



REGULAR COUNCIL MEETING

Wednesday, November 2, 2022 at 6:30 pm

MEETING LOCATION: 520 N. Commercial Ave

(Council Chambers)

Council Meeting will be broadcast on Facebook Live

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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. STAFF REPORTS

a. **Brian Daily, Police Chief/Interim 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 October 19, 2022, Regular Meeting

Attachments:

- **Regular Council Meeting, October 19, 2022** (regular-council-meeting_minutes_2022-10-19_160913.pdf)

b. Approval of Payroll October 28, 2022 amount \$15,332.43

Attachments:

- **Checks** (Checks.pdf)

c. Approval of General Disbursement Checks amount \$133,977.42

General Disbursement Check Reports

6. UNFINISHED BUSINESS

a. BCBS Health Insurance

7. NEW BUSINESS

a. Personnel Policy Update

Sample Motion:

Motion to approve the update of the Personnel Regulations Article D-5(c) Overtime Work, and Article E-1(b) Hours of Work.

Motion by _____

Second by _____

Attachments:

- **Personnel Policy Update** (Policy_update.pdf)

b. Administrative Order 2022-1

Attachments:

- **Admin Order 2022-1** (Admin_Order_2022-1.pdf)

8. OTHER BUSINESS

9. EXECUTIVE SESSION

Sample Motion

Moved by **Council Member** _____ to recess into Executive Session for _____ minutes pursuant to the PERSONNEL MATTERS of non-elected personnel exemption (K.S.A. 75-4319(b)(1) for the purpose of discussing matters involving a current City of Sedgwick employee and to include the following persons: Governing Body, Interim City Administrator, City Attorney, _____ with the open meeting to resume at _____ (time) in the City Council chamber.

Second by _____

10. ADJOURN

Motion to adjourn the Regular Council meeting at _____ PM.

Second by _____



DRAFT

REGULAR COUNCIL MEETING

Minutes

Wednesday, October 19, 2022 at 6:30 pm

MEETING LOCATION: 520 N. Commercial Ave

(Council Chambers)

Council Meeting will be broadcast on Facebook Live

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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 **Dan Hartman, Monty Leonard, Kirby Stucky, Kramer Siemens** Council Member absent **Brenda DeHaven** Others present **Janise Enterkin; City Clerk, Brad Jantz, City Attorney; Bill Bush, Harvey County Independent**

2. ADDITIONS / DELETIONS TO AGENDA

Minutes:

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

Second by **Council Member Kramer Siemens**

Vote results:

Ayes: 4 / Nays: 0

3. HEARINGS/PRESENTATIONS/PUBLIC FORUM

4. STAFF REPORTS

a. Brad Jantz, City Attorney

Minutes:

City Attorney Jantz, reported on the Public Wholesale Water District #17 (PWWSD #17) meeting scheduled for November 3rd in Newton. Council was given a draft of the PWWSD#17 Operating Agreement to review prior to the meeting. The PWWSD #17 board would like to have a quorum representing each city attend the November 3rd meeting. A letter for bond perimeters has been drafted for the Cardinal Addition confirming term.

b. Bryan Chapman, Mayor

DRAFT

Minutes:

Mayor Chapman reported that Jim Boldenow has tested for the small water certification. Street crack seal is complete. The city is accepting bids on the valley gutter repair at 7th and Washington. The generator at the Fire Department has been repaired. There was a 4" water main leak on 2nd Street. Tornado siren has been put up. Health Insurance review will be on the next agenda.

5. CONSENT AGENDA

Minutes:

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

Second by **Council Member Kramer Siemens**

Vote results:

Ayes: 4 / Nays: 0

- a. **Minutes of October 5, 2022, Regular Meeting**
- b. **Approval of Payroll October 14, 2022 amount \$12,379.53**
- c. **Approval of General Disbursement Checks amount \$79,678.72**

General Disbursement Check Reports

6. UNFINISHED BUSINESS

7. NEW BUSINESS

- a. **Recreation Commission Appointment**

Minutes:

Moved by **Council Member Monty Leonard** to approve the appointment of Benny Tolin to complete the uncompleted term of Joshua Thieme, expiring May, 2023.

Second by **Council Member Kirby Stucky**

Vote results:

Ayes: 4 / Nays: 0

8. OTHER BUSINESS

Minutes:

Mayor Chapman asked for volunteers from Council to serve on hiring committees for Police Chief and City Administrator. Council members Dan Hartman and Kramer Siemens

9. ADJOURN

Minutes:

Motion by **Council Member Dan Hartman** to adjourn the Regular Council meeting at 7:01 PM. Second by **Council Member Monty Leonard**

Vote results:

Ayes: 4 / Nays: 0

at 11:09 AM

October 19, 2022

PAYROLL CHECKS - DIRECT DEPOSIT

10/28/2022

\$ 15,332.43

TOTAL PAYROLL CHECKS

\$ 15,332.43

GENERAL DISBURSEMENT CHECKS-AAABPU

\$ 80,325.75

GENERAL DISBURSEMENT CHECKS-AAABPV

\$ 38,659.15

GENERAL DISBURSEMENT CHECKS-AAABQA

\$ 14,992.52

TOTAL DISBURSEMENT CHECKS

\$ 133,977.42

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

City of Sedgwick (SEDGKS)
Batch: AAABPU

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Tr. #	Vendor	Inv Date	Due Date	Invoice #	Total Invoice	
10	CHAPMAN, BRYAN / BRYAN CHAPMAN	10/21/2022	10/21/2022	102122BC	\$714.39	
1	01-01-60-6720	10-5 EDC MTG-NEWTON 32 MILES		32.0	\$0.6250	\$20.00
2	01-01-60-6720	10-8 TO 10-10-22 LKM CONF 389 MILES		385.0	\$0.6250	\$240.63
3	01-01-60-6720	10-12 HV CO COULCIL OF GOVTS MTG-NEWTON 32 MILES		32.0	\$0.6250	\$20.00
4	01-01-60-6720	LKM CONF DINNER 10-10-BRYAN		1.0	\$32.3700	\$32.37
5	01-01-60-6720	LKM BREAKFAST-BRYAN		1.0	\$49.4500	\$49.45
6	01-01-60-6720	LKM HOTEL SHERATON		1.0	\$351.9400	\$351.94
14	COX / COX BUSINESS SERVICES	10/21/2022	10/21/2022	102122COX	\$1,273.14	
1	01-01-60-6180	CH PHONE/FAX/INTERNET/TV		1.0	\$412.2400	\$412.24
2	01-05-60-6180	COURT PHONE/FAX/INTERNET/TV		1.0	\$79.5600	\$79.56
3	10-00-60-6180	WATER PHONE/FAX/INTERNET/TV		1.0	\$79.5600	\$79.56
4	13-00-60-6180	SEWER PHONE/FAX/INTERNET/TV		1.0	\$79.5600	\$79.56
5	01-03-60-6180	PD PHONE/FAX/INTERNET/TV		1.0	\$142.3900	\$142.39
6	01-11-60-6180	MAINT SHOP 320 N WASH PHONE		1.0	\$33.8100	\$33.81
7	01-04-60-6180	FIRE PHONE/INTERNET		1.0	\$112.8100	\$112.81
8	13-00-60-6180	SEWER PLANT PHONE/INTERNET		1.0	\$152.8400	\$152.84
9	01-06-60-6180	POOL PHONE/INTERNET		1.0	\$112.7500	\$112.75
10	13-00-60-6180	EAST LIFT PHONE		1.0	\$33.8100	\$33.81
11	13-00-60-6180	SOUTH LIFT PHONE		1.0	\$33.8100	\$33.81
11	DEHAVEN, B / BRENDA DEHAVEN	10/21/2022	10/21/2022	102122BD	\$296.75	
1	01-01-60-6720	LKM CONF MILEAGE-OVERLAND PARK		372.0	\$0.6250	\$232.50
2	01-01-60-6720	LKM CONF MEALS		1.0	\$64.2500	\$64.25
8	FAMILY HEALTH / FAMILY HEALTH AMERICA, LC	10/21/2022	10/21/2022	102122HRA	\$100.00	
1	03-00-60-6290	HRA ADMIN FEES		1.0	\$100.0000	\$100.00
2	HIX / JESSICA HIX	10/21/2022	10/21/2022	102122JH	\$104.44	
1	10-00-00-2050	REIMBURSE OVERPAY ON UTILITY ACCT-HIX		1.0	\$104.4400	\$104.44
12	KAYE / KAYE ELECTRIC INC	10/21/2022	10/21/2022	38572	\$6,350.00	
1	41-01-00-8210	GENERATOR INSTALL		1.0	\$6,350.0000	\$6,350.00
3	KELLY JO / KELLY JO KREATIONS	10/21/2022	10/21/2022	181	\$105.00	
1	01-08-70-7250	MAINT SHIRTS-ZACH		0.2	\$105.0000	\$21.00
2	01-10-70-7250	MAINT SHIRTS-ZACH		0.2	\$105.0000	\$21.00
3	01-11-70-7250	MAINT SHIRTS-ZACH		0.2	\$105.0000	\$21.00
4	10-00-70-7250	MAINT SHIRTS-ZACH		0.2	\$105.0000	\$21.00
5	13-00-70-7250	MAINT SHIRTS-ZACH		0.2	\$105.0000	\$21.00

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Tr. #	Vendor	Inv Date	Due Date	Invoice #	Total Invoice
4	KS GAS / KANSAS GAS SERVICE	10/21/2022	10/21/2022	102122KSGAS	\$132.90
1	13-00-60-6180 402 S COMM GAS SERVICE			1.0 \$41.7700	\$41.77
2	01-01-60-6180 CH GAS SERVICE			1.0 \$32.3800	\$32.38
3	01-04-60-6180 320 N WASH GAS SERVICE			0.9 \$58.7500	\$49.94
4	01-11-60-6180 320 N WASH GAS SERVICE			0.2 \$58.7500	\$8.81
9	R E PEDROTTI / R. E. PEDROTTI CO., INC.	10/21/2022	10/21/2022	13507	\$4,822.77
1	13-00-60-6200 WWTP SOFTWARE SUPPORT			1.0 \$4,822.7700	\$4,822.77
7	RESCUE / RESCUE SPECIALISTS	10/21/2022	10/21/2022	1091	\$46,513.23
1	41-04-00-4350 FIRE EQUIP W/GRANT-SPREADER, CUTTER, RAM, AUTOCRIB			1.0 \$46,513.2300	\$46,513.23
16	SALINA SUPPLY / SALINA SUPPLY COMPANY	10/21/2022	10/21/2022	S100227626.001	\$719.68
1	10-00-70-7130 WATER METER BATTERY, PUMP STICK			1.0 \$269.6800	\$269.68
2	10-00-70-7130 WATER METER PLUMBING PARTS			1.0 \$450.0000	\$450.00
13	SOUTH CENTRAL / SOUTH CENTRAL SEALING & PAVIN	10/21/2022	10/21/2022	39294	\$12,200.00
1	08-00-60-6130 ADDL CRACK SEAL			1.0 \$12,200.0000	\$12,200.00
15	STUDIO F INC. / WCCIT	10/21/2022	10/21/2022	WCC31643 31686	\$598.00
1	01-01-60-6200 MO SRVC-ADMIN			0.5 \$400.0000	\$200.00
2	01-03-60-6200 MO SRVC-POLICE			0.3 \$400.0000	\$100.00
3	01-04-60-6200 MO SRVC-FIRE			0.1 \$400.0000	\$20.00
4	13-00-60-6200 MO SRVC-SEWER			0.2 \$400.0000	\$80.00
5	01-01-60-6200 ADOBE ACROBAT PRO			0.3 \$198.0000	\$49.50
6	01-03-60-6200 ADOBE ACROBAT PRO			0.3 \$198.0000	\$49.50
7	10-00-60-6200 ADOBE ACROBAT PRO			0.3 \$198.0000	\$49.50
8	13-00-60-6200 ADOBE ACROBAT PRO			0.3 \$198.0000	\$49.50
17	SUPERIOR RENTS / SUPERIOR RENTS - WICHITA	10/21/2022	10/21/2022	210355-4	\$92.30
1	10-00-60-6240 WATER LEAK RENTAL-TRASH PUMPS/HOSES			1.0 \$92.3000	\$92.30

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Tr. #	Vendor	Inv Date	Due Date	Invoice #	Total Invoice
6	WESTAR / EVERGY	10/21/2022	10/21/2022	102122STREETLIGHTS	\$1,920.35
1	01-10-60-6180				\$1,920.35
	STREET LIGHTS			1.0	\$1,920.3500
18	WESTAR / EVERGY	10/21/2022	10/21/2022	102122EVERGY	\$4,371.20
1	01-10-60-6180				\$25.17
	0009908927 - 505 N MADISON SCHOOL ZONE			1.0	\$25.1700
2	01-03-60-6180				\$102.89
	659714280 - PD BLDG			1.0	\$102.8900
3	01-10-60-6180				\$38.98
	1062940882 - 804 N MADISON ST POLE			1.0	\$38.9800
4	01-01-60-6180				\$24.54
	1761794880 - 103 W 5TH ELECT AT POLE			1.0	\$24.5400
5	01-10-60-6180				\$25.19
	2464686086 - 310 N MADISON AVE SCHOOL ZONE			1.0	\$25.1900
6	01-10-60-6180				\$26.43
	3002790064 - 100 WHEATLAND DR STREET POLE			1.0	\$26.4300
7	01-01-60-6180				\$23.89
	3175824328 - 502 N COMM STREET ELECT AT POLE			1.0	\$23.8900
8	10-00-60-6180				\$27.66
	3731495616 - 404 N HARRISON EAST WATER TOWER			1.0	\$27.6600
9	13-00-60-6180				\$1,675.05
	3738109015 - 1900 N WASH WWTP			1.0	\$1,675.0500
10	01-04-60-6180				\$140.19
	3742938337 - 316 N WASH FIRE BLDG			1.0	\$140.1900
11	01-11-60-6180				\$100.56
	3743030616 - 324 N WASH SHOP			1.0	\$100.5600
12	01-08-60-6180				\$114.48
	3748198293 - 204 W 4TH PARK LIGHTS			1.0	\$114.4800
13	01-06-60-6180				\$52.32
	4920122509 - 403 N FRANKLIN POOL			1.0	\$52.3200
14	01-01-60-6180				\$415.47
	5043441260 - 107 W 5TH SR CTR			1.0	\$415.4700
15	01-01-60-6180				\$220.19
	5111455161 - CITY HALL			1.0	\$220.1900
16	13-00-60-6180				\$96.46
	7277816660 - 402 N HARRISON EAST LIFT			1.0	\$96.4600
17	01-10-60-6180				\$26.38
	7610673523 - 100 INDUSTRIAL DR STREET POLE			1.0	\$26.3800
18	10-00-60-6180				\$23.87
	7852345322 - 501 WELLHOUSE RD, WATER			1.0	\$23.8700
19	01-10-60-6180				\$25.00
	8514115281 - 413 W 4TH SCHOOL ZONE			1.0	\$25.0000
20	01-10-60-6180				\$25.18
	8574522122 - 302 W 4TH SCHOOL ZONE			1.0	\$25.1800
21	10-00-60-6180				\$229.47
	1282677544 - 205 W 5TH WEST WATER TOWER			1.0	\$229.4700
22	13-00-60-6180				\$48.31
	3728481135 - 402 S COMM SOUTH LIFT			1.0	\$48.3100
23	13-00-60-6180				\$231.16
	3742907574 - 308 N WASH MAIN LIFT			1.0	\$231.1600
24	10-00-60-6180				\$111.52
	3749459455 - 518 W 5TH WEST WELL HOUSE			1.0	\$111.5200
25	01-11-60-6180				\$540.84
	7510510077 - 200 E INDUSTRIAL MAINT SHOP			1.0	\$540.8400
1	YBARRA / ERICA YBARRA	10/21/2022	10/21/2022	102122EY	\$11.60
1	10-00-00-2050				\$11.60
	REIMBURSE UTILITY OVERPAYMENT ON CLOSED ACCT-YBARR			1.0	\$11.6000

Grand Totals

Total Direct Expense: \$80,325.75
Total Immediate Payments: \$80,325.75

AP Enter Bills Edit - Council Report

City of Sedgwick (SEDGKS)
Batch: AAABPV

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Vendor	Description	Check Date	Invoice#	Check#	Check Total
7M EXCAVATING	TOPSOIL	10/28/2022	202175	69053	\$460.00
ACME DOCK SPECIALISTS, INC.	MAINT BLDG DOOR REPL	10/28/2022	207689	69054	\$9,050.00
AG SPRAY EQUIPMENT	HOSE & FITTINGS	10/28/2022	613459	69055	\$350.22
AGRI ENVIRONMENTAL SERVICES	SLUDGE HAUL	10/28/2022	1677	69056	\$780.00
AIRGAS USA, LLC	CO2 CYLINDER LEASE	10/28/2022	9130965632	69057	\$267.99
CARQUEST AUTO PARTS	08 F350 PARTS	10/28/2022	2695-486222	69058	\$72.33
CORE & MAIN	PE TUBING	10/28/2022	R760760	69059	\$327.00
INTERNATIONAL INSTITUTE OF MUNI	IIMC MEMBERSHIP DUES	10/28/2022	102822IIMC	69060	\$218.00
JCI INDUSTRIES	WWTP BRUSH ROTOR REI	10/28/2022	8240054	69061	\$26,143.00
KANSAS STATE TREASURER	COURT FEES	10/28/2022	102822COURTFEES	69062	\$305.50
MID-AMERICA RESEARCH CHEMICAL	CLNR AND WIPES	10/28/2022	0774351-IN	69063	\$449.88
PITNEY BOWES GLOBAL FINANCIAL	PITNEY MACHINE LEASE	10/28/2022	3316497896	69064	\$235.23

Total Direct Expense: \$38,659.15

Total Immediate Payments: \$38,659.15

Report Summary

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

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City of Sedgwick (SEDGKS)
Batch: AAABPV

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Tr. #	Vendor	Inv Date	Due Date	Invoice #	Total Invoice
12	7M / 7M EXCAVATING	10/28/2022	10/28/2022	202175	\$460.00
1	01-10-70-7230	16 TONS OF SHREDDED TOPSOIL-STREETS	1.0	\$460.0000	\$460.00
10	ADS / ACME DOCK SPECIALISTS, INC.	10/28/2022	10/28/2022	207689	\$9,050.00
1	40-11-00-8210	REPLACE DOOR-MAINT SHOP 200 IND	1.0	\$9,050.0000	\$9,050.00
14	AG SPRAY / AG SPRAY EQUIPMENT	10/28/2022	10/28/2022	613459	\$350.22
1	01-09-70-7100	HOSE & FITTINGS-WATER CEMETERY TREES	0.5	\$350.2200	\$175.11
2	01-10-70-7110	HOSE & FITTINGS-POWERWASH EAST TOWER	0.5	\$350.2200	\$175.11
2	AGRI ENVIRONMENTAL / AGRI ENVIRONMENTAL SERV	10/28/2022	10/28/2022	1677	\$780.00
1	13-00-60-6160	10-20-22 SLUDGE HAUL 19500 GAL	19,500.0	\$0.0400	\$780.00
1	AIRGAS / AIRGAS USA, LLC	10/28/2022	10/28/2022	9130965632	\$267.99
1	10-00-60-6240	CO2 CYLINDER LEASE AND CO2 GAS	1.0	\$267.9900	\$267.99
8	CARQUEST / CARQUEST AUTO PARTS	10/28/2022	10/28/2022	2695-486222	\$72.33
1	01-10-70-7120	2008 F350 TRUCK PARTS-RELAY, CIRCUIT, ASTATOMINPLR	0.5	\$72.3100	\$36.16
2	01-11-70-7120	2008 F350 TRUCK PARTS-RELAY, CIRCUIT, ASTATOMINPLR	0.5	\$72.3300	\$36.17
13	CORE & MAIN / CORE & MAIN	10/28/2022	10/28/2022	R760760	\$327.00
1	10-00-70-7130	300' PE TUBING FOR GENERAL WATER LINES	1.0	\$327.0000	\$327.00
9	IIMC / INTERNATIONAL INSTITUTE OF MUNICIPAL CLER	10/28/2022	10/28/2022	102822IIMC	\$218.00
1	01-01-60-6700	IIMC MEMBERSHIP DUES-JANISE, SHELIA	1.0	\$218.0000	\$218.00
11	JCI / JCI INDUSTRIES	10/28/2022	10/28/2022	8240054	\$26,143.00
1	34-00-00-8210	WWTP BRUSH ROTOR REPAIRS	1.0	\$26,143.0000	\$26,143.00
7	KS TREASURER / KANSAS STATE TREASURER	10/28/2022	10/28/2022	102822COURTFEES	\$305.50
1	01-05-60-6310	JBEF	1.0	\$13.0000	\$13.00
2	01-05-60-6310	LETC	1.0	\$292.5000	\$292.50
6	MARC / MID-AMERICA RESEARCH CHEMICAL	10/28/2022	10/28/2022	0774351-IN	\$449.88
1	13-00-70-7010	POWER LIFT STATION CLEANER & SPEED WIPES	1.0	\$449.8800	\$449.88

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City of Sedgwick (SEDGKS)
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Tr. #	Vendor	Inv Date	Due Date	Invoice #	Total Invoice	
5	PITNEY B / PITNEY BOWES GLOBAL FINANCIAL SERVI	10/28/2022	10/28/2022	3316497896	\$235.23	
1	01-01-60-6200	PITNEY BOWES LEASE ON POSTAGE MACHINE		0.5	\$235.2300	\$117.62
2	01-03-60-6200	PITNEY BOWES LEASE ON POSTAGE MACHINE		0.1	\$235.2300	\$23.52
3	01-05-60-6200	PITNEY BOWES LEASE ON POSTAGE MACHINE		0.2	\$235.2300	\$47.05
4	01-09-60-6200	PITNEY BOWES LEASE ON POSTAGE MACHINE		0.1	\$235.2300	\$11.76
5	10-00-60-6200	PITNEY BOWES LEASE ON POSTAGE MACHINE		0.1	\$235.2300	\$11.76
6	12-00-60-6200	PITNEY BOWES LEASE ON POSTAGE MACHINE		0.1	\$235.2300	\$11.76
7	13-00-60-6200	PITNEY BOWES LEASE ON POSTAGE MACHINE		0.1	\$235.2300	\$11.76

Grand Totals

Total Direct Expense:	\$38,659.15
Total Immediate Payments:	\$38,659.15

Report Summary

Report Selection Criteria

Report Type:	Detailed
Start	End
Transaction Number:	Start End

AP Bank Reconciliation Posting Audit Report

City of Sedgwick (SEDGKS)

10/28/2022 09:42:18 AM

Batch: AAABQA

User ID: SHELIA

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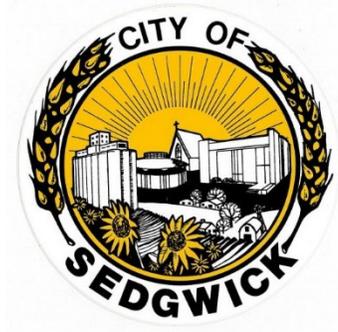
Bank Code: CKG LEGACY BANK

Vendor Tran#	Document #	Date	Type	User ID	Posting Reference	Total Amount
BRUCE & LEHMAN CLIENTS TRUST ACCOI						
1	69068	10/28/2022	Check	SHELIA	AP0000001095AAABQA	\$150.00
Description:						
KPERS						
2	69070	10/28/2022	Check	SHELIA	AP0000001095AAABQA	\$2,477.30
Description:						
LEGACY BANK						
3	69069	10/28/2022	Check	SHELIA	AP0000001095AAABQA	\$4,831.35
Description:						
KANSAS STATE WITHHOLDING TAX						
4	69071	10/28/2022	Check	SHELIA	AP0000001095AAABQA	\$738.60
Description:						
AFLAC						
5	69066	10/28/2022	Check	SHELIA	AP0000001095AAABQA	\$386.14
Description:						
BCBS OF KANSAS						
6	69067	10/28/2022	Check	SHELIA	AP0000001095AAABQA	\$6,315.68
Description:						
AETNA						
7	69065	10/28/2022	Check	SHELIA	AP0000001095AAABQA	\$100.45
Description:						

	Bank Totals	Items	Total Voids	Items
Checks	(\$14,999.52)	7	\$0.00	0
Deposits	\$0.00	0	\$0.00	0
Deductions	\$0.00	0	\$0.00	0
Additions	\$0.00	0	\$0.00	0
Bank Charges	\$0.00	0	\$0.00	0
Net Activity for CKG:	(\$14,999.52)			

Report Totals

	Bank Totals	Items	Total Voids	Items
Checks	(\$14,999.52)	7	\$0.00	0
Deposits	\$0.00	0	\$0.00	0
Deductions	\$0.00	0	\$0.00	0
Additions	\$0.00	0	\$0.00	0
Bank Charges	\$0.00	0	\$0.00	0
Net Activity:	(\$14,999.52)			



To: Honorable Mayor & City Council
From: William Brian Daily, Interim City Administrator
Date: November 2, 2022
Re: Policy Manual modification

To the governing body of the city of Sedgwick,

A few issues have recently been identified regarding our existing personnel rules and regulations. The personnel rules and regulations in their current form have been in effect since 2014 and need substantial updates. However, a few modifications are necessary now since the time required to update and replace the entirety of the manual will be substantial.

Specifically, we will be dealing with three issues. Including the Police Officers 43 Hour work week, holiday pay, and overtime work.

First the police department is currently working a 43-hour week. While the Fair Labor Standards Act (FLSA) does exempt officers from OT until working an aggregate of 43 hours in a work week, it does not require officers to work 43 hours. It had become standard practice to pay the officers based on an unused lunch break, an additional .6 hours per day. Resulting in officers being paid 43 hours on a 40-hour week. This is unnecessary and creates an added burden on payroll. A modification to section C-1 (a), E-1(b) is needed. Additionally, some consideration should be given to section D-5(c)

C-1. Definitions.

- (a) Full-Time Employee is one employed to work a normal work week of at least 32 hours for office and other personnel and ~~43 hours~~ 40 Hours for police personnel on a regular and continuing basis. The work week is any consecutive seven-day period, except as otherwise provided in Section E-1.

E-1. Hours of Work.

- (b) Police Officers. The normal work week for full-time police officers may average ~~43 hours.~~ 40 hours

D-5. Overtime Work.

- (c) All "~~FLSA-Non-Exempt~~" employees shall be eligible to receive overtime compensation for all hours worked in excess of a 40 hour work week (as defined in C-1), ~~except for full-time police officers who shall be eligible to receive overtime compensation only for work which exceeds 43 hours per week.~~

Secondly, the current holiday pay provisions in section E-3(c) as listed below creates a disparity in pay for those who work an actual holiday vs those that are off on the scheduled day. That section is listed:

E-3. Holidays

(c) Employees required to work on a city observed holiday shall be granted an alternative day off or shall be compensated at one and one-half times their regular salary for the day.

As listed, an employee who is off on a holiday receives 8 hours compensation if they do not work, however an employee who does work is given either another day off, or overtime pay. Thus, an employee who works the holiday gets paid an additional ½ of their pay rate over an employee who simply wasn't on duty. So, for their 8 hours of time, they get only ½ their regular pay in addition to the 8 hours they would have otherwise received. This is either an accepted misinterpretation, or a bad practice as most municipalities pay the 8 hours for the holiday regardless of the employee being present, and an additional 1.5 rate for actual hours worked. Below is a comparable municipalities language from their manual:

Holiday Pay

All regular full-time, nonexempt employees of the city will receive 8 hours of holiday for City designated holidays at their regular rate. Holiday pay will not be counted or accrued toward overtime. Temporary and seasonal part-time employees and employees on leave of absence shall not be eligible for holiday pay on City observed holidays. Holiday pay will be paid for the day designated as a holiday for which City offices are closed. When offices are closed on a Friday or Monday due to a holiday falling on the weekend, holiday pay will be for designated day off and not for the actual holiday.

Employees required or scheduled to work will be paid at one and half their rate of pay for hours worked.

Exempt, salaried employees will not receive any additional holiday pay with their normal salary.

To correct for this disparity, I would suggest the following edit to our own manual:

E-3. Holidays

(d) Employees required to work on a city observed holiday shall be granted an alternative day off or shall be compensated at one and one-half times their regular salary for the day. Such pay shall be in addition to and include the holiday compensation received by employees who are not working.

This change largely only affects the Police Department but could affect other departments such as public works during a call out.

Lastly, regarding computation of overtime. This issue arose when public works employees were given a day off during the work week for a holiday and then, were called out on a Saturday for a broken water main. Our existing policy requires 40 hours of hours **actually**

worked to trigger overtime. Thus, employees who were off for the holiday and then worked a sixth day received that pay at their standard rate. The language is as follows in the manual:

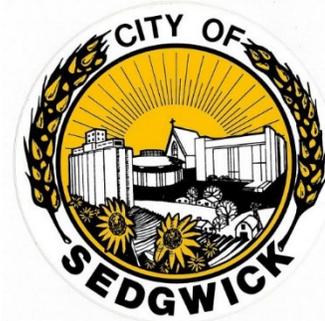
D-5. Overtime Work.

(d) Overtime shall be construed as any hours in excess of an aggregate of 40 hours actually worked per week. Single daily totals exceeding 8 hours actually worked will not constitute compensable overtime.

It has been suggested that the language be modified to remove the aggregate and actually worked language to allow for any hours in addition to 40 would be paid at the OT rate. While I certainly do understand, this presents issues. For example, I could take a day of sick time on Monday and then receive OT on Saturday. Or I could utilize leave on a Friday and then get OT on a Sunday. It is my belief that the language, if modified should only be done so to allow for OT in a week when a recognized Holiday was observed. To accomplish that the following modification could be adopted:

D-5. Overtime Work.

(d) Overtime shall be construed as any hours in excess of an aggregate of 40 hours actually worked per week. Single daily totals exceeding 8 hours actually worked will not constitute compensable overtime. Hours paid for city recognized holidays shall be counted towards the actual hours worked for the determination of overtime eligibility only.



To: City Staff
From: William "Brian" Daily, Interim City Administrator
Date: October 28, 2022
Re: Administrative Order 2022-1

This administrative order is issued to provide clarification, and interpretation of Article 2: Interpretation, Construction and Definitions; Section 102 Definitions :

PORTABLE STORAGE UNIT: A container specifically designed for storage or a converted former metal shipping container which is used for general storage purposes and painted a neutral color. Such a unit requires location on the ground, but is not permanently attached to the ground or to anything on the ground. Access is granted by doors on one or both ends. No other signage is permitted on the unit other than business identification signage of modest size. (See Section 2-102 for definition of STRUCTURE.)

This section defines what a portable storage unit is, but does not specify its duration, other than a reference to the fact that it is not permanently attached to the ground. However, the section defining an accessory structure does provide some additional insight as listed below:

B. Permitted Accessory Structures and Uses. Any structure or use that complies with the terms of Section 6-100A may be allowed as an accessory structure or use and may be included, but is not limited to the following list of examples: *

3. Buildings for storage and other purposes; provided, that no such building on lots which are accessory to single and two-family dwelling units and all types of manufactured or mobile homes shall not exceed 400 square feet in gross floor area, unless a conditional use is approved by the Board of Zoning Appeals for a larger building.

No motorized vehicle of any type or any portion thereof such as a truck trailer may be used on a residential lot for storage or any purpose other than for periodic construction or vehicular parking according to provisions of Article 5. Similarly, a railroad box car, construction trailer, dumpster, shipping container or portable storage unit is not permitted permanently on a residential lot. Motorized vehicles and portions thereof, construction trailers, dumpsters, shipping containers or portable storage units; however, may be used temporarily for refuse disposal or storage during a period of construction, reconstruction or moving. Such storage containers placed for temporary use may be located at the front of any residential property, including location on a driveway, but may not be placed on the street or in such a way as to

restrict the line of sight of any vehicle(s) leaving the property or entering in any direction on that street. (See Section 2-102 for definition of PORTABLE STORAGE UNIT.)

While specifying that it is not permitted permanently it does not specify what duration that is. To clarify that this administrative order is issued. For the purposes of building permit issuance, and enforcement the duration of time a portable storage unit may be permitted in a non-permanent capacity shall be limited to **180 days**. No building permit for an accessory structure shall be issued that does not specify that the permit is temporary in nature and cannot exceed 180 days in duration. The zoning administrator shall have the authority to approve an additional permit or extension if a permissible exemption is warranted. The temporary accessory structure will require a base permit and the appropriate fee based on square footage as specified in applicable ordinances.

William Brian Daily
Interim City Administrator
Zoning Administrator
City of Sedgwick