



# REGULAR COUNCIL MEETING/WORKSHOP

Wednesday, February 16, 2022 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

## 4. CONSENT AGENDA

Sample Motion:

Motion to approve the consent agenda as presented.

Motion by \_\_\_\_

Second by \_\_\_\_

### a. Minutes of January 19, 2022, Regular Meeting and Special Council Meeting Minutes of January 29, 2022

#### Attachments:

- **Regular Council Meeting, January 19, 2022** (regular-council-meeting-workshop\_minutes\_2022-01-19\_145527.pdf)
- **Special Council Meeting, January 29, 2022** (special-council-meeting\_minutes\_2022-01-29\_221255.pdf)

### b. Approval of Payroll January 21, 2022 amount \$13,133.09 and February 4, 2022 amount \$14,484.42

### c. Approval of General Disbursement Checks amount \$162,241.99

General Disbursement Check Reports

#### Attachments:

- **General Disbursement Checks** (CHECKS.pdf)

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## 5. STAFF REPORTS

### a. Brad Jantz, City Attorney

City Attorney Items of Discussion and Updates

1. Drainage Easement Agreement, 1st and Madison
2. Downtown Revitalization
3. Sedgwick Economic Development
4. 200 Industrial building lease discussion.
5. Industrial Chemical removal update.
6. Sale of old equipment/cars.
7. Sidewalk Repair and Replacement

#### Attachments:

- **Drainage Easement - Draft** (DRAINAGE\_EASEMENT\_-\_SEILER.pdf)
- **Downtown Revitalization - Draft** (SEDGWICK\_DOWNTOWN\_REVITALIZATION\_PROGRAM\_EXAMPLE.pdf)
- **Sedgwick Economic Development - Draft** (SEDGWICK\_ECONOMIC\_DEVELOPMENT\_POLICY\_DRAFT.pdf)
- **Surplus Property Disposal Policy - FYI** (Surplus\_Property\_Disposal\_Policy.pdf)
- **Sidewalk Repair and Replacement - 2014** (RES\_061698\_Sidewalks.pdf)

### b. Brian Daily, Police Chief

1. Police Staff Report
2. Pond Discussion/Update

#### Attachments:

- **Police Chief Report** (Staff\_Report\_February\_2\_2022.pdf)
- **Sign** (Sedgwick\_KS\_01-28-2022.pdf)

### c. Brian Keller, City Administrator

1. City Administrator Report
2. City Hall hours
3. Governing Body Institute

#### Attachments:

- **City Administrator's Report** (City\_Administrator\_Report\_-\_2-16-22.pdf)
- **Governing Body Institute** (doc00315120220211090148.pdf)

## 6. UNFINISHED BUSINESS

Mural Discussion

### a. Mural Discussion

**b. Employee Salaries**

**c. Harvey County 911 Advisory Council Nomination**

**7. EXECUTIVE SESSION - NON-ELECTED PERSONNEL**

Sample Motion:

Motion to recess into executive session pursuant to the PERSONNEL MATTERS of non-elected personnel exception, K.S.A. 75-4319(b)(1), in order to discuss matters involving a current City of Sedgwick employee and to include the following persons: \_\_\_\_ with the open meeting to resume in the City Council chamber at \_\_\_\_ (Time).

Motion by \_\_\_\_

Second by \_\_\_\_

**8. 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.**



# REGULAR COUNCIL MEETING/WORKSHOP

## Minutes

Wednesday, January 19, 2022 at 6:30 pm

### 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, Monty Leonard, Kramer Siemens, Kirby Stucky** Council Member absent \_\_\_\_ Others present **Brian Keller, City Administrator; Janise Enterkin, City Clerk; Brian Daily, Police Chief; Bill Bush, Harvey County Independent**

### 2. ADDITIONS / DELETIONS TO AGENDA

#### Minutes:

Moved by **Council Member Monty Leonard** to approve the amended agenda with addition of New Business, Resolution 101922 Wage Resolution.

Second by **Council Member Kirby Stucky**

### 3. HEARINGS/PRESENTATIONS/PUBLIC FORUM

### 4. COUNCIL PRESIDENT APPOINTMENT

Nomination and Appointment of Council President

#### Minutes:

Moved by **Council Member Dan Hartman** to appoint **Council Member Monty Leonard** as Council President.

Second by **Council Member Kirby Stucky**

Council Member Monty Leonard abstained due to conflict of interest.

#### Vote results:

Ayes: 4 / Nays: 0

### 5. STAFF REPORTS

#### a. Brian Daily, Police Chief

#### Minutes:

**Brian Daily, Police Chief** presented his report to Council. Items covered were Flock cameras, park cameras and road signage.

#### b. Brad Jantz, City Attorney, absent. Discussion items presented by Mayor Chapman

**Minutes:**

**City Attorney Brad Jantz** was absent from the meeting. **Mayor Bryan Chapman** reviewed items that were to be presented by the City Attorney. 200 Industrial building - the City had been asked if the building could be leased to store equipment for approximately 6 months. **It was consensus of Council to have City Attorney pursue lease contract.** Chemical removal update, working with Safe Harbors. 1st & Madison drainage easement. Farmer who purchased the land, has asked to put a gate up permitting access to the City. They would also like to have permission to maintain the ditch. **City Attorney will draft easement.**

**c. Brian Keller, City Administrator**

**Minutes:**

**City Administrator Brian Keller** Updated Council on Industrial Park cleanup. Comprehensive Plan FEMA mapping EMS staff discussion Storm Shelter paperwork submission Hiland Pond cleanout Public Works - Keller suggested a Waste Water Treatment Plant tour on February 2nd prior to meeting to point out needs. ARPA update Front Office First Mennonite Church is looking to build within Sedgwick city limits.

**Council Member Brenda DeHaven** asked about trash in front of the residence at 1st and Commercial. **Police Chief Daily** will contact the residents via letter.

**6. CONSENT AGENDA**

**Minutes:**

Moved by **Council Member Monty Leonard** to approve the consent agenda as presented.

Second by **Council Member Kirby Stucky**

**Council Members Dan Hartman and Kramer Siemens abstained.**

**Vote results:**

Ayes: 3 / Nays: 0

**a. Minutes of December 15, 2021, Regular Meeting**

**b. Approval of Payroll December 23, 2021 amount \$16,278.64 and January 7, 2022 amount \$12,662.41**

**c. Approval of General Disbursement Checks amount \$95,022.28**

General Disbursement Check Reports

**7. NEW BUSINESS**

**a. Resolution 011922 - Wages**

**Minutes:**

Moved by **Council Member Monty Leonard** to approve Resolution 011922, wages as presented.

Second by **Council Member Kramer Siemens**

**8. OLD BUSINESS**

#### **a. Maintenance Equipment**

##### **Minutes:**

Moved by **Council Member Monty Leonard** to approve the purchase of mini excavator for the maintenance department.

Second by **Council Member Kirby Stucky**

##### **Vote results:**

Ayes: 5 / Nays: 0

#### **9. EXECUTIVE SESSION - NON-ELECTED PERSONNEL**

##### **Minutes:**

Moved by **Council Member Monty Leonard** to recess into executive session pursuant to the PERSONNEL MATTERS of non-elected personnel exception, K.S.A. 75-4319(b)(1), in order to discuss matters involving a current City of Sedgwick employee and to include the following persons: **Governing Body and City Administrator** with the open meeting to resume in the City Council chamber at 7:40 pm. Second by **Council Member Brenda DeHaven** No action was taken in Executive Session.

Moved by **Council Member Dan Hartman** to approve cost of living increase for all position and salary ranges. Second by **Council Member Kramer Siemens**

##### **Vote results:**

Ayes: 5 / Nays: 0

#### **10. ADJOURN**

##### **Minutes:**

No workshop was held after the Council meeting adjourned due to the absence of the City Attorney.

Moved by **Council Member Monty Leonard** to adjourn the Regular Council meeting at 7:41 PM. Second by **Dan Hartman**

##### **Vote results:**

Ayes: 5 / Nays: 0



# SPECIAL COUNCIL MEETING

## Minutes

Saturday, January 29, 2022 at 10:30 am

**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

#### **Minutes:**

Mayor Bryan Chapman called the Special Council meeting to order at 10:35 am

Council Members Present: **Dan Harman, Monty Leonard, Kirby Stucky**

Others Present: **Brian Keller, City Administrator; Janise Enterkin, City Clerk**

### 2. SPECIAL COUNCIL AGENDA

Discussion/Approval of Resolution 01292022- Opioid Claims

#### **Minutes:**

Moved by **Council Member Monty Leonard** to approve Resolution 01292022, execution and delivery of an agreement to release and assign the City's opioid claims to the Kansas Attorney General and certify costs attributable to substance abuse and addiction mitigation in excess of \$500.

Second by **Council Member Kirby Stucky**

#### **Vote results:**

Ayes: 3 / Nays: 0

### 3. ADJOURN

#### **Minutes:**

Move to adjourn the Special Council meeting at 10:39 am Motion by **Council**

**Member Dan Hartman** Second by **Council Member Kirby Stucky**

#### **Vote results:**

Ayes: 3 / Nays: 0

February 2, 2022

<b>PAYROLL CHECKS - DIRECT DEPOSIT</b>
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1/21/2022

\$ 13,133.09

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**TOTAL PAYROLL CHECKS**

<b>\$ 13,133.09</b>
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**GENERAL DISBURSEMENT CHECKS-AAABMJ**

**\$ 20,184.47**

**GENERAL DISBURSEMENT CHECKS-AAABMK**

**\$ 15,317.87**

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**TOTAL DISBURSEMENT CHECKS**

<b>\$ 35,502.34</b>
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# AP Adjust/Pay Bills Edit Report

City of Sedgwick (SEDGKS)

Batch: AAABMJ

1/21/2022 11:51:22 AM

Page 1

Tr. #	Vendor	Tran/CC Pmt Date	Re / Ch # / CC Ref # / Description	Credit Card Vendor	Bank Code	Total Amount	
	Tran Type		Apply To #	GL Acct Number			
1	KPERS / KPERS	1/21/2022	68281 / RETIREMENT/OGLI		CKG	\$4,639.96	
	Non-Electronic Payment						
Line	Applied	PR0000000317					
			CC Amount	Cash Amount	Credit Amount	Debit Amount	Discount Amount
1		PR0000000317		\$2,466.44			
			CC Amount	Cash Amount	Credit Amount	Debit Amount	Discount Amount
2		PR0000000318		\$2,173.52			
					Total Cash Amount		\$4,639.96
2	EFTPS / LEGACY BANK	1/21/2022	68282 / 941 TAX		CKG	\$8,068.60	
	Non-Electronic Payment						
Line	Applied	PR0000000317					
			CC Amount	Cash Amount	Credit Amount	Debit Amount	Discount Amount
1		PR0000000317		\$3,998.77			
			CC Amount	Cash Amount	Credit Amount	Debit Amount	Discount Amount
2		PR0000000318		\$4,069.83			
					Total Cash Amount		\$8,068.60
3	KS STATE WH / KANSAS STATE WITHHOLDING TAX	1/21/2022	68283 / STATE WITHHOLDING TAX		CKG	\$1,303.44	
	Non-Electronic Payment						
Line	Applied	PR0000000317					
			CC Amount	Cash Amount	Credit Amount	Debit Amount	Discount Amount
1		PR0000000317		\$647.26			
			CC Amount	Cash Amount	Credit Amount	Debit Amount	Discount Amount
2		PR0000000318		\$656.18			
					Total Cash Amount		\$1,303.44
4	BCBS / BCBS OF KANSAS	1/21/2022	68284 / HEALTH/DENTAL INSURANCE		CKG	\$5,881.81	
	Non-Electronic Payment						
Line	Applied	PR0000000317					
			CC Amount	Cash Amount	Credit Amount	Debit Amount	Discount Amount
1		PR0000000317		\$441.11			
			CC Amount	Cash Amount	Credit Amount	Debit Amount	Discount Amount
2		PR0000000318		\$5,440.70			
					Total Cash Amount		\$5,881.81

# AP Adjust/Pay Bills Edit Report

City of Sedgwick (SEDGKS)

Batch: AAABMJ

1/21/2022 11:51:22 AM

Page 2

Tr. #	Vendor	Tran/CC Pmt Date	Re / Ch # / CC Ref # / Description	Credit Card Vendor	Bank Code	Total Amount
	Tran Type		Apply To #	GL Acct Number		
5	AFLAC / AFLAC	1/21/2022	68285 / EMPLOYEE DEDUCTION		CKG	\$225.88
	Non-Electronic Payment					
Line	Applied	PR0000000317				
			CC Amount	Cash Amount	Credit Amount	Debit Amount
1		PR0000000317		\$112.94		Discount Amount
			CC Amount	Cash Amount	Credit Amount	Debit Amount
2		PR0000000318		\$112.94		Discount Amount
					Total Cash Amount	\$225.88
6	AETNA / AETNA	1/21/2022	68286 / VISION INSURANCE		CKG	\$64.78
	Non-Electronic Payment					
Line	Applied	PR0000000317				
			CC Amount	Cash Amount	Credit Amount	Debit Amount
1		PR0000000317		\$22.57		Discount Amount
			CC Amount	Cash Amount	Credit Amount	Debit Amount
2		PR0000000318		\$42.21		Discount Amount
					Total Cash Amount	\$64.78
Totals			CC Amount	Cash Amount	Credit Amount	Debit Amount
			\$0.00	\$20,184.47	\$0.00	\$0.00
					Discount Amount	Grand Total
					\$0.00	\$20,184.47
					Total Non-Electronic Transactions:	\$20,184.47
					Total Payment:	\$20,184.47

## Report Summary

### Report Selection Criteria

Report Type: Detailed

Transaction Number: Start End

## AP Bank Reconciliation Posting Audit Report

City of Sedgwick (SEDGKS)

01/21/2022 11:53:21 AM

Batch: AAABMJ

User ID: JANISE

Page 1

Bank Code: CKG		LEGACY BANK				
Vendor Tran#	Document #	Date	Type	User ID	Posting Reference	Total Amount
KPERs						
1	68281	01/21/2022	Check	JANISE	AP0000001000AAABMJ	\$4,639.96
Description:						
LEGACY BANK						
2	68282	01/21/2022	Check	JANISE	AP0000001000AAABMJ	\$8,068.60
Description:						
KANSAS STATE WITHHOLDING TAX						
3	68283	01/21/2022	Check	JANISE	AP0000001000AAABMJ	\$1,303.44
Description:						
BCBS OF KANSAS						
4	68284	01/21/2022	Check	JANISE	AP0000001000AAABMJ	\$5,881.81
Description:						
AFLAC						
5	68285	01/21/2022	Check	JANISE	AP0000001000AAABMJ	\$225.88
Description:						
AETNA						
6	68286	01/21/2022	Check	JANISE	AP0000001000AAABMJ	\$64.78
Description:						
		Bank Totals		Items	Total Voids	Items
Checks		(\$20,184.47)		6	\$0.00	0
Deposits		\$0.00		0	\$0.00	0
Deductions		\$0.00		0	\$0.00	0
Additions		\$0.00		0	\$0.00	0
Bank Charges		\$0.00		0	\$0.00	0
Net Activity for CKG:		(\$20,184.47)				

Report Totals						
		Bank Totals		Items	Total Voids	Items
Checks		(\$20,184.47)		6	\$0.00	0
Deposits		\$0.00		0	\$0.00	0
Deductions		\$0.00		0	\$0.00	0
Additions		\$0.00		0	\$0.00	0
Bank Charges		\$0.00		0	\$0.00	0
Net Activity:		(\$20,184.47)				

# AP Enter Bills Edit - Council Report

City of Sedgwick (SEDGKS)

Batch: AAABMK

1/28/2022 12:15:47 PM

Page 1

Vendor	Description	Check Date	Invoice#	Check#	Check Total
ADVANTAGE COMPUTER	COMPUTER SOFTWARE S	01/28/2022	87836,87837,87838,87	68287	\$2,919.00
AGRI ENVIRONMENTAL SERVICES	SLUDGE HAUL	01/28/2022	1622	68288	\$910.00
C & B EQUIPMENT	SEWER COMPRESSOR	01/28/2022	246985-00	68289	\$73.91
CITY ATTORNEYS ASSOCIATION OF K	CITY ATTOR ASSOC DUE	01/28/2022	4055	68290	\$35.00
COX BUSINESS SERVICES	PHONE/FAX/TV/INTERNE	01/28/2022	12822COX	68291	\$1,264.86
FENIX CO, INC	TENDER BURNER PLATES	01/28/2022	88562	68292	\$109.00
GRATTAN UNDERGROUND SERVICE	TRENCHING TO TORNADC	01/28/2022	12822-GRATTON	68293	\$125.00
K & M TIRE - WICHITA	LOADER TIRE	01/28/2022	590301528	68294	\$194.00
KANSAS MUNICIPAL UTILITIES	2022 MEMBERSHIP DUES	01/28/2022	16724	68295	\$894.00
KANSAS GAS SERVICE	GAS-3 PROP	01/28/2022	12822 KS GAS	68296	\$1,064.89
KANSAS MAYORS ASSOCIATION	2022 MAYOR MEM DUES	01/28/2022	4360	68297	\$50.00
KANSAS PUBLISHING VENTURES, LL	BUSINESS CARDS	01/28/2022	99915	68298	\$46.61
NATIONAL SIGN COMPANY	CITY SIGNS	01/28/2022	IN-199234	68299	\$480.34
PACE ANALYTICAL SERVICES, INC.	ANALYSES	01/28/2022	2260150549	68300	\$467.00
PETTY CASH	PETTY CASH	01/28/2022	12822PETTY	68301	\$74.07
PFAFF SIGNS, LLC.	GRAPHICS INTERCEPTOR	01/28/2022	8381	68302	\$524.16
PRAIRIELAND PARTNERS, INC.	LOADER	01/28/2022	1000012052	68303	\$373.67
QUILL	OFFICE SUPPLIES	01/28/2022	22482003	68304	\$175.31
WASTE CONNECTIONS	DEL FEES/200INDUSTRI	01/28/2022	16046873V025	68305	\$95.00
EVERGY	ELECTRIC SERVICE	01/28/2022	12822EVERGY	68306	\$4,717.05
WICHITA STATE UNIVERSITY	LGM & KSGFOA	01/28/2022	012822WSU	68307	\$725.00

Total Direct Expense:

\$15,317.87

Total Immediate Payments:

\$15,317.87

## Report Summary

### Report Selection Criteria

Report Type: Detailed

Start

End

Transaction Number: Start

End

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

1/28/2022 11:55:38 AM

City of Sedgwick (SEDGKS)  
Batch: AAABMK

Page 1

Tr. #	Vendor	Inv Date	Due Date	Invoice #	Total Invoice
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Line	GL Expense Account	Desc/Inv Stock/Alloc/Cost Code	Quantity Bought	Cost Per Unit	Line Extension
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11	ADVANTAGE / ADVANTAGE COMPUTER	1/28/2022	1/28/2022	87836,87837,87838,87	\$2,919.00
1	01-05-60-6200	JCS ANNUAL SUPPORT 10 HRS	1.0	\$499.0000	\$499.00
2	10-00-60-6200	JUS ANNUAL SUPPORT 10 HRS	0.3	\$250.0000	\$85.00
3	12-00-60-6200	JUS ANNUAL SUPPORT 10 HRS	0.3	\$250.0000	\$82.50
4	13-00-60-6200	JUS ANNUAL SUPPORT 10 HRS	0.3	\$250.0000	\$82.50
5	01-01-60-6200	DENALI ANNUAL SUPPORT	1.0	\$735.0000	\$735.00
6	01-01-60-6200	COUGAR SOFTWARE ASSURANCE	0.1	\$1,435.0000	\$143.50
7	01-03-60-6200	COUGAR SOFTWARE ASSURANCE	0.1	\$1,435.0000	\$143.50
8	01-04-60-6200	COUGAR SOFTWARE ASSURANCE	0.1	\$1,435.0000	\$143.50
9	01-05-60-6200	COUGAR SOFTWARE ASSURANCE	0.1	\$1,435.0000	\$143.50
10	01-06-60-6200	COUGAR SOFTWARE ASSURANCE	0.1	\$1,435.0000	\$143.50
11	01-09-60-6200	COUGAR SOFTWARE ASSURANCE	0.1	\$1,435.0000	\$143.50
12	01-11-60-6200	COUGAR SOFTWARE ASSURANCE	0.1	\$1,435.0000	\$143.50
13	10-00-60-6200	COUGAR SOFTWARE ASSURANCE	0.1	\$1,435.0000	\$143.50
14	12-00-60-6200	COUGAR SOFTWARE ASSURANCE	0.1	\$1,435.0000	\$143.50
15	13-00-60-6200	COUGAR SOFTWARE ASSURANCE	0.1	\$1,435.0000	\$143.50

22	AGRI ENVIRONMENTAL / AGRI ENVIRONMENTAL SERV	1/28/2022	1/28/2022	1622	\$910.00
1	13-00-60-6160	1-27-22 SLUDGE HAUL 22,750 GAL	22,750.0	\$0.0400	\$910.00

8	C&B / C & B EQUIPMENT	1/28/2022	1/28/2022	246985-00	\$73.91
1	13-00-70-7110	Sewer Compressor	2.0	\$24.4000	\$48.80
2	13-00-70-7110	SHIPPING	1.0	\$25.1100	\$25.11

10	CITY ATTY ASSOC / CITY ATTORNEYS ASSOCIATION OF	1/28/2022	1/28/2022	4055	\$35.00
1	01-05-60-6700	cITY aTTORNEY MEMEBER DUES	1.0	\$35.0000	\$35.00

12	COX / COX BUSINESS SERVICES	1/28/2022	1/28/2022	12822COX	\$1,264.86
1	01-01-60-6180	CH PHONE/FAX/INTERNET/TV	1.0	\$410.2100	\$410.21
2	01-05-60-6180	COURT PHONE/FAX/INTERNET/TV	1.0	\$78.9100	\$78.91
3	10-00-60-6180	WATER PHONE/FAX/INTERNET/TV	1.0	\$78.9200	\$78.92
4	13-00-60-6180	SEWER PHONE/FAX/INTERNET/TV	1.0	\$78.9200	\$78.92
5	01-03-60-6180	PD PHONE/FAX/INTERNET/TV	1.0	\$140.8000	\$140.80
6	01-11-60-6180	MAINT SHOP 320 N WASH PHONE	1.0	\$33.3600	\$33.36
7	01-04-60-6180	FIRE PHONE/INTERNET	1.0	\$112.3600	\$112.36
8	13-00-60-6180	SEWER PLANT PHONE/INTERNET	1.0	\$152.3600	\$152.36
9	01-06-60-6180	POOL PHONE/INTERNET	1.0	\$112.3000	\$112.30
10	13-00-60-6180	EAST LIFT PHONE	1.0	\$33.3600	\$33.36
11	13-00-60-6180	SOUTH LIFT PHONE	1.0	\$33.3600	\$33.36

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

City of Sedgwick (SEDGKS)  
Batch: AAABMK

1/28/2022 11:55:38 AM

Page 2

Tr. #	Vendor	Inv Date	Due Date	Invoice #	Total Invoice
Line	GL Expense Account	Desc/Inv Stock/Alloc/Cost Code	Quantity Bought	Cost Per Unit	Line Extension
20	FENIX CO, INC / FENIX CO, INC	1/28/2022	1/28/2022	88562	\$109.00
1	01-04-60-6120	BLEW BURNER PLATES ON TENDER	1.0	\$109.0000	\$109.00
6	GRATTAN UNDERGROUND / GRATTAN UNDERGROUND	1/28/2022	1/28/2022	12822-GRATTON	\$125.00
1	01-10-60-6110	TRENCHING FOR TORNADO SIREN	1.0	\$125.0000	\$125.00
2	K & M TIRE / K & M TIRE - WICHITA	1/28/2022	1/28/2022	590301528	\$194.00
1	01-10-70-7110	LOADER TIRE	0.3	\$194.0000	\$48.50
2	01-11-70-7110	LOADER TIRE	0.3	\$194.0000	\$48.50
3	10-00-70-7110	LOADER TIRE	0.3	\$194.0000	\$48.50
4	13-00-70-7110	LOADER TIRE	0.3	\$194.0000	\$48.50
21	KMU / KANSAS MUNICIPAL UTILITIES	1/28/2022	1/28/2022	16724	\$894.00
1	10-00-60-6700	2022 MEMBERSHIP DUES	1.0	\$894.0000	\$894.00
5	KS GAS / KANSAS GAS SERVICE	1/28/2022	1/28/2022	12822 KS GAS	\$1,064.89
1	01-04-60-6180	320 WASHINGTON	0.9	\$882.2700	\$749.93
2	13-00-60-6180	402 S COMMERCIAL	1.0	\$40.9200	\$40.92
3	01-01-60-6180	520 COMMERCIAL	1.0	\$141.7000	\$141.70
4	01-11-60-6180	320 WASHIINGTON	0.2	\$882.2700	\$132.34
9	KS MAYORS ASSOC / KANSAS MAYORS ASSOCIATION	1/28/2022	1/28/2022	4360	\$50.00
1	01-01-60-6700	2022 MAYOR MEMBER DUES	1.0	\$50.0000	\$50.00
1	KS PUBLISHING / KANSAS PUBLISHING VENTURES, LL	1/28/2022	1/28/2022	99915	\$46.61
1	01-01-70-7010	COUNCIL BUSINESS CARDS-HARTMAN, SIEMENS	0.4	\$46.6100	\$20.51
2	01-11-70-7010	CITY SUPER BUSINESS CARDS-BARRATTI	0.6	\$46.6100	\$26.10
15	NATIONAL SIGN / NATIONAL SIGN COMPANY	1/28/2022	1/28/2022	IN-199234	\$480.34
1	01-10-70-7130	BUSINESS DIST SIGNS	2.0	\$74.0000	\$148.00
2	01-10-70-7130	TORNADO SHELTER SIGNS	4.0	\$36.9500	\$147.80
3	01-10-70-7130	TORNADO SHELTER ARROW SIGNS	4.0	\$10.9500	\$43.80
4	01-10-70-7130	PARKING SIGNS	2.0	\$48.0000	\$96.00
5	01-10-70-7130	SHIPPING SIGNS	1.0	\$44.7400	\$44.74
18	PACE / PACE ANALYTICAL SERVICES, INC.	1/28/2022	1/28/2022	2260150549	\$467.00
1	13-00-60-6170	SAMPLE DATE 1-5-22	1.0	\$467.0000	\$467.00

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

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City of Sedgwick (SEDGKS)  
Batch: AAABMK

Page 3

Tr. #	Vendor	Inv Date	Due Date	Invoice #	Total Invoice
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Line	GL Expense Account	Desc/Inv Stock/Alloc/Cost Code	Quantity Bought	Cost Per Unit	Line Extension
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14	PETTY CASH / PETTY CASH	1/28/2022	1/28/2022	12822PETTY	\$74.07
1	01-03-70-7120	PD CAR WASH	1.0	\$3.0000	\$3.00
2	10-00-70-7020	POSTAGE/BARRATTI	1.0	\$4.8000	\$4.80
3	13-00-70-7010	PAPER TOWELS/WWTP	0.5	\$9.9500	\$4.98
4	01-08-70-7010	STORM SHELTER INTERNET/BRYAN CHAPMAN	1.0	\$8.9800	\$8.98
5	10-00-70-7020	WATER SAMPLE POSTAGE/BARRATTI	1.0	\$5.1000	\$5.10
6	01-10-70-7110	ERIC SHUSS-LOWES/TORNADO	1.0	\$16.8800	\$16.88
7	01-11-70-7420	ERIC SHUSS-IOWES/MAINT TOOLS	1.0	\$12.4600	\$12.46
8	01-03-60-6290	DAILY-CAR TAG LATE CHG	1.0	\$6.1500	\$6.15
9	01-11-70-7010	PAPER TOWELS/SHOP	0.5	\$9.9400	\$4.97
10	01-11-60-6710	ERIC SHUSS-KDOR BOOK TRNG	1.0	\$6.7500	\$6.75

19	PFAFF / PFAFF SIGNS, LLC.	1/28/2022	1/28/2022	8381	\$524.16
1	01-04-60-6120	NEW GRAPHICS FOR FORD INTERCEPTOR	1.0	\$524.1600	\$524.16

4	PRAIRIELAND / PRAIRIELAND PARTNERS, INC.	1/28/2022	1/28/2022	1000012052	\$373.67
1	01-10-70-7110	LOADER WHEEL	0.3	\$373.6500	\$93.41
2	01-11-70-7110	LOADER WHEEL	0.3	\$373.6700	\$93.42
3	10-00-70-7110	LOADER WHEEL	0.3	\$373.6700	\$93.42
4	13-00-70-7110	LOADER WHEEL	0.3	\$373.6700	\$93.42

7	QUILL / QUILL	1/28/2022	1/28/2022	22482003	\$175.31
1	01-01-70-7010	CALC TAPE,SCOTCH TAPE,PAPER FOLDER,PAPER TOWELS	0.5	\$175.3100	\$87.66
2	01-03-70-7010	CALC TAPE,SCOTCH TAPE,PAPER FOLDER,PAPER TOWELS	0.1	\$175.3100	\$17.53
3	01-05-70-7010	CALC TAPE,SCOTCH TAPE,PAPER FOLDER,PAPER TOWELS	0.2	\$175.3100	\$35.06
4	01-09-70-7010	CALC TAPE,SCOTCH TAPE,PAPER FOLDER,PAPER TOWELS	0.1	\$175.3100	\$8.77
5	10-00-70-7010	CALC TAPE,SCOTCH TAPE,PAPER FOLDER,PAPER TOWELS	0.1	\$175.3100	\$8.77
6	12-00-70-7010	CALC TAPE,SCOTCH TAPE,PAPER FOLDER,PAPER TOWELS	0.1	\$175.2500	\$8.76
7	13-00-70-7010	CALC TAPE,SCOTCH TAPE,PAPER FOLDER,PAPER TOWELS	0.1	\$175.2000	\$8.76

3	WASTE CONNECTIONS / WASTE CONNECTIONS	1/28/2022	1/28/2022	16046873V025	\$95.00
1	12-00-60-6160	DELIVERY FEES/200 INDUSTRIAL DR	1.0	\$95.0000	\$95.00

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City of Sedgwick (SEDGKS)  
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Page 4

Tr. #	Vendor	Inv Date	Due Date	Invoice #	Total Invoice
Line	GL Expense Account	Desc/Inv Stock/Alloc/Cost Code	Quantity Bought	Cost Per Unit	Line Extension
13	WESTAR / EVERGY	1/28/2022 1/28/2022		12822EVERGY	\$4,717.05
1	01-10-60-6180	0009908927 - 505 N MADISON SCHOOL ZONE	1.0	\$25.0200	\$25.02
2	01-03-60-6180	659714280 - PD BLDG	1.0	\$216.8600	\$216.86
3	01-10-60-6180	1062940882 - 804 N MADISON ST POLE	1.0	\$31.9200	\$31.92
4	01-10-60-6180	1761794880 - 103 W 5TH ELECT AT POLE	1.0	\$23.8700	\$23.87
5	01-10-60-6180	2464686086 - 310 N MADISON AVE SCHOOL ZONE	1.0	\$25.0400	\$25.04
6	01-10-60-6180	3002790064 - 100 WHEATLAND DR STREET POLE	1.0	\$26.5700	\$26.57
7	01-10-60-6180	3175824328 - 502 N COMM STREET ELECT AT POLE	1.0	\$23.8700	\$23.87
8	10-00-60-6180	3731495616 - 404 N HARRISON EAST WATER TOWER	1.0	\$67.1100	\$67.11
9	13-00-60-6180	3738109015 - 1900 N WASH WWTP	1.0	\$1,956.0700	\$1,956.07
10	01-04-60-6180	3742938337 - 316 N WASH FIRE BLDG	1.0	\$148.0600	\$148.06
11	01-11-60-6180	3743030616 - 324 N WASH SHOP	1.0	\$113.8900	\$113.89
12	01-08-60-6180	3748198293 - 204 W 4TH PARK LIGHTS	1.0	\$43.8200	\$43.82
13	01-06-60-6180	4920122509 - 403 N FRANKLIN POOL	1.0	\$408.4600	\$408.46
14	01-01-60-6180	5043441260 - 107 W 5TH SR CTR	1.0	\$207.6200	\$207.62
15	01-01-60-6180	5111455161 - CITY HALL	1.0	\$129.6600	\$129.66
16	13-00-60-6180	7277816660 - 402 N HARRISON EAST LIFT	1.0	\$116.6700	\$116.67
17	01-10-60-6180	7610673523 - 100 INDUSTRIAL DR STREET POLE	1.0	\$26.5500	\$26.55
18	10-00-60-6180	7852345322 - 501 WELLHOUSE RD, WATER	1.0	\$27.8900	\$27.89
19	01-10-60-6180	8514115281 - 413 W 4TH SCHOOL ZONE	1.0	\$25.0400	\$25.04
20	01-10-60-6180	8574522122 - 302 W 4TH SCHOOL ZONE	1.0	\$25.0400	\$25.04
21	10-00-60-6180	1282677544 - 205 W 5TH WEST WATER TOWER	1.0	\$240.2500	\$240.25
22	13-00-60-6180	3728481135 - 402 S COMM SOUTH LIFT	1.0	\$114.1000	\$114.10
23	13-00-60-6180	3742907574 - 308 N WASH MAIN LIFT	1.0	\$262.6900	\$262.69
24	10-00-60-6180	3749459455 - 518 W 5TH WEST WELL HOUSE	1.0	\$172.6500	\$172.65
25	01-01-60-6180	7510510077 - 200 INDUSTRIAL DR	1.0	\$258.3300	\$258.33
16	WSU / WICHITA STATE UNIVERSITY	1/28/2022 1/28/2022		012822WSU	\$725.00
1	01-01-60-6700	LOCAL GOVT NETWORK MEMBERSHIP-KELLER	1.0	\$650.0000	\$650.00
2	01-01-60-6700	KSGFOA MEMBERSHIP DUES-KELLER	1.0	\$75.0000	\$75.00
Grand Totals				Total Direct Expense:	\$15,317.87
				Total Immediate Payments:	\$15,317.87



## INGRESS, EGRESS AND DRAINAGE EASEMENT

THIS DRAINAGE EASEMENT made this \_\_\_\_\_ day of \_\_\_\_\_, 2022, by and between the City of Sedgwick, Kansas, a municipal corporation, hereinafter referred to as the "Grantor", and Bruce Seiler, hereinafter referred to as the "Grantee".

IN CONSIDERATION of One Dollar (\$1.00) and other valuable consideration paid by the Grantee to the Grantor, the Grantor grants to the Grantee, its heirs and assigns, full and free right and authority to install, lay, construct, expand, improve, or renew an existing right of way for ingress and egress purposes, to maintain channels, catch basins, inlets and other necessary appurtenances for the purpose of draining storm water away from the City of Sedgwick, Kansas, upon and across the land described below:

This grant shall include a permanent easement for the maintenance, expansion, and improvement of an existing right of way for ingress and egress purposes, to maintain channels, catch basins, inlets and other necessary appurtenances for the purpose of draining storm water of a drainage channel over and upon:

A tract of land in **INSERT LEGAL DESCRIPTION**

This drainage easement shall be for the benefit of the following described real estate:

A tract of land in **INSERT LEGAL DESCRIPTION**

Also granted herein is the right to enter upon the easements above described to install, lay, construct, renew, operate, and maintain within the easement area the right of way and the drainage system described herein. All maintenance of the easement shall be done by Grantee.

The permanent easement above described shall exist in perpetuity and run with the land. In the event the permanent easement is ever relinquished by Grantee, it shall revert automatically to Grantor.

The Grantee shall pay all bills for the construction, maintenance, and repairs of the easements above described and shall keep the premises of Grantor free of any liens.

Grantor covenants that he shall not, for any time during the term of the permanent easement mentioned above burden the surface of the easements above described with any fences, building, or other above ground structures.

The covenants and conditions contained herein are to be binding upon and to be observed by the Grantor and the Grantee as well as their heirs, executors, administrators, and assigns, and to run in favor of and be enforceable by any person who shall own the real estate above described or the easements above described.

Upon termination of the easements above described, the premises shall wholly and absolutely revert to Grantor, its heirs and assigns, free of any claim of Grantee.

WITNESS OUR SIGNATURES this \_\_\_\_ day of \_\_\_\_\_, 2022.

**GRANTOR**

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

STATE OF \_\_\_\_\_, COUNTY OF \_\_\_\_\_, SS:

BE IT REMEMBERED, that on this \_\_\_\_ day of \_\_\_\_\_, 2022, before me the undersigned notary public in and for the county and state aforesaid personally appeared Bryan Chapman, Mayor of the City of Sedgwick, Kansas, known to be the same person who executed the foregoing instrument of writing, and such person duly acknowledged the execution of the same, and subscribed and swore to the same in my presence.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal the day and year last above written.

\_\_\_\_\_  
Notary Public

My term expires:

**GRANTEE**

\_\_\_\_\_  
Brian Seiler

STATE OF \_\_\_\_\_, COUNTY OF \_\_\_\_\_, SS:

BE IT REMEMBERED, that on this \_\_\_\_ day of \_\_\_\_\_, 2022 , before me the undersigned notary public in and for the county and state aforesaid personally appeared Brian Seiler, known to be the same person who executed the foregoing instrument of writing, and such person duly acknowledged the execution of the same, and subscribed and swore to the same in my presence.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal the day and year last above written.

\_\_\_\_\_  
Notary Public

My term expires:

ATTEST:

Secretary

\_\_\_\_\_

# City of Sedgwick

## Downtown Revitalization And Incentive Grant Program

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

The purpose of the PROGRAM is to provide assistance to businesses through grants that will support improvements that result in stability or growth for existing businesses, help with the launch of new businesses downtown, or help combat blight or code issues in the downtown business district. The City recognizes the value of the businesses located in Sedgwick and the impact they have on the community. Grants under the PROGRAM will be provided to those projects that have the greatest value and preference will be given to currently operating or start-up businesses as well as projects that show personal financial investment from the applicant. **Downtown buildings that are vacant or are currently not-in-use are eligible for the program except for buildings primarily used for storage purposes.**

### Section I. Applicant Eligibility

1. Existing or new business (***new businesses require business plan submission***)
2. Property owner, lessor, or lessee of properties in the downtown zoned business or light industrial districts (***see attached Exhibit "A" map of eligible area***)
3. Located within the City of Sedgwick city limits and generally in the downtown area
4. Business location must be primarily for business purposes or store front only, not apartment/residential or storage units
5. Business must be current on all state, county, and local taxes and City utility services (***applicant will be asked to provide proof***)
6. **Business will only be eligible for one grant every two (2) years**, and will not be eligible for subsequent grants if noncompliant with grant terms or default on an awarded grant

### Section II. Use of Grant Funds (*in order of preference*)

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

### Section III. Prohibited use of Grant Funds

- 1) Purchase of real estate or land
- 2) Paying off or refinancing debt
- 3) Working or reserve capital or cash
- 4) Salaries or payroll expenses

- 5) Payment of any taxes or utilities
- 6) Demolition

#### Section IV. Application Requirements/Process

##### ***(Assistance from City staff on application will be given as needed)***

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

#### Section V. Award Process

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

#### Section VI. Compliance

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

#### Section VII. Funding

1. The City will budget for \$20,000.00 per year for grants and operation of the PROGRAM
2. The minimum grant amount per recipient will be \$1,000.00
3. The maximum grant amount per recipient will be \$10,000.00
4. Total number of grants awarded per year will be determined based on availability of funds budgeted for the program and total number of eligible applications. Availability of grant funds are subject to changes based on City Council directives or decisions and any budgetary constraints of the City.

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

***The Remainder of this Page is Intentionally Left Blank***

City of Sedgwick Revitalization and Incentive Grant Program Application

Business name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Website : \_\_\_\_\_

Contact Person with phone number for application: \_\_\_\_\_

Project Address: \_\_\_\_\_

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

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

Amount of grant funds being requested: \_\_\_\_\_

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

Own \_\_\_\_\_ Lease \_\_\_\_\_

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

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

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

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

4. Will you be using the services of an architect, engineer, or contractor? \_\_\_\_Yes \_\_\_\_No

If yes, please list or provide their information below:

Is the contractor currently licensed with the City of Sedgwick? \_\_\_\_Yes \_\_\_\_No

5. Estimated Work Schedule: Start Date for work: \_\_\_\_\_

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

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

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

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

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

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

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

---

Below area For City of Sedgwick Use:

Application complete? \_\_\_\_ Yes \_\_\_\_ No

Supporting documentation provided? \_\_\_\_ Yes \_\_\_\_ No

Preliminary review of compliance with program: \_\_\_\_ Satisfactory \_\_\_\_ Unsatisfactory

Meets criteria for consideration by the City Council: \_\_\_\_ Yes \_\_\_\_ No

CC Meeting date for Consideration: \_\_\_\_\_ Approved \_\_\_\_\_ Declined \_\_\_\_\_



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

**PERSONAL AND PERFORMANCE GUARANTEE**

The undersigned is an applicant with and for the Sedgwick Downtown Revitalization and Incentive Grant Program with the City of Sedgwick for a business located at \_\_\_\_\_, Sedgwick, Kansas and located within the city limits of the City of Sedgwick.

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

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

**EXECUTION SECTION**

This guarantee is executed on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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

Personal SS#: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**NOTARY SECTION**

State of \_\_\_\_\_ County of \_\_\_\_\_

This instrument was acknowledged before me on \_\_\_\_\_, by

\_\_\_\_\_.

\_\_\_\_\_  
Signature – Notary Public

(SEAL)

My Appointment Expires: \_\_\_\_\_

City of Sedgwick Downtown Revitalization and Incentive Grant Program

# CITY OF SEDGWICK

## Economic Development Tax Exemption Policy

### Purpose:

This statement, adopted by the City Council of the City of Sedgwick, Kansas, on this \_\_\_\_ day of \_\_\_\_\_, 2022, establishes policy to permit ad valorem tax abatements for real and personal Property relative to economic development in accordance with Article 11 of the Constitution of the State of Kansas.

The primary purpose of ad valorem tax abatement is the public good resulting from direct benefit to the City of Sedgwick, Kansas, as economic development goals such as the creation of jobs, industrial diversification and additional investment in the community are achieved.

### Policy Statement and Terms:

It is the policy of the City of Sedgwick, Kansas, to grant 100% ad valorem tax abatements for a period of 10 years to provide an incentive for new or expanding local enterprises that commence new or expanded operations after \_\_\_\_\_, \_\_\_\_\_, and that invest in equipment and facilities and create jobs as further specified below.

1. Those types of businesses or enterprises as specified by Section 13 of Article 11 of the Kansas Constitution will be considered for tax abatement as provided by this policy.
2. All new building and tangible personal property associated therewith, and all building improvements made to existing facilities and all added tangible personal property which serves to create additional employment will be considered for tax abatement as provided by this policy.
3. This City of Sedgwick, Kansas, shall grant 100% ad valorem tax exemption on buildings and tangible personal property for a period of 10 years for any new business or enterprise meeting the qualifications of this section which invests \$100,000 or more in such new facilities and which employs four or more people. At levels of investment or employment below these limits, the City may use discretion in abating all or a portion of these taxes.

to create additional employment will be granted tax exemption for a period of 10 years for the expanded portion of their building facilities and for the additional equipment acquired.

### Process for Implementation:

Those enterprises qualifying for tax exemption as described by Article 11 of the Kansas Constitution and this Policy that seek to apply for tax exemption shall submit a request for tax exemption to the City Clerk. The request shall describe the nature of the applicant's business and indicate the extent to which the company meets the criteria for tax exemption as provided by this policy.

The governing body considering a request for tax abatement will cause notification to be given to other affected taxing subdivisions that it has received a request for tax abatement; will consider the request; and will consider whether to adopt a resolution of intent to grant tax exemption. Such notification shall provide the time, day and place that the governing body shall make such considerations.

Upon a finding of the Governing Body of the City of Sedgwick that the request for tax exemption meets the guidelines established by this policy, a resolution of intent to grant tax exemption shall be adopted. The resolution may set forth in general terms proposed plans for granting a tax exemption incentive. Such resolutions shall be issued as an expression of good faith intent. Such resolutions shall expire six months after issuance, but may be renewed. A public hearing shall not be required prior to the issuance of such resolutions of intent.

Following the location and construction of a new industry or expansion of an existing industry making the request for tax exemption, the Governing Body of the City of Sedgwick shall adopt an ordinance granting the tax exemption. A copy of the ordinance granting the exemption shall be provided to the Harvey County Appraiser directing implementation of the tax exemption.

### Condition of Continued Exemption:

All tax exemptions granted shall be conditional and shall remain in effect only as long as the recipient continues conduction of a qualified business activity in the facility of which the tangible personal property for which the exemption was granted. The exemption shall terminate the cessation of such activity.

## Annual Review:

The extent and term of any tax exemption granted shall be subject to annual review and determination by the City Council to ensure that the qualifying criteria of the business for the tax exemption continue to exist. The information used in the review process will consist of the following:

### I. Provided by Recipient.

- (1) the year during which the exemption was requested - to be repeated in all annual reports;
- (2) the current year;
- (3) projected values for the next year

B. The nature of the continued use by the applicant of the exempt property in relation to the qualified uses for which the exemption was granted C. The levels of investment by the applicant in any additional property in the City

D. Any other facts or factors that the City Administrator or Governing Body may deem pertinent to a determination as to whether the City and other taxing jurisdictions within Harvey County are deriving the benefits projected through the cost and benefit analysis prepared at the time of the application

### II. Provided by the City

A report using the information provided shall be prepared and presented to the City Council by City staff.

The Council will schedule one public hearing no later than February 1 for all review applications. Each taxing unit affected by the exemption will be notified of the hearing and given a copy of the report submitted by the recipient. The renewal action by the Council will take place at a public meeting.

The City Council, after having received and reviewed such report and such additional evidence as it shall deem necessary or advisable, shall then determine whether and to what extent such tax exemption should be continued for the succeeding tax year, and shall enact any changes in such tax exemption by Ordinance.


The City Clerk shall supply a written statement to the owner(s) stating that the property does or does not continue to meet the terms and conditions of the exemption.

### Revocation:

The City Council reserves the right to revoke a granted exemption due to a fraudulent submittal of an application, failure to submit the annual evaluation and review reports, or a direct showing of bad faith by the applicant or recipient. Failure to produce the stated economic benefits will result in a reduction or loss of tax exemption.

### Policy Review:

This policy will be reviewed annually by the City Council who reserves the right to amend, revoke, or otherwise modify the policy for the best interest for the City of Sedgwick.

	<b>SURPLUS PROPERTY DISPOSAL POLICY</b>		Page 1 of 4
	Original Issue Date: 03/01/21	Last Reviewed: 03/01/21	

## **PURPOSE AND SCOPE**

This policy provides a framework and guidance to employees and officials for the disposal of City of Sedgwick owned property that is no longer needed or has no practical use to a particular City Department. In so doing, this policy is intended to:

1. Ensure that only assets that do not provide the minimum level of basic services are disposed of.
2. Ensure that assets are not disposed of when the disposal of the asset or the terms of disposal of the asset, could disadvantage the City or community financially or otherwise.
3. Ensure that all disposals are fair, equitable, transparent, competitive, and consistent with the best interests of the City of Sedgwick.

## **DEFINITIONS**

*Assets:* An asset shall mean any resource controlled or owned by the City of Sedgwick from which the City expects to derive economic benefit or use for service delivery to the public.

*Disposal:* Disposal shall mean a process of preparing, negotiating, and concluding a written contract, where necessary, which involves the transfer of control or ownership of an asset or property, considered by the City to be surplus, by means of a sale, trade, lease, or donation.

*Competitive Solicitation:* The act of informally seeking out good faith estimates on values and price quotes or utilizing a formal process to solicit bids.

*Employees:* Any official or full-time, part-time, and intermittent/seasonal employees.


*Practical Use:* The use of something for a reasonable purpose.

*Surplus Property:* City owned property (i.e., automobiles/vehicles, electronics, furniture, seized and unclaimed property, machinery and tools, miscellaneous equipment, office machines, or real property) that is no longer needed or has no practical use to a particular City Department.

## **APPLICABILITY**

This policy applies to all City employees and all City owned property with the following exceptions:

- Items purchased with grant funds which shall be disposed of in accordance with applicable grant requirements. If no disposal requirements exist, these items are subject to the provisions set forth in this policy.
- Seized or unclaimed property within the Police Department which shall be handled and disposed of in accordance with applicable Federal, State, and local requirements.

	<p align="center"><b>SURPLUS PROPERTY DISPOSAL POLICY</b></p>	<p align="center">Page 2 of 4</p>
	<p align="center">Original Issue Date: 03/01/21</p>	<p align="center">Last Reviewed: 03/01/21</p>


- Before any computer and electronic data storage equipment can be disposed of, city staff shall consult with City's contracted Information Technology (IT) services provider to determine what steps should be taken to dispose of this equipment. This includes, but is not limited to computers, laptops, tablets, servers, phones, cameras, scanners, external hard drives, and any similar device that may hereafter become available for use.

### **RESPONSIBILITY FOR ADMINISTRATION**

The City Administrator is responsible for the management and enforcement of this policy. The City Administrator shall consult with department heads and coordinate the disposition of surplus property and shall aid staff and the City Council in determining the best method of disposal. The City Administrator shall dispose of the property in the manner specified and shall ensure that the capital fund(s) for the appropriate department(s) is credited with any resulting funds.

### **GENERAL GUIDELINES**

1. All real property and any other property reasonably estimated to be worth more than \$5,000 shall be brought before Council for approval.
2. Department heads shall prepare an itemized list of surplus property, as needed. The list shall be forwarded to the city administrator along with recommendations regarding disposal of the property using a method prescribed herein that will return the most benefit to the City.
3. After consulting with department heads, the city administrator shall determine which method of disposal is most appropriate and advise the department head who shall carry out the approved method.
4. Transferring, selling, donating, scrapping, recycling, or disposing of property by City employees for personal gain or to benefit the interest of any person or party other than the City of Sedgwick, including handling or disposal of trash or junk except as directed by the city administrator, is strictly prohibited unless expressly authorized by the City Administrator after review, mindful of the need for fairness, equity, transparency, competitiveness, and consistency, all with the best interests of the City considered.
5. City employees shall not claim ownership of, give away, recover, or salvage any materials abandoned, disposed of, or stored upon City premises unless expressly authorized by the City Administrator after review, mindful of the need for fairness, equity, transparency, competitiveness, and consistency, all with the best interests of the City considered.
6. City employees shall not obtain property or the proceeds from the disposal of property designated for disposal as trash, scrap, or as recyclables. This prohibition includes giving any such property or proceeds to any person or party other than for the duly authorized benefit and interest of the City of Sedgwick, or authorizing any other person or party to accept, receive or take any such surplus property to benefit their own interest, except as provided herein.

	<p align="center"><b>SURPLUS PROPERTY DISPOSAL POLICY</b></p>	<p align="center">Page 3 of 4</p>
	<p align="center">Original Issue Date: 03/01/21</p>	<p align="center">Last Reviewed: 03/01/21</p>

7. Unless expressly authorized by the governing body, City employees may only compete, as members of the public, for the purchase of publicly sold surplus property if it is sold at an auction.
8. Upon the consummation of the sale of surplus property, the City shall make, execute, and deliver a bill of sale or similar instrument signed on behalf of the City, conveying the property in question to the purchaser and delivering possession, or the right to take possession, of the property to the purchaser.

### **METHODS OF DISPOSAL**


Following are the permissible methods of disposal of surplus property and publication of a legal notice is not required unless specifically stated otherwise below:

1. Transfer to another City department. Surplus property may be transferred between City departments if there is a need or use for the surplus property.
2. Government agencies. Without competition, by trade, transfer or sale to another government or public agency.
3. Auction. Sale through a traditional public auction or online auction website.
4. Bids. Bids, sealed or otherwise, may be solicited directly only after a publicly advertised invitation to bid has been published in a newspaper of general circulation for at least one week. Unless authorized by Council, the bidding period should last at least 30 days from date of publication.
5. Represented Sale. A realtor or sales agent may market any property on behalf of the city subject to the terms of a negotiated listing agreement.
6. Fixed Price Sale. The city administrator may establish a selling price based upon an independent appraisal (formal or informal) or published schedule of values generally accepted by the insurance industry, schedule and advertise a sale date, and sell to the first buyer meeting the sales terms.
7. Trade-In. By trade-in, in conjunction with the acquisition of another piece of equipment or asset under a competitive solicitation. The solicitation shall require the offer to state the total value assigned to the surplus property to be traded in.
8. Property may be disassembled and cannibalized for parts.
9. Donation. By donation to any organization operating within or providing a service to the residents of the State of Kansas, which is recognized by the Internal Revenue Service as an organization described in section 501(c)(3) of the Internal Revenue Code.

### **DISPOSAL OF PROPERTY WITH MINIMAL VALUE**

Surplus property which has a value of less than \$500, or for which the costs of sale are likely to exceed sale proceeds, may be disposed of by any means determined to be the most cost-effective, including by disposal as waste or donation, subject to approval of the city administrator. The



	<b>SURPLUS PROPERTY DISPOSAL POLICY</b>		Page 4 of 4
	Original Issue Date: 03/01/21	Last Reviewed: 03/01/21	

employee making the disposal shall make a record of the value of the item and the manner of disposal.

### **PERSONAL-USE ITEMS**

An item (or indivisible set) of personal and/or specialized use with a current value of less than \$500 may be sold to the employee or retired or terminated employee for whose use it was specifically and expressly purchased.

### **PUBLIC RECORDS**

All City owned property is Public Record, therefore records of transfer, sales or disposal of surplus property must be maintained by the City Clerk's Office.

Public records will be managed in compliance with applicable local, state, and federal laws, regulations, and policies including the Kansas Freedom of Information Act (covering Open Meeting Law, Public Records Law), and Public Records retention schedules, Copyright Law, and other applicable City policies.

### **VIOLATIONS**

Employees violating this policy may be subject to disciplinary action in accordance with City policies, departmental operating procedures and/or employee contracts.

## RESOLUTION 061698

### A RESOLUTION ESTABLISHING A POLICY FOR THE REPAIR, REPLACEMENT AND NEW CONSTRUCTION OF SIDEWALKS BY PETITION, AND THE METHOD OF PAYMENT OF SUCH CONSTRUCTION WITHIN THE CORPORATE LIMITS OF THE CITY OF SEDGWICK.

1. The City of Sedgwick will set aside \$12,000.00 for the City's participation in the repair or replacement of existing or pre-existing sidewalks only, at the beginning of each fiscal year as determined by the assigned City official to this project and approved by the Governing Body.
2. The City of Sedgwick will share in 50% of such construction costs. Such costs shall be reviewed and determined no less than annually, taking into consideration the average of the prevailing market costs of the area. The City will pay 100% of all A.D.A. curb access requirements. The City may require up to three bids for such work and may reject any or all bids for any reason.
  - a. Any previous repair or replacement is not to be considered for City participation regardless of any condition.
  - b. The Governing Body may cancel or postpone their participation of financial aid at the end of any calendar year or as they deem necessary considering all pertinent issues including but not limited to budgetary constraints.
3. The City shall send out a notice to the homeowner where sidewalk repair or replacement is needed as determined by the assigned City official and approved by the Governing Body and all notices shall be listed by the City official in order of repair priority based upon level of deterioration by the worst existing condition.
4. After six (6) weeks have passed following the sending out of the written notice to the homeowner of the needed sidewalk repair or replacement and no response is received by the City office from the homeowner, the Governing Body may direct the assigned City official to secure a contractor to make such repairs as deemed necessary by the assigned City official and apply full costs of such repair to the land or homeowners real estate taxes with no City participation on cost of needed repair or replacement.
5. Specifications for construction shall be provided by the City and must be complied with to qualify for participation. For example to be of what is known as City required mix or 3500 lb. rock mix, four (4) ft. wide, four (4) inches thick when crossing a driveway concrete to be six (6) inches thick with reinforced wire. Other requirements may be specified at the preconstruction inspection by the City assigned inspection official as needed for each project.
6. Application for City aid must be made and approved in advance of construction by the City assigned official. The City's share to be tendered upon completion and inspection approval by the assigned City official.

- a. When the \$12,000.00 is exhausted in any fiscal year no further application will be accepted for such fiscal year.
7. Applications for new sidewalks in areas where sidewalks were never installed or constructed may be made by a petition signed by all the homeowners of each block or designated improvement area, but the City will not share any cost with such construction except for the curb cuts required by A.D.A. All costs shall be assessed to the homeowners based upon the cost per linear foot and must be paid in full within thirty (30) days of construction or charged to the property owners real estate property taxes.
8. Additional work needed before sidewalk replacement or repairs can be made including but not limited to removal of trees, shrubs, roots, or culverts for drainage. The assigned official before construction, shall approve this and before any City financial aid will be considered.

ADOPTED BY THE GOVERNING BODY OF THE CITY OF SEDGWICK, KANSAS  
THIS 16<sup>TH</sup> DAY OF JUNE, 1998.

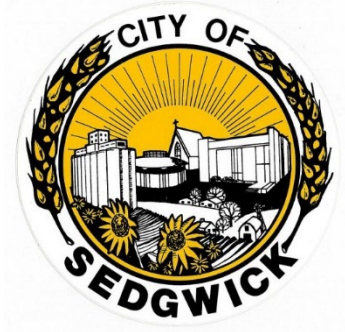
ATTEST:

  
Donald K. DeHaven, Mayor

  
Jaclyn Reimer, City Clerk, CMC

**To:** Honorable Mayor & City Council  
**From:** William "Brian" Daily, Chief of Police  
**Date:** February 2<sup>nd</sup>, 2022  
**Re:** Staff Report

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## **POLICE DEPARTMENT**

### **FLOCK**

UPDATES: Since the last Staff report we had an additional "Hit" on a missing person. Officer Taylor was able to respond and locate the reported subject. While no longer missing (The subject had already been contacted and removed by KHP hours earlier), It serves as reinforcement of the value this tool has added to our safety and community.

Since their instillation they have recorded over 35,000 plate reads as of Monday and had 29,000 unique reads (1<sup>st</sup> time observed and a transitory vehicle) We receive a lot more traffic through Sedgwick than you might expect!!!

### **PARK**

The camera system for the park shelter has been installed and is functioning. We have some additional work to do to clean up the appearance, and the Web link should be operational very soon.

### **SIGNAGE**

Signs have arrived and I will work with Public Works superintendent Barratti to get those in place. Two additional Business District signs have been ordered to complete 125<sup>th</sup>. The new signs are very nice, clear, and represent Sedgwick very well.

I have initiated another project related to signage. Attached is a proposal for new Signs from National Sign Company. These will feature a place for local business to be highlighted, and we will have those particular logos created by another vendor. Cost on the signs is \$295 each, and we would need three. In addition, we will need several smaller signs for directional arrows and the cost for the templates is approx. \$10 each with 4 needed for each business. That would be a cost of approximately \$160 in arrows and then the cost for printing of Vinyl. I have Phaff

graphics working on the cost projections now. Business' wanting to be listed could be asked for a fee. Perhaps \$300 to cover their logo work. Total Cost is approximately \$1500-\$1700.

This serves as a new tool to direct the substantial traffic we see on Ridge Rd and 125<sup>th</sup> to our downtown business district.

### **COMMUNITY PROJECTS**

**Fishing Derby** Dredging of the pond is ongoing, I have contacted KDPWT to inquire about stocking the pond at no cost to the city. We would have to permit fishing in the pond, and I would like to organize an annual Police Department Kids fishing derby. It would be a great way to get local kids active in sport fishing and serve as a great community tool. I have spoke with Randi Tolin of Sedgwick Connect and they would love to incorporate this with Fall Festival, as a PD Event.

**Downtown** We have two vacant building that have continued to be an eye sore and have the potential to escalate in terms of code enforcement. I am reaching out to the owner for permission to clean up the fronts of these buildings, and to place coverings on the front windows. I anticipate partnering with local groups such as Sedgwick Connect and Cardinal Backers to utilize the display space for their organizations. Likewise, the city might use one store front. More to come on this soon, I hope.

**Concealed Carry**  
I have applied for my Concealed Carry Instructor credentials; I was previously an instructor through the State. This will allow the PD to conduct Conceal Carry Courses at no cost to the residents of Sedgwick. They will of course have fee and licensing costs through the State, but the course itself would be free of charge to residents. We anticipate as well providing training on safe handling and storage of weapons above and beyond the State course. The first classes could be organized as soon as March.

### **CODE ENFORCEMENT**

Administrator Keller has let me know that code enforcement is a priority of his and something he wants me to focus on. We had a great deal of success with previous code enforcement efforts and expect the same moving forwards. Mr. Keller's input will define the parameters of these efforts.



# For Your Approval

72 x 48 W/ 1.5" CORNERS- 2.5" F LETTERS

GAS	FOOD

JAN2022/INFO/SEDGWICK KS

WORDING COLOR \_\_\_\_\_ **WHITE**

BACKGROUND COLOR \_\_\_\_\_ **BLUE**

**PLEASE READ THIS PROOF CAREFULLY**

There will not be another opportunity to review copy or art prior to printing. Please indicate approval and confirm with signature and date.

☐

**OK AS IS**

☐

**OK WITH CORRECTION**

☐

**NEW PROOF REQUIRED**

Rev. 9/

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_





**To:** Honorable Mayor & City Council  
**From:** Brian A. Keller, City Administrator  
**Date:** February 16, 2022  
**Re:** Council Meeting Report

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Here is an update on some of the most noteworthy items since the last meeting.

### **Special Meeting – Saturday, January 29**

To pass Resolution 012922 regarding our city's involvement in the Kansas Fights Addiction Act.

### **Industrial Park Chemicals**

Meeting held with GSI Engineering, LLC, Wichita via Zoom on Tuesday, Feb 1. Proposal for \$2,750. presented by Rick Bean, for services to inspect site and determine types and volumes of the chemicals that need removed, develop report documenting inspection including photo documentation, and coordinate meeting with KDHE to present findings and identify funding programs. What I favor about using this company is that I believe he could secure the most funding for us since he knows personnel and how things work at KDHE since he retired from there. I am trying to get a solid quote for removal of chemicals from another company that has connections to a building owner in the Industrial Park. We still have not heard from the Clean Harbors company.

### **Hilands Subdivision Pond**

Graber Backhoe and Clint Clark done with the dredging of the retention pond at the Hilands subdivision right before the snowstorm. Clint will be back to put in the rip-rap around edges of south edge of pond and to then refill pond with water from the south pond when the weather is good.

### **Public Works Department**

They have finished cleaning up the "200" Building, so it is ready for Drake to rent the space he is wanting. Need to get the council approval authorizing needed Wastewater Plant maintenance items. The wiring is completed, and the new South Tornado siren is operational.

### **Harvey County Council of Governments**

Attended Zoom meeting Wed 2/9. Representative Stephen Owens informed us that ARPA money from the State was directed to the Office of the State Fire Marshall so that the Kansas Firefighter Retention & Safety Grant program can be continued. Per HV Co Administrator, Covid cases are finally way down from a month ago. Jonathan Clayton, Kansas Department of Commerce Economic Development was on to talk about the Building A Stronger Economy (BASE) grant program. Applications due by February 28.

## **Miscellaneous**

I found a neat Infographic on the League of Kansas Municipalities website that I liked. I calculated the information for our community in both counties and would like to put on our website for residents to view. I spoke with Rick, the HV county clerk for accuracy. Another Infographic I found per the LKM website is attached as it pertains to our 2022 Legislative bodies in Topeka.

I am working on finding a site in the downtown for a Newton entrepreneur who just loves the look of Sedgwick and would like to join our community. I have been contacted by another individual with hopes to start a small industry business. Met with Harvey and Sedgwick Economic Development Council representatives on Friday, 2/11, and secured a lot of great ideas.

In talking with the Mayor one day, he suggested that the council may have members who would like to have a "Town Hall Meeting". Attached is an example of what could be advertised on the city's Facebook Page, Website, and on posters to display around town if the council decides to do it.



February 3, 2022

City of Sedgwick  
Brian A. Keller, City Administrator  
520 North Commercial Avenue  
Sedgwick, Kansas 67135

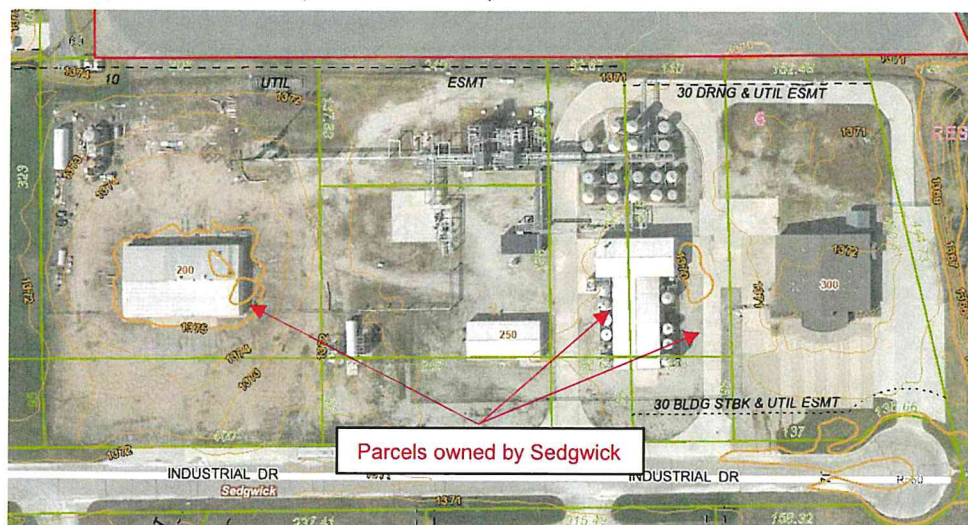
**RE: Abandoned Green Energy Biodiesel Proposal  
East Industrial Drive  
Sedgwick, Kansas  
GSI Proposal P2274037**

GSI Engineering, LLC (GSI) is pleased to submit this proposal to conduct the outlined scope of services at the property referenced above, hereafter referred to as the "Site". This proposal outlines the scope, cost, and schedule of the work, including GSI's Service Agreement and General Conditions. The City of Sedgwick is the Client for this proposal.

## BACKGROUND

The Site is the location of the abandoned Green Energy Products Biodiesel Plant located in Sedgwick, Kansas. The abandoned facility operated as a 3 million gallon per year renewable diesel facility that filed Chapter 7 liquidation bankruptcy. The biodiesel plant was destroyed during a fire in July 2013 and was never repaired. Following the fire the renewable diesel facility ceased operations due to the bankruptcy. The facility was built in 2012 and is also referred to as the Healy Biodiesel, Inc.

The Site is illustrated below (*image from Sedgwick County GIS*), with arrows pointing to parcels related to the Scope of Services (defined below):



## 1.0 SCOPE OF SERVICES

The intent of the Scope of Services is meant to address the requests of the Client expressed in the February 2, 2022, video conference call. The requests were described as follows:

- Perform an inspection of the Site to assess the condition of various containers of chemical products, determine types of containers and estimate volumes of chemical products, visually evaluate potential impacts to surface soil and other environmental media, and take photo documentation of the Site. The inspection will be coordinated with a city representative. GSI personnel will have appropriate HAZWOPER training.
- Develop a letter report documenting the inspection including photo documentation.
- Coordinate a meeting with the appropriate KDHE representatives to present the findings and identify KDHE programs that can assist in potential environmental cleanup.

## 2.0 COST PROPOSAL

Work will be performed in accordance with this proposal/contract and the attached General Conditions. The Scope of Services outlined above includes labor, vehicle, travel time, equipment to conduct an on-Site inspection, develop a letter report with photo documentation and attend one meeting in Topeka with KDHE. The lump sum to perform these activities is \$2,750.00

These costs are based on the scope of work specified in this proposal. Additional work beyond the Scope of Services described in this proposal will be billed at a unit rate of \$110.00 per hour.

**The Client will be contacted for approval of any additional costs prior to accruing those costs.**

One (1) electronic copy of the summary report will be delivered to the Client in PDF format. Hard copies will be provided at Client request for an additional fee of \$75.00 per report copy.

The reports will be prepared exclusively for your use and reliance under the terms of the General Conditions.

## 3.0 SCHEDULE

GSI anticipates field activities can be initiated within 21 working days of notice to proceed. GSI will complete and issue the Letter Report as an electronic deliverable within 15 working days after the inspection. Please note that the schedule is subject to delay based on weather conditions and snow cover.

#### 4.0 LIMITATIONS

During the course of the performance of GSI's services, hazardous materials may be discovered. GSI will assume no responsibility or liability whatsoever for any claim, loss of property value, damage, or injury which results from pre-existing hazardous materials being encountered or present on the project site or from the discovery of such hazardous materials. You will be asked to sign an agreement indemnifying GSI from liability or loss arising out of the services covered by this proposal.

#### 5.0 CLOSURE

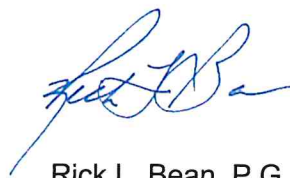
Please sign and return a copy of the attached Agreement as your formal authorization to proceed. This authorization shall represent your acceptance of the Scope of Services, Cost Proposal, and the full terms of the attached Service Agreement and General Conditions.

GSI appreciates the opportunity to provide environmental services to your project. If you have any questions or require additional information, please feel free to contact the undersigned.

Respectfully,  
GSI Engineering, LLC



Sean Corns  
Leader, Technical Services



Rick L. Bean, P.G.  
Director, Environmental Services





**GSI Engineering, LLC**

**GSI Proposal Number P2274037**

**Environmental Services Agreement**

**PARTIES**

This Agreement is made on February 03, 2022 between:  
*Month Day Year*

*Client Name and Address*

**City of Sedgwick**

520 North Commercial Avenue  
Sedgwick, Kansas 67135

and

**GSI Engineering, LLC**

4503 East 47<sup>th</sup> Street South  
Wichita, Kansas 67210-1651

hereinafter called "Client"

hereinafter called "Consultant".

**PROJECT DESCRIPTION**

Client engages Consultant to provide environmental services in connection with:

*Project description and location:* Inspection and Letter Report of Abandoned Green Energy Bio-diesel Facility

**SCOPE OF SERVICES**

Consultant agrees to perform all activities described in the Scope of Services, and other activities as requested, in accordance with attached Proposal No. P2274037 dated February 03, 2022.

Client agrees that all services not expressly included are excluded from Consultant's Scope of Services.

**COMPENSATION**

Client agrees to compensate Consultant for the referenced environmental services in accordance with the attached Proposal No. P2274037 dated February 03, 2022, plus fees for additional services, if required, as authorized by the Client.

**Client and Consultant acknowledge that each has read and agrees to the attached General Conditions, which are incorporated herein and made a part of this Service Agreement and apply to all services performed by Consultant.**

**Client: City of Sedgwick**

**Consultant: GSI Engineering, LLC**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

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

Print Name: Rick L. Bean, P.G.

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

Title: Senior Vice President

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

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

**Client Billing Contact Information**

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

Email: \_\_\_\_\_

Phone: \_\_\_\_\_



2900 NW Button Rd., Ste. A-7  
Topeka, KS 66618  
[gsinetwork.com](http://gsinetwork.com)

785-409-1320  
[rbean@gsinetwork.com](mailto:rbean@gsinetwork.com)

## EDUCATION

Post Graduate Studies,  
Environmental Health Science,  
University of Kansas

B.S. Geology,  
Fort Hays State University

## REGISTRATIONS

Professional Geologist, Kansas  
Professional Geologist, Missouri  
Professional Geologist, Nebraska

## PROFESSIONAL EXPERIENCE

GSI Engineering  
Wichita, KS  
2015 - Present

Kansas Department of Health and Environment  
Topeka, KS  
1985 - 2015

Department of Defense  
Hydrographic/Topographic Center  
1984 - 1985

## TRAINING AND CERTIFICATIONS

Phase III/and ESA for Real Estate ASTM Training  
Courses  
RCRA Orientation Training  
RCRA Corrective Action Training  
Vapor Intrusion Training  
Remediation and Restoration of Hydrocarbon and  
Brine  
CERCLA Superfund Training  
Pesticide and Fertilizer Investigation and Cleanups  
OSHA 40-Hour HAZWOPER  
8-Hour HAZWOPER Refresher, current  
FEMA Certified for Incident Command

## PROFESSIONAL AFFILIATIONS/BOARDS

Kansas River Advisory Committee  
(2019 to present)  
Kansas University-Edwards Environmental Advisory Board  
(2019 to present)  
Kansas Agriculture Remediation Board  
(2000-2014)  
Kansas Geological Mapping Advisory Committee  
(2006-2015)  
ASTSWMO National Brownfields  
Focus Group  
ASTSWMO National Site  
Assessment Task Force

# RICK BEAN, P.G.

PRINCIPAL GEOLOGIST, SENIOR VICE PRESIDENT  
DIRECTOR OF ENVIRONMENTAL OPERATIONS

## PROFESSIONAL EXPERIENCE

Rick is a Principal Geologist and the Director of Environmental Operations for GSI. With more than 35 years of experience in geology, Rick has extensively worked with the private, municipal, federal and state business sectors. This experience has given Rick a unique and diverse perspective on environmental issues through both state and federal government, and as a private consultant.

Rick's technical expertise includes: investigation and remediation of a variety of complex environmental issues, brownfields, land use controls, vapor intrusion assessment and mitigation, bankruptcy settlement negotiations, PRP searches, environmental response and incident command, assessment and remediation of agricultural facilities, NPDES permitting, underground hydrocarbon storage, regulation interpretation and compliance, and Kansas hydrogeology.

Additionally, Rick has extensive experience working in both the federal CERCLA and RCRA programs. Rick worked for the Kansas Department of Health and Environment (KDHE) for 30 years. As the Chief of the Remedial Section, he was responsible for the supervision and management of 43 employees, up to 8 programs with an annual budget of greater than 6 million dollars.

Rick has direct experience in the development and writing of environmental legislation including providing testimony to the Kansas State Legislature, Joint Regulatory Committee, and Attorney General's office. He also has over 18 years of experience in development, writing and management of various federal grants totaling over 10 million dollars for both Superfund and Brownfields Programs.

## AREAS OF EXPERTISE

CERCLA (Superfund), Contaminated Property Redevelopment, Environmental Cleanup, Accelerated Site Investigation Techniques, Due Diligence, Remediation

## PROJECT EXPERIENCE

### ○ Farmland Industries (Bankruptcy) — Lawrence, KS

The Farmland Industries Nitrogen Plant, a producer of nitrogen-based fertilizer products from 1953 to 2001, filed for bankruptcy in 2002. The site was contaminated with nitrates, ammonia and other contaminants. Rick was responsible for working with the Trustee and coordinating the eventual transfer of the property to the City of Lawrence. Rick and his staff partnered with the City of Lawrence to parallel redevelopment initiatives with the remediation on this 467-acre site. Rick received the 2010 National Notable Achievement Award for Outstanding Use of Redevelopment Potential for a Contaminated Property from the Administrator of the Environmental Protection Agency for his efforts.

### ○ Barton Solvents Explosion & Fire (Emergency Response Coordinator)

Rick was KDHE's on-scene coordinator for an explosion and fire that occurred at an above-ground petroleum and chemical storage facility that occurred on July 17, 2007, in Valley Center, KS. Rick was responsible for coordinating KDHE field teams, communicating with the media and public, and evaluating air, water and soil results to ensure public safety was maintained. He been through Incident Command training.

### ○ Central Wichita Sites — Wichita, KS

Rick was instrumental in coordinating a unique partnership with the City of Wichita to address contamination affecting over 3,850 acres in its downtown and industrial areas. Numerous recovery wells piped to a centrally located air stripper was designed to address the groundwater contamination. The system is known as the "Wichita Area Treatment, Education and Remediation (WATER) Center and opened in October 2003. Rick was instrumental in the success of this project. The project received numerous national awards and is considered to be one of the most innovative public-private partnerships ever created to solve a complex environmental problem.

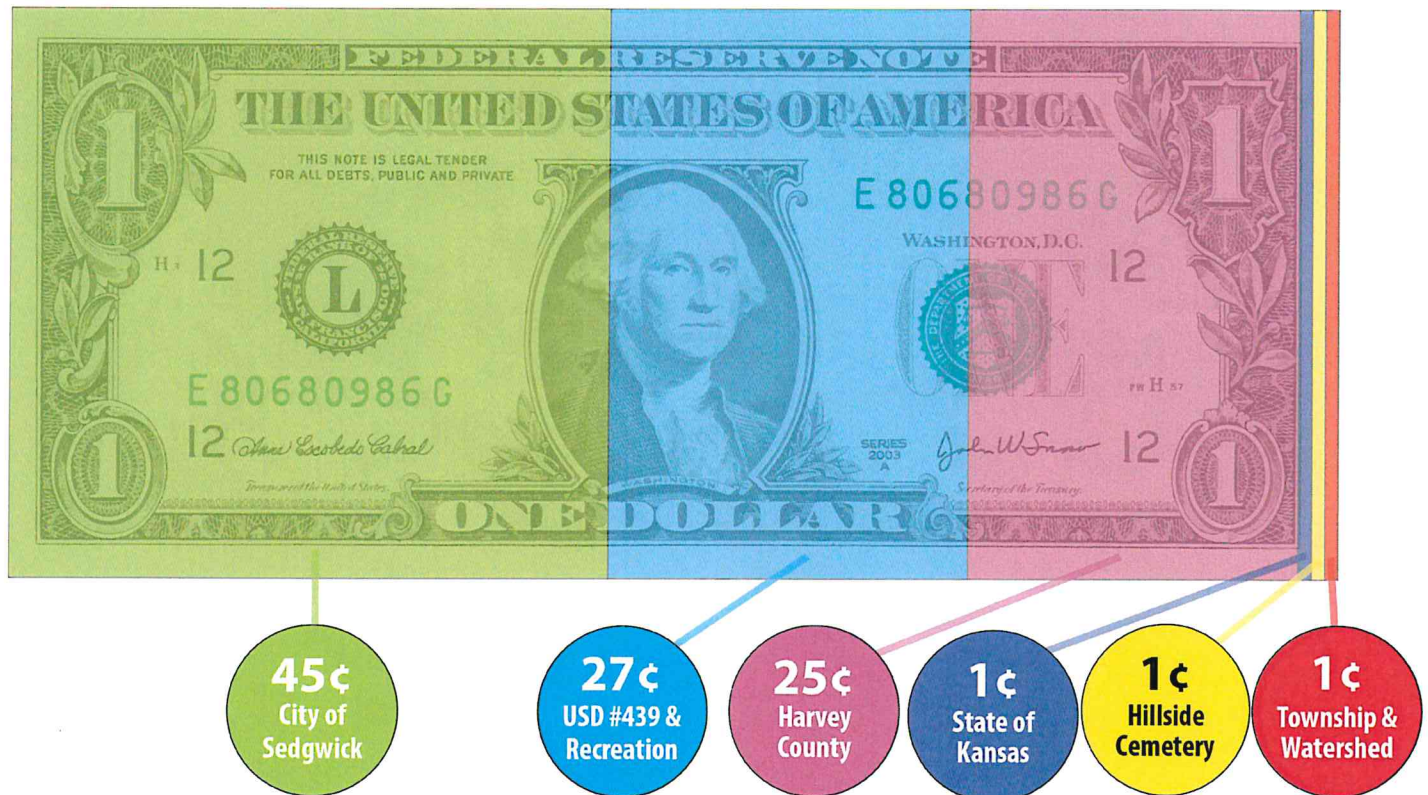
### ○ Sand Springs Nitrate Study — Abilene, KS

The Sand Springs Study Area was designated as a Critical Water Quality Management Area due to increasing nitrate levels in Abilene's public water supply wells and other private wells in the area. Rick was the lead investigator for this regional water quality study which included public and private well sampling, Geoprobe® investigations, and drilling to identify possible sources for nitrate contamination. Sampling included the collection of samples for nitrogen isotope analysis to determine organic or inorganic sources of nitrate contamination. Rick was responsible for coordinating all public meetings including working with a local Advisory Panel (Sand Springs Advisory Panel).



# BREAKING DOWN THE PROPERTY TAX DOLLAR

From police officers who protect and serve to overseeing snow removal on roads and bridges, property taxes are a necessary investment for all Kansas communities. Here's a breakdown of how property taxes are distributed in Sedgwick (Harvey County).



**Maintaining a Qualified Workforce:** Local government is a hands-on industry, requiring cities to deal with common concerns of retained qualified employees to serve as code enforcers, engineers, and laborers. Oftentimes, municipal employees earn less than their private sector counterparts. Cities may struggle in retaining needed and qualified employees.

**Filling Potholes and Fixing Roads:** In recent years, nearly 50% of the funding to maintain the local road system has been generated entirely from local governments' budgets. Even maintaining one mile of our local roads can cost about \$9,493.<sup>1</sup>

**Emergency Response:** New fire trucks can cost anywhere from \$500,000 to \$1.2 million, which in some communities would be most of the property tax revenue collected by the city. Alternatively, the cost of a new police car could range anywhere, on average, from \$30,000 to \$50,000 depending on the emergency response and communication technology that is incorporated within the vehicle.

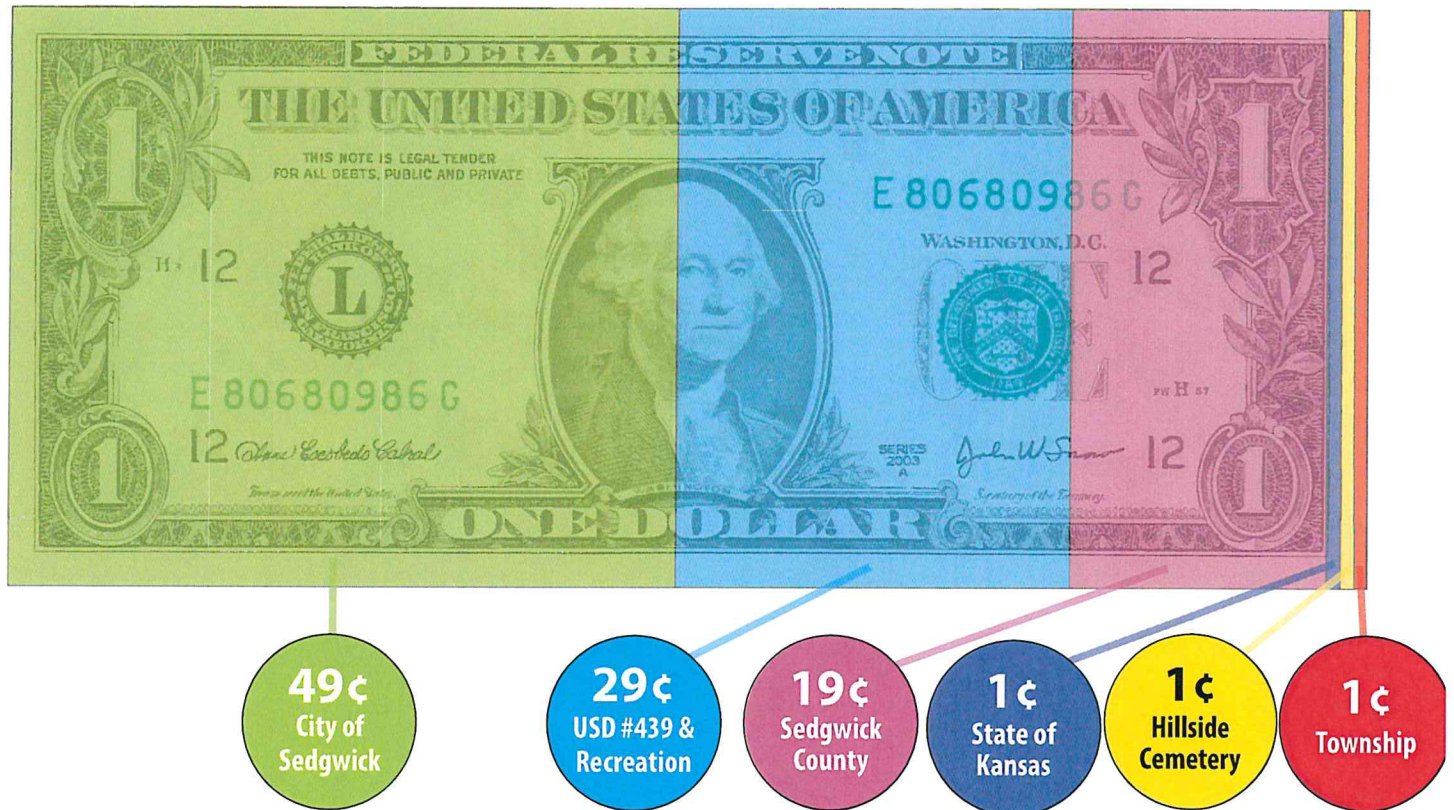
Source:

<sup>1</sup> [www.ksdot.org/Assets/wwwksdotorg/pdf/QuickFacts.pdf](http://www.ksdot.org/Assets/wwwksdotorg/pdf/QuickFacts.pdf)



# BREAKING DOWN THE PROPERTY TAX DOLLAR

From police officers who protect and serve to overseeing snow removal on roads and bridges, property taxes are a necessary investment for all Kansas communities. Here's a breakdown of how property taxes are distributed in Sedgwick (Sedgwick County).



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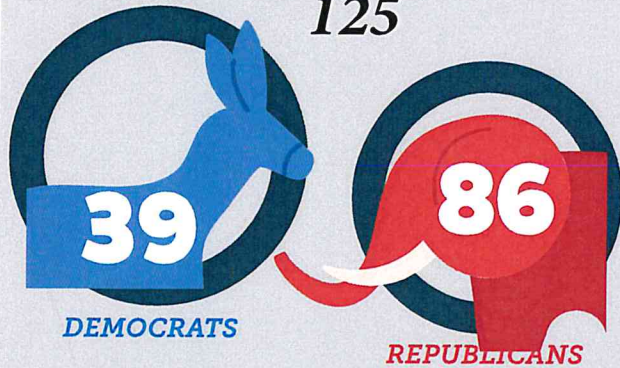
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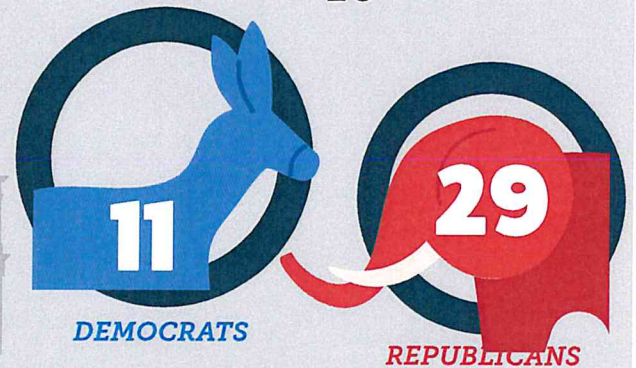


# PORTRAIT OF THE **2022** LEGISLATURE

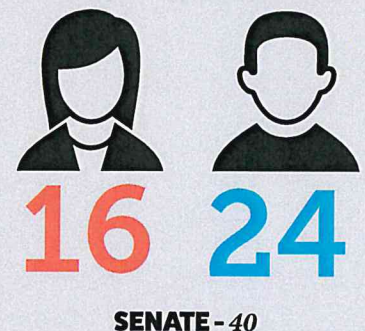
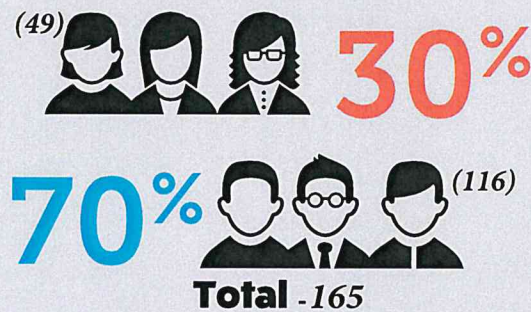
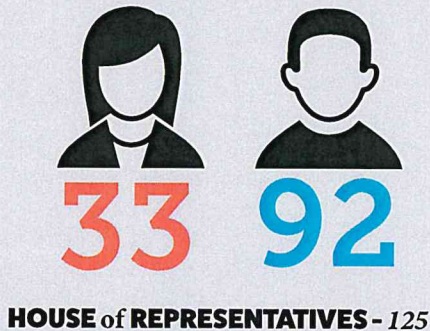
## HOUSE of REPRESENTATIVES 125



## SENATE 40



## GENDER



## WHERE THEY LIVE

Cities	Senate	House
100K +	11	43
20K - 100K	11	27
5K - 20K	6	27
2K - 5K	6	11
0 - 2K	6	17

\* Two representatives and one senator live in unincorporated areas.  
 One representative lives on Fort Leavenworth.



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## **2022** LEAGUE PRIORITIES:

Home Rule  
 Countywide Sales and Use Tax  
 Government Competition  
 Property Taxes  
 Uniform Traffic Code  
 Mental Health



Light snow 25°/10°

School is back in session! Please be careful around school zones and buses.



WEDNESDAY, APRIL 13TH @ 7:00PM

# TOWN HALL MEETING

Come join us at Kendall Hall on April 13th for a Town Hall Meeting. Address your ideas and concerns to the City Governing Body. Comments will limited to 3 minutes per person.

Wednesday, April 13th, 2022  
7:00 PM  
Kendall Hall: 406 Broadway St, Valley Falls, KS



Payment  
Options



Report a  
Problem



Subscribe



FAQ

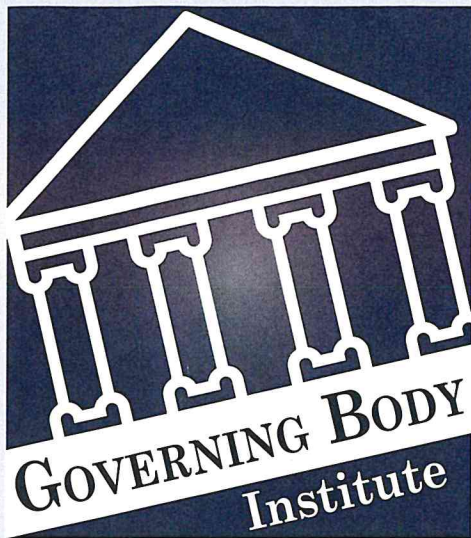


New Residents



Job  
Opportunities





**April 29-30**   
**Manhattan**

Hilton Garden Inn & Conference Center

Registration and hotel  
information available:  
[www.lkm.org/GBI](http://www.lkm.org/GBI)

The 2022 Governing Body Institute and Kansas Mayors Conference will include a selection of workshops and general sessions designed to provide insight into local government issues, as well as provide useful strategies to take back to your community.

& MAYORS CONFERENCE

## CONFERENCE DETAILS

### **FRIDAY, APRIL 29**

#### **Mayors Conference**

1:00 p.m. - 3:45 p.m.

Mayors Welcome & Legislative Update

**Kansas Mayors Association:** Business Meeting

#### **Governing Body Institute**

4:00 p.m. - 5:30 p.m.

#### **All City Officials General Session:**

**Civic Engagement, Collaboration,  
and Community Conflict Resolution**

Matt Lehrman, Social Prosperity Partners

5:30 p.m. - 6:15 p.m.

Mayors Only Reception/ Mayor of the Year Presentation

5:30 p.m. - 6:15 p.m.

Kansas Association of Council/Commission Networking

6:15 p.m. - 8:00 p.m.

Dinner & MTI Graduate Recognition

### **SATURDAY, APRIL 30**

#### **Governing Body Institute**

8:00 a.m. - 9:00 a.m.

#### **Breakfast & General Session:**

**Let's Talk: From Conflict to Conversation**

Matt Lehrman, Social Prosperity Partners

9:15 a.m. - 11:00 a.m.

**All City Officials:** City Government 101

*Topics Including Civility, Kansas Open Meetings Act,  
Home Rule and other local government fundamentals*

11:00 a.m. - 11:55 p.m.

#### **Concurrent Breakout Sessions:**

Municipal Finance

Economic Development & Planning

12:00 p.m. - 1:15 p.m.

Lunch/ Mock Meeting Presentation

1:30 p.m. - 2:30 p.m.

#### **Concurrent Breakout Sessions:**

Personnel Management

Public Safety & Code Enforcement

2:30 p.m.

Adjourn

*Attending the Governing Body Institute is the first step  
new officials should take toward success in public office!*