

**DRAFT**

*City of Sedgwick*

511 N. Commercial · P.O. Box 131 · Sedgwick, KS 67135

Phone: 316-772-5151 · Fax: 316-772-5592

**REGULAR COUNCIL MEETING  
AGENDA**

**December 21, 2015**

**7:30 p.m.**

**1. Call to Order**

Mayor Rodney Eggleston	_____	Council member Kirby Stucky	_____
Council member Richard Ludowese	_____	Council member Rick Jacob	_____
Council member Thom Noone	_____	Council member Lynne Vigil	_____
City Attorney, Brad Jantz	_____	City Clerk, Janise Enterkin	_____
City Administrator, Jaci Reimer	_____	Maintenance, Eric Purk	_____
Police Chief, Ray Huff	_____		

**2. Additions/Deletions to Agenda**

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MOTION \_\_\_\_\_ SECOND \_\_\_\_\_ VOTE \_\_\_\_\_

**3. Consent Agenda:**

The items listed on the Consent Agenda are considered by the Governing Body to be routine business items. Approval of the items may be made by a single motion, seconded and majority vote with no separate discussion of any item listed. Should a member of the Governing Body desire to discuss any item, upon request, the item may be removed from the Consent Agenda and considered separately.

- a. Minutes of the Regular Council Meeting held December 7, 2015.
- b. Approval of Payroll \$16,708.20 and General Disbursement Checks \$46,331.79

MOTION \_\_\_\_\_ SECOND \_\_\_\_\_ VOTE \_\_\_\_\_

**4. Public Forum**

- a.
- b.
- c.

**5. New Business**

- a. Appoint Safety Officer – Adam Enterkin

MOTION \_\_\_\_\_ SECOND \_\_\_\_\_ VOTE \_\_\_\_\_

- b. Knudsen Monroe & Company LLC – Audit Contract for 2015

MOTION \_\_\_\_\_ SECOND \_\_\_\_\_ VOTE \_\_\_\_\_

**6. Old Business**

- a. Emergency Water Supply Plan

MOTION \_\_\_\_\_ SECOND \_\_\_\_\_ VOTE \_\_\_\_\_

- b.

**7. Staff Reports**

- a. Jaci Reimer, City Administrator

- b. Brad Jantz, City Attorney

**8. Mayor and Council Reports**

- a. Mayor Eggleston – online E-bill charge for checking/saving

MOTION \_\_\_\_\_ SECOND \_\_\_\_\_ VOTE \_\_\_\_\_

- b.

**9. Meeting/Date Reminders**

- a. Dec. 24-25 – City Hall Closed

- b. Dec. 31<sup>st</sup> close at no one, Jan. 1, 2016 – City Hall Closed

- c.

**10. Adjournment**

MOTION \_\_\_\_\_ SECOND \_\_\_\_\_ VOTE \_\_\_\_\_

REGULAR CITY COUNCIL MEETING  
CITY ADMINISTRATIVE OFFICES  
511 N. COMMERCIAL

December 7, 2015  
7:30 P.M.

**PRESIDING:** Mayor Rodney Eggleston

**GOVERNING BODY MEMBERS PRESENT:** Thom Noone, Rick Jacob, Richard Ludowese, Kirby Stucky, Lynne Vigil, Kirby Stucky

**ATTENDING:** Jaci Reimer, City Administrator; Janise Enterkin, City Clerk; Brad Jantz, City Attorney; Pilar Martin, Harvey County Independent

ADDITIONS AND DELETIONS TO AGENDA

**MOVED BY NOONE AND SECONDED BY VIGIL TO APPROVE THE AGENDA AS PRESENTED. MOTION CARRIED.**

CONSENT AGENDA

**MOVED BY NOONE AND SECONDED BY VIGIL TO APPROVE THE CONSENT AGENDA INCLUDING:**

**MINUTES OF THE REGULAR COUNCIL MEETING HELD NOVEMBER 16, 2015**

**PAYROLL CHECKS \$14,535.51**

**GENERAL DISBURSEMENT CHECKS \$241,792.30.**

**MOTION CARRIED.**

**MOVED BY VIGIL AND SECONDED BY NOONE TO APPROVE HALES SALES AND SERVICE CHECK #62274 IN THE AMOUNT OF \$39.09. MOTION CARRIED. COUNCIL MEMBER JACOB ABSTAINED DUE TO CONFLICT OF INTEREST.**

PUBLIC FORUM

No public present.

NEW BUSINESS

Council was given the Emergency Water Supply Plan for first read.

City Administrator, Jaci Reimer presented an updated salary resolution to Council. The pay scale is based on an average and what other comparable cities are paying, certification, etc. Council can revisit the resolution at any time.

**MOVED BY JACOB AND SECONDED BY NOONE TO APPROVE THE SALARY RESOLUTION 120715 AS PRESENTED. MOTION CARRIED.**

OLD BUSINESS

**MOVED BY VIGIL AND SECONDED BY JACOB TO TABLE THE COMPREHENSIVE PLAN UNTIL THE COUNCIL MEETING TO BE HELD ON JANUARY 18, 2016. MOTION CARRIED.**

**MOVED BY VIGIL AND SECONDED BY JACOB TO APPROVE THE SOCIAL MEDIA POLICY AS PRESENTED. MOTION CARRIED.**

## STAFF REPORTS

Jaci Reimer, City Administrator, reviewed the following items with Council:

- a. Bids on street and alley will be requested after the 1<sup>st</sup> of the year. Jaci asked Council to let us know if you have a contractor you would like to add to the bid list. The bid opening will be sometime in February, 2016.
- b. The city has 11 items for sale in the Government auction on Purple Wave.
- c. Checked on the complaint that was reported by Council Member Ludowese from a citizen concerning the ACO officer. The citizen was not angry, was resolved to both their satisfaction the day it occurred.
- d. New heater and UV intensity sensors were installed at WWTP.
- e. Maintenance picked up branches city wide after the ice storm.
- f. There was an update to CodeRed with no cost to the city. Multiple phones can be added for each household.
- g. Billing software will be integrated sometime next week so residents can see their bill online and past due balances. Auto ACH will also be available.
- h. Evaluations are in process and will be completed by the end of the week.
- i. There is a small developer looking at possibly building duplexes in vacant lots.
- j. Jared Bergner & Zane Hansen graduated from Newton Fire/EMS Academy. Jaci and Mayor attended. They will still be working for us on their days off.
- k. Quit claim deeds on alleyway should be wrapped up by end of year.
- l. Maintenance has been putting up Christmas decorations and winterizing.

Council member Vigil asked if maintenance would check on the concrete block in the alley.

Mayor Eggleston commented, "I would like to add on the ACO thing, and I did talk to the citizen myself, but it brings up a very good point, and correct me if I am wrong Mr. Jantz, but his type of thing is really walking that edge of a personnel issue and these are the type of things that should be addressed with either staff or in an Executive Session. This is really walking a thin line of where we should not be discussing this type of thing in public forum."

City Attorney Jantz said, "That would be correct. If you are getting into specifics on an individual person kind of issue."

## MAYOR AND COUNCIL REPORTS

Council member Vigil reported on League of Kansas Municipalities update on notifications on how to effectively serve your community.

Council member Vigil also wanted to thank Kelley DeGraffenreid and Larry Roth for coming to the last Council meeting. Council received an invitation to the USD439 Open House and encouraged everyone to attend.

Council member Vigil also wanted to thank city maintenance for their quick response with cleanup after the ice storm. It gave pride of ownership and encouraged other people to clean up their yards. She appreciates all their hard work.

Brad Jantz, City Attorney, requested an Executive Session.

**MOVED BY VIGIL AND SECONDED BY JACOB TO RECESS INTO EXECUTIVE SESSION FOR ATTORNEY CLIENT PRIVILEGE WITH MAYOR, COUNCIL, CITY ADMINISTRATOR, CITY ATTORNEY AND CITY CLERK FOR A PERIOD OF 10 MINUTES BEGINNING AT 8:15PM. MOTION CARRIED.**

Meeting reconvened at 8:32pm with no binding action taken in Executive Session.

**MOVED BY VIGIL AND SECONDED BY NOONE TO ACCEPT THE CITY ATTORNEY CONTRACT WITH BRAD JANTZ TO INCLUDE HEALTH, VISION & DENTAL INSURANCE AT AN 85/15 SPLIT. MOTION CARRIED.**

Council member Jacob asked City Clerk Janise Enterkin if the personnel records were kept in a locked file cabinet. Enterkin explained that the file cabinet was located in the vault which is locked nightly but the file itself was not locked. Council member Jacob asked that the personnel file be locked with access only to City Clerk and Mayor.

**MOVED BY VIGIL AND SECONDED BY JACOB TO APPROVE A YEAR END APPRECIATION GIFT CARD TO ALL 12 FULLTIME CITY EMPLOYEES IN THE AMOUNT OF \$50 WITH TAXES AND FEES FOR CARDS PAID BY THE CITY. MOTION CARRIED.**

**MEETING/DATE REMINDERS**

- a. Dec. 20<sup>th</sup> – Christmas Tree Lighting, 5PM-7:30PM-City Park Baseball Field
- b. Dec. 24-25 – City Hall Closed
- c. Jan. 1, 2016 – City Hall Closed
- d.

**MOVED BY NOONE AND SECONDED BY JACOB TO ADJOURN. MOTION CARRIED.**

Meeting adjourned at 8:43 PM

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Janise P. Enterkin, CMC  
City Clerk

December 21, 2015

December 18, 2015 PAYROLL CHECKS

**\$16,708.20**

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<b>12/11/15</b>	<b>GENERAL DISBURSEMENT CHECKS</b>	<b>62306-62324</b>	<b>\$</b>	<b>19,182.16</b>
<b>12/18/15</b>	<b>GENERAL DISBURSEMENT CHECKS Payroll Deductions</b>	<b>62325-62330</b>	<b>\$</b>	<b>20,111.62</b>
<b>12/18/15</b>	<b>GENERAL DISBURSEMENT CHECKS</b>	<b>62331-62343</b>	<b>\$</b>	<b>7,038.01</b>

**\$ 46,331.79**

**\$ 63,039.99**

# AP Enter Bills Edit - Council Report

City of Sedgwick (SEDGKS)

Batch: AAAALL

12/11/2015 9:53:39 AM

Page 1

Vendor	Description	Check Date	Invoice#	Check#	Check Total
ANDALE FARMERS COOPERATIVE	NOVEMBER FUEL	12/11/2015	121115ANDALE	62306	\$1,315.05
C & B EQUIPMENT	FREIGHT	12/11/2015	221471 00C&B	62307	\$88.00
COX BUSINESS SERVICES	CITY HALL, FIRE/EMS	12/11/2015	121115COX	62308	\$179.52
CULLIGAN OF WICHITA	WATER	12/11/2015	422608	62309	\$21.34
JANISE P ENTERKIN	PARTY REIMBURSEMENT	12/11/2015	121115JE	62310	\$197.72
HARVEY COUNTY ECONOMIC DEVEL	PARTNER CONTRIBUTION	12/11/2015	121115HVCOEDC	62311	\$1,000.00
HARVEY COUNTY TREASURER	2015 REAL ESTATE TAX	12/11/2015	121115HCT	62312	\$424.22
INTRUST BANK	OCTOBER CHARGES	12/11/2015	121115INTRUST	62313	\$236.35
PITNEY BOWES	POSTAGE	12/11/2015	20151208-1857	62314	\$700.00
THE RADAR SHOP, INC.	VEHICLE MAINTENANCE	12/11/2015	RS-8978	62315	\$95.75
SEDGWICK MEETING HOUSE INC.	PD DONATION	12/11/2015	121115SMH	62316	\$500.00
SEDGWICK BODY SHOP	VEHICLE MAINTENANCE	12/11/2015	14053	62317	\$500.00
UNRUH FIRE	RECEIVER & BALL MT	12/11/2015	1654	62318	\$51.66
US BANK EQUIPMENT FINANCE	11/24/15-12/24/15	12/11/2015	292898954	62319	\$749.09
USA BLUEBOOK	CHEMICALS	12/11/2015	812565	62320	\$145.98
WASTE CONNECTIONS	DECEMBER TRASH & REC	12/11/2015	121115WC	62321	\$8,054.70
WESTAR	STREET LIGHTS	12/11/2015	121115WESTAR	62322	\$1,740.27
WHOLESALE WATER SUPPLY DISTRI	10/21/15-11/18/15	12/11/2015	790	62323	\$2,389.71
WICHITA WINWATER WORKS	PIPE FITTINGS	12/11/2015	209793 00-209764 00	62324	\$792.80

Total Direct Expense:	\$19,182.16
<b>Total Immediate Payments:</b>	<b>\$19,182.16</b>

**Report Summary**

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

**AP Check Register Report**  
City of Sedgwick (SEDGKS)

12/16/2015 3:04:21 PM

Page 1

Check Number	Vendor Number	Vendor Name	Check Date	Check Amount
62325	BCBS	BCBS OF KANSAS	12/18/2015	10,662.64
62326	EFTPS	LEGACY BANK	12/18/2015	5,367.06
62327	KPERS	KPERS	12/18/2015	3,031.91
62328	KS PAYMENT CTR	KANSAS PAYMENT CENTER	12/18/2015	192.92
62329	KS STATE WH	KANSAS STATE WITHHOLDING TAX	12/18/2015	587.09
62330	WADDELL	WADDELL & REED	12/18/2015	270.00
<b>Non-Electronic Transactions:</b>				20,111.62
<b>Total Transactions:</b>				20,111.62

# AP Enter Bills Edit - Council Report

City of Sedgwick (SEDGKS)

Batch: AAAALM

12/17/2015 9:45:05 AM

Page 1

Vendor	Description	Check Date	Invoice#	Check#	Check Total
Association Of State Floodplain Manage	2016 RENEWAL	12/18/2015	ASFPM CFM 2016	62331	\$70.00
AT&T	PHONE CHARGES	12/18/2015	121815ATT	62332	\$540.57
BOUND TREE MEDICAL, LLC	MEDICAL SUPPLIES	12/18/2015	81991722	62333	\$20.99
CARQUEST AUTO PARTS	VEHICLE PARTS	12/18/2015	2695 288431	62334	\$94.99
COX BUSINESS SERVICES	WWTP INTERNET	12/18/2015	121815COX	62335	\$204.95
KANSAS ELECTRIC	EAST TOWER REPAIR	12/18/2015	15109A	62336	\$2,452.84
KANSAS GAS SERVICE	402 S. COMM.	12/18/2015	121815KGS	62337	\$39.46
SEDGWICK COUNTY TREASURER	2015 REAL ESTATE TAX	12/18/2015	121815SCT	62338	\$1,238.70
USA BLUEBOOK	CHEMICAL TESTING SUP	12/18/2015	817536	62339	\$58.58
VERIZON WIRELESS	CELL PHONE	12/18/2015	9745570029	62340	\$90.10
WESTAR	11/03/15-12/04/15	12/18/2015	121815WESTAR	62341	\$311.78
CITY OF WICHITA	SLUDGE HAULING	12/18/2015	AR544383-390-389	62342	\$1,800.00
WICHITA WINWATER WORKS	METER CAN & GASKETS	12/18/2015	209923, 210004	62343	\$115.05

Total Direct Expense:	\$7,038.01
<b>Total Immediate Payments:</b>	<b>\$7,038.01</b>

**Report Summary**

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

Old Mill Plaza  
301 North Main, Suite 110  
Newton, Kansas 67114-3459  
316 283-5366 • Fax 316 283-8379

# Knudsen Monroe & Company LLC

December 3, 2015

Mayor and City Council  
City of Sedgwick  
P.O. Box 131  
Sedgwick, Kansas 67135

We are pleased to confirm our understanding of the services we are to provide the City of Sedgwick, Kansas, for the year ended December 31, 2015. We will audit the regulatory basis statement of receipts, expenditures, and unencumbered cash, including the related notes to the financial statement, which collectively comprise the basic financial statement of the City of Sedgwick, Kansas, as of and for the year ended December 31, 2015.

We have also been engaged to report on supplementary information that accompanies the City's financial statement. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statement and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statement or to the financial statement itself, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statement as a whole, in a report combined with our auditor's report on the financial statement:

- 1) Summary of Expenditures – Actual and Budget
- 2) Individual Fund Schedules of Receipts and Expenditures – Actual and Budget

## **Audit Objective**

The objective of our audit is the expression of an opinion as to whether your basic financial statement is fairly presented, in all material respects, in conformity with the regulatory basis of accounting authorized by the State of Kansas in the financial reporting provisions of the Kansas Municipal Audit and Accounting Guide (KMAAG) and to report on the fairness of supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the *Kansas Municipal Audit and Accounting Guide*, and will include tests of the accounting records and other procedures we consider necessary to enable us to express such an opinion. We will issue a written report upon completion of our audit of the City of Sedgwick, Kansas' financial statement. Our report will be addressed to management and the city council of the City of Sedgwick, Kansas. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or add emphasis-of-matter paragraphs. If our opinion on the financial statement is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or may withdraw from this engagement.

## **Audit Procedures - General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested.

An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statement. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statement is free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the City or to acts by management or employees acting on behalf of the City.

Because of the inherent limitations of an audit combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and the *Kansas Municipal Audit and Accounting Guide*. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include direct confirmation of certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statement and related matters.

#### **Audit Procedures - Internal Control**

Our audit will include obtaining an understanding of the City and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statement and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

#### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statement is free of material misstatement, we will perform tests of the City's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion

#### **Other Services**

We will also prepare the regulatory basis financial statement and supplemental information of the City of Sedgwick, Kansas in accordance with the financial reporting provisions of the KMAAG, based on information provided by you.

#### **Management Responsibilities**

Management is responsible for establishing and maintaining effective internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statement in accordance with the financial reporting provisions of the KMAAG.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. Management is also responsible for providing us with (1) access to all information of which they are aware that is relevant to the preparation and fair presentation of the financial statement, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Management's responsibilities include adjusting the financial statement to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statement taken as a whole.

Management is responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statement. Management's responsibilities include informing us of their knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, management is responsible for identifying and ensuring that the government complies with applicable laws and regulations.

Management is responsible for the preparation of the supplementary information in conformity with the regulatory basis of accounting authorized by the KMAAG. They agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. They also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Management's responsibilities include acknowledging to us in the representation letter that (1) they are responsible for presentation of the supplementary information in accordance with the regulatory basis of accounting authorized by the KMAAG; (2) they believe the supplementary information, including its form and content, is fairly presented in accordance with this basis of accounting; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) they have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management agrees to assume all management responsibilities for financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

#### **Audit Administration, Fees, and Other**

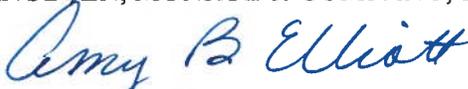
Our fee for these services will be at our standard hourly rates, except we agree the maximum fee for the above audit will not exceed \$8,900 for 2015, plus our out-of-pocket expense. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, or you should request additional services, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We expect to begin our audit on approximately February 1, 2016, and to issue our reports no later than July 1, 2016. Amy B. Elliott, CPA is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

We appreciate the opportunity to be of service to the City and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

KNUDSEN, MONROE & COMPANY, L.L.C.



Amy B. Elliott, CPA

RESPONSE:

This letter correctly sets forth the understanding of City of Sedgwick, Kansas.

Management signature: \_\_\_\_\_

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

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

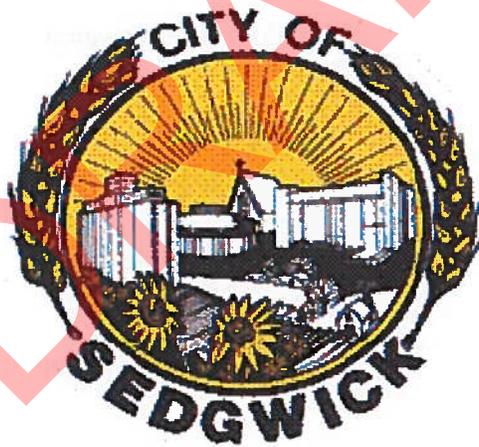
Governance signature: \_\_\_\_\_

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

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

**CITY OF SEDGWICK  
PUBLIC WORKS DEPARTMENT  
WATER/WASTEWATER**

**EMERGENCY  
WATER SUPPLY PLAN**



**12/21/15**

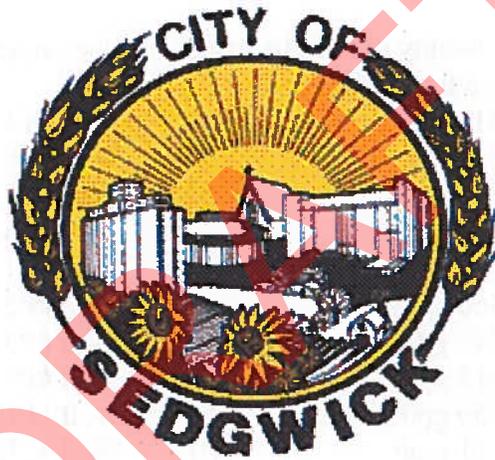
# CITY OF SEDGWICK EMERGENCY WATER SUPPLY PLAN

Pursuant to the requirements of K.A.R. 28-15-15-18, the City of Sedgwick has compiled the following information, guidelines, and ordinances for the purpose of originating an Emergency Water Supply Plan.

Section I.....	Purpose	Pg. 3
Section II.....	Description	Pg. 4
Section III.....	Disaster Organization	Pg. 5-6
Section IV.....	Mutual Aid Agreement	Pg. 7
Section V.....	Inventory of Emergency Equipment	Pg. 8-9
Section VI.....	Vulnerability of System (Disaster Responses)	Pg. 10-15
Section VII.....	Water Conservation Plan	Pg. 16-25
Section VIII.....	Water Drought/Emergency Ordinance	Pg. 26-30
Section IX.....	Water Drought Response Policy	Pg. 31-34
Section X.....	List of Key Personnel	Pg. 35-40
Section XI.....	Annual Review	Pg. 41

# SECTION I PURPOSE

TO CONSERVE AN ADEQUATE SUPPLY OF POTABLE WATER DURING EMERGENCY CONDITIONS THAT WILL BE USED ONLY TO SUSTAIN HUMAN LIFE AND MAINTAIN STANDARDS OF HYGIENE AND SANITATION.



## SECTION II DESCRIPTION

Sedgwick is a city with a population of approximately 1,702, located in Harvey and Sedgwick Counties, Kansas. Harvey County lies in the southeast part of Kansas; Sedgwick County to the south, McPherson County to the northwest, Marion County to the northeast, Reno County to the west and Butler County to the east.

The Water Distribution System for the City of Sedgwick is overseen by two employees. They are as follows: one – Operator/Supervisor and one Maintenance Worker. We purchase our water from the Public Wholesale Water Supply District #17 (PWWS#17) and contract with the City of Newton for treatment. Newton’s Water Plant employs three employees. They are as follows: one – Water Plant Operator II, one - Water Technician and one - Water Maintenance I.

Water for the City of Sedgwick and PWWS#17 is provided from the Equus Beds located about two miles north of the Sedgwick city limits. The Equus Beds are 878,720 acres in size.

The raw water is pumped from twenty (20) wells; wells 1-16 belonging to the City of Newton and wells P1-PH6A belonging to the PWWS#17:

(a)	Well #1	510 gpm	(k)	Well #13	430 gpm
(b)	Well #2	335 gpm	(l)	Well #14	475 gpm
(c)	Well #3	240 gpm	(m)	Well #15	450 gpm
(d)	Well #4	300 gpm	(n)	Well #16	471 gpm
(e)	Well #5	580 gpm	(o)	Well #P1	286 gpm
(f)	Well #6	560 gpm	(p)	Well #P2	480 gpm
(g)	Well #7	540 gpm	(q)	Well #P3	308 gpm
(h)	Well #9	615 gpm	(r)	Well #P4	460 gpm
(i)	Well #11	550 gpm	(s)	Well #PH6	570 gpm
(j)	Well #12	731 gpm	(t)	Well #PH6A	550 gpm

The water is pumped from the Equus Beds into a 1,000,040 gallon reservoir at the Mission Water Treatment Plant. There it is treated with chlorine, caustic soda, sodium bicarbonate, and fluoride. It is then pumped into 24”, 14” and 12” transmission lines and pumped to the various PWWS#17 member cities. For Sedgwick, booster pumps located at SW 24<sup>th</sup> Street and South Ridge Road pull water out of the transmission lines and pump the treated water to two 200,000 gallon water towers in Sedgwick through a dedicated 8-mile long, 12” main.

The distribution lines used by the City of Sedgwick range in sizes from 2 inch to 12 inches, with most service lines being ¾ to 1 inch. The composites of these lines are cast iron, ductile iron, copper, A-C and PVC plastic pipe. The city has approximately 10 miles of water lines. These lines supply water to approximately 650 meters.

# SECTION III

## DISASTER ORGANIZATION

### CHAIN OF COMMAND

#### A. City Administrator

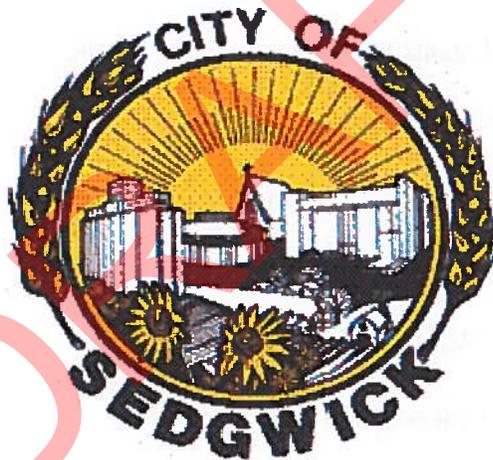
1. a. The City Administrator may declare a state of emergency and exercise emergency powers with the permission of the Mayor, upon making the declaration it will be in effect for seven days unless cancelled earlier. To extend the declaration, it must be put to a vote by the City Council. This action is authorized by K.S.A. 48-932 et seq.
- b. Any declaration of emergency must be communicated to the Kansas Department of Emergency Management.
- c. The Mayor shall determine the necessity of meeting with the City Council if a state of emergency exists.
2. The City Administrator shall coordinate efforts of city work force through the City Superintendent in the repair of damages to waterworks infrastructure.
  - a. City Council shall be kept informed of damages to infrastructure and determinations of additional work force as needed.
  - b. The City Superintendent shall work closely with City Administrator to assess financial responsibilities.
3. The Mayor, City Administrator, and City Superintendent could establish the command post at the following locations, which have generators.
  - a. Fire/EMS Station at 316 N. Washington.
  - b. City Hall at 511 N. Commercial.
  - c. Sedgwick Senior Center, 107 W. 5<sup>th</sup> Street
4. The City Administrator and City Superintendent will work from the command post while working with the assistance from the following:
  - a. The Director of Emergency Management
  - b. City of Newton Mission Treatment Plant
  - c. The Sedgwick Fire and EMS Department
  - d. The Sedgwick Police Department
  - e. The Sedgwick Maintenance Department
  - f. The Kansas Department of Health and Environment
  - g. The Bureau of Water Supply
  - h. The Salvation Army

B. City Superintendent

1. The City Superintendent shall assess damages in the Water/Wastewater system and establish communications with the Mayor, City Administrator, Mission Treatment Plant and other member cities of PWWSD #17 as needed.
2. The City Superintendent and/or City Administrator, shall notify KDHE District Engineer or Bureau of Water Supply, and request assistance, if determined to be necessary.
3. The City Superintendent shall determine any needed repairs or alterations throughout the Sedgwick water distribution system and inform the Mission Plant of activities.
  - a. The City Superintendent shall report these repairs to the City Administrator, who will relay this information to the Mayor and City Council and/or command post.
4. The City Superintendent will request emergency equipment or supplies, if needed.
5. The City Superintendent will request work force assistance from the City Administrator and City Council, if needed.
6. The City Superintendent will contact power companies in the event of loss of power affecting the water/wastewater distribution system.
7. The PWWSD#17 and Mission Plant shall be responsible for electrical power for the water plant in the event of long-term power outage. They shall contact electricians from Kaye Electric, Kansas Electric, or other electrical contractors to restore electrical power at the water plant, if the repairs can be initiated without major modifications to the plant.
8. Command posts shall coordinate with city office personnel, the acquisition of supplies or materials and list the incoming emergency equipment or supplies.
  - a. The City Clerk shall keep an inventory of rented, leased or borrowed equipment.
  - b. The City Clerk, with the command posts, shall coordinate volunteer organizations and their efforts.

## SECTION IV MUTUAL AID AGREEMENT

THE PWWSD#17, FROM WHICH THE CITY OF SEDGWICK PURCHASES ALL THEIR WATER, MAINTAINS COOPERATIVE ARRANGEMENTS FOR WATER SUPPLY REPLENISHING WITH HESSTON, HUTCHINSON, MCPHERSON AND WICHITA. THEIR TREATMENT PLANTS WILL ASSIST IN SUPPLYING POTABLE WATER UNTIL OUR SYSTEM IS SAFELY ON-LINE AGAIN. WATER WOULD BE HAULED FROM HESSTON, HUTCHINSON, MCPHERSON AND WICHITA.



# SECTION V

## INVENTORY OF EMERGENCY EQUIPMENT AVAILABLE

- A. City owned equipment
1. Portable Electric Generators
    - a. 5 – 120/240 volt single phase (unleaded fuel)
  2. One (1) cutting torch (portable)
  3. One (1) trailer mounted welder (portable)
  4. Two (2) backhoe/loaders
    - a. One (1) John Deere 210 loader
    - b. One (1) CAT 420D backhoe
  5. Two (2) 3 inch centrifugal gas powered pumps
    - a. One (1) diaphragm pump
    - b. One (1) semi-trash pump
  6. One (1) bucket truck
  7. One (1) Ditch-Witch Hydro-Vac trailer
  8. Three (3) Air Compressors
    - a. One trailer mounter
    - b. Two (2) portable
  9. Two (2) jack hammers
  10. Four (4) chain saws
  11. One (1) quick cut saws
  12. Seven (7) hand held radios
  13. Two (2) dump trucks (5 yards)

**B. Locally owned equipment and supplies**

1. Tank truck – City of Sedgwick (1700 gallon); Sedgwick Fire Dept. (2700)
2. Tank trucks: Goering Enterprises, J.H. Shears & Sons, and Harvey County Road & Bridges (1,000 gallon trucks)
  - a. Bulk water hauling (non-potable)

**C. Equipment available through the State of Kansas or KRWA**

1. Chlorinator through Water Products, Inc., and Ray Lindsey Co.
2. Federally owned units such as portable filter plants, portable storage tanks, etc. (through Bureau of Water Supply) and the National Guard.
3. The City Superintendent will assist in attaining the needed equipment, contractors and work force as needed.

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# SECTION VI

## VULNERABILITY OF SYSTEM DISASTER RESPONSES

### A. Drought as determined by the Mayor, City Administrator or City Superintendent.

1. City Ordinance No. 795, Section 5, for water conservation can be put into effect with an emergency declared.
2. Upon direction from the Command Post, the City Administrator will attempt to contact PWWSD#17 and the Mission Plant to obtain water from other sources such as the City of Hesston, Hutchinson, McPherson, Wichita and FEMA.

### B. Accidental Spills or Contamination.

1. City Superintendent shall contact 911.
2. City Superintendent shall assess the situation and inform the City Administrator, Mayor, Harvey County Director of Emergency Management, PWWSD#17 and the Mission Plant of the extent of the damage within the distribution system. The City Superintendent shall notify KDHE Regional EPA Office or Office of Emergency Preparedness of extent of the damage. Damages to the transmission lines will be handled by PWWSD#17 and Mission Treatment Plant.
3. The Mayor shall establish communications with the news media, general public, following the determination of damage, if needed.
4. If necessary, the City Superintendent shall notify the Mayor and/or City Administrator to enact City Ordinance No. 795 that will prohibit non-essential use of water during an emergency.
5. The City Superintendent shall ensure that all sources of uncontaminated raw water (standby well) and all potable water storage tanks are full and will isolate the distribution system and utilize water storage.
6. When or if hazardous substances contaminate the water supply at the well field, the PWWSD#17 and Mission Treatment Plant shall notify the City Superintendent and shall stop all raw water from being removed from the storage reservoir at the water treatment plant.
7. The Command Post along with PWWSD#17 will coordinate a work force to transport water into the City from Hesston, Hutchinson, McPherson, and Wichita.

C. Distribution System

1. Damage to water mainlines

- a. The City Superintendent will authorize enforcement of City Ordinance No. 795 for non-essential use of water.
- b. City distribution crew will isolate water mains and make necessary repairs.

2. Storage Tank Damage

- a. The City Superintendent shall notify the Mayor and/or City Administrator to enact City Ordinance No. 795 that will prohibit non-essential use of water during an emergency.
- b. City maintenance crew will isolate the storage tanks by closing valves at the base of tank or tower.

3. Damage to the 12 inch transmission line from the water treatment plant to the City of Sedgwick water storage towers.

- a. City will notify the PWWSD#17 and personnel at the Mission Water Plant of damage.
- b. City Superintendent will isolate our distribution system from the transmission line source by closing the valves at 7<sup>th</sup> and Madison.
- c. The City Superintendent shall notify the Mayor and/or City Administrator to enact City Ordinance No. 795 that will prohibit non-essential use of water during an emergency.

D. Terrorist Threats

1. Notify City Superintendent and City Administrator of threat and coordinate civil defense personnel and local law enforcement agencies to provide guard protection of water storage tanks.

E. Radioactive Fall out

1. The Director of Emergency Management will contact the City Administrator for information as the possibilities of contamination to the system.
2. The City Superintendent will enact City Ordinance No. 795 for non-essential use of water in an emergency situation.
3. The City Superintendent will utilize stored water until notified that the Mission Treatment Plant can be placed on line again.

F. Contamination from Backflow

1. Samples shall be taken to determine the area of contamination.
  - a. All resident and businesses in the area must be notified not to use water until the mains can be flushed.
  - b. Door to door notification by City employees will be necessary to assure the safety of area residents.
2. Area of contamination shall be isolated by closing valves on the water mains feeding the area of contamination.
3. Area affected shall be drained and flushed until water samples are clear of any contamination.
4. If contaminated permeates the pipe and cannot be cleaned by flushing the pipe, the pipe will need to be replaced.
5. City Superintendent shall determine if lines will be replaced and notify the Mayor and City Administrator of their decision.
  - a. Area water supply will need supplemented until replacement can be achieved.
  - b. Points of distribution will need to be set to meet the needs of the damaged area until repairs can be made.
6. If city mains are replaced, plumbing within homes and businesses will be subject to change out also.

G. Earthquake

1. The City Superintendent shall notify the Mayor and/or City Administrator to enact City Ordinance No. 795 that will prohibit non-essential use of water during an emergency situation.
2. City Superintendent shall survey the city to determine extent of damage.
3. Extent of damage will be reported to the Mayor and City Administrator as soon as possible to determine the size of work force needed to make repairs.

H. Tornado (Water Plant)

1. City of Newton Water/Wastewater Superintendent shall enact Newton City Ordinance No. 3892, SECTION 3, Code 1977, Section 22-122 for non-essential use of water in an emergency situation.
2. Water/Wastewater Superintendent shall make an inspection of the damage to the plant and determine necessary repairs to get pumps and treatment process on line.
3. Water/Wastewater Superintendent shall report to the Public Works Director and City Manager what he/she has determined will be necessary to make repairs and how the city will be supplied with water while the plant is being repaired and make an estimate of the repair duration periods.

I. Tornado (Sedgwick Water Towers)

1. The City Superintendent shall notify the Mayor and/or City Administrator to enact City Ordinance No. 795 that will prohibit non-essential use of water during an emergency situation.
2. City Superintendent shall make an inspection of the damage to the tower(s) and determine if the tower(s) can be used.
3. City Superintendent will make his damage report to the City Administrator and Mayor.
  - a. If the tower(s) is determined to be unusable, the system will have to be operated on direct pressure.
  - b. The valves at the base of the tower shall be closed to keep water from going to the tower.
  - c. Constant communication with the water treatment plant staff may need to occur until necessary repairs can be made to the tower(s).

J. Terrorist damage (explosion at the Water Plant)

1. The Water/Wastewater Superintendent shall enact City Ordinance No. 3892, SECTION 2, Code 1977, Section 22-113 for non-essential use of water.
2. The Water/Wastewater Superintendent will inspect the damage at the water plant to determine what repairs are needed, and make his report to the Public Works Director and City Manager.
3. The National Guard should be called for protection and security of treatment plant ground during this time and to assist in repair work.

K. Terrorist damage (contamination of water wells)

1. The Water/Wastewater Superintendent shall enact City Ordinance 3892, SECTION 2, Code 1977, Section 22-122 for non-essential use of water.
2. The valves coming from the wells shall be closed. The water in the underground reservoir at the water plant will be tested for contamination. If water is contaminated, notice will be given to the public not to drink the water.
3. Samples must be taken and sent to Bucher, Willis & Ratliff or Continental Analytical Services Inc., to determine type of contamination.
4. State and Federal Agencies will be consulted as required by the type of contamination and to assist in clean-up.

L. Ration Plan

1. Under any circumstances that it should become necessary to dispense water, two locations have been chosen for distribution points.
  - a. Sedgwick High School Parking Lot – 402 W. 4th
  - b. Cul-de-sac area on Wheatland Drive in Industrial Park II
2. Water would be delivered to these areas in trucks.

M. Conservation Plan

1. In the event of a water shortage, or if the governing body determines conditions which could affect water supplies exist, Ordinance No. 795 shall be enacted and declaration of a water watch, a water warning, or a water emergency shall be determined along with either voluntary or mandatory conservation measures.

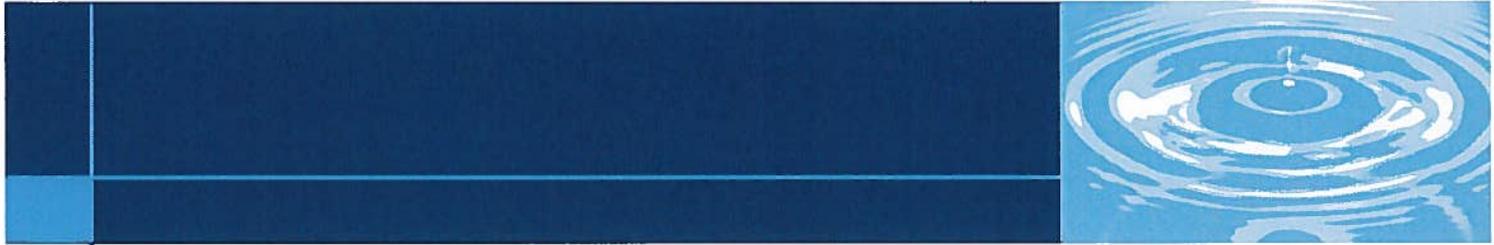
N. Water Treatment Plant – Is overseen by City of Newton and PWWSD#17

1. Power outage due to natural or man-made disaster.
  - a. Water plant is equipped with a backup generator that will power the entire plant until the power is restored. The Water/Wastewater Superintendent will ascertain from Westar when the power will be restored.
2. Excessive damage to Newton Mission Water Plant by storm, explosion, etc.
  - a. Newton Water/Wastewater Superintendent will assess damage, inform the Public Works Director, City Manager, who will establish communication through the City Office with news media and the general public.

- b. Newton Water/Wastewater Superintendent will place City of Newton Ordinance No. 3892, SECTION 2, Code 1977, Section 22-122 into action and will prohibit the non-essential use of water during an emergency.
- c. Upon direction of the Newton City Manager, the Newton Water/Wastewater Superintendent will notify the Kansas Department of Health & Environment (KDHE) and Bureau of Water Supply of any anticipated needs.
- d. If necessary, the Newton Command Post will call out the necessary city work force to assist in repairing damages to the Treatment Plant.

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**SECTION VII  
WATER CONSERVATION PLAN**



**MUNICIPAL WATER  
CONSERVATION PLAN  
FOR THE  
CITY OF  
SEDGWICK**

**DRAFT**

Passed and adopted  
February 2, 2015

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## INTRODUCTION

The primary objectives of the Water Conservation Plan for the City of Sedgwick are to develop long-term water conservation plans (Long-Term Water Use Efficiency Section) and short-term water emergency plans (Drought Response Section) to assure the City customers of an adequate water supply to meet their needs. The efficient use of water also has the beneficial effect of limiting or postponing water distribution system expansion and thus limiting or postponing the resultant increases in costs, in addition to conserving the limited water resources of the State of Kansas.

The City of Sedgwick has undertaken a number of steps to ensure a dependable water supply for our customers during the past 20 years. The City of Sedgwick, along with the cities of Newton, Halstead and North Newton cooperatively formed the Public Wholesale Water Supply District #17 (PWWSD #17) in the mid 1990's. The PWWSD #17 pumps water from ground water wells in the Equus Beds aquifer and then pipes it a few miles away to the City of Newton's Mission Treatment Plant, where the member cities contract for treatment. At the treatment plant the water is chemically treated and fluoride is added before pumping the water via transmission lines back to the member cities. Our City water supply and distribution system have ample capacity to meet current customer demands and future projected demands for many years, with care exercised during drought periods. The City of Sedgwick believes that our Municipal Water Conservation Plan represents an additional major step in ensuring our customers of a dependable water supply in future years.

## LONG-TERM WATER USE EFFICIENCY

### Water Use Conservation Goals

The City of Sedgwick used 77 gallons per person per day (GPCD) in 2012. This GPCD figure included:

- Water sold to residential/commercial customers;
- Water distributed for free public services (parks, cemeteries, swimming pools etc.); and
- Water lost by leaks in the water distribution system.

However, the GPCD figure does not include municipally supplied water for industries that use over 200,000 gallons per year. According to Figure 1, shown in the 2012 Kansas Municipal Water Use Publication, our City is located in Region 7. From this publication it was determined that our City GPCD water use was 77, which was 27 percent below the regional average of 105 GPCD among cities in Region 7 during 2012. The City desires to set a water use conservation goal for usage not to exceed 99 GPCD based on the regional average of the last five years (2007-2012). Our City anticipates not exceeding this goal by carrying out the specific actions that are outlined in our plan.

## Water Conservation Practices

This subsection of the plan summarizes the current education, management and regulation efforts that relate to the long-term conservation of water in the City. Specific practices that will be undertaken to conserve water are listed and a target date to begin each practice is also shown.

### Education

The City water bills show the total number of gallons of water used during the billing period and the amount of the bill. Water leak information and conservation tips are periodically provided with the city's quarterly newsletter. The City plans to include conservation tips on both their website and local information cable channel 7. The City has not provided information on water conservation to the local news media on a regular basis and has not encouraged the Board of Education and teachers to become involved in water conservation presentations in schools.

The City has chosen the following conservation practices and target dates for the Education Component of the Long-Term Water Use Efficiency Section of our Water Conservation Plan.

Education Conservation Practices to be Taken	Target Date
1. Water bills show the amount of water used in gallons and the cost of the water.	Current
2. Water leak information and prevention tips provided in quarterly newsletters to residents.	Current
3. Water conservation tips to be added to city website and local cable channel 7.	June 2015
4. Develop a program to incorporate water conserving landscape principles.	January 2018

### Management

The City of Sedgwick has water meters on all water supplies and water pumped to the distribution system. Any new supply will have an individual meter on each source of supply. These meters are read on a daily basis.

Water meters are installed for all residential, industrial and commercial customers including churches, schools, swimming pool, parks, green spaces, city government buildings and the wastewater treatment plant. All water used within the city is metered, including any usage of water provided free of charge. Customer meters are scheduled for an accuracy check and possible repair or replacement upon receiving a request to do so from the customer. Meters registering low or outside of the established tolerances are repaired or replaced.

The City of Sedgwick reads each customer's water meter on a monthly basis including during the winter. Monthly billings are sent to customers every month. Customer water meters are generally read on the 20<sup>th</sup> of each month; however, the meter readers may have to deviate from the scheduled time period due to holidays and weekends.

Water leaks from the City public water distribution system are repaired when customers report significant leaks from the water mains or are located by City Personnel. Water pressure is not checked unless customers complain that their water pressure is too low.

The water rate structure for the City was passed on August 17<sup>th</sup>, 2009. This Resolution allows for up to a 3% annual increase in the water base rate as needed. The current minimum monthly base water bill is \$22.85 for residential customers, which allows each customer to use up to 1,000 gallons of water each month. Water use in excess of 1,000 gallons is charged \$5.50 per 1,000 gallons. The sewer base rate for all customers is \$25.00 for the first 3,000 gallons and \$2.50 per 1,000 gallons thereafter.

The City of Sedgwick realizes that much greater emphasis must be placed on obtaining accurate measurement of water use at our source and at customer meters and that a water use records system must be developed that can be used to more effectively and efficiently manage the City public water distribution system. To assist with this effort, the City of Sedgwick has recently completed the first year of a three year capital improvement project going to an electronic read meter system for all meters within the city. The City of Sedgwick has chosen the following conservation practices and target dates for the Management component of the Long-Term Water Use Efficiency Section of our Water Conservation Plan.

Management Conservation Practices to be Taken	Target Date
1. All source water will have meters installed and the meters will be repaired or replaced within two weeks when malfunctions occur.	Current
2. Meters for source water will be tested for accuracy at least once every three years. Each meter will be repaired or replaced if its test measurements are not within industry standards (such as AWWA standards).	Current
3. Electronically read meters with leak detection will be installed at all service connections.	September 2016
4. All meters for source water will be read at least on a monthly basis and meters at individual service connections will be read monthly.	Current
5. A reading will be taken at each source water meter at the same time that meters for individual service connections are read.	Current
6. The City will review water consumption annually and review water management practices whenever the amount of unsold water (amount of water provided free for public service, used for treatment purposes, water loss, etc.) exceeds 10 percent of the total source water annually.	Current
7. Water sales will be based on the amount of water used.	Current
8. Encourage the recycling of wastewater effluent for selected industrial or irrigation purposes.	January 2020
9. A water rate structure designed to curb excessive use of water will be evaluated annually.	Current

## Regulation

The City of Sedgwick feels that its current rate structure encourages water conservation practices. However, the city does not have any specific regulations in effect at the present time. Because of our ability to supply water during normal periods, regulatory controls on water use are included only in the Drought Response section of this plan and water drought/emergency ordinance where they constitute the primary means for conserving water during a supply shortage.

Sedgwick has adopted the Uniform Plumbing Code. The strict enforcement of any regulations to require use of any water conservation plumbing measures would be very difficult. Most new homes and/or remodeling projects do include the use of water conservation toilets and faucets.

Regulation Actions to be Taken	Target Date
1. Enforcement of the UPC in new and remodeled construction emphasizing the installation of water conservation toilets and faucet.	Current
2. Enforce voluntary ban on lawn/garden irrigation, pool and car wash practices during times of supply shortage.	Current
3. Follow all other mandated and/or appropriate regulation actions.	Current
4. Adopt a landscape water conservation ordinance.	January 2018

## **DROUGHT RESPONSE**

The City of Sedgwick addresses its short-term water shortage problems through a series of stages based on conditions of supply and demand with accompanying triggers, goals and actions. Each stage is more stringent in water use than the previous stage since water supply conditions are more deteriorated. The City Administrator is authorized by ordinance to implement the appropriate conservation measures.

### **Stage 1: Water Watch**

#### **Goals**

The goals of this stage are to heighten awareness of the public on water conditions and to maintain the integrity of the water supply system.

#### **Triggers**

This stage is triggered by any one of the following conditions:

1. The City's storage has fallen below 85 percent capacity, and will not recover;
2. Groundwater levels have fallen 5 feet below the normal seasonal level;
3. Demand for one day is in excess of 190,000 gallons per day;
4. Provider of purchased water has issued a Stage 1 Water Watch.

#### **Education Actions**

1. The City will make news releases as needed, to the local media describing present conditions and indicating the water supply outlook for the upcoming season.
2. Previous months summaries of precipitation, temperature, water levels and storage will be made public at the beginning of each month.
3. Water-saving tips will be included in billings, newsletters and placed on social media for water utility customers.

#### **Management Actions**

1. Leaks will be repaired within 48 hours of detection.
2. The City will monitor its use of water and will curtail activities such as hydrant flushing and street cleaning.

#### **Regulation Actions**

The public will be asked to curtail some outdoor water use and to make efficient use of indoor water, i.e. wash full loads, take short showers, don't let faucets run, etc.

## **Stage 2: Water Warning**

### **Goals**

The goals of this stage are to reduce peak demands by 20 percent and to reduce overall weekly consumption by 10 percent.

### **Triggers**

This stage is triggered by any one of the following conditions:

1. The City's storage has fallen below 70 percent capacity, and will not recover;
2. System operations are at 80 percent capacity or more for three consecutive days;
3. Pumping lowers water level to within 10 feet of the top of the well screens;
4. Groundwater levels have fallen 10 feet below the normal seasonal level;
5. Demand for one day is in excess of 205,000 gallons per day;
6. Provider of purchased water has issued a Stage 2 Water Warning.

### **Education Actions**

1. The City will make weekly news releases to the local media describing present conditions and indicating the water supply outlook for the upcoming week.
2. Previous week summaries of precipitation, temperature, water levels and storage will be made public each week.
3. Water conservation articles will be provided to the local newspaper.
4. Water-saving tips will be included in billings to water utility customers and also placed in newsletter and on social media.

### **Management Actions**

1. The City water supplies will be monitored daily.
2. Leaks will be repaired within 24 hours of detection.
3. Pumpage at wells will be reduced to decrease drawdown and to maintain water levels over well screens.
4. The City will curtail its water usage, including watering of City grounds and washing of vehicles.
5. Reserve supplies, such as standby well fields or lakes, will be prepared for use.
6. The City will contact DWR for permission to require private well owners to comply with the City's drought response regulations as authorized under K.S.A. 82a-733(i).

## **Regulation Actions**

These regulation actions apply to City residents (including private domestic well users, if authority is delegated by the Chief Engineer under K.S.A. 82a-733(i)).

1. An odd/even lawn watering system will be imposed on City residents. Residents with odd-numbered addresses will water on odd days; even addresses will water on even days.
2. Outdoor water use, including lawn watering and car washing will be restricted to before 10:00 am and after 9:00 pm.
3. Refilling of swimming pools will be allowed one day a week after sunset.
4. Outdoor watering will be restricted to use of a hand-held hose or bucket only.
5. Excess water use charges for usage of water over the amount used in the winter will be considered.
6. Waste of water will be prohibited.

## **Stage 3: Water Emergency**

### **Goals**

The goals of this stage are to reduce peak demands by 50 percent and to reduce overall weekly consumption by 25 percent.

### **Triggers:**

This stage is triggered by any one of the following conditions:

1. The City's storage has fallen below 50 percent capacity;
2. System operations are at 90 percent capacity or more for three consecutive days;
3. Pumping lowers water level to within 5 feet of the top of the well screens;
4. Groundwater levels have fallen 15 feet below the normal seasonal level;
5. Demand for one day is in excess of 220,000 million gallons per day;
6. Provider of purchased water has issued a Stage 3 Water Emergency.
7. Emergency conditions related to repairs or water quality.

### **Education Actions**

1. The City will make daily news releases to the local media describing present conditions and indicating the water supply outlook for the next day.
2. Previous days summaries of precipitation, temperature, water levels and storage will be made public each day.
3. The City will hold public meetings to discuss the emergency, the status of the City water supply and further actions, which need to be taken.
4. Water conservation information will be available at City Hall and Library.

## **Management Actions**

1. The City water supplies will be monitored daily.
2. Leaks will be repaired within 24 hours of detection.
3. Pumpage at wells will be reduced to decrease drawdown and to maintain water levels over well screens.
4. Standby wells will be activated for contingency operation.
5. The City will seek additional emergency supplies from other users, the state or the federal government.

## **Regulation Actions**

These regulation actions apply to City residents (including private domestic well users, if authority is delegated by the Chief Engineer under K.S.A. 82a-733(i)).

1. Outdoor water use will be banned.
2. Waste of water will be prohibited.

## **PLAN REVISION, MONITORING & EVALUATION**

The City of Sedgwick will establish a monthly management practice of reviewing monthly totals for water production, residential/commercial sales, water provided free-of-charge, and “unaccounted for water”. Problems noted during the monthly review will be solved as soon as possible.

The City of Sedgwick Municipal Water Conservation Plan will be reviewed annually on or before April each year and on a more frequent basis during drought or other water shortage conditions. If the water conservation GPCD goals for the previous year are not met, then the City will review the data collected from the previous year in relationship to the status and effectiveness of the conservation practices that are outlined in our plan and will provide a status report to the DWR which will also include any additional water conservation practices that may need to be taken in order for the city to achieve and maintain its water use conservation GPCD goals.

# SECTION VIII

## WATER DROUGHT/EMERGENCY ORDINANCE

### ORDINANCE NO. 795

AN ORDINANCE AUTHORIZING THE DECLARATION OF ONE OF THREE PROGRESSIVE STAGES OF A WATER SUPPLY CONSERVATION AND/OR WATER SUPPLY STORAGE WHICH SHALL CONSERVE OR CURTAIL THE USE OF WATER WITHIN THE CITY OF SEDGWICK; ESTABLISHING THREE STAGES OF WATER CONSERVATION MEASURES OF THE CITY; A WATER WATCH, WARNING OR EMERGENCY; ESTABLISHING PROCEDURES AND VOLUNTARY AND MANDATORY CONSERVATION MEASURES; AUTHORIZING THE ISSURANCE OF ADMINISTRATIVE REGULATIONS; AND PRESCRIBING CERTAIN PENALTIES.

Be it ordained by the Governing Body of Sedgwick, Kansas.

Section 1. Purpose. The purpose of this ordinance is to provide for progressive water supply conservation program, including the declaration of a water supply watch, warning or emergency and the implementation of voluntary and mandatory water conservation measures throughout the city in the event such a watch, warning or emergency is declared by the governing body of the City.

Section 2. Definitions.

- A. "Water", as used in the ordinance, shall mean water available to the City of Sedgwick for treatment by virtue of the City's water rights, water supply, water supply contracts or any treatment water introduced by the city into its water distribution system, including water offered for sale at any coin-operated site.
- B. "Customer", as the term is used in this ordinance, shall mean the customer of record using water for any purpose from the City's water distribution system and for which either a regular charge is made or, in the case of coin sales, a cash charge is made at the site of delivery.
- C. "Waste of water", as the term is used in this ordinance, includes, but is not limited to (1) permitting water to escape down a street, roadway, or other surface intended for vehicle driving purposes, and/or any gutter, ditch, or other surface drain, or (2) failure to repair a controllable leak of water due to defective plumbing.
- D. The following classes of uses of water are established for the purpose of this ordinance:

#### Class 1:

Water used for outdoor watering, either public or private, for gardens, lawns, trees shrubs, plants, parks, golf courses, playing fields, swimming pools, or other recreational area; or the washing of motor vehicles, boats, trailers, or the exterior of any building or structure.

Class 2:

Water used for any commercial, agricultural or industrial purposes, except water actually necessary to maintain the health and personal hygiene of bona fide employees of such business or interests while such employees are engaged in the performance of their duties at their place of employment.

Class 3:

Domestic usage, other than that which would be included in either class 1 or 2.

Class 4:

Water necessary only to sustain human life and the lives of domestic livestock, pets and maintain standards of hygiene and sanitation.

Section 3. In the event that the governing body of the City of Sedgwick or the City's designated official determines that the City's water supply may be in subject to a shortage in supply or the governing body of the city determines there is need for conservation of City's water resources for any reason, the City may begin the progressive three (3) stage water conservation program by declaring a water watch as described in section 3(a) or, in times of need and/or duress, the governing body of the city may choose to declare any section of the program described in section 3 in effect at any time:

- (a) Stage 1: Declaration of Water Watch. Whenever the governing body of the City finds that conditions indicate that the probability of a drought or some other condition causing a major water supply shortage is rising, it shall be empowered to declare, by resolution, that a water watch exists and that it shall take steps to inform the public and ask for voluntary reduction in water use. Such a watch shall be deemed to continue until it is declared by resolution of the governing body to have ended. The resolution declaring the existence and end of a water watch shall be effective upon their publication in the official city newspaper.
- (b) Stage 2: Declaration of Water Warning. Whenever the governing body of the city finds that drought conditions or some other condition causing a major water supply shortage are present and supplies are starting to decline, it shall be empowered to declare by resolution that a water warning exists and that it will recommend restrictions on nonessential uses during the period of warning. Such a warning shall be deemed to continue until it is declared by resolution of the governing body to have ended. The resolution declared the beginning and ending of the water warning shall be effective upon their publication in the official city newspaper. Pursuant to the approval of the Chief Engineer, Division of Water Resources, Kansas Department of Agriculture, the recommended restrictions on nonessential uses may be extended to private wells within the city limits.
- (c) Stage 3: Declaration of Water Emergency. Whenever the governing body of the city finds that an emergency exists by reason of a shortage of water supply needed for essential uses, it shall be empowered to declare by resolution that a water supply emergency exists and that it will impose mandatory restrictions on

water use during the period of the emergency. Such an emergency shall be deemed to continue until it is declared by resolution of the governing body to have ended. The resolutions declaring the existence and end of a water supply emergency shall be effective upon their publication in the official city newspaper. Pursuant to the approval of the Chief Engineer, Division of Water Resources, Kansas Department of Agriculture, the mandatory restrictions on water use may be extended to private wells within the city limits.

Section 4. Voluntary Conservation Measures. Upon the declaration of a water watch or water warning as provided in Sections 3(a) or 3(b), the mayor (or the city manager) is authorized to call on all water consumers to employ voluntary water conservation measures to limit or eliminate nonessential water uses including, but not limited to, limitations on the following uses:

- (a) Class 1 uses of water.
- (b) Waste of water.

Section 5. Mandatory Conservation Measures. Upon the declaration of a water supply emergency as provided in Section (3) the mayor (or the city manager or authorized city official) is also authorized to implement certain mandatory water conservation measures, including, but not limited to the following conservation measures:

- (a) Suspension of new connections of the City's water distribution system, except connections of fire hydrants and those made pursuant to agreements entered into by the city prior to the effective date of the declaration of the emergency;
- (b) Restrictions on the uses of water in one or more classes of water use as described in section 2(d), wholly or in part;
- (c) Restrictions on the sales of water at coin-operated facilities or sites;
- (d) The imposition of water rationing based on any reasonable formula including, but not limited to, the percentage of normal use and per capita or per consumer restriction;
- (e) Complete or partial bans on the waste of water; and
- (f) Any combination of the measures in sections 5(a-e) as the governing body of the city or authorized city official may deem appropriate and/or necessary.

Section 6. Emergency Water Rates. Upon the declaration of a water supply emergency as provided in Section 3(c), the governing body of the city shall have the power to adopt emergency water rates by ordinance designed to conserve water supplies. Such emergency rates may provide for, but not limited to:

- (a) Higher charges for increasing usage per unit of use (increasing block rates):
- (b) Uniform charges for water usage per unit of use (uniform unit rate); or
- (c) Extra charges in excess of a specified level of water use (excess demand surcharge).

Section 7. Regulations. During the effective period of any water supply emergency as provided for in Section 3(c), the mayor (or city manager or water superintendent or other authorized city official) is empowered to promulgate such regulations as may be necessary to carry out the provisions of this ordinance, any water supply emergency resolutions, or emergency water rate ordinance. Such shall be subject to the approval of the governing body at its next regular or special meeting.

Section 8. Violations, Disconnections and Penalties.

(a) If the mayor, city manager, water superintendent, or other authorized city official or officials charges with implementation and enforcement of this ordinance or a water supply emergency resolution learn of any violation of any water use restrictions imposed pursuant to Sections 5 or 7 of this ordinance, a written notice of the violation shall be affixed to the property where the violation occurred and the customer of record and/or any other person known to the city to be responsible for the violation and/or the correction of said violation shall be provided with either actual or mailed notice. Said notice shall describe the violation(s) and order that the noted violation(s) be corrected, cured or abated immediately or within such specified time as the city determines is reasonable for such correction, cure or abatement under the circumstances. In the event the order is not cured within time period given in the notice, the city may terminate water service to the customer subject to the following procedures:

- (1) The city shall give the customer notice by mailing that water service will be discounted within a specific time due to the violations(s) and that the customer will have the opportunity to appeal the termination by requesting a hearing scheduled before the city governing body or a city official designated as a hearing officer by the city governing body.
- (2) If such hearing is requested by the customer charged with the violation(s), the customer shall be given a full opportunity to be heard by the city governing body or the city official designated as a hearing officer by the city governing body before termination is ordered; and

The city governing body or the city official designated as a hearing officer by the city governing body shall make findings of fact and order whether service should continue or be terminated.

- (b) A fee of \$50 shall be paid for the reconnection of any water service terminated pursuant to subsection (a). In the event of subsequent violations, the reconnection fee shall be \$200 for the second violation and \$300 for any additional violations.
- (c) Violation of this ordinance shall be a municipal offense and may be prosecuted in Municipal Court. Any person so charged and found guilty in Municipal Court of violating the provisions of this ordinance shall be guilty of a municipal offense. Each calendar day violation shall constitute a separate offense. The penalty for an initial violation shall be a mandatory fine of \$100. In addition, such customer may be required by the Court to serve a definite term of confinement which shall be fixed by the Court and which shall not exceed 30 days. The penalty for a second or subsequent conviction shall be a mandatory fine of \$200. In addition, such customer shall serve a definite term of confinement in the city or county jail which shall be fixed by the Court and which shall not exceed 30 days.

Section 9. Emergency Termination. Nothing in this ordinance shall limit the ability of any properly authorized city official from terminating the supply of water to any or all customers upon the determination of such city official that emergency termination of water service is required to protect the health and safety of the public or for any other emergency as required or authorized by ordinance or as deemed necessary of the city by such city official or the governing body of the city.

Section 10. Severability. If any provision of this ordinance is declared unconstitutional, or the application thereof to any person or circumstance is held invalid, the constitutionality of the remainder of the ordinance and its applicability to other persons and circumstances shall not be affected thereby.

Section 11. Repeal. Ordinance 519 and any and all other ordinances in conflict herewith are hereby repealed.

Section 12. Publication. This ordinance shall become effective upon its publication in the official city newspaper.

Passed by the city council this 3rd day of October, 2011.

Donald K. DeHaven, Mayor

ATTEST:

Janise P. Enterkin, City Clerk

DRAFT

# SECTION IX

## WATER DROUGHT RESPONSE POLICY

CITY OF SEDGWICK, KANSAS

POLICY MANUAL

<b>Subject:</b> Water Drought Response/ Policy	<b>Effective Date:</b> October 3, 2011
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It shall be the policy of the City of Sedgwick, Kansas, to follow the guidelines set forth herein regarding the Water Drought Response/ Policy. The objective of Drought Response Plan for the City of Sedgwick is to assure the City customers of an adequate water supply to meet their needs during water shortages. The City of Sedgwick addresses its short-term water shortage problems through a series of stages based on conditions of supply and demand with accompanying triggers, goals and actions. Each stage is more stringent in water use than the previous stage since water supply conditions are more deteriorated. The City Manager is authorized by ordinance to implement the appropriate conservation measures.

### DROUGHT RESPONSE/POLICY

#### **Stage 1: Water Watch**

##### **A. Goals**

The goals of this stage are to heighten awareness of the public on water conditions and to maintain the integrity of the water supply system.

##### **B. Triggers**

This stage is triggered by any one of the following conditions.

1. The City storage has fallen below 85 percent capacity and will recover.
2. Groundwater levels have fallen five feet below the normal seasonal level.
3. Demand for one day is in excess of 1.0 million gallons per day (mgd).

##### **C. Education Actions**

1. The City will make occasional news releases to the local media describing present conditions and indicating the water supply outlook for the upcoming season.
2. Previous months summaries of precipitation, temperature, water levels and storage will be made public at the beginning of each month.

#### **D. Management Actions**

1. The City wells will be cleaned and flushed to maintain them at their most efficient conditions.
2. Leaks will be repaired within 48 hours of detection.
3. The City will monitor its use of water and will curtail activities such as hydrant flushing and street cleaning.

#### **E. Regulation Actions**

The public will be asked to curtail some outside water use and to make efficient use of outdoor water, i.e. wash full loads, take short showers, don't let faucets run, etc.

### **Stage 2: Water Warning**

#### **A. Goal**

The goals of this stage are to reduce peak demand by 20% and to reduce overall weekly consumption by 10%.

#### **B. Triggers**

This stage is triggered by any of one of the following conditions:

1. The City storage has fallen below 70 percent capacity and will not recover.
2. Groundwater levels have fallen ten feet below the normal seasonal level.
3. Pumping lowers water level to within ten feet of the top of the well screens.
4. Demand for one day is in excess of 1.25 million gallons per day (mgd).

#### **C. Education Actions**

1. The City will make weekly news releases to the local media describing present conditions and indicate the water supply outlook for the upcoming week.
2. Previous week summaries of precipitation, temperature, water levels and storage will be made public each week.
3. Water conservation articles will be provided to the local newspaper.

#### **D. Management Actions**

1. The City water supplies will be monitored daily.
2. Leaks will be repaired within 24 hours of detection.

3. Pump age at well will be reduced to decrease draw down and to maintain water levels over well screens.
4. The City will curtail its water usage, including operation of fountains, watering of city grounds and washing of vehicles.

#### **E. Regulation Actions**

1. An odd/even lawn watering system will be imposed on city residents. Residents with odd-numbered addresses will water on odd days; even addresses will water on even days.
2. Outdoor water use, including lawn watering and car washing be restricted to before 10:00 am and after 9:00 pm.
3. Golf courses will restrict watering to tees and greens after sunset.
4. Refilling of swimming pools will be allowed one day a week after sunset.
5. Excess water use charges for usage of water over the amount used in the winter will be considered.
6. Waste of water will be prohibited.

### **Stage 3: Water Emergency**

#### **A. Goals**

The goals of this stage are to reduce peak demands by 50% and to reduce overall weekly consumption by 25%.

#### **B. Triggers:**

This stage is triggered by any on of the following conditions:

1. The city storage has fallen below 50 percent capacity.
2. Groundwater levels have fallen fifteen feet below the normal seasonal level.
3. Pumping lowers water levels to within five feet of the top of the well screens.
4. Demand for three consecutive days is in excess of 1.5 million gallons per day (mgd).

#### **C. Education Actions**

1. The city will make daily news releases to the local media describing present conditions and indicating the water supply outlook for the next day.
2. Previous days summaries of precipitation, temperature, water levels and storage will be made public each day.

3. The city will hold public meetings to discuss the emergency, the status of the City water supply and further actions, which need to be taken.

**D. Management Actions**

1. The City water supplies will be monitored daily.
2. Leaks will be repaired within 24 hours of detection.
3. Pump age at wells will be reduced to decrease draw down and to maintain water levels over well screens.
4. The city will seek additional emergency supplies from other users, the state or federal government.

**E. Regulation Actions**

1. Outdoor water use will be banned.
2. Waste of water will be prohibited.

**PASSED AND ADOPTED BY THE GOVERNING BODY OF THE CITY OF SEDGWICK, HARVEY AND SEDGWICK COUNTIES, KANSAS, ON THE 3rd DAY OF OCTOBER, 2011.**

**Donald K. DeHaven, Mayor**

Attest:

**Janise P. Enterkin, City Clerk**

# SECTION X

## LIST OF KEY PERSONNEL

***AS FOLLOWS: LOCAL/COUNTY/STATE---CHAIN OF COMMAND AND CONTACTS, CURRENT NAMES ADDRESSES, AND TELEPHONE NUMBERS.***

### *CITY ADMINISTRATOR*

Jaci Reimer

Office Phone: (316) 772-5151

Home Phone: (316) 772-0180

Cell: (316) 619-1623

### *CITY SUPERINTENDENT*

Eric Purk

Office Phone: (316) 772-5151

Cell: (316) 303-6615

Maintenance On-Call Cell: (316) 217-3103

### *MAYOR*

Rodney Eggleston

Office Phone: (316) 772-5151

Cell Phone: (316) 772-5416

Work Phone: (316) 299-7547

### *CITY COUNCIL MEMBER*

Thom Noone, Council President

Home Phone: (316) 772-5154

Cell Phone: (316) 416-5165

Work Phone: (316) 772-0077

### *CITY COUNCIL MEMBER*

Rick Jacob

Cell Phone: (316) 734-6731

Work Phone: (316) 772-5853

### *CITY COUNCIL MEMBER*

Lynne Vigil

Cell Phone: (316) 371-5995

### *CITY COUNCIL MEMBER*

Kirby Stucky

Home Phone: (316) 772-5487

Cell Phone: (316) 250-1649

### *CITY COUNCIL MEMBER*

Richard Ludowese

Home Phone: (316) 772-0348

Cell Phone: (316) 250-1505

***POLICE CHIEF***

Ray Huff

Office Phone: (316) 772-5151

Cell Phone: (316) 217-7144

***CITY CLERK***

Janise Enterkin

Work Phone: (316) 772-5151

Cell Phone: (316) 207-3652

***WATER DEPARTMENT***

Adam Enterkin

Cell: (316) 207-2848

***WASTEWATER OPERATOR***

Shawn Younts

Cell: (316) 734-6391

***MAINTENANCE STAFF***

Justin Chapman

Cell: (316) 350-5452

Jason Jenson

Cell: (316) 214-9726

***FIRE & EMS CHIEF***

Tom Richardson

Office Phone: (316) 772-5700

Home Phone: (316) 772-5276

Cell Phone: (316) 734-0390

***WESTAR ELECTRIC***

300 W. 1<sup>st</sup> Street

Newton, Kansas 67114

Office Phone: (316) 284-5700

***LOCAL ELECTRICIAN***

Hi-Tech Controls, Inc.

Dan Buczinski

3601 W. Harry, Suite 5

Wichita, Kansas 67213

Office Phone: (316) 941-7049

Cell: (316) 312-2600

*LOCAL ELECTRICIAN*

Kansas Electric  
128 E. 5<sup>th</sup> St.  
Newton, Kansas 67114  
Office Phone: (316) 283-4750

*SOUTHWESTERN BELL TELEPHONE CO.*

154 N. Broadway  
Wichita, Kansas 67202  
Office Phone: (800) 766-5777

*COX COMMUNICATION*

701 E. Douglas  
Wichita, Kansas 67202  
Office Phone: (316) 283-7270

*NEWTON KANSAN NEWSPAPER*

121 W 6<sup>th</sup> Street  
Newton, Kansas 67114  
Office Phone: (316) 283-1500

*CITY OF HALSTEAD*

303 Main Street  
Halstead, Kansas 67056  
Office Phone: (316) 835-2286

*CITY OF NEWTON*

201 E. 6<sup>th</sup>  
Newton, Kansas 67114  
Office Phone: (316) 284-6001

*CITY OF NORTH NEWTON*

2601 N. Main  
North Newton, Kansas 67117

*CITY OF HESSTON*

115 E. Smith Street  
Hesston, Kansas 67062  
Office Phone: (620) 327-4412

*CITY OF HUTCHINSON*

125 E. Ave B  
Hutchinson, Kansas 67501  
Office Phone: (620) 694-2611

*CITY OF MCPHERSON*  
400 E. Kansas  
McPherson, Kansas 67460  
Office Phone (620) 241-2515

*CITY OF WICHITA*  
455 N. Main  
Wichita, Kansas 67062

*WICHITA WATER SUPERINTENDENT, PROD. PUMPING*  
Phone (316) 268-4504

*CITY OF WICHITA WATER/WW DIRECTOR*  
Phone (316) 268-4964

*DIRECTOR OF EMERGENCY MANAGEMENT*  
Gary Denny  
Harvey County Courthouse  
713 N. Main Street  
Newton, Kansas 67114  
Office Phone: (316) 284-6010

*KANSAS DEPT. OF HEALTH & ENVIRONMENT*  
Bureau of Water  
130 S. Market, Suite 6050  
Wichita, Kansas 67202-3802  
Phone: (316) 337-6058

*BUREAU OF WATER SUPPLY*  
Topeka, Kansas  
Phone: (785) 296-1500

*OFFICE OF EMERGENCY PREPAREDNESS*  
*DIVISION OF EMERGENCY PREPAREDNESS OF KANSAS*  
Topeka, Kansas 66601-0300  
Phone: (785) 266-1400  
24 Hour Phone: (785) 296-3176

*FEDERAL EMERGENCY MANAGEMENT AGENCY*  
Region VII  
911 Walnut Street, Room 200  
Kansas City, MO 64106  
Phone: (816) 283-7002

*BNSF RAILWAY CUSTOMERS AND QUALITY SUPPORT*  
Office Phone: (800) 795-2673

*GOERING ENTERPRISES, INC.*

5304 W. 1<sup>st</sup> Street  
Newton, Kansas 67114  
Office Phone: (316) 283-7801  
Shop Phone: 9316) 283-0130

*APAC-KANSAS, INC..*

900 S.W. 14<sup>th</sup> Street  
Newton Kansas 67114  
Office Phone: (316) 283-2520

*HARVEY COUNTY ROAD & BRIDGE*

1432 N. Spencer  
Newton, Kansas 67114  
Office Phone: (316) 283-1890

*ARMY NATIONAL GUARD*

400 Grandview  
Newton, Kansas 67114  
Office Phone: (316) 283-4848

*WATER PRODUCTS*

600 S. 81 Bypass  
McPherson, Kansas 67460-0774  
Office Phone: (620) 241-3865

*DIESEL EQUIPMENT SPECIALISTS INC.*

3503 W. 30<sup>th</sup> South  
Wichita, Kansas 67217  
Office Phone: (800) 262-2471

*Hajoca Corporation*

711 N. Hydraulic  
Wichita, Kansas 67201  
Office Phone: (316) 262-2471

*MURDOCK COMPANIES, INC.*

800 E. Central  
Wichita, Kansas 67202  
Office Phone: (316) 262-0401

*SIDENDER SUPPLY CO*

11510 Blackbob Road  
Olathe, Kansas 66062  
Office Phone: (785) 469-5820

*THE SALINA SUPPLY COMPNAY*

302 N. Santa Fe  
Salina, Kansas 67401  
Office Phone: (785) 823-2221

*SALVATION ARMY*

314 N. Main Street  
Newton, Kansas 67114  
Office Phone: (316) 283-4008

*WICHITA WINWATER WORKS COMPANY*

3612 S. West Street  
Wichita, Kansas 67217  
Office Phone: (316) 522-8900

*BUCHER, WILLIS & RATLIFF*

2335 E. Crawford St.  
Salina, Kansas 67401  
Office Phone: (785) 827-3603

*PACE ANALYTICAL SERVICES, INC.*

525 N. 8<sup>th</sup> St.  
Salina, Kansas 67401  
Office Phone: (785) 827-1273

*RAY LINDSEY CO.*

17221 BelRay Place  
Belton, MO 64012  
Office Phone: (913) 339-6666  
Office Phone: 1-888-973-9243

*SEVERN TRENT SERVICES*

3000 Advance Lane  
Colmar, PA  
Office Phone: (215) 997-4000

THIS LIST WILL BE UPDATED ANNUALLY WHEN POLICY IS REVIEWED IN  
JANUARY OF EACH YEAR.



REVISIONS  
REVIEWER COMMENTS  
ACTION PLAN

1. Reviewer Comment: The manuscript is well written and easy to read. The data is clear and the conclusions are well supported. The only minor issue is the lack of a reference list. Please add a reference list to the end of the manuscript.

2. Reviewer Comment:

3. Reviewer Comment:

DRAFT



## ADMINISTRATOR'S NOTES

December 21, 2015

- ❖ **CONSENT AGENDA ITEMS:**
  - a. Minutes from regular council meeting Dec 7, 2015
  - b. Payroll and general disbursement checks
- ❖ Jim Gillespie is retiring as of December 31<sup>st</sup>. He will work solely for the Hillside Cemetery District from April/May thru September, depending on the grass growing season. Jim has served as our safety officer while working for the city. We need to replace him and after speaking with Eric, it would be our recommendation to appoint Adam Enterkin as the Safety Officer for the City. This person assists with the annual safety audit as well as oversees safety training for all employees throughout the year.
- ❖ Our contract renewal with Knudsen Monroe Company is in your packets for review. The cost last year for audit services was \$8550. This contract is proposing a 4% increase with the total being \$8900.
- ❖ The contact information has been updated as requested in the Emergency Water Supply Plan. This plan is to cover the various situations that could occur and how we would keep our drinking water system protected during a multitude of disaster scenarios and also how we would continue providing our citizens with potable water in the event of such an emergency.
- ❖ Mayor Eggleston would like to discuss the possibility of the City absorbing the cost for online bill payments made from checking/savings accounts. Currently, PSN, our e-bill system for utility billing, charges a fee of \$1.00 for payments made from checking/savings accounts. The credit/debit card fee is assessed by the card company. That being said, we currently have approximately 65 out of 650 customers signed up for online bill pay and out of those about half pay by checking or savings. So currently the cost to us for this fee would be around \$30.00/month and we could cover these costs from the water and sewer funds. Worst case scenario if all customers participated and paid by checking or savings, the cost would be \$650/month.
- ❖ Harvey County called and they are planning to deed us the building that the Rec Center is in. They have decided that they have no plans to reuse the building so they might as well deed it to us so we can do with it as we see fit. We currently lease it, and then sublease it to the Rec Commission.
- ❖ I have not received the quit claim deeds from the City Attorney yet for the right of way shift along the alley between Jackson and Lincoln. I have resent all the information to him and we are simply waiting on the deeds to finish this up. The surveyors and the legals have been finished since May.
- ❖ FYI - We made \$9,091.50 on our Purple Wave Auction, with the 3 main purchases being the tanker (\$2970.00), the trencher (\$3520.00) and the 89 Dodge Truck (\$1870.00). The remaining 8 items brought \$731.50 and sold for between \$16.00 and \$165.00 each.
- ❖ Notification is in your packets regarding our recent Wastewater Treatment Facility Inspection. There were no deficiencies noted and the staff (Eric, Shawn, Adam) was commended for the excellent job they do in operating and maintaining the wastewater treatment facility and also the collection system. If you wish to see the entire report let me know and I will provide a copy to you.
- ❖ Regarding concrete in the alley - the guys removed a concrete block from the alley that was behind Grattan's building. There is also a picture showing a monitoring well located in the alley and a pile of concrete slag by it that is on private property about 3-5 feet off the alleyway. This is all that was found.
- ❖ I finished up my CEU's required to renew my Certified Floodplain Managers certification. You have to have 16 CEU's every 2 years to renew.
- ❖ FYI - 3 Secret Santa's from our community have been quite busy and have paid and brought current the utility bills of 9 different accounts. Merry Christmas!

December 14, 2015

Mayor Rodney Eggleston and City Council Members  
Sedgwick City Hall  
511 N. Commercial ST  
P.O. Box 131  
Sedgwick, KS 67135

Re: Sedgwick Wastewater Treatment Facility  
KWPC Permit No.: M-LA15-0002  
Expiration Date: October 31, 2017

Dear Mayor Eggleston and City Council Members,

Thank you to Mr. Shawn Younts and Mr. Eric Purk for their courtesies and assistance during the November 24, 2015 inspection of the Sedgwick Wastewater Treatment Facility. The inspection is part of our program to determine compliance with the Kansas Water Pollution Control (KWPC) permit issued November 1, 2012. This letter and the attached inspection report are to confirm and supplement items noted during the inspection.

### **KWPC Permit Compliance**

A review of the discharge monitoring report data submitted by the city since last inspection date of August 26, 2010 shows monitoring violations in January and February of 2013 and in January of 2015, and an effluent failure for Fecal Coliform in May of 2013. All other effluent data shows compliance with the permit.

### **Sanitary Sewer Collection System**

It was noted during the inspection that the city maintains an annual budget for collections system maintenance and contracts with Mayer Specialty Services for line TVing. It was also noted that 7-8 manholes per year are rehabbed to control and correct inflow and infiltration at the wastewater plant.

### **Issues and Deficiencies**

There were **no deficiencies observed** during the November 24, 2015 inspection. **City staff should be commended** on the excellent job they perform operating and maintaining the wastewater treatment facility and the collections system.

### **Reminders**

KDHE recommends operators periodically review and become familiar with the KWPC permit issued for the facility. Paragraph 10 of the standard conditions in **your KWPC permit requires any wastewater bypass incidents, including collection system overflows, bypasses, spills or any time wastewater not receiving full treatment is discharged, be reported to KDHE within 24 hours with a written report required within 5 days.** An incident report form is available at [www.kdheks.gov/water/tech.html](http://www.kdheks.gov/water/tech.html).

If you have any questions, comments or concerns regarding this letter, or experience any operation difficulties in the future, please contact me by telephone at (316) 337-6048 or by email at [dmartin@kdheks.gov](mailto:dmartin@kdheks.gov).

Thank you,

A handwritten signature in black ink, appearing to read "Daryn L. Martin". The signature is fluid and cursive, with a large initial "D" and "M".

Daryn Martin  
Environmental Compliance and Regulatory Specialist

Pc: Shawn Younts, City of Sedgwick  
Eric Purk, City of Sedgwick  
KDHE – Bureau of Water  
KDHE – SCDO 2.2 File



*Kansas Department of Agriculture  
Division of Water Resources*

*Certificate of Training*

*This is to certify that*

**Jaci Reimer**

*Attended and completed the four hour course "Post Flood Responsibility"  
on December 10, 2015 in McPherson, Kansas*



*Steve Samuelson*

**Steve Samuelson**

**National Flood Insurance Program Specialist**

Approved for 3.5 core education credits for Certified Floodplain Managers.