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FOR RENT

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HELP WANTED

Part-Time Administrative Assistant

POSITION SUMMARY
The Part-Time Administrative Assistant works under the express direction of the City Clerk. Performs responsible account keeping and clerical work that may involve the application of bookkeeping principles and practices in the maintenance of financial and accounting records, and assists the City Clerk.

ESSENTIAL FUNCTIONS

- Tracks account information, including billing and payments for all utility accounts;
- Prepares the Hand Held for Public Works to read electric and water meters on a monthly basis;
- Balances cash drawer, prepares daily reports, update utility accounts;
- Answers and directs all incoming phone calls;
- Issues permits for peddlers and vendors
- Collects payments for all other permits, fees, and fines issued by the City;
- Enter Move Outs and Move Ins, and collect the deposit;
- Works closely with the Public Works department regarding utility problems, emergencies, and customer requests for service;
- Picks up mail and delivers outgoing mail to the post office;
- Research and review all invoices received and verify payment is accurate; and do accounts payables;
- Reconcile bank statements each month for all City funds;
- Deliver deposit bags to the bank, pick up deposit bags from the bank;
- Performs other duties deemed necessary or assigned by the City Clerk;
- High school diploma or GED required

Must have good written and oral communication skills with all City personnel, and must be able to develop a good working rapport with the general public.

The ability to solve problems is an extremely important aspect of this position.

Some experience in account-keeping and related clerical work involving customer relations and receptionist work preferred.

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

Please email your resume to mayor@scrantonks.com or cityclerk@scrantonks.com. Pay will be discussed at the time of the interview. Please send a résumé to city-clerk@scrantonks.com or P.O. Box 218, Scranton, KS 66537-0218. You can contact the city clerk's office for an application or further information at 785-793-2414.

**Letters to Santa**
Children are invited to write letters to Santa Claus. Include first name, (last name optional), age and hometown.
Mail letters to:
The Osage County Herald-Chronicle
527 Market Street, Osage City, KS 66523
or drop them by:
527 Market Street, Osage City
or email ochcnews@gmail.com

Letters will appear in the December 25 edition with Christmas greetings from area businesses and individuals.
Deadline for submission is Dec. 12.

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HELP WANTED

Part-Time Reporter Wanted

Seeking part-time person to cover weekly meetings and write occasional feature stories, Osage County area. AP style writing experience preferred, but will train right person. Submit resume to repubilling@gmail.com, or drop off/mail to: The Osage County Herald-Chronicle, 527 Market Street, Osage City, KS 66523. 6-tfn

NOTICES

Get your real Christmas tree at Converse Tree Farm in Harveyville. Open after Thanksgiving, 1-5 Monday-Friday and 9-5 Saturday and Sunday. (785) 589-2334 or (785) 608-9665. 47-2tc

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Public Notices

Continued from 9
health, safety, and the general welfare of the community.

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

1. That the City Council hereby declares the property located at 333 Osborn, Carbondale Kansas 66414, to be in violation of the City's Code and authorizes the abatement of said property in accordance with applicable ordinances and procedures.

2. That the City Clerk is directed to notify the property owner of this resolution and the City's intent to proceed with abatement.

3. That the City may recover all costs associated with the abatement, including administrative fees, through assessment against the property or other legal means.

4. That this resolution shall take effect immediately upon its adoption.

PASSED AND APPROVED by the City Council of the City of Carbondale, Kansas this 17th day of November, 2025.

Anthony DaPrato Mayor, City of Carbondale

ATTEST:

Emily Bessette City Clerk

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County

Continued from 3

Act. The session was held in the economic development office and included Smith, Kuder, Mendoza, and representatives Brandon Sack and Dave Norton from Every. The subject matter was not disclosed, and no action was taken when the board returned to open session.

A subsequent executive session was held regarding financial affairs, including Mendoza and Sheriff Chris Wells, followed by another session under the non-elected personnel exception to discuss payroll and hiring in the sheriff's office. No action was taken after either session.

A further executive session followed, under the confidential data/trade secrets exception to discuss bids involving the sheriff's office. No action was announced afterward.

Later in the meeting, commissioners discussed the upcoming canvass of the Nov. 5 election. Because Kuder and Ney were unavailable on the originally scheduled date, they talked about moving the canvass to Tuesday, Nov. 18, but deferred final scheduling until Ney could confirm statutory deadlines.

Commissioners set a department head meeting for 10 a.m. Nov. 18 and agreed Ney may send a summary email to department heads

explaining BT&Co.'s role and the need for cooperation with requests for information.

Kuder reported receiving multiple emails from a Topeka media organization about county finance matters and said she had forwarded them to Ney. Commissioners agreed to allow Ney to respond using draft language he had provided, and directed her to let him know they approved that approach.

Morris updated the board on efforts to catch up commission meeting minutes dating back to around October of the previous year. She said an IT staffer will help set up shared folders so commissioners can review minutes more easily, and that video recordings and transcript tools may assist with reconstructing records where detailed minutes are missing.

Commissioners asked for a list of dates where minutes remain unapproved and requested an update at an upcoming meeting.

Commissioners approved two batches of bills dated Nov. 12. One batch totaled \$493,743.43, and the second batch, primarily for the sheriff's office, totaled \$25,026.56. They also approved regular payroll for the Nov. 15 pay date in the amount of \$725,630.61, and a separate payroll batch of \$19,916.20 to correct time and holiday pay for sheriff's office employees.

Council

Continued from 1

is made before the next meeting, the abatement be actively pursued. The council agreed.

"The second abatement concerns a fallen tree in a yard and a lack of mowing at the property," Seals continued. "We have had code issues with this property on several occasions, and the resident doesn't appear to take it seriously."

The members of council decided to immediately pursue the abatement of property owned by Pamela Stuart of Topeka.

City Maintenance Supervisor Dustin Bretsnyder addressed the council with several updates on the labor of his department. He spoke of a refurbishment of

the Main Street storm drains and maintenance efforts directed at the city water plant at Strowbridge Reservoir. He also requested an update from DaPrato concerning the repairs on the city maintenance tractor, as the mayor had been communicating with the mechanic involved with the repairs.

The tractor repairs were still outstanding and required motion and a vote from the council to requisition the funds, up to \$5,000, to pay for the work to be done. The motion was made and granted. A second similar motion was made and granted for automotive repairs, to fund the purchase of tires for two vehicles in use by the city police department.

The meeting ended with the council approving the Carbondale Dollar General cereal malt beverage license.

OSAGE COUNTY HERALD-CHRONICLE
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