



REGULAR COUNCIL MEETING

Wednesday, February 1, 2023 at 6:30 pm

MEETING LOCATION: 520 N. Commercial Ave

(Council Chambers)

Council Meeting will be broadcast on Facebook Live

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

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

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

The Mayor led the Pledge of Allegiance.

Council Members present ____

Council Member absent ____

Others present ____

2. ADDITIONS / DELETIONS TO AGENDA

Sample Motion

Motion to approve the agenda as presented.

Motion ____

Second ____

3. HEARINGS/PRESENTATIONS/PUBLIC FORUM

a. Greg Lehr, Superintendent USD 439

4. STAFF REPORTS

a. Lee Nygaard, Police Chief

b. Zane Hansen, Fire Chief

c. Kyle Nordick, City Administrator

d. Brad Jantz, City Attorney

5. CONSENT AGENDA

Sample Motion:

Motion to approve the consent agenda as presented.

Motion by ____

Second by ____

a. Minutes of January 18, 2023 Regular Meeting

Attachments:

- **Regular Council Meeting - January 18, 2023** (regular-council-meeting-workshop_minutes_2023-01-18_202619.pdf)

- b. Approval of Payroll January 20, 2023 amount \$17,040.49**
- c. Approval of General Disbursement Checks amount \$47,940.12**

Attachments:

- **Checks** (Checks.pdf)

6. NEW BUSINESS

- a. Discuss/Consider Purchase of In-Car Cameras with Axon - Police Department**

Sample Motion:

Motion to approve the contract with Axon for In-Car Cameras for the Police Department.

Motion by _____

Second by _____

Attachments:

- **Axon In-Car Camera Agenda Report** (Axon_In-Car_Camera_Agenda_Report.pdf)

- b. Discuss/Consider Purchase for Website Design and Agenda Management Services**

Sample Motion:

Motion to approve the contract with CivicPlus for City Website.

Motion by _____

Second by _____

Attachments:

- **CivicPlus Agenda Report** (CivicPlus_Agenda_Report.pdf)

- c. Discuss/Consider Mower Purchase**

Sample Motion:

Motion to approve the quote from Stucky Farm and Lawn for 72" Commercial Mower.

Motion by _____

Second by _____

Attachments:

- **Mower Solicitation** (Mower_Solicitation.pdf)

- d. Discuss/Consider Downtown Revitalization Application - Kilroy's Pizza**

Sample Motion:

Motion to approve the Downtown Revitalization Application from Kilroy's Pizza.

Motion by _____

Second by _____

- e. Discuss/Consider Downtown Revitalization Application Amendment**

Sample Motion:

Motion to approve the Downtown Revitalization and Incentive Grant Application as amended.

Motion by _____

Second by _____

Attachments:

- **Downtown Revitalization and Incentive Grant Program** (Downtown_Revitalization_and_Incentive_Grant_Program.pdf)

f. Discuss/Consider Cardinal Addition Application for MIH Grant-Cardinal Addition

Sample Motion:

Motion to approve the application from Cardinal Addition for the MIH Grant.

Motion by _____

Second by _____

Attachments:

- **Cardinal Addition Application Report** (Cardinal_Addition_Application_Agenda_Report.pdf)

g. Discuss/Consider MIH Resolution 020123-Cardinal Addition

Sample Motion:

Motion to approve Resolution 020123-Cardinal Addition.

Motion by _____

Second by _____

Attachments:

- **Resolution 020123 - Cardinal Addition** (Cardinal_Addition_Resolution_Agenda_Report.pdf)

h. Discuss/Consider Amended Sick Leave Hours

Sample Motion:

Motion to approve the amended Sick Leave Hours Policy.

Motion by _____

Second by _____

Attachments:

- **Sick Leave Hours** (Amended_Sick_Leave_Policy.pdf)

i. Discuss/Consider Wayfinding Consulting

Sample Motion:

Motion to approve the quote from Confluence for wayfinding signage consulting not to exceed \$5,900.

Motion by _____

Second by _____

Attachments:

- **Wayfinding Agenda Report** (Wayfinding_Agenda_Report.pdf)

j. Discuss/Consider Quotations for Work - Pocket Park

Sample Motion:

Motion to approve the quotations from Opp Concrete for \$5,960 and Simple Shipping Containers for \$5,000.

Motion by _____

Second by _____

Attachments:

- **Pocket Park Agenda** (Pocket_Park_Agenda_Report.pdf)

k. Discuss/Consider Hometown Hero Banner Program

Sample Motion:

Motion to approve the City to participate in the Hometown Hero Banner Program.

Moved by _____

Second by _____

Attachments:

- **Hometown Hero Banner Program** (Hometown_Hero_Banner_Program_Agenda_Report.pdf)

l. Regional Economic Area Partnership (REAP) Membership

Sample Motion:

Motion to approve the appointment of Bryan Chapman, Mayor as Voting Delegate and Kyle Nordick, City Administrator as Alternate for REAP.

Motion by _____

Second by _____

7. ADJOURN

Motion to adjourn the Regular Council meeting at _____ PM.

Second by _____



REGULAR COUNCIL MEETING/WORKSHOP

Minutes

Wednesday, January 18, 2023 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, Kirby Stucky**
Council Member absent **Kramer Siemens** Others present **Kyle Nordick, City Administrator;**
Janise Enterkin, City Clerk; Bill Bush, Harvey County Independent; Lee Nygaard, Police
Chief; Jim Boldenow, City Superintendent; Jessi Pore

2. ADDITIONS / DELETIONS TO AGENDA

Minutes:

Motion by **Council Member Dan Hartman** to approve the agenda as amended with addition of 6-d Animal Control Ordinance. Second **Council Member Kirby Stucky**

Vote results:

Ayes: 4 / Nays: 0

3. HEARINGS/PRESENTATIONS/PUBLIC FORUM

a. After-Prom Request for Donation

Minutes:

Jessi Pore, After Prom Class of 2024 representative, came before Council to request a donation.

Moved by **Council Member Monty Leonard** to approve the donation of \$500 to Sedgwick After-Prom. Second by **Council Member Dan Hartman**

Vote results:

Ayes: 4 / Nays: 0

4. STAFF REPORTS

a. Kyle Nordick, City Administrator

Minutes:

City Administrator, Kyle Nordick reported to Council on the following: Met with business owners and made them aware of the Downtown Revitalization Grant funding. Update on the 7th and Washington street repair. Held interviews for Police Department and Public Works openings. Officer Blanding has accepted the Fulltime position with the Police Department.

b. Brad Jantz, City Attorney

Minutes:

City Attorney, Brad Jantz brought an Animal Control Policy update regarding Fowl before Council for first read. Has not been able to reach his contact for Industrial Park cleanup. He will follow-up. **Mayor Chapman** reported that the scrapping being done at the Industrial Park will not be finished until July or later.

5. CONSENT AGENDA

Minutes:

Moved by **Council Member Monty Leonard** to approve the consent agenda as presented including Flock Safety Amendment and REAP membership. Second by **Council Member Brenda DeHaven**

Vote results:

Ayes: 4 / Nays: 0

a. Minutes of January 4, 2023, Regular Meeting

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

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

General Disbursement Check Reports

d. Flock Safety Amendment

e. Regional Economic Area Partnership (REAP) Membership

6. NEW BUSINESS

a. Municipal Judge Appointment

Minutes:

Moved by **Council Member Monty Leonard** to approve contract with Joy Williams as Municipal Judge. Second by **Council Member Dan Hartman**

Vote results:

Ayes: 4 / Nays: 0

b. Salary Resolution

Minutes:

Moved by **Council Member Monty Leonard** to approve the Salary Resolution as presented. Second by **Council Member Brenda DeHaven**

Vote results:

Ayes: 4 / Nays: 0

c. Position Description Updates

Minutes:

Moved by **Council Member Monty Leonard** to approve the Position Descriptions, Utility Maintenance Worker I, Utility Maintenance Worker II, Wastewater Plant Operator I, Swimming Pool Manager, Swimming Pool Assistant Manager updates as approved.

Second by **Council Member Dan Hartman**

Vote results:

Ayes: 4 / Nays: 0

d. Ordinance 893 - Animal Control Policy Amendment

Minutes:

Moved by **Council Member Dan Hartman** to approve Ordinance amending Animal Control policy with changes to Section 1-23 d. Second by **Council Member Monty Leonard**

Vote results:

Ayes: 4 / Nays: 0

7. ADJOURN

Minutes:

Moved by **Council Member Dan Hartman** to adjourn the Regular Council meeting at 6:58 PM.

Second by **Council Member Brenda DeHaven**

The Governing Body will hold a Workshop following adjournment of the Regular Council Meeting and a 5 minute break.

Vote results:

Ayes: 4 / Nays: 0

February 1, 2023

PAYROLL CHECKS - DIRECT DEPOSIT
--

1/20/2023

\$ 17,040.49

TOTAL PAYROLL CHECKS

\$ 17,040.49

GENERAL DISBURSEMENT CHECKS-AAABQT

\$ 11,398.46

GENERAL DISBURSEMENT CHECKS-AAABQU

\$ 16,656.21

GENERAL DISBURSEMENT CHECKS-AAABQV

\$ 19,885.45

TOTAL DISBURSEMENT CHECKS

\$ 47,940.12

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

1/20/2023 9:22:08 AM

City of Sedgwick (SEDGKS)

Batch: AAABQT

Page 1

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
8	AG SPRAY / AG SPRAY EQUIPMENT	1/20/2023	1/20/2023	626139	\$362.90
1	01-10-70-7110	EQUIP ACCESS-BOOM, TIPS, BRACKET KIT,	1.0	\$362.9000	\$362.90
5	CALVIN / CALVIN OPP CONCRETE, INC	1/20/2023	1/20/2023	17290	\$8,800.00
1	08-00-60-6130	STREET GUTTER REPAIR-7TH/WASH	1.0	\$8,800.0000	\$8,800.00
1	COAST / COAST TO COAST SOLUTIONS	1/20/2023	1/20/2023	IVC0107491	\$326.37
1	01-03-70-7250	DRUG FREE-BOOKMARKS	1.0	\$326.3700	\$326.37
2	COX / COX BUSINESS SERVICES	1/20/2023	1/20/2023	012023COX	\$1,280.68
1	01-01-60-6180	CH PHONE/FAX/INTERNET/TV	1.0	\$415.2900	\$415.29
2	01-05-60-6180	COURT PHONE/FAX/INTERNET/TV	1.0	\$79.8700	\$79.87
3	10-00-60-6180	WATER PHONE/FAX/INTERNET/TV	1.0	\$79.8800	\$79.88
4	13-00-60-6180	SEWER PHONE/FAX/INTERNET/TV	1.0	\$79.8800	\$79.88
5	01-03-60-6180	PD PHONE/FAX/INTERNET/TV	1.0	\$144.0400	\$144.04
6	01-11-60-6180	MAINT SHOP 320 N WASH PHONE	1.0	\$34.1300	\$34.13
7	01-04-60-6180	FIRE PHONE/INTERNET	1.0	\$113.1300	\$113.13
8	13-00-60-6180	SEWER PLANT PHONE/INTERNET	1.0	\$153.1300	\$153.13
9	01-06-60-6180	POOL PHONE/INTERNET	1.0	\$113.0700	\$113.07
10	13-00-60-6180	EAST LIFT PHONE	1.0	\$34.1300	\$34.13
11	13-00-60-6180	SOUTH LIFT PHONE	1.0	\$34.1300	\$34.13
4	FAMILY HEALTH / FAMILY HEALTH AMERICA, LC	1/20/2023	1/20/2023	012023HRA	\$100.00
1	03-00-60-6290	HRA ADMIN SERVICES FEE	1.0	\$100.0000	\$100.00
3	KS MAYORS ASSOC / KANSAS MAYORS ASSOCIATION	1/20/2023	1/20/2023	5380	\$50.00
1	01-01-60-6700	KS MAYORS ASSOC MEMBERSHIP DUES	1.0	\$50.0000	\$50.00
9	LOWE'S / LOWE'S	1/20/2023	1/20/2023	012023LOWES	\$122.80
1	01-11-70-7420	MAINT TOOLS-FIRE EXT, EXT CORD, BUCKETS	1.0	\$105.0600	\$105.06
2	01-11-70-7130	MAINT SUPPLIES-WIRE, TERRY TOWELS	1.0	\$17.7400	\$17.74
7	PRIDE AG / PRIDE AG RESOURCES	1/20/2023	1/20/2023	103614/3	\$285.72
1	01-11-70-7420	GENERAL SHOP TOOLS-HAMMER CUTTERS	1.0	\$177.9600	\$177.96
2	01-11-70-7130	GENERAL SHOP TOOLS-DRILL BITS, NAILS	1.0	\$107.7600	\$107.76

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

City of Sedgwick (SEDGKS)
Batch: AAABQT

1/20/2023 9:22:08 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
6	QUILL / QUILL	1/20/2023	1/20/2023	30184430	\$69.99
1	01-01-70-7010	QUILL MEMBERSHIP RENEWAL	0.5	\$69.9800	\$34.99
2	01-03-70-7010	QUILL MEMBERSHIP RENEWAL	0.1	\$69.9900	\$7.00
3	01-05-70-7010	QUILL MEMBERSHIP RENEWAL	0.2	\$69.9900	\$14.00
4	01-09-70-7010	QUILL MEMBERSHIP RENEWAL	0.1	\$69.9900	\$3.50
5	10-00-70-7010	QUILL MEMBERSHIP RENEWAL	0.1	\$69.9900	\$3.50
6	12-00-70-7010	QUILL MEMBERSHIP RENEWALQUILL MEMBERSHIP RENEWAL	0.1	\$69.9900	\$3.50
7	13-00-70-7010	QUILL MEMBERSHIP RENEWAL	0.1	\$69.9900	\$3.50
Grand Totals					
				Total Direct Expense:	\$11,398.46
				Total Immediate Payments:	\$11,398.46

Report Summary

Report Selection Criteria

Report Type: Detailed

Start

End

Transaction Number: Start

End

AP Enter Bills Edit - Council Report

City of Sedgwick (SEDGKS)

Batch: AAABQT

1/20/2023 9:26:24 AM

Page 1

Vendor	Description	Check Date	Invoice#	Check#	Check Total
AG SPRAY EQUIPMENT	EQUIP ACCESSORIES	01/20/2023	626139	69269	\$362.90
CALVIN OPP CONCRETE, INC	STREET GUTTER REPAIR	01/20/2023	17290	69270	\$8,800.00
COAST TO COAST SOLUTIONS	PD BOOKMARKS	01/20/2023	IVC0107491	69271	\$326.37
COX BUSINESS SERVICES	PHONE/FAX/TV/INTERNE	01/20/2023	012023COX	69272	\$1,280.68
FAMILY HEALTH AMERICA, LC	HRA ADMIN FEES	01/20/2023	012023HRA	69273	\$100.00
KANSAS MAYORS ASSOCIATION	KMA MEMBERSHIP DUES	01/20/2023	5380	69274	\$50.00
LOWE'S	MAINT TOOLS/SUPPLIES	01/20/2023	012023LOWES	69275	\$122.80
PRIDE AG RESOURCES	GENERAL SHOP TOOLS	01/20/2023	103614/3	69276	\$285.72
QUILL	OFFICE SUPPLIES	01/20/2023	30184430	69277	\$69.99

Total Direct Expense: \$11,398.46

Total Immediate Payments: \$11,398.46

Report Summary

Report Selection Criteria

Report Type: Detailed

Start End

Transaction Number: Start End

AP Bank Reconciliation Posting Audit Report

City of Sedgwick (SEDGKS)

01/24/2023 02:16:55 PM

Batch: AAABQU

User ID: SHELIA

Page 1

Bank Code: CKG		LEGACY BANK				
Vendor						
Tran#	Document #	Date	Type	User ID	Posting Reference	Total Amount
AETNA						
1	69278	01/20/2023	Check	SHELIA	AP0000001115AAABQU	\$65.88
Description:						
KANSAS STATE WITHHOLDING TAX						
2	69279	01/20/2023	Check	SHELIA	AP0000001115AAABQU	\$860.92
Description:						
KPERs						
3	69280	01/20/2023	Check	SHELIA	AP0000001115AAABQU	\$2,623.54
Description:						
LEGACY BANK						
4	69281	01/20/2023	Check	SHELIA	AP0000001115AAABQU	\$5,322.16
Description:						
BCBS OF KANSAS						
5	69282	01/20/2023	Check	SHELIA	AP0000001115AAABQU	\$7,618.59
Description:						
AFLAC						
6	69283	01/20/2023	Check	SHELIA	AP0000001115AAABQU	\$165.12
Description:						
		Bank Totals	Items		Total Voids	Items
Checks		(\$16,656.21)	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:		(\$16,656.21)				

Report Totals

		Bank Totals		Items	Total Voids	Items
Checks		(\$16,656.21)		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:		(\$16,656.21)				

AP Enter Bills Edit - Council Report

City of Sedgwick (SEDGKS)

Batch: AAABQV

1/27/2023 12:17:33 PM

Page 1

Vendor	Description	Check Date	Invoice#	Check#	Check Total
ADRIAN & PANKRATZ, PA	JUDGE SERVICES	01/27/2023	012723JUDGE	69284	\$200.00
AGRI ENVIRONMENTAL SERVICES	SLUDGE HAUL	01/27/2023	1699	69285	\$1,300.00
BAYSINGER POLICE SUPPLY	PD UNIFORM-JOSH	01/27/2023	1057057	69286	\$93.00
COAST TO COAST SOLUTIONS	SHIELD STICKERS	01/27/2023	IVC0107512	69287	\$419.75
CORE & MAIN	WATER SADDLES/TAPS	01/27/2023	S142702	69288	\$109.90
FLINT HILLS FIRE & RESCUE	VALVE REPLACEMENT	01/27/2023	305357	69289	\$4,313.47
HACH COMPANY	WWTP TEST PACKETS	01/27/2023	13424358	69290	\$147.59
HARVEY COUNTY EMERGENCY SER\	ESA 2023 MEMBERSHIP	01/27/2023	2023-008	69291	\$400.00
KANSAS GAS SERVICE	GAS SERVICE	01/27/2023	012723KSGAS	69292	\$1,394.89
KS MUNICIPAL JUDGES ASSOCIATION	JUDGE MEMBERSHIP DUE	01/27/2023	012723KMJA	69293	\$25.00
KANSAS STATE TREASURER	COURT FEES	01/27/2023	012723COURTFEES	69294	\$375.00
PITNEY BOWES GLOBAL FINANCIAL S	PITNEY MACHINE LEASE	01/27/2023	3316942160	69295	\$235.23
PRIDE AG RESOURCES	MAINT TOOLS/SUPPLIES	01/27/2023	103713/3 103666/3	69296	\$98.80
QUILL	OFFICE SUPPLIES	01/27/2023	30410177	69297	\$264.48
WORKFORCE ALLIANCE OF SOUTH C	2023 REAP MEMBERSHIP	01/27/2023	554	69298	\$456.00
RESCUE SPECIALISTS	MOUNTS	01/27/2023	1136	69299	\$1,686.32
SEDGWICK CLASS OF 2024 PARENT C	AFTER PROM DONATION	01/27/2023	012723PROM	69300	\$500.00
SHUTTERSPEED PHOTOGRAPHY	PD ID PHOTOS	01/27/2023	012723PHOTO	69301	\$50.00
SUPERIOR RENTS - WICHITA	BOOM LIFT RENTAL	01/27/2023	216130-4	69302	\$195.00
EVERGY	ELECTRIC SERVICE	01/27/2023	012723EVERGY	69303	\$5,624.67
EVERGY	STREET LIGHTS	01/27/2023	012723STREETLIGHTS	69304	\$1,896.35
WICHITA STATE UNIVERSITY	CCMFOA MEMBERSHIP	01/27/2023	012723CCMFOA	69305	\$100.00

Total Direct Expense:

\$19,885.45

Total Immediate Payments:

\$19,885.45

Report Summary

Report Selection Criteria

Report Type: Detailed

Start

End

Transaction Number: Start

End

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

City of Sedgwick (SEDGKS)
Batch: AAABQV

1/27/2023 8:49:17 AM

Page 1

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
24	ADRIAN & PANKRATZ / ADRIAN & PANKRATZ, PA	1/27/2023	1/27/2023	012723JUDGE	\$200.00
1	01-05-60-6300	JUDGE SERVICES-JOSEPH UHLMAN	1.0	\$200.0000	\$200.00
18	AGRI ENVIRONMENTAL / AGRI ENVIRONMENTAL SERV	1/27/2023	1/27/2023	1699	\$1,300.00
1	13-00-60-6160	1-24-23 SLUDGE HAUL 32500 GAL	32,500.0	\$0.0400	\$1,300.00
8	BAYSINGER / BAYSINGER POLICE SUPPLY	1/27/2023	1/27/2023	1057057	\$93.00
1	01-03-70-7250	PD UNIFORM LONG SLEEVE SHIRT-J BLANDING	1.0	\$93.0000	\$93.00
1	COAST / COAST TO COAST SOLUTIONS	1/27/2023	1/27/2023	IVC0107512	\$419.75
1	01-03-70-7010	PD SHIELD SHAPED STICKERS	1.0	\$419.7500	\$419.75
20	CORE & MAIN / CORE & MAIN	1/27/2023	1/27/2023	S142702	\$109.90
1	10-00-70-7130	WATER SADDLES/WATER TAPS	1.0	\$109.9000	\$109.90
3	FLINT HILLS / FLINT HILLS FIRE & RESCUE	1/27/2023	1/27/2023	305357	\$4,313.47
1	01-04-60-6120	ENGINE VALVE REPLACEMENT	1.0	\$4,313.4700	\$4,313.47
14	HACH COMPANY / HACH COMPANY	1/27/2023	1/27/2023	13424358	\$147.59
1	13-00-70-7220	WWTP TEST PACKETS-AMMONIA SALICYLATE	1.0	\$147.5900	\$147.59
4	HRVY CO ESA / HARVEY COUNTY EMERGENCY SERV	1/27/2023	1/27/2023	2023-008	\$400.00
1	01-04-60-6700	HV CO ESA MEMBERSHIP 2023	1.0	\$400.0000	\$400.00
7	KS GAS / KANSAS GAS SERVICE	1/27/2023	1/27/2023	012723KSGAS	\$1,394.89
1	13-00-60-6180	402 S COMM GAS SERVICE	1.0	\$54.4700	\$54.47
2	01-01-60-6180	CH GAS SERVICE	1.0	\$193.5600	\$193.56
3	01-04-60-6180	320 N WASH GAS SERVICE	0.9	\$1,146.8600	\$974.83
4	01-11-60-6180	320 N WASH GAS SERVICE	0.2	\$1,146.8600	\$172.03
11	KS MUNICIPAL JUDGE / KS MUNICIPAL JUDGES ASSO	1/27/2023	1/27/2023	012723KMJA	\$25.00
1	01-05-60-6700	KMJA JUDGE MEMBERSHIP DUES-JOY	1.0	\$25.0000	\$25.00
21	KS TREASURER / KANSAS STATE TREASURER	1/27/2023	1/27/2023	012723COURTFEES	\$375.00
1	01-05-60-6310	JBEF	1.0	\$15.0000	\$15.00
2	01-05-60-6310	LETC	1.0	\$360.0000	\$360.00

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

City of Sedgwick (SEDGKS)
Batch: AAABQV

1/27/2023 8:49:17 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
17	PITNEY B / PITNEY BOWES GLOBAL FINANCIAL SERV	1/27/2023	1/27/2023	3316942160	\$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
10	PRIDE AG / PRIDE AG RESOURCES	1/27/2023	1/27/2023	103713/3 103666/3	\$98.80
1	01-11-70-7420	SHOP TOOLS-PLIERS, GRINDER	1.0	\$33.9800	\$33.98
2	01-11-70-7130	SHOP SUPPLIES-FASTENERS	1.0	\$2.3600	\$2.36
3	01-11-70-7420	SHOP TOOLS-SAWZALL, CUTTING WHEEL, BRUSH, AIR CHUC	1.0	\$62.4600	\$62.46
23	QUILL / QUILL	1/27/2023	1/27/2023	30410177	\$264.48
1	01-01-70-7010	DUSTER REFILL, LYSOL, SHEARS, PAPER, CALENDARS	0.5	\$264.4900	\$132.25
2	01-03-70-7010	DUSTER REFILL, LYSOL, SHEARS, PAPER, CALENDARS	0.1	\$264.4900	\$26.45
3	01-05-70-7010	DUSTER REFILL, LYSOL, SHEARS, PAPER, CALENDARS	0.2	\$264.4900	\$52.90
4	01-09-70-7010	DUSTER REFILL, LYSOL, SHEARS, PAPER, CALENDARS	0.1	\$264.4900	\$13.22
5	10-00-70-7010	DUSTER REFILL, LYSOL, SHEARS, PAPER, CALENDARS	0.1	\$264.4900	\$13.22
6	12-00-70-7010	DUSTER REFILL, LYSOL, SHEARS, PAPER, CALENDARS	0.1	\$264.4900	\$13.22
7	13-00-70-7010	DUSTER REFILL, LYSOL, SHEARS, PAPER, CALENDARS	0.1	\$264.4900	\$13.22
12	REAP / WORKFORCE ALLIANCE OF SOUTH CENTRAL	1/27/2023	1/27/2023	554	\$456.00
1	01-01-60-6700	2023 REAP MEMBERSHIP DUES	1.0	\$456.0000	\$456.00
2	RESCUE / RESCUE SPECIALISTS	1/27/2023	1/27/2023	1136	\$1,686.32
1	01-04-70-7110	SURGE SPREADER/CUTTER MOUNTS	1.0	\$1,686.3200	\$1,686.32
13	SEDGWICK AFTER PROM / SEDGWICK CLASS OF 2024	1/27/2023	1/27/2023	012723PROM	\$500.00
1	01-07-60-6400	CLASS OF 2024 AFTER PROM DONATION	1.0	\$500.0000	\$500.00
19	SHUTTERSPEED / SHUTTERSPEED PHOTOGRAPHY	1/27/2023	1/27/2023	012723PHOTO	\$50.00
1	01-03-60-6290	PD ID BADGE PHOTOS	1.0	\$50.0000	\$50.00

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

City of Sedgwick (SEDGKS)
Batch: AAABQV

1/27/2023 8:49:17 AM

Page 3

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
9	SUPERIOR RENTS / SUPERIOR RENTS - WICHITA	1/27/2023	1/27/2023	216130-4	\$195.00
1	01-10-60-6240	BOOM LIFT RENTAL-CHRISTMAS DECOR	1.0	\$195.0000	\$195.00
5	WESTAR / EVERGY	1/27/2023	1/27/2023	012723EVERGY	\$5,624.67
1	01-10-60-6180	0009908927 - 505 N MADISON SCHOOL ZONE	1.0	\$25.1500	\$25.15
2	01-03-60-6180	659714280 - PD BLDG	1.0	\$233.7800	\$233.78
3	01-10-60-6180	1062940882 - 804 N MADISON ST POLE	1.0	\$37.1700	\$37.17
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	\$24.9300	\$24.93
6	01-10-60-6180	3002790064 - 100 WHEATLAND DR STREET POLE	1.0	\$26.9700	\$26.97
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	\$33.0300	\$33.03
9	13-00-60-6180	3738109015 - 1900 N WASH WWTP	1.0	\$2,448.9400	\$2,448.94
10	01-04-60-6180	3742938337 - 316 N WASH FIRE BLDG	1.0	\$74.1600	\$74.16
11	01-11-60-6180	3743030616 - 324 N WASH SHOP	1.0	\$172.5200	\$172.52
12	01-08-60-6180	3748198293 - 204 W 4TH PARK LIGHTS	1.0	\$43.6100	\$43.61
13	01-06-60-6180	4920122509 - 403 N FRANKLIN POOL	1.0	\$322.8200	\$322.82
14	01-01-60-6180	5043441260 - 107 W 5TH SR CTR	1.0	\$282.0900	\$282.09
15	01-01-60-6180	5111455161 - CITY HALL	1.0	\$147.9300	\$147.93
16	13-00-60-6180	7277816660 - 402 N HARRISON EAST LIFT	1.0	\$148.1600	\$148.16
17	01-10-60-6180	7610673523 - 100 INDUSTRIAL DR STREET POLE	1.0	\$26.8800	\$26.88
18	10-00-60-6180	7852345322 - 501 WELLHOUSE RD, WATER	1.0	\$23.8700	\$23.87
19	01-10-60-6180	8514115281 - 413 W 4TH SCHOOL ZONE	1.0	\$25.0000	\$25.00
20	01-10-60-6180	8574522122 - 302 W 4TH SCHOOL ZONE	1.0	\$25.1800	\$25.18
21	10-00-60-6180	1282677544 - 205 W 5TH WEST WATER TOWER	1.0	\$464.1700	\$464.17
22	13-00-60-6180	3728481135 - 402 S COMM SOUTH LIFT	1.0	\$177.7900	\$177.79
23	13-00-60-6180	3742907574 - 308 N WASH MAIN LIFT	1.0	\$304.2700	\$304.27
24	10-00-60-6180	3749459455 - 518 W 5TH WEST WELL HOUSE	1.0	\$192.6400	\$192.64
25	01-11-60-6180	7510510077 - 200 E IND DR MAINT SHOP	1.0	\$315.8700	\$315.87
6	WESTAR / EVERGY	1/27/2023	1/27/2023	012723STREETLIGHTS	\$1,896.35
1	01-10-60-6180	STREET LIGHTS	1.0	\$1,896.3500	\$1,896.35
22	WSU / WICHITA STATE UNIVERSITY	1/27/2023	1/27/2023	012723CCMFOA	\$100.00
1	01-01-60-6700	CCMFOA MEMBERSHIP DUES-ENTERKIN, AGEE	2.0	\$50.0000	\$100.00

Grand Totals

Total Direct Expense:

\$19,885.45

**City of Sedgwick
City Council Meeting
February 1, 2023**

TO: Mayor and City Council

SUBJECT: In-Car Cameras

INITIATED BY: Police Department

AGENDA: New Business

Recommendation: Approve the quotation and enter a 5-year contract with Axon for outfitting the Sedgwick Police Department with two (2) in-car cameras.

Background: The Sedgwick Police Department currently has four vehicles in the fleet, two of which are primarily utilized on a daily basis. It is the intent of the department to have cameras installed in the vehicles with the most utilization.

Analysis: During the 2022 budget process, \$19,500 was identified for the implementation of three in-car cameras. Staff has identified the need for two in-car cameras and obtained an updated quotation from Axon Enterprises who is the current supplier of our taser and body camera system.

Financial Considerations: The proposed agreement is \$4,913.76 over five (5) years for a total commitment of \$24,568.80. The Capital Equipment Police Fund will be utilized for this agreement. Currently, there are no open solicitations for grant funds to accommodate this request.

Recommendations/Actions: It is recommended that the City Council approve the quotation from Axon Enterprise, Inc. and authorize the mayor to sign the agreement for \$4,913.76 per year for five (5) years not to exceed a total of \$24,568.80

Attachment: Axon Enterprise, Inc. quotation



Axon Enterprise, Inc.
17800 N 85th St.
Scottsdale, Arizona 85255
United States
VAT: 86-0741227
Domestic: (800) 978-2737
International: +1.800.978.2737

Q-449343-44949.682HT

Issued: 01/23/2023

Quote Expiration: 12/15/2023

Estimated Contract Start Date: 01/01/2024

Account Number: 484914

Payment Terms: N30

Delivery Method:

SHIP TO	BILL TO
Business;Delivery;Invoice-505 N Commercial Ave 505 N Commercial Ave Sedgwick, KS 67135-8740 USA	Sedgwick Police Department - KS 505 N Commercial Ave Sedgwick, KS 67135-8740 USA Email:

SALES REPRESENTATIVE	PRIMARY CONTACT
Henry Torres Phone: Email: htorres@axon.com Fax:	Kyle Nordick Phone: (316) 772-5151 Email: knordick@cityofsedgwick.org Fax:

Quote Summary

Program Length	60 Months
TOTAL COST	\$24,568.80
ESTIMATED TOTAL W/ TAX	\$24,568.80

Discount Summary

Average Savings Per Year	\$441.84
TOTAL SAVINGS	\$2,209.20

Payment Summary

Date	Subtotal	Tax	Total
Dec 2023	\$4,913.76	\$0.00	\$4,913.76
Dec 2024	\$4,913.76	\$0.00	\$4,913.76
Dec 2025	\$4,913.76	\$0.00	\$4,913.76
Dec 2026	\$4,913.76	\$0.00	\$4,913.76
Dec 2027	\$4,913.76	\$0.00	\$4,913.76
Total	\$24,568.80	\$0.00	\$24,568.80

Quote Unbundled Price:	\$26,778.00
Quote List Price:	\$24,568.80
Quote Subtotal:	\$24,568.80

Pricing

All deliverables are detailed in Delivery Schedules section lower in proposal

Item	Description	Qty	Term	Unbundled	List Price	Net Price	Subtotal	Tax	Total
Program									
Fleet3B+TAP	Fleet 3 Basic + TAP	2	60	\$223.15	\$204.74	\$204.74	\$24,568.80	\$0.00	\$24,568.80
Total							\$24,568.80	\$0.00	\$24,568.80

Delivery Schedule

Hardware

Bundle	Item	Description	QTY	Estimated Delivery Date
Fleet 3 Basic + TAP	11634	CRADLEPOINT IBR900-1200M-B-NPS+5YR NETCLOUD	2	12/01/2023
Fleet 3 Basic + TAP	70112	AXON SIGNAL UNIT	2	12/01/2023
Fleet 3 Basic + TAP	71200	FLEET ANT, AIRGAIN, 5-IN-1, 2LTE, 2WIFI, 1GNSS, BL	2	12/01/2023
Fleet 3 Basic + TAP	72034	FLEET SIM INSERTION, VZW	2	12/01/2023
Fleet 3 Basic + TAP	72036	FLEET 3 STANDARD 2 CAMERA KIT	2	12/01/2023
Fleet 3 Basic + TAP	72040	FLEET REFRESH, 2 CAMERA KIT	2	12/01/2028

Software

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
Fleet 3 Basic + TAP	80400	FLEET, VEHICLE LICENSE	2	01/01/2024	12/31/2028
Fleet 3 Basic + TAP	80410	FLEET, UNLIMITED STORAGE, 1 CAMERA	4	01/01/2024	12/31/2028

Services

Bundle	Item	Description	QTY
Fleet 3 Basic + TAP	73391	FLEET 3 NEW INSTALLATION (PER VEHICLE)	2

Warranties

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
Fleet 3 Basic + TAP	80379	EXT WARRANTY, AXON SIGNAL UNIT	2	12/01/2024	12/31/2028
Fleet 3 Basic + TAP	80495	EXT WARRANTY, FLEET 3, 2 CAMERA KIT	2	12/01/2024	12/31/2028

Payment Details

Dec 2023

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 1	Fleet3B+TAP	Fleet 3 Basic + TAP	2	\$4,913.76	\$0.00	\$4,913.76
Total				\$4,913.76	\$0.00	\$4,913.76

Dec 2024

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 2	Fleet3B+TAP	Fleet 3 Basic + TAP	2	\$4,913.76	\$0.00	\$4,913.76
Total				\$4,913.76	\$0.00	\$4,913.76

Dec 2025

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 3	Fleet3B+TAP	Fleet 3 Basic + TAP	2	\$4,913.76	\$0.00	\$4,913.76
Total				\$4,913.76	\$0.00	\$4,913.76

Dec 2026

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 4	Fleet3B+TAP	Fleet 3 Basic + TAP	2	\$4,913.76	\$0.00	\$4,913.76
Total				\$4,913.76	\$0.00	\$4,913.76

Dec 2027

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 5	Fleet3B+TAP	Fleet 3 Basic + TAP	2	\$4,913.76	\$0.00	\$4,913.76
Total				\$4,913.76	\$0.00	\$4,913.76

Tax is estimated based on rates applicable at date of quote and subject to change at time of invoicing. If a tax exemption certificate should be applied, please submit prior to invoicing.

Standard Terms and Conditions

Axon Enterprise Inc. Sales Terms and Conditions

Axon Master Services and Purchasing Agreement:

This Quote is limited to and conditional upon your acceptance of the provisions set forth herein and Axon's Master Services and Purchasing Agreement (posted at www.axon.com/legal/sales-terms-and-conditions), as well as the attached Statement of Work (SOW) for Axon Fleet and/or Axon Interview Room purchase, if applicable. In the event you and Axon have entered into a prior agreement to govern all future purchases, that agreement shall govern to the extent it includes the products and services being purchased and does not conflict with the Axon Customer Experience Improvement Program Appendix as described below.

ACEIP:

The Axon Customer Experience Improvement Program Appendix, which includes the sharing of de-identified segments of Agency Content with Axon to develop new products and improve your product experience (posted at www.axon.com/legal/sales-terms-and-conditions), is incorporated herein by reference. By signing below, you agree to the terms of the Axon Customer Experience Improvement Program.

Acceptance of Terms:

Any purchase order issued in response to this Quote is subject solely to the above referenced terms and conditions. By signing below, you represent that you are lawfully able to enter into contracts. If you are signing on behalf of an entity (including but not limited to the company, municipality, or government agency for whom you work), you represent to Axon that you have legal authority to bind that entity. If you do not have this authority, please do not sign this Quote.

Signature

Date Signed

1/23/2023



**City of Sedgwick
City Council Meeting
February 1, 2023**

TO: Mayor and City Council

SUBJECT: City of Sedgwick Website & Agenda Management Software

INITIATED BY: Administration

AGENDA: New Business

Background:

Website: The City of Sedgwick entered into an agreement with Immense Impact, LLC to for website hosting and support services in August 2022.

At that time, it was identified that staff would be tasked with the responsibility of building out the content of the website based upon preexisting templates. Staff has identified that the time requirement of building out the content of the new site would exceed the availability of normal operating hours and further delay the launch of the new site. Last month, staff contacted Immense Impact and received a quote for a one-time fee of \$1,280 to perform a content transfer which would consist of copying and pasting the old data into the new site. This would not include any updates to language, stylization or forms and would view the same as the current site.

Agenda Management: The City of Sedgwick currently utilizes TownCloud for agenda management for city council, zoning commission and the Hillside Cemetery meetings. The solution is basic and does not allow for the public agenda to have hyperlinks to agenda attachments making the public facing agenda difficult to read. The annual cost of this solution is \$600.

Analysis: Staff contacted CivicPlus and obtained a quotation for a solution that would meet the needs of an updated website and agenda management. The website package is a fully customized site that would allow the City to set itself apart in branding from other area municipalities. In lieu of staff developing the site, the implementation team at CivicPlus would analyze our current site and develop and populate a new site in house. This would save staff time and allow us to have a site live within 12-14 weeks.

The agenda management software would allow for an approval path of the agenda to be made, readability of attachments in the public facing agenda, and in-time recording of meeting minutes.

Financial Considerations: The negotiated price of the website solution is \$4,635.50 recurring. The pricing for the agenda management software in year one is \$3,637.00 with a recurring amount of \$2,637.00.

The current annual cost for the website solution is \$1,196.50, while the agenda management software annual cost is \$600.

The increase in cost is within the budget authority for 2023.

Recommendations/Actions: It is recommended that the City Council approve the quotations from CivicPlus for the amount of \$4,635.50 for website design services and \$3,637.00 for agenda management software and authorize the mayor signature.

Attachment: CivicPlus Quotation

**CivicPlus**

302 South 4th St. Suite 500
Manhattan, KS 66502
US

Quote #:

Q-36499-1

Date:

1/23/2023 2:03 PM

Expires On:

5/31/2023

Client:

SEDGWICK, KANSAS

Bill To:

SEDGWICK, KANSAS

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Richard Jones	785.323.4713	rjones@civicplus.com		Net 30

QTY	PRODUCT NAME	DESCRIPTION	PRODUCT TYPE
1.00	Ultimate Graphic Redesign Every 48 Months	Ultimate Graphic Redesign Every 48 Months	Renewable
1.00	Ultimate Web Open Subscription	Ultimate Web Open Subscription	Renewable
1.00	Ultimate Implementation	Ultimate Design, 150 pages migration, 3yrs meetings migration, free virtual training sessions	One-time

List Price - Year 1 Total	USD 5,583.00
Total Investment - Year 1	USD 4,635.50
Annual Recurring Services - Year 2	USD 4,635.50

Total Days of Quote:365

1. This Statement of Work ("SOW") shall be subject to the terms and conditions of the CivicPlus Master Services Agreement located at <https://www.civicplus.com/master-services-agreement> ("MSA"), to which this SOW is hereby attached as the Statement of Work. By signing this SOW, Client expressly agrees to the terms and conditions of the MSA throughout the Term of this SOW.
2. This SOW shall remain in effect for an initial term equal to 365 days from the date of signing ("Initial Term"). In the event that neither party gives 60 days' notice to terminate prior to the end of the Initial Term, or any subsequent Renewal Term, this SOW will automatically renew for an additional 1-year renewal term ("Renewal Term"). The Initial Term and all Renewal Terms are collectively referred to as the "Term".
3. The Total Investment - Year 1 will be invoiced upon signing of this SOW.
4. Annual Recurring Services shall be invoiced on the start date of each Renewal Term. Annual Recurring Services, including but not limited to hosting, support and maintenance services, shall be subject to a 5% annual increase beginning in year 3 of service. Client will pay all invoices within 30 days of the date of such invoice.

5. Client agrees that CivicPlus shall not migrate, convert, or port content or information that could reasonably be construed as time sensitive, such as calendar or blog content, during the Project Development.
6. If a Recurring Redesign line item is included with the Client's quote in this SOW, starting after a period of months (36, 48, or 60 months as determined by the number of years in the redesign line item on this SOW) of continuous service under this SOW (the "Redesign Term"), Client shall be entitled to receive a redesign at no additional cost. Client may initiate such redesign any time after continuous service during the Redesign Term. Upon the initiation of an eligible redesign project, Client may begin accumulating eligibility towards a subsequent redesign after continuous service during a subsequent Redesign Term. Redesigns that include additional features not available on the original website may be subject to additional charges. Additional features include, but are not limited to, additional modules and integration of third-party software. Recurring Redesigns are eligible for the website, subsite, and department headers included in this SOW only. Any subsequently purchased website, subsite, and department header shall not be included in a redesign hereunder.
7. Client allows CivicPlus to display a "Government Websites by CivicPlus" insignia, and web link at the bottom of their web pages. Client understands that the pricing and any related discount structure provided under this SOW assumes such perpetual permission.

Signature Page to Follow.

**CivicPlus**

302 South 4th St. Suite 500
Manhattan, KS 66502
US

Quote #:

Q-36330-1

Date:

1/17/2023 4:13 PM

Expires On:

2/28/2023

Client:

SEDGWICK, KANSAS

Bill To:

SEDGWICK, KANSAS

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Richard Jones	785.323.4713	rjones@civicplus.com		Net 30

QTY	PRODUCT NAME	DESCRIPTION	PRODUCT TYPE
1.00	Municode Meetings Premium – One-Time Build Cost	Up to 2 Boards, Up to 4 Hours of Virtual Training	One-time
1.00	Municode Meetings Premium Annual	Municode Meetings Premium Annual	Renewable
1.00	Municode Meetings Additional Meetings Bodies	Municode Meetings Additional Meetings Bodies	Renewable
Total Investment - Year 1		USD 3,637.00	
Annual Recurring Services - Year 2		USD 2,637.00	

Total Days of Quote:365

1. This Statement of Work ("SOW") shall be subject to the terms and conditions of the CivicPlus Master Services Agreement located at <https://www.civicplus.com/master-services-agreement> ("MSA"), to which this SOW is hereby attached as the CivicClerk Statement of Work. By signing this SOW, Client expressly agrees to the terms and conditions of the MSA throughout the Term of this SOW.
2. This SOW shall remain in effect for an initial term equal to 365 days from the date of signing ("Initial Term"). In the event that neither party gives 60 days' notice to terminate prior to the end of the Initial Term or any subsequent Renewal Term, this SOW will automatically renew for an additional 1-year renewal term ("Renewal Term"). The Initial Term and all Renewal Terms are collectively referred to as the "Term".
3. The Total Investment - Year 1 will be invoiced at signing of this SOW. Client will pay all invoices within 30 days of the date of invoice.
4. Annual Recurring Services shall be invoiced on the start date of each Renewal Term. Annual Recurring Services, including but not limited to hosting, support and maintenance services, shall be subject to a 5% annual increase beginning in year 3 of service.

5. Client shall have sole control and responsibility over the determination of which data and information shall be included in the content that is to be transmitted and stored by CivicPlus. Client shall not provide to CivicPlus or allow to be provided to CivicPlus any content that (a) infringes or violates any 3rd party's Intellectual Property rights, rights of publicity or rights of privacy, (b) contains any defamatory material, or (c) violates any federal, state, local, or foreign laws, regulations, or statutes.

6. The scope of the initial implementation services to be delivered by CivicPlus are as listed above. Client is responsible for providing all information required for the configuration of the services in accordance with the scope and project timeline.

7. Upon Go-Live, any unused implementation services (ie: board configuration) will expire. Any configuration of additional boards by CivicPlus after Go-Live may incur additional one-time charges based on the scope of the desired configuration, design, and training services.

8. Completion of implementation services will be determined by Go Live status. The parties agree to cooperate in a timely manner to complete all implementation tasks and deliverables in order to obtain Go-Live status of the services. CivicPlus will make reasonable efforts to confirm Go Live status with the Client, but reserves the right to deem Client's use of the services in the intended course of business as Go Live. "Go-Live" is defined as the Client's use of the services implemented by CivicPlus under this SOW for the intended purpose and with the intended audience.

Signature Page to follow.

**City of Sedgwick
City Council Meeting
February 1, 2023**

TO: Mayor and City Council

SUBJECT: Purchase of Mower

INITIATED BY: Public Works & Utilities Department

AGENDA: New Business

Recommendation: Approve the quotation dated 1/23/23 from Stucky Farm and Lawn

Background: The City of Sedgwick Public Works and Utilities Department solicited bids from vendors for the purchase of a 72" commercial mower to replace the current mower which will be reallocated to the Sewage Treatment Plant for maintenance of the facility.

Bids were received from two companies, with Stucky Farm and Lawn being the most advantageous to the city.

Financial Considerations: The quotation is for a not to exceed amount of \$13,400 for the purchase of one (1) Gravely Pro-Turn 672 mower. This is a budgeted expense and will come from the Maintenance Capital Equipment Fund.

Recommendations/Actions: It is recommended that the City Council approve the quotation and authorize the purchase of one (1) Gravely Pro-Turn 672 Mower with Stucky Farm and Lawn for \$13,400.00.

Attachment: Quotations



Stucky Farm and Lawn
11244 N. Ridge Road
Sedgwick KS 67135
316-772-5900
Date: 1/23/2023

City of Sedgwick
520 N. Commercial
Sedgwick KS 67135
316-772-5151



GRAVELLY

Proposal of Sale – Mowers Equipment Priced Per Each

1. Gravely Pro-Turn 272, 72" cut with 31hp Kawasaki FX series commercial engine. Commercial suspension seat, ROPS and seat belt installed. Five year/1250 hour warrant that covers everthing for three years and after three years parts and labor on everything except for engine and transmission. 13.5 gallons fuel capacity. Limited lifetime warranty on deck and frame. 24" Turf Style Tires. Heavy Duty Canister Air Filter. MSRP is \$17,015 **Your Price of Mower is \$12,800.00**

2. Gravely Pro-Turn 672 with 35hp Kawasaki FX series commercial engine. Commercial suspension operator pod system. ROPS and set belt installed. Five year/1500 hour warrant that covers everthing for three years and after three years parts and labor on everything except for engine and transmission. 13.5 gallons fuel capacity. Limited lifetime warranty on deck and frame. 26" Turf Style Tires. Heavy Duty Canister Air Filter. MSRP is \$17,413 **Your Price of Mower is \$13,400.00**

Current stock on equipment is one each.

We do offer trade in your current equipment. Equipment would need an evaluation at the service shop.

NOTE: This proposal is good for 30 days. Stucky Farm and Lawn is a full service dealer. All items that are not specifically listed for sale on proposal sheet will need to be approved and paid in addition to items listed above. All items may be limited to price and availability.

Thank you,

Justin Stucky
Stucky Farm and Lawn
11244 N. Ridge Road
Sedgwick, KS 67135
316-772-5900

HALE'S SALES AND SERVICE

6024 N. BROADWAY AVE. PARK CITY, KS 67219

316.772.5853 | WWW.HALESSALESANDSERVICE.COM

OUTDOOR.ALLEMENTS@GMAIL.COM



DATE: _____
NAME: _____
COMPANY: _____
ADDRESS: _____
CITY: _____
STATE: _____ ZIP: _____
PHONE: _____
EMAIL: _____

NOTES:

NEW EQUIPMENT

YEAR: _____
MAKE: _____
MODEL: _____
MSRP: _____
SALE: _____

DESCRIPTION:

TRADE IN

YEAR: _____
MAKE: _____
MODEL: _____
HOURS: _____
PRICE: _____

DESCRIPTION:

AMOUNT DUE

TOTAL:

NOTES:

*****PRICE INCLUDES SET UP AND DELIVERY*****

WE APPRECIATE THE OPPORTUNITY TO PROVIDE YOU WITH A QUOTE,
PLEASE LET US KNOW IF YOU HAVE ANY QUESTIONS!



THANK YOU,
BLAINE NICHOLS



**City of Sedgwick
City Council Meeting
February 1, 2023**

TO: Mayor and City Council

SUBJECT: Downtown Revitalization and Incentive Grant Program

INITIATED BY: Administration

AGENDA: New Business

Recommendation: Approve the amended grant application

Background: The City of Sedgwick initiated the Downtown Revitalization and Incentive Grant Program in 2022 to support business development and facade improvements in the downtown corridor of Sedgwick Kansas. Staff had identified several updates to the application and guidelines that addressed issues regarding eligibility, usage of funds, and evaluation of proposals and was asked by the governing body to revamp the application.

Financial Considerations: None.

Recommendations/Actions: It is recommended that the City Council approve the Downtown Revitalization and Incentive Grant Program application and guidelines as amended.

Attachment: Application

City of Sedgwick

Downtown Revitalization and Incentive Grant Program

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

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

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

I. Applicant Eligibility

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

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

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

II. Grant Committee Evaluation Criteria

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

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

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

IV. Prohibited use of Grant Funds

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

V. Application Requirements/Process

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

VI. Award Process

1. Initial grant awards for the current budget year will be awarded on a case-by-case basis during that fiscal year. The City reserves the right to award additional grants throughout the year as budget allows.
2. All grants will be presented in front of the Downtown Revitalization Committee for approval by majority vote.
3. Applicants not receiving approval have the right to appeal the decision to the City Council during the next regularly scheduled council meeting following the Committees decision and notification to applicant. Council award decisions are final and not eligible for appeal.
4. 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.
5. 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)
6. Project must begin no more than 60 days from award of funds and must be completed within 120 days of award, unless prior extension is approved by the City Administrator.

VII. Compliance

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

VIII. Funding

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

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

City of Sedgwick Revitalization and Incentive Grant Program Application

Business name: _____

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

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

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

_____.

(SEAL)

Signature – Notary Public

My Appointment Expires: _____

**City of Sedgwick
City Council Meeting
February 1, 2023**

TO: Mayor and City Council

SUBJECT: MIH Grant

INITIATED BY: Administration

AGENDA: New Business

Recommendation: Approve and authorize staff to apply for the 2023 MIH Grant Round 1

Background: The MIH Grant program is administered by the Kansas Housing Resources Corporation and was established to develop multi-family rental units and single-family for-purchase homes in communities with populations fewer than 60,000 people.

Sharbutt Homes, LLC is asking the City of Sedgwick to apply for the MIH Grant Program in an effort to reduce the cost share per homeowner via special assessments for the installation of infrastructure in Cardinal Addition.

As part of the application process, cities must fill out a preapplication stating interest in the program.

Financial Considerations: None.

Recommendations/Actions: It is recommended that the City Council approve the preapplication and authorize staff to apply for the 2023 MIH Grant Round 1.

Attachment: Application

KANSAS HOUSING

2023 Round 1 MIH/MIH-ARPA/KHITC NOTICE OF APPLICATION

Due by Friday, February 3 at 5:00 pm. Email to MIH@kshousingcorp.org.

KHRC requests this form be submitted by Friday, February 3 to ensure applicants will have access to the application submission portal, Procorem. Forms received after February 3 may not receive access to Procorem in time. Applications can be submitted through email, but if the proposal is approved, the applicant will be required to move the documents to Procorem.

Applicants should submit one form per project. A community may plan on submitting multiple projects, but KHRC staff will need a form for each project. Note that there are requirements and limitations to submitting multiple applications:

- A city or county cannot submit more than one MIH or more than one MIH-ARPA application.
- A city or county can submit both a MIH and a MIH-ARPA application for different projects.
- A city or county can apply for MIH and/or MIH-ARPA with an associated KHITC application.
- A builder or developer can submit a KHITC application without an associated MIH and/or MIH-ARPA application.
- Note: MIH/MIH-ARPA/KHITC RFPs state under Section E. Current Funding Priorities: "An equitable distribution of funds/credits throughout the state..."
- Review the FAQs for further information.

Please check all funding sources for which you are applying:

- ☐ Moderate Income Housing (MIH)
- ☐ MIH-American Rescue Plan Act Funds (MIH-ARPA)
- ☐ Kansas Housing Investor Tax Credit (KHITC)

City or County *(If applying for MIH)* _____

Builder/Developer *(If applying for KHITC)* _____

City or County *(If applying for MIH-ARPA)* _____

Project Name: _____

Project Location: _____ (City and County)

Point of Contact: _____ Email: _____

Other persons needing Procorem access:

Name: _____ Email: _____

Name: _____ Email: _____

Name: _____ Email: _____

Name: _____ Email: _____

**City of Sedgwick
City Council Meeting
February 1, 2023**

TO: Mayor and City Council

SUBJECT: Resolution 020123 – Cardinal Addition

INITIATED BY: Administration

AGENDA: New Business

Recommendation: Approve and adopt resolution 020123

Background: The MIH Grant program is administered by the Kansas Housing Resources Corporation and was established to develop multi-family rental units and single-family for-purchase homes in communities with populations fewer than 60,000 people.

Sharbutt Homes, LLC is asking the City of Sedgwick to apply for the MIH Grant Program in an effort to reduce the cost share per homeowner via special assessments for the installation of infrastructure in Cardinal Addition.

As part of the application process, cities must formally adopt a resolution of their support for project.

Financial Considerations: None.

Recommendations/Actions: It is recommended that the City Council approve and adopt the resolution.

Attachment: Resolution 020123

RESOLUTION NO. 020123

A RESOLUTION CONFIRMING THE INTENT OF THE GOVERNING BODY OF THE CITY OF SEDGWICK, KANSAS (GRANTEE) TO ACCEPT THE KANSAS HOUSING RESOURCE CORPORATION (KHRC) GRANT AGREEMENT FOR INFRASTRUCTURE IMPROVEMENTS IN THE CARDINAL ADDITION SUBDIVISION.

WHEREAS, the City of Sedgwick, Kansas Governing Body is supportive of local development in both housing and commercial activity in order to improve quality of life for its citizens and to increase the local tax base;

WHEREAS, Sharbutt Homes, LLC desires to create a new housing development within the city limits and further desires to seek certain funding through a grant administered by the Kansas Housing Resource Corporation; and

WHEREAS, Sharbutt Homes, LLC has previously received approval for a cooperative effort from the Governing Body of the City of Sedgwick, Kansas, in preparing and submitting the necessary application for a Moderate Income Housing Program Grant; and

WHEREAS, Sharbutt Homes, LLC, with authorization from the Governing Body of the City of Sedgwick, Kansas, requested Moderate Income Housing (MIH) grant funds and was approved for said funds totaling \$650,000 for the proposed eligible activities through the application as submitted and dated February 17, 2023;

WHEREAS, the City of Sedgwick, Kansas desires to accept such grant funds to facilitate cooperatively with Sharbutt Homes, LLC, development of specific housing as identified and submitted in the above-referenced application;

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

SECTION 1. The Governing Body of the City of Sedgwick, Kansas does hereby acknowledge award of the funds Moderate Income Housing Program Grant as administered by the Kansas Housing Resource Corporation and hereby declares its intent to follow the terms approved by the City of Sedgwick in the Grant Agreement.

SECTION 2. The Governing Body of the City of Sedgwick, Kansas further agrees to authorize City Staff to assist and cooperatively meet the conditions specified in the Grant Award letter issued for the Moderate Income Housing Program Grant.

SECTION 3. Finally, the Governing Body of the City of Sedgwick, Kansas agrees to cooperatively participate in the extension of infrastructure and improvements subject to appropriate levy of special assessments for the costs of the same.

SECTION 4. This Resolution shall take effect and be in force from and after its passage and approval and shall remain in effect until subsequent passage of a Resolution extinguishing the same or until passage of a Resolution of acceptance of improvements.

PASSED AND APPROVED this 1st day of February 2023.

Bryan Chapman, Mayor

ATTEST:

Janise Enterkin, City Clerk

[SEAL]

**City of Sedgwick
City Council Meeting
February 1, 2023**

TO: Mayor and City Council

SUBJECT: Sick Leave Policy Update

INITIATED BY: Administration

AGENDA: New Business

Recommendation: Approve the sick leave policy as amended

Background: On January 4, 2023, the governing body adopted the revised *Personnel Policy and Guidelines Manual* with the intent to revisit the proposed sick leave policy at a later date.

Staff met with the governing body to review the current policy and develop a policy that fairly and equitably met the needs of the city and current/future employees. The revisions before you tonight are reflective of the January 18th workshop.

Financial Considerations:None

Recommendations/Actions: It is recommended that the City Council approve the sick leave policy as amended and include it in the amended Personnel Policy and Guidelines Manual.

Attachment: Sick Leave Policy

E-7. Sick Leave.

All exempt employees, full-time nonexempt employees, and part-time employees who are employed to work at least 20 hours or more per week, shall be entitled to sick leave with pay for absences resulting from illness, injuries, accidents, or other physical incapacity, occurring either on or off the job of themselves or family member. No employee shall be permitted to use sick leave for any period spent on unauthorized leave. Employees are entitled to sick leave with pay for physical examinations, dental work, doctor's appointments, eye examinations, ear examinations, and family illnesses if they have provided at least one day's notice to their Department Head or have obtained their Department Head approval.

- (a) Amount of Sick Leave. Full-time employees shall earn one day (8 hours) of sick leave per month. Part-time employees shall earn one day of sick leave per month based on their normal hours work in a day.
- (b) Maximum Accrual of Sick Leave. No full-time employee may accrue more than 288 hours of sick leave. Part-time employees may accrue no more than 144 hours of sick leave. On November 19th of each calendar year, an "Attendance Bonus" shall be paid equivalent to 50% of the hours exceeding 288 hours for full time employees; 144 hours for part time employees. This payment shall be paid annually on the first paycheck in December.
- (c) Computing Sick Leave. Any absence for a fraction or part of a day, which is chargeable to leave, shall be charged in increments of not less than one hour.
- (d) Doctors Certificate. For sick leave in excess of three work days, the **City Administrator** and/or **department head** may require a provider signed statement from a health care provider verifying the employee's inability to perform his or her assigned duties because of illness.
- (e) Notification. To be eligible for paid sick leave an employee, or his or her representative, shall notify his or her Department Head and give the reason for the absence no later than two hours after the beginning of the first workday for which sick leave is taken.
- (f) Termination for Employment. Employees who are terminated for cause shall not be eligible for payout of accrued sick leave.
- (g) Retirement from employment. Upon retiring from city employment the retiree shall receive one-half (1/2) of their accumulated sick leave in pay if they have retained at least 90% (648 hours) of the maximum of the accumulated 720 hours or one-third (1/3) of their sick leave in pay if they have retained at least 70% (504 hours) of the maximum of the accumulate 720 hours of sick leave. Part-time employees shall be paid for unused sick time upon retiring based on the above schedule using the maximum hours earned of 360.

- (h) Resignation of Employment. Employees who resign in good standing, providing two weeks' notice, shall be eligible for a payout of accrued sick leave following the schedule below at a rate of an average of the past three years salary.

Years of Service	Payout Percentage
0-3	25%
4-9	35%
10+	50%

**City of Sedgwick
City Council Meeting
February 1, 2023**

TO: Mayor and City Council

SUBJECT: Wayfinding Signage

INITIATED BY: Administration

AGENDA: New Business

Recommendation: Approve the quotation for wayfinding signage consulting

Background: Staff has identified the need for wayfinding signage within the city to assist visitors in finding their destination and be apart of our overall branding. Updated signage would be consistent with the welcome sign colorization and be placed strategically throughout the city to identify key areas of town – Historic Downtown, Industrial Park, Sedgwick Park, Library, Public Schools, Recreation Fields, City Offices, etc.

Analysis: For cities, investing in wayfinding signage is essential for ensuring residents and visitors develop a positive perception of the city. While there are other non-traditional methods that can be incorporated later on, the easiest and most common way to establish wayfinding is through traditional signage.

To establish the branding and signage design guidelines the city will need to contract with an industry expert who will conduct community engage meetings and make a final presentation of designs to the City Council for consideration. Once approved, the city would then move forward with procuring signage and installation services.

Services will be completed within 75 days of notice to proceed.

Financial Considerations: The contract is for a not to exceed amount of \$5,900. \$4,900 of which is towards the design services, while the remaining \$1,000 is for reimbursable expenses.

Recommendations/Actions: Approve the quotation for wayfinding signage consulting with a not to exceed amount of \$5,900.

Attachment: Quotations

Proposal for Landscape Architectural Services

January 20, 2023

Project: City of Sedgwick, KS Wayfinding Signage
Sedgwick, Kansas

Prepared for: Kyle Nordick, City Administrator

SCOPE OF SERVICES

1.1 Park Signage Concept Development

Confluence will review with the City of Sedgwick Staff to review the various levels of wayfinding signage relating to community gateways and directional signage. We will then prepare two hand rendered and labeled signage “family” concepts incorporating the City of Sedgwick branding into the various levels of signage. Conceptual graphics will depict materials, scale, text styles and heights and usage of branding within each signage type identified. The graphics will be used to inform future signage design and establish a common thread of elements to bring consistency to City signage on future projects.

1.2 Final Park Signage Standards Manual

Based upon comments received, Confluence will revise the chosen concept or combination of concepts into a final signage design guideline. The guidelines will include scaled study models incorporating branding into the signage. Graphics will include general dimensions and labels identifying materials, colors, and finishes, font type and sizes, and other information critical to design intent for the family of signage elements.

FINAL DELIVERABLES

In order to establish a consistent brand for signage throughout the City of Sedgwick, common elements are needed allowing residents and visitors to easily identify the City's park facilities. Utilizing common elements identified by signage guidelines, varying themes can be incorporated while preserving the Sedgwick identity and brand. To guide brand consistency, a signage design manual will be prepared incorporating:

- General usage, locations and signage placement
- Size, location and incorporation of Sedgwick logo (if desired) and or colors
- Common materials, patterns, finishes and forms
- Font type and size
- Consistent information provided and it's usage within the signage family
- Incorporation into the existing city-wide system

In addition to the guidelines outlined above, final design concept graphics will be provided at a larger printed scale for Staff use along with preliminary estimates of probable costs for budgeting purposes.

Meetings:

We anticipate one in person client/team meeting to review concepts and one adoption presentation of the refined preferred design alternative will be required over the course of the Concept Design + Final Signage Phase.

ADDITIONAL SERVICES

CONFLUENCE, at the request of the Owner, may perform additional services related to the project including but not limited to the list of services provided below. These and other additional services will be performed by CONFLUENCE as mutually agreed to by the Owner and CONFLUENCE prior to performance of the services.

1. Additional Meetings and Assignments: CONFLUENCE is available to attend additional meetings and perform additional design tasks not included in this Task Order at the direction of the Owner. All additional meetings and design assignments will be considered additional services and undertaken as a contract amendment at the direction of the Owner.

SCHEDULE

CONFLUENCE will begin services upon receipt of a signed agreement from the Owner and will execute the scope of services according to a project schedule to be developed along with the Owner's input during the project initiation meeting to the greatest extent practical. Currently, CONFLUENCE proposes to complete the services identified above within approximately 75 days from receipt of this document signed. The Owner and CONFLUENCE agree to amend the project schedule, if necessary, to accommodate unplanned delays in review by the Owner and/or any other extenuating circumstances that are beyond the control of CONFLUENCE.

FEES AND EXPENSES

1. We propose to perform the services described in Scope of Services: Tasks One and Two on a Lump Sum basis. The Lump Sum is Eight Thousand Five-Hundred Dollars (\$4,900).
2. **Total Design Fee Amount: Four Thousand Nine-Hundred Dollars (\$4,900).**
3. Reimbursable expenses, including travel, lodging, food, and printing are not included in the services fee. Expenses will be billed in accordance with the rates shown on the attached rates and expenses schedule.

Estimated Reimbursable Expenses = One Thousand Dollars (\$1,000).

If the project is suspended for more than three (3) months, or abandoned in whole or in part, this firm shall be paid their compensation for services performed prior to receipt of written notice from the Architect/Owner of such suspension or abandonment, together with reimbursable expenses then due and all terminal expenses resulting from such suspension or abandonment.

ADDITIONAL SERVICES FEES

Additional services performed by CONFLUENCE will be provided on a basis mutually agreed to by the Owner and CONFLUENCE prior to performance of the services

BILLING SCHEDULE

Service fees and reimbursable expenses will be billed to the Owner on a monthly basis by CONFLUENCE. Payment is due upon receipt of invoice. The Owner agrees to provide payment to CONFLUENCE within thirty (30) days of the invoice date in accordance with the Master Agreement for Design Services. Nonpayment after sixty (60) days from date of invoice shall be just cause for suspension of work by CONFLUENCE.

EXCLUSIONS

OWNER'S RESPONSIBILITIES

Owner shall perform and provide the following in a timely manner so as not to delay the Services of CONFLUENCE, and CONFLUENCE may rely on the accuracy and completeness. However, CONFLUENCE agrees to advise Owner promptly, in writing, if it observes any inaccuracy or incompleteness in the following:

1. Authorize CONFLUENCE in writing to proceed [authorization to proceed is given by the execution of this Agreement].
2. Place at CONFLUENCE's disposal all available information pertinent to the Project, including previous reports, drawings, specifications or any other data relative to the design or construction of the Project.
3. Designate in writing a person to act as Owner's representative, such person to have complete authority to transmit instructions, receive information, and interpret and define Owner's decisions with respect to CONFLUENCE's Services for the Project.
4. Render decisions and approvals as promptly as necessary to allow for the expeditious performance of CONFLUENCE's Services.
5. Obtain, arrange, and pay for all advertisements for bids, permits, licenses, easements, rights-of-way, and access necessary for the performance of CONFLUENCE's Services.
6. Make Owner's facilities available to CONFLUENCE as required for performance of the Services under this Agreement and provide labor and safety equipment required for access.
7. Require all construction contracts to include provisions requiring Contractors to indemnify Owner and CONFLUENCE and requiring Contractors to name Owner and CONFLUENCE as Additional Insureds on Contractors' liability insurance policies.
8. Give prompt written notice to CONFLUENCE whenever Owner becomes aware of any development that does or may affect the scope or timing of CONFLUENCE's Services, or any defect in the Services of CONFLUENCE or its sub consultants, or the work of construction Contractors.
9. Advise CONFLUENCE of the identity and scope of services of any independent consultants retained by Owner to provide services in regard to the Project.

Unless otherwise provided in this Agreement, Owner shall bear all costs incident to compliance with the above items.

Except to the extent modified herein, all terms and conditions of the Agreement shall continue in full force and effect.

City of Sedgwick, KS.
(Owner)

By: _____

Title: _____

Date: _____

CONFLUENCE, Inc.

By: 
Hank Moyers, ASLA,

Title: Associate Principal

Date: January 20, 2023

**City of Sedgwick
City Council Meeting
February 1, 2023**

TO: Mayor and City Council

SUBJECT: Pocket Park Updates

INITIATED BY: Administration

AGENDA: New Business

Recommendation: Approve quotations

Background: The Sedgwick Pocket Park is a place of communal gathering. When established, there was the idea of installing a stage in the back of the park to allow for small concerts to take place and provide the community with an open-air entertainment venue.

Staff has met with Rebecca Whistler and obtained permission to install lights between Sodality Place and the Police Department building which will provide overhead lighting at night for a determined period of time.

Staff obtained a quote to build the concrete stage at the rear of the pocket park (west side) that will span between the two buildings and have built in steps for access. In discussion with citizens and local business owners, it was determined that some sort of structure would be required on the west side of the pocket park to act as a screening for the wind and noise as concerts commence. Staff obtained a quote for a new 20 ft. shipping container that would be utilized as screening and storage.

If approved, construction of the stage could be completed within 2 two weeks with the delivery of the container shortly following.

Financial Considerations: The stage is estimated to cost \$5,960, while the shipping container is estimated to cost \$5,000 delivered. This is a budgeted expenditure and will come from the Capital Equipment Parks fund.

Recommendations/Actions: It is recommended that the City Council approve the quotations from Opp Concrete for \$5,960 and Simple Shipping Containers for \$5,000.

Attachment: Quotations

CALVIN OPP CONCRETE, INC.
1375 S. BEBE ST.
WICHITA, KS 67209-2607

NOT RESPONSIBLE
FOR SPRINKLER
DAMAGE

Estimate

		28208	1/24/2023
Name / Address City Of Sedgwick 520 N. Commercial Ave. Sedgwick, KS 67135		Job Name	Sidewalk Replacement
		Job Location	West Of 500 of Commercial
		Customer Phone	316-772-5151
		Customer Alt. Phone	316-751-8343
		Customer Fax	
Business Office Location: 1415 S. Bebe St.			RESIDENTIAL CUSTOMERS: Ask Us About Special Financing With Approved Credit
Item	Description	Total	
	<div style="background-color: black; width: 100px; height: 20px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 100px; height: 20px; margin-bottom: 5px;"></div> <p>*****</p> <p>BID #2.) 8'-4" X 24' Stage With Steps Poured 24" Tall = \$5,960.00</p> <p>TOTAL BID #2 = \$5,960.00 CASH/CHECK PRICE</p> <p>PLEASE PROVIDE PROJECT TAX EXEMPTION CERTIFICATE OBTAINED FROM KANSAS DEPT. OF REVENUE PRIOR TO START</p> <p>For Information Or Questions Contact Calvin Opp @ (316) 806-8171</p> <p>Haul Off Old Concrete (Where Necessary); Sand Base Compact; 4" Of 4,000 PSI Concrete; Wire Mesh Reinforced; 1/2" Re-Bar Drilled Into Existing Concrete; All Labor & Materials Included. Final Payment Is Due Upon Completion.</p> <p>NOTE: If you should decide you want Opp Concrete to perform the above work on your property, please sign a copy of this estimate and return it to our office along with deposit.</p> <p>* The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified, and final payment is due upon completion.</p> <p>DATE: _____</p> <p>SIGNATURE: _____</p> <p>Note: This Proposal May Be Withdrawn By Us If Not Accepted Within 10 Days</p>		
Service			
Thank You	Phone # 316-944-4600	Fax # 316-944-4602	Total \$0.00



Simple Shipping
Containers
13728 W Kellogg Dr N
Wichita, KS 67235

SimpleShippingContainers.com
Dallas@SimpleShippingContainers.com
(316) 500-3334

QUOTE







ISSUED TO

City of Sedgwick
Kyle
505 N Commercial
[3168074988](#)

QUOTE ID: 16e9ab0d

DATE ISSUED: 1/27/2023

DESCRIPTION		Price	TOTAL
	NEW 20ft Black Shipping Container DACU-292893[0]-22G1	\$4,900.00	\$4,900.00
			
			
			
20ft Delivery to Sedgwick x 1		\$100.00	\$100.00

SUBTOTAL

TAX

\$0.00

This is a quote from Simple Shipping Containers. The amounts in this quote are only good for 30 days.

TOTAL

Payment Options

Check

Make checks payable to
Simple Ventures LLC

Cash

Bring Cash to the office.

Credit Card

A credit card authorization form
must be filled out

**City of Sedgwick
City Council Meeting
February 1, 2023**

TO: Mayor and City Council Hometown

SUBJECT: Heroes Banner Program

INITIATED BY: Administration

AGENDA: New Business

Background: The Hometown Heroes Banner Program was established in 2006 in Harrisburg, Pennsylvania as a way for the community to honor and recognize military personnel (active, honorably discharged, or deceased) who resided within the community. Since then, communities throughout the United States have joined the movement by teaming up with their local VFWs and American Legion Chapters to establish programs to show their pride for and recognize their hometown heroes.

Analysis: If passed tonight, staff has identified twenty utility poles that will be utilized to display the banners from Memorial Day to Veterans each year. These poles are located from 4th Street to 6th Street along Commercial Ave. Upon taking the banners down they will become the property of the family member recognized and will be returned to them for storage. If so desired, a family could fill out an application for the following year to have the banner placed again. All locations will be on a first come first served basis.

Staff will work with the local American Legion Chapter to market the program and solicit qualifying families.

Financial Considerations: The cost to implement the program is \$3,589 for year one with a reoccurring cost of \$1,100 to the city. The reoccurring cost is approximately half of the cost of the banners; the remaining cost will be captured through a \$50 fee assessed to each applicant.

It is the intention of the City to partner with the American Legion for the first year to implement the program cost free to applicants.

Recommendations/Actions: Staff recommends approval.

Attachment: Hometown Heroes Banner Program Application, Design Sheet



Military Hometown Heroes Banner Program

Guidelines and Sponsorships

The Military Hometown Heroes Banner Program was created to honor and recognize military personnel (active, honorably discharges, or deceased) that reside or previously resided in the City of Sedgwick or attended Sedgwick High School. The program is funded through payments and donations, which will enable the purchase and placement of the banners on utility poles along Commercial from 4th to 6th Street.

Banners measure approximately 60"x30" and will include the service person's name, image, and military branch. Those military men and women who have been honorably discharged will be designated with a white star, those who have died in the line of duty with a gold star, and active duty members will be designated with a blue star.

Guidelines

- Honoree must be honorably discharged, deceased, or an active duty with any branch of the United States Military.
- Honoree must be a resident or previous resident of Sedgwick or Graduate of Sedgwick High School.
- Each banner will list the honoree's name and branch of service, and will be proudly displayed on a utility pole along Commercial Ave. from 4th to 6th Street.

- The City of Sedgwick will have the sole responsibility of hanging and removing the banner. Once produced and installed, banners shall remain the property of the City of Sedgwick until removed and presented to the family or requestor.
- The banner will be displayed from Memorial Day through Veterans Day, and upon removal, the banner will be returned to the person who made the original application request. If the banner starts to show any signs of deterioration before the planned removal date, the banner will be removed and returned to the requestor.

Sponsorship/Donations

Sponsorships and donations will be used to assist families who would like to take part in the program but cannot afford to pay the cost/full cost of the banner requests. You can sponsor a specific banner/family or simply donate funds to be used as needs arise. Sponsors will be listed on the City of Sedgwick website and social media platforms as a program sponsor/donor from May 1st to early August of the calendar year in which the donation was made.

If you are interested in becoming a sponsor/donor for this program, please contact the City Administrator, Kyle Nordick, at knordick@cityofsedgwick.org or stop by City Hall.

Military Hometown Heroes Banner Program

Application

Before submitting this application, please review the Military Hometown Heroes Banner Program Guidelines for further details. The initial cost per banner is \$50.00 for the production, installation, and removal of the banner. The banner will be displayed from Memorial Day to Veterans Day of this year. Please return this application to City Hall along with a check or money order payable to the City of Sedgwick.

Honoree Information

Name of Service Person:

Rank, First Name, Middle Initial, Last Name*

*Spelling of Service Person's name on the banner will be taken directly from application, please write legibly, and include the name exactly as you would like to see it on the banner.

Era Served:

Is the Service Person a resident or former resident of Sedgwick? Yes No

Did the Service Person graduate from Sedgwick High School? Yes No

Year

Branch of U.S. Military Service:

U.S. Army

U.S. Navy

U.S. Coast Guard

U.S. Marine Corps

U.S. Air Force

Please indicate the type of banner you would like to order:

Active Duty

Veteran
(honorably discharged)

Memorial
(died in the line of duty)

Applicant Provided Items (REQUIRED)

- Application
- 5x7 high quality photo of the Service Person in uniform*
Photo will not be returned. Please do not send original photo. If photocopy is required contact City Hall for Assistance
- Military Verification Form (e.g. Military ID, DD214, etc.)
- \$50.00 payable to the City of Sedgwick. Please reference "Military Hometown Heroes Banner Program" on the check/money order.
- Honoree Release Form

Applicant Contact Information

Please complete the following information to allow us to contact you, should we have any questions.

Name:

Street Address:

City:

State:

Zip:

Email:

Relationship to Service Person:

Biography of Service Person

Please provide a short biography of the service person being honored. The City will create a walking tour guide for all of the banners that will include the biography, information, and location of each banner.

The service person being honored (if living) will need to grant permission for their name and image to be placed on a banner in the City of Sedgwick. A separate Release Form has been provided for this.

For additional information or question, please contact City Administrator, Kyle Nordick at 316-772-5151 or via email at: knordick@cityofsedgwick.org

Military Hometown Heroes Banner Program

Honoree Release Form

I hereby grant permission to the City of Sedgwick to utilize my name and image for the Military Hometown Heroes Banner Program.

Dated this day of , 20

Honoree Signature

HOMETOWN HERO DESIGNS

Screen-Print on Sunbrella

Digital Print on Vinyl

Digital Print on Canvas



HOMETOWN HEROES DESIGNS

Screen-Print on Sunbrella

Digital Print on Vinyl

Digital Print on Canvas

