



# REGULAR COUNCIL MEETING, OCTOBER 16, 2024

Wednesday, October 16, 2024 at 6:30 PM  
Council Chambers, 520 N. Commercial Ave.

## AGENDA

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

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

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

The Mayor led the Pledge of Allegiance.

Council Members present

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

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

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

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

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

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

### APPROVAL OF AGENDA

Motion to approve the agenda as presented.

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

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

### HEARINGS / PRESENTATIONS / PUBLIC FORUM

#### STAFF REPORTS

1. Kyle Nordick, City Administrator
2. Brad Jantz, City Attorney
3. Zane Hansen, Fire Chief

### CONSENT AGENDA

Motion to approve the Consent Agenda as presented.

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

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

- [4.](#) Minutes of October 2, 2024, Regular Meeting
- [5.](#) Approval of Payroll October 11, 2024 Amount \$16,222.45
- [6.](#) Approval of General Disbursement Checks Amount \$233,583.34

**NEW BUSINESS**

- [7.](#) Conduct Public Hearing To Determine Whether The Structure At 117 S. Washington Is Dangerous And Unsafe

Motion to approve Resolution #10162024A a resolution finding the structure at 117 S. Washington to be dangerous and unsafe and, pursuant to K.S.A 12-1753, directing the owner and any other persons having an interest in said structure to either repair or remove the structure with such work to be completed no later than \_\_\_\_\_ days from the date of this resolution.

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

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

- [8.](#) Conduct Public Hearing To Determine Whether The Structure At 119 S. Washington Is Dangerous And Unsafe

Motion to approve Resolution #10162024B a resolution finding the structure at 119 S. Washington to be dangerous and unsafe and, pursuant to K.S.A 12-1753, directing the owner and any other persons having an interest in said structure to either repair or remove the structure with such work to be completed no later than \_\_\_\_\_ days from the date of this resolution.

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

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

- [9.](#) Presentation of Quarterly Financial Report

Motion to receive and file the 2024 Q3 Financial Report.

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

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

- [10.](#) Discuss and Consider CDBG Resolutions

Motion to approve resolutions 10162024C and 10162024D as presented.

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

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

- [11.](#) Discuss and Consider Resolution 10162024E - GO Bonds Fire-EMS Station

Motion to approve Resolution 10162024E as presented.

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

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

**12.** Discuss and Consider Contract For Temporary Housing - EMS

Motion to approve the contract for temporary housing - EMS as presented.

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

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

**13.** Discuss and Consider Sedgwick Community Development Corporation

Motion to adopt the articles of incorporation for the Sedgwick Community Development Corporation.

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

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

**RECESS into Sedgwick Community Development Corporation Meeting**

**CITY OF SEDGWICK, KANSAS SEDGWICK COMMUNITY DEVELOPMENT CORPORATION**

**COUNCIL CHAMBERS - 520 N. COMMERCIAL AVE.**

**OCTOBER 18, 2024**

**MEETING CALLED TO ORDER**

**14.** Discuss and Consider By-Laws - Sedgwick Community Development Corporation

Motion to approve the Sedgwick Community Development Corporation By-laws as presented.

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

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

**Adjourn Sedgwick Community Development Corporation Meeting**

**RECONVENE Council Meeting**

**CONTINUED NEW BUSINESS**

**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 10/11/2024 at 3:30 PM.



## Sedgwick Fire Department Report

Item 3.

### Response Overview:

Structure fires – 2

Grass fires - 17

Illegal Burning - 1

Fire Alarms - 2

False Alarms - 3

Injury Accident - 3

Medical Calls - 78

Gas Leaks - 2

Hazmat - 1

Electrical Emergencies - 25

Storm Spotter Activation - 1

Standby - 4

Total Calls - 139 YTD

### Administrative:

- We continue to have department meetings and training bi-monthly.
- We have completed the annual pump, hose, and hydrant testing.
- I have completed two CPR and first aid training courses for USD 439.
- I am working to schedule a time for a fire safety presentation to the elementary school.
- I have been working with and learning our reporting software and plan to roll out building inspections in 2025.
- We did not get awarded AFG the year. I will be reapplying in the coming months.
- We will be applying for the Kansas State Fire Marshal Kansas Volunteer Firefighter Grant (KVFG). This grant covers bunker gear for fire departments. We have been awarded the previous 4 years and are hopeful of another successful application.
- We have one new member of the fire department and anticipate the addition of EMS will increase fire volunteerism for us. Likewise hope to have fire volunteers support EMS.
- I will be working with Kyle to build a new pay scale that works within our budget for the addition of EMS to encourage response and assistance on medical calls. This proposal will be brought to you prior to the beginning of the year.

### Equipment:

- Tender 34 has a valve and plumbing issues. The company that is repairing it is warranty the equipment and labor.
- Storms/Powerlines. I have attended training with Evergy and am in the process of identifying and purchasing non-contact voltage detectors. This tool will improve responder safety.



# REGULAR COUNCIL MEETING, OCTOBER 2, 2024

Wednesday, October 02, 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

Dan Hartman

Kramer Siemens

Josh Liby

Mark Jacob

### ABSENT

Brenda DeHaven

OTHERS PRESENT: Kyle Nordick, City Administrator; Shelia Agee, City Clerk; Brad Jantz, City Attorney; Bryan Hall, Police Chief

## **APPROVAL OF AGENDA**

Motion to approve the agenda as presented.

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

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

Motion to approve the agenda as amended to add an executive session pursuant to the exemption related to trade secrets as item 11.

Motion made by Hartman, Seconded by Liby.

Voting Yea: Hartman, Siemens, Liby, Jacob

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

### **STAFF REPORTS**

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

Kyle Nordick, City Administrator, informed Council of Public Hearing for CDBG Initiative on Oct 9th at 6:30pm, still waiting for award decision on KDOT grant for Commercial Ave revitalization, were not awarded grant for Lincoln Street, will be applying for Patterson Family Foundation Rural EMS Grant, in the process of slurry work in the city this week, and MIH program approved with house to be built by May.

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

#### **3. Bryan Hall, Police Chief**

Police Chief, Bryan Hall, presented information on what the police department has accomplished in the last 6 months. We were awarded the COPS grant to hire a new officer.

## **CONSENT AGENDA**

Motion to approve the Consent Agenda as presented.

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

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

Motion to approve the Consent Agenda as presented.

Motion made by Liby, Seconded by Siemens.

Voting Yea: Hartman, Siemens, Liby, Jacob

4. Minutes of September 18, 2024, Regular Meeting
5. Approval of Payroll September 27, 2024 Amount \$20,922.33

6. Approval of General Disbursement Checks Amount \$47,188.88

## NEW BUSINESS

7. Discuss Kemper Cemetery

Discussed Kemper Cemetery and believe that the best option is for Hillside Cemetery to continue caring for Kemper Cemetery with the City reimbursing Hillside for the upkeep expenses.

8. Discuss Sedgwick Community Development Corporation 501(c)(3)

Discussed 501(c)(3) that they need to have an organizational meeting to set up by-laws including board members so they can get the IRS determination letter.

9. Discuss and Consider 2025 Residential Exterior Improvement Grant

Motion to approve the 2025 Residential Exterior Improvement Grant guidelines.

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

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

Motion to approve the 2025 Residential Exterior Improvement Grant guidelines program as presented.

Motion made by Hartman, Seconded by Jacob.

Voting Yea: Hartman, Siemens, Liby, Jacob

10. Discuss and Consider Temporary Exemption - Moonlight Market

Motion to approve resolution 10022024 a resolution granting temporary exemption, upon certain city owned property, from the requirements of the Sedgwick City Code, Ordinance No. 676 prohibiting consumption of alcoholic liquor or cereal malt beverage on public property within the city limits of the City of Sedgwick, Kansas.

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

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

Motion to approve resolution 10022024 a resolution granting temporary exemption, upon certain city owned property, from the requirements of the Sedgwick City Code, Ordinance No. 676 prohibiting consumption of alcoholic liquor or cereal malt beverage on public property within the city limits of the City of Sedgwick, Kansas as corrected with new date.

Motion made by Hartman, Seconded by Siemens.

Voting Yea: Hartman, Siemens, Liby, Jacob

11. Executive Session

Move to recess into Executive Session for \_\_\_\_\_ minutes pursuant to the exemption related to trade secrets, (K.S.A. 75-4319(b)(4)) for the purpose of discussing data relating to financial affairs or trade secrets of corporations, partnerships, trusts, and individual proprietorships, to include the following persons: Governing Body, City Administrator, City Attorney, with the open meeting to resume at \_\_\_\_\_ (time) in the City Council chamber.

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

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

Move to recess into Executive Session for 10 minutes pursuant to the exemption related to trade secrets, (K.S.A. 75-4319(b)(4)) for the purpose of discussing data relating to financial affairs or trade secrets of corporations, partnerships, trusts, and individual proprietorships, to include the following persons: Governing Body, City Administrator, City Attorney, with the open meeting to resume at 7:40pm in the City Council chamber.

Motion made by Siemens, Seconded by Hartman.

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 7:41pm.

Motion made by Siemens, Seconded by Jacob.

Voting Yea: Hartman, Siemens, Liby, Jacob

COUNCIL ADJOURNED INTO WORKSHOP TO DISCUSS POSITIVE FINANCIAL TREND, RODEO FOR FIRE-EMS STATION, NEW HOUSE INCENTIVES.

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

Agenda Published on 9/27/2024 at 1:30 PM.

October 16, 2024

**PAYROLL CHECKS - DIRECT DEPOSIT**

10-11-24 \$ 16,222.45

**TOTAL PAYROLL CHECKS \$ 16,222.45**

**GENERAL DISBURSEMENT CHECKS-AAABYO \$ 85,525.26**

**GENERAL DISBURSEMENT CHECKS-AAABYP \$ 10,211.88**

**GENERAL DISBURSEMENT CHECKS-AAABYQ \$ 137,846.20**

**TOTAL DISBURSEMENT CHECKS \$ 233,583.34**

## AP Enter Bills Edit - Council Report

City of Sedgwick (SEDGKS)  
Batch: AAABYO

10/4/2024 12:48:49 PM

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Vendor	Description	Check Date	Invoice#	Check#	Check Total
ADVANTAGE COMPUTER	UTILITY BILL CARDS	10/04/2024	102542	71069	\$1,040.00
AFLAC	AFLAC VOL DEDUCTION	10/04/2024	547733	71070	\$43.68
AGRI ENVIRONMENTAL SERVICES	SLUDGE HAUL	10/04/2024	1869	71071	\$780.00
ASSESSMENT STRATEGIES, LLC	PERSONNEL TESTING	10/04/2024	100424PDTEST	71072	\$315.00
RODNEY AND/OR TERESA EGGLESTON	FIRE INS PROCEEDS RE	10/04/2024	100424RTE	71073	\$49,414.60
FENIX CO, INC	HVAC REPAIR	10/04/2024	92573	71074	\$3,981.00
GREENER PASTURES	DOWNTOWN FLOWERS	10/04/2024	116	71075	\$435.93
CITY OF HALSTEAD	HALSTEAD EMS SVC	10/04/2024	100424EMS	71076	\$10,000.00
HARVEY COUNTY ECONOMIC DEVELOPMENT	PARTNER CONTRIBUTION	10/04/2024	2013-1494	71077	\$1,000.00
IDEATEK, LLC	IDEATEK SERVICES	10/04/2024	10001931072	71078	\$1,492.30
BRAD JANTZ	CITY ATTY/PROC	10/04/2024	100424ATTY	71079	\$3,040.00
BILL JOHNSON	BLDG INSPECTIONS	10/04/2024	100424BJ	71080	\$350.00
JOY WILLIAMS	JUDGE SERVICES	10/04/2024	100424JUDGE	71081	\$500.00
KANSAS HEALTH & ENVIRONMENTAL SERVICES	COLILERT WATER	10/04/2024	69064	71082	\$675.00
KANSAS DEPT OF REVENUE	WATER SALES TAX	10/04/2024	100424SALESTAX	71083	\$214.72
KS DEPARTMENT OF REVENUE-WATER	WATER PROTECTION FEE	10/04/2024	100424WTRPROT	71084	\$698.93
KANSAS STATE TREASURER	COURT FEES	10/04/2024	100424COURTFEES	71085	\$22.50
CITY OF NEWTON	WATER TREATMENT	10/04/2024	100424WTRTRTMNT	71086	\$6,075.78
CAPITAL ONE TRADE CREDIT	MAINT EARBUDS	10/04/2024	547002271240014	71087	\$179.99
USPS	BILLING POSTAGE	10/04/2024	100424BILLPOSTAGE	71088	\$255.00
UNDERGROUND VAULTS & STORAGE	OFFSITE FILE RETENTION	10/04/2024	5000438	71089	\$16.95
VERIZON	VEHICLE GPS	10/04/2024	100424GPS	71090	\$104.70
VERIZON WIRELESS	MDT/CELL SERVICE	10/04/2024	9974628847	71091	\$364.64
WCCIT	IT SRVC	10/04/2024	TSP_2646	71092	\$809.50
WHOLESALE WATER SUPPLY DISTRICT	8-16-24 TO 9-15-24	10/04/2024	INV02619	71093	\$3,715.04

Total Direct Expense:	\$85,525.26
<b>Total Immediate Payments:</b>	<b>\$85,525.26</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

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City of Sedgwick (SEDGKS)  
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Tr. #	Vendor	Inv Date	Due Date	Invoice #	Total Invoice
<b>1</b>	<b>ADVANTAGE / ADVANTAGE COMPUTER</b>	<b>10/4/2024</b>	<b>10/4/2024</b>	<b>102542</b>	<b>\$1,040.00</b>
1	10-00-60-6200 UTILITY BILL CARDS			0.5 \$1,040.0000	\$520.00
2	12-00-60-6200 UTILITY BILL CARDS			0.2 \$1,040.0000	\$156.00
3	13-00-60-6200 UTILITY BILL CARDS			0.4 \$1,040.0000	\$364.00
<b>2</b>	<b>AFLAC / AFLAC</b>	<b>10/4/2024</b>	<b>10/4/2024</b>	<b>547733</b>	<b>\$43.68</b>
1	01-01-00-6000 AFLAC VOLUNTARY DEDUCTION			1.0 \$41.5600	\$41.56
2	01-09-00-6000 AFLAC VOLUNTARY DEDUCTION			1.0 \$2.1200	\$2.12
<b>3</b>	<b>AGRI ENVIRONMENTAL / AGRI ENVIRONMENTAL SERV</b>	<b>10/4/2024</b>	<b>10/4/2024</b>	<b>1869</b>	<b>\$780.00</b>
1	13-00-60-6160 9-27-24 SLUDGE HAUL 19500 GAL			19,500.0 \$0.0400	\$780.00
<b>4</b>	<b>ASSESSMENT / ASSESSMENT STRATEGIES, LLC</b>	<b>10/4/2024</b>	<b>10/4/2024</b>	<b>100424PDTEST</b>	<b>\$315.00</b>
1	01-03-60-6290 PERSONNEL TESTING-J MAIER			1.0 \$315.0000	\$315.00
<b>27</b>	<b>EGGLESTON / RODNEY AND/OR TERESA EGGLESTON</b>	<b>10/4/2024</b>	<b>10/4/2024</b>	<b>100424RTE</b>	<b>\$49,414.60</b>
1	37-00-00-8210 FIRE INS PROCEEDS REIMBURSEMENT			1.0 \$49,414.6000	\$49,414.60
<b>5</b>	<b>FENIX CO, INC / FENIX CO, INC</b>	<b>10/4/2024</b>	<b>10/4/2024</b>	<b>92573</b>	<b>\$3,981.00</b>
1	40-01-00-8210 SR CTR NEW FURNACE & INSTALL			1.0 \$3,705.0000	\$3,705.00
2	13-00-60-6100 WWTP HVAC REPAIR-LIMIT CONTROL			1.0 \$276.0000	\$276.00
<b>6</b>	<b>GREENER / GREENER PASTURES</b>	<b>10/4/2024</b>	<b>10/4/2024</b>	<b>116</b>	<b>\$435.93</b>
1	01-07-60-6290 DOWNTOWN BEAUTIFICATION-FLOWERS/WEEDS-FALL FEST			1.0 \$435.9300	\$435.93
<b>7</b>	<b>HALSTEAD / CITY OF HALSTEAD</b>	<b>10/4/2024</b>	<b>10/4/2024</b>	<b>100424EMS</b>	<b>\$10,000.00</b>
1	01-02-60-6290 HALSTEAD EMS SERVICE			1.0 \$10,000.0000	\$10,000.00
<b>8</b>	<b>HRVY CO EDC / HARVEY COUNTY ECONOMIC DEVELOI</b>	<b>10/4/2024</b>	<b>10/4/2024</b>	<b>2013-1494</b>	<b>\$1,000.00</b>
1	01-07-60-6410 DUES			1.0 \$1,000.0000	\$1,000.00

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Tr. #	Vendor	Inv Date	Due Date	Invoice #	Total Invoice
<b>9</b>	<b>IDEATEK / IDEATEK, LLC</b>	<b>10/4/2024</b>	<b>10/4/2024</b>	<b>10001931072</b>	<b>\$1,492.30</b>
1	01-01-60-6180	CITY HALL PHONE/FAX/INTERNET	1.0	\$169.4600	\$169.46
2	01-05-60-6180	COURT PHONE/FAX/INTERNET	1.0	\$56.4900	\$56.49
3	10-00-60-6180	WATER PHONE/FAX/INTERNET	1.0	\$56.4900	\$56.49
4	13-00-60-6180	SEWER PHONE/FAX/INTERNET	1.0	\$56.4900	\$56.49
5	01-11-60-6180	MAINT SHOP 320 N WASH PHONE	1.0	\$198.9200	\$198.92
6	01-04-60-6180	FIRE PHONE/INTERNET	1.0	\$141.7100	\$141.71
7	13-00-60-6180	SEWER PLANT PHONE/INTERNET	1.0	\$177.9500	\$177.95
8	01-06-60-6180	POOL PHONE/INTERNET	1.0	\$141.7100	\$141.71
9	01-03-60-6180	PD PHONE/FAX/INTERNET/TV	1.0	\$199.7500	\$199.75
10	13-00-60-6180	EAST LIFT PHONE	1.0	\$89.3100	\$89.31
11	13-00-60-6180	SOUTH LIFT PHONE	1.0	\$89.0200	\$89.02
12	01-08-60-6180	WEST WATER TOWER	1.0	\$115.0000	\$115.00
<b>10</b>	<b>JANTZ, BRAD / BRAD JANTZ</b>	<b>10/4/2024</b>	<b>10/4/2024</b>	<b>100424ATTY</b>	<b>\$3,040.00</b>
1	01-01-60-6290	CITY ATTORNEY	1.0	\$2,270.0000	\$2,270.00
2	01-05-60-6300	CITY PROSECUTOR	1.0	\$770.0000	\$770.00
<b>11</b>	<b>JOHNSON, BILL / BILL JOHNSON</b>	<b>10/4/2024</b>	<b>10/4/2024</b>	<b>100424BJ</b>	<b>\$350.00</b>
1	01-01-60-6230	BLDG INSPECTIONS-JOHNSON	1.0	\$350.0000	\$350.00
<b>12</b>	<b>JOY / JOY WILLIAMS</b>	<b>10/4/2024</b>	<b>10/4/2024</b>	<b>100424JUDGE</b>	<b>\$500.00</b>
1	01-05-60-6300	JUDGE SERVICES-JOY	1.0	\$500.0000	\$500.00
<b>14</b>	<b>KS DEPT OF HEALTH &amp; ENV-U9000 / KANSAS HEALTH &amp; ENV</b>	<b>10/4/2024</b>	<b>10/4/2024</b>	<b>69064</b>	<b>\$675.00</b>
1	10-00-60-6170	COLILERT DRINKING WATER	12.0	\$20.0000	\$240.00
2	10-00-60-6170	ICPMS CU, PB EPA 200.8	10.0	\$25.0000	\$250.00
3	10-00-60-6170	THMS DISINFECTED BY PDTS-PWS	1.0	\$60.0000	\$60.00
4	10-00-60-6170	HALOACETIC ACIDS EPA 552.2	1.0	\$125.0000	\$125.00
<b>15</b>	<b>KS DEPT OF REV - SALES TAX / KANSAS DEPT OF REV</b>	<b>10/4/2024</b>	<b>10/4/2024</b>	<b>100424SALESTAX</b>	<b>\$214.72</b>
1	10-00-60-6156	WATER SALES TAX	1.0	\$214.7200	\$214.72
<b>16</b>	<b>KS DEPT OF REV - WTR PROT / KS DEPARTMENT OF RE</b>	<b>10/4/2024</b>	<b>10/4/2024</b>	<b>100424WTRPROT</b>	<b>\$698.93</b>
1	10-00-60-6154	WATER PROTECTION FEE	1.0	\$698.9300	\$698.93
<b>17</b>	<b>KS TREASURER / KANSAS STATE TREASURER</b>	<b>10/4/2024</b>	<b>10/4/2024</b>	<b>100424COURTFEES</b>	<b>\$22.50</b>
1	01-05-60-6310	LETC	1.0	\$22.5000	\$22.50
<b>19</b>	<b>NEWTON CITY / CITY OF NEWTON</b>	<b>10/4/2024</b>	<b>10/4/2024</b>	<b>100424WTRTRTMNT</b>	<b>\$6,075.78</b>
1	10-00-60-6152	8-19-24 TO 9-16-24 WATER TREATMENT 463800 USAGE	1.0	\$6,075.7800	\$6,075.78

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City of Sedgwick (SEDGKS)  
Batch: AAABYO

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Tr. #	Vendor	Inv Date	Due Date	Invoice #	Total Invoice
<b>18</b>	<b>NORTHERN TOOL / CAPITAL ONE TRADE CREDIT</b>	<b>10/4/2024</b>	<b>10/4/2024</b>	<b>547002271240014</b>	<b>\$179.99</b>
1	01-11-70-7420 MAINT EARBUDS			1.0 \$179.9900	\$179.99
<b>20</b>	<b>POST OFFICE / USPS</b>	<b>10/4/2024</b>	<b>10/4/2024</b>	<b>100424BILLPOSTAGE</b>	<b>\$255.00</b>
1	10-00-70-7020 BILLING POSTAGE			0.4 \$255.0000	\$89.25
2	12-00-70-7020 BILLING POSTAGE			0.3 \$255.0000	\$76.50
3	13-00-70-7020 BILLING POSTAGE			0.4 \$255.0000	\$89.25
<b>21</b>	<b>UNDERGROUND / UNDERGROUND VAULTS &amp; STORAGE</b>	<b>10/4/2024</b>	<b>10/4/2024</b>	<b>5000438</b>	<b>\$16.95</b>
1	01-01-60-6200 OFFSITE FILE RETENTION			1.0 \$16.9500	\$16.95
<b>22</b>	<b>VCONNECT / VERIZON</b>	<b>10/4/2024</b>	<b>10/4/2024</b>	<b>100424GPS</b>	<b>\$104.70</b>
1	01-03-60-6180 PD VEHICLE GPS			0.5 \$104.7000	\$52.35
2	01-11-60-6180 MAINT VEHICLE GPS			0.5 \$104.7000	\$52.35
<b>24</b>	<b>VERIZON / VERIZON WIRELESS</b>	<b>10/4/2024</b>	<b>10/4/2024</b>	<b>9974628847</b>	<b>\$364.64</b>
1	01-03-60-6180 PD MDT SERVICE			1.0 \$120.0300	\$120.03
2	01-03-60-6180 PD DASH CAMS			1.0 \$80.1000	\$80.10
3	01-03-60-6180 PD CELL PHONES			1.0 \$83.0000	\$83.00
4	01-11-60-6180 MAINT DELL LAPTOP			1.0 \$40.0100	\$40.01
5	01-11-60-6180 MAINT CELL PHONE			1.0 \$41.5000	\$41.50
<b>25</b>	<b>WCCIT / WCCIT</b>	<b>10/4/2024</b>	<b>10/4/2024</b>	<b>TSP_2646</b>	<b>\$809.50</b>
1	01-01-60-6200 MO SRVC-ADMIN			0.5 \$400.0000	\$200.00
2	01-03-60-6200 MO SRVC-POLICE			0.3 \$400.0000	\$100.00
3	01-04-60-6200 MO SRVC-FIRE			0.1 \$400.0000	\$20.00
4	13-00-60-6200 MO SRVC-SEWER			0.2 \$400.0000	\$80.00
5	01-01-60-6200 MICROSOFT, SECURITY, SCLE			0.3 \$409.4500	\$102.36
6	01-03-60-6200 MICROSOFT, SECURITY, SCLE			0.3 \$409.5000	\$102.38
7	10-00-60-6200 MICROSOFT, SECURITY, SCLE			0.3 \$409.5000	\$102.38
8	13-00-60-6200 MICROSOFT, SECURITY, SCLE			0.3 \$409.5000	\$102.38
<b>26</b>	<b>WHOLESALE WATER / WHOLESALE WATER SUPPLY DI</b>	<b>10/4/2024</b>	<b>10/4/2024</b>	<b>INV02619</b>	<b>\$3,715.04</b>
1	10-00-60-6150 WATER USAGE 463800			4,638.0 \$0.8010	\$3,715.04
<b>Grand Totals</b>					
Total Direct Expense:					<b>\$85,525.26</b>
Total Immediate Payments:					\$85,525.26

## AP Bank Reconciliation Posting Audit Report

City of Sedgwick (SEDGKS)

10/11/2024 08:12:46 AM

Batch: AAABYP

User ID: SHELIA

Page 1

<b>Bank Code:</b> CKG      LEGACY BANK						
<b>Vendor</b>						
<b>Tran#</b>	<b>Document #</b>	<b>Date</b>	<b>Type</b>	<b>User ID</b>	<b>Posting Reference</b>	<b>Total Amount</b>
<b>CARL B DAVIS, CHAPTER 13 TRUSTEE</b>						
1	71094	10/11/2024	Check	SHELIA	AP0000001318AAABYP	\$668.31
<b>Description:</b>						
<b>LEGACY BANK</b>						
2	71095	10/11/2024	Check	SHELIA	AP0000001318AAABYP	\$5,155.30
<b>Description:</b>						
<b>KPERS</b>						
3	71096	10/11/2024	Check	SHELIA	AP0000001318AAABYP	\$3,530.97
<b>Description:</b>						
<b>KANSAS STATE WITHHOLDING TAX</b>						
4	71097	10/11/2024	Check	SHELIA	AP0000001318AAABYP	\$857.30
<b>Description:</b>						
			<b>Bank Totals</b>	<b>Items</b>	<b>Total Voids</b>	<b>Items</b>
<b>Checks</b>			(\$10,211.88)	4	\$0.00	0
<b>Deposits</b>			\$0.00	0	\$0.00	0
<b>Deductions</b>			\$0.00	0	\$0.00	0
<b>Additions</b>			\$0.00	0	\$0.00	0
<b>Bank Charges</b>			\$0.00	0	\$0.00	0
<b>Net Activity for CKG:</b>			(\$10,211.88)			

<b>Report Totals</b>						
			<b>Bank Totals</b>	<b>Items</b>	<b>Total Voids</b>	<b>Items</b>
<b>Checks</b>			(\$10,211.88)	4	\$0.00	0
<b>Deposits</b>			\$0.00	0	\$0.00	0
<b>Deductions</b>			\$0.00	0	\$0.00	0
<b>Additions</b>			\$0.00	0	\$0.00	0
<b>Bank Charges</b>			\$0.00	0	\$0.00	0
<b>Net Activity:</b>			(\$10,211.88)			

### AP Enter Bills Edit - Council Report

City of Sedgwick (SEDGKS)  
Batch: AAABYQ

10/11/2024 9:10:22 AM

Vendor	Description	Check Date	Invoice#	Check#	Check Total
AMERICAN FUN FOOD	POOL CONCESSIONS	10/11/2024	2042997-0	71098	\$97.74
BG CONSULTANTS, INC.	CDBG ARCHITECT REPOR	10/11/2024	2	71099	\$1,020.00
CORE & MAIN	WATER METER PARTS	10/11/2024	V679691	71100	\$33.20
CULLIGAN OF WICHITA	DRINKING WATER	10/11/2024	760258	71101	\$5.25
GALLS, LLC	PD HOLSTER-MAIER	10/11/2024	029296094	71102	\$244.53
MAGUIRE IRON INC	WATER TOWER MAINT	10/11/2024	6331	71103	\$65,182.00
NEW MEDICAL HEALTH CARE, LLC	PHYSICALS DRUG SCREE	10/11/2024	101124NEWMED	71104	\$320.00
PITNEY BOWES GLOBAL FINANCIAL S	PITNEY MACHINE LEASE	10/11/2024	3319828821	71105	\$235.23
PAYMENT SERVICES NETWORK, INC.	PSN SERVICE FEES	10/11/2024	101124PSN	71106	\$625.14
SDK LABORATORIES	SEWER LAB ANALYSIS	10/11/2024	101124SDK	71107	\$281.55
SOUTH CENTRAL SEALING & PAVING	SLURRY SEAL	10/11/2024	40096	71108	\$62,244.00
USA BLUEBOOK	WWTP CHEMICALS	10/11/2024	INV00494683	71109	\$64.10
WASTE CONNECTIONS	MONTH LY TRASH/RECYC	10/11/2024	18492748V025	71110	\$7,239.22
WILBUR-ELLIS COMPANY	WEED KILLER	10/11/2024	16810407	71111	\$254.24

Total Direct Expense:	\$137,846.20
<b>Total Immediate Payments:</b>	<b>\$137,846.20</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: AAABYQ

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Page 1

Tr. #	Vendor	Inv Date	Due Date	Invoice #	Total Invoice
<b>1</b>	<b>AMERICAN FUN FOOD / AMERICAN FUN FOOD</b>	<b>10/11/2024</b>	<b>10/11/2024</b>	<b>2042997-0</b>	<b>\$97.74</b>
1	01-06-70-7240 POOL CONCESSIONS			1.0 \$97.7400	\$97.74
<b>2</b>	<b>BG / BG CONSULTANTS, INC.</b>	<b>10/11/2024</b>	<b>10/11/2024</b>	<b>2</b>	<b>\$1,020.00</b>
1	40-02-00-8210 CDBG FIRE EMS BLDG PRELIM ARCHITECTURAL REPORT			1.0 \$1,020.0000	\$1,020.00
<b>3</b>	<b>CORE &amp; MAIN / CORE &amp; MAIN</b>	<b>10/11/2024</b>	<b>10/11/2024</b>	<b>V679691</b>	<b>\$33.20</b>
1	10-00-70-7130 WATER METER PARTS-NIPPLES			1.0 \$33.2000	\$33.20
<b>5</b>	<b>CULLIGAN / CULLIGAN OF WICHITA</b>	<b>10/11/2024</b>	<b>10/11/2024</b>	<b>760258</b>	<b>\$5.25</b>
1	01-01-60-6290 ALLOCATE CULLIGAN DRINKING WATER			0.0 \$5.2500	\$0.00
2	01-01-60-6290 DRINKING WATER-ADMIN			1.0 \$2.1000	\$2.10
3	01-03-60-6290 DRINKING WATER-PD			1.0 \$1.5800	\$1.58
4	13-00-60-6290 DRINKING WATER-SEWER			1.0 \$1.5700	\$1.57
<b>6</b>	<b>GALLS / GALLS, LLC</b>	<b>10/11/2024</b>	<b>10/11/2024</b>	<b>029296094</b>	<b>\$244.53</b>
1	01-03-70-7250 PD HOLSTER-J MAIER			1.0 \$244.5300	\$244.53
<b>7</b>	<b>MAGUIRE IRON / MAGUIRE IRON INC</b>	<b>10/11/2024</b>	<b>10/11/2024</b>	<b>6331</b>	<b>\$65,182.00</b>
1	10-00-60-6130 EAST WATER TOWER MAINT			1.0 \$31,394.0000	\$31,394.00
2	10-00-60-6130 WEST WATER TOWER MAINT			1.0 \$33,788.0000	\$33,788.00
<b>8</b>	<b>NEW MED / NEW MEDICAL HEALTH CARE, LLC</b>	<b>10/11/2024</b>	<b>10/11/2024</b>	<b>101124NEWMED</b>	<b>\$320.00</b>
1	01-03-60-6290 PHYSICAL AND DRUG SCREEN-JOHN MAIER			1.0 \$160.0000	\$160.00
2	01-04-60-6290 PHYSICAL AND DRUG SCREEN-BRETT BUTLER			1.0 \$160.0000	\$160.00
<b>11</b>	<b>PITNEY B / PITNEY BOWES GLOBAL FINANCIAL SERVI</b>	<b>10/11/2024</b>	<b>10/11/2024</b>	<b>3319828821</b>	<b>\$235.23</b>
1	01-01-60-6200 PITNEY BOWES LEASE ON POSTAGE MACHINE			0.5 \$235.2300	\$117.62
2	01-03-60-6200 PITNEY BOWES LEASE ON POSTAGE MACHINE			0.1 \$235.2300	\$23.52
3	01-05-60-6200 PITNEY BOWES LEASE ON POSTAGE MACHINE			0.2 \$235.2300	\$47.05
4	01-09-60-6200 PITNEY BOWES LEASE ON POSTAGE MACHINE			0.1 \$235.2300	\$11.76
5	10-00-60-6200 PITNEY BOWES LEASE ON POSTAGE MACHINE			0.1 \$235.2300	\$11.76
6	12-00-60-6200 PITNEY BOWES LEASE ON POSTAGE MACHINE			0.1 \$235.2300	\$11.76
7	13-00-60-6200 PITNEY BOWES LEASE ON POSTAGE MACHINE			0.1 \$235.2300	\$11.76

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

City of Sedgwick (SEDGKS)  
Batch: AAABYQ

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Page 2

Tr. #	Vendor	Inv Date	Due Date	Invoice #	Total Invoice
<b>12</b>	<b>PSN / PAYMENT SERVICES NETWORK, INC.</b>	<b>10/11/2024</b>	<b>10/11/2024</b>	<b>101124PSN</b>	<b>\$625.14</b>
1	10-00-60-6210 PSN SERVICE FEES			0.5 \$625.1400	\$312.57
2	12-00-60-6210 PSN SERVICE FEES			0.1 \$625.1400	\$62.51
3	13-00-60-6210 PSN SERVICE FEES			0.4 \$625.1400	\$250.06
<b>13</b>	<b>SDK / SDK LABORATORIES</b>	<b>10/11/2024</b>	<b>10/11/2024</b>	<b>101124SDK</b>	<b>\$281.55</b>
1	13-00-60-6170 SEWER LAB ANALYSIS			1.0 \$281.5500	\$281.55
<b>14</b>	<b>SOUTH CENTRAL / SOUTH CENTRAL SEALING &amp; PAVIN</b>	<b>10/11/2024</b>	<b>10/11/2024</b>	<b>40096</b>	<b>\$62,244.00</b>
1	08-00-60-6130 SLURRY SEAL			1.0 \$62,244.0000	\$62,244.00
<b>15</b>	<b>USA BLUEBOOK / USA BLUEBOOK</b>	<b>10/11/2024</b>	<b>10/11/2024</b>	<b>INV00494683</b>	<b>\$64.10</b>
1	13-00-70-7220 WWTP CHEMICALS			1.0 \$64.1000	\$64.10
<b>16</b>	<b>WASTE CONNECTIONS / WASTE CONNECTIONS</b>	<b>10/11/2024</b>	<b>10/11/2024</b>	<b>18492748V025</b>	<b>\$7,239.22</b>
1	12-00-60-6160 95 GALLON TRASH CART			371.0 \$10.6000	\$3,932.60
2	12-00-60-6160 65 GALLON TRASH CART			152.0 \$8.4800	\$1,288.96
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			61.0 \$2.5000	\$152.50
6	12-00-60-6160 RECYCLE			592.0 \$2.1300	\$1,260.96
7	12-00-60-6160 CART EXCHANGE			0.0 \$25.0000	\$0.00
<b>17</b>	<b>WILBUR-ELLIS / WILBUR-ELLIS COMPANY</b>	<b>10/11/2024</b>	<b>10/11/2024</b>	<b>16810407</b>	<b>\$254.24</b>
1	01-08-70-7220 WEED KILLER			0.5 \$254.2400	\$127.12
2	01-10-70-7220 WEED KILLER			0.5 \$254.2400	\$127.12

**Grand Totals**

**Total Direct Expense: \$137,846.20**  
**Total Immediate Payments: \$137,846.20**

Report Summary

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

**City of Sedgwick  
City Council Workshop  
October 16, 2024**

**TO:** Mayor and City Council

**SUBJECT:** Distressed Property – 117 S. Washington

**INITIATED BY:** Administration

**AGENDA:** New Business

---

**Background:** On July 17, 2024, the city contacted the property owner expressing that at a minimum, the windows needed to be secured to prevent access to rodents and other pests. The property owner was given 15 days to secure the property. The City of Sedgwick commissioned a general inspection of the property located at 119 S. Washington on August 7, 2024. The inspection report lists that there is accumulation of junk and debris within the structure, deterioration of the deck structure, accumulation of junk and debris around the property, broken/missing windows, and failures to the façade of the property.

An updated inspection revealed the property owner has remediated access issues by boarding up the broken windows and securing the front door. However, there is still accumulation of junk and debris in and around the property and failures to the façade and roof of the property that places the property in a blighted condition.

**Analysis:** Due to the ongoing deterioration of the structure, it is advised that the city pass resolution 10162024A setting forth the findings that support such determination and setting a date by which the owner or other interested persons must commence either repair or removal of the structure.

**Financial Considerations:** None.

**Recommendations/Actions:** To be determined.



Item 7.



**RESOLUTION NO. 10162024A**

**A RESOLUTION FINDING THE STRUCTURE AT 117 S. WASHINGTON TO BE DANGEROUS AND UNSAFE AND, PURSUANT TO K.S.A. 12-1753, DIRECTING THE OWNER AND ANY OTHER PERSONS HAVING AN INTEREST IN SAID STRUCTURE TO EITHER REPAIR OR REMOVE THE STRUCTURE WITH SUCH WORK TO BE COMPLETED NO LATER THAN \_\_\_\_ DAYS FROM THE DATE OF THIS RESOLUTION.**

**WHEREAS**, the Chief Building Inspector for the City has filed with the City Clerk and the governing body a statement in writing declaring that the structure located at 117 S. Washington in the City of Sedgwick, Kansas, is dangerous or unsafe; and

**WHEREAS**, the provisions of state law allow the City to order the repair or demolition of such structures upon compliance with the requirements of K.S.A. 12-1750, et.seq., as amended; and

**WHEREAS**, pursuant to K.S.A. 12-1752, the City set October 16, 2024 as the date for a public hearing to receive evidence as to whether said structure was dangerous and unsafe and notice of such public hearing was sent to the owner of record; and

**WHEREAS**, the City held the public hearing required under state law and received evidence of the current condition of said structure.

**NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF SEDGWICK, KANSAS, AS FOLLOWS:**

1. After receiving evidence from the City's Building Official and all other interested parties, the City finds that the structure at 117 S. Washington is dangerous and unsafe because a) there is significant damage to the floors, roof, and siding b) accumulation of junk and debris within the home, and c) existing fire damage.

2. The owner and any other persons having an interest in said structure shall have \_\_\_\_ days within which to complete either the repair or removal of said structure and if the owner or any other such person having an interest in the structure shall fail to commence such repair or removal or shall fail to diligently prosecute the work to complete such repair or removal, the City is authorized to cause such structure to be repaired or razed and removed and to assess the costs of the same against the real property at 117 S. Washington, Sedgwick, Kansas.

3. This resolution shall be published once in the official city paper and a copy mailed to the owners, agents, lienholders of record and occupants in the same manner provided for the notice of hearing.

**ADOPTED** by the Governing Body of the City of Sedgwick, Kansas on October 16, 2024.

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

(Seal)  
ATTEST:

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

**City of Sedgwick  
City Council Workshop  
October 16, 2024**

**TO:** Mayor and City Council

**SUBJECT:** Distressed Property – 119 S. Washington

**INITIATED BY:** Administration

**AGENDA:** New Business

---

**Background:** On July 17, 2024, the city contacted the property owner expressing that at a minimum, the windows needed to be secured to prevent access to rodents and other pests. The property owner was given 15 days to secure the property. The City of Sedgwick commissioned a general inspection of the property located at 119 S. Washington on August 7, 2024. The inspection report lists that there is accumulation of junk and debris within the structure, deterioration of the deck structure, accumulation of junk and debris around the property, broken/missing windows, and failures to the façade of the property.

An updated inspection revealed the property owner has remediated access issues by boarding up the broken windows and securing the front door. A building permit has been pulled for the residence to install a new HVAC unit and water lines. There is still accumulation of junk and debris in and around the property and failures to the façade of the property that places the property in a blighted condition.

**Financial Considerations:** None.

**Recommendations/Actions:** To be determined.



Item 8.



**RESOLUTION NO. 10162024B**

**A RESOLUTION FINDING THE STRUCTURE AT 119 S. WASHINGTON TO BE DANGEROUS AND UNSAFE AND, PURSUANT TO K.S.A. 12-1753, DIRECTING THE OWNER AND ANY OTHER PERSONS HAVING AN INTEREST IN SAID STRUCTURE TO EITHER REPAIR OR REMOVE THE STRUCTURE WITH SUCH WORK TO BE COMPLETED NO LATER THAN \_\_\_\_ DAYS FROM THE DATE OF THIS RESOLUTION.**

**WHEREAS**, the Chief Building Inspector for the City has filed with the City Clerk and the governing body a statement in writing declaring that the structure located at 119 S. Washington in the City of Sedgwick, Kansas, is dangerous or unsafe; and

**WHEREAS**, the provisions of state law allow the City to order the repair or demolition of such structures upon compliance with the requirements of K.S.A. 12-1750, et.seq., as amended; and

**WHEREAS**, pursuant to K.S.A. 12-1752, the City set October 16, 2024 as the date for a public hearing to receive evidence as to whether said structure was dangerous and unsafe and notice of such public hearing was sent to the owner of record; and

**WHEREAS**, the City held the public hearing required under state law and received evidence of the current condition of said structure.

**NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF SEDGWICK, KANSAS, AS FOLLOWS:**

1. After receiving evidence from the City's Building Official and all other interested parties, the City finds that the structure at 119 S. Washington is dangerous and unsafe because a) there is significant deterioration of the deck structure b) accumulation of junk and debris around the property, and c) failures to the façade of the property.

2. The owner and any other persons having an interest in said structure shall have \_\_\_\_ days within which to complete either the repair or removal of said structure and if the owner or any other such person having an interest in the structure shall fail to commence such repair or removal or shall fail to diligently prosecute the work to complete such repair or removal, the City is authorized to cause such structure to be repaired or razed and removed and to assess the costs of the same against the real property at 119 S. Washington, Sedgwick, Kansas.

3. This resolution shall be published once in the official city paper and a copy mailed to the owners, agents, lienholders of record and occupants in the same manner provided for the notice of hearing.

**ADOPTED** by the Governing Body of the City of Sedgwick, Kansas on October 16, 2024.

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

(Seal)  
ATTEST:

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

# 2024 Quarterly Financial Report

September  
30, 2024

A Little Town  
With A Big Heart!



CITY OF SEDGWICK, KANSAS  
QUARTERLY FINANCIAL REPORT  
FOR PERIOD ENDED SEPTEMBER 30, 2024

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September 4, 2024

The Honorable Mayor and City Council  
City of Sedgwick, Kansas

Dear Mayor and Members of City Council:

I am pleased to present to you the Quarterly Financial Report of the City of Sedgwick for the quarter ended September 30, 2024. Enclosed, you will find a comprehensive overview of our financial performance, including revenues, expenses, budget allocations, and any pertinent insights. The information is unaudited and may not reflect all transactions and adjustments that apply to the activities through the third quarter of 2024.

This report highlights our continued commitment to fiscal responsibility and transparency in managing the City's resources. It reflects our dedication to prudent financial planning and management practices aimed at ensuring the long-term prosperity of our community.

Highlights and key information regarding the financial reports are presented in the following section titled *Highlights and Briefs*. Thank you for your ongoing support and collaboration as we strive to uphold the highest standards of financial stewardship for the City of Sedgwick. My appreciation is extended to all City staff members that contributed to this report.

Respectfully submitted,

A handwritten signature in black ink that reads "Kyle Nordick". The signature is written in a cursive, flowing style.

Kyle Nordick  
City Administrator

# Highlights and Briefs

QUARTER ENDED SEPTEMBER 30, 2024

The Quarterly Financial Report provides unaudited results in order to facilitate timely management decision making. The report compares actual results to budgetary amounts for various funds and provides additional information about the City’s financing activities.

## GENERAL FUND

Budgetary statements for the General Fund are presented on pages 1 to 3 of this report. The unencumbered fund balance for the General Fund on September 30, 2024 was \$64,735 as compared to \$195,734 at this time last year, representing a decrease of approximately \$130,999. The 2024 third quarter unencumbered fund balance is 12% of expenditures and other uses (page 1). General Fund revenues and other sources (revenues) increased compared to this time last year \$73,102 or 7% higher. Expenditures and other uses (expenses) increased \$48,872 or 6% over last year (page 1).

### General Fund Balance

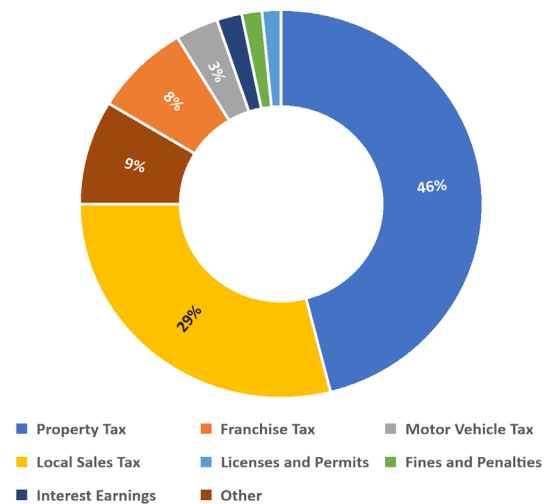
\$64,735  
Q3 2024

down \$130,999 or  
66% from Q3 2023

## REVENUES

The General Fund has many revenue sources as seen in the budgetary schedules starting on page 1; however, four main revenues are projected to make up 88% of the General Fund’s annual revenues: property taxes, franchise taxes, motor vehicle taxes and sales tax. Charges for services, interest earnings and intergovernmental revenues while lesser are still significant revenues of the General Fund. The top three revenues are discussed in further detail below followed by a brief discussion of the General Fund’s other revenues.

September 2024 - General Fund  
Actual Revenues By Type



## PROPERTY TAX

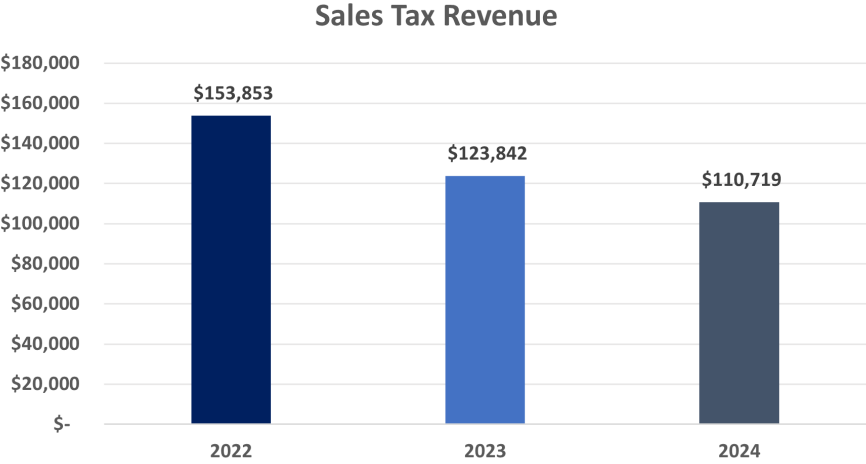
The General Fund is one of two “taxing” funds of the City and property tax revenues account for over one-third of its annual revenues. Property tax revenues are based on the assessed valuation of taxable property within the City limits. The appraised valuation is determined by the County Appraiser and then the assessment percentage, as prescribed by the State Constitution, is applied to derive the Assessed Valuation. The assessed value is then multiplied by the tax rate, expressed in terms of “mills” per \$1,000 to derive the property tax revenues.

Total property tax collections for the City’s two primary taxing funds, the General Fund and the Debt Service Fund, totaled \$688,963 in the third quarter, increasing 15% over last year.

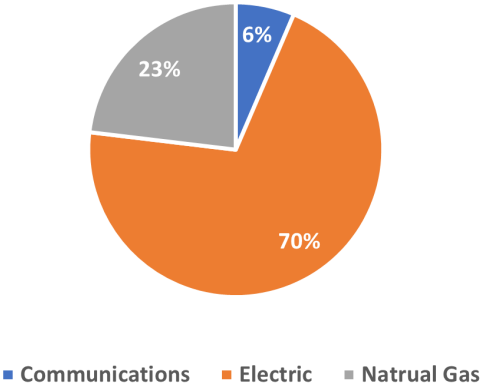
Collection of Current and Delinquent Property Taxes				
	2024 Adopted Budget	For the quarter ended September 30,		
		2024	2023	2022
General Fund	\$553,458	\$510,834	\$373,499	\$361,074
Debt Service Fund	\$193,068	\$178,129	\$223,860	\$238,310

**LOCAL SALES TAXES**

Local sales tax receipts generally exhibit economic sensitivity and tend to remain flat or decline slightly during recessionary periods. In addition, fluctuations in growth can occur due to timing differences in the State distribution methodology. Sales tax collections continue to see a downward trend with third quarter collections totaling \$110,719.



**Franchise Taxes  
As of September 30, 2024**



**FRANCHISE TAXES**

Franchise tax revenue is based on agreements between the City and utility providers (i.e., natural gas, electricity, telephone, video and cable TV). Franchise tax revenues are affected by several significant factors which impact utility gross revenues, including weather conditions, economic activity, rate setting approvals and the price of natural gas. Franchise taxes collected equaled \$85,747, representing 70% of the 2024 budgeted amount. .

**FINANCING ACTIVITIES**

Budgetary statements for the Debt Service Fund are presented on page 5 of this report. The unencumbered fund balance of the Debt Service Fund as of September 30, 2024 was (\$35,967).

## ENTERPRISE FUNDS

Statements for enterprise funds prepared on a budgetary basis begin on page 18.

### WATER UTILITY

The Water Utility revenues through September 30, 2024 were \$302,854 as compared to the prior year's revenue of \$303,158. Expenditures increased \$18,710 totaling \$208,977 as compared to \$190,267 in 2023. Revenues and expenditures were approximately 75% and 41%, respectively, of the 2024 Adopted Budget.

### SEWER UTILITY

Sewer Utility revenues at \$209,037, decreased over prior year's revenues of \$209,884. Revenues remain in sync with the Adopted Budget at 74% for the third quarter. Expenditures of \$149,172 in 2024 were lower than the 2023 expenditures of \$151,503 and were 45% of the Adopted Budget.

### REFUSE

The Refuse Fund revenues totalled \$92,197 for the third quarter, representing a decrease of 0.2% from 2023. The Refuse Fund expenditures total \$67,576 in 2024, an increase of \$45 or 0.06% over the prior year expenditures.

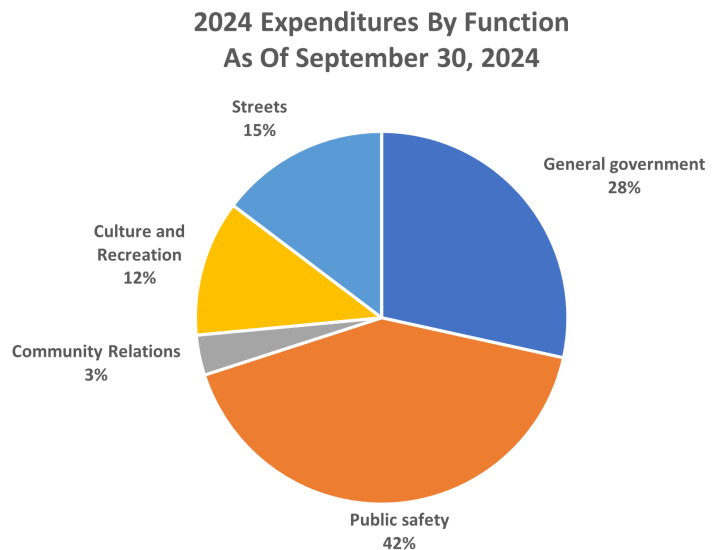
## EXPENDITURES

General Fund expenditures are made up of both actual expenditures incurred and encumbrances for committed funds (i.e., contracts and purchase orders entered into). As of September 30, 2024, expenditures included approximately \$879,222 in encumbrances as compared to \$830,350 as of September 30, 2023.

The largest expenditure of the General Fund's 2024 Adopted Budget, including transfers out, is contractual services. Contractual services at \$419,893 increased, \$66,345 or 19%, as compared to the third quarter of 2023. Contractual services are within the expectations at 82% of the 2024 Adopted Budget.

The second largest category of General Fund's expenditures is personnel services which comprises approximately 21% of the General Fund's Adopted Budget and 29% of 2024 actual expenditures through September 30, 2024. Personnel services decreased nearly \$31,129 or 8% over the third quarter of 2023.

Materials and supplies is the third largest expenditure category at 6% of the budget and 8% of actuals through the end of the first quarter of 2024. This category increased approximately \$13,676 or 16%, as compared to September 30, 2023.



# GENERAL FUND

*The primary purpose of the General Fund is to account for the City's operating revenues and other financial resources and their uses in conducting the general operations of the City, except for those resources required to be accounted for in another fund.*

## SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN UNENCUMBERED FUND BALANCES

## BUDGET AND ACTUAL - BUDGETARY BASIS (UNAUDITED)

For the Period Ended September 30, 2024

(with projections for the year ended December 31, 2024)

	Budgeted Amounts		2024	2024
	Original	Revised*	Actual Amounts	Projected Year End
<b>REVENUES AND OTHER SOURCES</b>				
General property taxes	\$ 553,458	\$ 553,458	\$ 510,834	\$ 511,763
Franchise taxes	121,919	121,919	85,747	114,313
Vehicle taxes	52,624	52,624	38,260	51,633
Local sales tax	429,827	429,827	320,860	427,514
Licenses and permits	6,195	6,195	16,950	18,346
Fines and penalties	60,264	60,264	17,985	30,033
Interest earnings	15,138	15,138	22,320	26,329
Other revenue	102,569	102,569	91,878	101,195
Reimbursement from Senior Center	5,640	5,640	4,299	3,535
Reimbursement from Cemetery	9,152	9,152	-	14,732
Utility franchise fees	40,150	40,150		40,690
Neighborhood Revitalization			(496)	(496)
Total revenues and other sources	<u>1,396,936</u>	<u>1,396,936</u>	<u>1,108,637</u>	<u>1,339,587</u>
<b>EXPENDITURES AND OTHER USES</b>				
Personnel services	591,637	591,637	359,440	525,245
Contractual services	512,402	512,402	419,893	504,080
Materials and supplies	122,991	122,991	99,889	121,590
Capital outlay	-	-	-	-
Contingency	165,430	165,430	-	165,430
Transfers to other funds	359,914	359,914	347,275	347,275
Total expenditures and other uses	<u>1,752,373</u>	<u>1,752,373</u>	<u>1,226,497</u>	<u>1,663,620</u>
Net change in unencumbered fund balance	(355,437)	(355,437)	(117,861)	(324,033)
Unencumbered fund balance, beginning	371,448	371,448	182,046	451,152
Unencumbered fund balance, ending	<u>\$ 16,011</u>	<u>\$ 16,011</u>	<u>\$ 64,185</u>	<u>\$ 127,119</u>

## CITY OF SEDGWICK, KANSAS

## GENERAL FUND

## SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN UNENCUMBERED FUND BALANCES

## BUDGET AND ACTUAL - BUDGETARY BASIS (UNAUDITED)

For the Period Ended September 30, 2024

(with comparative totals for the period ended September 30, 2023)

	Budgeted Amounts		2024	Variance with Final Budget	2023
	Original	Revised*	Actual Amounts	Positive (Negative)	Actual Amounts
<b>REVENUES AND OTHER SOURCES</b>					
Local government taxes:					
General Property taxes:					
Property taxes	\$ 549,696	\$ 549,696	\$ 499,214	\$ (50,482)	\$ 370,868
Delinquent property taxes	3,762	3,762	11,620	7,858	2,631
Payments in lieu of taxes	4,214	4,214	-	(4,214)	-
Franchise taxes	121,919	121,919	85,747	(36,172)	92,573
Motor vehicle taxes	52,624	52,624	38,260	(14,364)	41,242
Local sales tax	429,827	429,827	320,860	(108,967)	342,442
Total local government taxes	<u>1,162,042</u>	<u>1,162,042</u>	<u>955,701</u>	<u>(206,341)</u>	<u>849,756</u>
Licenses and permits	6,195	6,195	16,950	10,755	9,715
Fines and penalties:	60,264	60,264	17,985	(42,280)	45,547
Interest earnings	15,138	15,138	22,320	7,182	24,434
Other Revenue	153,297	153,297	95,682	(57,615)	106,310
Total Revenues	<u>1,396,936</u>	<u>1,396,936</u>	<u>1,108,637</u>	<u>(288,299)</u>	<u>1,035,762</u>
<b>EXPENDITURES</b>					
Administration					
Personnel services	198,229	198,229	122,840	75,389	160,562
Contractual services	90,212	90,212	83,746	6,466	64,200
Materials and supplies	7,516	7,516	6,310	1,206	8,256
Total Administration	<u>295,957</u>	<u>295,957</u>	<u>212,896</u>	<u>83,061</u>	<u>233,017</u>
Ambulance					
Personnel services	-	-	31,625	(31,625)	-
Contractual services	200,000	200,000	170,442	29,558	159,000
Materials and supplies	-	-	112	(112)	-
Total Ambulance	<u>200,000</u>	<u>200,000</u>	<u>202,179</u>	<u>(2,179)</u>	<u>159,000</u>
Police					
Personnel services	205,499	205,499	69,004	136,495	113,634
Contractual services	45,704	45,704	35,076	10,628	28,359
Materials and supplies	28,209	28,209	24,337	3,872	18,257
Total Police	<u>279,412</u>	<u>279,412</u>	<u>128,417</u>	<u>150,995</u>	<u>160,250</u>
Fire					
Personnel services	15,898	15,898	11,880	4,018	8,120
Contractual services	25,167	25,167	19,496	5,671	12,100
Materials and supplies	10,000	10,000	3,552	6,448	3,661
Total Fire	<u>51,065</u>	<u>51,065</u>	<u>34,927</u>	<u>16,138</u>	<u>23,882</u>
Legal					
Personnel services	26,041	26,041	16,693	9,348	16,542
Contractual services	25,030	25,030	18,797	6,233	14,433
Materials and supplies	2,800	2,800	1,742	1,058	2,032
Total Legal	<u>53,871</u>	<u>53,871</u>	<u>37,232</u>	<u>16,639</u>	<u>33,007</u>
Pool					
Personnel services	55,094	55,094	40,744	14,350	37,744
Contractual services	12,789	12,789	10,615	2,174	9,686
Materials and supplies	28,944	28,944	22,756	6,188	19,381
Total Pool	<u>96,827</u>	<u>96,827</u>	<u>74,115</u>	<u>22,712</u>	<u>66,811</u>
Community Relations					
Contractual services	49,000	49,000	30,649	18,352	21,749
Total Community Relations	<u>49,000</u>	<u>49,000</u>	<u>30,649</u>	<u>18,352</u>	<u>21,749</u>

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN UNENCUMBERED FUND BALANCES						
BUDGET AND ACTUAL - BUDGETARY BASIS (UNAUDITED)						
For the Period Ended September 30, 2024						
(with comparative totals for the period ended September 30, 2023)						
	Budgeted Amounts		2024 Actual Amounts	Variance with Final Budget Positive (Negative)	2023 Actual Amounts	
	Original	Revised*				
<b>Parks</b>						
Personnel services	5,353	5,353	7,261	(1,908)	7,269	
Contractual services	8,000	8,000	8,297	(297)	4,943	
Materials and supplies	6,092	6,092	5,308	784	3,230	
Total Parks	19,445	19,445	20,865	(1,420)	15,442	
<b>Cemetery</b>						
Personnel services	7,080	7,080	5,393	1,687	7,293	
Contractual services	3,000	3,000	3,060	(60)	2,672	
Materials and supplies	600	600	292	308	166	
Total Cemetery	10,680	10,680	8,745	1,935	10,132	
<b>Streets</b>						
Personnel services	35,368	35,368	22,823	12,545	18,098	
Contractual services	43,500	43,500	26,820	16,680	31,300	
Materials and supplies	26,244	26,244	27,589	(1,345)	25,182	
Total Streets	105,112	105,112	77,232	27,880	74,579	
<b>Maintenance</b>						
Personnel services	43,075	43,075	31,177	11,898	21,307	
Contractual services	10,000	10,000	12,896	(2,896)	5,106	
Materials and supplies	12,586	12,586	7,890	4,696	6,048	
Total Maintenance	65,661	65,661	51,964	13,697	32,462	
Total expenditures	1,227,030	1,227,030	879,222	347,808	830,350	
Excess of revenues over expenditures	169,906	169,906	229,415	(636,107)	205,412	
<b>OTHER FINANCING SOURCES (USES)</b>						
Transfers from other funds	54,942	54,942	-	-	-	
Transfers to other funds	(359,914)	(359,914)	(347,275)	12,639	-	
Total other financing sources (uses)	(304,972)	(304,972)	(347,275)	12,639	-	
Excess before other changes in unencumbered fund balances	(135,066)	(135,066)	(117,860)	(623,468)	205,412	
<b>OTHER CHANGES IN UNENCUMBERED FUND BALANCE</b>						
Cancelled encumbrances	-	-	-	-	-	
Total other changes in unencumbered fund balance	-	-	-	-	-	
Net change in unencumbered fund balance	(355,437)	(355,437)	(117,311)	-	205,412	
Unencumbered fund balance, beginning	371,448	371,448	182,046	-	187,761	
Unencumbered fund balance, ending	\$ 16,011	\$ 16,011	\$ 64,735	\$ -	\$ 393,173	

# DEBT SERVICE FUND

*The primary purpose of the Debt Service Fund is to provide for the payment of interest and principal on long-term general obligation debt. Funding sources include property taxes, special assessments, transfers from other funds and other miscellaneous sources.*

## CITY OF SEDGWICK, KANSAS

## DEBT SERVICE FUND

## SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN UNENCUMBERED FUND BALANCES

## BUDGET AND ACTUAL - BUDGETARY BASIS (UNAUDITED)

For the Period Ended September 30, 2024

(with comparative totals for the period ended September 30, 2023)

	Budgeted Amounts		2024	2023
	Original	Revised*	Actual Amounts	Actual Amounts
<b>REVENUES AND OTHER SOURCES</b>				
General property taxes	\$ 193,068	\$ 193,068	\$ 178,129	\$ 223,860
Special assessments	109,261	109,261	119,599	117,127
Motor vehicle tax	31,498	31,498	12,360	27,389
Neighborhood Revitalization	-	-	-	(246)
State assessed utilities	7,397	7,397	21,281	15,394
Transfers	-	-	-	-
Total revenues and other sources	<u>341,224</u>	<u>341,224</u>	<u>331,370</u>	<u>383,524</u>
<b>EXPENDITURES AND OTHER USES</b>				
Debt Service	390,515	390,515	374,581	374,919
Cash Basis Reserve	9,771	9,771	9,771	
Total expenditures and other uses	<u>400,286</u>	<u>400,286</u>	<u>384,352</u>	<u>374,919</u>
Net change in unencumbered fund balance	(59,062)	(59,062)	(52,983)	8,605
Unencumbered fund balance, beginning	64,540	64,540	17,016	7,892
Unencumbered fund balance, ending	<u>\$ 5,478</u>	<u>\$ 5,478</u>	<u>(35,967)</u>	<u>16,497</u>

# LIBRARY

*The primary purpose of the Library Fund is to account for the City's tax levy funding of the operation of Lillian Tear Library.*

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN UNENCUMBERED FUND BALANCES

BUDGET AND ACTUAL - BUDGETARY BASIS (UNAUDITED)

For the Period Ended September 30, 2024

(with comparative totals for the period ended September 30, 2023)

	Budgeted Amounts		2024	2023
	Original	Revised*	Actual Amounts	Actual Amounts
<b>REVENUES AND OTHER SOURCES</b>				
General property taxes	\$ 48,122	\$ 48,122	\$ 44,670	\$ 43,232
Motor vehicle tax	6,093	6,093	4,429	4,743
State assessed utilities	3,012	3,012	2,821	2,977
Neighborhood Revitalization Rebate	-	-	-	(48)
Total revenues and other sources	<u>57,227</u>	<u>57,227</u>	<u>51,920</u>	<u>50,905</u>
<b>EXPENDITURES AND OTHER USES</b>				
Appropriation to library board	<u>58,387</u>	<u>58,387</u>	<u>49,633</u>	<u>50,285</u>
Total expenditures and other uses	<u>58,387</u>	<u>58,387</u>	<u>49,633</u>	<u>50,285</u>
Net change in unencumbered fund balance	(1,160)	(1,160)	2,287	620
Unencumbered fund balance, beginning	<u>1,166</u>	<u>1,166</u>	<u>3,589</u>	<u>1,111</u>
Unencumbered fund balance, ending	<u>\$ 6</u>	<u>\$ 6</u>	<u>\$ 5,876</u>	<u>\$ 1,731</u>

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN UNENCUMBERED FUND BALANCES

BUDGET AND ACTUAL - BUDGETARY BASIS (UNAUDITED)

For the Period Ended September 30, 2024

(with projections for the year ended December 31, 2024)

	Budgeted Amounts		2024	Variance with Final Budget	2024
	Original	Revised*	Actual Amounts	Positive (Negative)	Projected Year End
<b>REVENUES AND OTHER SOURCES</b>					
Local government taxes:					
General Property taxes:					
Property taxes	\$ 47,721	\$ 47,721	\$ 43,346	\$ (4,375)	\$ 42,933
Delinquent property taxes	401	401	1,324	923	299
Motor vehicle taxes	6,093	6,093	4,429	(1,664)	4,743
State assessed utilities	3,012	3,012	2,821	(191)	2,977
Neighborhood revitalization rebate	-	-	-	-	(48)
Total local government taxes	<u>57,227</u>	<u>57,227</u>	<u>51,920</u>	<u>(5,307)</u>	<u>50,904</u>
Total Revenues	<u>57,227</u>	<u>57,227</u>	<u>51,920</u>	<u>(5,307)</u>	<u>50,904</u>
<b>EXPENDITURES</b>					
Appropriation to library board	<u>58,387</u>	<u>58,387</u>	<u>49,633</u>	<u>0</u>	<u>56,923</u>
Total Expenditures	<u>58,387</u>	<u>58,387</u>	<u>49,633</u>	<u>-</u>	<u>56,923</u>
Net change in unencumbered fund balance	(1,160)	(1,160)	2,287		(6,019)
Unencumbered fund balance, beginning	1,166	1,166	3,589		1,166
Unencumbered fund balance, ending	<u>\$ 6</u>	<u>\$ 6</u>	<u>\$ 5,876</u>	<u>\$ -</u>	<u>\$ (4,853)</u>

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# EMPLOYEE BENEFIT FUND

*The primary purpose of the Employee Benefit Fund is to account for the City's portion of social security, health and dental insurance, retirements, workers compensation and unemployment insurance contributions.*

## CITY OF SEDGWICK, KANSAS

## EMPLOYEE BENEFITS FUND

## SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN UNENCUMBERED FUND BALANCES

## BUDGET AND ACTUAL - BUDGETARY BASIS (UNAUDITED)

For the Period Ended September 30, 2024

(with comparative totals for the period ended September 30, 2023)

Variances With  
Final Budget

	Budgeted Amounts		2024 Actual Amounts	Positive Final Budget (Negative)	2023 Actual Amounts
	Original	Revised*			
<b>REVENUES AND OTHER SOURCES</b>					
Property taxes	\$ 175,778	\$ 175,778	\$ 159,644	\$ (16,134)	\$ 169,509
Delinquent tax	-	-	4,842	4,842	1,081
Vehicle taxes	10,996	10,996	17,467	6,471	16,180
Transfers	-	-	-	-	-
State assessed utilities	11,757	11,757	10,391	(1,366)	11,755
Reimbursements	-	-	-	-	2,114
Reimbursement from Water	27,442	27,442	-	(27,442)	-
Reimbursement from Refuse	320	320	-	(320)	-
Reimbursement from Sewer	24,490	24,490	-	(24,490)	-
Reimbursement from Library	3,567	3,567	-	(3,567)	-
Reimbursement from Cemetery	3,768	3,768	-	(3,768)	-
Reimbursement from Senior Center	605	605	-	(605)	-
Neighborhood Revitalization Rebate	-	-	-	-	(188)
Total revenues and other sources	<u>258,723</u>	<u>258,723</u>	<u>192,344</u>	<u>(66,379)</u>	<u>200,451</u>
<b>EXPENDITURES AND OTHER USES</b>					
Personnel services	-	-	-	-	-
Social Security	52,964	52,964	38,308	14,656	38,723
KPERS	71,665	71,665	43,091	28,574	36,356
Group Insurance	130,375	130,375	41,628	88,747	67,134
Unemployment	854	854	1,188	(334)	476
Medicare	-	-	-	-	-
Workers Comp	11,879	11,879	10,828	1,051	10,829
HRA Account	37,829	37,829	17,331	20,498	30,753
Cash Basis Reserve	35,652	35,652	35,652	-	-
Total expenditures and other uses	<u>341,218</u>	<u>341,218</u>	<u>188,027</u>	<u>153,191</u>	<u>184,271</u>
Net change in unencumbered fund balance	(82,495)	(82,495)	4,317	(219,570)	16,180
Unencumbered fund balance, beginning	87,615	87,615	97,656	-	71,546
Unencumbered fund balance, ending	<u>\$ 5,120</u>	<u>\$ 5,120</u>	<u>\$ 101,973</u>	<u>\$ (219,570)</u>	<u>\$ 87,726</u>

# SPECIAL REVENUE AND PERMANENT FUNDS

*The primary purpose of the Special Revenue Funds is to account for the proceeds of designated revenue sources which are used to finance specified activities as required by law or public policy.*

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN UNENCUMBERED FUND BALANCES					
BUDGET AND ACTUAL - BUDGETARY BASIS (UNAUDITED)					
For the Period Ended September 30, 2024					
(with comparative totals for the period ended September 30, 2023)					
	Budgeted Amounts		2024 Actual Amounts	Variance with Final Budget Positive (Negative)	2023 Actual Amounts
	Original	Revised*			
<b>REVENUES AND OTHER SOURCES</b>					
Intergovernmental	204,248	204,248	144,692	(59,556)	157,784
Total Revenues	204,248	204,248	144,692	(59,556)	157,784
<b>EXPENDITURES</b>					
Transfers to other funds	91,198	91,198	-	91,198	-
Commodities			12,033		
Contractual Services	195,000	195,000	98,773	96,227	78,953
Total Expenditures	286,198	286,198	110,806	187,425	78,953
Net change in unencumbered fund balance	(81,950)	(81,950)	33,887	(246,981)	78,831
Unencumbered fund balance, beginning	86,778	86,778	15		27,582
Unencumbered fund balance, ending	\$ 4,828	\$ 4,828	\$ 33,902	\$ (246,981)	\$ 106,413

CITY OF SEDGWICK, KANSAS

SPECIAL PARKS AND RECREATION FUND

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN UNENCUMBERED FUND BALANCES					
BUDGET AND ACTUAL - BUDGETARY BASIS (UNAUDITED)					
For the Period Ended September 30, 2024					
(with comparative totals for the period ended September 30, 2023)					
	Budgeted Amounts		2024 Actual Amounts	Variance with Final Budget Positive (Negative)	2023 Actual Amounts
	Original	Revised*			
<b>REVENUES AND OTHER SOURCES</b>					
Intergovernmental	6,449	6,449	5,644	(805)	6,147
Total Revenues	6,449	6,449	5,644	(805)	6,147
<b>EXPENDITURES</b>					
Transfers to other funds	6,000	6,000	-	6,000	-
Contractual Services	24,626	24,626	1,750	22,876	-
Commodities			61	(61)	4,704
Total Expenditures	30,626	30,626	1,811	28,876	-
Net change in unencumbered fund balance	(24,177)	(24,177)	3,833	(29,681)	6,147
Unencumbered fund balance, beginning	25,249	25,249	1,779		18,801
Unencumbered fund balance, ending	\$ 1,072	\$ 1,072	\$ 5,612	\$ (29,681)	\$ 24,948

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# PROPRIETARY FUNDS

*Proprietary Funds are used to account for operations that are financed and operated in a manner similar to private business enterprises. The fund measurement focus is upon determination of net income, financial position and change in financial position.*

## CITY OF SEDGWICK, KANSAS

## WATER UTILITY FUND

## SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN UNENCUMBERED FUND BALANCES

## BUDGET AND ACTUAL - BUDGETARY BASIS (UNAUDITED)

For the Period Ended September 30, 2024

(with comparative totals for the period ended September 30, 2023)

	Budgeted Amounts		2024 Actual Amounts	Variance with Final Budget Positive (Negative)	2023 Actual Amounts
	Original	Revised*			
<b>REVENUES AND OTHER SOURCES</b>					
Charges for services	\$ 388,497	388,497	\$ 292,979	\$ (95,518)	\$ 291,685
Fees	5,955	5,955	6,283	328	6,296
Other revenue	12,133	12,133	3,592	(8,541)	5,176
Total Revenues	<u>406,585</u>	<u>406,585</u>	<u>302,854</u>	<u>(103,731)</u>	<u>303,158</u>
<b>EXPENDITURES</b>					
Personnel services	90,504	90,504	59,309	31,195	49,099
Contractual services	255,280	255,280	127,946	127,334	120,089
Materials and supplies	36,445	36,445	21,722	14,723	21,079
Transfer to General Fund	19,950	19,950	-	19,950	-
Transfer to Employee Benefits	27,442	27,442	-	27,442	-
Transfer to CIP/CEF	75,000	75,000	-	75,000	-
Total Expenditures	<u>504,621</u>	<u>504,621</u>	<u>208,977</u>	<u>295,644</u>	<u>190,267</u>
Net change in unencumbered fund balance	(98,036)	(98,036)	93,877	(399,375)	112,891
Unencumbered fund balance, beginning	130,619	130,619	100,623		97,350
Unencumbered fund balance, ending	<u>\$ 32,583</u>	<u>\$ 32,583</u>	<u>\$ 194,500</u>	<u>\$ (399,375)</u>	<u>\$ 210,241</u>

## CITY OF SEDGWICK, KANSAS

## SEWER UTILITY FUND

## SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN UNENCUMBERED FUND BALANCES

## BUDGET AND ACTUAL - BUDGETARY BASIS (UNAUDITED)

For the Period Ended September 30, 2024

(with comparative totals for the period ended September 30, 2023)

	Budgeted Amounts		2024 Actual Amounts	Variance with Final Budget Positive (Negative)	2023 Actual Amounts
	Original	Revised*			
<b>REVENUES AND OTHER SOURCES</b>					
Charges for services	\$ 274,820	274,820	\$ 203,662	\$ (71,158)	\$ 203,966
Fees	8,029	8,029	5,375	(2,654)	5,918
Total Revenues	<u>282,849</u>	<u>282,849</u>	<u>209,037</u>	<u>(73,812)</u>	<u>209,884</u>
<b>EXPENDITURES</b>					
Personnel services	74,172	74,172	53,396	20,776	44,000
Contractual services	165,705	165,705	72,501	93,204	89,309
Materials and supplies	21,903	21,903	23,275	(1,372)	18,193
Transfer to General Fund	14,150	14,150	-	14,150	-
Transfer to Employee Benefits	24,490	24,490	-	24,490	-
Transfer to CIP/CEF	31,000	31,000	-	31,000	-
Total Expenditures	<u>331,420</u>	<u>331,420</u>	<u>149,172</u>	<u>182,248</u>	<u>151,503</u>
Net change in unencumbered fund balance	(48,571)	(48,571)	59,865	(256,060)	58,381
Unencumbered fund balance, beginning	98,711	98,711	66,794		83,475
Unencumbered fund balance, ending	<u>\$ 50,140</u>	<u>\$ 50,140</u>	<u>\$ 126,659</u>	<u>\$ (256,060)</u>	<u>\$ 141,856</u>

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN UNENCUMBERED FUND BALANCES						
BUDGET AND ACTUAL - BUDGETARY BASIS (UNAUDITED)						
For the Period Ended September 30, 2024						
(with comparative totals for the period ended September 30, 2023)						
	Budgeted Amounts		2024 Actual Amounts	Variance with Final Budget Positive (Negative)	2023 Actual Amounts	
	Original	Revised*				
<b>REVENUES AND OTHER SOURCES</b>						
Charges for services	\$ 92,944	92,944	\$ 69,528	\$ (23,416)	\$ 69,765	
Fees	30,269	30,269	22,669	(7,600)	22,645	
Total Revenues	<u>123,213</u>	<u>123,213</u>	<u>92,197</u>	<u>(31,016)</u>	<u>92,411</u>	
<b>EXPENDITURES</b>						
Personnel services	1,055	1,055	788	267	726	
Contractual services	93,534	93,534	65,627	27,907	65,529	
Materials and supplies	2,000	2,000	1,162	838	1,276	
Transfer to General Fund	6,050	6,050	-	6,050	-	
Transfer to Employee Benefits	320	320	-	320	-	
Transfer to CIP/CEF	25,000	25,000	-	25,000	-	
Total Expenditures	<u>127,959</u>	<u>127,959</u>	<u>67,576</u>	<u>60,383</u>	<u>67,531</u>	
Net change in unencumbered fund balance	(4,746)	(4,746)	24,620	(91,399)	24,879	
Unencumbered fund balance, beginning	34,881	34,881	10,620		9,166	
Unencumbered fund balance, ending	<u>\$ 30,135</u>	<u>\$ 30,135</u>	<u>\$ 35,240</u>	<u>\$ (91,399)</u>	<u>\$ 34,045</u>	

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520 N. Commercial Ave  
Sedgwick, KS 67135

316-772-5151

**City of Sedgwick  
City Council Workshop  
October 16, 2024**

**TO:** Mayor and City Council

**SUBJECT:** CDBG Applicaiton

**INITIATED BY:** Administration

**AGENDA:** New Business

---

**Background:** A public hearing was held for the CDBG Fire-EMS Station project on October 9, 2024 at 6:30pm at City Hall. The anticipated total project cost is \$2,430,740, of which a majority will be financed through general obligation bonds. As part of the application process, CDBG requires that each applying municipality pass two resolutions 1) resolution identifying the total anticipated project cost, and 2) a resolution stating that funds will be continually provided for the O&M of the new facility.

**Financial Considerations:** None.

**Recommendations/Actions:** Approve Resolutions 10162024C and 10162024D as presented.

THE CITY/COUNTY OF SEDGWICK, KANSAS

RESOLUTION NO. 10162024C

RESOLUTION CERTIFYING LEGAL AUTHORITY  
TO APPLY FOR THE KANSAS  
SMALL CITIES COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
FROM THE KANSAS DEPARTMENT OF COMMERCE  
AND AUTHORIZING THE MAYOR/COMMISSIONER  
TO SIGN AND SUBMIT SUCH AN APPLICATION

WHEREAS, The City/County of Sedgwick, Kansas, is a legal governmental entity as provided by the laws of the STATE OF KANSAS, and

WHEREAS, The City/County of Sedgwick, Kansas, intends to submit an application for assistance from the COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM.

THE APPLICANT hereby certifies that the City/County of Sedgwick, Kansas, is a legal governmental entity under the status of the laws of the STATE OF KANSAS and thereby has the authority to apply for assistance from the KANSAS SMALL CITIES COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM.

THE APPLICANT hereby authorizes the MAYOR/COMMISSIONER of Sedgwick, Kansas, to act as the applicant's official representative in signing and submitting an application for the assistance to the COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM.

THE APPLICANT hereby dedicates \$ 2,430,740 in cash funds toward this project and \$ \_\_\_\_\_ in force account labor for same.

APPROVED BY THE GOVERNING BODY OF THE CITY/COUNTY OF SEDGWICK  
KANSAS, this 16TH day of OCTOBER, 2024.

APPROVED \_\_\_\_\_  
MAYOR/COMMISSIONER

ATTEST \_\_\_\_\_

(SEAL)

THE CITY/COUNTY OF SEDGWICK, KANSAS



(Minimum required by all applicants for funding – must be submitted with application)

**Residential Anti-displacement and Relocation Assistance Plan  
under Section 104(d) of the  
Housing and Community Development Act of 1974, as Amended**

The jurisdiction will replace all occupied and vacant occupiable low- and moderate-income dwelling units demolished or converted to a use other than as low- moderate-income housing as a direct result of activities assisted with funds provided under the Housing and Community Development Act of 1974, as amended, as described in 24 CFR Part 570.488.

All replacement housing will be provided within three years of the commencement of the demolition or rehabilitation relating to conversion. Before obligating or expending funds that will directly result in such demolition or conversion, the [jurisdiction] will make public and submit to the Kansas Department of Commerce the following information in writing:

1. A description of the proposed assisted activity;
2. The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be demolished or converted to a use other than as low- and moderate-income dwelling units as a direct result of the assisted activity;
3. A time schedule for the commencement and completion of the demolition or conversion;
4. The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be provided as Section 104(d) replacement dwelling units;
5. The source of funding and a time schedule for the provision of Section 104(d) replacement dwelling units; and
6. The basis for concluding that each Section 104 (d) replacement dwelling unit will remain a low- and moderate-income dwelling unit for at least ten years from the date of initial occupancy.

The jurisdiction will provide relocation assistance, as described in Section 570.488 to each low- and moderate-income household displaced by the demolition of housing or by the conversion of a low- and moderate-income dwelling to another use as a direct result of assisted activities.

Consistent with the goals and objectives of activities assisted under the act, the jurisdiction will take the following steps to minimize the displacement of persons from their homes:

Based on initial review of project, the following occupied dwellings (by address) will be demolished with grant funds (should contain proposed demolitions):

No Persons will be displaced or relocated due to the construction of this project.

As chief official of the jurisdiction, I hereby certify that the above plan was officially adopted by the jurisdiction of Sedgwick, KS on the 16th day of October, 2024.

Date: \_\_\_\_\_ Signature – Chief Elected Official: \_\_\_\_\_

Kansas Department of Commerce  
Community Development Block Grant (CDBG) Program  
1000 S.W. Jackson St., Suite 100  
Topeka, KS 66612-1354

**DETERMINATION OF LEVEL OF REVIEW**

ENVIRONMENTAL REVIEW RECORD (ERR)

Grantee Name & Project Number: Sedgwick, KS; Pending

Project Location: 316 N. Washington, Sedgwick, Kansas

Project Description:

The proposed project will consist of the following items: Architectural: Exterior Building-Shell & Envelope: Foundation-9,700 SF under slab vapor barrier (6 mil), 9,700 SF foundation-under slab rigid insulation, 9,700 SF pre-engineered metal building framing, 9,700 GSF pre-engineered metal building-gutters, downspouts,9,700 GSF pre-engineered metal building-steel metal & flashings, 9,700 SF pre-engineered metal building-metal wall panels, 9,700 SF pre-engineered metal building-metal roof panels, 9,700 SF pre-engineered metal building-insulation,630 SF brick masonry, 244 SF fiber cement wall panel-wood texture, 470 SF exterior roof-patio canopy, soffit & trim, 4 EA doors (3x7 HM Frame), 4 EA doors-(3x7 HM door w/vision lite, 2 EA doors, aluminum entrance, 13 SF aluminum windows (40 SF Ea), Interior Construction: 8,280 SF interior-partition wall-taped & finished, 5,496 SF interior partition wall-sound insulation,11,160 SF interior partition wall-painted (3 coats), 16 EA interior doors (37 Flush wood panel & frame), 4 EA interior doors(3x7) HM panel & frame, 20 EA interior door hardware, 3 MSF interior flooring-polished

The subject project has been reviewed pursuant to HUD regulations 24 CFR Part 58, "Environmental Review Procedures for Entities Assuming HUD Environmental Responsibilities," and the following determination with respect to the project is made:

- Exempt from NEPA review requirements per 24 CFR 58.34(a)(\_\_\_)
- Categorical Exclusion NOT Subject to §58.5 authorities per 24 CFR 58.35(b)(\_\_\_)
- Categorical Exclusion SUBJECT to §58.5 authorities per 24 CFR 58.35(a)(\_\_\_)
- An Environmental Assessment (EA) is required to be performed.
- An Environmental Impact Statement (EIS) is required to be performed.

The ERR (see §58.38) must contain all the environmental review documents, public notices and written determinations or environmental findings required by Part 58 as evidence of review, decision making and actions pertaining to a particular project. Include additional information including checklists, studies, analyses and documentation as appropriate.

Bryan Chapman, Mayor	
_____ Chief Elected Official (print name/title)	_____ Chief Elected Official's Signature
_____ Date	

## **STATEMENT OF ASSURANCES AND CERTIFICATIONS**

The applicant hereby assures and certifies with respect to the grant that:

- (1) It possesses legal authority to make a grant submission and to execute a community development and housing program.
- (2) Its governing body has duly adopted or passed as an official act a resolution, motion, or similar action authorizing the person identified as the official representative of the grantee to submit the final statement, all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the grantee to act in connection with the submission of the final statement and to provide such additional information as may be required.
- (3) Prior to submission of its application to Commerce, the grantee has met the citizen participation requirements, prepared its application of community development objectives and projected use of funds, and made the application available to the public, as required by Section 104(a)(2) of the Housing and Community Development Act of 1974, as amended, and implemented at 24 CFR 570.486.
- (4) It has developed its final statement (application) of projected use of funds so as to give maximum feasible priority to activities which benefit low- and moderate-income families or aid in the prevention or elimination of slums or blight; the final statement (application) of projected use of funds may also include activities that the grantee certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available.
- (5) Its chief executive officer or other officer of the grantee approved by Commerce:
  - (a) Consents to assume the status of a responsible federal official under the National Environmental Policy Act of 1969 and other provisions of federal law as specified in 24 CFR 58.1(a);
  - (b) Is authorized and consents on behalf of the grantee and himself/herself to accept the jurisdiction of the federal courts for the purpose of enforcement of his/her responsibilities as such an official; and
- (6) The grant will be conducted and administered in compliance with the following federal and state regulations (see Appendix A: Applicable Laws and Regulations):

- (a) Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352), and implementing regulations issued at 24 CFR Part 1:
- (b) Fair Housing Amendments Act of 1988, as amended, administering all programs and activities relating to housing and community development in a manner to affirmatively further fair housing; and will take action to affirmatively further fair housing in the sale or rental of housing, the financing of housing, and the provision of brokerage services;
- (c) Section 109 of the Housing and Community Development Act of 1974, as amended; and the regulations issued pursuant thereto (24 CFR Section 570.602);
- (d) Section 3 of the Housing and Urban Development Act of 1968, as amended; and implementing regulations at 24 CFR Part 135;
- (e) Executive Order 11246, as amended by Executive Orders 11375 and 12086 and implementing regulations issued at 41 CFR Chapter 60;
- (f) Executive Order 11063, as amended by Executive Order 12259 and implementing regulations at 24 CFR Part 107;
- (g) Section 504 of the Rehabilitation Act of 1973 (Pub. L. 93-112), as amended and implementing regulations when published for effect;
- (h) The Age Discrimination Act of 1975, as amended, (Pub. L. 94-135), and implementing regulations when published for effect;
- (i) The relocation requirements of Title II and the acquisition requirements of Title III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and the implementing regulations at 24 CFR 570.488;
- (j) Anti-displacement and relocation plan requirements of Section 104(d) of Title I, Housing and Community Development Act of 1974, as amended:
- (k) Relocation payment requirements of Section 105(a)(11) of Title I, Housing and Community Development Act of 1974, as amended.
- (l) The labor standards requirements as set forth in 24 CFR 570.603 and HUD regulations issued to implement such requirements;
- (m) Executive Order 11988 relating to the evaluation of flood hazards and Executive Order 11288 relating to the prevention, control, and abatement of water pollution;

- (n) The regulations, policies, guidelines and requirements of 2 CFR Part 200 and A-122 as they relate to the acceptance and use of federal funds under this federally assisted program;
  - (o) The American Disabilities Act (ADA) (P.L. 101-336: 42 U.S.C. 12101) provides disabled people access to employment, public accommodations, public services, transportation, and telecommunications;
- (7) The conflict of interest provisions of 24 CFR 570.489 apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the state, or of a unit of general local government, or of any designated public agencies, or sub recipients which are receiving CDBG funds. None of these persons may obtain a financial interest or benefit from the activity, or have an interest or benefit from the activity, or have an interest in any contract, subcontract, or agreement with respect thereto, or the proceeds thereunder, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter, and that it shall incorporate or cause to be incorporated, in all such contracts or subcontracts a provision prohibiting such interest pursuant to the purpose of this certification;
  - (8) It will comply with the provisions of the Hatch Act that limits the political activity of employee;
  - (9) It will comply with the provisions of 24-CFR-200.
  - (10) It will give the state, HUD, and the Comptroller General or any authorized representative access to and the right to examine all records, books, papers, or documents related to the grant;
  - (11) It will comply with the lead-based paint requirements of 24 CFR Part 35 Subpart B issued pursuant to the Lead-Based Paint Hazard Elimination Act (42 U.S.C. 4801 et seq.).
  - (12) The local government will not attempt to recover any capital costs of public improvements assisted in whole or in part with CDBG funds by assessing properties owned and occupied by low- and moderate-income persons unless: (a) CDBG funds are used to pay the proportion of such assessment that relates to non CDBG funding or; (b) the local government certifies to the state that, for the purposes of assessing properties owned and occupied by low- and moderate-income persons who are not very low-income, that the local government does not have sufficient CDBG funds to comply with the provision of (a) above.
  - (13) It accepts the terms, conditions, selection criteria, and procedures established by this program description and that it waives any right it may have to challenge the legitimacy and the propriety of these terms, conditions, criteria, and procedures in the event that its application is not selected for CDBG funding.

- (14) It will comply with the regulations, policies, guidelines, and requirements with respect to the acceptance and use of federal funds for this federally assisted program.
- (15) It will comply with all parts of Title I of the Housing and Community Development Act of 1974, as amended, which have not been cited previously as well as with other applicable laws.

The applicant hereby certifies that it will comply with the above stated assurances.

	Bryan Chapman
Signature, Chief Elected Official	Name (typed or printed)
Mayor	
Title	Date

To Whom It May Concern:

As Chief Elected Official of the City/County of Sedgwick, Kansas, I hereby certify that I have knowledge of all activities in the above-referenced application. I also certify that I am aware that the regulations of the CDBG program prevent the use of any facility built or rehabilitated with CDBG funds, or any portion thereof, to be used for the conduct of official business. I therefore certify that no portion of the above application violates this regulation.

\_\_\_\_\_  
Mayor/County Commission

ATTEST:

\_\_\_\_\_  
City/County Clerk

**City of Sedgwick  
City Council Meeting  
October 16, 2024**

**TO:** Mayor and City Council

**SUBJECT:** Resolution No. 10162024E

**INITIATED BY:** Administration

**AGENDA:** New Business

---

**Recommendation:** Approve the resolution as presented.

**Background:** As part of the CDBG application, the governing body must pass a resolution authorizing the project to bond the financial gap between the estimated project cost of \$2,430,740 and the estimated grant awarding amount of \$650,000. If awarded, the total estimated bond amount for the project is approximately \$1,780,740. City staff would work with current bond counsel on the issuance of bonds after awarding, presenting to the governing body at that time a truer estimate of future payments.

**Financial Considerations:** If awarded, the City will bond approximately \$1,780,740. Bond payments could be made via ad valorem taxes or via the ½ cent sales tax proceeds. Annual payment estimates for a 20 year note at 4.5% average around \$129,416. Again, firm numbers would be presented to the governing body prior to the issuance of bonds.

**Recommendations/Actions:** It is recommended that the City Council approve the resolution as presented.

**Attachment:** Resolution No. 10162024E

**EXCERPT OF MINUTES OF A MEETING  
OF THE GOVERNING BODY OF  
THE CITY OF SEDGWICK, KANSAS  
HELD ON OCTOBER 16, 2024**

The governing body met in regular session at the usual meeting place in the City, at 6:30 p.m., the following members being present and participating, to-wit:

Absent:

The Mayor declared that a quorum was present and called the meeting to order.

\*\*\*\*\*

(Other Proceedings)

Thereupon, there was presented a Resolution entitled:

**A RESOLUTION AUTHORIZING AND PROVIDING FOR IMPROVEMENTS TO  
A CERTAIN PUBLIC BUILDING IN THE CITY OF SEDGWICK, KANSAS; AND  
PROVIDING FOR THE PAYMENT OF THE COSTS THEREOF.**

Thereupon, Councilmember \_\_\_\_\_ moved that said Resolution be adopted. The motion was seconded by Councilmember \_\_\_\_\_. Said Resolution was duly read and considered, and upon being put, the motion for the adoption of said Resolution was carried by the vote of the governing body, the vote being as follows:

Aye: \_\_\_\_\_.

Nay: \_\_\_\_\_.

Thereupon, the Mayor declared said Resolution duly adopted and the Resolution was then duly numbered Resolution No. 10162024E and was signed by the Mayor and attested by the Clerk.

\*\*\*\*\*

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(Other Proceedings)

\*\*\*\*\*

**CERTIFICATE**

I hereby certify that the foregoing Excerpt of Minutes is a true and correct excerpt of the proceedings of the governing body of the City of Sedgwick, Kansas held on the date stated therein, and that the official minutes of such proceedings are on file in my office.

(SEAL)

\_\_\_\_\_

Clerk

**RESOLUTION NO. 10162024E**

**A RESOLUTION AUTHORIZING THE CONSTRUCTION OF A CERTAIN BUILDING IN THE CITY OF SEDGWICK, KANSAS; AND PROVIDING FOR THE PAYMENT OF THE COSTS THEREOF.**

**WHEREAS**, K.S.A. 12-1736 provides, in part, that any city in the State of Kansas may erect or construct, acquire a public building or buildings and procure any necessary site therefor and may alter, repair, reconstruct, remodel, replace or make additions to, furnish and equip a public building or buildings; and

**WHEREAS**, K.S.A. 12-1737 provides, in part, that the governing body of any city may, for the purposes of financing the costs associated with the foregoing, issue general obligation bonds of the City; and

**WHEREAS**, an election upon the issuance of such general obligation bonds shall be required for the purpose of acquiring or constructing city offices, public libraries, auditoriums, community or recreational buildings; and

**WHEREAS**, the governing body of the City of Sedgwick, Kansas (the "City") currently owns and operates the Sedgwick Fire Station, including various structures and other facilities (the "CityYard"), which constitutes an existing public building in the City; and

**WHEREAS**, the City hereby further finds and determines it to be necessary to authorize the construction of a certain building within the City Yard, including a Fire-EMS station (the "Project"), and to provide for the payment of the costs thereof without the necessity of an election, all as provided by the Act.

**THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF SEDGWICK, KANSAS:**

**SECTION 1. Project Authorization.** The Project will be undertaken under the provisions of the Act in accordance with plans and specifications that shall be approved by the governing body and filed with the City Clerk.

**SECTION 2. Bond Authorization.** The estimated costs of the Project are in the aggregate amount of \$2,430,740, all of which shall be chargeable to the City at large, and a portion of those costs are authorized to be paid by the issuance of general obligation bonds of the City in an amount of not to exceed \$1,780,740, under the provisions of the Act, with the balance of such costs to be paid from available City funds, including grant proceeds. Said general obligation bonds shall be issued by the City at a later date.

**SECTION 3. Reimbursement.** The bonds authorized pursuant to this Resolution are authorized to reimburse expenditures made on or after the date which is 60 days before the date of this Resolution, pursuant to Treasury Regulation §1.150-2.

**SECTION 4. Effective Date.** This Resolution shall take effect and be in force from and after its adoption.

**ADOPTED AND APPROVED** by the governing body of the City of Sedgwick, Kansas, on October 16, 2024.

(Seal)

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Clerk

**CERTIFICATE**

I, hereby certify that the above and foregoing is a true and correct copy of the Resolution No. 10162024E of the City of Sedgwick, Kansas adopted by the governing body on October 16, 2024 as the same appears of record in my office.

DATED: \_\_\_\_\_.

\_\_\_\_\_  
Clerk

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**City of Sedgwick  
City Council Meeting  
October 16, 2024**

**TO:** Mayor and City Council

**SUBJECT:** Temporary Housing

**INITIATED BY:** EMS

**AGENDA:** New Business

---

**Recommendation:** Approve the contract for temporary housing as presented.

**Background:** Sedgwick Fire-EMS will begin ambulatory services on January 1, 2025. A requirement of the licensure is to have crew members housed on-site for immediate response. The current Fire-EMS station does not have living quarters to accommodate this requirement, thus a contract for temporary housing has been drafted for the department to rent the Airbnb located across the street.

**Financial Considerations:** The contract stipulates rent at \$1,200/month with utilities to be in the name of the tenant for the duration of the contract. Appliance and mechanical failures will be fixed by the landlord. Damages to the property caused by city staff will be fixed by the landlord at the lowest contracted price. The property will come fully furnished. This is a one-year contract with the option to renew under negotiated terms at the end of the contract term.

**Recommendations/Actions:** It is recommended that the City Council approve the contract as presented.

**Attachment:** Contract

## STANDARD RESIDENTIAL LEASE AGREEMENT

**THIS LEASE AGREEMENT**, hereinafter known as the “Lease” is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between Jeff and Kelley DeGraffenried with mailing address at 402 S. Fountain St. Wichita, KS 67218, hereinafter known as the “Landlord” and The City of Sedgwick with mailing address of P.O. Box 131 Sedgwick, KS 67135, hereinafter known as the “Tenant(s)”.

**WHEREAS**, the Landlord desires to lease the Property defined herein under the terms and conditions as set forth herein; and

**WHEREAS**, the Tenant(s) desires to lease the Property defined herein from the Landlord under the terms and conditions set forth herein.

**NOW, THEREFORE**, for and in consideration of the covenants and obligations contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties hereby agree as follows:

**PROPERTY.** The Landlord owns property and improvements located at 110 E. 4<sup>th</sup> St. Sedgwick, KS 67135 hereinafter referred to as the “Property”.

**LEASE TERM.** This Lease shall commence on the 1<sup>st</sup> day of December 2024, and end on the 31<sup>st</sup> day of December 2025, unless otherwise terminated in accordance with the provisions of the Lease. Upon the end of the Term, Tenant(s) shall vacate the Property and deliver the same to the Landlord unless:

- A) The Lease is formally extended by the Landlord and the Tenant(s) in writing signed by both Parties.

**RENT.** The Tenant(s) shall pay to the Landlord the sum of \$1,200 per month for the duration of the Term of the Lease. The Rent shall be payable on or before every 15<sup>th</sup> day of the month, notwithstanding that the said date falls on a weekend or holiday.

- A) **Late Rent.** If Rent is not paid within 5 days of the Due Date, the Rent shall be considered past due and a late fee of \$150 shall be applied for every day Rent is late.
- B) **Returned Checks.** In the event that a check intended as payment for Rent is dishonored for whatever reason, the same shall be considered as Late Rent with the late fee being payable on the same.
- C) **Rent Increases.** The Rent payable shall not be increased or otherwise modified during the Term of this Lease. Any increase in Rent shall only take effect after the expiration of the initial Term provided in this Lease. Any increase in Rent to take effect upon renewal or extension of the Term of this Lease must be preceded by a 30 day notice of the same from the Landlord to the Tenant(s).

**SECURITY DEPOSIT.** The Landlord hereby agrees to waive any and all security deposit requirements for the purpose of this Agreement.

**USE OF PROPERTY.** The Property as defined herein shall be for the sole and exclusive use and occupation by the Tenant(s) Fire-EMS department. No Guest(s) of the Tenant(s) shall be allowed to stay at the property without the consent of the Landlord.

**CONDITION.** The Tenant(s) stipulates that the Property has been examined and that the Property is in good repair and is tenantable.

**ASSIGNMENT.** Under this Lease, the Tenant(s) acknowledge that this Lease is not transferrable and that the Tenant(s) may not assign the Lease, any part of the Lease or any of the rights or obligations herein. The Tenant(s) shall not sublet, sublease, or otherwise grant any other party any license or right in relation to the Property or this Lease. Any license, assignment sublease or agreement in violation of this clause shall be null and void with no legal force whatsoever.

**RIGHT OF ENTRY.** The Landlord shall have the right to enter the Property during normal working hours by providing at least 3 hours' notice in order for inspection, make necessary repairs, alterations or improvements, to supply services as agreed or for any reasonable purpose. The Landlord may exhibit the Property to prospective purchasers, mortgagees, or lessees upon reasonable notice.

**ALTERATIONS AND IMPROVEMENTS.** No alterations to or improvements on the Property shall be made by the Tenant(s) without prior express consent of the Landlord to the same in writing.

- A) **Unauthorized Alterations or Improvements.** In the event that the Tenant(s) shall undertake alterations or improvements relating to the Property in violation of this section the same shall be considered a material breach of this Lease putting the Tenant(s) in default. The Landlord may, upon the Landlord's discretion, require the Tenant(s) to undo the alterations or improvements and restore the Property to its condition prior to any unauthorized alteration or improvement at the sole expense of the Tenant(s).
- B) **Ownership of Alterations and Improvements.** In all cases of alterations, improvements, changes, accessories, and the like that cannot be removed from the Property without destroying or otherwise deteriorating the Property or any surface thereof shall, upon creation, become the Landlord's property without the need for any further transfer, delivery, or assignment thereof.

**NON-DELIVERY OF POSSESSION.** The Landlord shall deliver to the Tenant(s) possession of the Property on or before the commencement of the Term of this Lease. Delay in the delivery of possession of the Property for any cause other than the fault or negligence of the Landlord shall cause the abatement of the Rent until the date until such time the possession is delivered. In any event, the possession of the Property must be delivered no later than 1 day after the commencement of the Term of this Lease and the Tenant(s) agree(s) to accept the same until such date despite the delay. Failure of the Landlord to deliver possession of the Property within this period, shall automatically terminate the Lease. Upon such Termination, the Landlord shall return to the Tenant(s) any advance Rent and other sums not otherwise

consumed on account of the Tenant(s) never having occupied the Property. Thereafter the Parties shall have no further obligation to each other.

**HAZARDOUS MATERIALS.** Tenant(s) shall not keep on the Property any items of dangerous, flammable, or explosive nature that might unreasonably increase the danger of fire or explosion on the Property or that might be considered hazardous or extra hazardous by any responsible insurance company.

**UTILITIES.** The Tenant is responsible for all utilities.

**MAINTENANCE, REPAIR AND RULES.** The maintenance of the Property, minor repairs, and servicing shall be the responsibility and sole expense of the Landlord, including but not limited to HVAC/air-conditioning units, plumbing fixtures, electrical fixtures. Repairs to the property due to the Tenant(s) negligence shall be agreed upon in writing prior to any repairs being made and be the sole responsibility and expense of the Tenant(s). The Tenant(s) shall:

- A) Comply with any and all rules or regulations covering the Property including but not limited to local ordinances and health or safety codes.
- B) Dispose of any and all waste properly.
- C) Maintain the yard and landscaping in accordance with local ordinances.
- D) Refrain from all activities that will cause unreasonable loud noises or otherwise unduly disturb neighbors.
- E) Obtain consent of the Landlord prior to replacing or installing new deadbolts, locks, hooks, doorknobs, and the like.

**PETS.** Under this Lease there shall be no animals permitted on the Property or in any common areas UNLESS said pet is legally allowed under the law in regard to assistance with a disability. In such instance, a pet deposit of \$1,000 will be required.

**FURNISHINGS.** The parties acknowledge that the Property is fully furnished, including window treatments, television, furniture for all rooms, and kitchen equipment, including pots, pan, plates, etc. Tenant shall provide its own bedding and linens. Tenant is responsible for maintaining these furnishings during the term of the lease and returning these furnishings in a similar condition to that at the start of the lease term at the end of the lease term.

**PARKING.** Tenant(s) shall be allowed to park one (1) vehicle per occupant during the duration of their stay at the Property. Parking must comply with any all rules or regulations covering the Property including but not limited to local ordinances.

**SMOKING POLICY.** Smoking and or vaping on the Property is strictly prohibited.

**QUIET ENJOYMENT.** The Landlord warrants that the Tenant(s) shall have quiet and peaceful enjoyment of the Property and hold the same free from molestation or interference from the Landlord or any other person or entity whose claim to the Property comes from the Landlord, subject to the terms and conditions of this Lease and compliance by the Tenant(s) with the same.

**INDEMNIFICATION.** The Landlord shall not be liable for any injury to the Tenant(s) or any other persons or property entering the Property occurring within the Property during the Term

of the Lease. Neither shall the Landlord be liable for any damage to the structure within which the Property is located or any part thereof. The Tenant(s) hereby agrees to hold the Landlord harmless from and indemnify the Landlord for any and all claims or damage not arising solely from the Landlord's acts, omission, fault, or negligence.

**DEFAULT.** In the event that the Landlord breaches any of the terms and conditions of this Lease or any applicable laws, rules, or codes, the Tenant(s) may avail of any of the remedies available under the law. In the event that the Tenant(s) breaches or fails to comply with any of the terms and conditions of this Lease or any applicable laws, rules, or codes the Landlord shall afford the Tenant(s) 30 days to remedy or rectify the same. This period shall commence on the day the Tenant(s) receives Notice of such breach or non-compliance with the request to rectify the same. If the Tenant(s) fail(s) to comply or rectify the breach or if the breach cannot reasonably be rectified or remedied, the Tenant(s) shall be in default. Upon the Tenant's default, the Landlord may terminate the Lease by sending the notice of default and consequent termination of the lease to the Tenant(s) and thereafter recover possession of the Property.

**ABANDONMENT.** In the event that the Tenant(s) abandon(s) the Property the Landlord may declare the Lease terminated, recover possession of the Property, enter the premises, remove the Tenant(s) belonging and lease the same to another without incurring any liability to the Tenant(s) for doing the same. In the event of the abandonment of the Property, the Landlord may recover from the Tenant(s) unpaid Rent until the Property is leased to another person or otherwise occupied by the Landlord or another under the Landlord's right.

**SEVERABILITY.** Should any provision of this Lease be found, for whatever reason, invalid or unenforceable, such nullity or unenforceability shall be limited to those provisions. All other provisions herein not affected by such nullity or dependent on such invalid or unenforceable provisions shall remain valid and binding and shall be enforceable to the full extent allowed by law.

**BINDING EFFECT.** The terms, obligations, conditions, and covenants of this Lease shall be binding on Tenant(s), the Landlord, their heirs, legal representatives, and successors in interest and shall inure to the benefit of the same.

**MODIFICATION.** The Parties hereby agree that this document contains the entire agreement between the Parties and this Lease shall not be modified, changed, altered, or amended in any way except through a written amendment signed by all of the Parties hereto.

**NOTICE.** All notices in relation to this Lease shall be delivered to the following addresses:

**Tenant(s):** City of Sedgwick  
P.O. Box 131  
Sedgwick, KS 67135

**Landlord(s):** Jeff and Kelley DeGraffenreid  
402 S. Fountain St.  
Wichita, KS 67218

**DISPUTES.** If a dispute arises during or after the term of this Lease between the Landlord and Tenant(s), they shall agree to hold negotiations amongst themselves, in “good faith”, before any litigation.

**RETALIATION.** The Landlord is prohibited from making nay type of retaliatory acts against the Tenant(s) including but not limited to restricting access to the Property, decreasing, or cancelling services or utilities, failure to repair appliances or fixtures, or any other type of activity that could be considered unjustified.

**PROPERTY DEEMED UNINHABITABLE.** If the Property is deemed uninhabitable due to damage beyond reasonable repair the Tenant(s) will be able to terminate this Lease by written notice to the Landlord. If said damage was due to the negligence of the Tenant(s), the Tenant(s) shall be liable to the Landlord for all repairs and for the loss of income due to restoring the property back to a livable condition in addition to any other losses that can be proved by the Landlord.

**LEAD-BASED PAINT DISCLOSURE.** If the Property or any part of it was constructed prior to 1978, the Landlord shall provide a disclosure of information on lead-based paint and/or lead-based paint hazards, the receipt of the same in the form entitled “LEAD-BASED PAINT DISCLOSURE” hereby acknowledged by the Tenant(s).

**ENTIRE AGREEMENT.** This Lease and, if any, attached documents are the complete agreement between the Landlord and Tenant(s) concerning the Property. There are no oral agreements, understandings, promises, or representations between the Landlord and Tenant(s) affecting this Lease. All prior negotiations and understandings, if any, between the Parties hereto with respect to the Property shall be of no force or effect and shall not be used to interpret this Lease. No modification or alteration to the terms or conditions of this Lease shall be binding unless expressly agreed to by the Landlord and the Tenant(s) in a written instrument signed by both Parties.

**IN WITNESS WHEREOF,** the Landlord and Tenant(s) have executed this Lease in multiple originals as of the undersigned date(s).

ATTESTED BY: \_\_\_\_\_

Shelia Agee, City Clerk

Jeff and/or Kelley DeGraffenreid: \_\_\_\_\_

CITY OF SEDGWICK, KANSAS: \_\_\_\_\_

Kyle Nordick, City Administrator

**DISCLOSURE OF INFORMATION ON LEAD-BASED PAINT AND/OR LEAD-BASED PAINT HAZARDS LEAD WARNING STATEMENT**

Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not managed properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, lessors must disclose the presence of known lead-based paint and/or lead-based paint hazards in the dwelling. Lessees must also receive a federally approved pamphlet on lead poisoning prevention.

**Lessor's Disclosure**

- a) Presence of lead-based paint and/or lead-based paint hazards (check (i) or (ii) below):
  - i)  Known lead-based paint and/or lead-based paint hazards are present in the housing (explain).

\_\_\_\_\_  
\_\_\_\_\_

- ii)  Lessor has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.

- b) Records and reports available to the lessor (check (i) or (ii) below):
  - i)  Lessor has provided the lessee with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in the housing (list documents below).

\_\_\_\_\_  
\_\_\_\_\_

- ii)  Lessor has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the housing.

**Lessee's Acknowledgment (initial)**

- c)  Lessee has received copies of all information listed above.
- d)  Lessee has received the pamphlet Protect Your Family from Lead in Your Home.

**Agent's Acknowledgment (initial)**

- e)  Agent has informed the lessor of the lessor's obligations under 42 U.S.C. 4852d and is aware of his/her responsibility to ensure compliance.

**Certification of Accuracy**

The following parties have reviewed the information above and certify, to the best of their knowledge, that the information they have provided is true and accurate.

\_\_\_\_\_  
Lessor                      Date

\_\_\_\_\_  
Agent                      Date

**ARTICLES OF INCORPORATION**  
**OF**  
**SEDGWICK COMMUNITY DEVELOPMENT CORPORATION**

The undersigned, a natural person over the age of eighteen years, hereby certifies as follows:

**ARTICLE I — NAME**

The name of the corporation is SEDGWICK COMMUNITY DEVELOPMENT CORPORATION, (hereinafter referred to as the “Corporation”).

**ARTICLE II — REGISTERED OFFICE ADDRESS**

The principal office of the Corporation is to be located at 520 N. Commercial Avenue, Sedgwick, Kansas 67135. The name and address in the Corporation's initial agent for service of process is: Sheila Agee, Sedgwick City Clerk.

**ARTICLE III — PURPOSE**

The Corporation is organized exclusively for charitable, religious, educational, and scientific purposes as specified in Section 501(c)(3) of the Internal Revenue Code, including for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code. The specific purposes of the Corporation are to promote community growth betterment for the City of Sedgwick, Kansas.

The Corporation shall not be conducted or operated for profit and no part of the net earnings of the Corporation shall inure to the benefit of any individual, nor shall any of the profits or assets of the Corporation be used other than for the purposes of the Corporation.

#### ARTICLE IV — EXEMPTION REQUIREMENTS

At all times the following shall operate as conditions restricting the operations and activities of the Corporation:

1. No part of the net earnings of the Corporation shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article Third hereof.
2. No substantial part of the activities of the Corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.
3. Notwithstanding any other provision of these articles, the Corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

#### ARTICLE V — DURATION / DISSOLUTION

The duration of the corporate existence shall be perpetual. In the event of liquidation, dissolution, or winding up of the Corporation, whether voluntary, involuntary, or by the operation of law, the property or other assets of the Corporation remaining after the payment, satisfaction, and discharge of liabilities or obligations, shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

**IN WITNESS WHEREOF**, I have subscribed my name this \_\_\_\_ day of \_\_\_\_ 2024.

\_\_\_\_\_  
Bryan Chapman, Incorporator

\_\_\_\_\_  
Dan Hartman, Incorporator

\_\_\_\_\_  
Brenda DeHaven, Incorporator

\_\_\_\_\_  
Kramer Siemens, Incorporator

\_\_\_\_\_  
Josh Liby, Incorporator

\_\_\_\_\_  
Mark Jacob, Incorporator

**BYLAWS  
OF  
SEDGWICK COMMITTEE**

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**ARTICLE 1  
General Provisions**

1.1 **Name.** The name of the corporation shall be the **SEDGWICK COMMUNITY DEVELOPMENT CORPORATION**, hereinafter referred to simply as "the SCD".

1.2 **Registered Office.** The SCD may have such corporate offices, anywhere within the Sedgwick area, as the Board of Directors may from time to time appoint or the business of the SCD may require.

1.3 **Resident Agent.** The name and address of the SCD's resident agent in this State is the **BOARD OF DIRECTORS FOR THE SEDGWICK COMMUNITY DEVELOPMENT FOUNDATION**, with a specifically named person to be designated by the Board annually, and initially C/O (insert name and address) Sedgwick, KS. 67135

1.4 **Term.** The term for which the SCD shall exist is perpetual.

1.5 **Fiscal Year.** The fiscal year of the SCD shall run consecutively for 12 months and end on the 31<sup>st</sup> day of December.

1.6 **Rules and Regulations.** The Board of Directors may adopt rules and regulations for the effective conduct of its business.

1.7 **Policy Decisions.** Decisions and determinations of policy shall be compiled under the supervision of the Secretary for easy access and reference by the Board of Directors.

1.8 **Books and records.** The SCD shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of meetings of the Board, the membership and committees.

1.9 **Checks.** All checks or demands for money and notes of the SCD shall be signed by the Chairman and Treasurer or their designee.

1.10 **Corporate Seal.** The SCD shall not have a corporate seal.

## ARTICLE 2 Purposes

2.1 **Non-Profit Purpose.** The SCD is a non-profit organization and shall have no authority to issue capital stock.

2.2 **General Purpose.** The SCD is organized to (insert purpose of org) contributions to which are deductible under Section 170(c)(1) and (2)(B) of the Internal Revenue Code of 1986, as amended (hereinafter referred to simply as “the Code”). Any such reference herein to a particular section of the Code” shall be deemed to include the corresponding provision(s) of any applicable future United States Revenue codes or laws.

## ARTICLE 3 Powers of the SCD

3.1 **General Powers.** The SCD shall and may exercise all the powers conferred by the laws of the State of Kansas upon corporations formed under the laws pursuant to and under which the SCD is formed, as such laws are now in effect or may hereafter be amended.

3.2 **Specific Powers.** In addition to the foregoing general powers, the SCD shall have the following specific powers: (1) to apply such uses as will meet the stated purposes of the SCD, as determined by the Board of Directors; (2) to distribute funds to a qualified charitable organization for charitable purposes.

3.3 **Restrictions on Powers.** Notwithstanding any other provision of these Bylaws, the SCD shall have the following restrictions on its powers:

3.4.1 **Non-Profit Restriction.** The SCD shall not carry on any activities not permitted to be carried on (a) by an SCD exempt from federal income tax under Section 501(c)(3) of the Code or (b) by an SCD, contributions to which are deductible under Section 170(c)(2) of the Code.

3.4.2 **No Compensation to Directors.** No compensation or payment shall ever be paid or made to any member, officer, director, creator, or organizer of the SCD, or substantial contributor to it (except as an allowance for actual expenditures of services made or rendered to or for the SCD). Neither the whole nor any portion of the assets or net earnings, current or accumulated, of the SCD shall ever be distributed to or divided among any such persons, and neither the whole nor any part or portion of such assets or net earnings shall ever be used for, accrued to, or inure to the benefit of any member or private individual within the meaning of Section 501(c)(3) of the Code.

3.4.3 **Political Activities Prohibited.** No substantial part of the activities of the SCD shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the SCD shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

3.5 **Assets upon Sale or Dissolution.** Upon the dissolution of the SCD, the Board of Directors of the SCD shall, after paying or making provision for the payment of all of the liabilities of the SCD dispose of all of the assets of the SCD shall pass exclusively to and for the benefit of such other corporations or organizations that qualify as exempt organizations under Section 501(c)(3) of the Code in such proportion as may be selected by the Board of Directors of the SCD at the time of such dissolution; and any assets not disposed of pursuant to the previous statement shall be disposed of by the District Court of Dickinson County.

#### **ARTICLE 4** **Management of SCD**

Management of the business and affairs of the SCD shall be vested in and conducted by its Board of Directors and its officers in accordance with the Articles of Incorporation, these Bylaws, and the laws of the State of Kansas. The Board of Directors shall exercise all powers usually exercisable by a governing board in the management of its affairs as an independent legal entity.

#### **ARTICLE 5** **Board of Directors**

5.1 **First Board of Directors.** The first Board of Directors shall consist of the following members: Mayor, Council President, City Administrator, City Clerk, and two members of the general public at large.

5.2 **First Board Terms of Office.** Terms shall begin once the bylaws are approved, tax-exempt status is obtained and all papers have been respectively filed and approved for incorporation. Terms for the secretary and past president shall be 1 year. The remaining members shall be 2 years. Members of the First Board are eligible for nomination into the "normal" Board of Directors.

5.3 **Number.** Management of the SCD shall be vested in a Board of Directors consisting of not less than five (5) nor more than seven (7) which number may be varied by resolution of the Board of Directors.

5.4 **Qualification.** Directors shall be selected from members who accept in principle the purposes of the SCD and are deemed qualified to participate in the attainment of its objectives and the management of its business as well as being current on dues.

5.5 **Election.** Directors who are newly elected or who are eligible for successive terms shall be elected at the annual meeting of the SCD.

5.6 **Term.** Directors, except ex-officio members and a Chairperson or Immediate Past Chairperson whose term of office overlaps the end of his elected term as a Director, shall serve terms of one (1) year, or until successors are elected and qualified. Terms of the Board of Directors shall be staggered, so that as nearly as possible, an equal number of Directors' terms expire each year. Any Director may serve six (6) successive one-year terms provided that he is duly nominated and re-elected by the SCD at the conclusion of each term. Partial or unexpired terms filled by reason of vacancy shall not be counted as a full term for purposes of the two-successive-term limitation. If a Director is elected to the office of Chairperson during his elected term as a Director, and the fulfillment of that obligation would cause his term as a Chairperson or Immediate Past Chairperson to be longer than his elected term as a Director, then such person shall continue as a Director until he has fulfilled his obligation as Chairperson or Immediate Past Chairperson. A former Director shall not be eligible for re-election to the Board until one full year has elapsed from the expiration of his second three-year term.

5.7 **Duties.** The Directors shall govern and manage all affairs of the SCD in accordance with law and its decisions in annual, regular, and special meetings.

5.8 **Resignation and Removal.** Any Director or officer of the SCD may resign upon filing a written resignation with the Secretary, and such resignation shall become effective when so filed unless some subsequent effective date is set forth in the resignation. Any Director may be removed from office by a vote of three-fourths of the then elected and serving Directors for failure to attend at least one-half of the meetings of the Board of Directors or other failure to meet his obligations as a Director of the SCD. An affirmative vote of three-fourths of the then elected and serving Directors shall be binding on all Directors and shall not be subject to legal challenge by the removed Director for any reason.

5.9 **Vacancies.** Vacancies in the Board of Directors shall be filled by a majority of the remaining Directors, even if less than a quorum, and any Director so elected to fill a vacancy shall hold office until the expiration of the remainder of the term for which he was elected, or until his term of office is terminated by resignation, removal, death, or disability.

**ARTICLE 6**  
**Meetings of Directors**

6.1 **Place.** All meetings of the Directors shall be designated by the Board of Directors, either within or without the State of Kansas.

6.2 **Meeting Times.** \_\_\_\_\_

6.2.1 **Annual Meeting.** The annual meeting of the membership of the SCD shall be in the month of January each year, the specific date and time of which shall be set by resolution of the Board of Directors for the purpose of: election of officers and transaction of such other business as may properly be presented and come before such meeting.

6.2.2 **Regular.** Regular meetings shall be held quarterly or at such other times as are specified by resolution of the Board of Directors.

6.2.3 **Special.** Special meetings of the Directors may be called by the Chairperson or by a majority, as deemed necessary. Business to be transacted shall be limited to matters specified by the notice given.

6.2.4 **Telephone.** Members of the Board of Directors, or any committee thereof, may participate in a meeting of such Board or committee by means of conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear each other. Participation in a meeting pursuant to this section shall constitute presence in person at such meeting.

6.3 **Notice of Meetings.**

6.3.1 **Notice.** Notice of any meeting may be given in writing by mailing to the person entitled thereto at the last known address shown on the records of the SCD. As used herein, the term "mailing" may include "e-mail" or other electronic equivalent.

6.3.2 **Waiver.** Whenever notice is required to be given by these Bylaws, the Articles of Incorporation, or by statute, a written waiver thereof, signed by the persons entitled to notice, whether before or after the times stated therein, shall be deemed equivalent to notice. Attendance of a person at a meeting constitutes a waiver of notice, except when the person attends a meeting for the express purpose of objecting at the beginning of the meeting to the transaction of any business because the meeting is not lawfully called or convened.

6.3.3 **Action by Consent.** Unless otherwise provided in the Articles of Incorporation, any action required by this act to be taken at any annual or special meeting of Directors of the SCD, or any action which may be taken at any annual or

special meeting of such Directors, may be taken without a meeting, without prior notice and without a vote, if a consent in writing, setting forth the action so taken, shall be signed by all Directors entitled to vote thereon. In the event that such action which is consented to is such as would have required the filing of a certificate under the Kansas General Corporation Code, if such action had been voted upon by Directors at a meeting thereof, the certificate filed under such other section shall state, in lieu of any statement required by such section concerning a vote of Directors, that written consent has been given in accordance with the provisions of this section.

6.4 **Pre-Agenda.** A written agenda of matters to be considered, insofar as reasonably ascertainable, should be mailed or otherwise provided in advance of any meeting, except in instances when telephone or similar communications methods are used to conduct a meeting or when a waiver of notice may apply.

6.5 **Quorum.** A majority of the total members shall constitute a quorum at all meetings of the Directors for the transaction of business except as otherwise provided by law, or by these Bylaws. In the event such number is not a quorum, the members present in person shall have the power to adjourn the meeting without notice, other than announcement at the meeting, until the requisite number of voting members shall be present at such adjourned meeting, and any business may be transacted at the meeting as originally notified.

6.6 **Voting Power.** Each member shall be entitled at every meeting of Directors to one vote in person.

6.7 **Voting Procedure.** All elections of Directors, officers and vote upon any other question, except as otherwise provided by law or unless otherwise provided by resolution of the Board of Directors, may be had by ballot, by voice, or by showing of hands unless a Director, at least five (5) days prior to the date of any meeting for the election of Directors, requests in writing a vote by ballot, and then the election shall be by ballot.

## **ARTICLE 7**

### **Officers**

7.1 **Designated Officers.** The officers of the SCD shall be elected by the members and shall consist of the Chairperson, Secretary, Treasurer, Vice-Chairperson/Chairperson Elect and Immediate Past Chairperson.

7.2 **Other Officers and Agents.** The SCD may have such other officers and agents as may be determined and appointed by the Board of Directors, and for such terms as the Board of Directors may determine.

7.3 **Term and Qualification of Officers.** The Chairperson of the Board shall be a Director and shall serve the Board for a term of three years, the first year of which shall be as Vice-Chairperson, the next year of which shall be as Chairperson, and the last year of

which shall be as Immediate Past Chairperson. All other officers of the Foundation, except as provided in Section 8.2, shall be Directors and shall hold their office for one year or until their successors are chosen and qualified, unless their respective terms of office have been terminated by resignation, removal, death, or disability.

7.4 **Removal of Officers.** Any officer elected or appointed by the Board of Directors/membership may be removed by the affirmative vote of a majority of the whole Board of Directors.

7.5 **Chairperson.** The Chairperson shall be the presiding officer of the Board of Directors.

7.6 **Vice-Chairperson.** The Vice-Chairperson shall, in the absence or inability of the Chairperson, perform the duties and exercise the powers of the Chairperson, and shall perform such other duties as the Board of Directors may prescribe.

7.7 **Secretary.** The Secretary shall be a Director and shall, or through his designee, record all votes and the minutes of all proceedings, including rules, regulations, and policy decisions, in a book to be kept for that purpose, and shall perform like duties for the standing committees. The Secretary shall record the names of those present at Board meetings. The Secretary shall give, or cause to be given, notice of all meetings of the Board of Directors and shall perform such other duties as may be prescribed by the Board of Directors or Chairperson.

7.8 **Treasurer.** The Treasurer shall be a Director and shall, or through his designee, keep and maintain, or cause to be kept and maintained, adequate and correct accounts of the properties and business transactions of the SCD, including accounts of its assets, liabilities, receipts, disbursements and capital. The books of account shall at all reasonable times be open to inspection by any Director. The Treasurer shall have such other duties as may be prescribed by the Board of Directors.

7.9 **Other Officers.** The Board of Directors shall determine by resolution the duties of other officers of the SCD.

## **ARTICLE 8** **Committees**

8.1 **Committees.** The Chairperson of the Directors may appoint committees to which may be delegated such tasks and duties as are deemed necessary or appropriate for the management of the business of the SCD.

**ARTICLE 9**  
**Conflicts of Interest**

9.1 **Annual Conflict of Interest/Duality Statement.** Each Director and officer of the SCD, as soon as practical after election, and each staff member, as soon as possible after being hired, as well as members of standing committees, as soon as possible after being named, shall submit in writing to the Board of Directors a list of all business or other organizations (both for-profit and non-profit) in which he is an officer, director, member, owner, or employee, or for which he acts as an agent, and with which the SCD has, or might reasonably expect in the future to have, a business or grant relationship. Such list need not include businesses or organizations the stock of which is publicly traded and in which the Director or officer owns a fractional minority interest for investment purposes. Each written statement shall be re-submitted with any necessary changes each year. The Chairperson shall become familiar with the statements of all Board members. The Vice-Chairperson and the Immediate Past Chairperson of the SCD shall become familiar with the statement filed by the Chairperson.

**ARTICLE 10**  
**Indemnification; Insurance**

10.1 **Indemnification.** The SCD shall indemnify any Director, officer, employee, or agent of the SCD who was or is threatened to be made a party in any legal proceedings, whether civil, criminal, administrative, or investigative, if successful on the merits or otherwise in defense, or even if unsuccessful in defense, if such person acted in good faith and in the reasonable belief that his actions were in or not opposed to the best interest of the Foundation.

**ARTICLE 11**  
**Gifts and Dues to the SCD**

11.1 **General.** Donors may make gifts to the SCD by naming or otherwise identifying the SCD.

11.2 **Gifts.** The Board of Directors is responsible for receiving gifts and determining the best use of gifts keeping in consideration the wishes of the donor.

11.3 **Acceptance of Terms.** Each donor, by making a gift to the SCD, shall be deemed to have accepted and agreed to all the terms of the Articles of Incorporation and these Bylaws.

