



REGULAR COUNCIL MEETING, AUGUST 7, 2024

Wednesday, August 07, 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. Waste Connections - Herschel West

STAFF REPORTS

- [2.](#) Kyle Nordick, City Administrator
3. Brad Jantz, City Attorney
4. Bryan Hall, Police Chief

CONSENT AGENDA

Motion to approve the Consent Agenda as presented.

Motion by _____

Second by _____

- 5. Minutes of July 17, 2024, Regular Meeting
- 6. Approval of Payroll July 19, 2024 Amount \$26,756.63
Approval of Payroll August 2, 2024 Amount \$24,438.98
- 7. Approval of General Disbursement Checks Amount \$152,315.36

OLD BUSINESS

- 8. 2025 Proposed Budget Presentation

NEW BUSINESS

- 9. Discuss and Consider Economic Development Policy Updates
Motion to approve the updates to the Economic Development Policy.
Motion by _____
Second by _____
- 10. Discuss and Consider Facade Improvement Grant Program Updates
Motion to approve the updates to the Facade Improvement Grant Program.
Motion by _____
Second by _____

GOVERNING BODY REMARKS

ADJOURN

Motion to adjourn the Regular Council Meeting at _____ PM.

Motion by _____

Second by _____

COUNCIL WILL ADJOURN INTO A WORKSHOP.

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

Agenda Published on 8/2/2024 at 12:00 PM.

**City of Sedgwick
City Council Meeting
August 7, 2024**

TO: Mayor and City Council

SUBJECT: Staff Report

INITIATED BY: Administration

CBDG Update: Ranson Financial has concluded their initial canvassing of the city and reached an LMI total of 36%. There are a few areas that they need to revisit and will be doing so in the week to come. Additionally, the Fire-EMS department will be canvassing the township area to collect surveys from those homeowners. Ranson is still confident that we will be able to reach the required 51% LMI level to be eligible for the grant application.

Movies at the Pool: Pool Manager Abra Theime and staff held a Movies at The Pool night on July 13th and saw approximately 70 people be in attendance for a night of fun. The next Movie night is scheduled for August 10th at 9:00 pm.

Strategic Plan: The strategic plan continues to move forward with great progress thanks to Kate Young and her team at WSU's PPMC. Kate and company will attend the Meet the Teacher night to engage with the public and gain feedback on the themed report and direction the committee is heading with the plan. This event is August 12th from 6-7pm at the school campus. Once completed, the plan is tentatively scheduled to be presented to the City Council on September 18th.

LKM Conference: The Leagues annual conference is being held in Wichita again this year on October 10-12th. To retain the promotional registration fee staff needs to know no later than the August 21st meeting if you would like to attend.



REGULAR COUNCIL MEETING, JULY 17, 2024

Wednesday, July 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 6:31pm.

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; Bill Bush, Harvey County Independent; Izaiah Chapman, Seasonal Help; Sara Liby

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 Jacob.

Voting Yea: DeHaven, Hartman, Liby, Jacob

HEARINGS / PRESENTATIONS / PUBLIC FORUM

STAFF REPORTS

1. Kyle Nordick, City Administrator

Kyle Nordick, City Administrator, informed Council that the EMS roster is fully staffed. The Moonlight Market is this Friday. Snocones with the Chief are next Thursday from 2pm-3pm.

2. Brad Jantz, City Attorney

Brad Jantz, City Attorney, informed Council that City can do what they want with Kemper Cemetery. There is no rule/law about how to handle it.

3. Bryan Hall, Police Chief

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 Hartman.

Voting Yea: DeHaven, Hartman, Liby, Jacob

4. Minutes of July 2, 2024, Regular Meeting
5. Approval of Payroll July 5, 2024 Amount \$24,967.90
6. Approval of General Disbursement Checks Amount \$272,081.87

OLD BUSINESS

NEW BUSINESS

7. RNR - Revenue Neutral Rate

Motion to approve the notice of exceeding/not to exceed the Revenue Neutral Rate.

Motion by _____

Second by _____

Motion to approve the notice of exceeding the Revenue Neutral Rate.

Motion made by Hartman, Seconded by DeHaven.

Voting Yea: DeHaven, Hartman, Liby, Jacob

8. Discuss and Consider EMS Billing Services Contract

Motion to approve the contract with EMS|MC for EMS Billing Services.

Motion by _____

Second by _____

Motion to approve the contract with EMS|MC for EMS Billing Services.

Motion made by Hartman, Seconded by Liby.

Voting Yea: DeHaven, Hartman, Liby, Jacob

9. Discuss and Consider Historical Society Board Appointment

Motion to approve the appointment of Gina Noah to the Historical Society Board with a term expiring in May 2027.

Motion by _____

Second by _____

Motion to approve the appointment of Gina Noah to the Historical Society Board with a term expiring in May 2027.

Motion made by Jacob, Seconded by Hartman.

Voting Yea: DeHaven, Hartman, Liby, Jacob

GOVERNING BODY REMARKS

ADJOURN

Motion to adjourn the Regular Council Meeting at _____ PM.

Motion by _____

Second by _____

COUNCIL WILL ADJOURN INTO A WORKSHOP.

Motion to adjourn the Regular Council Meeting at 7:33pm

Motion made by Hartman, Seconded by Jacob.

Voting Yea: DeHaven, Hartman, Liby, Jacob

COUNCIL ADJOURNED INTO A WORKSHOP TO REVIEW ECONOMIC DEVELOPMENT
POLICY AND BUDGET.

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

Agenda Published on 7/12/2012 at 3:00 PM.

DRAFT

August 7, 2024

PAYROLL CHECKS - DIRECT DEPOSIT

7/19/24	\$ 26,756.63
8/2/24	\$ 24,438.98
TOTAL PAYROLL CHECKS	\$ 51,195.61

GENERAL DISBURSEMENT CHECKS-AAABXT	\$ 18,250.38
GENERAL DISBURSEMENT CHECKS-AAABXU	\$ 53,815.57
GENERAL DISBURSEMENT CHECKS-AAABXV	\$ 28,926.03
GENERAL DISBURSEMENT CHECKS-AAABXW	\$ 12,051.03
GENERAL DISBURSEMENT CHECKS-AAABXX	\$ 39,272.35

TOTAL DISBURSEMENT CHECKS	\$ 152,315.36
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AP Bank Reconciliation Posting Audit Report

City of Sedgwick (SEDGKS)

07/19/2024 10:51:52 AM

Batch: AAABXT

User ID: SHELIA

Page 1

Bank Code: CKG LEGACY BANK

Vendor Tran#	Document #	Date	Type	User ID	Posting Reference	Total Amount
AETNA						
1	70865	07/19/2024	Check	SHELIA	AP0000001296AAABXT	\$102.89
Description:						
AFLAC						
2	70866	07/19/2024	Check	SHELIA	AP0000001296AAABXT	\$43.68
Description:						
BCBS OF KANSAS						
3	70867	07/19/2024	Check	SHELIA	AP0000001296AAABXT	\$5,436.63
Description:						
CARL B DAVIS, CHAPTER 13 TRUSTEE						
4	70868	07/19/2024	Check	SHELIA	AP0000001296AAABXT	\$668.31
Description:						
LEGACY BANK						
5	70869	07/19/2024	Check	SHELIA	AP0000001296AAABXT	\$7,312.63
Description:						
KPERS						
6	70870	07/19/2024	Check	SHELIA	AP0000001296AAABXT	\$3,538.44
Description:						
KANSAS STATE WITHHOLDING TAX						
7	70871	07/19/2024	Check	SHELIA	AP0000001296AAABXT	\$1,147.80
Description:						

	Bank Totals	Items	Total Voids	Items
Checks	(\$18,250.38)	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 for CKG:	(\$18,250.38)			

Report Totals

	Bank Totals	Items	Total Voids	Items
Checks	(\$18,250.38)	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:	(\$18,250.38)			

AP Enter Bills Edit - Council Report

City of Sedgwick (SEDGKS)
Batch: AAABXU

7/19/2024 10:43:17 AM

Vendor	Description	Check Date	Invoice#	Check#	Check Total
ADVANTAGE COMPUTER	MOVE JCS TO LISA	07/19/2024	101356	70845	\$93.75
AGRI ENVIRONMENTAL SERVICES	SLUDGE HAUL	07/19/2024	1849	70846	\$780.00
AMERICAN FUN FOOD	PD & POOL CONCESSION	07/19/2024	2043560-0 2043558-0	70847	\$212.99
CARQUEST AUTO PARTS	REPAIR KIT	07/19/2024	2695-518387	70848	\$8.14
CENTRAL POWER SYSTEMS	SOUTH LIFT GEN REPAI	07/19/2024	R119018030	70849	\$657.87
CLIA LABORATORY PROGRAM	CLIA GLUCOSE DRAW CE	07/19/2024	071924CLIAEMS	70850	\$248.00
EVERGY	ELECTRIC SERVICE	07/19/2024	071924EVERGY	70851	\$5,279.64
EVERGY	STREET LIGHTS	07/19/2024	071924STREETLIGHTS	70852	\$1,920.79
FAMILY HEALTH AMERICA, LC	HRA ADMIN FEES	07/19/2024	071924HRA	70853	\$100.00
CARLOS HARVEY	REIMB UTILITY OVERPA	07/19/2024	071924CH	70854	\$248.93
KANZA CO-OPERATIVE ASSOCIATION	FUEL CHARGES	07/19/2024	071924COOP	70855	\$2,949.78
KANSAS GAS SERVICE	GAS SERVICE	07/19/2024	071924KSGAS	70856	\$223.14
LOWE'S	MISC CHARGES	07/19/2024	071924LOWES	70857	\$2,113.23
NEW MEDICAL HEALTH CARE, LLC	PHYSICAL/DRUG SCREEN	07/19/2024	071924NEWMED	70858	\$160.00
PRAIRIE ROSE	CHRISTMAS CARRIAGE	07/19/2024	071924CARRIAGE	70859	\$200.00
SAM'S CLUB	POOL CONCESSIONS	07/19/2024	071924SAMS	70860	\$2,181.05
STEPHENSON AUTOMOTIVE EXCELLI	STRYKER INSTALL	07/19/2024	1497A	70861	\$1,700.00
STRYKER SALES, LLC	MTS POWER LOAD & KIT	07/19/2024	9206578709 920657914	70862	\$27,515.65
UNDERGROUND VAULTS & STORAGE	OFFSITE FILE RETENTI	07/19/2024	557228	70863	\$16.95
WASTE CONNECTIONS	MONTH LY TRASH/RECYC	07/19/2024	18265072V025	70864	\$7,205.66

Total Direct Expense:	\$53,815.57
Total Immediate Payments:	\$53,815.57

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: AAABXU

7/19/2024 10:17:26 AM

Tr. #	Vendor	Inv Date	Due Date	Invoice #	Total Invoice
1	ADVANTAGE / ADVANTAGE COMPUTER	7/19/2024	7/19/2024	101356	\$93.75
1	01-05-60-6200 MOVE SHELIA JCS TO LISA			1.0 \$93.7500	\$93.75
2	AGRI ENVIRONMENTAL / AGRI ENVIRONMENTAL SERV	7/19/2024	7/19/2024	1849	\$780.00
1	13-00-60-6160 7-9-24 SLUDGE HAUL 19500 GAL			19,500.0 \$0.0400	\$780.00
3	AMERICAN FUN FOOD / AMERICAN FUN FOOD	7/19/2024	7/19/2024	2043560-0 2043558-0	\$212.99
1	01-03-70-7010 PD SNOCCONE SUPPLIES			1.0 \$30.8700	\$30.87
2	01-06-70-7240 POOL CONCESSIONS			1.0 \$182.1200	\$182.12
4	CARQUEST / CARQUEST AUTO PARTS	7/19/2024	7/19/2024	2695-518387	\$8.14
1	10-00-70-7120 REPAIR KIT			1.0 \$8.1400	\$8.14
19	CENTRAL POWER SYSTEMS / CENTRAL POWER SYSTI	7/19/2024	7/19/2024	R119018030	\$657.87
1	13-00-60-6100 SOUTH LIFT STATION GENERATOR REPAIR			1.0 \$657.8700	\$657.87
5	CLIA LABORATORY / CLIA LABORATORY PROGRAM	7/19/2024	7/19/2024	071924CLIAEMS	\$248.00
1	41-02-00-8210 CLIA BLOOD GLUCOSE DRAW CERTIFICATION			1.0 \$248.0000	\$248.00

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City of Sedgwick (SEDGKS)
Batch: AAABXU

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Tr. #	Vendor	Inv Date	Due Date	Invoice #	Total Invoice	
6	EVERGY / EVERGY	7/19/2024	7/19/2024	071924EVERGY	\$5,279.64	
1	01-10-60-6180	0009908927 - 505 N MADISON SCHOOL ZONE		1.0	\$26.5500	\$26.55
2	01-03-60-6180	659714280 - PD BLDG		1.0	\$150.8400	\$150.84
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	\$26.5500	\$26.55
6	01-10-60-6180	3002790064 - 100 WHEATLAND DR STREET POLE		1.0	\$28.5100	\$28.51
7	01-10-60-6180	3175824328 - 502 N COMM STREET ELECT AT POLE		1.0	\$27.0600	\$27.06
8	10-00-60-6180	3731495616 - 404 N HARRISON EAST WATER TOWER		1.0	\$132.0200	\$132.02
9	13-00-60-6180	3738109015 - 1900 N WASH WWTP		1.0	\$1,641.1500	\$1,641.15
10	01-04-60-6180	3742938337 - 316 N WASH FIRE BLDG		1.0	\$151.1100	\$151.11
11	01-11-60-6180	3743030616 - 324 N WASH SHOP		1.0	\$65.0500	\$65.05
12	01-08-60-6180	3748198293 - 204 W 4TH PARK LIGHTS		1.0	\$169.7000	\$169.70
13	01-06-60-6180	4920122509 - 403 N FRANKLIN POOL		1.0	\$928.3400	\$928.34
14	01-01-60-6180	5043441260 - 107 W 5TH SR CTR		1.0	\$570.4800	\$570.48
15	01-01-60-6180	5111455161 - CITY HALL		1.0	\$298.1500	\$298.15
16	13-00-60-6180	7277816660 - 402 N HARRISON EAST LIFT		1.0	\$93.3000	\$93.30
17	01-10-60-6180	7610673523 - 100 INDUSTRIAL DR STREET POLE		1.0	\$28.3900	\$28.39
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	\$26.5500	\$26.55
21	10-00-60-6180	1282677544 - 205 W 5TH WEST WATER TOWER		1.0	\$166.2000	\$166.20
22	13-00-60-6180	3728481135 - 402 S COMM SOUTH LIFT		1.0	\$63.9800	\$63.98
23	13-00-60-6180	3742907574 - 308 N WASH MAIN LIFT		1.0	\$221.8200	\$221.82
24	10-00-60-6180	3749459455 - 518 W 5TH WEST WELL HOUSE		1.0	\$40.1800	\$40.18
25	01-11-60-6180	7510510077 - 200 E INDUSTRIAL DR MAINT SHOP		1.0	\$309.6100	\$309.61
7	EVERGY / EVERGY	7/19/2024	7/19/2024	071924STREETLIGHTS	\$1,920.79	
1	01-10-60-6180	STREET LIGHTS		1.0	\$1,920.7900	\$1,920.79
8	FAMILY HEALTH / FAMILY HEALTH AMERICA, LC	7/19/2024	7/19/2024	071924HRA	\$100.00	
1	03-00-60-6290	HRA ADMIN SERVICES FEE		1.0	\$100.0000	\$100.00
9	HARVEY, CARLOS / CARLOS HARVEY	7/19/2024	7/19/2024	071924CH	\$248.93	
1	10-00-00-2050	REIMB UTILITY OVERPAYMENT		1.0	\$248.9300	\$248.93

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

City of Sedgwick (SEDGKS)
Batch: AAABXU

7/19/2024 10:17:26 AM

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Tr. #	Vendor	Inv Date	Due Date	Invoice #	Total Invoice	
10	KANZA / KANZA CO-OPERATIVE ASSOCIATION	7/19/2024	7/19/2024	071924COOP	\$2,949.78	
1	01-03-70-7210	FUEL - PD		1.0	\$544.7500	\$544.75
2	10-00-70-7210	FUEL - WATER		1.0	\$710.2000	\$710.20
3	01-04-70-7210	FUEL - FIRE		1.0	\$205.9100	\$205.91
4	01-10-70-7210	FUEL - STREETS		1.0	\$710.2000	\$710.20
5	13-00-70-7210	FUEL - SEWER		1.0	\$608.7400	\$608.74
6	10-00-70-7110	QWIKLIFT-TRACTOR		1.0	\$53.8000	\$53.80
7	13-00-70-7110	QWIKLIFT-TRACTOR		1.0	\$53.8000	\$53.80
8	01-10-70-7110	HYD HOSE/END-SKID STEER		1.0	\$20.7800	\$20.78
9	10-00-70-7110	HYD HOSE/END-SKID STEER		1.0	\$20.8000	\$20.80
10	13-00-70-7110	HYD HOSE/END-SKID STEER		1.0	\$20.8000	\$20.80
11	KS GAS / KANSAS GAS SERVICE	7/19/2024	7/19/2024	071924KSGAS	\$223.14	
1	01-11-60-6180	200 IND DR BLDG GAS SERVICE		1.0	\$223.1400	\$223.14
12	LOWE'S / LOWE'S	7/19/2024	7/19/2024	071924LOWES	\$2,113.23	
1	01-11-70-7420	SHOP SUPPLIES/TOOLS		1.0	\$689.2200	\$689.22
2	40-11-00-8210	200 BLDG SUPPLIES		1.0	\$1,424.0100	\$1,424.01
13	NEW MED / NEW MEDICAL HEALTH CARE, LLC	7/19/2024	7/19/2024	071924NEWMED	\$160.00	
1	01-11-60-6290	PHYSICAL/DRUG SCREEN-KOEN WERNER		1.0	\$160.0000	\$160.00
20	PRAIRIE / PRAIRIE ROSE	7/19/2024	7/19/2024	071924CARRIAGE	\$200.00	
1	36-00-00-8210	COMMUNITY CHRISTMAS CARRIAGE RIDES-DEPOSIT		1.0	\$200.0000	\$200.00
14	SAMS / SAM'S CLUB	7/19/2024	7/19/2024	071924SAMS	\$2,181.05	
1	01-01-70-7010	POOL OFFICE SUPPLIES		1.0	\$57.8500	\$57.85
2	01-01-60-6700	SAM'S MEMBERSHIP		0.5	\$226.5200	\$113.26
3	01-06-60-6700	SAM'S MEMBERSHIP		0.5	\$226.5200	\$113.26
4	01-06-70-7240	POOL CONCESSIONS		1.0	\$1,896.6800	\$1,896.68
15	STEPHENSON / STEPHENSON AUTOMOTIVE EXCELLENCE	7/19/2024	7/19/2024	1497A	\$1,700.00	
1	41-02-00-8210	STRYKER POWER LOAD INSTALLATION		1.0	\$1,700.0000	\$1,700.00
16	STRYKER / STRYKER SALES, LLC	7/19/2024	7/19/2024	9206578709 920657914	\$27,515.65	
1	41-02-00-8210	MTS POWER LOAD AND KIT		1.0	\$27,515.6500	\$27,515.65
17	UNDERGROUND / UNDERGROUND VAULTS & STORAGE	7/19/2024	7/19/2024	557228	\$16.95	
1	01-01-60-6200	OFFSITE FILE RETENTION/STORAGE		1.0	\$16.9500	\$16.95

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

City of Sedgwick (SEDGKS)
Batch: AAABXU

7/19/2024 10:17:26 AM

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Tr. #	Vendor	Inv Date	Due Date	Invoice #	Total Invoice	
18	WASTE CONNECTIONS / WASTE CONNECTIONS	7/19/2024	7/19/2024	18265072V025	\$7,205.66	
1	12-00-60-6160	95 GALLON TRASH CART		364.0	\$10.6000	\$3,858.40
2	12-00-60-6160	65 GALLON TRASH CART		157.0	\$8.4800	\$1,331.36
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		30.0	\$7.4200	\$222.60
5	12-00-60-6160	SEDG CO SURCHARGE		62.0	\$2.5000	\$155.00
6	12-00-60-6160	RECYCLE		590.0	\$2.1300	\$1,256.70
7	12-00-60-6160	CART EXCHANGE		0.0	\$25.0000	\$0.00

Grand Totals

Total Direct Expense:	\$53,815.57
Total Immediate Payments:	\$53,815.57

Report Summary

Report Selection Criteria

Report Type:	Detailed	
Start		End
Transaction Number:	Start	End

AP Enter Bills Edit - Council Report

City of Sedgwick (SEDGKS)
Batch: AAABXV

7/25/2024 12:08:49 PM

Page 1

Vendor	Description	Check Date	Invoice#	Check#	Check Total
360 DOCUMENT SOLUTIONS	PRINTERS/COPIERS	07/26/2024	588016299	70872	\$719.95
AG SPRAY EQUIPMENT	SPRAYER PARTS	07/26/2024	873414	70873	\$12.40
CARQUEST AUTO PARTS	TRUCK PARTS	07/26/2024	2695-518716	70874	\$133.94
CENTRAL POWER SYSTEMS	SOUTH LIFT GENERATOR	07/26/2024	R119018030:01	70875	\$100.00
D. GERBER COMMERCIAL POOL PRO	POOL CHEMICALS	07/26/2024	24276	70876	\$1,433.98
HARVEY COUNTY JAIL	PRISONER HOUSING	07/26/2024	072624JAIL	70877	\$70.00
J & A TRAFFIC PRODUCTS	BLINKING SPD SIGN	07/26/2024	38241	70878	\$1,928.50
KANSAS GAS SERVICE	GAS SERVICE	07/26/2024	072624KSGAS	70879	\$200.72
SEDGWICK LILLIAN TEAR LIBRARY	APPROPRIATION TAXES	07/26/2024	072624LIBAPP	70880	\$21,496.15
LOUIE Q'S	PD SWAT TRAINING MEA	07/26/2024	072624LOUIE	70881	\$240.00
PROFESSIONAL ENGINEERING CONE	SIDEWALK ENG/DESIGN	07/26/2024	532560	70882	\$2,125.00
SHERWIN WILLIAMS	GRAFFITI REMOVAL SUP	07/26/2024	0349-7	70883	\$42.97
STUCKY FARM & LAWN	LAWNMOWER PARTS	07/26/2024	4035	70884	\$252.78
SUPERIOR RUBBER STAMP & SEAL I	NOTARY/ADDRESS STAMF	07/26/2024	131194	70885	\$84.20
USA BLUEBOOK	WWTP CHEMICALS	07/26/2024	INV00418174	70886	\$85.44

Total Direct Expense: \$28,926.03

Total Immediate Payments: \$28,926.03

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: AAABXV

7/25/2024 11:46:49 AM

Tr. #	Vendor	Inv Date	Due Date	Invoice #	Total Invoice
1	360 DOCUMENT SOLUTIONS / 360 DOCUMENT SOLUTIC	7/26/2024	7/26/2024	588016299	\$719.95
1	01-01-60-6200	PRINTERS/COPIERS LEASE	0.5	\$719.9400	\$359.97
2	01-03-60-6200	PRINTERS/COPIERS LEASE	0.1	\$719.9500	\$72.00
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
2	AG SPRAY / AG SPRAY EQUIPMENT	7/26/2024	7/26/2024	873414	\$12.40
1	01-08-70-7110	SPRAYER MANIFOLD ASSY	0.5	\$12.4000	\$6.20
2	01-10-70-7110	SPRAYER MANIFOLD ASSY	0.5	\$12.4000	\$6.20
4	CARQUEST / CARQUEST AUTO PARTS	7/26/2024	7/26/2024	2695-518716	\$133.94
1	01-10-70-7120	TRUCK PARTS-OIL, BRAKE CLEAN, FILTERS	0.3	\$133.9400	\$44.20
2	10-00-70-7120	TRUCK PARTS-OIL, BRAKE CLEAN, FILTERS	0.3	\$133.9400	\$44.20
3	13-00-70-7120	TRUCK PARTS-OIL, BRAKE CLEAN, FILTERS	0.3	\$133.9400	\$45.54
11	CENTRAL POWER SYSTEMS / CENTRAL POWER SYSTI	7/26/2024	7/26/2024	R119018030:01	\$100.00
1	13-00-60-6100	SOUTH LIFT STATION GENERATOR REPAIR MILEAGE	1.0	\$100.0000	\$100.00
3	D. GERBER / D. GERBER COMMERCIAL POOL PRODUC	7/26/2024	7/26/2024	24276	\$1,433.98
1	01-06-70-7220	POOL CHEMICALS	1.0	\$1,433.9800	\$1,433.98
5	HRVY CO SHERIFF / HARVEY COUNTY JAIL	7/26/2024	7/26/2024	072624JAIL	\$70.00
1	01-05-60-6320	PRISONER HOUSING	2.0	\$35.0000	\$70.00
6	J & A / J & A TRAFFIC PRODUCTS	7/26/2024	7/26/2024	38241	\$1,928.50
1	01-10-70-7130	BLINKING SPEED LIMIT SIGN/KIT	1.0	\$1,928.5000	\$1,928.50
7	KS GAS / KANSAS GAS SERVICE	7/26/2024	7/26/2024	072624KSGAS	\$200.72
1	13-00-60-6180	402 S COMM GAS SERVICE	1.0	\$54.3500	\$54.35
2	01-01-60-6180	CH GAS SERVICE	1.0	\$47.0100	\$47.01
3	01-04-60-6180	320 N WASH GAS SERVICE	0.9	\$99.3600	\$84.46
4	01-11-60-6180	320 N WASH GAS SERVICE	0.2	\$99.3600	\$14.90
8	LIBRARY / SEDGWICK LILLIAN TEAR LIBRARY	7/26/2024	7/26/2024	072624LIBAPP	\$21,496.15
1	04-00-00-9940	LIBRARY APPROPRIATION TAXES	1.0	\$21,496.1500	\$21,496.15
9	LOUIE / LOUIE Q'S	7/26/2024	7/26/2024	072624LOUIE	\$240.00
1	01-03-60-6720	PD SWAT TRAINING MEAL	1.0	\$240.0000	\$240.00
10	PEC / PROFESSIONAL ENGINEERING CONSULTANTS	7/26/2024	7/26/2024	532560	\$2,125.00
1	40-15-00-8220	RIDGE/1ST SIDEWALK ENG/DESIGN FINAL PAYMENT	1.0	\$2,125.0000	\$2,125.00

AP Bank Reconciliation Posting Audit Report

City of Sedgwick (SEDGKS)

08/01/2024 08:05:31 PM

Batch: AAABXW

User ID: SHELIA

Page 1

Bank Code: CKG LEGACY BANK

Vendor	Tran#	Document #	Date	Type	User ID	Posting Reference	Total Amount
CARL B DAVIS, CHAPTER 13 TRUSTEE							
	1	70887	08/02/2024	Check	SHELIA	AP0000001299AAABXW	\$668.31
Description:							
LEGACY BANK							
	2	70888	08/02/2024	Check	SHELIA	AP0000001299AAABXW	\$6,785.53
Description:							
KPERS							
	3	70889	08/02/2024	Check	SHELIA	AP0000001299AAABXW	\$3,515.68
Description:							
KANSAS STATE WITHHOLDING TAX							
	4	70890	08/02/2024	Check	SHELIA	AP0000001299AAABXW	\$1,081.51
Description:							

	Bank Totals	Items	Total Voids	Items
Checks	(\$12,051.03)	4	\$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 for CKG:	(\$12,051.03)			

Report Totals

	Bank Totals	Items	Total Voids	Items
Checks	(\$12,051.03)	4	\$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:	(\$12,051.03)			

AP Enter Bills Edit - Council Report

City of Sedgwick (SEDGKS)
Batch: AAABXX

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Vendor	Description	Check Date	Invoice#	Check#	Check Total
AGRI ENVIRONMENTAL SERVICES	SLUDGE HAUL	08/02/2024	1853	70891	\$780.00
D. GERBER COMMERCIAL POOL PRO	POOL CHEMICALS	08/02/2024	24295	70892	\$1,643.73
GRABER ACE HARDWARE	SHOP TOOLS	08/02/2024	080224GRABER	70893	\$905.97
GREENER PASTURES	MOONLIGHT MKT PROMO	08/02/2024	115	70894	\$162.00
CITY OF HALSTEAD	HALSTEAD EMS SVC	08/02/2024	080224EMS	70895	\$10,000.00
HARVEY COUNTY ECONOMIC DEVEL	PARTNER CONTRIBUTION	08/02/2024	2013-1478	70896	\$1,000.00
HUBER AND ASSOCIATES, INC.	ENTERPOL DATA MIGRAT	08/02/2024	CW223347	70897	\$1,000.00
BRAD JANTZ	ATTY PROC SERVICES	08/02/2024	080224ATTY	70898	\$3,040.00
BILL JOHNSON	BLDG INSPECTIONS	08/02/2024	080224BJ	70899	\$300.00
JOY WILLIAMS	JUDGE SERVICES	08/02/2024	080224JUDGE	70900	\$500.00
KANSAS DEPT OF REVENUE	WATER SALES TAX	08/02/2024	080224SALESTAX	70901	\$381.24
KANSAS SECRETARY OF STATE	LISA JENESSA NOTARY	08/02/2024	080224NOTARY	70902	\$50.00
KANSAS WATER ENVIRONMENT ASSC	CLASS 2 EXAM-DW	08/02/2024	080224CLASS2EXAM	70903	\$80.00
PROFESSIONAL ENGINEERING CONE	COMM SIDEWALK ENG DE	08/02/2024	532669	70904	\$3,160.00
PRAIRIE ROSE	CHRISTMAS CARRIAGE	08/02/2024	080224FFCARRIAGE	70905	\$200.00
PRIDE AG RESOURCES	VAC TRAILER PARTS	08/02/2024	113592/3	70906	\$23.58
SOUTH CENTRAL SEALING & PAVING	CRACK SEAL	08/02/2024	40007	70907	\$10,750.00
STANARD & ASSOCIATES, INC.	LEO SELECTION TEST	08/02/2024	DS000058614	70908	\$250.00
USA BLUEBOOK	WWTP CHEMICALS	08/02/2024	INV00427936	70909	\$64.14
VERIZON	GPS SERVICES	08/02/2024	080224GPS	70910	\$104.70
VERIZON WIRELESS	PD MDT SERVICE	08/02/2024	9969816302	70911	\$364.47
WCCIT	IT SRVC	08/02/2024	TSP_2395	70912	\$809.50
WHOLESALE WATER SUPPLY DISTRI	5-16-24 TO 6-13-24	08/02/2024	INV02317	70913	\$3,703.02

Total Direct Expense: \$39,272.35
Total Immediate Payments: \$39,272.35

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: AAABXX

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Tr. #	Vendor	Inv Date	Due Date	Invoice #	Total Invoice
1	AGRI ENVIRONMENTAL / AGRI ENVIRONMENTAL SERV	8/2/2024	8/2/2024	1853	\$780.00
1	13-00-60-6160 7-25-24 SLUDGE HAUL 19500 GAL			19,500.0	\$0.0400 \$780.00
2	D. GERBER / D. GERBER COMMERCIAL POOL PRODUC	8/2/2024	8/2/2024	24295	\$1,643.73
1	01-06-70-7220 POOL CHEMICALS			1.0	\$1,643.7300 \$1,643.73
3	GRABER / GRABER ACE HARDWARE	8/2/2024	8/2/2024	080224GRABER	\$905.97
1	01-08-70-7420 POLE SAW			0.5	\$769.9900 \$385.00
2	01-10-70-7420 POLE SAW			0.5	\$769.9800 \$384.99
3	01-08-70-7110 CHAINSAW BLADES			0.5	\$130.0000 \$65.00
4	01-10-70-7110 CHAINSAW BLADES			0.5	\$130.0000 \$65.00
5	01-11-70-7130 FLAGGING TAPE			1.0	\$5.9800 \$5.98
4	GREENER / GREENER PASTURES	8/2/2024	8/2/2024	115	\$162.00
1	36-00-00-8210 MOONLIGHT MKT PROMO-SUCCULENTS			1.0	\$162.0000 \$162.00
5	HALSTEAD / CITY OF HALSTEAD	8/2/2024	8/2/2024	080224EMS	\$10,000.00
1	01-02-60-6290 HALSTEAD EMS SERVICE			1.0	\$10,000.0000 \$10,000.00
23	HRVY CO EDC / HARVEY COUNTY ECONOMIC DEVELOI	8/2/2024	8/2/2024	2013-1478	\$1,000.00
1	01-07-60-6410 DUES			1.0	\$1,000.0000 \$1,000.00
6	HUBER / HUBER AND ASSOCIATES, INC.	8/2/2024	8/2/2024	CW223347	\$1,000.00
1	01-03-60-6200 ENTERPOL DATA MIGRATION			0.5	\$1,000.0000 \$500.00
2	01-04-60-6200 ENTERPOL DATA MIGRATION			0.5	\$1,000.0000 \$500.00
7	JANTZ, BRAD / BRAD JANTZ	8/2/2024	8/2/2024	080224ATTY	\$3,040.00
1	01-01-60-6290 ATTY SERVICES			1.0	\$2,270.0000 \$2,270.00
2	01-05-60-6300 PROC SERVICES-JANTZ			1.0	\$770.0000 \$770.00
8	JOHNSON, BILL / BILL JOHNSON	8/2/2024	8/2/2024	080224BJ	\$300.00
1	01-01-60-6230 BLDG INSPECTIONS-JOHNSON			1.0	\$300.0000 \$300.00
9	JOY / JOY WILLIAMS	8/2/2024	8/2/2024	080224JUDGE	\$500.00
1	01-05-60-6300 JUDGE SERVICES-JOY			1.0	\$500.0000 \$500.00
24	KS DEPT OF REV - SALES TAX / KANSAS DEPT OF REV	8/2/2024	8/2/2024	080224SALESTAX	\$381.24
1	10-00-60-6156 SALES TAX			1.0	\$381.2400 \$381.24
10	KS SEC STATE / KANSAS SECRETARY OF STATE	8/2/2024	8/2/2024	080224NOTARY	\$50.00
1	01-05-60-6700 LISA NOTARY			1.0	\$25.0000 \$25.00
2	01-01-60-6700 JENESSA NOTARY			1.0	\$25.0000 \$25.00

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City of Sedgwick (SEDGKS)
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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	
11	KWEA / KANSAS WATER ENVIRONMENT ASSOCIATION		8/2/2024	8/2/2024	080224CLASS2EXAM	\$80.00
1	01-11-60-6700	CLASS 2 EXAM-DW	1.0	\$80.0000	\$80.00	
12	PEC / PROFESSIONAL ENGINEERING CONSULTANTS		8/2/2024	8/2/2024	532669	\$3,160.00
1	08-00-60-6130	COMMERCIAL SIDEWALK ENG AND DESIGN	1.0	\$3,160.0000	\$3,160.00	
13	PRAIRIE / PRAIRIE ROSE		8/2/2024	8/2/2024	080224FFCARRIAGE	\$200.00
1	36-00-00-8210	COMMUNITY CHRISTMAS CARRIAGE DEPOSIT	1.0	\$200.0000	\$200.00	
14	PRIDE AG / PRIDE AG RESOURCES		8/2/2024	8/2/2024	113592/3	\$23.58
1	10-00-70-7110	VAC TRAILER PARTS	1.0	\$23.5800	\$23.58	
15	SOUTH CENTRAL / SOUTH CENTRAL SEALING & PAVIN		8/2/2024	8/2/2024	40007	\$10,750.00
1	08-00-60-6130	CRACK SEAL STREETS	1.0	\$10,750.0000	\$10,750.00	
16	STANARD / STANARD & ASSOCIATES, INC.		8/2/2024	8/2/2024	DS000058614	\$250.00
1	01-03-70-7010	LEO SELECTION TEST AND INSTRUCTIONS	1.0	\$250.0000	\$250.00	
17	USA BLUEBOOK / USA BLUEBOOK		8/2/2024	8/2/2024	INV00427936	\$64.14
1	13-00-70-7220	WWTP CHEMICALS	1.0	\$64.1400	\$64.14	
18	VCONNECT / VERIZON		8/2/2024	8/2/2024	080224GPS	\$104.70
1	01-03-60-6180	GPS SERVICES	0.5	\$104.7000	\$52.35	
2	01-11-60-6180	GPS SERVICES	0.5	\$104.7000	\$52.35	
20	VERIZON / VERIZON WIRELESS		8/2/2024	8/2/2024	9969816302	\$364.47
1	01-03-60-6180	PD MDT SERVICE	1.0	\$120.0300	\$120.03	
2	01-03-60-6180	PD DASH CAMS	1.0	\$80.0200	\$80.02	
3	01-03-60-6180	PD CELL PHONES	1.0	\$82.9400	\$82.94	
4	01-11-60-6180	MAINT DELL LAPTOP MDT	1.0	\$40.0100	\$40.01	
5	01-11-60-6180	MAINT CELL PHONE	1.0	\$41.4700	\$41.47	
21	WCCIT / WCCIT		8/2/2024	8/2/2024	TSP_2395	\$809.50
1	01-01-60-6200	MO SRVC-ADMIN	1.0	\$200.0000	\$200.00	
2	01-03-60-6200	MO SRVC-POLICE	1.0	\$100.0000	\$100.00	
3	01-04-60-6200	MO SRVC-FIRE	1.0	\$20.0000	\$20.00	
4	13-00-60-6200	MO SRVC-SEWER	1.0	\$80.0000	\$80.00	
5	01-01-60-6200	MICROSOFT, SECURITY AND SUPPORT	0.3	\$409.4500	\$102.36	
6	01-03-60-6200	MICROSOFT, SECURITY AND SUPPORT	0.3	\$409.5000	\$102.38	
7	10-00-60-6200	MICROSOFT, SECURITY AND SUPPORT	0.3	\$409.5000	\$102.38	
8	13-00-60-6200	MICROSOFT, SECURITY AND SUPPORT	0.3	\$409.5000	\$102.38	

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City of Sedgwick (SEDGKS)
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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
22	WHOLESALE WATER / WHOLESALE WATER SUPPLY DI	8/2/2024	8/2/2024	INV02317		\$3,703.02
1	10-00-60-6150	WATER USAGE 462300		1.0	\$3,703.0200	\$3,703.02

Grand Totals

Total Direct Expense:	\$39,272.35
Total Immediate Payments:	\$39,272.35

Report Summary

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

**City of Sedgwick
City Council Meeting
August 7, 2024**

TO: Mayor and City Council

SUBJECT: 2025 Proposed Budget

INITIATED BY: Administration

AGENDA: Old Business

Background: The 2025 Proposed Budget was brought before the governing body on July 2, 2024. At that time, it was recommended that staff research historical revenues and expenditure further to determine if cuts could be made to lessen the amount of reserve spending from year to year. It was further recommended that staff present a budget that held the mill levy flat in lieu of taking a 1 mill decrease as originally presented.

Analysis: Upon further research, staff concluded that the city's revenue sources were limited due to lack of industry and the size of the municipality. Any cuts to the expenditures that would result in significant savings would have to be made on the employee side of the house which would have a direct impact on the ability to provide high quality services within the city. Alternatively, the city could cut back on transfers to capital funds, however those cuts would result in a decreased spending authority and lack of sufficient funding for future purchases.

Staff is presenting the governing body with two options:

A) Mill levy set at 74.588

This budget sees a decrease in the sidewalk cost share program, façade improvement program, and transfers to the CEF for all departments. The general fund would see a cash reserve of \$200,000 which represents a \$34,600 increase from 2024.

B) Mill levy set at 74.990

This budget sees the same decreases as option A, however the general fund would see a cash reserve of \$205,535 which represents a \$40,105 increase from 2024.

Financial Considerations: Option A: The budgeted expenses exceed the budgeted revenue by \$842,201 with cash reserves (\$512,640 after cash reserves).

Option B: The budgeted expenses exceed the budgeted revenue by \$842,034 with cash reserves (\$506,938 after cash reserves).

Recommendations/Actions: Council determination

Attachment:

**City of Sedgwick
City Council Meeting
August 7, 2024**

TO: Mayor and City Council

SUBJECT: Economic Development Policy Update

INITIATED BY: Administration

AGENDA: New Business

Background: The City of Sedgwick Economic Development Policy was adopted on July 15, 1991. Since the adoption, minimal updates have been made to the policy rendering it out of date with current practices. Updates to the policy have been made to better align the city with neighboring communities' policies.

Analysis: The 1991 policy laid the foundational framework for economic development within the city limits of Sedgwick; however, it utilized a comprehensive formula to calculate the percentage of property tax abatements that could be offered at the local level to prospective businesses. During research, it was identified that a simplified approach was being utilized universally and could be adjusted to meet the needs of our community. Furthermore, staff has identified future development areas within the community where such incentives can be offered to encourage infill and growth.

Recommendations/Actions: It is recommended that the city council approve the changes to the Economic Development Policy

Attachment: Economic Development Policy



City of Sedgwick

Economic Development Policy

2024

Purpose And Overview

The purpose of this policy is to establish criteria for granting economic development incentives to stimulate economic growth, attract investments, and foster job creation within the City of Sedgwick. The following guidelines are intended to provide a framework for consideration of incentives and may not be the only factors to consider.

Each request for incentives will be evaluated on an individual basis. The city may conduct legal and/or financial research regarding the applicant as part of eligibility determination. Exceptions to this policy may be granted at the discretion of the City Council.

Legal Authority

In accordance with the provisions of Section 13 Article 11 of the Kansas Constitution, the governing bodies of Kansas cities and counties may exempt current property used for economic development purposes from taxes for a maximum of **10 years**, subject to such limitations or prohibitions as they may be enacted by the legislator that are uniformly applicable to all cities and counties.

This authority is discretionary with the city, as the city may provide the tax exemptions/incentives in an amount and for purposes more restrictive than that authorized by the constitution or any such legislation. Pursuant to its home rule powers, the city may (1) require the owners of any property for which an exemption is requested to provide information; (2) conditions the granting of an exemption to an agreement providing for the payment of in-lieu charges or taxes under the provisions of K.S.A. 12-147 and 12-148, and (3) require the payment of initial application and annual renewal fees reasonably necessary to cover the cost of administration.

The following basic procedure shall govern the issuance of tax exemptions/incentives within this City: (1) the applicant business shall apply for a tax exemption-incentives by filling out a written application. (2) The city shall then decide whether the request tax exemption-incentive may be lawfully granted, and should be granted, with the amount thereof later determined. (3) If it is determined that tax exemption-incentive should be granted, a 100% exemption of that property of the business legally eligible for exemption shall be provided, but subject to an agreement of the business to make an in-lieu tax payment as may be required by the city. (4) The amount of tax incentive, which will be an amount less than taxes otherwise payable if the property were not exempt, will then be decided in accordance with this statement. (5) Upon the failure of the business to fully and timely pay the in-lieu tax payments, as may be required as a condition of the granting of an exemption, or to provide reports or other information requested by the city and reasonably necessary for the implementation of this policy, the city may either deny, revoke, or not renew, the authorization of such an exemption. All requests for a tax exemption-incentive for economic development purposes shall be considered and acted upon per this statement.

“Tax Incentive” Defined

The terms “tax incentive” or “tax exemption-incentive” shall mean the difference between the amount of ad valorem property taxes affected businesses would pay if there were no city-granted exemption and the amount required to be paid as in-lieu taxes or charges. For example, if the taxes needed with no exemption were \$5,000.00, and the in-lieu payments were \$3,000.00, the “tax incentive” would be \$2,000.00.

All tangible property of a business receiving a tax exemption-incentive under the statement shall be annually assessed by the Harvey County Appraiser in the same manner as if it were not exempt, but the amount thereof shall not be placed on the assessment rolls. The amount of the property taxes which would be payable shall also be decided annually by the county clerk and county treasurer, in the same manner as if the property were not exempt, but such amount shall not be placed on the tax rolls. Separate assessment and tax calculations shall be made for the land, or the exempt business. Tangible private property may be exempt when the governing body of the city makes a factual determination that such an exemption is needed to keep jobs. Tax exemptions granted under this policy will not apply to special assessments of the property.

Provisions

Whenever practical, the city or council will include claw back provisions (relating to repayment or cessation of incentives) in all incentive agreements, and the city or council may exercise such provisions when the terms of the incentive agreements have not been met. Such claw back provisions will include payment-in-lieu-of-taxes equal the dollar value of the last 5 years of abated property taxes if a business moves operations to another city or county and ceases its operations in Sedgwick or Harvey County within 2 years of receiving such abatement. For each year the company stays in Sedgwick/Harvey County after the end of the tax abatement, the amount shall be reduced by 20%. It shall be the policy of the city to discourage applications for tax exemptions/incentives, or to grant such tax incentives, which deliberately encourage and cause the pirating of business from another Kansas community to this community, or from this community to another Kansas community. It is the intent of the city to avoid participation in “Bidding Wars” between cities and counties or areas competing for the location of new business or expansion of existing business, through attempts to offer the largest tax incentive or other public inducement, which is detrimental to the state’s economy and the public interest.

Standards of Determining Benefits

The city will consider granting tax exemptions/incentives only upon an actual showing of economic benefit to the city such as new jobs created and new capital investments.

Money	Precent
\$1M – 5M	40%
\$5M – 10M	50%
>\$10M	60%

Wage and Salary criteria: Median household income in Harvey County is \$60,653. To qualify for tax incentives this needs to be greater than or equal to 120% (\$72,783.) This also includes healthcare benefits. If benefits are not available, the number needs to be greater than or equal to 150% (\$90,979.)

An Economic Development Impact Analysis of costs and benefits must show a positive overall economic gain to the city before a tax exemption-incentive is granted. Factors used in such analysis may include:

Percent	Number of FTE Jobs
30%	5–25
40%	26-50
50%	> 50

No exemptions

No exemption shall be granted if the exemption would create, in the judgment of the governing body, an unfair advantage for one business over another competing business within the city. Furthermore, no exemption shall be granted to any business in the city, other than newly established business brought to the city.

Application Required

The city will not consider the granting of any tax exemption-incentive unless the business sends a full and complete application, which provides such other information as may be requested by the city administrator. The city clerk is hereby authorized and empowered to prepare a standard application from which, upon completion, will provide the city administrator with adequate and sufficient information to decide whether a tax incentive should be granted and the amount thereof. The accuracy of the information provided in the application shall be verified by the applicant. Any misstatement of an error in fact may make the application invalid and may cause the repel of any resolution adopted in reliance on said information.

Any business requesting a tax exemption following this statement shall pay to the city a non-refundable application fee of \$600.00, which shall be given at the same time as the application. In addition, any business which has been granted a tax exemption shall pay an annual renewal fee of \$200.00.

On receipt of the completed application form and needed fee, the city clerk shall decide whether the application is complete and sufficient for review, whether the applicant business is eligible for an exemption under the Kansas Constitution, this statement, and any other applicable laws. If the application is incomplete the city clerk shall notify the applicant, noting the need for such changes or additions as considered necessary. If questions arise as to whether the business is legally eligible for an exemption, the matter may be referred to the city's legal advisor, who shall consult with the applicant business. If the application is found complete and is for a purpose which is authorized by law, the governing body shall direct the city clerk to notify the city administrator.

City Administrator

Tax exemption applications given under this procedure shall be subject to review and approval by the City of Sedgwick's City Administrator. The purpose of the city administrator shall be to review requests and applications for tax exemptions/incentives, to gather and review such additional information as may be deemed necessary, to conduct preliminary negotiations with the applicant business, and to make such recommendations as deemed available to the governing body. The city administrator will meet to consider the application for tax exemptions/incentives within ten days after the application is found complete by the city clerk. The recommendation of the city administrator will be considered at the next regular council meeting. City administrator records, including applications for tax exemptions, may be withheld from public disclosure under Kansas Open Records Function as provided for under subsection (20) and (31) and other subsections of K.S.A. Supp. 45-221, but shall be available for public inspection when otherwise required by law.

Governing Body Action

Upon receiving the recommendations of the city administrator, the governing body shall first decide whether to reject the requested exemption or to further consider the request. Upon a favorable vote for further consideration, the governing body shall schedule a public hearing. Notice of the public hearing shall be published at least 7 days prior to the hearing in the official newspaper, giving the time and place. The hearing may be held at a regular or special meeting of the council. The city clerk shall thereupon notify in writing the governing body of any city and the unified school district, which derives or could derive property taxes from the affected business, informing them of the scheduled public hearing and inviting their review and comment. Upon request, the city clerk shall provide any such public agency with a copy of the application, the applicant business shall be invited, but not required, to attend the public hearing. If, after the completion of the public hearing, the governing body decides that a tax exemption/incentive should be granted to an applicant, a resolution of intent shall be adopted. The resolution may give general terms the plans and conditions for granting a tax exemption/incentive, such resolution shall be issued as an expression of good faith intent. A resolution of intent shall expire six months after issuance but may be renewed for \$200.00.

Procedure

Following the location and construction of a new industry or expansion of an existing industry making the request for tax exemption, or in the event the applicant has at the time of the granting of the tax exemption acquired or constructed the property as to which tax exemption has been requested, the governing body shall adopt a resolution granting the tax exemption. The extent and term of any tax exemption-incentive granted shall be subject to annual review and determination by the city administrator to ensure that the ownership and use of the property and any other qualifying criteria of the business for the tax exemption incentive continue to exist. The review shall be completed by no later than February 1st of each year. No exemption or tax incentives granted by the city shall be transferred because of a change in the majority ownership of the business. Any new owner shall file a new application for a tax exemption-incentive. Further, the city shall be notified by the business of any new change in the use of tax-exempt property. The relocation of existing business or tenants will not be allowed unless the tenant will otherwise cease operations in the city or county. Projects will be evaluated to set up a reasonable distance radius around the development that restricts the relocation as well as a period for which the restrictions will exist.

Distribution of Revenue

The granting of a tax exemptions/incentives by the city is hereby declared to be a contract under provisions of K.S.A. 79-214. In-Lieu of taxes payment which may be required of a business granted a tax exemption under this statement shall be paid to the city clerk. The city clerk is directed to apportion the payment under the provisions of subsection (3) of K.S.A. 12-148, among the tangible property tax supported funds of the taxing subdivisions in the portion that the tax levy for each fund bears to the total of all tax levies made for all such funds. All taxing subdivisions, excluding the state, which levy taxes on the property where the business is situated shall receive a proportion of the in-lieu taxes payment. The apportionment shall be based on the relative amount of taxes levied, for all purposes, by each of the applicable taxing subdivisions. The city clerk shall provide a copy of the resolution, as published in the official newspaper, granting an exemption from taxation to the applicant for use in filling a first request for tax exemption as required by K.S.A. 79-213 and by K.S.A. 79-210 for later years.

Exemption Forms

A copy of the exemption form applicants required by K.S.A. 79-213 and 79-210, and the statement required by K.S.A. 79-214 for the cessation of an exempt use of property, shall be filed with the county clerk by the property owner. The governing body and the Board of County Commissioners reserve the right to grant or not to grant a tax exemption-incentive under circumstances beyond the scope of this statement, or to waive any procedural requirement not legally required. However, no such action or waiver shall be taken or made except upon filing by the governing body or the Board of County Commissioners that have a compelling or imperative reason or emergency exists, and that such action or waiver is found and declared to be in the public interest. All proposals for tax abatements to business prior to the effective date of the policy will not be subject to the provisions of this policy, except as required by law.



BUSINESS INCENTIVE QUESTIONNAIRE

(CONFIDENTIAL)

The information contained in this questionnaire will be treated as confidential and used to figure out state incentive programs and will be relied upon by the State for the development of later incentive agreements. If your project evolves with added information, please contact us so we may develop a revised incentive offer.

The information for this Questionnaire and later proposal offer from our agency is needed before a company's commitment in any manner, including real estate, to a Kansas community.

COMPANY INFORMATION:

Company Name: _____
Contact Name: _____
Title: _____
Address: _____
City: _____
State: _____
Zip Code: _____
Country: _____
Telephone: _____
Email: _____

1. Please find if the company is structured as a: 1) C-Corporation, 2) Subchapters-S Corporation, 3) Limited Liability Corporation, 4) Partnership or 5) Sole Proprietorship 6) Not-for-profit

2. Is your company owned by a foreign entity?

3. Company's Federal Employment Identification Number (FEIN)

4. Company's North American Industrial Classification Code (NAICS) that your Kansas facility will run under?

5. Will your company have more than one legal entity at the Kansas worksite?

GENERAL PROJECT INFORMATION:

6. Please describe the company's operation at the new or existing Kansas worksite involved in this project, including the company's products or services provided.

7. Has the company or owner ever run a business in Kansas? If yes, what company?

8. Are you buying a business currently running in Kansas? If yes, what company?

9. Is this project related to any recent or planned internal restructuring?

10. If this project involves the relocation of an existing operation from out-of-state to Kansas, where is the facility being moved from?

11. Will over 50% of the revenues generated by this worksite come from sales to out-of-state commercial or governmental customers?

If so, what is the percentage?

Please include a list of your major customers and the geographic markets served from this worksite.

12. Please provide the real estate professional you are working with, including their company name.

13. What is the estimated date for a decision on this project?

14. What is the estimated date the new or expanded facility will begin operations?

15. What properties in Kansas are in consideration for this project? (Please include address, if possible)

16. What other locations (city and state) are being considered for this project?

17. What are the top three factors important to your site location decision (workforce, real estate, tax climate, incentives, location to customers/suppliers, other)?

KANSAS OPERATIONS: EXISTING JOBS

Does your company have existing Kansas operations? If **YES** please continue, if **NO** please skip to question number 27, page 5.

18. Where in Kansas does your company have current facilities?

19. In the past 12 months has your company incurred layoffs or furloughs?

20. Is your company currently receiving incentives from the state of Kansas?

21. How many jobs are currently found in Kansas?

Existing Kansas Jobs	
Full Time	
Part Time*	
Seasonal	
Remote Workers (KS based) **	
Total Jobs	

*Part-time

employees need to work at least 20 hours per week, year-round to count as a part-time job.

**Remote Worker – must be permanent FT or PT employee of the company living in Kansas and offered adequate health coverage. Remote workers that are temporary or seasonal should not be included in the information above. Remote workers can flex between the remote worksite and Kansas worksite location.

22. What are the wages of the existing Kansas jobs?

	Hourly	Annual
Median Wage*		
Average Wage		

*Median Wage – means middle wage - an example would be the median wage at a 25-employee company is the 13th wage when all employees' wages are ranked from highest to lowest.

KANSAS OPERATIONS: POSSIBLE JOBS AFFECTED

23. Does the company have any existing Kansas jobs that will be affected by this new location? If **YES**, please complete the next section. If **NO**, please skip to question 27, page 5.

Please provide the following information about the Kansas jobs that may be affected:

24. Where are the jobs found?

25. How many jobs will be affected by this project, i.e., eliminated, relocated, etc.?

Table with 2 columns: Category, Affected Kansas Jobs. Rows include Full Time, Part Time, Seasonal, Remote Workers (KS based), and Total Jobs.

26. What are the wages of the affected Kansas jobs?

Table with 3 columns: Category, Hourly, Annual. Rows include Median Wage and Average Wage.

NEW OR RELOCATED: PROJECT JOBS

27. Please show the projected number of nets and new jobs your firm will create over a five (5) year period at the relevant Kansas worksite for this project. Please include all employees, including management (full-time and part-time).
28. Will your project involve moving operations from Platte, Jackson, Clay, or Cass counties in Missouri to Wyandotte, Johnson, or Miami counties in Kansas?
- a. If **YES**, how many jobs will move to the new Kansas worksite?

	Full Time				Part Time	
	New Jobs	Relocated From Out of State*	Remote Worker (KS based) **	Total Cumulative	New Jobs	Hours worked per Week
YEAR 1						
YEAR 2						
YEAR 3						
YEAR 4						
YEAR 5						
Total						

*Relocated jobs – Existing jobs that would relocate to Kansas from Platte, Jackson, Clay or Cass counties in Missouri should be excluded from Relocated Out-of-State job numbers if considering Wyandotte, Johnson or Miami counties in Kansas.
 **Remote Worker – must be permanent FT or PT employee of the company residing in Kansas and offered adequate health coverage. Remote workers that are temporary or seasonal should not be included in the information above. Remote workers can flex between the remote worksite and Kansas worksite location.
 ***Part-time employees need to work at least 20 hours per week, year-round to count as a part-time job.

WAGES FOR NEW OR RELOCATED JOBS:

29. Please show the average and median hourly wage, excluding benefits, for the net, new jobs over a five (5) year period in Kansas. Please include all employees and management, including all part-time employees who work at least 20 hours per week, year-round. Please let us know if the company’s work week for hourly employees is outside of the standard 40 hours.

For employees receiving an annual salary, please convert wages to an hourly rate by dividing by 2080.

If any of your employees or management report their wages on a K-1 or 1099 form, please let us know when filing this document.

	Base Average Hourly Wage without overtime or bonus (cumulative)	Annual Wage	Base Average Hourly Wage with overtime and bonus (cumulative)	*Median Hourly Wage of new jobs (cumulative)	Annual Wage
YEAR 1					
YEAR 2					
YEAR 3					
YEAR 4					
YEAR 5					

*Median Wage – means middle wage - an example would be the median wage at a 25-employee company is the 13th wage when all employees' wages are ranked from highest to lowest. The median wage submitted may be with or without overtime and bonus, but please note the median wage submitted will be used to determine if a company qualifies for PEAK and used in subsequent agreements under the program.
 **Wages for jobs that would relocate to Kansas from Platte, Jackson, Clay or Cass counties in Missouri should be excluded if considering Wyandotte, Johnson or Miami counties in Kansas.

ADDITIONAL KEY PROJECT INFORMATION:

30. Will your company be using a third-party employer?

(Third-Party Employer: An entity which provides employees and performs services for a qualified company on a contractual basis (often referred to as a "Professional Employer Organization" or PEO).

31. Will the company offer and pay at least 50% of the premium for adequate health insurance coverage within 180 days from the date of employment for full-time employees?

(Minimum coverage will include hospital care, physician care, mental health care, substance abuse treatment, prenatal and postnatal care, and prescription drugs).

32. Will your company require training for new or existing employees?

Please provide a description of the training that will be provided to the employees to aid in deciding the workforce training programs that may apply.

CAPITAL INVESTMENT / REAL ESTATE:

33. Please provide the following real estate information as it relates to your project.

	Minimum	Maximum
Size of building needed (square feet):		
Land acreage needed (acres):		

	Yes / No	Required / Preferred
Rail Need?		

34. What is the net, new capital investment of this project?

Net New Capital Investment: <i>(Please include all relevant items)</i>	Estimated Investment (\$)
Real Estate	
Construction Costs of New Facility	
Purchase Price of Land	
Purchase Price of Building	
Facility Lease (include the first full year of lease payments)	
Facility Lease Term	
Cost of build-out/remodel paid for directly by the company	
Machinery and Equipment	
Purchase price of equipment, machinery, fixtures, furniture, etc.	
Leased Equipment and Machinery (include the first full year of lease payments)	
Lease Term for Equipment and Machinery	
Relocated Machinery and Equipment (If moving equipment from another state to Kansas, please include its original acquisition cost rather than depreciated cost)	

35. Will the capital investment be made at the current Kansas facility or a new Kansas worksite?

KANSAS DEPARTMENT OF COMMERCE BUSINESS INCENTIVE QUESTIONNAIRE:

Name of person completing form (Print)

Signature of person completing form

Company

Date

By your signature you are attesting to the accuracy of the information provided in the document understanding that the data provided will be used in the calculation. any or all incentives the company may be eligible to apply to receive and any changes or corrections made to the data at a future date may cause the amount of t. incentive offered to be changed.

**City of Sedgwick
City Council Meeting
August 7, 2024**

TO: Mayor and City Council

SUBJECT: Façade Improvement Grant Program

INITIATED BY: Administration

AGENDA: New Business

Recommendation: Approve the changes to the grant program.

Background: The Downtown Revitalization and Incentive Grant Program was established in 2022 to support business development and façade improvements in the downtown corridor of Sedgwick, Kansas. Since inception, we have had approximately four businesses take part in the program. If approved tonight, the new program will begin to be marketed to eligible property owners within the designated program area.

Analysis: There are a limited number of buildings within the originally designated program area that remain eligible for the grant program. The revamping of the program would eliminate the language prohibiting building owners who utilize the property as means of storage from being eligible for grant funding. Further changes to the program include clearly defined eligible and ineligible expenditures.

Financial Considerations: Funding for 2025 has been decreased to \$10,000 which will be compounded with the remaining funds for eligible grantees.

Recommendations/Actions: It is recommended that the governing body approve the changes to the grant program as presented.

Attachment: Façade Improvement Grant Program Application



Façade Improvement Grant Program

The City of Sedgwick recognizes the important role that a vibrant, historic Downtown plays in the city's vitality. A well-maintained and attractive public realm reflects community pride and contributes to urban vitality. Building facades are critical elements of the public realm and in a Historic District, the need for on-going maintenance is crucial to preserving a character and experience known to visitors of downtown Sedgwick. The Façade Improvement Grant Program aims to strengthen, revitalize, and sustain the Downtown corridor by encouraging and assisting property owners to make improvements to buildings within the district. By providing a financial incentive, the program will stimulate private investment and support stabilized and increased property values.

Who can apply for the grant?

The program district extends from Fourth Street to Sixth Street along Commercial Avenue and from Franklin to Washington along Fifth Street (see attached map). Building owners and commercial tenants (with property owner's approval) of commercial properties within the project area can apply for a Façade Improvement Grant. For-profit and not-for-profit entities are eligible to apply, as long as the grant is used for a commercial building.

Grant Funds

Applications will be accepted year-round on a first-come-first serve basis until program funds are depleted. Grants will account for 100% of the total project costs, up to a maximum grant amount of \$5,000 per property. Applicants are eligible for funding on a bi-annual basis. Owners of multiple properties can apply for separate grants for each property. The minimum grant amount per recipient is \$1,000.

Eligible grant expenditures

Façade Improvement Grans can pay for a variety of exterior building façade improvements. The work must be visible from a public street or sidewalk. The following types of improvements are eligible for grants:

- Restoration of exterior finishes and materials
- Masonry repairs and tuckpointing
- Exterior painting or re-siding
- Removal of architecturally inappropriate or incompatible exterior finishes and materials
- Repair or replacement of windows and doors (replacement must be architecturally appropriate)
- Window and cornice flashing and repair
- Canopy or awning installation or repair
- Landscaping
- Other improvements similar in nature to the above
- Materials for exterior renovation projects

Note: The City may require building permits for some of the eligible improvements listed above. It is critical that all businesses and building owners work with City Staff on design and obtain all necessary permits before beginning work.

Ineligible grant expenditures

- Improvements already in progress or completed prior to contract approval
- Improvements to a building interior, rear, or side not visible from a public street or sidewalk
- Improvements to non-commercial buildings
- Roofing
- HVAC systems, building mechanicals, or security systems
- Fencing (excludes decorative fencing as part of landscaping improvements)
- Parking areas
- Billboards, roof signs, or temporary signs
- Dynamic display or electronic message signs
- Nonconforming signs or awnings, other than to bring them into compliance with the Zoning Code
- Purchase or rental of tools and equipment, or for labor performed by the building or business owner, family members, employees, or any other person with financial interest in the property or business
- New building construction
- Any other improvement not deemed eligible

Façade Improvement Grant Program Application Process

1. Meet with the City Administrator to determine whether the Façade Improvement Grant Program is applicable to the project.
2. Turn in the completed Façade Improvement Grant Program application with all required attachments to the City Administrator. Please include 8.5 x 11 copies of all drawings depicting the proposed improvements and photographs of the current condition of the building.
3. The Grant review committee will review the project and Façade Improvement Grant Program application to determine eligibility and the amount of grant assistance allowed within 21 days of the submission of all required information. The City Administrator may request additional information if he/she considers the information supplied by the applicant to be insufficient. Upon the submission of all required information, the applicant may be contacted to schedule a tour of the project site and building. City inspection staff may be invited to come on the tour of the building.
4. Upon project completion (must be within 6 months of when the grant was approved), schedule a follow-up tour and submit actual project cost information (receipts), including copies of itemized invoices, receipts, and such other documentation as may be required by the Façade Improvement Grant Program agreement.

Selection will take into account the following:

- Total value of project
- Current conditions of building
- Aesthetics of finished work
- Available funds for grant
- Preference given to projects proposing structural repairs.

Façade Improvement Grant Program Compliance

1. Applicants receiving awards must be able to provide a W-9 form to receive funds.
2. Applicants must be current on all taxes and utilities for the proposed property.
3. Recipients will provide all documentation required under the program, including bids/quotes, financial documentation of completion, and drawings of proposed improvements. Staff will tour the property before and after the project to confirm project completion.
4. Building permits must be pulled for all applicable work and all contractors must be registered with the City of Sedgwick prior to commencement of work. All work must be done to the current city code and be inspected by the city's building inspector.
5. Projects must be completed within six (6) months of when the grant was awarded.

Recipients who fail to meet these compliance requirements will be required to repay the grant amount in full to the City within thirty (30) days of notification of non-compliance.

Eligible Properties Map



The City of Sedgwick Façade Improvement Grant Program (PROGRAM) is available to all eligible business applicants regardless of race, age, gender, religious or sexual preference. Awards will be based on the value of the investment to the business and the City, the ability of the applicant to move forward with the proposed project in a timely manner, the ability of the applicant to repay the funds to the City in the event of noncompliance and the availability of funds.

City of Sedgwick Façade Improvement Grant Program Application

Business name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____ Website : _____

Contact Person with phone number for application: _____

Project Address: _____

Business Ownership: Private _____ Public _____

Year business was established (if existing business): _ _____

Amount of grant funds being requested: _____

1. Does/will the applicant own or currently lease the project location’s property?

Own _____ Lease _____

If leased, please indicate the landlord/owner and provide a letter of support for the project.

If leased, please indicate the lease term for the property.

2. Why are grant funds necessary for the proposed project to succeed financially or be completed?

3. Describe the activity to be undertaken, the facility’s use, and product or services provided to residents of the City of Sedgwick.

4. Will you be using the services of an architect, engineer, or contractor? ___ Yes ___ No

If yes, please list or provide their information below:

Is the contractor currently licensed with the City of Sedgwick? ___ Yes ___ No

5. Estimated Work Schedule: Start Date for work: _____

Completion Date: _____

6. Current workforce of business: Full-time _____ Part-time _____ Seasonal _____

7. Has the business previously received an incentive or grant from the City of Sedgwick?
If so, please provide details or list the year.

8. Does the business meet all qualifications and eligibility guidelines? ___ Yes ___ No

9. How much money/assets/time will be personally invested in the business or the approved project in addition to the grant amount being requested?

10. Is the business current on all taxes and city utilities? Can you provide a tax clearance certificate?

Sign: _____

Date: _____

Below area For City of Sedgwick Use:

Application complete? ___ Yes ___ No

Supporting documentation provided? ___ Yes ___ No

Preliminary review of compliance with program: ___ Satisfactory ___ Unsatisfactory

Meets criteria for consideration by the City Council: ___ Yes ___ No

CC Meeting date for Consideration: _____ Approved _____ Declined _____

PERSONAL AND PERFORMANCE GUARANTEE

The undersigned is an applicant with and for the Sedgwick Downtown Façade Improvement Grant Program with the City of Sedgwick for a business located at _____, Sedgwick, Kansas and located within the city limits of the City of Sedgwick.

As an inducement to for the City of Sedgwick to accept the Applicant’s application for the PROGRAM Grant Program, the undersigned hereby agrees to be personally responsible for re-payment of any grant monies awarded by the City of Sedgwick to the Applicant should the Applicant fail to live up to the compliance terms established by the City of Sedgwick’s Downtown Façade Improvement Grant Program or if the project fails to be completed by the indicated completion date.

A photographic or facsimile copy of this Personal Guarantee Form shall be as valid as the original.

EXECUTION SECTION

This guarantee is executed on this _____ day of _____, 20____.

Name: _____ Signature: _____

Personal SS#: _____

Street Address: _____

City, State, Zip: _____

Phone: _____ Email: _____

NOTARY SECTION

State of _____ County of _____

This instrument was acknowledged before me on _____, by

_____.

Signature – Notary Public

(SEAL)

My Appointment Expires: _____