



Sterling City Commission Regular Meeting Agenda

114 N. Broadway Avenue, Sterling, Kansas
April 20, 2026, at 6:00pm

A. Call to Order

B. Invocation

C. Approval of the Agenda

D. Citizen Comments

E. Appointments, Proclamations, Recognitions, & Nominations

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 6, 2026.
2. Accounts Payable
 - A. Friday, April 17, 2026, for \$175,959.
3. Approve special event permit for Kids Cove, 5K Donut Dash.

G. Old Business

H. New Business

1. Receive the 2026 Q1 update on the KMW expansion project.
2. Discuss extending the City's zoning authority to create an extraterritorial zone of influence.

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.

F. Consent Agenda Highlights

1. Approval of minutes

A. Regular Meeting April 6, 2026.

2. Accounts Payable

A. Friday, April 17, 2026, for \$175,959.

- KMEA GRDA – purchased power: \$47,258
- KMEA EMP3 – purchased power: \$34,851
- Blue Cross Blue Shield – health insurance: \$28,858
- BG Consultants – engineering services: \$15,662
- ChemQuest – pool chemicals: \$9,999

3. Approve special event permit for Kids Cove, 5K Donut Dash.

**STERLING CITY COMMISSION
REGULAR MEETING MINUTES**

April 6, 2026

The Board of Commissioners of the City of Sterling met in a regular session on Monday, April 6, 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; Justin Carter, Police Officer; Debbie Gibson, Library Director; Stephanie Burford, Library Board President; Nicolle Clawson, Ethan A. Gray, and Clelia McCrory, Public.

Janie Perico was present for the Sterling Bulletin.

Mayor Inwood called the meeting to order.

INVOCATION AND FLAG SALUTE: Led by Commissioner Jones.

APPROVAL OF AGENDA:

Commissioner Rowland moved, and Commissioner Jones seconded to approve the agenda with an addendum to remove Executive Session item K.1. The motion carried 5-0.

CITIZEN COMMENTS:

Library Director Gibson and Library Board President Burford presented information related to the installation of the Storybook Walk at the Library Park. The Library received a \$10,000 grant from the Carnegie Foundation and plans to use part of the money for this project. The Park Advisory Board reviewed the project at their last meeting in February and requested that the Library present their final plans at the next Park Advisory Board meeting, which is scheduled for May. Pending the Park Advisory Board's approval of the project, it will be presented to the City Commission for final approval. Gibson shared information about the Storybook Walk with the City Commission. The Library has purchased the first round of books for the project, and hopes to have it completed in time for the start of the Library's Summer Reading Program. The books will be changed three to four times a year. The City Commission thanked Gibson and Burford for sharing information about the project.

Nicolle Clawson shared several questions and concerns with the City Commission. Clawson asked when KMW is scheduled to present their next quarterly update about the KMW expansion project to the City Commission, when the anticipated start date for construction of the facility is, when the facility is expected to be operational, and how many new jobs KMW will create for the new facility. Clawson also asked if the development agreement between the City, the State, Rice County and KMW is available to the public and what commitments KMW is contractually bound to. The City Commission answered Clawson's questions to the best of their ability and mentioned that KMW is scheduled to present the 2026 Q1 quarterly update to the City Commission at the next meeting on April 20. City Attorney Bush noted that the development agreement is an open record and is available in the agenda packet for the associated meeting on the City's website or upon request.

Additionally, Clawson spoke of a recent article she read announcing Ecorobotix, in partnership with KMW, is apparently planning to construct a new facility perhaps in Lyons, Kansas. Clawson asked if Sterling was considered as a potential location for this new facility. The City Commission stated that it was not aware of this project and referred Clawson to KMW for more information.

CITIZEN COMMENTS (cont.):

Lastly, in relation to NextEra Energy Resources wind turbine project in Rice County, Clawson inquired if the City has any extraterritorial zoning authority within a certain radius of the city limits. City Manager Hutcheson shared that City staff have been researching this issue. Hutcheson and Bush explained that this authority may be established in state statute. Hutcheson will investigate the matter further and report his findings to the City Commission at a later date.

APPOINTMENTS, PROCLAMATIONS, RECOGNITIONS, & NOMINATIONS: None.

CONSENT AGENDA:

1. Approve March 16, 2026, Regular Meeting Minutes.
2. Approve April 3, 2026, Accounts Payable.
3. Approve special event permit for Kansas Ethanol, Company Fun Run.
4. Approve utility customer bad debt write-off for \$228.

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

OLD BUSINESS:

1. Approve the selection of the South Central Kansas Economic Development District (SCKEDD) for Community Development Block Grant (CDBG) Community Facilities grant application and low-to moderate-income (MLI) survey services, cost \$5,250.

City Manager Hutcheson presented background information on this item, explaining that the U.S. Department of Housing and Urban Development (HUD) funds the Community Development Block Grant (CDBG) program which helps to fund various local community development activities across the U.S. HUD provides the funding for the program, which is managed at the local level by state governments. In Kansas, the CDBG program is administered by the Kansas Department of Commerce (“Kansas Commerce”). The CDBG program is generally intended to assist communities, or segments within communities, that contain a majority of low-to moderate-income (LMI) households. The CDBG program includes several program areas that focus on specific types of local development projects, including two Community Facilities programs, which aim to aid local governments in upgrading and improving public properties and community spaces.

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.

OLD BUSINESS (cont.):

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.

On March 16, the City Commission authorized the City to apply to the CDBG Community Facilities program to seek external funding for the library ADA improvements project. The selection of a firm to write the grant was initially scheduled for proposal on the same date, but the item was removed from the agenda after it was determined that the City would likely need to conduct a low- to moderate-income (LMI) survey to apply to the program, and not all of the proposals received from grant writing firms included the cost of conducting an LMI survey.

The South Central Kansas Economic Development District (SCKEDD) is a non-profit economic development organization which aims to enhance the economic vitality, community infrastructure, and housing quality within the 40 counties, including Rice County, which comprise the organization's service area. Among the services which SCKEDD offers is grant writing, with a focus on assisting local governments to apply for several different CDBG program areas.

Hutcheson shared that City staff solicited proposals from four firms which provide grant application and LMI survey services and have experience with the CDBG program. The four proposals were included in the agenda packet.

Although the Community Facilities program allows awardees to use up to 12.5% or \$35,000, whichever is less, towards grant administrations costs, expenses incurred by applicants prior to a grant award are not eligible for reimbursement; therefore, the cost of grant application services must come from City funds.

The application period for submitting Community Facilities proposals is from March 2 – October 16, 2026. Applications are accepted until all available funds for the year have been allocated; therefore, applicants are encouraged to submit proposals as soon as possible. Applicants must first a pre-application, which must be approved by Kansas Commerce, before submitting a formal application. The March 2 opening of the grant application has been delayed, but Kansas Commerce intends to begin accepting applications in early April.

The LMI requirement for the Community Facilities program is that at least 51.0% of households in the survey area must be classified as LMI. Sterling as a whole is comprised of only 40.0% LMI households. The LMI income limits are calculated by HUD using data from the most recent decennial census and vary according to household size. Generally, a CDBG applicant must demonstrate through a random or jurisdiction-wide survey that the proposed project will benefit a population comprised of at least 51.0% LMI households.

Hutcheson recommended that the City Commission approve the selection of SCKEDD to serve as the grant writer for the City's CDBG Community Facilities application, and to perform a random LMI survey. In addition to submitting the lowest cost proposal, SCKEDD staff are experienced in developing applications and administering grants for the CDBG program, and for the Community Facilities program in particular.

OLD BUSINESS (cont.):

SCKEDD's fee for the grant application is \$2,500, and the fee for conducting a random LMI survey is \$1,000, for a total cost of \$3,500. The cost of a citywide LMI survey is \$2,750, and the resulting total cost is \$5,250. Hutcheson will consult SCKEDD to determine whether a random or citywide survey is recommended. These costs are not eligible for reimbursement from CDBG grant funds, since they would be incurred prior to a grant award. Although a contract with SCKEDD was not submitted along with the organization's proposal, a signed agreement outlining the responsibilities of the two parties may need to be executed. Hutcheson fielded questions from the Commissioners on the different requirements between the Small and Large Grant Community Facilities programs and the advantages / disadvantages between a random or a citywide LMI survey.

Hutcheson recommended that the City Commission approve the selection of the SCKEDD for CDBG Community Facilities grant application and LMI survey services, cost \$5,200.

Commissioner Jones moved, and Commissioner Rowland seconded to approve the selection of the SCKEDD for CDBG Community Facilities grant application and LMI survey services, cost \$5,250. Motion carried 5-0.

NEW BUSINESS

1. Award construction contract for the KMW expansion water improvement project to Kansas Concrete, estimated cost \$1,244,801.

City Manager Hutcheson shared background information, explaining that on March 28, 2024, a development agreement for the construction of a new manufacturing and headquarters facility operated by KMW in Sterling was signed between the City, KMW, Ltd. and Rice County. The agreement outlines the City's obligations to construct various public infrastructure improvements, including water improvements. On March 3, 2025, an agreement with BG Consultants to serve as the engineer for the water and wastewater improvement project was approved. On June 18, 2025, BG completed the design for the water project. Bids for the construction contract were first solicited on October 30 and, after several extensions to the bidding period, proposals were opened on March 12, 2026.

On April 7, 2025, the City Commission authorized the City to apply to the Community Development Block Grant (CDBG) Economic Development grant program for the KMW expansion water improvement project. On September 4, the City received a letter from the Kansas Department of Commerce notifying the City that it had been awarded a CDBG Economic Development grant for \$750,000 for the project.

BG has made a recommendation on which firm to award the construction contract for the water improvement project. The recommendation letter, and a bid tabulation were included in the agenda packet. The engineer's estimate of probable cost for construction was \$1,754,770. Four bids were submitted, which ranged from \$1,244,801 to \$1,834,589.

BG recommends that the contract be awarded to the lowest responsible bidder, Kansas Concrete, which submitted a bid for \$1,244,801. Kansas Concrete is a construction company headquartered in Nickerson, Kansas which primarily constructs surfaces and foundations for residential and commercial properties. The company is positioning itself to expand its portfolio of services into new project types, including civil and utility infrastructure projects. Staff from

NEW BUSINESS (cont.):

BG and the City have spoken with Kansas Concrete's recent clients and have met with chief representatives from the company and believe that Kansas Concrete has submitted a responsible bid and are capable of successfully executing the water improvement project.

Hutcheson noted that Kansas Concrete's bid is \$281,299 lower than the City's budgeted cost for the construction of the water improvements. Financing for the project is provided from the Series 2025 Temporary Improvement Note proceeds which the City issued to fund the KMW expansion infrastructure projects. When the temporary notes are redeemed in 2028, and the General Obligation (GO) Bond which will provide the permanent financing for the projects is issued, the GO Bond issuance will be structured to align with the final cost of each of the infrastructure projects. Therefore, the financing for the water project will be less than was originally anticipated, assuming that the cost of construction is not significantly increased through any future change orders submitted by the contractor.

The City Commission asked questions including the expected cost savings, the experience levels of the different bidders, bonding requirements, the process for approving change orders and the possibility of rebidding the contract. Hutcheson and City Attorney Bush addressed the City Commission's questions, and reiterated that BG has thoroughly vetted the bidder's credentials. Hutcheson mentioned that if the contract was re-bid, the construction timeline would be further delayed, and it is likely that the bids would come in higher due to increases in the cost of materials and supplies. Mayor Inwood noted that the construction costs for both the wastewater and water projects are separated into Part A and Part B, and that KMW is financially responsible for the cost of Part B, which is generally the cost of the improvements as they extend into the site from the property line to the facility.

Hutcheson recommended the City Commission:

1. Award construction contract for the KMW expansion water improvement project to Kansas Concrete, estimated cost \$1,244,801, and
2. Authorize the City to process all contract documents and proceed with construction.

Commissioner Jones moved, and Commissioner Rowland seconded to award construction contract for the KMW expansion water improvement project to Kansas Concrete, estimated cost \$1,244,801. Motion carried. 5-0

Commissioner Jones moved, and Commissioner Rowland seconded to authorize the City to process all contract documents and proceed with construction. Motion carried. 5-0

CITY MANAGER'S REPORT:

City Manager Hutcheson thanked the Sterling Volunteer Fire Department as they have worked over the past several weeks to contain extensive wildfires throughout the area.

Hutcheson announced that Sarah Stallings has been hired as the Pool Manager for the 2026 season. Hutcheson plans to hire the lifeguards within the next couple of weeks. The Public Works Department plans to hire seasonal employees in early May. Applications may be submitted in person at Sterling City Hall or by email to sterlingcity@sterling-kansas.com.

CITY MANAGER’S REPORT (cont.):

Lastly, Hutcheson shared that the State Director of Kansas Main Street and staff from the Department of Commerce visited Sterling last Wednesday to meet with the Sterling Chamber / Main Street Executive Director, Stacy Clark to review the requirements for Sterling’s status as a certified Main Street program.

GOVERNING BODY COMMENTS:

Mayor Inwood shared that KMW will be presenting their 2026 Q1 quarterly update at the next City Commission Meeting on April 20. City Manager Hutcheson will finalize a venue for the meeting and will notify the community if the meeting will be held at another facility and not at Sterling City Hall.

EXECUTIVE SESSION:

1. Enter executive session to include City Attorney Scott Bush and City Manager Ian Hutcheson for consultation with an attorney for the public body or agency, which would be deemed privileged in the attorney-client relationship per KSA 75-4319. No action to follow.

This item was removed from the agenda during Item C. Approval of the Agenda.

ADJOURNMENT: There being no further business to come before the Commission, it was moved by Commissioner Rowland 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								
114-6690580-2866616	1	4/20/26	4/17/26	1261 AMAZON CAPITAL SERVICES ADMIN:OFFICE CHAIRFLOOR MAT JD	48.99	01	01-00-5299 E-PAYMNT 3140348 4/17/26	1
				INVOICE TOTAL	48.99			
114-8644151-0268203	1	4/20/26	4/17/26	CLOTHALLOW: 12 T-SHIRTS BRUNT	285.89	03	03-60-5299 E-PAYMNT 3140347 4/17/26	1
				INVOICE TOTAL	285.89			
				VENDOR TOTAL	334.88			
1323 ANSWER PRO, LLC								
56550-041126	1	4/20/26	4/11/26	BASE RATE 3/14-4/10 22.73MINS	285.63	03	03-60-5399	1
				INVOICE TOTAL	285.63			
				VENDOR TOTAL	285.63			
1449 BG CONSULTANTS								
25-1185M #13	1	4/20/26	4/06/26	KMW SPLTWA PRELIM ENG SERV 100	7,980.00	44	44-02-5399	1
	2			KMW SPLTSW PRELIM ENG SERV 100	3,420.00	44	44-40-5399	1
	3			KMW SPLTWARPR/COSTENGSERV28.25	2,983.40	44	44-02-5399	1
	4			KMW SPLTSWROR/COSTENGSERV28.25	1,278.60	44	44-40-5399	1
				INVOICE TOTAL	15,662.00			
				VENDOR TOTAL	15,662.00			
579 BLACK HILLS ENERGY								
4/3 STMT 2026	1	4/20/26	4/03/26	APR ENERGY 3/4-4/3/2026	86.44	01	01-00-5306	1
				INVOICE TOTAL	86.44			
4/3 STMT FD 2026	1	4/20/26	4/03/26	APR ENERGY 3/4-4/2/2026	146.42	01	01-11-5399	1
				INVOICE TOTAL	146.42			
4/3 STMT PP 2026	1	4/20/26	4/03/26	APR ENERGY 3/4-4/3/2026	48.94	03	03-50-5306	1
				INVOICE TOTAL	48.94			
4/3 STMT SHOP 2026	1	4/20/26	4/03/26	APR ENERGY 3/4-4/2/2026	275.41	03	03-60-5306	1
				INVOICE TOTAL	275.41			
4/3 STMT SPL 2026	1	4/20/26	4/03/26	APR ENERGY 3/4-4/2/2026	85.37	01	01-00-5313	1
				INVOICE TOTAL	85.37			
				VENDOR TOTAL	642.58			
7 BLUE CROSS BLUE SHIELD								
023493564	1	4/20/26	4/15/26	BCBS HEALTH INSURANCE	1,029.02	1804	18-41-5130	1
	2			BCBS HEALTH INSURANCE	2,504.69	0104	01-00-5130	1
	3			BCBS HEALTH INSURANCE	905.12	0304	03-60-5130	1
	4			BCBS HEALTH INSURANCE CRED TH	3,522.48	0304	03-60-5130	1
	5			BCBS HEALTH INSURANCE	2,319.41	0304	03-50-5130	1
	6			BCBS HEALTH INSURANCE	533.83	0104	01-00-5130	1
	7			BCBS HEALTH INSURANCE	2,357.16	0304	03-50-5130	1
	8			BCBS HEALTH INSURANCE	1,472.87	02	02-70-5130	1

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
	9			BCBS HEALTH INSURANCE	1,142.66	0104	01-01-5130	1
	10			BCBS HEALTH INSURANCE	2,197.97	0104	01-01-5130	1
	11			BCBS HEALTH INSURANCE	1,273.89	03	03-70-5130	1
	12			BCBS HEALTH INSURANCE	540.39	0304	03-60-5130	1
	13			BCBS HEALTH INSURANCE	2,259.11	0104	01-01-5130	1
	14			BCBS HEALTH INSURANCE	2,524.38	19	19-00-5130	1
	15			BCBS HEALTH INSURANCE	1,342.15	0304	03-50-5130	1
	16			BCBS HEALTH INSURANCE	1,465.14	0304	03-50-5130	1
	17			BCBS HEALTH INSURANCE	910.47	0204	02-60-5130	1
	18			BCBS HEALTH INSURANCE	910.47	0204	02-60-5130	1
	19			BCBS HEALTH INSURANCE	1,270.77	18	18-42-5130	1
	20			BCBS HEALTH INSURANCE	2,504.69	0304	03-60-5130	1
	21			BCBS HEALTH INSURANCE	1,142.66	0104	01-01-5130	1
	22			BCBS HEALTH INSURANCE	1,773.34	0104	01-01-5130	1
				INVOICE TOTAL	28,857.71			
				VENDOR TOTAL	28,857.71			
				21 BOLEN OFFICE SUPPLY, INC				
162747	1	4/20/26	4/03/26	EVID COLL: VER968171 32GB CLAS	53.34	01	01-01-5304	1
				INVOICE TOTAL	53.34			
				VENDOR TOTAL	53.34			
				1121 BORDER STATES INDUSTRIES, INC				
932213768	1	4/20/26	4/01/26	OP SUPP: IRON SE STRAIN CLAMP9	591.87	03	03-60-5223	1
				INVOICE TOTAL	591.87			
				VENDOR TOTAL				
				932277537				
	1	4/20/26	4/14/26	OP SUPP: ALUT O-ZUZARA 65FT	289.25	03	03-60-5223	1
				INVOICE TOTAL	289.25			
				VENDOR TOTAL				
				932277546				
	1	4/20/26	4/14/26	OP SUPP: IRON DE STRAIN CLAMP	590.00	03	03-60-5223	1
				INVOICE TOTAL	590.00			
				VENDOR TOTAL	1,471.12			
				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	
				3650				
	1	4/20/26	4/17/26	153 CHEMQUEST INC POOL CHEMICALS: START	9,998.75	01	01-17-5250	1
				INVOICE TOTAL	9,998.75			
				VENDOR TOTAL	9,998.75			
				019P540995				
	1	4/20/26	4/06/26	1488 CINTAS FIRE PROTECTION F58 FIRE EXINGUISHER CHK SWEEPER26	16.45	19	19-00-5399	1
				INVOICE TOTAL	16.45			
				019P540996				
	1	4/20/26	4/06/26	ADMIN: EXTINGUISHER 2026 CHCKS	49.35	01	01-00-5399	1

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
				INVOICE TOTAL	49.35			
019P541005	1	4/20/26	4/06/26	FIRE EXTINGUISHER CHKS PD 2026	525.94	01	01-01-5399	1
				INVOICE TOTAL	525.94			
019P541006	1	4/20/26	4/06/26	FIRE EXTINGUISHER INSP PP 2026	1,532.48	03	03-50-5399	1
				INVOICE TOTAL	1,532.48			
019P541007	1	4/20/26	4/06/26	FIRE EXTINGUISHER CHKS 2026P&L	33.82	03	03-60-5399	1
				INVOICE TOTAL	33.82			
019P541008	1	4/20/26	4/06/26	ELECTRICAL DEPT TRK 6B	16.91	03	03-60-5315	1
				INVOICE TOTAL	16.91			
019P541009	1	4/20/26	4/06/26	FIRE EXTINGUISHER CHKSWPLNT26	396.08	18	18-42-5399	1
				INVOICE TOTAL	396.08			
019P541010	1	4/20/26	4/06/26	FIRE EXTINGSHR 5-A&B EKSMBKT26	188.96	03	03-60-5399	1
				INVOICE TOTAL	188.96			
019P541032	1	4/20/26	4/06/26	FIRE EXTINGUISHER 93FORDDUMP26	16.91	19	19-00-5399	1
				INVOICE TOTAL	16.91			
019P541033	1	4/20/26	4/06/26	FIRE EXTINGUISHER CHK GARAGE26	180.96	02	02-60-5399	1
				INVOICE TOTAL	180.96			
019P541034	1	4/20/26	4/06/26	FIRE EXTINGUISHER DUMP 2026	16.91	19	19-00-5399	1
				INVOICE TOTAL	16.91			
019P541037	1	4/20/26	4/06/26	FIRE EXTINGUIS CHK62PAYLOAD'26	33.82	19	19-00-5399	1
				INVOICE TOTAL	33.82			
019P541038	1	4/20/26	4/06/26	FIRE EXTINGUISHER BIG GRADER26	16.45	19	19-00-5399	1
				INVOICE TOTAL	16.45			
019P541039	1	4/20/26	4/06/26	FIRE EXTINGUISHER CHK 2026 FD	82.25	01	01-11-5399	1
				INVOICE TOTAL	82.25			
019P541048	1	4/20/26	4/06/26	FIRE EXTINGUISHER CHK FD 2026	599.76	01	01-11-5399	1
				INVOICE TOTAL	599.76			
				VENDOR TOTAL	3,707.05			
Y720999	1	4/20/26	4/01/26	1044 CORE & MAIN LP OP SUPP: L34-23NLQTY6 90 METER	325.74	02	02-60-5223	1
				INVOICE TOTAL	325.74			
y798970	1	4/20/26	4/03/26	CAMPGRNDMAINT: BRSMAL E ADPT	384.56	01	01-15-5240	1
				INVOICE TOTAL	384.56			
				VENDOR TOTAL	710.30			
128363	1	4/20/26	4/14/26	636 DOLLAR GENERAL-CHARGED SALES CLEANING SUPPLIES:ADMIN	13.32	01	01-00-5299	1

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
	2			CLEANING SUPPLIES: PD	13.33	01	01-01-5299	1
				INVOICE TOTAL	26.65			
				VENDOR TOTAL	26.65			
				29 CENTRAL PRAIRIE CO-OP				
03/31/2026 STMT PD	1	4/20/26	3/31/26	VEHICLE GAS & OIL	28.18	01	01-01-5205	1
	2			VEHICLE GAS & OIL	35.67	01	01-01-5205	1
	3			VEHICLE GAS & OIL	40.11	01	01-01-5205	1
	4			VEHICLE GAS & OIL	25.99	01	01-01-5205	1
	5			VEHICLE GAS & OIL	46.70	01	01-01-5205	1
	6			VEHICLE GAS & OIL	34.94	01	01-01-5205	1
	7			VEHICLE GAS & OIL	36.19	01	01-01-5205	1
	8			VEHICLE GAS & OIL	41.83	01	01-01-5205	1
	9			VEH EXP:UNIT 1 OILCHG/ROT/CABL	104.80	01	01-01-5207	1
	10			VEHICLE GAS & OIL	47.36	01	01-01-5205	1
	11			VEHICLE GAS & OIL	34.95	01	01-01-5205	1
	12			VEHICLE GAS & OIL	28.51	01	01-01-5205	1
	13			VEHICLE GAS & OIL	52.10	01	01-01-5205	1
	14			VEHICLE GAS & OIL	37.45	01	01-01-5205	1
	15			VEHICLE GAS & OIL	49.14	01	01-01-5205	1
	16			VEHICLE GAS & OIL	34.68	01	01-01-5205	1
	17			VEHICLE GAS & OIL	38.49	01	01-01-5205	1
	18			VEH EXP: UNIT 1 TIRE REPAIR	22.95	01	01-01-5207	1
	19			VEHICLE GAS & OIL	21.64	01	01-01-5205	1
	20			VEHICLE GAS & OIL	38.35	01	01-01-5205	1
	21			VEHICLE GAS & OIL	34.65	01	01-01-5205	1
				INVOICE TOTAL	834.68			
3/31/2026 STMT	1	4/20/26	3/31/26	VEHICLE DIESEL PAYLOADER	150.83	19	19-00-5205	1
	2			VEHICLE GAS OIL DUMPTRK SMALL	42.16	19	19-00-5205	1
	3			VEHICLE GAS F-350 SERV TRUCK	26.35	02	02-60-5205	1
	4			VEHICLE GAS F-550 DUMP TRUCK	42.38	19	19-00-5205	1
	5			QUICKLIST HTB GOV PRGM	74.90	03	03-50-5205	1
	6			VEHCILE GAS WAGS PICKUP	83.17	03	03-60-5205	1
	7			CREDIT FOR VEH GAS TAXES	61.12-	01	01-15-5205	1
	8			CREDIT FOR VEH DIESEL TAXES	60.99-	03	03-60-5205	1
	9			VEH EXP:CHEVY SILV TIRE FIX	17.10	03	03-50-5207	1
	10			GAS FOR FUEL CANS	40.11	19	19-00-5205	1
	11			DIESEL FOR FUEL CANS	94.92	19	19-00-5205	1
	12			VEHICLE GAS FOR F-450	93.60	19	19-00-5205	1
	13			OP SUP: GLOVES FOR PP	34.00	03	03-50-5223	1
	14			VEHICLE GAS FOR F-550	45.85	19	19-00-5205	1
	15			VEHICLE DIESEL FOR SM BKT TRK	104.40	03	03-60-5205	1
	16			VEHICLE DIESEL FOR VAC TRUCK	161.71	19	19-00-5205	1
	17			VEHICEL DIESEL FOR SKID STEER	80.03	19	19-00-5205	1
	18			VEHICLE GAS FOR F-550	33.73	19	19-00-5205	1
	19			VEHICLE GAS FOR F-350 SERV TRK	57.71	02	02-60-5205	1
	20			VEHICLE GAS FOR F-250	70.01	19	19-00-5205	1
	21			GAS FOR MOWER	18.32	01	01-15-5205	1
	22			VEHICLE GAS FOR WAGS TRK	90.66	03	03-60-5205	1
	23			VEHICLE DIESEL FOR SM BKT TRK	90.81	03	03-60-5205	1
	24			VEHICLE GAS FOR F350 SERV TRK	74.09	02	02-60-5205	1
	25			GAS FOR MOWERS	13.76	01	01-15-5205	1

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
	26			D2-2-4D & CORNERSTONE PLUS #5	278.50	16	16-00-5299	1
	27			GAS FOR FUEL CANS	22.47	16	16-00-5205	1
	28			VEHICLE GAS FOR F-550	56.91	16	16-00-5205	1
	29			VEHICLE DIESEL FOR DIGGER	85.44	03	03-60-5205	1
	30			VEHICLE DIESELEXHAST FL4DIGGER	31.50	03	03-60-5205	1
	31			HYVAR/CORNERSTONE+5/2-4D LV 6#	542.25	03	03-50-5299	1
	32			VEHICLE DIESEL FOR TRACTOR	107.21	19	19-00-5205	1
	33			PARK MAINT:ULT CRABGRASS 10BAG	276.13	01	01-15-5241	1
	34			MISC: ULT CRABGRASS 2 BAGS	55.23	03	03-50-5299	1
	35			VEHICLE DIESEL SMALL BKT TRK	96.12	03	03-60-5205	1
	36			F-550 65-2 DIEHARD GOLD REPLAC	.01	19	19-00-5207	1
	37			VEHICLE GAS FOR F-550	50.06	19	19-00-5205	1
	38			VEHICLE GAS FOR F-250 JEFF	53.51	19	19-00-5205	1
	39			VEHILCE GAS FOR F-350	42.80	19	19-00-5205	1
	40			GAS FOR MOWER	13.32	01	01-15-5205	1
	41			VEH EXP: ATF FM-QT F-550	5.83	19	19-00-5207	1
	42			GRASSHOOPER MOWER GAS/75-DIEHA	199.99	01	01-15-5211	1
	43			VEH EXP: ANTIFREEZE SKID STEER	23.95	19	19-00-5207	1
	44			VEH EXP: F-350SERVTRK 65-2DIEH	.01	02	02-60-5207	1
	45			VEHICLE DIESEL FOR PAYLOADER	159.88	19	19-00-5205	1
				INVOICE TOTAL	3,519.61			
				VENDOR TOTAL	4,354.29			
				1429 G K ENTERPRISES LLC				
43	1	4/20/26	4/16/26	CITYHALL BACK DOOR LOCK REPLAC	81.75	01	01-00-5399	1
				INVOICE TOTAL	81.75			
				VENDOR TOTAL	81.75			
				306 GRAINGER				
9876034431	1	4/20/26	4/10/26	TOOLS: DIAPHRAGM PUMP POLYP 5G	175.55	02	02-60-5219	1
				INVOICE TOTAL	175.55			
				VENDOR TOTAL	175.55			
				360 GRAVEL & CONCRETE, INC.				
26409	1	4/20/26	3/20/26	SWLAGPRJ POURFOOTING 4STORSHED	1,562.00	18	18-40-5492	1
				INVOICE TOTAL	1,562.00			
				VENDOR TOTAL	1,562.00			
				1305 IMAGINE IT, INC.				
31202551	1	4/20/26	3/31/26	SERVER BATT B/UP ORDERED	90.00	01	01-00-5399	1
	2			SERVER BATT B/UP ORDERED	90.00	02	02-70-5399	1
	3			SERVER BATT B/UP ORDERED	90.00	03	03-70-5399	1
	4			SERVER BATT B/UP ORDERED	90.00	18	18-42-5399	1
				INVOICE TOTAL	360.00			
312027771	1	4/20/26	4/08/26	CREDIT SERVER BATT B/UP	90.00-	01	01-00-5399	1
	2			CREDIT SERVER BATT B/UP	90.00-	02	02-70-5399	1
	3			CREDIT SERVER BATT B/UP	90.00-	03	03-70-5399	1
	4			CREDIT SERVER BATT B/UP	90.00-	18	18-42-5399	1
				INVOICE TOTAL	360.00-			

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
31202845	1	4/20/26	5/01/26	MONTHLY BILLING MAY26-ACMT MAN INVOICE TOTAL	4,049.38 4,049.38	03	03-70-5399	1
				VENDOR TOTAL	4,049.38			
1696928	1	4/20/26	4/10/26	1522 INYO POOL PRODUCTS POOL MAINT: IMPELLER 10HP	1,335.99	01	01-17-5380	1
	2			POOL MAINT: MOTOR SHAFT SEAL 2	54.99	01	01-17-5380	1
				INVOICE TOTAL	1,390.98			
				VENDOR TOTAL	1,390.98			
4-10-2026 REFUND	1	4/20/26	4/09/26	1523 JIMMY LAWLER REFUND TEMPSEV FEE EL DUPCHRG	120.00	03	03-00-4499	1
	2			REFUND DUPLICATE CHARGE CFEL	20.00	03	03-00-4405	1
				INVOICE TOTAL	140.00			
				VENDOR TOTAL	140.00			
GRDA-STER-2026-05	1	4/20/26	4/06/26	34 KMEA-GRDA OPERATING ACCOUNT KMEA MAY 2026 SERVICES PURCHPW	34,851.00	03	03-50-5358	1
				INVOICE TOTAL	34,851.00			
				VENDOR TOTAL	34,851.00			
EMP3-STER-2026-03	1	4/20/26	4/20/26	870 KMEA EMP3 OPERATING FUND MAR 2026 SERVICES	47,258.00	03	03-50-5358	1
				INVOICE TOTAL	47,258.00			
				VENDOR TOTAL	47,258.00			
21085	1	4/20/26	4/01/26	4 KANSAS MUNICIPAL UTILITIES LEVEL1 TRAININGGROUP3 2QTR2026	467.92	01	01-00-5399	1
	2			LEVEL1 TRAININGGROUP3 2QTR2026	467.92	02	02-70-5399	1
	3			LEVEL1 TRAININGGROUP3 2QTR2026	467.92	03	03-70-5399	1
	4			LEVEL1 TRAININGGROUP3 2QTR2026	467.92	18	18-42-5399	1
	5			LEVEL1 TRAININGGROUP3 2QTR2026	467.95	19	19-00-5399	1
				INVOICE TOTAL	2,339.63			
				VENDOR TOTAL	2,339.63			
025697	1	4/20/26	4/14/26	138 KROGER - DILLONS CUSTOMER SUPPLIES: WATER (JM)	56.85	02	02-60-5299	1
				INVOICE TOTAL	56.85			
				VENDOR TOTAL	56.85			
6083	1	4/20/26	4/15/26	1460 MID SOUTH RADAR RADARCERT:DE030507 DP020429	80.00	01	01-01-5399	1
				INVOICE TOTAL	80.00			
				VENDOR TOTAL	80.00			

40 NAPA AUTO PARTS - KC101

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
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			
				VENDOR TOTAL	108.95-		NO CHECK ISSUING	
4/17 NO STMT 2026	1	4/20/26	4/17/26	44 PRINCIPAL LIFE INSURANCE CO LIFE INSURANCE	13.36	0103	01-01-5132	1
	2			LIFE INSURANCE	10.01	0103	01-01-5132	1
	3			LIFE INSURANCE	10.01	0103	01-01-5132	1
	4			LIFE INSURANCE	10.01	0303	03-50-5132	1
	5			LIFE INSURANCE	10.01	0203	02-70-5132	1
	6			LIFE INSURANCE	10.01	19	19-00-5132	1
	7			LIFE INSURANCE	10.01	0303	03-60-5132	1
	8			LIFE INSURANCE	10.01	18	18-42-5132	1
	9			LIFE INSURANCE	13.36	0303	03-60-5132	1
	10			LIFE INSURANCE	13.36	0103	01-00-5132	1
	11			LIFE INSURANCE	10.01	1603	16-00-5132	1
	12			LIFE INSURANCE	10.01	0303	03-50-5132	1
	13			LIFE INSURANCE	13.36	1803	18-41-5132	1
	14			LIFE INSURANCE	13.36	0303	03-50-5132	1
	15			LIFE INSURANCE	10.01	0103	01-00-5132	1
	16			LIFE INSURANCE	13.36	0103	01-01-5132	1
	17			LIFE INSURANCE	13.36	0303	03-60-5132	1
	18			LIFE INSURANCE	10.01	19	19-00-5132	1
	19			LIFE INSURANCE	13.36	0303	03-50-5132	1
	20			LIFE INSURANCE	10.01	0303	03-70-5132	1
				INVOICE TOTAL	227.00			
				VENDOR TOTAL	227.00			
51241649.001	1	4/20/26	4/03/26	928 SCHULTE SUPPLY, INC. TOOL SPLIT: 16" GAS SAW PKG	2,047.50	02	02-60-5219	1
	2			TOOL SPLIT: 16" GAS SAW PKG	2,047.50	18	18-40-5223	1
				INVOICE TOTAL	4,095.00			
				VENDOR TOTAL	4,095.00			
6081050-00	1	4/20/26	4/03/26	5 STANION WHOLESALE ELEC CO INC OP SUPP:POLYCO/CABLEKIT/HIGHPR	2,330.28	03	03-60-5223	1
				INVOICE TOTAL	2,330.28			
6081050-01	1	4/20/26	4/09/26	OP SUPP:WSHR/SPRGLKS/HIGH PRES	480.00	03	03-60-5223	1
				INVOICE TOTAL	480.00			
6081050-02	1	4/20/26	4/09/26	PP REPLACE BULBS HIGH-BAY	62.61	03	03-50-5299	1
				INVOICE TOTAL	62.61			
6081178-00	1	4/20/26	4/09/26	12 TRAFFICE SIGNAL BULBS	93.61	19	19-00-5299	1
				INVOICE TOTAL	93.61			

SCHEDULED CLAIMS LIST

INVOICE#	LINE	DUE DATE	INVOICE DATE	REFERENCE	PAYMENT AMOUNT	DIST	GL ACCOUNT	CK SQ
				VENDOR TOTAL	2,966.50			
3/31/2026 STMT	1	4/20/26	3/31/26	50 THE BULLETIN - STERLING ORDINANCE 2592 SRC PICKLEBALL	82.00	01	01-00-5399	1
	2			SPORTS SPONSOR	11.00	03	03-70-5399	1
	3			SPORTS SPONSOR	11.00	03	03-70-5399	1
	4			SHS SUBSTATE CONGRATS SPONSOR	25.00	01	01-00-5399	1
	5			SOORTS SPONSOR	11.00	03	03-70-5399	1
	6			SHS BB STATE CHAMPS SPONSOR	25.00	01	01-00-5399	1
	7			CITYWIDE CLEAN UP	206.25	03	03-70-5399	1
	8			SPORTS SPONSOR	11.00	03	03-70-5399	1
	9			MONTHLY CALENDAR	31.00	03	03-70-5399	1
				INVOICE TOTAL	413.25			
				VENDOR TOTAL	413.25			
4/10/2026 NO STMT	1	4/20/26	4/10/26	594 STUTZMAN REFUSE DISPOSAL INC 4/1-4/30 MAR BILL 830CUST	7,364.21	01	01-00-5395	1
				INVOICE TOTAL	7,364.21			
				VENDOR TOTAL	7,364.21			
4/17 REIMB	1	4/20/26	4/17/26	1525 TIMOTHY R HENDRICKS BCBS HEALTH INSURANCE REFND SH	195.28	0204	02-00-2504	1
				INVOICE TOTAL	195.28			
				VENDOR TOTAL	195.28			
34309	1	4/20/26	4/20/26	131 VAN DIEST SUPPLY COMPANY SPRAYCHEM: BIOS MIST 3+15	2,775.00	01	01-12-5213	1
				INVOICE TOTAL	2,775.00			
				VENDOR TOTAL	2,775.00			
				FIRST BANK TOTAL	175,959.18			
				TOTAL MANUAL CHECKS	.00			
				TOTAL E-PAYMENTS	334.88			
				TOTAL PURCH CARDS	.00			
				TOTAL ACH PAYMENTS	.00			
				TOTAL OPEN PAYMENTS	175,624.30			
				GRAND TOTALS	175,959.18			



City of Sterling Special Event Permit

Special Event Permits are approved by the City Commission, typically at the first Regular Meeting following the date an application is submitted. A base permit fee of **\$30.00** must be remitted with the application, and an additional hourly fee of **\$50.00** per officer must be remitted for events with over 100 attendees for which the Sterling Police Department will provide security. Attendees may provide their own security, and these arrangements must be approved by the Police Chief.

The applicant must submit a certificate of insurance (COI) insured in the name of the organization, and with the City named as an additional insured party. The minimum required limits are \$1,000,000.00 for each occurrence, and a general aggregate of \$2,000,000.00 The applicant agrees to hold the City harmless for any injuries or accidents that occur to any persons at City owned facilities.

Approved permits do not guarantee that public facilities will be available for use. Facilities are available on a first come first serve basis, and it is recommended that patrons arrive ahead to ensure facilities are not in use. The City will not participate in or resolve time conflicts between patrons.

For Applicant

Name of applicant: April Keiso

Organization: Kids Cove

Location of event: (Sterling Lake ~ race route throughout town (attached))

Purpose of event: 5K Donut Dash - Fundraiser for Kids Cove

Date and time of event: Sat, May 2nd 6:30 am - 10:00 am (Set-up, race, & clean up)

Will event have more than 100 attendees? No *Request bathrooms to be unlocked & available for participants *

Will the event require street closures? No

If yes, name and blocks of streets to be closed: Ø

Will the event include alcohol sold on public property? No

If yes, see [Chapter III, Article 1](#) of the City Code for additional requirements.

Applicant signature: April Keiso Date: 4/3/2026

For Office Use

Permit fee: \$30.00 Date received: 03/30/2026

Date COI received: 04/13/2026

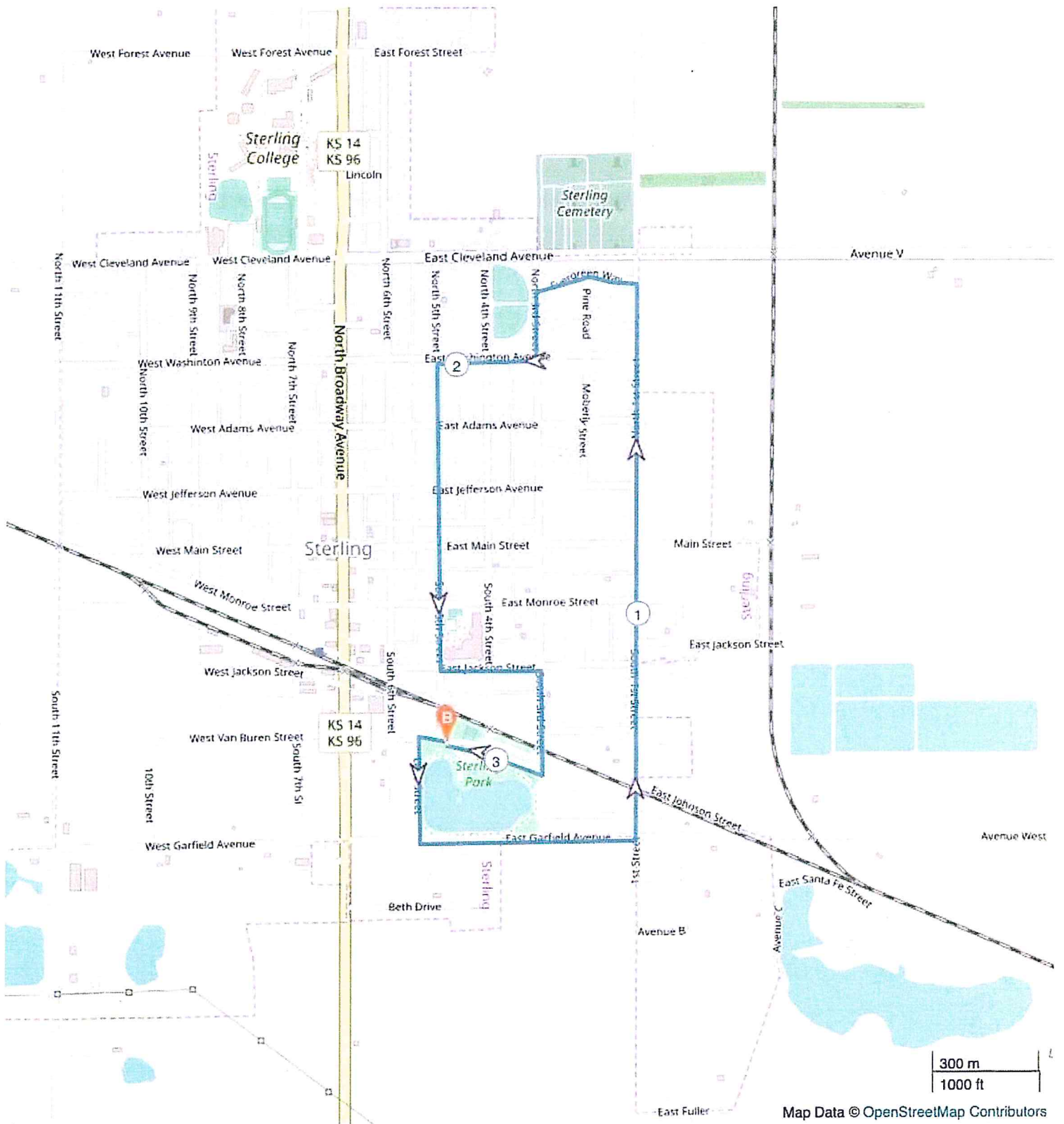
Date of City Commission approval: _____

City Manager signature: _____ Date: _____

PAID

MAR 30 2026

**CITY CLERK
CITY OF STERLING**



1663 ft

Map Data © OpenStreetMap Contributors

H.1 Receive the 2026 Q1 update on the KMW expansion project.

**City of Sterling
City Commission Meeting
April 20, 2026**

TO: City Commission
SUBJECT: Discuss extending the City’s zoning authority to create an extraterritorial zone of influence.
INITIATED BY: Zoning Administrator
PREPARED BY: Zoning Administrator
AGENDA: New Business

Background: Kansas Statutes Annotated (KSA) 12-715b, which is included in Exhibit A, 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.

Analysis: 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 this zone, the City currently has fulfilled the condition explained 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 city limits into unincorporated areas of Rice County. A map displaying the planning area is contained in an excerpt from the 2015 Comprehensive Plan, which is included in Exhibit B.

To meet the other 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, included in Exhibit C, 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. 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. For example, the City does not currently have a zoning district designated for agriculture, and such a district would almost certainly need to be created to account for agricultural operations that would be included in the zone of influence. 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 is 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.

Financial: 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.

Legal Considerations: The power of municipalities to extend their zoning authority into an extraterritorial zone of influence is established in KSA 12-715b. An effectuating ordinance must be approved by City Commission, once all other conditions for exercising this authority have been met.

Recommendations/Actions: No recommendation for action.

Attachments:

Exhibit A – KSA 12-715b, Zoning of land outside city limits; conditions and limitations; notice to county commissioners (1 page)

Exhibit B – 2015 Comprehensive Plan, pages 1-2 and 1-3 (2 pages)

Exhibit C – Bylaws of the Sterling City Planning Commission (13 pages)

12-715b. Zoning of land outside city limits; conditions and limitations; notice to county commissioners.

Cities are hereby authorized to adopt zoning regulations affecting all or any designated portion of the land located outside the city but within three miles thereof under the following conditions. Except for flood plain regulations in areas designated as a flood plain, nothing in this act shall be construed as authorizing any city to adopt regulations applying to or affecting any land in excess of three acres under one ownership which is used only for agricultural purposes:

(a) The city has established a planning commission under the provisions of K.S.A. 12-702, and amendments thereto, which provides for the appointment of two commission members who reside outside the city but within the area subject to the zoning regulations of the city, or the city has established a joint, metropolitan or regional planning commission in cooperation with the county in which such city is located pursuant to the provisions of K.S.A. 12-718, and amendments thereto.

(b) The land outside the city which is subject to the zoning regulations of the city has been included within a comprehensive plan recommended by either of such planning commissions and has been approved by the city governing body or the board of county commissioners.

(c) The county has specifically excluded the land from county zoning regulations or the county does not have in effect zoning regulations for such area adopted in conformity with the statutes prescribing procedure for the adoption of county zoning regulations.

(d) The city has notified the board of county commissioners in writing 60 days before initiating zoning regulations by ordinance for such area of its intention to adopt such regulations by ordinance.

History: L. 1969, ch. 76, § 1; L. 1984, ch. 67, § 1; L. 1991, ch. 63, § 2; July 1.

– *Connect Sterling* –*Comprehensive Development Plan for the Sterling Area, Kansas: 2015–2035*

- To encourage long-range fiscal planning policies such as a capital improvement program.
- To assist in selecting and applying for state and federal grant programs which would benefit the City and the Planning Area.
- To coordinate efforts, avoid duplication, and establish a working relationship for implementing plan proposals between the City of Sterling and other entities – including Lyons and other nearby cities; Sterling, Atlanta, and other nearby townships; Rice County and Reno County; Sterling Unified School District 376; and the Rice County Board of Commissioners, the State of Kansas, and the federal government.

Plan Parameters

This Comprehensive Plan addresses planning issues within a specific geographic area (the *Planning Area*), and within a specific span of time (the *Planning Period*).

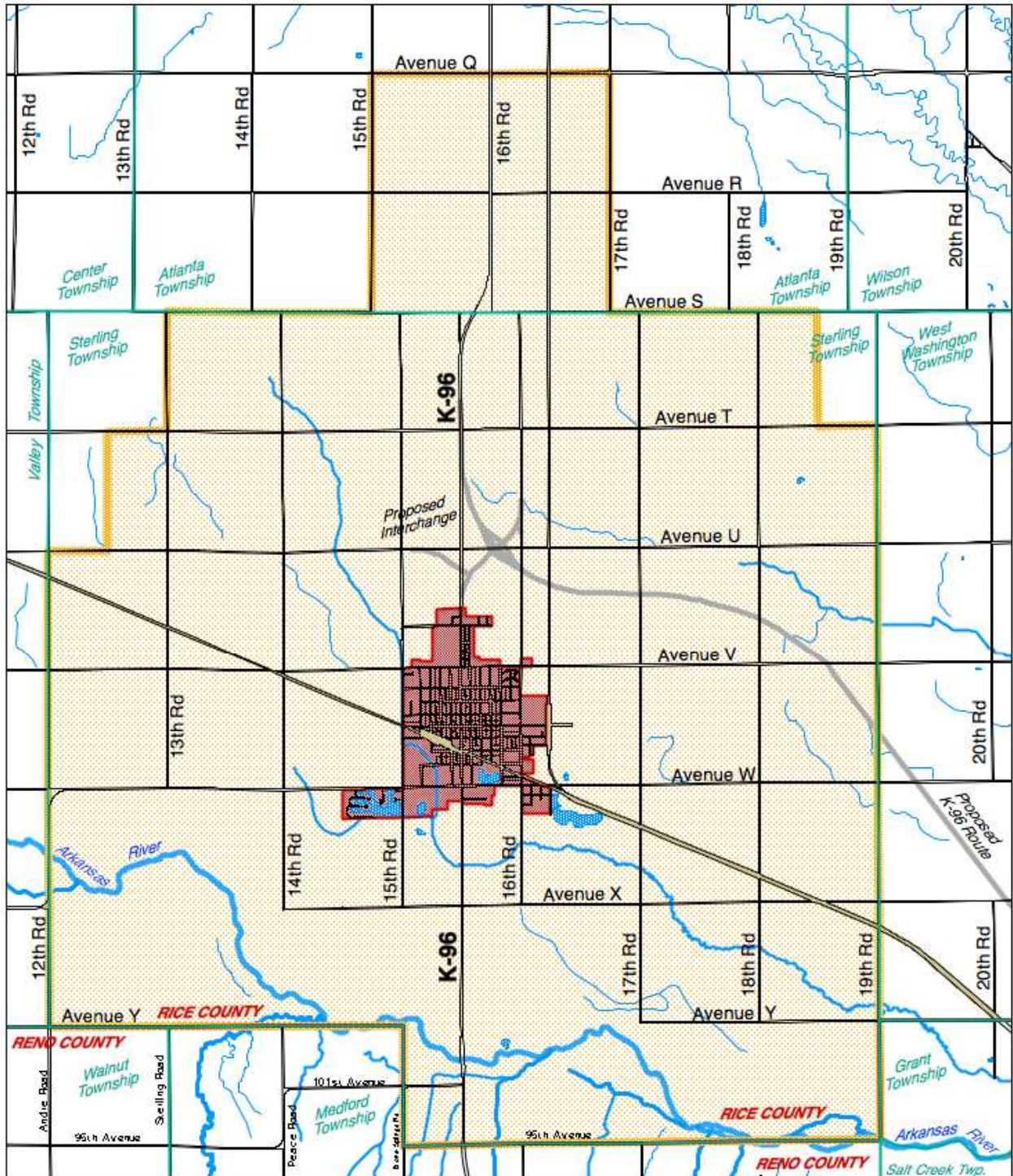
Planning Area The designation of a Planning Area recognizes that the City's activities both affect and are affected by the surrounding region. Delineating a Planning Area does not create a regulatory boundary as such, but identifies an area which has an influence on the planning and development of the City, and therefore should be studied as part of what the state statutes refer to as the "total community of which the City is a part". Any extraterritorial jurisdiction for Subdivision Regulations or Zoning Regulations around a city cannot exceed the Planning Area as delineated (nor extend more than three miles from the city limits, nor extend more than one half the distance to another city, nor extend into another county).

As defined for this Plan, the Sterling Planning Area includes the City of Sterling, as well as portions of Sterling and Atlanta townships in Rice County, Kansas. The extent of the Sterling Planning Area is 9.0 miles north-to-south and 7.0 miles east-to-west. This encompasses a total area of 47.9 square miles or 30,670.9 acres.

The previous *Sterling, Kansas Comprehensive Plan*, completed in 1980, did not define a Planning Area.

Planning Period The Planning Period for this comprehensive plan is the twenty-year time span from 2015 through 2035. For this type of plan, twenty years is typically the practical limit for useful forecasting of both local needs and local resources. For instance, existing community facilities are assessed within this plan, to determine whether they need to be modified or replaced in some way due to changing conditions or population growth, or are likely to last throughout the course of the Planning Period.

Figure 1-A: Sterling Planning Area



*The Sterling Planning Area, as shown shaded in orange,
extends from 12th Road on the west to 19th Road on the east,
and from Avenue Q on the north to Avenue Y and 95th Avenue on the south.*

B Y L A W S
of the
STERLING CITY PLANNING COMMISSION

ARTICLE I -- CREATION, MEMBERSHIP, AUTHORITY AND DUTIES

Section 1. Creation. The Sterling City Planning Commission, hereinafter referred to as the "Commission," has been established by the Governing Body by the adoption of Ordinance No. 2-165 which was passed and approved and became effective in 1972. The Ordinance is contained in Chapter 16, Article 1, Section 101 of the City Code.

Section 2. Membership. The membership consists of seven members serving staggered three year terms of whom seven shall be residents of the City of Sterling, Kansas. Members are appointed by the Mayor with the consent of the City Commission at their first regular meeting in November of each year and take office after being sworn-in by the City Clerk at the next regular meeting of the Commission. Vacancies are filled by appointment for the unexpired term.

Section 3. Disqualification. Regular attendance is an important responsibility of membership. Maintaining a quorum for voting purposes is especially important. Any member that misses a total of 50% of the meetings during a calendar year for reasons not considered justifiable by the Commission shall be notified that the Commission will recommend to the Mayor that his or her membership be declared vacated and a replacement appointment be made.

Section 4. Conflicts of Interest. Members of the Commission shall be aware at all times of their responsibility to the citizenry of the City of Sterling and to the residents of the surrounding Planning Area and shall refrain from any recommendation or action that would benefit individuals or special interest groups rather than serve the best interests of the entire Planning Area. In furtherance of this responsibility, members shall refrain from recommending or acting on any matter before the Commission in which they have, either directly or indirectly, a financial interest or use their influence or position to show favoritism that could lead to the development of a clientele at a later date.

Section 5. Authority. The Commission is vested with the responsibilities of a planning commission as contained in the State Planning and Zoning Statutes, i.e., K.S.A. 12-741, et seq., as amended.

Section 6. Duties. As provided for by the statutes referred to in Section 5, the duties of the Commission shall be:

1. To make or cause to be made, adopted and maintained an official Comprehensive Development Plan for the City and any unincorporated territory lying outside the City but within Rice County which in the Commission's opinion forms the total community of which the City is a part, subject to the approval of the Governing Body by ordinance (K.S.A. 12-743(a) and 12-747);
2. To annually review or reconsider the Comprehensive Plan at the January meeting of each year to determine if the Plan or any portion thereof has become obsolete and to report such status to the Governing Body or propose remedial amendments, extensions or additions to the plan (K.S.A. 12-747[d]);
3. To determine the conformance to the Comprehensive Plan of public improvements, facilities or utilities of a type embraced within the recommendations of the Plan which are proposed for construction or authorization and to report upon such conformance or nonconformance within 60 days to the Governing Body unless conformance is otherwise determined by reviewing the City's Capital Improvement Program (K.S.A. 12-748);
4. To prepare, adopt and maintain Zoning Regulations for the City and consider such regulations for an extraterritorial jurisdiction; to recommend the approval of such regulations to the Governing Body; and to hold hearings and make recommendations on all amendments thereto and zoning applications (K.S.A. 12-715b, 12-736, 12-742 and 743, 12-753 through 764 and 12-766 through 771.);
5. To prepare, adopt and maintain Subdivision Regulations for the City and consider such regulations for an extraterritorial jurisdiction; to recommend the approval of such regulations by the Governing Body; and to process and approve plats and to transmit them to the Governing Body for the acceptance of dedications thereon (K.S.A. 12-742 and 743, 12-749, 12-751(a), 12-752 and 12-764);
6. To concurrently serve as the Board of Zoning Appeals to hear and decide appeals from determinations of the Zoning Administrator, variances and exceptions as required by the Zoning Regulations (K.S.A. 12-759);
7. To submit to the Governing Body on or before the first Monday in June of each year a proposed budget for the ensuing year to carry out the Commission's planning program (K.S.A. 12-746);
8. To prepare and approve plans for neighborhoods & special project areas;
9. To maintain planning reference files of plans, reports, maps, ordinances, regulations and policies accessible to officials, developers and citizens;

10. To maintain cooperation and coordination with the trustees of the surrounding township(s), U.S.D. #376, the Rice County Planning Board and with such other county, regional and state planning entities as may be deemed appropriate; and
11. To hold hearings, provide plans for and/or make recommendations on such other matters including annexations and vacations as may be periodically assigned to the Commission by the Governing Body.

Section 7. Compensation. Members of the Commission shall serve without compensation for their services; however, the members may receive reimbursement for their authorized out-of-pocket expenses including travel when related to the Commission's activities as the Governing Body by policy may deem desirable.

ARTICLE II -- OFFICERS, ELECTIONS AND DUTIES

Section 1. Officers. The officers of the Commission shall consist of a Chairperson, Vice-Chairperson and Secretary of whom all shall be members of the Commission. A Recording Secretary shall also be elected who is not a member of the Commission. (K.S.A. 12-745)

Section 2. Elections. At the regular Commission meeting in January of each year, the officers shall be nominated and those persons receiving the highest number of votes shall be deemed elected. Officers shall take office following the meeting and serve for one year or until their successor has been elected. Officers may serve for more than one term.

Section 3. Duties. The Chairperson shall preside at all meetings of the Commission. In the absence of the Chairperson, the Vice-Chairperson shall preside. In the absence of both the Chairperson and the Vice-Chairperson, the Secretary shall preside to select a temporary Chairperson and the Secretary shall forthwith relinquish the chair after selection of a temporary Chairperson. The Chairperson shall sign all minutes and other official papers and documents to indicate that they have been approved by the Commission. The Chairperson shall represent the Commission at all meetings with other groups unless another member is designated to perform that function. The Chairperson shall also be responsible to oversee the preparation and distribution of agendas for each Commission meeting.

The Vice-Chairperson shall act in the manner and capacity as the Chairperson in the absence of the Chairperson.

The Recording Secretary shall perform the following duties:

1. To prepare the minutes of each Commission meeting and submit them to the Commission for approval;
2. To maintain an official file or record book of the minutes as approved and signed by the Chairperson and the Recording Secretary; and to provide the Governing Body, City Manager, City Clerk, Zoning and Subdivision Administrator(s) and other officials and interested parties with copies on a continuing basis;
3. To prepare and distribute agendas for each Commission meeting under the direction of the Chairperson. (See Article III, Section 7 on Agendas.)
4. To maintain an official file of Comprehensive Plan and Zoning and Subdivision Regulations documents and accompanying adoption materials and ordinances; and
5. To distribute to each Commission member all current materials relating to the Comprehensive Plan and Zoning and Subdivision Regulations and to distribute three sets of Zoning and Subdivision Regulations, including amendments thereto, to the City Clerk as the official City copies.

The Secretary shall perform the following duty:

1. To attest to resolutions and certificates adopting the Comprehensive Plan and amendments thereto in addition to adoptions of Zoning and Subdivision Regulations, approval of final plats and other official documents.

ARTICLE III -- MEETINGS

Section 1. Regular Meetings. When a regular meeting of the Commission is held, it shall be on the third Thursday of a month. When the date of a regular meeting coincides with a legal holiday, the Commission may designate the date for the next regular meeting unless such meeting dates have otherwise been adopted as a schedule for the year. All meetings shall be held in the Commission Room at the City Hall in Sterling, Kansas, beginning at 5:15 p.m.; provided, however, that the Commission may vote to adopt another hour, date or place of meeting. Any such change shall be given wide publicity for the convenience of persons having business before the Commission.

Section 2. Special Meetings. Special meetings may be called by the Chairperson or in the Chairperson's absence by the Vice-Chairperson or upon written request of any three members of the Commission. When a special meeting is called, notice as to date, time, place and purpose for the meeting shall be given by

the Chairperson at least 24 hours before the meeting by mail, hand delivery or email. The announcement of a special meeting at a regular meeting shall constitute notice to those persons present. Commission members not present and the Governing Body shall be notified by the Recording Secretary including all persons designated to receive agendas on a regular basis. (See Article III, Section 7 on Agendas.)

No agenda items other than those stated in the notice shall be considered at a special meeting.

Section 3. Adjourned Meetings. If the business before the Commission is not completed, the Commission by motion may adjourn the meeting or a specific agenda item to a specified date, time and place until the matters on the original agenda or the specified item are acted upon. When such a motion is made known to those persons in attendance, no further notice need be given them. Any person requesting an agenda or a notice of a regular or special meeting as described in Article III, Section 7 on Agendas; however, shall continue to receive such distributions.

Section 4. Open Meetings and Closed Sessions. Having determined that at least a quorum is present, all actions of the Commission shall be open to the public and to attendance by representatives of the news media, except that closed sessions if deemed necessary may be held to deliberate a rezoning application including a special use wherein such action is considered to be a quasi-judicial function. The motion to recess for a closed session shall be placed in the minutes and include a statement of (a) the case(s) to be deliberated during the closed session; (b) the persons to be present; and (c) the time and place at which the open meeting will resume, all according to the exemption provided for in K.S.A. 75-4318(a) of the Kansas Open Meetings Act. In such closed sessions, no binding vote or action may be taken.

Section 5. Workshop Sessions. The Commission may meet at a regular or special meeting in a workshop session for a general discussion on one or more topics or for a training session; however, the Kansas Open Meetings Act applies and no binding action may be taken. While regular minutes are not necessary, a record of attendance and a brief summary of the subject(s) discussed should be made.

Section 6. Quorum. A quorum shall consist of a majority of the total membership which is designated by the ordinance creating the Commission whether any vacancies exist or not. Thus, a quorum of four members must be present to conduct any business. In the absence of a quorum at any meeting or at the impending

loss of a quorum during a meeting, the presiding officer after consultation with those members present may announce that the meeting is continued to a specified date, time and place or similarly table an agenda item. When such information is made known to those persons in attendance, no further notice need be given them. Any person requesting an agenda or a notice of a regular or special meeting as described in Article III, Section 7 on Agendas; however, shall continue to receive such distributions.

Members abstaining from voting may be counted when determining whether a quorum is present; however, members disqualified from voting may not be counted. (See Article IV, Section 5, Subsections 10 and 11 on Parliamentary Procedure.)

Section 7. Agendas. The Chairperson shall oversee the preparation of an agenda of all matters to come before the meeting and to have it mailed or delivered to the Commission members no later than three calendar days preceding the next regular meeting. Copies of the agenda shall also be furnished (a) to the Governing Body, City Manager, City Clerk, Zoning and Subdivision Administrator(s) and news media; (b) to each party having an item on the agenda; and (c) to any person requesting an agenda or a notice of the date, time and place of a regular or special meeting of the Commission under K.S.A. 75-4318(b) and (d) of the Kansas Open Meetings Act. Any member of the Commission may place items on the agenda by advising the Chairperson no later than noon on the sixth day preceding the next regular meeting. If the number of applications received for zoning or platting would create an unduly long Commission meeting, the Chairperson may carry over such items on a first-come, first-served basis to the next Commission meeting unless already advertised for public hearing. (See Article IV, Section 1 on the Order of Business.)

Section 8. Recording of Meetings. The Recording Secretary shall keep complete records of all proceedings of the Commission. The Recording Secretary shall also prepare and maintain permanent minutes to be kept in a file or record book available for public view. Permanent copies of such minutes shall not be removed from City Hall except by order of a court. Copies of the minutes shall be furnished to all persons or bodies making such a request to the Recording Secretary. The Recording Secretary may make such charges as are necessary to recover the cost of making such copies.

ARTICLE IV -- CONDUCT OF MEETINGS

Section 1. Order of Business. The general order of business shall be as follows unless otherwise decided by the Commission: (a) Roll call; (b) Approval of the agenda; (c) Approval of the minutes; (d) Public hearings; (e) Plats; (f) Screening and site plans; (g) Communications; (h) Committee and staff reports; (i) Unfinished business; (j) New business and (k) Adjournment.

Off-agenda items may be considered when such items are added to the agenda at the beginning of the meeting by motion. Approval of such consideration shall be based on a finding that a review or presentation would be in the best interest of the general public and not contrary to the provisions of public notice.

Section 2. Appearance Before the Commission. Applicants and petitioners or their representatives and members of the community at large or individuals or their representatives who feel that they will be affected by any action of the Commission may appear to present views and statements either for or against agenda items. Personal appearance before the Commission is recommended; however, written communication may be presented instead. The Commission may at their discretion defer items coming before the Commission if the Applicant or petitioner is not present and has not submitted written communication.

Section 3. Actions. In all formal matters, the Commission shall act by motion unless a resolution is required by law or governmental regulations. All notices required by law to be given by publication including those for public hearings shall be published in the officially designated city newspaper. Substantive motions before the Commission shall be restated by the Recording Secretary before a vote is taken. Every motion on a substantive matter shall set forth reasons. Action shall be taken on each agenda item presented at the conclusion of discussion of that item.

Section 4. Voting. When a quorum is declared present, all actions of the Commission shall be taken by a majority vote of the members present and voting (K.S.A. 12-745), except that a majority vote of the entire membership of the Commission shall be required to adopt or amend the Comprehensive Plan, Zoning Regulations and Subdivision Regulations. A rezoning amendment or special use application which affects a specific property only require a majority vote of the members present and voting at the hearing (K.S.A. 12-757[c]). Voting shall be by individual voice ballot of "Aye" or "Nay" on each item and shall be tallied and the results determined by the Chairperson. In the event of a divided vote, see Article IV, Section 5, Subsection 8 and 9 on Parliamentary Procedure.

Section 5. Parliamentary Procedure. All meetings of the Commission shall be conducted in accordance with the current

edition of Robert's Rules of Order Newly Revised, except insofar as modified by these Bylaws and procedures adopted by the Commission:

1. A second shall be required for all motions.
2. The presiding officer shall have the right to make motions and to second motions without vacating the chair.
3. Motions to "receive and file" shall not be debatable.
4. Substitute motions may be made for prime motions; provided, that substitute motions are voted on before the prime motion. Substitute motions shall be made only once and shall be debatable only if the prime motion was debatable. A substitute motion may be made without the consent of the maker of the prime motion.
5. Motions to reconsider any item shall be made by one of the members voting in favor of the item to be reconsidered. Motions to reconsider shall not be allowed in cases where the item proposed for reconsideration has previously been forwarded to and acted on by the Governing Body.
6. The Commission may suspend the rules; provided, that: (a) the motion to suspend the rules takes precedence over other prime motions; (b) the motion shall state the specific purpose and rule to be suspended; (c) no such motion shall be considered approved unless the length of time such suspension will be in effect has been specified; (d) the motion shall be approved by a majority vote of the members present and voting; and (e) no suspension of the rules shall be considered permanent.
7. Participation from the floor (audience) on any matter may be limited as to time at the discretion of the presiding officer when in his or her opinion such participation is repetitious; contains statements derogatory to the character, integrity or actions of the Commission or any member without support of such allegations; or when the course of business due to the number of matters to be considered and/or number of people requesting to be heard will not reasonably permit further participation. Those persons speaking on a given item from the floor should first be recognized and then address their remarks to the presiding officer. Each member of the Commission may speak to an issue as many times as may be desired.
8. The presiding officer shall have the right to vote. If the officer chooses not to vote, he or she shall

automatically be considered to have abstained from voting. (See Article IV, Section 5, Subsection 10 on Parliamentary Procedure.)

9. When a divided vote occurs, the presiding officer shall call for a roll-call vote. The Recording Secretary shall enter into the minutes the result by name of all roll-call votes.
10. Any member abstaining or remaining silent on a vote shall be considered to have voted with the majority vote of those who voted; provided that such member does not have a conflict of interest or bias in the matter that would otherwise disqualify him or her from voting. In the event of an equally divided vote, the vote of a member abstaining or remaining silent is not to be counted. Members who do abstain or remain silent on a vote are still counted as present in determining a quorum.
11. A member may disqualify themselves on any particular vote when the member declares a conflict of interest or bias. The member shall disassociate him or her from the assembled members and not engage in discussion until the particular item is acted upon. Members shall be automatically disqualified from voting when they or a relative own property in the area of notification for a zoning application. This disqualification shall not prevent such a member from signing a protest petition or appearing before the Commission to speak on the zoning application. When a member is disqualified from voting on any matter, they cannot be counted as present for the quorum.
12. To be eligible to vote on the first date of a public hearing, a member must have been present to hear the entire presentation unless it is appropriate and timely for the Chairperson or another person(s) present to inform such a member sufficiently to apprise him or her of the hearing proceedings to that point in time. If a public hearing or resulting deliberation of the Planning Commission is continued until another date, a member who was not present for all or for only a portion of the prior hearing and has not otherwise been sufficiently informed of the proceedings, may abstain or may vote on the pending matter; provided, that the following provisions have been met:
 - (a) The summary of the hearing has been read;

(b) Applications and any other materials including drawings submitted or presented by the applicant have been reviewed; and

(c) The member acknowledges for the record that he or she has complied with the above provisions.

13. Subject to these provisions, the presiding officer shall decide all points of order and procedure, unless overruled by a majority vote of the entire membership of the Commission.

ARTICLE V -- HEARING PROCEDURES.

Section 1. Intent and Purpose. It is the intent of the Commission to hold fair and impartial hearings on all matters requiring a public hearing at which adequate legal notice has been given to all concerned parties. The purpose of such hearings is to make it clear that decisions are based on the relevant evidence presented and that well organized hearings and procedures will lead to legally defensible decisions which are not arbitrary, discriminatory or unreasonable. To ensure fairness, the hearing room should be able to accommodate all persons wishing to attend and to enable them to properly hear the proceeding.

Ex parte contacts, i.e., those contacts in the form of verbal or written communications outside of a hearing should be discouraged. Commission members should (a) come to a hearing favoring neither side; (b) have no personal interest in the outcome other than that shared by the community-at-large; (c) treat both sides alike; and (d) base their decision solely on the facts presented as evidence before the Commission. Any facts determined by personal investigation should be reported to the Commission at the hearing as ex parte information.

Section 2. Order of Proceedings for Zoning Hearings. Applications for rezoning amendments and special uses that are site-specific land use decisions are considered quasi-judicial proceedings. The latter include the procedural due process elements of notice and opportunity to be heard in a fair, open and impartial hearing. At the end of the hearing, the Commission shall adopt a written report or place in the minutes a statement summarizing the evidence and stating the factors that it considered in arriving at its decision.

The following order of proceedings shall be used for all such rezoning and special use hearings:

1. Call for a public hearing on the application.
2. Determination that a quorum is present.
3. Determination that proper notice has been given.
4. Report of any ex parte contacts with Commission members.
5. Introduction of application by Zoning Administrator.
6. Presentation by Applicant.
7. Commission and staff question applicant.
8. Open hearing for public comments on proposed application.
9. Receipt of written communications or petitions.
10. Applicant presents closing comments.
11. Public portion of the hearing closed by the presiding officer.
12. Planning Commission deliberations.
13. Review findings and factors on which recommendation is based.
14. Motion to recommend to the Governing Body the approval, disapproval or modification of the application or to table the agenda item to a specific date, time and place.

While no further comments will be received after the public portion of the hearing is closed, the Commission may question any participant at any time during the proceedings. At its discretion, the Commission may instruct the Recording Secretary to tape record the hearing(s).

Section 3. Legislative Hearings. Hearings for the adoption of comprehensive plans and zoning and subdivision regulations and amendments thereto are considered legislative in nature. The order of proceeding for hearings in Article V, Section 2 above may be modified for a legislative hearing since there is no site-specific Applicant nor factors on which a decision is based. Only the Governing Body or Planning Commission can propose the adoption of or amendments to the plan or the regulations. The Commission's recommendation to the Governing Body shall be in writing accompanied by a written summary of the hearing thereon.

ARTICLE VI -- COMMITTEES

Section 1. Committees and Liaison Representatives. The Chairperson, with the consent of the Commission, may appoint standing and ad hoc committees and liaison representatives as may be needed to assist in the business of the Commission. The membership of such committee(s) and liaison representatives may consist of all Commission members or part Commission members or be all noncommission members. All such committees and representatives shall be provided a formal charge and shall report to the Commission their findings and recommendations, unless otherwise directed.

Standing committees are as follows:

1. Subdivision Committee -- A Subdivision Committee consisting of three Commission members shall be appointed. All meetings of the committee shall be conducted as open meetings. The Subdivision Administrator and other City staff members may serve as nonvoting ex officio members. The committee may request the assistance of other officials and technicians depending upon the nature of the plat being considered.

All standing committees shall be appointed at the next regular Commission meeting following the election of officers. They shall take office following the meeting of their appointment and serve for one year or until their successor has been appointed. Such committees may elect officers unless otherwise designated by the Chairperson and establish such rules of procedure as they deem desirable.

ARTICLE VII -- AMENDMENTS TO BYLAWS

Section 1. Amendments. The Commission may, by a two-thirds majority vote of the entire membership thereof, amend and readopt these Bylaws or any provisions or sections thereof, at any time when the same is not in conflict or in contravention of any of the laws of the State of Kansas or ordinances of the City applicable thereto. Notices of the proposed amendments as mailed or delivered shall be furnished by the Recording Secretary to the Commission members and the Governing Body not less than three calendar days prior to the meeting at which such amendments are to be considered. A current copy of the Bylaws adopted by the Commission and signed shall be filed by the Recording Secretary with the City Clerk including any amendments thereto.

Section 2. Adopted. The above and foregoing Bylaws are hereby adopted as the Bylaws of the Sterling City Planning Commission subject to their approval including any amendments thereto by the Governing Body by a majority vote. When approved by the Governing Body, these Bylaws shall become effective on _____, 20__.

DATED this _____ day of _____ 20__.

ATTEST:

Jeff Laudermilk, Chairperson

Taggert Wall, Secretary

APPROVED by the Sterling City Commission on the _____

day of _____, 20__.

Jonathan Zimmerman, Mayor

(SEAL)

ATTEST:

Sandra Frankhauser, City Clerk