



# REGULAR COUNCIL MEETING/WORKSHOP

Wednesday, January 18, 2023 at 6:30 pm

## 1. 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 \_\_\_\_\_

Council Member absent \_\_\_\_\_

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

## 2. ADDITIONS / DELETIONS TO AGENDA

Sample Motion

Motion to approve the agenda as presented.

Motion \_\_\_\_\_

Second \_\_\_\_\_

## 3. HEARINGS/PRESENTATIONS/PUBLIC FORUM

### a. After-Prom Request for Donation

## 4. STAFF REPORTS

### a. Kyle Nordick, City Administrator

### b. Brad Jantz, City Attorney

## 5. CONSENT AGENDA

Sample Motion:

Motion to approve the consent agenda as presented.

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

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

### a. Minutes of January 4, 2023, Regular Meeting

#### Attachments:

- **Regular Council Meeting, January 4, 2023** (regular-council-meeting\_minutes\_2023-01-04\_222308.pdf)

### b. Approval of Payroll January 6, 2023 amount \$12,820.63

### c. Approval of General Disbursement Checks amount \$113,817.74

General Disbursement Check Reports

#### Attachments:

- **Checks** (Checks.pdf)

**d. Flock Safety Amendment**

**Attachments:**

- **Flock Safety** (Flock\_Safety\_Agenda\_Report.pdf)

**e. Regional Economic Area Partnership (REAP) Membership**

**6. NEW BUSINESS**

**a. Municipal Judge Appointment**

Sample Motion:

Motion to appoint Joy Williams as Municipal Judge.

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

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

**Attachments:**

- **Municipal Judge Appointment - Administrator Notes** (Municipal\_Judge\_Appointmen  
t.pdf)
- **Municipal Judge Contract** (Municipal-Court-Judge-Contract--1--2023\_REVISED.pdf)

**b. Salary Resolution**

Sample Motion

Motion to approve the Salary Resolution as presented/amended.

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

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

**Attachments:**

- **Salary Resolution Administrator Report** (Salary\_Resolution\_Administrator\_Report.pd  
f)
- **Salary Resolution 011823** (RESOLUTION\_011823-\_Salaries\_Update\_Jan.\_2023.pdf)

**c. Position Description Updates**

Sample Motion

Motion to approve the Position Description updates as approved/amended.

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

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

**Attachments:**

- **Position Description Updates** (Position\_Updates.pdf)

**d. Ordinance 893 - Animal Control Policy Amendment**

**7. ADJOURN**

Motion to adjourn the Regular Council meeting at \_\_\_\_\_ PM.

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

**The Governing Body will hold a Workshop following adjournment of the Regular Council**

## Meeting.

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Contact: Janise Enterkin ([janise@cityofsedgwick.org](mailto:janise@cityofsedgwick.org) 316-772-5151) | Agenda published on 01/13/2023 at 4:59 PM



# REGULAR COUNCIL MEETING

Minutes

Wednesday, January 4, 2023 at 6:30 pm

**MEETING LOCATION: 520 N. Commercial Ave**

(Council Chambers)

*Council Meeting will be broadcast on Facebook Live*

*Click here to visit our: [Facebook Page](#)*

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

### Minutes:

**Mayor Bryan Chapman** opened the Council Meeting at 6:30 PM. The Mayor led the Pledge of Allegiance.

Council Members present **Brenda DeHaven, Dan Hartman, Kirby Stucky, Kramer Siemens** Council Member absent **Monty Leonard** Others present **Janise Enterkin, City Clerk; Brad Jantz, City Attorney; Lee Nygaard, Police Chief; Jim Boldenow, City Superintendent; Bill Bush, Harvey County Independent; James Krstolich, IdeaTek**

## 2. ADDITIONS / DELETIONS TO AGENDA

### Minutes:

Motion by **Council Member Dan Hartman** to approve the agenda as presented.

Second **Council Member Kirby Stucky**

### Vote results:

Ayes: 4 / Nays: 0

## 3. HEARINGS/PRESENTATIONS/PUBLIC FORUM

## 4. CONSENT AGENDA

### Minutes:

Motion by **Council Member Kramer Siemens** to approve the consent agenda as presented. Second by **Council Member Dan Hartman**

### Vote results:

Ayes: 4 / Nays: 0

- a. **Minutes of December 21, 2022 Regular Meeting**
- b. **Approval of Payroll December 23, 2022 amount \$15,993.57**
- c. **Approval of General Disbursement Checks amount \$37,654.19**

## 5. STAFF REPORTS

### a. Kyle Nordick, City Administrator

**Minutes:**

Kyle Nordick, City Administrator reported to Council on the following: No accidents were reported over the holidays. Recognized the Maintenance department for their work during the snow event.

### b. Brad Jantz, City Attorney

**Minutes:**

Brad Jantz, City Attorney, will address the agenda items as presented.

## 6. UNFINISHED BUSINESS

### a. IdeaTek

**Minutes:**

James Krstolich, IdeaTek, came before Council to inform them of their internet service and review the franchise agreement. The agreement would be for 5 years, locking the rates. Current Ordinance regarding infrastructure needs to be reviewed by staff.

Motion by **Council Member Dan Hartman** to approve the Franchise contract pending staff review. Second by **Council Member Kramer Siemens**

**Vote results:**

Ayes: 4 / Nays: 0

## 7. NEW BUSINESS

### a. Downtown Revitalization Grant Application

**Minutes:**

Kyle Nordick, City Administrator, brought an application for the Downtown Revitalization Grant from Sodality Place for Council approval.

Motion by **Council Member Dan Hartman** to approve the Downtown Revitalization Grant application for \$5,000 to Sodality Place as presented.

Second by **Council Member Brenda DeHaven**

**Vote results:**

Ayes: 4 / Nays: 0

### b. Personnel Rules and Regulations

**Minutes:**

**City Administrator, Kyle Nordick** brought the updated Personnel Rules and Regulations to Council for review. Council had addressed a few changes and corrections. Section F-7, Item A, Section F-9 and Section I. Council did not like pay out of sick time at termination. This will be discussed in the work session.

**Council consensus** to approve Holiday time to be counted as work time along with vacation time counted as work time toward actual hours worked in a 40 hour week.

Motion by **Council Member Dan Hartman** to approve the Personnel Rules and

Regulations as amended with several items to be addressed in a work session.

Second by **Council Member Brenda DeHaven**

**Vote results:**

Ayes: 4 / Nays: 0

**8. OTHER BUSINESS**

**9. ADJOURN**

**Minutes:**

Motion by **Council Member Kramer Siemens** to adjourn the Regular Council meeting at 7:22 PM. Second by **\*\*Council Member Brenda DeHaven**

**Vote results:**

Ayes: 4 / Nays: 0

January 18, 2023

<b>PAYROLL CHECKS - DIRECT DEPOSIT</b>
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1/6/2023

\$ 12,820.63

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**TOTAL PAYROLL CHECKS**

<b>\$ 12,820.63</b>
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**GENERAL DISBURSEMENT CHECKS-AAABQN**

\$ 13,861.18

**GENERAL DISBURSEMENT CHECKS-AAABQO**

\$ 215.71

**GENERAL DISBURSEMENT CHECKS-AAABQP**

\$ 165.12

**GENERAL DISBURSEMENT CHECKS-AAABQQ**

\$ 36,247.49

**GENERAL DISBURSEMENT CHECKS-AAABQR**

\$ 56,743.18

**GENERAL DISBURSEMENT CHECKS-AAABQS**

\$ 6,585.06

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**TOTAL DISBURSEMENT CHECKS**

<b>\$ 113,817.74</b>
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# AP Enter Bills Edit - Council Report

City of Sedgwick (SEDGKS)

Batch: AAABQN

1/6/2023 10:35:40 AM

Page 1

Vendor	Description	Check Date	Invoice#	Check#	Check Total
7M EXCAVATING	AB3 & GRAVEL-STREETS	12/30/2022	202186	69205	\$1,520.06
ADVANTAGE COMPUTER	JUS SOFTWARE SUPT	12/30/2022	93218	69206	\$32.50
JOSHUA BLANDING	REIMB PD EQUIP	12/30/2022	123022JB	69207	\$142.96
BURRIS FABRICATION	DURANGO PM	12/30/2022	4458	69208	\$177.50
BRYAN CHAPMAN	HV CO COG MTG MILEAG	12/30/2022	123022BC	69209	\$35.00
CORE & MAIN	WATER METERS/PARTS	12/30/2022	S082996	69210	\$5,845.57
GRABER'S ACE HARDWARE	HEATER-WATER PIPES	12/30/2022	K35723	69211	\$54.99
KAYE ELECTRIC INC	TORNADO SIREN ELECT	12/30/2022	38804	69212	\$285.00
KANSAS DEPT OF REVENUE	WATER SALES TAX	12/30/2022	123022SALESTAX	69213	\$136.26
KS RURAL WATER ASSOCIATION	MEMBERSHIP DUES	12/30/2022	123022KRWA	69214	\$586.10
M6 CONCRETE ACCESSORIES	WWTP BLANKET	12/30/2022	0935468-IN	69215	\$336.00
MID-AMERICA RESEARCH CHEMICAL	LIFT STATION DEGREAS	12/30/2022	0779209-IN	69216	\$455.81
PAYMENT SERVICES NETWORK, INC.	PSN FEES	12/30/2022	270958 270606	69217	\$558.35
SALINA SUPPLY COMPANY	WATER METERS/PARTS	12/30/2022	S100233940	69218	\$1,000.08
STALKER RADAR APPLIED CONCEPT	STALKER RADAR	12/30/2022	S280246	69219	\$2,695.00

Total Direct Expense:	\$13,861.18
<b>Total Immediate Payments:</b>	<b>\$13,861.18</b>

**Report Summary**

**Report Selection Criteria**

Report Type:	Detailed
Transaction Number:	Start                      End

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

City of Sedgwick (SEDGKS)  
Batch: AAABQN

1/6/2023 9:57:55 AM

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Tr. #	Vendor	Inv Date	Due Date	Invoice #	Total Invoice
<b>10</b>	<b>7M / 7M EXCAVATING</b>	<b>12/30/2022</b>	<b>12/30/2022</b>	<b>202186</b>	<b>\$1,520.06</b>
1	01-10-70-7230				\$946.23
2	01-10-70-7230				\$573.83
<b>2</b>	<b>ADVANTAGE / ADVANTAGE COMPUTER</b>	<b>12/30/2022</b>	<b>12/30/2022</b>	<b>93218</b>	<b>\$32.50</b>
1	10-00-60-6200				\$10.73
2	12-00-60-6200				\$10.73
3	13-00-60-6200				\$11.04
<b>15</b>	<b>BLANDING / JOSHUA BLANDING</b>	<b>12/30/2022</b>	<b>12/30/2022</b>	<b>123022JB</b>	<b>\$142.96</b>
1	01-03-70-7420				\$142.96
<b>12</b>	<b>BURRIS FAB / BURRIS FABRICATION</b>	<b>12/30/2022</b>	<b>12/30/2022</b>	<b>4458</b>	<b>\$177.50</b>
1	01-03-70-7120				\$177.50
<b>14</b>	<b>CHAPMAN, BRYAN / BRYAN CHAPMAN</b>	<b>12/30/2022</b>	<b>12/30/2022</b>	<b>123022BC</b>	<b>\$35.00</b>
1	01-01-60-6720				\$20.00
2	01-01-60-6720				\$15.00
<b>7</b>	<b>CORE &amp; MAIN / CORE &amp; MAIN</b>	<b>12/30/2022</b>	<b>12/30/2022</b>	<b>S082996</b>	<b>\$5,845.57</b>
1	10-00-70-7130				\$5,845.57
<b>11</b>	<b>GRABER'S / GRABER'S ACE HARDWARE</b>	<b>12/30/2022</b>	<b>12/30/2022</b>	<b>K35723</b>	<b>\$54.99</b>
1	10-00-70-7420				\$54.99
<b>9</b>	<b>KAYE / KAYE ELECTRIC INC</b>	<b>12/30/2022</b>	<b>12/30/2022</b>	<b>38804</b>	<b>\$285.00</b>
1	40-10-00-8210				\$285.00
<b>4</b>	<b>KS DEPT OF REV - SALES TAX / KANSAS DEPT OF REV</b>	<b>12/30/2022</b>	<b>12/30/2022</b>	<b>123022SALESTAX</b>	<b>\$136.26</b>
1	10-00-60-6156				\$136.26
<b>6</b>	<b>KS RURAL / KS RURAL WATER ASSOCIATION</b>	<b>12/30/2022</b>	<b>12/30/2022</b>	<b>123022KRWA</b>	<b>\$586.10</b>
1	10-00-60-6700				\$566.10
2	10-00-60-6700				\$20.00
<b>1</b>	<b>M6 CONCRETE / M6 CONCRETE ACCESSORIES</b>	<b>12/30/2022</b>	<b>12/30/2022</b>	<b>0935468-IN</b>	<b>\$336.00</b>
1	13-00-70-7420				\$336.00
<b>8</b>	<b>MARC / MID-AMERICA RESEARCH CHEMICAL</b>	<b>12/30/2022</b>	<b>12/30/2022</b>	<b>0779209-IN</b>	<b>\$455.81</b>
1	13-00-70-7110				\$455.81

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

City of Sedgwick (SEDGKS)  
Batch: AAABQN

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Tr. #	Vendor	Inv Date	Due Date	Invoice #	Total Invoice
<b>5</b>	<b>PSN / PAYMENT SERVICES NETWORK, INC.</b>	<b>12/30/2022</b>	<b>12/30/2022</b>	<b>270958 270606</b>	<b>\$558.35</b>
1	10-00-60-6210 PSN FEES			0.5 \$558.3300	\$279.17
2	12-00-60-6210 PSN FEES			0.1 \$558.3500	\$55.84
3	13-00-60-6210 PSN FEES			0.4 \$558.3500	\$223.34
<b>3</b>	<b>SALINA SUPPLY / SALINA SUPPLY COMPANY</b>	<b>12/30/2022</b>	<b>12/30/2022</b>	<b>S100233940</b>	<b>\$1,000.08</b>
1	10-00-70-7130 WATER METERS/PARTS			1.0 \$1,000.0800	\$1,000.08
<b>13</b>	<b>STALKER RADAR / STALKER RADAR APPLIED CONCEP</b>	<b>12/30/2022</b>	<b>12/30/2022</b>	<b>S280246</b>	<b>\$2,695.00</b>
1	01-03-70-7306 STALKER HANDHELD RADAR			1.0 \$2,379.3200	\$2,379.32
2	01-03-70-7420 STALKER HANDHELD RADAR			1.0 \$315.6800	\$315.68
<b>Grand Totals</b>					
					<b>Total Direct Expense: \$13,861.18</b>
					<b>Total Immediate Payments: \$13,861.18</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 - Council Report

City of Sedgwick (SEDGKS)

Batch: AAABQO

1/4/2023 8:53:26 AM

Page 1

Vendor	Description	Check Date	Invoice#	Check#	Check Total
JAMES BOLDENOW	TRK MATS & EMS CERT	12/30/2022	5109120 36844	69204	\$215.71

Total Direct Expense: \$215.71  
Total Immediate Payments: \$215.71

## Report Summary

### Report Selection Criteria

Report Type: Detailed

Start End

Transaction Number: Start End



# AP Bank Reconciliation Posting Audit Report

City of Sedgwick (SEDGKS)

01/09/2023 02:14:55 PM

Batch: AAABQP

User ID: SHELIA

Page 1

Bank Code: CKG      LEGACY BANK

Vendor Tran#	Document #	Date	Type	User ID	Posting Reference	Total Amount
<b>AFLAC</b>						
1	69220	12/30/2022	Check	SHELIA	AP0000001110AAABQP	\$165.12

Description:

	Bank Totals	Items	Total Voids	Items
Checks	(\$165.12)	1	\$0.00	0
Deposits	\$0.00	0	\$0.00	0
Deductions	\$0.00	0	\$0.00	0
Additions	\$0.00	0	\$0.00	0
Bank Charges	\$0.00	0	\$0.00	0
<b>Net Activity for CKG:</b>	<b>(\$165.12)</b>			

Report Totals

	Bank Totals	Items	Total Voids	Items
Checks	(\$165.12)	1	\$0.00	0
Deposits	\$0.00	0	\$0.00	0
Deductions	\$0.00	0	\$0.00	0
Additions	\$0.00	0	\$0.00	0
Bank Charges	\$0.00	0	\$0.00	0
<b>Net Activity:</b>	<b>(\$165.12)</b>			



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

City of Sedgwick (SEDGKS)  
Batch: AAABQQ

1/13/2023 10:12:11 AM

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Tr. #	Vendor	Inv Date	Due Date	Invoice #	Total Invoice
<b>1</b>	<b>AGRI ENVIRONMENTAL / AGRI ENVIRONMENTAL SERV</b>	<b>12/30/2022</b>	<b>12/30/2022</b>	<b>1693</b>	<b>\$780.00</b>
1	13-00-60-6160	12-30-22 SLUDGE HAUL 19,500 GAL		19,500.0	\$780.00
<b>2</b>	<b>HRVY CO SHERIFF / HARVEY COUNTY JAIL</b>	<b>12/30/2022</b>	<b>12/30/2022</b>	<b>123022SHERIFF</b>	<b>\$70.00</b>
1	01-05-60-6320	HRVY CO PRISONER HOUSING-GRATTAN		1.0	\$35.0000
2	01-05-60-6320	HRVY CO PRISONER HOUSING-ZERBE		1.0	\$35.0000
<b>3</b>	<b>JCI / JCI INDUSTRIES</b>	<b>12/30/2022</b>	<b>12/30/2022</b>	<b>8245032</b>	<b>\$26,143.00</b>
1	34-00-00-8210	WWTP ROTOR REPAIRS		1.0	\$26,143.0000
<b>4</b>	<b>KANSAN / CHERRYROAD MEDIA</b>	<b>12/30/2022</b>	<b>12/30/2022</b>	<b>58734</b>	<b>\$111.28</b>
1	01-11-60-6290	MAINT HELP WATED AD		0.3	\$111.2800
2	10-00-60-6290	MAINT HELP WATED AD		0.3	\$111.2800
3	13-00-60-6290	MAINT HELP WATED AD		0.3	\$111.2800
<b>6</b>	<b>KS ASSC CHIEFS POLICE / KANSAS ASSOCIATION OF I</b>	<b>12/30/2022</b>	<b>12/30/2022</b>	<b>123022DUES</b>	<b>\$75.00</b>
1	01-03-60-6700	KACOP MEMBERSHIP DUES-L NYGAARD		1.0	\$75.0000
<b>7</b>	<b>KS PUBLISHING / KANSAS PUBLISHING VENTURES, LL</b>	<b>12/30/2022</b>	<b>12/30/2022</b>	<b>106613</b>	<b>\$342.40</b>
1	01-11-60-6290	MAINT POSITION HELP WANTED AD		0.3	\$192.0000
2	10-00-60-6290	MAINT POSITION HELP WANTED AD		0.3	\$192.0000
3	13-00-60-6290	MAINT POSITION HELP WANTED AD		0.3	\$192.0000
4	01-01-60-6290	NOTICE OF ZONING HEARING		1.0	\$70.4000
5	01-01-60-6290	LETTERS TO SANTA PUB		1.0	\$80.0000
<b>5</b>	<b>KS SEC STATE / KANSAS SECRETARY OF STATE</b>	<b>12/30/2022</b>	<b>12/30/2022</b>	<b>123022NOTARY</b>	<b>\$25.00</b>
1	01-01-60-6700	NOTARY FILING-PAIGE		1.0	\$25.0000
<b>8</b>	<b>KS TRUCK / KANSAS TRUCK EQUIPMENT COMPANY, IF</b>	<b>12/30/2022</b>	<b>12/30/2022</b>	<b>23330</b>	<b>\$3,298.00</b>
1	01-10-70-7420	DE-ICE SPREADER FOR DODGE RAM		1.0	\$3,298.0000
<b>9</b>	<b>MID-STATES ORG CRIME / MID-STATES ORGANIZED CR</b>	<b>12/30/2022</b>	<b>12/30/2022</b>	<b>123022ORGCRIME</b>	<b>\$100.00</b>
1	01-03-60-6700	MID-STATES ORG CRIME MEMBERSHIP DUES-NYGAARD		1.0	\$100.0000
<b>10</b>	<b>NEW MED / NEW MEDICAL HEALTH CARE, LLC</b>	<b>12/30/2022</b>	<b>12/30/2022</b>	<b>123022NEWMED</b>	<b>\$35.00</b>
1	01-03-60-6290	PD DRUG SCREEN-HANSEN		1.0	\$35.0000
<b>11</b>	<b>NICHOLSON, MATTHEW / MATTHEW NICHOLSON</b>	<b>12/30/2022</b>	<b>12/30/2022</b>	<b>123022MN</b>	<b>\$225.00</b>
1	01-00-00-4348	REFUND GARNISHMENT-M NICHOLSON		1.0	\$225.0000

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City of Sedgwick (SEDGKS)  
Batch: AAABQQ

1/13/2023 10:12:11 AM

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Tr. #	Vendor	Inv Date	Due Date	Invoice #	Total Invoice
<b>12</b>	<b>PETTY CASH / PETTY CASH</b>	<b>12/30/2022</b>	<b>12/30/2022</b>	<b>123022PETTY</b>	<b>\$42.81</b>
1	10-00-70-7020	WATER SAMPLE POSTAGE 12-14-22		1.0	\$5.4500
2	10-00-70-7020	WATER SAMPLE POSTAGE 12-7-22		1.0	\$5.4500
3	01-03-70-7110	PD CAR CAMERA BATTERIES		1.0	\$9.4500
4	01-03-70-7010	PD CELL CHARGER		1.0	\$17.0100
5	10-00-70-7020	WATER SAMPLE POSTAGE 12-6-22		1.0	\$5.4500
<b>13</b>	<b>SODALITY / SODALITY PLACE</b>	<b>12/30/2022</b>	<b>12/30/2022</b>	<b>123022DWNTWNIMP</b>	<b>\$5,000.00</b>
1	40-07-00-8210	DOWNTOWN IMP GRANT-SODALITY PLACE		1.0	\$5,000.0000
<b>Grand Totals</b>					
<b>Total Direct Expense:</b>					<b>\$36,247.49</b>
<b>Total Immediate Payments:</b>					<b>\$36,247.49</b>

Report Summary

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

# AP Enter Bills Edit - Council Report

City of Sedgwick (SEDGKS)  
Batch: AAABQR

1/13/2023 4:14:31 PM

Page 1

Vendor	Description	Check Date	Invoice#	Check#	Check Total
360 DOCUMENT SOLUTIONS	PRINTERS/COPIERS	01/13/2023	78577032	69234	\$719.95
ADRIAN & PANKRATZ, PA	JUDGE SERVICES	01/13/2023	011323JUDGE	69235	\$200.00
ADVANTAGE COMPUTER	COMPUTER SOFTWARE S	01/13/2023	38231 92391 38261 38	69236	\$3,168.00
AGRI ENVIRONMENTAL SERVICES	SLUDGE HAUL	01/13/2023	1696	69237	\$780.00
AIRGAS USA, LLC	MAINT CYLINDER LEASE	01/13/2023	9994184441	69238	\$82.02
RANSON FINANCIAL GROUP LLC	ANNUAL CODE UPDATE	01/13/2023	1658	69239	\$1,250.00
CULLIGAN OF WICHITA	DRINKING WATER	01/13/2023	670379	69240	\$10.70
CITY OF HALSTEAD	HALSTEAD EMS SVC	01/13/2023	011323EMS	69241	\$10,000.00
HARVEY COUNTY ECONOMIC DEVEL	MEMBERSHIP DUES	01/13/2023	2013-1322	69242	\$1,000.00
INTRUST BANK	MISC CHARGES	01/13/2023	011323INTRUST	69243	\$1,581.05
BILL JOHNSON	BUILDING INSPECTIONS	01/13/2023	011323BJ	69244	\$450.00
KANZA CO-OPERATIVE ASSOCIATION	FUEL CHARGES	01/13/2023	011323COOP	69245	\$5,868.96
KANSAS MUNICIPAL INSURANCE TR	KMIT WORK COMP INS P	01/13/2023	13-2934	69246	\$10,276.00
KANSAS MUNICIPAL UTILITIES	KMU MEMBERSHIP DUES	01/13/2023	17567	69247	\$911.00
KANSAS HEALTH & ENVIRONMENTAL	COLILERT WATER	01/13/2023	59771	69248	\$84.00
KS DEPARTMENT OF REVENUE-WATE	WATER PROTECTION FEE	01/13/2023	011323WTRPROT	69249	\$696.51
LEAGUE OF KANSAS MUNICIPALITIE	LKM MEMBERSHIP DUES	01/13/2023	23-531	69250	\$1,100.40
THOMAS LUPER	REIMB BANK FEE	01/13/2023	011323TL	69251	\$32.00
CITY OF NEWTON	WATER TREATMENT	01/13/2023	011323WTRTRTMNT	69252	\$5,675.40
QUILL	OFFICE SUPPLIES	01/13/2023	29954487	69253	\$642.36
ROBERTS HUTCH-LINE. INC.	UTILITY PAID STAMP	01/13/2023	597624 598270	69254	\$96.25
SDK LABORATORIES	SEWER LAB ANALYSIS	01/13/2023	011323LAB	69255	\$263.00
SEDGWICK COUNTY ASSOCIATION O	SCAC MEMBERSHIP DUES	01/13/2023	011323SCAC	69256	\$150.00
WCCIT	IT SRVC	01/13/2023	WCC32508	69257	\$630.50
SUPERIOR RUBBER STAMP & SEAL I	NOTARY STAMP-PAIGE	01/13/2023	119152	69258	\$30.00
VERIZON WIRELESS	PD MDT SERVICE	01/13/2023	9923707483	69259	\$244.08
WAMPO	WAMPO MEMBERSHIP DU	01/13/2023	1211	69260	\$17.86
WASTE CONNECTIONS	MONTH LY TRASH/RECYC	01/13/2023	16889395V025	69261	\$6,894.44
WHOLESALE WATER SUPPLY DISTRI	11-12 TO 12-12-22	01/13/2023	INV00798	69262	\$3,888.70

Total Direct Expense:

\$56,743.18

**Total Immediate Payments:**

**\$56,743.18**

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Tr. #	Vendor	Inv Date	Due Date	Invoice #	Total Invoice
<b>28</b>	<b>360 DOCUMENT SOLUTIONS / 360 DOCUMENT SOLUTIK</b>	<b>1/13/2023</b>	<b>1/13/2023</b>	<b>78577032</b>	<b>\$719.95</b>
1	01-01-60-6200	PRINTERS/COPIERS LEASE		0.5	\$719.9300
2	01-03-60-6200	PRINTERS/COPIERS LEASE		0.1	\$719.9500
3	01-05-60-6200	PRINTERS/COPIERS LEASE		0.1	\$719.9500
4	10-00-60-6200	PRINTERS/COPIERS LEASE		0.2	\$719.9500
5	13-00-60-6200	PRINTERS/COPIERS LEASE		0.2	\$719.9500
<b>24</b>	<b>ADRIAN &amp; PANKRATZ / ADRIAN &amp; PANKRATZ, PA</b>	<b>1/13/2023</b>	<b>1/13/2023</b>	<b>011323JUDGE</b>	<b>\$200.00</b>
1	01-05-60-6300	JUDGE SERVICES-JOSEPH UHLMAN		1.0	\$200.0000
<b>31</b>	<b>ADVANTAGE / ADVANTAGE COMPUTER</b>	<b>1/13/2023</b>	<b>1/13/2023</b>	<b>38231 92391 38261 38</b>	<b>\$3,168.00</b>
1	01-05-60-6200	JCS ANNUAL SUPT 10 HRS		1.0	\$499.0000
2	10-00-60-6200	JUS ANNUAL SUPT 8 HRS		0.5	\$499.0000
3	12-00-60-6200	JUS ANNUAL SUPT 8 HRS		0.2	\$499.0000
4	13-00-60-6200	JUS ANNUAL SUPT 8 HRS		0.4	\$499.0000
5	01-01-60-6200	DENALI ANNUAL SUPT		1.0	\$735.0000
6	01-01-60-6200	COUGAR SOFTWARE ASSURANCE		0.1	\$1,435.0000
7	01-03-60-6200	COUGAR SOFTWARE ASSURANCE		0.1	\$1,435.0000
8	01-04-60-6200	COUGAR SOFTWARE ASSURANCE		0.1	\$1,435.0000
9	01-05-60-6200	COUGAR SOFTWARE ASSURANCE		0.1	\$1,435.0000
10	01-06-60-6200	COUGAR SOFTWARE ASSURANCE		0.1	\$1,435.0000
11	01-09-60-6200	COUGAR SOFTWARE ASSURANCE		0.1	\$1,435.0000
12	01-11-60-6200	COUGAR SOFTWARE ASSURANCE		0.1	\$1,435.0000
13	10-00-60-6200	COUGAR SOFTWARE ASSURANCE		0.1	\$1,435.0000
14	12-00-60-6200	COUGAR SOFTWARE ASSURANCE		0.1	\$1,435.0000
15	13-00-60-6200	COUGAR SOFTWARE ASSURANCE		0.1	\$1,435.0000
<b>13</b>	<b>AGRI ENVIRONMENTAL / AGRI ENVIRONMENTAL SERV</b>	<b>1/13/2023</b>	<b>1/13/2023</b>	<b>1696</b>	<b>\$780.00</b>
1	13-00-60-6160	1-11-23 SLUDGE HAUL 19500 GAL		19,500.0	\$0.0400
<b>6</b>	<b>AIRGAS / AIRGAS USA, LLC</b>	<b>1/13/2023</b>	<b>1/13/2023</b>	<b>9994184441</b>	<b>\$82.02</b>
1	01-11-60-6240	MAINT-CYLINDER LEASE		1.0	\$82.0200
<b>3</b>	<b>CITYCODE / RANSON FINANCIAL GROUP LLC</b>	<b>1/13/2023</b>	<b>1/13/2023</b>	<b>1658</b>	<b>\$1,250.00</b>
1	01-01-60-6200	ANNUAL CODE UPDATE		1.0	\$1,250.0000
<b>23</b>	<b>CULLIGAN / CULLIGAN OF WICHITA</b>	<b>1/13/2023</b>	<b>1/13/2023</b>	<b>670379</b>	<b>\$10.70</b>
1	01-01-60-6290	ALLOCATE CULLIGAN DRINKING WATER		0.0	\$10.7000
2	01-01-60-6290	DRINKING WATER-ADMIN		1.0	\$4.2800
3	01-03-60-6290	DRINKING WATER-PD		1.0	\$3.2100
4	13-00-60-6290	DRINKING WATER-SEWER		1.0	\$3.2100

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Tr. #	Vendor	Inv Date	Due Date	Invoice #	Total Invoice
<b>33</b>	<b>HALSTEAD / CITY OF HALSTEAD</b>	<b>1/13/2023</b>	<b>1/13/2023</b>	<b>011323EMS</b>	<b>\$10,000.00</b>
1	01-02-60-6290 HALSTEAD EMS SERVICE				\$10,000.00
<b>9</b>	<b>HRVY CO EDC / HARVEY COUNTY ECONOMIC DEVELOI</b>	<b>1/13/2023</b>	<b>1/13/2023</b>	<b>2013-1322</b>	<b>\$1,000.00</b>
1	01-07-60-6410 EDC MEMBERSHIP DUES				\$1,000.00
<b>15</b>	<b>INTRUST / INTRUST BANK</b>	<b>1/13/2023</b>	<b>1/13/2023</b>	<b>011323INTRUST</b>	<b>\$1,581.05</b>
1	01-01-70-7410 UPLIFT DESK-KYLE				\$837.00
2	01-01-70-7010 AMAZON-BINDERS				\$21.51
3	01-03-70-7010 AMAZON-BINDERS				\$4.31
4	01-05-70-7010 AMAZON-BINDERS				\$8.61
5	01-09-70-7010 AMAZON-BINDERS				\$2.15
6	10-00-70-7010 AMAZON-BINDERS				\$2.15
7	12-00-70-7010 AMAZON-BINDERS				\$2.15
8	13-00-70-7010 AMAZON-BINDERS				\$2.15
9	01-01-70-7010 NIFTY NUT HOUSE-COUNCIL CHRISTMAS GIFT				\$195.22
10	01-01-70-7410 AMAZON-CH TV				\$119.99
11	01-01-70-7010 AMAZON-TAX FORMS				\$36.25
12	01-01-70-7410 AMAZON-HEADSET, KEYBOARD, WEBCAM-KYLE				\$163.32
13	01-01-60-6200 ADOBE ACROBAT PRO				\$4.09
14	01-03-60-6200 ADOBE ACROBAT PRO				\$4.09
15	10-00-60-6200 ADOBE ACROBAT PRO				\$4.09
16	13-00-60-6200 ADOBE ACROBAT PRO				\$4.09
17	01-03-70-7010 POCKETPRESS-PD STATUTE POCKET BOOKS				\$119.88
18	01-05-60-6700 KACM MEMBERSHIP DUES				\$50.00
<b>26</b>	<b>JOHNSON, BILL / BILL JOHNSON</b>	<b>1/13/2023</b>	<b>1/13/2023</b>	<b>011323BJ</b>	<b>\$450.00</b>
1	01-01-60-6230 BUILDING INSPECTIONS-BILL				\$450.00

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Tr. #	Vendor	Inv Date	Due Date	Invoice #	Total Invoice
<b>4</b>	<b>KANZA / KANZA CO-OPERATIVE ASSOCIATION</b>	<b>1/13/2023</b>	<b>1/13/2023</b>	<b>011323COOP</b>	<b>\$5,868.96</b>
1	01-03-70-7210	FUEL - PD		1.0	\$855.3000
2	10-00-70-7210	FUEL - WATER		1.0	\$300.8700
3	01-04-70-7210	FUEL - FIRE		1.0	\$379.7700
4	01-10-70-7210	FUEL - STREETS		1.0	\$300.8700
5	13-00-70-7210	FUEL - SEWER		1.0	\$257.8800
6	13-00-70-7210	FUEL FOR GENERATORS-SEWER		1.0	\$469.8000
7	01-01-70-7100	FUEL FOR GENERATOR-CH		1.0	\$156.6000
8	01-10-70-7210	FUEL FOR TRUCKS		1.0	\$775.1300
9	01-11-70-7210	FUEL FOR TRUCKS		1.0	\$775.1300
10	10-00-70-7210	FUEL FOR TRUCKS		1.0	\$775.1300
11	13-00-70-7210	FUEL FOR TRUCKS		1.0	\$775.1300
12	01-10-70-7110	HYD OIL FOR TRACTORS		1.0	\$16.1100
13	10-00-70-7110	HYD OIL FOR TRACTORS		1.0	\$15.6300
14	13-00-70-7110	HYD OIL FOR TRACTORS		1.0	\$15.6100
<b>30</b>	<b>KMIT / KANSAS MUNICIPAL INSURANCE TRUST</b>	<b>1/13/2023</b>	<b>1/13/2023</b>	<b>13-2934</b>	<b>\$10,276.00</b>
1	03-00-00-6050	KMIT WORK COMP INS PREMIUM		1.0	\$10,276.0000
<b>14</b>	<b>KMU / KANSAS MUNICIPAL UTILITIES</b>	<b>1/13/2023</b>	<b>1/13/2023</b>	<b>17567</b>	<b>\$911.00</b>
1	10-00-60-6700	KMU MEMBERSHIP DUES		1.0	\$911.0000
<b>20</b>	<b>KS DEPT OF HEALTH &amp; ENV-U9000 / KANSAS HEALTH I</b>	<b>1/13/2023</b>	<b>1/13/2023</b>	<b>59771</b>	<b>\$84.00</b>
1	10-00-60-6170	COLILERT DRINKING WATER 10-5-22 TO 12-15-22		7.0	\$12.0000
<b>32</b>	<b>KS DEPT OF REV - WTR PROT / KS DEPARTMENT OF R</b>	<b>1/13/2023</b>	<b>1/13/2023</b>	<b>011323WTRPROT</b>	<b>\$696.51</b>
1	10-00-60-6154	WATER PROTECTION FEE		1.0	\$696.5100
<b>2</b>	<b>LKM / LEAGUE OF KANSAS MUNICIPALITIES</b>	<b>1/13/2023</b>	<b>1/13/2023</b>	<b>23-531</b>	<b>\$1,100.40</b>
1	01-01-60-6700	LKM MEMBERSHIP DUES		1.0	\$1,100.4000
<b>16</b>	<b>LUPER / THOMAS LUPER</b>	<b>1/13/2023</b>	<b>1/13/2023</b>	<b>011323TL</b>	<b>\$32.00</b>
1	10-00-60-6210	REIMB BANK FEE DUE TO ERROR IN READING-LUPER		0.3	\$32.0000
2	12-00-60-6210	REIMB BANK FEE DUE TO ERROR IN READING-LUPER		0.3	\$32.0000
3	13-00-60-6210	REIMB BANK FEE DUE TO ERROR IN READING-LUPER		0.3	\$32.0000
<b>21</b>	<b>NEWTON CITY / CITY OF NEWTON</b>	<b>1/13/2023</b>	<b>1/13/2023</b>	<b>011323WTRTRTMNT</b>	<b>\$5,675.40</b>
1	10-00-60-6152	11-14-22 TO 12-19-22 WATER TREATMENT 525500 USAGE		1.0	\$5,675.4000

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<b>10</b>	<b>QUILL / QUILL</b>	<b>1/13/2023</b>	<b>1/13/2023</b>	<b>29954487</b>	<b>\$642.36</b>
1	01-01-70-7010	BINDERS, STAPLER, REPORT COVERS		0.5	\$321.18
2	01-03-70-7010	LAMINATING SHEETS, LABELS, FOLDERS, CLIPS, POST IT		0.1	\$64.24
3	01-05-70-7010	LAMINATING SHEETS, LABELS, FOLDERS, CLIPS, POST IT		0.2	\$128.46
4	01-09-70-7010	LAMINATING SHEETS, LABELS, FOLDERS, CLIPS, POST IT		0.1	\$32.12
5	10-00-70-7010	LAMINATING SHEETS, LABELS, FOLDERS, CLIPS, POST IT		0.1	\$32.12
6	12-00-70-7010	LAMINATING SHEETS, LABELS, FOLDERS, CLIPS, POST IT		0.1	\$32.12
7	13-00-70-7010	LAMINATING SHEETS, LABELS, FOLDERS, CLIPS, POST IT		0.1	\$32.12
<b>11</b>	<b>ROBERTS HUTCH / ROBERTS HUTCH-LINE. INC.</b>	<b>1/13/2023</b>	<b>1/13/2023</b>	<b>597624 598270</b>	<b>\$96.25</b>
1	01-01-70-7010	UTILITY PAID STAMP		0.5	\$48.13
2	01-03-70-7010	UTILITY PAID STAMP		0.1	\$9.63
3	01-05-70-7010	UTILITY PAID STAMP		0.2	\$19.25
4	01-09-70-7010	UTILITY PAID STAMP		0.1	\$4.81
5	10-00-70-7010	UTILITY PAID STAMP		0.1	\$4.81
6	12-00-70-7010	UTILITY PAID STAMP		0.1	\$4.81
7	13-00-70-7010	UTILITY PAID STAMP		0.1	\$4.81
<b>8</b>	<b>SDK / SDK LABORATORIES</b>	<b>1/13/2023</b>	<b>1/13/2023</b>	<b>011323LAB</b>	<b>\$263.00</b>
1	13-00-60-6170	SEWER LAB ANALYSIS		1.0	\$263.00
<b>27</b>	<b>SEDG CAC / SEDGWICK COUNTY ASSOCIATION OF CIT</b>	<b>1/13/2023</b>	<b>1/13/2023</b>	<b>011323SCAC</b>	<b>\$150.00</b>
1	01-01-60-6700	SCAC MEMBERSHIP DUES		1.0	\$150.00
<b>1</b>	<b>STUDIO F INC. / WCCIT</b>	<b>1/13/2023</b>	<b>1/13/2023</b>	<b>WCC32508</b>	<b>\$630.50</b>
1	01-01-60-6200	MO SRVC-ADMIN		0.5	\$200.00
2	01-03-60-6200	MO SRVC-POLICE		0.3	\$100.00
3	01-04-60-6200	MO SRVC-FIRE		0.1	\$20.00
4	13-00-60-6200	MO SRVC-SEWER		0.2	\$80.00
5	01-01-60-6200	MICROSOFT & SECURITY		0.3	\$57.63
6	01-03-60-6200	MICROSOFT & SECURITY		0.3	\$57.63
7	10-00-60-6200	MICROSOFT & SECURITY		0.3	\$57.61
8	13-00-60-6200	MICROSOFT & SECURITY		0.3	\$57.63
<b>5</b>	<b>SUPERIOR / SUPERIOR RUBBER STAMP &amp; SEAL INC.</b>	<b>1/13/2023</b>	<b>1/13/2023</b>	<b>119152</b>	<b>\$30.00</b>
1	01-01-70-7010	NOTARY STAMP-PAIGE		1.0	\$30.00

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Tr. #	Vendor	Inv Date	Due Date	Invoice #	Total Invoice
<b>18</b>	<b>VERIZON / VERIZON WIRELESS</b>	<b>1/13/2023</b>	<b>1/13/2023</b>	<b>9923707483</b>	<b>\$244.08</b>
1	01-03-60-6180 PD MDT SERVICE			1.0 \$120.0300	\$120.03
2	01-03-60-6180 PD CELL SERVICE			1.0 \$82.7000	\$82.70
3	01-11-60-6180 MAINT CELL SERVICE			1.0 \$41.3500	\$41.35
<b>25</b>	<b>WAMPO / WAMPO</b>	<b>1/13/2023</b>	<b>1/13/2023</b>	<b>1211</b>	<b>\$17.86</b>
1	01-01-60-6700 WAMPO MEMBERSHIP DUES			1.0 \$17.8600	\$17.86
<b>7</b>	<b>WASTE CONNECTIONS / WASTE CONNECTIONS</b>	<b>1/13/2023</b>	<b>1/13/2023</b>	<b>16889395V025</b>	<b>\$6,894.44</b>
1	12-00-60-6160 95 GALLON TRASH CART			357.0 \$10.2000	\$3,641.40
2	12-00-60-6160 65 GALLON TRASH CART			160.0 \$8.1600	\$1,305.60
3	12-00-60-6160 35 GALLON TRASH CART			45.0 \$8.1600	\$367.20
4	12-00-60-6160 SR 35 GALLON TRASH CART			34.0 \$7.1400	\$242.76
5	12-00-60-6160 SEDG CO SURCHARGE			56.0 \$2.5000	\$140.00
6	12-00-60-6160 RECYCLE			587.0 \$2.0400	\$1,197.48
7	12-00-60-6160 CART EXCHANGE			0.0 \$22.2000	\$0.00
<b>12</b>	<b>WHOLESALE WATER / WHOLESALE WATER SUPPLY DI</b>	<b>1/13/2023</b>	<b>1/13/2023</b>	<b>INV00798</b>	<b>\$3,888.70</b>
1	10-00-60-6150 WATER USAGE 525500			5,255.0 \$0.7400	\$3,888.70

**Grand Totals**

**Total Direct Expense: \$56,743.18**  
**Total Immediate Payments: \$56,743.18**

**Report Summary**

**Report Selection Criteria**

**Report Type:** Detailed

**Start** **End**

**Transaction Number:** Start End

# AP Bank Reconciliation Posting Audit Report

City of Sedgwick (SEDGKS)

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User ID: SHELIA

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Bank Code: CKG      LEGACY BANK

Vendor

Tran#	Document #	Date	Type	User ID	Posting Reference	Total Amount
<b>KANSAS STATE WITHHOLDING TAX</b>						
1	69263	01/13/2023	Check	SHELIA	AP0000001113AAABQS	\$590.41
Description:						
<b>LEGACY BANK</b>						
2	69264	01/13/2023	Check	SHELIA	AP0000001113AAABQS	\$3,618.09
Description:						
<b>KPERS</b>						
3	69265	01/13/2023	Check	SHELIA	AP0000001113AAABQS	\$2,261.85
Description:						
<b>KS DEPT OF LABOR</b>						
4	69266	01/13/2023	Check	SHELIA	AP0000001113AAABQS	\$114.71
Description:						

	Bank Totals	Items	Total Voids	Items
Checks	(\$6,585.06)	4	\$0.00	0
Deposits	\$0.00	0	\$0.00	0
Deductions	\$0.00	0	\$0.00	0
Additions	\$0.00	0	\$0.00	0
Bank Charges	\$0.00	0	\$0.00	0
<b>Net Activity for CKG:</b>	<b>(\$6,585.06)</b>			

**Report Totals**

	Bank Totals	Items	Total Voids	Items
Checks	(\$6,585.06)	4	\$0.00	0
Deposits	\$0.00	0	\$0.00	0
Deductions	\$0.00	0	\$0.00	0
Additions	\$0.00	0	\$0.00	0
Bank Charges	\$0.00	0	\$0.00	0
<b>Net Activity:</b>	<b>(\$6,585.06)</b>			

**City of Sedgwick  
City Council Meeting  
January 18, 2023**

**TO: Mayor and City Council**

**SUBJECT: Flock Safety Cameras**

**INITIATED BY: Police Department**

**AGENDA: Consent Agenda**

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**Recommendation:** Approve the amendment of the Flock Safety agreement to add two (2) additional cameras.

**Background:** The Sedgwick Police Department is currently utilizing two (2) Flock Safety Cameras to record incoming traffic on SW 125<sup>th</sup> Street and N. Ridge Road. The addition of two (2) Flock Safety Cameras will complete the surveillance of all roads entering town.

The amendment to the original agreement is for the installation and procurement of two (2) additional cameras and mounting systems. The agreement will have the same renewal date as the preexisting agreement and will run concurrently.

**Financial Considerations:** The proposed agreement is for \$5,500.00 for year one with a renewal price of \$5,000.00 annually. This would increase the overall commitment of funds from \$5,000 - \$10,000 for the entire system. This is a budgeted expense from the Capital Equipment Fund.

**Recommendations/Actions:** It is recommended that the City Council approve the amendment from Flock Safety for the addition of two (2) cameras.

**Attachment:** Flock Safety Agreement

# flock safety

## FLOCK GROUP INC. AMENDMENT ORDER FORM

This Amendment Order Form together with the Terms (as defined herein) describe the relationship between Flock Group Inc. (“**Flock**”) and KS - Sedgwick PD identified below (“**Agency**”) (each of Flock and KS - Sedgwick PD, a “**Party**”). This Amendment Order Form (“**Order Form**”) hereby incorporates and includes the previously executed agreement, dated 12/14/2021, relating to the provision of services by Flock to the KS - Sedgwick PD ( “**GOVERNMENT AGENCY CUSTOMER AGREEMENT**”) attached (the “**Terms**”), any schedules attached thereto, and incorporated herein by reference, which describe and set forth the general legal terms governing the relationship (collectively, the "**Agreement**" ). The Terms contain, among other things, warranty disclaimers, liability limitations and use limitations. In full consideration of the continued promises and warranties contained therein, this Amendment Order Form shall supersede, amend and replace any prior agreements between the Parties relating to the subject hereof. The Parties understand and agree that any prior orders or agreements between the Parties have been replaced and any outstanding services provided by Flock are now subject to this Agreement.

The Agreement will become effective when this Order Form is executed by both Parties (the “**Effective Date**”).

The GOVERNMENT AGENCY CUSTOMER AGREEMENT is amended as follows: 2 add'l cameras

Customer: KS - Sedgwick PD	Contact: Lee Nygaard
Address: 520 N Commercial St, Sedgwick Kansas 67135	Phone: (316) 416-4056
	E-Mail: lnygaard@cityofsedgwick.org
Expected Payment Method: ACH	Billing Contact: Lee Nygaard
Initial Term: 24 Months Renewal Term: 12 Months	Special Terms (If Applicable):

**By executing this Order Form, KS - Sedgwick PD represents and warrants that it has read and agrees all of the terms and conditions contained in the Terms attached. The Parties have executed this Agreement as of the dates set forth below.**

**FLOCK GROUP, INC.**

**KS - Sedgwick PD**

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**City of Sedgwick  
City Council Meeting  
January 18, 2023**

**TO:** Mayor and City Council

**SUBJECT:** Appointment of Municipal Judge

**INITIATED BY:** Administration

**AGENDA:** New Business

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**Recommendation:** Appoint Joy Williams to act as municipal judge for the City of Sedgwick.

**Background:** The City of Sedgwick received notification from Judge Joe Uhlman earlier this year expressing that he would no longer be able to fulfill his duties as municipal judge for the City due to being appointed Magistrate Judge.

Mrs. Williams has provided these services in the past and expressed interest in fulfilling the term of Judge Uhlman.

**Financial Considerations:** The proposed agreement is an increase in contractual salary but is within the budgetary limits for 2023.

**Recommendations/Actions:** It is recommended that the City Council approve the agreement and appoint Joy Williams as the next judge for the City of Sedgwick

**Attachment:** Municipal Judge Contract

DRAFT

**CITY OF SEDGWICK MUNICIPAL COURT JUDGE  
AGREEMENT FOR SERVICES**

**This agreement** entered into this 18<sup>th</sup> day of January 2023, by and between the City of Sedgwick, Kansas, a municipal corporation, herein called “City”, and Joy Kay Williams, herein called “Contractor”.

**Whereas**, the City of Sedgwick had appointed, pursuant to K.S.A. 15-204 et. Seq., Joy Kay Williams (Contractor) as its Municipal Court Judge to perform the duties delineated in currently applicable provisions of K.S.A. 12-4106 & 12-4107 at the time of any pertinent event(s) and being subject to the Canons of The Kansas Code of Judicial Conduct as currently adopted and amended from time to time by the Kansas Supreme Court; and

**Whereas**, the parties desire to memorialize this understanding with the Contractor during the term of appointment;

**THEREFORE, THE PARTIES ACKNOWLEDGE AS FOLLOWS:**

**SERVICES:**

Contractor shall preside over City of Sedgwick Municipal Court Sessions and perform the duties of Municipal Court Judge as defined in K.S.A. 12-4106 & 12-4107.

**COMPENSATION:**

The compensation to be paid to the Contractor for her services as Municipal Court Judge for the City is a monthly fee of \$500, paid in monthly installments to Contractor.

In the event Contractor is unavailable to provide the judicial services contained in this Agreement due to an ethical conflict of interest, illness or due to her attendance at a judicial educational conference approved by the City, City shall then engage, at its cost for a single Court session during the term hereof, another individual to substitute for Contractor during Contractor’ absence pursuant to K.S.A. 12-4107. It is expressly understood by the parties hereto that Contractor may be granted one such absence during this partial contract year to be paid by the City. Any other absences during the term of this agreement, shall be paid by the Contractor during the term hereof.

# DRAFT

**Term:**

The term of this Understanding commences on the date hereof and expires on the City Council's first scheduled meeting of the Sedgwick City Council, in May, 2023 when annual appointments, pursuant to K.S.A. 15-204, are made. Subsequently, this understanding may be renewed and extend annually, in writing after appointment, by the parties hereto.

entirety of the understanding: All prior understandings have been reduced to writing and are included herein. This understanding constitutes the entire agreement of the parties subject to applicable statutory provisions in Kansas law and represents the full understanding of the parties. It may not be amended, altered, or modified, except by written agreement of the parties.

**Dated this \_\_\_\_\_ day of January 2023.**

**CITY OF SEDGWICK**

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

**MUNICIPAL COURT JUDGE**

\_\_\_\_\_  
Joy Kay Williams, Contractor

Attest:

SEAL:

\_\_\_\_\_  
Janise Enterkin, City Clerk

**City of Sedgwick  
City Council Meeting  
January 11, 2023**

**TO:** Mayor and City Council

**SUBJECT:** Resolution 01182023 – Salary/Wage Range Limits

**INITIATED BY:** Administration

**AGENDA:** New Business

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**Recommendation:** Approve the resolution amending resolution 05042022 which set salary limits for officers and employees of the City of Sedgwick, counties of Harvey and Sedgwick, Kansas under the authority of Charter Ordinance No.17.

**Background:** The City of Sedgwick sets salary limits for officers and employees of the City through resolution under the authority of Charter Ordinance No. 17. The last update to this resolution was on May 4, 2022.

To remain competitive in the recruitment and retention of employees, it is the intention of staff to revisit this ordinance annually.

**Analysis:** Staff conducted research utilizing the 2022 salary survey provided by the League of Kansas Municipalities along with current solicitations of positions that mirrored current positional offerings by the City and found that the current salary ranges were lower than other municipalities of our composition.

**Financial Considerations:** The proposed salary ranges capture current salaries and allow for Administration to provide for merit increases based upon annual evaluations as set forth in the *Personnel Policies and Guidelines Manual* adopted on January 4, 2023.

**Recommendations/Actions:** It is recommended that the City Council approve the proposed resolution 01182023, amending resolution 05042022 which sets salary limits for officers and employees of the City of Sedgwick, Counties of Harvey and Sedgwick, Kansas; Under the Authority of Charter Ordinance No.17

**Attachment:** Resolution 01182023

RESOLUTION  
01182023

A RESOLUTION AMENDING RESOLUTION 05042022 WHICH SET SALARY LIMITS FOR OFFICERS AND EMPLOYEES OF THE CITY OF SEDGWICK, COUNTIES OF HARVEY AND SEDGWICK, KANSAS; UNDER THE AUTHORITY OF CHARTER ORDINANCE NO. 17.

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

SECTION 1: From the date of Adoption by the Governing Body for the City of Sedgwick, Kansas, the following Salary/Wage Range Limits shall apply to all City Officers and Employees.

<b>POSITION</b>	<b>RANGE</b>	
City Administrator .....	\$50,000 to \$80,000	Annually
City Clerk .....	\$21.50 to \$27.00	Hourly
Deputy City Clerk .....	\$18.08 to \$23.58	Hourly
Utility/Billing Clerk .....	\$17.00 to \$22.50	Hourly
Court Clerk .....	\$15.00 to \$19.00	Hourly
Office Assistant .....	\$15.00 to \$19.00	Hourly
City Superintendent .....	\$21.75 to \$31.50	Hourly
Utility Maintenance Worker II ....	\$18.08 to \$27.14	Hourly
Utility Maintenance Worker I ....	\$16.08 to \$22.73	Hourly
Wastewater Plant Operator .....	\$18.08 to \$27.14	Hourly
Chief of Police .....	\$26.00 to \$30.00	Hourly
Patrol Officer .....	\$21.50 to \$25.80	Hourly
Part-time Patrol Officers .....	\$16.00 to \$19.00	Hourly
Fire Chief .....	\$200.00 to \$400.00	Mo + Runs
Assistant Fire Chief .....	\$100.00 to \$300.00	Mo + Runs
Volunteer Firefighters .....	Meetings + Runs	Monthly
Pool Manager .....	\$13.00 to \$18.00	Hourly
Lifeguards .....	\$7.50 to \$12.50	Hourly
Part-Time Employees .....	\$12.00 to \$15.00	Hourly
Municipal Judge .....	Per contract	Annually
City Attorney .....	Per contract	Annually
City Treasurer .....	\$250.00 to \$350.00	Annually

**CERTIFICATIONS:** Approved/Mandatory certifications that have been approved by the City Administrator can receive up to a \$1.00 wage increase upon obtaining certification.

<b>Governing Body:</b>	<b>“May be waived by Governing Body Members”</b>
Mayor .....	\$200 to \$500.00 per month + \$25.00 per Special Meeting
Council Members .....	\$25.00 per Meeting

**PASSED AND ADOPTED BY THE GOVERNING BODY OF THE CITY OF SEDGWICK, KANSAS, THIS 18<sup>th</sup> DAY OF JANUARY, 2023.**

ATTEST:

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

\_\_\_\_\_  
Janise P. Enterkin, City Clerk

SEAL:

**City of Sedgwick  
City Council Meeting  
January 11, 2023**

**TO: Mayor and City Council**

**SUBJECT: Position Descriptions**

**INITIATED BY: Administration**

**AGENDA: New Business**

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**Recommendation:** Approve the updated position descriptions for Utility Maintenance Worker I, Utility Maintenance Worker II, Wastewater Plant Operator I, Swimming Pool Manager, Swimming Pool Assistant Manager and Swimming Pool Lifeguard.

**Background:** Per the *Personnel Policies and Guidelines Manual* adopted on January 4, 2023, all changes of position descriptions and/or creation of new positions must be authorized by the City Council.

Staff has identified the need to have a full-time personnel located at the sewage treatment facility to perform the daily requirements of maintenance and operations. Furthermore, we have identified that the current structure of the public works and utilities department is redundant in the areas of lower-level positional offerings. The creation of a Wastewater Plant Operator I position, and the elimination of the Utility Maintenance Worker position will correct these issues.

Minor updates were made to the position descriptions for UMW I, UMW II, Swimming Pool Manager, Swimming Pool Assistant Manager and Swimming Pool Lifeguard to further expand the scope of work.

**Financial Considerations:** None.

**Recommendations/Actions:** It is recommended that the City Council approve the job descriptions as proposed.

**Attachment:** Job Descriptions.

# UTILITY MAINTENANCE WORKER I

City of Sedgwick

Public Works Department

## POSITION SUMMARY

Under the direction of the City Superintendent, the Utility Maintenance Worker I is a non-exempt position under FLSA. This position is an entry level position within the public works department. The successful candidate must be able to operate mowers, wee eaters, hand tools, and have the ability to read and interpret written instructions, maps, manuals and schematics. Manual labor including lifting and carrying heavy objects, bending, kneeling, climbing, and walking is required daily in this position. Employees in this role are required to respond to all utility emergencies during normal business hours, as well as, on an on-call basis as assigned by the City Superintendent. Requirements of on-call status are dependent upon staffing levels.

## ESSENTIAL FUNCTIONS

- Operates and maintains departmental equipment;
- Operates and maintains potable water system;
- Assists in road maintenance, repairs and grading;
- Repairs and installs street signs;
- Completes new installations, reconstruction, meter sizing, and reads meters as necessary;
- Operates and maintains sewer collection system;
- Locates city utilities;
- Sprays for insects;
- Maintains city owned facilities;
- Completes work orders as assigned.

## MARGINAL FUNCTIONS

- Oversees and performs grounds maintenance on all city property
- Operates snow removal equipment;
- Maintains radio communication with other departments;
- Assists with seasonal decorations;
- Sets up voting booths when necessary;
- Puts up flags and assists with city wide clean up;
- Performs other duties as deemed necessary or assigned.

Classification OverView	
<u>FLSA:</u>	NON-EXEMPT
<u>ADA:</u>	APPLICABLE
<u>FMLA:</u>	INELIGIBLE
<u>OSHA:</u>	BLOODBORNE PATHOGENS
<u>WORKING CONDITIONS:</u>	
HAZARDOUS CHEMICALS CONFINED SPACES ADVERSE WEATHER EXPLOSIVES ELEVATED AREAS EXCESSIVE NOISE	

## **UTILITY MAINTENANCE WORKER I**

### **POSITION REQUIREMENTS**

**Experience:** One year of similar or related experience is required. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well after six months of employment. Wastewater treatment plant operations preferred.

**Education:** A high school diploma or GED required. This employee must obtain training in CPR, confined spaces, hazardous waste, basic first aid, excavation, and trenching. This position requires permits for Class II Wastewater certification and Small Systems Water certification to be obtained within one year.

**Technical Skills:** The ability to understand and anticipate problems, to follow department policies, and to interpret written instructions and manuals is required. This employee should possess a strong mechanical aptitude and effective public relation, oral and written communication skills and have the ability to understand labels and material safety data for chemicals that may be used.

**Problem Solving:** Some independent problem solving is involved in this position. This employee encounters problems with equipment breakdowns and equipment maintenance.

**Decision Making:** This position involves limited decision making. Tasks are of a routine nature and are performed independently.

**Supervision:** This employee works with minimal supervision from the City Superintendent. This position will not directly supervise employees.

**Personal Relations:** Daily contact with the general public, co-workers and supervisory personnel is expected. Occasional interactions with members of the city council may occur.

**Working Conditions:** Some adverse working conditions exist within this position. Exposure to bloodborne pathogens, hazardous chemicals, heavy machinery, excessive noise, permit required work in confined spaces, heights, and all types of weather conditions is expected. This position involves outside work maintaining facility equipment and grounds in all weather conditions.

**Physical Requirements:** Manual labor including lifting and carrying heavy loads, extensive walking and the ability to operate departmental equipment is required daily in this position.

The employee must occasionally lift and/or move up to one hundred (100) pounds.

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*The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.*

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**This job description was last updated January, 2023.**

# UTILITY MAINTENANCE WORKER II

City of Sedgwick

Public Works Department

## POSITION SUMMARY

Under the direction of the City Superintendent, the Utility Maintenance Worker II is a non-exempt position under FLSA. This position acts in a supervisory role, in the absence of the City Superintendent, performing semi-skilled tasks in street maintenance, water distribution, and sewage disposal systems. This employee should possess a strong mechanical aptitude, and effective communication and public relation skills. Successful applicants must have the ability to read and interpret written instructions, maps, manuals and schematics. Manual labor including lifting and carrying heavy objects, bending, kneeling, climbing, and walking is required daily in this position. Employees in this role are required to respond to all utility emergencies during normal business hours, as well as, on an on-call basis as assigned by the City Superintendent. Requirements of on-call status are dependent upon staffing levels. Successful applicants must either possess or have the ability to obtain KDHE Small Systems Water and Class II Wastewater certifications within one year of employment.

## ESSENTIAL FUNCTIONS

- Operates and maintains departmental equipment;
- Maintains city utilities;
- Installs and reads water meters;
- Repairs pot holes and seals cracks in city streets;
- Mows city properties, parks, and road right of ways;
- Operates and maintains wastewater treatment plant;
- Measures and records various instrument readings water and wastewater systems;
- Grades and repairs gravel roads;
- Repairs water mains and service lines, sewer mains, service lines, and storm drains;
- Completes work orders as assigned.

## MARGINAL FUNCTIONS

- Assists with insect spraying;
- Assists with seasonal decorations;
- Operates snow removal equipment;
- Puts up flags and sets up voting booths;
- Assists with City wide cleanup;
- Assists with ground and building maintenance of all city properties;
- Maintains radio communication with other departments as necessary;
- Performs other duties as deemed necessary or assigned.

<b>Classification OverView</b>	
<u>FLSA:</u>	NON-EXEMPT
<u>ADA:</u>	APPLICABLE
<u>FMLA:</u>	INELIGIBLE
<u>OSHA:</u>	BLOODBORNE PATHOGENS
<u>WORKING CONDITIONS:</u>	
	HAZARDOUS CHEMICALS CONFINED SPACES ADVERSE WEATHER EXPLOSIVES ELEVATED AREAS EXCESSIVE NOISE

## **UTILITY MAINTENANCE WORKER II**

### **POSITION REQUIREMENTS**

**Experience:** Two or more years of similar or related experience is required. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within one year of employment.

**Education:** A high school diploma or GED is required. Training in CPR, confined spaces, hazardous waste, basic first aide, excavation and trenching is required. This position requires KDHE Certification in the following fields to be obtained within one year of employment with the city: Class II Wastewater and Small Systems Water.

**Technical Skills:** A thorough knowledge of mechanics, equipment maintenance, and a working knowledge of mathematics is required. This employee must be able to operate dump trucks, tractors, lawn mowers, sewer machines, welders, tapping machines and other department equipment. The ability to understand and anticipate problems, to follow department policies, and to interpret written instructions and manuals is required. This employee should possess a strong mechanical aptitude and effective public relation, oral and written communication skills and have the ability to understand labels and material safety data for chemicals that may be used.

**Problem Solving:** Some independent problem solving is involved in this position. This employee encounters problems with equipment breakdowns, equipment maintenance, and public concern.

**Decision Making:** Some independent decision making is involved in this position. This employee makes decisions about using appropriate sprays or chemicals, performing necessary repairs and performing daily duties in the safest and most efficient manner.

**Supervision:** This employee works with occasional supervision from the City Administrator/City Superintendent. This employee may be assigned to supervise others on specific projects.

**Financial Accountability:** This employee is responsible for safe operation of department equipment. This employee does not participate in the annual budget process.

**Personal Relations:** Daily contact with the general public, co-workers and supervisory personnel are expected. Occasional interactions with members of the city council may occur.

**Working Conditions:** Some adverse working conditions exist within this position. Exposure to bloodborne pathogens, hazardous chemicals, heavy machinery, excessive noise, permit required work in confined spaces, heights, and all types of weather conditions is expected. This employee is also exposed to explosives, departmental vehicles, and cutting, chopping and shredding machinery.

**Physical Requirements:** Manual labor including lifting and carrying heavy loads, extensive walking and the ability to operate departmental equipment is required daily in this position.

The employee must occasionally lift and/or move up to one hundred (100) pounds.

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*The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to successfully perform the job*

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**This job description was last updated December 15, 2003.**

# WASTEWATER PLANT OPERATOR I

City of Sedgwick

Public Works Department

## POSITION SUMMARY

Under the direction of the City Superintendent, the Wastewater Operator I is a non-exempt position under FLSA. This position performs unskilled and semi-skilled work in the maintenance and operation of plant facilities. This employee handles the day-to-day operation of the wastewater systems for the city, including checking equipment for proper operation and making repairs when needed. Manual labor including lifting and carrying heavy objects, bending, kneeling, climbing, and walking is required daily in this position. Employees in this role are required to respond to all utility emergencies during normal business hours, as well as, on an on-call basis as assigned by the City Superintendent. Requirements of on-call status are dependent upon staffing levels.

## ESSENTIAL FUNCTIONS

- Takes daily readings of wastewater flow;
- Operates various types of pumps, motors, weed sprayers, backhoes, mowers, and related machinery and equipment as qualified;
- Maintains all pumps and motors;
- Maintains lift stations per departmental policies and manufacturer standards;
- Cleans and washes weirs;
- Performs general grounds maintenance duties including but not limited to mowing, trimming, painting, and weed spraying;
- Completes asset conditional assessments quarterly;
- Facility maintenance;
- Oversees City burn and limb sites

## MARGINAL FUNCTIONS

- Oversees and performs grounds maintenance on all city property
- Operates snow removal equipment;
- Maintains radio communication with other departments;
- Repairs and replaces pumps, lift station motors, gears and chains as qualified;
- Collects samples of sewage and effluent at various stages of processing as qualified;
- Conducts plant tours;
- Performs other duties as deemed necessary or assigned.

Classification OverView	
<u>FLSA:</u>	NON-EXEMPT
<u>ADA:</u>	APPLICABLE
<u>FMLA:</u>	INELIGIBLE
<u>OSHA:</u>	BLOODBORNE PATHOGENS
<u>WORKING CONDITIONS:</u>	
	HAZARDOUS CHEMICALS CONFINED SPACES ADVERSE WEATHER EXPLOSIVES ELEVATED AREAS EXCESSIVE NOISE

## ***Wastewater Plant Operator I***

### ***POSITION REQUIREMENTS***

**Experience:** One year of similar or related experience is required. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well after six months of employment. Wastewater treatment plant operations preferred.

**Education:** A high school diploma or GED required. This employee must obtain training in CPR, confined spaces, hazardous waste, basic first aid, excavation, and trenching. This position requires permits for Class II Wastewater certification and Small Systems Water certification to be obtained within one year.

**Technical Skills:** The ability to understand and anticipate problems, to follow department policies, and to interpret written instructions and manuals is required. This employee should possess a strong mechanical aptitude and effective public relation, oral and written communication skills and have the ability to understand labels and material safety data for chemicals that may be used.

**Problem Solving:** Some independent problem solving is involved in this position. This employee encounters problems with equipment breakdowns and equipment maintenance.

**Decision Making:** This position involves limited decision making. Tasks are of a routine nature and are performed independently.

**Supervision:** This employee works with minimal supervision from the City Superintendent. This position will not directly supervise employees.

**Personal Relations:** Daily contact with the general public, co-workers and supervisory personnel is expected. Occasional interactions with members of the city council may occur.

**Working Conditions:** Some adverse working conditions exist within this position. Exposure to bloodborne pathogens, hazardous chemicals, heavy machinery, excessive noise, permit required work in confined spaces, heights, and all types of weather conditions is expected. This position involves outside work maintaining facility equipment and grounds in all weather conditions.

**Physical Requirements:** Manual labor including lifting and carrying heavy loads, extensive walking and the ability to operate departmental equipment is required daily in this position.

The employee must occasionally lift and/or move up to one hundred (100) pounds.

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*The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.*

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This job description was last updated **December 15, 2003.**

# SWIMMING POOL MANAGER

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City of Sedgwick, Kansas

Public Works – Swimming Pool

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## Position Summary

Under the supervision of the City Administrator, this is a salaried exempt, seasonal position under the Federal Labor Standards Act. This position has administrative duties. This position requires a working knowledge of swimming pool water treatment requirements and must be able to recognize when treatment and/or cleaning needs arise. This employee should possess strong organizational, supervisory, and public relations skills. Applicants must be at least 18 years of age, have a current American Red Cross CPR-PR, First Aid, and LGT or equivalent certifications or be able to obtain one prior to the start of the season.

## Essential Functions

1. Supervise the general clean-up of the pool area in preparation for opening.
2. Responsible for purchasing/ordering of concession supplies and consumable pool supplies.
3. Initiate and complete the hiring process of required personnel related to pool operations.
4. Prepare schedules and price lists as related to pool operations.
5. Administrate and develop specific pool policy related to rules, regulations, penalties, enforcement, and emergency plans.
6. Maintain departmental expenses within budgeted guidelines.
7. Perform and supervise routine duties as required during the daily operation of the pool;
  - \* Maintain adequate supplies and inventory of chemicals
  - \* Supervise the opening and closing of the pool area
  - \* Ensure pool is kept clean, and proper levels of chemicals are maintained for a safe environment
8. Responsible for scheduling of required number of lifeguards, special events, parties, etc.
9. Responsible for the proper handling of monies received, accounting of monies received; including bank deposits, ledger sheets, and admission records.
10. Supervise the closing procedures at the end of the season to include: closing all money boxes, reconciling deposits, removal of pool related equipment, general clean-up of the pool area office and bath house.
11. Attend regular council meetings as requested, and prepare a Manager's Report for end of the season to include suggested capital expenditures for future pool seasons.
12. Follows established City policies and procedures for payroll and personnel.
13. Develops and enforces department safety procedures and practices.

## Marginal Functions

1. Performs other duties as deemed necessary or assigned.

## **Swimming Pool Manager** Position Requirements

**Experience:** One to three years in pool operation is preferred. Employee will be required to supervise lifeguard duties, cleaning and vacuuming the pool as required, cleaning and disinfecting restrooms as required. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within one month of employment.

**Education:** This position requires a high school diploma or GED. A good understanding of the chemical requirements, cleanliness, and daily operation of pool and facilities is required. This employee must possess a CPR, Life guarding, and WSI Certificate.

**Technical Skills:** A working knowledge of swimming pool water treatment requirements. Employee should be able to recognize when cleaning and/or treatment needs arise. The ability to perform CPR and life saving techniques, and the ability to remain calm during a crisis is required. Some financial or accounting skills are required to account for monies received.

**Problem Solving:** Problem solving is a factor in this position. This employee encounters problems with scheduling of lifeguards, citizen complaints and other control problems with adults and children using the pool.

**Decision Making:** Decision making is a factor in this position. This employee must be capable to make instant decisions concerning life safety issues, and must also be able to analyze and deal with other problems as they arise.

**Supervision:** This employee works under the frequent supervision of the Public Works Superintendent.

**Financial Accountability:** This position requires that the employee be trustworthy, as they handle monies and resources from passes, tickets, and concessions on a daily basis. This employee does not participate in the annual budget process; but makes recommendations for future capital expenditures.

**Personal Relations:** Daily contact with the general public, city employees and supervisory personnel is expected. Employee must be able to handle and deal with situations as they arise in a timely and courteous manner.

**Working Conditions:** Some adverse working conditions exist within this position. Exposure to human blood and body fluids and hazardous chemicals is expected. This position requires daily contact with the general public, and must deal with complaints or infractions as they arise.

**Physical Requirements:** Limited physical activity is required to perform the daily duties of this position.

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*The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.*

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***THIS JOB DESCRIPTION LAST UPDATED IN January, 2023.***

# SWIMMING POOL ASSISTANT MANAGER

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City of Sedgwick, Kansas

Public Works – Swimming Pool

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## Position Summary

Under the supervision of the Pool Manager, this is a hourly non-exempt, seasonal position under the Federal Labor Standards Act. Successful applicants will be expected to assist the pool manager in daily operations of the community pool and splash pad. Applicants must possess a current American Red Cross CPR-PR, First Aid, and LGT or equivalent certifications or be able to obtain one prior to the start of the season. This position requires a working knowledge of swimming pool water treatment requirements, and must be able to recognize when treatment and/or cleaning needs arise. This employee should possess strong organizational, supervisory, and public relations skills. Applicants must be at least 18 years of age and have a minimum of 2 years experience as a lifeguard.

## Essential Functions

1. Monitor assigned recreational pool area to detect hazards, disturbances, or safety infractions, by practicing preventative lifeguarding.
2. Recognize and respond effectively in emergencies.
3. Enforce all City of Sedgwick Pool Policies and Procedures
4. Instruct Swim Lessons
5. Assists with daily incident and cash reports
6. Assists with scheduling staff, and serves as a liaison between the pool manager and pool staff
7. Assists in the cleaning of the facility and related areas and maintenance and operation of pool equipment.
8. These examples are not intended to be all-inclusive. Other job-related duties may be assigned as needed.

## Marginal Functions

1. Performs other duties as deemed necessary or assigned.

**Swimming Pool Assistant Manager**  
Position Requirements

**Experience:** One year in pool operation is preferred. Two years of lifeguard experience is required. Employee will be required to supervise lifeguard duties, cleaning and vacuuming the pool as required, cleaning and disinfecting restrooms as required. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within one month of employment.

**Education:** This position requires a high school diploma or GED. A good understanding of the chemical requirements, cleanliness, and daily operation of pool and facilities is required. This employee must possess a CPR, Life guarding, and WSI Certificate.

**Technical Skills:** A working knowledge of swimming pool water treatment requirements. Employee should be able to recognize when cleaning and/or treatment needs arise. The ability to perform CPR and life saving techniques, and the ability to remain calm during a crisis is required. Some financial or accounting skills are required to account for monies received.

**Problem Solving:** Problem solving is a factor in this position. This employee encounters problems with scheduling of lifeguards, citizen complaints and other control problems with adults and children using the pool.

**Decision Making:** Decision making is a factor in this position. This employee must be capable to make instant decisions concerning life safety issues, and must also be able to analyze and deal with other problems as they arise.

**Supervision:** This employee works under the frequent supervision of the Pool Manager.

**Financial Accountability:** This position requires that the employee be trustworthy, as they handle monies and resources from passes, tickets, and concessions on a daily basis. This employee does not participate in the annual budget process; but makes recommendations for future capital expenditures.

**Personal Relations:** Daily contact with the general public, city employees and supervisory personnel is expected. Employee must be able to handle and deal with situations as they arise in a timely and courteous manner.

**Working Conditions:** Some adverse working conditions exist within this position. Exposure to human blood and body fluids and hazardous chemicals is expected. This position requires daily contact with the general public, and must deal with complaints or infractions as they arise.

**Physical Requirements:** Limited physical activity is required to perform the daily duties of this position.

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*The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.*

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***THIS JOB DESCRIPTION LAST UPDATED IN January, 2023.***

# SWIMMING POOL LIFEGUARD

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City of Sedgwick, Kansas

Public Works – Swimming Pool

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## Position Summary

Under the supervision of the Swimming Pool Manager, this is an hourly, non-exempt, part-time, seasonal position under the Federal Labor Standards Act. This position has a minimum age requirement of sixteen (16) years old. Lifeguards must possess a current American Red Cross CPR-PR, First Aid, and LGT or equivalent certifications or be able to obtain one prior to the start of the season. This position requires a limited knowledge of swimming pool water treatment requirements, and should be able to recognize when treatment and/or cleaning needs arise. This employee should possess the ability to remain calm during a crisis.

## Essential Functions

1. Rotate shift on each chair and guard for twenty (20) minutes at each station.
2. Performs CPR and assists with emergencies as required.
3. Cleans restrooms as required, disinfect and check restrooms on break.
4. Work in concession stand and admission gate when requested.
5. Responsible for finding a sub (off sub list) to work for on days when employee is scheduled and desires to take off.
6. Responsible for helping in the clean-up procedures as follows;
  - \* Vacuum swimming pool
  - \* Clean filters daily and when vacuuming
  - \* Backwash filters
  - \* add water when needed – morning or evening
  - \* check chlorinator every morning
7. Follows departmental policies and procedures.
8. Follows department safety procedures and practices.

## Marginal Functions

1. Performs other duties as deemed necessary or assigned.

## **Swimming Pool Lifeguard**

### **Position Requirements**

**Experience:** Some experience in pool operation is preferred. Employee will be required to perform lifeguard duties as scheduled or required, clean and vacuum pool as directed or required, clean and disinfect restrooms as required. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within one month of employment.

**Education:** This position requires an education level which will give this individual the necessary skills to perform the duties that will be required by this position. These include a limited understanding of the chemical requirements, cleanliness, and daily operation of pool and facilities. This employee must possess a CPR and Life guarding certificate.

**Technical Skills:** A limited knowledge of swimming pool water treatment requirements. Employee should be able to recognize when cleaning and/or treatment needs arise. The ability to perform CPR and life saving techniques, and the ability to remain calm during a crisis is required.

**Problem Solving:** Problem solving is a factor in this position. This employee encounters problems with citizen complaints and other control problems with adults and children using the pool.

**Decision Making:** Decision making is a factor in this position. This employee must be capable to make instant decisions concerning life safety issues, and must also be able to analyze and deal with other problems as they arise.

**Supervision:** This employee works under the direct supervision of the Swimming Pool Manager.

**Financial Accountability:** This position requires that employees be trustworthy, as they handle monies and resources from passes, tickets, and concessions on a daily basis.

**Personal Relations:** Daily contact with the general public, city employees and supervisory personnel is expected. Employee must be able to handle and deal with situations as they arise in a timely and courteous manner.

**Working Conditions:** Some adverse working conditions exist within this position. Exposure to human blood and body fluids and hazardous chemicals is expected. This position requires daily contact with the general public, and must deal with complaints or infractions as they arise.

**Physical Requirements:** Limited physical activity is required to perform the daily duties of this position.

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They represent typical elements and criteria considered necessary to successfully perform the job.*

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***THIS JOB DESCRIPTION LAST UPDATED IN January, 2023.***