

# Public Works Park & Cemetery Planning Preservation IT



## ANNUAL REPORT

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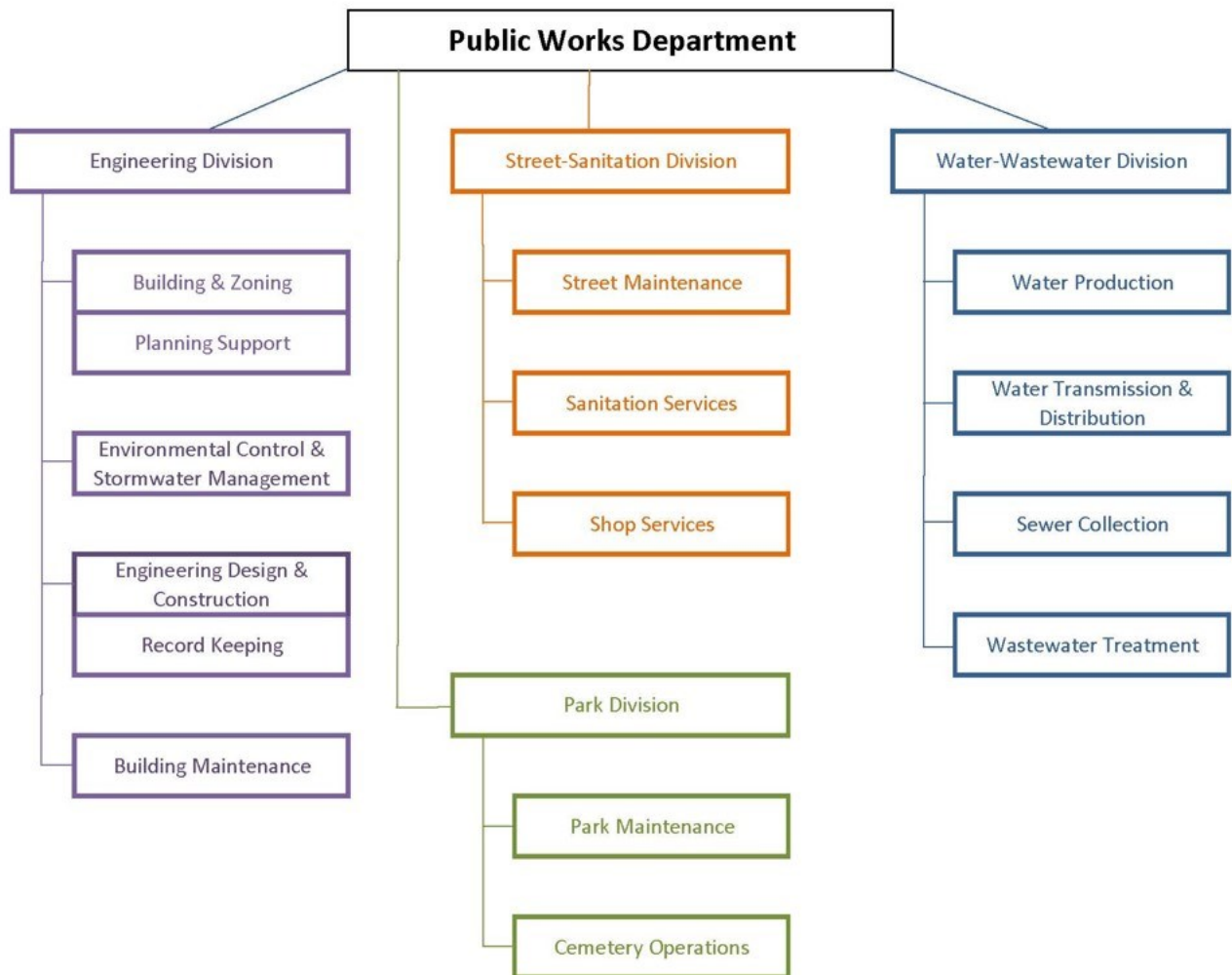
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# Words from the Department Director

We finished another year of record housing growth in Newton with 119 units with all the supporting new public infrastructure, and that kept engineering and inspection staff busy. That coupled with the beginning of industrial growth Newton has not seen in decades, due to the GAF development at the industrial park, required many extra hours of effort to keep rehabilitation, maintenance, and new infrastructure projects moving forward. Staff have risen to the challenge and worked together as a team to keep forward progress in 2024.

Maintenance efforts in 2024 were stellar amid a May windstorm that shredded & up-rooted trees along a path through our community. Our staff, pulled from all divisions, worked as a team to develop a plan and clean-up our town with approximately a month of dedicated work. Even though our prime maintenance season was interrupted by this event, our department continued to keep moving forward with the necessary maintenance and making progress on new projects too.

Our work is being accomplished with young staff in several leadership positions. The staff growth in knowledge and professionalism is encouraging for our organization. It is an amazing time to be an employee at the City of Newton. There is not only opportunity for growth in the organization, but each employee is playing a part in the forward movement of Newton, the community. Our City Commission is governing to encourage development but making sure we maintain the existing. Decisions were made in the budget process to fund more quality-of-life improvements through our park system. Private sector community influencers are helping fund things like the library, Themian Park improvements, and public wetlands. They also are investing in our downtown and historic buildings. The employees of public works will be good servants taking great care of the new public facilities and helping the developers of the private spaces progress ahead too.

Thank you to everyone for working together to continue moving Newton forward! We all play an important part in serving our city.

Sincerely,

*Suzanne Loomis, P.E.*

*City Engineer/Director Public Works*

**Keep  
moving  
forward**



Chris Ciardella receives paving project award.



Frank Paradise & Nathan Phillips graduate from CPM class.





May 2024



**Public  
Works  
Family Event**





# Engineering Division



The Engineering Division is responsible for managing the vital infrastructure that supports our community's way of life. This includes engineering design, infrastructure construction, planning support, stormwater management, building inspection, zoning, public building maintenance and environmental control.

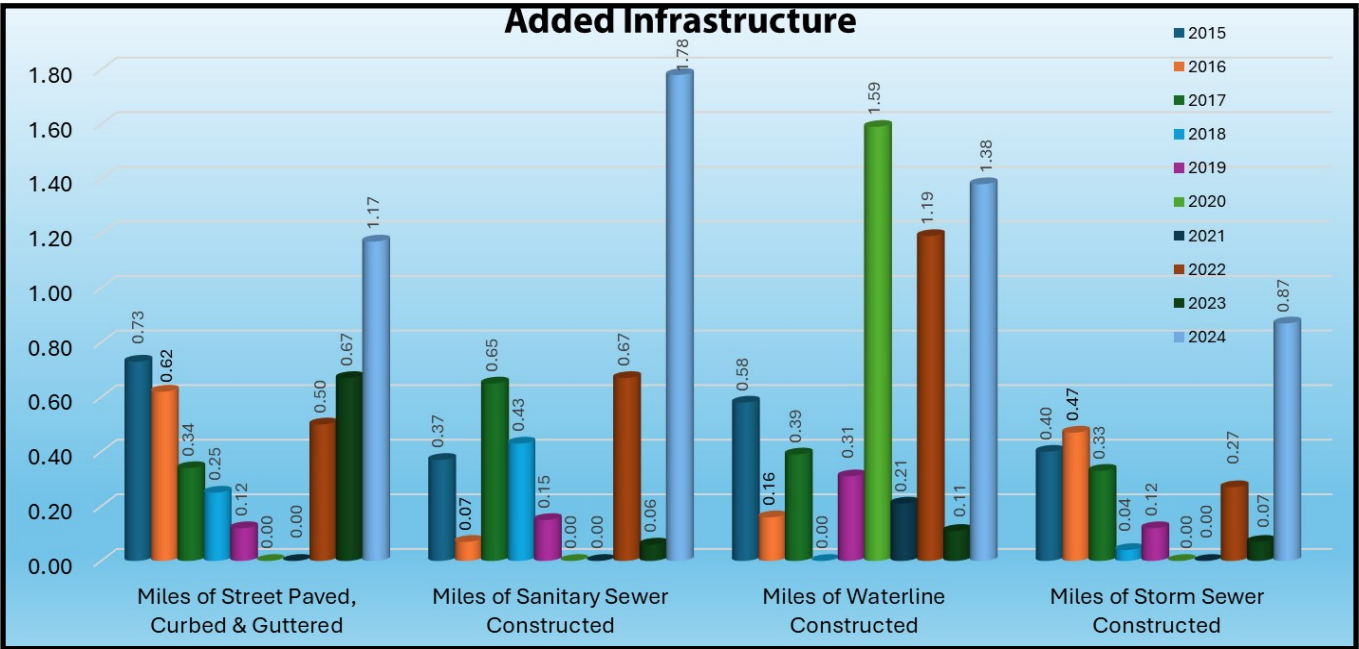
Engineering services provided by city staff are wide ranged and vary depending on the year and the priorities set forth by the city commission and our changing community. However, one area tracked constantly to monitor growth in Newton is the development of capital improvement infrastructure projects. Staff provides design, plan review, staking, inspection, and project administration duties for multiple projects in a year's time.

Engineering services provided for the development community generate revenue for the city general fund, and those services provided for city capital projects are dollars saved by using in-house staff as opposed to hiring outside professionals.



Newton Public Library  
Completed in 2024

Public infrastructure consists of paved streets, waterlines, sanitary sewer lines, drainage systems, and public buildings. Each year infrastructure is added to city owned assets.





## Engineering Service Fees



Actual fees collected for plan review, design, staking, and inspection.

Fischer Field Turf Replacement



### 2024 Capital Improvement Projects

SW 24th St Bridge  
SE 4th St Culvert & Waterline Recon.  
Newton Public Library  
Newton Park & Public Works Building  
Washington Rd Waterline & Sewer  
Fischer Field Turf Replacement  
2024 Annual Overlay  
Tree Trimming Area 7  
2023 CCLIP - K15 Mill & Overlay  
312 Glendale Point Repair  
Airport HVAC Projects  
1st & Spencer Signals  
Warkentin House Electrical

SW 24th St. Bridge Recon



These dollars represent money saved by doing in-house design, staking, or inspections on capital improvement projects instead of hiring consultants to do the work.

## Capital Project Cost Savings

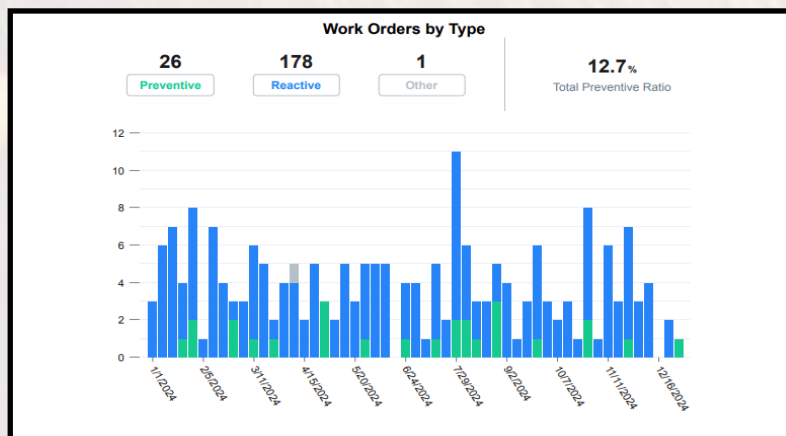
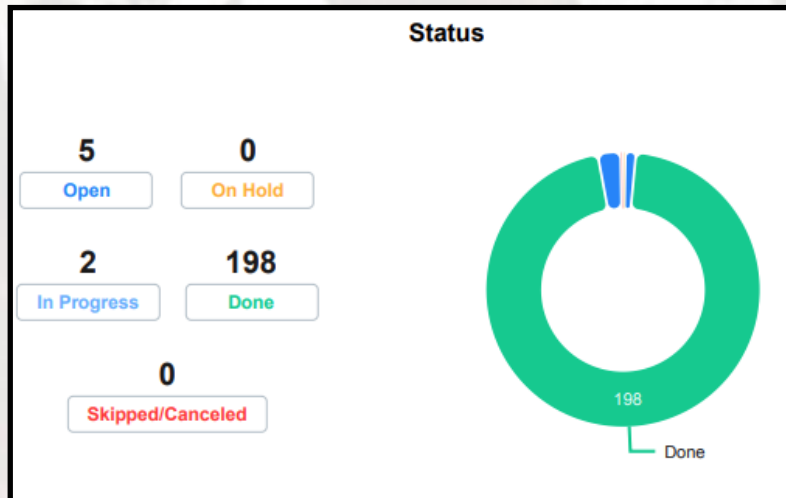


# Building Maintenance

Building Maintenance staff has used MaintainX for reporting and tracking work requests through out the 2024 year. The MaintainX program has been extremely useful for all departments to turn in repair requests easily, and for us to keep track of the workflow.

In 2024 there were 205 repair requests turned in on MaintainX. At the end of 2024, 207 tickets were completed; we had five open workorders and two in progress tickets.

The MaintainX is only a report on work requested by others and not a complete total of all 2024 projects. In addition, the Building Maintenance Custodial staff kept up all custodial duties at City Hall, Newton Police Department and the Service Center.



## 2024 Building Major Maintenance Projects

### Newton Airport.

- Removal of old HVAC and installation of 4 new complete HVAC systems, and 4 more will be completed in 2025.

### 214-216 E. 6<sup>th</sup> Police Dept. Training Center.

- Removal of all electrical to get ready for demo of interior offices.
- Working with a contractor to have a new overhead door, entry doors, and a new roof installed.
- Installation of two new roof top package HVAC systems, and new air ducting in the building.

### Newton public library (Old library that is to be demolished).

- Removal of 125 led 2x4 ceiling light fixtures and approximately 500 4' led tubes, one mini split HVAC system, and TAC control boxes
- Removal of boiler and chiller pumps, and ADA door openers that we can use in other locations.

### Building Automation Controls update at City Hall, NFD#2, NRC, NPL.

- Software and graphics update done by C&C Group and major adjustments to controls by city staff.
- City staff pulled a lot of Cat-6 wiring in all four buildings for the new upgrades.

### Parks Dept. new building.

- Working with a contractor to have a new roof installed on the main building, and the installation of a new HVAC system, as well as the remodel of the building. New coded door locks were added once the remodel was complete.
- Installation of new led lights in the salt storage building as well as the shop in the main building.
- Installed 2 new shop heaters in the main building garage area,
- Worked with contractors on the new shop building.

### 12<sup>th</sup> Street Water Tower.

- Changed out all the lighting to new led lights.

### Warkentin House.

- Worked with electric contractor removing knob and tube and installation of Romex.
- Chimney repairs under way for a contractor to start repairs in 2025.

### Newton Fire station #2.

- Replacement of broken main air handler blower shaft, and thermal expansion valves on the air conditioner; converted the system over to R-410 freon.
- Upgraded basement lighting to led.

### Meridian Center

- Interior lighting conversion to LED lighting, changed out all emergency and exit lighting.
- Working with a contractor to have a new shingled roof installed.
- Installed a new drink fill station in the kitchen.

### Newton Recreation Center.

- Replacement of 2 heat chambers in RTU's

### Newton City Hall

- Installation of a new alarm system for the building.



# Building, Zoning, and Compliance

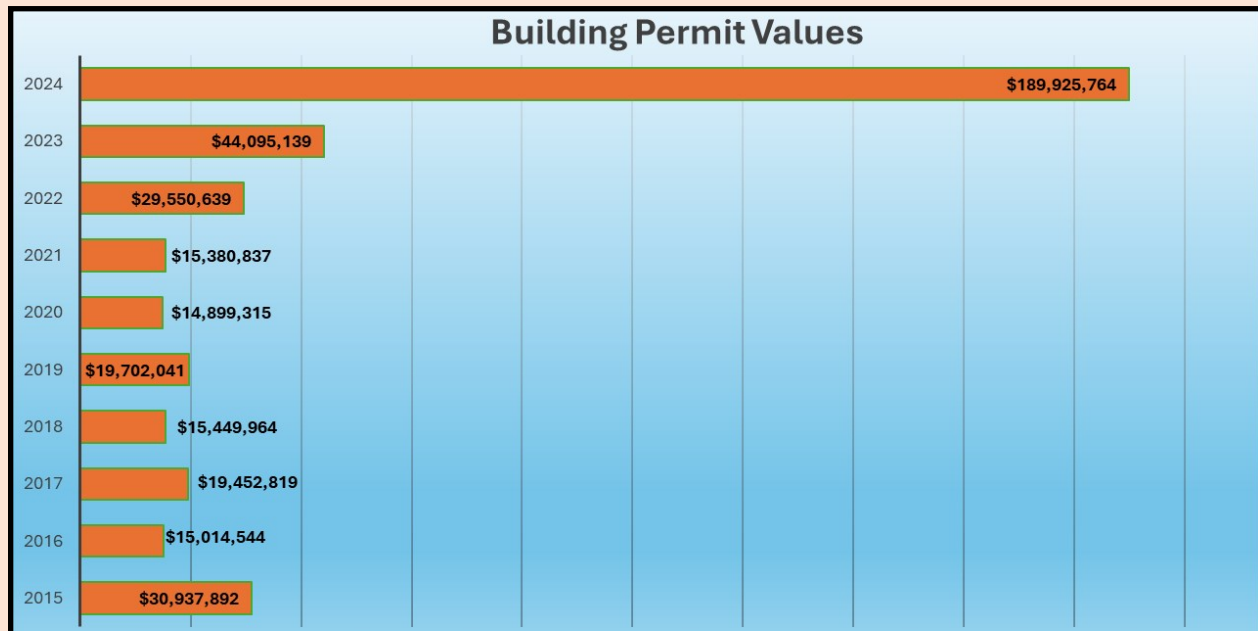
The building and zoning staff strives to ensure construction projects are safe and code compliant through the issuance of permits and enforcement of local and national codes and inspections.

The Environmental Inspector handles city violation responsibilities as well as the City Pride Programs and Residential Yard of the Year Program.

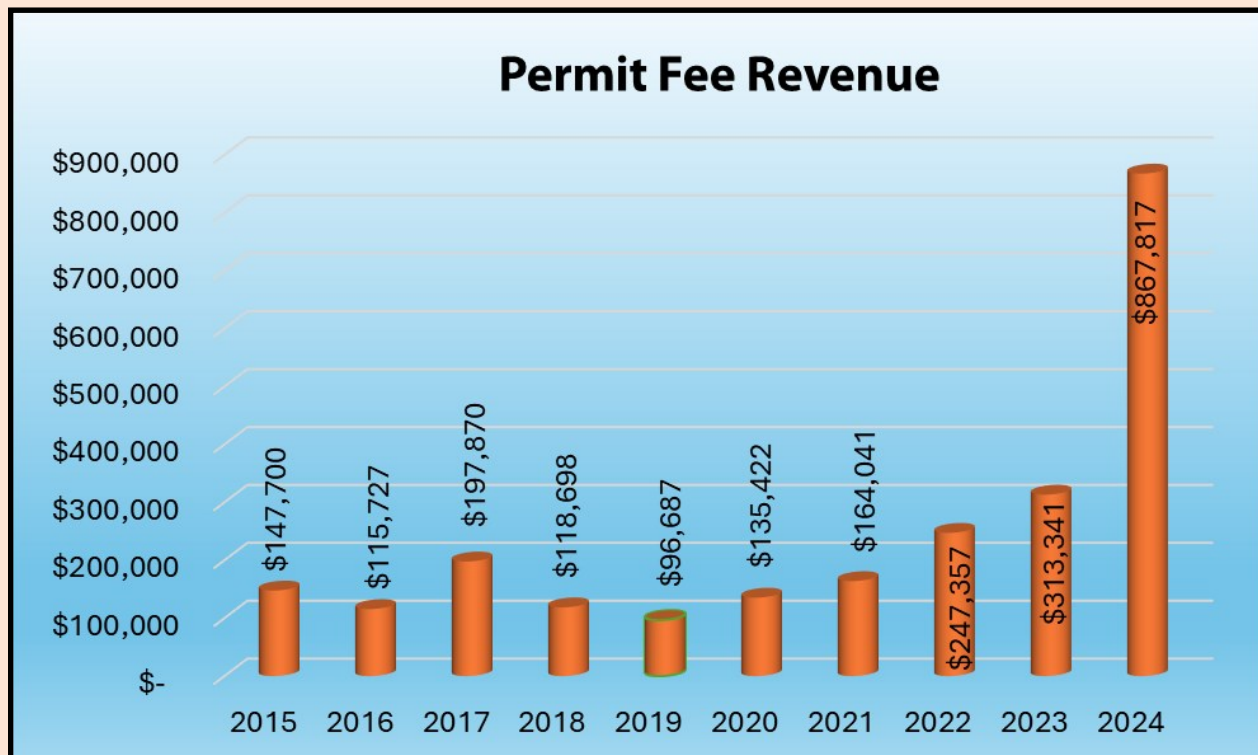
**Fox Ridge Development**



## Construction Permits and Projects

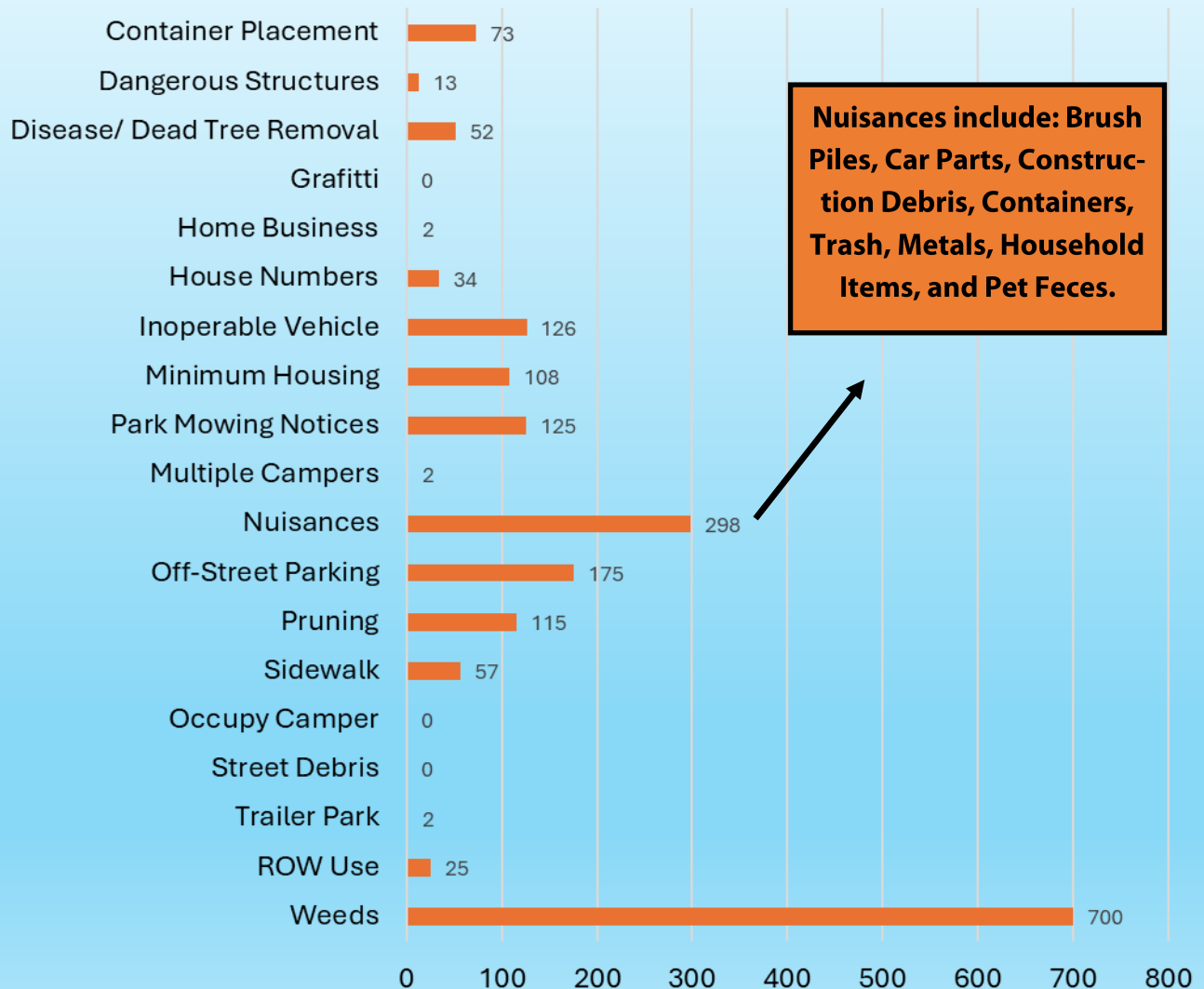


In 2024 there were 13 single family residential housing starts and 43 multi-family starts, resulting in 119 new residential living spaces. A total of 800 building permits were issued with a total valuation of nearly \$190 million, an increase in valuation of over 330% from the previous year. Building inspections increased by 103, showing a 5% increase from 2023. In addition, 1,115 permits were issued for construction trades. Trade permits include items such as electrical, mechanical, plumbing, etc.



The revenue obtained from permit fees is deposited in the General Fund.

## Environmental Control Violations by Type Through December 31, 2024



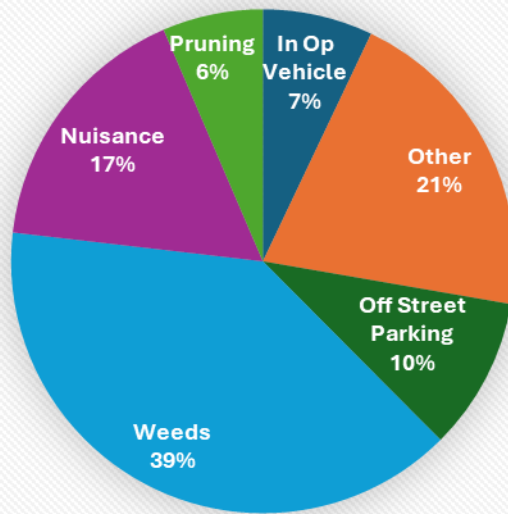
Sidewalk violations were up by 36 over 2023, for a total of 57 in 2024.

Thirty-seven households took advantage of the Sidewalk Assistance Program to complete work on over 8,212 SF of sidewalk. The amount refunded in 2024 was \$24,508, resulting in a 153% increase from last year. This was an average of \$662.40 per rebate.





## Environmental Reports Through December 31, 2024



There was an increase of 741 violations in 2024, mostly due to an increase of 456 mowing violations, and an increase in minimal housing violations, up by 83 over 2023.

■ In Op Vehicle ■ Other ■ Off Street Parking ■ Weeds ■ Nuisance ■ Pruning

Other includes: Container Placement, Dangerous Structures, Dead/Trimmed Trees, Graffiti, Home Business, House Numbers, Minimal Housing, Multiple Campers, Sidewalks, Street Debris, & Parked Trailers.



2024 Yard of the Year



Michael and Eydie Fellows's yard was chosen from 11 nominated yards. The Fellowses' property ranked especially high in water conservation and curb appeal. The couple installed a drip irrigation system to help with water conservation and has multiple bird baths to enjoy one of their favorite pastimes of bird watching.

# Stormwater

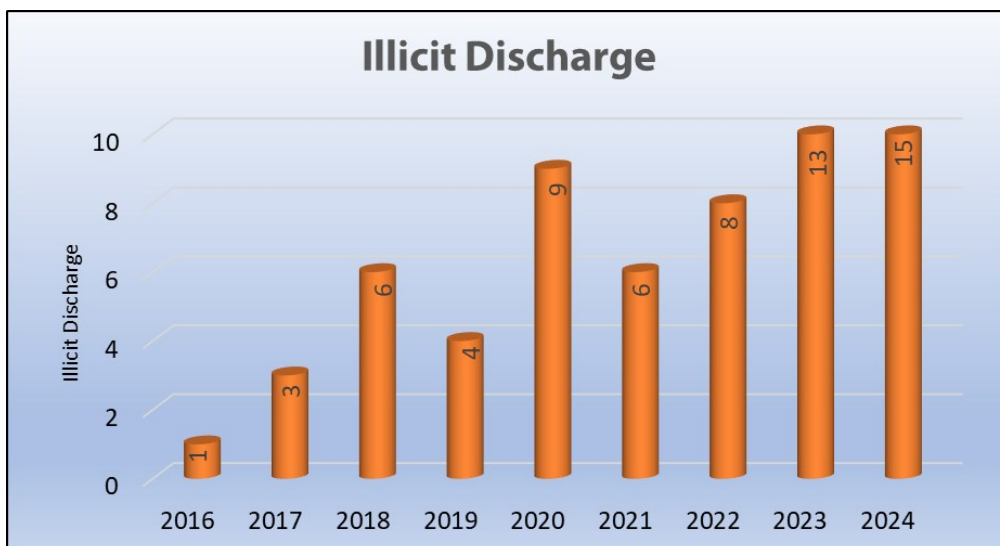
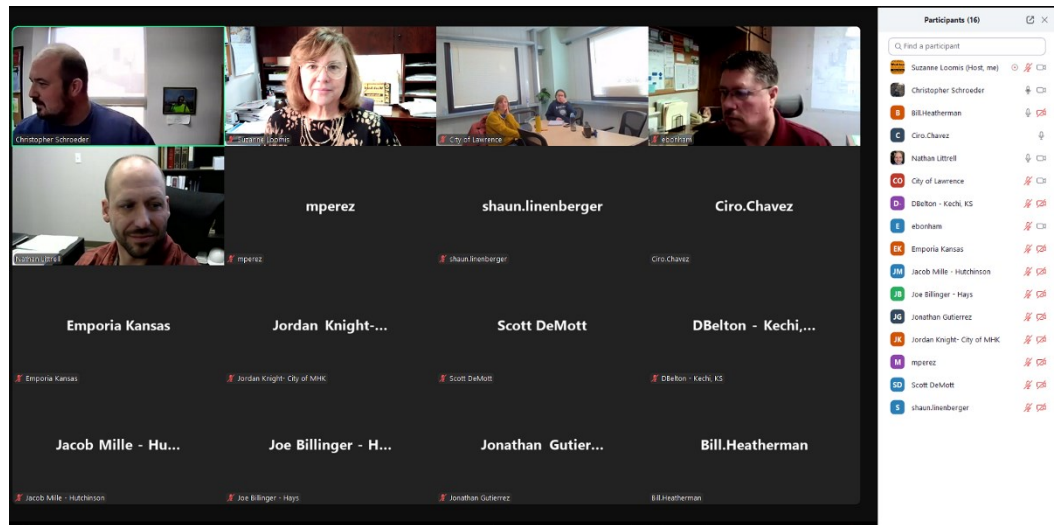
## 2024 Environmental Sciences Scholarship

To comply with the City's Stormwater MS-4 NPDES Permit, the annual City of Newton Environmental Sciences Scholarship was awarded in the amount of \$500 on April 24th to Reid Golubski. He plans to study Civil Engineering at Kansas State University.



## Stormwater Clean 21

Newton staff lead a 21 city stormwater consortium that meets quarterly to discuss storm water issues

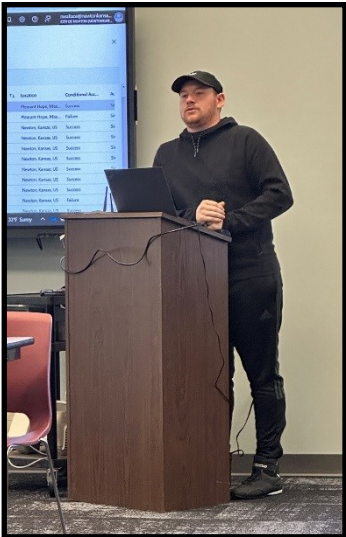


Illicit discharges are a release of any substance other than stormwater. A few examples are vehicle fluid loss, dirt and sediment runoff, or trash and debris.

In July 2024 Newton IT staff took over all helpdesk for users. IT staff still uses Imagine IT to help with backend processes where IT staff does not have visibility. In November, a storm produced an electrical event that damaged some core equipment and caused many issues in our network including some downtime for staff.

In 2025, we plan to continue strengthening our technology backbone to ensure staff has the tools needed in productivity and future proofing technology as they serve Newton’s citizens.

Each year we complete infrastructure/hardware/software upgrades to ensure our network keeps running optimally at 99.999% uptime. IT serves 11 locations with over 200 users and roughly 500 devices.



Cyber Security training is a valuable part of employees understand the risks associated with the internet.

Project up time was 99.999%

# Information Technology

**Proactive / Automated Tickets:**

Entered: 3,566  
Closed: 3,564

**On-Site Staff Tickets :**  
*(started July 2024)*

Entered: 488  
Closed: 389

**Request and Incident Tickets:**

Privilege Requests 155 entered, 155 closed  
Service Requests Entered: 625 entered, 615 closed  
Incidents/Problems Entered: 162 entered, 162 closed

Projects of 2024
Infrastructure upgrades on core networking devices
Migrating additional software as a service for certain City applications
Server upgrades as needed on replacement schedule
Desktop and Laptop replacements as scheduled
New dashcam hardware/software for police department

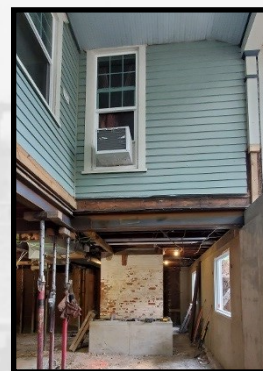
Planned Projects for 2025
Infrastructure upgrades on core networking devices
Additional cyber security monitoring software
Device management software
Server upgrades and computer replacements as scheduled
PD Training facility technology infrastructure
New phone hardware upgrades
Additional full time employee



# Historic Preservation

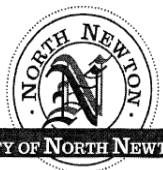
## Façade Grant

In April 2024 the City Commission approved a Façade Improvement Grant for properties in the C-3 district totaling \$30,000. Each property that was approved was eligible for a rebate of up to 50% on eligible project costs up to a maximum grant of \$3,000. Eligible projects including concrete work, door replacements, exterior improvements, removal/replacement of incompatible exterior finishes or materials, signs, window replacements, and awnings are some of the projects approved for the grant. 14 applications were approved by the Main Street Board and were granted 12 months to complete the project to receive the rebate.



## Projects Reviewed

Thirty-five projects were reviewed in 2024. Eleven were approved by the Historic Preservation Commission and twenty-four were administrative approvals. The majority of the administrative reviews have been for minor repairs, mainly roof, window and awning replacements. 2024 brought in an increase in projects in the Downtown Districts, with twenty-one projects in the Downtown Districts and thirteen in the McKinley District and one Commercial Not Downtown property. In 2024 we had three properties apply for rehabilitation tax credits, this allows owners of historic properties to be granted tax credits for work that is done to the historic property.



## C-3 Downtown Districts Historical Resurvey

In 2023 the City of Newton applied for a Historic Preservation Fund grant for a re-survey of the Downtown C-3 area. In February of 2024 an agreement was approved selecting Cynthia Ammerman as the consultant. This survey included 193 parcels, 63 of those have never been previously surveyed. This survey found 42 parcels potentially eligible contributing to a district and 21 parcels non-contributing, including 14 parking lots. This was presented to the Historic Preservation Commission and the City Commission in October of 2024.

# Parks & Cemeteries

The Parks and Cemeteries Division works to constantly improve the appearance of the community while maintaining a broad spectrum of outdoor recreational opportunities. The focus is to improve the city's overall appearance through intensive maintenance of park facilities, grounds, and cemeteries.

## **Park Division responsibilities**

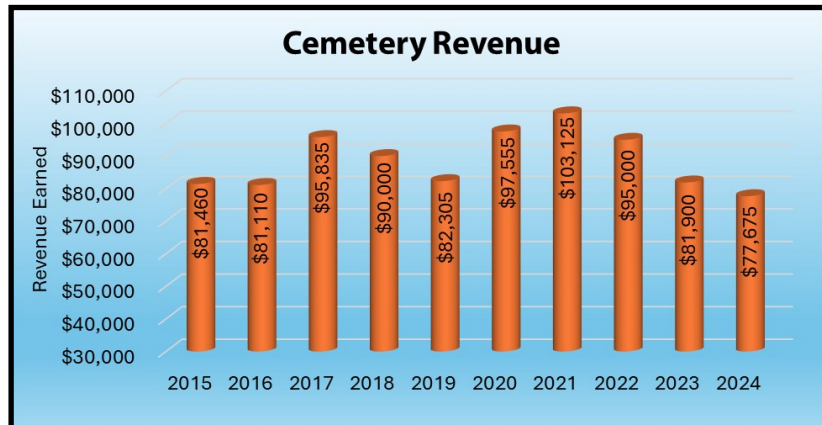
- ◆ Maintenance of 670 acres of parks
- ◆ Right-of-way's
- ◆ Cemeteries
- ◆ Waterways
- ◆ 17 Parks
- ◆ 15 Traditional playgrounds
- ◆ 1 Natural playground
- ◆ 14 Shelters
- ◆ 9 Public restrooms
- ◆ 1 Pool
- ◆ 1 Splash Park
- ◆ 8.91 Miles of Trails/Bikepath
- ◆ 38.48 Miles of sidewalk and curbs
- ◆ Maintenance of the tree canopy
- ◆ Vegetation control
- ◆ Flower, shrub and tree planting
- ◆ Snow removal
- ◆ Cemetery burials and perpetual care





## 2024 Highlights for the Park Division include the following:

- ◆ Maintained Tree City USA status for the 49th year.
- ◆ Achieved Tree Cities of the World designation for the 5th year.
- ◆ Celebrated Arbor Day with a 1st grade class from Slate Creek Elementary, by planting a Shawnee Brave Bald Cypress.
- ◆ Maintained a tree nursery at the Wastewater Plant.
- ◆ Installed Tobacco Free Park signage.
- ◆ Pruned 350 trees in the park system
- ◆ Assisted with 110 community events throughout the year.
- ◆ Moved maintenance operations to a new facility.
- ◆ Certified employees maintained their job certifications.
- ◆ Repaired broken head stones throughout Greenwood Cemetery.



### 2024 Cemetery Statistics:

- 64 full size burials
- 62 cremations
- 55 lots sold
- 87 headstone permits sold

ACRES MOWED	
Right-of-way	817.55
Waterway	116.16
Park	5,305.80
Cemetery	2,420.60
Other	6,131.10
<b>TOTAL ACRES</b>	<b>14,791.21</b>



Tree maintenance costs include planting new trees, yearly maintenance of all trees, and removing dead or damaged trees.



# Street Division



The Street Division is responsible for street repair and maintenance, traffic control management, and snow and ice removal. The Street Division completes many tasks related to intersection improvement, neighborhood traffic concerns, school zone flashers, traffic signal maintenance & repairs, and road & parking lot striping.

Staff also performs pavement evaluation, asphalt and concrete patching, crack and slurry sealing, utility cut restoration, street cleaning, surface treatment, vegetation management, right-of-way clearing, set up and tear down for community festivals.

## Storm Water

- 2,548 lane miles were actively swept in 2024 collecting 3,645 yds<sup>3</sup> of debris.
- The priority storm drain list was cleaned 11 times throughout the year.
- A total of 74 storm water inlets were inspected for structural integrity in Areas 1, 2, 3, and 7.
- Completed cleaning of all intakes within city limits twice in 2024, once in the spring and again in the fall.

## 2024 Highlights

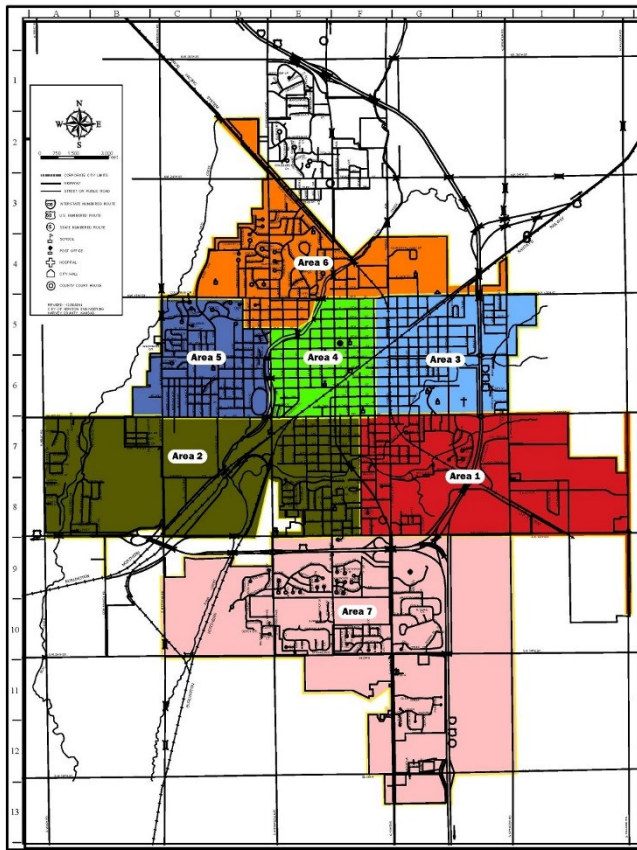
- ♦ Multiple C3 District Downtown Improvements were completed.
- ♦ The Street Division helped with 32 community events.
- ♦ There were 3 winter storm events in 2024 resulting in the use of 133 tons of salt and 3,600 gallons of salt brine.
- ♦ All traffic signals were inspected with no catastrophic flaws found.
- ♦ Repaired 35 pavement failures on asphalt streets in preparation of slurry seal.
- ♦ Repaired 1,788 yd<sup>2</sup> of concrete roadways.
- ♦ Repaired ADA ramps at 9th and Poplar, Goldspike , and Beltline.
- ♦ Responded to 13 pothole requests from citizens under the 24 hour pothole repair policy.
- ♦ The grader completed 6 rotations on the gravel road list and responded to 20 citizen requests for road repair outside of normal maintenance.





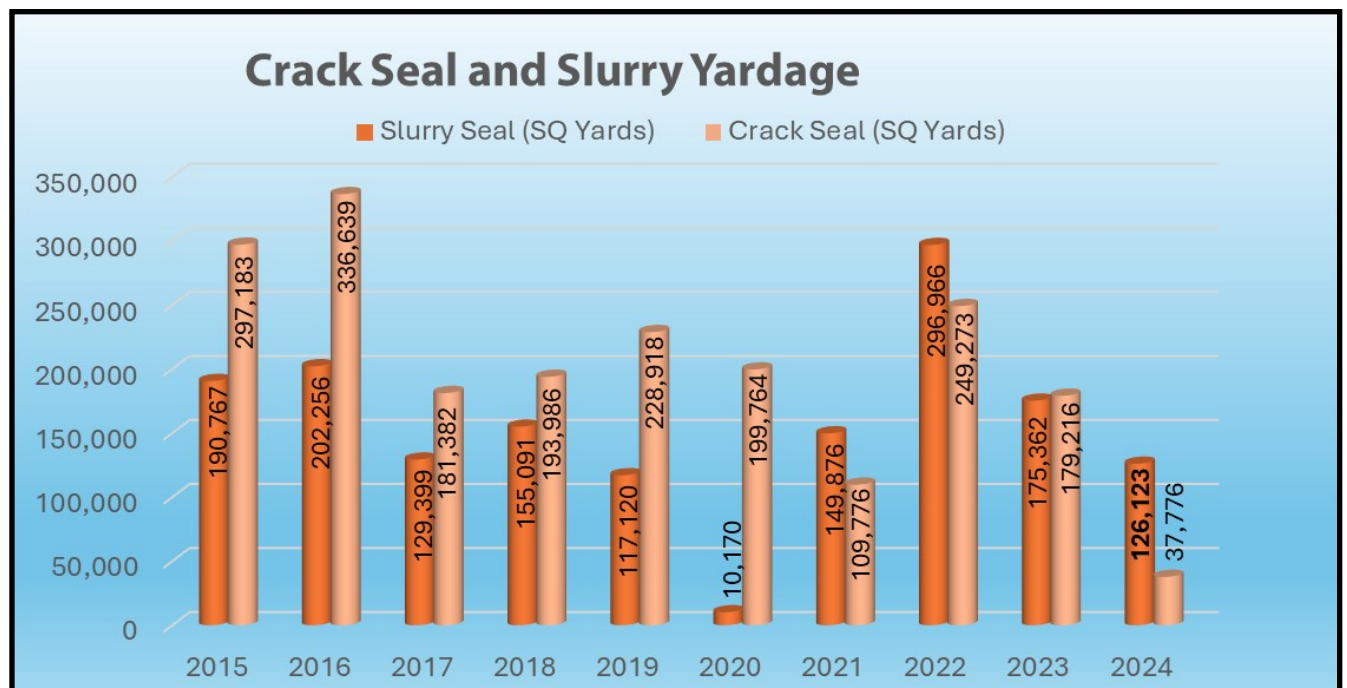
## 7 AREA

### STREET MAINTENANCE MAP

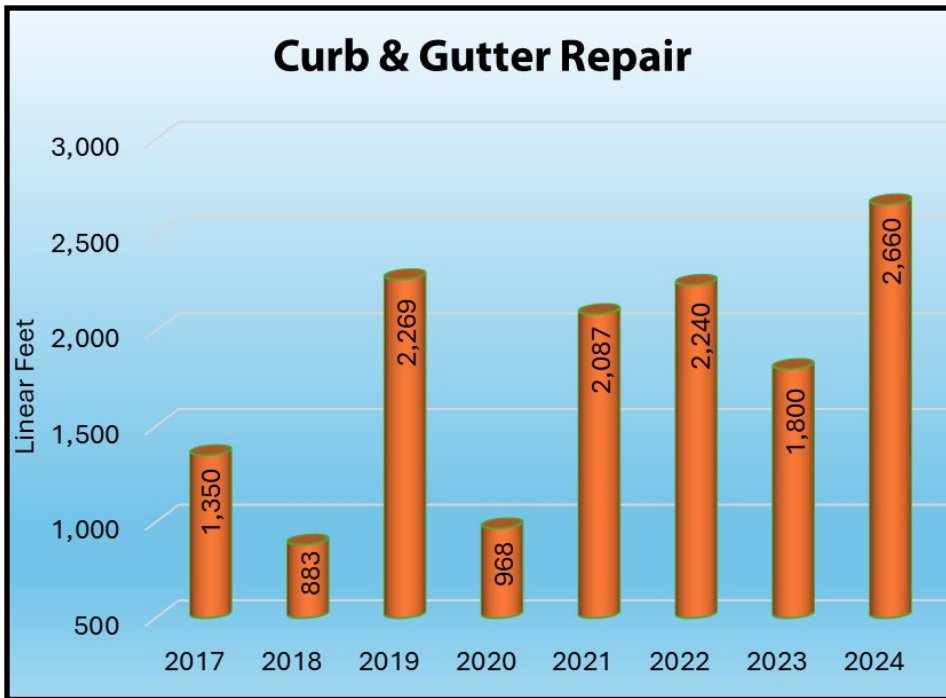


Pavement Maintenance Area Map

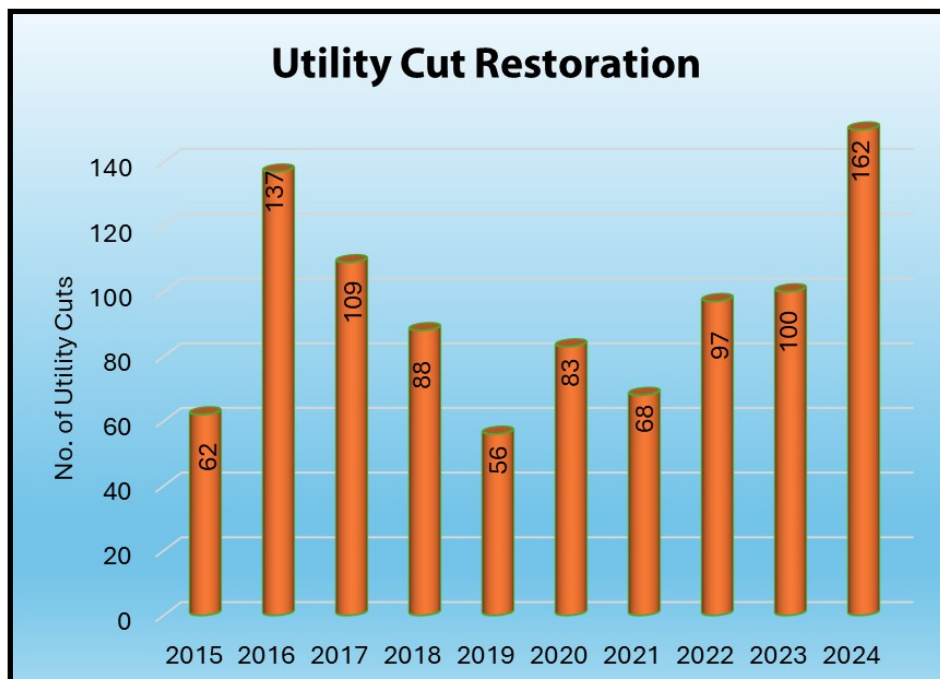
2024 was the first year of implementation of the new seven area maintenance area map. City Commission expanded the maintenance areas from six to seven beginning in 2024. Boundary lines were changed slightly for each area. This year maintenance efforts were concentrated in Area 7.







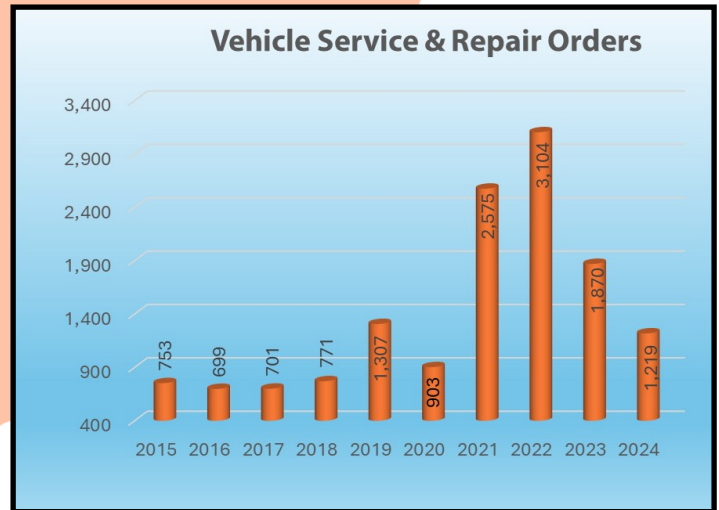
Curb and gutter repairs are focused in the annual maintenance area or along the annual overlay routes.



Utility cut restoration numbers vary depending on utility work done each year by utility companies like Evergy, Ideatak, City Water & Sewer, etc..

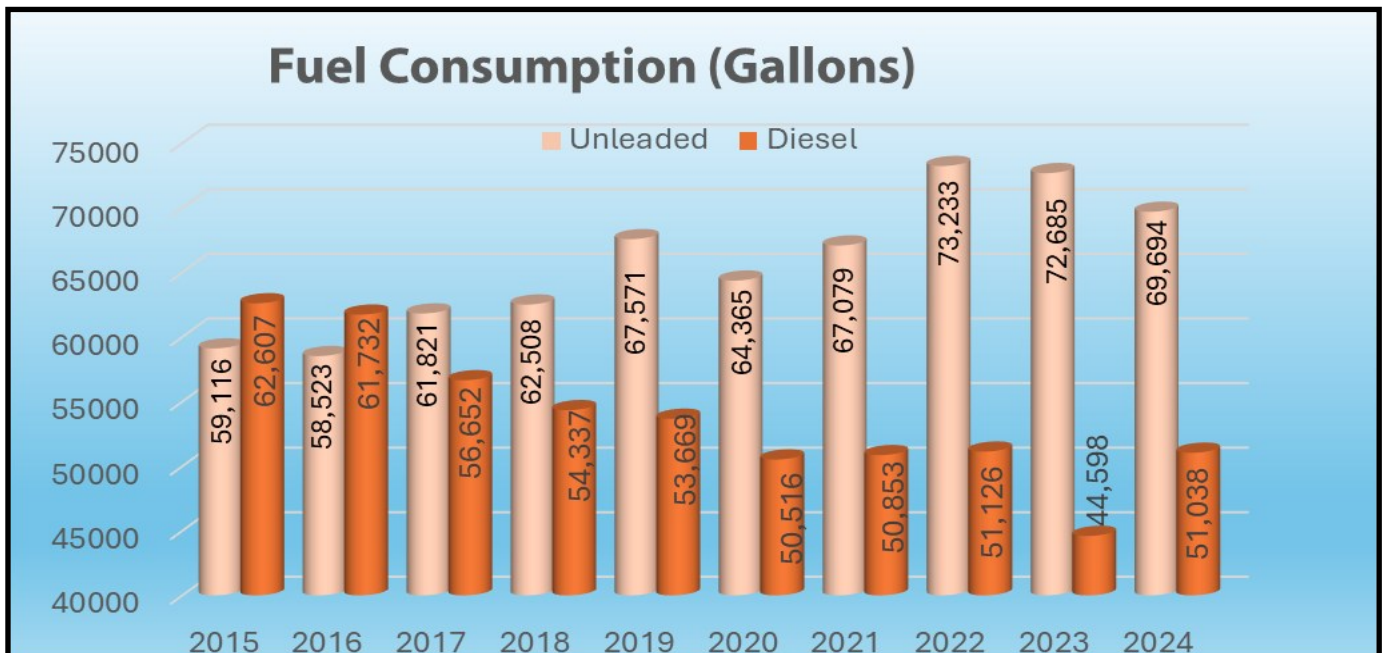
Street maintenance crews provide final repairs to assure roadways are constructed to city standards to withstand public traffic.

# Shop



Repair orders for 2024 saw a decrease of 651 from 2023. However, not all repairs are created equal. Some work is more detailed and time consuming which is not depicted in quantity based system.

Total repairs for 2024 were 1,219.



Fuel consumption includes use by all city departments.

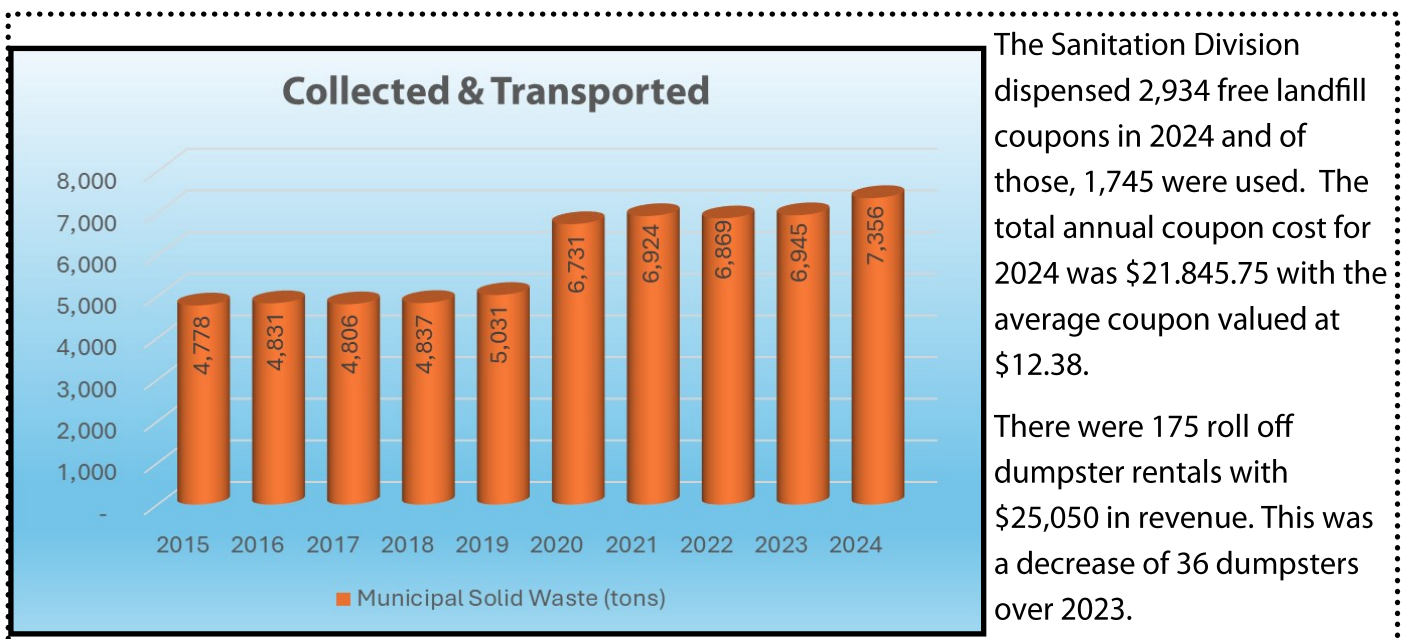




# Sanitation Division

## The Right-of Way Bulky Item Stickers Program

- Sanitation inspector wrote 1,267 violations for right-of-way obstructions.
- 629 were taken care of by the resident.
- 337 were called in and collected for \$10.00 bulky pick up collection fee.
- 249 were collected for \$20.00 right-of-way collection fee.
- 52 were non-qualifying bulky collection items & sent to the Environmental Control Officer.





# Wastewater Collections & Treatment Division

The Collections and Treatment staff are responsible for the entire wastewater system serving the City of Newton.

This system begins with collecting wastewater from homes and businesses through a series of underground piping that leads to the treatment facility.



Wastewater Treatment Plant—Centrifuge Rebuild

*475 million gallons of  
sewage were treated at  
the Newton  
Wastewater Treat-  
ment Plant in 2024*

~~~

*Highest Day Flow  
5.48 million gallons*

The biggest project of 2024 was the centrifuge rebuild project. The 2009 Andritz centrifuge was budgeted for replacement in 2023, the unit appeared to be in good condition and aside from having some minor vibrations. We met with our Andritz representative, and his evaluation of the machine was that it probably needed some tiles replaced inside the bowl but otherwise was in good shape. We made the decision to rebuild the centrifuge rather than replace it because we could purchase a new rotating assembly, and have the existing rotating assembly rebuilt giving us a backup in case of failure. This work was completed by an Andritz technician and two Wastewater staff members. This decision to rebuild resulted in substantial cost savings and greatly extending the service life of the equipment while also providing a backup. Also, the Wastewater staff with help from the service center staff replaced eight magnetic flow meters. Some of these replacements were quite challenging as they were in small pits underground with limited access. Finally, we removed and replaced 490 diffuser membranes in Bio-Basin #1. These diffusers had reached the end of their *service life*.



Repairing loose impeller on influent pump 1



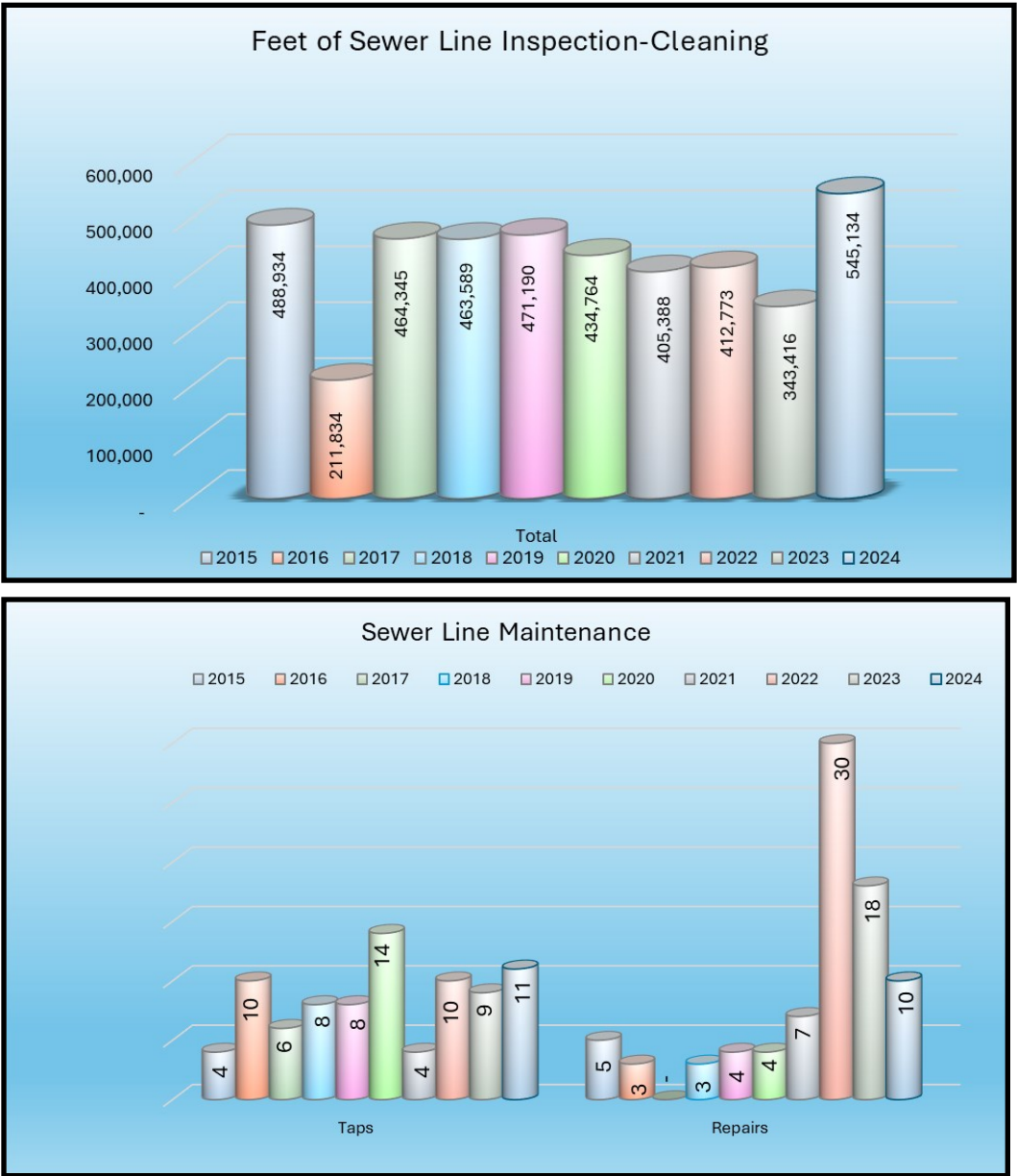
Mixing of Class A Bio-Solids



The sewer crews are tasked with cleaning and maintaining sewer lines and lift stations. With all of the new housing development in the Fox Ridge addition, an upgrade to the Country Club lift station occurred. The new lift station can handle the additional flows in the area and has been equipped with a generator, allowing for full operation in times of inclement weather or power outages. Furthermore, sewer crews have been testing new high pressure jet nozzle cleaning technology that has led to a decrease in sewer backups over the last two years. Sewer crews continue to be committed to providing quick and efficient service to all the citizens of Newton.

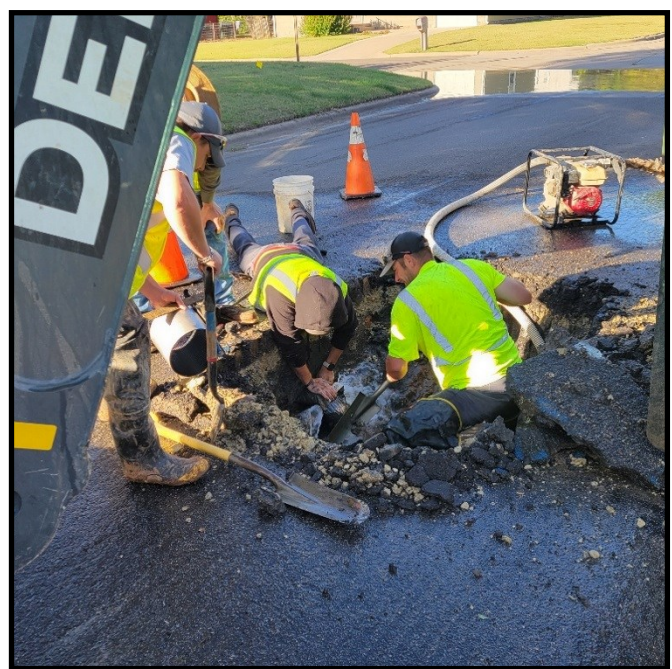


Tree roots are a leading cause in sewer line issues.



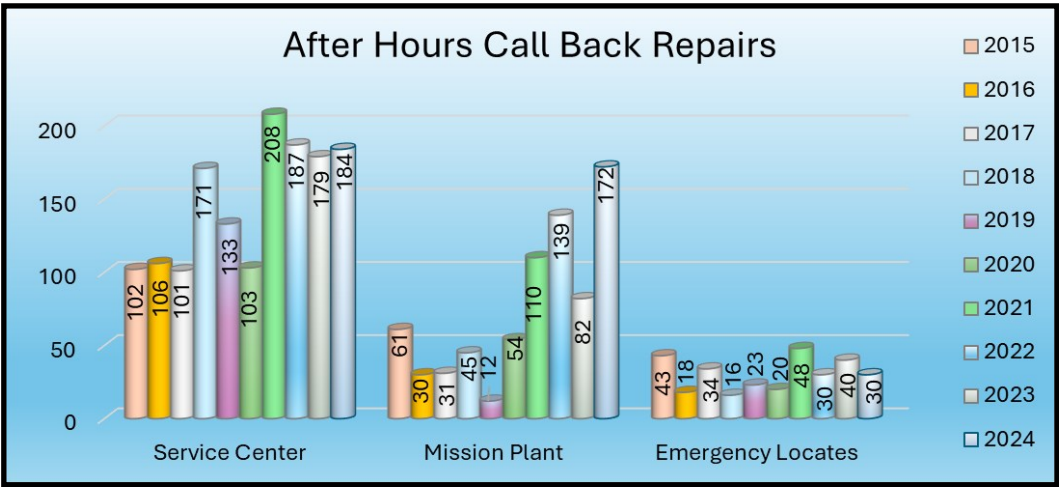
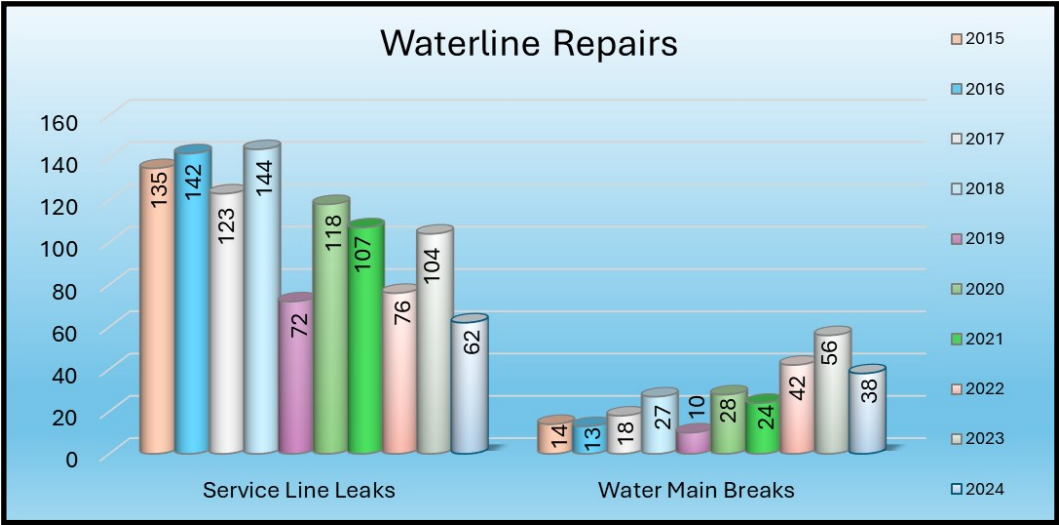
# Water Production, Treatment & Distribution

The Water Production and Distribution Section maintains piping, pumping and treatment systems in a manner to provide high-quality drinking water to all they serve. This process is done using pumping and treatment activities which are regulated by the State of Kansas.





Distribution crews have worked diligently to complete the required Lead Service Line Inventory (LSLI) as part of the Lead and Copper Rule Revisions (LCRR) which was due in October 2024. This required staff to visually inspect hundreds of buried water lines and service connections throughout the city. The pipe material found during the inspections was documented in a state approved spreadsheet and submitted to KDHE in September 2024. Additionally, crews completed the task of replacing several hundred water meters and adding several thousand radios to all residential, commercial, and industrial locations throughout the city. This project will provide the department with the ability to read meters with greater accuracy and efficiency.



Demolition of 1st Street Water Tower

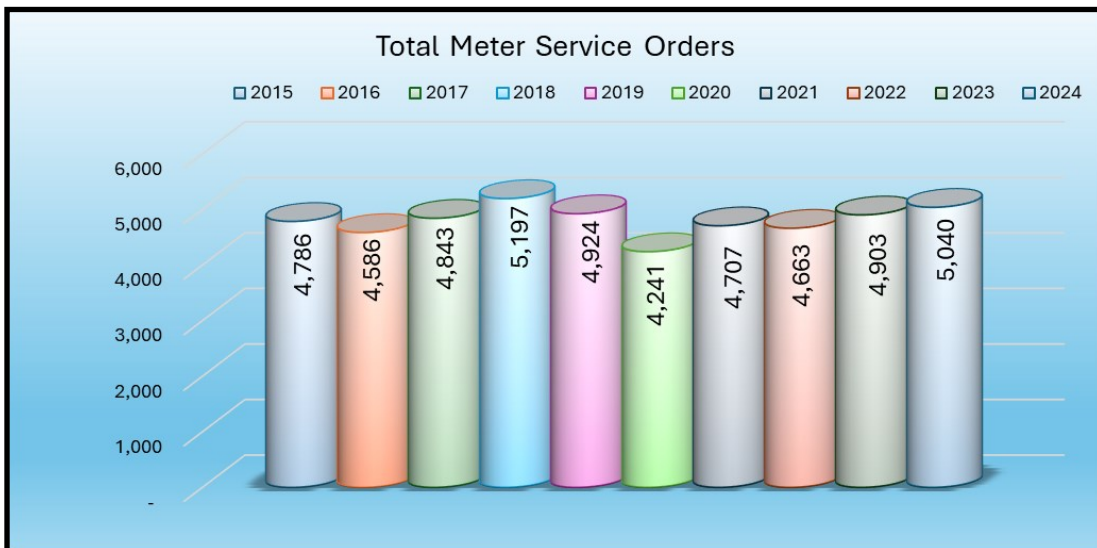


Main break at 200 W 16th St

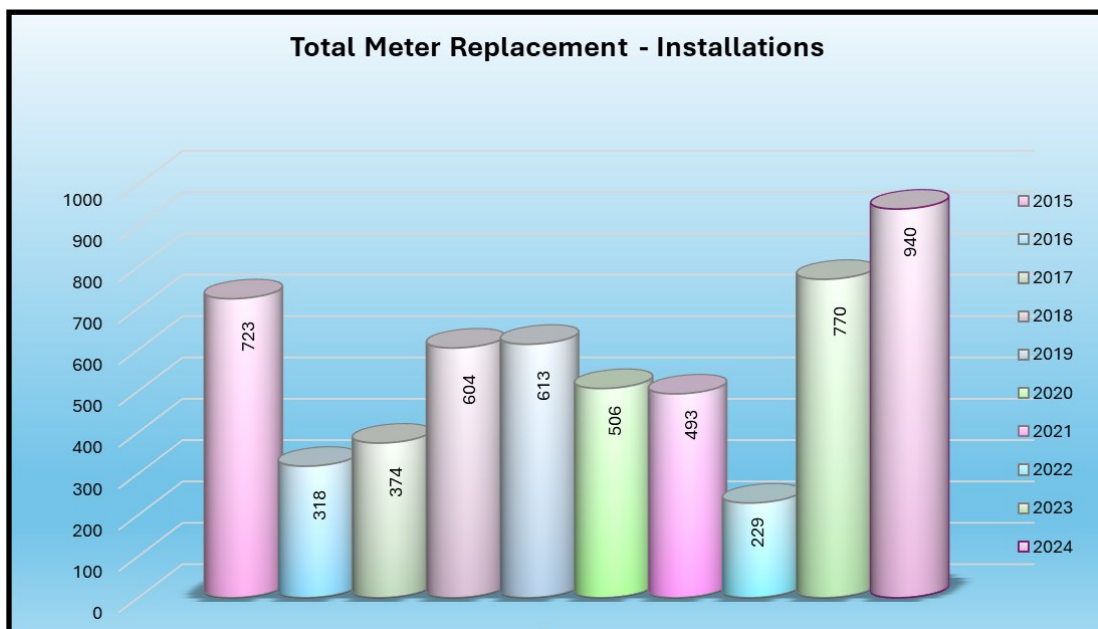
Meters are regularly scheduled for replacement but can be replaced sooner due to meter failures or due to the federal “Reduction of Lead in Drinking Water Act” that was put into effect in January 2014.

This requires the removal of any pipes, pipe fittings, plumbing fittings, meters, and fixtures containing more than a weighted average of 0.25% lead content. New meters are installed on new homes/buildings or service splits for multi-family units.

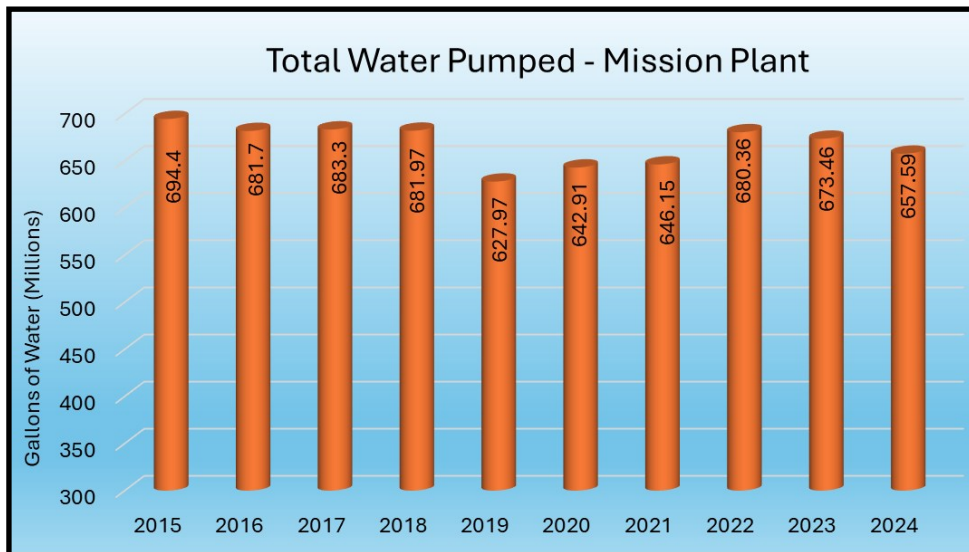
Meter service orders include readings when service is being started or stopped, monthly usage readings, shut off’s, and for customer requests or for checks due to leaks.



Changing the MXU (radio) for a meter







The daily average of water pumped through the Mission Treatment Plant in 2024 was 1.8 million gallons.

The highest daily use was 3 million gallons.

Rebuilding high service pump #A was a large rehabilitation project in 2024. The pump was installed in the late 1970's and had not required any work until now displaying our commitment to proper and regular equipment maintenance. Maintaining the high service pumps and knowing they will operate when needed is vital and ensures that water can be pumped to meet customer demands. Additionally, the rehabilitation of the Well #7 was a significant project completed in 2024. Well rehabilitation ensures reliable operation of pumping equipment, providing us with the ability to deliver water to the treatment facility for years to come. Finally, the RTU upgrade for Wells #1 and #3 has improved communications via radio by eliminating the old hard wire telemetry lines. Removal of the old telemetry equipment lessens the potential for issues caused by lightning strikes and possible damage to the main PLC at the plant.



12th Street water tower inspection



Routine Daily Check at the Halstead Booster Station