



# REGULAR COUNCIL MEETING, JUNE 5, 2024

Wednesday, June 05, 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. Harvey County EDC Presentation - Beth Shelton

### STAFF REPORTS

2. Kyle Nordick, City Administrator
3. Brad Jantz, City Attorney

### CONSENT AGENDA

Motion to approve the Consent Agenda as presented.

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

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

- 4. Minutes of May 15, 2024, Regular Meeting
- 5. Approval of Payroll May 24, 2024 Amount \$17,056.42.
- 6. Approval of General Disbursement Checks Amount \$164,218.98
- 7. Downtown Revitalization Grant Application – Sedgwick Body Shop

**OLD BUSINESS**

- 8. Discussion of Distressed Property Located at 311 N Lincoln Ave

**NEW BUSINESS**

- 9. Discuss and Consider CDBG Proposal

Motion to approve the quotation for professional services from Ranson Financial for a not-to-exceed amount of \$10,000.

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

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

- 10. Discuss and Consider Tree Removal Bid

Motion to approve the quotation from Wichita Tree Service for a not-to-exceed amount of \$14,525.

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

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

- 11. Discuss and Consider Debt Management Policy

Motion to approve Resolution 06052024 a resolution establishing a debt management policy for the City of Sedgwick, Kansas.

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

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

**EXECUTIVE SESSION - CONTRACT NEGOTIATIONS**

Recess Into Executive Session For Consultation With The City Attorney On Matters Privileged Under The Attorney-Client Relationship Relating To Contract Negotiations

Move to recess into executive session for \_\_\_\_\_ minutes to consult with the City Attonrey 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 05/31/2024 at 1:00 PM.



# REGULAR COUNCIL MEETING, MAY 15, 2024

Wednesday, May 15, 2024 at 6:30 PM  
Council Chambers, 520 N. Commercial Ave.

## MINUTES

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

### CALL TO ORDER / ROLL CALL / PLEDGE OF ALLEGIANCE

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

The Mayor led the Pledge of Allegiance.

Council Members present

Kramer Siemens\_\_\_\_\_

Mark Jacob\_\_\_\_\_

Josh Liby\_\_\_\_\_

Dan Hartman\_\_\_\_\_

Brenda DeHaven\_\_\_\_\_

Others present \_\_\_\_\_

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

The Mayor led the Pledge of Allegiance.

### PRESENT

Dan Hartman-showed at 6:47pm

Kramer Siemens

Josh Liby

Mark Jacob

### ABSENT

Brenda DeHaven

OTHERS PRESENT: Kyle Nordick, City Administrator; Shelia Agee, City Clerk; Brad Jantz, City Attorney; Bill Bush, Harvey County Independent; Bryan Hall, Police Chief; Jim Boldenow, City Superintendent; April Swartz, Varney and Associates (Auditor); Brett Bogunovich, Mike Hill, Shannon Catlin, Reagon Giffin, Kayli Marsteller, Aidan Roseberry, Morgan Olinger

## **APPROVAL OF AGENDA**

Motion to approve the agenda as presented.

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

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

Motion to approve the agenda as presented.

Motion made by Liby, Seconded by Jacob.

Voting Yea: Siemens, Liby, Jacob

## **HEARINGS / PRESENTATIONS / PUBLIC FORUM**

### **1. Forensics - National Competition Donation Request**

Reagon, Aidan, Morgan, and Kayli presented what Forensics has done for them and requested a donation for expenses to attend Nationals in Iowa. Accompanied by Shannon Catlin.

Motion to donate \$1,000 to Speech/Debate Club for Sedgwick High School in their pursuit of going to multiple national events moving forward.

Motion made by Siemens, Seconded by Jacob.

Voting Yea: Siemens, Liby, Jacob

### **2. National Public Works Week Proclamation**

The Mayor presented the National Public Works Week Proclamation and thanked each Public Works employee in attendance.

### **3. Proclamation for Law Enforcement Memorial Day**

The Mayor read the Law Enforcement Memorial Day Proclamation and thanked Chief Hall.

## **STAFF REPORTS**

### **4. Kyle Nordick, City Administrator**

Kyle Nordick, City Administrator, presented the following:

Street Petition is at 32 signatures, Ridge/1st Street sidewalk construction is underway by Andale Construction and progressing at a rapid pace, Pearson patched street asphalt, South Central will be here soon for crack sealing and slurry work, Moonlight Market is Friday, 26 Code Enforcement notifications have gone out and only 3 are unresolved but they are recent notifications, requested that residents do not put branches at curbs, and pool opens May 25th. No one showed for Budget information

meeting. Nordick encouraged residents to come and voice their opinions at the next budget meeting on May 28th or June 4th.

#### 5. **Brad Jantz, City Attorney**

Brad Jantz, City Attorney, requested an executive session for potential litigation. Added to agenda.

### **CONSENT AGENDA**

Motion to approve the Consent Agenda as presented.

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

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

Motion to approve the Consent Agenda as presented.

Motion made by Hartman, Seconded by Liby.

Voting Yea: Hartman, Siemens, Liby, Jacob

6. Minutes of May 1, 2024, Regular Meeting
7. Approval of Payroll May 10, 2024 Amount \$15,663.16
8. Approval of General Disbursement Checks Amount \$83,295.47

### **NEW BUSINESS**

#### 9. 2023 Municipal Audit

Motion to receive and file the 2023 Municipal Audit

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

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

Motion to receive and file the 2023 Municipal Audit

#### 10. Discuss and Consider KDOT Transportation Alternatives Grant Application

Motion to approve Resolution 05152024A and 05152024B authorizing the City Administrator to submit and sign the application for the 2024 KDOT Transportation Alternatives Grant.

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

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

Motion to approve Resolution 05152024A and 05152024B authorizing the City Administrator to submit and sign the application for the 2024 KDOT Transportation Alternatives Grant.

Motion made by Siemens, Seconded by Jacob.

Voting Yea: Hartman, Siemens, Liby, Jacob

#### 11. Discuss and Consider Fund Reserves Policy

Motion to approve Resolution 05152024C establishing a policy for fund reserves for the City of Sedgwick, Kansas.

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

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

Motion to approve Resolution 05152024C establishing a policy for fund reserves for the City of Sedgwick, Kansas.

Motion made by Jacob, Seconded by Siemens.

Voting Yea: Hartman, Siemens, Liby, Jacob

#### Executive Session - Potential Litigation

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

Motion to recess into executive session for 15 minutes to discuss attorney-client privilege information and the open session will resume at 7:33pm pursuant to (K.S.A. 75-4319(B)(2)) with the exception being attorney client privilege regarding potential litigation to include the governing body, city administrator, and the city attorney.

Motion made by Hartman, Seconded by Jacob.

Voting Yea: Hartman, Siemens, Liby, Jacob

Motion to recess back into Executive Session for 11 minutes and resume open session at 7:45pm.

Motion made by Hartman, Seconded by Siemens.

Voting Yea: Hartman, Siemens, Liby, Jacob

NO ACTION TAKEN.

#### **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 7:46pm.

Motion made by Hartman, Seconded by Siemens.

Voting Yea: Hartman, Siemens, Liby, Jacob

ADJOURNED INTO WORKSHOP.

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

Agenda Published on 05/10/2024 at 10:30 AM.

DRAFT



June 5, 2024

**PAYROLL CHECKS - DIRECT DEPOSIT**

5/24/24

\$ 17,056.42

**TOTAL PAYROLL CHECKS**

**\$ 17,056.42**

**GENERAL DISBURSEMENT CHECKS-AAABXG**

**\$ 20,382.15**

**GENERAL DISBURSEMENT CHECKS-AAABXH**

**\$ 15,584.98**

**GENERAL DISBURSEMENT CHECKS-AAABXI**

**\$ 99,777.76**

**GENERAL DISBURSEMENT CHECKS-AAABXJ**

**\$ 28,474.09**

**TOTAL DISBURSEMENT CHECKS**

**\$ 164,218.98**

### AP Enter Bills Edit - Council Report

City of Sedgwick (SEDGKS)  
Batch: AAABXG

5/16/2024 3:35:59 PM

Page 1

Vendor	Description	Check Date	Invoice#	Check#	Check Total
AG SPRAY EQUIPMENT	FIRE DEPT UTV SPRAYE	05/17/2024	816071	70669	\$1,514.70
FAMILY HEALTH AMERICA, LC	HRA ADMIN FEES	05/17/2024	051724HRA	70670	\$100.00
NEW MEDICAL HEALTH CARE, LLC	PHYICAL/DRUG SCREEN	05/17/2024	051724NEWMED	70671	\$125.00
PARTRIDGE ROOFING SERVICES	LIBRARY ROOF	05/17/2024	246080	70672	\$14,500.00
TROJAN TECHNOLOGIES	WWTP UV LIGHT SENSOR	05/17/2024	200/24328	70673	\$2,844.50
UNDERGROUND VAULTS & STORAGE	OFFSITE FILE STORAGE	05/17/2024	555458	70674	\$16.95
UNIFIED SCHOOL DISTRICT 439	FORENSICS NATL COMP	05/17/2024	051724FORENSICS	70675	\$1,000.00
WICHITA WINWATER WORKS	CHEKC VALVES WWTP	05/17/2024	257559 01	70676	\$281.00

Total Direct Expense:	\$20,382.15
<b>Total Immediate Payments:</b>	<b>\$20,382.15</b>

Report Summary

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

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

City of Sedgwick (SEDGKS)  
Batch: AAABXG

5/16/2024 3:23:38 PM

Tr. #	Vendor	Inv Date	Due Date	Invoice #	Total Invoice
4	AG SPRAY / AG SPRAY EQUIPMENT	5/17/2024	5/17/2024	816071	\$1,514.70
1	01-04-70-7420 FIRE DEPT UTV SPRAYER			1.0 \$1,514.7000	\$1,514.70
8	FAMILY HEALTH / FAMILY HEALTH AMERICA, LC	5/17/2024	5/17/2024	051724HRA	\$100.00
1	03-00-60-6290 HRA ADMIN SERVICES FEE			1.0 \$100.0000	\$100.00
6	NEW MED / NEW MEDICAL HEALTH CARE, LLC	5/17/2024	5/17/2024	051724NEWMED	\$125.00
1	01-02-60-6290 PHYSICAL/DRUG SCREEN-JAIME ANDERSON			1.0 \$125.0000	\$125.00
2	PARTRIDGE / PARTRIDGE ROOFING SERVICES	5/17/2024	5/17/2024	246080	\$14,500.00
1	41-01-00-8210 LIBRARY ROOF REPAIR			1.0 \$14,500.0000	\$14,500.00
7	TROJAN / TROJAN TECHNOLOGIES	5/17/2024	5/17/2024	200/24328	\$2,844.50
1	13-00-70-7110 WWTP UV LIGHT SENSOR			1.0 \$2,844.5000	\$2,844.50
5	UNDERGROUND / UNDERGROUND VAULTS & STORAGE	5/17/2024	5/17/2024	555458	\$16.95
1	01-01-60-6200 OFFSITE FILE STORAGE			1.0 \$16.9500	\$16.95
1	USD439 / UNIFIED SCHOOL DISTRICT 439	5/17/2024	5/17/2024	051724FORENSICS	\$1,000.00
1	01-07-60-6400 FORENSICS NATL COMPETITION DONATION			1.0 \$1,000.0000	\$1,000.00
3	WICHITA WINWATER / WICHITA WINWATER WORKS	5/17/2024	5/17/2024	257559 01	\$281.00
1	13-00-70-7110 WWTP CHECK VALVE PARTS			1.0 \$281.0000	\$281.00
<b>Grand Totals</b>					
				<b>Total Direct Expense:</b>	<b>\$20,382.15</b>
				<b>Total Immediate Payments:</b>	<b>\$20,382.15</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)

05/21/2024 01:17:23 PM

Batch: AAABXH

User ID: SHELIA

Page 1

Bank Code: CKG		LEGACY BANK				
Vendor Tran#	Document #	Date	Type	User ID	Posting Reference	Total Amount
<b>AETNA</b>						
1	70677	05/24/2024	Check	SHELIA	AP0000001284AAABXH	\$83.39
Description:						
<b>AFLAC</b>						
2	70678	05/24/2024	Check	SHELIA	AP0000001284AAABXH	\$43.68
Description:						
<b>BCBS OF KANSAS</b>						
3	70679	05/24/2024	Check	SHELIA	AP0000001284AAABXH	\$5,001.22
Description:						
<b>CARL B DAVIS, CHAPTER 13 TRUSTEE</b>						
4	70680	05/24/2024	Check	SHELIA	AP0000001284AAABXH	\$668.31
Description:						
<b>LEGACY BANK</b>						
5	70681	05/24/2024	Check	SHELIA	AP0000001284AAABXH	\$5,352.70
Description:						
<b>KPERS</b>						
6	70682	05/24/2024	Check	SHELIA	AP0000001284AAABXH	\$3,556.47
Description:						
<b>KANSAS STATE WITHHOLDING TAX</b>						
7	70683	05/24/2024	Check	SHELIA	AP0000001284AAABXH	\$879.21
Description:						
		<b>Bank Totals</b>	<b>Items</b>		<b>Total Voids</b>	<b>Items</b>
Checks		(\$15,584.98)	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>		(\$15,584.98)				

Report Totals					
	<b>Bank Totals</b>	<b>Items</b>		<b>Total Voids</b>	<b>Items</b>
Checks	(\$15,584.98)	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>	(\$15,584.98)				

## AP Enter Bills Edit - Council Report

City of Sedgwick (SEDGKS)  
Batch: AAABXI

5/24/2024 11:19:12 AM

Vendor	Description	Check Date	Invoice#	Check#	Check Total
EVERGY	ELECTRIC SERVICE	05/24/2024	052424EVERGY	70684	\$3,668.59
EVERGY	STREET LIGHTS	05/24/2024	052424STREETLIGHTS	70685	\$1,906.89
GRAINGER	RELIEF VALVE & COVER	05/24/2024	9113194881	70686	\$86.42
KANSAS GAS SERVICE	GAS SERVICE	05/24/2024	052424KSGAS	70687	\$233.50
LEGACY OUTDOOR SUPPLY	PD AMMUNITION	05/24/2024	LOS-100081	70688	\$460.00
MIDWEST PUBLIC RISK OF KANSAS, I	INSURANCE	05/24/2024	PL20240510.94	70689	\$61,223.00
KYLE NORDICK	BUDGET WORKSHOP	05/24/2024	052424KN	70690	\$26.26
CAPITAL ONE TRADE CREDIT	SHELVING RACKS	05/24/2024	547002137242478	70691	\$1,999.90
PEARSON CONSTRUCTION, LLC	STREET PATCH/REPAIR	05/24/2024	052424STPATCH	70692	\$24,435.00
PRECISION DELTA CORPORATION	PD AMMUNITION	05/24/2024	30607	70693	\$3,644.23
STAN GARNETT, INC	101 FRANKLIN SPRINKL	05/24/2024	9786	70694	\$797.34
ABRA THIEME	POOL CONCESSIONS REI	05/24/2024	052424AT	70696	\$1,250.13
USA BLUEBOOK	WWTP CHEMICALS	05/24/2024	INV00359630	70695	\$46.50

Total Direct Expense:	\$99,777.76
<b>Total Immediate Payments:</b>	<b>\$99,777.76</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: AAABXI

5/24/2024 11:16:10 AM

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Tr. #	Vendor	Inv Date	Due Date	Invoice #	Total Invoice
<b>1</b>	<b>EVERGY / EVERGY</b>	<b>5/24/2024</b>	<b>5/24/2024</b>	<b>052424EVERGY</b>	<b>\$3,668.59</b>
1	01-10-60-6180	0009908927 - 505 N MADISON SCHOOL ZONE	1.0	\$27.1200	\$27.12
2	01-03-60-6180	659714280 - PD BLDG	1.0	\$76.4700	\$76.47
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	\$26.8900	\$26.89
6	01-10-60-6180	3002790064 - 100 WHEATLAND DR STREET POLE	1.0	\$28.6400	\$28.64
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	\$127.2300	\$127.23
9	13-00-60-6180	3738109015 - 1900 N WASH WWTP	1.0	\$1,333.0000	\$1,333.00
10	01-04-60-6180	3742938337 - 316 N WASH FIRE BLDG	1.0	\$82.7500	\$82.75
11	01-11-60-6180	3743030616 - 324 N WASH SHOP	1.0	\$79.4100	\$79.41
12	01-08-60-6180	3748198293 - 204 W 4TH PARK LIGHTS	1.0	\$150.3100	\$150.31
13	01-06-60-6180	4920122509 - 403 N FRANKLIN POOL	1.0	\$190.5900	\$190.59
14	01-01-60-6180	5043441260 - 107 W 5TH SR CTR	1.0	\$225.3800	\$225.38
15	01-01-60-6180	5111455161 - CITY HALL	1.0	\$172.5500	\$172.55
16	13-00-60-6180	7277816660 - 402 N HARRISON EAST LIFT	1.0	\$102.2500	\$102.25
17	01-10-60-6180	7610673523 - 100 INDUSTRIAL DR STREET POLE	1.0	\$28.5400	\$28.54
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	\$27.1200	\$27.12
21	10-00-60-6180	1282677544 - 205 W 5TH WEST WATER TOWER	1.0	\$250.5100	\$250.51
22	13-00-60-6180	3728481135 - 402 S COMM SOUTH LIFT	1.0	\$74.2600	\$74.26
23	13-00-60-6180	3742907574 - 308 N WASH MAIN LIFT	1.0	\$213.2900	\$213.29
24	10-00-60-6180	3749459455 - 518 W 5TH WEST WELL HOUSE	1.0	\$154.9500	\$154.95
25	01-11-60-6180	7510510077 - 200 E IND MAINT SHOP	1.0	\$156.6800	\$156.68
<b>2</b>	<b>EVERGY / EVERGY</b>	<b>5/24/2024</b>	<b>5/24/2024</b>	<b>052424STREETLIGHTS</b>	<b>\$1,906.89</b>
1	01-10-60-6180	STREET LIGHTS	1.0	\$1,906.8900	\$1,906.89
<b>7</b>	<b>GRAINGER / GRAINGER</b>	<b>5/24/2024</b>	<b>5/24/2024</b>	<b>9113194881</b>	<b>\$86.42</b>
1	01-06-70-7110	RELIEF VALVE AND INSIDE COVER	1.0	\$86.4200	\$86.42

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

City of Sedgwick (SEDGKS)  
Batch: AAABXI

5/24/2024 11:16:10 AM

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Tr. #	Vendor	Inv Date	Due Date	Invoice #	Total Invoice
<b>3</b>	<b>KS GAS / KANSAS GAS SERVICE</b>	<b>5/24/2024</b>	<b>5/24/2024</b>	<b>052424KSGAS</b>	<b>\$233.50</b>
1	13-00-60-6180 402 S COMM GAS SERVICE			1.0 \$51.0100	\$51.01
2	01-01-60-6180 CH GAS SERVICE			1.0 \$48.4300	\$48.43
3	01-04-60-6180 320 N WASH GAS SERVICE			0.9 \$134.0600	\$113.95
4	01-11-60-6180 320 N WASH GAS SERVICE			0.2 \$134.0600	\$20.11
<b>4</b>	<b>LEGACY OUTDOOR / LEGACY OUTDOOR SUPPLY</b>	<b>5/24/2024</b>	<b>5/24/2024</b>	<b>LOS-100081</b>	<b>\$460.00</b>
1	01-03-70-7110 PD AMMUNITION			20.0 \$23.0000	\$460.00
<b>5</b>	<b>MPR / MIDWEST PUBLIC RISK OF KANSAS, INC</b>	<b>5/24/2024</b>	<b>5/24/2024</b>	<b>PL20240510.94</b>	<b>\$61,223.00</b>
1	01-01-60-6250 ADMIN INS			0.1 \$61,223.0000	\$8,087.56
2	01-03-60-6250 PD INS			0.1 \$61,223.0000	\$8,056.95
3	01-05-60-6250 COURT/LEGAL INS			0.0 \$61,223.5000	\$753.05
4	01-04-60-6250 FIRE DEPT INS			0.1 \$61,223.0000	\$5,675.37
5	01-01-60-6250 LIBRARY INS			0.1 \$61,223.0000	\$4,671.31
6	01-08-60-6250 PARKS INS			0.1 \$61,223.0000	\$4,732.54
7	01-06-60-6250 POOL INS			0.1 \$61,223.0000	\$4,897.84
8	01-01-60-6250 SR CENTER INS			0.1 \$61,223.0000	\$3,563.18
9	01-09-60-6250 CEMETERY INS			0.0 \$61,223.0000	\$2,724.42
10	01-10-60-6250 STREETS INS			0.1 \$61,223.0000	\$4,438.67
11	12-00-60-6250 REFUSE INS			0.0 \$61,223.0000	\$808.14
12	10-00-60-6251 WATER INS			0.1 \$61,223.0000	\$6,930.44
13	13-00-60-6250 WWTP INS			0.1 \$61,223.0000	\$5,883.53
<b>12</b>	<b>NORDICK / KYLE NORDICK</b>	<b>5/24/2024</b>	<b>5/24/2024</b>	<b>052424KN</b>	<b>\$26.26</b>
1	01-01-60-6720 BUDGET WORKSHOP MILEAGE			39.2 \$0.6700	\$26.26
<b>6</b>	<b>NORTHERN TOOL / CAPITAL ONE TRADE CREDIT</b>	<b>5/24/2024</b>	<b>5/24/2024</b>	<b>547002137242478</b>	<b>\$1,999.90</b>
1	01-11-70-7420 SHELVING RACKS			1.0 \$1,999.9000	\$1,999.90
<b>8</b>	<b>PEARSON / PEARSON CONSTRUCTION, LLC</b>	<b>5/24/2024</b>	<b>5/24/2024</b>	<b>052424STPATCH</b>	<b>\$24,435.00</b>
1	08-00-60-6130 STREET PATCH REPAIR			1.0 \$24,435.0000	\$24,435.00
<b>9</b>	<b>PRECISION / PRECISION DELTA CORPORATION</b>	<b>5/24/2024</b>	<b>5/24/2024</b>	<b>30607</b>	<b>\$3,644.23</b>
1	01-03-70-7110 PD AMMUNITION			1.0 \$3,644.2300	\$3,644.23
<b>10</b>	<b>STAN / STAN GARNETT, INC</b>	<b>5/24/2024</b>	<b>5/24/2024</b>	<b>9786</b>	<b>\$797.34</b>
1	08-00-60-6130 101 N FRANKLIN SPRINKLER REPAIR DUE TO SIDEWALK			1.0 \$797.3400	\$797.34
<b>13</b>	<b>THIEME, ABRA / ABRA THIEME</b>	<b>5/24/2024</b>	<b>5/24/2024</b>	<b>052424AT</b>	<b>\$1,250.13</b>
1	01-06-70-7240 REIMB POOL CONCESSIONS			1.0 \$1,250.1300	\$1,250.13





## AP Enter Bills Edit - Council Report

City of Sedgwick (SEDGKS)  
Batch: AAABXJ

5/31/2024 8:23:02 AM

Page 1

Vendor	Description	Check Date	Invoice#	Check#	Check Total
360 DOCUMENT SOLUTIONS	PRINTERS/COPIERS	05/31/2024	82684672	70697	\$719.95
AGRI ENVIRONMENTAL SERVICES	SLUDGE HAUL	05/31/2024	1831	70698	\$1,040.00
AMERICAN FUN FOOD	POOL CONCESSIONS	05/31/2024	2042541-0	70699	\$97.74
CENTRAL KEY & SAFE CO., INC.	INSTALL LOCK/KEY	05/31/2024	4034717	70700	\$235.00
CTI	COUNCIL RM VIDEIO	05/31/2024	P-INV001735	70701	\$300.00
GRABER ACE HARDWARE	MISC CHARGES	05/31/2024	65789 500698 67163 6	70702	\$442.19
GRAINGER	POOL LEAK REPAIRS	05/31/2024	9121106554	70703	\$294.63
GT DISTRIBUTORS - AUSTIN	PD AMMUNITION	05/31/2024	INV1003019	70704	\$142.20
HARVEY COUNTY JAIL	PRISONER HOUSING	05/31/2024	053124JAIL	70705	\$70.00
BILL JOHNSON	BLDG INSPECTIONS	05/31/2024	053124BJ	70706	\$850.00
KANSAS DEPT OF REVENUE	WATER SALES TAX	05/31/2024	053124SALESTAX	70707	\$216.82
MIDWEST PUBLIC RISK OF KANSAS, I	FORWARD GEICO PAYMEN	05/31/2024	053124MPR	70708	\$11,382.81
PROFESSIONAL ENGINEERING CONE	SIDEWALK DESIGN	05/31/2024	532160 532179	70709	\$11,305.00
PRIDE AG RESOURCES	POOL LEAK REP PARTS	05/31/2024	112260/3	70710	\$73.93
SALINA SUPPLY COMPANY	POOL SHOWER VALVE	05/31/2024	S100264677.001	70711	\$730.50
ABRA THIEME	REIMB POOL SUPPLIES	05/31/2024	053124AT	70712	\$313.27
USA BLUEBOOK	WWTP CHEMICALS	05/31/2024	INV00366015 00370825	70713	\$260.05

Total Direct Expense:	\$28,474.09
<b>Total Immediate Payments:</b>	<b>\$28,474.09</b>

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: AAABXJ

5/31/2024 7:58:19 AM

Page 1

Tr. #	Vendor	Inv Date	Due Date	Invoice #	Total Invoice
1	360 DOCUMENT SOLUTIONS / 360 DOCUMENT SOLUTIK	5/31/2024	5/31/2024	82684672	\$719.95
1	01-01-60-6200 PRINTERS/COPIERS LEASE			0.5 \$719.9300	\$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	AGRI ENVIRONMENTAL / AGRI ENVIRONMENTAL SERV	5/31/2024	5/31/2024	1831	\$1,040.00
1	13-00-60-6160 5-23-24 SLUDGE HAUL 26000 GAL			26,000.0 \$0.0400	\$1,040.00
3	AMERICAN FUN FOOD / AMERICAN FUN FOOD	5/31/2024	5/31/2024	2042541-0	\$97.74
1	01-06-70-7240 POOL CONCESSIONS			1.0 \$97.7400	\$97.74
4	CENTRAL KEY / CENTRAL KEY & SAFE CO., INC.	5/31/2024	5/31/2024	4034717	\$235.00
1	01-03-60-6100 INSTALL LOCK AND PROVIDE KEYS			1.0 \$235.0000	\$235.00
5	CTI / CTI	5/31/2024	5/31/2024	P-INV001735	\$300.00
1	01-01-60-6200 COUNCIL RM VIDEO REPAIR			1.0 \$300.0000	\$300.00
15	GRABER / GRABER ACE HARDWARE	5/31/2024	5/31/2024	65789 500698 67163 6	\$442.19
1	01-08-70-7420 K65789 REPLACE STOLEN TOOLS			0.2 \$393.9700	\$78.79
2	01-10-70-7420 K65789 REPLACE STOLEN TOOLS			0.2 \$393.9900	\$78.80
3	01-11-70-7420 K65789 REPLACE STOLEN TOOLS			0.2 \$393.9900	\$78.80
4	10-00-70-7420 K65789 REPLACE STOLEN TOOLS			0.2 \$393.9900	\$78.80
5	13-00-70-7420 K65789 REPLACE STOLEN TOOLS			0.2 \$393.9900	\$78.80
6	40-11-00-8210 500698 PAINT SUPPLIES 200 BLDG			1.0 \$24.9500	\$24.95
7	01-06-70-7100 K67163 K67169 POOL PLUMBING SUPP			1.0 \$23.2500	\$23.25
6	GRAINGER / GRAINGER	5/31/2024	5/31/2024	9121106554	\$294.63
1	01-06-70-7100 POOL LEAK REPAIRS			1.0 \$294.6300	\$294.63
7	GT DISTRIBUTORS / GT DISTRIBUTORS - AUSTIN	5/31/2024	5/31/2024	INV1003019	\$142.20
1	01-03-70-7110 PD AMMUNITION			1.0 \$142.2000	\$142.20
8	HRVY CO SHERIFF / HARVEY COUNTY JAIL	5/31/2024	5/31/2024	053124JAIL	\$70.00
1	01-05-60-6320 PRISONER HOUSING-CAMPBELL			2.0 \$35.0000	\$70.00
17	JOHNSON, BILL / BILL JOHNSON	5/31/2024	5/31/2024	053124BJ	\$850.00
1	01-01-60-6230 BLDG INSPECTIONS-JOHNSON			1.0 \$850.0000	\$850.00
16	KS DEPT OF REV - SALES TAX / KANSAS DEPT OF REV	5/31/2024	5/31/2024	053124SALESTAX	\$216.82
1	10-00-60-6156 SALES TAX			1.0 \$216.8200	\$216.82

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

City of Sedgwick (SEDGKS)  
Batch: AAABXJ

5/31/2024 7:58:19 AM

Page 2

Tr. #	Vendor	Inv Date	Due Date	Invoice #	Total Invoice
14	MPR / MIDWEST PUBLIC RISK OF KANSAS, INC	5/31/2024	5/31/2024	053124MPR	\$11,382.81
1	01-00-00-4348 FORWARD GEICO PAYMENT TO MPR			1.0 \$9,419.3100	\$9,419.31
2	01-00-00-4348 FORWARD GEICO PAYMENT TO MPR			1.0 \$1,963.5000	\$1,963.50
9	PEC / PROFESSIONAL ENGINEERING CONSULTANTS	5/31/2024	5/31/2024	532160 532179	\$11,305.00
1	40-15-00-8220 532160 RIDGE/1ST ST SIDEWALK ENG/DESIGN			1.0 \$2,125.0000	\$2,125.00
2	08-00-60-6130 532179 DOWNTOWN COMMERCIAL SIDEWALK ENG/DESIGN			1.0 \$9,180.0000	\$9,180.00
10	PRIDE AG / PRIDE AG RESOURCES	5/31/2024	5/31/2024	112260/3	\$73.93
1	01-06-70-7100 POOL LEAK REPAIR PARTS			1.0 \$73.9300	\$73.93
11	SALINA SUPPLY / SALINA SUPPLY COMPANY	5/31/2024	5/31/2024	S100264677.001	\$730.50
1	01-06-70-7100 POOL SHOWER VALVE			1.0 \$730.5000	\$730.50
12	THIEME, ABRA / ABRA THIEME	5/31/2024	5/31/2024	053124AT	\$313.27
1	01-06-70-7010 REIMB POOL OFFICE SUPPLIES			1.0 \$27.5400	\$27.54
2	01-06-70-7240 REIMB POOL CONCESSION SUPPLIES			1.0 \$8.6400	\$8.64
3	01-06-70-7110 REIMB POOL RAKE PARTS			1.0 \$277.0900	\$277.09
13	USA BLUEBOOK / USA BLUEBOOK	5/31/2024	5/31/2024	INV00366015 00370825	\$260.05
1	13-00-70-7220 WWTP CHEMICALS			1.0 \$195.9100	\$195.91
2	13-00-70-7220 WWTP CHEMICALS			1.0 \$64.1400	\$64.14

**Grand Totals**

**Total Direct Expense: \$28,474.09**  
**Total Immediate Payments: \$28,474.09**

Report Summary

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

## City of Sedgwick

### Downtown Revitalization and Incentive Grant Program

The City of Sedgwick (City) hereby establishes the Downtown Revitalization and Incentive Grant Program (Program) to support business development located within the downtown district of the City of Sedgwick, KS. Funds for the program will be provided by the City for a period of five (5) years, as determined by the council and budgetary constraints. At the completion of five years the City will conduct a review of the program and present the results to the City Council for consideration to continue the program in subsequent budget years.

The purpose of the PROGRAM is to provide assistance to businesses through grants that will support improvements that result in stability or growth for existing businesses, help with the launch of new businesses downtown, or help combat blight or code issues in the downtown business district. The City recognizes the value of the businesses located in Sedgwick and the impact they have on the community. Grants under the PROGRAM will be provided to those projects that have the greatest value and preference will be given to currently operating or start-up businesses as well as projects that show personal financial investment from the applicant.

The grantee will receive an advance payment of the awarded grant funds, after the City Administrator and the grantee have signed the award contracts and personal and performance guarantee. Only **approved expenses** incurred after the start and before the fiscal reimbursement period (4 month) will be allowed. **Downtown buildings that are vacant or are currently not-in-use are eligible for the program except for buildings primarily used for storage purposes.**

#### **I. Applicant Eligibility**

Property owners, lessors, and/or lessee's of properties located in the downtown zoned business or light industrial districts are encouraged to apply. This includes existing or new businesses which are primarily utilized for business purposes or store front only. This grant is not intended for properties with a primary use as apartment/residential or storage units.

New businesses are required to submit a business plan for the City to utilize as part of the evaluation criteria as it pertains to the financial ability of the grantee to repay grant funds. All businesses must be current on all state, county, and local taxes and City utility services. Proof of financial soundness will be required.

Grantees are eligible for one grant every two (2) years, and will not be eligible for subsequent grants if noncompliant with grant terms or default on an awarded grant.

## II. Grant Committee Evaluation Criteria

1. First time applicants
2. Use of grant funds
3. Project timeline
4. Applications demonstrating strong cash match
5. Completeness of application
6. ***Business Plan – For new businesses only***

## III. Use of Grant Funds (in order of preference)

1. Improvements to the façade, awning, glass/windows, frontage, sidewalk, or streetscape
2. Improvements or repairs that would correct code or structural issues with the property
3. Interior renovation/remodel costs
4. Acquisition of machinery and/or equipment (***requires pre-approval from City***)
5. Business start-up costs (***requires pre-approval from City, and business plan***)

## IV. Prohibited use of Grant Funds

- 1) Purchase of real estate or land
- 2) Paying off or refinancing debt
- 3) Working or reserve capital or cash
- 4) Salaries or payroll expenses
- 5) Payment of any taxes or utilities
- 6) Demolition

## V. Application Requirements/Process

1. Application must be submitted to the City and will be reviewed and evaluated by the City Administrator and/or other City staff within 30 days of application. Applications will be evaluated as they are received by City Staff. Applicants may be contacted for additional or missing application information as needed. Incomplete applications will not be forwarded to the City Council for consideration.
2. Applications will be pending until the reviewed by the City Council as outlined in Section VI.
3. Applications that provide estimates of the scope of work or documentation that project is ready to be started in a timely manner *shall* be given preference.
4. Applicant must provide details of the project and specific use of grant funds. Preference *shall* be given to applications which show matching or concurrent funds being expended or leveraged by the property owner or business for the project.
5. Applicant must provide evidence that all taxes and utilities are current for business or property (***includes Sales Tax***).
6. Applicant must agree to participate in media coverage, marketing, and promotion of the program, including potential signage, and provide or allow City staff to take before and after photos of the project for documentation.

## VI. Award Process

1. Initial grant awards for the current budget year will be awarded on a case-by-case basis during that fiscal year. The City reserves the right to award additional grants throughout the year as budget allows.
2. All grants will be presented in front of the City Council for approval by majority vote, award decisions are final and not eligible for appeal.
3. Applicants receiving awards must be able to provide a W-9 form in order to receive funds and sign a personal and performance guarantee for awarded funds.
4. Building permits must be pulled for all applicable work and all contractors must be registered contractors with the City of Sedgwick. Applicants may perform the work themselves if they are also registered contractors with the City. Any applicable work must be done to current city code and be inspected by the city's building inspector. ***(city will waive the building permit fees but not the applicable inspection fees)***
5. Project must begin no more than 60 days from award of funds and must be completed within 120 days of award, unless prior extension is approved by the City Administrator.

## VII. Compliance

1. City Administrator or their designee will follow up with award recipients to ensure that funds are used for the defined purpose and that all program requirements are met.
2. Recipient will provide all documentation required under the program, including bids/quotes and financial documentation of completion.
3. All facility improvement and signage projects require inspection/approval by City.
4. All proceeds from the PROGRAM must be used in the manner outlined on the application within the timeline as specified in Section VI, subsection 5.
5. Existing businesses must remain in operation in the location specified in the application for a minimum of one (1) year from the date of the award.
6. New businesses must be open within one (1) year from the date of the award.
7. Any funds not spent as approved, in the time designated, will be repaid to the City within 30 days.
8. Any recipient who fails to meet these compliance requirements will be required to repay the grant amount in full to the City within six (6) months of notification of non-compliance.

## VIII. Funding

1. The City will budget for \$20,000.00 per year for grants and operation of the PROGRAM
2. It is the intention of the City to award four (4) grants per fiscal year with a maximum funding amount of \$5,000 per grantee.
3. The minimum grant amount per recipient will be \$1,000.00
4. Availability of grant funds are subject to changes based on City Council directives or decisions and any budgetary constraints of the City.

*The City of Sedgwick Downtown Revitalization and Incentive 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 Revitalization and Incentive Grant Program Application

Business name: SEDGWICK BODY SHOP

Address: 109 E. 5th City: SEDGWICK State: KS Zip: 67135

Phone: 772-5544 Email: Sedgwick body @ sbcslocal.net Website: \_\_\_\_\_

Contact Person with phone number for application: WILLIAM BROWN 772-5544

Project Address: 109 E 5th St KS

Business Ownership: Private  Public \_\_\_\_\_

Year business was established (if existing business): EST 1962

Amount of grant funds being requested: \$ 5000

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?

*To Aid in downtown property revitalization. Plans to remove old metal building, replace & refinish building, finish front fence. Remodel office space*

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

*provide Body/paint/collision/glass services to the area*

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

City of Sedgwick Revitalization and Incentive Grant Program Application – Page 2

5. Estimated Work Schedule: Start Date for work: 5/1/24

Completion Date: 8/1/24

6. Current workforce of business: Full-time X 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? \$15,000 in labor

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

Sign: [Signature] Date: 4/12/24

**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 _____



Sedgwick Downtown Revitalization and Growth of New Businesses (PROGRAM) Grant Program

**PERSONAL AND PERFORMANCE GUARANTEE**

The undersigned is an applicant with and for the Sedgwick Downtown Revitalization and Incentive 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 Revitalization and Incentive 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: \_\_\_\_\_

TM Property Solutions LLC.  
Tyler Mosiman (owner)  
PO Box 221  
Sedgwick, KS 67135  
316-871-8567  
tymosiman@gmail.com

Bid

Date 5/8/24

TO: Sedgwick Body Shop

Description	Amount
Office	
<ul style="list-style-type: none"> <li>- Demo out existing framing and ceiling</li> <li>- Re-frame north and west walls</li> <li>- Insulate with R-13 fiberglass insulation</li> <li>- Frame and blocking new HVAC (mini-split head unit)</li> <li>- Install new window (30x30)</li> <li>- Trim exterior window</li> <li>- Install 7/16 OSB sheathing on walls</li> <li>- Install new acoustic ceiling tiles</li> <li>- Prime and paint walls</li> <li>- Install LVP flooring</li> </ul>	
Total labor and materials	\$3,800
Exterior Paint	
<ul style="list-style-type: none"> <li>- Power wash exterior of building</li> <li>- Caulk as needed</li> <li>- Paint exterior building</li> </ul>	
Total labor and materials	\$4,800
	
Total: \$8,600	

*Thank you for your business!*



**City of Sedgwick  
City Council Meeting  
June 5, 2024**

**TO:** Mayor and City Council

**SUBJECT:** Distressed Property 311 N. Lincoln

**INITIATED BY:** Administration

**AGENDA:** Old Business

---

**Recommendation:** Council determination.

**Background:** A public hearing was held on February 21, 2024, regarding the distressed property at 311 N. Lincoln Ave. in Sedgwick, Kansas. Resolution 02212024 was adopted by the governing body giving the property owner 90 days from the date of the resolution to complete the work. To date, the south wall, front of building, and roof have been removed. The remainder of the building and accumulated machinery is still present.

**Financial Considerations:** The resolution gives the governing body the choice to have the remainder of the building along with the accumulated items removed at an expense to the city. That cost would then be assessed back to the property and recaptured at a later date. If that is the wish of the council, staff would obtain quotations and award to the lowest bidder.

**Recommendations/Actions:** Council determined.

**Attachment:** Images







**City of Sedgwick  
City Council Meeting  
June 5, 2024**

**TO:** Mayor and City Council

**SUBJECT:** CDBG Proposal

**INITIATED BY:** Administration

**AGENDA:** New Business

---

**Recommendation:** Approve the quotation for professional services from Ranson Financial.

**Background:** The Department of Commerce operates the Community Development Block Grant program which provides funding for projects that help low- to moderate-income neighborhoods thrive. Projects range from sidewalks to community centers, youth job training programs, commercial rehabilitation and much more.

Identified in the city's long-term planning was the need for a new fire station to house our existing volunteer fire service and the newly established emergency medical service. Initial estimates for the station build range from \$850,000 - \$1 million. To date, the city has encumbered approximately \$250,000 in anticipation for the project. If awarded, the grant would provide an additional \$650,000.

Ranson Financial has prepared a scope of work proposal to complete the initial step in the application process, verification of income through a community survey. To qualify for the grant, the affected area must have a total LMI percentage of 51%; currently the City of Sedgwick has an LMI percentage of 33%. Ranson Financial would develop and administer the income survey to all residents within the City of Sedgwick and the Sedgwick Township, as it is part of the initial response district. Upon completion of the survey, Ranson would tabulate the results of the survey and provide the city with the documentation to be utilized on this application and any other CDBG grant application for the next five years.

If approved, the project is estimated to take approximately eight (8) weeks to complete.

**Financial Considerations:** The quotation is for a not-to-exceed amount of \$10,000. This is an unbudgeted expense.

**Recommendations/Actions:** It is recommended that the city council approve the quotation for professional services from Ranson Financial.

**Attachment:** Quotation



## CDBG DOOR TO DOOR SURVEY PROPOSAL

May 24, 2024

To Mayor and Council  
 ATTN: Kyle Nordick, City Administrator  
 520 N. Commercial  
 Sedgwick, KS 67135

RE: Survey Tabulation – Proposed Fire Station

We are pleased to submit this proposal to provide door to door survey services for the proposed fire station to serve the First Responder Area of the City of Sedgwick and Sedgwick Township.

### Scope of Services

We agree to provide the following professional services and such other services as, in our judgment, may be necessary and advisable:

- A. To work with City Staff and City Consultant(s) in the tabulation of the door to door survey including going door to door to achieve the needed percentage in order to establish the low to moderate income percentage (LMI%)
- B. To present paperwork to the City Council for their information and possible decision to proceed with the CDBG application.
- C. Upon completion of the survey tabulation, furnish the City a copy of the submitted document.

The costs for completing the door to door survey and subsequent grant application are to be paid by the City and do not count as match to the CDBG application. Our fee for the complete survey tabulation including subsequent door to door knocking is \$110.00/Hour plus mileage and relevant expenses (i.e. photocopying, film development, etc.) with a ***not-to-exceed*** figure of \$10,000. Payment for Services will be upon submission of final tabulation to the City.

It is noted that Grant Administration is a separate contract and proper procurement procedures as set out in the program will apply. This information will be provided to the City upon completion of the survey tabulation.

This agreement shall be in force for effect for a period of one year unless terminated and shall be subject to cancellation by either party with ten (10) days' advance written notice.

This agreement is submitted in duplicate. Your acceptance will be indicated by the signature of City on both copies and by returning one executed copy to us.

Respectfully submitted,

Ranson Financial Group, LLC

***Rose Mary Saunders***

Rose Mary Saunders  
Municipal Consultant

Accepted this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

CITY OF SEDGWICK, KANSAS

ATTEST:

\_\_\_\_\_

\_\_\_\_\_

(seal)

City of Sedgwick  
City Council Meeting  
June 5, 2024

**TO:** Mayor and City Council  
**SUBJECT:** Tree Removal Bid  
**INITIATED BY:** Public Works & Utilities Department  
**AGENDA:** New Business

---

**Recommendation:** Approve the bid from .

**Background:** Staff identified eleven (11) trees located within the city that required removal and solicited pricing from nine tree removal contractors. Bid opening took place at noon on Friday, May 31, 2024, at city hall with the following contractors submitting pricing.

2024 Tree Removal Solicitation Results	
Contractor	Pricing
Wichita Tree Service	\$14,525
Alfred's Superior Tree Service	\$28,888

**Financial Considerations:** This is an unbudgeted expense.

**Recommendations/Actions:** It is recommended that the City Council approve the quotation.

**Attachment:** None

City of Sedgwick  
City Council Meeting  
June 5, 2024

**TO:** Mayor and City Council

**SUBJECT:** Debt Management Policy

**INITIATED BY:** Administration

**AGENDA:** New Business

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**Recommendation:** Approve resolution 06052024.

**Background:** City government has an important responsibility to its citizens to carefully account for public funds, to manage municipal finances wisely and to plan the adequate funding of services and improvements. To accomplish this, staff has developed a debt management policy to formalize the process and procedures regarding the city's current and future debt obligations.

**Financial Considerations:** None.

**Recommendations/Actions:** It is recommended that the City Council approve Resolution 06052024 a resolution establishing a debt management policy for the City of Sedgwick, Kansas.

**Attachment:** Resolution 06052024

**RESOLUTION 06052024**

**A RESOLUTION ESTABLISHING A DEBT MANAGEMENT POLICY FOR THE CITY OF SEDGWICK, KANSAS**

**WHEREAS**, the city government has an important responsibility to its citizens to carefully account for public funds, to manage municipal finances wisely and to plan the adequate funding of services and improvements; and

**WHEREAS**, the capital improvements must be structured by ability to pay in order to maintain fiscal stability; and

**WHEREAS**, there is a necessity to establish debt management policy and guidelines to provide the structure of continue fiscal stability, reduce financial risk and maintain adequate contingency assets for present and future requirements.

**NOW, THEREFORE**, be it resolved by the Governing Body of the City of Sedgwick, Kansas, that the attached Policy of the City of Sedgwick be established as the official debt management policy

**ADOPTED BY THE GOVERNING BODY** of the City of Sedgwick, Kansas this 5<sup>th</sup> day of June, 2024.

\_\_\_\_\_  
Bryan Chapman, Mayor

ATTEST:

\_\_\_\_\_  
Shelia Agee, City Clerk

SEAL

## **City of Sedgwick, Kansas**

### **Debt Management Policy**

#### **INTRODUCTION**

The management of governmental debt requires good legal advice and a good understanding of the principles of public finance. A formal debt policy is crucial for effective financial management. A debt policy provides justification for the structure of the debt issuance, identifies goals, establishes a commitment to long-term financial planning, and improves the quality of decisions. Over-indebtedness limits a government's ability to issue additional debt, and excessively large payments strain future operating budgets and reduce financial flexibility.

#### **PURPOSE**

The purpose of the Debt Management Policy is to establish a framework in which the City Council, City Administrator, and all Departments work to effectively use available financing options to provide quality services to the citizens of Sedgwick, while maintaining financial integrity.

- The City will seek to achieve and maintain the highest possible bond rating.
- The City will follow a policy of full disclosure as required by legal and professional guidelines in its relations with rating agencies, the Government Finance Officers Association, the Securities and Exchange Commission, the National Federation of Municipal Analysts and the investment community.
- The City will have a specific set of debt issuance guidelines consistent with Federal, State, and local laws and practices. The debt guidelines will recognize how much debt the community can support including the debt of overlapping jurisdictions.

For the purpose of this document, debt is defined as long-term financing instruments, even those that future payments are only guaranteed by continuing annual appropriations through the budget process (including leases and lease-purchase agreements).

#### **SCOPE**

This policy will apply to all City debt.

#### **POLICY & RESPONSIBILITIES**

The primary responsibility for administering this policy rests with the City Administrator, and the City Administrator's designees.

The responsibilities of the City Administrator shall be:

- Address the need for debt financing through the annual Capital Improvement Plan process and other improvements/programs deemed necessary.
- Review compliance to this policy and applicable benchmark debt ratios.
- Review changes in Federal and State legislation that affect the City's ability to issue debt and report such findings as appropriate.
- Review the provisions of ordinances authorizing the issuance of bonds.
- Review opportunities for refinancing current debt.
- Review at least annually the services provided by the City's financial advisor, bond counsel, paying agents, and other debt financing services providers.
- In developing financing recommendations, the Administrator will consider:
  - Options for interim financing including short-term and inter-fund borrowing, where allowable
  - Effects of proposed actions on tax rates and user charges
  - Trends in bond market structures
  - Other factors deemed appropriate

### **USES OF DEBT FINANCING**

The City of Sedgwick will not issue long-term debt for routine operations; including routine repairs and maintenance, small tools, or equipment. Long-term debt will be used only for capital projects or specialized equipment that cannot be financed from current revenue sources.

Projects included within the City's five-year Capital Improvement Plan may be considered for long-term debt if the procurement using operating funds would require an unacceptable spike in revenue sources or reduction of reserves. Unplanned projects may be considered if they are the result of growth-related activities within the community that require unanticipated and unplanned infrastructure or capital improvements or in the event of emergency situations.

Debt will not be issued for longer than the useful life of the improvement or asset it is funding. There must be sufficient revenues to repay the debt, whether from future property taxes, user fees, project revenues, cost sharing revenues, or other specified sources.

### **STRUCTURE AND TERMS OF DEBT FINANCING**

The City will only use level or declining debt repayment schedules with fixed rates; it will not use back-loaded or ballooning repayment schedules or variable-rate debt. The City will avoid the use of certificates of participation, or similar types of instruments for the acquisition of facilities or equipment, except in the case of those revenue backed issuances of the Sedgwick Public Utilities, which are enterprise funds and are not subject to the vote of the people.

Debt will be structured to match cash in-flows with cash out-flows, minimize the impact on future property tax levies, and maintain a relatively rapid repayment of principal.

Debt will be structured to achieve the lowest possible net interest cost to the City within the current market conditions, the urgency of the proposed capital project, and the nature and type of security provided.

Public funds, property, and resources will not be used directly or indirectly to influence the outcome of ballot questions. No financial advisor, bond counsel, underwriter, broker/dealer, or other entities involved or potentially involved with the outcome of the issuance of the debt shall provide contributions to influence the outcome of ballot questions.

The investment of debt proceeds for construction type projects will be in alignment with the City’s investment policy.

The selection of consultants for the providing of professional services for any bond issue will be based upon qualifications, through a formal request for qualifications for proposals. Any Financial Advisor to the City also capable of providing underwriting services shall be prohibited from participating in the underwriting of any City debt for a period of two years after the last service provided as Financial Advisor.

The Financial Advisor and Bond Counsel shall be prohibited from engaging in such relationships or agreements without prior consent of the City Council. The Financial Advisor and Bond Counsel shall certify in writing their compliance with this policy.

**MAXIMUM AMOUNTS OF DEBT FINANCING**

There are several key ratios that investors and financial analysts use to determine credit worthiness and the soundness of the City’s financial position. The City has established a set of guidelines to be used when reviewing the debt ratios. These numbers are indicators of financial stability and are listed below.

**Ratios for general government debt:**

**Statutory**

- Net Direct Bonded Debt as a percentage of Assessed Value 30%

**Internal Goals**

- Net Direct Bonded Debt Per Capita \$1,000
- Net Direct Bonded Debt Per Capita as a percentage of Per Capita Income 5%



- Net overall debt per capita (overlapping debt) \$2,000
- Mill Rate Not to Exceed 10 Mills

**Ratios for Revenue-Funded Debt:**

- Debt Service Coverage 125%

The City of Sedgwick will integrate the Capital Improvement Plan and debt funding activities so that the City works to effectively maximize available financing options. Any capital financing proposal of a City department, agency, or utility involving the pledge or other extension of the City’s credit through sale of bonds, execution of loans or leases, or otherwise involving directly or indirectly the lending or pledging of the City’s credit, shall be referred to the Finance Director and City Administrator for review before such pledge is considered by the City Council.

**BOND FUND**

Generally, payment of general obligation bonds and special assessment bonds shall be made from the City’s Debt Service Fund. However, in situations in which general obligation bonds are to be paid from user fees or sales taxes, bond payments should be made from the fund that receives the revenue (i.e. enterprise funds). The Debt Service Fund balance will be managed to eliminate or minimize arbitrage rebate liability.

**POST ISSUANCE MANAGEMENT**

The City will establish procedures for ensuring compliance with tax-exempt financing rules and regulations.

Federal arbitrage legislation is intended to discourage governmental entities from issuing tax-exempt obligations unnecessarily. In compliance with the spirit of this legislation, the City will issue obligations only when it appears the proceeds will be utilized in a timely fashion. Because of the complexity of arbitrage regulations and the severity of non-compliance penalties, the City will engage outside consultants when arbitrage related questions arise and to calculate potential arbitrage liability.

The City is committed to full and complete primary and secondary financial disclosure and to cooperating fully with rating agencies, institutional and individual investors, City departments and

agencies, other levels of government, and the general public to share clear, comprehensible, and accurate financial information.

Official statements accompanying debt issues, Annual Comprehensive Financial Reports, and continuing disclosure statements will meet (at a minimum), the standards articulated by the Government Accounting Standards Board (GASB), the National Federation of Municipal Analysts, and the Securities and Exchange Commission (SEC).

The City shall take care to maintain compliance with all continuing disclosure agreements entered into in connection with issuance of debt. The City should thoroughly understand its obligations to gather and keep current the required information. Year-end financial reports, along with any other required information, will be posted to the Electronic Municipal Market Access (EMMA) website maintained by the Municipal Securities Rulemaking Board (MSRB) within the time required by the disclosure agreement. If a material event occurs as identified by the agreement, the City will file a notice to EMMA within 10 business days.

### **CREDIT RATINGS**

The City Administrator shall be responsible for the determination of rating requests and maintaining relationships with agencies assigning ratings to City debt. Additionally, the Administrator shall provide periodic updates on the City's general financial condition to include debt issuance. Full disclosure of operations and open lines of communication shall be provided to rating agencies used by the City. The staff of the Administration Department, with assistance from the City's Financial Advisor, shall prepare the necessary materials and presentations to the rating agencies.