan servicing ...	125.53	X		3,618.44
11/07/2024		Arkansas Developme...	SRFKEISER - 02330-...	VOID: Loan S...		X		3,618.44
11/12/2024	D406047	Revenue	3102 - Surcharge	11-12-24		X	1,260.00	4,878.44
11/15/2024		USDA/Rural Develo...	1976 - New Water Pro...		2,239.00	X		2,639.44
11/19/2024	D406048	Revenue	3102 - Surcharge	11-19-24		X	1,512.00	4,151.44
11/26/2024	D406049	Revenue	3102 - Surcharge	11-26-24		X	732.00	4,883.44

Month	Gen Income	Gen Expense	W/S Income	W/S Expense	1 Cent Water Income	1 Cent Water Expense	1 Cent Sewer Income	1 Cent Sewer Expense
Jan	$100,734	$60,754	$9,627	$8,971	$2,637	$19	$2,635	$204
Feb	$44,250	$33,049	$13,145	$17,737	$2,620	$660	$2,635	$5,525
Mar	$37,708	$42,096	$12,781	$13,929	$5,500	$20	$5,462	$16
Apr	$48,339	$31,418	$9,919	$10,676	$3,639	$20	$3,639	$17
May	$37,586	$33,145	$10,195	$8,810	$2,861	$18	$2,860	$17
Jun	$37,010	$29,385	$9,939	$9,175	$2,691	$19	$2,691	$0
Jul	$61,275	$78,540	$15,584	$16,128	$2,349	$20	$2,440	$19
Aug	$29,725	$30,743	$20,071	$17,391	$2,393	$18	$2,394	$19
Sep	$55,955	$40,707	$25,597	$16,945	$2,960	$18	$2,905	$0
Oct	$39,986	$33,408	$15,539	$20,218	$2,873	$0	$3,123	$0
Nov	$50,231	$47,786	$21,757	$15,865	$3,002	$20	$2,981	$0
Dec								
	$542,800	$461,030	$164,154	$155,845	$33,525	$831	$33,765	$5,818
Variance	$81,769		$8,308		$32,693		$27,947	

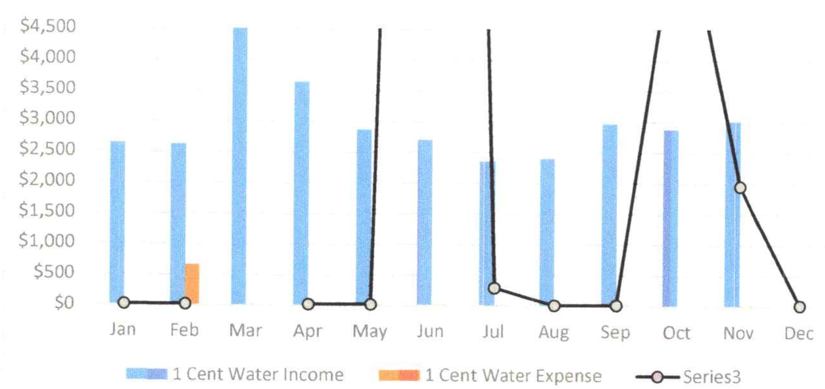
General



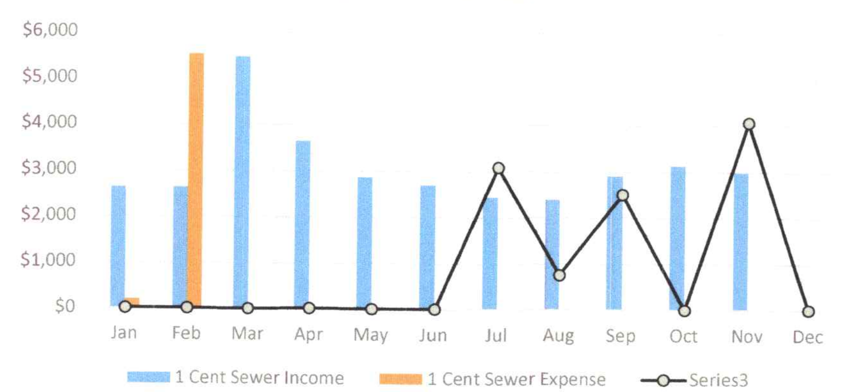
Water & Sewer



One Cent Water



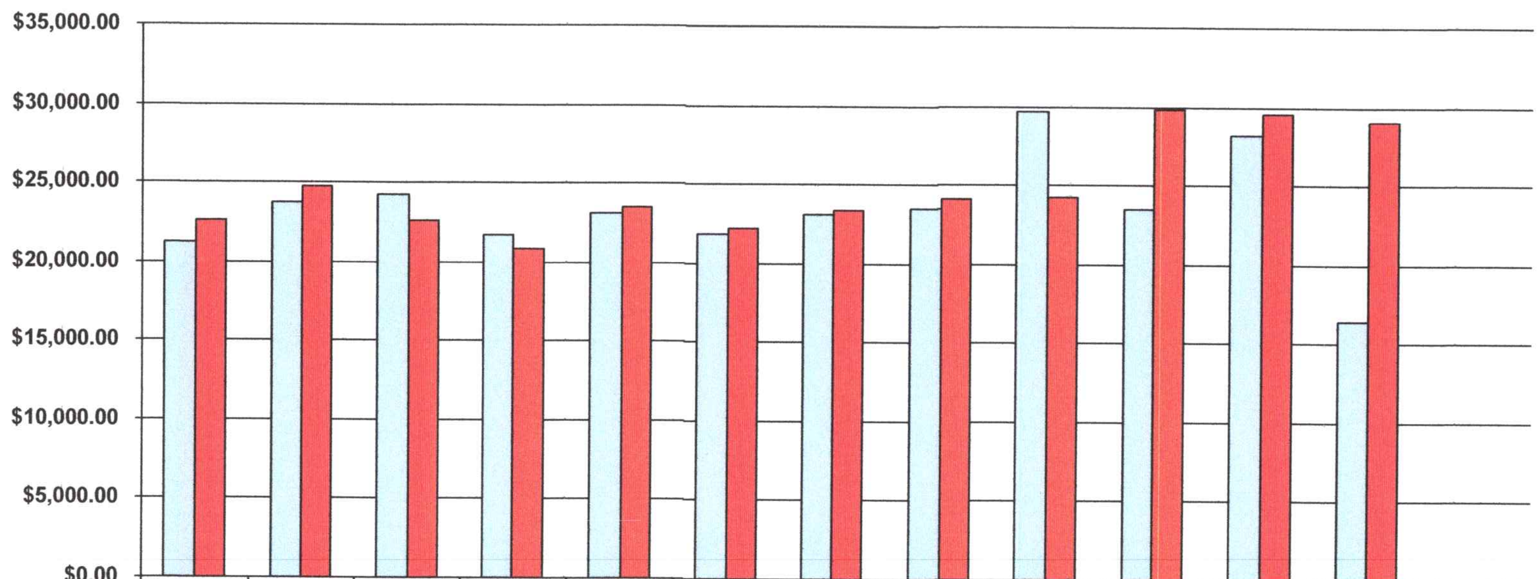
One Cent Sewer



City of Keiser

12/12/2024

Revenue Summary



	Jan '24	Feb '24	Mar '24	Apr '24	May '24	Jun '24	Jul '24	Aug '24	Sep '24	Oct '24	Nov '24	Dec '24	Jan '00
Total Receipts	21243.13	23806.92	24322	21738.55	23157.41	21884.73	23090.84	23490.87	29725.56	23552.52	28213.04	16422.91	0
Total Billings	22619.49	24760.08	22589.81	20819.13	23520.65	22300.11	23415.91	24102.45	24270.1	29803.91	29621.62	29058.85	28.73

*Total Receipts does not include deposit monies received but, does include deposits applied to account.

CITY OF KEISER

KEISER, ARKANSAS 72351

Phone: (870) 526-2300
Fax: (870) 526-2589

December 4, 2024

The City of Keiser acknowledges that a total of **46 citizens** have moved out of the city limits, leaving unpaid water and sewer debts totaling **$2,782.63**. This document serves as official authorization to write off these uncollectable debts, with confirmation that the Water Solutions Software has zeroed out the balances. A file documenting the names of individuals with outstanding debts has been created and will be referenced before issuing new water or sewer accounts to ensure no past-due amounts remain.

The City Council is recommended to take the following actions: receive and review the summary report of water and sewer bad debt (Exhibit A); authorize the write-off of $2,782.63 in uncollectable water/sewer receivables; to correct discrepancies.

This action follows a detailed review of the Water Solutions Software, which tracks customer deposits and outstanding balances. It was determined that $2,782.63 incurred from 2012–2024 is uncollectable despite collection efforts.

The uncollectable receivables totaling $2,782.63 have already been recorded as bad debt expenses in previous financial periods. Writing off these accounts will clear non-recoverable balances from the system and enhance the financial accuracy of city records. These adjustments will result in a $2,782.63 decrease in water/sewer receivables.

To prevent future occurrences, checks and balances will be followed in the Water Solutions Software and City Hall processes. These procedures aim to maintain accurate, up-to-date records and address potential bad debts before they escalate. Exhibit A serves as the official authorization for these actions, ensuring financial transparency and integrity for the City of Keiser. These records will be provided to the City Auditor at our next audit in 2025.

Mayor Rick Creecy

Date: ________________

Exhibit A

Cust Name	Balance	DueDate
Deana Broughman	$40.00	12/30/2010
Joan Hendon	$0.04	3/26/2014
zzJerrod Davis	$45.22	9/13/2017
Christy Wortham	$65.59	3/1/2022
Christy Wortham	$60.40	3/2/2022
zzBeth Reese	$18.35	3/3/2022
zzRobert Gehring Jr	$501.70	3/23/2022
zzRuby Covington	$44.65	4/12/2022
zzPenny Williams	$171.90	6/10/2022
zzLindsey Williams	$46.29	6/10/2022
zzMatthew Thompson	$169.22	6/13/2022
zzCandace Stull	$48.05	8/5/2022
zzMelinda Martin	$18.60	8/5/2022
zzTeresa Simpson	$77.98	8/10/2022
zzSharon Norris	$65.15	8/10/2022
zzGary Broughman, Jr.	$15.32	8/10/2022
zzCarolyn Creasy	$63.29	8/26/2022
zzJessica Ginn	$108.29	9/7/2022
zzKaylon Gann	$8.38	9/21/2022
zzNana and Papas Diner	$167.37	12/1/2022
zzMatt Bass/Edna Newson	$25.60	12/19/2022
zzKimberly Cotton	$11.98	12/28/2022
zzDillon Malone	$79.41	3/2/2023
zzShawn Moon	$23.52	3/2/2023
zzSamantha Stevens	$117.56	3/15/2023
zzTerra Rountree	$45.52	3/23/2023
zzLadonna Smith	$26.50	6/27/2023
zzLogan Perault	$28.96	7/7/2023
zzSteve Jones	$18.70	7/7/2023
zzKristen Hall	$11.01	7/18/2023
zzShane Tucker	$16.83	8/2/2023
zzJimmy Hamm	$47.11	9/15/2023
zzBobby Bolick	$28.79	9/15/2023
zzMeredith Harris	$38.87	11/2/2023
zz Jeannie Moore	$57.17	1/8/2024
ZZ Samantha Facon	$21.86	2/7/2024
zzRita Luttrell	$32.66	2/29/2024
zz999 Tim Rainey Sr.	$6.98	3/11/2024
zz568 Felicia Poore	$26.56	3/25/2024
zz114 Matthew Wood	$24.00	4/26/2024
zz446 Amy Murphy	$126.80	4/30/2024
xx443 Thomas Taylor	$130.87	7/15/2024
zz999 Lisa Warren	$8.46	8/22/2024
zz Sierra Brumley	$64.40	9/4/2024
zz James Parks	$19.41	10/3/2024
xx233 Robert McCarn	$7.31	10/23/2024
Total	**$2,782.63**	