



# REGULAR COUNCIL MEETING, FEBRUARY 5, 2025

Wednesday, February 05, 2025 at 6:30 PM  
Council Chambers, 520 N. Commercial Ave.

## AGENDA

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*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. Presentation of the City of Sedgwick Recognition Awards

### STAFF REPORTS

2. Kyle Nordick, City Administrator
3. Jennifer Hill, City Attorney
4. Bryan Hall, Police Chief

### CONSENT AGENDA

Motion to approve the Consent Agenda as presented.

Motion by \_\_\_\_\_

Second by \_\_\_\_\_

- 5. Minutes of January 15, 2025, Regular Meeting
- 6. Approval of Payroll January 17, 2025 Amount \$25,951.77  
Approval of Payroll January 31, 2025 Amount \$26,929.52
- 7. Approval of General Disbursement Checks Amount \$93,009.83

**NEW BUSINESS**

- 8. Discuss and Consider Parks Master Plan

Motion to approve the proposal from Landworks Studio LLC for the creation of a Parks Master Plan for the City of Sedgwick and authorize the mayors signature on the contract not-to-exceed \$25,860.

Motion by \_\_\_\_\_

Second by \_\_\_\_\_

- 9. Executive Session - Contract Negotiations

Move to recess into executive session for 20 minutes to consult with the City Attorney related to matters privileged under the attorney-client relationship (K.S.A. 75-4319(B)(2)) for the purpose of discussing Contractual Matters. The open meeting will resume at \_\_\_\_\_pm with those present in the executive session being the Governing Body, City Administrator, and City Attorney.

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](mailto:agee@cityofsedgwick.org), 316-772-5151)

Agenda Published on MM/DD/20YY at H:MM PM.

**City of Sedgwick  
City Council Meeting  
February 5, 2025**

**TO:** Mayor and City Council

**INITIATED BY:** Administration

**AGENDA:** Staff Reports

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**KDWPT Grant Project:** Work will begin again on the KDWPT Grant Project that Mr. Daily initiated while he was in office in 2022. This project includes the installation of an ADA accessible dock at the Highlands Pond, as well as, the installation of solar powered bollard lights around the pond and down the 4<sup>th</sup> Street Safe Routes to School pathway to Washington Ave. The project was tabled during the transition period of administrators. This project is slated to be completed with a ribbon cutting ceremony scheduled for the end of February; weather permitting.

**Community Events Calendar:** Administrative Assistant Izaiah Chapman has been hard at work to develop the community events calendar. The creation of the calendar came as a identified project from stakeholder input during the Strategic Plan and is aimed to be a one-stop shop for all community events happening here in the city. Each month, we will publish a calendar outlining events on our website and social media platforms.

**2024 Customer Satisfaction Survey:** We have concluded the 2024 Customer Satisfaction survey with a 10% response rate of households in Sedgwick, which is a decent response rate for the number of surveys we have conducted with the public this past year. Key takeaways from the survey are: Overall, respondents feel that Sedgwick is a good place to live and raise children and/or retire. People who live in Sedgwick have a high quality of life and are satisfied with the value that they receive for their City tax dollars and fees. The professionalism of the Police and Fire/EMS staff is something they speak highly about; however, most respondents have not had to utilize either service in a time of need. City communication regarding city-related issues could be expanded outside of social media efforts, but when people have interacted with City staff, they feel heard and treated with respect. Over the next two years, respondents would like the governing body and administration to focus on the maintenance of roadways, especially the unpaved roads, adequately supporting the Fire/EMS service, and developing a means of communication that reaches a broader base of residents. When asked which three items regarding our parks system the governing body and administration focus most on over the next two years, respondents said appearance/cleanliness of the park, increasing and/or maintaining the number of walking/biking trails in the city, and overall condition of the park equipment. A notable fourth was increasing the number of arts, cultural opportunities and related events. Lastly, the top unsolicited comments were Pave the streets, Support EMS and keep them here, and Downtown Business Development.



# REGULAR COUNCIL MEETING, JANUARY 15, 2025

Wednesday, January 15, 2025 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

Dan Hartman

Kramer Siemens

Josh Liby

ABSENT

Brenda DeHaven

Mark Jacob

OTHERS PRESENT: Kyle Nordick, City Administrator; Shelia Agee, City Clerk; Scott Ufford, City Attorney; Zane Hansen, Fire Chief; Jim Boldenow, City Superintendent; Bill Bush, Harvey County NOW

**APPROVAL OF AGENDA**

Motion to approve the agenda as presented.

Motion by \_\_\_\_\_

Second by \_\_\_\_\_

Motion to approve the agenda as presented.

Motion made by Hartman, Seconded by Liby.

Voting Yea: Hartman, Siemens, Liby

**HEARINGS / PRESENTATIONS / PUBLIC FORUM**

**STAFF REPORTS**

**1. Kyle Nordick, City Administrator**

Kyle Nordick, City Administrator, gave an update on the status of the CDBG application.

**2. McDonald Tinker PA, City Attorney**

Scott Ufford, City Attorney-McDonald Tinker, PA, introduced himself.

**3. Jim Boldenow, City Superintendent**

Jim Boldenow, City Superintendent, gave an update on street cleanup due to snow and ice.

**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 Liby, Seconded by Siemens.

Voting Yea: Hartman, Siemens, Liby

- 4. Minutes of January 8, 2025, Regular Meeting
- 5. No payroll to approve.
- 6. Approval of General Disbursement Checks Amount \$75,212.43

**NEW BUSINESS**

- 7. Ordinance 908 - Fire Volunteer Pay

Motion to approve Ordinance 908 as presented.

Motion by \_\_\_\_\_

Second by \_\_\_\_\_

Fire responding to medical calls pay policy discussion \$10/medical call, \$30 if transport, \$50 if all including after paperwork.

Motion to approve Ordinance 908 as presented along with the policy as presented as well.

Motion made by Siemens, Seconded by Hartman.

Voting Yea: Hartman, Siemens, Liby

8. Ordinance 909 - Feral Cats

Motion to approve Ordinance 909 as presented.

Motion by \_\_\_\_\_

Second by \_\_\_\_\_

Motion to approve Ordinance 909, an ordinance authorizing Caring Hands Humane Society to conduct a feral cat trap-neuter-return program in the City of Sedgwick, Kansas, as presented.

Motion made by Hartman, Seconded by Liby.

Voting Yea: Hartman, Siemens, Liby

**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 6:43pm.

Motion made by Siemens, Seconded by Hartman.

Voting Yea: Hartman, Siemens, Liby

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

Agenda Published on 01/10/2025 at 1:30 PM.

February 5, 2025

**PAYROLL CHECKS - DIRECT DEPOSIT**

1-17-25	\$	25,951.77
1-31-25	\$	26,929.52
<b>TOTAL PAYROLL CHECKS</b>	<b>\$</b>	<b>52,881.29</b>

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GENERAL DISBURSEMENT CHECKS-AAABZQ	\$	25,534.03
GENERAL DISBURSEMENT CHECKS-AAABZR	\$	27,393.32
GENERAL DISBURSEMENT CHECKS-AAABZS	\$	17,208.31
GENERAL DISBURSEMENT CHECKS-AAABZT	\$	16,433.60
GENERAL DISBURSEMENT CHECKS-AAABZU	\$	6,440.57

<b>TOTAL DISBURSEMENT CHECKS</b>	<b>\$</b>	<b>93,009.83</b>
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## AP Bank Reconciliation Posting Audit Report

City of Sedgwick (SEDGKS)

01/17/2025 09:41:03 AM

Batch: AAABZQ

User ID: SHELIA

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Bank Code: CKG      LEGACY BANK

Vendor Tran#	Document #	Date	Type	User ID	Posting Reference	Total Amount
<b>BCBS OF KANSAS</b>						
1	71393	01/17/2025	Check	SHELIA	AP0000001345AAABZQ	\$10,093.26
Description:						
<b>CARL B DAVIS, CHAPTER 13 TRUSTEE</b>						
2	71394	01/17/2025	Check	SHELIA	AP0000001345AAABZQ	\$668.31
Description:						
<b>LEGACY BANK</b>						
3	71395	01/17/2025	Check	SHELIA	AP0000001345AAABZQ	\$7,718.29
Description:						
<b>KP&amp;F</b>						
4	71396	01/17/2025	Check	SHELIA	AP0000001345AAABZQ	\$2,874.58
Description:						
<b>KPERS</b>						
5	71397	01/17/2025	Check	SHELIA	AP0000001345AAABZQ	\$2,765.83
Description:						
<b>KANSAS STATE WITHHOLDING TAX</b>						
6	71398	01/17/2025	Check	SHELIA	AP0000001345AAABZQ	\$1,298.53
Description:						
<b>AETNA</b>						
7	71392	01/17/2025	Check	SHELIA	AP0000001345AAABZQ	\$115.23
Description:						

	Bank Totals	Items	Total Voids	Items
Checks	(\$25,534.03)	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
<b>Net Activity for CKG:</b>	<b>(\$25,534.03)</b>			

**Report Totals**

	Bank Totals	Items	Total Voids	Items
Checks	(\$25,534.03)	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
<b>Net Activity:</b>	<b>(\$25,534.03)</b>			

### AP Enter Bills Edit - Council Report

City of Sedgwick (SEDGKS)  
Batch: AAABZR

1/17/2025 9:51:06 AM

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Vendor	Description	Check Date	Invoice#	Check#	Check Total
BOUND TREE MEDICAL, LLC	EMS SUPPLIES	01/17/2025	011725EMS	71399	\$111.96
DAVE BOWMAN, PH.D.	PSYCH EVALS	01/17/2025	011725PSYCH	71400	\$400.00
COLUMN SOFTWARE PBC	ORD 908 LEGAL NOTICE	01/17/2025	35740584-0029	71401	\$52.80
GALLS, LLC	PD UNIFORM PANTS	01/17/2025	030162037	71402	\$240.30
HESSTON PRESTIGE PRINTING	PD A2 CARDS/ENV	01/17/2025	34206	71403	\$207.00
HARVEY COUNTY EMERGENCY SER\	2025 HV CO ESA DUES	01/17/2025	2025-008	71404	\$800.00
KANZA CO-OPERATIVE ASSOCIATION	FUEL CHARGES	01/17/2025	011725COOP	71405	\$1,496.38
KS STATEBANK	2021 DODGE DURANGOS	01/17/2025	59645-3-2025	71406	\$16,019.76
LOGO DEPOT	EMS SHIRTS	01/17/2025	H160089	71407	\$160.00
NEW MEDICAL HEALTH CARE, LLC	PHYSICAL/DRUG SCREEN	01/17/2025	011725NEWMED	71408	\$480.00
SEDGWICK COUNTY ASSOCIATION O	SCAC MEMBERSHIP	01/17/2025	011725SCAC	71409	\$100.00
TRAVELERS CL REMITTANCE CENTE	COURT CLERK BOND	01/17/2025	011725COURTBOND	71410	\$100.00
USA BLUEBOOK	WWTP CHEMICALS	01/17/2025	INV00580447	71411	\$64.10
WASTE CONNECTIONS	MONTH LY TRASH/RECYC	01/17/2025	18719671V025	71412	\$7,161.02

Total Direct Expense:	\$27,393.32
<b>Total Immediate Payments:</b>	<b>\$27,393.32</b>

Report Summary

	<b>Report Selection Criteria</b>	
Report Type:	Detailed	
	<b>Start</b>	<b>End</b>
Transaction Number:	Start	End

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

City of Sedgwick (SEDGKS)

Batch: AAABZR

1/17/2025 9:43:23 AM

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Tr. #	Vendor	Inv Date	Due Date	Invoice #	Total Invoice
<b>1</b>	<b>BOUND TREE / BOUND TREE MEDICAL, LLC</b>	<b>1/17/2025</b>	<b>1/17/2025</b>	<b>011725EMS</b>	<b>\$111.96</b>
1	41-02-00-8210 EMS SUPPLIES			1.0 \$111.9600	\$111.96
<b>2</b>	<b>BOWMAN / DAVE BOWMAN, PH.D.</b>	<b>1/17/2025</b>	<b>1/17/2025</b>	<b>011725PSYCH</b>	<b>\$400.00</b>
1	01-03-60-6290 PSYCH EVAL-B HARMON			1.0 \$200.0000	\$200.00
2	01-03-60-6290 PSYCH EVAL-B SO			1.0 \$200.0000	\$200.00
<b>3</b>	<b>COLUMN / COLUMN SOFTWARE PBC</b>	<b>1/17/2025</b>	<b>1/17/2025</b>	<b>35740584-0029</b>	<b>\$52.80</b>
1	01-01-60-6290 ORD 908 LEGAL NOTICE			1.0 \$52.8000	\$52.80
<b>4</b>	<b>GALLS / GALLS, LLC</b>	<b>1/17/2025</b>	<b>1/17/2025</b>	<b>030162037</b>	<b>\$240.30</b>
1	01-03-70-7250 PD UNIFORM PANTS-B HARMON			1.0 \$240.3000	\$240.30
<b>5</b>	<b>HESSTON PRESTIGE / HESSTON PRESTIGE PRINTING</b>	<b>1/17/2025</b>	<b>1/17/2025</b>	<b>34206</b>	<b>\$207.00</b>
1	01-03-70-7010 PD A2 CARDS AND ENVELOPES			1.0 \$207.0000	\$207.00
<b>6</b>	<b>HRVY CO ESA / HARVEY COUNTY EMERGENCY SERVIC</b>	<b>1/17/2025</b>	<b>1/17/2025</b>	<b>2025-008</b>	<b>\$800.00</b>
1	01-04-60-6700 2025 HV CO ESA MEMBERSHIP			1.0 \$400.0000	\$400.00
2	01-02-60-6700 2025 HV CO ESA MEMBERSHIP			1.0 \$400.0000	\$400.00
<b>7</b>	<b>KANZA / KANZA CO-OPERATIVE ASSOCIATION</b>	<b>1/17/2025</b>	<b>1/17/2025</b>	<b>011725COOP</b>	<b>\$1,496.38</b>
1	01-03-70-7210 FUEL - PD			1.0 \$220.2800	\$220.28
2	10-00-70-7210 FUEL - WATER			1.0 \$347.6100	\$347.61
3	01-04-70-7210 FUEL - FIRE			1.0 \$162.7900	\$162.79
4	01-10-70-7210 FUEL - STREETS			1.0 \$347.6100	\$347.61
5	13-00-70-7210 FUEL - SEWER			1.0 \$297.9600	\$297.96
6	01-02-70-7210 FUEL - EMS			1.0 \$120.1300	\$120.13
<b>8</b>	<b>KS STATEBANK / KS STATEBANK</b>	<b>1/17/2025</b>	<b>1/17/2025</b>	<b>59645-3-2025</b>	<b>\$16,019.76</b>
1	41-03-00-8210 2021 DODGE DURANGOS LEASE PAYMENT			1.0 \$16,019.7600	\$16,019.76
<b>9</b>	<b>LOGO / LOGO DEPOT</b>	<b>1/17/2025</b>	<b>1/17/2025</b>	<b>H160089</b>	<b>\$160.00</b>
1	41-02-00-8210 EMS SHIRTS			1.0 \$160.0000	\$160.00
<b>10</b>	<b>NEW MED / NEW MEDICAL HEALTH CARE, LLC</b>	<b>1/17/2025</b>	<b>1/17/2025</b>	<b>011725NEWMED</b>	<b>\$480.00</b>
1	01-04-60-6290 PHYSICAL/DRUG SCREEN-SAUERWEIN			1.0 \$160.0000	\$160.00
2	41-02-00-8210 PHYSICAL/DRUG SCREEN-GAMBLE			1.0 \$160.0000	\$160.00
3	41-02-00-8210 PHYSICAL/DRUG SCREEN-EBERSOLE			1.0 \$160.0000	\$160.00
<b>11</b>	<b>SEDG CAC / SEDGWICK COUNTY ASSOCIATION OF CIT</b>	<b>1/17/2025</b>	<b>1/17/2025</b>	<b>011725SCAC</b>	<b>\$100.00</b>
1	01-01-60-6700 2025 SCAC MEMBERSHIP			1.0 \$100.0000	\$100.00

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

City of Sedgwick (SEDGKS)  
Batch: AAABZR

1/17/2025 9:43:23 AM

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Tr. #	Vendor	Inv Date	Due Date	Invoice #	Total Invoice
<b>12</b>	<b>TRAVELERS / TRAVELERS CL REMITTANCE CENTER</b>	<b>1/17/2025</b>	<b>1/17/2025</b>	<b>011725COURTBOND</b>	<b>\$100.00</b>
1	01-01-60-6250 COURT CLERK BOND-LISA			1.0 \$100.0000	\$100.00
<b>13</b>	<b>USA BLUEBOOK / USA BLUEBOOK</b>	<b>1/17/2025</b>	<b>1/17/2025</b>	<b>INV00580447</b>	<b>\$64.10</b>
1	13-00-70-7220 WWTP CHEMICALS			1.0 \$64.1000	\$64.10
<b>14</b>	<b>WASTE CONNECTIONS / WASTE CONNECTIONS</b>	<b>1/17/2025</b>	<b>1/17/2025</b>	<b>18719671V025</b>	<b>\$7,161.02</b>
1	12-00-60-6160 95 GALLON TRASH CART			370.0 \$10.6000	\$3,922.00
2	12-00-60-6160 65 GALLON TRASH CART			147.0 \$8.4800	\$1,246.56
3	12-00-60-6160 35 GALLON TRASH CART			45.0 \$8.4800	\$381.60
4	12-00-60-6160 SR 35 GALLON TRASH CART			29.0 \$7.4200	\$215.18
5	12-00-60-6160 SEDG CO SURCHARGE			59.0 \$2.5000	\$147.50
6	12-00-60-6160 RECYCLE			586.0 \$2.1300	\$1,248.18
7	12-00-60-6160 CART EXCHANGE			0.0 \$25.0000	\$0.00
<b>Grand Totals</b>				<b>Total Direct Expense:</b>	<b>\$27,393.32</b>
				<b>Total Immediate Payments:</b>	<b>\$27,393.32</b>

Report Summary

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



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City of Sedgwick (SEDGKS)  
Batch: AAABZS

1/24/2025 8:49:51 AM

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Tr. #	Vendor	Inv Date	Due Date	Invoice #	Total Invoice
<b>1</b>	<b>360 LEASE / 360 DOCUMENT SOLUTIONS</b>	<b>1/24/2025</b>	<b>1/24/2025</b>	<b>589175938</b>	<b>\$719.95</b>
1	01-01-60-6200 PRINTERS/COPIERS LEASE			0.5 \$719.9500	\$359.98
2	01-03-60-6200 PRINTERS/COPIERS LEASE			0.1 \$719.9300	\$71.99
3	01-05-60-6200 PRINTERS/COPIERS LEASE			0.1 \$719.9500	\$72.00
4	10-00-60-6200 PRINTERS/COPIERS LEASE			0.2 \$719.9500	\$107.99
5	13-00-60-6200 PRINTERS/COPIERS LEASE			0.2 \$719.9500	\$107.99
<b>3</b>	<b>COLUMN / COLUMN SOFTWARE PBC</b>	<b>1/24/2025</b>	<b>1/24/2025</b>	<b>35740584-0030</b>	<b>\$140.80</b>
1	01-01-60-6290 CITY YR END CASH SUMMARY LN			1.0 \$61.6000	\$61.60
2	01-01-60-6290 CEMETERY YR END CASH SUMMARY LN			1.0 \$44.0000	\$44.00
3	01-01-60-6290 ORD 909 LEGAL NOTICE			1.0 \$35.2000	\$35.20
<b>4</b>	<b>EVERGY / EVERGY</b>	<b>1/24/2025</b>	<b>1/24/2025</b>	<b>012325EVERGY</b>	<b>\$5,052.57</b>
1	01-10-60-6180 0009908927 - 505 N MADISON SCHOOL ZONE			1.0 \$27.0500	\$27.05
2	01-03-60-6180 659714280 - PD BLDG			1.0 \$191.0800	\$191.08
3	01-10-60-6180 1062940882 - 804 N MADISON ST POLE			1.0 \$36.0000	\$36.00
4	01-10-60-6180 1761794880 - 103 W 5TH ELECT AT POLE			1.0 \$26.5500	\$26.55
5	01-10-60-6180 2464686086 - 310 N MADISON AVE SCHOOL ZONE			1.0 \$26.8600	\$26.86
6	01-10-60-6180 3002790064 - 100 WHEATLAND DR STREET POLE			1.0 \$29.9400	\$29.94
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 \$161.7000	\$161.70
9	13-00-60-6180 3738109015 - 1900 N WASH WWTP			1.0 \$2,212.7800	\$2,212.78
10	01-04-60-6180 3742938337 - 316 N WASH FIRE BLDG			1.0 \$86.6300	\$86.63
11	01-11-60-6180 3743030616 - 324 N WASH SHOP			1.0 \$47.4200	\$47.42
12	01-08-60-6180 3748198293 - 204 W 4TH PARK LIGHTS			1.0 \$161.7900	\$161.79
13	01-06-60-6180 4920122509 - 403 N FRANKLIN POOL			1.0 \$155.2800	\$155.28
14	01-01-60-6180 5043441260 - 107 W 5TH SR CTR			1.0 \$239.6500	\$239.65
15	01-01-60-6180 5111455161 - CITY HALL			1.0 \$146.3800	\$146.38
16	13-00-60-6180 7277816660 - 402 N HARRISON EAST LIFT			1.0 \$143.7200	\$143.72
17	01-10-60-6180 7610673523 - 100 INDUSTRIAL DR STREET POLE			1.0 \$29.7900	\$29.79
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 \$28.0000	\$28.00
20	01-10-60-6180 8574522122 - 302 W 4TH SCHOOL ZONE			1.0 \$27.0500	\$27.05
21	10-00-60-6180 1282677544 - 205 W 5TH WEST WATER TOWER			1.0 \$399.5100	\$399.51
22	13-00-60-6180 3728481135 - 402 S COMM SOUTH LIFT			1.0 \$113.0300	\$113.03
23	13-00-60-6180 3742907574 - 308 N WASH MAIN LIFT			1.0 \$309.9300	\$309.93
24	10-00-60-6180 3749459455 - 518 W 5TH WEST WELL HOUSE			1.0 \$94.1100	\$94.11

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

City of Sedgwick (SEDGKS)  
Batch: AAABZS

1/24/2025 8:49:51 AM

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Tr. #	Vendor	Inv Date	Due Date	Invoice #	Total Invoice
25	01-11-60-6180				
					7510510077 - 200 E IND DR MAINT SHOP
					1.0 \$305.2200 \$305.22
<b>5</b>	<b>EVERGY / EVERGY</b>	<b>1/24/2025</b>	<b>1/24/2025</b>	<b>012425STREETLIGHTS</b>	<b>\$1,922.32</b>
1	01-10-60-6180				STREET LIGHTS
					1.0 \$1,922.3200 \$1,922.32
<b>6</b>	<b>FAMILY HEALTH / FAMILY HEALTH AMERICA, LC</b>	<b>1/24/2025</b>	<b>1/24/2025</b>	<b>012425HRA</b>	<b>\$100.00</b>
1	03-00-60-6290				HRA ADMIN SERVICES FEE
					1.0 \$100.0000 \$100.00
<b>7</b>	<b>GALLS / GALLS, LLC</b>	<b>1/24/2025</b>	<b>1/24/2025</b>	<b>030200130</b>	<b>\$731.32</b>
1	01-03-70-7250				PD UNIFORM PANTS-B SO
					1.0 \$160.2000 \$160.20
2	01-03-70-7250				UNIFORM JACKET-B HARMON
					1.0 \$51.2000 \$51.20
3	41-02-00-8210				EMS PANTS
					1.0 \$186.1500 \$186.15
4	01-03-70-7250				PD POLOS-HARMON
					1.0 \$213.5800 \$213.58
5	01-03-70-7250				PD POLO-B SO
					1.0 \$68.9900 \$68.99
6	01-03-70-7250				PD JACKET-B SO
					1.0 \$51.2000 \$51.20
<b>8</b>	<b>HARVEY COUNTY ROAD / HARVEY COUNTY ROAD &amp; BI</b>	<b>1/24/2025</b>	<b>1/24/2025</b>	<b>012425HRCORD</b>	<b>\$200.00</b>
1	01-10-70-7230				BRINE FOR STREETS
					1.0 \$200.0000 \$200.00
<b>16</b>	<b>HRVY CO COMMUNICATIONS / HARVEY COUNTY COMM</b>	<b>1/24/2025</b>	<b>1/24/2025</b>	<b>MDT-25-0011</b>	<b>\$1,500.00</b>
1	01-03-60-6110				PD MDT ANNUAL SERVICE
					3.0 \$500.0000 \$1,500.00
<b>11</b>	<b>KS GAS / KANSAS GAS SERVICE</b>	<b>1/24/2025</b>	<b>1/24/2025</b>	<b>012425KSGAS</b>	<b>\$165.68</b>
1	01-02-60-6180				GAS SERVICE-CARDINAL COTTAGE
					1.0 \$165.6800 \$165.68
<b>10</b>	<b>KS MUNICIPAL JUDGE / KS MUNICIPAL JUDGES ASSOC</b>	<b>1/24/2025</b>	<b>1/24/2025</b>	<b>012425KMJA</b>	<b>\$25.00</b>
1	01-05-60-6700				ANNUAL JUDGE DUES
					1.0 \$25.0000 \$25.00
<b>12</b>	<b>PITNEY B / PITNEY BOWES GLOBAL FINANCIAL SERVI</b>	<b>1/24/2025</b>	<b>1/24/2025</b>	<b>012425PITNEY</b>	<b>\$700.00</b>
1	01-01-70-7020				POSTAGE
					0.5 \$700.0000 \$350.00
2	01-03-70-7020				POSTAGE
					0.1 \$700.0000 \$70.00
3	01-05-70-7020				POSTAGE
					0.2 \$700.0000 \$140.00
4	01-09-70-7010				POSTAGE
					0.1 \$700.0000 \$35.00
5	10-00-70-7020				POSTAGE
					0.1 \$700.0000 \$35.00
6	12-00-70-7020				POSTAGE
					0.1 \$700.0000 \$35.00
7	13-00-70-7020				POSTAGE
					0.1 \$700.0000 \$35.00
<b>13</b>	<b>QUILL / QUILL</b>	<b>1/24/2025</b>	<b>1/24/2025</b>	<b>42428356</b>	<b>\$69.99</b>
1	01-01-60-6700				QUILL MEMBERSHIP RENEWAL
					1.0 \$69.9900 \$69.99
<b>9</b>	<b>SEDGWICK HISTORICAL / SEDGWICK HISTORICAL SOC</b>	<b>1/24/2025</b>	<b>1/24/2025</b>	<b>012425HISTSOC</b>	<b>\$5,000.00</b>
1	01-07-60-6400				HISTORICAL SOCIETY DONATION-OPERATING \$
					1.0 \$5,000.0000 \$5,000.00

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

City of Sedgwick (SEDGKS)  
Batch: AAABZS

1/24/2025 8:49:51 AM

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Tr. #	Vendor	Inv Date	Due Date	Invoice #	Total Invoice
14	STRYKER / STRYKER SALES, LLC	1/24/2025	1/24/2025	9208220087	\$728.00
1	41-02-00-8210 LP15 GATEWAY TITAN III			1.0 \$728.0000	\$728.00
15	USA BLUEBOOK / USA BLUEBOOK	1/24/2025	1/24/2025	INV00587753	\$152.68
1	13-00-70-7220 WWTP CHEMICALS BUFFER			1.0 \$76.3200	\$76.32
2	13-00-70-7220 WWTP CHEMICALS BUFFER			1.0 \$76.3600	\$76.36
<b>Grand Totals</b>					
				<b>Total Direct Expense:</b>	<b>\$17,208.31</b>
				<b>Total Immediate Payments:</b>	<b>\$17,208.31</b>

Report Summary

Report Selection Criteria

Report Type: Detailed

Start End

Transaction Number: Start End

## AP Bank Reconciliation Posting Audit Report

City of Sedgwick (SEDGKS)

01/31/2025 10:22:37 AM

Batch: AAABZT

User ID: SHELIA

Page 1

Bank Code: CKG      LEGACY BANK

Vendor Tran#	Document #	Date	Type	User ID	Posting Reference	Total Amount
<b>CARL B DAVIS, CHAPTER 13 TRUSTEE</b>						
1	71442	01/31/2025	Check	SHELIA	AP0000001348AAABZT	\$668.31
Description:						
<b>LEGACY BANK</b>						
2	71443	01/31/2025	Check	SHELIA	AP0000001348AAABZT	\$7,830.44
Description:						
<b>KP&amp;F</b>						
3	71444	01/31/2025	Check	SHELIA	AP0000001348AAABZT	\$2,594.18
Description:						
<b>KP&amp;F98 POLICE</b>						
4	71445	01/31/2025	Check	SHELIA	AP0000001348AAABZT	\$734.58
Description:						
<b>KPERS</b>						
5	71446	01/31/2025	Check	SHELIA	AP0000001348AAABZT	\$3,241.71
Description:						
<b>KANSAS STATE WITHHOLDING TAX</b>						
6	71447	01/31/2025	Check	SHELIA	AP0000001348AAABZT	\$1,364.38
Description:						
		<b>Bank Totals</b>	<b>Items</b>			<b>Total Voids</b>
			<b>Items</b>			<b>Items</b>
Checks		(\$16,433.60)	6			\$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
<b>Net Activity for CKG:</b>		(\$16,433.60)				

**Report Totals**

	<b>Bank Totals</b>	<b>Items</b>			<b>Total Voids</b>	<b>Items</b>
Checks	(\$16,433.60)	6			\$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
<b>Net Activity:</b>	(\$16,433.60)					

## AP Enter Bills Edit - Council Report

City of Sedgwick (SEDGKS)  
Batch: AAABZU

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Vendor	Description	Check Date	Invoice#	Check#	Check Total
GALLS, LLC	PD UNIFORM	01/31/2025	030254796	71428	\$583.18
GRABER ACE HARDWARE	MISC CHARGES	01/31/2025	K80320 K81055	71429	\$214.94
HARVEY COUNTY COMMUNICATIONS	ANNAUL MDT SERVICE	01/31/2025	2025-5285	71430	\$1,000.00
HARVEY COUNTY JAIL	JAIL FEES	01/31/2025	013125JAIL	71431	\$35.00
KANSAS HEALTH & ENVIRONMENTAL	COLILERT DRINKING WA	01/31/2025	70121	71432	\$120.00
KANSAS DEPT OF REVENUE	WATER SALES TAX	01/31/2025	013125SALESTAX	71433	\$183.72
KANSAS GAS SERVICE	GAS SERVICE	01/31/2025	013125KSGAS	71434	\$1,267.75
KANSAS STATE TREASURER	COURT FEES	01/31/2025	013125COURTFEES	71435	\$23.50
LOGO DEPOT	FIRE/EMS UNIFORMS	01/31/2025	E 160622	71436	\$1,080.25
CAPITAL ONE TRADE CREDIT	JUMP START KIT	01/31/2025	547001022258708	71437	\$329.94
USPS	UTILTIY BILL POSTAGE	01/31/2025	013125BILLCARDS	71438	\$258.16
STRYKER SALES, LLC	EMS BATTERY PACK	01/31/2025	9208284111	71439	\$503.88
VALLEY REPAIR SERVICE, LLC	EMS PM SERVICE	01/31/2025	15377	71440	\$437.72
REBECCA WHISTLER	STORAGE CONTAINERS	01/31/2025	013125STORAGE	71441	\$402.53

Total Direct Expense: \$6,440.57

**Total Immediate Payments: \$6,440.57**

**Report Summary**

	<b>Report Selection Criteria</b>	
Report Type:	Detailed	
	<b>Start</b>	<b>End</b>
Transaction Number:	Start	End

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

City of Sedgwick (SEDGKS)  
Batch: AAABZU

1/31/2025 9:12:20 AM

Page 1

Tr. #	Vendor	Inv Date	Due Date	Invoice #	Total Invoice
<b>1</b>	<b>GALLS / GALLS, LLC</b>	<b>1/31/2025</b>	<b>1/31/2025</b>	<b>030254796</b>	<b>\$583.18</b>
1	01-03-70-7250 PD UNIFORM RING HOLDER			1.0 \$17.2500	\$17.25
2	01-03-70-7250 PD UNIFORM - POUCHES			1.0 \$499.8900	\$499.89
3	41-02-00-8210 EMS UNIFORM-PANTS			1.0 \$66.0400	\$66.04
<b>2</b>	<b>GRABER / GRABER ACE HARDWARE</b>	<b>1/31/2025</b>	<b>1/31/2025</b>	<b>K80320 K81055</b>	<b>\$214.94</b>
1	01-11-70-7420 SPACE HEATER			0.3 \$164.9500	\$54.43
2	10-00-70-7420 SPACE HEATER			0.3 \$164.9500	\$54.43
3	13-00-70-7420 SPACE HEATER			0.3 \$164.9700	\$56.09
4	41-11-00-8210 200 BLDG ENTRY LEVER			1.0 \$49.9900	\$49.99
<b>12</b>	<b>HRVY CO COMMUNICATIONS / HARVEY COUNTY COMM</b>	<b>1/31/2025</b>	<b>1/31/2025</b>	<b>2025-5285</b>	<b>\$1,000.00</b>
1	01-03-60-6110 PD ANNUAL MDT SERVICIE			1.0 \$1,000.0000	\$1,000.00
<b>3</b>	<b>HRVY CO SHERIFF / HARVEY COUNTY JAIL</b>	<b>1/31/2025</b>	<b>1/31/2025</b>	<b>013125JAIL</b>	<b>\$35.00</b>
1	01-05-60-6320 JAIL FEES			1.0 \$35.0000	\$35.00
<b>4</b>	<b>KS DEPT OF HEALTH &amp; ENV-U9000 / KANSAS HEALTH I</b>	<b>1/31/2025</b>	<b>1/31/2025</b>	<b>70121</b>	<b>\$120.00</b>
1	10-00-60-6170 COLILERT DRINKING WATER			6.0 \$20.0000	\$120.00
<b>5</b>	<b>KS DEPT OF REV - SALES TAX / KANSAS DEPT OF REV</b>	<b>1/31/2025</b>	<b>1/31/2025</b>	<b>013125SALESTAX</b>	<b>\$183.72</b>
1	10-00-60-6156 SALES TAX			1.0 \$183.7200	\$183.72
<b>6</b>	<b>KS GAS / KANSAS GAS SERVICE</b>	<b>1/31/2025</b>	<b>1/31/2025</b>	<b>013125KSGAS</b>	<b>\$1,267.75</b>
1	13-00-60-6180 402 S COMM GAS SERVICE			1.0 \$53.2200	\$53.22
2	01-01-60-6180 CH GAS SERVICE			1.0 \$161.4100	\$161.41
3	01-04-60-6180 320 N WASH GAS SERVICE			0.9 \$1,053.1200	\$895.15
4	01-11-60-6180 320 N WASH GAS SERVICE			0.2 \$1,053.1200	\$157.97
<b>7</b>	<b>KS TREASURER / KANSAS STATE TREASURER</b>	<b>1/31/2025</b>	<b>1/31/2025</b>	<b>013125COURTFEES</b>	<b>\$23.50</b>
1	01-05-60-6310 JBEF			1.0 \$1.0000	\$1.00
2	01-05-60-6310 LETC			1.0 \$22.5000	\$22.50
<b>8</b>	<b>LOGO / LOGO DEPOT</b>	<b>1/31/2025</b>	<b>1/31/2025</b>	<b>E 160622</b>	<b>\$1,080.25</b>
1	41-02-00-8210 EMS UNIFORMS			1.0 \$599.0000	\$599.00
2	01-04-70-7250 FIRE UNIFORMS			1.0 \$481.2500	\$481.25
<b>9</b>	<b>NORTHERN TOOL / CAPITAL ONE TRADE CREDIT</b>	<b>1/31/2025</b>	<b>1/31/2025</b>	<b>547001022258708</b>	<b>\$329.94</b>
1	01-10-70-7120 JUMP START KIT			0.3 \$329.9300	\$82.48
2	01-11-70-7120 JUMP START KIT			0.3 \$329.9300	\$82.48
3	10-00-70-7120 JUMP START KIT			0.3 \$329.9400	\$82.49
4	13-00-70-7120 JUMP START KIT			0.3 \$329.9400	\$82.49

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

City of Sedgwick (SEDGKS)  
Batch: AAABZU

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Tr. #	Vendor	Inv Date	Due Date	Invoice #	Total Invoice	
<b>Line</b>	<b>GL Expense Account</b>	<b>Desc/Inv Stock/Alloc/Cost Code</b>		<b>Quantity Bought</b>	<b>Cost Per Unit</b>	<b>Line Extension</b>
13	POST OFFICE / USPS	1/31/2025	1/31/2025	013125BILLCARDS		\$258.16
1	10-00-70-7020	UTILITY BILL CARD POSTAGE		0.4	\$258.1600	\$90.36
2	12-00-70-7020	UTILITY BILL CARD POSTAGE		0.3	\$258.1300	\$77.44
3	13-00-70-7020	UTILITY BILL CARD POSTAGE		0.4	\$258.1600	\$90.36
10	STRYKER / STRYKER SALES, LLC	1/31/2025	1/31/2025	9208284111		\$503.88
1	41-02-00-8210	EMS BATTERY PACK		1.0	\$503.8800	\$503.88
11	VALLEY REPAIR / VALLEY REPAIR SERVICE, LLC	1/31/2025	1/31/2025	15377		\$437.72
1	41-02-00-8210	2008 AMBULANCE SERVICE		1.0	\$207.2100	\$207.21
2	41-02-00-8210	2016 AMBULANCE SERVICE		1.0	\$230.5100	\$230.51
14	WHISTLER, R / REBECCA WHISTLER	1/31/2025	1/31/2025	013125STORAGE		\$402.53
1	36-00-00-8210	STORAGE CONTAINERS		1.0	\$402.5300	\$402.53

**Grand Totals**

**Total Direct Expense: \$6,440.57**  
**Total Immediate Payments: \$6,440.57**

Report Summary

Report Selection Criteria

Report Type: Detailed  
Start End  
Transaction Number: Start End

**City of Sedgwick  
City Council Meeting  
February 5, 2025**

**TO: Mayor and City Council**

**SUBJECT: Parks Master Plan**

**INITIATED BY: Administration**

**AGENDA: New Business**

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**Background:** The creation of a Parks Master Plan was established as a goal to accomplish in 2025 as part of the 2025 Adopted Budget and the Strategic Plan. With the assistance of the Sedgwick Recreation Commission, City Staff interviewed prospective firms on January 13, 2025. In total there were four responses to the solicitation with three being interviewed.

The staff screening and selection committee selected Landworks Studio LLC for recommendation to complete the city’s first ever Parks Master Plan in response to RFP 11-2024. If approved, the firm will initiate work in February and present the finalized plan to the council for adoption around the August timeframe.

Work to be completed will include a gap analysis of our parks and recreational offerings, current funding and capital projections review, level of service analysis, two on-site community engagement functions, mapping of current and future sites, conceptual site plans, feasibility study into the east side ball diamond project and the creation of a strategic action plan.

**Financial Considerations:** The 2025 Adopted Budget included funding of \$30,000 to complete the Parks Master Plan. The negotiated not-to-exceed contract price is \$25,860. The Sedgwick Recreation Commission has graciously agreed to continuing their support of the creation of the master plan and offered financial support of \$5,000 towards the project.

**Recommendation:** It is recommended that the City Council approve the contract with Landworks Studio LLC for a not-to-exceed amount of \$25,860.

# PROPOSED timeline

- Stakeholder/Public Engagement
- Added Public Engagement
- Deliverables & Milestones

DATES

PROJECT phases

KEY meetings + milestones

Febr. 19

**Phase 1**  
Initial Assessment  
(3 weeks)

- Starting Goals, Objectives + Vision
- Committee Kick-Off Meeting
- Demographic & Trend Analysis
- Financial Goals & Plans
- Operational Review (Condensed)
- Community Input Preview

March 12

**Phase 2**  
Field Visit  
(2 weeks)

- Marketing Template & Graphics
- On-site Assessment & Inventory
- Equipment Review & Capital Projections\*
- Community Input Launch
- PLAYCE Engagement Exercise

March 26

**Phase 3**  
Resource & Community  
Feedback  
(8 weeks)

- Option 1: Statistically-valid Survey\*\*
- Park, Facility, and Trail Mapping
- Level of Service Analysis
- Community Input Completion/Assessment

May 21

**Phase 4**  
Master Planning  
(9 weeks)

- Preliminary Strategic Action Plan
- Conceptual Site Plans
- Plan Engagement Day
- Draft Master Plan
- Virtual Draft Master Plan Review
- Final Master Plan

July 23

**Option 2**  
Final Master Plan Presentation

- In-Person Presentation/Adoption

\*This will be an appendicized version of an equipment/capital project review.

\*\*Note: Optional Statistically-valid survey would add 2-6 weeks to overall schedule.

# Proposed Scope and Fee

## Parks Master Plan - Sedgwick, KS

prepared on 1/27/25 by:

Mike - Sr. LA-3

<b>Phase 1 - Initial Assessment</b>	<b>\$4,700</b>	<b>  23 Hrs</b>
Task 1	Starting Goals, Objectives, and Vision	
Task 2	Kick Off: Demographic & Trend Analysis	
Task 3	Financial Goals and Plans	
Task 4	Operational Review (Condensed)	
Task 5	Community Input Preview	
<b>Phase 2 - Field Visit</b>	<b>\$4,960</b>	<b>  37 Hrs</b>
Task 1	Marketing Template Review	
Task 2	Park Assessment & Inventory	
Task 3	Equipment Review & Capital (Appendix Only)	
Task 4	Community Input Launch	
Task 5	PLAYCE Public Engagement Exercise	
<b>Phase 3 - Resource &amp; Community Feedback</b>	<b>\$4,020</b>	<b>  12 Hrs</b>
Task 1	Level of Service Analysis Document	
Task 2	Community Input Completion and Assessment	
<b>Phase 4 - Master Planning</b>	<b>\$11,560</b>	<b>  86 Hrs</b>
Task 1	Strategic Action Plan	
Task 2	Conceptual Site Plans	
Task 3	Plan Engagement Day	
Task 4	Draft Master Plan	
Task 5	Virtual Draft Master Plan Review	
Task 6	Final Master Plan	
<i>Add Alternate - In-Person Master Plan Presentation or Adaption</i>	<i>\$1,020</i>	<i>  12 Hrs</i>
Task 1	<i>In-person Master Plan Presentation or Adaption</i>	
<i>Add Alternate - Statistically Valid Community Survey</i>	<i>\$15,000</i>	<i>  21 Hrs</i>
Task 1	<i>Survey by ETC Institute plus Front-end Management by Landworks</i>	
Task 2	<i>Timeline Extension by 0-8 Weeks</i>	
<i>Add Alternate - Mid-day Community Engagement Exercise</i>	<i>\$3,040</i>	<i>  22 Hrs</i>
Task 1	<i>Pre preparation</i>	
Task 2	<i>Event</i>	



# Proposed Scope and Fee

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**\*Special Provisions or Notes**

*Site visits are based on single-day trips to/from Olathe, KS and Sedgwick. Requested early morning or evening meeting times may require additional reimbursement for overnight hotel stays. Refer to Exhibit A for revisions from the original proposed scope.*

TOTAL PROJECT HOURS	158 Hrs
<b>TOTAL SERVICES AND DESIGN FEE TO BILL</b>	<b>\$ 25,240</b>
+ REIMBURSABLE EXPENSES	\$ 620
<small>(reimbursable expenses are on a "Not to Exceed" basis and will only be billed as needed)</small>	
<b>Maximum Invoice Amount</b>	<b>\$ 25,860</b>