



REGULAR COUNCIL MEETING, MAY 1, 2024

Wednesday, May 01, 2024 at 6:30 PM
Council Chambers, 520 N. Commercial Ave.

AGENDA

Council Meeting will be broadcast on Facebook Live. Click to visit our [Facebook Page](#).

CALL TO ORDER / ROLL CALL / PLEDGE OF ALLEGIANCE

Mayor Bryan Chapman opened the Council Meeting at _____ (time).

The Mayor led the Pledge of Allegiance.

Council Members present

Kramer Siemens_____

Mark Jacob_____

Josh Liby_____

Dan Hartman_____

Brenda DeHaven_____

Others present _____

APPROVAL OF AGENDA

Motion to approve the agenda as presented.

Motion by _____

Second by _____

HEARINGS / PRESENTATIONS / PUBLIC FORUM

- [1.](#) Proclamation - Municipal Clerks Week

MAYORAL APPOINTMENTS

2. Mayor's Slate of Appointments

Motion to approve slate of appointments as presented.

Motion by _____

Second by _____

Official City Newspaper - Harvey County Independent

Official City Depository - Legacy Bank

City Clerk - Shelia Agee

Municipal Court Judge - Joy Williams

City Treasurer - Debbie Harrison

Chief of Police - Bryan Hall

Historical Society - Linda Johnson (2nd Term), Appointment (Partial 2nd Term), Appointment (Partial 2nd Term), Appointment (1st Term)

Housing Authority - Michelle Hendrickson (2nd Term), Appointment (1st Term)

Library Board - Jody Jonas (1st Term), Audrey Wirth (1st Term)

Planning Commission - Connie Stout (2nd Term), Appointment (1st Term), Appointment (1st Term)

3. Swearing in of City Clerk

STAFF REPORTS

4. Kyle Nordick, City Administrator

5. Brad Jantz, City Attorney

CONSENT AGENDA

Motion to approve the Consent Agenda as presented.

Motion by _____

Second by _____

6. Minutes of April 17,2024 Regular Meeting

7. Approval of Payroll April 26, 2024 Amount \$16,423.63

8. Approval of General Disbursement Checks Amount \$90,375.72

NEW BUSINESS

9. Discuss and consider 2024 Street Preservation Program

Motion to approve option #___ and approve expenditures in the amount of \$_____ for the 2024 Street Preservation Program.

Motion by _____

Second by _____

10. Discuss and consider wayfinding signage designs

Motion to approve design _____

Motion by _____

Second by _____

11. Discuss and consider 2025 Budget Calendar

Motion to approve the 2025 Budget Calendar as presented.

Motion by _____

Second by _____

12. Review Emergency Water Supply Plan

Motion to approve the revisions of the Emergency Water Supply Plan as presented.

Motion by _____

Second by _____

GOVERNING BODY REMARKS

ADJOURN

Motion to adjourn the Regular Council Meeting at _____ PM.

Motion by _____

Second by _____

Contact: Shelia Agee (agee@cityofsedgwick.org, 316-772-5151)

Agenda Published on 04/26/2024 at 9:45 AM.

Proclamation

55th Annual Professional Municipal Clerks Week

May 5 – May 11, 2024

Whereas, The Office of the Professional Municipal Clerk, a time honored and vital part of local government exists throughout the world, and

Whereas, The Office of the Professional Municipal Clerk is the oldest among public servants, and

Whereas, The Office of the Professional Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels, and

Whereas, Professional Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all.

Whereas, The Professional Municipal Clerk serves as the information center on functions of local government and community.

Whereas, Professional Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Professional Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, provincial, county and international professional organizations.

Whereas, It is most appropriate that we recognize the accomplishments of the Office of the Professional Municipal Clerk.

Now, Therefore, I, Bryan Chapman, Mayor of The City of Sedgwick, do recognize the week of May 5 through May 11, 2024 as Professional Municipal Clerks Week, and further extend appreciation to our Professional Municipal Clerk, Shelia Agee and to all Professional Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

Dated the 1st of May, 2024

Bryan Chapman, Mayor



REGULAR COUNCIL MEETING, APRIL 17, 2024

Wednesday, April 17, 2024 at 6:30 PM
Council Chambers, 520 N. Commercial Ave.

MINUTES

Council Meeting will be broadcast on Facebook Live. Click to visit our [Facebook Page](#).

CALL TO ORDER / ROLL CALL / PLEDGE OF ALLEGIANCE

Mayor Bryan Chapman opened the Council Meeting at _____ (time).

The Mayor led the Pledge of Allegiance.

Council Members present

Kramer Siemens_____

Mark Jacob_____

Josh Liby_____

Dan Hartman_____

Brenda DeHaven_____

Others present _____

Mayor Bryan Chapman opened the Council Meeting at 6:30pm.

The Mayor led the Pledge of Allegiance.

PRESENT

Brenda DeHaven

Dan Hartman

Josh Liby

Mark Jacob

ABSENT

Kramer Siemens

OTHERS PRESENT: Kyle Nordick, City Administrator; Shelia Agee, City Clerk; Brad Jantz, City Attorney; Bryan Hall, Police Chief; Brett Bogunovich, Maintenance; Bill Bush, Harvey County Independent; Kevin Pouch, County Commissioner Candidate

APPROVAL OF AGENDA

Motion to approve the agenda as presented.

Motion by _____

Second by _____

Motion to approve the agenda as amended to include Special Assessment Hardship Deferral Program as 6a in Old Business.

Motion made by Hartman, Seconded by DeHaven.

Voting Yea: DeHaven, Hartman, Jacob

Voting Nay: Liby

HEARINGS / PRESENTATIONS / PUBLIC FORUM

Kevin Pouch, County Commission Candidate introduced himself.

Congratulate Brett Bogunovich for passing his water certification.

Mayor presented Arbor Day Proclamation

1. Arbor Day Proclamation

STAFF REPORTS

2. Kyle Nordick, City Administrator

Maintenance Dept will plant a tree at school for Earth Day.

Industrial Park building cleanup will be costly to remediate.

3. Brad Jantz, City Attorney

Grants available for Industrial Park building cleanup. Local companies don't want to touch it.

CONSENT AGENDA

Motion to approve the Consent Agenda as presented.

Motion by _____

Second by _____

Motion to approve the Consent Agenda as presented.

Motion made by Hartman, Seconded by Jacob.

Voting Yea: DeHaven, Hartman, Liby, Jacob

- 4. Minutes of April 3, 2024, Regular Meeting
- 5. Approval of Payroll April 12, 2024 Amount \$13,527.20
- 6. Approval of General Disbursement Checks Amount \$109,127.68

OLD BUSINESS

- 7. Discuss and Consider Special Assessment Hardship Deferral Program

Motion to approve the Special Assessment Hardship Deferral Program using HUD low income with option 1 as presented.

Motion made by DeHaven, Seconded by Hartman.

Voting Yea: DeHaven, Hartman, Liby, Jacob

NEW BUSINESS

- 8. Discuss and Consider Approval of Bid From Andale Construction Inc For 125th St. and Ridge Rd. Sidewalk Improvements

Motion to approve the bid tabulation and authorize the Mayor to finalize and execute a contract with Andale Construction Inc..

Motion by _____

Second by _____

Motion to approve the bid tabulation and authorize the Mayor to finalize and execute a contract with Andale Construction Inc..

Motion made by Liby, Seconded by DeHaven.

Voting Yea: DeHaven, Hartman, Liby, Jacob

- 9. Discuss and Receive Quarterly Financial Reports for the Period Ended March 31, 2024.

Motion to receive and file the quarterly financial reports for the period ended March 31, 2024.

Motion by _____

Second by _____

Motion to receive and file the quarterly financial reports for the period ended March 31, 2024.

Motion made by Jacob, Seconded by Liby.

Voting Yea: DeHaven, Hartman, Liby, Jacob

EXECUTIVE SESSION - POTENTIAL LITIGATION

Motion to recess into executive session for _____ minutes to discuss attorney-client privilege information and the open session will resume at 7:46pm pursuant to (K.S.A. 75-4319(B)(2)) with the exception being attorney client privilege regarding potential litigation to include the governing body, city administrator, and the city attorney.

Motion to recess into executive session for 10 minutes to discuss attorney-client privilege information and the open session will resume at 7:46pm pursuant to (K.S.A. 75-4319(B)(2)) with the exception being attorney client privilege regarding potential litigation to include the governing body, city administrator, and the city attorney.

Motion made by Hartman, Seconded by Liby.

Voting Yea: DeHaven, Hartman, Liby, Jacob

NO ACTION TAKEN.

GOVERNING BODY REMARKS

ADJOURN

Motion to adjourn the Regular Council Meeting at _____ PM.

Motion by _____

Second by _____

Motion to adjourn the Regular Council Meeting at 7:48pm.

Motion made by Jacob, Seconded by Hartman.

Voting Yea: DeHaven, Hartman, Liby, Jacob

Contact: Shelia Agee (agee@cityofsedgwick.org, 316-772-5151)

Agenda Published on 04/12/2024 at 11:45 AM.

May 1, 2024

PAYROLL CHECKS - DIRECT DEPOSIT

4/26/24

\$ 16,423.63

TOTAL PAYROLL CHECKS

\$ 16,423.63

GENERAL DISBURSEMENT CHECKS-AAABWT

\$ 60,184.31

GENERAL DISBURSEMENT CHECKS-AAABWU

\$ 16,090.75

GENERAL DISBURSEMENT CHECKS-AAABWV

\$ 14,100.66

TOTAL DISBURSEMENT CHECKS

\$ 90,375.72

AP Enter Bills Edit - Council Report

City of Sedgwick (SEDGKS)
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Vendor	Description	Check Date	Invoice#	Check#	Check Total
ADVANTAGE COMPUTER	JCS TRAINING-LISA	04/19/2024	48364	70572	\$780.00
AGRI ENVIRONMENTAL SERVICES	SLUDGE HAUL	04/19/2024	1821	70573	\$1,040.00
BENJAMIN BLASTING	SANDBLAST MERRYGORC	04/19/2024	935422	70574	\$1,200.00
EVERGY	ELECTRIC SERVICE	04/19/2024	041924EVERGY	70575	\$4,207.35
EVERGY	STREET LIGHTS	04/19/2024	041924STREETLIGHTS	70576	\$1,905.61
FAMILY HEALTH AMERICA, LC	HRAADMIN FEES	04/19/2024	041924HRA	70577	\$100.00
BRYAN HALL	THE BARN-CHIEF'S MTG	04/19/2024	041924BH	70578	\$12.00
HOLIDAY OUTDOOR DECOR	HERO BANNERS	04/19/2024	INV14305	70579	\$1,181.50
KANZA CO-OPERATIVE ASSOCIATION	FUEL CHARGES	04/19/2024	041924COOP	70580	\$3,263.43
KANSAS GAS SERVICE	GAS SERVICE	04/19/2024	041924KSGAS	70581	\$399.59
ANDREW NIEMEYER	TRACTOR CYL INSTALL	04/19/2024	1025	70582	\$300.00
CAPITAL ONE TRADE CREDIT	200 BLDG WASHER	04/19/2024	547001106248010	70583	\$894.38
OFFICE OF ACCOUNTS AND REPORT	BUDGET WORKSHOP	04/19/2024	0419214BUDGET	70584	\$150.00
USPS	POSTAGE ACCOUNT	04/19/2024	607561872	70592	\$261.97
QUIK PRINT	BUSINESS CARDS	04/19/2024	28539	70585	\$110.00
WORKFORCE ALLIANCE OF SOUTH C	2024 REAP ASSESSMENT	04/19/2024	572	70586	\$456.00
SEDGWICK COUNTY TREASURER	2020 REAL ESTATE TAX	04/19/2024	041924RETAX	70587	\$42,357.07
SOUTH CENTRAL SEALING & PAVING	EAST PARK CONCRETE	04/19/2024	39891	70588	\$1,300.00
TRAVELERS CL REMITTANCE CENTE	TREAS BOND	04/19/2024	041924TRAV	70589	\$100.00
TROJAN TECHNOLOGIES	FREIGHT UV LIGHTS	04/19/2024	200/23165	70590	\$146.66
UNDERGROUND VAULTS & STORAGE	OFFSITE FILE STORAGE	04/19/2024	554061	70591	\$18.75

Total Direct Expense:	\$60,184.31
Total Immediate Payments:	\$60,184.31

Report Summary

Report Selection Criteria	
Report Type:	Detailed
Transaction Number:	Start End
	Start End

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City of Sedgwick (SEDGKS)
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Tr. #	Vendor	Inv Date	Due Date	Invoice #	Total Invoice
1	ADVANTAGE / ADVANTAGE COMPUTER	4/19/2024	4/19/2024	48364	\$780.00
1	01-05-60-6710 JCS TRAINING-LISA			1.0 \$780.0000	\$780.00
2	AGRI ENVIRONMENTAL / AGRI ENVIRONMENTAL SERV	4/19/2024	4/19/2024	1821	\$1,040.00
1	13-00-60-6160 4-11-24 SLUDGE HAUL 26000 GAL			26,000.0 \$0.0400	\$1,040.00
3	BENJAMIN / BENJAMIN BLASTING	4/19/2024	4/19/2024	935422	\$1,200.00
1	09-00-60-6110 SANDBLAST MERRY-GO-ROUND			1.0 \$1,200.0000	\$1,200.00
17	EVERGY / EVERGY	4/19/2024	4/19/2024	041924EVERGY	\$4,207.35
1	01-10-60-6180 0009908927 - 505 N MADISON SCHOOL ZONE			1.0 \$26.9900	\$26.99
2	01-03-60-6180 659714280 - PD BLDG			1.0 \$135.5700	\$135.57
3	01-10-60-6180 1062940882 - 804 N MADISON ST POLE			1.0 \$36.1300	\$36.13
4	01-10-60-6180 1761794880 - 103 W 5TH ELECT AT POLE			1.0 \$26.6800	\$26.68
5	01-10-60-6180 2464686086 - 310 N MADISON AVE SCHOOL ZONE			1.0 \$26.8200	\$26.82
6	01-10-60-6180 3002790064 - 100 WHEATLAND DR STREET POLE			1.0 \$28.7600	\$28.76
7	01-10-60-6180 3175824328 - 502 N COMM STREET ELECT AT POLE			1.0 \$26.5500	\$26.55
8	10-00-60-6180 3731495616 - 404 N HARRISON EAST WATER TOWER			1.0 \$124.3000	\$124.30
9	13-00-60-6180 3738109015 - 1900 N WASH WWTP			1.0 \$1,529.0700	\$1,529.07
10	01-04-60-6180 3742938337 - 316 N WASH FIRE BLDG			1.0 \$135.5100	\$135.51
11	01-11-60-6180 3743030616 - 324 N WASH SHOP			1.0 \$70.5300	\$70.53
12	01-08-60-6180 3748198293 - 204 W 4TH PARK LIGHTS			1.0 \$137.2600	\$137.26
13	01-06-60-6180 4920122509 - 403 N FRANKLIN POOL			1.0 \$269.4600	\$269.46
14	01-01-60-6180 5043441260 - 107 W 5TH SR CTR			1.0 \$260.8100	\$260.81
15	01-01-60-6180 5111455161 - CITY HALL			1.0 \$134.2100	\$134.21
16	13-00-60-6180 7277816660 - 402 N HARRISON EAST LIFT			1.0 \$108.9700	\$108.97
17	01-10-60-6180 7610673523 - 100 INDUSTRIAL DR STREET POLE			1.0 \$28.6800	\$28.68
18	10-00-60-6180 7852345322 - 501 WELLHOUSE RD, WATER			1.0 \$26.5500	\$26.55
19	01-10-60-6180 8514115281 - 413 W 4TH SCHOOL ZONE			1.0 \$25.0000	\$25.00
20	01-10-60-6180 8574522122 - 302 W 4TH SCHOOL ZONE			1.0 \$26.9900	\$26.99
21	10-00-60-6180 1282677544 - 205 W 5TH WEST WATER TOWER			1.0 \$261.7300	\$261.73
22	13-00-60-6180 3728481135 - 402 S COMM SOUTH LIFT			1.0 \$163.1400	\$163.14
23	13-00-60-6180 3742907574 - 308 N WASH MAIN LIFT			1.0 \$221.5800	\$221.58
24	10-00-60-6180 3749459455 - 518 W 5TH WEST WELL HOUSE			1.0 \$175.4600	\$175.46
25	01-11-60-6180 7510510077 - 200 E IND DR MAINT SHOP			1.0 \$200.6000	\$200.60
18	EVERGY / EVERGY	4/19/2024	4/19/2024	041924STREETLIGHTS	\$1,905.61
1	01-10-60-6180 STREET LIGHTS			1.0 \$1,905.6100	\$1,905.61

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City of Sedgwick (SEDGKS)
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Tr. #	Vendor	Inv Date	Due Date	Invoice #	Total Invoice
4	FAMILY HEALTH / FAMILY HEALTH AMERICA, LC	4/19/2024	4/19/2024	041924HRA	\$100.00
1	03-00-60-6290 HRA ADMIN SERVICES FEE			1.0 \$100.0000	\$100.00
5	HALL / BRYAN HALL	4/19/2024	4/19/2024	041924BH	\$12.00
1	01-03-60-6720 THE BARN-CHIEF'S MTG			1.0 \$12.0000	\$12.00
6	HOLIDAY / HOLIDAY OUTDOOR DECOR	4/19/2024	4/19/2024	INV14305	\$1,181.50
1	36-00-00-8210 HOMETOWN HERO BANNERS BRACKETS			1.0 \$1,181.5000	\$1,181.50
7	KANZA / KANZA CO-OPERATIVE ASSOCIATION	4/19/2024	4/19/2024	041924COOP	\$3,263.43
1	01-03-70-7210 FUEL - PD			1.0 \$231.5200	\$231.52
2	10-00-70-7210 FUEL - WATER			1.0 \$331.8300	\$331.83
3	01-04-70-7210 FUEL - FIRE			1.0 \$294.3200	\$294.32
4	01-10-70-7210 FUEL - STREETS			1.0 \$331.8300	\$331.83
5	13-00-70-7210 FUEL - SEWER			1.0 \$284.4300	\$284.43
6	01-08-70-7210 BULK RUBY RED DIESEL			0.2 \$1,789.5200	\$357.90
7	01-10-70-7210 BULK RUBY RED DIESEL			0.2 \$1,789.5200	\$357.90
8	01-11-70-7210 BULK RUBY RED DIESEL			0.2 \$1,789.5200	\$357.90
9	10-00-70-7210 BULK RUBY RED DIESEL			0.2 \$1,789.5200	\$357.90
10	13-00-70-7210 BULK RUBY RED DIESEL			0.2 \$1,789.5200	\$357.90
20	KS GAS / KANSAS GAS SERVICE	4/19/2024	4/19/2024	041924KSGAS	\$399.59
1	13-00-60-6180 402 S COMM GAS SERVICE			1.0 \$50.9100	\$50.91
2	01-01-60-6180 CH GAS SERVICE			1.0 \$68.1500	\$68.15
3	01-04-60-6180 320 N WASH GAS SERVICE			0.9 \$280.5300	\$238.45
4	01-11-60-6180 320 N WASH GAS SERVICE			0.2 \$280.5300	\$42.08
8	NIEMEYER / ANDREW NIEMEYER	4/19/2024	4/19/2024	1025	\$300.00
1	01-08-70-7110 TRACTOR CYLINDER RESEAL AND INSTALL			0.3 \$300.0000	\$75.00
2	01-10-70-7110 TRACTOR CYLINDER RESEAL AND INSTALL			0.3 \$300.0000	\$75.00
3	10-00-70-7110 TRACTOR CYLINDER RESEAL AND INSTALL			0.3 \$300.0000	\$75.00
4	13-00-70-7110 TRACTOR CYLINDER RESEAL AND INSTALL			0.3 \$300.0000	\$75.00
9	NORTHERN TOOL / CAPITAL ONE TRADE CREDIT	4/19/2024	4/19/2024	547001106248010	\$894.38
1	40-11-00-8210 200 BLDG PRESSURE WASHER/TIE DOWNS			1.0 \$894.3800	\$894.38
16	OFFICE OF / OFFICE OF ACCOUNTS AND REPORTS	4/19/2024	4/19/2024	0419214BUDGET	\$150.00
1	01-01-60-6710 BUDGET WORKSHOP-SHELIA, KYLE			1.0 \$150.0000	\$150.00

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City of Sedgwick (SEDGKS)
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Tr. #	Vendor	Inv Date	Due Date	Invoice #	Total Invoice	
21	POST OFFICE / USPS	4/19/2024	4/19/2024	607561872	\$261.97	
1	01-01-70-7020	POSTAGE ACCOUNT-CITY BILLS/NEWSLETTER		0.5	\$261.9700	\$130.99
2	01-03-70-7020	POSTAGE ACCOUNT-CITY BILLS/NEWSLETTER		0.1	\$261.9700	\$26.20
3	01-05-70-7020	POSTAGE ACCOUNT-CITY BILLS/NEWSLETTER		0.2	\$261.9700	\$52.39
4	10-00-70-7020	POSTAGE ACCOUNT-CITY BILLS/NEWSLETTER		0.1	\$261.9300	\$26.19
5	12-00-70-7020	POSTAGE ACCOUNT-CITY BILLS/NEWSLETTER		0.1	\$261.9700	\$13.10
6	13-00-70-7020	POSTAGE ACCOUNT-CITY BILLS/NEWSLETTER		0.1	\$261.9700	\$13.10
10	QUIK / QUIK PRINT	4/19/2024	4/19/2024	28539	\$110.00	
1	01-01-70-7010	BUSINESS CARDS-B HALL, J ANDERSON		0.5	\$110.0000	\$55.00
2	01-03-70-7010	BUSINESS CARDS-B HALL, J ANDERSON		0.1	\$110.0000	\$11.00
3	01-05-70-7010	BUSINESS CARDS-B HALL, J ANDERSON		0.2	\$110.0000	\$22.00
4	01-09-70-7010	BUSINESS CARDS-B HALL, J ANDERSON		0.1	\$110.0000	\$5.50
5	10-00-70-7010	BUSINESS CARDS-B HALL, J ANDERSON		0.1	\$110.0000	\$5.50
6	12-00-70-7010	BUSINESS CARDS-B HALL, J ANDERSON		0.1	\$110.0000	\$5.50
7	13-00-70-7010	BUSINESS CARDS-B HALL, J ANDERSON		0.1	\$110.0000	\$5.50
11	REAP / WORKFORCE ALLIANCE OF SOUTH CENTRAL P	4/19/2024	4/19/2024	572	\$456.00	
1	01-01-60-6700	2024 REAP ASSESSMENT		1.0	\$456.0000	\$456.00

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City of Sedgwick (SEDGKS)
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Tr. #	Vendor	Inv Date	Due Date	Invoice #	Total Invoice	
12	SEDGWICK CO TREAS / SEDGWICK COUNTY TREASUR	4/19/2024	4/19/2024	041924RETAX	\$42,357.07	
1	08-00-60-6290	VC SG00066 LOT 2 BLOCK 1 IND PARK 2ND		0.8	\$5,341.5900	\$4,113.02
2	10-00-60-6290	VC SG00066 LOT 2 BLOCK 1 IND PARK 2ND		0.1	\$5,341.5900	\$629.24
3	13-00-60-6290	VC SG00066 LOT 2 BLOCK 1 IND PARK 2ND		0.1	\$5,341.5900	\$599.33
4	08-00-60-6290	VC SG00067 LOT 3 BLOCK 1 IND PARK 2ND		0.8	\$4,388.5400	\$3,379.18
5	10-00-60-6290	VC SG00067 LOT 3 BLOCK 1 IND PARK 2ND		0.1	\$4,388.5400	\$516.97
6	13-00-60-6290	VC SG00067 LOT 3 BLOCK 1 IND PARK 2ND		0.1	\$4,388.5400	\$492.39
7	08-00-60-6290	VC SG00068 LOT 4 BLOCK 1 IND PARK 2ND		0.8	\$4,388.5400	\$3,379.18
8	10-00-60-6290	VC SG00068 LOT 4 BLOCK 1 IND PARK 2ND		0.1	\$4,388.5400	\$516.97
9	13-00-60-6290	VC SG00068 LOT 4 BLOCK 1 IND PARK 2ND		0.1	\$4,388.5400	\$492.39
10	08-00-60-6290	VC SG00069 LOT 5 BLOCK 1 IND PARK 2ND		0.8	\$4,388.5400	\$3,379.18
11	10-00-60-6290	VC SG00069 LOT 5 BLOCK 1 IND PARK 2ND		0.1	\$4,388.5400	\$516.97
12	13-00-60-6290	VC SG00069 LOT 5 BLOCK 1 IND PARK 2ND		0.1	\$4,388.5400	\$492.39
13	08-00-60-6290	VC SG00070 LOT 6 BLOCK 1 IND PARK 2ND		0.8	\$4,388.5400	\$3,379.18
14	10-00-60-6290	VC SG00070 LOT 6 BLOCK 1 IND PARK 2ND		0.1	\$4,388.5400	\$516.97
15	13-00-60-6290	VC SG00070 LOT 6 BLOCK 1 IND PARK 2ND		0.1	\$4,388.5400	\$492.39
16	08-00-60-6290	VC SG00071 LOT 7 BLOCK 1 IND PARK 2ND		0.8	\$4,388.5400	\$3,379.18
17	10-00-60-6290	VC SG00071 LOT 7 BLOCK 1 IND PARK 2ND		0.1	\$4,388.5400	\$516.97
18	13-00-60-6290	VC SG00071 LOT 7 BLOCK 1 IND PARK 2ND		0.1	\$4,388.5400	\$492.39
19	08-00-60-6290	VC SG000110002		0.8	\$5,141.4400	\$3,958.91
20	10-00-60-6290	VC SG000110002		0.1	\$5,141.4400	\$605.66
21	13-00-60-6290	VC SG000110002		0.1	\$5,141.4400	\$576.87
22	08-00-60-6290	VC SG000410002		0.8	\$577.4100	\$444.61
23	10-00-60-6290	VC SG000410002		0.1	\$577.4100	\$68.02
24	13-00-60-6290	VC SG000410002		0.1	\$577.4100	\$64.79
25	08-00-60-6290	VC SG000600001		0.8	\$8,586.3700	\$6,611.50
26	10-00-60-6290	VC SG000600001		0.1	\$8,586.3700	\$1,011.47
27	13-00-60-6290	VC SG000600001		0.1	\$8,586.3700	\$963.39
28	08-00-60-6290	VC SG000110002001A		0.8	\$426.9700	\$328.77
29	10-00-60-6290	VC SG000110002001A		0.1	\$426.9700	\$50.30
30	13-00-60-6290	VC SG000110002001A		0.1	\$426.9700	\$47.91
31	08-00-60-6290	VC SG000410002001A		0.8	\$132.4300	\$101.97
32	10-00-60-6290	VC SG000410002001A		0.1	\$132.4300	\$15.60
33	13-00-60-6290	VC SG000410002001A		0.1	\$132.4300	\$14.86
34	08-00-60-6290	VC SG00060001A		0.8	\$186.8200	\$143.85
35	10-00-60-6290	VC SG00060001A		0.1	\$186.8200	\$22.01
36	13-00-60-6290	VC SG00060001A		0.1	\$186.8200	\$20.96
37	01-11-60-6290	VC SG000110002		1.0	\$7.1100	\$7.11
38	01-01-60-6290	VC SG000600001		1.0	\$7.1100	\$7.11

AP Enter Bills Edit Report - Sorted by Vendor **** Customized ****

City of Sedgwick (SEDGKS)
Batch: AAABWT

4/22/2024 3:15:37 PM

Tr. #	Vendor	Inv Date	Due Date	Invoice #	Total Invoice	
Line	GL Expense Account	Desc/Inv Stock/Alloc/Cost Code		Quantity Bought	Cost Per Unit	Line Extension
39	01-01-60-6290	VC SG00060001A		1.0	\$7.1100	\$7.11
13	SOUTH CENTRAL / SOUTH CENTRAL SEALING & PAVIN		4/19/2024	4/19/2024	39891	\$1,300.00
1	09-00-60-6110	EAST PARK TABLE/BENCH CONCRETE PADS		1.0	\$1,300.0000	\$1,300.00
14	TRAVELERS / TRAVELERS CL REMITTANCE CENTER		4/19/2024	4/19/2024	041924TRAV	\$100.00
1	01-01-60-6250	TREASURER BOND-DEBBIE		1.0	\$100.0000	\$100.00
15	TROJAN / TROJAN TECHNOLOGIES		4/19/2024	4/19/2024	200/23165	\$146.66
1	13-00-70-7110	FREIGHT FOR UV SYSTEM LIGHTS		1.0	\$146.6600	\$146.66
19	UNDERGROUND / UNDERGROUND VAULTS & STORAGE		4/19/2024	4/19/2024	554061	\$18.75
1	01-01-60-6200	OFFSITE FILE STORAGE		1.0	\$18.7500	\$18.75

Grand Totals

Total Direct Expense:	\$60,184.31
Total Immediate Payments:	\$60,184.31

Report Summary

	Report Selection Criteria	
Report Type:	Detailed	
	Start	End
Transaction Number:	Start	End

AP Bank Reconciliation Posting Audit Report

City of Sedgwick (SEDGKS)

04/24/2024 01:27:25 PM

Batch: AAABWU

User ID: SHELIA

Page 1

Bank Code: CKG		LEGACY BANK				
Vendor						
Tran#	Document #	Date	Type	User ID	Posting Reference	Total Amount
AETNA						
1	70593	04/26/2024	Check	SHELIA	AP0000001271AAABWU	\$90.27
Description:						
AFLAC						
2	70594	04/26/2024	Check	SHELIA	AP0000001271AAABWU	\$43.68
Description:						
BCBS OF KANSAS						
3	70595	04/26/2024	Check	SHELIA	AP0000001271AAABWU	\$5,900.82
Description:						
CARL B DAVIS, CHAPTER 13 TRUSTEE						
4	70596	04/26/2024	Check	SHELIA	AP0000001271AAABWU	\$668.31
Description:						
LEGACY BANK						
5	70597	04/26/2024	Check	SHELIA	AP0000001271AAABWU	\$5,146.99
Description:						
KPERS						
6	70598	04/26/2024	Check	SHELIA	AP0000001271AAABWU	\$3,395.15
Description:						
KANSAS STATE WITHHOLDING TAX						
7	70599	04/26/2024	Check	SHELIA	AP0000001271AAABWU	\$845.53
Description:						
		Bank Totals	Items			Total Voids
			Items			Items
Checks		(\$16,090.75)	7			\$0.00
Deposits		\$0.00	0			\$0.00
Deductions		\$0.00	0			\$0.00
Additions		\$0.00	0			\$0.00
Bank Charges		\$0.00	0			\$0.00
Net Activity for CKG:		(\$16,090.75)				

Report Totals

	Bank Totals	Items			Total Voids	Items
Checks	(\$16,090.75)	7			\$0.00	0
Deposits	\$0.00	0			\$0.00	0
Deductions	\$0.00	0			\$0.00	0
Additions	\$0.00	0			\$0.00	0
Bank Charges	\$0.00	0			\$0.00	0
Net Activity:	(\$16,090.75)					

AP Enter Bills Edit - Council Report

City of Sedgwick (SEDGKS)
Batch: AAABWV

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Page 1

Vendor	Description	Check Date	Invoice#	Check#	Check Total
360 DOCUMENT SOLUTIONS	COPIER/PRINTER LEASE	04/26/2024	82455129	70600	\$719.96
AGRI ENVIRONMENTAL SERVICES	SLUDGE HAUL	04/26/2024	1824	70601	\$1,040.00
BAYSINGER POLICE SUPPLY	PD POLO-BLANDING	04/26/2024	1066531	70602	\$48.00
BUILDERS CONCRETE & SUPPLY, INC	WASHOUT STREET MAT'L	04/26/2024	71275	70603	\$137.50
HARVEY COUNTY JAIL	PRISONER HOUSING	04/26/2024	042624JAIL	70604	\$70.00
LAW OFFICE OF JENNIFER LAUTZ	PUB DEF/PRO TEM SVC	04/26/2024	493	70605	\$900.00
KDHE-BUREAU OF WATER	WTR OP CERT RENEWAL	04/26/2024	042624WTROPCERT	70606	\$20.00
KANSAS ASSOCIATION CHIEFS OF POLICE	KS CHIEFS ASSC DUES	04/26/2024	042624KCOP	70607	\$75.00
LEAGUE OF KANSAS MUNICIPALITIES	KORA PD RECORDS TRNG	04/26/2024	8471	70608	\$25.00
SEAN G MCKEE TRUCKING/TOWING	TOW DEF VECHICLE	04/26/2024	813253	70609	\$100.00
PETTY CASH	MISC CHARGES	04/26/2024	042624PETTY	70610	\$15.20
VARNEY & ASSOCIATES, LLC	2023 AUDIT SERVICES	04/26/2024	91702	70611	\$9,500.00
SMARTSIGHTS, LLC	WIN-911 SOFTWARE SUP	04/26/2024	2421319531	70612	\$1,450.00

Total Direct Expense:	\$14,100.66
Total Immediate Payments:	\$14,100.66

Report Summary

Report Selection Criteria

Report Type:	Detailed	
	Start	End
Transaction Number:	Start	End

AP Enter Bills Edit Report - Sorted by Vendor ** Customized **

City of Sedgwick (SEDGKS)
Batch: AAABWW

4/26/2024 9:06:49 AM

Tr. #	Vendor	Inv Date	Due Date	Invoice #	Total Invoice
Line	GL Expense Account	Desc/Inv Stock/Alloc/Cost Code	Quantity Bought	Cost Per Unit	Line Extension
2	360 DOCUMENT SOLUTIONS / 360 DOCUMENT SOLUTIK	4/26/2024	4/26/2024	82455129	\$719.96
1	01-01-60-6200	COPIER/PRINTER LEASE PAYMENT	0.5	\$719.9500	\$359.98
2	01-03-60-6200	COPIER/PRINTER LEASE PAYMENT	0.1	\$719.9500	\$72.00
3	01-05-60-6200	COPIER/PRINTER LEASE PAYMENT	0.1	\$719.9500	\$72.00
4	10-00-60-6200	COPIER/PRINTER LEASE PAYMENT	0.2	\$719.9500	\$107.99
5	13-00-60-6200	COPIER/PRINTER LEASE PAYMENT	0.2	\$719.9500	\$107.99
3	AGRI ENVIRONMENTAL / AGRI ENVIRONMENTAL SERV	4/26/2024	4/26/2024	1824	\$1,040.00
1	13-00-60-6160	4-22-24 SLUDGE HAUL 26000 GAL	26,000.0	\$0.0400	\$1,040.00
4	BAYSINGER / BAYSINGER POLICE SUPPLY	4/26/2024	4/26/2024	1066531	\$48.00
1	01-03-70-7250	PD POLO SHIRT-BLANDING	1.0	\$48.0000	\$48.00
5	BUILDERS / BUILDERS CONCRETE & SUPPLY, INC.	4/26/2024	4/26/2024	71275	\$137.50
1	01-10-70-7230	WASHOUT STREET MATERIAL	1.0	\$137.5000	\$137.50
14	HRVY CO SHERIFF / HARVEY COUNTY JAIL	4/26/2024	4/26/2024	042624JAIL	\$70.00
1	01-05-60-6320	PRISONER HOUSING-MASTERTSON	1.0	\$35.0000	\$35.00
2	01-05-60-6320	PRISONER HOUSING-STEPHEN	1.0	\$35.0000	\$35.00
8	JENNIFER LAUTZ LAW / LAW OFFICE OF JENNIFER LAI	4/26/2024	4/26/2024	493	\$900.00
1	01-05-60-6300	PUBLIC DEFENDER-WILLIAM TROESTER	1.0	\$200.0000	\$200.00
2	01-05-60-6300	PUBLIC DEFENDER-ELIJAH SHREWSBURY	1.0	\$200.0000	\$200.00
3	01-05-60-6300	PROSECUTOR PRO TEM SERVICES	1.0	\$300.0000	\$300.00
4	01-05-60-6300	PUBLIC DEFENDER-SHANA CAMPBELL	1.0	\$200.0000	\$200.00
7	KDHE-BUREAU OF WATER / KDHE-BUREAU OF WATER	4/26/2024	4/26/2024	042624WTROP CERT	\$20.00
1	10-00-60-6700	KDHE WATER OPERATOR CERTIFICATION RENEWAL	1.0	\$20.0000	\$20.00
6	KS ASSC CHIEFS POLICE / KANSAS ASSOCIATION CHII	4/26/2024	4/26/2024	042624KCOP	\$75.00
1	01-03-60-6700	KS CHIEFS ASSOC DUES	1.0	\$75.0000	\$75.00
9	LKM / LEAGUE OF KANSAS MUNICIPALITIES	4/26/2024	4/26/2024	8471	\$25.00
1	01-03-60-6710	KORA PD RECORDS TRAINING	1.0	\$25.0000	\$25.00
11	MCKEE / SEAN G MCKEE TRUCKING/TOWING	4/26/2024	4/26/2024	813253	\$100.00
1	01-03-60-6290	TOW DEF VEHICLE-NOT NEEDED BUT DROVE HERE	1.0	\$100.0000	\$100.00
10	PETTY CASH / PETTY CASH	4/26/2024	4/26/2024	042624PETTY	\$15.20
1	01-03-70-7020	4-17-24 BLOOD SAMPLE POSTAGE	1.0	\$5.1500	\$5.15
2	10-00-70-7020	3-6-24 WATER SAMPLE POSTAGE	1.0	\$5.8500	\$5.85
3	01-01-70-7010	1-4-24 COUNCIL FURNITURE PADS	1.0	\$4.2000	\$4.20

**City of Sedgwick
City Council Meeting
May 1, 2024**

TO: Mayor and City Council

SUBJECT: 2024 Street Preservation Program

INITIATED BY: Administration

AGENDA: New Business

Recommendation: Approve the 2024 Street Preservation Program

Background: The bid letting for the 2024 Street Preservation Program was held on Friday, April 19th with a total of two vendors submitting proposals. This year, the focus of the program was on crack sealing, resurfacing, and repairs to dilapidated concrete aprons and asphalt roadways. The vendors who submitted pricing gave two options for resurfacing techniques.

1. Slurry seal: Historically utilized technique here, this application utilizes a mixture of water, asphalt emulsion, aggregate, and additives to an existing asphalt pavement surface. This technique is applied to help preserve and protect the underlying pavement structure on roadways that have slight to moderate distress, now rutting, and generally narrow crack widths. Once applied, this technique enhances the roadway for an additional five to seven years.
2. Chip seal: A two-step process which includes an application of asphalt emulsion and then a layer of crushed rock to an existing asphalt pavement surface. This technique typically sees more aggregates applied to the surface which tends to make the process dustier than other techniques. Chip seal is utilized on roadways which have moderate block cracking, no rutting, and an acceptable ride quality. Once applied, this technique enhances the surface for an additional seven to ten years.

2024 Street Preservation Program			
Street	From	To	Project
Commercial Ave.	1st	5th	Slurry Seal or Chip Seal
Washington	1st	8th	Crack Sealing
5th	Commercial Ave.	Madison	Crack Sealing
3rd	Commercial Ave.	Madison	Crack Sealing
Franklin	1st	5th	Crack Sealing
2nd	Commercial Ave.	Madison	Crack Sealing + Slurry Seal or Chip Seal
2nd	Commercial Ave.	Commercial Ave.	Concrete Repair Apron on East and West Side of Commercial Ave.
Jefferson	1st	4th	Crack Sealing + Slurry Seal or Chip Seal
			Asphalt Patching: Jefferson, 206 W. 8 th , 108 W. 8 th , 104 W. 8 th .

Analysis: Staff has done research on the chip sealing process and found that the neighboring communities tend to shy away from this process due to the dust it creates during the application period and the amount of aggregate buildup in the guttering over time.

Roadways that will be resurfaced this year will undergo crack sealing prior to the application process. The bid tabulation for the 2024 Street Preservation Program is attached.

Financial Considerations: Current funding for the 2024 Street Preservation Program totals approximately \$170,424. It is anticipated that the half cent sales tax will generate an additional \$108,000 by December 31st. This additional funding could be carried over during the year end transfers or be utilized later in the year for additional repairs.

Recommendations/Actions: As council desires

Attachment: Bid Tabulation

2024 Street Preservation Program Bid Tabulation		
Company	Preservation Method	Total Pricing
South Central Sealing & Paving	Option 1: Slurry Seal, Crack Sealing, Concrete Apron Replacement	\$94,773.24
Circle C Paving	Option 2: Chip Seal, Crack Sealing, Concrete Apron Replacement	\$84,597.75
Pearson Construction	Asphalt Patching	\$12,525.00

Option 1 + Asphalt Patching: \$107,298.24

Option 2 + Asphalt Patching: \$97,122.75

City of Sedgwick
City Council Meeting
May 1, 2024

TO: Mayor and City Council

SUBJECT: Discuss and Consider Wayfinding Signage Designs

INITIATED BY: Administration

AGENDA: New Business

Recommendation: Approve design for installation of wayfinding signage

Background: The City was a co-recipient of the 2023 SEED 2.0 grant to establish wayfinding signage in Sedgwick. Staff worked with Ron’s Sign Company out of Wichita to provide the council with three design options. Once approved, staff will begin to identify areas in town for signage placement.

Financial Considerations: The grant provided for a total funding amount of \$4,353.26. The estimated total for the creation of the signage is \$5,500.

Recommendations/Actions: It is recommended that the council move forward with one design option.

Attachment: Signage mockups

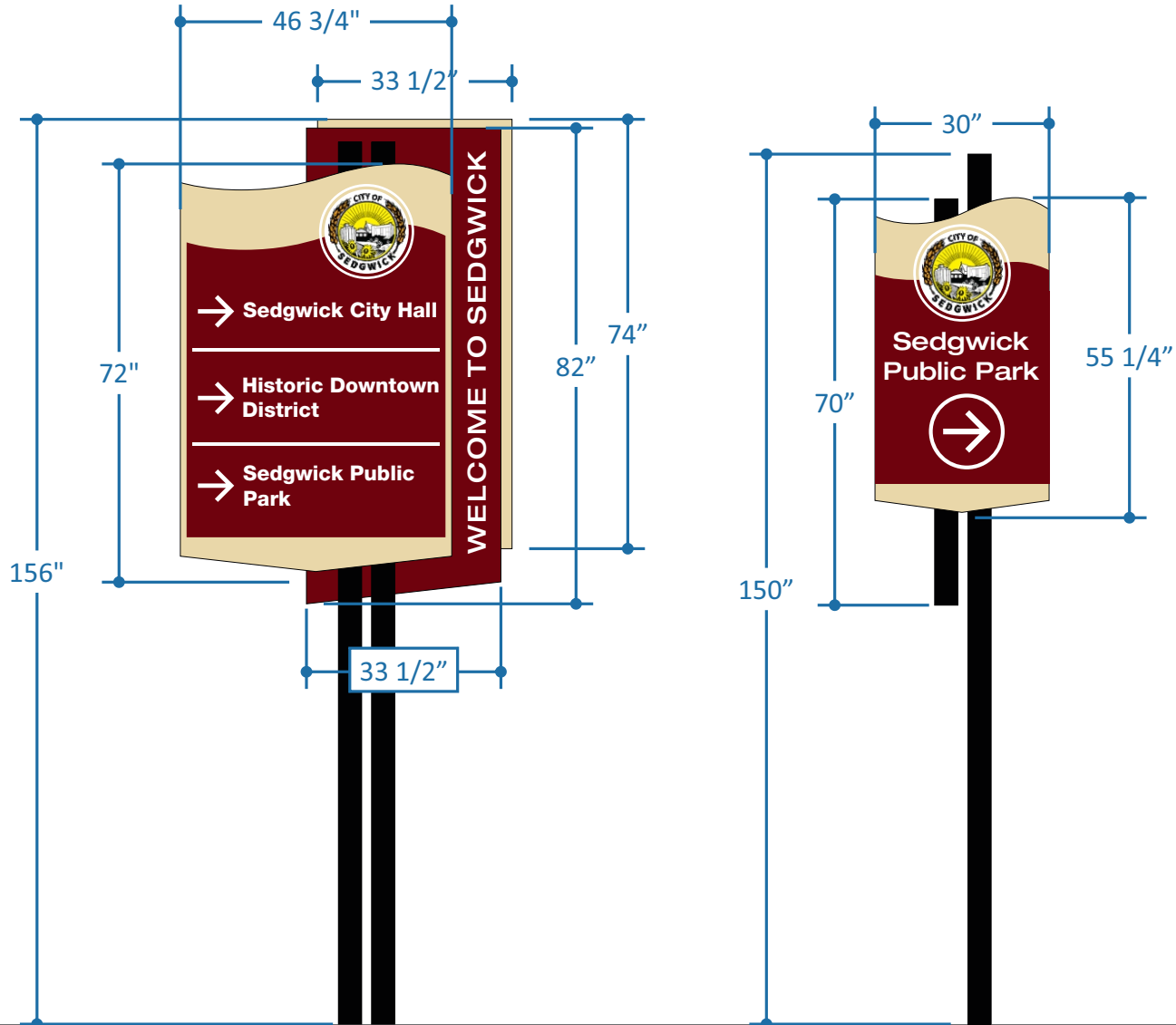
Pole Sign

NEW DIRECTIONAL WAY-FINDING POLE SIGNS

Item 10.

NOT FOR FABRICATION / SITE SURVEY NEEDED

OPTION A



RON'S SIGN COMPANY
 1329 S. Handley St.
 Wichita, KS 67213
 Phone: 1.316.267.8914
 Fax: 1.316.267.0811

DRAWING DATE: 04.24.24

DESIGNER: A. Herpolsheimer
 SALES REP: J. Saindon

ADDRESS: 520 N. Commercial, PO Box 131, Sedgwick, KS 67135

(SIGNATURE)
 CLIENT APPROVAL:

DATE:

CUSTOMER:

City of Sedgwick

DESIGN PHASE: **PROPOSED**

SHEET NUMBER:

1.0

24

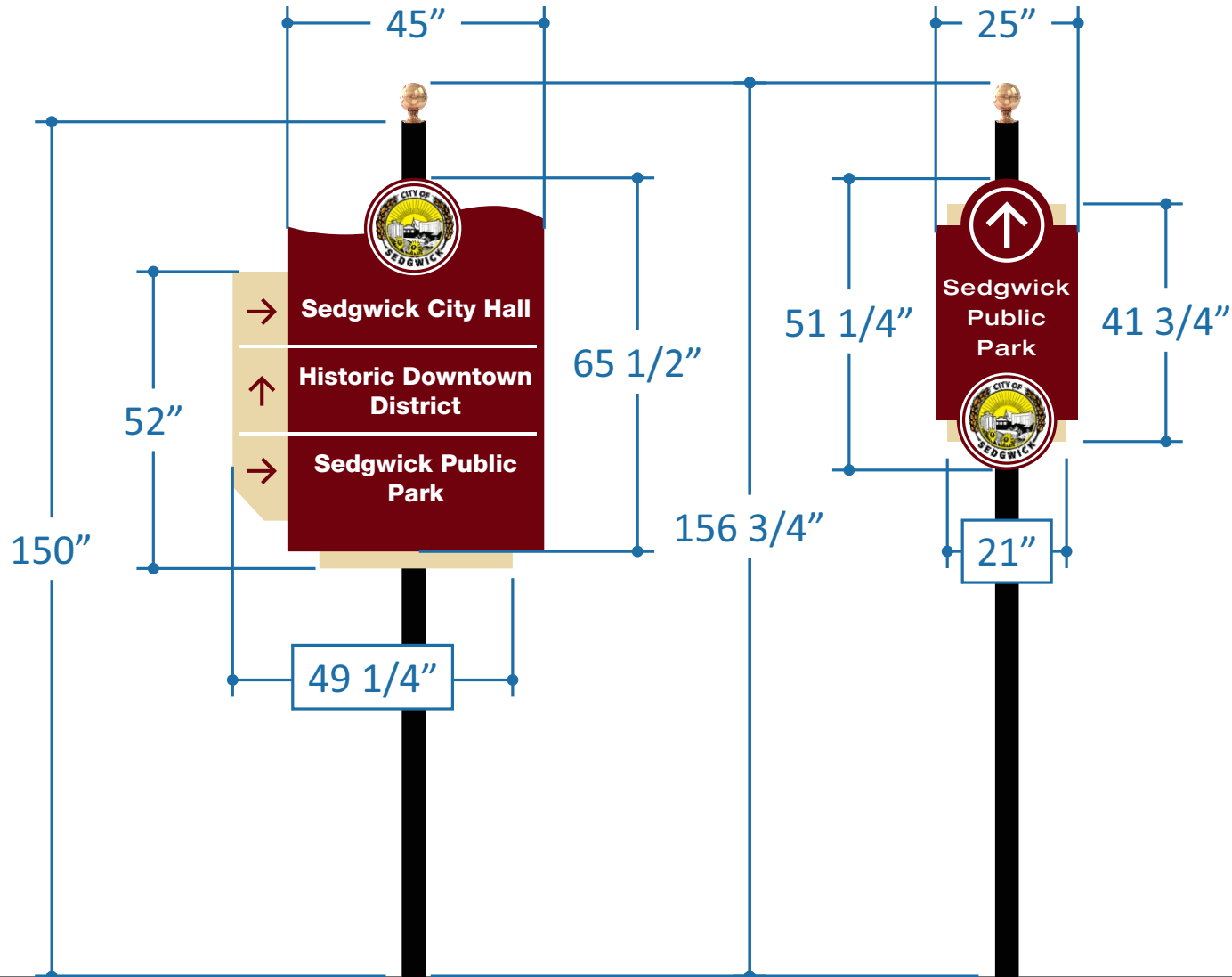
Pole Sign

NEW DIRECTIONAL WAY-FINDING POLE SIGNS

Item 10.

NOT FOR FABRICATION / SITE SURVEY NEEDED

OPTION B



RON'S SIGN COMPANY
1329 S. Handley St.
Wichita, KS 67213
Phone: 1.316.267.8914
Fax: 1.316.267.0811

DRAWING DATE: 04.24.24

DESIGNER: A. Herpolsheimer
SALES REP: J. Saindon

ADDRESS: 520 N. Commercial, PO Box 131, Sedgwick, KS 67135

(SIGNATURE)
CLIENT APPROVAL:

DATE:

CUSTOMER:

City of Sedgwick

DESIGN PHASE: **PROPOSED**

SHEET NUMBER:

2.0

25

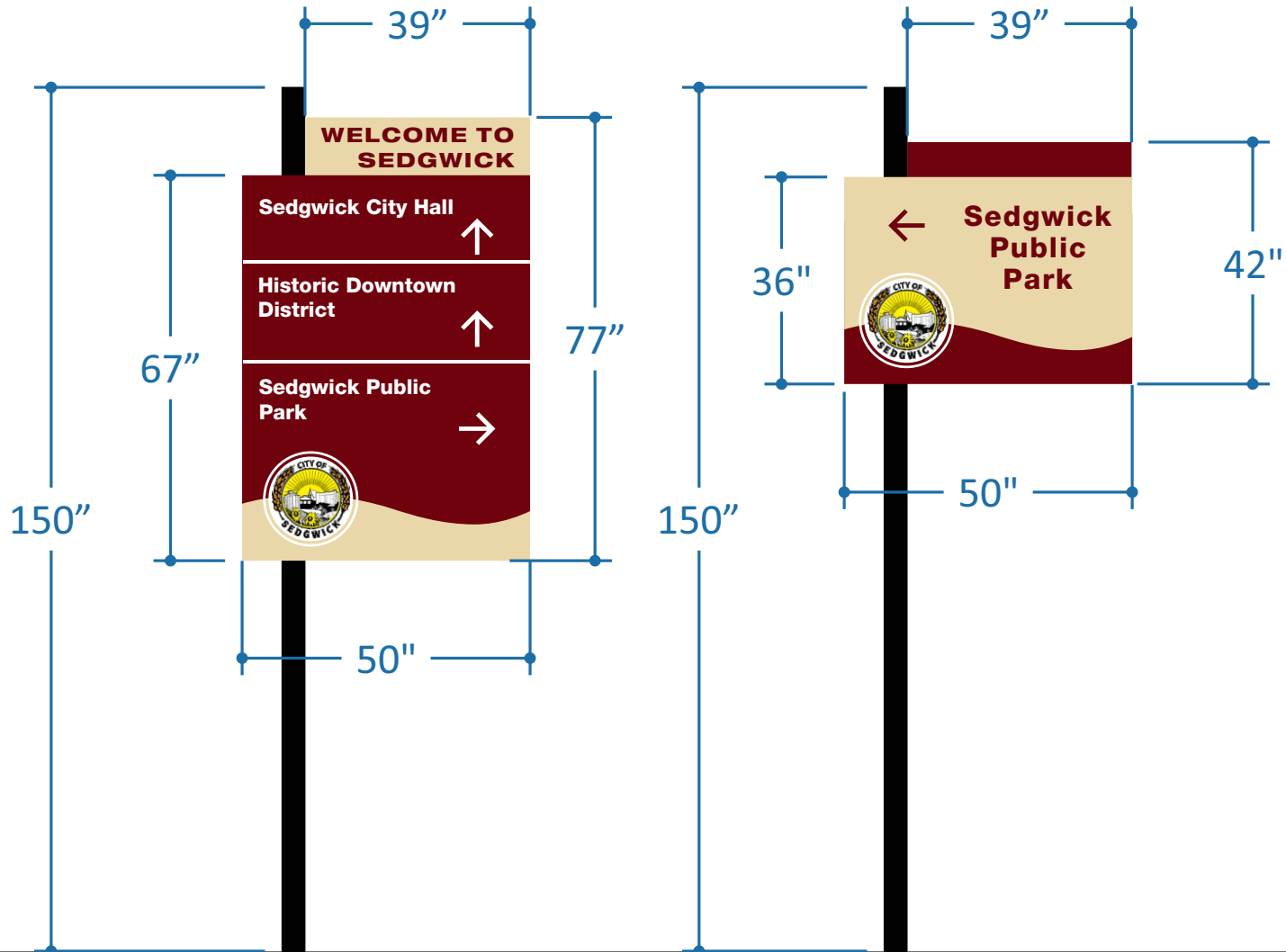
Pole Sign

NEW DIRECTIONAL WAY-FINDING POLE SIGNS

Item 10.

NOT FOR FABRICATION / SITE SURVEY NEEDED

OPTION C



RON'S SIGN COMPANY
1329 S. Handley St.
Wichita, KS 67213
Phone: 1.316.267.8914
Fax: 1.316.267.0811

DRAWING DATE: 04.24.24

DESIGNER: A. Herpolsheimer
SALES REP: J. Saindon

ADDRESS: 520 N. Commercial, PO Box 131, Sedgwick, KS 67135

(SIGNATURE)
CLIENT APPROVAL:

DATE:

CUSTOMER:

City of Sedgwick

DESIGN PHASE: **PROPOSED**

SHEET NUMBER:

3.0

26

**City of Sedgwick
City Council Meeting
May 1, 2024**

TO: Mayor and City Council

SUBJECT: Discuss and Consider 2025 Budget Calendar

INITIATED BY: Administration

AGENDA: New Business

Recommendation: Approve the 2025 Budget Calendar as presented

Background: The implementation of the Revenue Neutral Rate (RNR) computation requires municipalities to inform the County Clerk by July 20th of their intent to exceed the RNR. The RNR is the mill levy, computed using the current estimated assessed valuation, that exactly equals the amount of ad valorem taxes levied in the previous year. This amount is provided annually by the County Clerk by June 15th. If an entity chooses to exceed the RNR, they must publish a notice, hold a Tax Rate Hearing, and approve a resolution to exceed the RNR prior to holding the budget hearing and adoption. Notification to citizens of the entities intent to exceed the RNR will take place by the County Clerk's office.

The agenda packet includes the Budget Calendar for the 2025 Budget that complies with the required submission timeframe.

Financial Considerations: None

Recommendations/Actions: It is recommended that the City Council approve the 2025 Budget Calendar as presented.

Attachment: 2025 Proposed Budget Calendar

**CITY OF SEDGWICK
2025
BUDGET CALENDAR**

April 9	Department budget worksheets distributed to department directors
May 3	Department base budget and department budget requests & outcomes due to City Administrator
May 13	Individual meetings with departments/City Administrator/City Clerk
May 15	Regular council meeting
June 14	Deadline for Harvey and Sedgwick County to notify the city of our revenue-neutral rate
June 18	Proposed budget draft forwarded to city council via e-mail
June 19	2025 Budget draft presentation and discussion (<i>regular council meeting</i>)
<i>June 26</i>	<i>Additional 2025 Budget discussion special council meeting (if needed)</i>
July 3	Comprehensive budget discussion and determine intent to exceed the revenue neutral rate for FY2025 Budget (<i>regular council meeting</i>)
July 17	<i>If exceeding RNR:</i> deadline – notification to county clerk of intent to exceed revenue neutral rate, proposed tax rate, and public hearing date, time, and location
Aug 21	Publish notice of intent to exceed the RNR on the city website and in the Harvey County Now – must include proposed tax rate, RNR, and the date, time, and location of public hearing (at least 10 days prior to hearings)
Sept. 4	Tax rate & budget hearings for regular budget, approval of resolution (only if exceeding RNR), FY2025 budget adoption – regular council meeting

**City of Sedgwick
City Council Meeting
May 1, 2024**

TO: Mayor and City Council

SUBJECT: Emergency Water Supply Plan

INITIATED BY: Administration

AGENDA: New Business

Recommendation: Approve and adopt the revisions of the Emergency Water Supply Plan.

Background: The City of Sedgwick Emergency Water Supply Plan was established in November 2020 and included the Municipal Water Conservation Plan that was passed and adopted February 2, 2015. These two plans are crucial to the administration of our water distribution system and are required to be reviewed annually.

Staff has updated the governing body listing, conservation education, conservation management and regulation sections of the Municipal Water Conservation Plan to reflect target dates in the future for the development of a landscape water conservation education and ordinance.

Financial Considerations: None.

Recommendations/Actions: It is recommended that the City Council approve and adopt the Emergency Water Supply Plan.

Attachment: City of Sedgwick Emergency Water Supply Plan.

**CITY OF SEDGWICK
PUBLIC WORKS DEPARTMENT
WATER/WASTEWATER**

**EMERGENCY
WATER SUPPLY PLAN**



**Original: 11/16/2020
Revised: 05/01/2024**

CITY OF SEDGWICK EMERGENCY WATER SUPPLY PLAN

Pursuant to the requirements of K.A.R. 28-15-15-18, the City of Sedgwick has compiled the following information, guidelines, and ordinances for the purpose of originating an Emergency Water Supply Plan.

Section I.....	Purpose	Pg. 3
Section II.....	Description	Pg. 4
Section III.....	Disaster Organization	Pg. 5-6
Section IV.....	Mutual Aid Agreement	Pg. 7
Section V.....	Inventory of Emergency Equipment	Pg. 8-9
Section VI.....	Vulnerability of System (Disaster Responses)	Pg. 10-15
Section VII.....	Water Conservation Plan	Pg. 16-25
Section VIII.....	Water Drought/Emergency Ordinance	Pg. 26-30
Section IX.....	Water Drought Response Policy	Pg. 31-34
Section X.....	List of Key Personnel	Pg. 35-40
Section XI.....	Annual Review	Pg. 41

SECTION I PURPOSE

TO CONSERVE AN ADEQUATE SUPPLY OF POTABLE WATER DURING EMERGENCY CONDITIONS THAT WILL BE USED ONLY TO SUSTAIN HUMAN LIFE AND MAINTAIN STANDARDS OF HYGIENE AND SANITATION.



SECTION II DESCRIPTION

Sedgwick is a city with a population of approximately 1,702, located in Harvey and Sedgwick Counties, Kansas. Harvey County lies in the southeast part of Kansas; Sedgwick County to the south, McPherson County to the northwest, Marion County to the northeast, Reno County to the west and Butler County to the east.

The Water Distribution System for the City of Sedgwick is overseen by two employees. They are as follows: one – Operator/Supervisor and one Maintenance Worker. We purchase our water from the Public Wholesale Water Supply District #17 (PWWS#17) and contract with the City of Newton for treatment. Newton’s Water Plant employs three employees. They are as follows: one – Water Plant Operator II, one - Water Technician and one - Water Maintenance I.

Water for the City of Sedgwick and PWWS#17 is provided from the Equus Beds located about two miles north of the Sedgwick city limits. The Equus Beds are 878,720 acres in size.

The raw water is pumped from twenty (20) wells; wells 1-16 belonging to the City of Newton and wells P1-PH6A belonging to the PWWS#17:

(a)	Well #1	510 gpm	(k)	Well #13	430 gpm
(b)	Well #2	335 gpm	(l)	Well #14	475 gpm
(c)	Well #3	240 gpm	(m)	Well #15	450 gpm
(d)	Well #4	300 gpm	(n)	Well #16	471 gpm
(e)	Well #5	580 gpm	(o)	Well #P1	286 gpm
(f)	Well #6	560 gpm	(p)	Well #P2	480 gpm
(g)	Well #7	540 gpm	(q)	Well #P3	308 gpm
(h)	Well #9	615 gpm	(r)	Well #P4	460 gpm
(i)	Well #11	550 gpm	(s)	Well #PH6	570 gpm
(j)	Well #12	731 gpm	(t)	Well #PH6A	550 gpm

The water is pumped from the Equus Beds into a 1,000,040 gallon reservoir at the Mission Water Treatment Plant. There it is treated with chlorine, caustic soda, sodium bicarbonate, and fluoride. It is then pumped into 24”, 14” and 12” transmission lines and pumped to the various PWWS#17 member cities. For Sedgwick, booster pumps located at SW 24th Street and South Ridge Road pull water out of the transmission lines and pump the treated water to two 200,000 gallon water towers in Sedgwick through a dedicated 8-mile long, 12” main.

The distribution lines used by the City of Sedgwick range in sizes from 2 inch to 12 inches, with most service lines being ¾ to 1 inch. The composites of these lines are cast iron, ductile iron, copper, A-C and PVC plastic pipe. The city has approximately 10 miles of water lines. These lines supply water to approximately 650 meters.

SECTION III

DISASTER ORGANIZATION CHAIN OF COMMAND

A. City Administrator

1.
 - a. The City Administrator may declare a state of emergency and exercise emergency powers with the permission of the Mayor, upon making the declaration it will be in effect for seven days unless cancelled earlier. To extend the declaration, it must be put to a vote by the City Council. This action is authorized by K.S.A. 48-932 et seq.
 - b. Any declaration of emergency must be communicated to the Kansas Department of Emergency Management.
 - c. The Mayor shall determine the necessity of meeting with the City Council if a state of emergency exists.
2. The City Administrator shall coordinate efforts of city work force through the City Superintendent in the repair of damages to waterworks infrastructure.
 - a. City Council shall be kept informed of damages to infrastructure and determinations of additional work force as needed.
 - b. The City Superintendent shall work closely with City Administrator to assess financial responsibilities.
3. The Mayor, City Administrator, and City Superintendent could establish the command post at the following locations, which have generators.
 - a. Fire/EMS Station at 316 N. Washington.
 - b. City Hall at 520 N. Commercial.
 - c. Sedgwick Senior Center, 107 W. 5th Street
4. The City Administrator and City Superintendent will work from the command post while working with the assistance from the following:
 - a. The Director of Emergency Management
 - b. City of Newton Mission Treatment Plant
 - c. The Sedgwick Fire and EMS Department
 - d. The Sedgwick Police Department
 - e. The Sedgwick Maintenance Department
 - f. The Kansas Department of Health and Environment
 - g. The Bureau of Water Supply
 - h. The Salvation Army

B. City Superintendent

1. The City Superintendent shall assess damages in the Water/Wastewater system and establish communications with the Mayor, City Administrator, Mission Treatment Plant and other member cities of PWWSD #17 as needed.
2. The City Superintendent and/or City Administrator, shall notify KDHE District Engineer or Bureau of Water Supply, and request assistance, if determined to be necessary.
3. The City Superintendent shall determine any needed repairs or alterations throughout the Sedgwick water distribution system and inform the Mission Plant of activities.
 - a. The City Superintendent shall report these repairs to the City Administrator, who will relay this information to the Mayor and City Council and/or command post.
4. The City Superintendent will request emergency equipment or supplies, if needed.
5. The City Superintendent will request work force assistance from the City Administrator and City Council, if needed.
6. The City Superintendent will contact power companies in the event of loss of power affecting the water/wastewater distribution system.
7. The PWWSD#17 and Mission Plant shall be responsible for electrical power for the water plant in the event of long-term power outage. They shall contact electricians from Kaye Electric, Kansas Electric, or other electrical contractors to restore electrical power at the water plant, if the repairs can be initiated without major modifications to the plant.
8. Command posts shall coordinate with city office personnel, the acquisition of supplies or materials and list the incoming emergency equipment or supplies.
 - a. The City Clerk shall keep an inventory of rented, leased or borrowed equipment.
 - b. The City Clerk, with the command posts, shall coordinate volunteer organizations and their efforts.

SECTION IV MUTUAL AID AGREEMENT

THE PWWSD#17, FROM WHICH THE CITY OF SEDGWICK PURCHASES ALL THEIR WATER, MAINTAINS COOPERATIVE ARRANGEMENTS FOR WATER SUPPLY REPLENISHING WITH HESSTON, HUTCHINSON, MCPHERSON AND WICHITA. THEIR TREATMENT PLANTS WILL ASSIST IN SUPPLYING POTABLE WATER UNTIL OUR SYSTEM IS SAFELY ON-LINE AGAIN. WATER WOULD BE HAULED FROM HESSTON, HUTCHINSON, MCPHERSON AND WICHITA.



SECTION V

INVENTORY OF EMERGENCY EQUIPMENT AVAILABLE

- A. City owned equipment
1. Portable Electric Generators
 - a. 5 – 120/240 volt single phase (unleaded fuel)
 2. One (1) cutting torch (portable)
 3. One (1) trailer mounted welder (portable)
 4. Two (2) backhoe/loaders
 - a. One (1) John Deere 210 loader
 - b. One (1) CAT 420D backhoe
 5. Two (2) 3 inch centrifugal gas powered pumps
 - a. One (1) diaphragm pump
 - b. One (1) semi-trash pump
 6. One (1) Ditch-Witch Hydro-Vac trailer
 7. Three (3) Air Compressors
 - a. One trailer mounter
 - b. Two (2) portable
 8. Two (2) jack hammers
 9. Four (4) chain saws
 10. One (1) quick cut saws
 11. Seven (7) hand held radios

B. Locally owned equipment and supplies

1. Tank truck – City of Sedgwick (1700 gallon); Sedgwick Fire Dept. (2700)
2. Tank trucks: Goering Enterprises, J.H. Shears & Sons, and Harvey County Road & Bridges (1,000 gallon trucks)
 - a. Bulk water hauling (non-potable)

C. Equipment available through the State of Kansas or KRWA

1. Chlorinator through Water Products, Inc., and Ray Lindsey Co.
2. Federally owned units such as portable filter plants, portable storage tanks, etc. (through Bureau of Water Supply) and the National Guard.
3. The City Superintendent will assist in attaining the needed equipment, contractors and work force as needed.

SECTION VI

VULNERABILITY OF SYSTEM DISASTER RESPONSES

A. Drought as determined by the Mayor, City Administrator or City Superintendent.

1. City Ordinance No. 795, Section 5, for water conservation can be put into effect with an emergency declared.
2. Upon direction from the Command Post, the City Administrator will attempt to contact PWWSD#17 and the Mission Plant to obtain water from other sources such as the City of Hesston, Hutchinson, McPherson, Wichita and FEMA.

B. Accidental Spills or Contamination.

1. City Superintendent shall contact 911.
2. City Superintendent shall assess the situation and inform the City Administrator, Mayor, Harvey County Director of Emergency Management, PWWSD#17 and the Mission Plant of the extent of the damage within the distribution system. The City Superintendent shall notify KDHE Regional EPA Office or Office of Emergency Preparedness of extent of the damage. Damages to the transmission lines will be handled by PWWSD#17 and Mission Treatment Plant.
3. The Mayor shall establish communications with the news media, general public, following the determination of damage, if needed.
4. If necessary, the City Superintendent shall notify the Mayor and/or City Administrator to enact City Ordinance No. 795 that will prohibit non-essential use of water during an emergency.
5. The City Superintendent shall ensure that all sources of uncontaminated raw water (standby well) and all potable water storage tanks are full and will isolate the distribution system and utilize water storage.
6. When or if hazardous substances contaminate the water supply at the well field, the PWWSD#17 and Mission Treatment Plant shall notify the City Superintendent and shall stop all raw water from being removed from the storage reservoir at the water treatment plant.
7. The Command Post along with PWWSD#17 will coordinate a work force to transport water into the City from Hesston, Hutchinson, McPherson, and Wichita.

C. Distribution System

1. Damage to water mainlines
 - a. The City Superintendent will authorize enforcement of City Ordinance No. 795 for non-essential use of water.
 - b. City distribution crew will isolate water mains and make necessary repairs.

2. Storage Tank Damage
 - a. The City Superintendent shall notify the Mayor and/or City Administrator to enact City Ordinance No. 795 that will prohibit non-essential use of water during an emergency.
 - b. City maintenance crew will isolate the storage tanks by closing valves at the base of tank or tower.

3. Damage to the 12 inch transmission line from the water treatment plant to the City of Sedgwick water storage towers.
 - a. City will notify the PWWSD#17 and personnel at the Mission Water Plant of damage.
 - b. City Superintendent will isolate our distribution system from the transmission line source by closing the valves at 7th and Madison.
 - c. The City Superintendent shall notify the Mayor and/or City Administrator to enact City Ordinance No. 795 that will prohibit non-essential use of water during an emergency.

D. Terrorist Threats

1. Notify City Superintendent and City Administrator of threat and coordinate civil defense personnel and local law enforcement agencies to provide guard protection of water storage tanks.

E. Radioactive Fall out

1. The Director of Emergency Management will contact the City Administrator for information as the possibilities of contamination to the system.
2. The City Superintendent will enact City Ordinance No. 795 for non-essential use of water in an emergency situation.
3. The City Superintendent will utilize stored water until notified that the Mission Treatment Plant can be placed on line again.

F. Contamination from Backflow

1. Samples shall be taken to determine the area of contamination.
 - a. All resident and businesses in the area must be notified not to use water until the mains can be flushed.
 - b. Door to door notification by City employees will be necessary to assure the safety of area residents.
2. Area of contamination shall be isolated by closing valves on the water mains feeding the area of contamination.
3. Area affected shall be drained and flushed until water samples are clear of any contamination.
4. If contaminated permeates the pipe and cannot be cleaned by flushing the pipe, the pipe will need to be replaced.
5. City Superintendent shall determine if lines will be replaced and notify the Mayor and City Administrator of their decision.
 - a. Area water supply will need supplemented until replacement can be achieved.
 - b. Points of distribution will need to be set to meet the needs of the damaged area until repairs can be made.
6. If city mains are replaced, plumbing within homes and businesses will be subject to change out also.

G. Earthquake

1. The City Superintendent shall notify the Mayor and/or City Administrator to enact City Ordinance No. 795 that will prohibit non-essential use of water during an emergency situation.
2. City Superintendent shall survey the city to determine extent of damage.
3. Extent of damage will be reported to the Mayor and City Administrator as soon as possible to determine the size of work force needed to make repairs.

H. Tornado (Water Plant)

1. City of Newton Water/Wastewater Superintendent shall enact Newton City Ordinance No. 3892, SECTION 3, Code 1977, Section 22-122 for non-essential use of water in an emergency situation.
2. Water/Wastewater Superintendent shall make an inspection of the damage to the plant and determine necessary repairs to get pumps and treatment process on line.
3. Water/Wastewater Superintendent shall report to the Public Works Director and City Manager what he/she has determined will be necessary to make repairs and how the city will be supplied with water while the plant is being repaired and make an estimate of the repair duration periods.

I. Tornado (Sedgwick Water Towers)

1. The City Superintendent shall notify the Mayor and/or City Administrator to enact City Ordinance No. 795 that will prohibit non-essential use of water during an emergency situation.
2. City Superintendent shall make an inspection of the damage to the tower(s) and determine if the tower(s) can be used.
3. City Superintendent will make his damage report to the City Administrator and Mayor.
 - a. If the tower(s) is determined to be unusable, the system will have to be operated on direct pressure.
 - b. The valves at the base of the tower shall be closed to keep water from going to the tower.
 - c. Constant communication with the water treatment plant staff may need to occur until necessary repairs can be made to the tower(s).

J. Terrorist damage (explosion at the Water Plant)

1. The Water/Wastewater Superintendent shall enact City Ordinance No. 3892, SECTION 2, Code 1977, Section 22-113 for non-essential use of water.
2. The Water/Wastewater Superintendent will inspect the damage at the water plant to determine what repairs are needed, and make his report to the Public Works Director and City Manager.
3. The National Guard should be called for protection and security of treatment plant ground during this time and to assist in repair work.

K. Terrorist damage (contamination of water wells)

1. The Water/Wastewater Superintendent shall enact City Ordinance 3892, SECTION 2, Code 1977, Section 22-122 for non-essential use of water.
2. The valves coming from the wells shall be closed. The water in the underground reservoir at the water plant will be tested for contamination. If water is contaminated, notice will be given to the public not to drink the water.
3. Samples must be taken and sent to Bucher, Willis & Ratliff or Continental Analytical Services Inc., to determine type of contamination.
4. State and Federal Agencies will be consulted as required by the type of contamination and to assist in clean-up.

L. Ration Plan

1. Under any circumstances that it should become necessary to dispense water, two locations have been chosen for distribution points.
 - a. Sedgwick High School Parking Lot – 402 W. 4th
 - b. Cul-de-sac area on Wheatland Drive in Industrial Park II
2. Water would be delivered to these areas in trucks.

M. Conservation Plan

1. In the event of a water shortage, or if the governing body determines conditions which could affect water supplies exist, Ordinance No. 795 shall be enacted and declaration of a water watch, a water warning, or a water emergency shall be determined along with either voluntary or mandatory conservation measures.

N. Water Treatment Plant – **Is overseen by City of Newton and PWWS#17**

1. Power outage due to natural or man-made disaster.
 - a. Water plant is equipped with a backup generator that will power the entire plant until the power is restored. The Water/Wastewater Superintendent will ascertain from Westar when the power will be restored.
2. Excessive damage to Newton Mission Water Plant by storm, explosion, etc.
 - a. Newton Water/Wastewater Superintendent will assess damage, inform the Public Works Director, City Manager, who will establish communication through the City Office with news media and the general public.

- b. Newton Water/Wastewater Superintendent will place City of Newton Ordinance No. 3892, SECTION 2, Code 1977, Section 22-122 into action and will prohibit the non-essential use of water during an emergency.
- c. Upon direction of the Newton City Manager, the Newton Water/Wastewater Superintendent will notify the Kansas Department of Health & Environment (KDHE) and Bureau of Water Supply of any anticipated needs.
- d. If necessary, the Newton Command Post will call out the necessary city work force to assist in repairing damages to the Treatment Plant.

SECTION VII WATER CONSERVATION PLAN



MUNICIPAL WATER CONSERVATION PLAN FOR THE CITY OF SEDGWICK

Passed and adopted
February 2, 2015

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INTRODUCTION

The primary objectives of the Water Conservation Plan for the City of Sedgwick are to develop long-term water conservation plans (Long-Term Water Use Efficiency Section) and short-term water emergency plans (Drought Response Section) to assure the City customers of an adequate water supply to meet their needs. The efficient use of water also has the beneficial effect of limiting or postponing water distribution system expansion and thus limiting or postponing the resultant increases in costs, in addition to conserving the limited water resources of the State of Kansas.

The City of Sedgwick has undertaken a number of steps to ensure a dependable water supply for our customers during the past 20 years. The City of Sedgwick, along with the cities of Newton, Halstead and North Newton cooperatively formed the Public Wholesale Water Supply District #17 (PWWSO #17) in the mid 1990's. The PWWSO #17 pumps water from ground water wells in the Equus Beds aquifer and then pipes it a few miles away to the City of Newton's Mission Treatment Plant, where the member cities contract for treatment. At the treatment plant the water is chemically treated and fluoride is added before pumping the water via transmission lines back to the member cities. Our City water supply and distribution system have ample capacity to meet current customer demands and future projected demands for many years, with care exercised during drought periods. The City of Sedgwick believes that our Municipal Water Conservation Plan represents an additional major step in ensuring our customers of a dependable water supply in future years.

LONG-TERM WATER USE EFFICIENCY

Water Use Conservation Goals

The City of Sedgwick used 77 gallons per person per day (GPCD) in 2012. This GPCD figure included:

- Water sold to residential/commercial customers;
- Water distributed for free public services (parks, cemeteries, swimming pools etc.); and
- Water lost by leaks in the water distribution system.

However, the GPCD figure does not include municipally supplied water for industries that use over 200,000 gallons per year. According to Figure 1, shown in the 2012 Kansas Municipal Water Use Publication, our City is located in Region 7. From this publication it was determined that our City GPCD water use was 77, which was 27 percent below the regional average of 105 GPCD among cities in Region 7 during 2012. The City desires to set a water use conservation goal for usage not to exceed 99 GPCD based on the regional average of the last five years (2007-2012). Our City anticipates not exceeding this goal by carrying out the specific actions that are outlined in our plan.

Water Conservation Practices

This subsection of the plan summarizes the current education, management and regulation efforts that relate to the long-term conservation of water in the City. Specific practices that will be undertaken to conserve water are listed and a target date to begin each practice is also shown.

Education

The City water bills show the total number of gallons of water used during the billing period and the amount of the bill. Water leak information and conservation tips are periodically provided with the city's quarterly newsletter. The City plans to include conservation tips on both their website and social media outlets. The City has not provided information on water conservation to the local news media on a regular basis and has not encouraged the Board of Education and teachers to become involved in water conservation presentations in schools.

The City has chosen the following conservation practices and target dates for the Education Component of the Long-Term Water Use Efficiency Section of our Water Conservation Plan.

Education Conservation Practices to be Taken	Target Date
1. Water bills show the amount of water used in gallons and the cost of the water.	Current
2. Water leak information and prevention tips provided in quarterly newsletters to residents.	Current
3. Water conservation tips to be added to city website and local cable channel 7.	Current
4. Develop a program to incorporate water conserving landscape principles.	January 2026

Management

The City of Sedgwick has water meters on all water supplies and water pumped to the distribution system. Any new supply will have an individual meter on each source of supply. These meters are read on a daily basis.

Water meters are installed for all residential, industrial and commercial customers including churches, schools, swimming pool, parks, green spaces, city government buildings and the wastewater treatment plant. All water used within the city is metered, including any usage of water provided free of charge. Customer meters are scheduled for an accuracy check and possible repair or replacement upon receiving a request to do so from the customer. Meters registering low or outside of the established tolerances are repaired or replaced.

The City of Sedgwick reads each customer's water meter on a monthly basis including during the winter. Monthly billings are sent to customers every month. Customer water meters are generally read on the 20th of each month; however, the meter readers may have to deviate from the scheduled time period due to holidays and weekends.

Water leaks from the City public water distribution system are repaired when customers report significant leaks from the water mains or are located by City Personnel. Water pressure is not checked unless customers complain that their water pressure is too low.

The water rate structure for the City was passed on **March 6, 2017.** This Resolution allows for up to a 3% annual increase in the water base rate as needed. The current minimum monthly base water bill is \$28.50 for residential customers, which allows each customer to use up to 1,000 gallons of water each month. Water use in excess of 1,000 gallons is charged \$5.75 per 1,000 gallons. The sewer base rate for all customers is \$30.50 for the first 3,000 gallons and \$2.75 per 1,000 gallons thereafter.

The City of Sedgwick realizes that much greater emphasis must be placed on obtaining accurate measurement of water use at our source and at customer meters and that a water use records system must be developed that can be used to more effectively and efficiently manage the City public water distribution system. To assist with this effort, the City of Sedgwick has recently completed the first year of a three year capital improvement project going to an electronic read meter system for all meters within the city. The City of Sedgwick has chosen the following conservation practices and target dates for the Management component of the Long-Term Water Use Efficiency Section of our Water Conservation Plan.

Management Conservation Practices to be Taken	Target Date
1. All source water will have meters installed and the meters will be repaired or replaced within two weeks when malfunctions occur.	Current
2. Meters for source water will be tested for accuracy at least once every three years. Each meter will be repaired or replaced if its test measurements are not within industry standards (such as AWWA standards).	Current
3. Electronically read meters with leak detection will be installed at all service connections.	Current
4. All meters for source water will be read at least on a monthly basis and meters at individual service connections will be read monthly.	Current
5. A reading will be taken at each source water meter at the same time that meters for individual service connections are read.	Current
6. The City will review water consumption annually and review water management practices whenever the amount of unsold water (amount of water provided free for public service, used for treatment purposes, water loss, etc.) exceeds 10 percent of the total source water annually.	Current
7. Water sales will be based on the amount of water used.	Current
8. Encourage the recycling of wastewater effluent for selected industrial or irrigation purposes.	January 2026
9. A water rate structure designed to curb excessive use of water will be evaluated annually.	Current

Regulation

The City of Sedgwick feels that its current rate structure encourages water conservation practices. However, the city does not have any specific regulations in effect at the present time. Because of our ability to supply water during normal periods, regulatory controls on water use are included only in the Drought Response section of this plan and water drought/emergency ordinance where they constitute the primary means for conserving water during a supply shortage.

Sedgwick has adopted the Uniform Plumbing Code. The strict enforcement of any regulations to require use of any water conservation plumbing measures would be very difficult. Most new homes and/or remodeling projects do include the use of water conservation toilets and faucets.

Regulation Actions to be Taken	Target Date
1. Enforcement of the UPC in new and remodeled construction emphasizing the installation of water conservation toilets and faucet.	Current
2. Enforce voluntary ban on lawn/garden irrigation, pool and car wash practices during times of supply shortage.	Current
3. Follow all other mandated and/or appropriate regulation actions.	Current
4. Adopt a landscape water conservation ordinance.	January 2026

DROUGHT RESPONSE

The City of Sedgwick addresses its short-term water shortage problems through a series of stages based on conditions of supply and demand with accompanying triggers, goals and actions. Each stage is more stringent in water use than the previous stage since water supply conditions are more deteriorated. The City Administrator is authorized by ordinance to implement the appropriate conservation measures.

Stage 1: Water Watch

Goals

The goals of this stage are to heighten awareness of the public on water conditions and to maintain the integrity of the water supply system.

Triggers

This stage is triggered by any one of the following conditions:

1. The City's storage has fallen below 85 percent capacity, and will not recover;
2. Groundwater levels have fallen 5 feet below the normal seasonal level;
3. Demand for one day is in excess of 190,000 gallons per day;
4. Provider of purchased water has issued a Stage 1 Water Watch.

Education Actions

1. The City will make news releases as needed, to the local media describing present conditions and indicating the water supply outlook for the upcoming season.
2. Previous months summaries of precipitation, temperature, water levels and storage will be made public at the beginning of each month.
3. Water-saving tips will be included in billings, newsletters and placed on social media for water utility customers.

Management Actions

1. Leaks will be repaired within 48 hours of detection.
2. The City will monitor its use of water and will curtail activities such as hydrant flushing and street cleaning.

Regulation Actions

The public will be asked to curtail some outdoor water use and to make efficient use of indoor water, i.e. wash full loads, take short showers, don't let faucets run, etc.

Stage 2: Water Warning

Goals

The goals of this stage are to reduce peak demands by 20 percent and to reduce overall weekly consumption by 10 percent.

Triggers

This stage is triggered by any one of the following conditions:

1. The City's storage has fallen below 70 percent capacity, and will not recover;
2. System operations are at 80 percent capacity or more for three consecutive days;
3. Pumping lowers water level to within 10 feet of the top of the well screens;
4. Groundwater levels have fallen 10 feet below the normal seasonal level;
5. Demand for one day is in excess of 205,000 gallons per day;
6. Provider of purchased water has issued a Stage 2 Water Warning.

Education Actions

1. The City will make weekly news releases to the local media describing present conditions and indicating the water supply outlook for the upcoming week.
2. Previous week summaries of precipitation, temperature, water levels and storage will be made public each week.
3. Water conservation articles will be provided to the local newspaper.
4. Water-saving tips will be included in billings to water utility customers and also placed in newsletter and on social media.

Management Actions

1. The City water supplies will be monitored daily.
2. Leaks will be repaired within 24 hours of detection.
3. Pumping at wells will be reduced to decrease drawdown and to maintain water levels over well screens.
4. The City will curtail its water usage, including watering of City grounds and washing of vehicles.
5. Reserve supplies, such as standby well fields or lakes, will be prepared for use.
6. The City will contact DWR for permission to require private well owners to comply with the City's drought response regulations as authorized under K.S.A. 82a-733(i).

Regulation Actions

These regulation actions apply to City residents (including private domestic well users, if authority is delegated by the Chief Engineer under K.S.A. 82a-733(i)).

1. An odd/even lawn watering system will be imposed on City residents. Residents with odd-numbered addresses will water on odd days; even addresses will water on even days.
2. Outdoor water use, including lawn watering and car washing will be restricted to before 10:00 am and after 9:00 pm.
3. Refilling of swimming pools will be allowed one day a week after sunset.
4. Outdoor watering will be restricted to use of a hand-held hose or bucket only.
5. Excess water use charges for usage of water over the amount used in the winter will be considered.
6. Waste of water will be prohibited.

Stage 3: Water Emergency

Goals

The goals of this stage are to reduce peak demands by 50 percent and to reduce overall weekly consumption by 25 percent.

Triggers:

This stage is triggered by any one of the following conditions:

1. The City's storage has fallen below 50 percent capacity;
2. System operations are at 90 percent capacity or more for three consecutive days;
3. Pumping lowers water level to within 5 feet of the top of the well screens;
4. Groundwater levels have fallen 15 feet below the normal seasonal level;
5. Demand for one day is in excess of 220,000 million gallons per day;
6. Provider of purchased water has issued a Stage 3 Water Emergency.
7. Emergency conditions related to repairs or water quality.

Education Actions

1. The City will make daily news releases to the local media describing present conditions and indicating the water supply outlook for the next day.
2. Previous days summaries of precipitation, temperature, water levels and storage will be made public each day.
3. The City will hold public meetings to discuss the emergency, the status of the City water supply and further actions, which need to be taken.
4. Water conservation information will be available at City Hall and Library.

Management Actions

1. The City water supplies will be monitored daily.
2. Leaks will be repaired within 24 hours of detection.
3. Pumping at wells will be reduced to decrease drawdown and to maintain water levels over well screens.
4. Standby wells will be activated for contingency operation.
5. The City will seek additional emergency supplies from other users, the state or the federal government.

Regulation Actions

These regulation actions apply to City residents (including private domestic well users, if authority is delegated by the Chief Engineer under K.S.A. 82a-733(i)).

1. Outdoor water use will be banned.
2. Waste of water will be prohibited.

PLAN REVISION, MONITORING & EVALUATION

The City of Sedgwick will establish a monthly management practice of reviewing monthly totals for water production, residential/commercial sales, water provided free-of-charge, and “unaccounted for water”. Problems noted during the monthly review will be solved as soon as possible.

The City of Sedgwick Municipal Water Conservation Plan will be reviewed annually on or before April each year and on a more frequent basis during drought or other water shortage conditions. If the water conservation GPCD goals for the previous year are not met, then the City will review the data collected from the previous year in relationship to the status and effectiveness of the conservation practices that are outlined in our plan and will provide a status report to the DWR which will also include any additional water conservation practices that may need to be taken in order for the city to achieve and maintain its water use conservation GPCD goals.

SECTION VIII

WATER DROUGHT/EMERGENCY ORDINANCE

ORDINANCE NO. 795

AN ORDINANCE AUTHORIZING THE DECLARATION OF ONE OF THREE PROGRESSIVE STAGES OF A WATER SUPPLY CONSERVATION AND/OR WATER SUPPLY STORAGE WHICH SHALL CONSERVE OR CURTAIL THE USE OF WATER WITHIN THE CITY OF SEDGWICK; ESTABLISHING THREE STAGES OF WATER CONSERVATION MEASURES OF THE CITY; A WATER WATCH, WARNING OR EMERGENCY; ESTABLISHING PROCEDURES AND VOLUNTARY AND MANDATORY CONSERVATION MEASURES; AUTHORIZING THE ISSURANCE OF ADMINISTRATIVE REGULATIONS; AND PRESCRIBING CERTAIN PENALTIES.

Be it ordained by the Governing Body of Sedgwick, Kansas.

Section 1. Purpose. The purpose of this ordinance is to provide for progressive water supply conservation program, including the declaration of a water supply watch, warning or emergency and the implementation of voluntary and mandatory water conservation measures throughout the city in the event such a watch, warning or emergency is declared by the governing body of the City.

Section 2. Definitions.

- A. "Water", as used in the ordinance, shall mean water available to the City of Sedgwick for treatment by virtue of the City's water rights, water supply, water supply contracts or any treatment water introduced by the city into its water distribution system, including water offered for sale at any coin-operated site.
- B. "Customer", as the term is used in this ordinance, shall mean the customer of record using water for any purpose from the City's water distribution system and for which either a regular charge is made or, in the case of coin sales, a cash charge is made at the site of delivery.
- C. "Waste of water", as the term is used in this ordinance, includes, but is not limited to (1) permitting water to escape down a street, roadway, or other surface intended for vehicle driving purposes, and/or any gutter, ditch, or other surface drain, or (2) failure to repair a controllable leak of water due to defective plumbing.
- D. The following classes of uses of water are established for the purpose of this ordinance:

Class 1:

Water used for outdoor watering, either public or private, for gardens, lawns, trees shrubs, plants, parks, golf courses, playing fields, swimming pools, or other recreational area; or the washing of motor vehicles, boats, trailers, or the exterior of any building or structure.

Class 2:

Water used for any commercial, agricultural or industrial purposes, except water actually necessary to maintain the health and personal hygiene of bona fide employees of such business or interests while such employees are engaged in the performance of their duties at their place of employment.

Class 3:

Domestic usage, other than that which would be included in either class 1 or 2.

Class 4:

Water necessary only to sustain human life and the lives of domestic livestock, pets and maintain standards of hygiene and sanitation.

Section 3. In the event that the governing body of the City of Sedgwick or the City's designated official determines that the City's water supply may be in subject to a shortage in supply or the governing body of the city determines there is need for conservation of City's water resources for any reason, the City may begin the progressive three (3) stage water conservation program by declaring a water watch as described in section 3(a) or, in times of need and/or duress, the governing body of the city may choose to declare any section of the program described in section 3 in effect at any time:

- (a) **Stage 1: Declaration of Water Watch.** Whenever the governing body of the City finds that conditions indicate that the probability of a drought or some other condition causing a major water supply shortage is rising, it shall be empowered to declare, by resolution, that a water watch exists and that it shall take steps to inform the public and ask for voluntary reduction in water use. Such a watch shall be deemed to continue until it is declared by resolution of the governing body to have ended. The resolution declaring the existence and end of a water watch shall be effective upon their publication in the official city newspaper.
- (b) **Stage 2: Declaration of Water Warning.** Whenever the governing body of the city finds that drought conditions or some other condition causing a major water supply shortage are present and supplies are starting to decline, it shall be empowered to declare by resolution that a water warning exists and that it will recommend restrictions on nonessential uses during the period of warning. Such a warning shall be deemed to continue until it is declared by resolution of the governing body to have ended. The resolution declared the beginning and ending of the water warning shall be effective upon their publication in the official city newspaper. Pursuant to the approval of the Chief Engineer, Division of Water Resources, Kansas Department of Agriculture, the recommended restrictions on nonessential uses may be extended to private wells within the city limits.
- (c) **Stage 3: Declaration of Water Emergency.** Whenever the governing body of the city finds that an emergency exists by reason of a shortage of water supply needed for essential uses, it shall be empowered to declare by resolution that a water supply emergency exists and that it will impose mandatory restrictions on

water use during the period of the emergency. Such an emergency shall be deemed to continue until it is declared by resolution of the governing body to

have ended. The resolutions declaring the existence and end of a water supply emergency shall be effective upon their publication in the official city newspaper. Pursuant to the approval of the Chief Engineer, Division of Water Resources, Kansas Department of Agriculture, the mandatory restrictions on water use may be extended to private wells within the city limits.

Section 4. Voluntary Conservation Measures. Upon the declaration of a water watch or water warning as provided in Sections 3(a) or 3(b), the mayor (or the city manager) is authorized to call on all water consumers to employ voluntary water conservation measures to limit or eliminate nonessential water uses including, but not limited to, limitations on the following uses:

- (a) Class 1 uses of water.
- (b) Waste of water.

Section 5. Mandatory Conservation Measures. Upon the declaration of a water supply emergency as provided in Section (3) the mayor (or the city manager or authorized city official) is also authorized to implement certain mandatory water conservation measures, including, but not limited to the following conservation measures:

- (a) Suspension of new connections of the City's water distribution system, except connections of fire hydrants and those made pursuant to agreements entered into by the city prior to the effective date of the declaration of the emergency;
- (b) Restrictions on the uses of water in one or more classes of water use as described in section 2(d), wholly or in part;
- (c) Restrictions on the sales of water at coin-operated facilities or sites;
- (d) The imposition of water rationing based on any reasonable formula including, but not limited to, the percentage of normal use and per capita or per consumer restriction;
- (e) Complete or partial bans on the waste of water; and
- (f) Any combination of the measures in sections 5(a-e) as the governing body of the city or authorized city official may deem appropriate and/or necessary.

Section 6. Emergency Water Rates. Upon the declaration of a water supply emergency as provided in Section 3(c), the governing body of the city shall have the power to adopt emergency water rates by ordinance designed to conserve water supplies. Such emergency rates may provide for, but not limited to:

- (a) Higher charges for increasing usage per unit of use (increasing block rates):
- (b) Uniform charges for water usage per unit of use (uniform unit rate); or
- (c) Extra charges in excess of a specified level of water use (excess demand surcharge).

Section 7. Regulations. During the effective period of any water supply emergency as provided for in Section 3(c), the mayor (or city manager or water superintendent or other authorized city official) is empowered to promulgate such regulations as may be

necessary to carry out the provisions of this ordinance, any water supply emergency resolutions, or emergency water rate ordinance. Such shall be subject to the approval of the governing body at its next regular or special meeting.

Section 8. Violations, Disconnections and Penalties.

- (a) If the mayor, city manager, water superintendent, or other authorized city official or officials charges with implementation and enforcement of this ordinance or a water supply emergency resolution learn of any violation of any water use restrictions imposed pursuant to Sections 5 or 7 of this ordinance, a written notice of the violation shall be affixed to the property where the violation occurred and the customer of record and/or any other person known to the city to be responsible for the violation and/or the correction of said violation shall be provided with either actual or mailed notice. Said notice shall describe the violation(s) and order that the noted violation(s) be corrected, cured or abated immediately or within such specified time as the city determines is reasonable for such correction, cure or abatement under the circumstances. In the event the order is not cured within time period given in the notice, the city may terminate water service to the customer subject to the following procedures:
- (1) The city shall give the customer notice by mailing that water service will be discounted within a specific time due to the violations(s) and that the customer will have the opportunity to appeal the termination by requesting a hearing scheduled before the city governing body or a city official designated as a hearing officer by the city governing body.
 - (2) If such hearing is requested by the customer charged with the violation(s), the customer shall be given a full opportunity to be heard by the city governing body or the city official designated as a hearing officer by the city governing body before termination is ordered; and
- The city governing body or the city official designated as a hearing officer by the city governing body shall make findings of fact and order whether service should continue or be terminated.
- (b) A fee of \$50 shall be paid for the reconnection of any water service terminated pursuant to subsection (a). In the event of subsequent violations, the reconnection fee shall be \$200 for the second violation and \$300 for any additional violations.
- (c) Violation of this ordinance shall be a municipal offense and may be prosecuted in Municipal Court. Any person so charged and found guilty in Municipal Court of violating the provisions of this ordinance shall be guilty of a municipal offense. Each calendar day violation shall constitute a separate offense. The penalty for an initial violation shall be a mandatory fine of \$100. In addition, such customer may be required by the Court to serve a definite term of confinement which shall be fixed by the Court and which shall not exceed 30 days. The penalty for a second or subsequent conviction shall be a mandatory fine of \$200. In addition, such customer shall serve a definite term of confinement in the city or county jail which shall be fixed by the Court and which shall not exceed 30 days.

Section 9. Emergency Termination. Nothing in this ordinance shall limit the ability of any properly authorized city official from terminating the supply of water to any or all customers upon the determination of such city official that emergency termination of water service is required to protect the health and safety of the public or for any other

emergency as required or authorized by ordinance or as deemed necessity of the city by such city official or the governing body of the city.

Section 10. Severability. If any provision of this ordinance is declared unconstitutional, or the application thereof to any person or circumstance is held invalid, the constitutionality of the remainder of the ordinance and its applicability to other persons and circumstances shall not be affected thereby.

Section 11. Repeal. Ordinance 519 and any and all other ordinances in conflict herewith are hereby repealed.

Section 12. Publication. This ordinance shall become effective upon its publication in the official city newspaper.

Passed by the city council this 3rd day of October, 2011.

Donald K. DeHaven, Mayor

ATTEST:

Janise P. Enterkin, City Clerk

SECTION IX WATER DROUGHT RESPONSE POLICY

CITY OF SEDGWICK, KANSAS

POLICY MANUAL

<p>Subject:</p> <p>Water Drought Response/ Policy</p>	<p>Effective Date:</p> <p>October 3, 2011</p>
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It shall be the policy of the City of Sedgwick, Kansas, to follow the guidelines set forth herein regarding the Water Drought Response/ Policy. The objective of Drought Response Plan for the City of Sedgwick is to assure the City customers of an adequate water supply to meet their needs during water shortages. The City of Sedgwick addresses its short-term water shortage problems through a series of stages based on conditions of supply and demand with accompanying triggers, goals and actions. Each stage is more stringent in water use than the previous stage since water supply conditions are more deteriorated. The City Manager is authorized by ordinance to implement the appropriate conservation measures.

DROUGHT RESPONSE/POLICY

Stage 1: Water Watch

A. Goals

The goals of this stage are to heighten awareness of the public on water conditions and to maintain the integrity of the water supply system.

B. Triggers

This stage is triggered by any one of the following conditions.

1. The City storage has fallen below 85 percent capacity and will recover.
2. Groundwater levels have fallen five feet below the normal seasonal level.
3. Demand for one day is in excess of 1.0 million gallons per day (mgd).

C. Education Actions

1. The City will make occasional news releases to the local media describing present conditions and indicating the water supply outlook for the upcoming season.
2. Previous months summaries of precipitation, temperature, water levels and storage will be made public at the beginning of each month.

D. Management Actions

1. The City wells will be cleaned and flushed to maintain them at their most efficient conditions.
2. Leaks will be repaired within 48 hours of detection.
3. The City will monitor its use of water and will curtail activities such as hydrant flushing and street cleaning.

E. Regulation Actions

The public will be asked to curtail some outside water use and to make efficient use of outdoor water, i.e. wash full loads, take short showers, don't let faucets run, etc.

Stage 2: Water Warning**A. Goal**

The goals of this stage are to reduce peak demand by 20% and to reduce overall weekly consumption by 10%.

B. Triggers

This stage is triggered by any of one of the following conditions:

1. The City storage has fallen below 70 percent capacity and will not recover.
2. Groundwater levels have fallen ten feet below the normal seasonal level.
3. Pumping lowers water level to within ten feet of the top of the well screens.
4. Demand for one day is in excess of 1.25 million gallons per day (mgd).

C. Education Actions

1. The City will make weekly news releases to the local media describing present conditions and indicate the water supply outlook for the upcoming week.
2. Previous week summaries of precipitation, temperature, water levels and storage will be made public each week.
3. Water conservation articles will be provided to the local newspaper.

D. Management Actions

1. The City water supplies will be monitored daily.
2. Leaks will be repaired within 24 hours of detection.

3. Pump age at well will be reduced to decrease draw down and to maintain water levels over well screens.
4. The City will curtail its water usage, including operation of fountains, watering of city grounds and washing of vehicles.

E. Regulation Actions

1. An odd/even lawn watering system will be imposed on city residents. Residents with odd-numbered addresses will water on odd days; even addresses will water on even days.
2. Outdoor water use, including lawn watering and car washing be restricted to before 10:00 am and after 9:00 pm.
3. Golf courses will restrict watering to tees and greens after sunset.
4. Refilling of swimming pools will be allowed one day a week after sunset.
5. Excess water use charges for usage of water over the amount used in the winter will be considered.
6. Waste of water will be prohibited.

Stage 3: Water Emergency

A. Goals

The goals of this stage are to reduce peak demands by 50% and to reduce overall weekly consumption by 25%.

B. Triggers:

This stage is triggered by any on of the following conditions:

1. The city storage has fallen below 50 percent capacity.
2. Groundwater levels have fallen fifteen feet below the normal seasonal level.
3. Pumping lowers water levels to within five feet of the top of the well screens.
4. Demand for three consecutive days is in excess of 1.5 million gallons per day (mgd).

C. Education Actions

1. The city will make daily news releases to the local media describing present conditions and indicating the water supply outlook for the next day.
2. Previous days summaries of precipitation, temperature, water levels and storage will be made public each day.

3. The city will hold public meetings to discuss the emergency, the status of the City water supply and further actions, which need to be taken.

D. Management Actions

1. The City water supplies will be monitored daily.
2. Leaks will be repaired within 24 hours of detection.
3. Pump age at wells will be reduced to decrease draw down and to maintain water levels over well screens.
4. The city will seek additional emergency supplies from other users, the state or federal government.

E. Regulation Actions

1. Outdoor water use will be banned.
2. Waste of water will be prohibited.

PASSED AND ADOPTED BY THE GOVERNING BODY OF THE CITY OF SEDGWICK, HARVEY AND SEDGWICK COUNTIES, KANSAS, ON THE 3rd DAY OF OCTOBER, 2011.

Donald K. DeHaven, Mayor

Attest:

Janise P. Enterkin, City Clerk

SECTION X

LIST OF KEY PERSONNEL

AS FOLLOWS: LOCAL/COUNTY/STATE---CHAIN OF COMMAND AND CONTACTS, CURRENT NAMES ADDRESSES, AND TELEPHONE NUMBERS.

CITY ADMINISTRATOR

Kyle Nordick
Cell: 316-807-4988

CITY SUPERINTENDENT

Jim Boldenow
 Office Phone: (316) 772-5151
 Cell: (316) 751-8343
 Maintenance On-Call Cell: (316) 772-5433

MAYOR

Bryan Chapman
 Office Phone: (316) 772-5151
 Cell Phone: (316) 651-6244

CITY COUNCIL MEMBER

Dan Hartman, Council President
 Cell Phone: (620) 295-0215

CITY COUNCIL MEMBER

Brenda DeHaven
 Cell Phone: (316) 655-9951

CITY COUNCIL MEMBER

Josh Liby
 Cell Phone: (316) 209-1881

CITY COUNCIL MEMBER

Mark Jacob
 Cell Phone: (316) 393-5454

CITY COUNCIL MEMBER

Kramer Siemens
 Cell Phone: (620)200-2961

POLICE CHIEF

Bryan Hall
 Cell Phone: (316) 361-9775

CITY CLERK

Shelia Agee
 Work Phone: (316) 772-5151
 Cell Phone: (316) 772-0265

DEPUTY CITY CLERK

Paige Jones
Work Phone: (316) 772-5151
Cell Phone: (316) 214-5084

WATER DEPARTMENT

Jim Boldenow
Cell: (316) 751-8343

WASTEWATER OPERATOR

Mike Hill
Cell: (316) 880-7202

MAINTENANCE STAFF

Brett Bogunovich
Cell: (316) 217-5603
Dagan Willingham
Cell: (316) 217-6993

FIRE CHIEF

Zane Hansen
Office Phone: (316) 772-5700
Cell Phone: (316) 461-6251

EMS DIRECTOR

Jaime Anderson
Office Phone: (316) 772-5700
Cell Phone: (316) 308-4898

EVERGY

100 N Broadway, Suite 800
Wichita, Kansas 67202
Office Phone: (800) 383-1183

LOCAL ELECTRICIAN

Hi-Tech Controls, Inc.
Dan Buczinski
3601 W. Harry, Suite 5
Wichita, Kansas 67213
Office Phone: (316) 941-7049
Cell: (316) 312-2600

LOCAL ELECTRICIAN

Kansas Electric
1420 NW 36th St.
Newton, Kansas 67114
Office Phone: (316) 283-4750

AT&T

154 N. Broadway
 Wichita, Kansas 67202
 Office Phone: (800) 766-5777

IDEATEK COMMUNICATION
 111 Old Mill Lane
 Buhler, Kansas 67522
 Office Phone: (855) 433-2835

HARVEY COUNTY INDEPENDENT (KS PUBLISHING)
 116 S Main
 Hillsboro, Kansas 67063
 Office Phone: (316) 281-7899

CITY OF HALSTEAD
 303 Main Street
 Halstead, Kansas 67056
 Office Phone: (316) 835-2286

CITY OF NEWTON
 201 E. 6th
 Newton, Kansas 67114
 Office Phone: (316) 284-6001

CITY OF NORTH NEWTON
 2601 N. Main
 North Newton, Kansas 67117

CITY OF HESSTON
 115 E. Smith Street
 Hesston, Kansas 67062
 Office Phone: (620) 327-4412

CITY OF HUTCHINSON
 125 E. Ave B
 Hutchinson, Kansas 67501
 Office Phone: (620) 694-2611

CITY OF MCPHERSON
 400 E. Kansas
 McPherson, Kansas 67460
 Office Phone (620) 241-2515

CITY OF WICHITA
 455 N. Main
 Wichita, Kansas 67062

WICHITA WATER SUPERINTENDENT, PROD. PUMPING
 Phone (316) 268-4504

CITY OF WICHITA WATER/WW DIRECTOR
Phone (316) 268-4964

DIRECTOR OF EMERGENCY MANAGEMENT

Mike Anderson
Harvey County Courthouse
713 N. Main Street
Newton, Kansas 67114
Office Phone: (316) 284-6910

KANSAS DEPT. OF HEALTH & ENVIRONMENT

South Central District Office
RH Garvey Building
300 West Douglas, Suite 700
Wichita, Kansas 67202
Phone: (316) 337-6020

BUREAU OF WATER SUPPLY

Topeka, Kansas
Phone: (785) 296-1500

*OFFICE OF EMERGENCY PREPAREDNESS
DIVISION OF EMERGENCY PREPAREDNESS OF KANSAS*

Topeka, Kansas 66601-0300
Phone: (785) 266-1400
24 Hour Phone: (785) 296-3176

FEDERAL EMERGENCY MANAGEMENT AGENCY

Region VII
911 Walnut Street, Room 200
Kansas City, MO 64106
Phone: (816) 283-7061

BNSF RAILWAY CUSTOMERS AND QUALITY SUPPORT

Office Phone: (800) 795-2673

GOERING ENTERPRISES, INC.

5304 W. 1st Street
Newton, Kansas 67114
Office Phone: (316) 283-7801
Shop Phone: 9316) 283-0130

APAC-KANSAS, INC..

1335 SW 14th St
Newton Kansas 67114
Office Phone: (316) 283-2520

HARVEY COUNTY ROAD & BRIDGE

1423 N. Spencer
 Newton, Kansas 67114
 Office Phone: (316) 283-1890

ARMY NATIONAL GUARD

400 Grandview
 Newton, Kansas 67114
 Office Phone: (785) 230-6779

CORE & MAIN

600 Old U.S. 81
 McPherson, Kansas 67460-0774
 Office Phone: (620) 241-3865

Hajoca Corporation

711 N. Hydraulic
 Wichita, Kansas 67201
 Office Phone: (316) 262-2471

MURDOCK COMPANIES, INC.

1111 E 1st
 Wichita, Kansas 67202
 Office Phone: (316) 262-0401

THE SALINA SUPPLY COMPANY

302 N. Santa Fe
 Salina, Kansas 67401
 Office Phone: (785) 823-2221

SALVATION ARMY

208 W 6th St
 Newton, Kansas 67114
 Office Phone: (316) 283-3190

WICHITA WINWATER WORKS COMPANY

3612 S. West Street
 Wichita, Kansas 67217
 Office Phone: (316) 522-8900

BUCHER, WILLIS & RATLIFF CORP

2335 E. Crawford St.
 Salina, Kansas 67401
 Office Phone: (785) 827-4945

SDK

1000 Corey Rd, PO Box 886
 Hutchinson, Kansas 67504-0886

Office Phone: (620) 665-5661

RAY LINDSEY CO.

17221 BelRay Place

Belton, MO 64012

Office Phone: (816) 388-7440

SEVERN TRENT SERVICES

3000 Advance Lane

Colmar, PA 18915

Office Phone: (215) 822-2901

THIS LIST WILL BE UPDATED ANNUALLY WHEN POLICY IS REVIEWED IN MAY OF EACH YEAR.

