



Sterling City Commission Regular Meeting Agenda

114 N. Broadway Avenue, Sterling, Kansas
May 4, 2026, at 6:00pm

A. Call to Order

B. Invocation

C. Approval of the Agenda

D. Citizen Comments

E. Appointments, Proclamations, Recognitions, & Nominations

1. Appoint Glenna Hass to serve as a Board Member on the Library Board.

F. Consent Agenda

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

1. Approval of minutes
 - A. Regular Meeting April 20, 2026.
2. Accounts Payable
 - A. Friday, May 1, 2026, for \$56,408.

G. Old Business

H. New Business

1. Receive a preliminary architectural report (PAR) from BG Consultants for the Library accessibility improvements project.
2. Approve installation of a story walk at Library Park.

I. City Manager's Report

J. Governing Body Comments

K. Executive Session

L. Adjournment

Next Assigned Numbers for:
Charter Ordinance No. 18
Ordinance No. 2593
Resolution No. 902

Notice: Subject to Revisions

It is possible that sometime between 5:30 and 6:00 pm immediately prior to this meeting, during breaks, and directly after the meeting, a majority of the Governing Body may be present in the commission chambers or lobby of City Hall. No one is excluded from these areas during those times.

E.1 Appoint Glenna Hass to serve as a Board Member on the Library Board.

Exhibit A – Glenna Hass civic board application; resume (3 pages)

APPLICATION FOR APPOINTMENT TO CITIZEN BOARDS



APPLICANT INFORMATION

Name: <i>Glenna Hass</i>		
Residence address: <i>435 N Broadway Ave</i>		
City: <i>Sterling</i>	State: <i>KS</i>	ZIP: <i>67579</i>
Phone: <i>620 6643222</i>		Email: <i>gdhass@hotmail.com</i>

EMPLOYMENT INFORMATION

Employer: <i>Homemaker</i>		
Address:		
City:	State:	ZIP:
Phone:		

STATEMENT OF INTEREST

Name of Board (please submit a separate application for each board): *Library*

1. What is your interest in serving on this board?
I would like to be involved in serving my community behind the scenes and have a voice in the activities and business of my community library.

2. Describe your current and or past involvement in the community.
I have attended community events such as ~~Fats & Peddles~~ ^{I sang in a community choir.} I have participated in the 4th of July parade ~~by entering~~ ^{appreciation} + singing on a float. I have volunteered for many veteran events.

3. What special background or skills do you possess that is applicable to serving on this board?
I have good interpersonal skills. I care about my community + want to selflessly serve. I read very well. I have been part of a homeschool coop planning committee.

Signature of applicant: <i>Glenna Hass</i>	Date: <i>4-15-26</i>
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Return applications and a current resume to:
 City of Sterling, 114 North Broadway, PO Box 287, Sterling, KS 67579
 or email to
sterlingcity@sterling-kansas.com

GLENNA HASS

glennahass@gmail.com | (620)664-3222 | Sterling, KS 67579

Summary

Dynamic professional with a proven track record at Primerica, excelling in client relationship management and product training. Adept at building strong connections and educating clients on financial services, while demonstrating exceptional attention to detail and effective communication. Committed to delivering outstanding customer service and fostering team collaboration for optimal results.

Skills

- Client relationship management
- Product training
- Customer service
- Transaction processing
- Team collaboration
- Attention to detail
- Time management
- Effective communication

Experience

District Leader | Primerica - Sterling, KS | 02/2025 - Current

- Coached new representatives on company policies and service offerings.
- Developed and maintained key client relationships with clients in the financial services industry.
- Educated clients on policy features and benefits.

Ruby Ribbon Sales Rep | Ruby Ribbon - Sterling, KS | 05/2018 - 07/2019

- Assisted clients in selecting outfits that matched their personal style.
- Consulted with clients to determine their style needs and preferences.

Jewelry Sales Associate | Premier Designs - Sterling, KS | 01/2007 - 01/2012

- Assisted customers in selecting jewelry based on personal style and preferences.
- Educated clients on product features, care, and maintenance for jewelry items.
- Managed inventory by restocking displays and organizing merchandise efficiently.
- Processed sales transactions accurately using point-of-sale systems.
- Built strong customer relationships through attentive service and follow-up communication.
- Collaborated with team members to create visually appealing product displays.

Education and Training

Sterling College | Sterling, KS | 05/2005

Bachelor of Science: Music Education

Activities and Honors

- Praise Team at my local church
- Private Voice Lesson Teacher
- Music Theory Teacher and Choir Teacher at Reno County Homeschool Connections Co-op

Certifications

- Resident Life license in KS
- Nonresident Life License in CO and MO

F. Consent Agenda Highlights

1. Approval of minutes

A. Regular Meeting April 20, 2026.

2. Accounts Payable

A. Friday, May 1, 2026, for \$56,408.

- GLT Services – tree trimming: \$14,960
- Western Consultants – grant administration: \$6,300
- Freedom Claims Mgmt. – health insurance: \$4,283
- Akita Construction & Rental – sidewalk improvements: \$3,360
- Imagine IT – MSP services; special projects: \$3,270

**STERLING CITY COMMISSION
REGULAR MEETING MINUTES
April 20, 2026**

The Board of Commissioners of the City of Sterling met in a regular session on Monday, April 20, 2026, at 6:00 P.M. in the meeting room at City Hall. Those present were Clint Bundy, Todd Rowland, Richard Jones, Jr., and Bob Boltz, City Commissioners; Brian Inwood, Mayor; Ian Hutcheson, City Manager; Jessi Dobson, City Clerk; Scott Bush, City Attorney; Richard Tommer, Sergeant, Sterling Police Department; Candice Groth, Accounting Clerk; Brian Rife, Fire Chief; Mike Miles, Undersheriff, Rice County Sheriff's Office; Wayne Buchberger, Managing Director/CEO, KMW Ltd.; Marla Canfield, Regional Director, In-State, South Central, Kansas Department of Commerce; Taryn Daniels, Economic Development Director, Rice County; Bob Booth, Mark Engelland, Tracy Groth, Chad Hook, Dan LaTourell, Clelia McCrory, Chris Oden, Lee Sankey, and Stephanie Walton, Public.

Janie Perico was present for the Sterling Bulletin.

Mayor Inwood called the meeting to order.

INVOCATION AND FLAG SALUTE: Led by Commissioner Boltz.

APPROVAL OF AGENDA:

Commissioner Rowland moved, and Commissioner Bundy seconded to approve the agenda. The motion carried 5-0.

CITIZEN COMMENTS: Mayor Inwood opened the floor for public comment with the recommendation that if those present wished to speak regarding the KMW expansion project included in the New Business section of the agenda, they please hold their comments until after the item has been presented.

APPOINTMENTS, PROCLAMATIONS, RECOGNITIONS, & NOMINATIONS: None.

CONSENT AGENDA:

1. Approve April, 6, 2026, Regular Meeting Minutes.
2. Approve April 17, 2026, Accounts Payable for the updated amount of \$175,359.
3. Approve special event permit for Kids Cove, 5K Donut Dash.

Commissioner Rowland moved, and Commissioner Jones seconded to approve the Consent Agenda. Motion carried 5-0.

OLD BUSINESS: None.

NEW BUSINESS:

1. Receive the 2026 Q1 update on the KMW expansion Project.

City Manager Hutcheson invited Wayne Buchberger, Managing Director/CEO of KMW Ltd., to present an update on the KMW expansion project. Buchberger began by sharing a video presentation that portrayed the operations of the plant in the Czech Republic owned by KMW's parent company, Agrostroj Pelhřimov, that the new facility in Sterling will be constructed in alignment with.

NEW BUSINESS (cont.):

Following the video presentation, Buchberger continued to share a brief history of KMW, which has operated in Sterling since 1965. Buchberger expressed his excitement for the KMW expansion project in Sterling. He shared that the current project is only the first phase of the expansion which the company hopes will grow over time. Once the new facility is fully operational, Buchberger plans to create approximately 450 jobs. Currently, KMW employs 150 people across three current locations in Sterling, Lyons and Great Bend, Kansas. Buchberger did not yet have an exact date for the groundbreaking, but the company expects to begin construction in 2026.

Buchberger answered several questions from the City Commissioners and the members of the public present. These questions included the construction timeline, workforce development in relation to local area schools, recruitment, housing for new employees, the company's work release program through the Kansas Department of Corrections and how participants are screened, employee wages, apprenticeship programs, tax abatement incentives, signage, and the design and landscaping of the site, among other subjects. Buchberger shared that KMW chose Sterling as the location for the expansion project because he considers the city as the company's home, and because of the overall high quality of life in the community.

Hutcheson and the City Commission thanked Buchberger for taking the time to present the 2026 Q1 update on the KMW expansion project.

The presentation was for informational purposes only.

No action taken.

2. Discuss extending the City's zoning authority to create an extraterritorial zone of influence.

City Manager Hutcheson opened the discussion by explaining that Kansas Statutes Annotated (KSA) 12-715b permits municipalities to establish zoning regulations for land located up to three miles outside their corporate limits. To exercise this authority and create this "extraterritorial zone of influence", cities must meet four conditions, which are further explained in the statute:

1. The city planning commission must include two members who reside outside of the city limits but within the extraterritorial zone of influence, and
2. The extraterritorial zone of influence must be included in the planning area established in a comprehensive plan that has been formally adopted by the city's governing body, and
3. The county must specifically exclude the land included in the city's extraterritorial zone of influence from county zoning regulations, and
4. The city must notify the board of county commissioners in writing 60 days prior to the city's approval of the ordinance which creates the extraterritorial zone of influence.

Hutcheson explained that there may be a desire amongst the City Commissioners and the residents of Sterling to enact an extraterritorial zone of influence. Of the four conditions outlined in KSA 12-715b which must be met to create such a zone, the City currently fulfills the conditions given in KSA 12-715b(b), which is the inclusion of the extraterritorial area in a City Commission-approved comprehensive plan. The *Connect Sterling Comprehensive Development Plan for the Sterling Area, Kansas: 2015-2035*, which was approved by the City Commission on July 9, 2015, includes a planning area that extends several miles outside the

NEW BUSINESS (cont.):

city limits into unincorporated areas of Rice County.

To meet the other three criteria for establishing an extraterritorial zone of influence would require action from both the City and the County and their respective planning commissions. The condition explained in KSA 12-715b(a), would require the Planning Commission to amend the Planning Commission Bylaws to include two members who reside within the extraterritorial zone of influence. Currently, all members of the Planning Commission must reside within the city, as stated in Article I, Section 2 of the Bylaws. To avoid dismissing any of the members currently serving on the Planning Commission, it is recommended that the number of members serving on that body be increased from seven to nine, to include two new members residing within the zone of influence. Per Article VII, Section 1, the Planning Commission may by a two-thirds majority vote amend any section of the Bylaws.

Fulfilling the condition listed in KSA 12-715b(c) would likely require the Rice County Planning and Zoning Commission to relinquish its zoning authority over the land within the extraterritorial zone of influence.

Implementing an extraterritorial zone of influence would ostensibly entail a significant increase in the amount of staff time devoted to processing planning and zoning cases, and may require extensive amendments to the City's Zoning and Subdivision Regulations. It may be more feasible for the City to create a less extensive zone of influence, e.g. one that extends two or one miles beyond the city limits. Foster Design Associates, which serve as the City's consultant on planning and zoning matters, are currently studying this issue on the City's behalf and are expected to present City staff with their recommendations in the coming days.

There was no recommendation for action at this time, and the purpose of this item is to generate discussion among the City Commissioners on the desirability of extending the City's zoning regulations into an extraterritorial zone of influence.

Adopting an extraterritorial zone of influence would result in additional indirect costs, primarily staff time dedicated to enforcing zoning regulations on uses and development within the zone of influence. An effectuating ordinance must be approved by City Commission, once all other conditions for exercising this authority have been met.

The City Commission discussed the advantages and disadvantages of adopting an extraterritorial zone of influence. Several members of the public present who reside in the unincorporated areas of Rice County voiced their questions and concerns regarding the creation of an extraterritorial zone of influence. Commissioner Bundy mentioned a recent article he had read, which stated that the State legislature is considering changing the rules by which cities could create an extraterritorial zone of influence. The City Commission tabled the discussion indefinitely, or at least until the State legislature has taken action regarding the issue.

No recommendation for action.

No action was taken.

CITY MANAGER'S REPORT:

City Manager Hutcheson invited Brian Rife, Fire Chief, to present a brief update on the new firetruck procurement. Rife explained that he received notice from the sales team for the new truck that the production process has been accelerated by several months. The assembly of the firetruck should be completed in July 2026 and Rife anticipates travelling to the production facility to complete a final inspection of the vehicle in August. Payment of the remaining balance for the new vehicle will be due at the time of the final inspection. Rife intends to take advantage of lower interest rates when finalizing the financing of the asset and plans to host a ceremony with the community to present the new firetruck. Rife discussed the possibility of storing the old firetruck that will be replaced in a temperature-controlled garage until it is disposed of. Rife expressed that the old truck is still operable and carries some value and that it can likely be sold.

Next, Hutcheson shared that the Cemetery Board met recently to discuss the by-laws and regulations governing the operation and maintenance of the cemetery. A notice will be published in the Sterling Bulletin in the coming weeks regarding the removal of prohibited personal plants and memorial items placed in the cemetery.

Hutcheson shared an update on the City's seasonal hiring. The lifeguards for the 2026 pool season have been hired, and interviews to select the second Assistant Pool Manager will be conducted in the coming weeks. The Public Works Department plans to hire seasonal employees in early May, and the City is still accepting applications for Public Works seasonal employees. Applications may be submitted in-person at Sterling City Hall or by email to sterlingcity@sterling-kansas.com.

Hutcheson announced that there are two vacancies left to be filled on the Library Board. Residents interested in applying to serve may request an application in-person at City Hall or download a job application from the City's website.

Last, Hutcheson expressed his gratitude for all who helped with the Citywide Cleanup event on Saturday, April 18. Public Works employees and volunteers from Sterling College and the community worked hard to pick up as much as possible on Saturday, and any remaining items will be disposed of by Public Works in the coming days. Hutcheson thanked Stutzman Refuse Disposal for providing roll-off containers for the waste.

GOVERNING BODY COMMENTS: None.

EXECUTIVE SESSION: None.

City Commission Meeting Minutes
April 20, 2026

ADJOURNMENT: There being no further business to come before the Commission, it was moved by Commissioner Bundy and seconded by Commissioner Jones to adjourn. The motion carried 5-0.

Brian Inwood, Mayor

Todd Rowland, Commissioner

Clint Bundy, Commissioner

Richard L. Jones, Jr., Commissioner

Bob Boltz, Commissioner

Jessi Dobson, City Clerk

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL	ACCOUNT	CK SQ
				FIRST BANK				
				1330 AD ASTRA PER ASPERA				
3/20/2026	STMT	1	5/04/26	3/20/26 CREDIT ON FILE 62727-1	3.50-	03	03-70-5399	1
				INVOICE TOTAL	3.50-			
471-00265-0007		1	5/04/26	4/30/26 ADVERTIS FM-KNXS, KSKU, KWHK, KXK	400.00	03	03-70-5399	1
				INVOICE TOTAL	400.00			
				VENDOR TOTAL	396.50			
				1342 ADVANCE TERMITE & PEST CONTROL				
2026	BATH	1	5/04/26	4/17/26 TERMITE CONTROL AT BATHHOUSE	220.00	01	01-17-5315	1
				INVOICE TOTAL	220.00			
2026	CEM	1	5/04/26	4/15/26 TERMITE CONTROL AT CEMETERY	220.00	16	16-00-5399	1
				INVOICE TOTAL	220.00			
				VENDOR TOTAL	440.00			
				1174 AKITA CONSTRUCTION & RENTAL				
4/24/2026		1	5/04/26	4/24/26 BROADWAY SIDEWALK REM/REPLACE	3,360.00	19	19-00-5399	1
				INVOICE TOTAL	3,360.00			
				VENDOR TOTAL	3,360.00			
				579 BLACK HILLS ENERGY				
4/22/26	STMT DISPL	1	5/04/26	4/22/26 APR ENERGY 3/19-4/21/2026	45.39	18	18-41-5361	1
				INVOICE TOTAL	45.39			
4/23/26	PP	1	5/04/26	4/23/26 APR ENERGY 2/27-3/31/2026	360.79	03	03-50-5336	1
				INVOICE TOTAL	360.79			
				VENDOR TOTAL	406.18			
				21 BOLEN OFFICE SUPPLY, INC				
162656		1	5/04/26	4/15/26 OFF SUPP: COPIER PAPER 2 BOXES	129.00	01	01-00-5201	1
				INVOICE TOTAL	129.00			
162841		1	5/04/26	4/20/26 POLICE COPIER CONTRACT	46.57	01	01-01-5399	1
		2		ADMIN COPIER CONTRACT	197.59	01	01-00-5399	1
				INVOICE TOTAL	244.16			
163315		1	5/04/26	4/24/26 INSPECTOR PERMIT STAMP VALID	25.78	01	01-00-5299	1
				INVOICE TOTAL	25.78			
				VENDOR TOTAL	398.94			
				1231 BOMGAARS				
4/16/2026	STMT	1	5/04/26	4/16/26 CREDIT ON STMT BAL 3279-021-0	6.00-	03	03-50-5399	1
				INVOICE TOTAL	6.00-			
97345295		1	5/04/26	4/17/26 TOOLS: HOSE/STRAINER/EXTENSTIO	226.64	02	02-60-5219	1
				INVOICE TOTAL	226.64			

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL	ACCOUNT	CK SQ
97346424	1	5/04/26	4/21/26	OP SUPP: GROMMETS/PLUG	6.98	02	02-60-5223	1
				INVOICE TOTAL	6.98			
				VENDOR TOTAL	227.62			
4400009943770	1	4/20/26	3/24/26	1285 BRIGHTSPEED PHONE 6202782031	57.88	18	18-41-5399	1
	2			CREDIT FROM JAN/FEB PMTS PHONE	115.43-	18	18-41-5399	1
				INVOICE TOTAL	57.55-			
				VENDOR TOTAL	57.55-		NO CHECK ISSUING	
457870	1	5/04/26	4/21/26	710 BUMPER TO BUMPER AUTO PARTS VEHEXP: FORDFLATBED DRIVESHAFT	142.22	19	19-00-5207	1
				INVOICE TOTAL	142.22			
457974	1	5/04/26	4/23/26	FORD FLATBED AIR/FUEL/OIL FILT	121.40	19	19-00-5207	1
				INVOICE TOTAL	121.40			
				VENDOR TOTAL	263.62			
5/2026	1	5/04/26	5/01/26	23 BUSH, BUSH & SHANELEC MAY 2026 LEGAL FEES	2,000.00	01	01-00-5370	1
				INVOICE TOTAL	2,000.00			
				VENDOR TOTAL	2,000.00			
5331044902	1	5/04/26	4/22/26	951 CINTAS CORPORATION FIRST AID SUPPLIES- ADMIN	38.57	01	01-00-5399	1
	2			FIRST AID SUPPLIES- PD	71.66	01	01-01-5399	1
	3			FIRST AID SUPPLIES- PP	142.47	03	03-50-5399	1
	4			FIRST AID SUPPLIES- PW	92.29	02	02-60-5399	1
	5			FIRST AID SUPPLIES- EL DIST	92.29	03	03-60-5399	1
				INVOICE TOTAL	437.28			
				VENDOR TOTAL	437.28			
5/2026	1	5/04/26	5/01/26	881 CITY OF STERLING-DEPT OF REV. POLICE DEPT GUN RANGE	28.33	01	01-01-5399	1
	2			NORTH WELL	59.81	02	02-50-5328	1
	3			SOUTH WELL	122.06	02	02-50-5328	1
	4			COOLING TOWER-OUTSIDE	34.18	03	03-50-5357	1
	5			FRONT PARKING SPRINKLERS	34.18	03	03-50-5357	1
	6			SEWAGE DISPOSAL PLANT	391.41	18	18-41-5361	1
	7			SEWAGE DISPOSAL PLANT	36.25	18	18-41-5361	1
	8			RICE COUNTY EMS	141.46	31	31-00-5399	1
				INVOICE TOTAL	847.68			
				VENDOR TOTAL	847.68			
MAY-26	1	5/04/26	5/01/26	26 CITY OF STERLING - LIGHT GAS FOR SWEEPER	221.65	19	19-00-5205	1
				INVOICE TOTAL	221.65			

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
				VENDOR TOTAL	221.65			
Y700580	1	5/04/26	4/29/26	1044 CORE & MAIN LP PKMAINT:CLAY/PVC CPLG/SW PIPE	864.12	01	01-15-5241	1
				INVOICE TOTAL	864.12			
Y764898	1	5/04/26	4/29/26	TOOLS:MANHOLEHK/SHOVEL/SPADE	312.44	02	02-60-5219	1
				INVOICE TOTAL	312.44			
				VENDOR TOTAL	1,176.56			
661 APR 2026	1	5/04/26	4/21/26	136 CULLIGAN OF SOUTH CENTRAL KS APR PP ENG RO/5GAL 4/22-5/26	25.50	03	03-50-5315	1
				INVOICE TOTAL	25.50			
APR RO RENTAL 2026	1	5/04/26	4/21/26	APR RO RENTAL 4/22-5/26/2026	26.04	03	03-50-5315	1
				INVOICE TOTAL	26.04			
				VENDOR TOTAL	51.54			
911278-202605	1	5/04/26	4/13/26	1197 FREEDOM CLAIMS MANAGEMENT, INC FCMI HEALTH INSURANCE	310.68	0104	01-01-5130 E-PAYMNT 3140352 5/04/26	1
	2			FCMI HEALTH INSURANCE	310.68	0104	01-01-5130 E-PAYMNT 3140352 5/04/26	1
	3			FCMI HEALTH INSURANCE	304.18	0104	01-01-5130 E-PAYMNT 3140352 5/04/26	1
	4			FCMI HEALTH INSURANCE	310.68	0304	03-50-5130 E-PAYMNT 3140352 5/04/26	1
	5			FCMI HEALTH INSURANCE	243.35	02	02-70-5130 E-PAYMNT 3140352 5/04/26	1
	6			FCMI HEALTH INSURANCE	121.67	0304	03-60-5130 E-PAYMNT 3140352 5/04/26	1
	7			FCMI HEALTH INSURANCE	219.43	18	18-42-5130 E-PAYMNT 3140352 5/04/26	1
	8			FCMI HEALTH INSURANCE	128.17	0304	03-60-5130 E-PAYMNT 3140352 5/04/26	1
	9			FCMI HEALTH INSURANCE	121.67	0104	01-01-5130 E-PAYMNT 3140352 5/04/26	1
	10			FCMI HEALTH INSURANCE	152.09	0204	02-60-5130 E-PAYMNT 3140352 5/04/26	1
	11			FCMI HEALTH INSURANCE	152.09	16	16-00-5130 E-PAYMNT 3140352 5/04/26	1
	12			FCMI HEALTH INSURANCE	304.18	0304	03-50-5130 E-PAYMNT 3140352 5/04/26	1
	13			FCMI HEALTH INSURANCE	124.67	1804	18-41-5130 E-PAYMNT 3140352 5/04/26	1
	14			FCMI HEALTH INSURANCE	243.35	0304	03-50-5130 E-PAYMNT 3140352 5/04/26	1
	15			FCMI HEALTH INSURANCE	249.85	0104	01-00-5130 E-PAYMNT 3140352 5/04/26	1
	16			FCMI HEALTH INSURANCE	121.67	0104	01-01-5130 E-PAYMNT 3140352 5/04/26	1
	17			FCMI HEALTH INSURANCE	121.67	0104	01-01-5130	1

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
	18			FCMI HEALTH INSURANCE	249.85	0304	E-PAYMNT 3140352 5/04/26 03-50-5130	1
	19			FCMI HEALTH INSURANCE	249.85	19	E-PAYMNT 3140352 5/04/26 19-00-5130	1
	20			FCMI HEALTH INSURANCE	212.93	0304	E-PAYMNT 3140352 5/04/26 03-50-5130	1
	21			FCMI HEALTH INSURANCE	121.67	03	E-PAYMNT 3140352 5/04/26 03-70-5130	1
	22			FCMI HEALTH INSURANCE	91.26-	0304	E-PAYMNT 3140352 5/04/26 03-60-5130	1
				INVOICE TOTAL	4,283.12		E-PAYMNT 3140352 5/04/26	
				VENDOR TOTAL	4,283.12			
1354	1	5/04/26	4/28/26	1459 GLT SERVICES 2026 TREE TRIMMING PROJECT	7,480.00	03	03-60-5314	1
				INVOICE TOTAL	7,480.00			
1355	1	5/04/26	4/28/26	2026 TREE TRIMMING PROJECT	7,480.00	03	03-60-5314	1
				INVOICE TOTAL	7,480.00			
				VENDOR TOTAL	14,960.00			
9884133472	1	5/04/26	4/17/26	306 GRAINGER TOOLS:IMPSKT/PAINT/BOLTCUTTER	200.85	03	03-60-5219	1
				INVOICE TOTAL	200.85			
9889794716	1	5/04/26	4/22/26	TOOLS: REVOLV SAFETY/WARNLIGHT	44.87	02	02-60-5219	1
				INVOICE TOTAL	44.87			
				VENDOR TOTAL	245.72			
31203034	1	5/04/26	5/01/26	1305 IMAGINE IT, INC. MONTHLY BILLING MAY-AGMT MANAG	507.90	03	03-70-5399	1
				INVOICE TOTAL	507.90			
31203213	1	5/04/26	4/30/26	PP SOFTWARE UPGRADE 30%PROGLAB	612.50	03	03-50-5399	1
				INVOICE TOTAL	612.50			
31203222	1	5/04/26	4/30/26	#14276:MFAonVPN35%PROLAB90%COM	350.00	01	01-00-5399	1
	2			#14276:MFAonVPN35%PROLAB90%COM	350.00	02	02-70-5399	1
	3			#14276:MFAonVPN35%PROLAB90%COM	350.00	03	03-70-5399	1
	4			#14276:MFAonVPN35%PROLAB90%COM	350.00	18	18-42-5399	1
				INVOICE TOTAL	1,400.00			
31203223	1	5/04/26	4/30/26	14453:26SWITCH&ACCESSPOINTRPLC	187.50	01	01-00-5399	1
	2			14453:26SWITCH&ACCESSPOINTRPLC	187.50	02	02-70-5399	1
	3			14453:26SWITCH&ACCESSPOINTRPLC	187.50	03	03-70-5399	1
	4			14453:26SWITCH&ACCESSPOINTRPLC	187.50	18	18-42-5399	1
				INVOICE TOTAL	750.00			
				VENDOR TOTAL	3,270.40			

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
4/29/2026 NO STMT	1	5/04/26	4/29/26	32 ELAN FINANCIAL SERVICES HAMPTON:26LYONSCOCONF RA/JS	644.76	01	01-01-5311 E-PAYMNT 3140355 5/04/26	1
	2			INTEREST CHARGED	7.99	01	01-00-5399 E-PAYMNT 3140355 5/04/26	1
	3			KMU:2026 CONFERENCE REGIS IH	350.00	01	01-00-5311 E-PAYMNT 3140355 5/04/26	1
	4			HILTON:26 KDOT CONFERENCE JS	277.36	01	01-01-5311 E-PAYMNT 3140355 5/04/26	1
	5			ADOBE MEMBERSHIP APR (IH)	21.69	01	01-00-5399 E-PAYMNT 3140355 5/04/26	1
	6			SONIC: EMPLOYEE APPREC DONATE	17.09	01	01-00-5399 E-PAYMNT 3140355 5/04/26	1
				INVOICE TOTAL	1,318.89			
				VENDOR TOTAL	1,318.89			
APR 2026 COMP USE	1	5/04/26	4/22/26	1170 KDOR-MISCELLANEOUS TAX SECTION APR COMP USE TAX 2026	1,736.53	03	03-70-5502 E-PAYMNT 3140353 4/23/26	1
				INVOICE TOTAL	1,736.53			
				VENDOR TOTAL	1,736.53			
100025	1	5/04/26	5/01/26	337 KIRKHAM MICHAEL 2011810:2026 ST MAINT BID 7.5H	1,900.99	19	19-00-5399	1
				INVOICE TOTAL	1,900.99			
				VENDOR TOTAL	1,900.99			
6001659	1	5/04/26	4/28/26	977 MERIDIAN ANALYTICAL LABS, LLC WASTEWATER SAMPLES	1,001.00	18	18-42-5399	1
				INVOICE TOTAL	1,001.00			
6001663	1	5/04/26	4/28/26	WASTEWATER SAMPLES	269.35	18	18-42-5399	1
				INVOICE TOTAL	269.35			
				VENDOR TOTAL	1,270.35			
11331	1	5/04/26	4/20/26	1489 NANCY'S EMBROIDERY CLOTHALLOW:6 S.SPARGTEESW/LOG	142.00	01	01-01-5208	1
				INVOICE TOTAL	142.00			
				VENDOR TOTAL	142.00			
430090	1	2/16/26	1/29/26	40 NAPA AUTO PARTS - KC101 VEH EXP:BRANCHED RAD HOSE	115.51-	19	19-00-5207	1
				INVOICE TOTAL	115.51-			
430117	1	2/16/26	1/30/26	VEH EXP:08FD E450 ANTIFRESVCAP	6.56	19	19-00-5207	1
				INVOICE TOTAL	6.56			
432869	1	5/04/26	4/24/26	VEHEXP:FD FLATBED BATT TERMINA	43.61	19	19-00-5207	1
				INVOICE TOTAL	43.61			

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
				VENDOR TOTAL	65.34-		NO CHECK ISSUING	
11957382	1	5/04/26	4/20/26	1473 NEX-TECH WIRELESS APR 2026 INVOICE 4/20-5/19	6.77	01	01-17-5399	1
				INVOICE TOTAL	6.77			
				VENDOR TOTAL	6.77			
5/4/2026 STMT	1	5/04/26	5/04/26	41 CITY OF STERLING-PETTY CASHBOX TRAINING BFASST SPLITX3 (JD)	15.34	18	18-41-5311	1
	2			TRAINING BFASST SPLITX3 (JD)	15.34	03	03-60-5311	1
	3			TRAINING BFASST SPLITX3 (JD)	15.34	03	03-50-5311	1
	4			WATER SAMPLE (TK)	33.35	02	02-50-5399	1
				INVOICE TOTAL	79.37			
				VENDOR TOTAL	79.37			
5/4/2026 STMT	1	5/04/26	4/29/26	42 CITY OF STERLING-PETTYCASHFUND REIMB:KBI DIPOSITIONCONF (CG)	245.15	01	01-01-5311	1
	2			ROD:CEM DEED 1163LOT 52C T/REN	21.00	16	16-00-5399	1
	3			PERDIEM:KDOT TRAFFSAFETYCONFJS	223.74	01	01-01-5311	1
	4			CEM XFER FROMS FB1050TOBOFPACT	21.00	16	16-00-5399	1
	5			CEM XFER FROM FBS0 TO BOFP ACT	921.00	16	16-00-4406	1
	6			REIMB:KDHEBUROFWA CLASS11LICJW	20.00	02	02-60-5311	1
	7			REIMB:KMU PARKING (IH)	30.00	01	01-00-5399	1
	8			REIMB: SUPPLIES- WATER (TH)	48.25	03	03-60-5299	1
	9			REIMB: SUPPLIES- WA ADMIN (TH)	4.75	01	01-00-5299	1
	10			ROD:CEM DEED1165 LOT1027F BCH	21.00	16	16-00-5399	1
	11			REIMB:STCHMBR MSMD FT VENDORPM	50.00	01	01-00-5399	1
	12			ROD:CEM DEED1166 LOT1027F BEA	321.00	16	16-00-5399	1
	13			REIMB:LIFEGUARD SUIT;SC CARTER	14.99	01	01-17-5299	1
				INVOICE TOTAL	1,941.88			
				VENDOR TOTAL	1,941.88			
5/2026	1	5/04/26	5/01/26	266 POSTMASTER 2 REG/15PC ROLL STAMPS FOR UB	357.00	02	02-70-5399	1
	2			2 REG/15PC ROLL STAMPS FOR UB	357.00	03	03-70-5399	1
	3			2 REG/15PC ROLL STAMPS FOR UB	357.00	18	18-42-5399	1
				INVOICE TOTAL	1,071.00			
				VENDOR TOTAL	1,071.00			
53666/5	1	5/04/26	4/23/26	936 PRIDE AG RESOURCES PARKS MAINT:DIGITAL WTR TIMER	89.98	01	01-15-5241	1
				INVOICE TOTAL	89.98			
E93841	1	5/04/26	4/23/26	TOOLS: HOSE ADAPTER/NIP MPT	19.98	02	02-60-5219	1
				INVOICE TOTAL	19.98			
E94905	1	5/04/26	5/01/26	OP SUPP:TAPE/HEXKEY/BOWFIBER	68.72	02	02-60-5223	1
				INVOICE TOTAL	68.72			
				VENDOR TOTAL	178.68			

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL	ACCOUNT	CK SQ
91616	1	5/04/26	4/28/26	228 PROTECTIVE EQUIPMENT TESTING SAFE-EQUIP:FR WORK SHIRTS QTY4	426.10	03	03-60-5242	1
				INVOICE TOTAL	426.10			
				VENDOR TOTAL	426.10			
6088831-00	1	5/04/26	4/24/26	5 STANION WHOLESALE ELEC CO INC OP SUPP:MILB/3M SG-YBAG SECWIR	409.00	03	03-60-5223	1
				INVOICE TOTAL	409.00			
				VENDOR TOTAL	409.00			
PINV1318202	1	5/04/26	4/22/26	898 STOREY KENWORTHY-MATT PARROTT GW LS UTILITYBILLS2PRINTON3500	470.89	02	02-70-5201	1
	2			GW LS UTILITYBILLS2PRINTON3500	470.89	03	03-70-5201	1
	3			GW LS UTILITYBILLS2PRINTON3500	470.89	18	18-42-5299	1
				INVOICE TOTAL	1,412.67			
				VENDOR TOTAL	1,412.67			
4/21/2026	1	5/04/26	4/21/26	799 STUDIO 96 20 BLU CHAIRS FOR COMMISSIONRM	50.00	01	01-00-5299	1
				INVOICE TOTAL	50.00			
				VENDOR TOTAL	50.00			
12197	1	5/04/26	4/30/26	746 SUPERIOR SAND & GRAVEL FILL STAND 23.22	116.10	19	19-00-5215	1
				INVOICE TOTAL	116.10			
				VENDOR TOTAL	116.10			
2026.1	1	5/04/26	4/29/26	1319 THE HARTFORD 2026 CEMETERY INSURANCE.1	1,635.00	16	16-00-5332 E-PAYMNT 3140354 4/29/26	1
				INVOICE TOTAL	1,635.00			
				VENDOR TOTAL	1,635.00			
5b115674	1	5/04/26	4/23/26	1200 THE UNIVERSITY OF KANSAS TRAINING:FIREARMINSTSCH-LNG JB	200.00	01	01-01-5311	1
				INVOICE TOTAL	200.00			
				VENDOR TOTAL	200.00			
4/13/2026	1	5/04/26	4/13/26	1023 THE WICHITA PUMP & SUPPLY CO. PKMAINT: SPRINKERS FOR PARKS	1,030.04	01	01-15-5241	1
				INVOICE TOTAL	1,030.04			
				VENDOR TOTAL	1,030.04			
0000854-IN	1	5/04/26	4/21/26	166 UNITED INDUSTRIES INCORPORATED WATER SAMPLE SHIPPING (JW)	42.25	02	02-50-5399	1
				INVOICE TOTAL	42.25			

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST GL	ACCOUNT	CK SQ
0000855-IN	1	5/04/26	4/27/26	WATER SAMPLE SHIPPING (TK)	41.93	02	02-50-5399	1
				INVOICE TOTAL	41.93			
0077371-IN	1	5/04/26	4/21/26	POOL: GASKER, FULLFC20"RRUBBER	65.58	01	01-17-5235	1
				INVOICE TOTAL	65.58			
				VENDOR TOTAL	149.76			
				629 VERIZON WIRELESS				
6141342602	1	5/04/26	4/17/26	PD WIRELESS 3/18-4/17/2026	80.02	01	01-01-5399	1
				INVOICE TOTAL	80.02			
				VENDOR TOTAL	80.02			
				1022 WAGEWORKS				
INV8960571	1	5/04/26	4/23/26	HS-FSA APR 2026	15.43	01	01-00-5399	1
	2			HS-FSA APR 2026	15.43	01	01-01-5399	1
	3			HS-FSA APR 2026	15.43	02	02-60-5399	1
	4			HS-FSA APR 2026	15.43	02	02-70-5399	1
	5			HS-FSA APR 2026	15.43	03	03-50-5399	1
	6			HS-FSA APR 2026	15.43	03	03-60-5399	1
	7			HS-FSA APR 2026	15.43	16	16-00-5399	1
	8			HS-FSA APR 2026	15.49	18	18-42-5399	1
				INVOICE TOTAL	123.50			
				VENDOR TOTAL	123.50			
				1461 WESTERN CONSULTANTS				
25-IN-002 ADMIN #2	1	5/04/26	5/01/26	KMWATHRU3/31/26QTRPROGRPT150H	6,300.00	44	44-02-5399	1
				INVOICE TOTAL	6,300.00			
				VENDOR TOTAL	6,300.00			
				FIRST BANK TOTAL	54,442.57			
				TOTAL MANUAL CHECKS	.00			
				TOTAL E-PAYMENTS	8,973.54			
				TOTAL PURCH CARDS	.00			
				TOTAL ACH PAYMENTS	.00			
				TOTAL OPEN PAYMENTS	45,469.03			
				GRAND TOTALS	54,442.57			

+ 1965.29 = 10,938.83

+ 1965.29 = 56,407.86

* AMAZON Act
73.16

* KS STATE BANK 257.13

* THE HART FORD 1635.00

\$ 1965.29

VENDOR SUMMARY

Vendor# 1261 AMAZON CAPITAL SERVICES Phone

Alpha ID	AMAZON CAPITAL SERVICE PO BOX 035184	Last Inv#	114-0565757-9955444	Purchases YTD	2,651.05
Contact:		Last Inv Dt	4/21/26	Purchases LYR	4,238.02
FAX	SEATTLE, WA	Last Payment	73.16	Purchases 2YR	
Cell	98124-5184	Last Pmt Date	4/22/26	On Order Bal	
		Last Check #	3140349	Balance	

Inv Date	Invoice #	Line	St	Reference	Amount	General Ledger #	Dist ID	Journal	1099
4/21/26	114-0565757-9955444	1	P	OFFSUPP:REG/PKT FLDR.FLAGS.ENV	73.16	01-00-5201	01	3042	
4/22/26				E-Payment 3140349	73.16				

VENDOR SUMMARY

Vendor#	1447	KS STATEBANK	Phone		
----------------	-------------	---------------------	--------------	--	--

Alpha ID	KS STATEBANK	P.O. BOX 1608	Last Inv#	63771-5-2026	Purchases YTD	6,013.52
Contact:		1010 WESTLOOP	Last Inv Dt	3/05/26	Purchases LYR	7,813.43
FAX		MANHATTAN, KS	Last Payment	257.13	Purchases 2YR	
Cell		66502	Last Pmt Date	5/20/26	On Order Bal	
			Last Check #	3140350	Balance	

Inv Date	Invoice #	Line	St	Reference	Amount	General Ledger #	Dist ID	Journal	1099
3/05/26	63771-5-2026	1	P	2025 GRASSHOPPER 73BT MOWER	257.13	16-00-5403	16	3042	M
5/20/26				E-Payment 3140350	257.13				

VENDOR SUMMARY

Vendor#	1319	THE HARTFORD	Phone (866)467-8730
----------------	-------------	---------------------	----------------------------

Alpha ID THE HARTFORD	P.O. BOX 660916	Last Inv# 2026.1	Purchases YTD	3,270.00
Contact:		Last Inv Dt 4/29/26	Purchases LYR	1,610.00
FAX	DALLAS, TX	Last Payment 1,635.00	Purchases 2YR	1,565.00
Cell	75266-0916	Last Pmt Date 4/29/26	On Order Bal	
		Last Check # 3140354	Balance	

Inv Date	Invoice #	Line	St	Reference	Amount	General Ledger #	Dist ID	Journal	1099
4/29/26	2026.1	1	P	2026 CEMETERY INSURANCE.1	1,635.00	16-00-5332	16	3073	M
4/29/26				E-Payment 3140354	1,635.00				

**City of Sterling
City Commission Meeting
May 4, 2026**

TO: City Commission
SUBJECT: Receive a preliminary architectural report (PAR) from BG Consultants for the Library accessibility improvements project.
INITIATED BY: City Manager
PREPARED BY: City Manager
AGENDA: New Business

Background: The Sterling Free Public Library occupies an original Carnegie library built in 1917. As the property owner, the City is primarily responsible for building maintenance and improvements. The building houses an elevator which transports staff and patrons from the ground level to the main floor of the building. This elevator is essential for making the building accessible to individuals with mobility challenges and for compliance with the provisions of the Americans with Disabilities Act (ADA) of 1990, which generally requires all public facilities be accessible to people with such challenges. The library elevator has been operating inconsistently for several months to the point where it can be safely relied upon for everyday use. The three basic alternatives available to the City for making the ADA improvements needed to the library are 1) to repair the existing elevator, 2) replace the elevator, or 3) construct ramp access to the building.

On February 16, 2026, the City approved an agreement with BG Consultants to develop a preliminary architectural report (PAR) which would provide an analysis of the building's accessibility barriers and cost estimates for suggested solutions. A PAR would also be prerequisite for most grant programs which could help to fund accessibility improvements.

Analysis: BG Consultants have completed the PAR for the Library accessibility improvements project, which is included in Exhibit A. Sections 1 – 3 of the report present background on the Library building, including justifications for accessibility improvements and an analysis of the existing building.

Section 4 of the PAR presents five alternatives for improving the accessibility of the building. A description and estimated cost for each alternative are displayed in Table 1. The combined cost of Alternative 1a and 1b, which is not presented in the report, is included in Table 1 as well.

Table 1.

Alternative	Description	Estimated Cost
1a	New accessible ramp to basement activity room	\$136,902
1b	New accessible ramp to main level stack room	\$192,141
1a and 1b	New accessible ramp to basement activity room and main level stack room	\$329,043
2	Elevator repair and modernization	\$167,797
3	Elevator replacement	\$265,498
4	Combination of new exterior ramp and elevator replacement	\$396,074

The PAR was prepared in anticipation of the City’s application to the Community Development Block Grant (CDBG) Community Facilities Small Grants or Large Grants programs. The cost estimates given in the report will be required for the grant pre-application, and a PAR must be submitted with the full application. The estimated costs for Alternatives 1a and 1b by themselves, and Alternatives 2 and 3 are within the project cost range of Small Grants program, which provides funding for projects with a cost of \$210,000 or less. The cost of Alternatives 1a and 1b combined and Alternative 4 would be appropriate for the Large Grants program, which provides funding for projects costing up to \$1,500,000. The local match required for the Small Grants and Large Grants programs are 10% and 20%, respectively. It may be possible to structure the Library accessibility improvements project in such a way that it is within the range of the Small Grants program, which would be beneficial to the City given the relatively lower matching requirement compared to the Large Grants program. The PAR may also be used in support of applying to other grant opportunities, other than the CDBG programs.

There is no recommendation for action at this time and the intent of this item is to receive the PAR and discuss its findings. However, to apply to the CDBG Community Facilities programs, the City must decide which alternative it intends to pursue grant funding for.

Financial: The estimated cost of the five alternatives presented in the PAR ranges from \$136,902 for Alternative 1a to \$396,074 for Alternative 4. The CDBG Community Facilities Small Grant and Large Grant programs may award up to \$210,000 and \$1,500,000, respectively. The Small Grants program requires a 10% local match, and the Large Grants program requires a 20% local match.

Legal Considerations: To comply with the requirements of the Americans with Disabilities Act (ADA) of 1990, the Library building must be accessible to all potential patrons, including those with mobility challenges who may not be capable of safely navigating staircases.

Recommendations/Actions: It is recommended that the City Commission: Receive the PAR for the Library accessibility improvements project (**VOICE**).

Attachments:

Exhibit A – Sterling Free Public Library Accessibility Improvements PAR (52 pages)

PRELIMINARY ARCHITECTURAL REPORT

2026 CDBG - COMMUNITY FACILITIES IMPROVEMENT APPLICATION

STERLING FREE PUBLIC LIBRARY

ACCESSIBILITY IMPROVEMENTS

138 N. BROADWAY AVENUE
STERLING, KS 67579

ARCHITECT'S PROJECT NO: #26-1139



PREPARED BY:

BG Consultants
4806 Vue Du Lac Place
Manhattan, Kansas 66503
785-537-7448

DATE:

May 2026





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PRELIMINARY ARCHITECTURAL REPORT

STERLING FREE PUBLIC LIBRARY
ACCESSIBILITY IMPROVEMENTS

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SECTION 1 - INTRODUCTION

[Sterling Free Public Library - Accessibility Improvements](#)

This Preliminary Architectural Report (PAR) has been prepared to support a funding application for Community Development Block Grant (CDBG) Community Facilities Small Grants funding for accessibility improvements at the Sterling Free Public Library in Sterling, Kansas. The content of this report has been developed in coordination with the Sterling Free Public Library Board and the Sterling City Commission to ensure that the identified needs, proposed solutions, and project priorities accurately reflect local conditions, operational realities, and long-term community goals. This collaborative approach has allowed for a comprehensive understanding of both the physical limitations of the existing facility and the essential role the library plays in serving residents.

BG Consultants, Inc., a professional engineering and architecture firm with offices located throughout Kansas, was engaged to assist with preliminary planning efforts and to prepare this report. The purpose of the PAR is to provide a clear and objective evaluation of the existing building conditions, document current accessibility deficiencies, and outline practical, cost-conscious solutions that will improve access to library services for all users. This report is intended to serve as a foundational planning document to guide decision-making, support funding requests, and ultimately advance implementation of the recommended improvements.

The Sterling Free Public Library has served the community for over a century and remains a vital civic resource. Originally constructed in 1917 through funding from Andrew Carnegie's national library program, the building reflects early 20th-century design principles, including a raised main level and a lower level partially below grade. For generations, the facility has provided a centralized location for reading, education, and community engagement, contributing significantly to the cultural and intellectual life of Sterling.

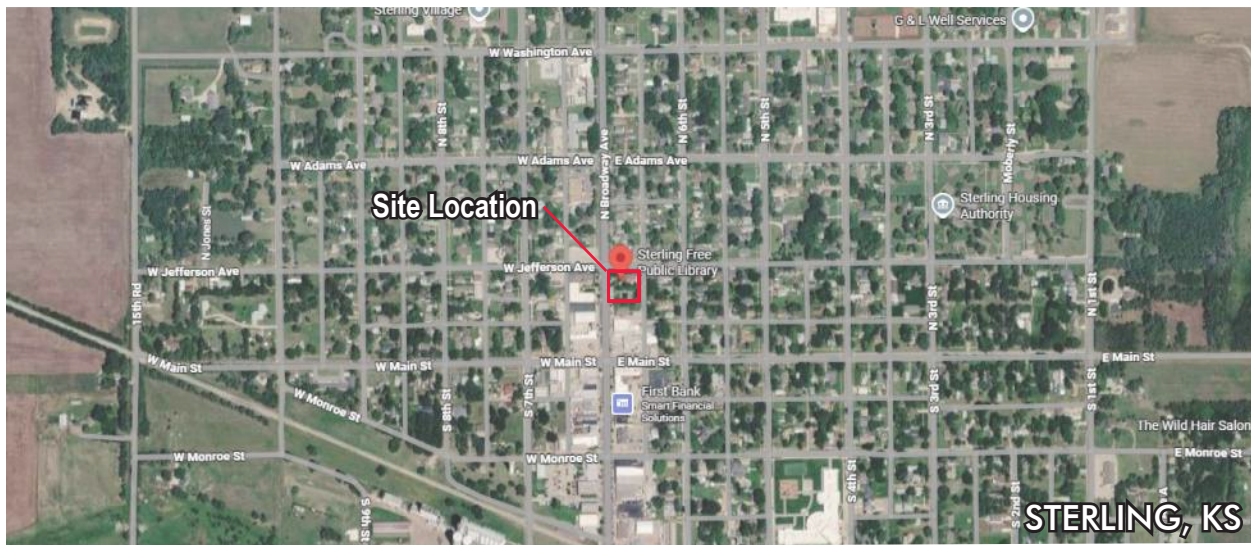
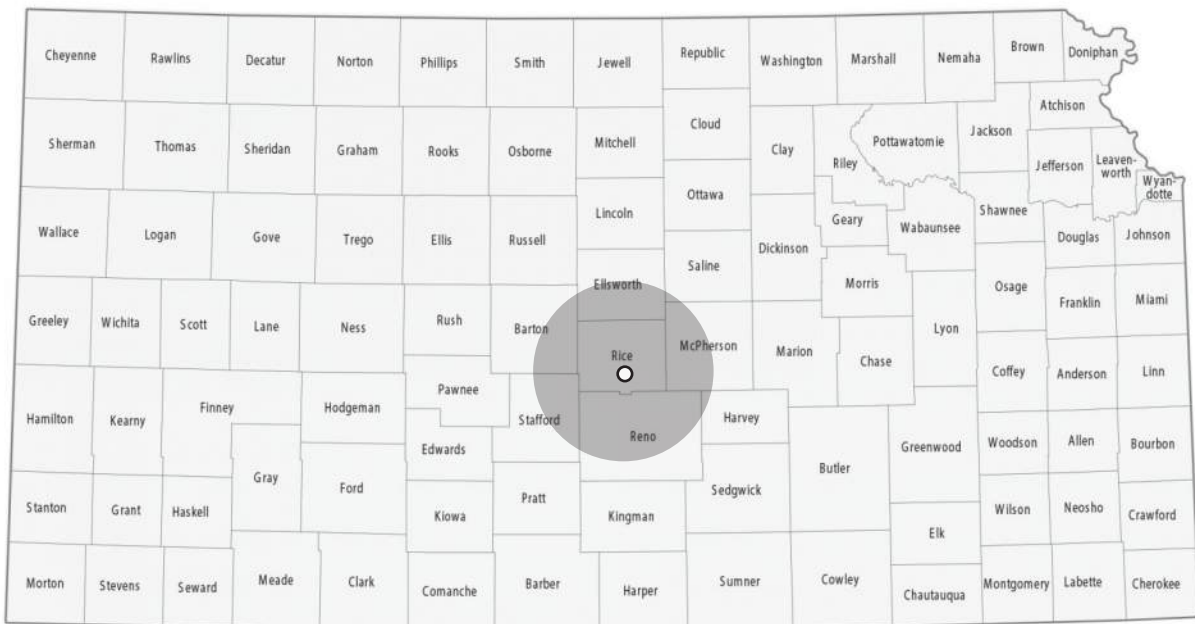
An addition constructed in 1982 expanded the building and introduced an elevator intended to provide access between the upper and lower levels. While this improvement addressed accessibility needs at the time, the elevator has since experienced mechanical failure and is no longer operational. As a result, the building currently lacks a functional accessible route between floors, creating a significant barrier for individuals with mobility impairments and limiting access to key library services.

Today, the library continues to operate as an essential public facility, offering access to books, digital materials, public computers, and community programming that serves residents of all ages. Annual usage data reflects consistent community reliance on the facility, with thousands of visitors, program participants, and material checkouts each year. However, due to the building's split-level configuration, with primary service areas located both above and below exterior grade, accessible entry and vertical circulation are critical to ensuring equitable access for all patrons.

This report outlines the need for accessibility improvements, evaluates feasible alternatives, and provides a recommended course of action to restore and enhance access to the Sterling Free Public Library in a manner that is both cost-effective and responsive to community needs. By addressing these deficiencies, the project will help ensure that the library remains an inclusive, functional, and sustainable resource for the community well into the future.

LOCATION

The maps below indicate the legal and natural boundaries of the project location, major and minor road networks, obstacles, environmental constraints, and greater context of the site within the region.



SECTION 2 - NEED FOR IMPROVEMENTS

The need for accessibility improvements at the Sterling Free Public Library is both immediate and well-documented. The facility currently lacks a functioning accessible entrance and does not provide an accessible route to its primary service areas. This condition significantly limits the ability of elderly residents and individuals with disabilities to fully utilize the library and its services, creating a barrier to equal access within a publicly funded community facility.

Existing Accessibility Barriers

The library is configured as a split-level building, with the main public functions divided between two levels. The primary library stacks, public computers, administrative offices, and restrooms are located on the upper level, which is approximately eleven steps above exterior grade at the primary entrance along Broadway Avenue. The lower level, which houses storage and a public reading and activity room, is approximately seven steps below grade. Access to both levels is currently limited to stairways located at multiple exterior and interior points around the building.

Historically, accessibility between levels was provided by an elevator installed as part of the 1982 addition. However, this elevator is no longer operational due to mechanical failure. With the loss of this system, there is no accessible path connecting the upper and lower levels, nor is there a compliant accessible entrance into the building. As a result, individuals with mobility impairments are effectively excluded from accessing significant portions, or in some cases all, of the library's services.

Duration and Cause of the Problem

While the building has always presented inherent accessibility challenges due to its raised foundation and split-level design, the issue has become critical within the past year following the failure of the elevator system. The elevator had served as the sole means of accessible vertical circulation for over four decades. Its mechanical failure has exposed the building's lack of redundancy in accessible design and has rendered the facility non-compliant with modern accessibility expectations.

The underlying cause of the problem is twofold:

- Aging infrastructure, specifically the deterioration and failure of the 1982-era elevator system
- Original building design constraints, which did not anticipate modern accessibility standards such as those established under the Americans with Disabilities Act of 1990 (ADA)

Without intervention, these conditions will persist and continue to limit access for a significant portion of the population.

Impact on the Community

The library plays a critical role in the daily lives of residents in Sterling, Kansas, serving as a hub for education, technology access, and community programming. In 2025 alone, the library recorded:

- 13,012 annual visitors
- 22,009 total checkouts
- 1,701 program attendees across 54 programs
- 847 uses of public computers

These figures demonstrate that the library is an actively used public facility that provides essential services to the community. However, the current accessibility barriers prevent equitable participation in these services.

Elderly residents and individuals with mobility impairments are disproportionately affected. Without an accessible entrance or vertical circulation system, these individuals may be unable to:

- Enter the building independently
- Access the primary book collections and checkout services
- Use public computers or restroom
- Participate in educational or community programs

This exclusion not only limits individual opportunity but also undermines the library's role as an inclusive public resource.

Broader Community Need

Like many small rural communities, Sterling, Kansas has a meaningful population of elderly residents and individuals with disabilities who rely on accessible public facilities. Public libraries, in particular, serve as critical access points for:

- Information and lifelong learning
- Internet and digital services
- Social interaction and community engagement 3,012 annual visitors

When accessibility barriers exist in such facilities, the impact extends beyond inconvenience. It restricts access to essential services and reduces overall quality of life for affected residents.

Additionally, many older buildings in the community, particularly in the downtown area, were constructed prior to modern accessibility standards and may present similar challenges. Addressing accessibility at the library sets an important precedent and demonstrates the community's commitment to improving inclusivity in public infrastructure.

Urgency of the Need

The need for improvement is urgent due to the complete loss of accessible entry and circulation within the building. Unlike partial accessibility limitations, the current condition represents a total barrier for some users. The longer the issue remains unresolved, the greater the risk that:

- Residents with disabilities will be unable to access services
- Program participation will decline among affected populations
- The City may face increased liability related to non-compliance with accessibility standards

The library's continued reliance on a non-functioning elevator is not feasible. Temporary or informal accommodations are insufficient and do not meet regulatory requirements for public facilities.

Regulatory Considerations

As a public facility, the library is subject to accessibility requirements under the Americans with Disabilities Act of 1990 (ADA). The absence of a compliant accessible entrance and route to primary service areas places the facility at risk of non-compliance with these federal standards. ADA guidelines require that public buildings provide accessible access to programs, services, and activities when viewed in their entirety.

Currently, the building does not meet these requirements, as key services are located on levels that cannot be accessed without the use of stairs. Addressing these deficiencies is necessary not only to improve community access but also to align the facility with applicable regulations.

Summary

The need for accessibility improvements at the Sterling Free Public Library is clear and urgent. The combination of a non-functioning elevator, a split-level building configuration, and the absence of an accessible entrance has created significant barriers that limit access to essential public services. Addressing these issues will restore equitable access, support community well-being, and ensure compliance with modern accessibility standards.

SECTION 3 - EXISTING BUILDING ANALYSIS

ANALYSIS

The Sterling Free Public Library is a split-level facility consisting of an upper level and a lower level, both of which serve important but unequal roles in daily operations. The building's original design and subsequent addition have resulted in a configuration that presents significant accessibility challenges, particularly in the absence of a functioning elevator. While the structure remains generally sound and continues to serve its intended purpose, key areas of the building are not accessible to all users.

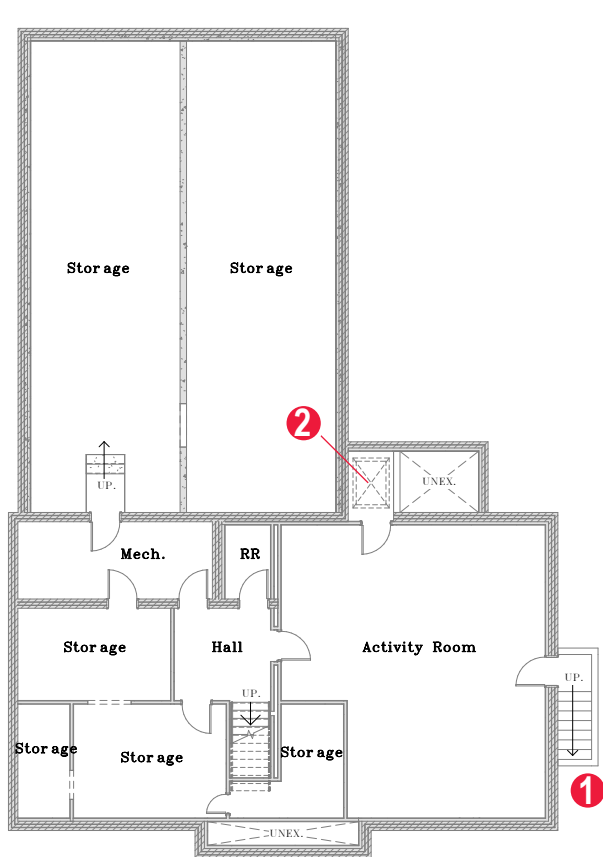
The upper level serves as the primary public service area of the library and contains approximately 2,150 square feet of book stacks and patron-use space. This level includes the main circulation desk, library director's office, public computer lab, media collections, and men's and women's restrooms that have been updated to meet accessibility standards. This floor represents the core of the library's daily operations, where the majority of materials, services, and staff functions are located. However, access to this level is restricted by a change in elevation of approximately eleven steps from exterior grade at the primary entrance, with no currently functioning accessible route.

The lower level of the building is primarily used for storage but also contains a 745 square foot activity and reading room that supports library programming and community use. This level includes a restroom that is not compliant with current accessibility standards. The lower level is located approximately seven steps below exterior grade and is accessed by interior and exterior stairways only. The elevator, even in a repaired condition, does not serve the lower level, which limits the usability of the activity space and restricting inclusive participation in library programs.

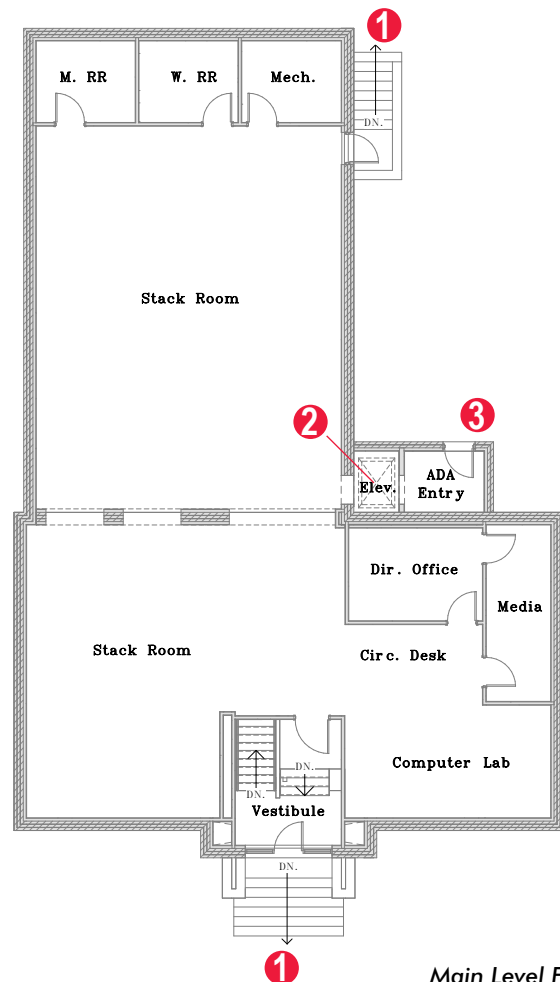
The building's primary entrance, located along Broadway Avenue, is accessed by a set of exterior steps leading to the upper level. Additional exterior stairs constructed with the 1982 addition are provided to the upper level along the south elevation. Another secondary exterior stairway descends into the lower level activity room from the south elevation. While these multiple access points provide functional circulation for able-bodied users, they create a series of architectural barriers for individuals who cannot navigate stairs. The lack of an accessible entrance at any point around the building further compounds this issue.

The elevator, installed as part of the 1982 addition, is located along the south side of the building and previously provided vertical access between the exterior grade and upper level. At the time of this report, the elevator is non-operational due to mechanical failure. As the only accessible means of vertical circulation within the building, its failure has eliminated access to the upper levels for individuals with disabilities. In addition, the elevator system is outdated and does not meet current expectations for reliability or long-term serviceability.

The combination of these architectural barriers within the building, including the absence of a functioning accessible entrance, lack of an accessible route to the upper level where primary services are located, lack of accessible route to the lower level activity space, and the presence of a non-prevent the library from providing equitable access to its facilities and services, and highlight the need for improvements to address accessibility throughout the building.



Existing
Basement Floor Plan



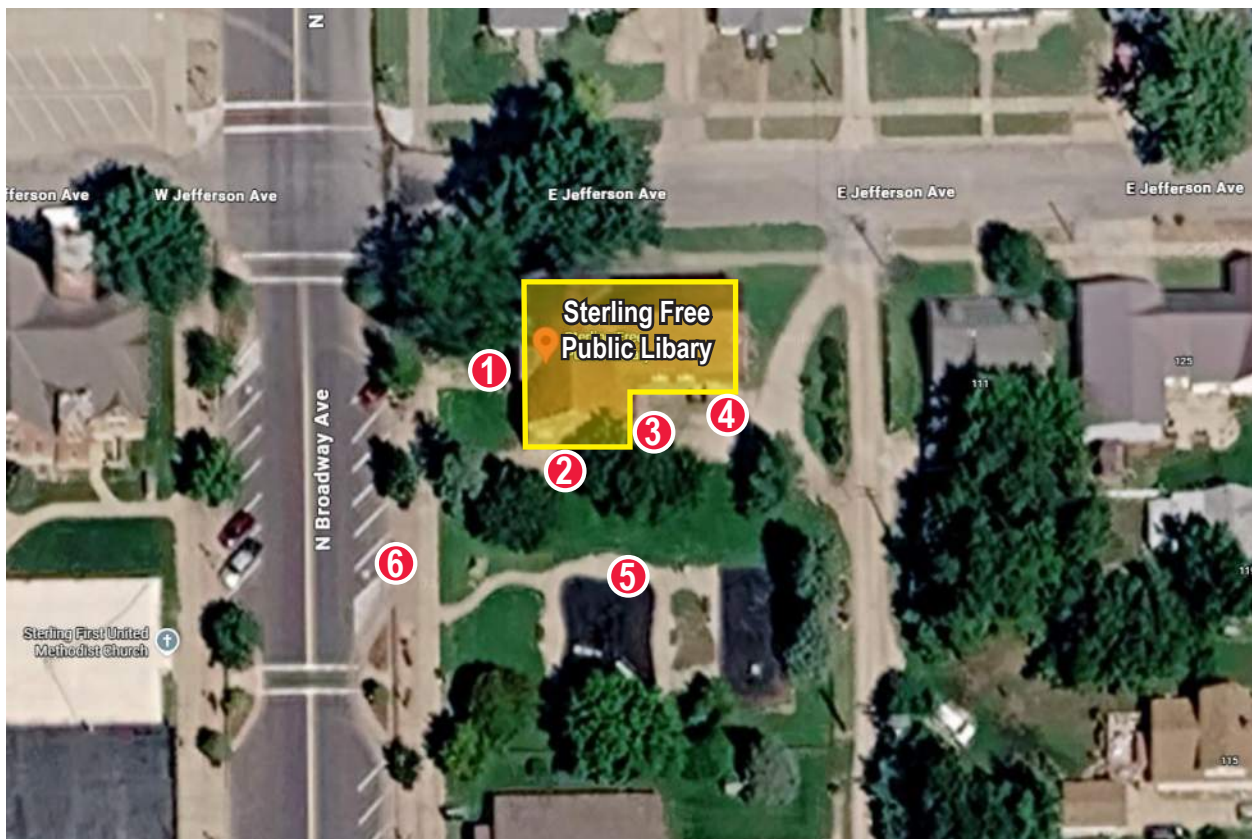
Existing
Main Level Floor Plan

LEGEND

- ① Non-Accessible Entrance/Exit
- ② Inoperable Elevator
- ③ Accessible Entrance

SITE CONTEXT

The following images depict site context around the proposed site, including existing building elements, parking elements, and site amenities.



LEGEND

- ① Main Entrance (West)
- ② Lower Level Entrance Stair (South)
- ③ Elevator Lobby Entrance (South)
- ④ Upper Level Exit Stair (South)
- ⑤ Public Playground
- ⑥ ADA Accessible Parking Stall(s)

SECTION 4 - PROPOSED IMPROVEMENTS ALTERNATIVES

EXPLORATION OF ALTERNATIVES

The evaluation of alternative solutions is a critical component of this Preliminary Architectural Report, as it allows the Sterling Free Public Library, the Sterling Free Public Library Board, and the City of Sterling, Kansas to make informed decisions based on a clear understanding of available options. By exploring multiple approaches, the project team can assess each alternative in terms of cost, feasibility, long-term reliability, and its ability to effectively address the accessibility barriers identified in this report. This process supports a thoughtful and strategic decision that balances immediate needs with long-term community benefit, while remaining aligned with funding constraints and regulatory requirements.

Through this process, alternative solutions provide a framework for comparing the strengths and limitations of each approach. Factors such as initial construction cost, ongoing maintenance, expected service life, user experience, and compliance with accessibility standards are all considered. This analysis ensures that the selected solution not only resolves the current lack of accessibility but also supports continued functionality and adaptability of the facility well into the future.

The Sterling Free Public Library Board, the City of Sterling Commission, and BG Consultants have evaluated four potential alternatives to address the accessibility deficiencies of the existing facility. Each alternative responds to the need for accessible entry and vertical circulation in a different way and carries varying implications in terms of cost, effectiveness, and long-term performance.

1. **Alternative 1:** New Exterior Accessible Ramp
2. **Alternative 2:** Elevator Repair and Modernization
3. **Alternative 3:** Elevator Replacement
4. **Alternative 4:** Combination of New Exterior Ramp and Elevator Replacement

SELECTED ALTERNATIVE

Alternatives have been reviewed for their suitability concerning the project. Based on the analysis of these options and the needs of the applicant, the following option has been selected. **This Preliminary Architectural Report recommends pursuing funding for Alternative 4.** The following pages further expound upon each Alternative explored during the course of the evaluation period.



Accessibility barrier to lower floor (1917 construction)



Accessibility barrier to upper floor (1982 additon)

ALTERNATIVE 1

Alternative 1 - New Exterior Accessible Ramp(s)

Location Description: 138 N Broadway Avenue, Sterling, KS 67579

Property Owner: City of Sterling, KS (owned by Applicant)

Total Building Area: 7,500 SF

Alternative 1 consists of constructing a new exterior accessible ramp system to provide a compliant route from grade to one or both levels of the Sterling Free Public Library. This would include a concrete ramps, handrails, landings, and associated site improvements to meet current accessibility standards. Modifications to the respective entrance doors and existing stairs may also be required, which may include door hardware upgrades, stair upgrades, larger clearances, or signage to ensure compliance with applicable codes.

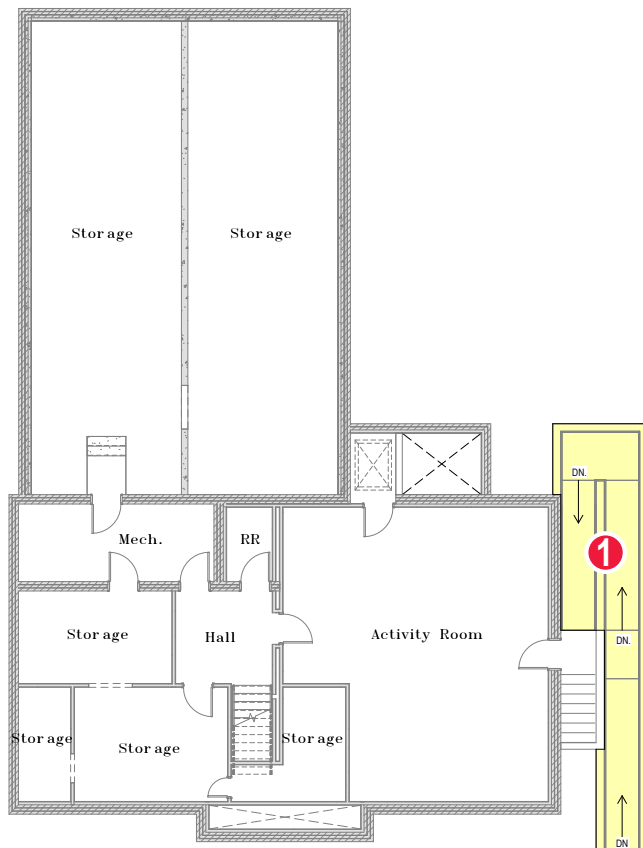
This alternative directly addresses the lack of a direct accessible entrance into either the lower floor and/or upper floor of the building by providing a code-compliant route for individuals with mobility impairments. It would allow independent access into the lower level, including the activity/reading room. This would improve access to programming and community events that occur in the upper and lower floors respectively, and provide partial access or fully compliant access to library services, without effecting the existing elevator.

However, exclusively choosing either Alternative 1a Alternative 1b will not fully address vertical circulation within the building. If Alternate 1a is pursued, the upper level, which contains the primary book stacks, circulation desk, public computers, director's office, and accessible restrooms, would remain inaccessible to individuals who cannot use stairs, as the elevator would remain inoperable. As a result, the majority of the library's services and resources would still be unavailable to those with mobility limitations. If Alternative 1b is pursued, the lower level, which contains public activity space, remains inaccessible. Only the combination of Options 1a and 1b will

While this option may represent a lower initial cost compared to other alternatives, choosing to construct only one ramp will not fully resolve the accessibility deficiencies identified in this report. Because it fails to provide access to all the primary public areas of the library, Alternative 1 is not considered a complete or preferred solution for CDBG funding. Alternate 1a and 1b may independently address a partial accessibility improvement, but only pursuing both would achieve equitable access to the facility as a whole.

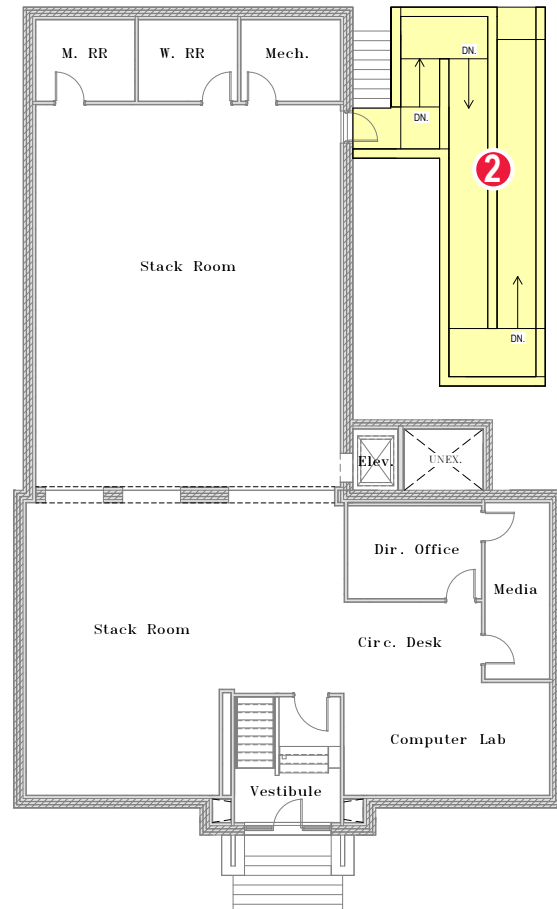
LEGEND

- 1 New Accessible Ramp to Basement Activity Room (with required retaining walls, handrails)
(Approx. 48' ramp length)
- 2 New Accessible Ramp to Main Level Stack Room (with required walls, handrails)
(Approx. 63' ramp length)



Basement Floor Plan

OPTION 1a



Main Level Floor Plan

OPTION 1b

ALTERNATIVE 2

Alternative 2 - Elevator Repair and Modernization

Location Description: 138 N Broadway Avenue, Sterling, KS 67579

Property Owner: City of Sterling, KS (owned by Applicant)

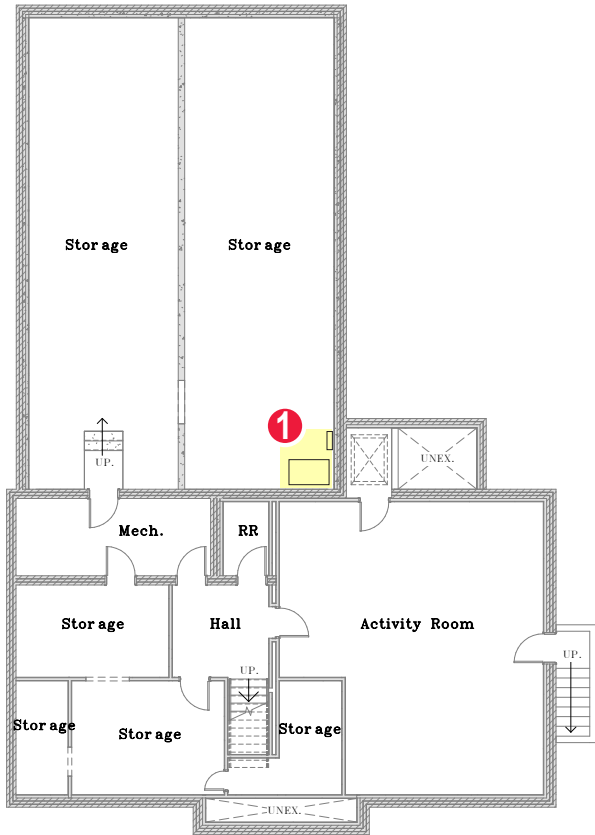
Total Building Area: 7,500 SF

Alternative 2 consists of repairing the existing elevator equipment to restore it to working condition. This approach would involve diagnosing the mechanical failure, replacing or repairing damaged components, and performing necessary maintenance to return the system to operational status. Work would be limited to restoring functionality and would not include full modernization or replacement of major system components.

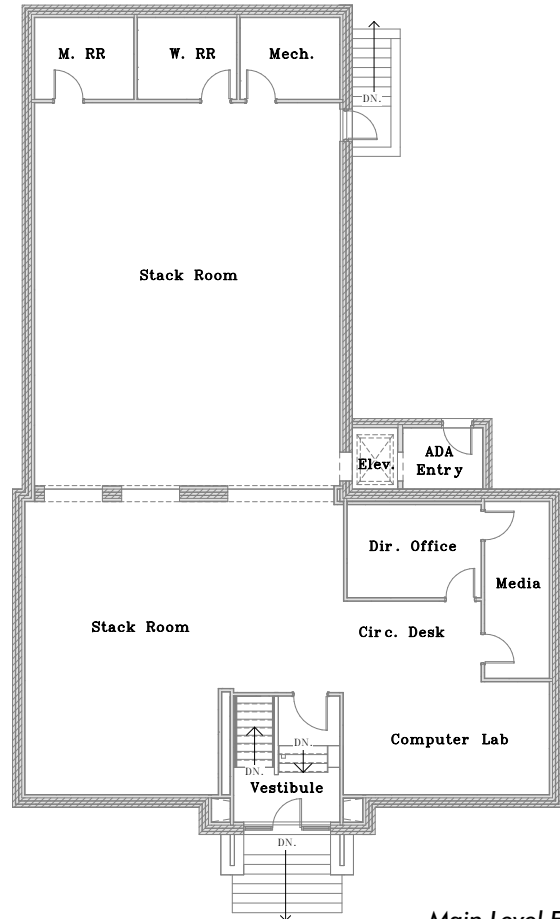
This alternative would re-establish vertical circulation between the upper and lower levels of the building, restoring access to both floors for individuals with mobility impairments. In doing so, it would address one of the most critical accessibility barriers currently affecting the building, which is the lack of an accessible route between levels.

However, this option does not address the age and condition of the existing elevator system. The equipment dates back to the 1982 addition and is likely approaching or exceeding its useful life. Repairing the system does not guarantee long-term reliability, and there is a high likelihood of continued maintenance issues, service interruptions, and difficulty obtaining replacement parts. This creates a risk that accessibility could again be lost in the near future.

Additionally, this alternative does not address the lack of an accessible entrance into the lower floor of the building. Even with a functioning elevator, users must still navigate stairs to enter the lower floor of the facility, which remains a significant barrier. Due to these limitations and the uncertainty associated with the longevity of repairs, Alternative 2 is not considered a preferred solution for CDBG funding.



Basement Floor Plan



Main Level Floor Plan

LEGEND

- ① Elevator Equipment Repairs

ALTERNATIVE 3

Alternative 3 - Elevator Replacement

Location Description: 138 N Broadway Avenue, Sterling, KS 67579

Property Owner: City of Sterling, KS (owned by Applicant)

Total Building Area: 7,500 SF

Alternative 3 consists of a full replacement of the existing elevator system, including new equipment, cab, controls, and associated components. This approach would bring the elevator into compliance with current codes and standards, improving safety, reliability, and long-term serviceability. The work would include upgrades to the elevator shaft, mechanical systems, and electrical connections as required.

This alternative effectively addresses the need for accessible vertical circulation from outside to the upper floor of the building. A new elevator would provide dependable access to the upper level, ensuring that all primary library functions, including book stacks, computers, offices, and public restrooms, are accessible to individuals with mobility impairments.

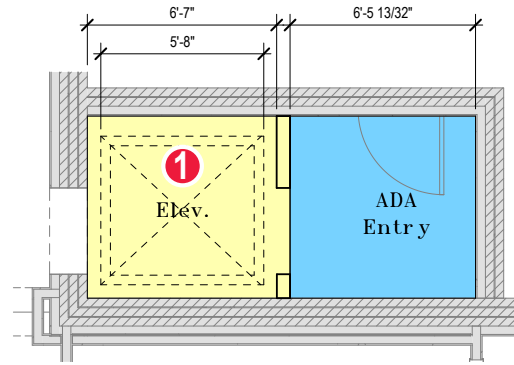
Despite these advantages, this alternative does not resolve the lack of an accessible entrance into the lower floor of building. Users would still be required to navigate interior or exterior stairs to reach the activity/reading room, limiting the effectiveness of the improvement. Without a compliant route into the lower floor of the building, accessibility remains incomplete.

While this option represents a strong long-term investment in vertical accessibility to the upper floor, it does not fully eliminate all architectural barriers identified in this report. As a standalone solution, Alternative 3 is not considered entirely sufficient to meet the overall accessibility needs of the facility, though it is a critical component of a comprehensive approach.

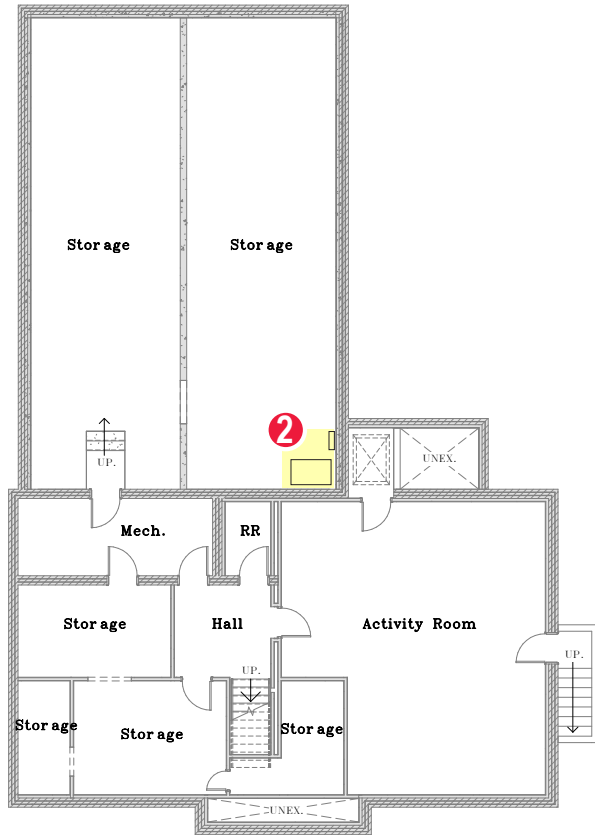
LEGEND

① New Elevator with Expanded Car

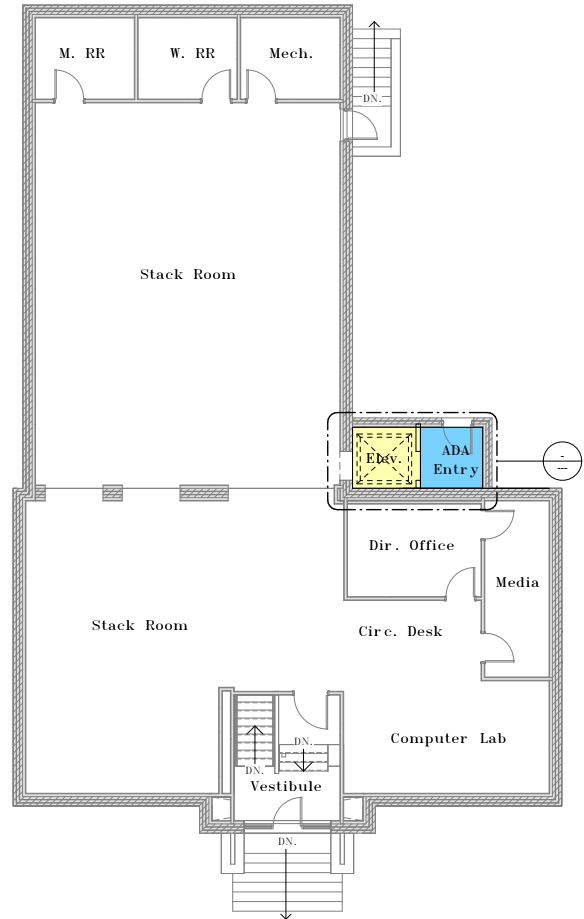
② New Elevator Equipment



Enlarged Elevator Floor Plan



Basement Floor Plan



Main Level Floor Plan

ALTERNATIVE 4

Alternative 4 - [Combination of New Exterior Ramp and Elevator Replacement \(Preferred\)](#)

Location Description: 138 N Broadway Avenue, Sterling, KS 67579

Property Owner: City of Sterling, KS (owned by Applicant)

Total Building Area: 7,500 SF

Alternative 4 combines the construction of an exterior accessible ramp to the lower level with a full replacement of the existing elevator system. This approach provides both a compliant accessible entrance into the building and reliable vertical circulation between levels. The scope of work would include site improvements for the ramp, entrance modifications as required, and complete elevator system replacement.

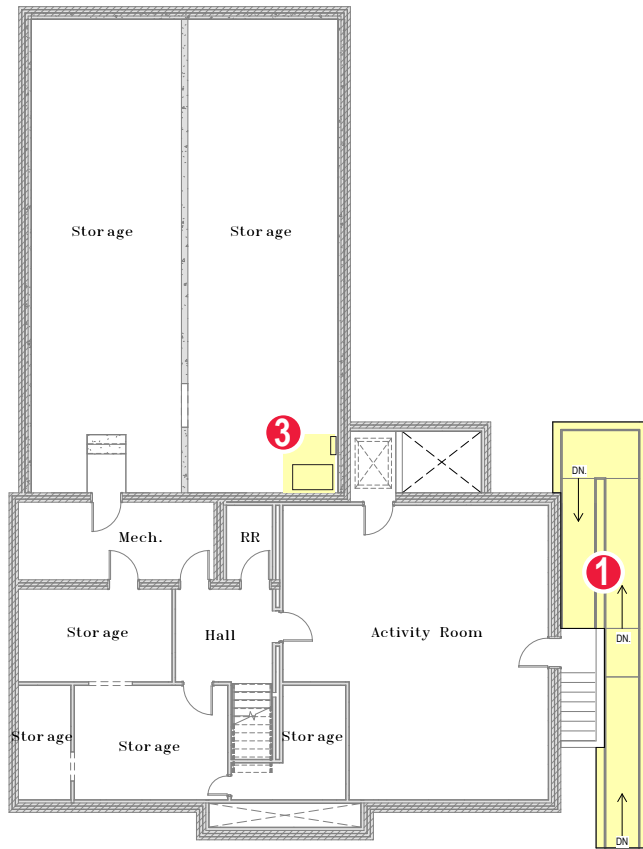
This alternative fully addresses all major architectural barriers identified in the building. The exterior ramp provides independent, code-compliant access into the lower level facility, while the new elevator ensures access to both the upper levels. Together, these improvements create accessible routes to all primary library services, including collections, programs, restrooms, and staff areas.

In addition to resolving current accessibility deficiencies, this option provides long-term reliability and flexibility. The new elevator system will meet current codes and standards, reducing maintenance concerns and improving user safety. The addition of an accessible entrance also enhances overall building functionality and aligns with best practices for inclusive design in public facilities.

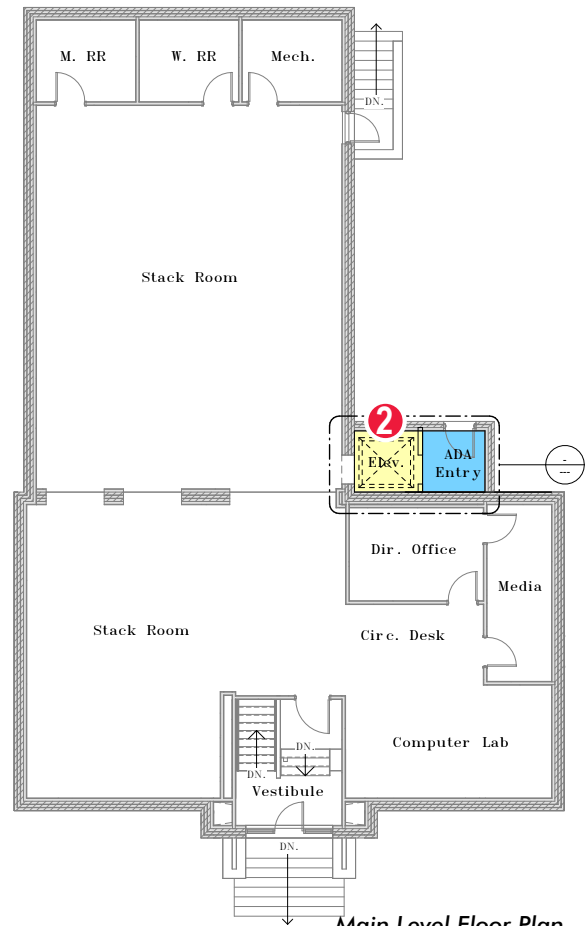
Although this alternative represents the highest initial cost among the options considered, it is the only solution that fully meets accessibility requirements and provides equitable access to all areas of the library. For these reasons, Alternative 4 is the preferred solution for CDBG funding, as it delivers a complete, compliant, and sustainable improvement to the Sterling Free Public Library.

LEGEND

- 1 New Accessible Ramp to Basement Activity Room (with required retaining walls, handrails)
(Approx. 48' ramp length)
- 2 New Elevator with Expanded Car
- 3 New Elevator Equipment



Basement Floor Plan



Main Level Floor Plan

SECTION 5 - ANALYSIS OF DESIRED ALTERNATIVE

Following is an analysis of why the preferred alternative (design, building, or location) was selected over other alternatives.

General Design Requirements	Each category receives a maximum of 5 points	Notes
Site Availability	5	Already owned by applicant
Adequate water supply	N/A	Not applicable to this project
Adequate wastewater disposal	N/A	Not applicable to this project
Adequate electrical supply	5	Electrical services are present
Adequate storm water control	5	City storm drainage present
Adequate gas supply	N/A	Not applicable to this project
Public services such as emergency medical, fire protection, law enforcement, and solid waste pickup	5	City services are present
Access to paved streets and sidewalks for automobiles, emergency vehicles, deliveries, public transit, bicycles, and pedestrians	5	Adequate access to public services
Handicapped accessibility (ADA and HUD 504)	5	New construction would comply
Location with respect to 100-year floodway of floodplain storm water system as determined by FEMA maps	4	Close proximity to 0.2% Annual Chance Flood Hazard Area
Local, state, tribal, and federal statutory and code (IBC) requirements	5	New construction would comply
Positive impact on neighborhood	5	Project improves existing community infrastructure and improves accessibility
Community Support	5	Community supports the new construction

SECTION 6 - POTENTIAL CONSTRUCTION ISSUES

At this stage of planning, there are no major construction concerns anticipated for the proposed improvements at the Sterling Free Public Library. The scope of work is relatively straightforward and consists primarily of accessibility upgrades, including site improvements and elevator work. However, as with any project involving alterations to an existing building and site, unforeseen conditions may arise during design development or construction.

One potential area of concern is related to the integration of new construction with the existing structure. The building was originally constructed in 1917, with an addition completed in 1982. Variations in construction methods, materials, and undocumented modifications over time may present challenges when tying new elements, such as an accessible ramp or updated entry, into the existing building. Hidden conditions within walls, foundations, or floor systems may require minor adjustments to the design or construction approach.

Site-related challenges may also arise during the construction of the proposed exterior ramp system. Existing grading, drainage patterns, underground utilities, and limited site space along the building perimeter may affect ramp layout and construction. It is possible that minor utility relocations, drainage improvements, or retaining elements could be required to achieve compliant slopes and landings while maintaining proper site function.

Elevator-related work presents its own set of considerations, particularly in Alternatives involving repair or replacement. Existing elevator shafts, mechanical systems, and electrical infrastructure may require modification to accommodate new equipment or meet current code requirements. In the case of full replacement, structural or dimensional constraints of the existing shaft may necessitate adjustments or upgrades. Additionally, coordination with specialized elevator contractors and potential lead times for equipment procurement could impact the construction schedule.

Construction within an occupied public facility also introduces logistical considerations. Maintaining safe access for staff and patrons during construction, phasing of work, and temporary closures of certain areas may be necessary. Special attention will need to be given to safety, dust control, and minimizing disruptions to library operations to the extent feasible.

While no significant construction barriers are anticipated, the project team recognizes that working within an existing and historic facility carries inherent uncertainties. These potential issues are typical for projects of this nature and can be effectively managed through careful design, coordination, and contingency planning.

SECTION 7 - OPINION OF COSTS FOR EACH ALTERNATIVE

WHAT DOES IT ALL COST?

Understanding the costs associated with future planning is crucial. This report offers guidance on potential project costs for the feasibility options explored. The outlined cost factors serve as a resource for the applicant, grant administrators, and consultants to assess the value and timing of a proposed project. The cost breakdowns included in the estimate are designed to clarify the scale of expenses across different project categories and phases, ensuring a comprehensive understanding of financial magnitude and scheduling for informed decision-making.

Estimate Methodology

Margin of Error: At the conceptual level of design, when project definition is first achieved, it is important to recognize that the full scope of the project may not yet be fully understood. At this stage, certain details and requirements may still be undefined or subject to change as the design progresses. Consequently, the initial scope may be broad and subject to refinement as more information becomes available and the project evolves. This uncertainty is a natural part of the early design process, necessitating flexibility and iterative planning to ensure that the final project scope aligns with the intended goals and objectives.

Explanation of Costs: Construction costs represent the direct expenses incurred in the actual building process, while non-construction costs encompass a range of additional expenses, including design fees, contingency funds, supervision fees, furniture and equipment, testing fees, and other miscellaneous costs for the owner. The unit cost value for each planned improvement has been calculated based on previous construction costs for similar projects in Kansas, and these figures have been adjusted using data from the RS Means construction costs database. RS Means provides a comprehensive reference derived from an extensive database of cost data.

Exclusions: The following costs are not fully represented in this report, where information is not yet available:

- Special geotechnical requirements pertaining to subgrade requirements outside of traditional construction practices
- Mitigation of unforeseen subsurface conditions and removal of underground structures or hazards
- Mitigation of hazardous materials

ALTERNATIVE 1a (and/or) 1b - New Exterior Accessible Ramp

These planned improvements call for one or two new exterior accessible ramp at the Sterling Free Public Library. Alternative 1a is anticipated to be a total project cost of approximately **\$136,902** for the building and site improvements, including associated project costs for geotechnical, architectural and engineering fees, inspections, and CDBG administration. Alternative 1b is anticipated to be a total project cost of approximately **\$192,141** for the building and site improvements, including associated project costs for geotechnical, architectural and engineering fees, inspections, and CDBG administration. Facility maintenance and repairs are estimated to cost up to **\$x,xxx** annually.

(See Appendix Exhibit No. 1 – Architect’s Opinion of Probable Construction Cost)

ALTERNATIVE 2 - Elevator Repair and Modernization

These planned improvements for repair of the existing elevator system at the Sterling Free Public Library are anticipated to be a total construction cost of approximately **\$167,797** for equipment repair and associated project costs for engineering, inspections, CDBG administration, and legal services. Facility maintenance and repairs are estimated to cost up to **\$x,xxx** annually due to the age of the equipment and anticipated ongoing service needs.

(See Appendix Exhibit No. 2 – Architect’s Opinion of Probable Construction Cost)

ALTERNATIVE 3 - Elevator Replacement

These planned improvements for full replacement of the existing elevator system at the Sterling Free Public Library are anticipated to be a total construction cost of approximately **\$265,498** for the building improvements and associated project costs for architectural and engineering fees, inspections, CDBG administration, and legal services. Facility maintenance and repairs are estimated to cost up to **\$xx,xxx** annually.

(See Appendix Exhibit No. 3 – Architect’s Opinion of Probable Construction Cost)

ALTERNATIVE 4 - Combination of Exterior Ramp and Elevator Replacement (Preferred)

These planned improvements for a combination of a new exterior accessible ramp and full elevator replacement at the Sterling Free Public Library are anticipated to be a total construction cost of approximately **\$396,074** for the building and site improvements, including associated project costs for geotechnical, architectural and engineering fees, inspections, CDBG administration, and legal services. Facility maintenance and repairs are estimated to cost up to **\$xx,xxx** annually.

(See Appendix Exhibit No. 4 – Architect’s Opinion of Probable Construction Cost)

SECTION 8 - OPERATING BUDGET

The Sterling Free Public Library board operates by continuously evaluating its operational and maintenance expenses to ensure the facility remains functional, safe, and accessible to the community. Sustained maintenance of the building, site, and associated systems is essential for preserving the long-term usability of the facility. Regular upkeep helps prevent deterioration of building components and systems, which can otherwise lead to costly repairs or loss of service, as demonstrated by the recent failure of the existing elevator system. By addressing maintenance needs proactively, the library can minimize disruptions to services and maintain consistent access for patrons.

Consistent maintenance also ensures that building systems operate efficiently and reliably. This includes mechanical systems, accessibility features, and general building components that support daily operations. Proper maintenance extends the useful life of these systems, reduces the likelihood of unexpected failures, and helps control long-term operational costs. For a public facility such as a library, maintaining reliable access and functionality is critical to serving the needs of all residents, including elderly and disabled populations.

The Sterling Free Public Library is committed to allocating an annual operating budget to support facility operations and maintenance. This budget includes expenses related to utilities, staffing, routine maintenance, and upkeep of building systems and accessibility features. With the proposed improvements, it will be important to continue funding maintenance activities associated with new infrastructure, including any new elevator equipment and exterior accessibility improvements, to ensure long-term performance and compliance.

It is recommended that the City of Sterling and the Sterling Free Library board allocate approximately **3%** of the total replacement value of the project annually toward maintenance and operations. This level of funding will help ensure that the improvements made through this project remain functional and effective throughout their intended lifespan.

SECTION 9 - CONCLUSIONS AND RECOMMENDATIONS

The findings of this Preliminary Architectural Report clearly demonstrate that accessibility improvements at the Sterling Free Public Library are both necessary and urgent. The building currently lacks a functioning accessible entrance and accessible vertical circulation, effectively limiting or preventing use of the facility by individuals with mobility impairments. Given the library's role as a primary provider of educational resources, technology access, and community programming in Sterling, Kansas, these barriers represent a significant gap in equitable access to public services.

The Community Development Block Grant (CDBG) program is intended to support projects that benefit low-to-moderate-income persons, eliminate conditions that limit accessibility, and improve the overall quality of life within a community. This project directly aligns with that mission by addressing clear accessibility deficiencies in a publicly owned facility that serves a broad cross-section of the population. Improvements to the library will ensure that elderly residents and individuals with disabilities are able to access essential services, participate in community programs, and utilize public resources that may otherwise be unavailable to them.

Through the evaluation of alternatives, it is evident that not all options fully address the accessibility needs of the facility. Alternatives that provide only partial solutions, such as an exterior ramp alone or elevator repair alone, fail to eliminate all architectural barriers and do not ensure long-term reliability. These options may provide short-term improvements but do not meet the intent of creating a fully accessible and inclusive public facility.

Alternative 4, which combines construction of an exterior accessible ramp with full replacement of the elevator system, is the only option that comprehensively addresses all identified barriers. This approach provides a compliant accessible route to the lower level, reliable vertical circulation to the upper level, and full access to all primary service areas within the building. In addition, it represents a long-term investment in the facility by incorporating modern, code-compliant systems that will reduce maintenance concerns and improve overall usability.

While Alternative 4 represents a higher initial investment, it offers the greatest return in terms of accessibility, functionality, and service to the community. It ensures compliance with applicable accessibility standards, supports continued use of the historic facility, and reinforces the City's commitment to inclusive public infrastructure. Importantly, it allows the library to continue serving all residents without limitation, preserving its role as a central and accessible community resource.

For these reasons, it is the recommendation of this report that Alternative 4 be pursued for CDBG funding. Implementation of this project will eliminate critical accessibility barriers, enhance the quality of life for residents, and support the long-term sustainability of the Sterling Free Public Library as an essential public facility.

BG Consultants, Inc. appreciates the opportunity to have been able to prepare this report for the City of Sterling. In conclusion, the services performed for the development of this Preliminary Architectural Report have provided a comprehensive analysis of the project's feasibility, design options, and potential impacts. Through detailed assessments, collaborative discussions, and strategic planning, we have outlined a clear path forward that aligns with the goals and needs of the community. This report serves as a foundational document, guiding the next steps in the project's development while ensuring that all considerations have been thoroughly evaluated. We are confident that the insights and recommendations presented will support informed decision-making as the project progresses.

This report has been prepared by BG Consultants, Inc. in collaboration with the applicant, and many others.

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APPENDIX

This appendix contains supplemental or additional information not provided in the main text. The information in this appendix may not be essential to understanding the rest of this report, but rather gives interested readers a more in-depth look at particular topics pertaining to this report.

Exhibit No.1 - Applicable Building Codes

Exhibit No.2 - Tentative Project Schedule

Exhibit No.3 - Architect's Opinion of Probable Construction Cost - Alternative 1

Exhibit No.4 - Architect's Opinion of Probable Construction Cost - Alternative 2

Exhibit No.5 - Architect's Opinion of Probable Construction Cost - Alternative 3

Exhibit No.6 - Architect's Opinion of Probable Construction Cost - Alternative 4

Exhibit No.7 - Existing Building Photographs

Appendix Exhibit No. 1

Applicable Building Codes

Applicable Codes for this project will include:

International Building Code (IBC), 2006 Edition
International Mechanical Code (IMC) 2006 Edition
International Plumbing Code (IPC) 2006 Edition
International Fuel Gas Code (IFGC) 2006 Edition
National Electric Code (NEC) 2011 Edition
2010 ADA Standards for Accessible (2010 ADA standards)

Appendix Exhibit No. 2 Tentative Project Schedule

This schedule provides an estimate for the activities involved in the preparation of the project plan. Following this schedule will enable the applicant to substantially complete the project within a reasonable timeframe starting from the issuance of the Notice to Proceed with Design Services:

Activity	Duration	Completion
CDBG Public Hearing		Month Day, 2026
Applications Date		Month Day, 2026
Award Announcement		Month Day, 2026
*Notice to Proceed with Design Services		Month Day, 2026
-CDBG Contracts are executed and contingent upon CDBG funding announcement		
Site Survey	2 weeks	Month Day, 2026
Preliminary Design Plans to City for Review	10 weeks	Month Day, 2026
*City/Agency Review of Plans	2 weeks	Month Day, 2026
Final Construction Plans to the City	4 weeks	Month Day, 2026
Advertise Project for Bid		
Bid Period	4 weeks	Month Day, 2026
Award Project	1 week	Month Day, 2026
*Notice to Proceed with Construction	6 weeks	Month Day, 2026
Substantial Completion	3 months	Month Day, 2027

*Activities are controlled by others and may vary in duration.

Appendix Exhibit No. 3

Architect's Opinion of Probable Construction Costs

ALTERNATIVE 1a & 1b - NEW EXTERIOR ACCESSIBLE RAMP(S)

Architect's Opinion of Probable Construction Costs

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Item	Construction Costs				5/1/2026
	Units	Quantity	2025 \$/Unit	Budget	Alternate? <input type="radio"/> No <input checked="" type="radio"/> Yes
Sterling Free Public Library - Accessibility Improvements					
<i>ALTERNATE 1a</i>					
<i>Architectural/Structural</i>					
<i>Foundations</i>					
12" Concrete Foundation Walls	LS	1	9000	\$9,000	<input type="radio"/>
Granular Fill	LS	1	6000	\$6,000	<input type="radio"/>
<i>Architectural Components</i>					
Pipe Railings	LS	1	6500	\$6,500	<input type="radio"/>
Exterior Openings - Doors, 3x7 HM Door w/Hardware	Ea	1	2000	\$2,000	<input type="radio"/>
<i>Architectural/Structural Subtotal</i>				\$23,500	
<i>Civil / Site</i>					
Site Mobilization	LS	1	7000	\$7,000	<input type="radio"/>
Excavation	LS	1	12000	\$12,000	<input type="radio"/>
Construction Staking	LS	1	1000	\$1,000	<input type="radio"/>
Erosion Control	LS	1	1500	\$1,500	<input type="radio"/>
Seeding	LS	1	3500	\$3,500	<input type="radio"/>
Site Grading	LS	1	7500	\$5,000	<input type="radio"/>
4" AB-3 Subgrade	LS	1	4000	\$8,000	<input type="radio"/>
4" Concrete Sidewalk	SY	1	6000	\$14,000	<input type="radio"/>
<i>Civil / Site Subtotal</i>				\$52,000	
Totals					
Alternate 1a Construction Subtotal				\$75,500	
Owner's Construction Contingency			10%	\$7,550	
General Conditions (i.e. indirect costs, insurance, bond, etc)			15%	\$11,325	
Contractor Overhead & Profit			10%	\$7,550	
Estimated Total Construction Cost				\$101,925	
Geotechnical Survey				\$4,000	
Topographic and Utility Survey				\$6,000	
Environmental Report				\$5,000	

Appendix Exhibit No. 3 (continued)
Architect's Opinion of Probable Construction Costs

Design and Engineering Services	11.2%	\$11,416
Construction Administration Services		\$8,562
Grant Administration		-
Estimated Alternate 1a Total Project Cost		\$136,902
Matching Fund From CDBG		-
Contribution from Applicant		-

ALTERNATE 1b

Architectural/Structural

Foundations

12" Concrete Foundation Walls	LS	1	11500	\$11,500	○
Granular Fill	LS	1	9500	\$9,500	○

Architectural Components

Pipe Railings	LS	1	8500	\$8,500	○
Exterior Openings - Doors, 3x7 HM Door w/Hardware	Ea	1	2000	\$2,000	○
Face Brick	LS	1	20000	\$20,000	●
<i>Architectural/Structural Subtotal</i>				<u>\$51,500</u>	

Civil / Site

Site Mobilization	LS	1	10000	\$10,000	○
Excavation	LS	1	20000	\$5,000	○
Construction Staking	LS	1	4000	\$1,000	○
Erosion Control	LS	1	5000	\$1,500	○
Seeding	LS	1	5000	\$3,500	○
Site Grading	LS	1	10000	\$5,000	○
4" AB-3 Subgrade	LS	1	4000	\$10,000	○
4" Concrete Sidewalk	SY	1	6000	\$18,000	○
<i>Civil / Site Subtotal</i>				<u>\$54,000</u>	

Totals

ALTERNATE 1b Construction Subtotal				\$105,500
Owner's Construction Contingency	10%			\$10,550
General Conditions (i.e. indirect costs, insurance, bond, etc)	15%			\$15,825
Contractor Overhead & Profit	10%			\$10,550
Estimated Total Construction Cost				\$142,425

Appendix Exhibit No. 3 (continued)

Architect's Opinion of Probable Construction Costs

Geotechnical Survey		\$4,000
Topographic and Utility Survey		\$6,000
Environmental Report		\$5,000
Financing	6.0%	\$8,546
Design and Engineering Services	10.5%	\$14,955
Construction Administration Services		\$11,216
Grant Administration		-
Estimated Alternate 1b Total Project Cost		\$192,141
Matching Fund From CDBG		-
Contribution from Applicant		-

Appendix Exhibit No. 4

Architect's Opinion of Probable Construction Costs

ALTERNATIVE 2 - ELEVATOR REPAIR AND MODERNIZATION

Architect's Opinion of Probable Construction Costs

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Item	Construction Costs				5/1/2026
	Units	Quantity	2025 \$/Unit	Budget	Alternate? <input type="radio"/> No <input checked="" type="radio"/> Yes
Sterling Free Public Library - Accessibility Improvements					
<i>ALTERNATE 2</i>					
<i>Architectural</i>					
<i>Conveying Equipment</i>					
Elevator and Equipment	LS	1	85000	<u>\$85,000</u>	<input type="radio"/>
<i>Architectural/Structural Subtotal</i>				<u>\$85,000</u>	
<i>Electrical</i>					
Electrical Upgrades	LS	1	10000	\$10,000	<input type="radio"/>
Alarms and Controls	LS	1	10000	<u>\$10,000</u>	<input type="radio"/>
<i>Electrical Subtotal</i>				<u>\$20,000</u>	
Totals					
Construction Subtotal				\$105,000	
Owner's Construction Contingency			10%	\$10,500	
General Conditions (i.e. indirect costs, insurance, bond, etc)			15%	\$15,750	
Contractor Overhead & Profit			10%	\$10,500	
Estimated Total Construction Cost				\$141,750	
Geotechnical Survey				\$0	
Topographic and Utility Survey				\$0	
Environmental Report				\$0	
Design and Engineering Services			10.5%	\$14,884	
Construction Administration Services				\$11,163	
Grant Administration				-	
Estimated Alternate 2 Total Project Cost				\$167,797	
Matching Fund From CDBG				-	
Contribution from Applicant				-	

Appendix Exhibit No. 5

Architect's Opinion of Probable Construction Costs

ALTERNATIVE 3 - ELEVATOR REPLACEMENT

Architect's Opinion of Probable Construction Costs

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Item	Construction Costs				5/1/2026
	Units	Quantity	2025 \$/Unit	Budget	Alternate? <input type="radio"/> No <input type="radio"/> Yes
Sterling Free Public Library - Accessibility Improvements					
<i>ALTERNATE 3</i>					
<i>Architectural</i>					
<i>Conveying Equipment</i>					
Elevator and Equipment	LS	1	128000	\$128,000	<input type="radio"/>
<i>Architectural/Structural Subtotal</i>				\$128,000	
<i>Electrical</i>					
Electrical Upgrades	LS	1	30000	\$30,000	<input type="radio"/>
Alarms and Controls	LS	1	10000	\$10,000	<input type="radio"/>
<i>Electrical Subtotal</i>				\$40,000	
Totals					
Construction Subtotal				\$168,000	
Owner's Construction Contingency			10%	\$16,800	
General Conditions (i.e. indirect costs, insurance, bond, etc)			15%	\$25,200	
Contractor Overhead & Profit			10%	\$16,800	
Estimated Total Construction Cost				\$226,800	
Geotechnical Survey				\$0	
Topographic and Utility Survey				\$0	
Environmental Report				\$0	
Design and Engineering Services			9.75%	\$22,113	
Construction Administration Services				\$16,585	
Grant Administration				-	
Estimated Alternate 3 Total Project Cost				\$265,498	
Matching Fund From CDBG				-	
Contribution from Applicant				-	

Appendix Exhibit No. 6

Architect's Opinion of Probable Construction Costs

ALTERNATIVE 4 - COMBINATION OF NEW EXTERIOR RAMP AND ELEVATOR REPLACEMENT

Architect's Opinion of Probable Construction Costs

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Item	Construction Costs				5/1/2026
	Units	Quantity	2025 \$/Unit	Budget	Alternate? <input type="radio"/> No <input type="radio"/> Yes
Sterling Free Public Library - Accessibility Improvements					
<u>ALTERNATE 4</u>					
<u>Architectural/Structural</u>					
<i>Foundations</i>					
12" Concrete Foundation Walls	LS	1	9000	\$9,000	<input type="radio"/>
Granular Fill	LS	1	6000	\$6,000	<input type="radio"/>
<i>Architectural Components</i>					
Pipe Railings	LS	1	6500	\$6,500	<input type="radio"/>
Exterior Openings - Doors, 3x7 HM Door w/Hardware	Ea	1	2000	\$2,000	<input type="radio"/>
<i>Conveying Equipment</i>					
Elevator and Equipment	LS	1	128000	<u>\$128,000</u>	<input type="radio"/>
<i>Architectural/Structural Subtotal</i>				<u>\$151,500</u>	
<u>Electrical</u>					
Electrical Upgrades	LS	1	30000	\$30,000	<input type="radio"/>
Alarms and Controls	LS	1	10000	<u>\$10,000</u>	<input type="radio"/>
<i>Electrical Subtotal</i>				<u>\$40,000</u>	
<u>Civil / Site</u>					
Site Mobilization	LS	1	7000	\$7,000	<input type="radio"/>
Excavation	LS	1	12000	\$12,000	<input type="radio"/>
Construction Staking	LS	1	1000	\$1,000	<input type="radio"/>
Erosion Control	LS	1	1500	\$1,500	<input type="radio"/>
Seeding	LS	1	3500	\$3,500	<input type="radio"/>
Site Grading	LS	1	7500	\$5,000	<input type="radio"/>
4" AB-3 Subgrade	LS	1	4000	\$8,000	<input type="radio"/>
4" Concrete Sidewalk	SY	1	6000	<u>\$14,000</u>	<input type="radio"/>
<i>Civil / Site Subtotal</i>				<u>\$52,000</u>	

Appendix Exhibit No. 6 (continued)

Architect's Opinion of Probable Construction Costs

Totals

Alternate 4 Construction Subtotal		\$243,500
Owner's Construction Contingency	10%	\$24,350
General Conditions (i.e. indirect costs, insurance, bond, etc)	15%	\$36,525
Contractor Overhead & Profit	10%	\$24,350
Estimated Total Construction Cost		\$328,725
Geotechnical Survey		\$4,000
Topographic and Utility Survey		\$6,000
Environmental Report		\$5,000
Design and Engineering Services	9.1%	\$29,914
Construction Administration Services		\$22,435
Grant Administration		-
Estimated Alternate 4 Total Project Cost		\$396,074
Matching Fund From CDBG		-
Contribution from Applicant		-

Appendix Exhibit No. 7
Existing Building Photographs



West exterior entrance, original 1917 construction



North exterior wall, original 1917 construction and 1982 addition



Southeast exterior wall and exit stair, 1982 addition



South exterior wall, original 1917 construction.



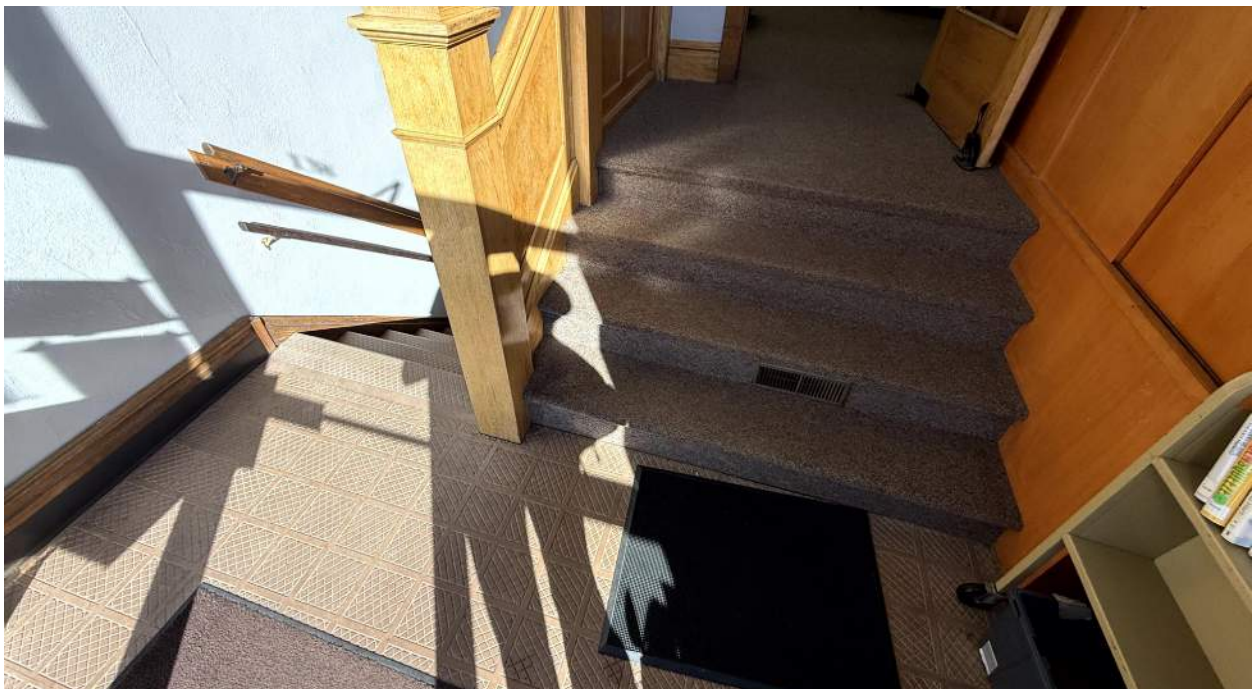
South exterior wall, lower floor reading/activity room entrance, original 1917 construction



West exterior wall, original 1917 construction. Sidewalk to lower level entrance



West entrance vestibule landing and stairs.



West entrance vestibule landing and stairs.



Book stacks, upper floor.



Book stacks, upper floor.



Circulation desk and director's office, upper floor.



Accessible restroom , upper floor.



Elevator, upper floor.



Elevator, upper floor.



Elevator interior and controls.



Elevator lobby, lower level.



Elevator lobby, lower level. Exterior elevator lobby door.



Elevator switchboard.



Elevator equipment and disconnect.



Elevator equipment and disconnect.



Common area, lower level.



Reading/activity room, lower level.



Storage area, lower level.



Storage area, lower level.

**City of Sterling
City Commission Meeting
May 4, 2026**

TO: City Commission
SUBJECT: Approve installation of a story walk at Library Park.
INITIATED BY: City Manager
PREPARED BY: City Manager
AGENDA: New Business

Background: In 2026, the Sterling Free Public Library was the recipient of a \$10,000 grant from the Carnegie Corporation of New York as one of the nation's original Carnegie libraries still in operation. The Library Board intends to use a portion of this grant towards the installation of a story walk in the City's Library Park.

A story walk is an interactive, outdoor educational feature intended to promote literacy and outdoor play for children. A story walk presents a narrative which can be read by progressing through a series of installations positioned along an outdoor path, typically located in a public park. The installations containing the different parts of the story are designed to withstand the elements, and may be placed on free-standing pedestals or attached to some other durable outdoor feature, such as a tree or a fence. The stories can be changed on a regular basis to maintain the interest of children and families in engaging in the story walk.

On February 24, 2026, representatives from the Library presented a proposal to install a story walk at a City park to the Park Advisory Board. After discussing the project, there was a consensus that the ideal location for the story walk would be at the Library Park. Since that time, representatives from the Library have communicated more details about the planned installation with the Chairman of the Park Advisory Board. The Park Advisory Board is satisfied with the Library's plans for installing the story walk, and has indicated that the project is ready to be considered by the City Commission for final approval.

Analysis: The Library intends to install one free-standing pedestal marking the start of the story walk, and attach the successive story stations to the metal fence that runs along the east, west and south ends of the park. The stations will display the story segments in durable, weatherproof vinyl covers and will be attached to the fencing using sturdy zip ties. Images displaying examples of story walks and the dimensions of the pedestal are included in Exhibit A.

The Library Board will assume all costs related to the installation and maintenance of the story walk. The City may provide the labor to install the pedestal free of charge.

Representatives from the Library and Park Advisory Board will be in attendance to share information and address questions related to the proposed project.

Financial: The Library will assume all costs related to the installation and maintenance of the story walk. The City may provide the labor to install the one permanent stand of the installation free of charge.

Legal Considerations: None.

Recommendations/Actions: It is recommended that the City Commission: Approve the installation of a story walk at Library Park (**VOICE**).

Attachments:

Exhibit A – Story walk images (1 page)

